

राजस्थान स्टेट पावर फाइनेन्स एण्ड फाइनेन्शियल सर्विसेज़ कॉर्पोरेशन लिमिटेड
Rajasthan State Power Finance and Financial Services Corporation Limited
(A Government of Rajasthan Undertaking)
CIN:U65923 RJ 2012 SGC 041087

Registered Office: 1, Bajaj Nagar Enclave, Near Gandhi Nagar Railway Station, Jaipur - 302015
Email : rspfcl@rajasthan.gov.in, Tel. No.: +91-141-2708611, Fax-2708611
Website : <http://rspfcl.rajasthan.gov.in>

F.No. F.1(e)(2)/RSPF&FSCL/Peons/2020/305

Date:- 06/09/2021

NOTICE INVITING BIDS

Rajasthan State Power Finance and Financial Services Corporation Ltd. invites sealed Bids from the Registered & Experienced firms for providing Services of Four persons for Peon Services on job basis for a period of one year from 1st October,2021. The estimated cost of the Procurement is about Rs. 5.00 Lakh.

The details about the Bid Form, terms & Conditions, Tender receiving/opening Place, Date & Time may be seen on the website of the Corporation i.e; <http://rspfcl.rajasthan.gov.in> and State Public Procurement Portal. Last date of submission of bids is 14.09.2021.

General Manager (Finance)



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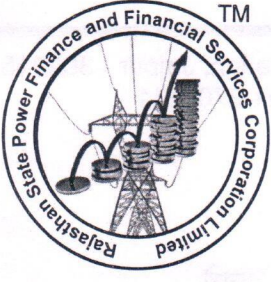
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तकनीकी निविदा की शर्तें

1. न्यूनतम मजदूरी अधिनियम, 1948 के वैधानिक प्रावधानों की अनुपालना करने का दायित्व संबंधित निविदादाता का होगा।
2. प्रत्येक बोलीदाता को अपने कार्य से संबंधित अधिनियमों में पंजीकरण का विवरण तकनीकी निविदा के प्रारूप में अंकित करना होगा।
3. राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970, कर्मचारी भविष्य निधि अधिनियम, 1952 एवं कर्मचारी राज्य बीमा अधिनियम, 1948 के अन्तर्गत नियमानुसार पंजीकृत निविदादाता ही उक्त प्रकार की बोली में भाग लेने के पात्र होंगे। पंजीकरण प्रमाण-पत्र की सत्यापित प्रतिलिपियाँ पूर्ण रूप से भरे हुए बोली दस्तावेजों के साथ संलग्न कर प्रस्तुत करनी होगी।
4. श्रम विधि के अन्तर्गत निर्धारित नियमों, उपनियमों व अधिसूचनाओं तथा केन्द्र/राज्य सरकार द्वारा समय-समय पर जारी किये गये दिशा-निर्देशों की पालना करने का दायित्व निविदादाता का ही होगा। श्रम विधि के अन्तर्गत निर्धारित नियमों, उपनियमों, अधिसूचनाओं, दिशा-निर्देशों आदि की पालना नहीं करने की स्थिति में उसके परिणामों/दायित्वों के लिये निविदादाता स्वयं उत्तरदायी होगा।
5. यदि निविदादाता एवं कार्य पर लगाये गये व्यक्तियों के मध्य कोई विवाद उत्पन्न होता है तो उसकी प्रबंधकीय जिम्मेदारी निविदादाता की होगी। इसके लिये कॉर्पोरेशन का सक्षम प्राधिकारी न्यूनतम मजदूरी अधिनियम, 1948 एवं राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970 का उचित प्रकार से तथा निष्ठापूर्वक पालन करने के लिए उत्तरदायी होगा।
6. बालक और कुमार श्रम (प्रतिषेध एवं विनियमन) अधिनियम, 1986 संशोधित अधिनियम, 2016 तथा उक्त अधिनियम के तहत राजस्थान बाल श्रमिक (प्रतिषेध एवं विनियमन) संशोधन नियम के प्राधानुसार बाल श्रमिकों का नियोजन निविदादाता के द्वारा नहीं किया जावेगा।



