



RAJASTHAN  
The Incredible State of India

Inviting Request for Proposal (RFP) Document via open competitive bid for Supply and Installation of 17 Laptops & to provide Maintenance & Warranty support services for a period of 5 Years for Tourism Department under buyback scheme.

**Request for Proposal (RFP) Document for Supply and Installation of 17 Laptops & to provide Maintenance & Warranty support services for a period of 5 Years for Tourism Department under buyback scheme**

Reference No.: F15( )/IT/Upgrade\_Laptop/DT/2020/19592

Dated: 11/03/2022  
11 MAR 2022

Unique Bid No.:

Bid No. 1166/11-03-2022

|  |   |
|--|---|
| <b>Mode of Bid Submission</b>                      | Online through eProcurement/ eTendering system at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>                                       |
| <b>Tendering Authority/ Purchaser</b>              | Director,<br>Department of Tourism, Paryatan Bhawan, Sanjay Marg, In front of Vidhayakpuri Police Station, Jaipur-302001 (Rajasthan)                              |
| <b>Date &amp; Time of Pre-bid meeting</b>          | 15-03-2022 at 2:00 PM<br>Conference Room, Department of Tourism, Paryatan Bhawan, Sanjay Marg, In front of Vidhayakpuri Police Station, Jaipur-302001 (Rajasthan) |
| <b>Last Date &amp; Time of Submission of Bid</b>   | 21-03-2022 at 12:00 PM  |
| <b>Date &amp; Time of Opening of Technical Bid</b> | 21-03-2022 at 1:00 PM   |

Cost of Tender Document: Rs. 1000/- Only (Rupees One Thousand Only)

RISL Processing fee: Rs.1000/- Only (Rupees One Thousand Only)

|   |  |                                  |  |
|---|--|----------------------------------|--|
| <b>Name of the Bidding Company/ Firm:</b>         |  |                                  |  |
| <b>Contact Person (Authorised Bid Signatory):</b> |  |                                  |  |
| <b>Correspondence Address:</b>                    |  |                                  |  |
| <b>Mobile No.</b>                                 |  | <b>Telephone &amp; Fax Nos.:</b> |  |
| <b>Website &amp; E-Mail:</b>                      |  |                                  |  |

*Cyber*



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Bidding Request for Proposal (RFP) Document via open competitive bid for Supply and installation of 17 Laptops & to provide Maintenance & Warranty support services for a period of 5 Years for Tourism Department under buyback scheme.

## Tourism Department (DoT), Government of Rajasthan

Paryatan Bhawan, Sanjay Marg, In front of Vidhayakpuri Police Station, Jaipur-302001  
(Rajasthan) Phone: 91-141-2822812 Fax: 91 Website: <http://tourism.rajasthan.gov.in>

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KARNATAKA

The Government of Karnataka

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The Successful Bids of India

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## ABBREVIATIONS & DEFINITIONS

|                                       |  |
|---------------------------------------|--|
| <b>Act</b>                            | The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 21 of 2012) and Rules thereto.   |
| <b>Authorized Signatory</b>           | The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm. |
| <b>BG</b>                             | Bank Guarantee   |
| <b>Bid/ eBid</b>                      | A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format  |
| <b>Bid Security</b>                   | A security provided to the procuring entity by a bidder for securing the fulfillment of any obligation in terms of the provisions of the bidding documents.  |
| <b>Bidder</b>                         | Any person/ firm/ agency/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity  |
| <b>Bidding Document</b>               | Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid  |
| <b>BoM</b>                            | Bill of Material   |
| <b>CMC</b>                            | Contract Monitoring Committee  |
| <b>Competent Authority</b>            | An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Director, Tourism Department, Govt. of Rajasthan in this bidding document.  |
| <b>Contract/ Procurement Contract</b> | A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement  |
| <b>Contract/ Project Period</b>       | The Contract/ Project Period shall commence from the date of issue of Work order till completion of Warranty Support Services after successful commissioning of the project.   |
| <b>COTS</b>                           | Commercial Off The Shelf Software  |
| <b>Day</b>                            | A calendar day as per GoR/ GoI   |
| <b>DeitY, GoI</b>                     | Department of Electronics and Information Technology, Government of India  |
| <b>DoIT &amp; C</b>                   | Department of Information Technology and Communications, Government of Rajasthan.  |
| <b>DoT</b>                            | Department of Tourism  |
| <b>ETDC</b>                           | Electronic Testing & Development Centre  |
| <b>FOR/ FOB</b>                       | Free on Board or Freight on Board  |



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|--|--|
| <b>Go/ GoR</b>                         | Govt. of India/ Govt. of Rajasthan   |
| <b>Goods</b>                           | All articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form, purchased or otherwise acquired for the use of a procuring entity as well as services or works incidental to the supply of the goods if the value of services or works or both does not exceed that of the goods themselves |
| <b>GST</b>                             | Goods and Services Tax   |
| <b>ICT</b>                             | Information and Communication Technology.  |
| <b>IFB</b>                             | Invitation for Bids (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)   |
| <b>INR</b>                             | Indian Rupee   |
| <b>ISI</b>                             | Indian Standards Institution   |
| <b>ISO</b>                             | International Organisation for Standardisation   |
| <b>IT</b>                              | Information Technology   |
| <b>ITB</b>                             | Instruction to Bidders   |
| <b>LD</b>                              | Liquidated Damages   |
| <b>LoI</b>                             | Letter of Intent   |
| <b>NCB</b>                             | A bidding process in which qualified bidders only from within India are allowed to participate   |
| <b>NeGP</b>                            | National e-Governance Plan of Government of India, Department of Information Technology (DIT), Ministry of Communications and Information Technology (MCIT), New Delhi.  |
| <b>NIB</b>                             | Notice Inviting Bid  |
| <b>Notification</b>                    | A notification published in the Official Gazette   |
| <b>OEM</b>                             | Original Equipment Manufacturer  |
| <b>PAN</b>                             | Permanent Account Number   |
| <b>PBG</b>                             | Performance Bank Guarantee   |
| <b>PC</b>                              | Procurement/ Purchase Committee  |
| <b>PQ</b>                              | Pre-Qualification  |
| <b>Procurement Process</b>             | The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be   |
| <b>Procurement/ Public Procurement</b> | The acquisition by purchase, lease, license or otherwise of works, goods or services, including award of Public Private Partnership projects, by a procuring entity whether directly or through an agency with which a contract for procurement services is entered into, but  |



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|   |   |
|---|---|
|   | does not include any acquisition without consideration, and "procure" or "procured" shall be construed accordingly  |
| <b>Project Site</b>   | Wherever applicable, means the designated place or places.  |
| <b>PS</b>   | Performance Security  |
| <b>Purchaser/<br/>Tendering Authority/<br/>Procuring Entity</b> | Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale. Also called buyer. RISL, GoR in this RFP document.  |
| <b>DoT</b>  | Department of Tourism, Government of Rajasthan  |
| <b>RISL</b>   | Rajasthan Info Services Ltd.  |
| <b>RVAT</b>   | Rajasthan Value Added Tax   |
| <b>Services</b>   | Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity and does not include appointment of any person made by any procuring entity                           |
| <b>SLA</b>  | Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance. |
| <b>SSDG</b>   | State Services Delivery Gateway   |
| <b>State Government</b>   | Government of Rajasthan (GoR)   |
| <b>State Public<br/>Procurement Portal</b>                      | <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a>   |
| <b>STQC</b>   | Standardisation Testing and Quality Certification, Govt. of India   |
| <b>Subject Matter of<br/>Procurement</b>                        | Any item of procurement whether in the form of goods, services or works   |
| <b>TIN</b>  | Tax Identification Number   |
| <b>TPA</b>  | Third Party Auditors  |
| <b>VAT/ CenVAT</b>  | Value Added Tax/ Central VAT  |
| <b>WO/ PO</b>   | Work Order/ Purchase Order  |



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### 1. INVITATION FOR BID (IFB) & NOTICE INVITING BID (NIB)

Reference No.: F15( )/IT/Upgrade\_Laptop/DT/2020/19592

Dated: 11 MAR 2022

Unique Bid No.:

