

**Government of Rajasthan, Department of Tourism**

Hotel Khasa Kothi Campus, M.I. Road. Jaipur  
Tel. 0141 5155147, Telefax 0141-5155100, 2361648,  
[cotraj@gmail.com](mailto:cotraj@gmail.com), [mktg.rajasthantourism@gmail.com](mailto:mktg.rajasthantourism@gmail.com)

No.F10(2 )/Pub./Open Bid-design/15/28476

Dated: 18.12.2015

**Inviting Online E Bid**  
**(Bid No.37)**

Open competitive Bid under two part bidding process (technical and financial) are invited from reputed, interested, eligible and experienced firms for Designing communication & development work for the period of two years from the date of agreement.

Name of Work	E Bids invited from	Estimat ed cost of work	Bid Security	release s of E Bid Advt.	Time & last date for submission of E Bid	Time and date for opening of technical bid
Designing communication & development work	Reputed Design Firms	Rs. 49 lacs	Rs. 98,000/- (To be attached with technical part)	23.12.15	12.00 PM 25.01.2016	2.30 PM 25.01.2016

The E Bid form can be downloaded from <http://eproc.rajasthan.gov.in>, [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in), and [www.rajasthantourism.gov.in](http://www.rajasthantourism.gov.in). Duly filled E Bids can be submitted latest by 25.01.2016 by 12 pm. Demand draft of Rs.1000/- as e bid processing fee will have to be deposited in favour of MD, RISL, Jaipur and Rs.1000/- as bid document fee in favor of Director, Department of Tourism, Rajasthan, Jaipur should be deposited in Dept. of Tourism before scheduled time.

**(Rashmi Sharma)**  
**Additional Director (Adm.)**  
**Tourism**

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**SCHEDULE OF BID PROCESS**

Description	Scheduled Date
<b>First Stage: Release of E Bid Advertisement</b>	23.12.2015
<b>Last Date &amp; Time of Receiving Queries for Pre Bid Conference</b>	11.30 AM on 08.01.2016
<b>Pre-Bid Conference Date &amp; Time</b>	12.30 PM on 12.01.2016
<b>Department's Response to Queries</b>	18.01.2016
<b>Last Date for submission of online Bid</b>	12.00 PM on 25.01.2016
<b>Date &amp; Time of Opening of Technical Bids</b>	2.30 PM on 25.01.2016
<b>Date of Presentation</b>	<b>To be apprised later</b>
<b>Date and time of opening of Financial Bid</b>	<b>To be apprised later (only technically successful bidders)</b>
<b>Bid Application Fee</b> <i>(DD should be drawn in favor of "Director, Department of Tourism" from any Nationalized / Scheduled Bank, Payable at Jaipur)</i>	Rs. 1000/-
<b>RISL fees (DD should be drawn in favour of M.D. RISL from any nationalized scheduled bank payable at Jaipur)</b>	Rs .1000/-
<b>Date of Award of Contract</b>	<b>After finalization of financial bid</b>
<b>Execution of work</b>	<b>As per work order / agreement</b>
<b>Bid Security</b> <i>(Either in the form of a DD drawn in favor of "Director, Department of Tourism, Government of Rajasthan", payable at Jaipur or in the form of an irrevocable Bank Guarantee issued by one of the Nationalized/Scheduled Banks in India and having branch in Jaipur. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.</i>	<b>Rs. 98,000/-</b>

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**Inviting Online E Bid**  
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Open competitive Bid under two part bidding process (technical and financial) are invited from reputed, interested, eligible and experienced firms for Designing communication & development work for the period of two years from the date of agreement.

**SCOPE OF WORK**

Department of Tourism requires all promotional tools including high quality print material, exhibition designs, interactive CDs, electronic promotions, films, etc. To achieve the desired impact on the target audience through our messages, we have to ensure that all our promotional material have the appropriate content and design input.

The bidders that would be on our panel would be a team member, providing us with design and communication ideas, whenever required. The jobs would be given on assignment basis, at pre-determined rates, finalized on basis of the obtained financial bids. A comprehensive rate card has been drawn, to be filled up by bidder.

The Scope of Work would include projects related to:

- Design and content development for promotional publications and other print material
- Interactive media design (web/interactive CD)
- Documentary/Films
- Audio Visual material
- Exhibition/Conference design
- Electronic direct mailer
- Branding at monuments
- Any other

We have printer(s) on contract. Most jobs are printed by the official printer(s).

The steps of selection are as follows:

- Parties meeting the minimum qualification shall be shortlisted.
- Shortlisted parties will be required to make the presentation of their capabilities and past work at the Department of Tourism office.
- Presentation will be part of technical bid and form a basis of selection.
- Financial bids of the selected parties would be opened.
- Lowest quote of each item would become the official rate.
- Contract would be signed with the selected parties who agree to our rate card.
- The selected bidders would be awarded work for any of the items mentioned in the rate card.

## Eligibility of Bidders :

### I. At least 5 years' experience in this field

- Bidder to submit a self-certified declaration of 5 year experience in the field.
- Bidder to submit Copy of valid Registration Certificates or Copy of Certificate of incorporation or Service Tax Registration certificate registered before April 2008

II. A minimum average turnover of 50 lakh from communication design activities during each of the last three financial years, i.e., from 01/04/2011 to 31/03/2014 OR 01/04/2012 to 31/03/2015 from communication design activities (excluding media releases, print & production, trading of goods).

