

BIDDING DOCUMENT
(GOODS/SERVICES/WORK)

NIT No.: CTAE/eProc/2024-25/01

Name of Item : Services of Technical/Lab Assistant,
Technicians, Multi-Tasking Office Assistants
and Laboratory Attendants

Bid Ref. No. : CTAE/eNIB/2024-25/LA-TA/1



COLLEGE OF TECHNOLOGY AND ENGINEERING
Maharana Pratap University of Agriculture and Technology,
Udaipur – 313 001 Rajasthan, India
Phone: 0294-2470837, 0294-2471056 (Fax),
Email: ctaedeans@gmail.com



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Maharana Pratap University of Agriculture and Technology,
Udaipur – 313 001 Rajasthan, India

Phone: 0294-2470837, 0294-2471056 (Fax), Email: ctaedeans@gmail.com

Dr. Anupam Bhatnagar
Dean

Ref. No.: CTAE/Accts/Tender/2024/ 2914

Date: 15-07-2024

NOTICE INVITING TENDER: eProcurement

NIT No.: CTAE/eProc/2024-25/01

(NIB for Publication on Website of Procuring Entity/ State Public Procurement Portal)

Sealed, Single Stage unconditional Bids are invited at the **College of Technology and Engineering, MPUAT, Udaipur-313001 (Raj.)** for "Supply/providing of various Goods/ Services/ Works" as mentioned below, from manufacturers/ distributors/ authorised dealers/ stockiest/ registered Bidders/ bona-fide dealers / service providers having requisite experience, capabilities and governmental licenses, as may be required. The bid(s)/tender(s) duly filled with relevant documents, may be submitted through **Online Portal** <https://eproc.rajasthan.gov.in> upto **4:00 PM of 14-07-2024**.


| S.No. | Bid No. | Name of Item/Goods / Services/Work* | Estimated Cost (Rs. in Lakh) | Amount of Bid Security, Rs. |
|-------|---------------------------------|--|------------------------------|-----------------------------|
| 1. | CTAE/eNIB/2024 - 25/LA-TA/1 | Services of Technical/Lab Assistant, Technicians, Multi-Tasking Office Assistants and Laboratory Attendants | - | |
| | | (1) Technical/Lab Assistance Services | 104.00 | 2,08,000.00 |
| | | (2) Lab Attendant Services | 53.64 | 1,07,280.00 |
| | | (3) Multi-tasking Office Assistance Services (Computer operator service) | 26.99 | 53,980.00 |
| 2. | CTAE/eNIB/2024 - 25/Security/ 2 | Security Services at various buildings/units of college and hostels | 82.00 | 1,64,000.00 |

*In case there are several categories, each category effectively constitutes a separate bid and a separate bidding document has to be purchased/submitted for each category. For detail specifications, please see the **Section-3 of Bid Data Sheet**.

- Bidding Documents including the conditions of Contract, Schedule of Services required, Bidding forms, etc. can be seen and downloaded from the official web sites, www.ctae.ac.in or www.mpuat.ac.in or the website of State Public Procurement Portal, www.sppp.rajasthan.gov.in. and <https://eproc.rajasthan.gov.in>. Alternatively, any other information may be obtained from the office of the Dean, College of Technology and Engineering, Maharana Pratap University of Agriculture and Technology, Udaipur (Raj.) during office hours (**10:00 am to 5:00 pm**) on all working days up to one day before the date of opening of Bids.
- The price of Bidding Document/Tender price of Rs. 500/- (**non-refundable**) in the form of Demand Draft/Banker's cheque of a Scheduled Bank in India drawn in favour of the **Dean, College of Technology and Engineering, Udaipur payable at Udaipur**, may be paid along with user charges/processing fee, if any, at the time of submission of the Bid.


CA P. Vasantham
S.O.

3. Bids, **duly signed on all pages and serially numbered**, properly bound, accompanied with the Bid Security, (except concessional amount or Bid Securing Declaration, where applicable) in the form Demand Draft/ Banker's cheque/ Bank Guarantee, in the specified format, from a Scheduled Bank in India, shall be submitted personally or by post in sealed envelopes to the **Dean, College of Technology and Engineering, Udaipur – 313001 (Raj.)** bearing the Reference No of NIB (with Category, if any) and warning as "**BID FOR NIB No..... for.....<Name of item>....., NOT TO BE OPENED BEFORE <Date>... at.....<Time>.....AM/PM**", by post or by hand or dropped in the Bid Box at the office of the Procuring Entity.
4. In case Bids have been invited electronically, the procedure for submission of Bids including payment of price of Bidding document, user charges/ processing fee, Bid Security, etc. shall be as provided on the State Public Procurement Portal.
5. Bids received after the specified time and date shall not be accepted and returned unopened.
6. The Bids shall be opened at as specified in Bid Data Sheet (BDS) in the presence of the Bidders or their representatives, who wish to be present.
7. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
8. The Bidders shall have to submit a valid 'GST' clearance certificate from the concerned Commercial Taxes Officer.


(Dr. Anupam Bhatnagar)
DEAN

College of Technology and Engineering,
Udaipur – 313 001 (Rajasthan)


(Dr. B. L. Salvi)


(C.A. Kesaram)
S.O.



COLLEGE OF TECHNOLOGY AND ENGINEERING

Maharana Pratap University of Agriculture and Technology,

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Phone: 0294-2470837, 0294-2471056 (Fax), e-mail: ctaedean@gmail.com

Dr. Anupam Bhatnagar

Dean

BIDDING DOCUMENT (GOODS/SERVICES/WORK)

In support of the Notice Inviting Tender/Bid indicated above and in the Bid Data Sheet (BDS), the Procuring Entity, as indicated in the BDS, issues this Bidding Document for the supply of Goods/ equipment & Related Services incidental thereto/ Services as specified in Section-2, Schedule of Supply/Services (SS).

The Bidding Document consists of all the Sections indicated below, and should be read in conjunction with any Addenda issued:

Part-1 / भाग – 1

Notice Inviting Tender/Bid

Section 1. Bid Data Sheet [BDS]

Section 2. Instructions to Bidders [ITB]

Section 3. Schedule of Supply (Specifications/conformance to standards, designs and drawings, etc., installation/ commissioning, Mandatory operation and maintenance, training, etc.) / Services

Section 4. Special Conditions of Contract [SCC]

Part-2 / भाग – 2

Section 5. General Conditions of Contract [GCC]

Section 6. Bidding Forms and Annexures

Important 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.rajasthan.gov.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 provisions of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.

The bidders are advised to read and fully understand all the terms and conditions of the tender/bid provided in the bidding document before submitting their bids. This document is primarily in English. Certain portions of the bidding document are given in Hindi also. However, in case of any difference of meaning between the Hindi and English versions, the English version shall prevail.

महत्वपूर्ण अनुदेश: उपापन के संबंध में कानून “राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012”(इसके बाद) और उक्त अधिनियम के तहत “राजस्थान लोक उपापन में पारदर्शिता नियम 2013” लागू हो चुके हैं तथा राज्य लोक उपापन पोर्टल <http://sppp.rajasthan.gov.in> पर उपलब्ध हैं। अतः बोलीदाताओं को सलाह दी जाती है कि बोली प्रक्रिया में भाग लेने से पूर्व अधिनियम व नियम के प्रावधानों से परिचित हो जाएँ। यदि अधिनियम व नियम के प्रावधानों और इस बोली दस्तावेज़ के प्रावधानों में कोई विसंगति है तो अधिनियम व नियम के प्रावधान अभिभावी होंगे।

बोलीदाताओं को सलाह दी जाती है की वे अपनी बोली जमा करने से पूर्व बोली दस्तावेज़ की सारे नियम और शर्तें पढ़ कर अच्छी तरह समझ लें। यह दस्तावेज़ मुख्यतया अंग्रेजी में है। बोली दस्तावेज़ के कतिपय हिस्से हिन्दी में भी दिये गए हैं। हिन्दी व अंग्रेजी रूपों में अंतर होने पर अंग्रेजी रूप अभिभावी माना जाएगा।

Section-1: Bid Data Sheet

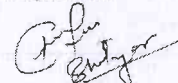
भाग-1 : बिड डाटा शीट

| | | | |
|-----|---|--|-------------|
| 1. | Subject Matter of Procurement | To provide "Services of Technical/Lab Assistant, Technicians, Laboratory Attendants and Multi-Tasking Office Assistants" at CTAE, Udaipur | |
| 2. | Bid Reference Number | CTAE/eNIB/2024-25/LA-TA/01 | |
| 3. | Procuring Entity's address | Dean, College of Technology and Engineering Udaipur - 313 001, Rajasthan, India Telephone No.: 0294-2470837 Fax: 0294-2471056 Email: ctaedeans@gmail.com | |
| 4. | Language of the Bid | English/Hindi | |
| 5. | Bid Category | Services | |
| 6. | Contract Type | Rate Contract | |
| 7. | Bid Covers | Two Envelopes (दो लिफाफा): (1) Technical Bid and (2) Financial Bid | |
| 8. | Bid Method | Off line tender submission / e-Procurement | |
| 9. | Website for submission of tender/ bid online | https://eproc.rajasthan.gov.in | |
| 10. | Websites for downloading tender documents/corrigendum, etc. | www.ctae.ac.in , www.mpuat.ac.in http://sppp.rajasthan.gov.in ; https://eproc.rajasthan.gov.in | |
| 11. | Key Dates | Date | Time |
| | Publishing Date | 16-07-2024 | 04:00 pm |
| | Document Download/ Sale Start Date | 16-07-2024 | 04:30 pm |
| | Document Download/ Sale End Date | 14-08-2024 | 11:00 am |
| | Bid Submission Start Date | 18-07-2024 | 10:30 am |
| | Bid Submission Close Date | 14-08-2024 | 04:00 pm |
| | Submission of Original Instrument for Tender Fee, Bid Security, Processing Fee and Other documents required to be submitted in hardcopy in case of e-tender as specified in ITB, Last date & Time | 16-08-2024 | 01:00 pm |
| | Technical Bid (Techno-Commercial) (Cover 1) opening Date | 16-08-2024 | 3:00 pm |
| | Financial/Price Bid (Cover 2) Opening Date | 24-08-2024 | 3:00 pm |
| 12. | Price of the Bidding Document | Rs. 500/- | |
| 13. | Bid Security Amount | 2% of the Estimated Cost (as specified in the NIT) in favour of "Dean, College of Technology and Engineering, Udaipur" payable at Udaipur | |
| 14. | Processing Fee | Rs. 2000/- in favour of "Managing Director, RISL" payable at Jaipur (As per Ref. F.8(IO)FD/SPFC/Misc/2022, dt.: 27-01-2023) | |
| 15. | Bid Validity (for Acceptance) | 60 Days from the Last date of submission of Bids | |
| 16. | Period of Contract (Rates, if approved, must be valid for services/supply) | 01 (One) Year from date of commencement of service (Can be extended for further Three months at the discretion of the procurement entity subject to satisfactory performance) | |
| 17. | Performance Security | 5% of Amount of the Supply Order/Work Order ^s | |
| 18. | Award of Contract | The contract agreement is to be executed and Performance Security is to be submitted within 15 days. | |
| 19. | Redressal of Grievances during Procurement Process | | |
| | (a) First Appellate Authority | Dean, CTAE, Udaipur Phone: (0294) 2470837 | |
| | (b) Second Appellate Authority | Vice Chancellor, MPUAT, Udaipur Phone: (0294)-2471101 | |

^sAs per the Rules applicable (time-to-time): RAJASTHAN GAZETTE Notification / Govt. of Rajasthan









Section-2: INSTRUCTIONS TO BIDDERS (ITB)

(For Packing, Marking & Submission of Bids)

भाग-2: बोलीदाताओं के लिए अनुदेश (आईटीबी) (पैकिंग, चिन्हित करने व बोली जमा करने हेतु निर्देश)

1. GENERAL

- 1.1 The Bidder shall submit the Bid using the appropriate Bid Submission Sheets/forms provided in the bidding document. These forms must be completed without any alterations to their format, and no substitutes shall be accepted. All blank spaces shall be filled in ink or typed with the information requested.

निविदाकर्ता को निविदा निविदा-दस्तावेज़ में दिए गए उचित प्रपत्रों/कागजों को प्रयुक्त करते हुए प्रस्तुत करनी चाहिए। ये प्रपत्र उनके फॉर्मेट में बिना कोई परिवर्तन किये पूर्ण किये जाने चाहियें, कोई बदलाव स्वीकार नहीं होगा। सारी खाली जगहें स्याही से भरी जानी चाहिए अथवा मांगी गयी सूचना टाइप की होनी चाहिये।

- 1.2 The original (and all copies, if asked) of the Bid shall be typed or written in ink, properly bound, all pages shall be serially numbered and signed by the Bidder or a person duly authorized to sign on behalf of the Bidder/JV. In cases other than a sole proprietor entity, this authorization shall consist of a written confirmation as specified in the bidding documents and shall be attached to the Bid.

निविदा की मूल प्रति (तथा अन्य प्रतिलिपियाँ, यदि मांगी गयी हों) स्याही द्वारा लिखीं अथवा टाइप की हुई, अच्छी तरह से बँधी हुई, सभी प्रपत्रों पर क्रम से नम्बर लगे हुए और सभी प्रपत्रों पर निविदादाता या निविदादाता/जेवी से हस्ताक्षर के लिए अधिकृत व्यक्ति के हस्ताक्षर किए होने चाहिये। यदि निविदादाता एकल स्वामित्व से भिन्न है तो यह ऑथोराइजेशन निविदा-दस्तावेज़ में वर्णित एक लिखित ऑथोराइजेशन होना चाहिए जिसे निविदा के साथ सलंगन किया जाना चाहिए।

- 1.3 Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed by the person signing the Bid.

निविदा में किसी भी तरह की कांट-छांट, अक्षरों का मिटाना, ऊपर लिखना (overwriting), इत्यादि तभी मान्य होगी जब उस पर निविदा को हस्ताक्षर करने वाले व्यक्ति के हस्ताक्षर होंगे।

2. BIDDING COST AND FEES

If the Bid Document has been downloaded from the website and not purchased from the procuring entity, then the bidder has to pay the cost, as indicated in the BDS, of bidding document.

यदि बोली-दस्तावेज़ वेबसाइट से डाउनलोड किया गया है और उपापन संस्था से खरीदा गया नहीं है तो बोलीदाता को इसका बीडीएस में इंगित मूल्य चुकाना होगा।

Every bidder has to pay the Bid Security (Earnest Money) in the manner and of the amount as indicated in the BDS. In case a concessional Bid Security under the provisions of Rules and the Bidding document, a proof of eligibility for the same must also be enclosed.

प्रत्येक बोलीदाता को बोली प्रतिभूति (अर्नेस्ट मनी) की राशि बीडीएस में सूचित मूल्य व रूप में चुकानी होगी। यदि नियमों व बोली दस्तावेज़ में प्रावधान हो तो रियायती दर से बोली प्रतिभूति लागू होगी, रियायती दर का पात्र होने का साक्ष्य साथ में लगाना होगा।

In case of e-Procurement, a Processing Fee in the manner and of the amount as indicated in the BDS shall also be payable.

इ-प्रोक्योरमेंट के स्थिति में एक निश्चित प्रोसेसिंग फीस देय होगी जैसा कि BDS में दर्शाया गया है

The original instruments (BC/DD/Receipt) must be enclosed with the bid.

निविदा के साथ में मूल बैंकर चेक, डिमांड ड्राफ्ट या रशीद लगानी होगी

3. DOCUMENTS AND THE PROCEDURE FOR SUBMISSION OF BIDS IN MANUAL/PHYSICAL OR OFFLINE BIDDING(भौतिक/आफ़लाइन बोली के लिए दस्तावेज़ तथा निविदा प्रस्तुत करने की पद्धति)

3.1 Two-Envelope or Two-Cover Bidding:

- 3.1.1 **Technical Bid:** The Technical Bid or Proposal document shall be prepared consisting of the all the forms/annexures indicated in the Table-1 of this section. These documents should be sealed in an envelope and the envelope must be marked "TECHNICAL BID". Finance/Price bid/schedule and any other document containing price information should not be put in this envelope.

तकनीकी निविदा: तकनीकी निविदा/प्रस्ताव सारणी-1 में वर्णित सभी दस्तावेज़ों को उसी क्रम में लगाते हुये तैयार की जानी चाहिए। इन समस्त कागजातों को एक लिफ़ाफ़े में रख कर बंद कर उस पर "तकनीकी निविदा" अंकित करना चाहिए। इस लिफ़ाफ़े में वित्तीय/मूल्य निविदा/शेड्यूल या मूल्य संबंधी कोई भी कागज़ नहीं रखने चाहिए।

- 3.1.2 **Financial Bid:** The bidder should prepare Price Schedules for each item using appropriate forms (Form-PS) and any other document mentioned in the Bidding Document and seal in a separate

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envelope and mark the envelope as "PRICE SCHEDULE" and write the NAME OF ITEM/ GOODS on it.

