

कार्यालय जिला पुलिस अधीक्षक श्रीगंगानगर

क्रमांक :- लेखा/निविदा/2025-26/ 631

दिनांक :-ई-हस्ताक्षर

--: सीमित बोली सूचना 06/2025-26 :-

कार्यालय जिला पुलिस अधीक्षक श्रीगंगानगर में वित्तीय वर्ष 2025-26 की अवधि के लिए **Income-Tax, GST, TDS Return and Form 16/16 A** इत्यादि आयकर संबंधी कार्य करने/सेवाएं प्रदान करने हेतु इच्छुक अधिकृत/पंजीकृत **Chartered Accountant/Firms** /बोलीदाताओं इत्यादि से सील बंद लिफाफे में निम्नानुसार दर संविदा प्रस्ताव प्रस्तुत करने हेतु मुहरबन्द बोलिया आरटीपीपी एक्ट 2012 एवं नियम 2013 के अंतर्गत आमंत्रित की जाती हैं। बोली के सम्बन्ध में विवरण निम्नानुसार है—

क्र. सं.	कार्य का विवरण	अनुमानित लागत रु. (रु में)	बोली प्रतिभूति राशि (रूपये में)	बोली प्रपत्र शुल्क (रूपये में)	बोली प्रपत्र विक्रय की तिथि एवं समय	बोली प्रस्तुत करने की अंतिम तिथि	तकनीकी बोली खोलने की तिथि एवं स्थान
1.	Income-Tax, GST, TDS Return and Form 16/16 A इत्यादि आयकर संबंधी कार्य Annexure 'H' अनुसार	195000/-	3900 रु0 का डीडी/ अथवा ई-चालान द्वारा 8443-00-103-00 - 00 में जमा करवाया जावे।	200 रु0 डी.डी/चालान द्वारा 0075-00-800 -52-01 में जमा करवाया जावे।	10.07.2025 से 18.07.2025 को प्रातः 10.30 बजे तक	दिनांक 18.07.2025 को प्रातः 11.00 बजे तक	18.07.2025 को प्रातः 11:30 बजे/ SP office SGNR

नोट:-

- बोली सम्बन्धी प्रपत्र एवं शर्तें कार्यालय जिला पुलिस अधीक्षक, श्रीगंगानगर की लेखाशाखा में किसी भी कार्य दिवस में एवं www.sppp.raj.nic.in पर निर्धारित अवधि में देखी जा सकती है।
- बोली प्रतिभूति एवं बोली प्रपत्र शुल्क जरिये ई-चालान अथवा डीडी जिला पुलिस अधीक्षक, श्रीगंगानगर के नाम से बिड खुलने की दिनांक 18.07.2025 को प्रातः 11.00 बजे तक इस कार्यालय में जमा करवाना आवश्यक है।
- किसी भी बोली को बिना कारण बताये स्वीकृत/अस्वीकृत/रद्द करने का अधिकार उपापन समिति के पास सुरक्षित होगा।
- बोलिया निर्धारित प्रपत्र में ही स्वीकार की जायेगी। निर्धारित तिथि व समय के बाद प्राप्त बोलिया स्वीकार नहीं की जावेगी।

कुल पृष्ठ संख्या-16

जिला पुलिस अधीक्षक
श्रीगंगानगर

दिनांक :- ई-हस्ताक्षर

क्रमांक :- लेखा/निविदा/2025-26/ 632-641

प्रतिलिपि:- निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

- महानिरीक्षक पुलिस बीकानेर रेंज बीकानेर।
- वित्तीय सलाहकार पुलिस मुख्यालय राजस्थान जयपुर।
- पुलिस अधीक्षक, केन्द्रीय भण्डार पुलिस मुख्यालय राजस्थान जयपुर।
- अतिरिक्त पुलिस अधीक्षक, श्रीगंगानगर।
- सूचना एवं जन सम्पर्क अधिकारी श्रीगंगानगर।
- संचित निरीक्षक, पुलिस लाईन श्रीगंगानगर।
- प्रभारी लेखा शाखा कार्यालय हाजा।
- नोटिस बोर्ड-जिला कलक्टर/कार्यालय हाजा/पुलिस लाईन।

Signature valid

Digitally signed by जिला पुलिस अधीक्षक
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

