



इन्दिरा गाँधी पंचायती राज एवं ग्रामीण विकास संस्थान  
(राज्य ग्रामीण विकास संस्थान)

जवाहर लाल नेहरू मार्ग, जयपुर-302 004

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संस्थान में चाय एवं अन्य सामान सप्लाई हेतु  
निविदा व संविदा की शर्तें

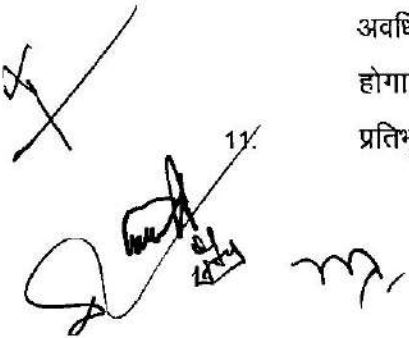
सामान्य शर्तें:-

1. निविदाओं को निविदा सूचना में दिये गये निर्देशानुसार उचित रूप से मोहरबन्द लिफाफे में बन्द करके लिफाफे के बायी ओर नीचे की तरफ निविदादाता अपनी फर्म का पूरा नाम व पता एवं टेलीफोन/मोबाईल नं० लिखें।
2. निविदा प्रपत्र स्पष्ट शब्दों व अक्षरों में पेन/स्याही से ही भरी जाये। किसी भी प्रकार की कांट-छांट या ओवर राईटिंग के कारण निविदा निरस्त की जा सकती है अथवा निविदा खोलने वाली समिति ऐसी कांट-छांट ओवर राईटिंग पर जो भी निर्णय ले, वह निविदादाता को मान्य होगा।
3. फर्म के गठन में किसी भी प्रकार की परिवर्तन की सूचना अनुबन्धकर्ता फर्म द्वारा संस्थान को लिखित में दी जावेगी किन्तु इन परिस्थितियों में भी संस्थान से हुए इस अनुबन्ध के संबंध में अनुपालना के दायित्व से मूल अनुबन्धकर्ता को विमुक्त नहीं किया जा सकेगा।
4. निविदादाता निविदा पत्र के प्रत्येक पृष्ठ पर अपने हस्ताक्षर करेगा तथा अन्त में निविदा की समस्त शर्तों को स्वीकार करने के प्रमाण स्वरूप हस्ताक्षर करेगा। निविदाकार द्वारा निविदा प्रपत्र के प्रत्येक पृष्ठ पर हस्ताक्षर इस बात को दर्शायेंगे कि निविदादाता ने निविदा प्रपत्र में दर्शायी सभी शर्तों को पढ़ लिया है एवं समझ लिया है। अतः किसी प्रकार के स्पष्टीकरण की आवश्यकता हो तो वह किसी भी कार्य दिवस में कार्यालय समय में संस्थान के अतिरिक्त निदेशक से मिलकर स्पष्टीकरण प्राप्त कर सकते हैं।
5. निविदादाता द्वारा निविदा की शर्तों के विपरीत अंकित की गई कोई भी अतिरिक्त शर्त संस्थान को मान्य नहीं होगी। निविदा में दरों के साथ किसी भी प्रकार की शर्तों को मान्यता नहीं दी जाएगी। सशर्त निविदा को निरस्त कर दिया जावेगा।