III. Complete in-house design studio with infrastructure and manpower in Jaipur

- Bidder to submit a photograph/s of design studio
- Bidder to submit a copy of latest electricity bill or copy of registration certificate or service tax registration which proves studio's location in Jaipur

IV. A full-time servicing/management team must be located in Jaipur.

- Bidder to submit a self attested declaration stating the size of team based in Jaipur and their designations (which is as per the minimum required team size as listed in the next point)
- Bidder to submit short CVs of the minimum team of:
  - a. 2 graphic designers (degree or diploma-holders in commercial-art) with knowledge of design softwares
  - b. 2 multimedia/web designers
  - c. 2 copy/content writers
  - d. 3 Client Servicing/Account Management Executives
  - e. 2 Film Editor

V. Bidder is to have experience in copywriting, designing and development of the following communication materials: (at least five clients for each including at least one client for Government related to destination/festival promotion project)

- Print material including brochures, booklets, publications, report, etc.
- **Print campaign, Event/exhibition/conference design including national-level events.**
- Documentary/Films/TVC/AVs
- Emailers, etc.

- Bidder to submit list of Important Clients and Successfully Completed Projects in the following format

**(a) Print Design** (Brochure, Publication, Booklet, Report, etc.) (at least 5 including atleast one client for Government related to destination promotion)

Client	Client Contact Number	Details of design work/design products
1.		
2.		
3.		
4.		
5.		

**(b) Documentary/Short Films/AVs** (at least 5 including atleast one client for Government work related to destination promotion)

Client	Client Contact Number	Details of work done (at least 5)
1. 2. 3. 4. 5.		

(c) **Print campaign, Exhibition/Conference/Event Design** (at least 3 including atleast one client for Government work related to destination promotion)

Client	Client Contact Number	Details of work done (at least 3)
1. 2. 3.		

(d) **Interactive CD/E-mailers** (at least 5 including atleast one client for Government work related to destination promotion)

Client	Client Contact Number	Details of work done (at least 5)
1. 2. 3. 4. 5.		

**Please Note Bidder will also carry samples at time of presentation  
Pre Bid Meeting**

1. A pre-bid conference will be held for the interested bidders in the chamber of Director, Deptt. of Tourism, Government of Rajasthan, Hotel Khasa Kothi, Jaipur on 12.01.2016 at 12.30 PM, for clarifications required on any aspect pertaining to this bid document. The pre-bid queries could be sent to the Deptt. of Tourism prior to the meeting till 08.01.2016 at 11.30 AM as per the following format to :-

Sh. Anil Kumar Chaplot, Director Tourism, email [cotraj@gmail.com](mailto:cotraj@gmail.com) &

Smt. Rashmi Sharma. Addl. Director Tourism, email [adotadm@gmail.com](mailto:adotadm@gmail.com)

S.N.	bid provision	page no.	current requirement	clarifications requested
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2. Based on discussions held during the pre-bid meeting, response to the queries or amendments / clarifications in the tender document, if any, will be displayed on the websites of the Deptt. of Tourism [www.rajasthantourism.gov.in](http://www.rajasthantourism.gov.in), [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in) (earlier [sppp.raj.nic.in](http://sppp.raj.nic.in)) and on e-procurement portal ([eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in)) of the Government of Rajasthan by 18.01.2016-----
3. All the interested bidders are advised to ensure participation in the pre bid meeting since important points may be discussed in this meeting.

## Terms and conditions

(NIB No. 37)

### TERMS & CONDITIONS

1. Bid document shall be filled in ink or typed. No bid filled in pencil shall be considered. Corrections if any should be made clearly. The bidders shall sign the bid document at each page and at the end in token of acceptance of all the terms & conditions of the bid.
2. The bid offers shall be submitted in two sealed separate envelopes, containing the technical and financial bids. The envelope shall be super scribed accordingly. Photocopy of the DD of Rs.1000/- for bid processing fee in favour of MD RISL and photocopy of DD of Rs.1000/- for bid document fee and Rs.98,000/- (2 % of the cost of work) for bid security in favour of Director, Department of Tourism, Government of Rajasthan payable at Jaipur shall have to be attached along with the technical offer. Original DD's as above shall have to be deposited in Dept. of Tourism, GoR before bid submission time.
3. The rates quoted in the financial bid shall be exclusive of applicable taxes.
4. No place in the financial bid shall be left blank. Bidder must insert the words 'no quote' against any item not quoted.
5. The prices finalised in the rate contract with the bidder shall be valid for the entire period of this agreement. In case the agreement is extended, the prices will remain the same.
6. Bidder shall be awarded work for any of the items mentioned in the financial bid. The rates charged would be as per the final rates fixed after the bidding process.
7. Taxes, wherever applicable, shall be charged extra over and above the rates accepted & approved and shall be payable by the Department of Tourism to the Bidder.
8. TDS would be deducted by Department of Tourism on all the payments as per rules. The agency is bound to provide PAN number to the Department of Tourism. The agency is entitled to seek details of such deductions made.
9. For any other job, not mentioned in the finalised rate contract, the qualifying bidders(s) will be required to submit the quotation for the given scope of work and work would be awarded to the lowest bidder.
10. If the nature of assignment requires travel out of Jaipur, cost of travel and accommodation during travel will be borne by Department of Tourism according to the Department of Tourism TA/DA rules for B Group of Rajasthan TA Rules
11. Department of Tourism reserves the right to reject any offer without assigning a reason. Only shortlisted parties/bidders will be called for presentations.
12. Canvassing in any form would result in rejection of the bidder.
13. Delay by Bidder in submission of additional information or clarifications sought by Department of Tourism may cause the bid to be liable for rejection
14. If in response to this bid, the bidder makes any claim, which does not reflect the truth or material representation of facts, the bid will be liable for rejection
15. PERFORMANCE SECURITY:
  - Performance Security @ 5% of the estimated cost of the work will have to be deposited by the successful bidder within the time period stipulated by Department of Tourism.
  - Department of Tourism on its part would ensure that after the satisfactory completion of the contract, the performance security money is returned within 1 month.
16. The approved bidder shall be deemed to have carefully examined the conditions, specifications, etc. If he has any doubts as to the meaning of any portion of the conditions or of the specification, etc, he shall before signing the contract, refer the same to the officer and get clarifications.