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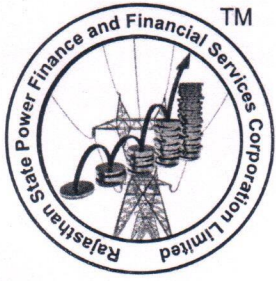
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7. नियोजित व्यक्तियों द्वारा 240 दिवस पूर्ण कर लिये जाने पर औद्योगिक विवाद अधिनियम, 1974 में विहित प्रावधानों के अनुसार नियोजित व्यक्तियों को हटाने, कार्यमुक्त करने, नोटिस, वेतन, छंटनी, मुआवजा आदि देने का समस्त उत्तरदायित्व निविदादाता का होगा।
8. कार्य सम्पादन अवधि के दौरान कार्य के संबंध/संदर्भ में किसी भी प्रकार की क्षतिपूर्ति या मुआवजा देने/ई.एस.आई करवाने/सामुहिक दुर्घटना बीमा कराने इत्यादि की जिम्मेदारी एवं दायित्व निविदादाता का होगा, इसके लिये कॉरपोरेशन की कोई जिम्मेदारी नहीं होगी।
9. बोलीदाता का गत तीन वर्षों का औसत टर्न ओवर न्यूनतम 5 लाख रु तथा गत तीन वर्षों का सरकारी विभाग/निगम/बोर्ड/स्वायत्तशासी संस्थाओं में मेनपॉवर उपलब्ध करवाने का कार्यानुभव होना चाहिये तथा इसका प्रमाण तकनीकी बिड के साथ संलग्न करना होगा।
10. बोलीदाता द्वारा उपलब्ध करवाये गये व्यक्तियों को सहायक कर्मचारियों के लिये निर्धारित कार्य करने होंगे:-
 - पत्रावलियों को निर्दिष्ट स्थान/अधिकारी तक पहुँचाना।
 - कॉरपोरेशन के कार्यालय में अधिकारियों/कर्मचारियों के टेबल, कुर्सी अन्य फर्नीचर की सफाई करना।
 - अधिकारियों/कर्मचारियों/आगंतुकों को जलपान आदि सर्व करना।
 - कॉरपोरेशन प्रशासन द्वारा निर्देशित अन्य कार्य करना।
11. यदि निविदादाता द्वारा नियमानुसार निर्धारित न्यूनतम मजदूरी का भुगतान नहीं किए जाने की शिकायत कॉरपोरेशन को प्राप्त होती है तो कॉरपोरेशन इस संबंध में श्रम विभाग को अनिवार्य रूप से सूचित करेगा और आवश्यक होने की स्थिति में निविदादाता को **Debar** कराने की कार्यवाही करेगा।
12. कॉरपोरेशन द्वारा निविदादाता को कार्य आदेश जारी करने के पश्चात् कार्यदेश की प्रति श्रम विभाग के संबंधित जिला स्तरीय अधिकारी एवं श्रम विभाग मुख्यालय को अनिवार्य रूप से प्रेषित की जायेगी।



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13. निविदा प्रक्रिया में RTPP Act/ RTPP Rules एवं सामान्य वित्तीय एवं लेखा नियम के सम्बन्धित प्रावधान लागू होंगे।
14. कॉरपोरेशन द्वारा निविदादाता से सम्पर्क e-mail के माध्यम से किया जावेगा। अतः पूर्णरूप से संचालित e-mail ही bid में अंकित की जाए।
15. निविदा से संबंधित किसी भी प्रकार के स्पष्टीकरण के लिये कॉरपोरेशन के निम्नलिखित अधिकारी से सम्पर्क किया जा सकता है:—

नाम	पंकज जाँगिड़, सहायक महाप्रबंधक (प्रशा)
कार्यालय का पता	1, बजाज नगर एन्क्लेव, जयपुर, 302015
दूरभाष न.	0141-2708611

16. इस बिड के संबध में कॉरपोरेशन के किसी भी निर्णय के विरुद्ध प्रथम एवं द्वितीय अपील क्रमशः प्रबंध निदेशक एवं अध्यक्ष, राजस्थान स्टेट पॉवर फाइनेन्स एण्ड फाइनेन्शियल सर्विसेज कॉरपोरेशन लिमिटेड को की जा सकेगी।