However, a single price schedule for all items must be used, if so indicated in the form.

All the envelopes of price bids for all the items quoted by bidder (if required to be quoted item-wise) must be put in one single envelope. This envelope must be marked "FINANCIAL BID"

बोलीदाता को उचित फार्म (फार्म-PS) तथा निविदा दस्तावेज में वर्णित अन्य दस्तावेज प्रयुक्त करते हुए प्रत्येक वस्तु के लिए एक प्रथक लिफाफा तैयार करना चाहिए

यदि फार्म में ऐसा इंगित हो तो, सभी वस्तुओं के लिए एक ही मुल्य-शेड्यूल तैयार करना होगा।

- 3.1.3 The envelopes for Technical Bid and Financial Bid must be put in an outer envelope and must be sealed properly.

तकनीकी निविदा तथा वित्तीय निविदा के लिफाफे एक बाहरी लिफाफे में रख कर भलीभांति सीलबंद किये जाने चाहिए।

- 3.2 **Single Envelope Bidding:** In case of single envelope bidding, all the documents described above for Two-Envelope bidding, including the price schedules, must be put in a single envelope. एकल लिफाफे की स्थिति में दो लिफाफा पद्धति निविदा में बताए सभी दस्तावेज वित्तीय निविदा समेत एक ही लिफाफे में डालें

3.3 SEALING AND MARKING OF BIDS

The outer and inner (if any) envelopes shall, additionally and compulsorily -

- (a) bear the complete address of the Procuring Entity and the name and complete address along with telephone/ mobile number of Bidder;
- (b) bear the specific identification of the Bidding process (**Bid Reference No.**) and the date and time of submission of Bid. In case there are many categories in the NIB, the specific **CATEGORY** for which the bid is being submitted must also be indicated; and
- (c) The outer envelopes and the inner envelopes (if any) containing the Technical Bids shall bear a warning not to be opened before the time and date for the opening of Technical Bids, as specified in the NIB/NIT and BDS.
- (d) The inner envelopes (if any) containing the Financial Bid and/or Price proposals shall bear a warning not to be opened until advised by the Procuring Entity.

इसके अतिरिक्त बाहरी तथा प्रत्येक अंदरूनी लिफाफों पर आवश्यक रूप से निम्नलिखित बातें अंकित करें:

- (a) उपापन संस्था का पूरा पता तथा निविदादाता का नाम, पूर्ण पता, टेलिफोन/मोबाइल नं.;
 - (b) बोली (bidding) प्रक्रिया की विशिष्ट पहचान सं. (**Bid Reference No.**) तथा निविदा जमा करने की दिनांक तथा समय। यदि बोली आमंत्रण की सूचना में कई श्रेणीयां हैं तो उस विशिष्ट श्रेणी, जिसके लिए निविदा/बोली प्रस्तुत की जा रही है, को भी अंकित करें;
 - (c) बाहरी लिफाफे तथा तकनीकी निविदा के अंदरूनी लिफाफे पर लिफाफे को निविदा दस्तावेज में वर्णित तकनीकी निविदा खोलने की दिनांक व समय से पूर्व न खोले जाने की चेतावनी;
 - (d) वित्तीय निविदा के अंदरूनी लिफाफे पर उपापन संस्था द्वारा निर्देशित करने से पूर्व न खोले जाने की चेतावनी।
- 3.4 **If all envelopes are not sealed and marked as required, the Procuring Entity shall assume no responsibility about its consequences including misplacement and premature opening of the Bid.**

यदि समस्त लिफाफे निर्देशानुसार सीलबंद तथा अंकित (**marked**) नहीं किये गए हैं तो उपापन संस्था इसके परिणामों, गलत जगह पर रखे जाने अथवा समयपूर्व खोले जाने सहित, के लिए उत्तरदायी नहीं होगी।

- 3.5 **Alternative Bids, if permissible, shall be prepared, sealed, marked, and delivered with the inner envelopes marked in addition "ALTERNATIVE BID No:", as appropriate.**

विकल्प निविदा यदि जायज हो तो उसे सील बंद आंतरिक लिफाफे पर "विकल्प निविदा सं" लिख कर जैसा उपयुक्त हो भिजवाएं

- 3.6 **Submission of Bids:** Bidders may submit their Bids by post or by hand to the address specified in BDS or directly dropped in the Bid Box, where provided upto the time and date specified.

निविदाBDS में दर्शाए पते पर निश्चित दिनांक व समय तक डाक द्वारा या व्यक्तिशः भेजी जा सकती है या सीधे ही ड्राप बॉक्स में डाली जा सकती है

- 3.7 **Late Bids:** The Procuring Entity shall not consider any Bid that arrives after the deadline for submission of Bids for whatsoever reason, including postal delay. Such Bids shall be declared late, rejected, and returned unopened to the Bidder.

देर से पहुंची निविदा, किसी भी कारण से चाहे डाक की देरी से, उपापन संस्था द्वारा स्वीकार्य नहीं होगी ऐसी निविदा को अस्वीकृत करके बिना खोले ही लौटा दी जाएगी

4. PROCEDURE OF SUBMISSION OF E-TENDERS IN E-PROCUREMENT PROCESS

- 4.1 Bidders who wish to participate in this tender will have to be registered on <http://eproc.rajasthan.gov.in>. To participate in-online tenders, bidders will have to procure Digital Signature Certificate (type II or III) as per Information Technology Act- 2000 using which they can

 3





sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency or may contact Government of Rajasthan e-procurement Cell, Department of IT&C for further assistance. Bidders who already have a valid Digital Certificate need not to procure a new Digital Certificate.

इस निविदा में भाग लेने को इच्छुक बोलीदाताओं को <https://eproc.rajasthan.gov.in> पर पंजीकृत होना होगा। ऑनलाइन निविदाओं में भाग लेने के लिए बोली लगाने वालों को सूचना प्रौद्योगिकी अधिनियम-2000 के अनुरूप डिजिटल हस्ताक्षर प्रमाणपत्र (प्रकार द्वितीय या तृतीय) प्राप्त करने होंगे जिसके उपयोग से वे अपने इलेक्ट्रॉनिक बोलियों में हस्ताक्षर कर सकेंगे। बोलीदाता यह किसी भी सीसीए प्रमाणित एजेंसी से खरीद सकते हैं या राजस्थान सरकार के ई-प्रोक्योरमेंट सेल, आईटी और सी विभाग से अधिक सहायता के लिए संपर्क कर सकते हैं। जिन बोलीदाताओं के पास पहले से ही एक मान्य डिजिटल प्रमाण पत्र है उन्हें नया डिजिटल प्रमाण पत्र खरीदने की जरूरत नहीं है।

Contact details of Government of Rajasthan e-procurement Cell, Department of IT&C are:
राजस्थान सरकार के ई-प्रोक्योरमेंट सेल, आईटी और सी विभाग के संपर्क सूचनाएँ हैं:

Telephone No.: 1800 3070 2232, 0141-4022688, 07878007972, 07878007973, 0141-4022688 (Help Desk 10.00 AM to 6.00 PM on all working days), Toll Free No.: 8002337315 email: eproc@rajasthan.gov.in. Address: e-procurement cell, RISL. Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur.

- 4.2 Training for the bidders on the usage of e-Tendering system is also being arranged by RISL on regular basis. Interested bidders may contact e-Procurement Cell, RISL.

ई-टेंडरिंग प्रणाली के उपयोग पर बोलीदाताओं के लिए RISL द्वारा नियमित आधार पर प्रशिक्षण की व्यवस्था भी की जाती है। इच्छुक बोलीदाता ई-प्रोक्योरमेंट सेल, RISL से संपर्क कर सकते हैं।

- 4.3 Bidders are also advised to refer "Bidders manual" available under "Download" section on the e-procurement website for further details about the e-tendering process.

ई-निविदा प्रक्रिया के बारे में अधिक जानकारी के लिए निविदाकर्ता को ई-प्रोक्योरमेंट पोर्टल के "डाउनलोड" सेक्शन के तहत उपलब्ध "बोलीदाताओं मैनुअल" को पढ़ना चाहिए।

- 4.4 Tender shall be submitted online only through e-procurement portal of GoR i.e. www.eproc.rajasthan.gov.in.

निविदा केवल राजस्थान सरकार की ई-प्रोक्योरमेंट पोर्टल अर्थात् www.eproc.rajasthan.gov.in के माध्यम से ही ऑनलाइन प्रस्तुत की जानी चाहिए।

- 4.5 The documents to be uploaded in Technical Bid under the Cover-1 or "Fee/PreQual/Technical" cover are same as shown in Table-1.

तकनीकी निविदा के लिए अपलोड किए जाने वाले दस्तावेज़ सारणी-1 में दिये गए निर्देश के अनुसार ही होंगे।

- 4.6 Legible/readable scanned copies of signed & sealed (stamped) documents (as a single file in PDF format) to be uploaded under different "Description" heads by the bidders are as mentioned in the Table-1.

निविदाकर्ता को पीडीएफ़ फॉर्मेट में स्कैन किए हुये सुस्पष्ट/सुपठ्य दस्तावेज़ विभिन्न "कवरों" (कवर-1 व कवर-2, दो-लिफ़ाफ़ा अथवा एक-लिफ़ाफ़ापदिदत के अनुसार जैसा उपयुक्त हो) तथा "Description" शीर्षकों के अंदर अपलोड करने होंगे।

- 4.7 In case of Two -Cover bidding, the Price Bid in xls format (BOQ) must be uploaded under the "Cover 2" or "Finance" Cover.

दो-कवर बोली में कवर-2 या फाइनेंस कवर में मूल्य बोली xls फॉर्मेट में (बीओक्यू) अपलोड करनी चाहिए।

- 4.8 In case of single cover bid, the BOQ or Price bid has to be uploaded in "Cover 1" only.

एकल लिफाफे की स्थिति में बी ओ क्यू या वित्तीय निविदा कवर 1 में ही अपलोड करनी है।

- 5.10 The bidder has to send the following document by post to the address of the procuring entity so as to reach before the schedule date and time as indicated in the BDS:

(a) Original fee receipts/instruments of (i) Bid Document Cost, (ii) Bid Security (along with the document for concessional Bid Security, if entitled for and applicable), and (iii) Processing Fee

(b) Hardcopies of the other documents marked "Yes" in the column No. 3 of the Table-1.

If the above are not received within due date and time, the online bids will not be opened.

बोलीदाता को उपापन संस्था को डाक द्वारा निम्नलिखित दस्तावेज़ BDS में इंगित दिनांक व समय से पूर्व भौतिक रूप में भेजने होंगे:

(a) निम्न की मूल रसीदें/उपकरण (i) बोली-दस्तावेज़ का मूल्य, (ii) बोली प्रतिभूति (अमानत) राशि (रियायती बोली प्रतिभूति की पात्रता हेतु दस्तावेज़ सहित, यदि लागू हो तो), (iii) प्रोसेसिंग शुल्क

(b) सारणी-1 में yes से इंगित दस्तावेजों की मूल प्रतियाँ

तय दिनांक व समय से पूर्व भौतिक रूप में उक्त दस्तावेज़ प्राप्त नहीं होने पर ऑनलाइन बोली नहीं खोली जाएगी।

5.11 Bidders should note that they will not be able to submit their tenders online after the specified/ scheduled date & time of submission of bid document.

निविदादातानिविदा दस्तावेज़ में निश्चित दिनांक व समय के बाद ऑनलाइन निविदाजमा नहीं करा सकेंगे

5.12 All bidders are advised not to wait for last date and submit their tender/bid at earliest. The procurement entity shall not be responsible for any interruption/technical snag in website and No extension in deposition of Tender/bid shall be allowed unless otherwise the procurement entity extends the dates.

सभी बोलीदाताओं की अंतिम तिथि के लिए प्रतीक्षा नहीं करने व जल्द से जल्द अपनी निविदा/ बोली प्रस्तुत करने के लिए की सलाह दी जाती है। वेबसाइट में कोई रुकावट/ तकनीकी गड़बड़ी के उपापन संस्था जिम्मेदार नहीं होगी और निविदा/ बोली के बयान में कोई विस्तार के लिए अनुमति नहीं दी जाएगी जब तक कि उपापन संस्था द्वारा तिथि को न बढ़ाया गया हो

5.13 No physical/offline Tender/bid shall be accepted in case of e-Procurement process.

ई-प्रोक्योरमेंट की स्थिति में भौतिक या ऑफ लाइन निविदा किसी भी रूपमें स्वीकृत नहीं की जाएगी

TABLE-1: Documents/Forms/Annexure to be enclosed with Technical Bid

| S.No. | Document Name (Signed & Stamped) | In case of Online bidding | |
|-------|---|---------------------------|---|
| | | Hardcopy Required* | Name of "Description" Head for uploading scanned copies |
| 1. | Bid Document fee | Yes | Scanned Copies of Various Fees* |
| 2. | Bid Security | Yes | |
| 3. | Document in support of concessional Bid Security under rules, if applicable | Yes | |
| 4. | Processing Fee | Yes | |
| 5. | Bid submission sheet & General Profile of bidder (Form BSS) | No | Bid Submission sheet and Declarations |
| 6. | Declaration (Form DB7) | No | |
| 7. | Declaration by bidder (Form CI) | No | |
| 8. | Acceptance of Terms & Conditions (Form TC) | No | |
| 9. | Declaration by Bidder (Form MA-1) or Manufacturer's Authorization (Form MA-2) as per value of Procurement (in case of Goods only) | No | |
| 10. | Finance & Commercial Competency (Form TB-A) | No | Technical Bid Forms and Documents |
| 11. | Copies of all documents as per Form TB-A | No | |
| 12. | Deviations, if any, from Technical specifications (Only for goods) (Form TB-B) | No | |
| 13. | Documents establishing Technical specification compliance (as per Form TB-B) | Yes | |
| 14. | ITB, SCC and GCC | No | Other Documents |

* In case of e-procurement the originals documents marked 'Yes' compulsorily have to be sent physically to the Procuring Entity before the Date and Time specified in the BDS.



Section-3: Schedule of Supply/Service

(Specifications/ Conformance to standards, designs and drawings, etc., Installation/Commissioning, Mandatory operation & maintenance, Training, etc. (Scope of Services)

भाग-3 : सप्लाई/सेवा-शेड्यूल

(जॉब आधार पर सेवाएं प्रदान करने का विस्तार)

सेवा प्रदान कार्यों का विवरण तथा शैक्षणिक व अनुभव संबंधी योग्यताएं

सारणी-1 : सेवाओं का विवरण एवं शैक्षणिक व अनुभव संबंधी योग्यताएं

| क्र.सं. | सेवा कार्य का विवरण / Description of the services | सेवा प्रदान करने हेतु उपलब्ध कराये जाने वाले सेवा-कर्ताओं की शैक्षणिक व अनुभव संबंधी योग्यताएं | Estimated No. of Person required |
|---------|--|---|----------------------------------|
| (1) | (2) | (3) | (4) |
| 1.1 | महाविद्यालय की विभिन्न लैब शॉप इकाइयों में जांब आधार पर तकनीकी प्रयोगशाला-सहायकीय, तकनीशियन, तकनीकी सहायक (पुस्तकालय) सेवाएँ प्रदान करना (सारणी-1a के अनुसार) To provide Technical-lab assistance, Technician, Technical Assistant (Library) services on job basis in different labs/shops/units of the college (as per Table-1a) | लैब, शॉप, इकाई के कार्य के अनुरूप संबंधित इंजीनियरिंग विषय में डिप्लोमा/आई.टी.आई. या उच्चतर शिक्षा (पुस्तकालय के लिए पुस्तकालय विज्ञान में स्नातक) साथ ही संबंधित विषय का व्यावहारिक ज्ञान। Diploma/ITI in relevant branch of engineering/field as per Lab/Shop/Unit related work or higher qualification (Graduate in Library Science for Library services) along with practical knowledge of the relevant subject. For Computer/AIDS the BCA, MCA and higher qualified candidates are also eligible. | 50 |
| 1.2 | महाविद्यालय की विभिन्न लैब, शॉप, इकाइयों में जांब आधार पर प्रयोगशाला-परिचरीय सेवाएँ प्रदान करना (सारणी-1b के अनुसार) / To provide laboratory attendant services in different labs/shops/units of the college on job basis (as per Table-1b) | आठवीं पास तथा अंग्रेजी का सामान्य अक्षर ज्ञान VIII pass and normal knowledge of English language | 44 |
| 1.3 | महाविद्यालय की विभिन्न इकाइयों में बहुकार्यी-ऑफिस-सहायता सेवाएँ प्रदान करने का कार्य (सारणी-1c के अनुसार) To provide Multi-tasking Office Assistanceservices on job basis in different units of college (as per Table-1c) | लेखाशाखा एवं नये कार्य हेतु बेचलर डिग्री योग्यता के साथ कम्प्यूटर में ज्ञान रखने का प्रमाण पत्र व कम्प्यूटर पर कार्य का व्यवहारिक ज्ञान तथा आफिस कार्य का अनुभव, बिल बनाने का ज्ञान Bachelor's degree with experience in-accounts related works; certificate and practical experience in computer operation; office works; bill and voucher processing, etc. | 18 |

