



राजस्थान सरकार

ह.च.मा. राजस्थान राज्य लोक प्रशासन संस्थान, जयपुर

क्रमांक: एफ.13(1) प्रकाशन/रीपा/2016-17/2581

दिनांक: 9 मई 2016

**निविदा सूचना संख्या-1/2016**

ह.च.मा. राजस्थान राज्य लोक प्रशासन संस्थान, जयपुर द्वारा विभिन्न मुद्रण कार्यों पेपर सहित बुक व जॉब हेतु 2 वर्ष (1 जून 2016 से 31 मई 2018) का अनुबन्ध (अनुमानित राशि ₹ 15 लाख तक) करने हेतु दिनांक 10.5.2016 से 30.5.2016 तक मुहरबन्द बोली आमंत्रित की जाती है। निविदा बोली के दस्तावेजों का विस्तृत विवरण अधोहस्ताक्षरकर्ता के कार्यालय में अथवा राजस्थान सरकार के उपापन पोर्टल [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) व संस्थान की वेबसाइट [www.hcmripa.gov.in](http://www.hcmripa.gov.in) पर देखा व डाउनलोड किया जा सकता है। बोली प्रपत्र दिनांक **30 मई 2016** को दोपहर **1.30 बजे** तक प्राप्त किये जायेंगे। बोली **सायं 4.00 बजे** कमरा नम्बर 105, नेहरू भवन, ह.च.मा. रीपा, जे.एल.एन. मार्ग, जयपुर-17 में खोली जावेगी। बोली के साथ बोली प्रतिभूति राशि का बैंक ड्राफ्ट (मांगदेय) संलग्न करना अनिवार्य है। बोलीदाता को बोली प्रपत्र संस्थान के कमरा नं. 313 से अथवा वेबसाइट से डाउनलोड कर ₹ 400 के शुल्क सहित जमा कराना होगा।

अतिरिक्त निदेशक (प्रशासन)

**राजस्थान सरकार**  
**ह.च.मा. राजस्थान राज्य लोक प्रशासन संस्थान**  
**जयपुर-302017**

**निविदा संख्या 1/2016**  
**बोली आमन्त्रण सूचना**

इस संस्थान को विभिन्न मुद्रण कार्यों पेपर सहित बुक व जॉब हेतु 2 वर्ष (1 जून 2016 से 31 मई 2018) का अनुबन्ध करने हेतु मुहरबन्द बोली आमंत्रित की जाती है। अतः ऐसी सक्षम स्थानीय फर्मस, जिनके पास एक ही छत के नीचे समस्त सुविधाएं हो, अपनी दरें निर्धारित (Two-bid) प्रपत्र पर जिस पर **मुद्रण कार्य पेपर सहित** अंकित हो संस्थान में भेज सकते हैं। बोली प्रपत्र संस्थान के नेहरू भवन में कमरा नम्बर 313 में निर्धारित शुल्क जमा कर कैशियर से प्राप्त किया जा सकता है।

कार्य	अनुमानित लागत (लाखों में)	बोली प्रतिभूति राशि	बोली प्रपत्र शुल्क	बोली प्रपत्र विक्रय दिनांक	बोली प्रपत्र जमा कराने की अन्तिम दिनांक/समय
मुद्रण कार्य पेपर सहित	₹ 15 लाख (2 वर्ष के लिए)	₹ 30,000 (रु. तीस हजार मात्र)	₹ 400/	10 से 30 मई तक कमरा नम्बर 313, नेहरू भवन	30 मई 2016 कमरा नम्बर 202/204 नेहरू भवन (2.00 बजे तक)

बोली दिनांक **30 मई 2016** को सायं **4.00 बजे** कमरा नम्बर 105, नेहरू भवन, ह.च.मा . रीपा, जयपुर में खोली जावेगी। बोली के साथ बोली प्रतिभूति राशि का बैंक ड्राफ्ट (मांगदेय) संलग्न करना अनिवार्य है। बोली प्रतिभूति राशि के अभाव में किसी भी बोली पर विचार नहीं किया जायेगा।

बोलीदाता बोली की अन्य विशिष्टियां व बोली प्रपत्र संस्थान की वेबसाइट [www.hcmripa.gov.in](http://www.hcmripa.gov.in) सभी डाउनलोड कर सकते हैं परन्तु ऐसी स्थिति में बोली प्रपत्र (मुद्रण कार्य पेपर सहित) का शुल्क ₹ 400 बोली प्रपत्र जमा कराते समय संस्थान में अलग से देय होगा।

संस्थान न्यूनतम बोली को स्वीकृत करने के लिये बाध्य नहीं है और वह किसी भी बोली या उसके किसी भी भाग को बिना कारण बताये रद्द कर सकेगा। जो भी निविदाएं विहित समय व तारीख के बाद प्राप्त होंगी उन्हें रद्द कर दिया जायेगा।

**अतिरिक्त निदेशक (प्रशासन)**

No.