महाप्रबंधक (वित्त)
RSPF&FSCCL



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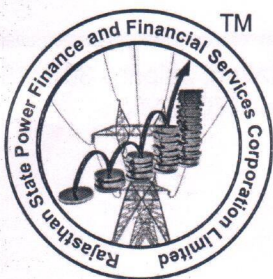
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General Terms & Conditions of Bid

1. The RSPF&FSCL Ltd. requires the service of reputed, well established and financially sound Firm for providing the Services of Four Persons on job basis.
2. Bids will be considered in the prescribed Bid Form only. A complete set of Bid Document may be purchased by the interested Bidder on submission of a written application from the Office of this Corporation during Office hours on any working day on payment of Rs. 500/- (Non refundable) Demand Draft (DD) in favour of Rajasthan State Power Finance and Financial Services Corporation Limited.
3. The Bid document may also be seen/downloaded from the State Public Procurement Portal and the website of the Corporation i.e <http://rspfcl.rajasthan.gov.in> & used, in such case the Bidder will have to pay its price of Rs. 500/- in the form of Demand Draft drawn in favour of the Corporation at the time of submission of bid. This demand draft shall be submitted with technical bid.
4. The Bid Security Declaration in lieu of the Bid Security is required to be enclosed as per Finance Department Govt of Rajasthan Circular No. F.2 (1)Fin/G&T/SPFC/2017 dated 23.12.2020 on Rs. 50/-Non Judicial stamp paper (performa enclosed at Annexure-II). Bid without bid security declaration shall stand rejected.
5. The Contract will be initially for one year, which may be extended as per rules, depending upon the requirement and Administrative convenience of the Corporation.



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6. The Corporation however, reserve **right to Terminate/Curtail** the Contract at any time after **giving 15 days notice to the Firm** owing to deficiency of the Services, unprofessional behavior of persons deployed, breach of any condition of Contract.
7. The bids should be submitted in two sealed covers:-
 - (A) The first sealed cover should be superscripted **“Technical Bid”** and should contain:

S.No.	Documents	Documents required to substantiate the same
1.	Technical Bid Form	As per Annexure - I
2.	Previous Work Experience (Minimum 3 Years experience of manpower supply.)	Certificates/Documents of satisfactory completion of the work issued by the Government Departments/Corporations/Board/ Autonomous Body.
3.	Bid Security Declaration	On Rs. 50/- Non-Judicial Stamp (Annexure- II)
4.	Cost of Bid Documents (If not purchased from the office).	A Demand Draft of Rs.500/- in favour of the Corporation.
5.	Proof of average Annual turnover Rs. Five Lakh in last 3 financial year. (i.e. 2017-18 to 2019-20)	Income tax return (ITR) clearly showing the amount of turnover Or Certificate from Chartered Accountant certifying the turnover.
6.	The bidder should have the following registrations:	Self attested copy of the each document/certificate for (a) to (f), in the name of Bidder Firm (not in individual name)



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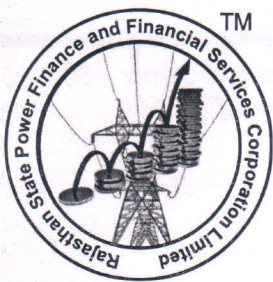
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	a) Registration certificate and License Number under Contract Labour(Regulation & Abolition) Act, 1970 b) Under Employees' Provident Funds and Miscellaneous Provision Act, 1952. c) Under Employee's State Insurance Act, 1948 d) Registration under GST e) Registration Under Rajasthan Shops and Commercial Act, 1958 or Registered under Indian Partnership Act 1932 Or Registered under Indian Companies Act, 1956 f) Income Tax Registration (PAN)	
7.	Other supporting documents	If any

(B) The second sealed envelope superscripted **"Financial Bid"** should contain only rates which are to be quoted for per person per month basis.(for 26 days in a month) Annexure-III of this document is to be used for quoting rates.



