

**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:cotraaj@gmail.com), [mktg.rajasthantourism@gmail.com](mailto:mktg.rajasthantourism@gmail.com)

No. F.3 (6)/Mktg./Launch/2015/ 29293

Date: 30.12.2015

**Short Term Notice Inviting Bid from Event management Firms**  
**(Bid No. /2015-16 )**

Department of Tourism, Government of Rajasthan intends to engage an Event Management Firm for its event for the launch of Aggressive Marketing Campaign in January, 2016 in Bikaner House, Pandara Road, New Delhi.

Bids under two part bidding process (technical and financial) are invited from eligible, reputed and experienced Event Management firms for making arrangements related to 'Launch event of Aggressive Marketing Campaign'.

Name of Work	Estimated cost of work	Bid Security	release of Bid Advt.	Time & last date for submission of Bid	Time and date for opening of technical bid	Time and date for opening of financial bids
Arrangements related to 'Launch event of Aggressive Marketing Campaign' of Rajasthan Tourism	Rs. 8.00 lacs	Rs. 16,000/- (To be attached with technical part)	31 <sup>th</sup> Dec. 2015	Up to 12.00 Noon on 08.01 2016	2.00 p.m. on 08.01. 2016	5 p.m.on 08.01.2016

The Bid document can be downloaded from [sppp.raj.nic.in](http://sppp.raj.nic.in), and [www.rajasthantourism.gov.in](http://www.rajasthantourism.gov.in). Duly filled bids can be submitted latest by 12 noon on 08.01.2016. Demand Draft of Rs.500/- as bid fee will have to be attached with technical part of the bid in favor of Director, Department of Tourism, Rajasthan, Jaipur before scheduled time. The bids shall have be submitted to the office of **Additional Director, TRC Delhi situated in Bikaner House, Pandara Road, New Delhi.**

-Sd-

**Additional Director (Adm.) Tourism**

**Government of Rajasthan, Department of Tourism**

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No. F.3 (6)/Mktg./Launch/2015/ 29293

Date: 30.12.2015

**Name of Work – Arrangements related to ‘Launch Event of Aggressive Marketing Campaign’ of Rajasthan Tourism\_in Bikaner House, New Delhi in Jan., month 2016.**

**ESTIMATED COST OF THE WORK – RS. 8.00 LACS (EIGHT LACS ONLY)**

**Scope of Work:-**

Department of Tourism, Government of Rajasthan intends to engage the event management firm for its event related to launch of it's Aggressive Marketing Campaign in January, 2016 in main Conference Hall at Bikaner House, Pandara Road, New Delhi. Exact date and time shall be communicated later There will be AV Presentations on the campaign for about 150 guests followed by hi tea.

The bids are invited for the following arrangements:-

1. Venue Management, layout, décor, seating, podium, welcome display, directional signage and Standees etc., VIP lounge / rest rooms décor.
2. Complete Audio Visual equipments required for showing films, TVCs to the guests on LED Wall screen.
3. Corresponding sound system with cordless mikes for the speakers and Q&A
4. Welcoming the Guests, Ushers, Anchor, Registration of guests
5. Syncing with catering arrangements at the back lawns/Hut Area (**catering to be done by the Deptt**)
6. Arrangements for small folk performance in lawn/hut area during lunch (**Cemented Stage is available and folk group will be provided by the Deptt**)
7. Petals in fountains as filler wherever necessary.
8. Power back up for four hour Program.
9. Photo – video coverage of the event
10. Media Tracking and post event report
11. Any unforeseen or additional work as per the requirement at the time of event on mutually agreed terms.

## Terms and conditions:

1. The bidder must either be exclusively doing such assignments or having exclusively defined division within the company which handles such assignments.
2. The minimum turnover of the bidder should be Rs. 50 lacs per annum in last three years.
3. 3 years previous experience in this field is necessary.
4. The firm must have done at least 10 important events like this in last two years.
5. The bid offers shall be submitted in two sealed separate envelopes, containing the technical and financial bids. The envelope shall be super scribed accordingly. Demand Draft / Cash Deposit receipt etc. of Rs.500/ additional for bid fee and Rs 16,000/- (2 % of the cost of work) for bid security in favour of Director, Department of Tourism payable at Jaipur shall have to be attached along with the technical offer.
6. **Successful bidder will have to deposit performance security equal to 5% of the total value of the work order within 7 days of issue of work order.** No interest will be paid on these deposits. The bid security deposited earlier may be adjusted against the performance security. Performance Security will be refunded after one month of successful completion of the contract.
7. Financial bids of bidders which qualify in technical bids shall be opened.
8. The bidder would be responsible for all risks involved in execution of the work.
9. All costs incurred by the bidder in respect of submission of bids shall be borne by the concerned firm.
10. Firm will have to submit planning of all arrangements for approval of the Deptt.
11. There may be minor alterations / additional in the works mentioned in scope of work for which no extra payment shall be made unless it is of greater size.
12. An agreement on non judicial stamp paper worth Rs.500/- would be signed between the department and the successful bidder within 7 days from issuance of work order as per RTPP rules 2013.
13. The applicable norms and specifications of venue owners will have to be abided by the bidder.
14. Penalties would be imposed in case of delayed or faulty services as per provisions of GF&AR, RTPP rules and as decided by Department.
15. Request for Advance payment will not be considered.
16. Payment will be made by way of electronic transfer of billed and passed amount in the bank account of the agency in Indian Rupees. The Agency will submit pre-receipt bills in triplicate along with event report and photos. The bills should be submitted clearly indicating the agency's charges and the tax component as applicable and as per actual.
17. Rate including taxes should be quoted. Tax and VAT as applicable and as per actual.
18. For facilitating Electronic Transfer of funds, the selected agency will be required to indicate the name of the Bank & Branch, account number (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled, to

verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected firm.

