

Government of Rajasthan, Department of Tourism
Paraytan Bhawan, Sanjay Marg, Opp. Vidhyakpuri Police Station, Jaipur-302001
Tel. 0141 2822847, email:- pub-dot@rajasthan.gov.in, website – tourism.rajasthan.gov.in

No. F 10 () / Pub. / Gift Hamper / 7308

Dated: 3/10/2025

Notice Inviting Bid

(Bid No. 270)

Open competitive online E-Bid under two part bidding process (technical and financial) for the work of '**Rate Contract for Procurement of Customized Handcrafted Gift Hamper illustrating Rajasthani Culture**' are invited from reputed, interested, eligible and experienced bidders.

Work - Rate Contract for 1 year	Approximate Cost Rs.	Bid Security 2 % of total cost (for MSME firms ½ %, for sick units 1 %))	Performance Security - 5 % of total cost, for SSI unit - 1% (Certificate should be enclosed).	Bid Release Date	Bid Submission Date and Time
Rate Contract for Procurement of Customized Handcrafted Gift Hamper illustrating Rajasthani Culture	Rs.7 Lakhs for one year	Rs.14000/-, Rs.3500/- in case of MSME unit, Rs.7000/- in case of SSI unit to be deposited through e-gras under the Head - 8443-103 / D.D.	Rs.35000/-, Rs.7000/- in case of SSI unit to be deposited through e-gras under the Head - 8443-103 / D.D.	3 Oct., 2025	10.30 am on 6 Oct., 2025

Information, Terms and Conditions

- Period of Rate Contract would be 1 year from the date of issue of work order
- Financial bids of those bidders, who qualify in technical bid, will be opened.
- Technical and financial bids in separate envelopes, both sealed in a bigger envelope will have to be deposited.
- Receipt of depositing of bid fee and bid security will have to be attached with technical bid, else the bid will not be considered.
- Bid Fee – Rs. 500/- deposited in e-gras budget head 0075-00-800-52-01 / D.D. in favour of Commissioner, Department of Tourism, Government of Rajasthan, Jaipur.
- Bids may be seen on SPPP and Dept. of Tourism website portals.

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(Ajay Kumar Sharma)
Joint Director (Publicity)

No. F 10 () / Pub. / Gift Hamper /

Dated:

Copy forwarded to following for information and necessary action please:-

1. Chief Accounts Officer, Tourism
2. ACP (DD), IT Section, Tourism for uploading on SPPP Portal & Website.
3. Notice Board.

(Bid No.270)

SCHEDULE OF BID PROCESS

Description	Scheduled Date and Particulars
Release of Bid Advertisement	3 Oct., 2025
Last Date for submission of Bid	10.30 am on 6 Oct., 2025
Date & Time of Opening of technical Bids	12 noon on 6 Oct., 2025
Date & Time of Opening of Financial Bids	To be apprised later (only technically successful bidders)
Bid document fee Rs.500/- to be deposited online through e-GRAS (budget head 0075-00-800-52-01) / D.D.	By the date of filing the bid
Bid security fee will have to be deposited through e-GRAS in budget head 8443-00-103-00-00 / D.D. in favour of Commissioner, Department of Tourism, Government of Rajasthan, Jaipur	As per NIB Advertisement
Date of Award of Contract	After finalization of financial bid
Execution of work	As per work order / agreement
Bid Cost	As per NIB Advertisement

Notice Inviting Bid

(Bid No. 270)

SCOPE OF WORK

Rajasthan, the largest state of India is bestowed with natural beauty and rich heritage. Its architectural memoirs built with studied detail, effervescent colours, stunning handicrafts, glittering gems, throbbing towns, wildlife sanctuaries, cattle fairs, or pulsating festivities and touching hospitality are the major attractions for tourist. The state has many UNESCO world heritage sites besides a series of protected monuments. Department of Tourism is actively engaged in promoting and marketing Rajasthan in national and international tourist markets.

Rajasthan is also known as shopper's paradise for the visiting tourists. There are opportunities in entire state to browse and purchase attractive craft items. With a variety of souvenirs to choose from, the State is a shopper's delight. Department of Tourism intends to invite tenders for 'Procurement of Customized Gift Hampers' as marketing strategy and promotion of tourism.

Open competitive Bid under two-part bidding process (technical and financial) are invited from reputed, interested, eligible and experienced bidders for the work of **'Rate Contract for Procurement of Customized Handcrafted Gift Hamper illustrating Rajasthani Culture'**.