Table 1a: Technical-Lab Assistant/Technician/Technical Assistant (Library) services / तकनीकी-प्रयोगशाला सहायकीय, तकनीशियन एवं तकनीकीसहायक (पुस्तकालय) सेवाएँ:

| SN | विभाग | लैब/शॉप/इकाइयों के ब्लॉक जहां सेवाएँ प्रदान करनी है | मानव संसाधनों की संख्या |
|-----|----------------|---|-------------------------|
| (1) | (2) | (3) | (4) |
| 1. | ए आई & डी एस | (1) डी बी एम एस एवं सॉफ्टवेयर इंजिनियरिंग लैब, (2) मशीन लर्निंग लैब, (3) प्रोग्रामिंग लैब, (4) एआईडीएस प्रोजेक्ट लेब | 04 |
| 2. | कम्प्यूटरविभाग | (1) प्रोजेक्ट लेब, (2) मेट लेब, (3) नेटवर्किंग लैब, (4) ओब्जेक्ट ओरियन्टल लैब, (5) सॉफ्टवेयर इंजिनियरिंग लैब, (6) सेमीनार हॉल, (7) सीटीईई महाविद्यालय एवं विश्वविद्यालय की वेबसाइट अपडेशन व अन्य आई टी सम्बन्धित कार्य। | 07 |


| | | | |
|---------------------------|----------------------------|--|------------|
| 3. | इलेक्ट्रीकल विभाग | (1) मशीन लैब(2)कन्ट्रोल लैब (3) इंस्ट्रुमेंटेशन लैब (4) पावर इलेक्ट्रॉनिक्स लैब (5)सर्किट लैब (6) बेसिक इलेक्ट्रीकल लैब (7) पॉवर सिस्टम्स लैब | 07 |
| 4. | इलेक्ट्रॉनिक्स विभाग | (1) इलेक्ट्रॉनिक्स शॉप, (2) संचार इंजीनियरिंग लैब, (3) माइक्रोवेव व एंटीना लैब, (4) डिजिटल इलेक्ट्रॉनिक्स व माइक्रो प्रोसेसर लैब, (5) प्रथम वर्ष लैब, (6) IOT लैब, (7) सेंसर टेक्नालजी लैब | 07 |
| 5. | मैकेनिकल विभाग | (1) फीटिंग शॉप (2) डाइनामिक्स लैब (3) कैम लैब (4) केड लैब, (5) पैटर्न एवं फाउन्ड्री शॉप | 05 |
| 6. | माइनिंग विभाग | (1) रॉक मैकेनिक्स लैब, (2) मिनरल ड्रेसिंग कम्प्यूटर लैब | 02 |
| 7. | नविनीकरण ऊर्जा विभाग (REE) | नविनीकरण ऊर्जा विभाग | 01 |
| 8. | सिविल विभाग | (1) एप्लाइड मैकेनिक्स लैब, एनडीटी और स्थायित्व लैब(2) पीएचई लैब (3) कम्प्यूटेशनल लैब(4) मॉडल लैब (5) अन्य लैब | 05 |
| 9. | बेसिक साइंस | (1) लेंगेज लैब | 01 |
| 10. | पुस्तकालय | (1)पुस्तकालय | 02 |
| 11. | लेखा शाखा | तकनिकी कार्य | 04 |
| 12. | सामान्य शाखा | तकनिकी कार्य | 02 |
| 13. | छात्र शाखा | तकनिकी कार्य | 02 |
| 14. | मुख्य वार्डन कार्यालय | तकनिकी कार्य | 01 |
| कुल सर्विस पाइंट्स | | | 50* |

Table 1b: Lab attendant services / प्रयोगशाला परिचरीयसेवाएँ:

| S.No. | विभाग | लैब/शॉप/इकाईयों के ब्लाक जहां सेवाएँ प्रदान करनी है | मानव संसाधनों की संख्या |
|-------|--|--|-------------------------|
| (1) | (2) | (3) | (4) |
| 1. | कम्प्युटर विभाग | (1) प्रोजेक्ट लैब, मेट लैब, (2) नेटवर्किंग लैब, ओब्जेक्ट ओरियन्टल लैब, (3) सॉफ्टवेयर इंजिनियरिंग लैब एवं सेमीनार हॉल | 03 |
| 2. | ए आई & डीएस | (1) डी बी एम एस एवं सॉफ्टवेयर इंजिनियरिंग लैब, (2) मशीन लर्निंग लैब, प्रोग्रामिंग लैब | 02 |
| 3. | इलेक्ट्रीकल विभाग | (1) मशीन लैब (2) कन्ट्रोल एवं इंस्ट्रुमेंटेशन लैब(3)पावर इलेक्ट्रॉनिक्सलैब (4)सर्किट लैब(5) बेसिक इलेक्ट्रीकल लैब(6) पॉवर सिस्टम्स लैब | 06 |
| 4. | इलेक्ट्रॉनिक्स विभाग | (1) इलेक्ट्रॉनिक्सशॉप (2) संचारइंजीनियरिंगलैब (3) माइक्रोवेव व एंटीना लैब (4) डिजिटल इलेक्ट्रॉनिक्स व माइक्रोप्रोसेसर लैब | 04 |
| 5. | फार्म मशीनरी एण्ड पावर इंजीनियरिंग विभाग | - | 01 |
| 6. | मैकेनिकल विभाग | (1) रेफ्रीजरेशन और एअरकन्डीशनिंग लैब,ऊष्मा अंतरण लैब(2) हीट इंजन लैब(3) लुहारी शॉप(4) शीट मेटल शॉप(5) डाइनामिक्स लैब,कैम लैब,केड लैब (6) वैल्विंग व कार्पेंटरी शॉप (7) मशीनशॉप | 07 |
| 7. | माइनिंग विभाग | (1) रॉक मैकेनिक्स लैब, (2) मिनरल ड्रेसिंग कम्प्यूटर लैब | 02 |







| | | | |
|-----------------------------|----------------------------|---|------------|
| 8. | सिविल विभाग | (1) एप्लाइड मैकेनिक्स लैब, एनडीटी और स्थापित्व लैब (2) पीएचईलैब,मॉडल लैब(3) कम्प्यूटेशनल लैब (4) मॉडल लैब (5)पीजी लैब | 05 |
| 9. | बेसिक साइंस | (1) इंग्लीश लेंग्वेज लैब, (2) केमिस्ट्री लैब | 02 |
| 10. | प्लेसमेंट ब्यूरो | (1) लेंग्वेज लैब | 01 |
| 11. | पुस्तकालय | (1) पुस्तक बैंक (2) पुस्तकालय रैक हॉल (3)जर्नल सेक्शन (4)वाचनालय, अनिर्गम सेक्शन, इश्यु सेक्शन | 04 |
| 12. | लेखा शाखा | - | 02 |
| 13. | सामान्य शाखा | - | 01 |
| 14. | छात्र शाखा | - | 02 |
| 15. | NewGen, IEDC | - | 01 |
| 16. | प्रशासनिक अधिकारी कार्यालय | - | 01 |
| कुल सर्विस पाइंट्स : | | | 44* |

Table 1c: Multi-tasking Office assistance services / बहुकार्यी-ऑफिस-सहायतासेवाएँ

| SN | विभाग/इकाई जहां सेवाएँ प्रदान करनी है | मानव संसाधनों की संख्या |
|---------------------------|--|-------------------------|
| (1) | (2) | (3) |
| 1. | ए आई & डीएस | 01 |
| 2. | कम्प्यूटरविभाग | 01 |
| 3. | इलेक्ट्रीकल विभाग | 01 |
| 4. | इलेक्ट्रॉनिक्स विभाग | 01 |
| 5. | फार्म मशीनरी एण्ड पावर इंजीनियरिंग विभाग | 02 |
| 6. | नविनीकरण ऊर्जा विभाग (REE) | 01 |
| 7. | प्रोसेसिंग एण्ड फूड इंजीनियरिंग विभाग | 01 |
| 8. | बेसिक साइंस | 01 |
| 9. | पुस्तकालय कार्य | 02 |
| 10. | लेखा शाखा | 02 |
| 11. | छात्र शाखा (01 पीजी, 01 यूजी) | 02 |
| 12. | मुख्य वार्डन कार्यालय | 01 |
| 13. | NewGen, IEDC | 01 |
| 14. | प्रशासनिक अधिकारी / नोडल ऑफिस | 01 |
| कुल सर्विस पाइंट्स | | 18* |

* The service points may be **increased/decreased** while placing the order as per requirement. The service points may further be decreased for certain months during contract period if there is no related work in any lab/unit.

*आवश्यकता अनुसार सेवाओं का कार्यस्थल (service points) में बदलाव संभव है।व आवश्यकता अनुसार सेवा कर्ताओं की संख्या बढ़ाईव घटाई जा सकती हैं

A. तकनीकी-प्रयोगशाला सहायकीय / तकनिशियन एव तकनीकी सहायक (पुस्तकालय) सेवाओं का विस्तार (Scope of Services) तथा ड्यूटी का विवरण

निविदादाता को संबंधित लैब/शॉप/इकाईयों के ब्लॉक्स में निम्न (लैब/शॉप/इकाई की प्रकृति अनुसार यथोचित) कार्यो/ड्यूटी के संतोषप्रद संपादन हेतु पर्याप्त मानव संसाधन प्रदान करने होंगे:

1. लैब/शॉप में प्रायोगिक कक्षाओं के दौरान उपकरणों, मशीनों आदि के चलाने हेतु प्रयोगशालाकार्य सहायता प्रदान करना।

8

Comp

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2. प्रायोगिक कक्षाओं के दौरान उपकरणों, मशीनों आदि को चलाने के सही तरीके की विस्तृत जानकारी छात्रों को समझाना व छात्रों व उपकरणों की सुरक्षा सुनिश्चित करना।
3. कक्षा में कराये जा रहे प्रयोग के तकनीकी पहलुओं के बारे में छात्रों की शंकाओं व प्रश्नों का उत्तर देना।
4. इंचार्ज के निर्देशानुसार मशीनों/उपकरणों आदि का सामान्य रख-रखाव व मरम्मत करना।
5. अध्यापक को छात्रों के लैब कार्य के मुल्यांकन में सहायता करना।
6. पुस्तकालयमें पुस्तकों का वर्गीकरण करना तथा परिग्रहण रजिस्टर में इन्द्राज करना।
7. पुस्तकालयमें वैज्ञानिक पत्रिकाओं के लिये पत्र व्यवहार करना तथा उनका इन्द्राज करना।
8. पुस्तकालयमें वैज्ञानिक पत्रिकाओं की बाइंडिंग हेतु सेट तैयार करना आदि।
9. पुस्तकालय/लैब/इकाई का रिकॉर्ड रखने में सहायता करना।
10. संबंधित इंचार्ज द्वारा बताये गए अन्य कार्य।

B. प्रयोगशाला-परिचरीय सेवाओं का विस्तार (Scope of Services) तथा ड्यूटी का विवरण

निविदादाता को संबंधित लैब/शॉप/इकाईयों के ब्लॉक्स में निम्न (लैब/शॉप/इकाई की प्रकृति अनुसार यथोचित) कार्यों/ड्यूटी के संतोषप्रद संपादन हेतु पर्याप्त मानव संसाधन प्रदान करने होंगे:

1. लैब/शॉप/ इकाई को प्रतिदिन नियत समय पर खोलना/बंद करना।
2. लैब/शॉप/ इकाई की टेबल/स्टूल/फर्नीचर आदि की प्रतिदिन सफाई करना।
3. मशीनों, उपकरणों, अलमारियों, पुस्तकों आदि की प्रतिदिन सफाई करना तथा इंचार्ज के निर्देशानुसार मशीनों/उपकरणों आदि का दैनिक रख-रखाव करना।
4. जहाँ आवश्यक हो, प्रायोगिक कक्षा के पुर्व लोहे की छड़ों, लकड़ी, इत्यादि से छात्रों के लिए निश्चित नाप के जॉब-ब्लॉक तैयार करना।
5. प्रदर्शन व प्रायोगिक कक्षाओं के समय उपकरणों, औजारों, पुस्तकों इत्यादि को आवश्यकता अनुसार अपने स्थान से प्रायोगिक/ प्रदर्शन स्थल/टेबल तक ले जाना व कक्षा समाप्ति के उपरांत पुनः निर्दिष्ट स्थान पर साफ-सफाई कर व्यवस्थित रूप से रखना।
6. प्रायोगिक कक्षाओं के दौरान छात्रों व उपकरणों आदि की सुरक्षा हेतु निगरानी रखना।
7. संबंधित इंचार्ज द्वारा बताये गए अन्य कार्य।

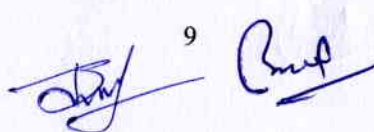
C. बहुकार्यी-ऑफिस-सहायता (Mutli-Tasking Office Assistance) सेवाओंकाविस्तार (ScopeofServices) तथाड्यूटीकाविवरण

निविदादाता को संबंधित इकाईयों के ब्लॉक्स में निम्न (इकाई की प्रकृति अनुसार यथोचित) कार्यों/ड्यूटीके संतोषप्रद संपादन हेतु पर्याप्त मानव संसाधन प्रदान करने होंगे:

1. इकाई संबंधित पत्रव्यवहार की फाइलें संधारित करना।
2. इकाई संबंधितपत्रों, फाइलों, इत्यादि को दुसरेसेक्शन में पहुंचाना।
3. ऑफिस कार्य प्रतिदिन निस्तारित करना।
4. पत्रों को फैक्स, E-Tender, ई-मेल करना।
5. ऑफिस/ इकाई संबंधी पत्र व्यवहार कंप्यूटर पर हिंदी व अंग्रेजी टंकण कार्य करना।
6. बजट बनाना, प्रोजेक्ट के प्रस्ताव बनाना व आँकड़े कम्प्युटर पर डालना।
7. संबंधित इंचार्ज द्वारा बताये गए अन्य कार्य।
8. अंग्रेजी व हिंदी की Spelling का ज्ञान रखना व Sentence building केश्रम के साथ अनुभवी को प्राथमिकता।

सारणी-2: सेवाओ हेतु देय न्युनतम प्रस्तावित राशि

| क्र.सं. | सेवा कार्य का नाम | कर्मचारी को प्रतिमाह देय राशि (₹.) | सेवा प्रदाता द्वारा देय* राशि एवं कमीशन (₹.) | कुल राशि* (₹.) |
|---------|---|------------------------------------|--|---|
| (1) | (2) | (3) | (4) | (7) |
| 1.1 | To provide Technical-laboratory assistance, technician, Technical Assistant (Library) services on job basis in different labs/shops/units of the college (as per Table-1a) महाविद्यालयकी विभिन्नलैब/शॉप/ | 12,600.00 | EPF (12%) 1512.00 + ESI (3.25%) 409.50 + EPF Admin charge (1.1%) 138.6 = 2060.1 | कुल राशि 14660.1 + Commission (SPC) + सेवाकर |





| | इकाईयों में जांब आधार पर तकनीकी – प्रयोगशाला सहायकीय, तकनीशियन, तकनीकी सहायक (पुस्तकालय) सेवाएँ प्रदान करना (सारणी-1a के अनुसार) | | + Commission (SPC) (to be quoted by service provider) | नियमानुसार अतिरिक्त |
|-----|--|----------|---|---|
| 1.2 | To provide laboratory attendant services in different labs/shops/units of the college on job basis (as per Table-1b) महाविद्यालय की विभिन्न लैब/शॉप/इकाईयों में जांब आधार पर प्रयोगशाला-परिचरीय सेवाएँ प्रदान करना (सारणी-1b के अनुसार) | 7,410.00 | EPF (12%) 889.20 + ESI (3.25%) 240.8 + EPF Admin charge (1.1%) 81.5 = 1211.5 + Commission (SPC) (to be quoted by service provider) | कुल राशि 8621.5 + Commission (SPC) + सेवाकर नियमानुसार अतिरिक्त |
| 1.3 | To provide Multi-tasking Office Assistance services on job basis in different units of college (as per table-1c)/ महाविद्यालयकी विभिन्न इकाईयों में बहुकार्यी-ऑफिस-सहायता सेवाएँ प्रदान करनेका कार्य(सारणी-1c के अनुसार) | 9,334.00 | EPF (12%) 1120.08 + ESI (3.25%) 303.35 + EPF Admin charge (1.1%) 102.67 = 1526.10 + Commission (SPC) (to be quoted by service provider) | कुल राशि 10,860.10 + Commission (SPC) + सेवाकर नियमानुसार अतिरिक्त |