**17. REFUND OF BID SECURITY:** The bid security of unsuccessful bidder shall be refunded soon after the final acceptance of bid.

**18. FORFEITURE OF BID SECURITY:** The Bid security will be forfeited in the following cases:

- When the bidder withdraws or modifies the offer after opening of bid but before acceptance of bid.
- When the approved bidder does not Security the performance money within the stipulated period

**19. PENALTY CLAUSE:** For any delay in delivery of goods and services the provisions of GF & AR would apply wherever applicable.

**20. VALIDITY:** Bids shall be valid for a period of 90 days from the date of opening of financial bid.

**21. INSPECTION:**

- Duly authorized representative of Department of Tourism shall at all reasonable time have access to the suppliers premise and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/equipment/machinery.
- The bidder shall furnish complete address of the premises of his office/workshop/studio where inspection can be made.

**22. INTELLECTUAL PROPERTY:**

- The final concept/creative, approved and accepted by Department of Tourism will be the property of Department of Tourism. However, any design alternatives or ideas that are not accepted remain the property of the bidder.
- Original sound-track, films, video footage and photography that has been commissioned by Department of Tourism will be property of Department of Tourism. The ownership of Stock music, video footage, photographs purchased for Department of Tourism by the bidder will however be as per respective license agreement of the third party licensor.

**23. PERIOD OF Contract:** The contract shall be valid for 02 years. Department of Tourism shall be free to place as many orders as required at the rates approved by it in this period. Period of rate contract may be extended for three months by mutual agreement.

**24. REPRESENTATION & WARRANTIES:**

The bidder hereby represents and warrants to the client that

- By entering into this agreement, it does not violate any obligations, under any other contracts entered into by it.
- No suit has been instituted against him for insolvency or bankruptcy, or for winding up proceedings.
- He is competent to enter into this agreement.
- He shall not assign or transfer his rights/obligations under this agreement.

**25. CONFIDENTIALITY :** The rate contract undertakes that it shall keep strictly secret and confidential and shall not disclose, divulge or reveal during the continuance of this agreement or at any time thereafter the confidential information disclosed, communicated or given by the client relating to the products, whether disclosed or communicated to the bidder under this agreement or gained or otherwise acquired by the bidder under or by virtue of or as a result of the implementation or performance of its obligation under this agreement.

**26. INDEMNITY:**

- The contractor shall indemnify and keep indemnified Department of Tourism against any loss or costs, charges and expenses to be incurred or suffered by the Department of Tourism by reason of or as a result of the bidder doing any act contrary to the provisions of this agreement.
- Department of Tourism shall be liable for and shall indemnify the bidder against any liability, loss, claim or proceedings arising under any statute or common law as a result of the design/production/publication of material approved of and authorised by Department of Tourism to the created by the bidder.

- 27. TERMINATION OF CONTRACT:** Either party may terminate the agreement by giving three months notice in writing. During the notice period the bidder would be bound by the contract and would discharge responsibilities in letter and spirit of the contract.
- 28. ARBITRATION:** Any and all claims, disputes, controversies or differences arising between the parties out of or in relation to or in connection with this agreement or with a breach thereof, which cannot be satisfactorily settled by correspondence or mutual conference between the parties hereto, shall be determined by arbitration. The Head of Department of Tourism will appoint his senior-most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final. The venue of such arbitration shall be Jaipur and the language of arbitration shall be in English.
- 29. JURISDICTION:** All legal proceedings, if necessity arises to institute, by any of the parties shall have to be lodged in courts situated in Rajasthan and no elsewhere. This agreement will be deemed to have been made in Jaipur.
- 30.** The first appellate authority will be Principal Secretary Tourism and second authority Finance Department Government of Rajasthan
- 31. NON-EXCLUSIVE:** This agreement does not establish the Agency as the exclusive Agency of the Department of Tourism during the term of this agreement or otherwise.
- 32. NOTICE:** Any notice given under the agreement signed shall be sent by letter or fax to the usual address or last known place of business and shall be deemed to have been received by the addressee in ordinary course of post, if by letter or instantly in case of fax.
- 33. ENTIRE AGREEMENT:** This agreement constitutes the entire agreement with respect to the subject matter hereof, and may only be modified or amended in a written document signed by both parties. However, for issues & points not covered under this agreement, General Financial & Accounts rules (GF&AR) of Government of Rajasthan & RTPP Act & Rule apply.
- 34. WAIVER:** No waiver or breach of any provision of this agreement shall constitute a waiver of any other provision, and no waiver shall be effective unless made in writing and signed by an authorized representative of the party against whom such waiver is to be enforced. In the event that any provision of this agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the agreement shall continue in full force and effect.
- 35. MODIFICATION:**
- The expenses of completing and stamping this agreement shall be paid by the agency and Department of Tourism shall be furnished free of charge with the original stamped agreement.
  - Any modifications of this agreement shall be made in writing by mutual consent of the parties.

**Signature of bidder with seal**

I / We hereby declare that I / we have gone through the terms and conditions of the bid document and I / We shall abide by all the terms and conditions.

