

**राज्यपाल सचिवालय**  
**राजभवन, जयपुर**

क्रमांक: प.19(7)राभ/कैटरिंग/2017/9135

दिनांक: 15 दिसम्बर, 2017

खुली निविदा सूचना संख्या-02/2017-18

राज्यपाल सचिवालय, राजभवन जयपुर द्वारा निम्नलिखित कैटरिंग संबंधी सामान की आपूर्ति के लिए मुहरबंद निविदाएं आमंत्रित की जाती हैं। निविदा प्रपत्र एवं निविदा की शर्तें मय सामग्री के विस्तृत विवरण राजभवन की वेबसाइट [www.rajbhawan.rajasthan.gov.in](http://www.rajbhawan.rajasthan.gov.in) अथवा <http://sppp.rajasthan.gov.in> पर देखी जाकर डाउनलोड की जा सकती है।

क्र.स.	सामग्री का विवरण/मात्रा	मात्रा	अनुमानित कीमत (लाख रु. में)	अंशोहर राशि रूपए	निविदा शुल्क रु.	टेंडर जमा कराने की अंतिम तिथि
1	Stainless Steel Hot Trolley (Bain Marie)	02	5.80	11,600/-	200/-	03.01.2018
2	Stainless Steel Boxes	04				
3	Stainless Steel Glass Door Cold drinks & vegetable Refrigerater	03				
4	Stainless Steel Hot Case with Pickup Counter	02				
5	Stainless Steel Ice Chest (Ice Box)	02				
6	Ice Cube Machine	01				

उक्त सामग्री आपूर्ति हेतु निविदाएं मुहरबंद लिफाफे में जिन पर स्पष्ट रूप से प्रदाय किये जा रही सामग्री का नाम लिखा हो, वित्तीय सलाहकार, राज्यपाल, सचिवालय, राजभवन, जयपुर के कार्यालय में निर्धारित तिथि को दोपहर 1.00 बजे तक जमा की जायेगी जो उसी दिवस को अपराह्न 3.00 बजे विभागीय क्रय समिति एवं निविदादाताओं या उसके अधिकृत प्रतिनिधि, जो उपस्थित हों, के समक्ष खोली जायेगी।

अमानत राशि एवं निविदा शुल्क बैंक ड्राफ्ट/बैंकर्स चैक द्वारा वित्तीय सलाहकार, राज्यपाल सचिवालय, राजभवन, जयपुर के नाम से संलग्न की जावे। बिना अमानत राशि अथवा निश्चित अमानत राशि से कम अमानत राशि के निविदा स्वीकार नहीं की जावेगी।

(हरीश कुमार लालवानी)

वित्तीय सलाहकार

राज्यपाल सचिवालय

क्रमांक: प.19(7)राभ/कैटरिंग/2017/9136

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**प्रतिलिपि : निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-**

1. निदेशक, सूचना एवं जन सम्पर्क विभाग, शासन सचिवालय, जयपुर को एक राज्य स्तरीय व एक क्षेत्रीय दैनिक समाचार पत्र में प्रकाशन हेतु।
2. प्रभारी अधिकारी (IT), राजभवन, जयपुर को खुली निविदा सूचना दस्तावेज को राजभवन पोर्टल [www.rajbhawan.rajasthan.gov.in](http://www.rajbhawan.rajasthan.gov.in) तथा राज्य सरकार के स्टेट पोर्टल <http://sppp.rajasthan.gov.in> पर शीघ्र अपलोड कराने हेतु।
3. जन सम्पर्क अधिकारी, सूचना एवं जन सम्पर्क (प्रकोष्ठ), राजभवन, जयपुर, को निदेशालय जन सम्पर्क विभाग, शासन सचिवालय, जयपुर से समन्वय स्थापित कर शीघ्र प्रकाशन कराने हेतु।
4. पुस्तकालयाध्यक्ष, राजभवन, जयपुर को खुली निविदा सूचना विज्ञापन के प्रकाशित दैनिक समाचार पत्रों की कटिंग कर लेखा शाखा में भिजवाये जाने की व्यवस्था कराने हेतु।
5. कन्ट्रोलर, राज्यपाल हाऊसहोल्ड, राजभवन, जयपुर।
6. नोटिस बोर्ड, राजभवन, जयपुर।

वित्तीय सलाहकार  
राज्यपाल सचिवालय

राज्यपाल सचिवालय  
राजभवन, जयपुर

सचिव,  
राज्यपाल, राजस्थान  
राजभवन, जयपुर

दिनांक: दिसम्बर, 2017

**विषय:—** Bain Marie, Box with Wheel, Cold drinks & vegetable Refrigerator both Stainless Steel Hot Case with Pickup Counter, Stainless Steel Ice Chest (Ice Box), आईस क्यूब मशीन कय बाबत। खुली निविदा संख्या / 2017-18

