



Rajasthan Public Service Commission Ajmer

Open Bid Notice

Number: 12

Date: 17.07.2025

Bids are invited from interested bidders in the Commission office with details as follows:-

Details of Product	Desktop Computer, Laptop, Tablet, Printers, UPS, TV	
Estimated Value	09.00 Lacs	
Bid Security Amount (2%)	18,000 Rupees (In favour of Secretary, RPSC)	
Tender Document Fee Amount	500 Rupees (In favour of Secretary, RPSC)	
Date of Publication of Open-bid	17-07 -2025	
Last date of receipt of Open-bids	25-07 -2025	03:00 PM
Date of Opening of Open-bids Technical	25-07 -2025	04:00 PM

(Bids form and terms conditions are also available at <http://sppp.rajasthan.gov.in> and <https://rpsc.rajasthan.gov.in>).

D.S (STORE)

F3 (08)Store/New Items/2025-26/ 129-131

Date : 17/07/2025

Copy is Sent for information and necessary action:-

1. Director, Directorate of Information and Public Relations, Rajasthan, Jaipur for Publication in a regional Hindi daily news paper.
2. Notice board, RPSC, Ajmer.
3. Incharge officer IT section RPSC, Ajmer, the above tender notice upload on sppp and RPSC website.

D.S (STORE)


Rajasthan Public Service Commission Ajmer


Open Bid for Desktop Computer, Laptop, Tablet, Printers, UPS and TV


1. Name of the firm/Submitting Bid. Address and telephone no.-----
2. A/c No ----- Ifsc code----- Branch Name -----
3. Addressed to – Secretary, RPSC, Ajmer.
4. Reference Bid Notice ----- Date -----
5. Bid document fee amount Rs 500/- challan No ----- Date-----
6. Bid Security amount of Rs. 18,000/- has been deposited through challan GRN No -----
7. Tender document Fee of Rs. 500/- should be deposited in Budget head **0075-800-52-01** through e-grass system as mentioned in Finance Department circular No P-6(5)/Finance/PWF&AR/2018, Jaipur, dated 27-04-2020 and the challan should be attached.
8. Bid security amount 2% of tender value (Rs. 18,000/-) should be deposited as per finance Department circular No P-6(5) Finance/PWF&AR/2018 Jaipur, dated 27-04-2020, through e-grass challan under Budget head **8443-00-103-00-00** and a copy of the challan should be attached.
9. Rates will be quoted in financial format of Bid document only.
10. Bid will not be considered if Bid form fee, RISL fee and Bid Security fee are not accompanied.
11. The bidder should not mention any other condition.
12. All documents/Certificates must be valid on the last date of submission of tender.


I, hereby offer the following rate to Rajasthan Public Service Commission, Ajmer for in stalling **Desktop Computer, Laptop, Tablet, Printers, UPS and TV** as per the above Bid (Notice No. and Date). Rates are submitting in financial format of Bid.

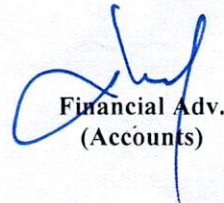
Signature of Bidder
(with full Address)



Programmer
(IT)


Dy. Dir.
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)



Joint. Secy.
(Admin.)


Checklist for Technical Bid

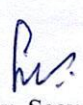
S.No.	Details	Description
1	Name of Bidder Firm	
2	Status (Proprietor/ Partnership Firm/ company)	
3	Authorized signatory (Name and Designation)	
4	Phone No.	
5	Mobile No.	
6	E-Mail Address	
7	Address (Regd. Office.)	
8	Bank Detail	Account No. Bank IFSC Code

