

**Government of Rajasthan, Department of Tourism**  
Paryatan Bhawan, Sanjay Marg, Opp. Vidhyakpuri Police Station, Jaipur-302001  
Tel. 0141 2822847, email:- [pub-dot@rajasthan.gov.in](mailto:pub-dot@rajasthan.gov.in)  
website – [tourism.rajasthan.gov.in](http://tourism.rajasthan.gov.in)

No. F10 ( )/Pub./Bid-design/2025/

Dated: 26/12/2025

(NIB No.278)

Bid Notice (Rate Contract) for designing and production of creatives, print publicity literature for Rajasthan Tourism.

Sealed (technical and financial) bids are invited from eligible, reputed, and experienced creative agencies to undertake designing and production of creatives, print publicity literature for Rajasthan Tourism. The rate contract will remain valid for a period of two years from the date of issue of work order.

Name of work	Tender cost	Estimated cost of work (Rs. in Lakh)	Bid Security: 2% of the estimated cost (for MSME firms: 0.5%; for SSI units: 1%)	Performance Security - 5 % of total cost, for SSI unit - 1% (Certificate should be enclosed).	Time and last date for submission of tender document	Time and date for opening of technical bid
(Rate Contract) for designing and production of creatives, print publicity literature for Rajasthan Tourism.	Rs. 500/- to be deposited in e-gras budget head 0075-00-800-52-01	Rs.6 Lakhs	2 % of total cost (0.5 % for MSME units of Rajasthan / 1 % for SSI units of Rajasthan)  To be deposited through e-gras under the Head - 8443-103/ D.D.	5 % of total cost (1 % for MSME/SSI units of Rajasthan)  To be deposited through e-gras under the Head - 8443-103 / D.D.	05/01/2026 11 am	05/01/2026 4 pm

The bid form can be downloaded from [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and [www.tourism.rajasthan.gov.in](http://www.tourism.rajasthan.gov.in)

--Sd.--

(Ajay Kumar Sharma)  
Joint Director (Publicity)

## Background and Scope of Work

Rajasthan, the largest state of India, is blessed with natural beauty and a rich cultural heritage. Its architectural marvels built with intricate detail, vibrant colours, exquisite handicrafts, glittering gems, lively towns, wildlife sanctuaries, cattle fairs, pulsating festivities, and heartfelt hospitality are major attractions for tourists from across the world. The state is home to several UNESCO World Heritage Sites in addition to numerous protected monuments of historical and architectural significance.

To support the efforts of promotion of tourism, the Department develops and produces a wide range of creative publicity and communication materials that effectively showcase Rajasthan's tourism offerings. These materials are disseminated among tourists, industry stakeholders, and members of the travel trade for providing information, wider reach and visibility.

To strengthen its tourism promotion efforts, the Department seeks to engage reputed firms in the business of designing and developing creative ideas for the production of high-quality print.

### Scope of Work

Rate Contract agency will undertake creative and production assignments related to the designing and development of print publicity literature and other collateral, maintenance and cataloguing of creative assets, adaptation, translation, and replication of existing or new creatives in Indian and foreign languages, as required.

S.N.	Item	Unit
1.	Booklet / Leaflet / Brochure Cover	Per Page
2.	Booklet / Leaflet / Brochure Per inner page	Per Page
3.	Poster	Per Unit
4.	Diary	Per unit
5.	Invite and envelope	Per Unit
6.	Carry bag	Per Unit
7.	Certificate	Per Unit
8.	Table calendar	Per unit
9.	Wall calendar	Per unit
10.	Pen-drive cover	Per Unit
11.	Rework in the existing publication without any content change in terms of content and layout	Per Page
12.	Re-sizing of existing document / publication etc. without any content change per page	Per Page
13.	Calligraphy	Per Word

14.	Writing Data on Pen-drive excluding pen-drive cost	Per Unit
15.	Backdrop	Per unit
16.	Standee	Per unit
17.	Identity Card	Per unit
18.	Delegate card	Per unit
19.	T-shirt	Per unit
20.	Cap	Per unit
21.	Mouse Pad	Per design
22.	Souvenir tag	Per unit

## TERMS & CONDITIONS

1. The minimum average turnover of the bidder should be Rs.6 Lakhs each in each financial year in 2022-23, 2023-24, 2024-25.
2. 3 years previous experience in 2022-23, 2023-24, 2024-25 in this field is necessary.
3. The bid offers shall be submitted in online separate envelopes, containing the technical and financial bids. Bid document fee, bid processing fee and bid security – 2% will have to be deposited in Government budget head /s.
4. Successful bidder will have to deposit performance security equal to 5% of the total value of the work order. No interest will be paid on these deposits. Performance Security will be refunded as per the rules.
5. Financial bids of bidders who qualify in technical bids shall be opened.
6. The rates quoted in the financial bid shall be inclusive of applicable taxes, showing the cost and tax components separately.
7. **Firm will be decided on the basis of lowest quote / L 1 bidder item-wise / Unit Cost Wise. The rates will be valid for a period of two years from the date of issue of rate contract order. The rates quoted in the financial bid shall be inclusive of applicable taxes / GST etc.**
8. **This is a rate contract. Orders for supply of items may be issued as per increased or decreased requirement.**
9. **Content development - for some publications, content development (text and images), developing a publication for printing will be solely the responsibility of the bidder. Bidder will have to engage trusted laureates / historians for this work and will submit the dummy to the department for approval before printing.**
10. Quantity of procurement may differ according to the rates received. Bidder shall not claim for stipulated quantity.
11. Scope of work includes re-designing of some or whole part of all Re-print / Print items. Firm will be required to make modifications in the design as per requirement or on orders of the officials of the department.
12. 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.
13. No advance payment for the ordered work will be given to the successful bidder.
14. Delivery of material would be made at Parayatan Bhawan, Sanjay Marg, Opp. Vidhyakpuri Police Station Jaipur for which no additional payment shall be payable.
15. Creative production of all print material will be the property / copyright of Tourism Department which firm will have to provide in soft copy to the department.
16. Applying firms may visit office of Tourism Dept. for viewing the present publicity literature related with the work.
17. Firms may be asked for an AV presentation on the work as part of technical bid.
18. Selected firm will have to sign & submit an agreement on non-judicial stamp paper of Rs. 500/- with department. The stamp paper should have been issued in Rajasthan.
19. Payment will be made after successful delivery of work as per the work order & agreement.

