

Government of Rajasthan  
Department of Tourism

"Paryatan Bhawan", Khasa Kothi Hotel Campus, M.I. Road, Jaipur-302001 Ph. & Fax : 91-141-5155100

Ref. No. : F15( )IT/Comp-Proc/DT/2016/26868

Dated: 3/1/17

**Notice Inviting e-Bids**

RFP for Procurement, Installation and Maintenance of IT Infrastructure Items at District Offices and Head Office & CCTV Camera Surveillance System (HO) For Rajasthan Tourism

(Bid No. : .....64.....)

Department of Tourism, Government of Rajasthan invites e-Bids from the eligible bidders for Procurement, Installation and Maintenance of IT Infrastructure Items at District Offices and Head Office & CCTV Camera Surveillance System (HO) For Rajasthan Tourism. Important Dates & Time and Applicable Bid Security are as under:

Name of Work	Estimated Cost of Work	Bid Security	Date & Time For Pre-Bid Meeting	Last Date & Time For Submission of e-Bids	Date & Time For Opening of Technical Bid
Selection of Agency for Procurement, Installation and Maintenance of IT Infrastructure Items & CCTV Camera Surveillance System For Rajasthan Tourism	63.36 Lacs	1.27 Lacs	13-01-2017 3:00 PM	06-02-2017 01:00 PM	06-02-2017 03:00 PM

The detailed information about the aforesaid e-Bid invitation and Bid Document can be downloaded from <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in> and <http://tourism.rajasthan.gov.in> and Banker's Cheque/Demand Draft of Bid Document Fee, Bid Security and DOT Processing Fees should be deposited in Department of Tourism before Scheduled Date and Time.

Addl. Dir. (Dev.)  
Deptt. of Tourism



**e-Request for Proposal (RFP) Document**

**For**

**Procurement, Installation and  
Maintenance of IT Infrastructure Items  
& CCTV Surveillance System**

**For**

**Rajasthan Tourism**

**Department of Tourism (DoT)  
Government of Rajasthan**

<b>Mode of Bid Submission</b>	Online through eProcurement / eTendering System at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Procuring Authority</b>	Director, Department of Tourism (DoT), Hotel Khasa Kothi Campus, M. I. Road, Jaipur-302001 (Rajasthan)
<b>Date &amp; Time of Pre-bid meeting</b>	13/01/2017 at 3:00 PM
<b>Last Date &amp; Time of Submission of Bid</b>	06/02/2017 at 1:00 PM
<b>Date &amp; Time of Opening of Technical Bid</b>	06/02/2017 at 3:00 PM

**Bidding Document Fee: Rs. 1000/- (Rupees One Thousand Only)**

<b>Name of the Bidder</b>			
<b>Contact Person (Authorised Bid Signatory) Name &amp; Designation :</b>			
<b>Correspondence Address:</b>			
<b>Mobile No.</b>		<b>Telephone &amp; Fax Nos.:</b>	
<b>Website &amp; E-Mail:</b>			

**Department of Tourism (DoT)**  
**Hotel Khasa Kothi Campus, M. I. Road, Jaipur-302001 (Rajasthan)**  
**Phone & Fax : 0141- 5155100, Web: <http://tourism.rajasthan.gov.in>,**  
**Email: [cotraj@gmail.com](mailto:cotraj@gmail.com), [cot-dot@rajasthan.gov.in](mailto:cot-dot@rajasthan.gov.in)**

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## **ABBREVIATIONS & DEFINITIONS**

<b>Act</b>	The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 21 of 2012) and Rules thereto
<b>Authorised Signatory</b>	The bidder's representative / officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
<b>BG</b>	Bank Guarantee
<b>Bid/ eBid</b>	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format
<b>Bid Security/ Earnest Money Deposit (EMD)</b>	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
<b>Bidder</b>	Any person/ firm/ agency/ company/ contractor/ vendor participating in the bidding process with the procuring entity
<b>Bidding Document</b>	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
<b>BoM</b>	Bill of Material
<b>CMC</b>	Contract Monitoring Committee
<b>Competent Authority</b>	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Director, Department of Tourism in this bidding document.
<b>Contract</b>	"Contract" means a legally enforceable agreement entered into between the procuring entity and the selected bidder(s) with mutual obligations.
<b>Contract/ Procurement Contract</b>	A contract entered into between the procuring entity and a Selected Bidder concerning the subject matter of procurement
<b>Day</b>	A calendar day as per GoR/ GoI.
<b>DoT</b>	Department of Tourism
<b>eGRAS</b>	Online Government Receipts Accounting System (e-GRAS) is part of Integrated Financial Management System (IFMS), e-GRAS facilitates collection of tax/ non-tax revenue in both the modes; online as well as manual. All types of government revenue may be deposited online using this website: <a href="https://egras.raj.nic.in/">https://egras.raj.nic.in/</a>
<b>ETDC</b>	Electronic Testing & Development Centre
<b>FOR/ FOB</b>	Free on Board or Freight on Board
<b>GoI/ GoR</b>	Govt. of India/ Govt. of Rajasthan
<b>Goods</b>	All articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form, purchased or otherwise acquired for the use of a procuring entity as well as services or works incidental to the supply of the goods if the value of services or works or both does not exceed that of the goods themselves
<b>ICT</b>	Information and Communication Technology
<b>IFB</b>	Invitation for Bids (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
<b>INR</b>	Indian Rupee
<b>ISI</b>	Indian Standards Institution
<b>ISO</b>	International Organisation for Standardisation
<b>IT</b>	Information Technology

<b>ITB</b>	Instruction to Bidders
<b>ITeS</b>	Information Technology enabled Services
<b>LD</b>	Liquidated Damages
<b>LoI</b>	Letter of Intent
<b>MAF</b>	Manufacturer Authorization Form
<b>MIS</b>	Management Information System
<b>NIB</b>	Notice Inviting Bid
<b>Notification</b>	A notification published in the Official Gazette
<b>OEM</b>	Original Equipment Manufacturer
<b>PAN</b>	Permanent Account Number
<b>PBG</b>	Performance Bank Guarantee
<b>PC</b>	Procurement/ Purchase Committee
<b>PQ</b>	Pre-Qualification
<b>Procurement Process</b>	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be
<b>Project Period</b>	The project period will be of three years starting from date of completion of Installation of Last Computer/Laptop
<b>Project Site</b>	Wherever applicable, means the designated place or places
<b>PSD/ SD</b>	Performance Security Deposit/ Security Deposit
<b>Purchaser/ Tendering Authority/ Procuring Entity</b>	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale, also called buyer. DoT in this RFP document.
<b>RVAT</b>	Rajasthan Value Added Tax
<b>Services</b>	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity
<b>Service Level Agreement (SLA)</b>	Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.
<b>State Government</b>	Government of Rajasthan (GoR)
<b>State Public Procurement Portal</b>	<a href="http://sppp.raj.nic.in">http://sppp.raj.nic.in</a>
<b>Subject Matter of Procurement</b>	Any item of procurement whether in the form of goods, services or works
<b>TIN</b>	Tax Identification Number
<b>TPA</b>	Third Party Auditors
<b>VAT/ CenVAT</b>	Value Added Tax/ Central VAT
<b>WO/ PO</b>	Work Order/ Purchase Order

**1. INVITATION FOR BID (IFB) & NOTICE INVITING BID (NIB)**

**Reference No. : F15( )IT/Comp-Proc/DT/2016/26868**

**Dated: 03-01-2017**

**Bid No. : 64**

<b>Name &amp; Address of the Procuring Entity</b>	<ul style="list-style-type: none"> <li>Name: Director, Department of Tourism (DoT)</li> <li>Address: Hotel Khasa Kothi Campus, M. I. Road, Jaipur-302001 (Rajasthan)</li> </ul>
<b>Name &amp; Address of the Project Officer In-charge (POIC)</b>	<ul style="list-style-type: none"> <li>Name: Hari Mohan Gupta</li> <li>Designation: ACP (Dy. Dir.)</li> <li>Address: Hotel Khasa Kothi Campus, M. I. Road, Jaipur-302001 (Rajasthan)</li> <li>Email: <a href="mailto:acpdd-dot@rajasthan.gov.in">acpdd-dot@rajasthan.gov.in</a>, <a href="mailto:hmgupta.doit@rajasthan.gov.in">hmgupta.doit@rajasthan.gov.in</a></li> </ul>
<b>Subject Matter of Procurement</b>	RFP for Procurement, Installation and Maintenance of IT Infrastructure Items & CCTV Surveillance System For Rajasthan Tourism
<b>Bid Procedure</b>	Two Part (Technical & Financial), Open Competitive eBid Procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Bid Evaluation Criteria (Selection Method)</b>	Least Cost Based Selection (LCBS)-L1
<b>Websites for downloading Document, Corrigendum's, Addendums etc.</b>	<ul style="list-style-type: none"> <li>Websites: <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>, <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a> and <a href="http://tourism.rajasthan.gov.in">http://tourism.rajasthan.gov.in</a></li> <li>Bidding document fee (Non-Refundable): Rs. 1000/- (Rupees One Thousand only) in Cash/Demand Draft drawn on any Scheduled/ Commercial Bank in favour of "Director, Department of Tourism" payable at "Jaipur".</li> <li>RISL Processing Fee (Non-Refundable): Rs. 1000/- (Rupees One Thousand only) in Demand Draft drawn on any Scheduled/ Commercial Bank in favour of "Managing Director, RISL" payable at "Jaipur".</li> </ul>
<b>Estimated Procurement Cost</b>	INR 63.36 Lacs
<b>Bid Security and Mode of Payment</b>	<ul style="list-style-type: none"> <li>Amount (INR): INR 1.27 Lacs</li> <li>Mode of Payment: Banker's Cheque/Demand Draft drawn on any Scheduled Commercial Bank or deposit through eGRAS (<a href="https://egras.raj.nic.in/">https://egras.raj.nic.in/</a>)</li> </ul>
<b>Period of Sale of Bidding Document (Start / End Date)</b>	<b>From : 04-01-2017 Onwards till 06-02-2017 01:00 PM</b>
<b>Date/ Time/ Place of Pre-bid Meeting</b>	<ul style="list-style-type: none"> <li><b>Date / Time : 13-01-2017 at 3:00 PM</b></li> <li>Place: Department of Tourism (DoT), Hotel Khasa Kothi Campus, M. I. Road, Jaipur-302001 (Rajasthan)</li> </ul>
<b>Manner, Start/ End Date for the Submission of Bids</b>	<ul style="list-style-type: none"> <li>Manner: Online at eProc website (<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>)</li> <li><b>Start Date: 04-01-2017 Onwards</b></li> <li><b>End Date: 06-02-2017 01:00 PM</b></li> </ul>
<b>Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*</b>	<b>06-02-2017 01:00 PM</b>
<b>Date/ Time/ Place of Technical Bid Opening</b>	<ul style="list-style-type: none"> <li>Date: <b>06-02-2017 03:00 PM</b></li> <li>Place: Department of Tourism (DoT), Hotel Khasa Kothi Campus, M. I. Road, Jaipur-302001 (Rajasthan)</li> </ul>
<b>Date/ Time/ Place of Financial Bid Opening</b>	Will be intimated later to the technically qualified bidders
<b>Bid Validity</b>	90 days from the bid submission deadline

Note:

- 1) Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for RFP Document Fees, DOT Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIT and scanned copy of same should also be uploaded along with the technical Bid/ cover.
- 2) In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for RFP Document Fee, Bid Security, and DOT Processing Fee within specified time limit, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for RFP Document fee and Bid Security should be drawn in favour of "Director, Department of Tourism" payable at "Jaipur" and Banker's Cheque/ Demand Draft for DOT Processing Fee should be drawn in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank.
- 3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
- 4) DoT/DOT will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 5) Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-Tendering process.
- 6) Training for the bidders on the usage of e-Tendering System (eProcurement) is also being arranged by DOT on a regular basis. Bidders interested for training may contact e-Procurement Cell, DOT for booking the training slot.  
Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days)  
e-mail: [eproc@rajasthan.gov.in](mailto:eproc@rajasthan.gov.in)  
Address : e-Procurement Cell, DOT, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
- 7) The procuring entity reserves the sole right to cancel the bid process and reject any or all of the Bids without assigning any reason.
- 8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the Selected Bidder.
- 9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
- 10) The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail.