1. फर्म का नाम व डाक का पता, टेलीफोन/माबाईल नम्बर सहित .....
2. सन्दर्भ .....
3. राज्य सरकार के सम्बन्धित विभाग से वस्तु एवं सामग्री आदि का व्यवसाय करने हेतु पंजीयन प्रमाण पत्र की स्वयं द्वारा प्रमाणित प्रति।
4. फर्म का सम्बन्धित वस्तु एवं सामग्री आदि का मुख्य रूप में वर्तमान में व्यवसाय चालू है, का प्रमाण पत्र की स्वयं द्वारा प्रमाणित प्रति।
5. आयकर स्थाई खाता संख्या (PAN) की प्रमाणित प्रति संलग्न है।
6. सचिव, राज्यपाल राजस्थान द्वारा जारी की गई खुली निविदा में वर्णित सभी शर्तों से बाध्यता स्वीकार करते हैं।
7. Bain Marie, Box with Wheel, Cold drinks & vegetable Refrigerator both Stainless Steel Hot Case with Pickup Counter, Stainless Steel Ice Chest (Ice Box), आईस क्यूब मशीन प्रदाय करने हेतु दरें संलग्न प्रारूप में दी गई हैं।
8. निर्माता कम्पनी का नाम एवं मॉडल संख्या का उल्लेख किया गया है।
9. जी.एस.टी. नम्बर.....

बिडदाता के हस्ताक्षर मय सील

  
लेखाधिकारी

  
कंट्रोलर

  
सहायक सचिव

राज्यपाल सचिवालय  
राजभवन, जयपुर

आवश्यक शर्तें

1. समस्त आईटम्स की दरें सभी नग फिटेड एवं आवश्यकतानुसार इलेक्ट्रीक एलीमेन्ट फिटिंग के मूल्य सहित आमंत्रित की गई हैं जो संलग्न परिशिष्ट क फाईनैशियल बिड प्रपत्र में भरकर प्रस्तुत की जानी हैं।
2. निविदा दिनांक 03.01.18 को दोपहर 11.00 बजे तक मोहर बन्द लिफाफे मे वित्तीय सलाहकार राज्यपाल सचिवालय, जयपुर के नाम से प्रस्तुत करनी होगी।
3. प्राप्त निविदाएं दिनांक 03.01.18 को अपरान्ह 3.00 बजे उपस्थित निविदाताओं के समक्ष इस हेतु गठित समिति द्वारा खोली जावेगी।
4. निविदादाता को अपनी दरे निर्धारित मापदण्डों के अनुसार ही प्रस्तुत करनी होगी।
5. दरें एफ.ओ.आर. राज्यपाल सचिवालय, राजभवन, जयपुर होगी तथा अग्रिम भुगतान की कोई शर्त मान्य नहीं होगी।
6. निविदादाता लिफाफे पर "राजभवन में **Catering items Stainless Steel** प्रदाय करने की दरें हेतु" अवश्य अंकित करेगा।
7. निविदादाता को अपने कार्यालय/ निवास के दूरभाष नम्बर निविदा मे देने होंगे, ताकि अति आवश्यक परिस्थितियों में दूरभाष पर सम्पर्क किया जा सके।
8. निविदा दरों में कांट -छांट नहीं की जावे।
9. निविदा दरें पैन से भरी होनी चाहिये, पैसिल से भरी गयी निविदा को रद्द कर दिया जावेगा।
10. निविदा फार्म के प्रत्येक पृष्ठ पर निविदादाता के हस्ताक्षर किये जावें।
11. सचिव,राज्यपाल ,राजस्थान का निविदा स्वीकृति/अस्वीकृति के संबंध में निर्णय अन्तिम होगा।
12. निविदादाता का जी.एस.टी. नम्बर होना अनिवार्य है।
13. आयकर विभाग द्वारा जारी पेन कार्ड की छायाप्रति संलग्न की जानी है।

बिडदाता के हस्ताक्षर मय सील

  
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राज्यपाल सचिवालय  
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चैक लिस्ट

प्रस्तुत निविदाओं के साथ निम्नलिखित दस्तावेज/प्रपत्र स्वयं द्वारा हस्ताक्षरित कर सलग्न किये जावें।

- (1) निविदादाता की ओर से दिये जाने वाला पत्र (निविदा प्रपत्र) ।
- (2) निविदा की शर्तें ।
- (3) आपूर्ति/कार्य/सेवा की दरों की सूची।
- (4) अमानत राशि जमा कराने की रसीद/बैंकर्स चैक/डी.डी/चालान
- (5) माल एवं सेवाकर (GST) पंजीयन प्रमाण-पत्र की प्रति
- (6) आयकर स्थाई खाता सं.(PAN) की प्रति
- (7) करार पत्र
- (8) निविदादाता की घोषणा
- (9) Annexure A- Conflict of Interest.
- (10) Annexure B- Declaration by the Bidder.
- (11) Annexure C- Grievance Redressal during Procurement Process.
- (12) Annexure D- Additional conditions of contract.