6. अनुबन्ध में वर्णित कार्य सन्तोषजनक रूप से न करने पर यदि आवश्यक समझा गया तो कार्य अनुबन्धकर्ता फर्म के हर्जे व खर्चे पर अन्य एजेन्सी व साधन से करवाया जा सकेगा तथा इस व्यवस्था पर यदि कोई अतिरिक्त व्यय/भार संस्थान को वहन करना पडा तो वह राशि अनुबन्धकर्ता फर्म से वसूली योग्य होगी।
7. अनुबन्धकर्ता फर्म को दिया गया कॉन्ट्रैक्ट किसी अन्य एजेन्सी अथवा फर्म को नहीं सौंप सकेगा अर्थात् सबलेट नहीं कर सकेगा।
8. संस्थान न्यूनतम दर वाली निविदा को स्वीकार करने के लिए बाध्य नहीं होगा तथा किसी भी निविदा या निविदा के भाग को बिना कारण बताये रद्द करने का पूर्ण अधिकार संस्थान को होगा।
9. निविदा प्रस्तुत करते समय निविदादाता को बिड प्रतिभूति के रूप में 12,000/- रुपये की राशि नकद अथवा महानिदेशक, इन्दिरा गांधी पंचायती राज एवं ग्रामीण विकास संस्थान, जयपुर के पक्ष में देय डिमाण्ड ड्राफ्ट के रूप में जमा करानी होगी। निविदा स्वीकृत होने की स्थिति में यह राशि प्रतिभूति राशि में समायोजित कर ली जावेगी तथा निविदा अस्वीकृत होने की स्थिति में यह राशि संस्थान द्वारा लौटा दी जावेगी।
10. बिड सिक्थोरिटी (अर्नेस्ट मनी) राशि का समपहरण निम्न स्थितियों में किया जा सकेगा-
  1. जब निविदादाता निविदा खोले जाने के पश्चात् किन्तु निविदा की स्वीकृति के पूर्व निविदा वापस ले लेता है या प्रस्ताव को (मॉडिफिकेशन) उपान्तरित कर देता है।
  2. जब निविदादाता विनिर्दिष्ट समय के भीतर विहित करार यदि कोई हो, निष्पादित नहीं करता।
  3. जब आदेश दिये जाने के पश्चात् नियत समय में प्रतिभूति राशि जमा नहीं करता।
  4. निविदा स्वीकृत होने की स्थिति में सफल निविदादाता को 500/- रु का नॉन ज्यूडिशियल स्टाम्प पेपर पर संस्थान द्वारा निर्धारित प्रारूप में अनुबन्ध करना पडेगा। अनुबन्ध पर हस्ताक्षर करने से पूर्व अनुबन्धकर्ता को निविदा राशि का 5 प्रतिशत बतौर कार्य सम्पादन प्रतिभूति राशि के रूप में संस्थान में नकद अथवा डिमाण्ड ड्राफ्ट द्वारा जमा करानी पडेगी। इस राशि में पूर्व में जमा कराई गई बयाना राशि का समायोजन किया जा सकेगा। यह राशि अनुबन्ध के संतोषजनक निष्पादन होने की स्थिति में अनुबन्ध की अवधि समाप्त होने पर वापस दो माह की अवधि उपरान्त लौटा दी जावेगी। इस राशि पर संस्थान द्वारा कोई ब्याज देय नहीं होगा।

प्रतिभूति राशि को निम्न परिस्थितियों में समपहरण किया जा सकता है:- ---

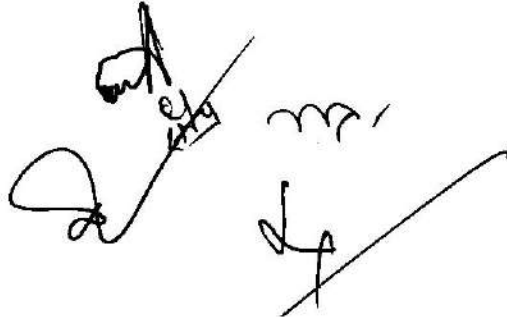
11.