**Addl. Dir. (Dev.)  
Deptt. of Tourism**



**Notice Inviting e-Bids**

RFP for Procurement, Installation and Maintenance of IT Infrastructure Items & CCTV Surveillance system (HO) For Rajasthan Tourism

**(Bid No. : 64)**

Department of Tourism, Government of Rajasthan invites e-Bids from the eligible bidders for Procurement, Installation and Maintenance of IT Infrastructure Items & CCTV Surveillance System For Rajasthan Tourism. Important Dates & Time and Applicable Bid Security are as under:

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The detailed information about the aforesaid e-Bid invitation and Bid Document can be downloaded from <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in> and <http://tourism.rajasthan.gov.in> and Banker's Cheque/Demand Draft of Bid Document Fee, Bid Security and DOT Processing Fees should be deposited in Department of Tourism before Scheduled Date and Time.

--Sd--  
Addl. Dir. (Dev.)  
Deptt. of Tourism

## **CAPTER 2: PROJECT PROFILE & BACKGROUND INFORMATION**

State of Rajasthan is one of the most favoured tourist destinations in India for both domestic & International traffic. Rajasthan, being a premier tourist destination, attracts tourist for its historical forts, palaces, art and culture. Tourism has emerged as a major industry and has immense employment potential for the state. Tourism already occupies a prominent place in the state's agenda as a crucial engine for growth and employment. The state government in the recent past has made efforts for the maximum benefit from tourism sector. Public and private sector have been jointly promoting tourism in the state and have made productive efforts to exploit the vast potential of tourism sector.

The development of Information and Communication Technologies (ICTs) has had more marked effects in the tourism industry than in many other business sectors. Emerging technologies have changed a growing number of tourist industry functions, from marketing and promotion to production and supply. However, since the technology itself is now available to almost everyone its effective utilization is imperative to create a rich tourist experience.

In the today scenario, it is necessary to computerize/automate the Departmental activities/processing by implementing the e-office with the help on DoT. The available manpower up to LDC level shall also be made computer friendly and if required in-house or outsourced basic computer training may be organized for them. For computerization/automation of the Departmental activities it will be required to provide IT infrastructure item to all officers and up to level of LDC.

The aim of this project is to create an IT infrastructure for Directorate and its subordinate TRC/TIB offices at District HQ, to use IT primarily to improve information quality, overall efficiency, services and effectiveness in the Government processes, along with convenience in operations. The items to be procured through this tender would be used for day to day office works in Head Office and TRC/TIB offices located at District HQ. The Bidder shall Supply, Install and Maintain the items (details as per Annexure-1 i.e. Bill of Material) and thereafter provide warranty support at Head Office and TRC/TIB Offices at Districts HQ as per terms and conditions of this bidding document.

Department of Tourism has built a new "Tourism Building" at opposite Vidhyakpuri Police Station in Jaipur wherein apart from Rajasthan Tourism, India Tourism and other States Tourism offices will also occupy the space in this building. Therefore, CCTV Camera Surveillance System would be required. Apart of this, a training centre is to be established for organizing training on regular basis for tourism personnel / stakeholders, therefore training related necessary IT equipment's i.e. Computers, Printer, UPS, Projector etc. would also be required.

Department of Tourism has launched a multi-year and a multi modal aggressive marketing campaign from 15th January 2016 for promoting the Rajasthan as a most preferred Tourist Destination across the world, wherein TVC's, Print advertisements, Audio/Video/Text Advertisements on Indoor/Outdoor Display Screens at prominent / crowded places are important part of this campaign. Therefore, Department is planning to install, operate and maintain One Indoor LFD Screen at Jaipur Airport and Two Outdoor LED Display Screens at Jawahar Kala Kendra (JKK) and Department's New Building for displaying material / activities related to promotion of Rajasthan Tourism, Department has limited IT infrastructure with respect to available working manpower.

### **Project Objective:**

The objectives of the Project are to ensure the following:

- (a) Computerization of District/TRC/TIB level offices to ensure electronic delivery of services
- (b) Efficient delivery of services with improved service levels
- (c) Capacity building of functionaries and migrate manual to electronic delivery of services
- (d) Promote Rajasthan Tourism
- (e) Safety / Security / Movement Monitoring in new Tourism Building
- (f) Audio/Video/Text Advertisements related to Rajasthan Tourism Promotion on Indoor/Outdoor Display Screens at intense places

**Outcomes :**

- (a) Enhanced e-Governance Infrastructure
- (b) Efficient service delivery mechanism
- (c) Complete work flow automation
- (d) Reuse of available data/resources
- (e) Better Services to concerned/tourists
- (f) Faster retrieving of the records due to computerized records
- (g) Improvement in efficiency of the employees and reduction in workload
- (h) Increase in Tourist Arrivals
- (i) Safety and Security of the Building & Peoples and Monitoring of Movement of Employees
- (j) Training to tourism sector stakeholders

### CHAPTER 3: ELIGIBILITY CRITERIA

1. A bidder (Original Equipments Manufacturer, Dealers & Distributors are eligible to participate in the bidding process) participating in the procurement process shall possess the following minimum qualification / eligibility criteria.

Srl. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	OEM or its authorized partner (OEM may authorize maximum two partners for this bid) AND The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder) OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932 OR Any other form/type of Organization	- Relevant document
2	Financial: Turnover from IT / ITeS and Networth	Average Annual Turnover of the bidder from IT/ ITeS for last three financial years, i.e., FY 2013-14 to 2015-16 (as per the last published audited accounts), should be at least Rs. 3 Crores, and Networth should be positive on 31.03.2016	CA Certificate with CA's Registration Number/ Seal
3	Technical Capability	The bidder must have successfully completed supply order of IT Infrastructures of amount not less than Rs. 60 Lacs in total (in not more than two supply orders) during the last three financial years from the bid submission date	Copies of supply order, its invoice & work completion certificate
4	Tax registration and clearance	The bidder should have a registered number of (i) VAT/ CST where his business is located (ii) PAN number.  The bidder should have cleared his VAT / CST dues to the Government up to 31/03/2016 or later.	Copies of relevant certificates of registration number  VAT / CST clearance certificate from the Commercial Taxes Officer of the Circle concerned
5	Undertaking	Bidder should: - not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract	A Self Certified letter as per <b>Annexure-4 : Self-Declaration</b>

Srl. No.	Basic Requirement	Specific Requirements	Documents Required
		within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings; not have a conflict of interest in the procurement in question as specified in the bidding document. comply with the code of integrity as specified in the bidding document.	
6	Certifications	The bidder must possess, at the time of bidding, a valid ISO 9001:2008 Certification.	Copy of a valid certificate

2. In addition to the provisions regarding the qualifications of the bidders as set out in (1) above: -
- (a) the procuring entity shall disqualify a bidder as per the provisions under “Clause: Exclusion/ Disqualification of bids in Chapter-5: ITB”; and
  - (b) the procuring entity may require a bidder, who was qualified, to demonstrate its qualifications again in accordance with the same criteria used to qualify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

**Note: The supporting documents submitted as evidence to fulfil the eligibility criteria will be evaluated by the committee constituted by Tendering Authority. During the bid evaluation stage, Department of Tourism (DoT) may request for clarification (if required) and any additional documents to support the Technical Qualification criteria may be accepted. Technical Qualification criteria will be evaluated by the committee on basis of the supporting documents submitted, whose decision will be firm and final.**

## CHAPTER 4: SCOPE OF WORK, DELIVERABLES & TIMELINES

### 1) Details of Scope of Work (SoW)

The successful commissioning of the project requires the bidder to provide quality & timely services to DoT, GoR. The bidders are advised to carefully read the Scope of Work.

The broad scope of work for the bidder during the period of contract/ engagement would include the following phases: -

- **Phase-1 : Supply & Installation** - Supply, installation and configuration of requisite IT infrastructure at all the locations.
- **Phase-2 : Support Services** – Provide Support Services for supplied IT infrastructure during the warranty period

For successful commissioning of the project, bidder shall deploy a person who will be the single point of contact (SPOC) for DoT throughout this project. Bidder shall provide the contact numbers, e-mail id and other relevant details of the SPOC to DoT and he would be responsible for end to end Project Management. The detailed scope of work for the bidder during the period of contract/engagement would include (but not limited to) the following:-

#### A. Phase-1 : Supply & Installation

This phase would commence from the Date of issuance of Work Order. During this period-

- a) The successful bidder shall supply all the ordered items as per details mentioned in “Annexure-1: Bill of Material” and “Annexure-2: Technical Specifications” at the locations specified in the Work Order and shall submit its delivery challan at DoT.
- b) The hardware should be supplied with all the required installation material / accessories (like screws, clamps, fasteners, ties anchors, supports, grounding strips, wires etc.) for proper & complete installation at respective sites.
- c) The software supplied (OS, Anti-viruses etc.) should include appropriate number of genuine OEM licenses (wherever applicable) under the name of “Director, Department of Tourism, Government of Rajasthan”.
- d) The supplied anti-virus clients should be installed on all the supplied desktop/ laptop/ workstation computers.
- e) DoT/Nodal officer, upon receipt of delivery of all the ordered items as per prescribed time-schedule, shall verify the same in accordance with the delivery challan and may inspect to validate them in compliance with the work order.
- f) The successful bidder shall install and configure all the supplied software on respective hardware. Also, the bidder shall integrate all the peripheral devices like Multi-Function Printers, UPS, Web Cameras, Tablets, CCTV camera, NVR, LED TV, Ethernet/Network Switch etc. with supplied Desktops/ Laptops/ Tablets Computers etc.
- g) The successful bidder wherever required & applicable, shall connect the supplied items to the existing network such that the end-user is able to access the SDC/ NIC infrastructure/ services of SecLAN-MAN/ NIC Network. This would require the bidder to configure a given IP address on the installed equipment (Desktop, Laptop, Printer, Switch, etc.) as per IP addressing policy.
- h) All the equipment installed should bear a printed sticker tag consisting of successful bidder Name, Helpdesk number, email address and URL which shall be referred to by the end-users for reporting any problem/ fault in the installed hardware/ software.
- i) Upon successful installation of all the supplied Hardware/ Software, the bidder shall submit the installation reports (in original) duly verified by the respective nodal officer/ end-user.
- j) The successful bidder, during installation, shall not cause any damage to government premise/ property otherwise; it shall restore the same to original state at its own cost. All the installation work shall be done by the bidder in a careful manner and as per the OEM guidelines, best industry practices, and all regulatory norms, as applicable. It shall be the responsibility of the successful bidder to bring all the equipment and tools required for installation of the supplied items.
- k) At any point of time, DoT may ask successful bidder to deliver some/a lot of the items at DoT for random inspection/ Testing/ quality check and after successful inspection bidder shall deliver back the items to designated place at his own cost.