GENRAL TERMS & CONDITIONS			
S. No.	Particulars	Tick Mark (Yes/No)	Index (Pg No.)
1.	Copy of Challan of Bid document Fee and Bid Security (EMD) has been submitted as desired in the NIB and a scanned copy of the same is uploaded alongwith Technical Bid (Self Attested - Enclosed).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.	GST Registration certificate (Self Attested - Enclosed).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Copy of PAN card (Self Attested - Enclosed)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Duly signed & sealed, along with T & C (Self Attested - Enclosed). Declaration of all Condition acceptances.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5.	Annex ABCD of Transparency in public procurement Act (Self Attested - Enclosed).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.	Declaration regarding Not Black Listing duly signed & sealed Enclosed.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.	Copy of authorization certificate of Manufacturer / Authorized Distributor / Authorized Dealer / Authorized Bonafide Seller (Self Attested – Must be Enclosed).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8.	Minimum Average Turnover of the bidder for the last 3 years should be 05 (Five) Lacs. Attached CA audit report. (F.Y 2021-22,2022-23,2023-24 & 2024-25 [Any 3 Year]) (Atth. Relevent Docu.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9.	Experience of supply in the Government Departments. Work Order. Average Value of supply for last 3 years should be 05 (Five) Lacs of F.Y (2021-22, 2022-23, 2023-24 & 2024-25 [Any 3 Year]) (Atth. Relevent Docu.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
SPECIFIC TECHNICAL TERMS & CONDITIONS			
01	The Bidder must have minimum ISO 9001-2015 or ISO 27000 Certified. (Attach Certificates).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
02	All Hardware equipment should be new items and year of manufacturing year should be 2024 and onward.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
03	Copy of Brochure / Catalogue etc (Self Attested - Enclosed).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
04	All the items should be Supportable category by the OEM.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

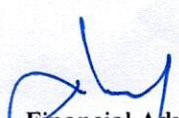
Note:- All documents must be duly signed and enclosed .



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)

Financial Bid Format


(Rate Should be Submitted in Financial Bid Format)


S.No.	Item Name	Qty.	Rate Per Unit (including All Taxes)	
			In Figure	In Words
1	2	3	4	5
01	AIO Desktop Computer	04		
02	Laptop	04		
03	Laser Printer	04		
04	Tablet	01		
05	UPS	04		
06	LED Colour TV	03		


Note:-

1. Quantity mentioned above may be increased and decreased as per requirement.
2. Rates will be quoted including all taxes.
3. The Financial Bid must be submitted in financial bid format.


Full Signature of Bidder with seal



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)



Dy. Secy.
(Accounts)

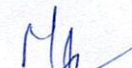

Financial Adv.
(Accounts)



Joint. Secy.
(Admin.)

Technical Specifications

Note :- Vendor to Attach Relevant Make/Model and Brochures for the below items		
S.N.	Item	Qty
1	Desktop Computer	
	Type	All in One Business (No Home Segment)
	Processor	Intel Core i5 (14th Generation or higher), 10 Core or higher, with minimum 2.5 GHz or higher (Base Frequency), 20 MB Cache or higher or AMD Ryzen 5 (8000 Series or higher), 6 Core or higher, with minimum 2.7 GHz or higher (Base Frequency), 22 MB Cache or higher and to Be Certified by OEM
	Chipset	Compatible Chipset Or AMD
	Operating System	Pre-installed Genuine OEM Microsoft Windows 11 Professional (64 bit) or higher with OEM recovery Partition/ Recovery DVD or Higher with Microsoft Office
	RAM	16 GB DDR5 (min 4400 MHz) or higher with 64 GB Expandability
	Storage	512Gb SSD
	Display	Minimum 23.8" inch or higher, Resolution 1920X1080 or higher Display
	Camera	Integrated webcam 2 MP or higher
	Graphics	Integrated HD Graphic card or higher
	Keyboard & Mosue	OEM USB Keyboard and OEM USB two button Optical mouse with Mouse Pad (Same Make as AIO)
	Wireless	Wifi 802.11 a/b/g/n & Bluetooth 4.0 or Higher
	Ports	Minimum 05 USB ports with at least 2 USB 3.0 or higher ports, Ethernet, HDMI, Display port, Type-C port, Audio jack for headphone & microphone
	Audio	Integrated audio controller with internal Speaker
	Antivirus	Minimum 3 years subscription Antivirus with protection for Ransomware, Browsing, Phishing along with OEM undertaking to be provided.
	Certification	BIS
	Compliance	RoHS
	Network Interface	Integrated 10/100/1000 GB Ethernet, Integrated 802.11 ac Wi-Fi and Bluetooth 4.0 or higher
	Accessories	All Necessary Cable (power & data cable) to be included
	Security	2.0 Trusted Platform Module (TPM) (Hardware/Firmware)
	Expansion slots	Minimum two PCIe slots
	Installation & Warranty	Installation to be done by Vendor & 03 Year on-site OEM Warranty with support
Note : Vendor to provide 01 Recovery Media (USB flash drive) for the above OS system		
2	Laptop	
	Type	Business (No Home Segment)
	Processor	Intel i5, Minimum 4 core or higher, 12 MB Cache or higher 13th or higher Generation and to be Certified by OEM
	Operating System	Pre-installed Genuine OEM Microsoft Windows 11 Professional (64 bit) or higher with OEM recovery Partition/ Recovery DVD or Higher with Microsoft Office
	Display	14" or higher diagonal Full HD Display
	Memory (RAM)	16 GB DDR4 or higher expandable up to 32 GB
	Hard Drive	512 GB SSD or higher
	Speaker & Microphone	Inbuilt speakers and integrated digital microphone