Bid No. (166/11-03-2022)

|   |   |
|---|---|
| Name & Address of the Procuring Entity  | <ul style="list-style-type: none"> <li>Name: Department of Tourism(DoT), Government of Rajasthan</li> <li>Address: Paryatan Bhawan, Sanjay Marg, In front of Vidhayakpuri Police Station, Jaipur-302001 (Rajasthan)</li> </ul>  |
| Name & Address of the Project Officer In-charge (POIC)  | <ul style="list-style-type: none"> <li>Name: Shri. Anand Kumar Tripathi,</li> <li>Designation: Additional Director(Development), DoT</li> <li>Address: Paryatan Bhawan, Sanjay Marg, In front of Vidhayakpuri Police Station, Jaipur-302001 (Rajasthan)</li> <li>Email: acpdd-dot@rajasthan.gov.in</li> </ul>   |
| Subject Matter of Procurement   | Supply and Installation of 17 Laptops & to provide Maintenance & Warranty support services for a period of 5 Years for DoT under buyback Scheme.  |
| Bid Procedure   | Single-stage Two part (envelop) open competitive e-Bid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>   |
| Bid Evaluation Criteria (Selection Method)  | Least Cost Based Selection (LCBS) - L1  |
| Websites for downloading Bidding Document, Corrigendum's, Addendums etc.                      | <ul style="list-style-type: none"> <li>Websites: <a href="http://sppp.raj.nic.in">http://sppp.raj.nic.in</a>, <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>, <a href="http://www.tourism.rajasthan.gov.in">http://www.tourism.rajasthan.gov.in</a></li> <li>Bidding document fee: Rs.1000/- (Rupees One Thousand Only) in Cash/ Demand Draft in favour of "Director, Department of Tourism, Jaipur" payable at "Jaipur".</li> <li>RISL Processing Fee: Rs. 1000/- (Rupees One Thousand Only) in Cash/ Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur".</li> </ul> |
| Estimated Procurement Cost  | Rs.14.00 Lacs (Rupees Fourteen Lacs only)   |
| Bid Security and Mode of Payment  | Demand draft of BID security 2% of total bid cost Rs. 28,000/- in favor of Director, Department of Tourism, Jaipur  |
| Period of Sale of Bidding Document (Start/ End Date)  | <ul style="list-style-type: none"> <li>Start Date: 11-03-2022 at 5:00 pm</li> <li>End Date: 21-03-2022 at 12:00 pm</li> </ul>   |
| Date/ Time/ Place of Pre-bid Meeting  | <ul style="list-style-type: none"> <li>15-03-2022 at 2:00 PM</li> <li>DoT, First Floor, Conference Room, Paryatan Bhawan, Sanjay Marg, In front of Vidhayakpuri Police Station, Jaipur-302001 (Rajasthan)</li> <li>Last date of submitting clarifications requests by the bidder: 16-03-2022</li> </ul>   |
| Manner, Start/ End Date for the submission of Bids  | <ul style="list-style-type: none"> <li>Manner: Online at e-Proc website (<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>)</li> <li>Start Date: 11-03-2022 at 5:00 PM</li> <li>End Date: 21-03-2022 at 12:00 PM</li> </ul>   |
| Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee* | From 21-03-2022, 12:00 PM to 21-03-2022, 12:30 PM   |

*Handwritten signature*



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|  |  |
|--|--|
| <b>Date/ Time/ Place of Technical Bid Opening</b>  | ● Date: 21-03-2022 at 1:00 PM<br>Place: DoT, First Floor, Paryatan Bhawan, Sanjay Marg, In front of Vidhayakpuri Police Station, Jaipur-302001 (Rajasthan) |
| <b>Date/ Time/ Place of Financial Bid Opening</b>  | Will be intimated later to the Technically qualified bidders   |
| <b>Bid Validity</b>  | 120 days from the bid submission deadline  |
| <b>Note:</b><br>1) Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, Instrument for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover.<br>2) In case, any of the bidders fails to physically submit the Instrument for Tender Fee, Bid Security, and RISL Processing Fee up to 12:30 PM on 21-03-2022, its Bid shall not be accepted. The Instrument should be drawn in favour of "Director, Department of Tourism, Jaipur." and payable at "Jaipur" from any Scheduled Commercial Bank.<br>3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> (bidders already registered on <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> before 30-09-2011 must register again).<br>4) DoT will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.<br>5) Bidders are also advised to refer "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.<br>6) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by RISL, GoR on a regular basis. Bidders interested for training may contact e- Procurement Cell, RISL for booking the training slot.<br>Contact No: 0141-4022668 (Help desk 10 am to 6 pm on all working days)<br>e-mail: <a href="mailto:eproc@rajasthan.gov.in">eproc@rajasthan.gov.in</a><br>Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur<br>7) The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail. |  |

**Additional Director  
(Development)**



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## About DoT

1. State of Rajasthan is one of the most favored tourist destinations in India for both domestic & International traffic. Rajasthan, being a premier tourist destination, attracts tourist for its historical forts, palaces, art and culture. Tourism has emerged as a major industry and has immense employment potential for the state.
2. Tourism already occupies a prominent place in the state's agenda as a crucial engine for growth and employment. The state government in the recent past has made efforts for the maximum benefit from tourism sector. Public and private sector have been jointly promoting tourism in the state and have made productive efforts to exploit the vast potential of tourism sector.
3. Tourism has been one of the biggest revenue generators for the state since long. Owing to its rich and varied topography, vibrant culture and captivating festivities, the State of Rajasthan offers immense tourism delights to the visitors in the State. Visitors, starting from neighbouring states to the far flung countries through the state at different times especially during the cooler periods starting from November to February. The rate of growth of tourism in Rajasthan has been sustained at around 5-7% per annum in the last few years. Some of the tourism products of Rajasthan have become popular among the tourists such as Palace-on-Wheels, Heritage Hotels, Camel Safaris, Pushkar Fair, Desert festival, Palace Hotels & Wild Life Sanctuaries/ National Parks.
4. Department of Tourism is working as a separate entity for the execution of national and state level policies, programs and also as a coordinating agency for the Central - State Government Department/ Offices and Private sectors activities for promotion of tourism in the state.
5. Under the aegis of Tourism Department two public sector entities viz. Rajasthan Tourism Development Corporation Ltd. (RTDC) and Rajasthan State Hotel Corporation Ltd. and one



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society i.e. Rajasthan Institute of Tourism and Travel Management (RITTMAN) are also operating.

## **2. PRE-QUALIFICATION/ ELIGIBILITY CRITERIA**

A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria.

| <b>S. No.</b> | <b>Basic Requirement</b>          | <b>Specific Requirements</b>  | <b>Documents Required</b>   |
|---------------|-----------------------------------|---|---|
| 1             | Legal Entity                      | The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement<br><br>(Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder)<br><br>OR<br><br>A company registered under Indian Companies Act, 1956<br><br>OR<br><br>A partnership firm registered under Indian Partnership Act, 1932. | - Self-certified declaration (if applicable)<br><br>- Copy of Certificates of incorporation |
| 2             | Financial: Turnover from IT/ ITeS | Average Annual Turnover of the bidder from IT/ ITeS during last three financial years 2017-18, 2018-19 and 2019-20, 2020-21 should be at least 20 lacs from supply and installation of IT Equipment's (as per the last published audited balance sheets)  | CA Certificate with CA's Registration Number/ Seal  |
| 3             | Financial: Net Worth              | The net worth of the bidder as on 31/03/2021 should be Positive.  | CA Certificate with CA's Registration Number/ Seal  |
| 5             | Tax Registration                  | The bidder should have a registered number of<br><br>i. GST IN where his business is located  | Copies of relevant certificates of registration   |



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| S. No. | Basic Requirement     | Specific Requirements  | Documents Required   |
|--------|-----------------------|--|--|
|        |                       | ii. Income Tax / Pan number.   |  |
| 6.     | Technical Capability  | The bidder must have successfully completed/ executing at least One project of Govt / PSU / Bank for Supply, Installation & Maintenance of IT Equipment's of value greater than 10 lacs during the period starting 1st Apr 2017 to till the date of bid submission.  | Work Order + Work Completion Certificates from the client;<br><br>OR<br>Work Order + Self Certificate of Completion<br><br>(Certified by the Statutory Auditor / CA Certificate);<br><br>OR<br>Work Order + Phase Completion Certificate from the client |
| 7.     | Service centre        | The OEM must have its authorized working service centre in Jaipur, Rajasthan.  | Self-certification from OEM, mentioning address of working service centre must be submitted.   |
| 8      | Mandatory Undertaking | Bidder should: -<br>a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;<br>b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement | A Self Certified letter as per Annexure-5: Self-Declaration  |



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| S. No. | Basic Requirement | Specific Requirements  | Documents Required |
|--------|-------------------|--|--------------------|
| 1      |                   | process, or not have been otherwise disqualified pursuant to debarment proceedings;<br>c) not have a conflict of interest in the procurement in question as specified in the bidding document.<br>d) comply with the code of integrity as specified in the bidding document. |                    |



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### **3. SCOPE OF WORK, DELIVERABLES & TIMELINES**

#### **A. Scope of Work (SoW)**

The successful commissioning of the project requires the System Integrator (SI) to provide quality & timely services with speed and certainty to DoT. All the activities performed by the SI during different phases/ stages of the project shall be closely monitored by DoT/ designated authority. The bidders are strongly advised to carefully read the Scope of Work below and quote accordingly.

The broad scope of work for the SI during the period of contract/ engagement would include the following phases: -

- Phase-I: Implementation (Supply, installation and configuration of laptops at all the project locations).
- Phase-II: Support Services (Support Services for supplied IT infrastructure during Five years warranty period)

For successful commissioning of the project, the SI, from the date of work order, shall designate one of his senior employees as Project Manager who will be the single point of contact (SPOC) for DoT throughout this project. SI shall provide the contact numbers, e-mail id and other relevant details of the SPOC to DoT. The detailed scope of work for the SI during the period of contract/ engagement would include (but not limited to) the following:

#### **1. Phase-I: Implementation**

- a) The implementation phase would commence from the Date of Work Order (order date not inclusive).
- b) The successful bidder, hereinafter referred to as System Integrator (SI), during this phase, shall arrange for supply of all the ordered items at the DoT stores along with delivery challan as per details mentioned in "Annexure-1: Bill of Material" and "Annexure-2: Technical Specifications" and time-schedule mentioned at "B: Project Activity, Deliverables & Timelines" of this bidding document.
- c) The successful bidder, shall collect & take away all the old computers under buy-back from DoT Stores and shall provide a receipt for same to DoT Stores.
- d) The hardware should be supplied with all the required installation material/



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accessories like screws, clamps, fasteners, ties anchors, supports, grounding strips, wires etc. for proper installation at respective site.