## B. Phase-2: Support Services

After successful installation, the contract period of 3 years shall commence. During this period, the successful bidder shall: -

- a) Provide comprehensive onsite support services for the installed hardware / software at designated project locations. This involves comprehensive maintenance of all installed hardware / software covered under the warranty (as per Warranty clause of Chapter-6 General Terms & Conditions) including repairing, replacement of faulty parts, modules, sub-modules, assemblies, sub-assemblies, spares, etc. with genuine OEM components to make the system functional/ operational as per SLA.
- b) Provide a dedicated centralised helpdesk number, email address and web-based interface such that the end-user may report problems, if any, using any of the available methods. The web-based interface should also facilitate the tracking of the complaints reported based on the complaint/ ticket number along with resolution details.
- c) In case of problems/ issues/ maintenance with the installed hardware/ software, successful bidder shall depute qualified service engineers (other than SPOC) for timely resolution of issues.

### 2) Project Deliverables, Milestones & Time Schedule

Srl. No.	Project Activity/ Scope of Work	Deliverables (Reports/ Docs./ Infra.)	Timelines
1.	Activity as mentioned in chapter/section 4. (1) (A) - Supply & Installation	<ul style="list-style-type: none"><li>• Delivery Challan for ordered items</li></ul>	T1=T+30 days Where T is the date of issuance of work order
2	Completion of Contract period	<ul style="list-style-type: none"><li>• Satisfactory performance report signed by OIC/Nodal Officer</li></ul>	3 years from the last installation date and acceptance

## CHAPTER 5: INSTRUCTION TO BIDDER (ITB) & BIDDING PROCESS

### 1) Sale of Bidding / Tender Documents

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped as per NIB. The complete bidding document shall also be placed on the e-Procurement portal <http://eproc.rajasthan.gov.in>, State Public Procurement Portal <http://sppp.rajasthan.gov.in> and Departmental Web portal <http://tourism.rajasthan.gov.in>. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft, banker's cheque.
- c) Bidding documents 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) Pre-bid Meeting / Clarifications

- a) Any prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding documents.
- b) A pre-bid conference is also scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders, only those who have purchased the bidding document, in respect of the procurement and the records of such conference shall be intimated to all bidders and where applicable, shall be published on the respective websites.
- c) The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -
  - a. Last date of submitting clarifications requests by the bidder as per NIB
  - b. Response to clarifications by procuring entity as per NIB
- d) The minutes and response, if any, shall be provided promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall be published on the respective websites.

### 3) Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity; provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

### 4) Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional



specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

**5) Format and Signing of Bids**

- a) Bidders must submit their bids online at e-Procurement portal i.e. <http://eproc.rajasthan.gov.in>.
- b) All the documents uploaded should be digitally signed with the DSC of authorized signatory and uploaded only in PDF format with clear readability and prescribed filename as mentioned in the table below.
- c) A Single stage two part / cover system shall be followed for the Bid: -
- a. Technical Bid, including fee details, eligibility & technical documents
  - b. Financial Bid
- d) The technical bid shall consist of the following documents: -

S. No.	Documents Type	Document Format
<b>Fee Details</b>		
1	Bidding document Fee (Tender Fee), DOT Processing Fee (e-Procurement), and Bid Security	Instrument/ Proof of submission
<b>Eligibility Documents</b>		
2	Bidder's Authorisation Certificate	As per Annexure-3 and copy of PoA/ Board resolution stating that Auth. Signatory (DSC holder) can sign the bid/ contract on behalf of the firm.
3	All the documents mentioned in the "Eligibility Criteria", in support of the eligibility	As per the format mentioned against the respective eligibility criteria clause
<b>Technical Documents</b>		
4	Certificate of Conformity/ No Deviation	As per Annexure-5
5	Declaration by Bidders	As per Annexure-6
6	Manufacturer's Authorisation Form (MAF)	As per Annexure-7 (Indicative Format)
7	Undertaking on Authenticity of Comp. Equip.	As per Annexure-8
8	Components Offered + Technical Specifications Compliance Sheet for all items only on OEM's letter-head	As per Annexure-9
9	Index (of Technical Bid)	As per Annexure-14

- e) Financial bid shall include the following documents: -

S. No.	Documents Type	Document Format
1	Financial Bid – Format	As per BoQ (.XLS) format available on e-Procurement portal

- f) The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

**6) Cost & Language of Bidding**

- a) 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.

- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English/Hindi Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

7) **Alternative/ Multiple Bids**

Alternative/ Multiple Bids shall not be considered at all. Also, the bidder shall not quote for multiple brands/ make/ models but only one in the technical Bid and should also mention the details of the quoted make/ model in the “Annexure-9: Components Offered”.

8) **Bid Security**

Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

- a) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
- b) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.
- c) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- d) The bid security may be given in the form of a banker's cheque or demand draft or bank guarantee (bank guarantee is allowed only where bid security amount is INR 10 Lakhs or above), in specified format, of a scheduled bank. **The bid security must remain valid 30 days beyond the original or extended validity period of the bid.**
- e) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- f) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- g) The bank guarantee, if any, presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.
- h) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
- i) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
- a. when the bidder withdraws or modifies its bid after opening of bids;
  - b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
  - c. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
  - d. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
  - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- e) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
- f) No interest shall be payable on the bid security.
- g) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.

- h) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-
  - a. the expiry of validity of bid security;
  - b. the execution of agreement for procurement and performance security is furnished by the successful bidder;
  - c. the cancellation of the procurement process; or
  - d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

**9) Deadline for the submission of Bids**

- a) Bids shall be received online at e-Procurement portal and up to the time and date specified in the NIB.
- b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting / conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on the State Public Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

**10) Withdrawal, Substitution, and Modification of Bids**

- a) If permitted on e-Procurement portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financial cover) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".
- b) Bids withdrawn shall not be opened and processes further.
- c) No bid shall be withdrawn, substituted, or modified after the last time and date fixed for receipt of bids.

**11) Opening of Bids**

- a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their authorised representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) All the documents comprising of technical Bid/ cover shall be opened & downloaded from the e-Procurement website (only for the bidders who have submitted the prescribed fee(s) to DoT & DOT).
- e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:-
  - a. bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);
  - b. bid is valid for the period, specified in the bidding document;
  - c. bid is unconditional and the bidder has agreed to give the required performance security; and
  - d. other conditions, as specified in the bidding document are fulfilled.
  - e. any other information which the committee may consider appropriate.

- f) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

**12) Selection Method:**

Lowest financially evaluated & technically responsive bidder shall be selected for award of contract.

**13) Clarification of Bids**

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the e-Procurement portal.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

**14) Evaluation & Tabulation of Technical Bids**

**a) Determination of Responsiveness**

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
  - i. "deviation" is a departure from the requirements specified in the bidding document;
  - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
  - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c. A material deviation, reservation, or omission is one that,
  - i. if accepted, shall:-
    - 1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
    - 2. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract;
  - or
  - ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

**b) Non-material Non-conformities in Bids**

- a. The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
- b. The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate, Registration Certificate,

VAT/ CST clearance certificate, ISO/ CMMi Certificates, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.

- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

**c) Technical Evaluation Criteria**

Bids shall be evaluation based on the documents submitted as a part of technical bid. Technical bid shall contain all the documents as asked in the clause "Format and Signing of Bids"

**d) Tabulation of Technical Bids**

a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.

b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.

e) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.

f) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

**15) Evaluation & Tabulation of Financial Bids**

Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids:-

a) The financial Bids of the bidders who qualified in technical evaluation shall be opened online at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present;

b) the process of opening of the financial Bids shall be similar to that of technical Bids.

c) conditional Bids are liable to be rejected;

d) the evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;

e) the offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order in case price is the only criteria, or evaluated and marked H1, H2, H3 etc. in descending order.

f) the bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous Bid in other case;

g) The members of bids evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.

h) it shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.

**16) Correction of Arithmetic Errors in Financial Bids**

The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

**17) Comparison of rates of firms outside and those in Rajasthan**

While tabulating the financial Bids of those firms which are not entitled to price preference, the element of Rajasthan Value Added Tax (RVAT) shall be excluded from the rates quoted by the firms of Rajasthan and the element of Central Sales Tax (CST) shall be included in the rates of firms from outside Rajasthan for financial bid evaluation purpose.

**18) Price/ purchase preference in evaluation**

Price and/ or purchase preference notified by the State Government (GoR), Price preference policy for MSME enterprise (as per new circular on Nov. 19, 2015) & any other notification issued by GoR for price preference and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of Rate contract.

**19) Negotiations**

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/ supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.
- g) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

**20) Exclusion of Bids/ Disqualification**

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
  - a. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - b. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
  - c. the bidder is not qualified as per eligibility criteria mentioned in the bidding document;
  - d. the Bid materially departs from the requirements specified in the bidding document or it contains false information;
  - e. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
  - f. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
  - a. communicated to the concerned bidder in writing;
  - b. published on the State Public Procurement Portal, if applicable.

## 21) **Lack of competition**

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
  - a. the Bid is technically qualified;
  - b. the price quoted by the bidder is assessed to be reasonable;
  - c. the Bid is unconditional and complete in all respects;
  - d. there are no obvious indicators of cartelization amongst bidders; and
  - e. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
- b) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
- d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

## 22) **Acceptance of the successful Bid and award of contract**

- a) The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee, has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- b) Decision on Bids shall be taken within original validity period of Bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
- c) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- e) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
- f) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
- g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
- h) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the 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 bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.
- i) The bid security of the bidders who's Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

**23) Information and publication of award**

Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIB.

**24) Procuring entity's right to accept or reject any or all Bids**

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

**25) Right to vary quantity**

- a) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
- b) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract (if the original order was given after inviting open competitive Bids). Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under: -
  - a. 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
  - b. 50% of the value of goods or services of the original contract.

