

**Government of Rajasthan  
Department of Tourism**

Paryatan Bhawan, Opp. Vidhayakpuri Police Station, M.I. Road, Jaipur-302001  
Email : acpdd-dot@rajasthan.gov.in Website : www.tourism.rajasthan.gov.in  
T.No.- 0141-2822812

Ref. No. F.15 ( ) IT/AMC/DT/2020/

Dated :

(Bid No. : )  
(UBN No. : )

**NOTICE INVITING BID**

<b>BID Particulars</b>	Inviting Rate Contract via Open Competitive bidding for Annual Maintenance Contract and purchasing Spare/Part items for Computers, Printers, Laptops, Networks, Network Attached Storage, and other IT related Peripherals installed at Tourism Department for 2 years
<b>Price of Bid Document</b>	Rs. 500/-
<b>Bid Security</b>	Regular : 2% SSI Rajasthan : 1% Sick Industries : 0.5%
<b>Date and Time of Issue/Publishing</b>	<b>17.04.2023 03:00 PM</b>
<b>Document Download/Sale Start Date and time</b>	<b>17.04.2023 03:00 PM</b>
<b>Bid Submission Start Date</b>	<b>17.04.2023 03:00 PM</b>
<b>Bid submission closing date and time</b>	<b>24.04.2023 01:00 PM</b>
<b>Date and time of opening of Technical bid</b>	<b>24.04.2023 03:00 PM</b>
<b>Date and time for opening of financial bid</b>	<b>After technical evaluation (bids of only technically qualified bidders will be opened).</b>
<b>Estimated Procurement Cost</b>	<ul style="list-style-type: none"> <li>• AMC: INR 2.00 Lacs Including Taxes</li> <li>• Software installation : INR 50 thousand Including Taxes</li> <li>• Purchase of Spare part item : 4 Lacs Including Taxes</li> </ul> <b>Total Estimated Procurement Cost : 6.50 Lacs</b>
<b>Payment to be made upon submission of bid</b>	<ul style="list-style-type: none"> <li>• Demand Draft/Banker's Cheque for Bid doc fee Rs. 500/- in favour of Director, Department of Tourism, Jaipur</li> <li>• Bid Security equal to 2% of the total estimated value of work i.e. Rs. 6.50 Lacs will be deposited by the bidder through e-GRAS in budget head 8443-103.</li> </ul>
<b>Opening of Bids</b>	The bids shall be opened on the date and time as specified. However, if opening date happens to be a holiday, then the bid will be opened on the next working day.
<b>Bid Security</b>	Bid Security @2% amounting to INR 13000/- only for regular Supplier or @ 1% amounting to INR 6500/- only for SSI or @0.5% amounting to 3250/- only for sick industries
<b>Procurement Method</b>	Single Stage-Two Envelope
<b>Scope of Bid</b>	As Mentioned on Page No. 3
<b>Bid Evaluation Method</b>	Item wise Lowest Cost Bid Selection Method (LCBS)
<b>Bidding Mechanism</b>	Bidding will be conducted offline
<b>Detailed Bid Available on</b>	State Public Procurement Portal(SPPP)



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	<p><a href="https://sppp.rajasthan.gov.in">https://sppp.rajasthan.gov.in</a> Departmental Website : <a href="https://www.tourism.rajasthan.gov.in">https://www.tourism.rajasthan.gov.in</a></p>
<b>Key Notes :</b>	<p>a) No conditional or partial or incomplete bid shall be accepted b) The abridged form of NIB is circulated in the national or local newspapers as per Rule 43 of RTPP Rules c) Price of bid document once submitted shall not be refunded. d) Proof of payment of price of bid document, bid security submitted via eGRAS or cash or demand draft or Banker Cheque or bid security through Bank Guarantee, original copy should be submitted to Procuring Entity at Address before bid submission closing date and time.</p> <p>f) The bidders are required to submit</p> <p>i. Proof of payment towards the Price of Bid Document and bid security amount using payment methods as mentioned along with bid.</p> <p>ii. The original copy of receipt of payment on eGRAS, by cash, bank demand draft, bankers cheque or original bid security in approved form i.e., Bank Guarantee to Director, Department of Tourism, Jaipur, Paryatan Bhawan, Opposite Vidhayakpuri Police Station, sanjay marg, M.I. Road, Jaipur-302001 shall be submitted before Bid Submission Closing Date and Time either by registered post speed post courier or by hand, failing which the bids may be declared non-responsive and will not be opened. These documents may be opened publicly before the bid opening.</p> <p>g) The bidders or supply with beneficial ownership from countries sharing land border with India, for participation in any public procurement in the State, shall only be allowed after prior registration with the competent authority as per Rule 13 of RTPP Rules and Government of Rajasthan Notification No. F2(1)FD/G&amp;T-SPFC/2017 dated 01.01.2021,15 01.2021 and 30.03.2021</p> <p>h) The Procuring Entity is not bound to accept the lowest bid and may reject after recording reason(s) in writing, any, or all bids as per Rule 72 of RTPP Rules</p>

