

**RAJASTHAN HIGH COURT BENCH, JAIPUR**

No./RHCB/STORE/2018-19/305

Date- 28.08.2018

**Bid Notice**

Sealed Open Bids for Rate Contract are invited for the supply of Stationary Items from the manufactures/authorized distributors/dealers, for the Rajasthan High Court Bench, Jaipur. Rates will be effective from the date of approval letter or last date of the existing tender whichever is later.

S. No.	Name of Items	Approx. Cost Rs. (In lac)	Earnest Money (In Rs.)
1	Stationary Items	9.91 Lac	19,820/-

Bid form with terms & conditions can be obtained from Cash Section of this office, on payment of Rs. 400/-. Detailed information regarding Bid is also available on High Court Website - <http://hcraj.nic.in> and SPP Portal of finance department. A demand Draft / Banker Cheque of Rs. 400/- in favour of Registrar (Admn.) Rajasthan High Court Bench, Jaipur should be enclosed for tender document fees downloaded from above mentioned website.

Bids in a sealed envelope marked conspicuously "Bid for Stationary Items" should reach on or before 12.09.2018 by 4.30 PM. The Bids will be opened on 13.09.2018 at 11.30 AM before Purchase Committee, in presence of interested bidders or their authorized representatives.

  
28.8.18  
Registrar (Administration)

Bid form for:- Stationary Items

Due date : 12.09.2018

Bid form fee: Rs. 400/-

**RAJASTHAN HIGH COURT BENCH, JAIPUR**

**BID – FORM**

1. Bid for (Mention name of item / items).....

2. Name and postal address of the firm submitting tender .....

.....  
.....  
.....

3. Address to Registrar (Administration),  
Rajasthan High Court Bench, Jaipur

4. Reference .....

5. The tender fee amounting to Rs. 400/- has been deposited vide cash receipt No. ....  
dated ..... Or Bankers Cheque no. .... dated ..... is enclosed.

6. We agree to abide by all the conditions mentioned in Bid Notice No. RHC/B/STORE/2018-19/  
..... Dated ..... and also the further condition of the said Bid Notice given in the  
attached sheets (all the pages of which have been signed by us in token of our acceptance of the term  
mentioned therein).

7. The rates for the supply of items and the quantity to be supplied noted against each are as under :-

<b>Stationary Items</b>				
<b>(Estimated Cost Rs. 9.91 Lac)</b>				
<b>Sr. No.</b>	<b>Name of Items with Brand</b>	<b>Unit</b>	<b>Offered Price (Incl. Applicable Taxes) per unit</b>	<b>Approx Qty.</b>
1	All Pin Pkt. 70 Gram (T-shape) (Globe Genuine) Co.	Per pkt		1320
2	Address Sticker A4 ST 16 100S (99.1x33.9)mm	Per pkt		33 pkt
3	All Pin / Clip Dispenser (Omega co.) Pin-O-Clip Deluxe	Per piece		330
4	Basta yellow Without Cluf 90x90 CM (as per sample available in store)	Per piece		5500
5	Brown Tape 2" 35mtr. (Wonder/Scotch Co.)	Per piece		476
6	Cello Tape 2" 35mtr. (Wonder/ Scotch Co.)	Per piece		154
7	Cello Tape 1" 35 meter (Wonder/Scotch Co.)	Per piece		245
8	Cello Tape ½" 35 meter (Wonder/Scotch Co.)	Per piece		330
9	Conference pad 40 page (Neel Gagan)	Per piece		330
10	Dustbin Veto - Plast - G no.-33	Per piece		116
11	Dumper (Pony) (AMCEE)	Per piece		495
12	Envelops (As per sample available in Store Section)	Per hundred		
(i)	(White) (9" x 4") 100 gsm			1000
(ii)	(White) 11" x 5" 100 gsm			1000
13	Eraser (Apsara Co.)	Per piece		220
14	Eraz-ex Correction Fluid Premium Range (Kores ) 15ml.	Per piece		165
15	Entry Pass With printing 60 GSM (as per sample available in store section )	Per Thousand		41250
16	Envelops (As per sample available in Store Section)	Per Hundred		
(i)	9" x 4" Printed brown Star Craft 100GSm			9900
(ii)	11" x 5" Printed brown Star craft 100 gsm			29700
(iii)	18" x 12" Printed brown Star craft 100 Gsm			9900
17	File Pad (as per sample available in Store)	Per piece		660
18	File Flaps (as per sample available in Store )	Per piece		4950
19	File folder with pocket (plastic) F/s (As per sample available in Store Section)	Per piece		4400
20	File cover on handmade paper 80kg inside lamination with printing as per sample	Per set (front and back)		25000
21	File Kobra	Per piece		83
22	Clip File folder without pocket (plastic) F/s (As per sample available in Store Section)	Per piece		165
23	Glue Stick 15 Gram (Kores) green	Per piece		675
24	Highlighter Faber-Castle (As per sample available in Store Section)	Per piece		165
25	Lesses Big size green 924 No. Green (As per sample available in store section )	Per pkt		3300
26	Marker Pen Permanent Refillable (Kores Co.)	Per piece		297