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- (C) Both the sealed covers should be placed in the main sealed envelope superscripted **“Tender for Peon Services”**. This should be addressed to the General Manager (Finance), Rajasthan State Power Finance and Financial Services Corporation Ltd, Plot number 1, Bajaj Nagar Enclave, Near Gandhi Nagar Railway Station, Jaipur 302015 and sent by post or by hand to be delivered latest by 03.00 PM on 14.09.2021.
8. The **Technical Bids** will be opened on 15/09/2021 at 04.00 PM at the registered office of the Corporation in the presence of the representatives of the Bidders, who choose to attend the opening of the Bids.
 9. After Evaluation of Technical Bids, The Financial bids (only of successful technical bidders) will be opened on the same day.
 10. After evaluation of the Financial bid, if the rate of more than one bidder comes to the equal, then the bidder who has the highest turnover in the last 3 years, his bid will be considered as the lowest.
 11. Tendering Authority is not bound to accept the Lowest Tender Rates and may **reject any Tender or any part of the Tenders** without assigning any reason thereof.
 12. The contracting firm will not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other firm without the prior written consent of the Corporation.



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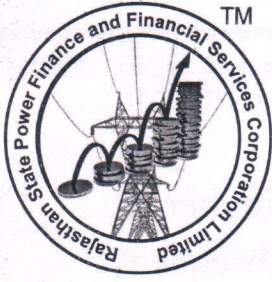
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13. The Bidder will be bound by the details furnished by him/her to the Corporation, while submitting the bid or at the subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of Terms of the Contract making him/her liable for legal action besides Termination of Contract.
14. The firm should have not been blacklisted by any of the Govt. Department/Public Sector undertakings and No vigilance inquiry or Criminal case should be pending against the firm on the last date of submission of bid.
15. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet, duly signed by the authorized signatory, may be attached.
16. No overwriting or cutting is permitted in the bid Form. In such cases the Bid shall be summarily rejected. However, the cutting, if any, in the Bid application must be altered by the person authorized to sign the bid and it should be attested by him/her.
17. Tenders submitted with incomplete information and not conforming to the requirements are liable to be rejected.
18. **Each page of the Tender should be signed by the bidder or by its authorized signatory with the seal of the Agency as a confirmation of accepting all the conditions of the bid.**
19. The Bids shall remain valid for a period of 90 days from the last date of submission of Bid.



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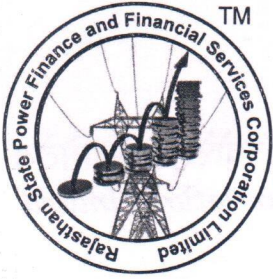
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20. RSPF&FSCL, may in its sole discretion and at any time during the processing of bids, may disqualify any bidder from the bidding if the bidder has;
- (a) Submitted the bid after the prescribed Date & Time of submission of Bids
 - (b) Made misleading or false representations in the forms, Statements & attachments submitted in the proof of eligibility requirements
 - (c) If found to have a record of poor performance such as abandoning works, not properly completing the contracts, delaying completion, being involved in litigation or financial failure etc.
 - (d) Submitted Bid document, which is not accompanied by required documents and Bid Security or non-responsive in other manner.
 - (e) Failed to provide Clarification related thereto, when sought.(on the email provided in bid)
 - (f) Submitted more than one bids. This will cause disqualification of all bids submitted by such applicant.
21. Successful bidder shall have to deposit Performance Security, 2.5% of the total Contract value in the form of Bank Draft in favour of Rajasthan State Power Finance & Financial Services Corporation Ltd, Jaipur.
22. The Successful Bidder shall have to make monthly payments in the Bank Accounts of the persons engaged by the firm and he



राजस्थान स्टेट पॉवर फाइनेन्स एण्ड फाइनेन्शियल सर्विसेज कॉर्पोरेशन लिमिटेड
Rajasthan State Power Finance and Financial Services Corporation Limited

(A Government of Rajasthan Undertaking)

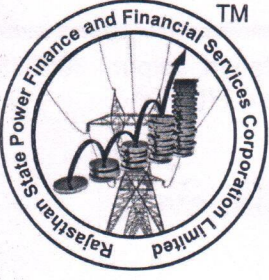
CIN:U65923 RJ 2012 SGC 041087

Registered Office: 1, Bajaj Nagar Enclave, Near Gandhi Nagar Railway Station, Jaipur - 302015