**26) Performance Security Deposit (PSD)**

- a) Prior to execution of agreement, Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
- b) The amount of performance security shall be 5% of the amount of supply order.
- c) Performance security shall be furnished in any one of the following forms: -
  - (i) Bank Draft or Banker's Cheque of a scheduled bank;
  - (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 procuring entity with the approval of Head Post Master;
  - (iii) Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;
  - (iv) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/premature payment of the FDR 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.
- d) Performance security furnished in the form specified in clause (ii) to (iv) of (c) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- e) **Forfeiture of Performance Security Deposit (PSD) :** Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
  - (i) When any terms and condition of the contract is breached.
  - (ii) When the bidder fails to make complete supply satisfactorily and warranty obligations and maintenance and defect liability period.
  - (iii) if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- g) No interest shall be payable on the PSD.



## 27) Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is despatched to the bidder.
- b) The successful bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is despatched to the successful bidder.
- c) If the bidder, who's Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.

## 28) Confidentiality

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to:
  - a. impede enforcement of any law;
  - b. affect the security or strategic interests of India;
  - c. affect the intellectual property rights or legitimate commercial interests of bidders;
  - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised to have access to such information.
- c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

## 29) Cancellation of procurement process

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.
- b) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -
  - a. at any time prior to the acceptance of the successful Bid; or
  - b. after the successful Bid is accepted in accordance with (d) and (e) below.
- c) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
- d) The decision of the procuring entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.
- e) If the bidder who's Bid has been accepted as successful fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.
- f) If a bidder is convicted of any offence under the Act, the procuring entity may:
  - a. cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into;
  - b. rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the procuring entity and the convicted bidder.

### 30) Code of Integrity for Bidders

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.
- b) The code of integrity include provisions for: -
  - a. Prohibiting
    - i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
    - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
    - iii. any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
    - iv. improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
    - v. any financial or business transactions between the bidder and any officer or employee of the procuring entity;
    - vi. 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;
    - vii. any obstruction of any investigation or audit of a procurement process;
  - b. disclosure of conflict of interest;
  - c. disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.
- c) Without prejudice to the provisions below, 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 measures including: -
  - a. exclusion of the bidder from the procurement process;
  - b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
  - c. forfeiture or encashment of any other security or bond relating to the procurement;
  - d. recovery of payments made by the procuring entity along with interest thereon at bank rate;
  - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
  - f. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

### 31) Conflict of Interest

A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to:-

- a) they have controlling partners in common;
- b) they receive or have received any direct or indirect subsidy from any of them;
- c) they have the same legal representative for purposes of the bid;
- d) they 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;
- e) A bidder participates in more than one bid in the same bidding process. However, this does not limit the inclusion of the same sub-contractor, not otherwise participating as a bidder, in more than one bid; or
- f) A bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process. All bidders shall provide in Eligibility Criteria documents, a statement that the bidder is neither associated nor has been associated directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or being proposed as Project Manager for the contract.

### 32) Interference with Procurement Process

A bidder, who: -

- a) withdraws from the procurement process after opening of financial bids;

- b) withdraws from the procurement process after being declared the successful bidder;
- c) fails to enter into procurement contract after being declared the successful bidder;
- d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful bidder, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

### 33) Appeals

- a) Subject to "Appeal not to lie in certain cases" below, 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 guidelines issued thereunder, he may file an appeal to such officer of the procuring entity, as may be designated by it for the purpose, within a period of 10 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:
  - a. Provided that after the declaration of a bidder as successful in terms of "Award of Contract", the appeal may be filed only by a bidder who has participated in procurement proceedings:
  - b. Provided further that in case a procuring entity evaluates the technical Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a bidder whose technical Bid is found to be acceptable.
- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that sub-section within the period specified in (b) above, or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to an officer or authority designated by the State Government in this behalf within 15 days from the expiry of the period specified in (b) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal:
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be :  
 First Appellate Authority: Secretary, Tourism, GoR  
 Second Appellate Authority: Principal Secretary, Finance Department, GoR
- f) Form of Appeal:
  - a. Every appeal under (a) and (c) above shall be as per Annexure-16 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.
- g) Fee for Appeal: 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 payable in the name of Appellate Authority concerned.
- h) 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 (c) shall also be placed on the State Public Procurement Portal.
- i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the bidder or the procuring entity, shall be disclosed in a proceeding under an appeal.

#### 34) **Stay of procurement proceedings**

While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.

#### 35) **Vexatious Appeals & Complaints**

Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the "The Rajasthan Transparency Public Procurement Act 2012", with the intention of delaying or defeating any procurement or causing loss to any procuring entity or any other bidder, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

#### 36) **Offenses by Firms/ Companies**

a) Where an offence under "The Rajasthan Transparency Public Procurement Act 2012" has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

- b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.
- c) For the purpose of this section-
  - a. "company" means a body corporate and includes a limited liability partnership, firm, registered society or co-operative society, trust or other association of individuals; and
  - b. "director" in relation to a limited liability partnership or firm, means a partner in the firm.
- d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

#### 37) **Debarment from Bidding**

- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
  - a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
  - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.

- d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

**38) Monitoring of Contract**

- a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder's premises where the work is being completed may be inspected.
- c) If delay in delivery of goods and service is observed a performance notice would be given to the selected bidder to speed up the delivery.
- d) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- e) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through 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.
- f) The selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of procuring entity.

## CHAPTER 6: GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

Bidders should read these conditions carefully and comply strictly while sending their bids.

### Definitions

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a) "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c) "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- d) "Day" means a calendar day.
- e) "Delivery" means the transfer of the Goods from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- f) "Completion" means the fulfilment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
- g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidder is required to supply to the Purchaser under the Contract.
- h) "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
- i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidder under the Contract.
- j) "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 successful/ selected bidder.
- k) "Supplier/ Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document.

**Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.**

### 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, and mutually explanatory.

### 2) Interpretation

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

- c) 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 authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) 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.
- e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- f) 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.

3) **Language**

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/selected bidder and the Purchaser, shall be written in English / Hindi language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- b) The successful/ selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

4) **Joint Venture, Consortium or Association**

**Joint Venture, Consortium or Association is not allowed for the bid.**

5) **Eligible Goods and Related Services**

- a) For purposes of this Clause, the term "goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "related services" includes services such as insurance, transportation, supply & installation.
- b) All articles/ goods being bid, other than those marked in the Bill of Material (BoM) should be the ones which are produced in volume and are used by a large number of users in India/ abroad. All products quoted by the successful/ selected bidder must be associated with specific make and model number, item code and names and with printed literature describing configuration and functionality. Any deviation from the printed specifications should be clearly mentioned in the offer document by the bidder/ supplier. Also, the bidder is to quote/ propose only one make/ model against the respective item.**
- c) The OEM/ Vendor of the quoted product must have its own registered spares depot in India having adequate inventory of the equipment being quoted for providing the necessary spares as per the requirements of this bidding document.**
- d) The OEM/ Vendor of the quoted product should also have its direct representation in India in terms of registered office for at least past 3 years. The presence through any Distribution/ System Integration partner agreement will not be accepted.**
- e) Bidder must quote products in accordance with above clause "Eligible goods and related services".**

6) **Service of Notice, Documents & Orders**

- a) A notice, document or order shall be deemed to be served on any individual by -
  - a. delivering it to the person personally; or
  - b. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;

- c. on a body corporate by leaving it at, or sending it by post to, the registered office of the body corporate.
  - b) When the procedure laid down in (a) above is followed, service shall be deemed to be effected by properly addressing, preparing and posting the document, notice or order, as the case may be.
- 7) **Scope of Supply**
  - a) Subject to the provisions in the bidding document and contract, the goods and related services to be supplied shall be as specified in the bidding document.
  - b) Unless otherwise stipulated in the Contract, the scope of supply shall include 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.
  - c) **The bidder shall not quote and supply any hardware/ software that is likely to be declared as End of Sale in next 3 months and End of Service/ Support for a period of 3 Years from the last date of bid submission. OEMs are required to mention this in the MAF for all the quoted hardware/ software. If any of the hardware/ software is found to be declared as End of Sale/ Service/ Support, then the bidder shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.**
- 8) **Delivery & Installation**
  - a) Subject to the conditions of the contract, 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 document. The details of supply/ shipping and other documents to be furnished by the successful/ selected bidder are specified in the bidding document and/ or contract.
  - b) The contract for the supply can be repudiated at any time by the purchase officer, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.
  - c) The Supplier/ Selected Bidder shall arrange to supply & install the ordered materials/ system as per specifications within the specified delivery/ completion period at various departments and/ or their offices/ locations mentioned in the PO/ WO.
  - d) Shifting the place of Installation: The user will be free to shift the place of installation within the same city /town/ district/ division. The successful/ selected bidder shall provide all assistance, except transportation, in shifting of the equipment. However, if the city/town is changed, additional charges of assistance in shifting and providing maintenance services for remaining period would be decided mutually.
- 9) **Supplier's/ Selected Bidder's Responsibilities**

The Supplier/ Selected Bidder shall supply all the goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or contract.
- 10) **Purchaser's Responsibilities**
  - a) Whenever the supply of goods and related services requires that the Supplier/ Selected Bidder obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier/ Selected Bidder, make its best effort to assist the Supplier/ Selected Bidder in complying with such requirements in a timely and expeditious manner.
  - b) The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with the general and special conditions of the contract.
- 11) **Contract Price**
  - a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.



- b) Prices charged by the Supplier/ Selected Bidder for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid, with the exception of any price adjustments authorized in the special conditions of the contract.

12) **Recoveries from Supplier/ Selected Bidder**

- a) Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills.
- b) Amount may also be withheld to the extent of short supply, breakages, and rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department.
- c) In case, recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

13) **Taxes & Duties**

- a) The TDS, Raj-VAT, Service Tax etc., if applicable, shall be deducted at source/ paid by DoT as per prevailing rates.
- b) For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
- c) For goods supplied from within India, the successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- d) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent. However, it is clarified that for the purpose concessional Sales Tax, no "C-Form/ D-Form", or any other form by whatever name it may be called, shall be released by Purchaser to the selected bidder under any circumstances for any of activities under the SoW of this bidding document.

14) **Confidential Information**

- a) The Purchaser and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, 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.
- b) The Supplier/ Selected Bidder may furnish to its Subcontractor, if permitted, such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier/ Selected Bidder shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier/ Selected Bidder.
- c) The Purchaser shall not use such documents, data, and other information received from the Supplier/ Selected Bidder for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected Bidder shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.
- d) The obligation of a party under sub-clauses above, however, shall not apply to information that: -
  - (i) the Purchaser or Supplier/ Selected Bidder need to share with other institutions participating in the Contract;
  - (ii) now or hereafter enters the public domain through no fault of that party;
  - (iii) 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

- (iv) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- e) The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.
- f) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

15) **Specifications and Standards**

- a) All articles supplied shall strictly conform to the specifications, trademark laid down in the bidding document and wherever articles have been required according to ISI/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the supplier/ selected bidder.
- b) Technical Specifications and Drawings
  - i. The Supplier/ Selected Bidder shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.
  - ii. The Supplier/ Selected Bidder shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
  - iii. The goods and related services supplied under this Contract shall conform to the standards mentioned in bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.
- c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.