**Signature of bidder with seal**



**Government of Rajasthan**  
Department of Tourism  
(NIB No. 37)

To,

**The Director**  
**Department of Tourism**  
Government of Rajasthan  
Hotel Khasa Kothi Campus  
M I Road, Jaipur

We, the undersigned declare that:

1. We have examined the bidding document.
2. If our bid is accepted, we commit to deposited a performance security.
3. We are not participating as bidders in more than one bid in this bidding process.
4. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has not been debarred by the State Govt. or the procuring entity.
5. We understand that this bid, together with your written acceptance shall constitute a binding contract between us, until a formal contract is prepared and executed.
6. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
7. We agree to permit the procuring entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the procuring entity.
8. We declare that we have complied with and shall continue to comply with the provisions of the code of integrity for bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012 the Rajasthan Transparency in Public Procurement Rules, 2013 and this bidding document in this procurement process and in execution of the contract.
9. We accept to abide by the conditions and additional information of the bid released by Director, Tourism.
10. Following documents have been uploaded along with this technical bid :-
  - i) Bid document with signature and seal.
  - ii) Photocopy of three Banker Cheques / DD towards bid security amount, bid fee and bid processing fee.
    - a) DD / Banker Cheque of Rs. 98,000/- for bid security in favour of Director Tourism.
    - b) DD / Banker Cheque of Rs.1000/- for bid fee in favour of Director, Deptt. of Tourism,Jaipur.
    - c) DD / Banker Cheque of Rs.1000/- for bid processing fee in favour of M.D., RISL, Jaipur.
  - iii) Photocopy of Service Tax clearance certificate up to 31.3.2015 and PAN Card issued by Income Tax Dept. have been uploaded.
  - iv) Experience certificate of five years having done similar work in this field has been uploaded.
  - v) Final accounts audited by CA for Turnover for past three years for similar work has been uploaded.
  - vi) Necessary information related to human resources has been uploaded.
  - vii) If the firm is a small scale industry unit (SSI), then the copy of registration as small scale unit issued by competent authority has been uploaded.
  - viii) Declaration letter of being bona fide manufacturer / dealer on letter head of the firm has been uploaded.

- ix) Declarations by the bidder as per rule 7 of RTPP act and the declarations of compliance with the code of integrity and no conflict of interest (attach annx. A &B) have been uploaded.
- x) If the bidder is a firm/company, then the authorization letter of authorized representative containing his name, address and status with signature have been uploaded. Deptt. will not contact anyone else in this regard.
- xi) We, the bidder will deposit three original DD / Banker Cheques as per clause 10 (ii) to this Deptt. in sealed envelope by -----, Original DD / Banker Cheque submitted later than the scheduled time shall not be considered.

Signature of the Bidder with Seal  
(Name, Address, Phone No.)

**Government of Rajasthan**  
 Department of Tourism  
 (NIB No. 37)

**Technical Criteria for Bid Evaluation.**

Technical Bid under two part bidding process (technical and financial) are invited from reputed, interested, eligible and experienced firms for Designing & communication development for the period of two years from the date of agreement.

S N	Criteria	Response
1.	Name & Address of the Bidder Tel/Fax/email, Mob.	
2.	Address of Jaipur Office	
3.	Date of Establishment of organization (enclose evidence)	
4.	Nature of organization: whether exclusive designing and fabrication or separate division (Enclose details)	
5.	Annual turnover in last three years (Rs.50 lacs P.A.) (Enclose C.A. certified audit accounts)	
6.	Total work experience in the field (In years) (Min. 5 yrs.)	
7.	Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate	
8.	Details of Income Tax Registration and PAN No.	
9.	Service-Tax Registration details	
10.	Professional set up (Complete details of staff, Designers & others) Enclose list. (Separate sheet for technically qualified staff)	
11.	List of present clients & sample images of recently done works (enclose)	
12.	Details of Bid security deposited	
13.	Details of Bid document fee deposited	
14.	Details of Bid processing fee deposited	
15.	<ul style="list-style-type: none"> <li>• <b>Details of Office/Studio Infrastructures</b> <ul style="list-style-type: none"> <li>• Total PCs (excluding PCs used for admn, accounts, etc.):</li> <li>• Colour Printers (make):</li> <li>• Laser Printers (make):</li> <li>• Scanners (make): _____</li> <li>• Other Hardware/Equipment/Resources:               <ul style="list-style-type: none"> <li>◦ _____</li> <li>—</li> <li>◦ _____</li> <li>—</li> <li>◦ _____</li> <li>—</li> <li>◦ _____</li> <li>—</li> <li>◦ _____</li> <li>—</li> <li>◦ _____</li> <li>—</li> </ul> </li> </ul> </li> </ul>	
16.	Any other information	

We have submitted the following documents:

1. Letter of authorization to participate in the bid
2. Technical Bid
3. Financial Bid
4. All relevant supporting documents including Annexure A, B, C & D duly signed along with seal.

This is certified that I have read and understood the enclosed brief and other terms & conditions and the supporting documents have been enclosed. The information given by me is true to the best of my knowledge. My bid offer may be rejected at any stage if it is found that the facts and documents enclosed by me are not correct.