20. Firm will have to submit bank details for funds transfer.
21. Department of Tourism reserves the right to reject any offer without assigning a reason.
22. 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.
23. Canvassing in any form would result in rejection of the bidder.
24. Delay by Bidder in submission of additional information or clarifications sought by Department of Tourism may cause the bid to be liable for rejection
25. 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.
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.

**FORFEITURE OF BID SECURITY:** The bid security will be forfeited in the following cases:

- When the bidder withdraws or modifies its bid after opening of bids.
- When the bidder does not execute the agreement, if any, after placement of supply / work order within the stipulated period.
- When the bidders fail to commence the supply of the goods or services or execute work as per work order within the time specified.
- When the bidders do not deposit the performance security within the time specified after the work order is placed.
- If the bidder breaches any provision of code of integrity prescribed for bidders in the RTPP act and chapter VI of these rules.

**27. 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 Director, 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 0.5 % 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 1% 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 rate contract.
    - 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.

**28. 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.

**29. 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

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

**31. 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 10 nos. of finished samples 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.

**32. 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.

**33. INDEMNITY:**

- The contractor shall indemnify and keep indemnified Department of Tourism against any loss or costs, charges and expenses to be incurred or suffered by the Department of Tourism by reason of or as a result of the bidder doing any act contrary to the provisions of this agreement.
  - Department of Tourism shall be liable for and shall indemnify the bidder against any liability, loss, claim or proceedings arising under any statute or common law as a result of the design/production/publication of material approved of and authorised by Department of Tourism to the created by the bidder.
34. **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.
35. **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.
36. The first appellate authority will be Principal Secretary Tourism and second authority Finance Department Government of Rajasthan under RTPP Act 2013 & rules therein.
37. **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.
38. **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.
39. **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.
40. **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.
41. **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  
**Form – A: Technical Bid (NIB No.278)**

Name of the Work – (Rate Contract) for designing and production of creatives, print publicity literature for Rajasthan Tourism.

SN	Criteria	(Page No. ) Yes / No
1.	Name of the bidder – Tel / Email / Mobile	
2.	Address of the Office	
3.	Date of Establishment of organization (enclose evidence)	
4.	Nature of organization: whether a bonafide firm i.e. exclusively an organization doing assignments of designing and developing or an organization having exclusively defined division within the company which handles such assignments.	
5.	A minimum average turnover Rs.6 Lakhs each in each financial year in 2022-23, 2023-24, 2024-25 from relevant activities, enclose C.A. certificate	
6.	Total work experience in the field (In years) (Min. 3 yrs.) 2022-23, 2023-24, 2024-25.	
7.	Proof of registration / empanelment with Government of Rajasthan as MSME / SSI, etc.	
8.	PAN No.	
9.	Firm having valid registration of Rajasthan State with having manufacturing facility in Jaipur	
10.	Self-declaration by the bidder that the firm is not blacklisted or debarred by any Government organization	
11.	Enclose GST Registration	
12.	Details of Bid Application fee deposited	
13.	Details of Bid Security deposited	
14.	Details of Bid Processing Fee	

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)

Government of Rajasthan, Department of Tourism

Form-B Financial Bid (BOQ) (NIB No.278)

Name of the Work – (Rate Contract) for designing and production of creatives, print publicity literature for Rajasthan Tourism.

S.N.	Item	Unit	Rate INR In Figures	Rate INR In Words
1.	Booklet / Leaflet / Brochure Cover	Per Page		
2.	Booklet / Leaflet / Brochure Per inner page	Per page		
3.	Poster	Per Unit		
4.	Diary	Per Unit		
5.	Invite and envelope	Per unit		
6.	Carry bag	Per Unit		
7.	Certificate	Per Unit		
8.	Table calendar	Per Unit		
9.	Wall calendar	Per unit		
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12.	Re-sizing of existing document / publication etc. without any content change per page	Per Page		
13.	Calligraphy	Per Page		
14.	Writing Data on Pen-drive excluding pen-drive cost	Per Unit		
15.	Backdrop	Per Unit		
16.	Standee	Per Unit		
17.	Identity Card	Per Unit		
18.	Delegate card	Per unit		
19.	T-shirt	Per unit		
20.	Cap	Per unit		
21.	Mouse Pad	Per unit		
22.	Souvenir tag	Per unit		

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/ equipment's 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.

**Declaration by the Bidder regarding Qualifications**

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:

- I. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Biding Document issued by the Procuring Entity;
- II. 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 specification in the Bidding Document;
- III. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
- IV. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement 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 proceeding;
- V. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding Document, which material 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 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 No .....of .....

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

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

.....

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

Place .....

Date .....

Appellant's Signature:

#### Additional Conditions of Contract

##### 1. Correction of arithmetical errors

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

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

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

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

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

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

- (i) As a general 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.