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- e) The software supplied should include appropriate number of genuine OEM licenses (as applicable as per OEM licensing policy) under the name of "Director, Tourism Department, Govt. of Rajasthan", media, manuals and OEM support, updates, patches etc. for the entire project period i.e. 5 years after successful commissioning.
  - f) The supplied antivirus clients should be installed on all the supplied laptop computers.
  - g) DoT, upon receipt of delivery of all the ordered items as per prescribed time-schedule, shall verify the same in accordance with the delivery challan and thereafter inspect all the supplied items (upto 10% of each item type on a random sample basis) during the respective delivery to validate them in compliance with the work order.
  - h) SI, after successful inspection of supplied items by DoT, shall carry from DoT stores & install all the supplied items at designated locations at his own cost. The SI shall install and configure all the supplied licensed software on respective hardware. Also, the SI shall integrate all the peripheral devices like printer, scanner etc. with Laptop computer etc.
  - i) Upon successful installation of all the supplied Hardware/ Software, the SI shall submit the installation reports (in original) duly verified by the respective nodal officer/ end- user where the Hardware/ Software has been installed by him/her.
  - j) The SI, during installation, shall not cause any damage to government premises/ property and upon successful installation, if tampered/ damaged, will perform restoration of the site to its original state at his own cost. All the installation work shall be done by the SI in a conscientious manner and as per the OEM guidelines, best industry practices, and all regulatory norms, as applicable. It shall be the responsibility of the selected bidder to bring all the equipment and tools required for installation of the supplied items.
  - k) DoT, upon receipt of all the installation reports from the SI, shall validate the same as per work order/ bidding document for its compliance. SI shall assist DoT during this process i.e. Acceptance Testing (AT) by DoT.



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- i) All the installed hardware/ software would be deemed to have been commissioned only after successful AT by DoT i.e. acceptance of installation reports by DoT. The date of successful AT shall be marked as the "Date of Commissioning" by DoT.

### B. Phase-II: Support Services Phase

Post-testing i.e. from the "Date of Commissioning" of project, the Support Service period of 5 Years shall commence. During this period, the SI shall: -

- a) provide comprehensive onsite support services for the installed hardware/ software at designated project locations. This involves comprehensive maintenance of all installed hardware/ software and covered under the 5 year warranty including repairing, replacement of faulty parts, modules, sub-modules, assemblies, sub-assemblies, spares, etc. with genuine OEM components to make the system functional/ operational as per SLA.
- b) provide a dedicated centralized helpdesk number and email address such that the end- user may report problems, if any, using any of the available methods.

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### C. Project Activity, Deliverables & Timelines

The milestones, deliverables and time schedule for the implementation of the project would be as follows:-

- a) The time specified for delivery and other activities as mentioned in the table below shall be deemed to be the essence of the contract and the SI shall arrange supplies and provide the required services within the specified period.
- b) It should be noted that any delay in the project timelines shall attract Liquidated Damages (LD) to the SI as per the details mentioned in subsequent sections of this bidding document.
- c) 'T' is the event marking DoT issuing the work order to the selected bidder i.e. SI

| S.No | Milestone/ Phase         | Scope of Work                                | Deliverables  | Timelines (T=Date of WO) |
|------|--------------------------|--|---|--------------------------|
| 1.   | Pre-Implementation Phase | Agreement Signing, Performance Security (PS) | Event: Signing of the Agreement,<br>Deliverable: Service Level Agreement (SLA) + Performance Security | T+2 days                 |



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|    |                        |                           |   |   |
|----|------------------------|---------------------------|---|---|
|    |                        |                           | (PS)  |   |
| 2. | Implementation         | Delivery and installation | Event: Delivery & Installation<br>Deliverable: Submission of Delivery Chalan (New Laptop Computers)<br><br>Event: Picking-up Old Computers (under buy-back) from DoT Stores, Deliverable: Receipt | T1=T+2 days<br><br>T1+2 days                            |
| 3. | Support Services Phase | Support Service           | Event: Support Services,<br>Deliverable: Quarterly SLA attainment reports   | 5 years from the "Date of Commissioning" of the project |



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#### **4. INSTRUCTION TO BIDDERS (ITB)**

##### **1) Sale of Bidding/ Tender Documents**

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped one day prior to the date of opening of Bid. The complete bidding document shall also be placed on the State Public Procurement Portal and DoT website. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity via [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in).
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft, banker's cheque.
- c) Bidding documents purchased by Principal of any concern may be used by its authorized sole selling agents/ marketing agents/ distributors/ sub-distributors and authorized dealers or vice versa.

##### **2) Pre-bid Meeting/ Clarifications**

- a) Any prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding documents.
- b) A pre-bid conference is also scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be intimated to all bidders and where applicable, shall be published on the respective websites.
- c) The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -
- Last date of submitting clarifications requests by the bidder: as per NIB
  - Response to clarifications by procuring entity: as per NIB
- b) The minutes and response, if any, shall be provided promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall be published on the respective websites.



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### 3) Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity;

Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

### 4) Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period may be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them



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or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

#### 5) Format and Signing of Bids

- a) Bidders must submit their bids via E-proc Portal.
- b) All the documents uploaded should be signed by the authorized signatory.
- c) A Single stage-Two part/ cover system shall be followed for the Bid: -
  - a. Technical Bid, including fee details, eligibility & technical documents
  - b. Financial Bid
- d) The technical bid shall consist of the following documents: -
  - a. Technical Bid, including fee details, eligibility & technical documents
  - b. Financial Bid
- e) The financial bid shall consist of the following documents:-

| S. No.                       | Documents Type   | Document Format  |
|------------------------------|--|--|
| <b>Fee Details</b>           |  |  |
| 1.                           | Bidding document Fee (Tender Fee), RISL Processing Fee (e-Procurement), Bid Security                       | Instrument/ Proof of submission (PDF)  |
| <b>Eligibility Documents</b> |  |  |
| 2.                           | Bidder's Authorization Certificate   | As per Annexure-5 (PDF)  |
| 3.                           | All the documents mentioned in the "Pre-Qualification/Eligibility Criteria", in support of the eligibility | As per the format mentioned against the respective eligibility criteria clause (PDF) |
| <b>Technical Documents</b>   |  |  |
| 4.                           | Self-Declaration   | As per Annexure-6 (PDF)  |
| 5.                           | Certificate of Conformity/ No Deviation  | As per Annexure-7 (PDF)  |
| 6.                           | Declaration by Bidders   | As per Annexure-8 (PDF)  |
| 7.                           | Manufacturer's Authorization Form (MAF)  | As per Annexure-9 (PDF)  |
| 8.                           | Undertaking on Authenticity of Comp. Equip.  | As per Annexure-10 (PDF)   |
| 9.                           | Components Offered   | As per Annexure-11 (PDF)   |
| 12.                          | Financial bid cover letter & format  | As per Annexure-12 (PDF)   |
| 13.                          | Bank guarantee format  | As per Annexure-13 (PDF)   |
| 14.                          | Draft agreement format   | As per Annexure-14 (PDF)   |
| 15.                          | Memorandum of appeal under the   | As per Annexure-15 (PDF)   |



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|     |                                |     |
|-----|--------------------------------|-----|
|     | RTPP act, 2012                 |     |
| 16. | Sealed and signed RFP document | PDF |
| 17. | Duly Signed Annexure- A,B,C,D  | PDF |

f) Financial bid shall include the following documents: -

| S. No. | Documents Type                  | Document Format  |
|--------|---------------------------------|--|
| 1.     | Covering Letter – Financial Bid | On bidder's letter head duly signed by authorized signatory as per Annexure-12 (PDF) |
| 2.     | Financial Bid                   | As per BoQ (.XLS) format available on e-Procurement portal                           |

g) The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

#### 6) Cost & Language of Bidding

- The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

#### 7) Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all. Also, the bidder shall not quote for multiple brands/ make/ models but only one in the technical Bid and should also mention the details of the quoted make/ model in the "Annexure-10: Components Offered". Bidder, if any, quoting multiple brands/ make/ models in his bid, such bid may be liable for rejection by the Purchaser.



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## 8) Bid Security

Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

- a) Bid security instrument or cash receipt of bid security shall necessarily accompany the technical bid.
- b) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- c) The bid security may be given in the form of a banker's cheque or demand draft or bank guarantee, in specified format. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.
- d) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- e) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- f) The bank guarantee presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.
- g) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security
- h) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely:-
  - a. when the bidder withdraws or modifies its bid after opening of bids;



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- b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
  - c. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
  - d. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
  - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document
- i) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
  - j) No interest shall be payable on the bid security.
  - k) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security
  - l) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-
    - a. the expiry of validity of bid security;
    - b. the execution of agreement for procurement and performance security is furnished by the successful bidder;
    - c. the cancellation of the procurement process; or
    - d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted

**9) Deadline for the submission of Bids**

- a) Bids shall be received online at the portal, up to the time and date specified in the NIB.
- b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on



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the State Public Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

#### 10) Withdrawal, Substitution, and Modification of Bids

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- a) If permitted, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financial cover).
  - b) Bids withdrawn shall not be opened and processed further.

#### 11) Opening of Bids

- a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) All the documents comprising of technical Bid/ cover shall be opened (only for the bidders who have submitted the prescribed fee(s) to DoT).
- e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:-
  - a. bid is accompanied by bidding document fee, bid security.
  - b. bid is valid for the period, specified in the bidding document;



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- c. bid is unconditional and the bidder has agreed to give the required performance security; and
- d. other conditions, as specified in the bidding document are fulfilled.
- e. any other information which the committee may consider appropriate.
- f) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

#### 12) Selection Method

The selection method is Least Cost Based Selection (LCBS) i.e. L1 basis.