Thanking you,

Yours faithfully,

(Signature of the bidder with seal)

Name:

Designation:

**Government of Rajasthan**

Department of Tourism

(NIB No. 37)

**Form-B Financial Bid (BOQ)-I****Financial Quote Format**

<b>S. No</b>	<b>Items</b>	<b>Amount (Rs.)</b>
<b>A</b>	<b>PRINT MATERIAL (Per item)</b> <b>Content editing, design and layout, digital artwork of (excluding third party costs like photo sourcing, photography, pre-press scanning, etc.) (Content will be provided by the Department):</b>	-
1	<b>Annual Report</b>	-
A	Cover (upto 4 surfaces)	
B	Thematic Pages (per surface)	
C	Financial Pages (per surface)	
2	<b>Leaflet</b> (per surface)	
3	<b>Corporate/Promotional Publication Brochures/Booklets/Souvenir/Reports, etc.)</b>	-
a	Cover (4 surfaces)	
b	Inner Page (per page)	
4	Folder (per surface)	
5	Planner/Note Book/Diary	-
a	Cover (4 pages)	
b	Regular inner sheet (Per surface)	
C	Thematic/Separator sheet (Per surface)	
6	Calendar (Per side/surface)	
7	CD/DVD Surface Design	
8	Pen drive Surface design	
9	3-Dimensional Informative mailer Concept & design (excluding production)	
10	Creative Greeting/ Invitation Card	-
a	Flat/2-Dimensional	
b	3-Dimensional Concept & design (excluding production)	
11	Identity Card	
12	Delegate Card	-
a	Master Design (per surface)	
b	Adaptation (per adaptation)	
13	Corporate Giveaway (Concept & Design) excluding production	
14	Poster design	
15	Box Design	
16	Data Entry (per 500 words)	
17	Rework/Updation/Revision in the existing publication in terms of content and layout, and digital artwork (Per page)	
18	Re-sizing of existing Document/Publication/Brochure, etc. without any content changes (per page)	
19	Image-based static visual communication including any of image, graphic, text, etc. for posting on social media or internet (per visual)	
20	Carry bag design	
21	Certificate	

S. No	Items	Amount (Rs.)
22	CD/DVD Case/Cover design	
23	Pendrive Case/Cover design	
24	<b>Mug design</b>	
25	<b>T-shirt Design</b>	
26	Newsletter (with research, article writing, photograph sourcing, layout)	-
a	Mast/Format design	
b	First 4 pages	
c	Each additional set of 4 pages (per set)	
27	Badges/lapel Pin (per surface)	
28	Lanyard	
29	<b>Cap Design</b>	
30	Mouse Pad Design	
31	<b>Exhibition Booth Design</b>	
A	Theme & layout for Exhibition Booth	
B	Design & digital artwork of panel (per panel)	
32	Backdrop for events	
32A	Wall Treatment (with images and/or graphics)	
32B	Voucher/ticket/coupon design	
33	Wrapping paper design (per surface)	
33A	Gift Tag/Sticker (per surface)	
<b>34</b>	<b>Design for Mass Media</b>	-
A	<b>Daily Press/Magazine</b> (Design including Concept, Content / Copy, and artwork; excluding image sourcing and all third party input costs) <b>(Rate per creative)</b>	
1	Adaptation Size/ Language (rate per adaptation)	
B	<b>Advertorial for daily press/magazine</b> (content, layout and digital artwork)	-
1	Magazine (per page)	
2	Newspaper: Quarter page	
3	Newspaper: Half page	
4	Newspaper: Full page	
B	<b>Out-of-home:</b> Design and digital artwork (excluding scanning and all third-party input costs)	-
1	Banner	
2	Hoarding / Unipole / Gantry	
I	Bus Shelter (all surfaces)	
Ii	Vehicle Design (Each Surface)	
Iii	Glow sign	
Iv	Wall painting	
3	Re-sizing of existing creative (for all items under head "B") without any content changes (as a percentage of existing creative)	
A	Updation/revision in existing creative in terms of content only (for all items under head "B") without any content changes (as a percentage of existing creative)	

S. No	Items	Amount (Rs.)
<b>C</b>	<b>Electronic Direct Mailer</b>	-
A	Content and design of Electronic Direct Mailer using images and text in html format with upto 2 external hyperlinks (rate per Mailer)	
B	Addition of external hyperlinks (in excess of 2 links) to an electronic direct mailer (rate per hyperlink)	
C	Addition of internal hyperlinks to electronic direct mailer (rate per hyperlink)	
D	Development of E-mail Signature/E-mail Template design with text, images and graphics with links to website and e-mail IDs (rate per Template)	
E	Adaptation/Personalisation of E-mailer, E-mail Signature (per adaptation)	
<b>D</b>	<b>E-book:</b> Conversion of an existing/printed publication (brochure/book/ booklet/etc. from soft copy) into an e-book with digital pages and easy navigation, flipping pages with features like indexing, search, print, mail, save excluding animation ( <b>Per page</b> )	
E	<b>Bulk Emailing services (charges for e-mailing/sending out Electronic Direct Mailers excluding Database sourcing) (Cost per 100 e-mails)</b> <ul style="list-style-type: none"> <li>• Sorting Data according to Email Software.</li> <li>• Conversion of Data into Format compatible to email software (CSV or TXT or XLS).</li> <li>• Creation of Email design in JPEG format</li> <li>• Conversion of JPEG into HTML format.</li> <li>• Uploading emailer on server.</li> <li>• Making it Browser Compatible</li> <li>• Add attachments in .jpeg, .pdf, .ppt, .swf, .zip, etc.</li> <li>• Adding 'Unsubscribe' Feature</li> <li>• Scheduling the date for posting of message</li> <li>• Adding Tracking feature</li> <li>• Email Reports for email-tracking</li> </ul>	
<b>F</b>	<b>VISUALS</b>	-
1	Complex illustration (per item)	
2	Data representation/graphs/charts (per item)	
3	Development of outline maps (non-cartographic/non-GIS illustrations) (per map)	
4	Image scanning and basic enhancement (per sq. inch)	
5	Heavy system-work at 300 dpi (per sq. inch)	
6	Digital Collage at 300 dpi for print (per sq. inch)	
7	Digital Collage for web/presentations (per sq. inch)	
8	3D modeling, texture mapping and final rendering in 3D Studio Max of the given 2D drawing (per man hour)	
<b>G</b>	<b>Content Work</b>	-
1	Translation (material provided by Department)	-
A	English to Hindi (per 100 of source language)	
B	Hindi to English (per 100 of source language)	
2	Revision/ Updation/ Editing	-
A	English (per 100 words of source material)	
B	Hindi (per 100 words of source material)	