Quantity per gift hamper

S.N.	Items	Job Specifications	Quantity
1.	Customized Box on Rajasthan Theme	1. Premium rigid gift box in high strength board 2. Size – 15.5 X 12.5 X 4 inch 3. Exterior wrapped in traditional artwork 4. Magnetic closure	1
2.	Hand crafted blue pottery mugs	1. Authentic Jaipur blue pottery mugs 2. Height – 3 inches x diameter 3 inches 3. Glazed using traditional mineral based pigments, eco-safe, lead-free	2
3.	Hand crafted blue pottery tea coasters sets	1. Set of 6 coasters with one matching holder 2. Painted with floral motifs 3. Size – diameter 3 inches 4. Protective backing to prevent scratches	1
4.	Hand block printed cotton fabric table runner and mats set	1. Table runner size – 72x16 inches 2. 6 mats size – 20x15 inches 3. Pure cotton fabric hand loomed 4. Designed, block printing	1
5.	Handmade table stationery organizer set	1. Handcrafted deskboard with reinforced cardboard base layered with printed textile fabric 2. 1 notepad, 1 pen stand, 1 slip pad, 1 pin box	1
6.	Handcrafted book marks	1. Pair of bookmarks hand made using block printed fabric and fine paper 2. Miniature tassels in traditional Rajasthani weaves	1
7.	Rajasthani Mukhwas in	1. 2 potli tied in vibrant bandhej fabric 2. Kesar supari and sadabahar	2

	handmade bandhej fabric potli	3. With natural cotton	
8.	Printed write up	1. Concept note on A4 size imported textured paper 2. Full colour high resolution printing with branding	1
9.	Box decoration with hand crafted puppets	1. A pair of miniature Rajasthani puppets, hand stitched with cotton and embellished with threads and beads 2. Traditional kathputli art form custom design for gift box exterior	1
10.	Customized multi colour butter paper	Premium quality butter paper with Rajasthani motifs serving as inner line, tear resistant, bleed-proof and eco-friendly	1

***There should be space for placing Rajasthan Tourism booklets inside the gift hamper, these booklets will be provided by the Dept.**

****More products adding variety as replacement may be ordered on same price such as serving bowls, journal, tea glass, marble diya, table cover, dupattas, dry fruits, flavoured nuts, roasted savoury, dehydrated fruits.**

Terms and conditions

(NIB No.270)

TERMS & CONDITIONS

- 1.** The minimum average turnover of the bidder should be Rs.7 Lakhs per annum in last two financial years i.e., 2023-24 and 2024-25.
- 2.** 2 years' experience is necessary, enclose self declaration.
- 3.** Bidder should have a client list of 25 firms / individuals.
- 4.** MSME registration will have to be enclosed (if any)
- 5.** Firm will have to enclose PAN no. along with technical bid.
- 6.** The bid offers shall be submitted in online separate envelopes, containing the technical and financial bids. Bid document fee, bid security fee have to be deposited through e-grass in Government budget head /s / Demand Draft in favour of Commissioner, Department of Tourism, Government of Rajasthan, Jaipur. Firm will have to attach details of these deposits along with the technical bid.
- 7.** Successful bidder will have to deposit performance security equal to 5% of the value of the work order. No interest will be paid on these deposits. Performance Security will be refunded as per the rules.
- 8.** Financial bids of bidders which qualify in technical bids shall be opened.
- 9.** **Firm will be decided on the basis of lowest quote / L 1.**
- 10.** **The financial bid shall be inclusive of applicable taxes / GST etc.**
- 11.** **The rate contract will be valid for a period of one year from the date of issue of approval order.**
- 12.** **This is a rate contract. Orders for supply of items may be issued as per increased or decreased requirement.**
- 13.** TDS for income tax and GST would be deducted by Department of Tourism on all the payments as per rules. The bidder is bound to provide PAN number to the Department of Tourism. The agency is entitled to seek details of such deductions made.

14. Delivery of items would be made at Parayatan Bhawan, Sanjay Marg, Opp. Vidhyakpuri Police Station Jaipur as per work order.
15. Selected firm will have to sign & submit an agreement on non-judicial stamp paper of Rs. 500/- issued in Rajasthan with department.
16. Payment will be made after successful completion of supplying of items as per the work order & agreement.
17. Firm will have to submit bank details for funds transfer.
18. Department of Tourism reserves the right to reject any offer without assigning a reason.
19. Wherever Specific Terms and conditions have not been spelt out in bid document, General Finance Accounts Rules & RTPP Act. 2012 RTPP Rules 2013 of the state govt. shall apply in the current bid.
20. Canvassing in any form would result in rejection of the bidder.
21. Delay by Bidder in submission of additional information or clarifications sought by Department of Tourism may cause the bid to be liable for rejection
22. 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.
23. As per the Rule 73 (2) of RTPP Act 2012 & RTPP RULES 2013, repeat order may be placed after the successful completion of work.