19. For any query or clarification the interested agencies may meet the undersigned or mail the queries at [trcdelhi@yahoo.co.in](mailto:trcdelhi@yahoo.co.in), and [mktg.rajasthantourism@gmail.com](mailto:mktg.rajasthantourism@gmail.com) before submitting the offers.
20. The bidder must give item wise breakup of the overall cost quoted in their financial bids.
21. Period of validity of this bid is 90 days from the closing date for submission of the proposals.
22. The Deptt. of Tourism reserves its right not to accept bids from the Agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
23. The cost/rates should be valid for up to the period of the contract.
24. Where ever specific terms and conditioned have not been spelt out in bid document, General Finance and Accounts Rules and RTPP Act & Rules of the State government shall apply.
25. The bid document shall be signed by authorized signatory of the submitting firm with date and seal.
26. Bids received after the due date and time will not be considered.
27. Termination: Deptt. of Tourism may terminate the contract of bidder in case of the occurrence of any of the events specified below:
  - I. If the Agency becomes insolvent or goes into compulsory liquidation.
  - II. If the Agency, in the judgment of Deptt. of Tourism, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
  - III. If the Agency submits to the Deptt. of Tourism a false statement which has a material effect on the rights, obligations or interests of Deptt. of Tourism.
  - IV. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Deptt. of Tourism.
  - V. If the Agency fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing. In case of such an occurrence Deptt. of Tourism shall give a written advance notice before terminating the Contract of firm.
28. The whole arrangement shall be made ready and available 3 hours prior to the start of the event.

**29. Force Majeure :**

- I. Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome

with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

- II. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

**30. Arbitration :**

- (i) In event of any dispute or difference between the Deptt and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Deptt. of Tourism. The provision of Arbitration and Conciliation Act, 1996 (No.26 of 1996) shall be applicable to the arbitration. The Venue of such arbitration shall be at Jaipur or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the Deptt. and the Agency. The cost of the arbitration shall be shared equally by the Deptt. and the Agency to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
- (ii) Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the Deptt. and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

31. **Jurisdiction** : The contract shall be governed by laws of Rajasthan/India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

32. The Deptt. of Tourism is not bound to accept any bid or assign any reason for non-acceptance. The Director, Deptt. of Tourism reserves its right to accept the bid either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.

33. The first appellate authority will be Principal Secretary Tourism and the second authority will be Finance Deptt., GoR.

**Additional Director (Admn.)  
Tourism**

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. **38 /2015-16**)

To,

**The Addl. Director**  
**Department of Tourism**  
Government of Rajasthan  
TRC, Bikaner House  
Pandara Road, New Delhi

We, the undersigned declare that:

1. We have examined the bidding document.
2. If our bid is accepted, we commit to deposit 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 submitted along with this technical bid :-
  - i) Bid document with signature and seal.
  - ii) Two Banker Cheques / DD / Cash deposit receipts etc. towards bid security amount and bid fee.

- a) DD / Banker Cheque / Cash Deposit receipts etc. of Rs. 16,000/- for bid security in favour of Director Tourism.
- b) DD / Banker Cheque / Cash Deposit receipts etc. of Rs.500/- for bid fee in favour of Director Tourism.
- iii) Photocopy of Service Tax clearance certificate up to 31.3.2015 and PAN Card issued by Income Tax Dept. have been enclosed.
- iv) Experience certificate of five years having done similar work in this field has been enclosed.
- v) Final accounts audited by CA for Turnover for past three years (2011-12 to 2013-14 OR 2012 -13 to 2014 – 15) for similar work has been enclosed.
- vi) Necessary information related to human resources has been enclosed.
- 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 enclosed.
- viii) Declaration letter of being bona fide manufacturer / dealer on letter head of the firm has been enclosed.
- 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 enclosed.
- 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 enclosed. Deptt. will not contact anyone else in this regard.
- xi) We, the bidder will deposit the original DD / Banker Cheques as per clause 10 (ii) to this Deptt. in sealed envelope by 12 noon on 06.01.2016.

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

**Government of Rajasthan**  
Department of Tourism  
(NIB No. **38 /2015-16** )

**Technical Criteria for Bid Evaluation.**

Technical details form for – Arrangements related to ‘Launch of Aggressive Marketing Campaign’ of Rajasthan Tourism\_in Bikaner House, New Delhi in Jan., month 2016.