Programmer
(IT)


SA (IT)
(IT)

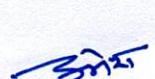

Dy. Secy.
(Store)

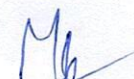

Dy. Secy.
(Accounts)

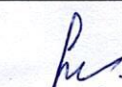

Financial Adv.
(Accounts)



Joint. Secy.
(Admin.)


	Connection Type	Minimum 2 USB 3.0 or higher, HDMI 1.4, Head phone/ Microphone combo/ separate, 1- USB type c	
	Network card	Integrated 10/100/1000 GB Ethernet	
	Wireless Connectivity	Bluetooth 4.0 or above & integrated Wi-Fi 802.11 b/g/n or higher	
	Web Cam	Integrated HD Web Camera (Front facing)	
	Battery	Minimum 40Whr	
	Power Adapter	Standard power adapter	
	Antivirus	Minimum 3 years subscription Antivirus with protection for Ransomware, Browsing, Phishing along with OEM undertaking to be provided.	
	Compliance	RoHS	
	Certification	BIS	
	Accessories	Carry Bag	
	Installation & Warranty	Installation to be done by Vendor & 03 Year on-site OEM Warranty with support	
Note : Vendor to provide 01 Recovery Media (USB flash drive) for the above OS system			
3	Laser Printer		04
	Print Type	Monochrome Laser	
	Functionality	Print, Scan, Copy	
	Print	32 - 35 ppm, Duplex print - Auto	
	Print Resoluton	600 * 600 dpi or higher	
	Memory	256 Mb or Higher	
	Display	LCD Display	
	Duty Cycle	48000 pages per month	
	Paper Size Support	A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal	
	Scan Type	FLATBED, ADF	
	Printer Toner Type	Toner Cartridge	
	Compatible OS	Min. Windows 7	
	Compliance	RoHS	
	Certification	BIS	
	Connectivity	USB, Ethernet, Wireless 802.11 b/g/n	
	Cables/ Accessories	All the required cables, Accessories	
	Software Media	Driver & Utility Software	
	Installation & Warranty	Installation to be done by Vendor & 03 Year on-site OEM Warranty with support	
4	Tablet		01
	Processor Series	Apple M3 Chip with 8-core CPU, 9-core GPU	
	Standing screen display size	Min. 32.78 cm (13") or Higher	
	Resolution	2360 x 1640 Pixels	
	Display Feature	264 PPI, Liquid Retina Display	
	Internal Storage Size	256 GB	
	Connectivity Type	Wi-Fi 6E+5G	
	Sim Size	eSIM	
	Rear Webcam Resolution	12 Megapixels	
	Front Webcam Resolution	12 Megapixels	
	Charger	Included with cable	
	Operating System	Min. iPadOS 18 or higher for Tablets	
	Tablet Cover	Rugged Armour Cover	
	Warranty	Installation to be done by Vendor & 03 Year on-site OEM Warranty with support	
5	UPS		04
	UPS Capacity	1 KVA	



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)



Joint. Secy.
(Admin.)