24. PERFORMANCE SECURITY:

- Performance Security:
- (i) Successful bidders, whose offers are accepted, will have to deposit performance Securing @5 % of the quote of the cost for entire duration in the bid in favor of Commissioner, Department of Tourism Rajasthan, Jaipur at the time of agreement. The firms, which are registered as MSMEs / sick industries of Rajasthan, shall be required to deposit performance Securing, as applicable under the rules. In case of Small Scale Industries (SSI) of Rajasthan, it shall be 1 % of the amount of quantity ordered for supply of goods and in case of sick industries, other than SSI, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order.
- (ii) Performance Security shall be furnished in any one of the following forms:-
 - I. Bank Draft or Banker's Cheque of a scheduled bank;
 - II. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;
 - III. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. The minimum validity of bank guarantee should be 60 days after completion of all obligations.
 - IV. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance

Securing, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

- (iii) Performance Security furnished in the form specified in clause [I] to [IV] of (iii) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.

25. Forfeiture of Performance Security Deposit: Securing amount in full or part may be forfeited, including interest, if any, in the following cases: -

- a) When any terms and condition of the contract is breached.
- b) When the bidder fails to make complete supply as per the scope of bid document.
- c) if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bid document.
- d) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- (v) The performance security shall be refunded after six months after satisfactory completion of rate contract and after satisfying that there are no dues outstanding against the bidder, subject to comprehensive maintenance agreement provisions.
- (vi) It is to be noted that earlier years' bid security and performance security, even if lying in this department shall not be considered towards this contract and therefore fresh bid securing/performance securing shall be deposited.
- (x) The Department will pay no interest on the performance security amount.

26. 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 the signing the contract, refer the same to the officer and get clarifications.

27. PENALTY CLAUSE: For any delay in delivery of goods and services the provisions of RTPP, GF & AR would apply wherever applicable. Penalty will also be leviable for under performance of the contracted work.

28. VALIDITY: Bids shall be valid for a period of 90 days from the date of opening of technical bid.

29. INSPECTION:

- Duly authorized representative of Department of Tourism shall at all reasonable time have access to the supplier's premise and shall have the power at all times to inspect and examine the materials and workmanship of the goods/equipment/machinery. Successful bidder will also submit 1 no. of finished sample before starting of production as per work order. After satisfaction on the same, successful bidder will be given go ahead as per work order.
- The bidder shall furnish complete address of the premises of his office/workshop/studio where inspection can be made.

30. 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.

31. 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 be created by the bidder.

32. TERMINATION OF CONTRACT: Department of Tourism 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.

33. JURISDICTION: All legal proceedings, if necessity arises to institute, by any of the parties shall have to be lodged in courts situated in Jaipur, Rajasthan and not elsewhere. This agreement will be deemed to have been made in Jaipur.

34. The first appellate authority will be Principal Secretary Tourism and second authority Finance Department Government of Rajasthan under RTPP Act 2013 & rules therein.

35. 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.

36. 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.

37. 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.

38. 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.

39. 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.270)**

Technical Bid - 'Rate Contract for Procurement of Customized Handcrafted Gift Hamper illustrating Rajasthani Culture'

SN	Criteria	Response
1.	Name & Address of the bidder, Telephone / Email / Mobile	
2.	Date of Establishment of organization (enclose evidence)	
3.	Annual turnover in last 1 year of Rs.7 Lakhs. (Enclose C.A. certified audit accounts) for financial years - 2023-24, 2024-25	
4.	Work experience of 2 years, enclose self declaration	
5.	Client list of 25 firms / individuals	
6.	Details of Income Tax Registration and PAN No.	
7.	MSME registration (if any)	
8.	GST Registration	
9.	Details of Bid security deposited	
10.	Details of Bid application fee deposited	
11.	Any other information	

We have submitted the following documents:

1. Technical Bid
2. Financial Bid
3. 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)

Government of Rajasthan
Department of Tourism
(NIB No. 270)

Financial Bid (BOQ)

**Financial Bid - 'Rate 'Rate Contract for Procurement of Customized
Handcrafted Gift Hamper illustrating Rajasthani Culture'**

Procurement of Gift Hamper as per Scope of Work	Cost Per Gift Hamper fill up by bidder (INR) inclusive of all type of taxes / GST, levis etc. (In Words)	Cost Per Gift Hamper fill up by bidder (INR) inclusive of all type of taxes / GST, levis etc. (In figure)

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 Bided.

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.

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 Commissioners and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of 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 Commissioner Tourism.

The designation and address of the Second Appellate Authority is Secretary, Tourism.

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.

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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 authorized 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 Noof

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