

# कार्यालय नगर निगम कोटा (दक्षिण)

## :- निविदा प्रपत्र :-

- कार्य का नाम :- वार्षिक दर अनुबंध छपाई का कार्य।
- अनुमानित व्यय :- 7 लाख रुपये
- अमानत राशि :- 14,000/- डी.डी. नम्बर..... बैंक.....
- निविदा शुल्क :- 1000/- डी.डी. नम्बर..... बैंक.....
- प्रक्रम शुल्क :- 500/- MD-RISL डी.डी. नम्बर..... बैंक.....
- कार्य अवधि :- 1 वर्ष
- निविदा विक्रय तिथि :- 20.4.2022 से 27.4.2022 तक 1 PM
- निविदा प्राप्त करने की तिथि :- 27.4.2022 दोपहर 3:00 बजे तक
- निविदा खुलने की तिथि :- 28.04.2022 (दोपहर 2:00 बजे)
- तकनीकी व वित्तीय बीड खुलने का समय :- तकनीकी बिड परीक्षण के पश्चात
- फर्म/पार्टी का नाम व पता :- .....
- फोन नम्बर/फोटो :- .....

क्र.सं.	वस्तु का नाम	माप कार्य	दर प्रति स्वच्छावर फीट
1.	फलेक्स 220 GSM	आवश्यकतानुसार	
2.	फलेक्स 280 GSM		
3.	फलेक्स मय फेम 220 GSM		
4.	फलेक्स मय फेम 280 GSM		
5.	विनायल प्रिन्टिंग 80 GSM		
6.	विनायल प्रिन्टिंग 130 GSM		
7.	स्टार फलेक्स 220 GSM		
8.	स्टार फलेक्स 280 GSM		
9.	पेसिटिंग प्रतिफूट		

- शर्त:-**
1. सशर्त निविदा स्वीकार नहीं होगी।
  2. डी.डी. पर फर्म मालिक अथवा फर्म के नाम का उल्लेख होना आवश्यक है।
  3. निविदा प्रपत्र के साथ धरोहर/निविदा राशि का पे-ऑर्डर संलग्न नहीं होने पर निविदा निरस्त कर दी जावेगी।
  4. निविदा की सूचना विभाग की वेबसाइट [www.kotamc.org](http://www.kotamc.org) एवं राज्य लोक उपापन पोर्टल (SPIN) के-Proc पर निविदा प्रपत्र देखी व प्राप्त की जा सकती है।
  5. निविदा को बिना कारण बताये निरस्त करने का अधिकार नगर निगम कोटा दक्षिण में निहित है।
  6. जिला उद्योग से पंजीकृत फर्म की कॉपी संलग्न करें।
  7. उपरोक्त कार्य के लिए ग्राफिक्स मय फलेक्स का कार्य करने वाली फर्म ही उक्त कार्य की निविदा में भाग ले सकती है।
  8. गत 3 वर्षों की इनकम टैक्स रिटर्न की कॉपी संलग्न करें। (IIR 2018-2019, 2019-20, 2020-2021)
  9. उपरोक्त कार्य के लिए छपाई निर्माता/विक्रेता एवं फर्म ही उक्त कार्य की निविदा में भाग ले सकते हैं।
  10. यदि किसी भी निविदादाता को सफाई आदेश देने से पूर्व अथवा अन्तिम निरीक्षण द्वारा उक्त कार्य का अंतिम अंश किया जाना नहीं पाया जाता है तो उसका टेंडर किसी भी समय अस्वीकृत किया जा सकता है। पूर्व जमा धरोहर राशि नहीं लौटाई जावेगी।
  11. नगर निगम के अन्तर्गत चल रही सभी राजकीय योजनाओं, आयोजन, राष्ट्रीय पर्व, दशहरा मेला, छहस्र आदि के लिए उक्त दरें मान्य होगी।
  12. फलेक्स छपाई की आपूर्ति स्टोर की आवश्यकता अनुसार घटाई-बढ़ाई जा सकती है।
  13. संवेदक को अपना मोबाइल नंबर निगम को उपलब्ध कराना होगा व चालू रखना होगा।

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निविदा खोलने की तिथि को किसी कारणवश अवकाश घोषित होने की स्थिति में अगले कार्य दिवस पर नियत समय पर निविदाएँ खोली जाएगी।