कार्यालय जिला पुलिस अधीक्षक श्रीगंगानगर

क्रमांक :- लेखा/निविदा/2025-26/ 631

दिनांक :-ई-हस्ताक्षर

सीमित बोली प्रपत्र

(Scope of work-Income Tax, GST & TDS Return etc. related works)

बोली विक्रय करने की दिनांक व समय : 10.07.25 से 18.07.25 प्रातः 10:30 बजे तक
फॉर्म हॉर्ड कापी में कार्यालय से विक्रय नहीं किये जावेगे
केवल पोर्टल से ही डाउनलोड कर, शुल्क संबंधी दस्तावेज
बोली प्रपत्र शुल्क व प्रतिभूति राशि का चालान अथवा डीडी
तकनीकी लिफाफे में प्रस्तुत करना होगा।

बोली प्रस्तुत करने की दिनांक व समय : 10.07.25 से 18.07.25 प्रातः 11:00 बजे तक
बोली खोलने की दिनांक व समय : 18.07.25 प्रातः 11:30 बजे
बोली प्रतिभूति राशि : (3900/-रुपये का ई ग्रास का चालान अथवा डीडी)
हैड 8443-00-103-00-00 संबंधित हैड का चालान अथवा
डी डी जो जिला पुलिस अधीक्षक, श्रीगंगानगर के नाम से
होगा मान्य रहेगा एवं तकनीकी दस्तावेज के
साथ जमा करवाना अनिवार्य होगा।

बोली प्रपत्र शुल्क : 200 रु0 का ई ग्रास का चालान जो कि ई-ग्रास के
माध्यम से चालान जनरेट कर हैड 0075-00-800-52-01
में जमा करवा कर हार्ड कापी तकनीकी दस्तावेज के साथ
जमा करवाना होगी अथवा डी डी जो जिला पुलिस
अधीक्षक, श्रीगंगानगर के नाम से होगा मान्य रहेगा एवं
तकनीकी दस्तावेज के साथ जमा करवाना अनिवार्य होगा।

Signature valid

Digitally signed by Gaurav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved



कार्यालय जिला पुलिस अधीक्षक श्रीगंगानगर

क्रमांक :- लेखा/निविदा/2025-26/631

दिनांक :- ई-हस्ताक्षर

तकनीकी बोली प्रपत्र (Technical Bid)

Income-Tax, GST, TDS Return and Form 16/16 A इत्यादि आयकर संबंधी कार्य हेतु

1	बोलीदाता नाम:-																	
2	फर्म का नाम व पूरा पता मय टेलीफोन नम्बर/मोबाईल नम्बर																	
3	नवीनतम गत तीन वर्षों की फर्म की वार्षिक टर्नओवर 3 लाख से अधिक होना आवश्यक है गत 3 वर्षों में फर्म की टर्नओवर 3 लाख से कम नहीं होनी चाहिए। उक्त के सबंध में गत तीन वित्तीय वर्षों के लिए Chartered Accountant (CA) का प्रमाण-पत्र जिस पर UDIN No. अंकित हो अथवा अन्य Valid and Certified Proof संलग्न करे।																	
4	आयकर पंजीयन संख्या (PAN) (प्रमाणित प्रति संलग्न करें)																	
5	बोली प्रपत्र शुल्क एवं बोली प्रतिभूति राशि (प्रमाणस्वरूप बोली प्रपत्र शुल्क रु. 200/- एवं बोली प्रतिभूति राशि रु. 3900/- का डीडी/ई-चालान संलग्न करना अनिवार्य है।)	<table><tr><td>बोली शुल्क</td><td></td><td></td><td></td></tr><tr><td>डीडी/चालान सं०</td><td>राशि</td><td>दि०</td><td></td></tr><tr><td>बोली प्रतिभूति</td><td></td><td></td><td></td></tr><tr><td>डीडी/चालान सं०</td><td>राशि</td><td>दि०</td><td></td></tr></table>	बोली शुल्क				डीडी/चालान सं०	राशि	दि०		बोली प्रतिभूति				डीडी/चालान सं०	राशि	दि०	
बोली शुल्क																		
डीडी/चालान सं०	राशि	दि०																
बोली प्रतिभूति																		
डीडी/चालान सं०	राशि	दि०																
6	ICAI विभाग द्वारा जारी पंजीकरण संख्या (प्रमाण पत्र संलग्न करें)																	
7	बोलीदाता को किसी राजकीय विभाग, बोर्ड, कॉरपोरेशन, प्राधिकरण निगम द्वारा ब्लैक लिस्टेड अथवा डिफॉल्टर नहीं होना चाहिए। राशि रुपये 50/- के नॉन ज्यूडिशियल स्टाम्प पर नोटेरी पब्लिक से प्रमाणित शपथ पत्र।																	
8	MSME प्रमाण पत्र यदि लागू हो तो प्रमाणित प्रतिलिपि संलग्न करें जिसमें बोली प्रतिभूति एवं कार्य सम्पादन प्रतिभूति में ही छूट होगी टर्नआवेर व अनुभव में छूट नहीं दी जावेगी।																	
9	राजकीय कार्यालयों/संस्थाओं का Income-Tax, GST,TDS Return and Form 16/16 A इत्यादि आयकर संबंधित कार्य करने का तीन वर्षों का अनुभव अति आवश्यक है। (Valid and Certified Proof संलग्न करें)																	