**THE HCM RAJASTHAN STATE  
INSTITUTE OF PUBLIC ADMINISTRATION  
JLN Marg, Jaipur 302017**

**BID DOCUMENT  
FOR  
PRINTING WITH PAPER**

*This document has two parts,  
i.e., Part I: Technical Bid, and Part II: Financial Bid.  
Both are to be filled in with ball-point pen by the bidder  
and submitted in separate sealed envelopes.  
However, the portion containing 'Terms and Conditions'  
duly signed and bank draft of bid security may be enclosed  
with Part I, i.e., Technical Bid.*

**Price: ₹ 400**

No.

**Part-I**  
**TECHNICAL BID**

*(To be submitted in a separate sealed envelope superscribed "Technical Bid" with the name and complete address of the firm)*

Name and Address of the Firm

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

Details of Bid Security

Bank Draft No..... dated..... for ₹ 30,000  
drawn in favour of "HCM Rajasthan State Institute of Public Administration, Jaipur"  
(without Bid Security, the bidder is liable to rejection).

## MINIMUM QUALIFICATIONS

The firm should have at least:

1. Three years' experience in four-colour offset printing of books, souvenirs, reports, brochures, posters, etc.
2. Minimum annual turnover of ₹ 50 lakh per annum during last three years.
3. A team (within Jaipur) comprising qualified staff for printing, processing and binding purposes, computer operators, etc.
4. Basic infrastructure (within Jaipur) including at least two offset printing machines (preferably one four-colour), two PCs, one scanner, laser printer, coloured inkjet printer, all necessary processing equipments, and binding machines, like folding, stitching, cutting, pasting, creasing, etc., under direct control.
5. Lamination and screen-printing arrangements
6. The firm should have worked for major government departments/PSUs.

## SELECTION PROCESS

1. Firms meeting the above minimum qualifications on the basis of technical bid shall be short-listed.
2. If required, such short-listed firms may be asked to present before the selection panel their candidature.
3. Based on the above, one or more firms may be selected.
4. Then financial bids of the firms, thus selected, will be opened.
5. Lowest quote of each item would become eligible but the Institute has right to not accept the same.
6. An official contract would then be signed with the finally selected firm(s).

## PROFILE OF THE BIDDER

1. Name of the firm:	
2. Address:	
3. Experience (in years): 2012-13, 2013-14, 2014-15	
4. Annual turnover (as on 2012-13, 2013-14, 2014-15):	

5. Infrastructure:

S.No.	Item	Minimum Reqd	Actual No
1	Offset printing machines (with mark and size)	2	
2	DTP facilities		
	(a) PCs	2	
	(b) Laser printer	1	
	(c) Color printer (inkjet)	1	
	(d) Scanner	1	
3	Processing/plate-making equipment (give details)		
4	Binding equipments		
	(a) Folding	Yes/No	
	(b) Stitching	Yes/No	
	(c) Cutting	Yes/No	
	(d) Pasting	Yes/No	
	(d) Creasing	Yes/No	
	(e) Spiral	Yes/No	
5	Lamination	Yes/No	
6	Screen-printing	Yes/No	
7.	Designer/Developers Interactive	Qualifications	Experience

Note: Please enclose sample publications printed by your firm.

We certify that the above information is true and nothing has been kept hidden.

*Signature with Rubber Stamp*

## **Notes**

1. The Institute will pay only for the finished copies and will not bear the cost of wastages and trial/test prints, if any.
2. No designing or system planning charges will be paid for the jobs of which ready-to-print digital art work are handed over by the Institute.
3. The printer would ensure that the material provided by the Institute is printed without proofing errors.
4. The printer would ensure that the material is delivered within the stipulated time and at the Institute. This stipulated period will be mentioned in the work orders given from time to time.
5. It would be the responsibility of the printer to send, and collect from, all the material regarding printing from the Institute.