#### 13) Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.
- e) All communications generated under this rule shall be included in the record of the procurement proceedings.

#### 14) Evaluation & Tabulation of Technical Bids

- a) Determination of Responsiveness



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- a) The bid evaluation committee shall determine the responsiveness of a Bid on the basis of the bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b) A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
- i. "deviation" is a departure from the requirements specified in the bidding document;
  - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
  - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c) A material deviation, reservation, or omission is one that,
- i. if accepted, shall:-
    1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
    2. limit in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; or
  - ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d) The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e) The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

**b) Non-material Non-conformities in Bids**



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- a) The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
- b) The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate, Registration Certificate, GST certificate, ISO Certificates, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.
- c) The bid evaluation committee may rectify non-material non conformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

**c) Technical Evaluation Criteria**

Bids shall be evaluated based on the compliance of the documents submitted in the technical bid.

**d) Tabulation of Technical Bids**

- a) If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
- b) The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.
- c) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.
- d) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

**15) Evaluation & Tabulation of Financial Bids**



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Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids: -

- copy*
- a) The Financial Bids of the bidders who qualified in technical evaluation shall be opened online at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present;
  - b) the process of opening of the financial Bids shall be similar to that of technical Bids;
  - c) the names of the bidders, the rates given by them and conditions put, if any, shall be read out and recorded;
  - d) conditional Bids are liable to be rejected;
  - e) the evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
  - f) The offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order;
  - g) the bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous Bid in other case;
  - h) The members of bids evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.
  - i) it shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.

#### 16) Correction of Arithmetic Errors in Financial Bids

The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -



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- a) 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 bid evaluation committee 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;
  - b) 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
  - c) 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 clause (a) and (b) above.

#### 17) Price/ purchase preference in evaluation

Price and/ or purchase preference notified by the State Government (GoR) and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of contract.

#### 18) Negotiations

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided



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the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.

- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/ supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.
- g) In case the rates even after the negotiations are considered, very high, fresh Bids shall be invited.

#### 19) Exclusion of Bids/ Disqualification

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
- the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
  - the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
  - the Bid materially departs from the requirements specified in the bidding document or it contains false information;
  - the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;



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- f. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
  - a. communicated to the concerned bidder in writing;
  - b. published on the State Public Procurement Portal, if applicable.

## 20) Lack of competition

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
  - a. the Bid is technically qualified;
  - b. the price quoted by the bidder is assessed to be reasonable;
  - c. the Bid is unconditional and complete in all respects;
  - d. there are no obvious indicators of cartelization amongst bidders; and
  - e. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
- b) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.



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- d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

**21) Acceptance of the successful Bid and award of contract**

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- a) The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- b) Decision on Bids shall be taken within original validity period of Bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period of time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
- c) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- e) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
- f) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
- g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period



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specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.

- h) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.
- i) The bid security of the bidders who's Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

## 22) Information and publication of award

Information of award of contract shall be communicated to all participating bidders OR published on the respective website(s) as specified in NIB.

## 23) Procuring entity's right to accept or reject any or all Bids

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

## 24) Right to vary quantity

- a) At the time of award of contract, the quantity of goods, works or services originally specified in the bidding documents may be increased, but such increase shall not exceed 20% of the quantity specified in the bidding documents. It shall be without any change in the unit prices or other terms and conditions of the Bid and the bidding documents.
- b) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to



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change in circumstances, the bidder shall not be entitled for any claim or compensation.

- c) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract (if the original order was given after inviting open competitive Bids). Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under: -
- 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
  - 50% of the value of goods or services of the original contract.

#### 25) Performance Security

- Prior to execution of agreement, Performance security shall be solicited from successful bidder(s) except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
- The amount of performance security shall be 2.5% of the amount of supply/work order in case of procurement of goods and services. 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.
- Performance security shall be furnished in any one of the following forms: -
  - Bank Draft or Banker's Cheque of a scheduled bank;
  - 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



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formally transferred in the name of procuring entity with the approval of Head Post Master;

- c. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;
- d. 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 security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- d) Performance security furnished in the form specified in clause [a.] to [d.] of (c)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.
- e) Forfeiture of Performance Security: Performance Security 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 satisfactorily as per contract.
  - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- g) No interest shall be payable on the PSD.

#### 26) Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.



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- b) The successful bidder shall sign the procurement contract within **3 days** from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
  - c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.
  - d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchased from anywhere in Rajasthan only.

#### 27) Confidentiality

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to:-
  - a. impede enforcement of any law;
  - b. affect the security or strategic interests of India;
  - c. affect the intellectual property rights or legitimate commercial interests of bidders;
  - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with bidders related to the procurement process in such a manner as to avoid their disclosure to competing bidders or to any other person not authorized to have access to such information.



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- c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose conditions for protecting confidentiality of such information.

**28) Cancellation of procurement process**

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.
- b) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -
  - a. at any time prior to the acceptance of the successful Bid; or
  - b. after the successful Bid is accepted in accordance with (d) and (e) below.
- c) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
- d) The decision of the procuring entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.
- e) If the bidder whose Bid has been accepted as successful, fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.
- f) If a bidder is convicted of any offense under the Act, the procuring entity may: -
  - a. cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into;



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- b. rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the procuring entity and the convicted bidder.

### 29) Interference with Procurement Process

A bidder, who: -

- a) withdraws from the procurement process after opening of financial bids;
- b) withdraws from the procurement process after being declared the successful bidder;
- c) fails to enter into procurement contract after being declared the successful bidder;
- d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful bidder, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

### 30) Appeals

- a) Subject to "Appeal not to lie in certain cases" below, 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 guidelines issued thereunder, he may file an appeal to such officer of the procuring entity, as may be designated by it for the purpose, within a period of 10 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:
  - a. Provided that after the declaration of a bidder as successful in terms of "Award of Contract", the appeal may be filed only by a bidder who has participated in procurement proceedings;
  - b. Provided further that in case a procuring entity evaluates the technical Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a bidder whose technical Bid is found to be acceptable.



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- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that sub-section within the period specified in (b) above, or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to an officer or authority designated by the State Government in this behalf within 15 days from the expiry of the period specified in (b) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be : First Appellate Authority: Principal Secretary, IT&C or as determined by GoR and Second Appellate Authority: Finance Department, GoR.
- f) Form of Appeal:
  - a. Every appeal under (a) and (c) above shall be as per Annexure-16 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.
- g) Fee for Appeal: 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 payable in the name of Appellate Authority concerned.
- h) Procedure for disposal of appeal:



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- 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 (c) shall also be placed on the State Public Procurement Portal.
- i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the bidder or the procuring entity, shall be disclosed in a proceeding under an appeal.

### 31) Stay of procurement proceedings

While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.

### 32) Vexatious Appeals & Complaints

Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the "The Rajasthan Transparency Public Procurement Act 2012", with the intention of delaying or defeating any procurement or causing loss to any procuring entity or any other bidder, shall be punished with fine which may



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extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

### 33) Offenses by Firms/ Companies

- a) Where an offence under "The Rajasthan Transparency Public Procurement Act 2012" has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly;

Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

- b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.
- c) For the purpose of this section-
- "company" means a body corporate and includes a limited liability partnership, firm, registered society or co-operative society, trust or other association of individuals; and
  - "director" in relation to a limited liability partnership or firm, means a partner in the firm.
- d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

### 34) Debarment from Bidding



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- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
- a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988);
  - or
  - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.
- d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

### 35) Monitoring of Contract

- a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of



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completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder's premises where the work is being completed may be inspected.

- c) If delay in delivery of goods and service is observed, a performance notice would be given to the selected bidder to speed up the delivery.
- d) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- e) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
- f) The selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of procuring entity.



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## **5. GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT**

Bidders should read these conditions carefully and comply strictly while sending their bids.

### **Definitions**

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them:-

- Copy*
- a) "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
  - b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
  - c) "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
  - d) "Day" means a calendar day.
  - e) "Delivery" means the transfer of the Goods from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
  - f) "Completion" means the fulfillment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
  - g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidder is required to supply to the Purchaser under the Contract.
  - h) "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
  - i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidder under the Contract.
  - j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom



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any part of the Goods to be supplied or execution of any part of the related services is subcontracted by the successful/ selected bidder.

- k) "Supplier/ Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document

Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

#### 1) **Contract Documents**

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

#### 2) **Interpretation**

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either



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party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

- e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

### 3) Language

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/ selected bidder and the Purchaser, shall be written in English language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- b) The successful/ selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

### 4) Eligible Goods and Related Services

- a) For purposes of this Clause, the term "goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "related services" includes services such as insurance, transportation, supply, installation, integration, testing, commissioning, training, and initial maintenance.
- b) All articles/ goods being bid, other than those marked in the Bill of Material (BoM) should be the ones which are produced in volume and are used by a large number of users in India/ abroad. All products quoted by the successful/ selected bidder must be associated with specific make and model number, item code and names and with printed literature describing configuration and functionality. Any deviation from the printed specifications should be clearly mentioned in the offer document by



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the bidder/ supplier. Also, the bidder is to quote/ propose only one make/ model against the respective item.

- c) The OEM/ Vendor of the quoted product must have its own registered spares depot in India having adequate inventory of the equipment being quoted for providing the necessary spares within next business day or maximum 30 hours.
- d) The OEM/ Vendor of the quoted product should also have its direct representation in India in terms of registered office for at least past 3 years. The presence through any Distribution/ System Integration partner agreement will not be accepted.
- e) Bidder must quote products in accordance with above clause "Eligible goods and related services".