**( Sanjay Pande )**  
**Additional Director (Development)**  
**Department of Tourism**



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**1. NATURE OF TENDER**

This tender is for obtaining services of agency/company for **Annual Maintenance Contract and purchasing Spare/Part items for Computers, Printers, Laptops, Networks, Network Attached Storage, and other IT related Peripherals** installed at Tourism Department as per Annexure 1. The contract shall be executed for a **period of 2 years**.

**2. Scope of Work**

Scope of work of AMC also includes:

- (a) Maintenance that includes the fixing technical problems/replacement/software installation of malfunctioning spares/ parts for proper functioning of all systems and sub-systems listed in **Financial Bid Format** by the Service Provider. If any part gives repeated problems, i.e., 2 repairs in a minimum period of two-month time, then the SP must replace it immediately with a new part.
- (b) All parts to be replaced by the Service Provider must be of the same make. In case it is not possible, the same must be of better or equivalent quality. In the service report, the details regarding the part number and serial number (if any) must be brought out clearly.
- (c) Rate of replaced/newly purchased spare/part item(s) must be as mentioned in **Annexure- II** of Financial Bid Format of this bid document by the Service Provider.
- (d) If department log complaint, Service Provider will ensure availability of skill engineer in the department and rectify the complaint within 48 hours.
- (e) Rectification means "The successful bidder will resolve any issue, when reported, in the computer systems, printers, laptops, CCTV, network, network storage units and other IT related peripherals by changing or repairing any hardware parts or installing/resinstalling related softwares."

**3. Eligibility of Bidders**

All aspiring companies must have **at least three-year service** record for providing AMC services and supply of spare/part IT items of Computers /Printers/Laptops, Network and related peripherals to the Departments of State Government and fulfilling the following conditions are eligible for bidding:

- a) It should be a registered company or partnership, or proprietorship in existence for a minimum of 3 years on the date of issue of this tender under RTPP acts.
- b) The company must not have been blacklisted by any Government



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Department/PSU, nor should they have been debarred from dealing with any public Department.

- c) The company must be registered with statutory authorities such as commercial Tax Department, GST, Income Tax Department, etc. as applicable to them.
- d) The company will have to provide the services onsite at Tourism Department.
- e) The Company should have an experience of **similar work contract (in a single order) of at least Rs. 3.00 Lakh per annum** (Minimum), in any 3 F.Y. from 2017-18, 2018-19, 2019-20,2020-21, 2021-22, preferably in Government Department.
- f) The company should have average **annual turnover of Rs 3.00 Lakh/year**, in any 3 financial years from 2017-18, 2018-19, 2019-20,2020-21, 2021-22, from computer hardware/networking maintenance and supply of spare/part IT items of Computers /Printers/Laptops, Network and related peripherals to the Departments of State Government.
- g) The firm also must have expertise and experience in Networking troubleshooting. The bidder should have executed satisfactory Annual Maintenance of 50 computers and 50 or more computers connected in LAN under window NT environments for 2 years.
- h) The firm/company should produce the self-attested photocopies of documents related to allocation of Registration number, PAN number, GST No., service TAX number along with technical bid.



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## **Chapter 5 : Terms and Conditions**