क्र.सं. 1 से 9 तक की पूर्ति अनिवार्य है उक्त शर्तों की पूर्ति पूर्ण करने वाले बोलीदाता की ही वित्तीय बोली खोली जायेगी।

बोलीदाता के हस्ताक्षर मय सील

Signature valid

Digitally signed by Gaurav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

टिप्पणी : बोली दाता द्वारा इन शर्तों को बहुत ध्यानपूर्वक पढ़ना चाहिये तथा प्रत्येक पृष्ठ के अन्त में शर्तों की सहमति हेतु सील पर हस्ताक्षर कर प्रस्तुत करना चाहिये। इसके अभाव में बोली निरस्त की जा सकती है।

Instruction: - The Law relating to procurement " The Rajasthan Transparency in Public procurement Act, 2012" [hereinafter called the Act] and the "Rajasthan Public Procurement Rules, 2013" [hereinafter called the Rules] under the said Act have come into force which are available on the website of State Public Procurement Portal <http://sppp.raj.nic.in>. Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the Bidding process. If there is any discrepancy between the provision of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.

- [illegible]

Signature valid

Digitally signed by Gaurav Yadav

Designation: Deputy Inspector

General Of Police
Date: 2025-07-09 17:28:41 IST

Reason: Approved

आपत्ति पर विचार कर, नियमानुसार निस्तारण करने पर विचार करेगी किंतु बाध्य नहीं होगी। निर्धारित समयावधि पश्चात प्राप्त आपत्तियों पर कोई विचार नहीं किया जावेगा जिसके लिए बोलीदाता द्वारा न्यायालय में दावा नहीं किया जा सकेगा।