16) **Packing and Documents**

- a) The Supplier/ Selected Bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the Purchaser.

17) **Insurance**

- a) The goods will be delivered at the destination godown in perfect condition. The Goods supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations, in accordance with the applicable terms. **The insurance charges will be borne by the supplier and Purchaser will not be required to pay such charges if incurred.**
- b) **The goods will be delivered at the FOR destination in perfect condition.**

18) **Transportation**

The supplier/ selected bidder shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible.

19) **Inspection**

- a) The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the supplier's/ selected bidder's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided. **Inspection shall be made at supplier's/ selected bidder's godown at Jaipur (at supplier's/ selected bidder's cost).**
- b) **The supplier/ selected bidder shall furnish complete address of the premises of his factory, office, go-down and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.**
- c) **As soon as the goods arrive at the designated place for supply, an inspection Committee constituted by DoT shall inspect the material for its conformity with Technical specification mentioned.**
- d) **After successful inspection, it will be supplier's/ selected bidder's responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, supplies when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.**

20) **Samples**

- a) When notified by the Purchaser to the supplier/ bidder/ selected bidder, Bids for articles/ goods marked in the BoM shall be accompanied by four sets of samples of the articles quoted properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by train, etc., should be despatched freight paid and the R/R or G.R. should be sent under a separate registered cover. Samples for catering/ food items should be given in a plastic box or in polythene bags at the cost of the bidder.
- b) Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
- c) Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. DoT shall not be responsible for any damage, wear and tear or loss during testing, examination, etc., during the period these samples are retained. The Samples shall be collected by the supplier/ bidder/ selected bidder on the expiry of stipulated period. DoT shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by DoT and no claim for their cost, etc., shall be entertained.
- d) Samples not approved shall be collected by the unsuccessful bidder. DoT will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
- e) Supplies when received may be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories, reputed testing house like STQC (ETDC) 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.
- f) The supplier/ selected bidder shall at its own expense and at no cost to the Purchaser carry out all such tests and/ or inspections of the Goods and Related Services as are specified in the bidding document.

- 21) **Drawl of Samples**  
In case of tests, wherever feasible, samples shall be drawn in four sets in the presence of selected bidder or his authorised representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/ or testing house and the third or fourth will be retained in the office for reference and record.
- 22) **Testing charges**  
Testing charges shall be borne by the Government. In case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the selected bidder.
- 23) **Rejection**
- a) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the selected bidder at his own cost within the time fixed by the Purchase Officer.
  - b) If, however, due to exigencies of DoT's work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the selected bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
  - c) The rejected articles shall be removed by the supplier/ bidder/ selected bidder within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the selected bidder's risk and on his account.
- 24) **Delivery period & Extent of Quantity - Repeat Orders**
- a) The time specified for delivery shall be deemed to be the essence of the contract and **the successful bidder shall arrange supplies within the period of 30 days on receipt of the firm order from the Purchase Officer.**
  - b) The selected bidder shall arrange supplies within the stipulated time period.
  - c) If the orders are placed in excess of the quantities, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the bidding document. If the bidder fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.
- 25) **Freight**
- a) 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 5% of the freight will be recovered from the supplier's bill.
  - b) R.R. should be sent under registered cover through Bank only.
  - c) In case supply is desired to be sent by the purchase officer by passenger train, the entire railway freight will be borne by the bidder.
  - d) Remittance charges on payment made shall be borne by the bidder.
- 26) **Payments**
- a) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on submission of bill in proper form by the bidder to the Purchase Officer in accordance with G.F.& A.R all remittance charges will be borne by the bidder.
  - b) In case of disputed items, 10% to 25% of the amount shall be withheld and will be paid on settlement of the dispute.
  - c) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- 27) **Liquidated Damages (LD)**
- a) In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the bidder has failed to supply/ install/ complete:-

- delay up to one fourth period of the prescribed delivery period: 2.5%
  - delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
  - delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
  - delay exceeding three fourth of the prescribed period: 10%
- b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- c) The maximum amount of liquidated damages shall be 10% of the contract value.
- d) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- e) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.
- 28) Bidders must make their own arrangements to obtain import licence, if necessary. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Purchase Officer.
- 29) **Settlement of Disputes:**  
All disputes pertaining to the Contract shall be decided as per the provision of Arbitration & Conciliation act, 1996.
- 30) All legal proceedings, if necessary arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in Jaipur, Rajasthan and not elsewhere.
- 31) **Authenticity of Equipment**
- a) **The selected bidder shall certify (as per Annexure-9) that the supplied goods are brand new, genuine/ authentic, not refurbished, conform to the description and quality as specified in this bidding document and are free from defects in material, workmanship and service.**
- b) If during the contract period, the said goods be discovered counterfeit/ unauthentic or not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Officer in that behalf will be final and conclusive), notwithstanding the fact that the purchaser may have inspected and/ or approved the said goods, the purchaser will be entitled to reject the said goods or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods will be at the selected bidder's risk and all the provisions relating to rejection of goods etc., shall apply. The selected bidder shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejected by Purchase Officer, otherwise the selected bidder shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Officer in that behalf under this contract or otherwise.
- c) Goods accepted by the purchaser in terms of the contract shall in no way dilute purchaser's right to reject the same later, if found deficient in terms of the this clause of the contract.
- 32) **Warranty**
- a) The bidder must supply all items with comprehensive on-site OEM warranty valid for period as mentioned in the Technical specification of the goods (i.e. Annexure-II), or any portion thereof as the case may be, have been delivered to, installed and accepted at the final destination(s) indicated in the bidding document. **However, if delay of installation is more than a month's time due to the reasons ascribed to the bidder, the warranty shall start from the date of last successful installation of the items covered under the PO.**

- b) **At the time of goods delivery, the selected bidder shall submit a certificate/ undertaking from all the respective OEMs mentioning the fact that the goods supplied are covered under comprehensive warranty & support for the prescribed period.**
- c) The purchaser shall give a written notice to the selected bidder stating the nature of any defect together with all available evidence thereof, promptly following the discovery thereof. The purchaser shall afford all reasonable opportunity for the selected bidder to inspect such defects. Upon receipt of such notice, the selected bidder shall expeditiously cause to repair the defective goods or parts thereof or replace the defective goods or parts thereof with brand new genuine/ authentic ones having similar or higher specifications from the respective OEM, at no cost to the Purchaser. Any goods repaired or replaced by the selected bidder shall be delivered at the respective location without any additional costs to the purchaser.
- d) If having been notified, the selected bidder fails to remedy the defect within the period specified, the purchaser may proceed to take within a reasonable period such remedial action as may be necessary, in addition to other recourses available in terms and conditions of the contract and bidding document.
- e) **During the warranty period, the bidder shall also be responsible to ensure adequate and timely availability of spare parts needed for repairing the supplied goods.**

### 33) Patent Indemnity

- a) The supplier/ selected bidder shall, subject to the Purchaser's compliance with sub-clause (b) below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of 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: -
  - (i) the installation of the Goods by the supplier/ selected bidder or the use of the Goods in the country where the Site is located; and
  - (ii) the sale in any country of the products produced by the Goods.
 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, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the supplier/ selected bidder, pursuant to the Contract.
- b) If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to above, the Purchaser shall promptly give the supplier/ selected bidder a notice thereof, and the supplier/ selected bidder may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- c) If the supplier/ selected bidder fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- d) The Purchaser shall, at the supplier's/ selected bidder's request, afford all available assistance to the supplier/ selected bidder in conducting such proceedings or claim, and shall be reimbursed by the supplier/ selected bidder for all reasonable expenses incurred in so doing.
- e) The Purchaser shall indemnify and hold harmless the supplier/ selected bidder and its employees, officers, and Subcontractors (if any) from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the supplier/ selected bidder may suffer as a result of 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 arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

34) **Limitation of Liability**

Except in cases of gross negligence or wilful misconduct: -

- a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier/ selected bidder to pay liquidated damages to the Purchaser; and
- b) the aggregate liability of the supplier/ selected bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier/ selected bidder to indemnify the Purchaser with respect to patent infringement.

35) **Force Majeure**

- a) The supplier/ selected bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the DoT in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by DoT, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
- d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e) In case a Force Majeure situation occurs with the DoT, the DoT may take the case with the supplier/ selected bidder on similar lines.

36) **Change Orders and Contract Amendments**

- a) The Purchaser may at any time order the supplier/ selected bidder through Notice in accordance with clause "Notices" above, to make changes within the general scope 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 Purchaser;
  - (ii) the method of shipment or packing;
  - (iii) the place of delivery; and
  - (iv) the related services to be provided by the supplier/ selected bidder.
- b) If any such change causes an increase or decrease in the cost of, or the time required for, the supplier's/ selected bidder'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 should be amended. Any claims by the supplier/ selected bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the supplier's/ selected bidder's receipt of the Purchaser's change order.
- c) Prices to be charged by the supplier/ selected bidder 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/ selected bidder for similar services.

37) **Termination**

- **Termination for Default**

- (i) The procuring entity may, without prejudice to any other remedy for breach of contract, by written a written notice of default of at least 30 days sent to the supplier/ selected bidder, terminate the contract in whole or in part: -
  - a. If the supplier/ selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by DoT; or
  - b. If the supplier/ selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
  - c. If the supplier/ selected bidder, in the judgement of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
  - d. If the supplier/ selected bidder commits breach of any condition of the contract.
- (ii) If DoT terminates the contract in whole or in part, amount of PSD may be forfeited.

- **Termination for Insolvency**

DoT may at any time terminate the Contract by giving a written notice of at least 30 days to the supplier/selected bidder, if the supplier/selected bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier/ selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to DoT.

- **Termination for Convenience**

- i. DoT, by a written notice of at least 30 days sent to the supplier/ selected bidder may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the supplier/ selected bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. Depending on merits of the case the supplier/ selected bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the contract if any due to such termination.
- iii. The Goods that are complete and ready for shipment within twenty-eight (28) days after the supplier's/ selected bidder's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - 1. To have any portion completed and delivered at the Contract terms and prices; and/or
  - 2. To cancel the remainder and pay to the supplier/ selected bidder an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the supplier/ selected bidder.