27	Marker Pen Ink (15 ml.) (ARTLINE Co.)	Per piece	50
28	Note book Short Hand (as per sample available in store)	Per piece	2000
29	Order sheet (70 gsm) (as per sample available in store)	Per Thousand	50000
30	Page Marker (PM31380S) Three color 25x76mm De'smat (80 sheets)	Per pkt	1650
31	Pen (Erase) Correction 7ml (White Ink Correction Pen Metal Tip) (Kores Co.)	Per piece	247
32	Pen	Per piece	200
(i)	Cello Butter flow		300
(ii)	Reynold 0.45/Rorito		100
(iii)	Reynold Liquiflo		594
(iv)	Pilot V7 Hi-Techpoint Cartridge System		281
(v)	Pilot Hi-Tech V5 point Cartridge System		400
(vi)	Cello freeflo gel ink roller pen		495
33	Paper Cutter Handy small (Natraj)	Per piece	495 pkt
34	Pencil Natraj HB Drawing	Per piece	20
35	Pencil (Red/Blue/Green) Natraj	Per piece	165
36	Plastic flag (Film Index) 45X12 mm	Per piece	33
37	Punching Machine		16
(i)	Small Kangaroo DP280		16
(ii)	Big DP 500 Kangaroo		
(iii)	DP- 600 Kangaroo		
38	Refill	Per piece	200
(i)	Cello Butter flow		500
(ii)	Reynold 0.45/Rorito		50
(iii)	Reynold Liquiflo		132
(iv)	Cartridge of Pilot V7 Hi-Tech point		33
(v)	Cartridge of Pilot V5 Hi-Tech point		82
(vi)	Cello freeflo gel ink roller pen		
39	Register	Per piece	400
(i)	Register Ruled 200 pages (as per sample available in store)		25
(ii)	Register Dispatch No.8 (as per sample available in store)		25
(iii)	Register Receipt No.8 (as per sample available in store)		
40	Staples pin	Per pkt	825 pkt
(i)	Kangaroo Small no.10		247 pkt
(ii)	Kangaroo Big 24/6-1M		
41	Slip Book	Per piece	825
(i)	Slip Book Small (22No.) (as per sample available in Store)70 sheet (18x22/12)		495
(ii)	Slip Book Big (33No.) (as per sample available in Store) (18x22/8)		
42	Stapler Kangaroo	Per piece	17
(i)	HP - 45		132
(ii)	HD - 45		248
(iii)	HD - 10		207
43	Stamp Pad Ink 30ml. Ashoka/Faber -Castell	Per piece	165
44	Stamp Pad Ashoka/Faber -Castell/Cores	Per piece	215
(i)	Medium size (110 mm X 70 mm)		165
(ii)	Big size (160 X 97 mm)		165
45	Sharpener (Apsara Co.)	Per piece	50000
46	Sarbarak, Index (As per sample available in store) 70gsm	Per Thousand	

8. The rates quoted above are valid for one year w.e.f. date of approval letter or last date of the existing tender whichever is later. The period can be extended with mutual agreement consent as per rules.

9. Bank Draft/Bankers Cheque No. .... drawn on ..... (Name of Banker)/ cash receipt No. .... / Challan No. and date ..... for Rs. .... to cover earnest money is enclosed.

10. GST Registration Certificate is submitted herewith.

11. Declaration of manufacturer/Dealer etc., is also enclosed.

Signature of tenderer

## **Bid Conditions for Stationary Items.**

निविदा-दाताओं को इन शर्तों को सावधानीपूर्वक पढ़ना चाहिये तथा अपनी निविदा भेजते समय इनका पूर्णरूपेण ध्यान रखते हुये प्रत्येक पृष्ठ पर हस्ताक्षर कर निविदा के साथ लौटावें।