S. No	Items	Amount (Rs.)
3	Speech Writing	-
A	Hindi (per 100 words)	
B	English (per 100 words)	
4	Letter Writing/ Article/ Writeup/Document/ Press release	-
A	Hindi (per 100 words)	
B	English (per 100 words)	
7	Co-ordination commission for translation (and typesetting if needed) from/ into languages other than hindi and english as a percentage of translators bill (Such translation and typesetting will be paid for at actuals)	
8	Conversion of text document into PDF format (per page)	
9	Conversion of a document with text, images and/or graphics into print worthy PDF format (per page)	
10	Conversion of a document with text, images and/or graphics into web worthy PDF format (per page)	
11	Conversion of a document with text, images and/or graphics into JPEG format (per page)	
H	<b>Interactive CD/Interactive Presentation/ Training CD / Touch Screen</b>	
I	Interactive CD/Interactive Presentation/ Training CD / Touch Screen, with/without background music and 2D animation excluding video-editing, video insertion charges and animation charges (rate per link)	
Ii	Insertion of Photo Gallery in Interactive CD / Interactive Presentation /Training CD / Touch Screen with linear slide show option (rate per 10 images)	
Iii	Addition of download/save images feature to Photo Gallery (rate per 10 images)	
Iv	Multiple Background Music/Sound Track Options in Interactive CD / Interactive Presentation /Training CD / Touch Screen (Rate per additional (excluding one) Sound Track) excluding the cost of background music and sound composition	
V	Updation in existing Interactive / Interactive Presentation/ Training CD / Touch Screen without affecting the basic design or structure (Rate per link)	
I	<b>3D Animation:</b> Development of 3-D animation clip using images, text, graphics/ videos with/without background music (per sec)	
A	<b>2D Animation</b> Development of 2-D animation clip using images, text, graphics/ videos (per sec) (does not include character animation)	
B	Development of 3-D animation clip using images, text, graphics/ videos) (does not include character animation) (per sec)	
J	<b>Video Spot/TVC/Audio-Visual/Documentaries/Short Films in HD Format</b> Consolidated rate includes charges for script/storyboard, location recce, travel outside Jaipur upto 200 kilometers, artists, video shoot in HD format, editing, 2-D animation of text and graphics, titling/sub-titling/text, music, voiceover artist fee, mastering and studio charges. <b>Exclusions:</b> Reimbursement at actual for journey beyond 200 km: Journey would be undertaken by rail (First Class/AC-2T) or by road or by air (if needed; economy class). The agency will have to submit supporting documents i.e. used tickets or bill for hiring vehicles etc. to support its claim.	-



S. No	Items	Amount (Rs.)
	Endorsements: Rates do not include endorsement fee or arrangement fee of a particular artist/singer/model/celebrity, if specially desired or called for by Department of Tourism Payment of Royalties: Payment of royalty/credit for copyright purposes to any public/private organization or person for using any input in production would be the responsibility of the agency	
<b>1</b>	<b>Video Spot/TVC/AVs (Master Version)</b>	-
I	Upto 60 seconds	
Ii	Above 60 seconds (rate per 60 seconds)	
<b>A</b>	<b>Video Spot Language Version (over and above the Master version)</b>	-
I	Upto 60 Seconds	
Ii	Above 60 seconds (rate per 60 seconds)	
<b>B</b>	Re-voiceover Charges	
<b>C</b>	Re-editing Charges	
<b>2</b>	<b>Documentaries/Short Films (Master Version)</b>	-
I	Above 2 minutes upto 5 minutes	
Ii	Above 5 minutes upto 15 minutes	
Iii	Above 15 minutes upto 30 minutes	
<b>A</b>	<b>Documentaries/Short Films Language Version (over and above the Master version)</b>	-
I	Above 2 minutes upto 5 minutes	
Ii	Above 5 minutes upto 15 minutes	
Iii	Above 15 minutes upto 30 minutes	
<b>K</b>	<b>Radio Spot: Consolidated Rates for radio spot with script (with words and/or music)</b>	-
<b>I</b>	Duration upto 30 sec	
<b>Ii</b>	Duration 31 to 60 sec	
<b>Iii</b>	Duration above 60 sec (per 30 sec)	
<b>1</b>	<b>Re-recording</b> of voice-over and finishing of Radio Spot. These charges would be admissible if script is changed after production is carried out as per the approved script.	-
<b>I</b>	Duration upto 30 sec	
<b>Ii</b>	Duration 31 to 60 sec	
<b>Iii</b>	Duration above 60 sec (per 30 sec)	
<b>L</b>	<b>Radio Jingle/Song/Signature Tune: Radio creative which is partially or fully music-based, with original music composition</b>	-
<b>I</b>	Upto to 60 sec	
<b>Ii</b>	Duration above 60 sec (per 30 sec)	
<b>1</b>	<b>Re-recording of Jingle/Song/Signature Tune: These charges would be admissible if script is changed after production is carried out as per the approved script and artists have to be called again for recording.</b>	-
<b>I</b>	Upto to 60 sec	
<b>Ii</b>	Duration above 60 sec (per 30 sec)	
	The consolidated rates to include charges for script, production with good voices & music/audio and master CD. <b>Excludes:</b> Celebrity voice/endorsement	-
<b>M</b>	<b>Document prints (Black &amp; white) (Per A4 print) (per page)</b>	