19. सफल बोलीदाता को दर स्वीकृति की दिनांक से सात दिवस के भीतर कार्य सम्पादन प्रतिभूति राशि कुल लागत पर 5 प्रतिशत की दर से अथवा वित्त विभाग के नियमानुसार जरिए चालान 8443-00-103-00-00 अथवा डीडी द्वारा इस कार्यालय में जमा करवानी होगी तथा अनुबंध हेतु 500/- रुपये के नॉन ज्यूडिशियल स्टाम्प पर निर्धारित प्रपत्र में स्वयं के खर्च पर अनुबन्ध उपरोक्त अवधि में निष्पादित करना होगा।
20. निविदा में प्रस्तुत की गयी दरें वित्तीय वर्ष 2025-26 की तक की अवधि के कार्यों के लिए वैध रहेगी। तथा पारस्परिक सहमति से इसे नियमानुसार आगे भी बढ़ाया जा सकता है।
21. बोली की शर्तों का उल्लंघन करने, सम्पूर्ण कार्य सन्तोषजनक ढंग से करने में असफल रहने पर, कार्य को बीच में अधुरा छोड़ने पर, कार्य/सामग्री आपूर्ति सेवा संतोषप्रद न होने पर एक मात्र नोटिस देकर बोली निरस्त की जा सकेंगी तथा प्रतिभूति राशि समपहृत (फोरफिट) कर ली जाएगी। प्रतिभूति राशि को समपहृत करने के मामले में युक्तियुक्त समयपूर्व नोटिस दिया जायेगा, इस सम्बंध में क्रेता अधिकारी का निर्णय अंतिम होगा। **Risk on Cost की शर्त लागू रहेगी।**
22. बोलीदाता प्रत्येक कार्य/आईटमवार स्पष्ट सुपाद्य दरें अंकित कर प्रत्येक पृष्ठ पर हस्ताक्षर करेगा एवं अन्त में समस्त शर्तों का स्वीकार करने के प्रमाण में हस्ताक्षर करेगा। अस्पष्ट व कांट-छांट वाली दरें अमान्य होगी।
23. अंकेक्षण के दौरान यदि बोलीदाता के विरुद्ध किसी प्रकार की बकाया अनियमित भुगतान वसूली निकाली जाती है तो वह उसके द्वारा भुगतान किया जावेगा। भुगतान नहीं करने की स्थिति में नियमानुसार फर्म से वसूली की कार्यवाही की जावेगी।
24. राजस्थान की सूक्ष्म, लघु एवं मध्यम एन्टरप्राइजेज को वित्त विभाग की अधिसूचना दिनांक 19 नवम्बर, 2015 के प्रावधानों के अनुसार मूल्य अधिमान व क्रय अधिमान दिया जाएगा।
25. राजस्थान राज्य की किसी भी लघु उद्योग इकाई को बोली प्रपत्र निर्धारित बोली शुल्क 50 प्रतिशत राशि जमा कराने पर ही उपलब्ध कराया जावेगा।
26. उपरोक्त के अतिरिक्त GF&AR एवं राजस्थान लोक उपापन में पारदर्शिता अधिनियम 2012 व नियम 2013 के प्रावधान लागू होंगे। जिसकी निविदादाता/बोलीदाता को जानकारी स्वयं के स्तर पर अपेक्षित है।

बोली प्रतिभूति राशि का समपहरण {Forfeiture of Bid Security} बोली प्रतिभूति राशि को निम्नलिखित मामलों में समपहृत कर लिया जाएगा:-

- 1 जब बोलीदाता बोली खोलने के बाद किन्तु बोली को स्वीकार के पूर्व प्रस्ताव को वापस लेता है या उसमें रूपांतरण (Modification) करता है।
- 2 जब बोलीदाता विनिर्दिष्ट समय के भीतर विहित किसी करार को, यदि कोई हो, निष्पादित नहीं करता है।
- 3 जब निर्धारित समय के भीतर प्रदाय निर्देशानुसार कार्यों को करने में असफल रहता है।
- 4 जब बोलीदाता प्रदायगी के लिये आदेश देने के बाद कार्य संपादन प्रतिभूति राशि (Performance Security) जमा नहीं कराता हो।
- 5 जब संविदा के किसी निबंधन और शर्तों को भंग किया जाता है। प्रतिभूति निक्षेप को समपहृत करने के मामले में युक्तियुक्त समय पूर्व नोटिस दिया जाएगा। इस सम्बन्ध में क्रेता अधिकारी का निर्णय अन्तिम होगा।
- 6 **Cancellation** : In case District SP, Sri Ganganagar do not require part or entire ordered quantity or work, due to any reason, it may cancel the part or entire order during the period of contract and/or any extended period, for which no claim of the supplier shall be entertained.
- 7 District SP Sri Ganganagar reserves the right to reject the bid of bidders whose report have been found unsatisfactory any time during the supply contract or Bidder s who have been debarred for any reason anytime during the supply contract.
- 8 Date of receipt of material at the destination shall be considered for calculating recovery of liquidated damages.
- 9 कार्य संपादन में विलम्ब की स्थिति में RTTP Rules 2013 अनुसार पेनल्टी वसूल की जावेगी। कटौती फर्म के लम्बित भुगतान/कार्य सम्पादन प्रतिभूति राशि में से की जावेगी।

मैं पिता श्री पता..... जिला.....
को उक्त वर्णित क्र.स. 1 से 26 तक की सभी शर्तें मान्य है, इसमें किसी की कमी होने या कार्य/सामग्री सही नहीं होने की स्थिति में विभागाध्यक्ष/उपपान समिति द्वारा मेरी बोली निरस्त कर बोली प्रतिभूति राशि जब्त कर सकेंगे, जिसके लिये मुझे किसी प्रकार से कोई आपत्ति नहीं होगी एवं जिस हेतु मेरे द्वारा न्यायालय में दावा प्रस्तुत नहीं किया जावेगा।
दिनांक :-

बोलीदाता के हस्ताक्षर (सील सहित)

Signature valid

Digitally signed by Gaurav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

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.