Email : rspfcl@rajasthan.gov.in, Tel. No.: +91-141-2708611, Fax-2708611

Website : <http://rspfcl.rajasthan.gov.in>

- shall have to furnish the details of payments made by him every month with the bill of the next month.
23. During the period of Contract, if minimum wages are revised by the Labour Department, the bidder shall be paid as per revised rates and he is bound to pay the difference of payment made to him to concerned persons.
 24. The Bidder shall have to deposit the employer's as well as the employee's share of EPF & ESI as per latest rates notified by the Central/State Government.
 25. The employee's share will be deducted from the remuneration of the person engaged whereas the employer's share shall be paid by the corporation.
 26. The Bidder shall submit the copies of challan of ESI & EPF so deposited every month with the bill of the next month to enable Organisation to make payment of the bill.
 27. The Goods & service Tax (GST) as per rules will also be paid to the Bidder, he shall be responsible for depositing the GST on or before due date and he shall submit the copy of challan with the bill of the next month. The Bidder shall be responsible for all the complications arising out by not depositing the GST on time.
 28. No interest will be paid on the amount deposited as Performance Security.
 29. The Successful bidder will require to execute an agreement on Non Judicial Stamp of appropriate value within 15 days of receipt of the order.



राजस्थान स्टेट पॉवर फाइनेन्स एण्ड फाइनेन्शियल सर्विसेज कॉरपोरेशन लिमिटेड
Rajasthan State Power Finance and Financial Services Corporation Limited

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Website : <http://rspfcl.rajasthan.gov.in>

30. Performance Security amount in full or part may be forfeited, if the Terms & Conditions of contract is/are violated.
31. The Performance Security shall be refunded 30 days after successful completion of the Contract.
32. Tax deduction at source (T.D.S) shall be made as per provisions of the Income Tax and GST and a certificate to this effect will be provided to the contracting firm.
33. The firm shall submit the Monthly bills in duplicate.
34. The person deployed should be Polite, Cordial, Positive, Efficient and medically fit in all respect.
35. The contracting agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reason or if he/she is found unacceptable to the Corporation. The delay in providing a substitute beyond two working days would attract a penalty of Rs. 200/- per day upto the amount of performance Security deposited by the Service providing Agency.
36. The M.D, RSPF&FSCL reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw relax any of the Terms and Conditions mentioned above.

General Manager (F)
RSPF&FSCL

Annexure A : Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall –

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/ shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or

- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

Annexure B : Declaration by the Bidder regarding Qualification
Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No..... Dated..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

(Signature of bidder)

Name:

Designation:

Address:

Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is MD,RSPF&FSCL

The designation and address of the Second Appellate Authority is Chairman,RSPF&FSCL.

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- b. The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-

- (i) hear all the parties to appeal present before him; and
- (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

FORM No. 1

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public
Procurement Act, 2012

Appeal Noof

Before the (First / Second Appellate Authority) 1.

Particulars of appellant:

- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential address:

2. Name and address of the respondent(s):

- (i)
- (ii)
- (iii)

3. Number and date of the order appealed against
and name and designation of the officer / authority
who passed the order (enclose copy), or a
statement of a decision, action or omission of
the Procuring Entity in contravention to the provisions
of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented
by a representative, the name and postal address
of the representative:

5. Number of affidavits and documents enclosed with the
appeal:

6. Grounds of appeal:
(Supported by an affidavit)

7. Prayer:

Place

Date

Appellant's Signature



Annexure D : Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

- i. At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty five percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

- iii. In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**3. Dividing quantities among more than one Bidder at the time of award
(In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of 216 The Rajasthan Transparency in Public Procurement Rules, 2013 procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Annexure-I**तकनीकी बोली प्रपत्र****(Technical Bid Form)
For Providing Peon Services**

1	फर्म का नाम	
2	फर्म का पूर्ण पता:-	
3	दुरभाष संख्या /फैक्स:-	
4	ई-मेल:-	
5	किसमें पंजीकृत है:- (पंजीकरण संख्या/ दिनांक)	
6	बोली दस्तावेज हस्ताक्षर करने के लिये अधिकृत व्यक्ति का नाम:- (अधिकार पत्र की प्रति संलग्न करें।)	
7	बिड फॉर्म की कीमत (यदि कॉरपोरेशन से क्रय नहीं किया हो।)	
	(अ) राशि	500 रु
	(ब) बैंक ड्राफ्ट संख्या	
	(स) बैंक का नाम	
8	बिड प्रतिभूति घोषणा पत्र (Bid Security Declaration Form) on Rs. 50/- Non Judicial Stamp as per Annexure-II	संलग्न (हाँ / नहीं)