- (अ) जब संविदा की किसी शर्तों का उल्लंघन किया जाता है।
- (ब) जब निविदादाता संतोषप्रद रूप से चाय आदि सामान की सप्लाई करने में विफल रहता है।
12. करार के पूर्ण किए जाने तथा स्टाम्प पेपर का व्यय निविदादाता द्वारा वहन किया जाएगा और विभाग को करार का स्टाम्प शुद्ध प्रतिलेख निःशुल्क प्रस्तुत किया जावेगा।
  13. कार्य संतोषजनक न होने की स्थिति में संस्थान को यह पूर्ण अधिकार होगा कि वह अनुबन्ध को किसी भी समय बिना पूर्व नोटिस के समाप्त कर दे।
  14. उक्त कार्य के लिए कोई अग्रिम राशि नहीं दी जाएगी। कार्य के बिल भुगतान संस्थान द्वारा कार्य संतोषजनक पाये जाने पर व प्रभारी अधिकारी द्वारा समुचित सत्यापन के उपरांत किया जावेगा।
  15. किसी भी प्रकार के विवाद की स्थिति में महानिदेशक, इन्दिरा गाँधी पंचायती राज एवं ग्रामीण विकास संस्थान का निर्णय ही अन्तिम होगा।
  17. अनुबन्ध कर्ता फर्म द्वारा निर्धारित अवधि में कार्य पूर्ण न करने की स्थिति में सामान्य लेखा एवं वित्तीय नियमों के अनुरूप कटौती की जावेगी।
  18. अनुबन्ध की अवधि एक वर्ष की होगी। परस्पर सहमति से उक्त अवधि नियमानुसार घटाई अथवा बढ़ाई जा सकती है।
  19. समस्त विवादों का न्यायिक क्षेत्राधिकार जयपुर स्थित न्यायालय होंगे।
  20. कृपया उक्त निविदा संबंधी समस्त सूचना एक ही मुहरबन्द लिफाफे में रख कर संस्थान परिसर में उपलब्ध उक्त निविदा हेतु बक्शे में डाले।
  21. यह भी उल्लेखित किया जावे कि दर सूची में वर्णित सामान के अलावा अन्य कोई सामान की यदि संस्थान को आवश्यकता हो एवं उसकी सप्लाई करने हेतु फर्म को आदेशित किया जाता है तो उक्त चाहा गया सामान को फर्म एम आर पी/प्रचलित बाजार दर से कितने प्रतिशत डिस्काउण्ट दर पर संस्थान को उपलब्ध करवायेगी।

  
अतिरिक्त निदेशक

उपरोक्त समस्त शर्तों को मैंने ध्यान पूर्वक पढ़ लिया है तथा मेरी सहमति है।

  
हस्ताक्षर निविदाकार  
नाम व पता

**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.

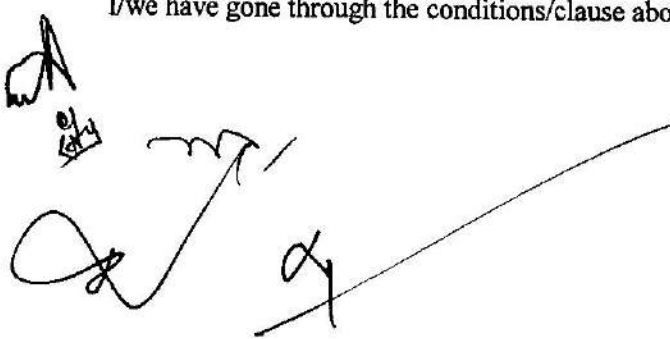
**Conflict of interest:-**

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.

I/we have gone through the conditions/clause above and ready to adhere to them.

A handwritten signature in black ink is written over a horizontal line. To the left of the signature, there is a small, partially legible stamp or mark.

Signature of the bidder  
Name:-  
Designation with seal

**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:**

*ant*  
*ATM*  
*m*  
*g*  
*g*

## Annexure C

### Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is ACS, PR&RD Deptt., Jaipur.  
The designation and address of the Second Appellate Authority is ACS, Finance Deptt., Jaipur.

(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 there under, 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 tiled 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.

I/we have gone through the conditions/clause above and ready to adhere to them.

Signature of the bidder  
Name:-  
Designation with seal

**Annexure 'D'**  
**Additional Conditions of Contract**

**1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

**2. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, 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.

**3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

I/we have gone through the conditions/clause above and ready to adhere to them.

Signature of the bidder  
Name:-  
Designation with seal

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**I. Technical Bid Submission Sheet**

Date: .....

NIB No. ....