## **TERMS AND CONDITIONS**

1. No firm, which is not registered understand the bid the VAT prevalent in the state, where its business is located, shall bid. The Sales Tax Registration Number should be quoted and a Sales Tax Clearance Certificate from the CTO of the Circle concerned shall be submitted without which the tender is liable to rejection.
2. The element of VAT /RST should be indicated separately.
3. Bid shall be valid for a period of three months from the date of opening.
4. The firm shall not assign or sub-let the contract or any substantial part thereof to any other agency.
5. All goods supplied shall strictly conform to the specifications and give an undertaking that the cost of paper charged in the bill is not higher than the prevailing rate in the market.
6. The contract will be valid for a period of 2 years. It may be extended on mutual consent of both the parties.as per RTPP Act&Rules.
7. Payment will be made after the receipt of material in good condition.
8. The tender shall be accompanied by a Bid Security of ₹ 30,000 without which it will not be considered. It will be refunded to the unsuccessful tenderers after the final acceptance of tender.
9. The Bid Security will be forfeited in the following cases: (a) when the tenderer withdraws or modifies the offer after opening of bid but before the acceptance of tender; when the tenderer does not execute the agreement if any, prescribed within the specified time; (c) when the tenderer does not deposit the security money after the supply order is given; and (d) when the tenderer fails to commence the supply of items as per supply order within the time prescribed.
10. Successful bidder will have to execute an agreement within a period of seven days of the receipt of order and deposit security equal to 5% of the value of bid. The bid security deposited at the time of tender will be adjusted towards bid security deposit amount.
11. Security amount in full or part may be forfeited in the following cases: (a) when any terms and conditions of the contract are breached; (b) when the tenderer fails to make complete supply satisfactorily; and (c) notice of reasonable time will be given in case of forfeiture of performance security. The decision of the Institute in the regard will be final.

12. The schedule for delivery would be fixed in advance and the firm would ensure that the material is delivered within the stipulated time. 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 the item, which the tenderer has failed to supply: (a) delay upto one-fourth period of prescribed delivery period—2.5%; delay exceeding one-fourth but not exceeding the half the prescribed period—5%; delay exceeding half but not exceeding three-fourth of the prescribed period—7.5%; and (d) delay exceeding three-fourth of the prescribed period—10%.
13. If any dispute arises out of the contract with regard to interpretation, meaning, breach of terms of contract, the matter shall be referred to by the parties to the Director General, HCM RIPA who will depute senior-most officer as the sole arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
14. All legal proceedings, if necessary, arises to Institute may be any of the parties shall have to be lodged in courts situated in Rajasthan and not elsewhere.
15. Once paid for the processing the negatives/positives/outputs will be the property of the Institute. And, if these are used again in case a job is reprinted without any change, no payment shall be made to the firm on this account.
16. The paper used in the printing work must be tested from Cenral Government Lab.
17. DOCUMENT TO BE ATTACHED with Technical Bid: (a) Demand Draft/Pay Order of requisite amount to be drawn in favour to “ Director, HCM Rajasthan State Institute of Public Administration, Jaipur (b) PAN Card (c) The Sales Tax Registration Number should be quoted and a Sales Tax Clearance Certificate from the CTO of the Circle (d) Annual turnover Three years balance sheet 2012-13, 2013-2014, 2014-2015, (e) Small Industrise Registration Certificate (f) Infrastructure Item List (g) Printing work experience Proof(s) Proof of service tax registration

We have read the above terms and conditions and will abide by them during the entire period of agreement.