#### 5) Service of Notice, Documents & Orders

- a) A notice, document or order shall be deemed to be served on any individual by -
  - a. delivering it to the person personally; or
  - b. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known.
  - c. on a body corporate by leaving it at, or sending it by post to, the registered office of the body corporate.
- b) When the procedure laid down in (a) above is followed, service shall be deemed to be effected by properly addressing, preparing and posting the document, notice or order, as the case may be.

#### 6) Scope of Supply

- a) Subject to the provisions in the bidding document and contract, the goods and related services to be supplied shall be as specified in the bidding document.
- b) Unless otherwise stipulated in the Contract, the scope of supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.
- c) The bidder shall not quote and supply and hardware/ software that is likely to be declared as End of Sale in next 3 months and End of Service/ Support for a period of 5 Years from the last date of bid submission. OEMs are required to mention this in



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the MAF for all the quoted hardware/ software. If any of the hardware/ software is found to be declared as End of Sale/ Service/ Support, then the bidder shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

#### 7) Delivery & Installation

- [Handwritten signature]*
- a) Subject to the conditions of the contract, the delivery of the goods and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document. The details of supply/ shipping and other documents to be furnished by the successful/ selected bidder are specified in the bidding document and/ or contract.
  - b) The contract for the supply can be repudiated at any time by the purchase officer, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.
  - c) The Supplier/ Selected Bidder shall arrange to supply, install and commission the ordered materials/ system as per specifications within the specified delivery/ completion period at various departments and/ or their offices/ locations mentioned in the PO/ WO.
  - d) Shifting the place of Installation: The user will be free to shift the place of installation within the same city /town/ district/ division. The successful/ selected bidder shall provide all assistance, except transportation, in shifting of the equipment. However, if the city/town is changed, additional charges of assistance in shifting and providing maintenance services for remaining period would be decided mutually.

#### 8) Supplier's/ Selected Bidder's Responsibilities

The Supplier/ Selected Bidder shall supply all the goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or contract.

#### 9) Purchaser's Responsibilities

- a) Whenever the supply of goods and related services requires that the Supplier/ Selected Bidder obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier/ Selected



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Bidder, make its best effort to assist the Supplier/ Selected Bidder in complying with such requirements in a timely and expeditious manner.

- b) The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with the general and special conditions of the contract.

#### 10) Contract Price

- a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
- b) Prices charged by the Supplier/ Selected Bidder for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid, with the exception of any price adjustments authorized in the special conditions of the contract.

#### 11) Recoveries from Supplier/ Selected Bidder

- a) Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.
- b) Amount may also be withheld to the extent of short supply, breakages, and rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department.
- c) In case, recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

#### 12) Taxes & Duties

- a) The taxes if applicable shall be deducted at source from the payment to the Supplier/ Selected Bidder as per the law in force at the time of execution of contract.
- b) For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.



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- c) For goods supplied from within India, the successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
  - d) Revision of taxes, if any and as applicable, shall be handled as per Clause "Change in Laws & Regulations" of this chapter.
  - e) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent.

### 13) Copyright

The copyright in all drawings, design documents, source code and other materials containing data and information furnished to the Purchaser by the Supplier/ Selected Bidder herein shall remain vested in the Selected Bidder, or, if they are furnished to the Purchaser directly or through the Supplier/ Selected Bidder by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

### 14) Confidential Information

- a) The Purchaser and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- b) The Supplier/ Selected Bidder may furnish to its Subcontractor, if permitted, such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier/ Selected Bidder shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier/ Selected Bidder.
- c) The Purchaser shall not use such documents, data, and other information received from the Supplier/ Selected Bidder for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected Bidder shall not use such documents, data, and



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other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

- d) The obligation of a party under sub-clauses above, however, shall not apply to information that: -
- i. the Purchaser or Supplier/ Selected Bidder need to share with other institutions participating in the Contract;
  - ii. now or hereafter enters the public domain through no fault of that party;
  - iii. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
  - iv. otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- e) The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.
- f) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

#### 15) Specifications and Standards

- a) All articles supplied shall strictly conform to the specifications, trademark laid down in the bidding document and wherever articles have been required according to IS/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the supplier/ selected bidder.
- b) Technical Specifications and Drawings
  - i. The Supplier/ Selected Bidder shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.
  - ii. The Supplier/ Selected Bidder shall be entitled to disclaim responsibility for any



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design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.

iii. The goods and related services supplied under this Contract shall conform to the standards mentioned in the bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.

c) *Wherever* references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During Contract execution, any changes in any such codes and standards shall be applied only after approval by Purchaser and shall be treated in accordance with the general conditions of the contract.

#### 16) Packing and Documents

- a) The Supplier/ Selected Bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the parking shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the Purchaser.

#### 17) Insurance

- a) The goods will be delivered at the destination godown in perfect condition. The Goods supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated



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project locations, in accordance with the applicable terms. The insurance charges will be borne by the supplier and Purchaser will not be required to pay such charges if incurred.

- b) The goods will be delivered at the FOR destination in perfect condition.

#### 18) Transportation

The supplier/ selected bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible.

#### 19) Inspection

- a) The Purchase Officer or authorized committee or representative shall at all reasonable time have access to the supplier's/ selected bidder's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided.
- b) The inspection shall be carried out on purchaser's premise, once all the ordered material is received. The purchaser may randomly select items (up to 10% of each item type) and inspect for their compliance to the requirements mentioned in the bidding document/ work order.
- c) After successful inspection, it will be supplier's/ selected bidder's responsibility to dispatch and install the equipment at respective locations mentioned in the bidding document without any financial liability to the Purchaser.

#### 20) Samples

- a) If notified by the Purchaser to the supplier/ bidder/ selected bidder, Bids for articles/ goods marked in the BoM shall be accompanied by four sets of samples of the articles quoted properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by train, etc., should be despatched freight paid and the R/R or G.R. should be sent under a separate registered cover.



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Samples for catering/ food items should be given in a plastic box or in polythene bags at the cost of the bidder.

- Copy*
- b) Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
  - c) Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. DoT shall not be responsible for any damage, wear and tear or loss during testing, examination, etc., during the period these samples are retained.
  - d) The Samples shall be collected by the supplier/ bidder/ selected bidder on the expiry of the stipulated period. DoT shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by DoT and no claim for their cost, etc., shall be entertained.
  - e) Samples not approved shall be collected by the unsuccessful bidder. DoT will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
  - f) Supplies when received may be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories, reputed testing houses like STQC (ETDC) and the like and the supplies will be accepted only when the articles conform to the standard of prescribed specifications as a result of such tests.
  - g) The supplier/ selected bidder shall at its own expense and at no cost to the Purchaser carry out all such tests and/ or inspections of the Goods and Related Services as are specified in the bidding document.

## 21) Drawn of Samples

In case of tests, wherever feasible, samples shall be drawn in four sets in the presence of selected bidder or his authorised representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the



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laboratories and/or testing house and the third or fourth will be retained in the office for reference and record.

## 22) Testing charges

Testing charges shall be borne by the Government. In case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the selected bidder.

## 23) Rejection

- a) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the selected bidder at his own cost within the time fixed by the Purchase Officer.
- b) If, however, due to exigencies of DoT's work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the selected bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
- c) The rejected articles shall be removed by the supplier's bidder/ selected bidder within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the selected bidder's risk and on his account.

## 24) Freight

- a) All goods must be sent freight paid through Railways or goods transport. If goods are sent freight to pay, the freight together with departmental charge 5% of the freight will be recovered from the suppliers bill.
- b) R.R. should be sent under registered cover through Bank only.
- c) In case supply is desired to be sent by the purchase officer by passenger train, the entire railway freight will be borne by the bidder.
- d) Remittance charges on payment made shall be borne by the bidder.

## 25) Payments



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- a) Advance Payment will not be made except in rare and special cases. In case of advance payment being made, it will be against proof of dispatch and to the extent as prescribed in financial powers by rail/reputed goods transport companies, etc., and prior inspection, if any. The balance, if any, will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the bidder.
- b) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on submission of bill in proper form by the bidder to the Purchase Officer in accordance with G.F.& A.R all remittance charges will be borne by the bidder.
- c) In case of disputed items, 10% to 25% of the amount shall be withheld and will be paid on settlement of the dispute.
- d) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.

#### 26) Liquidated Damages (LD)

- a) In case of extension in the delivery/ installation period with liquidated damages the recovery shall be made on the basis of following percentages of value of stores/ items which the bidder has failed to supply/ install/ complete:-

| No. | Condition  | LD %*  |
|-----|--|--------|
| a.  | Delay up to one fourth period of the prescribed period of completion of work                       | 2.5 %  |
| b.  | Delay exceeding one fourth but not exceeding half of the prescribed period of completion of work   | 5.0 %  |
| c.  | Delay exceeding half but not exceeding three fourth of the prescribed period of completion of work | 7.5 %  |
| d.  | Delay exceeding three fourth of the prescribed period of delivery and completion of work           | 10.0 % |

- b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- c) The maximum amount of liquidated damages shall be 10% of the contract value.
- d) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority.