## CHAPTER 7: SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

### 1. Payment Terms and Schedule

Payment schedule - Payments to the bidder, after successful completion of the target milestones (including specified project deliverables), would be made as under: -

Srl.	Milestone/ Phase	Deliverables	Payable Amount
1.	Completion of Activity as mentioned in chapter / section 4. (1) (A) <b>Phase-1 : Supply &amp; Installation</b>	<ul style="list-style-type: none"> <li>• Delivery Challan for ordered items</li> <li>• OEM Warranty Certificates for Hardware &amp; software items (wherever applicable)</li> <li>• Installation Report verified by the respective Officer</li> </ul>	90 % of total work order value
2	Completion of Activity as mentioned in chapter / section 4. (1) (A) <b>Phase-2: Support Services</b>	<ul style="list-style-type: none"> <li>• Submission of Satisfactory Support Services Report from the Concerned Officers</li> </ul>	Remaining 10% of total work order value in equated instalments at the end of year starting from last date of completion of installation
3	Completion of Contract Period	Satisfactory performance report signed by DoT's OIC	* PSD submitted against the total work order value.

**\* PSD submitted will be returned after completion of Project/Contract Period and due penalty adjusted (if any).**

The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.

Due payments shall be made promptly by the purchaser, generally within thirty (30) days after submission of an invoice or request for payment by the supplier/ selected bidder, and the purchaser has accepted it.

The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.

All remittance charges will be borne by the supplier/ selected bidder.

In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.

Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.

Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.

Taxes, as applicable, will be deducted/ paid, as per the prevalent rules and regulations.

### 2. Service Level Standards/ Requirements/ Agreement

a) Service level plays an important role in defining the Quality of Services (QoS). The prime objective of service levels is to ensure high quality of services from selected bidder, in an efficient manner to the identified users under this procurement.

b) The bidder shall submit reports on all the service levels to the Purchaser, if required. The service levels defined below provide for target level of services required, measurements thereof and associated penalties.

Srl.	Measurement Parameter	Service Level	Penalty
1	Time taken for resolving issue	Within 48 hours of lodging the complaint	No penalty
2	Time taken for resolving issue	After 48 hours of lodging the complaint	Rs. 500 for every 24 hours after 48 hours

In case the supplier fails to rectify the defect(s) within 15 calendar days, it may be considered as breach of contract. Maximum applicable penalty shall be 10 % of the order value.

**ANNEXURE-1: BILL OF MATERIAL (BoM)**

Srl.	Items (As per Technical Specification Provided in Annexure-2)	Total Quantity	Remark
<b>IT Infrastructure Items :</b>			
1	Desktop Computer (High End Configurations)	25	All the items being procured shall be installed at Jaipur Head Office and Regional/ TRC/ TIB offices situated in Jaipur, Ajmer, Alwar, Bharatpur, Bikaner, Bundi, Jaisalmer, Jhalawar, Jhunjhunu, Jodhpur, Kota, Sawai Madhopur, Mount Abu, Udaipur, New Delhi, Mumbai, Kolkata and Chennai. Office-wise list of the items to be supplied, installed and maintained shall be provided with the work order
2	Desktop Computer (Standard Configurations)	28	
3	Laptops (High End Configurations)	10	
4	Multi Function Laser Printer Mono 4 in 1	10	
5	Laser Printer (Plain)	48	
6	Multi Function Colour Laser Printer 4 in 1	1	
7	UPS (0.8 KVA)	25	
8	Projector	2	
9	Integrated Electronic Gadget (A Combination of Computer and Projector) K-Yan UV Premium (with interactivity)	5	
<b>CCTV Surveillance System's Items :</b>			
1	CCTV Cameras	16	1. All items being procured shall be installed by the Successful Bidder in New Tourism Building Situated Opposite Vidhayak Puri Police Station, Khasa Kothi, Jaipur 2. Other Accessories Required (if any) for Installation shall be provided by the Successful Bidder 3. Training required for the operations of system shall be provided by the Successful Bidder
2	32 Channel NVR	1	
3	Ethernet Switch	3	
4	Network Switch	1	
5	24 U Network Rack	1	
6	Cat-6 Cable (In Meters)	1000	
7	LED Full HD Display Unit	2	
8	2 KVA UPS	1	
9	Other Accessories Required for Installation & its Operations Training Shall be Provided to DoT Staff by the Successful Bidder		

The above mentioned quantities are tentative & the actual no. may vary as per the requirement and payment shall be made on actual quantities supplied.

**ANNEXURE-2: TECHNICAL SPECIFICATIONS**

*Note: All the specifications below are minimum specifications and higher specifications shall be used wherever necessary/ required. Deviation on higher side shall only be considered and no extra weightage shall be awarded for such deviations. Also, the bidder is required to submit the technical compliance statement for each item on the respective OEM's letter-head.*

**1. SPECIFICATIONS OF ITEMS TO BE PROCURED UNDER IT INFRASTRUCTURE**

**Item No. – 1: Desktop Computer (High End Configurations)**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
<p><b>Processor :</b> Intel Core i-7, Min. 5<sup>th</sup> Gen.  <b>RAM :</b> 8 GB 1600 MHz DDR4  <b>HDD :</b> 1TB 7200RPM Serial ATA HDD or higher  <b>Graphics :</b> Min. 2 GB Card  <b>Monitor :</b> 47 cm (18.5 inch) TFT LED Digital Colour, TCO' 06 Certified  <b>Optical Drive :</b> Internal 16XDVD Read &amp; Write Drive  <b>Key Board :</b> Standard OEM USB Key Board  <b>Mouse :</b> OEM 2 Button USB Optical Scroll  <b>Speakers :</b> USB Stereo Speakers  <b>Network Interface :</b> Integ. 10/100/1000 BASE-T, Wi-Fi, Blue Tooth, HDMI  <b>Ports :</b> Front – 2 USB 2.0, Mic &amp; Headphone Jacks, Rear – 2 USB 3.0, 4 USB 2.0, HDMI, VGA, RJ-45 (10/100/1000 Ethernet)  <b>Oper. System :</b> Windows 8.1 Professional with Recovery CD/DVD and Other Drivers  <b>Certification :</b> EPEAT Gold rating, ENERGY STAR 5.0-compliant, RoHS-compliant, Windows Certified  <b>Anti-Virus :</b> Quick Heal Total Security (Validity for 3 Years)  <b>Warranty :</b> 3 Years</p>			

**Item No. – 2: Desktop Computer (Standard Configurations)**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
<p><b>Processor</b> : Intel Core i-5, Min. 6<sup>th</sup> Gen. Processor &amp; Compatible Chipset on Intel motherboard  <b>RAM</b> : 8 GB 1600 MHz DDR4  <b>HDD</b> : 1TB 7200RPM Serial ATA HDD or higher  <b>Monitor</b> : 47 cm (18.5 inch) TFT LED Digital Colour, TCO' 06 Certified  <b>Optical Drive</b> : Internal 16XDVD Read &amp; Write Drive  <b>Key Board</b> : Standard OEM USB Key Board  <b>Mouse</b> : OEM 2 Button USB Optical Scroll  <b>Speakers</b> : USB Stereo Speakers  <b>Network Interface</b> : Integ. 10/100/1000 BASE-T, Wi-Fi, Blue Tooth, HDMI  <b>Ports</b> : Front – 2 USB 2.0, Mic &amp; Headphone Jacks, Rear – 2 USB 3.0, 4 USB 2.0, HDMI, VGA, RJ-45 (10/100/1000 Ethernet)  <b>Multimedia</b> : Integrated Audio &amp; Graphic Controller  <b>Oper. System</b> : Windows 8.1 Professional with Recovery CD/DVD and Other Drivers  <b>Certification</b> : EPEAT Gold rating, ENERGY STAR 5.0-compliant, RoHS-compliant, Windows Certified  <b>Anti-Virus</b> : Quick Heal Total Security (Validity for 3 Years)  <b>Warranty</b> : 3 Years</p>			

**Item No. – 3: Laptops (High End Configurations)**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
<p><b>Processor</b> : Intel Core i-7, Min. 5th Gen.  <b>RAM</b> : 8 GB DDR3, <b>HDD</b> : 1TB SATA  <b>Graphics</b> : Min. 2 GB or Higher  <b>Display</b> : 15.6" LED backlit HD Anti-glare display  <b>Camera</b> : Built-in Webcam Min. HD 720p resolution  <b>Optical Drive</b> : 16XDVD Read &amp; Write Drive  <b>Key Board</b> : Backlit, <b>Audio</b> : Integrated Stereo speakers  <b>Network Connectivity</b> : Wi-Fi, Bluetooth etc  <b>Ports</b> : Min. 2 USB 2.0 &amp; 1 USB 3.0, HDMI, Micro &amp; Stereo Headphone, VGA, RJ-45 LAN (10/100/1000 Ethernet)  <b>Oper. System</b> : Windows 8.1 Professional with Recovery CD/DVD and Other Drivers  <b>Anti-Virus</b> : Quick Heal Total Security (Validity for 3 Years)  <b>Warranty</b> : 3 Years &amp; Carry Case/Bag</p>			

**Item No. – 4: Multi Function Laser Printers 4-in-1 (Automatic Duplex) :**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
<b>Function :</b> Print, Scan, Copy & Fax <b>(Mono/Black)</b> <b>Printing Speed :</b> Min. 25 PPM (A4 Size) or Highe <b>Print Quality :</b> Black Min. 600 X 600 dpi <b>Processor :</b> Min. 600MHz, <b>RAM:</b> Min. 128MB <b>Flatbat Scanner :</b> Min. 1200 dpi <b>Duplex Printing : Automatic</b> <b>Copier :</b> Reduce/Enlarge 25 to 400% <b>Duty Cycle :</b> Upto 8000 Pages or Higher (Monthly, A4) <b>Others :</b> Hi—Speed USB 2.0 Port, Built in Ethernet Network Port & <b>Warranty :</b> 3 Years			

**Item No. – 5: Laser Printers (Plain/Normal) :**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
<b>Function :</b> Print Only <b>(Mono/Black)</b> <b>Printing Speed :</b> Min. 25 PPM (A4 Size) or Highe <b>Print Quality :</b> Black Min. 600 X 600 dpi <b>Processor :</b> Min. 600MHz, <b>RAM:</b> Min. 128MB <b>Duty Cycle :</b> Upto 8000 Pages or Higher (Monthly, A4) <b>Others :</b> Hi—Speed USB 2.0 Port, Built in Ethernet Network Port <b>Warranty :</b> 3 Years			

**Item No. – 6: Multi Function Colour Laser Printers 4-in-1 :**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
<b>Function :</b> Print, Scan, Copy <b>Printing Speed :</b> Min. 16 PPM Black, 4 PPM Colour <b>Print Quality :</b> Min. 600 X 600 dpi <b>Processor :</b> Min. 600MHz, <b>Memory:</b> 128 MB <b>Flatbat Scanner :</b> Min. 1200 dpi <b>Duty Cycle :</b> Upto 8000 Pages (Monthly, A4) <b>Copier :</b> Reduce/Enlarge 25 to 400% <b>Ports :</b> Hi—Speed USB 2.0 Port, Built in Ethernet Network Port <b>Warranty :</b> 3 Years			

**Item No. – 7: UPS (0.8 KVA) :**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
Output Power Capacity – 800VA, Input & Output Voltage – 230V, Line Interactive, Input voltage adjustable range – 160 – 300V, Battery Backup – Upto 30 Minutes, Interface Port – USB <b>Warranty : 3 Years</b>			