9	फर्म का गत तीन वित्तीय वर्षों (2017-18 to 2019-20) का औसत टर्नओवर:- (प्रमाण स्वरूप दस्तावेज संलग्न करें।)				
10	फर्म का गत तीन वर्षों का सरकारी विभाग / निगम / बोर्ड / स्वायत्तशासी संस्थाओं में मेनपॉवर उपलब्ध करवाने का कार्यानुभव:- (प्रमाण स्वरूप दस्तावेज संलग्न करें।)				
11	संबंधित अधिनियमों में पंजीकरण का विवरण:- (प्रतिलिपी मय हस्ताक्षर प्रस्तुत करें।)				
	विवरण	रजि.सं.	वर्ष	पंजीकरण दिनांक	संलग्नक क्रमांक
i)	राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970				
ii)	कर्मचारी भविष्य निधि अधिनियम, 1952				
iii)	कर्मचारी राज्य बीमा अधिनियम, 1948				
iv)	वस्तु एवं सेवाकर (GST)				
v)	आयकर (पैन नंबर)				
vi)	राजस्थान दुकान एवं वणिज्यिक संस्थान अधिनियम, 1958 या इण्डियन पार्टनरशिप एक्ट, 1932 के अन्तर्गत या इण्डियन कम्पनी एक्ट, 1956/2013 के अन्तर्गत				
vii)	श्रम विभाग में रजिस्ट्रेशन				

दिनांक

नाम:-

हस्ताक्षर:-

सील:-

Form of Bid-Securing Declaration

Date :

Bid No. :

Alternative No. :

To:

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Term and Condition of Bid, in the following cases, namely :-

- (a) when we withdraw or modify our bid after opening of bids;
- (b) when we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- (c) when we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (d) when we do not deposit the performance security within specified period after the supply/work order is placed; and
- (e) If we breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if:-

- (i) we are not the successful Bidder;
- (ii) the execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- (iii) thirty days after the expiration of our Bid.
- (iv) the cancellation of the procurement process; or
- (v) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed :-----

Name :-----

In the capacity of:-----

Duly authorized to sign the bid for and on behalf of:

Dated on day of

Corporate Seal

[Note: In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the **Joint Venture** that is submitting the bid.]

Annexure-III

वित्तीय बोली का प्रारूप
(अलग लिफाफे जिस पर वित्तीय बिड लिखा हो में ही प्रस्तुत करें।)

1	फर्म का नाम :-	
2	फर्म का पूर्ण पता :-	
3	वर्तमान में श्रम विभाग द्वारा निर्धारित न्यूनतम पारश्रमिक	252 रुपये प्रतिदिन प्रतिव्यक्ति
4	मासिक पारश्रमिक की राशि प्रतिव्यक्ति (26 दिन के लिए)	6552 रुपये प्रतिमाह प्रतिव्यक्ति
5	सेवाप्रदाता का सर्विस चार्ज प्रतिमाह	रुपये प्रति व्यक्ति प्रतिमाह
6	पारश्रमिक की राशि पर नियोक्ता की ओर से देय EPF की राशि (13.00%)	852 रुपये प्रति व्यक्ति प्रतिमाह
7	पारश्रमिक की राशि पर नियोक्ता की ओर से देय ESI की राशि (3.25%)	213 रुपये प्रति व्यक्ति प्रतिमाह
8	GST प्रतिव्यक्ति प्रतिमाह (यदि लागू है तो GST पंजीयन प्रमाण पत्र की फोटोप्रति संलग्न करें)	दर प्रतिशत राशि रुपये
9	महायोग (4+5+6+7+8)	 रुपये प्रति व्यक्ति प्रतिमाह

दिनांक:-

हस्ताक्षर

नाम

सील

(वित्तीय बोली तकनीकी बिड के साथ प्रस्तुत किए जाने पर बिड अस्वीकार कर दी जाएगी।)