To:

**The Additional Director, IGPRS**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No. \_\_\_\_\_
- (b) We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply the manpower specified in Section V.
- (c) 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 Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of 5 percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract.
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities of India or other the eligible countries.
- (f) We are not participating, as Bidder in more than one Bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
- (h) We understand that his Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (j) We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
- (k) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract.

(l) Other comments, if any

Name .....

In the capacity of .....

Signed .....

Date .....

Duly authorized to sign the Bid for and on behalf of .....

Complete Address .....

Tel: ..... Fax: ..... E-mail .....



(k) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract.

(l) Other comments, if any

Name -----

In the capacity of -----

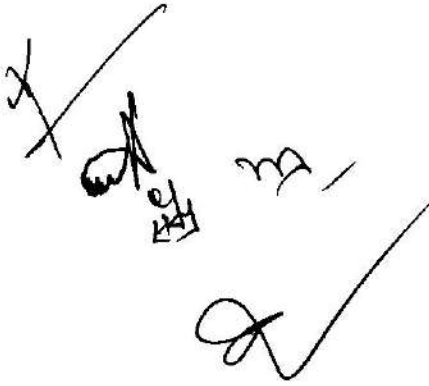
Signed -----

Date -----

Duly authorized to sign the Bid for and on behalf of -----

Complete Address -----

Tel : ----- Fax: ----- E-mail -----



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**Financial Bid Submission Sheet**

Date: .....  
NIB No. ....

To:

Additional Director, IGPRS,

We the undersigned declare that:

- (a) We have examined and we have no reservations to the Bidding Document, including Addenda No. ....
- (b) We offer to supply in conformity with the Bidding Document and in accordance with relevant rules & laws.
- (c) The Price for our Bid is enclosed on Form-A
- (d) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (f) Other comments, if any

Name .....

In the capacity of .....

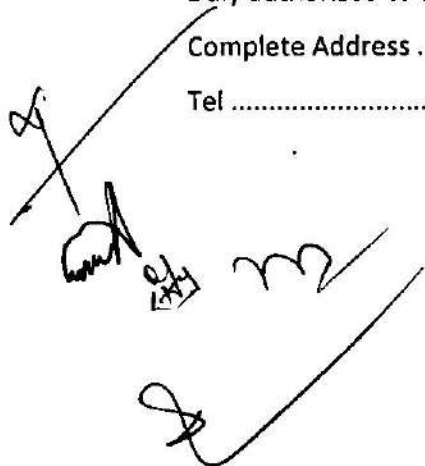
Signed .....

Date .....

Duly authorized to sign the Bid for and on behalf of .....

Complete Address .....

Tel ..... Fax ..... E-mail .....



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## Section II: Bid of Data Sheet

1.	<b>Introduction</b>
a.	The Procuring Entity is Indira Gandhi Panchayati Raj Sansthan.
b.	The expenditure on this subject matter of procurement will be met by budgetary resources of Indira Gandhi Panchayati Raj Sansthan.
c.	Joint Venture will be allowed.
2	<b>Bidding Document</b>
a.	The price of the Bidding Document is Rupees 200/-
b.	For clarification purposes only, the Procuring Entity's address is: Attention (Name with Designation) : Sh. Rakesh Rajoria, Additional Director Complete Address Ground Floor, IGPRS, JLN Marg, Jaipur PIN Code :302004, Tel No.0141-2706571 Facsimile number 0141-2706571 E-mail Address:ad.igprs@gmail.com
c.	A Pre-Bid conference will not be held.
3.	<b>Preparation of Bids:</b>
a.	The language of the Bid can be Hindi or English or both
b.	The bidder shall submit the bid in one single envelope. The bidder shall submit the following additional documents:- 1) Form fee(Rs.200/-) 2) Bid Security 3) Photocopy of Registration of Firm & GST No. 4) Photocopy of PAN & Aadhar Card No. 5) Audited Balance Sheet/Turnover Statement of last 3 Financial year (FY 2014-15, 2015-16, 2016-17) up to Rs. 5.00 lac Per year or more. 6) Self Declaration of not being blacklisted anywhere in the State for the last 3 year on a Rs. 100/- non judicial stamp
c.	Alternative Bids are not permitted
d.	The prices quoted by the bidder shall be fixed
e.	The currency of the Bid shall be Indian Rupees
f.	The Bid validity period shall be 90 days (a) A Bid Security shall be required. (b) If a Bid Security shall be required, the amount and currency of the Bid Security shall be Rs.12,000/- only. (DD No. ....)
g.	The Written confirmation of Authorization to sign on behalf of the Bidder shall consist of - Power of Attorney or Board Resolution or Letter of Authorization written on the Letter Head by the Bidder.
4.	<b>Submission and Opening of Bids:</b>
a.	(a) For Bid submission purposes only, the Procuring Entity's address is: Attention : Sh. Rakesh Rajoria, Additional Director.