**Item No. – 8: Projector**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
HD Digital Projector, Brightness : 3200 Lumens, Contrast Ratio : 15000:1, Lamp : 210W & Life Min. 5,000 Hrs, Zoom Ratio : 1.2:1, Audio : 1 Speaker-up to 20W, Connectivity Ports : USB, HDMI, VGA, Audio In & Out, S Video, Rj-45 Ethernet Port, RCA Audio/Video in			

**Item No. – 9 : Integrated Electronic Gadget (A combination of Computer and Projector) K-Yan UV Premium (with interactivity) :**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
<b>Model Offered</b>	<b>Mention Make →</b>		
<b>Make Offered</b>	<b>Mention Model →</b>		
Brightness : 2800 Lumens SVGA, Contrast Ratio : 2000:1, Computer System : Intel i3 Processor, LAN : 1XGbps Ethernet Connectivity, TV Compatibility – RCA port : Inbuilt Wi-Fi, Audio : 20W, RAM : 4GB, HDD : 500 GB, Wireless Keyboard & Mouse, RW-DVD Drive, VGA Out for External Monitor, 4 USB Ports, Lamp Life : 4000 Hours (Standard mode), 3000 Hours (Bright mode), Projection Image Size : 34.2-300.8 Inches, Dimension (LXWXH) : 28.5 cm X 28.5 cm X 19 cm, Weight : 6 Kg., Windows 8.1 SL Operating System & All Application Software as mentioned in Proposal Chargeable Interactivity Pen and Carry Bag			

**2. SPECIFICATIONS OF ITEMS TO BE PROCURED UNDER CCTV SURVEILLANCE SYSTEM :**

Item	Description of Requirement	Compliance/ Deviations	Page No. where the specs are attached
	<b>CCTV Camera :</b> <b>Mention Make →</b> <b>Mention Model →</b> Usage : Indoor, Segment : Office, Communication : Network/IP 2 Mega Pixel, smart IR , HDD Min illumination .01 Lux, 0Lux with IR , Turbo HD output, temp working -10 to 55 degree Humidity tolerance 90% , Power supply 12 Volt/5 volt DC IR range =>20mtr, Day& Night ICR		
	<b>32 Channel Network Video Recorder for 30 Days Recording :</b> <b>Mention Make →</b> <b>Mention Model →</b> 32 Channel IP camera input, Two way talk, H.264/MJPEG dual codec decoding, Max 200Mbps incoming bandwidth, Up to 5Mp resolution preview & playback, HDMI,VGA,BNC/TV simultaneous video output, Display Split 1/4/8/9/16, Real-time playback, GRID interface, Support Multi-brand network cameras, Open Network Video Interface Forum (ONVIF) Version 2.4 Conformance, Support 8 SATA HDDs up to 32TB, 1 eSATA port, 3 USB(1 USB 3.0), Multiple network monitoring - Web viewer, CMS(DSS/PSS) & DMS		
	<b>Ethernet Switch (8 Port)</b> <b>Mention Make →</b> <b>Mention Model →</b>		
	<b>Network Switch</b> <b>Mention Make →</b> <b>Mention Model →</b>		
	<b>24 U Network Rack</b> <b>Mention Make →</b> <b>Mention Model →</b>		
	<b>CAT 6 Cable (In Meters)</b> <b>Mention Make →</b>		
	<b>LED Full HD Display Unit :</b> <b>Mention Make →</b> <b>Mention Model →</b> Size - 40", Resolution : Full HD (1920X1080) Pixel, Response Time : 5ms, Audio : Minimum 24 Watt RMS (2X10 watt)or better, USB : 1(USB 2.0), Aspect Ratio : 16:9, Ports : VGA & HDMI, Accessories : wall mount kit & with standard main cables, Energy saving features Available		
	<b>2KVA UPS with 60 minutes backup</b> <b>Mention Make →</b> <b>Mention Model →</b>		

Note: All the supplied Hardware / Software should be Interoperable, IPv6 ready and in compliance with the policies/ guidelines issued by DIT, GoI in this regard. Also, the bidder is to quote/ propose only one make/ model against the respective item.

**ANNEXURE-3: BIDDER'S AUTHORIZATION CERTIFICATE** {to be filled by the bidder}

To,

{Procuring entity},

\_\_\_\_\_

\_\_\_\_\_

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**ANNEXURE-4: SELF-DECLARATION** (to be filled by the bidder)

To,

{Procuring entity},

\_\_\_\_\_

In response to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for {Project Title}, as an Owner/ Partner/ Director/ Auth. Sign.of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) 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;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE-5: CERTIFICATE OF CONFORMITY/ NO DEVIATION** {to be filled by the bidder}

To,  
{Procuring Entity},  
\_\_\_\_\_

**CERTIFICATE**

This is to certify that, the specifications of Hardware & Software which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum technical specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations and assumptions.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE-6: DECLARATION BY BIDDER** {to signed by selected bidder}

I/ We declare that I am/we are bonafide/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorised dealer/ dealers/ sole selling/ Marketing agent in the goods/ stores/ equipment for which I/ We have quoted.

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

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE-7: MANUFACTURER'S AUTHORIZATION FORM (MAF) {to be filled by the OEMs}**

**(Indicative Format)**

To,  
{Procuring Entity},  
\_\_\_\_\_

Subject: Issue of the Manufacturer's Authorisation Form (MAF)  
Reference: NIB/ RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,  
We {name and address of the OEM} who are established and reputed original equipment manufacturers (OEMs) having factories at {addresses of manufacturing location} do hereby authorize {M/s \_\_\_\_\_} who is our {Distributor/ Channel Partner/ Retailer/ Others <please specify>} to bid, negotiate and conclude the contract with you against the aforementioned reference for the following Hardware/ Software manufactured by us: -

*{OEM will mention the details of all the proposed product(s) with their make/ model.}*

We undertake to provide OEM Warranty for the offered Hardware/ Software, as mentioned above, should be as per specification mentioned.

We hereby confirm that the offered Hardware/ Software is not likely to be declared as End-of-Sale within next 3 months from the date of bid submission.

We hereby confirm that the offered Hardware/ Software is not likely to be declared as End-of-Service/ Support within next 5 years from the date of bid submission.]

Yours faithfully,  
For and on behalf of M/s (Name of the manufacturer)

(Authorized Signatory)

Seal:

Name, Designation &  
Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_

**ANNEXURE-8: UNDERTAKING ON AUTHENTICITY OF COMPUTER EQUIPMENTS**

**{To be filled by the bidder(On Rs. 100/- Non-judicial stamp paper)}**

To,  
{Procuring Entity},  
\_\_\_\_\_

Reference: NIB No. : \_\_\_\_\_ Dated: \_\_\_\_\_

This has reference to the items being supplied/quoted to you vide bid ref. no. \_\_\_\_\_ dated \_\_\_\_\_.

We hereby undertake that all the components/parts/assembly/ software used in the equipment shall be genuine, original and new components /parts/assembly/software from respective OEMs of the products and that no refurbished/duplicate/ second hand components/ parts/ assembly/ software are being used or shall be used. In respect of licensed operating system, we undertake that the same shall be supplied along with the authorized license certificate with our name/logo. Also, that it shall be sourced from the authorized source for use in India.

In case, we are found not complying with above at the time of delivery or during installation, for the equipment already billed, we agree to take back the equipment already supplied at our cost and return any amount paid to us by you in this regard and that you will have the right to forfeit our Bid Security/ SD/ PSD for this bid or debar/ black list us or take suitable action against us.

Authorized Signatory

Name:

Designation:

**ANNEXURE-9: COMPONENTS OFFERED – BOM**{to be filled by the bidder}

Please fill the following BOM for all the offered components.

<b>S.No.</b>	<b>Product Details (Only one make and model)</b>	<b>Detailed Technical Specification Reference**</b>	<b>OEM Details (Name, Address, E-Mail, Mobile Nos.)</b>
1.		{Item No. xx}	
2.		{Item No. xx}	
3.		{Item No. xx}	

\*\* Please attach Technical specifications compliance sheet (only on OEM's letter-head) and provide reference number in this column. (Deviations, if any, should be appropriately mentioned & highlighted in the compliance/ deviation column of the respective table as provided in Annexure-2: Technical Specifications of this bidding document)

Authorized Signatory

Name:

Designation:

**ANNEXURE-10: FINANCIAL FORMAT****{to be submitted by the bidder only in BoQ format (.XLS) available at e-Procurement portal}**

Srl	Item Description	Qty	Unit	Unit Price (In Rs.) (Inclusive of all govt. taxes and other levies except CST & RVAT)	Applicable CST (in Rs.)	RVAT Amt. (in Rs.)	Unit Price (In Rs.) (Inclusive of CST but excluding RVAT)	Total Amount In Rs. (Inclusive of CST but excluding RVAT)
1	2	3	4	5	6	7	8=(5+6)	9=(3*8)
<b>IT Infrastructure Items :</b>								
1	Desktop Computer (High End Configurations)	25	Nos.					
2	Desktop Computer (Standard Configurations)	28	Nos.					
3	Laptops (High End Configurations)	10	Nos.					
4	Multi Function Laser Printer Mono 4 in 1	10	Nos.					
5	Laser Printer (Plain)	48	Nos.					
6	Multi Function Colour Laser Printer 4 in 1	1	Nos.					
7	UPS (0.8 KVA)	25	Nos.					
8	Projector	2	Nos.					
9	Integrated Electronic Gadget (A Combination of Computer and Projector) K-Yan UV Premium (with interactivity)	5	Nos.					
<b>CCTV Surveillance System's Items :</b>								
1	CCTV Cameras	16	Nos.					
2	32 Channel NVR	1	Nos.					
3	Ethernet Switch	3	Nos.					
4	Network Switch	1	Nos.					
5	24 U Network Rack	1	Nos.					
6	Cat-6 Cable (In Meters)	1000	Mtr.					
7	LED Full HD Display Unit	2	Nos.					
8	2 KVA UPS	1	Nos.					
<b>***Total in Figures</b>								
<b>***Total in Words</b>		<b>Rupees only</b>						

**IMPORTANT NOTE :**

- BIDDER HAS TO NECESSARILY QUOTE/SUBMIT RATES FOR EACH ITEM OTHERWISE BID SHALL BE TREATED LIABLE TO REJECTION**

- The prices offered by the bidder for various items will be evaluated on composite basis i.e., price of all offered items shall be added together and the bidder stands L-1 on composite basis shall be considered for award of contract.
- While tabulating the financial Bids of those firms which are not entitled to price preference, the element of Rajasthan Value Added Tax (RVAT) shall be excluded from the rates quoted by the firms of Rajasthan and the element of Central Sales Tax (CST) shall be included in the rates of firms from outside Rajasthan for financial bid evaluation purpose.