### **(NIB No.....)**

1. The bidder should also have a gross average annual turnover of Rs. 3 lacs in any three financial years from 2017-18, 2018-19, 2019-20,2020-21, 2021-22. Copy of final accounts certified by C.A. for turnover and balance sheet will have to be enclosed.
2. The bidder should have 3 years proven experience of same nature of work as mentioned in Scope of Work.
3. Bid Security equal to 2% of the total estimated value of work i.e. Rs. 6.50 Lacs will be deposited by the bidder through e-GRAS in budget head 8443-103. Copy of e-GRAS challan must be enclosed along with the Bid.
4. Performance security which is equal to 2.5% of total value of work Order will be deposited by the successful bidder via Demand Draft on the name of Director, Department of Tourism, Jaipur. No interest will be paid on this deposit. The bid security money deposited earlier will be adjusted against the performance security. Performance security will be refunded after two months of successful completion of the contract.
5. Bidders have to submit DD / BC of bid document fee with his technical bid. Bids without bid security and bid document fee will not be considered. The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
6. All pages of the Technical and Financial Proposals should be duly signed with seal by the authorized representative of the firm.
7. The interested agencies should regularly visit the SPPP portal of the State Government and Rajasthan Tourism website for any update in regard to this tender.
8. Payment will be made by way of electronic transfer of billed and passed amount in the bank account of the agency in Indian Rupees.
9. The Service Provider may submit bills in triplicate, on a Quarterly basis towards maintenance activities completed during the month in respective of Computers, Printers, Laptops, Networks, Network Attached Storage, and other IT related Peripherals installed at Tourism Department for settlement. The bills should be submitted clearly indicating maintenance activities completed during that Quarter along with call reports to support the claim of payment. The bills should clearly show the inventory consumed and payments made for previous bills as well as remaining inventory. Deductions such as for TDS and other mandatory cost / tax shall be made from the bill amount.
10. The Service Provider may submit bills in triplicate, on weekly basis after successful supply and installations new spare/part items of Computers, Printers, Laptops, Networks, Network Attached Storage, and other IT related Peripherals installed at Tourism Department for settlement. Deductions such as for TDS and other mandatory cost / tax shall be made from the bill amount.



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11. For all other deliverables mentioned in the scope of work, no extra payment will be made by the Department. It is expected that the bidder will recover its expenses from agency charges quoted by it.
12. Agency will be required to immediately inform this office with reason, if the work is halted due to some reasons. The firm will have to compensate this loss.
13. For facilitating Electronic Transfer of funds, the selected Firm 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.
14. Bids submitted by the bidders shall remain valid for the period of 90 days from the date of opening the bids.
15. The cost / rates will be valid for two year from the date of signing of agreement, however the services may be extended as per RTTP Rules, 2013 on mutually agreed terms.
16. The Director, Tourism, Government of Rajasthan, Jaipur reserves the right to accept or reject any bid or its part without assigning any reasons thereof.
17. Financial cover of only technical qualified firms will be opened.
18. L-1 bidder will be determine item wise Least Cost basis selection method.
19. The work order will be awarded to the bidder who have quoted most L1 rates for the items in the bid.
20. Selected firm will have to sign an agreement with Department of Tourism on non-judicial stamp paper as per rules.
21. The agreement between the firm and Department of Tourism may be terminated any time if it is found that the firm is unable to perform the work or can't maintain the safety & creative standards of the work or violates any of the conditions stipulated by the Department.
22. No advance payment for the ordered work or item will be given to the firm.
23. The bid document shall be signed by authorized signatory of the submitting firm with date and seal.
24. Bids received after the due date and time will not be considered.
25. The contract would be effective for two years from the issue of work order, which may be extended, in emergent situations on mutually agreed terms, as per the provisions of RTPP Act 2012 and Rules 2013. Similarly, the cost / rates will be valid till expiry of the contract.
26. The Department of Tourism reserves its right not to accept bids from Agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
27. If there is a likelihood of inventory problem as indicated in the bid due to various reasons not within the control of the bidder, the same should be indicated clearly in the bid along with reasons.
28. 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.



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- II. If the Agency, in the judgment of Department of Tourism, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
  - III. If the Agency submits to the Department of Tourism a false statement which has a material effect on the rights, obligations or interests of Department of Tourism.
  - IV. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Department of Tourism.
  - V. If the Agency fails to provide the quality services as envisaged under the Contract. Reasons for the same would be recorded in writing. In case of such an occurrence Department of Tourism shall give a written advance notice before terminating the Contract of firm.
29. Wherever specific terms and conditioned have not been spelt out in bid document, General Finance and Accounts Rules & RTPP Act, 2012 and RTPP Rules 2013 of the state government shall apply.
30. The firm would be responsible for all risks involved in the work. For any accident or mishap, the bidder would be solely responsible.
31. All costs incurred by the firm in respect of submission of offer shall be borne by the concerned bidder.
32. If department log complaint, Service Provider will ensure availability of skill engineer in the department and rectify the complaint within 48 hours.
33. Rectification means "The successful bidder will resolve any issue, when reported, in the computer systems, printers, laptops, CCTV, network, network storage units and other IT related peripherals by changing or repairing any hardware parts or installing/resinstalling related softwares."
34. In case of extension in the delivery of AMC services and spare IT parts delivery and / or completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of services which service provider has failed to deliver the : -

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

Note:

- (a) Fraction of a day in reckoning period of delay in supply of maintenance/updation services shall be eliminated if it is less than half a day.
- (b) The maximum amount of agreed liquidated damages shall be 10%.



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- (c) If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (d) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.