Doc1

Signature of Bidder with seal

Signature valid

Digitally signed by Garvav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

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:

Doc1

Signature of Bidder with seal

Signature valid

Digitally signed by Garvav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

Annexure- C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is: SP Distt. SGNR

The designation and address of the Second Appellate Authority is: IGP Range, Bikaner

- (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 RTPP 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 pm (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 authorized 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.

Date:

Place:

Signature of bidder

Name :

Designation:

Signature valid

Digitally signed by Garvav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

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. 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.
- 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 or Services 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/Services)

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.

Date:
Place:

Signature of bidder
Name :
Designation:

Signature valid

Digitally signed by Gaurav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

(50 रू0 का हलफनामा)
बोलीदाता द्वारा घोषणा

मैं/हम घोषणा करता हूँ/करते हैं कि मैंने/हमने **Income-Tax, GST, TDS Return and Form 16/16 A** इत्यादि आयकर संबंधी कार्य जहाँ कही भी किया है, उस कार्य हेतु विगत 3 वर्षों में कार्य समय पर पूर्ण न करने के कारण हमें किसी भी सरकारी विभाग/उपक्रम/कम्पनी द्वारा बिड के किसी भी स्तर पर ब्लैकलिस्ट/डिफाल्टर नहीं किया गया है। मेरे द्वारा/हमारी फर्म द्वारा उक्त सेवाएं प्रदान करवाने में बाल श्रम मजदूरी को नहीं लगाया जाता है। मौके पर बाल श्रम मजदूरी करवाये जाने पर हमारी बोली को किसी भी स्तर पर निरस्त किया जाता सकता है एवं कार्य सम्पादन प्रतिभूति जब्त की जा सकती है।

हम यह घोषणा करते हैं की मेरा/हमारी फर्म का किसी भी न्यायालय में उक्त वर्णित आयकर संबंधी सेवाएं देने के सन्दर्भ में कोई वाद लम्बित नहीं है तथा इस विषयान्तर्गत हमें किसी भी न्यायालय द्वारा दण्डित नहीं किया गया है।

दिनांक

हस्ताक्षर

फर्म का नाम

पता

Signature valid

Digitally signed by Gaurav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

Declaration by the Bidder

In relation to my/our Bid submitted to SP Office Disst. Sriganganagar for procurement of provide Professional/CA services for filling Income-Tax, GST and TDS Return etc. related works on rate contract basis for FY 2025-26 in response to their Notice Inviting Bids NIB. NO.....or as per revised date.

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 SP Office Disst. Sriganganagar.
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 :

(Shall be submitted along with the Bid Security)

Signature valid

Digitally signed by Gaurav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

Technical Bid Submission Sheet

NIB. NO.

To,
The SP office
Sri Ganganagar

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document. We offer to provide Professional/CA services for filing Income-Tax, GST and TDS Return alongwith Form 16/16 A related works for FY 2025-26 with the Bidding Document and in accordance with the supply schedule given from time to time for Goods or Gym Equipments along with Installation.
- (b) 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;
- (c) If our Bid is accepted, we commit to obtain a Performance Security in the amount of 5% of the Contract Price or Performance Security Declaration for the due performance of the Contract or as per finance order.
- (d) Our firm, for any part of the Contract, have nationalities from the eligible countries
- (e) We are not participating, as Bidders, in more than one Bid in this bidding process, in the Bidding Document.
- (f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has not been debarred by the State Government or the Procuring Entity.
- (g) 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.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (i) We agree to permit the Procuring Entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Procuring Entity.
- (j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity for Bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document in this procurement process and in execution of the Contract;

Name/ address: _____

In the capacity of : _____

Signed : _____

Duly authorized to sign the Bid for and on behalf of _____ Date _____

Tel: _____ Fax: _____ e-mail: _____

(Shall be submitted along with the Bid Security) _____

Signature valid

Digitally signed by Gaurav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

Scope of work (For FY 2025-26)