नोट:- (1) प्रपत्रों में चाही गई सूचनाएं/जानकारी अपूर्ण होने पर निविदा अस्वीकार कर दी जावेगी।

(2) प्रत्येक प्रलेख पृष्ठ पर निविदादाता के द्वारा हस्ताक्षर किये जावें।

(3) निविदा में अंकित की गई दरों में कोई ओवरराइटिंग नहीं की जावे। यदि कोई संशोधन किया गया है तो पृथक से अंकित कर निविदादाता द्वारा हस्ताक्षर किया जाना चाहिये।

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**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 or 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.

  
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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 statement 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 :

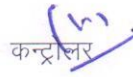
Signature of bidder

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.
  - (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 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 two per cent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms and conditions of the Bid and the conditions of contract.

(ii). If the Procuring Entity does not procure and 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, 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 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.

लेखाधिकारी

कन्ट्रोलर

सहायक सचिव

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

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

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**



सहायक सचिव



लेखाधिकारी



कन्ट्रोलर



राज्यपाल सचिवालय  
राजभवन, जयपुर

## फायनेंशियल बिड प्रपत्र

कार्य का नाम:- Bain Marie, Box With Wheel , Colddrinks & vegetable Refrigerater both Stainless Steel Covering Body 1m.m, Stainless Steel Hot Case with Pickup Counter, Steel 2 Slide Doors made of steel & Heating Element, shelves Fited, Side Covering Body 1mm., Stainless Steel Ice Chest (Ice Box) , आईस क्यूब मशीन Scots men, A.C.M- 46 , 24 Kg, Capesity per day सप्लाई बाबत।

बोलीदाता का नाम:-.....

पता:-.....

क्र.सं.	आईटम का नाम	दरे प्रति नग (समस्त कर सहित )
1	2 नग( Bain Marie) Hot Trolly Catering service Stainless Steel Covering Body 1.2m.m. With Wheel 4 नग फिटेड साईज लम्बाई 6 फुट 6 ईन्च x 2 फुट 6 ईन्च चौड़ाई x 2 फुट 6 ईन्च उचाई एवं उसमें 6 खण (कन्टेनर) नाप लम्बाई 1 फुट 9 ईन्च x 13 ईन्च चौड़ाई x 6 ईन्च गहराई with Wheel 4 ईन्च अतिरिक्त नाप में 4 नग फिटेड With Wheel 4 नग फिटेड एवं Bain Marie के अनुसार इलेक्ट्रीक एलीमेन्ट फिटिंग सहित।	
2	4 नग Box Stainless Steel Covering Body 1mm. साईज लम्बाई 3 फुट 6 ईन्च x 2 फुट 6 ईन्च चौड़ाई x 2 फुट गहराई with Wheel 6 ईन्च अतिरिक्त नाप में 4 नग व्हील एवं 4 नग हेण्डल फिटेड प्रत्येक में।	
3	3 नग Colddrinks & vegetable Refrigerater Stainless Steel Covering Body 1mm. ग्लास डोर, क्षमता लगभग 300 लीटर , साईज लम्बाई 6 फुट x 2 फुट चौड़ाई x 2 फुट गहराई	
4	2 नग Stainless Steel Hot Case with Pickup Counter, Steel 2 Slide Doors made of steel & Heating Element, shelves Fited, Side Covering Body 1mm.लम्बाई 5 फुट x 2 फुट 6 ईन्च चौड़ाई x 2 Pickup Shelf 1 फुट चौड़ाई with Heating Element,	
5	2 नग Stainless Steel Ice Chest (Ice Box) नाप 30 ईन्च लम्बाई x 24 ईन्च चौड़ाई x 18 ईन्च गहराई मय 4 ईन्च व्हील फिटैड, Inner body 18 g 304 ss, Outer body 18 g 304 ss, puff insulation with 4 nos. handles & openable insulated door on top.	
6	1 नग आईस क्यूब मशीन Scots men, A.C.M- 46 , 24 Kg, Capacity per day	

बिडदाता के हस्ताक्षर मय सील

लेखाधिकारी

कन्ट्रोलर

सहायक सचिव