35. The successful bidder will have to start execution of work, immediately after placing of work order.
36. If the rate contract holder quotes / reduces its price to render similar goods, works or services at a price lower than the rate contract price to anyone in the State at any time during the currency of the rate contract, the rate contract price shall be automatically reduced with effect from the date of reducing or quoting lower price, for all delivery of the subject matter of procurement under that rate contract and the rate contract shall be amended accordingly.

The firms holding parallel rate contracts shall also be given opportunity to reduce their price by notifying them the reduced price giving them fifteen days time to intimate their acceptance to the revised price. Similarly, if a parallel rate contract holding firm reduces its price during currency of the rate price shall be conveyed to other parallel rate contract holding firms and contract and the original rate contract holding firm for corresponding reduction in their prices. If any rate contract holding firm does not agree to the reduced price, further transaction with it, will not be conducted.

37. Copies of GST registration should also be enclosed.
38. No extra payment other than agreed payment as quoted by bidder (Complete Rate) according to bill of quantities will be paid. No cartage / transportation charges or any other charges will be paid by the Government.
39. Specification: All services provided shall strictly conform to the specifications, laid down in the bid form/work order.
40. **Forfeiture of bid security:** The bid security will be forfeited in the following cases:
- When bidder withdraws or modifies the offer after opening of bid but before acceptance of bid.
  - When bidder does not execute the agreement if any, prescribed within the specified time.
  - When the bidder does not deposit the Performance security after the work order is given.
  - When he fails to commence the work within the time prescribed.
41. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred by the Parties to the Director, Department of Tourism, whose decision shall be final.



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42. All legal proceedings, if necessary arise to institute by any of the parties (Government or Contractor/firm) shall have to be lodged in courts situated in Jaipur city only.
43. For any clarification, the interested agency may meet the undersigned or queries can be sent through mail at [acpdd-dot@rajasthan.gov.in](mailto:acpdd-dot@rajasthan.gov.in) addressed to ACP (Deputy Director).
44. Annexure A, B, C & D of RTPP Act 2012 & RTPP Rules 2013 will also be binding on the bidder.
45. Force Majeure:  
Neither party will be liable in respect of failure to fulfil 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.
46. 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.
47. 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.
48. The Department of Tourism is not bound to accept any bid or assign any reason for non-acceptance. The Director, Department of Tourism reserves its right to accept the bid either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.
49. The first appellate authority will be Principal Secretary Tourism and the second authority will be Finance Department, Government of Rajasthan.

**(Anand Kumar Tripathi)**  
**Additonal Director(Dev.)**

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**



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**Chapter 6 : Declaration by the Bidder**

**(NIB No.....)**

To,

**The Director**  
**Department of Tourism**  
Government of Rajasthan  
Paryatan Bhawan, Sanjay Marg  
Opposite Vidhayakpuri Police Station, Jaipur

We, the undersigned declare that:

- i. We have examined the bidding document.
- ii. If our bid is accepted, we commit to deposit a performance security.
- iii. We are not participating as bidders in more than one bid in this bidding process.
- iv. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has not been debarred by the State Govt. or the procuring entity.
- v. 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.
- vi. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- vii. 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.
- viii. 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.
- ix. We accept to abide by the conditions and additional information of the bid released by Director, Department of Tourism, Government of Rajasthan.
- x. Bid has 2 cover, i.e. 1. Technical Cover 2. Financial Cover,  
Following documents should be attached along with this technical Cover:-
  - Bid document with signature and seal.
  - Banker Cheque/ DD / Cash Deposit etc. towards bid security amount and bid fee.
    - Copy of e-GRAS challan of Rs. 13,000/- for 2% bid security deposited in budget head 8443-103.
    - DD / Banker Cheque of Rs.500/- for bid document fee in favour of Director, Department of Tourism, Jaipur.
  - Photocopy of latest GST / Service Tax clearance certificate and PAN Card issued by Income Tax Dept.
  - Experience certificate(s) of three years having done similar work in this field



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- Final accounts audited by CA for Turnover for any three F.Y. (, 2017-18, 2018-19, 2019-20,2020-21, 2021 -22) for similar work .
  - Necessary information related to human & available manpower resources
  - If the firm is a MSME unit, then the copy of registration as small scale unit issued by competent authority.
  - Declaration letter of being bona fide manufacturer / dealer on letter head of the firm.
  - 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 annexure A & B) have been enclosed.
  - If the bidder is a firm/company, then the authorization letter of authorized representative containing his name, address and status with signature. Department will not contact anyone else in this regard.
- xi) We, the bidder will deposit original DD / Banker Cheques/copy of E-grass challan and documents mentioned in clause (x) to this Department in sealed envelope by 01:00 PM on 24/04/2023. DD / Banker Cheque/copy of e-gras challan and documents mentioned in clause (x) submitted later than the scheduled time shall not be considered.
- xii) We have submitted the following documents:
1. Letter of authorization to participate in the bid
  2. Technical Bid in separate envelope
  3. Financial Bid in separate envelope
  4. All relevant supporting documents including Annexures A, B, C & D duly signed along with seal.