*Signature (with rubber seal of the firm)*



## General conditions of Bid Form

1. Complete bid document has been published on the websites, [www.hcmripa.gov.in](http://www.hcmripa.gov.in) <http://dipr.rajasthan.gov.in>, Rajasthan state public portal [http:// http://sppp.raj.nic.in](http://http://sppp.raj.nic.in) and for the purpose of downloading. The downloaded final bid document shall only be considered valid for participation in the bid process subject to submission of required
2. Bid document fee of ₹ 400/- in form of cash or demand draft or banker's cheque in the favour of Director General, HCM RIPA.
3. All the communication/ correspondence including the bid document (Technical and Financial Bid) should be signed and stamped on each page by the designated authorized representative of the bidders.
4. The Technical Bid shall be opened on the date prescribed in NIB in the presence of designated representatives of the bidders. The qualifying bids of the Technical evaluation process shall only be considered for further evaluation of Financial Bid. The Financial bid shall be opened in the presence of the technically qualified bidders/ designated representatives on separate date and time that will be intimated later to all the technically qualified bidders.
5. No contractual obligation whatsoever shall arise from the bidding process unless and until a formal contract is signed and executed between the bidding authority and the successful bidder.
6. RTPP Act, 2012 and Rules, 2013 alongwith GF&AR shall prevail.
7. No request for transfer of any previous deposit of Bid Security or Performance Security or adjustment against any pending bill held by the HCM RIPA respect of any previous work will be entertained.
8. Bids will not be considered without bid form cost and bid security amount.
9. Rate shall be written both in words and figures. There should not be errors and over-writings/corrections if any, should be made clearly and initial with dates if there is a discrepancy between words and figures in financial bid, the amount in words shall prevail, unless the amount express in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the provisions of Rule 64 in Rajasthan Transparency in Public Procurement Rules, 2013
10. Amount of Bid quote is inclusive of all Statutory taxes, levies, charges, amount for contribution towards Employees PF, ESI & Service tax, TDS etc. and it also includes any other legal liabilities which may be in force at present or may arise in future. Nothing will be paid extra by the HCM RIPA in addition to the above quoted bid amount.
- 11. Demand Draft/Banker Cheque of Bid Cost & Bid security will be submitted physically to DDO, HCM RIPA on 30 May 2016 upto 2.00. PM.**
12. Bid shall be valid for 90 days. Validity of bid may be extended as per Rajasthan Transparency in Public Procurement Rules, 2013. On extension of time period of bid the time period of demand draft for bid security shall also be extended accordingly.

13. 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.
- V. Qualification of bidders.-

- a) the procuring entity shall disqualify a bidder if it finds at any time that,-
  - i. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - ii. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete.
- b) The procuring entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to prequalify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

c) If bidder is a Joint Venture :-

- (i) all parties to the Joint Venture shall sign the bid and they shall be jointly and severally liable; and
  - (ii) a Joint Venture shall nominate a representative who shall have the authority to conduct all business for and on behalf of any or all the parties of the Joint Venture during the bidding process. In the event the bid of Joint Venture is accepted, either they shall form a registered Joint Venture company/firm or otherwise all the parties to Joint Venture shall sign the Agreement. A bidder should not have a conflict of interest in the procurement in question as stated in rule 81 and the bidding documents. The procuring entity shall take appropriate actions against the bidder in accordance with section 11 and Chapter IV of the Act, if it determines that a conflict of interest has flawed the integrity of any procurement process. All bidders found to have a conflict of interest shall be disqualified.
- d) A bidder debarred under section 46 of RTTP Act, 2012 shall not be eligible to participate in any procurement process undertaken by,-
- (i) any procuring entity, if debarred by the State Government; and
  - (ii) a procuring entity if debarred by such procuring entity.

#### 14. Changes in the bidding documents.-

At any time prior to the deadline for presenting bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the Bidding documents by issuing an addendum in accordance with provisions of Section 23 of RTPPAct, 2012.

1. The successful bidder shall enter in to contract and the authorized signatory shall execute and sign the contract agreement in accordance with the article agreement and general conditions and provisions contained in the BIDdocument before commencement of service.
2. If the bidder fails to perform as per the terms and conditions of the bid, the firm shall be imposed with the penalty as deemed fit by the institute. If the bidder does not deposit the penalty, the firm shall be liable to be penalised as per the provisions of the PDR Act.

#### 15. Validity of bids.-

- i. The validity of bids would be 90 days, It may be extended by mutual consent of both parties. Validity of demand draft will be extended accordingly.
- ii. Prior to the expiry of the period of validity of bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of bid but in such circumstances bid security shall not be forfeited.
- iii. Bidders that agree to an extension of the period of validity of their bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids.
- iv. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its bid.

#### 16. Clarification of bids.-

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. All communications generated under this rule shall be included in the record of the procurement proceedings.

**17. Price / Purchase preference in evaluation.-**

Price and /or purchase preference notified by the State Government from time to time and as mentioned in the bidding documents shall be considered in the evaluation of bids and award of contract.

18. 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.

1) Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the purchase officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

2) No new partner/partners shall be accept in the firm by the contractor in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.

19. **Comparison of Rates :** In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element of Rajasthan Sales Tax shall be excluded whereas that of Central Sales Tax shall included. (ii) While comparing the rates in respect of firms within Rajasthan the element of Rajasthan Sales Tax shall be included.

20. While comparing the rates in respect of firms within Rajasthan the element of Rajasthan Sales Tax shall be included.

21. The approved supplier shall be deemed to have carefully examined the conditions, specifications, If he has any doubts as to the meaning of any portion of these conditions or of the specification etc., he shall, before signing the contract, refer the same to the Purchase Officer and get clarifications.

22. 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 tenderer of being heard and recording of the reasons for repudiation.

23. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.

24. **Recoveries:** Recoveries of liquidated damages and other types if any, shall ordinary be made from bills, dues and performance security available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

25. If a bidder imposes conditions which are in addition to or in conflict with the conditions 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.

26. 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 more of the articles for which tenderer has been given or distribute items of stores to more than one firm/supplier.

27. 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 Rajasthan and not elsewhere.

28. **Changes in the bidding documents.-** At any time prior to the deadline for presenting bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with provisions of Section 23 of RTPP Act.
29. 1. Final evaluation shall be done on the basis of most advantageous and lowest bidder 2. The successful bidder will have to commence the services within 7 days of the award of the contract or from the date prescribed by the institute in this regard.
30. **Rate contract:** (1) In addition to the conditions included in sub-section (1) of section 36 for adopting the method of rate contract, a procuring entity may adopt the method of rate contract, when it determines that by virtue of the nature of subject matter of procurement, the need for that subject matter may arise on an urgent basis during a given period of time.]
- (a) A rate contract shall be entered, for price without a commitment for quantity, place and time of supply of subject matter of procurement, with the bidder of lowest priced bid or most advantageous bid.
  - (b) Rate contracts may be entered with more than one bidder as parallel rate contracts provided there is such provision in the bidding documents, in the order of their standing in final evaluation, by giving them counter offer of prices of the lowest or most advantageous bidder, in order to secure prompt delivery of goods or services or execution of works, if the quantity of the subject matter of procurement required is beyond the capacity of the lowest bidder or the subject matter of procurement is of critical or vital nature.
  - (c) The terms and conditions of the rate contract including provision for liquidated damages shall be similar to those prescribed for procurement by open competitive bidding.
  - (d) 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 the 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 them 15 days time to intimate their acceptance to the revised price. Similarly, if a parallel rate contract holding firm reduces its price during currency of the rate contract, its reduced price shall be conveyed to other parallel rate contract holding firm and the original rate contract 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.

- (e) It should be ensured that new rate contracts become operative right after the expiry of the existing rate contracts without any gap. In case it is not possible to conclude the new rate contracts due to unavoidable reasons, the existing rate contracts may be extended on same price, terms and conditions for a period not exceeding 3 months. In such cases it shall be ensured the market prices have not fallen down during the period for the subject matter of procurement or its constituents, to be procured under the rate contract.
- (f) Except as otherwise provided in this rule all other provisions of Chapter-V shall, mutatis mutandis, apply.

## TECHNICAL BID SUBMISSION FORM

### Letter of Bid

(To be printed on Bidder's letterhead)

To

The Director General

HCM RIPA, Jaipur.

Ref: Invitation for Bid in respect of BID Notice dated.....

We, the undersigned, declare that:

- 1) We have examined and have no reservations to the Bidding Documents.
- 2) We offer to execute in conformity with the Bidding Documents for "Printing Work of HCM RIPA, JAIPUR".
- 3) Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
- 4) We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
- 5) We also accept all the terms and conditions of this bidding document and undertake to abide by them; including the condition that RIPA is not bound to accept highest Ranked bid / lowest bid or any other bid that RIPA may receive.
- 6) This is to certify that I/we before signing this BID have read and fully understood all the terms and conditions contained herein and undertake myself to abide by them. Enclose a copy of the latest Govt Order on minimum wages. There would be no increase in the rates during the contract period except for provision made under the terms and conditions.