Sr. No.	
1.	INCOME TAX TDS QUARTERLY RETURN 24Q
2.	INCOME TAX TDS QUARTERLY RETURN 26Q
3.	FORM 16 (TAXABLE AND NON TAXABLE)
4.	FORM 16 A
5.	GST RETURN
6.	GST CERTIFICATE (GSTR 7A)
7.	REVISE RETURN CHARGES
8.	CLEARANCE/REPLY OF PENDING INCOME TAX DEMAND NOTICE
9.	TAX CALCULATION AND RELATED OTHER WORKS

Signature valid

Digitally signed by Gaurav Yadav
 Designation: Deputy Inspector
 General Of Police
 Date: 2025.07.09 17:28:41 IST
 Reason: Approved

कार्यालय जिला पुलिस अधीक्षक श्रीगंगानगर

क्रमांक :- लेखा/निविदा/2025-26/631

दिनांक :- ई-हस्ताक्षर

FINANCIAL BID (द्वितीय/वित्तीय लिफाफे हेतु)

SR. No.	SCOPE OF WORK/PARTICULARS (FOR FY 2025-26)	RATES WITH ALL TAXES (In Rs.)
1.	INCOME TAX TDS QUARTERLY RETURN 24Q	In figures..... In words.....
2.	INCOME TAX TDS QUARTERLY RETURN 26Q	In figures..... In words.....
3.	FORM 16 (TAXABLE AND NON TAXABLE)	In figures..... In words.....
4.	FORM 16 A	In figures..... In words.....
5.	GST RETURN	In figures..... In words.....
6.	GST CERTIFICATE (GSTR 7A)	In figures..... In words.....
7.	REVISE RETURN CHARGES	In figures..... In words.....
8.	CLEARANCE/REPLY OF PENDING INCOME TAX DEMAND NOTICE	In figures..... In words.....
9.	TAX CALCULATION AND RELATED OTHER WORKS	In figures..... In words.....

- उक्त प्रपत्र को वित्तीय बोली के लिफाफे में ही प्रस्तुत करें।
- दरें कार्यानुसार प्रति- नग/फार्म/रिटर्न/Entry में प्रस्तुत करें।
- दरें नियत स्थान पर शब्दों एवं अंको दोनों में लिखी जाएगी।
- अस्पष्ट व कांट-छांट अथवा ऑवरराईटिंगवाली दरें अमान्य होगी।

बोलीदाता के हस्ताक्षर मय सील

Signature valid

Digitally signed by Gaurav Yadav
Designation : Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

RATE CONTRACT AGREEMENT
(Scope of work-Income-Tax,TDS & GST Return etc.)

This Agreement is made on the _____ day of _____ 2025 between SP Office Sri Ganganagar, ----- having its Office at ----- (Hereinafter referred to as 'SP Office Sri Ganganagar') –

FIRST PARTY

AND

M/s _____ having its office _____ (Hereinafter referred to as the eligible 'Bidder') on the terms and conditions set forth hereunder: -