- सेवा प्रदाता द्वारा कॉलम नं. 4 के अनुसार **EPF** एवं **ESI** राशि जो नियोक्ता द्वारा देय है एवं **EPF 12 %** एवं **ESI 0.75 %** श्रमिक की मजदूरी से काटकर श्रमिक के **EPF /ESI** खाते में जमा करानी होगी।
- राशि जमा कराने का सबूत विभाग में जमा कराने पर ही सेवा प्रदाता को अगले माह का भुगतान किया जाएगा।
- देय राशि राज्य सरकार द्वारा समय-समय पर जारी अधि सूचना के अनुरूप होगी।
- प्रत्येक सेवा कार्य की निविदा का आंकलन स्वतंत्र रूप से किया जाएगा।

हस्ताक्षर निविदादाता मय मोहर

नाम:

दिनांक:

Section-4: Special Conditions of Contract (SCC)

भाग-4 : अनुबंधकी विशेष शर्तें (SCC)

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

निम्नलिखित ठेके की विशेष शर्तें (SCC) ठेके की सामान्य शर्तों (GCC) की पूरक हैं। विरोधाभास की स्थिति में यहाँ दी गयी शर्तें ठेके की सामान्य शर्तों (GCC) के ऊपर अभिभावी होंगी।

1. योग्यता और मूल्यांकन मापदंड:
तकनीकी निविदा: निविदादाता के पास विधि द्वारा सामान्यतया आवश्यक विभिन्न सरकारी विभागों से अनुमति, रजिस्ट्रेशन, इत्यादि के अतिरिक्त फार्मा B-A में अंकित योग्यताएं व रजिस्ट्रेशन होने चाहिए।
वित्तीय निविदा: वित्तीय निविदा स्वीकृत करने का आधार, तकनीकी मूल्यांकन में अर्हता प्राप्त बोलियों में, कार्य के अनुरूप पर्याप्त श्रम-संसाधन उपलब्ध करने, न्यूनतम मजदूरी दरों का अनुपालन होने का आंकलन होगा। यदि किसी श्रेणी के कामगारों के लिए सरकार द्वारा न्यूनतम मजदूरी तय नहीं है तो उस परिस्थिति में न्यूनतम मजदूरी का आंकलन बोली दस्तावेज़ में कार्य के अनुमानित मूल्य के आधार पर किया जाएगा।
2. निविदाकर्ता को निविदा भरने से पूर्व सभी संबंधित विभागों की लैब/शॉप का निरीक्षण कर कार्य के विस्तार की जानकारी प्राप्त कर कार्य को संतोषप्रद ढंग से संपन्न करने में लगने वाले मानव संसाधन की संख्या का सही-सही अनुमान लगा लेना चाहिए। जहाँ आवश्यक हो वहाँ एक से अधिक व्यक्ति लगाये जायेंगे परन्तु किसी भी स्थिति में एक व्यक्ति के जिम्मे एक से अधिक लैब/शॉप/इकाई ब्लाक (सर्विस पॉइंट) का कार्य नहीं दिया जायेगा।
3. If more than one financial bid comes out to be lowest, in that case the lowest eligible bid will be considered based on the following conditions.
 - 1.1 Local service providing agency with the **Registered office at Udaipur** shall be given preference.
 - 1.2 In case of more than one local bidders are found as L1, the lowest eligible bid shall be the one satisfying the following condition: the lowest local bidders has to show the proofs of qualified service point (i.e., ID and qualification proofs of employees) to be deployed along with the undertaking of the service point to work for the agency. Moreover, the service points have to be presented physically in front of the committee formed by the procuring institution at CTAE, Udaipur on the bidder's own expenditure at scheduled date and time, before award of the contract.
4. अनुबंधकर्ता के द्वारा लगाये जाने वाले समस्त व्यक्तियों की शैक्षणिक योग्यताएं व अन्य अहर्ताएं, इत्यादि मय दस्तावेज संबंधित विभागाध्यक्ष अथवा अधिष्ठाता से स्वीकृत करवानी होगी।
5. यद्यपि अनुबंधकर्ता द्वारा सेवाएं प्रदान करने हेतु रखे हुए व्यक्ति (सेवाकर्ता) अनुबंधकर्ता के ही कर्मचारी माने जायेंगे, परन्तु किसी भी तरह के विवाद की स्थिति से बचने, सेवाएं प्रदान करने हेतु रखे हुए व्यक्तियों के शोषण को रोकने तथा न्यूनतम मजदूरी व श्रम कानूनों की पालना सुनिश्चित करने हेतु अनुबंधकर्ता को कार्य पर रखे व्यक्ति को विगत माह किये गए भुगतानका विवरण शाक्ष्य सहित देना होगा। न्यूनतम मजदूरी, श्रम व अन्य कानूनों के उल्लंघन की शिकायत मिलाने पर संबंधित विभाग को तुरंत कार्यवाही हेतु सूचित कर दिया जायेगा /Every month, the Agency will submit the documentary proofs of PF and ESI deposits to the service point's accounts such EPF's payment confirmation receipt mentioning total deposited amount along with list of employees (service point) and corresponding PF transferred; ESI payment confirmation receipt mentioning total deposited amount along with list of employees (service point) and corresponding SI transferred or any other proof as desired by the procuring entity/institution.
6. माह के अंत में बिल के साथ सभी संबंधित विभागाध्यक्षों/इन्चार्जों से संतोषप्रद सेवाएं देने का प्रमाण पत्र प्रस्तुत करना होगा।
7. सेवाकर्ताओं को बार-बार परिवर्तित नहीं किया जायेगा। अपरिहार्य परिस्थिति में किसी व्यक्ति को परिवर्तित करना आवश्यक होने पर संबंधित विभागाध्यक्ष अथवा अधिष्ठाता से स्वीकृत लेनी होगी।

8. सेवाकर्ताओं को प्रतिदिन कार्यालय समय के अनुसार प्रत्येक कार्यदिवस पर कार्यस्थल पर उपस्थित होना होगा। इनका समय आवश्यकतानुसार नियत किया जा सकेगा।
9. अवकाश आदि के दौरान भी यदि आवश्यक हुआ तो व्यक्तियों को ड्यूटी पर तैनात करना होगा। सेवाकर्ता कभी भी पुर्वानुमति के ड्यूटी से अनुपस्थित नहीं होंगे। माह में एक दिन से अधिक अनुपस्थित रहने पर भुगतान अनुपातिक आधार पर किया जायेगा।
10. कायदेशि देते समय सर्विस पॉइंट्स की संख्या में नियमानुसार कमी/बढ़ोतरी की जा सकती है। अनुबंध की अवधि के दौरान कार्य की आवश्यकता नहीं होने पर किसी माह/अवधि में सर्विस पॉइंट्स की संख्या में कमी की जा सकती है। ऐसी स्थिति में भुगतान अनुपातिक आधार पर किया जायेगा।
11. कार्य पर लगाये जाने वाले व्यक्तियों की आयु 18 वर्ष से कम व 60 वर्ष से अधिक नहीं होगी।
12. सेवाकर्ता द्वारा चोरी अथवा लापरवाही के कारण होने वाले नुकसान का हर्जाना निविदादाता को देना होगा। इस हेतु चोरी गई वस्तु का बाजार मुल्य चुकाना होगा अथवा उस वस्तु को पुनः स्थापित करना होगा।
13. यह अनुबन्ध एक वर्ष के लिए ही किया जायेगा। अनुबन्ध की शर्तों के अनुसार संतोषप्रद सेवाएं देने पर नियमानुसार अवधि का एक और वर्ष के लिए नवीनीकरण किया जा सकेगा, जो निविदादाता को स्वीकार्य होगा।
14. यदि सफल निविदादाता निविदा शर्तों के अनुसार समय पर व संतोषप्रद कार्य नहीं कर पाता है तो अधिष्ठाता को परिस्थिति अनुसार एक माह का नोटिस देकर अनुबन्ध समाप्त करने का पूर्ण अधिकार होगा। ऐसी अवस्था में अमानत/ घरोहर राशि जब्त की जासकेगी एवं अन्य दण्डराशि देय बिल में से काटली जायेगी। / If the performance of the agency is not found to be satisfactory as per operational parameters set out of the bid or not in conformity with the terms and conditions of the bid, the contract shall be terminated even before the scheduled time by giving advance notice of one month to this effect.
15. आयकर अधिनियम के अनुसार निविदादाता को देय भुगतान में से आयकर स्तोत पर ही काटकर आयकर विभाग को जमा करा दिया जायेगा।
16. निविदादाता का राज्य सरकार के श्रम विभाग से पंजीकृत होना आवश्यक होगा। सेवा कार्य में प्रदत्त व्यक्तियों पर श्रम कानूनों की अक्षरसः पालना अनुबन्धकर्ता को करनी होगी। पंजीकरण प्रमाण-पत्र की प्रमाणित प्रतिलिपि प्रस्तुत करनी होगी।
17. अनुबन्धकर्ता को केन्द्र/राज्य सरकार के श्रम नियोजन के नियमों द्वारा अधिकृत होने पर ही अनुबन्ध मान्य होगा। श्रम विभाग द्वारा राजस्थान दुकान एवं वाणिज्य संस्थान अधिनियम 1958 के नियम-4 (प्रपत्र-3) की पंजीकरण की सत्यापित प्रतिलिपि संलग्न करना आवश्यक है।
18. यदि निविदाकर्ता सेवाकर के दायरे में आता है तो उसे तकनीकी/वित्तीय निविदा प्रपत्रों में सेवाकर की राशि/दर स्पष्टतया दर्शानी होगी। यदि निविदाकर्ता ऐसा नहीं करता है तो सेवाकर शुन्य माना जायेगा और विभाग द्वारा भविष्य में भी कोई सेवाकर का भुगतान नहीं किया जायेगा तथा सरकार को सेवाकर चुकाने की ज़िम्मेदारी निविदादाता की होगी। यदि सरकार के नियमों के अंतर्गत सेवाकर की राशि महाविध्यालय को जमा करवाने का प्रावधान होता है तो नियमानुसार राशि सेवा-प्रदाता के बिल में से काटकर सीधे राजकोष में जमा करवाई जाएगी।
19. अनुबन्धकर्ता को प्रथम माह के बाद के बिलों का भुगतान पिछले बिल की सेवाकर की राशि राजकोष में जमा करवाए जाने का प्रमाण दिए जाने पर ही किया जायेगा।
20. अनुबन्धकर्ता द्वारा अनुबन्ध की राशि में सेवाकर्ता को भविष्यनिधि अथवा अन्य भत्ते की राशि सम्मिलित है तथा विश्वविध्यालय अलग से किसी भी मद में निविदाकर्ता द्वारा उद्धृत(quote)राशी के अतिरिक्त कोई भुगतान अदा नहीं करेगा।
21. If the agency pays the amount less than the minimum wages or payment is not made timely to the deployed person, the university will have right to transfer the payment directly into the a/c of deployed person after verification by the competent authority. The service charge only be paid to the agency. / यदि एजेंसी न्यूनतम मजदूरी से कम राशि का भुगतान करती है या नियोजित व्यक्ति को समय पर भुगतान नहीं किया जाता है, तो सक्षम प्राधिकारी

- द्वारा सत्यापन के बाद भुगतान को सीधे तैनात व्यक्ति के खाते में स्थानांतरित करने का अधिकार विश्वविद्यालय के पास होगा। सेवा शुल्क केवल एजेंसी को भुगतान किया जाना चाहिए।
22. वित्तीय बिड में प्रस्तावित दर "शून्य" प्रतिशत मान्य नहीं होगी।
23. सशर्त निविदा स्वीकार योग्य नहीं होगी।
24. The Bidder/Agency shall be responsible for all injuries and accidents to persons employed by them and in no circumstances CTAE/MPUAT will be liable to compensate in any which way. / बोलीदाता/एजेंसी उनके द्वारा नियोजित व्यक्तियों की सभी चोटों और दुर्घटनाओं के लिए जिम्मेदार होंगे और किसी भी परिस्थिति में CTAE/MPUAT किसी भी तरह से क्षतिपूर्ति के लिए उत्तरदायी नहीं होंगे।
25. The Bidder/Agency shall be responsible for the good conduct and behaviour of persons deployed at service points. / सेवा केन्द्रों पर तैनात व्यक्तियों के अच्छे आचरण और व्यवहार के लिए बोलीदाता/एजेंसी जिम्मेदार होगी।
26. The Bidder/Agency shall not appoint any sub-agency to carry out any obligations under the contract. / बोलीदाता/एजेंसी अनुबंध के तहत किसी भी दायित्व को पूरा करने के लिए किसी उप-एजेंसी की नियुक्ति नहीं करेगा।
27. Any dispute arising out of this contract shall be subjected within jurisdiction at Udaipur, Rajasthan only. / इस अनुबंध से उत्पन्न होने वाले किसी भी विवाद को केवल उदयपुर, राजस्थान के अधिकार क्षेत्र में ही निपटाया जाएगा।

निविदा की उपरोक्त सभी शर्तें स्वीकार हैं।

Note: Along with technical and financial bid submission and other relevant documents, the Bidder is required to submit this **Special Conditions of Contract (SCC)**, duly signed with seal, during submission of Technical bids. The incomplete documents submission is liable to rejection.

दिनांक:

हस्ताक्षर निविदादाता मय मोहर

नाम:

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Section-5: General Conditions of Contract (GCC) (General Terms & Conditions of Tender)

भाग-5: अनुबंध की सामान्य शर्तें
(टेंडर की सामान्य नियम व शर्तें)

1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- (i) "Act" Means the Rajasthan Transparency in Public Procurement Act, 2012
- (ii) "Completion" means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (iii) "Contract" means the Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, specifications and codes and all documents incorporated by reference therein.
- (iv) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- (v) "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (vi) "Day" means calendar day.
- (vii) "Delivery" means the transfer of the Goods from the Supplier to the Procuring Entity in accordance with the terms and conditions set forth in the Contract.
- (viii) "GCC" mean the General Conditions of Contract
- (ix) "Goods" means all of the commodities, raw material, machinery and equipment, documents, guarantees/warrantees and/or other materials that the Supplier is required to supply to the Procuring Entity under the Contract.
- (x) "Procuring Entity" means the Entity purchasing the Goods and Related Services, as specified in the BDS.
- (xi) "Related Services" means the services incidental to the supply of the Goods, such as insurance, installation, training and initial maintenance, commissioning of equipment or machinery and other similar obligations of the Supplier under the Contract.
- (xii) "Rules" means the Rajasthan Transparency in Public Procurement Rules, 2013
- (xiii) "SCC" means the Special Conditions of Contract.
- (xiv) "Subcontractor" means any natural person, private or government Entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (xv) "Supplier" means the natural person, private or government Entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Procuring Entity and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- (xvi) "The Site" where applicable, means the place of delivery, installation, testing/commissioning of the goods/equipment or machinery or any other place named in the Bid Document.
- (xvii) If the context so requires it, singular means plural and vice versa.
- (xviii) The term "in writing" means communicated in written form through letter, fax, e-mail etc. with proof of receipt.
- (xix) If the context so requires it, the term bidder, supplier, contractor and service provider shall have the same meaning.
- (xx) Supply of Goods means Supply of Goods and Completion of related services, if any.
- (xxi) If the context so requires, the terms "Goods & Related Services" and "Services" shall have same meaning.

2. GENERAL

2.1 Language of Bid and Contract

2.1.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Entity, and the Contract shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the Bid by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages duly accepted by the Bidder in the language specified in the BDS, in which case, for purposes of interpretation of the Bid, such translation shall govern.

2.2.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

2.2 **Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. The cost of bidding document shall neither be refunded no adjusted towards any subsequent bid in any case.