	Mode	Line interactive	
	Protection	Full Protection	
	voltage	230V / 50 Hz	
	Range	170V- 270V	
	Power factor	0.6 or higher	
	Back up time	168 VAH for 20 Minutes back upon 1 PC (In built Batteries)	
	Indicator	Mains On/ On Battery/ Low Battery/ Fault/ Overload	
	Plug and cable	As per standard	
	Battery Type	Sealed Lead Acid Valve Regulated	
	Alarm	ON Battery/ Fault Over Load, Low Battery	
	Certifications	BIS, ISO 9001	
	Test report	OEM should submit test report for the quoted model issued by State/ Central laboratory/ NABL accredited labs (not old from last 5 Years)	
	Installation & Warranty	Installation to be done by Vendor & 03 Year on-site OEM Warranty with support	
	TV		
	TYPE	LED Colour TV	
	Size	32"	
	Resolution	3840*2160 (4KUHD)	
	Brightness	300 Nits or higher	
	Panel Technology	IPS/ VA	
	Viewing Angle (H/V)	178°	
	Display Colors	16.7 million	
	Color Gamut	72%	
	Audio	Built in Speaker (10W + 10W)	
6	Input	HDMI 2.0 x 3, USB 2.0x1	03
	Output	Line Level Audio Out-3.5MM Jack/ Bluetooth Audio Connectivity	
	Duty Cycle	16/7 Hrs.	
	Special Features	UHD Signage with Built-in Software, Smart Share, Web browser, Button lock, Plug Play, HDR Pro/10/Plus	
	External Control	RJ45	
	Mounting	Wall Mount, all required accessories has to be supply for installation	
	Certificates	BIS, UL	
	Compliance	ROHS	
	Installation & Warranty	Installation to be done by Vendor & 03 Year on-site OEM Warranty with support	


Note:-

1. Desktop and Printers should provide by OEM and manufacturer year should be 2024 and onward.
2. The quantity of Items mentioned in the above table may be increased or decreased.
3. If the rates quoted in the said Bid are accepted/approved, I undertake to supply the item as per the criteria enclosed with the tender.

**Full signatur of Bidder
With seal**



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)



Rajasthan Public Service Commission, Ajmer

TERMS & CONDITIONS OF OPEN BID

Bids are invited in two envelope bidding system. First envelope contains technical proposal and second envelope includes the financial offer. Bid must be submitted in sealed envelope according to the directions given in the tender notice/hereunder. Technical Bid will be submitted as below –

(A) Technical Bid Terms and Conditions


1. The Bidder has to submit with copies of Challan (scheduled Bank) of the following: -
 - i) Bid Security Amount of Rs. **18,000/-** in favour of the **Secretary RPSC, Ajmer**
 - ii) Bid Document Fee of Rs. **500/-** in favour of the **Secretary RPSC, Ajmer** and
2. **Refund of Bid Security Money:** The Bid Security Money of unsuccessful Bidder shall be refunded soon after final acceptance of tender & agreement.
3. **Partial exemption from bid security:** Firms which are registered as small scale industries of Rajasthan with Director of Industries Rajasthan shall furnish the amount of bid security in respect of items for which they are registered as such subject to their furnishing registration certificate from the Director of Industries Rajasthan, as per RTPP Rules i.e 0.5% of quantity offered.
4. The bid security/security deposit lying with the department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards bid security/security money for the fresh tenders. The bid security may however, be taken into consideration in case tenders are re-invited. **(Attach Copy of e-grass challan of original tender Bid security fee.)**
5. Check List duly filled in. All document must be enclosed with Bid.
6. Copy of PAN Card.
7. GST Registration Certificate alongwith latest GST Deposition Challan.
8. Terms and Conditions duly signed & sealed.
9. Annexures A, B, C & D of Transparency in public procurement Act duly filled signed and sealed.
10. All declaration should be signed.
11. The brand of IT equipment should be amongst the top 5 IDC brands in trend in last one year.
12. Authorization Certificate of Manufacturer / Authorized Distributor / Authorized Dealer / Authorized Bonafide Seller (Self Attested – Must be Enclosed).
13. Minimum average turnover of the bidder for the last 03 years to be 05 (Five) Lacs (Attach C.A. Certificate or Audit Balance Sheet). (F.Y 2021-22,2022-23,2023-24 & 2024-25 [Any 3 Year])
14. **Financial Bid: The rates are to be given in the Financial format of Bid. Financial bids shall be opened only of those tenders, who will qualify technically.**
15. The items must be original and as per specification. If any deviation / assemble etc found, legal action will be taken. Items should be delivered, installed and tested (UAT) strictly within **45 Days** post issuing of work order.