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- which has placed the supply order, for the same immediately on the day of occurrence of the hindrance but not after the stipulated date of completion of supply.
- e) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.
- 27) Bidders must make their own arrangements to obtain import license, if necessary. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Purchase Officer.
- 28) **Settlement of Disputes:** If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
- 29) All legal proceedings, if necessary arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in Jaipur, Rajasthan and not elsewhere.
- 30) **Authenticity of Equipment**
- a) The selected bidder shall certify(as per Annexure-9) that the supplied goods are brand new, genuine/ authentic, not refurbished, conform to the description and quality as specified in this bidding document and are free from defects in material, workmanship and service.
- b) If during the contract period, the said goods be discovered counterfeit/ unauthentic or not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Officer in that behalf will be final and conclusive), notwithstanding the fact that the purchaser may have inspected and/ or approved the said goods, the purchaser will be entitled to reject the said goods or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods will be at the selected bidder's risk and all the provisions relating to rejection of goods etc., shall apply. The selected bidder shall, if so called upon to do, replace the goods etc., or such portion thereof as is



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rejected by Purchase Officer, otherwise the selected bidder shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Officer in that behalf under this contract or otherwise.

- c) Goods accepted by the purchaser in terms of the contract shall in no way dilute purchaser's right to reject the same later, if found deficient in terms of the this clause of the contract.

*Buyer*  
**31) Warranty**

- a) The bidder must supply all items with comprehensive on-site warranty valid as mentioned in annexure -1 (Bill of material), after the goods, or any portion thereof as the case may be, have been delivered to, installed and accepted at the final destination(s) indicated in the bidding document. However, if delay of installation is more than a month's time due to the reasons ascribed to the bidder, the warranty shall start from the date of last successful installation of the items covered under the PO.
- b) At the time of delivery, the bidder shall submit a certificate/ undertaking from all the respective OEMs mentioning the fact that the goods supplied are covered under comprehensive warranty & support for the prescribed period.
- c) The purchaser shall give a written notice to the selected bidder stating the nature of any defect together with all available evidence thereof, promptly following the discovery thereof. The purchaser shall afford all reasonable opportunity for the selected bidder to inspect such defects. Upon receipt of such notice, the selected bidder shall expeditiously cause to repair the defective goods or parts thereof or replace the defective goods or parts thereof with brand new genuine/ authentic ones having similar or higher specifications from the respective OEM, at no cost to the Purchaser. Any goods repaired or replaced by the selected bidder shall be delivered at the respective location without any additional costs to the purchaser.
- d) If having been notified, the selected bidder fails to remedy the defect within the period specified, the purchaser may proceed to take within a reasonable period such remedial action as may be necessary, in addition to other recourses available in terms and conditions of the contract and bidding document.



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- e) During the warranty period, the bidder shall also be responsible to ensure adequate and timely availability of spare parts needed for repairing the supplied goods.
- f) The warranty on supplied software media, if any, should be at least 365 days.

### 32) Patent Indemnity

*Copy*

- a) The supplier/ selected bidder shall, subject to the Purchaser's compliance with sub-clause (b) below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:
  - i. the installation of the Goods by the supplier/ selected bidder or the use of the Goods in the country where the Site is located; and
  - ii. the sale in any country of the products produced by the Goods.Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the supplier/ selected bidder, pursuant to the Contract.
- b) If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to above, the Purchaser shall promptly give the supplier/ selected bidder a notice thereof, and the supplier/ selected bidder may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- c) If the supplier/ selected bidder fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.



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- d) The Purchaser shall, at the supplier's/ selected bidder's request, afford all available assistance to the supplier/ selected bidder in conducting such proceedings or claim, and shall be reimbursed by the supplier/ selected bidder for all reasonable expenses incurred in so doing.
  - e) The Purchaser shall indemnify and hold harmless the supplier/ selected bidder and its employees, officers, and Subcontractors (if any) from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the supplier/ selected bidder may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

### 33) Limitation of Liability

Except in cases of gross negligence or willful misconduct: -

- a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier/ selected bidder to pay liquidated damages to the Purchaser; and
- b) the aggregate liability of the supplier/ selected bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier/ selected bidder to indemnify the Purchaser with respect to patent infringement.

### 34) Change in Laws & Regulations

- a) Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Rajasthan/ India, where the Site is located (which shall be deemed to include any change in interpretation or



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application by the competent authorities) that subsequently affects the Delivery Date and/ or the Contract Price, then such Delivery Date and/ or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited, if the same has already been accounted for in the price adjustment provisions where applicable.

### 35) Force Majeure

*Buyer*

- a) The supplier/ selected bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the DoT in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by DoT, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
- d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e) In case a Force Majeure situation occurs with the DoT, the DoT may take the case with the supplier/ selected bidder on similar lines.



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### 36) Change Orders and Contract Amendments

- a) The Purchaser may at any time order the supplier/ selected bidder through Notice in accordance with clause "Notices" above, to make changes within the general scope of the Contract in any one or more of the following: -
- i. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - ii. the method of shipment or packing;
  - iii. the place of delivery; and
  - iv. the related services to be provided by the supplier/ selected bidder.
- b) If any such change causes an increase or decrease in the cost of, or the time required for, the supplier's/ selected bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly should be amended. Any claims by the supplier/ selected bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the supplier's/ selected bidder's receipt of the Purchaser's change order.
- c) Prices to be charged by the supplier/ selected bidder for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier/ selected bidder for similar services.

### 37) Termination

#### a) Termination for Default

- i. The procuring entity may, without prejudice to any other remedy for breach of contract, by written a written notice of default of at least 30 days sent to the supplier/ selected bidder, terminate the contract in whole or in part: -
  - a. If the supplier/ selected bidder fails to deliver any or all quantities of the goods / service within the time period specified in the contract, or any extension thereof granted by DoT; or
  - b. If the supplier/ selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or



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- c. If the supplier/ selected bidder, in the judgment of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
- d. If the supplier/ selected bidder commits breach of any condition of the contract.
- ii. If DoT terminates the contract in whole or in part, amount of PSD may be forfeited.
- iii. Before cancelling a contract and taking further action, advice of senior most finance person available in the office and of legal adviser or legal assistant posted in the office, if there is one, may be obtained.

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**b) Termination for Insolvency**

DoT may at any time terminate the Contract by giving a written notice of at least 30 days to the supplier/ selected bidder, if the supplier/ selected bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier/ selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to DoT.

**c) Termination for Convenience**

- i. DoT, by a written notice of at least 30 days sent to the supplier/ selected bidder may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the supplier/ selected bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. Depending on merits of the case the supplier/ selected bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the contract if any due to such termination.
- iii. The Goods that are complete and ready for shipment within twenty-eight (28) days after the supplier's/ selected bidder's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - a. To have any portion completed and delivered at the Contract terms and prices;



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and/or

- W*
- b. To cancel the remainder and pay to the supplier/ selected bidder an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the supplier/ selected bidder.



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## 6. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

### 1) **Payment Terms and Schedule**

Payment schedule - Payments to the SI, after successful completion of the specified project deliverables & related services as per SoW, would be made as under: -

| S.No. | Milestone   | Deliverables  | Payable Amount   |
|-------|---|---|--|
| 1.    | Implementation Phase                              | <ul style="list-style-type: none"><li>• Delivery Challan and installation reports (New Laptops) &amp; OEM Warranty Certificate</li><li>• Submission of Receipt (Old Computers under buy-back)</li></ul> | 100% of total value of actual items delivered and installed. |
| 2.    | Warranty Support Services for a period of 5 Years | <ul style="list-style-type: none"><li>• SLA attainment report/ satisfactory warranty support services completion report.</li></ul>  | Refund of PSD.   |

- longer*
- Any liquidated damages/ penalties, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.
  - Taxes, as applicable, will be deducted/ paid as per the prevalent rules and regulations.
  - The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfillment of all the obligations stipulated in the Contract.
  - Due payments shall be made promptly by the purchaser, generally within sixty (60) days after submission of an invoice or request for payment by the supplier/ selected bidder, subject to successful execution of work to the satisfaction of the purchaser.
  - The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
  - All remittance charges will be borne by the supplier/ selected bidder.
  - In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.



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- h) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- i) In case of Site not ready, the payment to the supplier shall be released for actual number of items installed and commissioned under respective lot. The payment for rest of the items which are not installed and commissioned by the supplier shall be released only after their installation and commissioning at the respective site.

2) **Service Level Standards/ Requirements/ Agreement**

| Mean Time to Resolve (MTTR) a reported complaint  | Penalty to be deducted from yearly payable amount   |
|---|---|
| Within 72 working hours of lodging the complaint  | NIL   |
| >72 working hours of lodging the complaint  | 0.5% of the value of the item for every 72 working hours past after expiring of 72 working hours of lodging the complaint |
| Note: Maximum applicable penalty/ damages shall not exceed 10% of the total payable amount of that item. In the event of any two such consecutive years where the maximum penalty is imposed on the SLA, the event shall be treated as breach of contract by DoT. |   |



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### ANNEXURE-1: BILL OF MATERIAL (BoM)

#### A. Bill of Material

| S No. | Item Description                             | Total Estimated Quantity (Indicative) | Unit | Warranty (in Years) | MAF Required from OEM (Y/N) |
|-------|--|---------------------------------------|------|---------------------|-----------------------------|
|       |  | DoT                                   |      |                     |                             |
| 1.    | Item No. 1 – Laptop Computer with Laptop Bag | 17                                    | Nos  | 5                   | Y                           |

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**Note:** These are estimated number of items, the actual requirement may vary, both in numbers, and no liability whatsoever shall attach to the purchaser on account of such variation. The warranty and software subscription for all the items listed above shall be five years from the date of commissioning.



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## ANNEXURE-2: TECHNICAL SPECIFICATIONS

**Note:** All the specifications below are minimum specifications and higher specifications shall be used wherever necessary/ required. Deviation on higher side shall only be considered and no extra weightage shall be awarded for such deviations.