2.3 Code of Integrity and Conflict of Interest

2.3.1 Any person participating in the procurement process shall have to abide by the Code of Integrity and

- shall not have any Conflict of Interest (as defined in the Act and Rules). Every bidder shall be required to submit an undertaking as per the format given in the bidding documents to this effect.
- 2.3.2 The Procuring Entity shall take legal action against the Supplier under Section 11(3), 46 and chapter IV of the Act, if it breaches any provisions of the Code of Integrity, or is determined to have engaged in corrupt, fraudulent, coercive or collusive practices in competing for the Contract or execution of the Contract.
- 2.4 Eligible Bidders**
- 2.4.1 A Bidder may be a natural person, private Entity, government-owned Entity or, if permitted in the Bidding documents, any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture [JV], Consortium or Association.
- 2.4.2 A Bidder, and all parties constituting the Bidder, shall have the nationality of India. In case of International Competitive Bidding or Joint Venture, Consortium or Association (where permitted), the nationality of the Bidder and all parties constituting the Bidder shall be of India or a country not declared ineligible by Government of India.
- 2.4.4 A Bidder should not have a conflict of interest in the procurement in question as stated in the Rule 81 and this Bidding document.
- 2.4.4 A Bidder debarred under section 46 of the Act shall not be eligible to participate in any procurement process undertaken by, if debarred by the State Government or the Procuring Entity.
- 2.4.5 In case a prequalification, empanelment or registration process has been conducted prior to the Bidding process, this Bidding will be open only to the pre-qualified, empanelled or registered Bidders.
- 2.4.6 Each Bidder shall submit only one Bid except in case of alternative bids, if permitted.
- 2.4.7 No Bidder who is not registered under the Sales Tax Act prevalent in the State where his business is located shall Bid. The Sales Tax Registration Number should be quoted and a GST/ Sales Tax Clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the Bid is liable to be rejected.
- 2.5 Eligible Goods and Related Services**
- 2.5.1 All Goods and Related Services to be supplied under the Contract shall have India as their country of origin or a country which has not been declared ineligible by Government of India. Bidders shall complete the country of origin declarations in the Price Schedule Forms, if so indicated.
- 2.5.2 If so required in the Bid Document a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorisation using the form included in the Bid document to demonstrate that it has been duly authorised by the manufacturer or producer of the Goods to supply these Goods in India.
- 2.6 Sale of Bidding Document**
- 2.6.1 (i) The sale/download of the Bid Document shall be open for a period as specified in the BDS. The prospective Bidders may also download the Bidding Document from the website of the Procuring Entity/ State Public Procurement Portal and pay its price while submitting the filled-up Bidding Document to the Procuring Entity or e-procurement gateway, as the case may be.
- (ii) Bidding Document purchased by Principal of any concern may be used by its authorised sole selling agents/ marketing agents/ distributors/ sub-distributors and authorised dealers or vice versa.
- 2.6.2 The Procuring Entity is not responsible for the completeness of the Bidding Document and its addenda, if they were not obtained directly from the Procuring Entity or not downloaded correctly from the Procuring Entity's website/ State Public Procurement Portal.
- 2.7 Clarification of Bidding Document and Pre-Bid Conference**
- 2.7.1 A Bidder requiring any clarification of the Bidding Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the BDS.
- 2.7.2 The Bidder or his authorised representative is invited to attend the Pre-Bid Conference, if provided for in the BDS. The purpose of the Pre-Bid Conference will be to clarify issues and to answer questions on any matter related to this procurement that may be raised at that stage.
- 2.7.3 The Bidder is requested, to submit questions in writing, to reach the Procuring Entity not later than one week before the Pre-Bid Conference.
- 2.7.4 Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder.
- 2.8 Amendment of Bidding Document**
- 2.8.1 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all Bidders who have obtained the Bidding Document directly from the Procuring Entity. It shall also be uploaded on the websites of the Procuring Entity and State Public Procurement Portal for prospective bidders to download.
- 2.9 Alternative Bids:** Unless otherwise specified in the BDS, alternative Bids shall not be considered.
- 2.10 Withdrawal, Substitution and Modification of Bids**
- 2.10.1 A Bidder may withdraw, substitute or modify its Bid Proposal after it has been submitted by sending a written Withdrawal/ substitutions/ modifications etc. Notice, duly signed by the Bidder or its authorised representative, and shall include a copy of the authorisation. The corresponding Withdrawal, Substitution or Modification of the Bid must accompany the respective written Notice. All Notices must be:
- submitted in accordance with relevant ITB Clauses for submission of bids, the respective inner and outer envelopes shall be clearly marked "WITHDRAWAL", "SUBSTITUTION", or "MODIFICATION"

- and
ii. received by the Procuring Entity prior to the deadline specified by the Procuring Entity for submission of Bids.

3. PREPARATION OF BIDS

3.1 Documents Establishing the Eligibility of the Bidder

- 3.1.1 To establish their eligibility in accordance with GCC Clause [Eligible Bidders], Bidders shall submit documents as asked in appropriate bid submission sheets (BSS).

3.2 Documents Establishing the Qualifications of the Bidder

- 3.2.1 To establish its qualifications to perform the Contract, the Bidder shall submit as part of its Technical Proposal the documentary evidence indicated for each qualification criteria specified under Evaluation and Qualification Criteria in the Bidding Document.

3.3 Documents, Samples, Tests & Trials Establishing the Conformity of the Goods and Related Services to the Bidding Document

- 3.3.1 To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Bid, the documentary evidence as asked in the technical Bid submission form (specifications, designs and drawings and conformance to BIS or other acceptable codes) and where asked for, supply samples, demonstrates trials or carry out tests as specified in Section [Schedule of Supply] and any amendment thereof issued. If indicated, a duly signed statement of deviations and exceptions to the provisions of the Section [Schedule of Supply] should be given by the bidder.
- 3.3.3 Bids for articles, if any, specified in Section [Schedule of Supply] shall be accompanied by two sets of samples of the articles bid, where asked for, properly packed and marked with Name & address of the bidder, Bid Reference No. and the Name of item.
The samples should reach before the due date of opening of bid or technical bid. The bidder himself has to arrange for the delivery of samples to the Procuring Entity's office and the Procuring Entity shall not be responsible for getting these released from Railways. Courier, etc. No-fulfilment of this clause may make the bid unresponsive.
- 3.3.3 The Procuring Entity may retain the approved samples till the completion of all supplies to ensure that the supply conforms to the approved samples.
- 3.3.4 The Procuring Entity will not be responsible for any damage, wear and tear, or loss during testing, examination, etc. during the period these approved or unapproved samples are retained. Approved/unapproved samples shall be collected by the Bidders at his own cost. The uncollected samples shall be forfeited and no claim for their cost, etc. shall be entertained.

3.4 Period of Validity of Bids

- 3.4.1 Bids shall remain valid for the period specified in the BDS or Bidding documents after the Bid submission deadline date as specified by the Procuring Entity. A Bid valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 3.4.2 In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.

3.5 Currencies of Bid.

- 3.5.1 The unit rates and the prices shall be quoted by the Bidder entirely in Indian Rupees unless otherwise specified in BDS in case of International Competitive Bidding (ICB). All payments shall be made in Indian Rupees only, unless otherwise specified in the BDS.
- 3.5.2 If equipment is imported, the Procuring Entity may open L.C. in favour of the Principal but all the other formalities relating to import (clearing, etc.) are to be completed by the successful bidder at his cost. The bidder can avail facilities against our Excise/Custom Exemption certificate. The bidder should have Custom Bonded Warehouse facilities.

3.6 Bid Prices And Discounts

- 3.6.1 All items in the Schedule of Supply must be specified/ listed and priced separately in the Price Schedules. If a Price Schedule shows items specified / listed but not priced, these may be marked as Not Quoted.
The rate quoted should be inclusive of all requisite accessories. The details of accessories are to be clearly mentioned in bid document by the bidder. The rates of optional accessories if any be quoted separately.
- 3.6.2 The price to be quoted in the Bid Submission Sheet shall be the total price of the Bid excluding any discounts offered.
- 3.6.3 The Bidder shall quote separately any unconditional discounts, only if permitted explicitly in BDS, and show the methodology for their application in the Financial Bid Submission Sheet.
- 3.6.4 Prices quoted by the Bidder shall be fixed during the Bidder's Performance of the Contract and not subject to variation on any account, unless otherwise specified in the BDS. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected. However, if in accordance with the BDS, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a Bid submitted with a fixed price quotation shall not be rejected, but the

price adjustment shall be treated as zero.

- 3.6.7 All rates quoted must be FOR destination and should include all incidental charges except Central/Rajasthan Sales Tax/ GST, Entry Tax, which should be shown separately. No cartage or transportation charges will be paid by Procuring Entity and the delivery (including unloading and stacking etc.) of the Goods shall be given at the designated premises of the Procuring Entity.

5. BID SECURITY

- 5.1 Unless otherwise specified in the BDS, the Bidder shall furnish as part of its Bid, a Bid Security in original form and in the amount and currency specified in the Bidding documents.
- 5.2 Bid Security shall be 2% of the estimated value of subject matter of procurement put to bid or as specified by the State Government. In case of Small Scale Industries of Rajasthan it shall be 0.5% of the value of the quantity offered for supply and in case of Sick Industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction; it shall be 1% of the estimated value of Bid. Concession Bid Security shall be applicable for certain category of bidders as the rules in force.
- 5.3 The Bid Security may be given in the form of cash, a banker's cheque or bank demand draft or bank guarantee, in specified format, of a Scheduled Bank in India. The bid security instrument (BC/DD) must be in the name of the Procurement Entity as indicated in the BDS.
- 5.4 In lieu of Bid Security, a Bid Securing Declaration shall be taken from Departments/Bodies of the State/Central Government as per Rules. For the Bid Securing Declaration the Bidder shall use the form included in Section [Bidding Forms & Annexures].
- 5.5 Bid Security instrument or cash receipt of Bid Security or a Bid securing declaration shall necessarily accompany the sealed Bid. Any Bid not accompanied by Bid Security or Bid Securing Declaration, if not exempted, shall be liable to be rejected.
Request for adjustment of bid security deposited in earlier bids or deduction from the bills shall not be entertained. Bid Security shall not earn any interest.
- 5.7 The Bid Security taken from a Bidder shall be forfeited in the following cases, namely:-
- when the Bidder withdraws or modifies his Bid after opening of Bids; or
 - when the Bidder does not execute the agreement within the specified time after issue of letter of acceptance/ placement of supply order; or
 - when the Bidder fails to commence the supply of the Goods or Related Services as per supply order within the time specified; or
 - when the Bidder does not deposit the Performance Security in the specified time period after the supply / work order is placed;
 - if the Bidder breaches any provision of the Code of Integrity prescribed for Bidders specified in the Act, Chapter VI of the Rules and the Bid Document; or
 - if the Bidder does not accept the correction of its Bid.

6. OPENING, EVALUATION AND COMPARISON OF BIDS

6.1 Opening of Bids

- 6.1.1 The Bids shall be opened on the date, time and place specified in the BDS by the Bids opening committee in the presence of the Bidders or their authorised representatives who choose to be present.

The bidder or his authorized representative, if asked, should come prepared for technical presentation and demonstration on the date of opening of the bid and may be required to stay next day also.

- 6.1.2 If electronic Bidding is adopted, specific electronic Bids opening procedure as specified on the State Public Procurement Portal shall be followed. The Bidders may witness the electronic Bid opening procedure online.

- 6.1.3 If the date of opening of financial bids needs to be extended to enable evaluation of a large number of technical bids received, the changed date and time shall be communicated through the website of the Procuring Entity. It shall also be communicate telephonically only to the bidders who attended the technical bid.

- 6.1.4 In case the date of opening of bids happens to be a holiday, then the bids shall be opened on the next working day.

6.2 Evaluation of Responsiveness of Technical Bids

- 6.2.2 The Procuring Entity shall examine the technical aspects of the Bid in particular, to confirm that requirements of Section [Schedule of Supply] have been met without any material deviation or reservation.

- 6.2.3 The Procuring Entity shall also examine the Bids to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.

6.3 Correction of Arithmetical Errors in Financial Bid

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

- 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;
- 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.
- 6.3.2 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.
- 6.4 Price and/ or Purchase Preference**
- 6.4.1 Price and/ or Purchase Preference, if applicable, shall be given in accordance with the policy of State Government notified / prevalent at the time of issue of NIT/NIB.
- 6.5 Evaluation of Financial Bids**
- 6.5.2 Unless otherwise specified in BDS, the evaluation of the total Price of a Bid shall be the price of delivering the Goods and Related Services at the site(s) or place(s) of delivery specified in Bidding documents, including all taxes and duties payable on them, insurance, transport, loading, unloading, erecting, stacking, testing, commissioning, etc. The Procuring Entity shall make its own estimates of these costs, if the same has not been included or mentioned clearly by the bidder.
- 6.5.3 The Procuring Entity will make its own assessment of the cost of all quantifiable minor deviations or deficiencies from the technical requirements or any nonmaterial nonconformities and minor omissions for the purpose of ensuring fair comparison of Bids.
- 6.5.4 i. In comparing the rates quoted by firms from outside Rajasthan and those in Rajasthan but not entitled to Price Preference, the element of Rajasthan GST shall be excluded whereas that of Central Sales Tax shall be included for comparison of rates.
ii. While comparing the rates in respect of firms within Rajasthan the element of Rajasthan Sales Tax / GST shall be included.
- 6.5.5 The comparative chart of prices generated by the e-procurement portal for online e-procurement, if any, shall only be for reference purpose. It is clarified that the ranking of bidders as L-1 (or H-1, if appropriate) will be determined on the basis of comparative chart generated by the Procuring Entity in accordance with the terms and conditions of the bid and the Rules.
- 6.6 Post qualification of the Bidder**
- 6.6.1 The Procuring Entity shall determine to its satisfaction that the Bidder that is selected as the lowest Bidder is qualified to perform the Contract satisfactorily.
- 7 PROCURING ENTITY'S RIGHT TO ACCEPT ANY BID, AND TO REJECT ANY OR ALL BIDS**
- 7.1 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 Contract award without assigning any reasons thereof and without thereby incurring any liability to the Bidders.
- 8. ACCEPTANCE OF THE SUCCESSFUL BID AND AWARD OF CONTRACT**
- 8.1 The Procuring Entity after considering the recommendations of the Bid Evaluation Committee and the conditions of Bid, if any, financial implications, samples, test reports, etc., shall accept or reject the successful Bid and shall inform the successful Bidder in writing, by registered post or email, that its Bid has been accepted.
- 8.2 If the issuance of formal letter of acceptance (LOA) is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the successful Bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the successful Bidder given in its Bid.
- 9 SIGNING OF CONTRACT**
- 9.1 In the written intimation of acceptance of its Bid sent to the successful Bidder, it shall also be asked to execute an agreement in the format given in the Bidding Document on a non-judicial stamp of requisite value at his cost and deposit the amount of Performance Security or a Performance Security Declaration, as applicable, within a period specified in the BDS or where the period is not specified in the BDS, then within fifteen days from the date on which the LOA or LOI is dispatched to the Bidder. Until a formal contract is executed, LOA or LOI shall constitute a binding contract.
- 9.2 If the Bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required Performance Security or Performance Security Declaration, as the case may be, within the specified time period, the Procuring Entity shall take action against the successful Bidder as per the provisions of the Act and the Rules. The Procuring Entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance on the rates of lowest Bidder to the next lowest responsive Bidder.
- 10.1 PROCURING ENTITY'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD**
- 10.1.1 At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Documents may be increased or decreased. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- 10.1.2 If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document or postpones the procurement to any later date and/or withdraws in part due to change in circumstances or for any other reason(s), the Bidder shall not be entitled for any claim or compensation whatsoever against the Procuring Entity except otherwise provided in the Conditions of Contract. The Procuring Entity's decision in this regard shall be final and binding on the Contractor.

- 11. DIVIDING QUANTITIES AMONG MORE THAN ONE BIDDER AT THE TIME OF AWARD**
- 11.1 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.
- 12. INTERPRETATION OF CONTRACT**
- 12.1 **Contract Documents:** Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, supplementary, and mutually explanatory.
- 12.2 **Entire Agreement:** The Contract constitutes the entire agreement between the Procuring Entity and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- 12.3 **Amendment:** No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorised representative of each party thereto.
- 12.4 **Non-waiver**
- (i) Subject to GCC Sub-Clause (ii) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (ii) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorised representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- 12.5 **Severability:** If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
- 12.7 **Governing Law:** The Contract shall be governed by and interpreted in accordance with the laws of India and the State of Rajasthan.
- 12.8 **Assignment:** Neither the Procuring Entity nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party with recorded reasons. Such assignment shall not relieve the Supplier or the Procuring Entity of their respective obligations under the Contract.
- 12.9 Subcontracting**
- 12.9.1 The Supplier shall not sublet or assign the Contract or its any part to anyone without the prior written approval of the Procuring Entity. The Supplier shall notify the Procuring Entity in writing of all subcontracts to be awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract. The capability details of such subcontractors shall be provided to the Procuring Entity who shall evaluate and take a decision as to whether approve it or not, if not initially approved during the evaluation of the bid.
- 12.9.2 Subcontractors, if permitted, shall comply with all the provisions of the contract.
- 13. JOINT VENTURE, CONSORTIUM OR ASSOCIATION AND CHANGES IN THE CONSTITUTION OF THE SUPPLIER**
- 13.1 If the Supplier is a Joint Venture, Consortium, or Association all the parties shall sign the Contract except in case of the Joint Venture, Consortium or Association is a registered Firm or Company. All the parties shall be jointly and severally liable to the Procuring Entity for the fulfilment of the provisions of the Contract and shall designate one party to act as a lead partner with authority to bind and represent the Joint Venture, Consortium, or Association.
- 13.2 The structure/composition or the constitution of the Supplier as a firm, joint Venture, Consortium, or Association shall not be altered without the prior consent of the Procuring Entity.
- Any change in the structure/ constitution of the firm, etc., shall be notified forthwith by the Bidder in writing to the Procuring Entity and such change shall not relive any former member of the firm, etc., from any liability under the contract.
- The status of the lead partner/ representative of the Joint Venture, Consortium or Association as a major stake holder shall not change without the consent of the Procuring Entity. Any new major stake holder must agree to abide by all terms and conditions of the contract.
- No new partner/partners shall be accepted in the firm by the Bidder in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Procuring Entity a written agreement to this effect. The Bidder's 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.