SN.	Criteria	Response
1.	Name & Address of the Bidder : Telephone/Fax/email/ Mobile	
3.	whether exclusive event management firm or separate division. (Enclose details)	
4.	Annual turn over in last three years (Minimum Rs.50 lacs P.A. desired) (Enclose C.A. certified audit accounts)	
5.	Work experience in the field (In years) (Min. 3 yrs. desired)	
6.	List of such exclusive events in last two years. Attach list with brief details and proof of work done, copies of work orders, payments proof (10 exclusive events).	
7.	DD/BC of Rs. 500/- as bid document fee in favour of Director, Tourism, Rajasthan payable at Jaipur	
8.	DD/BC of Rs. 16,000/- as bid security fee in favour of Director, Tourism, Rajasthan payable at Jaipur	
9.	Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate	
10.	Branches (enclose details with address & telephone no.)	
11.	Details of Income Tax Registration and PAN No.	
12.	Service-Tax Registration details	
13.	Professional set up (Complete details of staff, Designers & others) Enclose list. (Separate sheet for technically qualified staff)	
14.	List of present clients & sample images of recently done works (enclose)	
15.	Any other information: Award of excellence etc	



16	Concept. Design and arrangements suggested for this event	A pictorial depiction may be attached with the bid
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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 38 /2015-16)**

**Financial Data Sheet:**

The format for quoting financial offers for arrangements of the event related to Launch of 'Aggressive Marketing Campaign' of Rajasthan Tourism to be held in Bikaner House in the Month of January, 2016.

Estimate						
Venue : Bikaner house						
Duration & Date : 2 hour /One day activity in January 2015						
S.No	Description	Area Sqft*	Rate	Qty	Days	Amount In INR
<b>1</b>	<b>Fabrication and Branding</b>					
	Stage - 16 x 8 x 1 ft	128		1	1	
	Carpeting for Round Elevated Area	784		1	1	
	LED screen support structure	-		1	1	
	Podium	-		1	1	
	Console -12x4	48		1	1	
	Camera Riser - 8x4	32		1	1	
	Carpeting for Aisle from Main Gate	2000		1	1	
	Gate Arc	-		1	1	
	Urlees with Floating Candles	-		8	1	
	Bouquet			10	1	
<b>2</b>	<b>Sound</b>					
	PA sound for 100 pax -outdoor	-		1	1	
	Cordless mics	-		4	1	
	Lapel ( Caller Mike )	-		2	1	
	Gooseneck Mike ( Podium Mikes )	-		2	1	
	Twin cd player	-		1	1	
	32 channel mixer	-		1	1	
	DJ Box Media	-		1	1	
	Amplifiers /cabling	-		1	1	
	Technicians	-		1	1	
<b>3</b>	<b>Lights</b>					
	Lighting for Outdoor	-		24	1	
	Halogen for Outdoor Ambient	-		8	1	

<b>4</b>	<b>Video Equipment</b>				1	
	LED -3.9 mm 16 x 9	144		1	1	
	Playback machine	-		1	1	
	Smart Fade Matrix Switcher	-		3		1
	Video mixer	-		3		1
	Viewing monitors - console	-		2		1
	Laptops	-		2		1
	Clicker	-		1		1
	Video Technician	-		1		1
	Video engineer	-		1		1
<b>5</b>	<b>Cabling Cost from Genset</b>	-		1		1
<b>6</b>	<b>Photo/video shoot</b>					
	Photographer	-		1		1
	Video shoot	-		1		1
<b>7</b>	<b>Furniture</b>					
	Banquet chairs with covers (150 No.)	-		150		1
	Sofa Set - 2 Seater	-		16		1
	Tables for High Tea & Water	-		8		1
	Round Tables & Chairs + Transportation	-		8		1
<b>9</b>	<b>Others</b>					
	Local Conveyance	-		1		1
	Mattress with Cover for Outdoor Performance	-		2		1
	Ethnic Diya with Materials & Labour	-		100		1
	Outdoor Heaters	-		6		1
<b>10</b>	<b>Setup Dismantling</b>	-		1		1
<b>11</b>	<b>Material Transportation</b>	-		1		1
<b>12.</b>	<b>Manpower</b>	-				
	Ushers	-	-	2		1
	<b>Anchor</b>	-		1		1

\* This List is Indicative. All arrangements to be completed 4 hours before start of the event. Rehearsal to be ensured.

( Signature of authorized representative of Firm with name and Seal)

Date

**DECLARATION BY TENDERS**

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 tendered.

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 Tendered 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.

**Annexure-B**

**Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

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

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

**Date:**

**Place:**

**Signature of bidder Name:**

**Designation:**

**Address:**

**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 tiled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.
- (4) **Appeal not to lie in certain cases**  
No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-
  - (a) determination of need of procurement;
  - (b) provisions limiting participation of Bidders in the Bid process;
  - (c) the decision of whether or not to enter into negotiations;
  - (d) cancellation of a procurement process;
  - (e) applicability of the provisions of confidentiality.
- (5) **Form of Appeal**
  - (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
  - (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.



(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

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

[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 25% 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.