(B) SPECIFIC TECHNICAL TERMS & CONDITIONS


16. Brochure / Catalogue etc. are to be enclosed.
17. The Bidder must be either ISO 9001-2015 or ISO 27000 Certified. (Attach Certificates).
18. Minimum average experience of supply in the Govt. Dept./Autonomous bodies/Board/PSU for the last 3 years to be 5 Lacs. (Attach Experience Certificates or Work orders Copies.) [(F.Y 2021-22,2022-23,2023-24 & 2024-25 {Any 3 Year})]

(C) Other general Terms and Conditions

1. Tender forms shall be submitted in sealed envelope only.
2. The rates must include element of the Goods & Services Tax. i.e Including GST charges.
3. All rates quoted must be FOR destination. No cartage or transportation charges will be paid by the RPSC and the delivery of the goods shall be given at the premises of Purchase Officer.

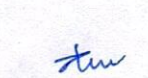

Programmer
(IT)


SA (JD)
(IT)



Dy. Secy.
(Store)



Dy. Secy.
(Accounts)

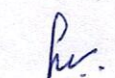

Financial Adv.
(Accounts)



Joint. Secy.
(Admin.)

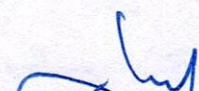
4. **Purchase Preference:** Purchase preference will be provided in procurement, to the category of bidders (MSMEs) as notified by the State Government vide FD Notification Dt. 19.11.2015 and 29.08.2018. (Attached MSMES registration for the Tender item and relevant products/work.)
5. Rates will be given including all taxes.
6. **Validity:** Tenders shall be valid for a period of **90 Days** from the date of opening of Technical Bid.
7. The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before bid submission, refer the same to the Purchase Officer and get clarifications.
8. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
9. **Specifications:**
 - i) All items supplied shall strictly conform to the specifications, trade mark laid down in the tender form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
 - ii) The supply of items marked with asterisk/at serial number, shall in addition conform strictly to the specifications and in case of other material where there are no standard, the supplier shall be of the very best quality and description. The decision of the Purchase Officer/Purchase Committee whether the articles supplied conform to the specifications shall be final and binding on the Bidder.
 - iii) **Warranty/Guarantee clause:** The Bidder would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of days/months from the date of delivery of the said goods/ stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of Days/months, the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Officer in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods, etc., shall apply. The Bidder shall if so called upon to do, replace the goods, etc., or such portion thereof as is rejection by the Purchase Officer, otherwise the Bidder shall pay such damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Officer in that behalf under this contract or otherwise.
 - iv) In case of machinery and equipment also, guarantee will be given as mentioned in clause (iii) above and the Bidder shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipments operative. The Bidder shall also replace machinery and equipments in case it is found defective which cannot be put to operation due to manufacturing defect, etc.
 - v) Maintenance and repairs in case of any issue shall be rectified by the bidder after completion of tender.
10. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications. The supplies will be accepted only where the items conform to the standard of prescribed specifications. Testing charges shall be borne by the **Bidder**.
11. **Rejection:**
 - i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the Bidder at his/her own cost within the time fixed by the Purchase Officer.
 - ii) If, however, due to exigencies of Government work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity

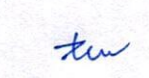

Programmer
(IT)


SA (JD)
(IT)



Dy. Secy.
(Store)



Dy. Secy.
(Accounts)



Financial Ady.
(Accounts)


Joint. Secy.
(Admin.)