14. SCOPE OF SUPPLY

14.1 The Goods and Related Services (or Services) to be supplied shall be as specified in Section [Schedule of Supply/Services].

14.2 Unless otherwise stipulated in the Contract, the Scope of Supply shall include, at the supplier's cost, all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery and Completion of the Goods and Related Services as if such items were expressly mentioned in the Contract.

15. SUPPLIER'S RESPONSIBILITIES

15.1 The Supplier shall supply all the Goods and Related Services/Services included in the Scope of Supply in accordance with the provisions of the Contract.

16. PROCURING ENTITY'S RESPONSIBILITIES

16.1 Whenever the supply of Goods or Related Services requires that the Supplier obtain permits, approvals, and import and other licenses from local public authorities, the Procuring Entity shall, if so requested by the Supplier, shall make its best effort to support the Supplier in complying with such requirements in a timely and expeditious manner.

17. DELIVERY & COMPLETION SCHEDULES

17.1 The Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Bidding Documents or as finally approved in Approval order.

18. EXTENSIONS OF TIME

18.1 If at any time during performance of the Contract, the Supplier or its Subcontractors should encounter conditions impeding timely delivery of the Goods/Service pursuant to GCC Clause [Delivery & Completion Schedules], the Supplier shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages depending on the nature of causes of delay, by issuing an amendment of the Contract.

18.2 Except in case of Force Majeure, as provided under relevant GCC Clause, or reasons beyond the control of the Supplier under relevant GCC Clause, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause [Liquidated Damages].

19. INDEMNITY, PATENT AND COPYRIGHT

19.1 The Supplier shall indemnify and hold harmless the Procuring Entity and its employees, officers, authorised agents, Officer-in-Charge and its successors from and against any and all liability, suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Procuring Entity may suffer as a result of supply of goods/service by the contractor or any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of supply of Goods to and use by the Procuring Entity. Provided that such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract.

19.2 Contractor further agrees at his cost to defend, indemnify and hold the Procuring Entity harmless and indemnified from all or any liability or penalty which may be imposed by the Central, State or Local authorities, etc. or any other civil or criminal court, tribunals by reason of any violation by contractor or his sub-contractor/s of such laws, regulations or requirements and also from all claims, suits, or proceedings that may be brought against the Procuring Entity arising under or out of or by reasons whatsoever by Goods/Services/work provided for by this contract, by third parties, or by Central or State Govt. authorities or any administrative or quasi-judicial tribunal.

19.2 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in above Sub-Clauses, the Supplier shall at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

19.3 If the Supplier fails to conduct any such proceedings or claim, then the Procuring Entity shall have the power (without being bound to do so) to defend, contest or compromise any such claim, demand or cause of action. Any amount that may become payable by the Procuring Entity and any cost, expense, etc. that may be incurred by the Procuring Entity in this behalf, shall also be recoverable from the Contractor.

19.4 All sums payable by way of compensations under any of these conditions shall be considered as reasonable compensation to be applied to the use of the Procuring Entity without reference to the actual loss or damage sustained and whether or not any damage shall have been sustained.

20. DAMAGE TO PROPERTY

20.1 The Contractor including his sub-contractor(s), if any, shall be responsible for making good at his cost to the satisfaction of the Procuring Entity any loss or any Procuring Entity or its employees/students, if such losses or damages is due to fault and/or negligence or wilful acts, omission, and/or any other reason whatsoever of the Contractor and/or his sub-contractor/s, their employees, agents, representative etc.



21. CONFIDENTIAL INFORMATION

- 21.1 In addition to the requirements of the provisions of Section 49 of the Act and Rule 77 of the Rules regarding Confidentiality, the Procuring Entity and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Procuring Entity to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under this Clause. However, in case of electronic data or information, the Procuring Entity may not hold such responsibility for access to data on line by any third party.
- 21.2 The obligation of a party under GCC Sub-Clause(s) above, however, shall not apply to information that:
- (a) the Procuring Entity needs to share with the Government or; now or hereafter enters the public domain through no fault of the Procuring Entity;
 - (b) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- 21.3 The provisions of this shall survive completion or termination, for whatever reason, of the Contract.

22. CONTRACT PRICE AND PAYMENTS

22.1 Contract Price

- 22.1.1 The Contract Price shall be as specified in the Agreement or Approval subject to any additions and adjustments thereto, or deductions therefore, as may be made pursuant to the Contract.
- 22.1.2 Prices charged by the Supplier for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments, if approved.
- 22.1.3 Price Fall Clause: In the event of the supplier accepting lower prices for supplies covered under this contract to any other customer during the pendency of the contract, the lower price and charges will also be applicable to this contract. The supplier must intimate the Procuring Entity as soon as the contractor accepts the lower process from any other company including PSU and Government organisations.

22.2 Terms of Payment

- 22.2.1 The terms of payment of the Contract Price shall be as specified in the Approval orders/ Agreement.
- 22.2.2 The Supplier's request for payment shall be made to the Procuring Entity in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted upon fulfilment of all the obligations stipulated in the Contract. All remittance charges shall be borne by the Supplier.
- 22.2.3 The currency in which payments shall be made to the Supplier under this Contract shall be Indian Rupees unless otherwise specified in the SCC.
- 22.2.4 In case of disputed items, 10 to 25% of the amount of the price of such items may be withheld and will be paid on settlement of the dispute.
- 22.2.5 Payment in case of those Goods which need trials or testing/inspection as specified in Section [Schedule of Supply] shall be made only when such trials or tests have been carried out and trials or test/inspection results received conforming to the prescribed specifications.
- 22.2.6 Advance Payment will not be made except in rare and special cases and as provided for in the Contract. In case of advance payment being made, it shall be to the extent and on conditions, interest at the prevailing bank rates and against a confirmed bank guarantee for 100% of the advance as provided in the SCC. The amount of advance shall be used exclusively for supplies against the Contract. If advance payment is to be made after despatch of Goods by the Supplier, it will be made after presenting the proof of dispatch through the bank and prior inspection, if any. The balance if any will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection note given to the Supplier.

22.3 Taxes and Duties

- 22.3.1 For Goods supplied from outside India or within India, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed/ incurred until delivery of the contracted Goods at site to the Procuring Entity outside India.
- 22.3.2 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in India, the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

23. Change Orders and Contract Amendments

- 23.1 The Procuring Entity may at any time order the Supplier through Notice to make changes, within the general scope of the of the Contract in any one or more of the following:
- i. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity

- ii. the method of shipment or packing;
 - iii. the place of delivery; and
 - iv. The Related Services to be provided by the Supplier.
- 23.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Procuring Entity's change order.
- 23.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
- 23.4 Additional quantity (up to 50% or as provided in the Rules) may be procured by placing a repeat order on the rates and conditions of the original order. If the Supplier fails to do so, the performance security may be forfeited and the supplier be banned. The Procuring Entity shall also be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

24. PERFORMANCE SECURITY

- 24.1 The Supplier shall, within fifteen (15) days or a different period, if specified in SCC, of the Notification of Award, sign the Contract Agreement and provide a Performance Security or, where applicable, a Performance Security Declaration for the due performance of the Contract. Performance Security Declaration shall be taken from Department of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned, controlled or managed by the State Government and undertakings of Central Government. The State Government may relax the provision of Performance Security in particular procurement.
- 24.2 The amount of Performance Security shall be five percent, or as specified in the BDS, of the amount of the supply order. In case of Small Scale Industries of Rajasthan it shall be one percent of the amount of quantity ordered for supply of Goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be two percent of the amount of supply order. The currency of Performance Security shall be Indian Rupees, if otherwise not specified in BDS.
- 24.3 Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Bidder, including warranty obligations and operation and/ or maintenance and defect liability period, if any.
- 24.4 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract within the specified time period shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Procuring Entity may award the Contract to the next lowest evaluated Bidder at the rates of the lowest bidder whose offer is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.
- 24.5 The Performance Security shall be denominated in the currency of the Contract and shall be in one of the following forms:
- (i) Bank Draft or Banker's Cheque of a Scheduled Bank in India; or
 - (ii) National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of Bid and formally transferred in the name of the Procuring Entity with the approval of Head Post Master; or
 - (iii) Bank guarantee. It shall be of a scheduled Bank in India in prescribed or other acceptable format or from other Issuer acceptable to the Procuring Entity. The bank guarantee shall be got verified from the issuing bank and confirmer, if any; or
 - (iv) Fixed Deposit Receipt (FDR) of a Scheduled Bank. It shall be in the name of the Procuring Entity on account of Bidder and discharged by the Bidder in advance. The Procuring Entity shall ensure before accepting the Fixed Deposit Receipt that the Bidder furnishes an undertaking from the bank to make payment/ premature payment of the Fixed Deposit Receipt on demand to the Procuring Entity without requirement of consent of the Bidder concerned. In the event of forfeiture of the Performance Security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

Provided further that the Procuring Entity may instead deduct the performance security amount from the payment of the supplier to be returned after completion of all contractual obligations of the supplier.

- 24.6 The proceeds of the Performance Security shall be forfeited and shall be payable as compensation to the Procuring Entity on happening of any of the events mentioned below:
- (i) when the Supplier does not sign the Agreement in accordance with the Clause [Signing of Contract] within the specified time; after issue of letter of acceptance/ placement of supply order within the specified period; or
 - (ii) when the Supplier fails to commence the supply of the Goods or Related Services as per supply order within the time specified; or
 - (iii) when Supplier fails to make complete supply of the Goods or Related Services satisfactorily within the time specified; or
 - (iv) When any terms and conditions of the Contract is breached; or

- (v) if the Supplier breaches any provision of the Code of Integrity prescribed for Bidders in the Act and Chapter VI of the Rules and as specified in the Bid Document.

Notice of reasonable time will be given in case of forfeiture of Performance Security. The decision of the Procuring Entity in this regard shall be final.

25. FORCE MAJEURE

25.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause and effects thereof.

Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means at his cost for performance not prevented by the Force Majeure event.

26. PROVISIONS APPLICABLE ONLY FOR SUPPLY OF GOODS AND RELATED SERVICES

26.1 Packing, Insurance and Transportation

26.1.1 All Goods must be sent freight paid through Railways or Goods transport. If Goods are sent freight to pay, the freight together with departmental charge of 5% of the freight will be recovered from the Supplier's bill.

R.R. should be sent under registered cover. In case advance payment is to be made, the RR shall be sent through Bank only.

26.1.2 In the event of any loss, damage, breakage or leakage or any shortage due to inadequate packing, the Supplier shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.

26.1.3 Unless otherwise specified in the approval order, the insurance charges will be borne by the supplier and the Procuring Entity will not be required to pay such charges, if incurred.

26.1.4 Unless otherwise specified in the SCC, obligations for transportation of the Goods shall be in accordance with the conditions and Incoterms specified in the Bidding Documents.

26.1.5 The Goods shall be supplied FOR locations specified in Bidding Documents. All transportation charges, local taxes, etc. shall be borne by the Supplier.

26.2 Inspections, Tests and Trials

26.2.1 The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests, and/or trials and/or inspections of the Goods and Related Services as are specified in Section [Schedule of Supply]. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories, reputed testing house like Sri Ram Testing House, New Delhi and the like and the supplies will be accepted only when the articles conform to the standard of prescribed specifications as a result of such tests.

26.2.2 The Procuring Entity or its designated representatives shall be entitled to attend the tests, and/or inspections and/ or trials referred to in these Clauses, provided that the Procuring Entity bear all of its own costs and expenses incurred in connection with such attendance, like travelling and boarding and lodging expenses. The Supplier shall provide all reasonable facilities and assistance, including access to specification codes, designs, drawings and production data at no charge to the Procuring Entity.

26.2.3 The Procuring Entity may require the Supplier to carry out any test and/or trials and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications, codes and standards and samples supplied with the Bid under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or trials and/or inspection shall be added to the Contract Price. Further, if such test and/or trials and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

26.2.4 The Procuring Entity may reject any Goods or any part thereof that are received but fail to pass any test and/or trials and/or inspection or do not conform to the specifications and samples supplied with the Bid, if any. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications and samples supplied with the Bid if any, at no cost to the Procuring Entity, and shall repeat the test and/or trials and/or inspection, at no cost to the Procuring Entity.

If, however, due to exigencies of Procuring Entity's work, such replacement either in whole or in part, is not considered feasible, the Procuring Entity after giving an opportunity to the Bidder of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates and accept the supply. The deduction so made shall be final.

26.2.5 The Supplier agrees that neither the execution of a test and/or trials and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, nor the issue of any report pursuant to such test and/or trials and/or inspection, shall release the Supplier from any warranties or other obligations under the Contract.

26.3 SPECIFICATIONS AND STANDARDS

26.3.1 The Goods and Related Services supplied under this Contract shall conform to the Specifications, Standards. Drawings mentioned in the Section [Schedule of Supply] and shall bear such marks. When no applicable standard is mentioned, the Goods and Related Services supplied shall be of the best quality and the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods. In no case such standards shall be inferior to the relevant updated BIS or international standards.

26.3.2 Equipments/implements which are governed by Dangerous Machinery Regulations Act should be necessarily 'ISI' marked (attach certificate with the Bid) and for other equipments 'ISI.' quality certification is desirable.

26.3.3 The supply of articles for which the requirement of samples has been indicated in the Schedule of Supply, shall in addition, conform strictly to the approved samples. The decision of the Procuring Entity whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the Supplier.

26.4 LIQUIDATED DAMAGES

26.4.1 Subject to provisions of GCC Clause 25 [Force Majeure] and 18 [Extension of Time], if the Supplier fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Procuring Entity shall, without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages on the basis of following percentages of value of Goods and/ or Related Service which the Supplier has failed to supply or complete:-

| No. | Condition | LD % |
|-----|---|--------|
| a. | Delay up to one fourth period of the specified period of delivery, successful installation and completion of subject matter of procurement. | 2.5 % |
| b. | Delay exceeding one fourth but not exceeding half of the specified period of delivery, successful installation and completion of subject matter of procurement. | 5.0 % |
| c. | Delay exceeding half but not exceeding three fourth of the specified period of delivery, successful installation and completion of subject matter of procurement. | 7.5 % |
| d. | Delay exceeding three fourth of the specified period of delivery, successful installation and completion of subject matter of procurement. | 10.0 % |

Fraction of a day in reckoning period of delay in supplies, successful installation and completion of work shall be eliminated if it is less than half a day.

The value of Goods and/ or Related Services not received in specified time should be calculated carefully. The method of calculation for contracts which include multiple items of supply/ service in case individual value of each item is not taken in the Bid should be generally given in the SCC.

For turnkey projects in which cost of individual items is not known also, the total value of the turnkey project shall become the basis for imposing LD (if due) if apportionment formula is not given in the SCC.

The maximum amount of liquidated damages shall be 10%. Once the maximum is reached, the Procuring Entity may terminate the Contract.

26.4.2 Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the Supplier along with amount of liquidated damages shall be recovered from his dues and Performance Security available with the Procuring Entity. In case balance of recovery is not possible, recourse will be taken under Rajasthan Public Demand Recovery Act or any other law in force.

26.5 WARRANTY

26.5.1 The Supplier should warrant that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract. The Supplier should further warrant that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use

26.5.2 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after supply of the Goods and completion the Related Services have been accepted at the final destination indicated in the SCC, or in case of Goods being imported after the placement of Supply Order, for eighteen (18) months after the date of shipment or loading in the country of origin, whichever period concludes earlier.

However, if the warranty provided by the manufacturer is for longer period the same shall apply.

26.5.3 The Supplier shall within thirty (30) days, or within a different period if specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Procuring Entity.