S. No	Items	Amount (Rs.)
<b>N</b>	<b>Digital Printing (Short print runs)</b>	-
1	Printing in grayscale on A3 paper/card (per side)	
2	Printing in multi-colour on A3 paper/card (per side)	
3	Centre pinning (per booklet)	
4	Perfect Binding (per booklet)	
5	Spiral/Comb/Wiro binding (per booklet)	
6	Matte/Gloss Lamination upto A3 size (per surface)	
<b>O</b>	<b>Organisation Identity</b>	-
1	Organisation Identity Graphic unit and brand colours including Templates for: <ul style="list-style-type: none"> <li>• Visiting Card</li> <li>• Letter head</li> <li>• CD/DVD surface</li> <li>• Envelope</li> <li>• E-mail signature</li> <li>• Power-point presentation slide template</li> </ul>	
2	Graphic Unit for special purpose use (conference, event, etc.)	
3	Namestyle Unit only without graphic for special purpose use	
4	Development of 2-D Mascot/Character illustration (per character)	
I	Adaptation of Mascot/Character for use in various materials (per rendering)	
<b>P</b>	<b>PHOTOGRAPHY</b> including camera & photographer's fee excluding cost of models and props ( <b>high-resolution digital</b> )	-
1	<b>Creative Photography</b> assignment charges for print & electronic mediums including special lights, if required ( <b>per day</b> )	
2	<b>Creative t Photography assignment charges with special equipment</b> for print & electronic mediums including special lights, if required ( <b>per day</b> ) ( <b>Special equipment - quadcopter drone for aerial photography</b> )	
3	<b>Photography for event/conference/workshop coverage</b>	-
I	Full day (upto 8 hours)	
ii	Half day (upto 4 hours)	
<b>Q</b>	<b>Professional Video Shoot (HD Format)</b>	
1	<b>Creative Video Shoot for event/conference/workshop coverage</b> including camera & tripod charges & cameraman's fee, excluding the cost of media	-
I	Full day (up to 8 hours)	
ii	Half day (up to 4 hours)	
2	<b>Video Shoot for Interview/Byte capturing</b> including camera & tripod charges & cameraman's fee, lapel mic but excluding the cost of media ( <b>per day</b> )	
3	<b>Creative HD Video Shoot with special equipment</b> including recce, camera, tripod charges & cameraman's fee, fee of special equipmet, Director's fee, crew charges excluding the cost of media ( <b>per day</b> )	
4	<b>Creative Video Shoot</b> including recce, camera, tripod charges & cameraman's fee, Director's fee, crew charges excluding the cost of media ( <b>per day</b> ) ( <b>Special equipment for example</b>	

S. No	Items	Amount (Rs.)
	<b>quadcopter drone - rent to be paid at actual)</b>	
<b>R</b>	<b>Print/Production (Display Material)</b> (rate per sq. foot unless specifically mentioned otherwise)	-
1	Digital Print on Mug including the cost of Mug (Off-white Ceramic Coffee Mug, Size: 95mm height and 75mm diameter)	
2	Personalized plastic ID cards (digital print) size 3.40 inches x 2.10 inches plastic material pvc (polyvinyl chloride) (per unit)	-
3	Single side pinting	
4	Both side printing	
<b>5</b>	<b>Plastic Badges per unit</b>	-
A	Plastic badges (round) size 1.75 inches X 1.75 inches Colour: multicolour	-
I	Quantity upto 10	
Ii	Quantity upto 50	
Iii	Quantity upto 500	
Iv	Quantity >500	
B	Plastic badge (round) Size 2.25 inches x 2.25 inches colour: multicolour	-
I	Quantity upto 10	
Ii	Quantity upto 50	
Iii	Quantity upto 500	
Iv	Quantity >500	
35	Delegate Id Cards (non-personalised) with string and plastic pouch, Size: 3.5" x 5.25"	-
I	Single Color printing on string, Single side digital printing of Delegate Id Card on 170 gsm Indian Art Paper	
Ii	Single Color printing on string, Both side digital printing of Delegate Id Card on 170 gsm Indian Art Paper	
<b>36</b>	Digital printing of <b>Visiting Cards</b> Size : 3.5" x 2" Colour: multicolour Paper: 250 GSM Indian Art Card to 300 GSM Indian Art Card	-
A	Single side printing & Lamination	-
I	Quantity Upto 100	
Ii	Quantity Upto 500	
Iii	Quantity Upto 1000	
B	Both side printing & Lamination	-
I	Quantity Upto 100	
Ii	Quantity Upto 500	
Iii	Quantity Upto 1000	
Iv	Quantity > 1000	
<b>37</b>	<b>Pocket Folder</b> Printing on 300 GSM Art Card (Size: 8.25" x 11.5" (close) / 16.5" x 11.75" (open)	-
I	Quantity Upto 100	
Ii	Quantity Upto 500	
Iii	Quantity Upto 1000	
<b>38</b>	<b>CD/DVD/Pen drive Writing, body printing etc.</b>	-
1	<b>CD writing (standard 120 mm cd) (including cost of CD) - DVD-R (Storage capacity approximately 4.7GB and compatible with aforesaid operating system) DVD</b>	-