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	<p>Complete Address of Office: Ground Floor, IGPRS, JLN Marg, Jaipur  PIN Code : 302004  Telephone number: 0141 – 2706571  (b) Where electronic submission of bids is mandatory, the address of the web portal is .....</p>
b.	<p>The deadline for Bid submission is :  Date : 22.12.2017  Time : 12.00 Noon</p>
c.	<p>The Bid opening shall take place at:  Complete Address of Office : Ground Floor, IGPRS, JLN Marg, Jaipur  PIN Code : 302004  Telephone number: 0141 – 2706571  Date: 22.12.2017  Time :. 04.00 PM</p>
5.	<b>Evaluation, and Comparison of Bids:</b>
6.	<b>Award of Contract:</b>
a.	The period within which the contract agreement is to be executed and performance Security is to be submitted is 15 days.
b.	Whether Performance Security/Performance Security Declaration shall be required: Yes
c.	If the answer to 6 (b) is yes, the amount rate of Performance Security shall be Rs. 30000/-
7.	<b>Grievance handling procedure during Procurement Process:</b>
a.	<p>(a)The Designation and complete Address of First Appellate Authority is: D.G. IGPR &amp; GVS, Jaipur  (b)The Designation &amp; Complete Address of Second Appellate Authority is: ACS/Principal Secretary, RD &amp; PR, SSO Building, Secretariat, Jaipur</p>

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दर प्रस्तुत करने का प्रपत्र

क्र.सं.	सामान का विवरण	प्रति किलो प्रति पकेट ग्राम सहित	छूट प्रतिशत में (.....)	छूट के बाद दर जीएसटी एवं सभी करों सहित
1	एवरेडी मिल्क दूध	400 ग्राम एक किलो		
2	शूगर क्यूब (100 नग)	प्रति पैकेट		
3	ताज महल चाय	एक किलो आधा किलो		
4	कोफी (नेसकैफे कॉफी)	50 ग्राम		
5	कोफी (नेसकैफे कॉफी)	100 ग्राम		
6	लेमन टी बैग	प्रति पैकेट		
7	बिस्किट नमकीन (भोनाको)	प्रति पैकेट		
8	बिस्किट मीठे (ब्रिटेनिया), गुड डे, क्रीम बिस्किट	प्रति पैकेट प्रति पैकेट		
9	नमकीन भुजिया (बीकानेरी)	एक किलो 400 ग्राम		
10	ग्रीन टी लेमन एण्ड हनी बैग टी	प्रति पैकेट		
11	ग्रीन टी बैग ट्वीग	प्रति पैकेट		
12	तुलसी जिनजर टी	प्रति पैकेट		
13	चीनी प्रति किलो	एक किलो		
14	तुलसी ग्रीन टी	प्रति पैकेट		
15	ताजमहल टी बैग	प्रति पैकेट		
16	शहद डाबर हनी	एक किलो		
17	मिरिन्डा, पेप्सी, कोकाकोला	दो लीटर		
18	सुगर फ्री	प्रति पैकेट		
19	लौंग	एक किलो		
20	इलायची	एक किलो		
21	काली मिर्च	एक किलो		
22	सैधा नमक	100 ग्राम		