- 26.5.4 In case of machinery and equipment also, guarantee will be given as mentioned in sub-clause 3 above and the Supplier shall during the guarantee period replace the parts / whole if any and remove any manufacturing defect if found during the above period so as to make machinery and equipment operative. The Supplier shall also replace machinery and equipment in case it is found defective which cannot be put to operation due to manufacturing defect, malfunctioning, etc.
- 26.5.5 In case of machinery and equipment specified by the Procuring Entity the Supplier shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed at the time of entering in to the contract. The Supplier shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipment whether under their annual maintenance and repairs rate contract or otherwise.
In case of change of model he will give sufficient notice to the Procuring Entity who may like to purchase spare parts from them to maintain the machinery and equipment in perfect condition.
- 26.5.6 If having been notified, the Supplier fails to remedy the defect within the period specified; the Procuring Entity may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.
- 27. PROVISIONS RELATED ONLY TO SUPPLY OF WORK/SERVICES CONTRACT**
- 27.5 Contractor to be Liable for All Payment to His Employees**
- 27.5.1 All persons engaged or deployed by the Contractor in connection with the providing of services under the contract shall be deemed as his employees for purposes of payment/remuneration to them and no claim shall lie against the Procuring Entity in respect of delay, deduction and non-payment of wages and/or remuneration/ compensation by the Contractor to them.
अनुबंधकेहतसेवाओंको प्रदानकरनेकेसंबंधमेंठेकेदारद्वारा लागू यातैनातसभीव्यक्तियोंकेलिएउन्हेंभुगतान/ पारिश्रमिककेप्रयोजनोंकेलिएठेकेदार के कर्मचारियोंकेरूपमेंमानाजाएगाऔरउन्हेंठेकेदारद्वारावेतन का गैर-भुगतान,कटौती,देरी और/यापारिश्रमिक/ मुआवजा केसंबंधमेंविश्वविद्यालयकेखिलाफकोईमांग मान्य नहीं होगी।
- 27.5.2 The contractor shall be liable for payment of all wages and other benefits, such as leave with wages, employer's contribution for Provident Fund, ESI contribution, etc., to the persons engaged by him for rendering the services as per the statutory requirements as in force or as may be applicable from time to time during the currency of the contract.
ठेकेदारउसकेद्वारा लागू गए व्यक्तियोंको सांविधिकआवश्यकताओंकेअनुरूप वर्तमान में तथा अनुबंधकीअवधिकेदौरानसमय-समयपर लागूवेतन तथा अन्य परिलाभ यथा सवैतनिक अवकाश, अंशदायीभविष्यनिधि/ईएसआई अंशदान, आदि केभुगतानकेलिएउत्तरदायीहोगा।
- 27.5.3 The contractor shall be liable for payment of the minimum wages rates as per the notification issued from time to time by the Office of Chief Labour commissioner (C), Ministry of Labour & Employment, Govt. of India, New Delhi.
ठेकेदार भारत सरकार के मुख्य श्रम आयुक्त, श्रम व रोजगार मंत्रालय, नईदिल्ली द्वारा समय-समयपरजारी अधिसूचनाकेअनुसारन्यूनतमवेतन केभुगतानकेलिएउत्तरदायीहोगा।
- 27.5.4 The contractor shall bear all liabilities for employee and labour employed or retained by him as regards to their employment, litigation and any other action arising out of operation of this contract or at the termination/completion of this contract.
ठेकेदार को इस अनुबंध के दौरान और इस अनुबंध की समाप्ति पर उसके द्वारा नियोजित कर्मचारियों व श्रमिकों के रोजगार, मुकदमेबाजी और किसी भी अन्य कार्रवाई से उत्पन्न सभी देनदारियों का वहन करना होगा।
- 27.5.5 The Procuring Entity shall not pay any additional amount on any such account. The only remuneration payable to the contractor by the Procuring Entity will be on the basis of accepted rates and services/work executed thereof.
उपापन संस्था द्वारा इस मद में कोईअतिरिक्त राशिकाभुगताननहींकियाजाएगा।उपापन संस्था द्वाराठेकेदारकोपारिश्रमिककेवलस्वीकृत दरोंऔरसेवाओं/कार्यनिष्पादनकेआधारपर देयहोगा।
- 27.6 Provident Fund and Employees State Insurance**
- 27.6.1 The contractor shall be wholly responsible for complying with the fulfilment of the provisions of the Employees Provident Fund and Miscellaneous provisions Act, 1952 and Employees State Insurance Act including subsequent amendments & notifications as applicable, in respect of the employees engaged by him for the services.
ठेकेदारसेवाओंकेलिएउसकेद्वारा लागू कर्मचारियोंकेसंबंधमें, कर्मचारीभविष्यनिधि एवं विविधप्रावधानअधिनियम, 1952और कर्मचारी राज्य बीमा अधिनियम व इनके समस्त उत्तर्वर्ती संशोधनों औरसूचनाओंकेप्रावधानोंकीपूरतिकाअनुपालनकेलिएपूरीतरहसेजिम्मेदारहोगा।
- 27.6.2 The Contractor shall have to get himself registered (if not already registered) with the Regional Provident Fund Commissioner (RPFC) under the Employees Provident Fund and Miscellaneous Provisions Act, 1952 and also under the Employees State Insurance Act. Bidder is required to submit the copy of the PF Registration Number received from RPFC office and the ESI Registration Number before starting the work, failing which the contract is liable to be terminated.
ठेकेदारको,यदि पहलेसेहीपंजीकृतनहींहै,तो कर्मचारीभविष्यनिधि एवं विविधप्रावधानअधिनियम, 1952केतहतक्षेत्रीयकर्मचारीभविष्यनिधिआयुक्त (RPFC) में तथा कर्मचारी राज्य बीमा अधिनियम के अंतर्गत स्वयं कोपंजीकृतकरवाना होगा। बोलीदाता को RPFC कार्यालय सेप्राप्तपीएफपंजीकरणसंख्यातथा ईएसआई पंजीकरणसंख्याकीप्रतिलिपिप्रकार्य प्रारम्भ करने से पहले प्रस्तुतकरनेकीआवश्यकताहै,ऐसानहोनेपरअनुबंधसमाप्तकिया जासकता है।
- 27.6.3 Each bill must be submitted along with the name of the labour/employee deployed for the Services, wages / salaries paid to them, amount of PF deducted from salaries of the labour/employees and

employer's contribution, amount deposited in RPFC office/Trust against each employee's name and copy of the challan for the amount deposited in RPFC office/Trust till previous month, failing which the payment for bill submitted by the contractor may be withheld.

ठेकेदारको प्रत्येकबिलके साथ पिछलेमहीनेतक सेवाओं के लिए नैनातकिएगएप्रत्येक श्रमिक/ कर्मचारीकेनामकेसाथउन्हेंभुगतान की गयी मजदूरी/ वेतन, उनके वेतन से पीएफ/ईएसआई कीराशि की कटौती,पीएफ/ईएसआई के मद में नियोक्ताकेयोगदानहेतु जमा की गयी राशि तथा राशि को RPFC/ईएसआई कार्यालय/ ट्रस्टमेंजमाकरनेकी चालानकीप्रतिप्रस्तुतकरनी होगी। ऐसा न करने पर ठेकेदारद्वारा प्रस्तुतबिलकेभुगतानपररोकलगाईजासकतीहै।

27.7 Statutory Obligations and Compliance in Respect of Various Acts

27.7.1 The Contractor shall be responsible for the payment of any and all contributions, duties, levies and taxes including service tax, payable at present to the Central or State Government authorities, for providing the services under the contract.

The Contractor, at his own cost, shall be responsible for full compliance with all obligations and restrictions imposed by all applicable rules, laws, bye-laws, regulations and requirements of Central, State, Municipal and local authorities concerning employer-employee relationships of his employees. The Contractor further agrees to comply and to secure the compliance of the same by all his sub-contractor/s, if any.

27.7.2 It will be the sole responsibility of the Contractor to ensure all sorts of payments to his workers and maintain, at his own cost, such registers and documents, and submit such return as are required under the various rules, laws, regulations, statutes, etc. of any government authority for production of the same before the Procuring Entity and/or other Statutory Authorities prescribed in this behalf, as and when required. Any default by the Contractor in this respect will render the Contractor liable to payment of necessary compensation/penalty, as deemed fit by the Procuring Entity. In case of any penalty on the Procuring Entity on these grounds, the Procuring Entity reserves the right to deduct necessary amount from the Contractor's bills towards such payments without prejudice to the rights & remedies of the Procuring Entity.

27.7.3 The Contractor should obtain all requisite licenses from various government departments/agencies, as may be required, as early as possible on award of contract and preferably prior to commencement of contract so to avoid any breach of law.

27.2 Contractor's Subordinate Staff and Their Conduct

27.2.1 The contractor shall have the sole and exclusive responsibility for execution & supervision of the Services by sufficient and qualified staff with his/their best skill, attention and supervision to the satisfaction of the Officer-in-Charge in such a manner as will ensure Service of the best quality and expeditious working. Whenever in the opinion of the Officer-in-Charge additional and sufficiently qualified staff is considered necessary, they shall be employed by the Contractor without additional charge on account thereof.

27.2.2 Whenever any of the Contractor's agents, sub-agents or other employees shall in the opinion of the Officer-in-Charge be found to be guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that in the opinion of the Procuring Entity and/or the Officer-in-Charge, it is undesirable for administrative or any other reason for such person or persons to be assigned for providing the services, the Contractor, if so directed by the Officer-in-Charge, shall at once remove such person or persons from duty. Any person or persons so removed shall be immediately replaced at the expenses of the Contractor by a qualified and competent substitute. Should the Contractor be requested to repatriate any person removed from the assignment of providing the services, he shall do so and shall bear all costs/compensation in connection therewith.

27.2.3 The Contractor shall be responsible for the proper conduct and behaviour of all the staff and shall exercise a proper degree of control over them and in particular and without prejudice to the aforesaid generally the Contractor shall be bound to prohibit and prevent any of its employees from acting in any way detrimental or prejudicial to the interest of the Procuring Entity or Staff or students community or trespassing the rooms or offices of the students or its employees, except when it is required for their discharge of duties, and in the event of such employee so trespassing, the Contractor shall be responsible thereof and relive the Procuring Entity of all consequent claims or actions for damages or injury or any other grounds, whatsoever.

27.10 Compensation and Liability

27.10.1 The Procuring Entity shall not be liable for or in respect of any damages or compensation payable as per any Act or Law in respect of or in consequence of any death or injury resulting naturally or by accident to any person in the employment of the contractor or any of his subcontractor or third party etc. and the Contractor shall indemnify and keep indemnified the Procuring Entity against all such damages and compensation and against all claims, demands, proceedings, costs, charges and expenses, whatsoever in respect of or in relation thereto.

27.1 Penalty for Delayed Start of Work/Services And/ Or Deficient/ Unsatisfactory Services

27.1.1 In case the contractor fails to commence the work of providing services within one week from the date of issuance of LOA/LOI, the Procuring Entity shall recover a pre-determined and agreed compensation @1% (one percent) of the total value on weekly basis from the contractor if the delay is on account of contractor. In the event of the delay exceed 2 weeks, then the other provisions including termination of contract, forfeiture of bid security/performance security, and withdrawal of LOA/Contract shall apply at the sole discretion of the Procuring Entity.

28. TERMINATION AND DISPUTES

28.1 Termination for Default

28.1.1 The Procuring Entity, without prejudice to any other remedy under the provisions of the Act, the Rules or the Contract for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part: if the Supplier fails to deliver any or all of the Goods and/ or Related Services within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 3.8; or If the Supplier fails to perform any other obligation under the Contract. If the Supplier, in the judgment of the Procuring Entity has breached the Code of Integrity, as defined in GCC Clause 2.3, in competing for or in executing the Contract.

28.1.2 In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 5.1.1, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods and/ or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

28.2 Termination for Insolvency

28.2.1 The Procuring Entity may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity.

28.3 Termination for Convenience

28.3.1 The Procuring Entity, by Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Goods that are complete and ready for shipment at the time of Supplier's receipt of the Notice of termination may, if required, be accepted by the Procuring Entity at the Contract terms and prices.

28.4 Dispute Resolution

28.4.1 Any disputes arising out of this Bid shall be referred to the Dispute Resolution Committee to be constituted for the purpose.

28.4.2 Arbitration may be applicable in case of disputes which remain unresolved through the Dispute Resolution Committee.

28.4.3 Any dispute arising out of this contract shall be subject to the courts having jurisdiction at Udaipur only.

29. REDRESSAL OF GRIEVANCES DURING PROCUREMENT PROCESS

29.1 Any grievance of a Bidder pertaining to the procurement process shall be by way of filing an appeal to the First or Second Appellate Authority, as the case may be, as specified in the BDS, in accordance with the provisions of chapter III of the Act and chapter VII of the Rules and as given in Appendix A to these ITB.

DECLARATION

I/We certify that I/We have read the General Conditions of Contract and that I/We agree to abide by the General terms & Conditions.

Signature of Bidder
(with date and stamp)

BID SUBMISSION SHEET

| Fee | Amount (Rs.) | Mode | No. & Date |
|--------------|--------------|--------|------------|
| Tender Fee | | DD/ BC | |
| Bid Security | | DD/ BC | |

NIB No.: CTAE/ NIB/2024-25/.....

Date:

Alternative No., if permitted: _____

To:
The Dean, CTAE, Udaipur

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including its all Addenda. We offer to supply Goods/Services in conformity with the Bidding Document and in accordance with the delivery schedule and the all the terms & conditions specified in Bidding Documents. Our Bid shall remain binding upon us for a period specified in the Bid Document and may be accepted at any time before the expiration of that period;
- (b) 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;
- (c) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (d) Our important particulars are as given below:

| | | | |
|----|--|---|--|
| 1. | Name & address of the tenderer with telephone/mobile No., Fax No., e-mail address etc. | : | |
| 2. | Whether Proprietor/ Partnership/ Company (Enclose copy of document) | : | |
| 3. | PAN No. | : | |
| 4. | TIN No. | : | |
| 5. | Service Tax Registration no. | : | |
| 6. | Banker details: | : | |
| | (a) Name | : | |
| | (b) Branch No. | : | |
| | (c) Address | : | |
| 7. | (a) Bank Account No. | : | |
| | (b) Type of A/c : Saving / Current/CC/ any other | : | |
| | (c) IFSC code | : | |
| 8. | Are you exempted from paying custom Duty/ excise Duty/Sales Tax, if yes give details. | : | |
| 9. | Any other important information related to the tender requirement. | : | |

Date:

Signature of Bidder
(with date and stamp)

Technical Bid Submission Form: Part-A
(Bidders Financial and Commercial Competence Criterion)

Important Note:

The bidder is required to enter the relevant information in respect of their Financial & Commercial Competence as described below and as required in SCC. The proof in form of relevant certificates must invariably enclosed. The bidder must complete the following Table and indicate the page No. of the enclosed proof in it. **In absence of such proofs, the Procuring Entity may not seek further clarifications and may make its own assessment of the technical suitability.**

Part (TB-A.1): Financial & Commercial Competence of bidder

| क.सं. | विवरण | रजि. संख्या | पंजीकरण वर्ष | पंजीयन वैधता तिथि | पृष्ठ संख्या (जहा साक्ष्य प्रस्तुत किया गया) |
|-------|--|-------------|--------------|-------------------|--|
| 1. | Permanent Account Number (PAN) issued by Income-Tax Department | | | | |
| 2. | GST Registration Certificate | | | | |
| 3. | राजस्थान अनुबंधित श्रमिक(नियमन एवं उन्मूलन) अधिनियम, 1970 | | | | |
| 4. | Registration in Labour Department (श्रम विभाग से राजस्थान दुकान एवं वाणिज्य संस्थान अधिनियम 1958 के नियम-4 (प्रपत्र-3) का वैध पंजीकरण) या इण्डियनपार्टनरशिप एक्ट, 1932 के अन्तर्गत या इण्डियनकम्पनी एक्ट, 1956 के अन्तर्गत | | | | |
| 5. | Registration under the Employees Provident Fund and Miscellaneous Provisions Act, as applicable / कर्मचारी भविष्य निधि, 1952 एवं विविध प्रावधान अधिनियम के अंतर्गत पंजीयन | | | | |
| 6. | Registration under Employees State Insurance Act, as applicable (i.e., EPF, ESI registration Certificate) / कर्मचारी राज्य बीमा अधिनियम के अंतर्गत पंजीयन | | | | |
| 7. | कर्मचारीराज्य बीमा अधिनियम, 1948 | | | | |

उपरोक्त सभी पंजीयन अनिवार्य है, पंजीयन नहीं होने पर निविदा स्वीकार योग्य नहीं होगी।

Part (TB-A.2):

| S.No. | Criteria | Required Value (Item wise) # | Bidder's Response (Yes/No) | Proof submitted at page No. |
|-------|--|------------------------------|----------------------------|-----------------------------|
| 1. | Average annual turnover (converted into Indian Rupees) defined as the total payments received by the Bidder for contracts completed or under execution over the last 3 years. | (Minimum) 60 Lakh | | |
| 2. | Number of similar contracts successfully completed as main supplier within the last 3 years. Value, nature, and complexity of these contracts should be comparable to the contract to be let. (Enclose the list with address and telephone Nos.) | (Minimum) 03 No. | | |
| 3. | GST clearance certificate from the concerned Commercial Taxes Officer | Yes | | |
| 4. | Local Branch Office of Service provider at Udaipur is required (ऑफिस का पता आवश्यक दस्तावेज के साथ संलग्न करें।) | Yes | | |

*Note: The bidder's are required to fill the appropriate field or put N.A. (not available). In case of Yes, please attach the required proof.

Date:

Signature of bidder with seal

Place:

Name:

Technical Bid Submission Form-Part B
(Technical Suitability of Goods Offered)
(This form needs to be filled only if the bid is for procurement of Goods)

The bidder is required to enter the relevant information asked in the format /table below and submit a proof in support of the information. The proof must be in form of catalogue, technical literature/ leaflet, brochure, etc. of the items offered in which the relevant portions are highlighted so as to enable the Procuring Entity to arrive at an informed decision about the technical suitability of the items offered vis-à-vis the specifications. In absence of such proofs, the Procuring Entity may make its own assessment of the technical suitability.