Date:

Place:

Yours sincerely

Authorised Signatory  
Full Name and Designation  
Stamp of the Agency

**BIDDER DETAILS FORM**  
**General Details of Bidder**

S. No.	Particular	Input
1.	Name of the Company	
2.	Name and Designation of Authorized Signatory	
3.	Communication Address	
4.	Phone No. / Mobile No	
5.	Fax	
6.	E-Mail ID	
7.	Sale Tax/Labour Dept. Registration number	
8.	PAN No.	
9.	BID SECURITY (Earnest money deposit) ₹ 30,000/- (₹ Thirty Thousand only) in favour of Director General, HCM RIPA, Jaipur	D.D/Bankers Cheque. No ..... Date. ....
10.	Experience with duly authenticated certificate	
11.	Please attach the copy of EPF No. ESI No. Service Tax No.	
12.	Details of Bank turnover for the last three years with documentary proof	
13.	Bid document fee ₹ 400/-	Cash receipt No. .... Date : ..... Banker's Cheque/DD No. ....

**Particular Details of the Bidders Representative**

1. Name of the Contact Person.....
2. Designation.....
3. Phone No.....
4. Mobile No. ....
5. E-Mail ID. ....



## UNDERTAKING

- 1) I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- 2) The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,
- 3) I/We give the rights to the Director General, RIPA to forfeit the Bid Security /Performance Security by me/us in case of breach of conditions of Contract.
- 4) I hereby undertake to provide the printing work with paper of RIPA in the BID document/contract agreement.

Date:

*Signature of Authorised Signatory*

Place:

Designation:

(Office seal of the Bidder)

## **GENERAL CONDITIONS**

1. For the Bidding /BID document purposes Director General , HCM RIPA, JLN MARG, JAPUR shall be referred to as 'Institute' and , the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder or interchangeably.
2. The technical bid and the financial bid must be submitted in separate envelope super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "BID for Printing Work with Paper" accordingly. The bidder will be responsible for proper super-scribing, sealing and enveloping.
3. BID document may be seen in State Public Procurement Portal (SPPP) site and bidder can apply through procurement portal along with ₹ 400/- (₹ Four Hundred only) as BID fee and ₹ 30000/- (Thirty Thousand only) as BID SECURITY along with the BID document; else BID document for the bid will not be accepted.
4. While all efforts have been taken to avoid errors in the drafting of the BID document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the BID documents shall be entertained.
5. Each page of the BID document must be stamped and signed by the person or authorized persons submitting the BID in token of his/their having acquainted himself/themselves and accepted the entire BID documents including various conditions of contract. Any Bid with any of the documents not so signed is liable to be rejected at the discretion of the Director General, HCM RIPA, JAPUR. No page should be removed /detached from this bidding document.
6. The bidder shall attach the copy of the authorization letter with power of Attorney as the proof of authorization for signing on behalf of the Bidder.
7. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with BID SECURITY of requisite amount/format, or any other requirements, stipulated in the BID documents are liable to be rejected.

8. No request for transfer of any previous deposit of Bid Security or Performance Security or adjustment against any pending bill held by the HCM RIPA respect of any previous work will be entertained.
9. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the BID SECURITY will be forfeited.
10. If the bidder gives any contradictory condition or any additional conditional not mentioned in the original bid document, such bid shall liable to be rejected by the institute.
11. **Validity of the Bids:** The quoted bids shall have the validity for a period of 90 days from the date of opening of the tenders.
12. **Opening of Tender:** The bidder either himself or may authorize any person to be present at the time of opening of the tender. The person attending the opening of the BID on behalf of the bidder should bring with him a letter of authorization as proof.
13. **Right of Acceptance:** The Director General, HCM RIPA, JAPUR reserves all rights to reject any or all tenders without assigning any reason.
14. **Disclaimer:** The near relatives of employees of the Director General, HCM RIPA, JLN MARG, JAPUR are prohibited from participation in this tender. The near relatives for this purpose are defined as: (a) Members of a Hindu Undivided Family, (b) Their Spouse, (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).
15. Corrigendum/Amendment to the BID will be affected if required.
16. The bidder shall bear all cost associated with preparation and submission of BID form.
17. The bidder shall submit the BID form legibly in English/Hindi and attach copies wherever required.
18. The Technical Bid will be opened on in the said date 30 May 2016 and time 4.00 pm at the office of Director General, HCM RIPA, JAPUR on SPPP site. .