### Item No. 1 – Laptop Computer with laptop Bag

| S/ N  | Parameter             | Minimum Specification   | Bidder and OEM Compliance (Yes/No) |
|---|-----------------------|---|------------------------------------|
| <b>Make and Model- &lt;To be provided by Bidder &amp; OEM&gt;</b> |                       |   |                                    |
| 1.  | Microprocessor        | Intel core i5 11 <sup>th</sup> Generation with (up to 2.80 GHz or Higher, 8 MB L3 cache, 4 cores) or higher                       |                                    |
| 2.  | Memory                | 8GB DDR4 SDRAM expandable up to 16 GB or Higher   |                                    |
| 3.  | Graphics Card         | 4 GB NVIDIA GeForce GTX 1650 Ti   |                                    |
| 4.  | Display               | 15.6 inch or higher LED   |                                    |
| 5.  | Hard Drive            | 1 TB PCIe NVMe SSD or higher  |                                    |
| 6.  | Network Card          | Integrated 10/100/1000 Gigabit Ethernet LAN   |                                    |
| 7.  | Wireless Connectivity | WLAN 802.11ac, bluetooth with latest technology   |                                    |
| 8.  | Sound                 | HD audio with stereo speakers.  |                                    |
| 9.  | Ports                 | Min 3 USB Port (min 2 port of USB 3.0 and 1 USB 2.0 Port ) ,Headphone, Microphone , Min 1 HDMI Port , 1 Ethernet Port, 1 AC power |                                    |
| 10.   | Operating System      | Genuine Windows 10 Professional 64 bit pre installed with recovery CD   |                                    |
| 11.   | Battery               | Lithium ion Battery of 6 cells having 4 to 5 hours backup   |                                    |
| 12.   | Power                 | AC power adapter  |                                    |
| 13.   | Webcam                | HD Webcam (front-facing) with integrated dual array digital microphone  |                                    |



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| S/<br>N | Parameter      | Minimum Specification  | Bidder and OEM<br>Compliance<br>(Yes/No) |
|---------|----------------|--|--|
| 14      | Anti-Virus     | Antivirus (Latest Version) of Quick heal w years subscription should be installed after unpa of the laptop(OEM Support,Updates, Patches) |  |
| 15      | Software       | Latest Genuine MS-Office pre installed with recovery CD and all essential preinstalled application software.                             |  |
| 16      | Accessories    | Charger, Adaptor, Lather Bag, User Guide and Mannuals  |  |
| 17      | Warranty       | 3 Years Comprehensive on-site OEM warranty from the date of installation + 2 years Additional Warranty from the date of installation     |  |
| 18      | Certifications | Energy Star, EPEAT certified.  |  |
| 19      | Others         | with All necessary features and fixtures to be included  |  |

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**Note:** All the supplied Hardware/Software should be Interoperable, IPv6 ready and in compliance with the policies/ guidelines issued by DeitY, Govt in this regard. Also, the bidder is to quote/ propose only one make/ model against the respective item.



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### **ANNEXURE-3: DETAIL OF OLD ITEMS**

| Sr. No. | Item Description | Qty. |
|---------|------------------|------|
| 1.      | Laptop           | 17   |

**Note:**

1. Bidders may check the above materials in office hours on any working day from 10:00am to 6:00 PM.
2. These are estimated number of items, the actual quantity may vary, it may be less or more both in numbers, and no liability whatsoever shall attach to the purchaser on account of such variation.



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**ANNEXURE-4: PRE-BID QUERIES FORMAT (to be filled by the bidder)**

Name of the Company/Firm: \_\_\_\_\_

Bidding Document Fee Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Name of Person(s) Representing the Company/ Firm:

| Name of Person | Designation | Email-ID(s) | Tel. Nos. & Fax Nos. |
|----------------|-------------|-------------|----------------------|
|                |             |             |                      |
|                |             |             |                      |

Company/Firm Contacts:

| Contact Person(s) | Address for Correspondence | Email-ID(s) | Tel. Nos. & Fax Nos. |
|-------------------|----------------------------|-------------|----------------------|
|                   |                            |             |                      |
|                   |                            |             |                      |

Query / Clarification Sought:

| S.No. | RFP Page No. | RFP Rule No. | Rule Details | Query/ Suggestion/ Clarification |
|-------|--------------|--------------|--------------|----------------------------------|
|       |              |              |              |                                  |
|       |              |              |              |                                  |
|       |              |              |              |                                  |
|       |              |              |              |                                  |
|       |              |              |              |                                  |

Note: Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the procuring entity. Also, kindly attach the coloured scanned copy of the receipt towards the submission of the bidding/ tender document fee.



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**ANNEXURE-5: BIDDER'S AUTHORIZATION CERTIFICATE (to be filled by the bidder)**

To,

{Procuring entity},

\_\_\_\_\_

\_\_\_\_\_

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. \_\_\_\_\_

\_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under,

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: - Date:

Place:



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**ANNEXURE-6: SELF-DECLARATION (to be filled by the bidder)**

To,

[Procuring entity],

\_\_\_\_\_

In response to the NIB Ref. No. \_\_\_ dated for [Project Title], as an Owner/ Partner/ Director/ Auth. Sign. of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding, :-

- Handwritten signature: \_\_\_\_\_
- possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
  - 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;
  - is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
  - does not have any previous transgressions with any entity in India or any other country during the last three years
  - does not have any debarment by any other procuring entity
  - is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
  - does not have, and our directors and officers not have been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
  - does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
  - will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: - Authorised Signatory:

Seal of the Organization:-Date: \_\_\_\_\_



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Place: \_\_\_\_\_

**ANNEXURE-7: CERTIFICATE OF CONFORMITY/ NO DEVIATION(to be filled by the bidder)**

To,

(Procuring Entity),

\_\_\_\_\_

**CERTIFICATE**

*Copy*  
This is to certify that, the specifications of Hardware & Software which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: - Authorised Signatory: -

Seal of the Organization: - Date:



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Place:

**ANNEXURE-8: DECLARATION BY BIDDER (to signed by selected bidder)**

I/We declare that I am/we are confide/Manufacturers/WholeSellers/Sole is tributor/Authorised dealer/dealers/sole selling/Marketing agent in the goods/stores/equipment for which/We have quoted.

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 bid, if any, to the extent accepted may be cancelled.

Name of the Bidder: - Authorised Signatory: -

Seal of the Organization: - Date:

Place:



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**ANNEXURE-9: MANUFACTURER'S AUTHORIZATION FORM (MAF) (to be filled by the OEMs for the item marked in Bill of Material)**

**(Indicative Format)**

To,  
(Procuring Entity),

\_\_\_\_\_

Subject: Issue of the Manufacturer's Authorisation Form (MAF) Reference: NIB/ RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

We [name and address of the OEM] who are established and reputed original equipment manufacturers (OEMs) having factories at [addresses of manufacturing location] do hereby authorize [M/s \_\_\_\_\_] who is our [Distributor/ Channel Partner/ Retailer/ Others <please specify>] to bid, negotiate and conclude the contract with you against the aforementioned reference for the following Hardware/ Software manufactured by us: -

*[OEM will mention the details of all the proposed product(s) with their make/ model.]*

We undertake to provide OEM Warranty & Support for the offered Hardware/ Software, as mentioned above, for 5 Years.

We hereby confirm that the offered Hardware/ Software is not likely to be declared as End-of-Sale within next 3 months from the last date of bid submission.

We hereby confirm that the offered Hardware/ Software is not likely to be declared as End-of-Service/ Support within next 5 years from the last date of bid submission.

Note: For MS-Visual Studio, Trend-Micro and Symantec Anti-virus S/w: A certificate in support of proprietary article being manufactured by only one manufacturer (OEM) i.e. Microsoft and for which no substitute is available should be provided by Si.

Yours faithfully,

For and on behalf of M/s (Name of the manufacturer)

(Authorized Signatory)

Name, Designation & Contact No.:

Address:

Seal:



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### **ANNEXURE-10: UNDERTAKING ON AUTHENTICITY OF COMPUTER EQUIPMENTS**

**{to be filled by the bidder (On Rs. 100/- Non-judicial stamp paper)}**

To,

{Procuring Entity},

Reference: NIB No. : \_\_\_\_\_ Dated: \_\_\_\_\_

This has reference to the items being supplied/quoted to you vide bid ref. no. \_\_\_\_\_ dated \_\_\_\_\_

We hereby undertake that all the components/parts/assembly/ software used in the equipment shall be genuine, original and new components /parts/assembly/software from respective OEMs of the products and that no refurbished/duplicate/ second hand components/ parts/ assembly/ software are being used or shall be used. In respect of the licensed operating system and ms office, we undertake that the same shall be supplied along with the authorized license certificate with our name/logo. Also, that it shall be sourced from the authorized source for use in India.

In case, we are found not complying with above at the time of delivery or during installation, for the equipment already billed, we agree to take back the equipment already supplied at our cost and return any amount paid to us by you in this regard and that you will have the right to forfeit our Bid Security/ SD/ PSD for this bid or debar/ black list us or take suitable action against us.

Authorized Signatory Name:

Designation:

Note: The signing Authority should be no lower than Company Secretary of the OEM of equipment.