15. आवेदन पत्र के साथ पासपोर्ट साइज फोटोग्राफ जो स्वयं द्वारा हस्ताक्षरित एवं प्रमाणित होना चाहिए (यदि प्रत्येक के प्रमाण स्वरूप नल/बिजली/फोन/पेनकार्ड/मतदाता पहचान पत्र/राजस्थान लाइसेंस/राशनकार्ड/कोई भी एक) प्रमाणित फोटो प्रति संलग्न करना आवश्यक है।
16. सफल निविदादाता को नियमानुसार राशि के स्टॉप पेपर पर स्वयं के खाते पर निविदा स्वीकृति तिथि के अन्तर्गत 7 योज में अनुबंध करना होगा तथा अतिरिक्त 3 प्रतिशत एस्.डी. नियमानुसार जमा करानी आवश्यक है।
17. किसी भी विवादस्पद मुद्दे के संबंध में श्रीमान आयुक्त महोदय का निर्णय मान्य होगा।
18. राजस्थान में लोक उपापन में पारदर्शिता अधिनियम 2012 एवं नियम 2013 लागू है। उक्त संविदा इस नियम के दायरे में रहेगी एवं GF & AR नियम एवं RTPP अधिनियम व नियम सर्वाप्रति होंगे।
19. दरें अनुबंध की दिनांक से एक वर्ष के लिये मान्य होंगी।
20. कोई भी न्यायिक विवाद उत्पन्न होने की स्थिति में न्याय क्षेत्र कोर्ट, दक्षिण राज. होगा।
21. जिस Specification का उल्लेख निविदा प्रपत्र में किया गया है। उसी अनुरूप सामग्री सप्लाई करनी होगी।
22. निर्वाचित जनप्रतिनिधि/निगम अधिकारी/कर्मचारी नगर निगम से संबंधित कोई भी व्यक्ति निविदा में भाग लेने के पत्र नहीं होंगे। इस संबंध में 50/- शपथ-पत्र प्रस्तुत करना होगा।
23. RTPP - Annexure A, B, C, D मथ हस्ताक्षर प्रस्तुत करें।

मैंने उक्त शर्तों/निर्देशों का भलीभाँति अध्ययन कर लिया है और मैं उक्त शर्तों पर कार्य करने में सहमत हूँ।

हस्ताक्षर  
निविदादाता

20/9  
मुख्य प्रोबोधि कारी  
नगर निगम, कोटा दक्षिण

# कार्यालय नगर निगम कोटा दक्षिण

## तकनीकी बिड

कार्य का नाम :- वार्षिक दर अनुबन्ध पर ग्राफिक फ्लेक्स छपाई कार्य वर्ष (2022-23)

फर्म का नाम .....

फर्म का पता .....

फर्म का मोबाईल नं. ....

अनुमानित राशि :- 7.00 लाख निविदा शुल्क :- 1000/- धरोहर राशि :- 10000/-

प्रोसेसिंग फीस :- 500/- (MD RISL JAIPUR)

निविदा डाउनलोड करने की तिथि (वेबसाईट से) 20.04.2022 (11.00 am) से 27.04.2022 (दोपहर 03:00 बजे तक)

निविदा अपलोड करने की तिथि :- 27.04.2022 (दोपहर 03:00 बजे तक)

निविदा शुल्क/प्रोसेसिंग फीस/धरोहर राशि प्राप्त करने की तिथि :- 27.04.2022 (दोपहर 03:00 बजे तक)

तकनीकी बिड खोलने की तिथि :- 28.04.2022 (दोपहर 2:00 बजे)

वित्तीय बिड खोलने की तिथि :- तकनीकी बिड परीक्षण के पश्चात्

क्र.स.	तकनीकी बिड के साथ निम्न दस्तावेज जो सलग्न करने हैं।	दस्तावेज का विवरण	सलग्न पैच
1	नल/बिजली/फोन/आधार कार्ड/मतदाता पहचान पत्र/इईडिआ लाइसेंस/रेशनकार्ड (कोई भी एक) प्रमाणित फोटो प्रति सलग्न करना आवश्यक है।		
2	कार्य अर्देश 5 लाख का		
3	धरोहर राशि, प्रोसेसिंग फीस, निविदा शुल्क डी. डी. की प्रति		
4	वस्तु एवं सेवा कर (जीएसटी)		
5	आयकर (पिन नं.)		
6	राजस्थान दुकान एवं वाणिज्यिक संस्थान अधिनियम 1985 या उद्योग विभाग या इण्डिया पार्टनरशिप एक्ट 1932 के अन्तर्गत या इण्डिया पार्टनरशिप एक्ट 1958 के अन्तर्गत पंजीकरण की प्रति		
7	अनुभव प्रमाण पत्र		
8	वर्ष 2018-19, 2019-20, 2020-21 रिटर्न की प्रतिया		
9	सीए से प्रमाणित 3 लाख का वार्षिक टर्नओवर प्रमाण पत्र		
10	निविदा के सभी पृष्ठ पर हस्ताक्षर भरा सील		
11	अनुलग्न A, B, C, D, हस्ताक्षर सहित		
12	स्वेदक को नगर निगम कोटा दक्षिण के अधिकारी/कर्मचारी/निर्धारित जनप्रतिनिधि से ब्लड रिलेशन नहीं होने का 50/- रु के नॉन ज्यूरिडिशियल स्टाम्प पर शपथ पत्र प्रस्तुत करना होगा।		
13	फर्म के कहीं भी ब्लैक लिस्ट नहीं होने का शपथ पत्र 50/- रु के नॉन ज्यूरिडिशियल स्टाम्प		

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मुख्य कार्यकारी  
नगर निगम कोटा दक्षिण

## **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

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गणतंत्र्य

- (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.

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## Annexure B : Declaration by the Bidder regarding Qualifications

### 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:

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## **Annexure C : Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is \_\_\_\_\_

The designation and address of the Second Appellate Authority is \_\_\_\_\_

### **(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;

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- (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.

*Handwritten signature and stamp*



## **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 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,

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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.

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