1. निविदाएँ मुहर बंद लिफाफे में भेजी जानी है।
2. निविदा प्रपत्र के साथ जी.एस.टी. पंजीयन प्रमाण पत्र संलग्न होना चाहिए।
3. निविदा प्रपत्र स्याही वाले पैन द्वारा भरा जावे या टंकित होना चाहिये तथा दरें शब्दों एवं अंको, दोनों में बिना कांट-छांट स्पष्ट रूप में अंकित की जानी चाहिए। शब्दों एवं अंको में राशि में अन्तर होने पर शब्दों में अंकित राशि सही मानी जावेगी।
4. निविदादाता को निर्माता/अधिकृत विक्रेता/डीलर होने का प्रमाण पत्र संलग्न करना होगा।
5. दरें गन्तव्य स्थान राजस्थान उच्च न्यायालय पीठ, जयपुर तक एफ.ओ.आर. उद्धृत की जानी चाहिए। जिसमें सभी कर एवं लागते समाहित होनी चाहिये। संविदा की अवधि में राज्य सरकार/केन्द्र सरकार द्वारा करों में कमी अथवा वृद्धि की जाती है, तो दोनों पक्षों को मान्य होगी।
6. सफल निविदादाता से दर-संविदा अवधि में अनुमोदित दर पर कभी भी खरीद की जा सकती है।
7. निविदायें खोली जाने की दिनांक से तीन माह तक निविदा की दरें स्वीकृत की जा सकेंगी, उसके बाद निविदायें स्वतः ही निरस्त हो जावेगी।
8. निविदादाता अपनी स्वीकृत दरों के आईटम्स की सप्लाय के कार्य को अथवा उसके किसी सारवान भाग को किसी अन्य एजेन्सी को नहीं सौंपेगा। (सबलेट नहीं करेगा)
9. निविदा में मांगी गयी सामग्री का पूर्ण विवरण देना होगा।
10. यदि माल की आपूर्ति क्रेता अधिकारी की संतुष्टि के अनुसार नहीं की जाती है, तो निविदादाता को सुनवाई का एक उचित अवसर देने के बाद क्रेता अधिकारी निविदा/संविदा को किसी भी समय निरस्त कर सकता है।
11. निविदादाता या उसके प्रतिनिधि की ओर से प्रत्यक्ष या अप्रत्यक्ष रूप से अपना पक्ष समर्थन कराना एक प्रकार की अनर्हता होगी।
12. क्रयादेश जारी किये जाने के बाद माल की आपूर्ति निर्धारित समयावधि में की जानी होगी।
13. यदि क्रेता अधिकारी किन्हीं निविदा वस्तुओं की खरीद नहीं करता है तो निविदादाता किसी क्षतिपूर्ति का दावा करने का अधिकारी नहीं होगा।
14. जिस निविदादाता की निविदा स्वीकार की जावेगी उसे निविदा मूल्य की 5 प्रतिशत राशि कार्य सम्पादन प्रतिभूति राशि के पेटे डिमांड ड्राफ्ट के रूप में, जो रजिस्ट्रार (प्रशासन) के पक्ष में देय हो, जमा करानी होगी। बयाना राशि सिक्क्यूरिटी डिपोजिट में समायोजित कराई जा सकेगी।
15. यदि निविदादाता निविदा खोलने के बाद किन्तु निविदा स्वीकार करने से पहले प्रस्ताव को वापिस लेता है, या रूपान्तरण करता है या विदित समय में करार निष्पादित नहीं करता है या निविदा स्वीकार करने के बाद सिक्क्यूरिटी राशि जमा नहीं कराता है या आदेशित सामग्री की आपूर्तिप्रदान करने में विफल रहता है तो बयाना राशि जब्त कर ली जायेगी।
16. क्रेता अधिकारी को बिना कारण बताये निविदा को किसी भी स्तर पर निरस्त करने का अधिकार होगा।
17. सशर्त निविदा निरस्त योग्य होगी।
18. क्रयादेश की निर्धारित अवधि में सामग्री प्रदान नहीं करने पर शास्ति (लिक्विडिड उमेज) निम्न प्रकार वसूली योग्य होगी:-
  - i. विदित सुपुर्दगी अवधि की एक चौथाई अवधि के विलम्ब के लिये क्रयादेश की राशि का 2.5 प्रतिशत।