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**ANNEXURE-11: COMPONENTS OFFERED – BOM (to be filled by the bidder)**

Please fill the following BOM for all the offered components.

| S.No. | Product Details<br>(Only one make<br>and model) | Detailed<br>Technical<br>Specification<br>Reference** | OEM Details (Name, Address,<br>E-Mail,<br>Mobile Nos.) |
|-------|---|---|--|
| 1.    |   | {Item No. xx}   |  |
| 2.    |   | {Item No. xx}   |  |
| 3.    |   | {Item No. xx}   |  |
| 4.    |   | {Item No. xx}   |  |

\*\* Please provide a reference number in this column. (Deviations, if any, should be appropriately mentioned & highlighted in the compliance/ deviation column of the respective table as provided above in the Annexure-2: Technical Specifications)



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**ANNEXURE-12: FINANCIAL BID COVER LETTER & FORMAT (to be submitted by the bidder on his Letter head)**

**COVER LETTER**

To,  
The Director,  
DoT, Govt. of Rajasthan,  
Jaipur (Raj.)

Reference: NIB No. : \_\_\_\_\_ Dated: \_\_\_\_\_

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

I / We undertake that the prices are in conformity with the specifications proscribed. The quote/ price are inclusive of all costs likely to be incurred for executing this work. The prices are inclusive of all types of govt. taxes/duties.

I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as proscribed in the bidding document.

I / We agree to abide by this bid for a period of 120 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory Name:

Designation:

seal :



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### Financial Bid Format

(to be submitted by the bidder only in BoQ format (.XLS) available at eProc portal)

| Tender Inviting Authority: DoT, Government of Rajasthan, Jaipur  |                                 |     |       |  |            |   |
|--|---------------------------------|-----|-------|--|------------|---|
| Name of Work: Inviting Request for Proposal (RFP) Document via open competitive bid for Supply and Installation of 17 Laptops & to provide Maintenance & Warranty support services for a period of 5 Years for Tourism Department under buyback scheme     |                                 |     |       |  |            |   |
| Contract No.   |                                 |     |       |  |            |   |
| Bidder Name:   |                                 |     |       |  |            |   |
| <b>PRICE SCHEDULE</b>  |                                 |     |       |  |            |   |
| (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) |                                 |     |       |  |            |   |
| Sl. No.  | Item Description                | Qty | Units | Unit Rate in INR (incl. all charges and all Taxes but excl. GST) | GST amount | Total Amount in INR (incl. all charges and all Taxes) |
| 1  | 2                               | 3   | 4     | 5  | 6          | 7=3x(5+6)   |
| 1.   | Laptop Computer with laptop Bag | 17  | Nos   | 0.00   | 0.00       | 0.00  |
| A.   | Total in Words:                 |     | 17    | Nos  | 0.00       | 0.00  |
| 2.   | Old Laptop computers            |     |       |  |            |   |
| B.   | Total in Words:                 |     |       |  |            |   |
| Balance Total amount in figures (1-2)  |                                 |     |       |  |            |   |
| Balance Total amount in words (A-B):   |                                 |     |       |  |            |   |



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### **ANNEXURE-13: BANK GUARANTEE FORMAT (to be submitted by the bidder's bank)**

#### **BANK GUARANTEE FORMAT - BID SECURITY**

#### **BANK GUARANTEE FORMAT - PERFORMANCE SECURITY (PBG)**

(To be stamped in accordance with Stamp Act and on a Stamp Paper purchased from Rajasthan State only and to be issued by a Nationalized/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,

The Director,  
Department of Tourism (DoT),  
First Floor, Paryatan Bhawan, Sanjay Marg,  
Opposite Vidhayakpuri Thana,  
Jaipur-302001 (Raj).

1. In consideration of the Department of Tourism, Government of Rajasthan, Jaipur (hereinafter called "DoT") having agreed to exempt M/s .....(hereinafter called "the said Contractor(s)") from the demand, under the terms and conditions of an Agreement No.....dated .....made between the DoT through ..... and .....(Contractor) for the work (hereinafter called "the said Agreement") of Security Deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs.....(rupees .....only), we .....(indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request of Contractor(s) do hereby undertake to pay to the DoT an amount not exceeding Rs.....(Rupees only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs.....(Rupees only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the DoT. Any such demand made on the bank by the DoT shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the DoT and We (Indicate the name of Bank), bound ourselves with all directions given by DoT regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees only).
3. We (indicate the name of Bank), undertake to pay to the DoT any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of DoT under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the DoT certifies that



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The Secretariat of India

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the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We \_\_\_\_\_ (indicate the name of Bank) further agree with the DoT that the DoT shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to Vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the DoT against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the DoT or any indulgence by the DoT to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.
6. The liability of us \_\_\_\_\_ (indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We (indicate the name of Bank), lastly undertake not to revoke this guarantee except  
with the previous consent of the DoT in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the DoT. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees only).
9. It shall not be necessary for the DoT to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the DoT may have obtained or obtain from the contractor.
10. We \_\_\_\_\_ (indicate the name of Bank) verify that we have a branch at Jaipur. We undertake that this Bank Guarantee shall be payable at any of its branch at Jaipur. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favor under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated \_\_\_\_\_ day of \_\_\_\_\_  
Bank)

For and on behalf of the <Bank> (indicate the

Signature \_\_\_\_\_

(Name & Designation) Bank's Seal

The above performance Guarantee is accepted by  
the DoT For and on behalf of the DoT

Signature (Name & Designation)



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**ANNEXURE-14: DRAFT AGREEMENT FORMAT (to be mutually signed by selected bidder and procuring entity)**

This Contract is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between Department of Tourism, having its head office at Parayatan Bhawan, Sanjay Marg, Opposite Vidhayakpuri Thana, Jaipur-302001, Rajasthan (herein after referred to as Purchaser/DoT) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s \_\_\_\_\_ a company registered under \_\_\_\_\_ with its registered office at \_\_\_\_\_ (herein after referred as the "Successful Bidder/Supplier") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the RFP document dated \_\_\_\_\_ of <NIB No \_\_\_\_\_>.

And whereas:

The supplier represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB and RFP document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of supplier and has placed the Work Order vide Letter No. \_\_\_\_\_ dated \_\_\_\_\_, on which M/s \_\_\_\_\_ has given their acceptance vide their Letter No. \_\_\_\_\_ dated \_\_\_\_\_.

And whereas



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The supplier has deposited a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) in the form of \_\_\_\_\_ ref no. \_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_ Bank and valid up to \_\_\_\_\_ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ and RFP document dated \_\_\_\_\_ issued by DoT along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by DoT to M/s \_\_\_\_\_ at the rates set forth in the work order no. \_\_\_\_\_ will duly supply the said articles set forth in "Annexure-1: Bill of Material" thereof and provide related services in the manner set forth in the RFP, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.
3. The DoT do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the DoT will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.
4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e. \_\_\_\_\_ and completed by supplier within the period as specified in the RFP document.
5. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/ complete: -

|    |  |      |
|----|--|------|
| 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        | 7.5% |



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|  |       |
|--|-------|
| of work.   |       |
| d) Delay exceeding three fourth of the prescribed delivery period, success full installation & completion of work. | 10.0% |

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
  - ii. The maximum amount of agreed liquidated damages shall be 10%.
  - iii. 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.
  - iv. 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.
6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this \_\_\_\_\_ day of \_\_\_\_\_, 202 .

|                             |                                   |
|-----------------------------|-----------------------------------|
| Signed By:                  | Signed By:                        |
| (<br>Designation:, Company: | Director<br>Department of Tourism |
| In the presence of:         | In the presence of:               |



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(The Sovereign State of Kerala)

Bidding Request for Proposal (BFP) Document via open competitive bid for Supply and Installation of 17 Laptops & to provide Maintenance & Warranty support services for a period of 3 Years for Tourism Department under buyback scheme

|                                      |   |
|--------------------------------------|---|
| <p>( )<br/>Designation: Company:</p> | <p>( )<br/>Designation:<br/>Department of Tourism</p> |
| <p>( )<br/>Designation: Company:</p> | <p>( )<br/>Designation:<br/>Department of Tourism</p> |

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The Government of Karnataka

Inviting Request for Proposal (RFP) Document via open competitive bid for Supply and installation of 17 Laptops & to provide Maintenance & Warranty support services for a period of 5 Years for Tourism Department under buyback scheme

### ANNEXURE-15: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

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

Before the

(First/ Second Appellate Authority)

1. Particulars of appellant:
  - a. Name of the appellant: <please specify>
  - b. Official address, if any: <please specify>
  - c. Residential address: <please specify>
2. Name and address of the respondent(s):
  - a. <please specify>
  - b. <please specify>
  - c. <please specify>
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: <please specify>
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative: <please specify>
5. Number of affidavits and documents enclosed with the appeal: <please specify>
6. Grounds of appeal (supported by an affidavit) : <please specify>
7. Prayer: <please specify>

Place .....

Date .....

Appellant's Signature



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The Government of India

Bidding Request for Proposal (BPP) Document via open competitive bid for Supply and Installation of 17 Laptops & to provide Maintenance & Warranty support services for a period of 3 Years for Tourism Department under topback scheme

## 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 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.

1. 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



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- Amr*
- 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 Qualification**

**Declaration by the Bidder**

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

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

Date:

Place:

Signature of bidder

Name:

Designation:

Address:



### **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 thereunder, 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 Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

#### **(4) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely :-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

#### **(5) Form of Appeal**

(a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.



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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.

*Copy*



FORM No. 1  
[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:

(ii) Official address, if any:

(iii) 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.....Ground.....of.....appeal:-

.....  
.....

..... (Supported by an affidavit)

7.

Prayer:

.....  
.....

Place.....

Date.....



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Appellant's Signature

#### **Annexure D: 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 subtotal 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 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,



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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)**

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.