We hereby declare that my/our bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

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

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**Chapter 7 : Technical Data Sheet for Bid Evaluation- (NIB No.....)**

Online Bids under two envelope system are invited from eligible and reputed bidders for Annual Maintenance Contract and purchasing Spare/Part items for Computers, Printers, Laptops, Networks, Network Attached Storage, and other IT related Peripherals installed at Tourism Department for two years

S.N.	Particulars	Information to be filled by the bidder	Page No.
1	2	3	4
1.	Name of the firm		
2.	Address (with Tel No, fax and Email)		
3.	Name of the authorized person		
4.	Firm Registration No. and Date (Proprietor/Partnership/Company) Enclose copy of Reg. certificate		
5.	Annual Turn Over (Amount in Rupees) from computer hardware/ networking maintenance and supply of spare/parts IT item business in any 3 financial year from 2017-18, 2018-19, 2019-20, 2020-21, 2021-22 Enclose Turnover certificate issued by registered C.A.		
6.	a) No of years of experience in maintenance business Maximum order value in single order per year of computer hardware/ network maintenance business in respect of the any 3 F.Y. year from 2017-18, 2018-19, 2019-20, 2020-21, 2021-22		



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7.	<p>a) No of years of experience in maintenance business</p> <p>b) Maximum order value in single order per year for supply of computer hardware/ network related IT spare/part items business in respect of the any 3 F.Y. year from 2017-18, 2018-19, 2019-20, 2020-21, 2021-22</p> <p>c) Authorization Certificate for Spare Parts of IT items from manufacturers</p>		
8.	<p>a. Registration no/Incorporation No</p> <p>b. PAN/GST</p> <p>c. Service Tax Number</p>		
9.	Details of Technical Manpower (Name, Qualification & Experience)		
10.	Bid Document fees Rs. 500/- in form of DD payable to Director, Department of Tourism, Jaipur (Mention NO., Date and Amount)		
11.	Copy of e-Gras challan Bid Security @ 2% (13000/-) (Mention GRN No., Date and Amount)		

**11. Summary Table of AMC for Similar Services**

Name of Organization	Contact person	Period of AMC	Amount of AMC	Details of Hardware handled



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**12. Summary Table of Supply of Spare Parts for IT items for Similar Services**

Name of Organization	Contact person	Period of Supply of Spare Parts for IT items	Amount of Supply of Spare Parts for IT items

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



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**Chapter 8 : Financial Bid Format**

**(NIB No. ....)**

**Bid Inviting Authority :** Director, Department of Tourism, Jaipur

**Name of Work :** Inviting Open Competitive Bidding under two cover system are invited from eligible and reputed bidders for **Annual Maintenance Contract and purchasing Spare/Part items for Computers, Printers, Laptops, Networks, Network Attached Storage, and other IT related Peripherals** installed at Tourism Department for two years

Name of Bidder :

(Amount in Rupees including taxes)

S. No.	Particulars of the Items under AMC	Estimated Procurement Cost (Rs.)	Qty	Unit Rate (Rs.)	Total Rate (Rs.)
1	Intel Pentium Core i-3 <b>Desktops</b> (HP Make)	2.00 Lacs	8		
2	Intel Pentium Core 2 <b>Duo</b> (HP Pavellion Make)		1		
3	ACER Veriton		9		
4	*HP make Laptop (Model HP 630) intel Pentium Core i-5		16		
5	HP Laser Printer (Model-1020/1022)		4		
6	HP Laser Jet Multifunction Printer (Model-1213nf)		9		
7	Samsung Wi-Fi Laser Printer (Model-ML1866W)		1		
8	Desktop Computer (High End Configurations)- DELL OptiPlex 3050SFF		25		
9	<b>Desktop</b> Computer (Standard Configurations) - DELL OptiPlex 3050SFF		7		
10	Laptops (High End Configurations) - DELL Latitude 3580		10		
11	Multi Function Laser Printers 4-in-1 (Automatic Duplex) - HP – M227FDN		10		
12	Laser Printers		28		