- to the Bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
12. The rejected articles shall be removed by the Bidder within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the Bidder's risk and on his account.
 13. The Bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the Bidder shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
 14. The contract for the supply can be repudiated at any time by the Purchase Officer, if the supplies are not made to his satisfaction after giving an opportunity to the Bidder of being heard and recording of the reasons for repudiation.
 15. Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.
 16.
 - i) **Right to Vary Quantity:** As per RTPP Rule 73(3).
 - ii) If the Purchase Officer does not purchase any of the tendered articles or purchases less than the quantity indicated in the tender form, the Bidder shall not be entitled to claim any compensation.
 17. **Forfeiture of bid security:** The bid security will be forfeited in the following cases:
 - i) When Bidder withdraws or modifies the conditions of bid document after opening of tender but before acceptance of tender.
 - ii) When Bidder does not execute the agreement if any, prescribed within the specified time.
 - iii) When the Bidder does not deposit the security money after the supply order is given.
 18. Agreement and Performance security deposit:
 - i) Successful Bidder will have to execute an agreement in the Form 17 and deposit performance security equal to 5% of the value of the work order within 10 days from the date of dispatch on which the acceptance of the tender is communicated to him.
 - ii) Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
 19. The amount of performance security shall be **5% (Five Percent)**, or as may be specified in the bidding documents, of the amount of supply order in case of procurement of goods and services. In case of Small Scale Industries of Rajasthan it shall be **1% (One Percent)** of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be **2% (Two Percent)** of the amount of supply order. performance security will be refunded as per prov. of RTPP rules 2013.
 20. Performance security shall be furnished in any one of the following forms- (a) deposit through eGRAS; (b) Bank Draft or Banker's Cheque of a scheduled bank; (c) National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master; (d) Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the rule 42 for bid security; (e) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the Fixed Deposit



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)

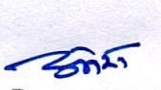

Dy. Secy.
(Accounts)



Financial Adv.
(Accounts)

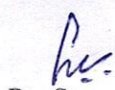

Joint. Secy.
(Admin.)

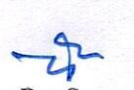
Receipt that the bidder furnishes an undertaking from the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

21. **Forfeiture of Performance Security Amount:** Security amount in full or part may be forfeited in the following cases-
- When any terms and conditions of the contract are breached.
 - When the Bidder fails to make complete supply satisfactorily.
 - Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Officer in this regard shall be final.
22. The expenses of completing and stamping the agreement shall be paid by the Bidder and the department shall be furnished free of charge with one executed stamped counter part of the agreement.
23. **Insurance:**
- The goods will be delivered at the destination godown in perfect condition .the supplier if he so desires, may be insure the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot, etc.). The insurance charges will be borne by the supplier and State will not be required to pay such charges, if incurred.
 - The articles may also be got insured at the cost of the Purchaser, if so desired by the Purchaser, in such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.
24. All payments shall be made only after satisfactory completion of project.
- 25.
- The time specified for supply in the tender form shall be deemed to be the essence of the contract and the successful Bidder shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.
 - Liquidated damages:** In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the Bidder has :
 - Delay up to one fourth period of the prescribed delivery period 2.5 %
 - Delay exceeding one fourth but not exceeding half of the prescribed period 5.0 %
 - Delay exceeding half but not exceeding three fourth of prescribed period 7.5 %
 - Delay exceeding three fourth of prescribed period 10 %.
26. Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
27. The maximum amount of liquidated damages shall be 10%
28. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the Bidder.
29. **Recoveries:** Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills. Amount may also be withheld to the extent of short supply, breakages, and rejected articles and in case of failure in satisfactory replacement by the supplier alongwith amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
30. Bidders must make their own arrangements to obtain import license, if necessary.
31. If a Bidder imposes conditions which are in addition to or in conflict with the condition mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Purchase Officer.
32. The Purchase Officer reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or

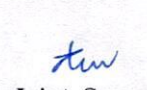

Programmer
(IT)


SA (JD)
(IT)



Dy. Secy.
(Store)



Dy. Secy.
(Accounts)



Financial Adv.
(Accounts)



Joint. Secy.
(Admin.)