19. The bidder or the authorized person of the bidder are allowed to take part in the financial and technical bid opening meeting and they are required to sign the attendance.
20. Absence of bidder or representative shall not impair legality of the opening procedure.
21. After opening of Technical bid and verifying the BID SECURITY amount, the technical bids shall be evaluated later on to ensure that, the bidders meets the eligibility criteria as specified in the BIDdocument.
22. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Director General, HCM RIPA, JAPUR may, at its discretion, ask any bidder for a clarification of its bid.
23. If a bidder does not provide clarifications of its bid by the date and time set by the HCM RIPA, their bid may be rejected.
24. The successful bidder shall enter in to contract and the authorized signatory shall execute and sign the contract agreement in accordance with the article agreement and general conditions and provisions contained in the BIDdocument before commencement of service.
25. Financial bid will be opened for the qualified technical bidders.
26. The bidder fails to perform as per the terms and conditions of the bid, the firm shall be imposed with the penalty as deemed fit by the institute. If the bidder does not deposit the penalty, the firm shall be liable to be penalised as per the provisions of the PDR Act.
27. All the general conditions of the contract are guided/directed by the RTPP Act, 2012 and RTPP Rules, 2013 which shall be binding on the bidder.
28. The successful bidder will have to commence the services within 7 days of the award of the contract or from the date prescribed by the institute in this regard.
29. All the general conditions of the contract are guided/directed by the RTPP Act, 2012 and RTPP Rules, 2013 which shall be binding on the bidder.

Date:

Place :

(Name and Signature of Bidder)  
with stamp of the firm

## Bidders Terms & Conditions for Printing Work

### **Bidders Eligibility Criteria**

The firm should have at least:

1. Three years' experience in four-colour offset printing of books, souvenirs, reports, brochures, posters, etc.
2. Minimum annual turnover of ₹ 50 lakh per annum during last three years.
3. A team (within Jaipur) comprising qualified staff for printing, processing and binding purposes, computer operators, etc.
4. Basic infrastructure (within Jaipur) including at least two offset printing machines (preferably one four-colour), two PCs, one scanner, laser printer, coloured inkjet printer, all necessary processing equipments, and binding machines, like folding, stitching, cutting, pasting, creasing, etc., under direct control.
5. Lamination and screen-printing arrangements
6. The firm should have worked for major government departments/PSUs.

### **LANGUAGE OF BID: ENGLISH / HINDI**

#### *2.1 Definitions*

In the documents unless mentioned or expressed clearly, the terms "Bidder" or Contractor HCM RIPA, Jaipur/Institute would have meaning as given below:

- a. *Bidder or Contractor*: the company firm participating and quoting for the tender.
- b. *HCM RIPA, Jaipur*: Harish Chandra Mathur Rajasthan State Institute of Public Administration.

#### *2.2 Bid Security*

a. Each Bid must be accompanied by A/c payee demand draft/pay order of ₹ 30,000/- (₹ Thirty Thousand only) from a Bank (other than Cooperative Bank) drawn in favour of Director General, HCM RIPA, payable at Jaipur and put in the Technical Bid document as earnest money. The Bidders name etc. should not appear on the Bank draft. This amount will be refunded in due course to the unsuccessful Bidders. Bidders not accompanied by earnest money shall be summarily rejected. No interest shall be payable on the earnest money.

#### *2.3 Format and Signing of Bid*

A forwarding letter for all the documents enclosed with Tender, signed by an authorized signatory of the bidder is required. All the pages of all the documents should be dully stamped and signed by the Bidder.

#### *2.4 Acceptance or rejection of Bid*

The HCM RIPA, Jaipur reserves the right to accept, reject all or part of any bid without assigning any reason whatsoever. Bids shall be accepted only in the prescribed format and within the given date and time.

#### *2.5 Signing of Contract*

The successful bidder shall be required to enter into a contract with the HCM RIPA, Jaipur within seven (7) days of the award of the Bid or within such extended period as may be specified by the HCM RIPA, Jaipur. The bidder needs to intimate the bank about acceptance of all the terms and conditions in the work order by letter duly signed by proprietor/authorized signatory.

#### *2.6 Resolution of Disputes*

All disputes or differences whatsoever arising between the parties out of or in relation to the printing work and operation or effect of these Bidders Documents or breach there of shall be settled amicably. If however, the parties are not able to solve them amicably, the same shall be settled by Arbitration as per Arbitration and Conciliation Act 1996. For enforcement of awards or any other litigation, court/Tribunal at Jaipur will have jurisdiction.