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	(Plain/Normal & Automatic Duplex) - HP – M203DN				
13	Multi Function Colour Laser Printer 4 in 1 - HP – M176N		1		
14	UPS (0.8 KVA)		2		
15	Projector		2		
16	CCTV Cameras -		16		
17	32 Channel NVR for 30 Days Recording		1		
18	Fast Ethernet Web based Smart Switch (8 Port) with Minimum 4 PoE Port - D-Link DES 1008P		3		
19	Managed L2 16 Port Gigabit Network Switch with Minimum 8 PoE Ports		1		
20	6U Wall Mounted Network Rack		1		
21	LED Full HD Display Unit - <b>LG 43SE3KB</b>		2		
22	2KVA Online UPS with 60 minutes backup - <b>Numeric Onfiniti Series</b>		1		
23	HP Laser Jet Multifunction Printer (Model-128 fn)		8		
24	HP Laser Jet Multifunction Printer (Model- laser Jet Pro MFPM1288fdn(hp))		1		
25	HP MFP P055 Printer		1		
26	**ACER intel core i5 8500		5		
27	AMC of Local Area Network (LAN) (cost of CAT-6 cable, I/O switches, I/O Box patch cord, conduit pipe etc & other items required for LAN infrastructure work		229 Points(194 LAN points & 35 Wi Fi access points)		
28	Software installation	50,000/-	As above		



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**Appendix II : Rates for Spare Parts of IT items :-**

S.No.	Estimated total Procurement Cost (Rs.)	Type of IT items	IT Item Name	Spare Part Name	Per Unit Rate
			HP(MFP) Laser Jet M1213NF	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				ADF Lock	
				Printer Power Card	
				ADF Cover	
				Scanning Unit	
	Rs. 4 Lacs		HP MFP M128Fn	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	



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				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				ADF Lock	
				Printer Power Card	
				ADF Cover	
				Scanning Unit	
			HP MFP P055	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				ADF Lock	
				Printer Power Card	
				ADF Cover	
				Scanning Unit	
			laser Jet Pro MFPM1288fdn(hp)	Teflon	
				Heater roller	



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				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				ADF Lock	
				Printer Power Card	
				ADF Cover	
				Scanning Unit	
			HP Colour Laser Jet Pro Mfp M176n	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				ADF Lock	
				Printer Power Card	
				ADF Cover	



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				Scanning Unit	
			HP laser Jet Pro mfp m227fdn	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				ADF Lock	
				Printer Power Card	
				ADF Cover	
				Scanning Unit	
			Canon image class MF3010	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
			Paper pickup		



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				ADF Lock	
				Printer Power Card	
				ADF Cover	
				Scanning Unit	
			HP laserJet Pro M203dn	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				Printer Power Card	
			Samsung ML - 1866 W	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	



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				Printer Power Card	
			HP laser Jet 1020/ 1022	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				Printer Power Card	
			Canon	Teflon	
				Heater roller	
				Heater rod	
				Pressure Roller	
				Gear Assembly kit	
				Pick up rubber	
				Fusion Drive Gear	
				Paper pickup rod	
				Paper pickup	
				Printer Power Card	



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		Laptop	HP 630	Laptop Battery	
				4 GB RAM	
				8 GB RAM	
				SSD 256 GB	
				SSD 500 GB	
				SSD 1 TB	
				HDD 256 GB	
				HDD 500 GB	
				HDD 1 TB	
				Laptop FAN	
				Pentium Core i5 Processor	
				Laptop Screen	
				LAN Card	
				Mother Board	
				DVD Writer	
				Laptop inbuilt keyboard	
				Power Brick	
				DVD Writer	
				Bluetooth	
				Wireless Network Adaptor	
				DVD Writer	
				Laptop Body	
				Laptop Hinge	
				USB Ports	
				Laptop Camera	
				Laptop Adaptor	
				Adaptor Power Cord	
			Dell Latitude 3580	Laptop Battery	
				8 GB RAM	
				16 GB RAM	
				SSD 256 GB	
				SSD 500 GB	
				SSD 1 TB	
				HDD 256 GB	
				HDD 500 GB	
				HDD 1 TB	
				Laptop FAN	
				Pentium Core i7 Processor	
				Laptop Screen	
				LAN Card	