- ii. विदित सुपुर्दगी अवधि की एक चौथाई अवधि से अधिक किन्तु आधी अवधि तक के विलम्ब के लिये क्रयादेश राशि का पाँच प्रतिशत।
  - iii. विदित सुपुर्दगी अवधि की आधी अवधि से अधिक किन्तु तीन चौथाई अवधि तक के विलम्ब के लिये क्रयादेश का साढ़े सात प्रतिशत।
  - iv. विदित सुपुर्दगी अवधि की तीन चौथाई से अधिक अवधि के विलम्ब के लिये क्रयादेश राशि का दस प्रतिशत।
19. प्रावधान में विलम्ब की अवधि की गणना के लिये आधे दिन से कम भाग को छोड़ दिया जावेगा एवं शास्ति की अधिकतम राशि दस प्रतिशत होगी।
  20. क्रय समिति को निविदा वस्तुओं की गुणवत्ता एवं लागत के आधार पर निर्णित करने का पूर्ण अधिकार होगा। क्रय समिति नियमानुसार निविदादाताओं को निगोसियेशन के लिये आमंत्रित कर सकती है। इसके बावजूद भी दरें अनुकूल नहीं पाये जाने पर अथवा सामग्री वांछित गुणवत्ता की न होने पर अथवा दरें अव्यावहारिक होने पर निविदा निरस्त की जा सकती है।
  21. क्रय समिति को पूर्ण अथवा आंशिक निविदा स्वीकार करने अथवा अस्वीकार करने का पूर्ण अधिकार होगा।
  22. निविदा के साथ निविदादाता द्वारा नियमानुसार बयाना राशि का डी.डी. (निविदा में शामिल मद अनुसार) रजिस्ट्रार (प्रशासन), राजस्थान उच्च न्यायालय पीठ, जयपुर के नाम से देय संलग्न करना होगा।
  23. क्रय समिति आवश्यकतानुसार क्रय कर सकती है। जिन फर्मों की निविदा स्वीकार की जाएगी, उन्हें मांग के अनुसार आईटम्स की सप्लाई कार्यालय द्वारा निर्धारित अवधि के भीतर करनी होगी। माल की सप्लाई आदेशानुसार या समय पर नहीं होने पर फर्म के विरुद्ध नियमानुसार कार्यवाही की जाएगी तथा कार्यालय को होने वाली वित्तीय क्षति का उत्तरदायित्व सम्बन्धित फर्म का होगा।
  24. अनुबंधकर्ता द्वारा प्रस्तुत किसी भी प्रमाण पत्र में त्रुटि पाये जाने पर नियमानुसार विधिक कार्यवाही की जावेगी।
  25. आवश्यकता होने पर दर संविदा की अवधि उसी कीमत, शर्तों पर राजस्थान लोक उपापयन पारदर्शिता नियम, 2013 के अनुसार बढ़ाई जा सकेगी।
  26. सभी Items की दरें उचित मानक इकाई में 'कोट' की जानी चाहिए यथा प्रति पैकेट, प्रति नग प्रति हजार आदि।
  27. किसी भी विवाद की स्थिति में रजिस्ट्रार (प्रशासन) का निर्णय अंतिम व मान्य होगा।
  28. निर्धारित तिथि के बाद प्राप्त निविदाओं पर कोई विचार नहीं किया जायेगा।
  29. उपर्युक्त शर्तों के अतिरिक्त सामान्य वित्त एवं लेखा नियम एवं राजस्थान लोक उपापन में पारदर्शिता नियम में उल्लेखित प्रावधान यथा स्थान लागू रहेंगे।

## 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 Bidder 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 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.

A bidder may be considered to be in Conflict of interest with one or more parties in an 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 abiding 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 Bid 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 director and officers not have, been convicted of any criminal offense 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 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 Appellate Authority. *Registrar General,*

*Patna High Court, Patna*

**(1) Filing an appeal**

If any Bidder or prospective bidders 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 or the Guidelines issued there under, he may file an appeal to 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 proceeding:

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 acceptance.

(2) The officer to whom an appeal is filed under para (1) shall deal with appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.

(3) If the officer designation under para (1) fails to dispose of the appeal filed within the period specified in para(2), or if the Bidder or prospective bidder of the Procuring Entity is aggrieved by the order passed by the Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, 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 negotiation;
- (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 Appellate Authority, as the case may be in



person or through registered post or authorized representative.

**(6) Fee for Filing Appeal**

- (a) Fee for filing appeal shall be rupees two thousand five hundred, which shall be non refundable.
- (b) The fee shall be paid in the form of bank demand draft of 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 Appellate Authority as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and document, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the 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.

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

Appeal No.....of.....

Before.....(Appellate Authority)

1. Particulars of appellant.....

i. Name and father's name of the appellant .....

ii. Official address .....

iii. Residential address .....

2. Name and address of the respondent(s)

i. ....

ii. ....

iii. ....

3. Number and date of the order appealed against are name and designation of the officer/authority who passed the order, 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 enclose with the appeal:

6. Grounds of appeal:

.....

.....(Supported by an affidavit)

7. Prayer.....

.....

Place.....

Date.....

Appellant's Signature

3. Dividing quantities among more than one bidder at the time of award:-

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 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, than in such cases, the quantity may be divided between the Bidders, 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.