#### *2.7 Notices*

Any notice given by one party to the other pursuant to this contract shall be sent in writing to the concerned Party at the address as mentioned in the contract. Bids are not transferable.

### **SERVICE TAX**

Quoted prices should not include taxes and duties. Please note that the responsibility of payment of Service Tax lies with the Service Provider only. The Bidder shall also furnish copy of "Service Tax Registration Certificate" along with the Bid, wherever Service Tax is applicable. Contractor providing taxable service shall issue an Invoice, a Bill or as the case may be, a Challan which is signed, serially numbered, and shall contain the following:

- a. Name, Address & Registration No. of such Person/Contractor
- b. Name & Address of the Person/Contractor receiving Taxable Service
- c. Description, Classification and Value of Taxable Service provided
- d. Service Tax Amount Payments to Service Provider for claiming Service Tax amount will be made provided above formalities are fulfilled.

No.

**Part II**  
**FINANCIAL BID**  
**(for Printing with Paper)**

(to be submitted in a separate sealed envelope subscribing “Financial Bid”  
with the name and complete address of the firm)

Name and Address of the Firm

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

## RATE LIST

	Item	Unit	Rate (in ₹)	
1	DTP	per sq inch		
	(a) Composing with formatting			
	(b) Only formatting	per sq inch		
2	Multi-colour designing			
	(a) Book title cover	upto four pages		
	(b) Adaptation (with same theme and change in colours and matter)	upto four pages		
	(c) Inner	per page		
3	High resolution scanning	per colour/sq inch		
4	Processing/digital outputing	per colour/sq inch		
5	Plate-making	per plate		
	(a) 18"x23"			
	(b) 23"x36"			
	(c) 20"x26"			
	(d) 20"x30"			
	(e) 25"x36"			
6	Printing	per plate/colour	First 1000	Next 1000
	(a) 18"x23"			
	(b) 23"x36"			
	(c) 20"x26"			
	(d) 20"x30"			
	(e) 25"x36"			
7	Binding (including collating, folding, stitching, cover pasting, creasing of cover)	per form/1000		
	(a) Perfect Glue			
	(b) Stitch/centre stitch			
	(c) Spiral	per book		
	(d) Binding of photostat documents (including stiching, cover creasing and cover pasting)	per book 100 pages Above 100 pages		
	(e) Hard Binding	per book 256 pages Above 256 pages		
8	Folding (of brochures)	per fold/1000		
9	Creasing	per crease/1000		
10	Lamination	per sq inch		
	(a) Matt			
	(b) Glossy			
11	(a) Die-making	per sq inch		
	(b) Die-cutting	per 1000		
12	Screen printing (including DTP/ processing/ screen-making and screen-printing)	per colour		
	(a) Invitation card (7x5 inches)	per 100		
	(b) Visting card	per 100		
	(c) Letter heads (upto 18x23/4)	per 100		

*Signature with rubber stamp*



## PAPER COSTS

Quote only for size(s) that are available in each paper/card.

Paper/Cards		Rate: ₹ per Ream				
		23"x36"	25"x36"	20"x30"	18"x23"	22"x28"
1	Art (Sinar)					
	(i) 110 gsm					
	(ii) 130 gsm					
	(iii) 170 gsm					
	(iv) 210 gsm					
	(v) 255 gsm					
	(vi) 300 gsm					
2	Maplitho (JK) (80 gsm)					
3	Maplitho (JK) (95 gsm)					
4	Superprinting (Ballarpur Sunshine) (80 gsm)					
5	Superprinting (Ballarpur Sunshine) (95 gsm)					
6	DO Paper (95 gsm)					
7	Invitation Cards (400 gsm) (7x5 inches)					
	(i) Ivory (Indian)					
	(ii) Ivory (Imported)					
8	Envelopes (Superprinting) (95 gsm) (7x5 inches)					
9	Visiting Cards (per 100)					
	(i) Ivory					
	(ii) Synthetic					
10.	VAT					

*Signature with rubber stamp*

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

Any person participating in a procurement process shall -

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

### **Conflict of Interest:-**

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

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

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

## **Annexure B : Declaration by the Bidder regarding 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:

## **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.

## **Annexure D: Additional 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) 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 circumstance, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (ii) 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 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.

*(Name and Signature of Bidder with stamp of the firm)*

*Date:*