Authorized Signatory

Name:

Designation:



**ANNEXURE-11: BANK GUARANTEE FORMAT**{to be submitted by the bidder's bank only if bank guarantee submission is allowed in this bidding document}

**BANK GUARANTEE FORMAT – BID SECURITY**

(To be stamped in accordance with Stamp Act and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,  
The Director,  
Department of Tourism (DoT),  
Hotel Khasa Kothi Campus, M. I. Road,  
Jaipur-302001 (Raj).

Sir,

1. In accordance with your Notice Inviting Bid for <please specify the project title> vide NIB reference no. <please specify> M/s. .... (Name & full address of the firm) (Hereinafter called the "Bidder") hereby submits the Bank Guarantee to participate in the said procurement/ bidding process as mentioned in the bidding document.

It is a condition in the bidding documents that the Bidder has to deposit Bid Security amounting to <Rs. \_\_\_\_\_ (Rupees <in words>)> in respect to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ issued by RISL, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur, Rajasthan (hereinafter referred to as "RISL") by a Bank Guarantee from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur irrevocable and operative till the bid validity date (i.e. <please specify> days from the date of submission of bid). It may be extended if required in concurrence with the bid validity.

And whereas the Bidder desires to furnish a Bank Guarantee for a sum of <Rs. \_\_\_\_\_ (Rupees <in words>)> to the RISL as earnest money deposit.

2. Now, therefore, we the ..... (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at..... (Hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the RISL of the said guaranteed amount without any demur, reservation or recourse.
3. We, the aforesaid bank, further agree that the RISL shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the RISL on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said bidding document and the decision of the RISL that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the RISL shall be final and binding on us.
4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the RISL and it is further declared that it shall not be necessary for the RISL to proceed against the Bidder before proceeding against the Bank and the Guarantee herein

contained shall be invoked against the Bank, notwithstanding any security which the RISL may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.

5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.
6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.
7. The right of the RISL to recover the said amount of <Rs. \_\_\_\_\_ (Rupees <in words>)> from us in manner aforesaid will not be precluded/ affected, even if, disputes have been raised by the said M/s. ....(Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..
8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to <Rs. \_\_\_\_\_ (Rupees <in words>)> and our guarantee shall remain in force till bid validity period i.e. <please specify> days from the last date of bid submission and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability thereunder.
9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.
10. We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

Date ..... (Signature) .....  
Place ..... (Printed Name) .....  
(Designation) .....  
(Bank's common seal) .....

In presence of:  
WTTNESS (with full name, designation, address & official seal, if any)  
(1) .....  
.....  
(2) .....  
.....

## Bank Details

Name & address of Bank:

Name of contact person of Bank:

Contact telephone number:

### GUIDELINES FOR SUBMISSION OF BANK GUARANTEE

The Bank Guarantee shall fulfil the following conditions in the absence of which they cannot be considered valid: -

1. Bank Guarantee shall be executed on non- judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The Executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/ her favour authorizing him/ her to sign the document. The Power of Attorney to be witnessed by two persons mentioning their full name and address.
4. The Bank Guarantee should be executed by a Nationalised Bank/ Scheduled Commercial Bank only.
5. Non – Judicial stamp paper shall be used within 6 months from the date of Purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6 (six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per format prescribed by RISL
7. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
9. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to the Purchaser at the following address:

**BANK GUARANTEE FORMAT – PERFORMANCE SECURITY (PBG)**

(To be stamped in accordance with Stamp Act and on a Stamp Paper purchased from Rajasthan State only and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,  
The Director,  
Department of Tourism (DoT),  
Hotel Khasa Kothi Campus, M. I. Road,  
Jaipur-302001 (Raj).

1. In consideration of the Department of Tourism, Govt. of Rajasthan (hereinafter called "DoT") having agreed to exempt M/s .....(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Work Order No.....dated .....made between the DoT and .....(Contractor) for the work ..... of Security Deposit for the due fulfilment by the said Contractor (s) of the terms and conditions contained in the said work order, on production of a Bank Guarantee for Rs.....(Rupees .....only), we .....(indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request of .....Contractor(s) do hereby undertake to pay to the DoT an amount not exceeding Rs.....(Rupees.....only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs..... (Rupees.....only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the DoT. Any such demand made on the bank by the DoT shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the DoT and We..... (Indicate the name of Bank), bound ourselves with all directions given by DoT regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We.....(indicate the name of Bank), undertake to pay to the DoT any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of DoT under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the DoT certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We .....(indicate the name of Bank) further agree with the DoT that the DoT shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said work order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the DoT against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said work order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the DoT or any indulgence by the DoT to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.

6. The liability of..... (indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We..... (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the DoT in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the DoT. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).
9. It shall not be necessary for the DoT to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the DoT may have obtained or obtain from the contractor.
10. We..... (indicate the name of Bank) verify that we have a branch at Jaipur, Rajasthan. We undertake that this Bank Guarantee shall be payable at any of its branch at Jaipur, Rajasthan. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favour under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated.....day of.....For and on behalf of the <Bank> (indicate the Bank)

Signature

(Name & Designation)

Bank's Seal

The above performance Guarantee is accepted by the DoT  
For and on behalf of the DoT

Signature

(Name & Designation)

**ANNEXURE-12: DRAFT AGREEMENT FORMAT {to be mutually signed by selected bidder and procuring entity}**

This Contract is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2016 by and between Department of Tourism, Govt. of Rajasthan, having its head office at Hotel Khasa Kothi Campus, M. I. Road, Jaipur-302001, Rajasthan (herein after referred to as Purchaser/ DoT) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s \_\_\_\_\_, a company registered under \_\_\_\_\_ with its registered office at \_\_\_\_\_ (herein after referred as the "Successful Bidder/ Supplier") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the RFP document dated \_\_\_\_\_ of <NIB No \_\_\_\_\_>.

And whereas

The supplier represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB and RFP document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of supplier and has placed the Work Order vide Letter No. \_\_\_\_\_ dated \_\_\_\_\_, on which M/s \_\_\_\_\_ has given their acceptance vide their Letter No. \_\_\_\_\_ dated \_\_\_\_\_.

And whereas

The supplier has deposited a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) in the form of \_\_\_\_\_ ref no. \_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_ Bank and valid up to \_\_\_\_\_ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ and RFP document dated \_\_\_\_\_ issued by DoT along with its enclosures/ annexure, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by DoT to supplier at the rates set forth in the work order no. \_\_\_\_\_ dated \_\_\_\_\_ will duly supply the said articles set forth in "Annexure-I: Bill of Material" thereof and provide related services in the manner set forth in the RFP, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.

3. The DoT do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the DoT will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.
4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e. \_\_\_\_\_ and completed by supplier within the period as specified in the RFP document.
5. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/ complete: -

a) Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.	5.0%
c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	7.5%
d) Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
  - ii. The maximum amount of agreed liquidated damages shall be 10%.
  - iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
  - iv. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.
6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this \_\_\_\_day of \_\_\_\_\_, 2016.

Signed By:	Signed By:
0 Designation:, Company:	<b>(Authorized Signatory)</b> Department of Tourism, Govt. of Rajasthan
<i>In the presence of:</i>	<i>In the presence of:</i>

<p>0 Designation: Company:</p>	<p>0 Designation: Department of Tourism, Govt. of Rajasthan</p>
<p>( ) Designation: Company:</p>	<p>0 Designation: Department of Tourism, Govt. of Rajasthan</p>



**ANNEXURE-13: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012**

Appeal No .....of .....

Before the ..... (First/ Second Appellate Authority)

1. Particulars of appellant:
  - a. Name of the appellant: <please specify>
  - b. Official address, if any: <please specify>
  - c. Residential address: <please specify>
  
2. Name and address of the respondent(s):
  - a. <please specify>
  - b. <please specify>
  - c. <please specify>
  
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:<please specify>
  
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:<please specify>
  
5. Number of affidavits and documents enclosed with the appeal:<please specify>
  
6. Grounds of appeal (supported by an affidavit):<please specify>
  
7. Prayer:<please specify>

Place .....

Date .....

Appellant's Signature

**ANNEXURE-14: Bidder's Compliance Sheet**

S. No.	Basic Requirement	Specific Requirements	Documents Required	Page No.
1	Legal Entity	OEM or its authorized partner (OEM may authorize maximum two partners for this bid) AND The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder) OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932 OR Any other form/type of Organization	- Relevant document	
2	Financial: Turnover from IT / ITeS and Networth	Average Annual Turnover of the bidder from IT/ ITeS for last three financial years, i.e., FY 2013-14 to 2015-16 (as per the last published audited accounts), should be at least Rs. 3 Crores, and Networth should be positive on 31.03.2016	CA Certificate with CA's Registration Number/ Seal	
3	Technical Capability	The bidder must have successfully completed supply order of IT Infrastructures of amount not less than Rs. 60 Lacs in total (in not more than two supply orders) during the last three financial years from the bid submission date	Copies of supply order, its invoice & work completion certificate	
4	Tax registration and clearance	The bidder should have a registered number of (i) VAT/ CST where his business is located (ii) PAN number.  The bidder should have cleared his VAT / CST dues to the Government up to 31/03/2016 or later.	Copies of relevant certificates of registration number  VAT / CST clearance certificate from the Commercial Taxes Officer of the Circle concerned	
5	Undertaking	Bidder should: - not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be	Undertaking	

S. No.	Basic Requirement	Specific Requirements	Documents Required	Page No.
		<p>the subject of legal proceedings for any of the foregoing reasons;</p> <p>not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;</p> <p>not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>comply with the code of integrity as specified in the bidding document.</p>		
6	Certifications	The bidder must possess, at the time of bidding, a valid ISO 9001:2008 Certification.	Copy of a valid certificate	

Fee Details		Document required	Page no.
1.	Bidding document Fee (Tender Fee),	Bidding document Fee (Tender Fee)	DD/BC Bank/No.: Date:
	RISL Processing Fee (e-Procurement),	RISL Processing Fee (e-Procurement)	DD/BC Bank/No.: Date:
	and Bid Security	Bid Security	DD/BC Bank/No.: Date:
<b>Eligibility Documents</b>			
2.	Bidder's Authorisation Certificate	Copy of PoA/ Board resolution stating that Auth. Signatory (DSC holder) can sign the bid/ contract on behalf of the firm.	
<b>Technical Documents</b>			
3.	Technical specifications compliance sheet for all items only on OEM's letter-head	As per Annexure-2	
4.	Bidder's Authorization form	As per Annexure-3	
5.	Self-Declaration	As per Annexure-4	
6.	Certificate of Conformity/ No Deviation	As per Annexure-5	
7.	Declaration by Bidders	As per Annexure-6	
8.	Manufacturer's Authorisation Form (MAF)	As per Annexure-7 (Indicative Format)	OEM details:
9.	Undertaking on Authenticity of	As per Annexure-8	

	Comp. Equip.			
10.	Components Offered + Technical specifications compliance sheet for all items	As per Annexure-9	Make & Model of Item no. 1: Make & Model of Item no. 2: .... ....	