- more of the articles for which Bidder has been given or distribute items of stores to more than one firm/supplier.
33. The Bidder shall furnish the following documents at the time of execution of agreement:
 - i) Attested copy of Partnership Deed in case of Partnership Firms.
 - ii) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
 - iii) Address of residence and office, telephone numbers in case of sole Proprietorship.
 - iv) Registration issued by Registrar of Companies in case of Company.
 34. If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
 35. All legal proceedings, if necessary arise to institute may by any of the parties (Government or Contractor) shall have to be lodged in courts situated in **Ajmer Rajasthan** and not elsewhere.
 36. The bidder will be responsible to possess all necessary licenses/certificates etc. required under any Act, prevailing during the currency of the contract/Bid date. The procuring authority may ask to produce these documents anytime or as and when required.
 37. The prices under a rate contract shall be subject to price fall clause. A clause regarding price fall shall be incorporated in the terms and conditions of rate contract. Price fall clause is a price safety mechanism in rate contracts and it provides that if the rate contract holder quotes / reduces its price to render similar goods, works or services at a price lower than the rate contract price to anyone in the State at any time during the currency of the rate contract, the rate contract price shall be automatically reduced with effect from the date of reducing or quoting lower price, for all delivery of the subject matter of procurement under that rate contract and the rate contract shall be amended accordingly. The firms holding parallel rate contracts shall also be given opportunity to reduce their price by notifying them the reduced price giving those fifteen days time to intimate their acceptance to the revised price. its reduced price shall be conveyed to other parallel rate contract holding firms and the original rate. Similarly, if a parallel rate contract holding firm reduces its price during currency of the rate contract, contract holding firm for corresponding reduction in their prices. If any rate contract holding firm does not agree to the reduced price, further transaction with it, shall not be conducted.
 38. **Clarification of bids-** (1) To assist in the examination, evaluation, comparison and qualification of the bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its bid. The committee's request for clarification and the response of the bidder shall be in writing. (2) Any clarification submitted by a bidder with regard to its bid that is not in response to a request by the committee shall not be considered. (3) No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial bids. (4) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted. (5) All communications generated under this rule shall be included in the record of the procurement proceedings.
 39. Procuring entity's right to accept or reject any or all bids.- The Procuring entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the bidders. Reasons for doing so shall be recorded in writing.
 40. If the firm fails to execute the contract within stipulated time period, the purchase officer shall be free to arrange the supply from another source on bidder's risk and cost.
 41. The firms to submit the technical specification in tabular form by incorporating all individual technical specification by mentioning Yes/ No and Positive or Negative Deviation, if any with complete details. Incomplete Technical Bids will not be considered at all.
 42. RTPP Act 2012 and RTPP Rules 2013 will be applied.



Programmer
(IT)


SA (ID)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)


43. In case of any dispute regarding the tender process, first appeal can be made to the Joint Secretary, (A-2), DOP, Government of Rajasthan, Jaipur and Second appeal can be made to the Principal Secretary, DOP, Government of Rajasthan, Jaipur.

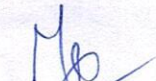
-sd-


Deputy Secretary, RPSC Ajmer

I/We have carefully read and understood above terms and conditions and abide by them.

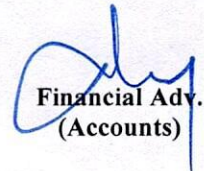
Signature of the Bidder with seal



Programmer
(IT)


SA (IT)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)

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.

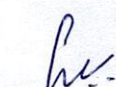
Conflict of Interest

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. 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 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.



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)

Annexure-B

Declaration by the Bidder regarding Qualification Declaration

In relation to my/our Bid submitted to _____ for procurement
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 Bidding Document, which materially affects fair competition.

Date:


Place:


Signature of Bidder


Name:

Designation:

Address:


Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)

Annexure-C

Grievance Redressal during Procurement Process

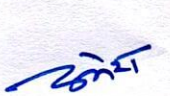
The designation and address of the First Appellate Authority: The Joint Secretary, DOP (A-2).

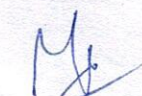
The designation and address of the Second Appellate Authority: The Principal Secretary, DOP.