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				Mother Board	
				DVD Writer	
				Laptop inbuilt keyboard	
				Power Brick	
				Bluetooth	
				Wireless Network Adaptor	
				Laptop Body	
				Laptop Hinge	
				USB Ports	
				Laptop Camera	
				Laptop Adaptor	
				Adaptor Power Cord	
		Desktop PC	Dell Optiplex 3050 SFF ( High End Configuration)	8 GB RAM	
				16 GB RAM	
				SSD 256 GB	
				SSD 500 GB	
				SSD 1 TB	
				HDD 256 GB	
				HDD 500 GB	
				HDD 1 TB	
				Pentium Core i7 Processor	
				LAN Card	
				Mother Board	
				DVD Writer	
				Keyboard	
				Mouse	
				Wireless Network Adaptor	
				Monitor Screen	
				Wireless Network Adaptor	
				USB Ports	
				Desktop Fan	
				SSD Casing	
			Dell Optiplex 3050 SFF ( Standard Configuration)	8 GB RAM	
				16 GB RAM	
				SSD 256 GB	
				SSD 500 GB	
				SSD 1 TB	
				HDD 256 GB	
				HDD 500 GB	
				HDD 1 TB	
				Pentium Core i7	



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				Processor	
				LAN Card	
				Mother Board	
				DVD Writer	
				Keyboard	
				Mouse	
				Wireless Network Adaptor	
				Monitor Screen	
				Wireless Network Adaptor	
				USB Ports	
				Desktop Fan	
				SSD Casing	
			Acer Variton M-200-H81	8 GB RAM	
				16 GB RAM	
				SSD 256 GB	
				SSD 500 GB	
				SSD 1 TB	
				HDD 256 GB	
				HDD 500 GB	
				HDD 1 TB	
				Pentium Core i7 Processor	
				LAN Card	
				Mother Board	
				DVD Writer	
				Keyboard	
				Mouse	
				Wireless Network Adaptor	
				Monitor Screen	
				Wireless Network Adaptor	
				USB Ports	
				Desktop Fan	
				SSD Casing	
			Acer Intel Core i-5 8500	8 GB RAM	
				16 GB RAM	
				SSD 256 GB	
				SSD 500 GB	
				SSD 1 TB	
				HDD 256 GB	
				HDD 500 GB	
				HDD 1 TB	
				Intel Core i5 Processor	



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				LAN Card	
				Mother Board	
				DVD Writer	
				Keyboard	
				Mouse	
				Wireless Network Adaptor	
				Monitor Screen	
				Wireless Network Adaptor	
				USB Ports	
				Desktop Fan	
				SSD Casing	
			HP intel Pentium core i-3 desktop	8 GB RAM	
				16 GB RAM	
				SSD 256 GB	
				SSD 500 GB	
				SSD 1 TB	
				HDD 256 GB	
				HDD 500 GB	
				HDD 1 TB	
				Pentium Core i3 Processor	
				LAN Card	
				Mother Board	
				DVD Writer	
				Keyboard	
				Mouse	
				Wireless Network Adaptor	
				Monitor Screen	
				Wireless Network Adaptor	
				USB Ports	
				Desktop Fan	
				SSD Casing	
			HP Pavillion intel Pentium core 2 duo	8 GB RAM	
				16 GB RAM	
				SSD 256 GB	
				SSD 500 GB	
				SSD 1 TB	
				HDD 256 GB	
				HDD 500 GB	
				HDD 1 TB	
				Intel Core 2 duo Processor	
				LAN Card	



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				Mother Board	
				DVD Writer	
				Keyboard	
				Mouse	
				Wireless Network Adaptor	
				Monitor Screen	
				Wireless Network Adaptor	
				USB Ports	
				Desktop Fan	
				SSD Casing	
		UPS	BPE	Power Card	
				Logic Card	
				Power Cord	
				UPS Batteries	
				Transformer	
			Arrow	Power Card	
			Arrow-Arrow800VALI	Logic Card	
				Power Cord	
				UPS Batteries	
				Transformer	
			Fingers	Power Card	
				Logic Card	
				Power Cord	
				UPS Batteries	
				Transformer	
			Microtek	Power Card	
				Logic Card	
				Power Cord	
				UPS Batteries	
				Transformer	
			2 KVA UPS with 60 Minute Backup	Power Card	
				Logic Card	
				Power Cord	
				UPS Batteries	
				Transformer	
			0.8 KVA UPS with 60 minutes back up	Power Card	
				Logic Card	
				Power Cord	
				UPS Batteries	
				Transformer	
			UPS ( 0.8 KVA)	Power Card	
				Logic Card	
				Power Cord	
				UPS Batteries	
				Transformer	