S. No	Items	Amount (Rs.)
	replication with sticker & paper case	
I	1000 CDs or more (per CD)	
Ii	Less than 1000 CDs (per CD)	
2	DVD writing (standard 120 mm DVD) (including cost of DVD)	-
I	1000 DVDs or more (per DVD)	
Ii	Less than 1000 DVDs (per DVD)	
3	Writing Data on pendrive (excluding the pendrive cost) (per pendrive)	
4	Writing Data on CD/DVD (excluding the CD/DVD cost)	-
I	1000 CD/DVD or more (per CD/DVD)	
Ii	Less than 1000 CD/DVD (per CD/DVD)	
5	Body printing on standard 120 mm CD/DVD	-
I	Less than 1000 CD (per CD including the cost of CD)	
Ii	1000 CDs or more (per CD including the cost of CD)	
Iii	Less than 1000 DVD (per DVD including the cost of DVD)	
Iv	1000 DVDs or more (per DVD including the cost of DVD)	
V	Less than 1000 CD/DVD (per CD/DVD excluding the cost of CD/DVD)	
Vi	1000 CD/DVDs or more (per CD/DVD excluding the cost of CD/DVD)	
6	Body Printing and content writing for customised size/shape (Round & Square) CD/DVD	-
I	Less than 1000 CDs (per CD including the cost of CD)	
Ii	1000 CDs or more (per CD including the cost of CD)	
Iii	Less than 1000 DVDs (per DVD including the cost of DVD)	
Iv	1000 DVDs or more (per DVD including the cost of DVD)	
7	Plastic envelope, CD/DVD case per item	-
I	Transparent unprinted polythene envelope for CD/DVD (per envelope)	
Ii	Moulded plastic CD/DVD jewel case with flap excluding the cost of flap(per case)	
Iii	Moulded plastic CD/DVD jewel case in shapes like round, square, without flap, excluding the cost of flap (per case)	
Iv	Square shaped unprinted plastic CD/DVD envelope with thin foam per envelope	
8	Visiting Card Shape Pen drive (cost per pen drive)	
9	Clip on pen drive with printing (cost per pen drive)	
10	<b>USB pen drive (cost per pen drive)</b> - Pen Drive (USB 2.0 or higher compatible with USB 1.1, Compatible with windows 10, window 8.1, window 8, window 7 'SPI' window vista, MacOSxv-10.8 & Linux, chrome OS etc.)	
<b>S</b>	<b>Online PR and Articles writing and submission</b> (Cost paid to PR websites for submission and promotion will be charged extra at actual) per 100 words	
<b>SA</b>	<b>Signage System Design</b>	
1	Concept/Theme for Signage System (Per Concept/Theme)	
2	Master design (per design)	
3	Contextual adaptation of master design (per design adaptation)	
4	Size Adaptation (per design adaptation)	
5	Language Adaptation (per design adaptation)	
<b>SB</b>	<b>Monument Identity</b> Monument Identity Graphic unit and brand colours presented as a powerpoint presentation	
1	<b>Monument Sovenir shop product designs (Only Design does not include cost of</b>	

<b>S. No</b>	<b>Items</b>	<b>Amount (Rs.)</b>
	<b>production)</b>	
1.a	Fridge Magnet Design	
1.b	Coasters Design (Per Set of 10)	
1.c	Post Card design (per design)	
1.d	Pocket Diary Design	
1.e	Mobile Case Design	
1.e.(i)	Mobile case design adaptation	
1.f	Tote bag design	
1.g	Book Mark Design (per set of 10)	
1.h	Poster Design (per design)	
1.i	Design for framed print (per design)	
1.j	Design for any other merchandise/collateral	
<b>2</b>	<b>Design for sub brand identity at monument for café, souvenir shop etc (Identity Graphic unit and brand colours presented as a powerpoint presentaion)</b>	
<b>3</b>	<b>Space Environment Design (per design delivered as working drawings for space /enclosure/defined area)</b>	
<b>SC</b>	<b>Event/ festival Identity</b> (Graphic unit and brand colours presented as a powerpoint presentation)	
<b>SD</b>	Re-sizing of existing creative without any content and design changes (as a percentage of cost of orginal creative as mentioned above)	
<b>SE</b>	Sourcing of Stock Music, Image, videos, audio will be paid for at actual. Coordination commission of sourcing of such material will be paid for as a percentage of the supplier's bill	
<b>SF</b>	Fee of Models, props, artists, studio on hire, special lighting will be paid for at actual. Coordination commission of sourcing/ hiring the above will be paid for as a percentage of fee	

**Signature of bidder with seal**

**DECLARATION BY Bidder**

I/ We declare that I am / We are bona fide/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorized dealer/ dealers/ sole selling/ Marketing agent in the goods/ Services/ stores/ equipments for which I / We have Bidded.

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 tender if any to the extent accepted may be cancelled

**Signature of the Bidder with stamp**

**Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall -

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

**Conflict of interest:-**

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

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

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

**Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

**In relation to my/our Bid submitted to ..... for procurement of in response to their Notice Inviting Bids No ..... Dated ..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:**

- 1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;**
- 2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;**
- 3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;**
- 4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;**
- 5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;**

**Date:**

**Place:**

**Signature of bidder Name:**

**Designation:**

**Address:**



**Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is .....

The designation and address of the Second Appellate Authority is .....

**(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.
- (4) Appeal not to lie in certain cases  
No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-
  - (a) determination of need of procurement;
  - (b) provisions limiting participation of Bidders in the Bid process;
  - (c) the decision of whether or not to enter into negotiations;
  - (d) cancellation of a procurement process;
  - (e) applicability of the provisions of confidentiality.
- (5) Form of Appeal
  - (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
  - (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
  - (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- (6) Fee for filing appeal
  - (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
  - (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- (7) Procedure for disposal of appeal
  - (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
  - (i) hear all the parties to appeal present before him; and
  - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

[See rule 83]

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

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

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

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

.....

.....

.....(Supported by an affidavit)
  
7. Prayer:

Place .....

Date .....

Appellant's Signature :

**Additional Conditions of Contract**

**1. Correction of arithmetical errors**

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

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

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

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

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

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