*(Handwritten signature and scribbles)*

23.	ताजमहल बुक बॉण्ड टी बैग	प्रति पैकेट		
24.	ग्रीन टी बैग	प्रति पैकेट		
25.	न्यूट्री चोईस बिस्कुट मीठे	प्रति पैकेट		
26.	न्यूट्री चोईस नमकीन बिस्कुट	प्रति पैकेट		
27.	टेटली ग्रीन टी	प्रति पैकेट		
28.	ग्रीन टी एण्ड लैमन ट्वीनिंगस	प्रति पैकेट		
29.	कुकीज एण्ड मोर बिस्कुट (मीठे)	प्रति पैकेट		
30.	कुकीज एण्ड मोर बिस्कुट (नमकीन)	प्रति पैकेट		
31.	टेटली ग्रीन टी विथ लेमन एण्ड हनी	प्रति पैकेट		
32.	टेटली लेमन	प्रति पैकेट		
33.	डबल डयमण्ड ताजमहल चाय	प्रति किलो		
34.	तुलसी ग्रीन टी लेमन जींगर	प्रति पैकेट		
35.	डेवीडोफ केफे	प्रति पैकेट		
36.	तुलसी ग्रीन टी	प्रति पैकेट		
37.	गिरनार (Detox Green Tea Desi Kahwa)			
38.	सॉद	प्रति किलो		
39.	नेशले दूध डीप	प्रति किलो		
40.	ब्लेक टी (ताजमहल/टेटली/लिप्टस, अर्गनिक इण्डिया ग्रीन गया/गिरनार/द्वीग)	प्रति पैकेट		
41.	मोगर	प्रति किलो		
42.	कजी बिस्कुट	प्रति किलो		
43.	ऑडोनिल ब्लाक फॉर टॉयलेट वंडर फ्रेश फॉर टॉयलेट	प्रति पैकेट प्रति पैकेट		
44.	हीट (काली) हीट (लाल)	प्रति नग प्रति नग		
45.	बॉंध शॉप साबून	प्रति नग		
46.	हारपिक	प्रति नग		
47.	एयर पॉकेट (गोदरेज)	प्रति नग		

48	सर्फ	प्रति किलो		
49	लक्स साबून	प्रति नग		
50.	लिविचड (डिटोल / लाईफवॉय / संतूर)	हैण्डवास प्रति नग		
51.	कोलीन	प्रति नग		
52.	सैनेटाईजर	प्रति		
53	यूरिनल क्यूब बडी (कलर) यूरिनल क्यूब (छोटी)	प्रति पैकेट प्रति पैकेट		
54	कपूर गोली	प्रति किलो		
55	लक्ष्मण रेखा	प्रति पैकेट		
56.	टिसू पेपर (100 पीस)	प्रति पैकेट		
57	आल आउट रिफिल व मशीन	प्रति नग		
58	रूम स्प्रे - लैमन	प्रति नग		
59	फिनाईल	प्रति किलो		
60	नेथलीन बाल (बड़ी) नेथलीन (छोटी)	प्रति पैकेट प्रति पैकेट		
61.	उक्त सामान के अतिरिक्त अन्य कोई सामान की यदि संस्थान को आवश्यकता हो एवं उसकी सप्लाई करने हेतु फर्म को आदेशित किया जाता है तो उक्त सामान को फर्म एम आर पी/प्रचलित बाजार दर से कितने प्रतिशत डिस्काउण्ट पर संस्थान को उपलब्ध करवाने को सहमत होगी का उल्लेख करे।			

- नोट :-
1. एमआरपी पर कम से कम 5 प्रतिशत की छूट दिया जाना आवश्यक है। जो भी बोलीदाता एमआरपी पर उक्तानुसार 5 प्रतिशत के अतिरिक्त सर्वाधिक छूट मय दर (अधिकतम आर्टमों में) प्रस्तुत करेगा, उसी को नियमानुसार कार्यादेश दिया जावेगा।
  2. उक्त सभी सामान स्टेण्डर्ड और ब्रान्डेड कम्पनी के होने चाहिए।

निविदादाता के हस्ताक्षर  
पूर्ण पता मय मोबाईल नं०