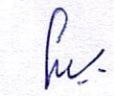
Filing an appeal:

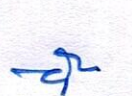
1. If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the or the Guidelines issued thereunder, he may file an appeal to Appellate Authority, as specified in the Bidding Document 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 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 endeavor 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 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 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 Appellate Authority, as the case may be, in person or through registered post or authorized representative
6. **Fee for Filing Appeal:**
 - a. Fee for filling 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 documents, 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 there of relating to the matter.
 - c. After hearing the parties, perusal or inspection of documents and relevant records or copies there of 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.

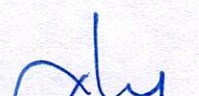
The order passed under sub-clause(c) above shall also be placed on the State Public Procurement Portal.

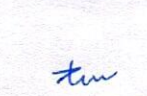

Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)



Financial Adv.
(Accounts)

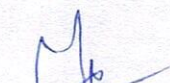

Joint. Secy.
(Admin.)

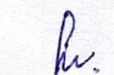
Additional Conditions of Contract


1. Correction of arithmetic errors.- Provided that Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis, namely: -
 - a. 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.
 - b. 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
 - c. 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 (a) and (b) 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:-
 - a. At the time of award of contract, the quantity of Goods, works or service 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.
 - b. 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.
 - c. 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 more than 50% 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:-


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, then 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.



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)

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. CO _____
 - ii. _____
 - iii. _____
3. Number and date of the order appealed against and 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:-

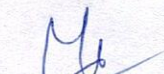
(Supported by an affidavit)


7. Prayer

Place:

Date:



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)

**DECLARATION BY THE BIDDER
(TO BE SUBMITTED WITH TECHNICAL BID)**

I/we declare that I/We _____ am/are Manufacture/ Authorized Importer/ Authorized Dealer / Authorized Bonafide Seller in the Goods/Stores/equipments for which I/We have tendered. (STRIKE OFF WHICHEVER IS NOT APPLICABLE).

If, this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our Security may be forfeited in Full and the Tender, if any to the extent accepted, may be cancelled.

Signature of the Bidder with seal

**"GOODS AND SERVICE TAX DECLARATION"
(TO BE SUBMITTED WITH TECHNICAL BID)**

I, certify that the goods on which GST has been charged are not exempted under the GST Act, or the Rules made there under and the amount charged on account of GST is not more than what is payable under the provisions of the GST Act or the Rules made there under.

Certify that we M/s _____ are registered as Dealer in the (State or Union Territory) under GST Tax Registration No _____

Signature of the Bidder with seal


**DECLARATION
(TO BE SUBMITTED WITH TECHNICAL BID)**

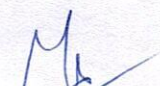
(Should be on 100/-Non judicial stamp)

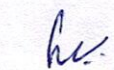
I, _____ Designation, _____ of _____ (Office address)
_____ (Res. Address)
solemnly declare that our firm/company _____ (name of the firm) has not been black listed/debarred anywhere in India.


Date: _____

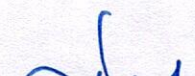
Place: _____



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)



Joint. Secy.
(Admin.)

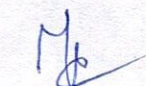
Price Charging Certificate

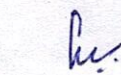
The contractor shall furnish the following certificate along with the bill for payment of supplies made against the rate contract.


"I/We" certify that there is no reduction in sale price of the stores of description identical to the stores supplied to the Govt., under the contract here in and such stores have not been offered / sold by me / use to any organization including the purchase or any dept, of State Govt., or any statutory undertaking of the Central Government, or State Government, as the case may be up to the date of bill / the date of completion of supplies against all supply orders placed during the currency of the contract at price lower than the price charged to the Government, under the contract except for quantity of stores categories under sub-clause 60 (a),(b) (c) and (d).

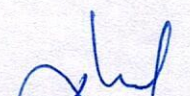
Signature of Bidder with Seal



Programmer
(IT)


SA (JD)
(IT)


Dy. Secy.
(Store)


Dy. Secy.
(Accounts)


Financial Adv.
(Accounts)


Joint. Secy.
(Admin.)