SECOND PARTY

1. The expression of first and second party shall mean and include their Representatives, Heirs, Successors, Legal Representative Administrators, Nominees & Assigns etc.
2. That the duration of this contract shall be one year/Two year from _____ to _____ SP Office Sri Ganganagar reserves the right to increase the quantity up to 50% on same rate, terms & conditions & further extend the duration up to _____ as per requirement of SP Office Sri Ganganagar. Supply schedule may be issued in aforesaid period.
3. That the Bid form as submitted by the Bidder and all the terms and conditions enumerated therein as well as that in the Purchase Order, provision of which would have superseding effect in case of any contradiction in any condition of the Bid and that of the Purchase Order.
4. The conditions of the Bid and contract for open Bid enclosed to the NIB. NO. -----Dated ----- and also appended to this agreement wssll be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
5. Purchases Order No. _____ dated _____ issued by the SP Office Sri Ganganagar and appended to this agreement shall also form part of this agreement.
6. A. The SP Office Sri Ganganagar do hereby agree that if the approved supplier shall duly supply the said articles in the manner aforesaid observe and keep the said terms and conditions, the SP Office, Sri Ganganagar will pay through RTGS/Cheque/D.D or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.
B. 100% payment of bills shall be released by SP Office Sri Ganganagar for supplies made on receipt of verified bills. The SP Office and Accounts reserves the right to reduce or altogether cancel the approved quantity of supply. The SP Office and Accounts shall not be liable for any claim by the Bidder in such an event.
7. The Bidder shall make supplies as per the given specification and in accordance with the time given in the supply schedule to the respective office as per orders placed to them.
8. A. If the contractor fails to execute the order/contract within the period specified in the Bid form/ supply schedule, and if such failure to deliver/complete in prescribed time as aforesaid have risen from, any unforeseen cause such as strike, fire, accident, act of GOD resulting in stoppage of work in the factory of the Manufacturer or similar reasons which the Director In charge may find valid for an extension of the time he may extend the period without charging any agreed liquidated damages, His decision shall be final regarding the sufficiency or otherwise of ground for extension of time.
B. Should the Bidder fail to execute the order/contract within the period specified in the Bid Form/ Supply Schedule. The Director In charge may at his discretion allow extension of time, subject to recovery from the Bidder as liquidated damages and not by way of penalty, as sum equal to the following percentage of the value of goods/Services/goods or GYM Equipments which the Bidder has failed to supply for the period of delay as stated below :-
(a) Delay upto on fourth period of the prescribed delivery Period. 2 ½%
(b) Delay exceeding one fourth but not exceeding half of the Prescribed delivery period. 5%
(c) Delay exceeding one Half but not exceeding three fourth of the prescribed delivery period. 7 ½%
(d) Delay exceeding three fourth of the prescribed delivery 10 % Period.

Signature valid

Digitally signed by Ganav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved

Notes:

- (i) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- (ii) The maximum amount of agreed liquidated damages shall be 10%
- (iii) When the successful Bidder is unable to complete the order/contract within the the specified or extended period the SP Office Sri Ganganagar, Rajasthan shall be entitled to accept supply and get the work done from the open market without notice to the Bidder , but at his risk and cost i.e. Bidder 's Account and risk. The goods/Services or any part thereof which the Bidder has failed to supply or if not available, the best and nearest available substitute thereof or to cancel the contract and the Bidder shall be liable for any loss or damage which the SP Office Sri Ganganagar, Rajasthan sustained by reason of such failure on the part of the Bidder . But the Bidder shall not be entitled to any gain on such purchase made against default. The recovery of such loss or damage shall be made from any sum accruing to the Bidder under this or any other contract with the SP Office Sri Ganganagar, Rajasthan. If recovery is not possible from the bills and the contractor fails to pay the loss or damage within one month, the recovery shall be made under any law for the time being in force or from any other bills outstanding with the SP Office Sri Ganganagar, Rajasthan.
- (iv) 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.
- (v) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/Services is on account of hindrances beyond the control of the Bidder.
9. SP Office Sri Ganganagar, Rajasthan reserves the right to conduct sudden/random inspection of the supplied goods or Services to check the quality of supplied items at SP Office Sri Ganganagar or any place even after the final payment. If qualities of supplied goods are not found up to the mark, rejected printing material can be deform (विकृत करना) and same may be given to supplier. If the supplier would not taken the rejected goods within 15 days then SP Office Sri Ganganagar, Rajasthan is free to destroyed the same on the cost of supplier. The suitable deduction shall be made from the bill. The decision of the SP Office Sri Ganganagar will be final and binding to the supplier firm. In this regard claim of any supplier shall not be accepted.
10. All legal proceedings, arising out of this contract shall be subject to the jurisdiction of the courts situated at Ganganagar only.
11. That this Agreement shall bind the above party and their respective heirs, representatives & assigns. In witness there of the SP Office Sri Ganganagar and the Bidder have here unto set and subscribed their respective signatures in the presence of following witnesses: -

For M/s. _____
Authorized Signatory

SP Office, Sri Ganganagar
(Behalf of Govt. of Rajasthan)

Witness

1. _____

2. _____

Witness

1. _____

2. _____

Signature valid

Digitally signed by Ganav Yadav
Designation: Deputy Inspector
General Of Police
Date: 2025.07.09 17:28:41 IST
Reason: Approved