Note: This is only a format; the bidders must include all the items/goods (specified in the Schedule of Supply). If some item is not quoted it should be mentioned "Not Quoted". If some item/good is missing that shall be assumed as Not Quoted and corresponding Price Schedule, even if enclosed, will not be opened.

| SN | Name of the Item/Goods | Make/Model of item/ Goods offered | Bidder's Response Please indicate whether items/goods quoted conform to the specifications (Yes/No)*. Deviations, if any, must be pointed out. | Proof submitted at page No.# |
|----|------------------------|-----------------------------------|--|------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

***Bidder's Response:** Please indicate whether items/goods quoted conform to the specifications (Yes/No). **Deviations**, if any, must be pointed out. Please provide the **product's brochure** containing technical specifications.

Please provide the **Information/Specification brochure** for the quoted product/item.

Date:

Signature of bidder with seal

Place:

Name:

PRICE SCHEDULE / FINANCIAL BID SUBMISSION SHEET
वित्तीय निविदा आवेदन फार्म

NIB No.: CTAE/ NIB/.....

Date:

सेवामें:

अधिष्ठाता,

प्रोध्योगिकी एवं अभियांत्रिकी महाविद्यालय, महाराणा प्रताप कृषि एवं अभियांत्रिकी विश्वविद्यालय, उदयपुर
हम, अधोहस्ताक्षरकर्ता, घोषित करते हैं कि:

- हमने निविदा दस्तावेजों का, परीक्षण कर लिया है तथा उनके बारे में कोई पुर्वधारना नहीं है.
- हम निविदा दस्तावेज के अनुसार उसमें वर्णित सेवाएं देने को तैयार हैं.
- हम समझते हैं कि हमारी यह निविदा आपकी लिखित स्वीकारता के साथ हमारे बीच, जब तक कि एक औपचारिक अनुबंध तैयार व कार्यन्वित नहीं होता है, एक अनुबंध संस्थापित करेगा.
- हम समझते हैं कि आप सबसे न्यूनतम अथवा कोई भी निविदा स्वीकृत करने को वाध्य नहीं होंगे.
- हम निम्नलिखित दरों पर अपनी सेवाएँ देने को तैयार हैं:

| क्र.सं. | सेवा कार्य का नाम | कर्मचारी को प्रतिमाह देय राशि (₹.) | सेवाप्रदाता द्वारा देय राशि एवं कमी (₹.) | कुल राशि प्रतिमाह प्रति सेवा स्थान |
|---------|--|------------------------------------|--|--|
| (1) | (2) | (3) | (4) | (5) |
| 1.1 | To provide Technical/ laboratory assistance services on job basis in different labs/shops/units of the college (as per Table-1a) महाविद्यालयकी विभिन्नलैब/शॉप/इकाइयों में जांब आधार पर तकनीकी / प्रयोगशाला सहायकीय सेवाएँ प्रदान करना (सारणी-1a के अनुसार) | 12600.00 | EPF (12%) = 1512.00 + ESI (3.25%) = 409.50 + EPF Admin charge (1.1%) = 138.6 = 2060.1 + Commission (SPC) (to be quoted by service provider) | कुल राशि 14660.1 + Commission (SPC) Rs. _____ + सेवाकर नियमानुसार अतिरिक्त |
| 1.2 | To provide laboratory attendant services in different labs/shops/units of the college on job basis (as per Table-1b) / महाविद्यालय की विभिन्न लैब/शॉप/इकाइयों में जांब आधार पर प्रयोगशाला-परिचरीय सेवाएँ प्रदान करना (सारणी-1b के अनुसार) | 7,410.00 | EPF (12%) = 889.20 + ESI (3.25%) = 240.8 + EPF Admin charge (1.1%) = 81.5 = 1211.5 + Commission (SPC) (to be quoted by service provider) | कुल राशि 8621.5 + Commission (SPC) Rs. _____ + सेवाकर नियमानुसार अतिरिक्त |
| 1.3 | To provide Multi-tasking Office Assistance services (Computer operator service) on job basis in different units of college (as per table-1c)/ महाविद्यालयकी विभिन्न इकाइयों में बहुकार्यी-ऑफिस-सहायता सेवाएँ (कंप्यूटर ऑपरेटर सेवाएं) प्रदान करनेका कार्य (सारणी-1c के अनुसार) | 9,334.00 | EPF (12%) 1120.08 + ESI (3.25%) 303.35 + EPF Admin charge (1.1%) 102.67 = 1526.10 + Commission (SPC) (to be quoted by service provider) | कुल राशि 10,860.10 + Commission (SPC) Rs. _____ + सेवाकर नियमानुसार अतिरिक्त |

वित्तीय निविदा मे सेवा प्रदाता प्रभार / सेवाप्रदाता कमीशन राशि शून्य अंकित करने पर वित्तीय निविदा निरस्त कर दी जायेगी।

Note: The Financial Bid is to be filled in BOQ and should be submitted online through eProcurement portal.

- देय सेवा कर (Service Tax) की राशि राजकीय नियमानुसार सेवा प्रदाता द्वारा दिए गए बिल पर प्रथक से दर्शानी होगी। उक्त राशि को राजकीय कोष में जमा कराने की जिम्मेदारी सेवा प्रदाता फर्म की होगी।
- सेवा प्रदाता द्वारा कॉलम नं. 4 के अनुसार EPF एवं ESI राशि जो नियोक्ता द्वारा देय है एवं EPF 12 % एवं ESI 0.75 % श्रमिक की मजदूरी से काटकर श्रमिक के EPF / ESI खाते में जमा करानी होगी।
- राशि जमा कराने का सबूत विभाग में जमा कराने पर ही सेवाप्रदाता को अगले माह का भुगतान किया जाएगा।
- The financial bids for each task mentioned above shall be evaluated separately.

मैं/हम प्रमाणित करते हैं कि उपरोक्त राशि (रेट) समस्त सामान्य तथा विशेष शर्तों के पूर्ण अध्ययन के पश्चात उद्धृत (quote) की गयी हैं। मैं/हम इन सामान्य तथा विशेष शर्तों की पुष्टि करते हैं तथा इनकी पुष्टि व स्वीकारने के प्रतीक में इन पर हस्ताक्षर किये हैं।

Date:

Signature of bidder with seal

Place:

Name:

निविदा की सभी शर्तों की पालना के लिये शपथ-पत्र

UNDERTAKING TOWARDS ACCEPTANCE OF ALL TERMS & CONDITIONS OF TENDER

Name of Tenderer: _____

NIB No.:

We confirm that all the terms & conditions of tender are acceptable to us except the following:

(Tenderer may stipulate here exceptions and deviations to the tender conditions, if considered unavoidable. In case the tenderer does not mention any information to the deviations in the below format & furnish it blank then it will be presumed that the tenderer is not offering/ putting any deviations to the tender terms & condition. Tenderer should mention the deviations, if any, at their own risk of rejection of their offer.)

| S.No. | Tender Clause no. | Requirement as per tender clause | Offered condition/ Deviation |
|-------|-------------------|---|---|
| 1. | | क्या सेवाप्रदाता जी.एस.टी. के दायरे में आता है? Does the service provider come under GST? | Write Yes/No: _____ If yes, Rate of GST: _____ (%) |
| 2. | | | |

Company may accept or not to accept the deviations put by the tenderer at its sole discretions. No claim on this will be entertained.

We further undertake that we have not mentioned any condition in the price bid.

Date:

Place:

Signature of tenderer with official stamp

DECLARATION BY THE BIDDER UNDER SECTION 7 OF THE ACT
अधिनियम के सेक्शन 7 के तहत निविदादाता द्वारा घोषणा
(तकनीकी निविदा के साथ लगावें)

In relation to my/our Bid submitted to **the Dean, CTAE, Udaipur** 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 do 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 with in 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:

Signature & Official Stamp of bidder

Place:

Name:

Designation:

Address:

DECLARATION BY BIDDER
(In case of procurement valuing up to rupees 10 Lakh)

Date: _____

Bid Ref. No.: _____

Alternative No., if applicable: _____

DECLARATION

I/We a legally constituted firm/body _____ and represented by _____ declare that I am/we are Manufacturers/Whole Sellers/ Sole distributor / Authorised dealer / bonafide dealers in the Goods and Related Services for which I/We have Bid.

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

Date:

Signature & Official Stamp of bidder

Place:

Name:

Designation:

Address:

MANUFACTURER'S AUTHORISATION
(In case of procurement valuing more than rupees 10 Lakh)

MANUFACTURER'S AUTHORISATION

Date: _____

Bid Ref. No.: _____

Alternative No., if applicable: _____

To: _____

WHEREAS

We, who are official manufacturer of _____

having factories at _____

do hereby authorise _____

to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.6 of the General Conditions of Contract, with respect to the Goods offered by the above firm in reply to this Invitation for Bids.

Date:

Signature & Official Stamp of bidder

Place:

Name:

Designation:

Address:

[Faint handwritten signatures and stamps are visible at the bottom of the page, including a signature that appears to be 'Rajiv' and another that appears to be 'B. S. Singh'.]

Undertaking For Compliance with the Code of Integrity and No Conflict of Interest

Date: _____

Bid Ref. No.: _____

Alternative No., if applicable: _____

I/we participating in the above bid undertake that we shall abide by the code of integrity and are not in any conflict of interest as defined below.

Code of Integrity:

Any person participating in the 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 behaviour 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:-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 this 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 this 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 this bidding process; or
 - e. the Bidder participates in more than one Bid in this 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 and 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.
- ii. The Bidder shall have to give a declaration regarding compliance of the Code of Integrity prescribed in the Act, the Rules and stated above in this Clause along with its Bid, in the format specified in Section-3 [Bidding Forms].
- iii. Breach of Code of Integrity by the Bidder: Without prejudice to the provisions of Chapter IV of the Rajasthan Transparency in Public Procurement Act, in case of any breach of the Code of Integrity by a Bidder or prospective Bidder, as the case may be, the Procuring Entity may take appropriate action in accordance with the provisions of sub-section (3) of section 11 and section 46 of the Act.

I/we understand that without prejudice to the provisions of Chapter IV of the Rajasthan Transparency in Public Procurement Act, in case of any breach of the Code of Integrity or having a conflict of interest, as the case may be, the Procuring Entity may take appropriate action in accordance with the provisions of sub-section (3) of section 11 and section 46 of the Act.

AGREEMENT

(to be executed by the successful bidder on a non-judicial stamp of appropriate value)

THIS AGREEMENT made on this _____ day of _____, between _____ of _____ (hereinafter "the Procuring Entity"), of the one part, and _____ of hereinafter "the Supplier"), of the other part:

WHEREAS the Procuring Entity invited Bids for certain Goods and Related Services, viz., _____ and has accepted a Bid by the Supplier for the supply of those Goods and Related Services for the sum of _____ (herein after "the Contract Price").

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Procuring Entity's Notification to the Supplier of Award of Contract;
 - (b) The Bid documents submitted by the Service Provider including Price schedules/ financial bids and any supplementary documents submitted by the Service Provider and accepted by the Procuring Entity;
 - (c) The Special Conditions of Contract;
 - (d) The General Conditions of Contract;
 - (e) The Schedule of Services and Scope of Work;
 - (f) Instructions to Bidders;
 - (g) Detailed Notice Inviting Bids including addendums, if any;

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, the documents shall prevail in the order listed above.

2. In consideration of the payments to be made by the Procuring Entity to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
3. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of India and Rajasthan on the day, month and year indicated above.

Signed by
Witness 1
Witness 2

for the Supplier

Name: _____

Designation: _____

Address: _____

for the Procuring Entity (On behalf of the Procuring Entity)

Name: _____

Designation: _____

Address: _____

[Handwritten signatures and stamps in blue ink at the bottom of the page]

GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS**(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 Bid 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 Bid 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.

FORM No. 1

[See rule 83]

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

Appeal Noof

Before the (First / Second Appellate Authority)

1. Particulars of appellant:
 - (i) Name of the appellant:
 - (ii) Official address, if any:
 - (iii) Residential address:
2. Name and address of the respondent(s):
 - (i)
 - (ii)
 - (iii)
3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal:
6. Grounds of appeal: (Supported by an affidavit)

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.....
.....

7. Prayer:

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.....

Place

Date

Appellant's Signature



BID SECURITY

(To be submitted in case the Bid security is not deposited through DD/Cash. To be issued by a Scheduled Bank in India or other Issuer acceptable to the Procuring Entity)

Form of Bid Security

[insert Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: [insert Name and Address of Procuring Entity]

Date: [DD/MM/YYYY]

BID GUARANTEE No.: [insert number]

We have been informed that [insert name of the Bidder] (hereinafter called " the Bidder") has submitted to you its bid dated [insert date](hereinafter called "the Bid") for the execution of [insert name of contract] under Notice Inviting Bids No. [insert NIB number] ("the NIB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we [insert name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert amount in figures][insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity during the period of bid validity,
 - (i.) fails or refuses to execute the Contract Form,
 - (ii.) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders (hereinafter "the ITB"),
- (c) has not accepted the correction of errors in accordance with the ITB, or
- (d) has breached a provision of the Code of Integrity specified in ITB;

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contracts signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) thirty days after the expiration of the Bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

Name _____

In _____ the _____ capacity _____ of _____ Signed _____ Du

ly authorized to sign the Bid Security for and on behalf of _____

Date: Bank's Seal

[Handwritten signatures and marks at the bottom of the page]

BID SECURING DECLARATION

Date: *[insert date (as day, month and year)]*
Notice Inviting Bids No.: *[insert number of bidding process]*

To: *[insert complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of *[Procuring Entity to indicate here the period of time for which the Procuring Entity will declare a Bidder ineligible to be awarded a Contract if the Bid Securing Declaration is to be executed.]* starting on the date that we receive a notification from the **Procuring Entity** that our Bid Securing Declaration is executed, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the *Procuring Entity* during the period of bid validity,
 - (i) fail or refuse to execute the Contract Form, if required,
 - (ii) fail or refuses to furnish the performance security, in accordance with the Instructions to Bidders (hereinafter "the ITB"),
- (c) have not accepted the correction of errors in accordance with the ITB, or
- (d) have breached a provision of the Code of Integrity specified in ITB;

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of: _____
[insert legal capacity of person signing the Bid-Securing Declaration]

Name: _____
[insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of:
[insert complete name of Bidder] Dated on day of *[insert date of signing]* Corporate Seal _____

Handwritten signatures and initials in blue ink are present at the bottom of the page, including a large signature on the right and several smaller initials or signatures on the left and center.

Performance Security Bank Guarantee

(To be given by a Scheduled Bank in India or other Issuer acceptable to the Procuring Entity)

Date: _____

Contract Name and No.: _____

To: _____

WHEREAS _____ (hereinafter "the Supplier") has undertaken, pursuant to Contract No. _____ dated _____ to supply _____ (hereinafter "the Contract")

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a Security issued by a reputable guarantor for the sum specified therein as Security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS the undersigned, legally domiciled in _____, (hereinafter "the Guarantor"), have agreed to give the Supplier a Security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of _____ and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of _____ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Security is valid until the _____ day of _____

Name: _____

In the capacity of: _____

Signed: _____

Duly authorised to sign the Security for and on behalf of: _____

Date: _____

Bank's Seal: _____

Performance Security Declaration

(To be submitted in lieu of performance security by the govt. depts. etc. as per ITB)

Date: _____ [insert date (as day, month and year)]

Contract Name and No.: _____
[insert name and number of Contract]

To: The Dean, College of Technology and Engineering, MPUAT, Udaipur

We, the undersigned, declare that:

We understand that, according to your conditions, the Contract must be supported by a Performance Security Declaration as a guarantee to ensure fulfillment of our all performance obligations under the Contract _____ [insert name of subject matter of procurement] .

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of time of [Procuring Entity to indicate here the period of time for which the Procuring Entity will declare a Bidder ineligible to be awarded a Contract if the performance Security Declaration is to be executed.] starting on the date that we receive a notification from you, The Dean, College of Technology and Engineering, MPUAT, Udaipur that our Performance Security Declaration is executed, if we are in breach of any of our performance obligation under the conditions of the Contract,

We understand this Performance Security Declaration shall expire after 60 days of completion of our all obligations under the Contract including warranty/ Guarantee, operation, maintenance, etc. in accordance with the conditions of the Contract.

Signed: _____
[insert signature of person whose name and capacity are shown]

In the capacity of: _____
[insert legal capacity of person signing the Performance Security Declaration]

Name: _____
[insert complete name of person signing the Performance Security Declaration]

Duly authorized to sign the Performance Security Declaration for and on behalf of: _____
[insert complete name of Supplier]

Dated on _____ day of , [insert date of signing]

Corporate Seal _____



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