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		CCTV Camera ( CP Plus)	Camera CP Plus CP-UNC-TA20L3S	CCTV Camera Housing	
				CCTV Camera Mount	
				CCTV Camera lense	
				CCTV Camera Plasting Housing	
				CCTV Camera Cover	
				CCTV Pole Stand	
				Outdoor CCTV Camera Stand	
				CCTV Camera	
				Flame Proof CCTV Camera Housing	
		32 Channel NVR for 30 days recording	CP PLUS CP-UNR-4K4328-V2	DVR Housing	
				CCTV DVR CARD	
				DVR Panel	
				DVR Motherboard	
		Numeric Onfiniti 2.0 KVA ONF UPS		DVR	
				Numeric Onfiniti 2.0 KVA ONF UPS	
				Battery 2 bah 08 SMF (Qty. 8)	
				Power Card	
				Logic Card	
		Cables for CCTV		Power Cord	
				Transformer	
				Coaxial Cables	
				RG-6	
				RG-59	
				Plug and Play/ Video Power Cables	
				Siamese Cables	
Network	Switch	Optic Fiber Cables:			
		Twisted Pair Cables:			
		5 Port			
		8 Port			
		16 Port			
	L2 Managed Switch D-Link DGS-1210-28P		24 Port		
			32 Port		
			48 Port		
			16 Port		
			24 Port		
		32 Port			
		48 Port			



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			Fast Ethernet Web based smart switch with minimum 4 PoE Port-D Link DES1008P	8 Port	
			Cable	RJ-45 Connector	
			Cat-6 Cable	3 Meters	
				5 Meters	
				10 Meters	
				15 Meters	
				20 Meters	
				Conduit Pipe	
			I/O Box		
			Rack	6U Wall Mounted Network Rack	
		Projector	EPSON EB-535W	Projector Lamp	
				Projector Remote Control	
				Projector LCD Panel	
				Projector Blower FAN	
				Projector Main Board	
				Light Tunnel	
				Projector Polarizer	
				Projector Filter Set	
				Projector Gobo Glass	
				Moter Mount Kit	
				Projector Replacement Lamp	
				Projector Ceiling Mount Kit	
				Standard Project DMP chip	
				Presentation Pointer	
		Presentation Remote			
		Projector Speaker			
		TV	LED Full HD Display Unit LG 43SE3KB	Power Supply Board	
				LED TV inverter	
				Circuit Board	
				LED TV Motherboard	
				Logic Card	
				TV Speaker	
				Color Picture Tube	
				Picture Tubes	
				TV Backlight board driver	
				TV Screen	
		LED TV Body			
		LED TV Cords			



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			Samsung UA43N5380AUXXL /2019	Power Supply Board	
				LED TV inverter	
				Circuit Board	
				LED TV Motherboard	
				Logic Card	
				TV Speaker	
				Color Picture Tube	
				Picture Tubes	
				TV Backlight board driver	
				TV Screen	
				LED TV Body	
				LED TV Cords	
			Samsung Model No. LA32A450C1	Power Supply Board	
				LED TV inverter	
				Circuit Board	
				LED TV Motherboard	
				Logic Card	
				TV Speaker	
				Color Picture Tube	
				Picture Tubes	
				TV Backlight board driver	
				TV Screen	
				LED TV Body	
				LED TV Cords	
			Sony new X80J	Power Supply Board	
				LED TV inverter	
				Circuit Board	
				LED TV Motherboard	
				Logic Card	
				TV Speaker	
				Color Picture Tube	
				Picture Tubes	
				TV Backlight board driver	
				TV Screen	
				LED TV Body	
				LED TV Cords	
			Videocon d2h satellite LCD – LCDTV2602	Power Supply Board	
				LED TV inverter	
				Circuit Board	
				LED TV Motherboard	
				Logic Card	
				TV Speaker	



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				Color Picture Tube	
				Picture Tubes	
				TV Backlight board driver	
				TV Screen	
				LED TV Body	
				LED TV Cords	
		Antivirus	Quick heal total security Antivirus	1 user 1 year	
				1 User 3 Year	
		Webcam with mic and speaker	Fingers 1080 Hi-Res	Webcam with mic speaker	

Note: \* Items are under proposed buyback system, after buyback new items will be excluded from AMC accordingly with effect from the date of receipt and installation of new items therein.

\*\* These items are under warranty currently, after expiring of warranty these could be included in AMC.

\*\*\* Any new part purchased to be provided by the bidder to the department should have proper warranty with the part and the same part should be replaced free of cost, if the part is in non-working condition.

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

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



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**Annexure - A**

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

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit 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 either directly or indirectly in exchange for an unfair advantage in procurement process the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and 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.

A Bidder maybe 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



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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.



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Paryatan Bhawan, Opp. Vidhayakpuri Police Station, M.I. Road, Jaipur-302001  
Email : acpdd-dot@rajasthan.gov.in Website : www.tourism.rajasthan.gov.in  
T.No.- 0141-2822812

**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:**

**Signature of bidder Name:**

**Place :**

**Designation: Address:**



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**Annexure C**

**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.



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- (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.



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**FORM No. I**

[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.

