Request for Proposal (RFP)
For Procurement of Desktop Computers and Multi Function Printers (MFP)

Ambedkar Bhawan, G 3/1, Rajmohal Residency Area, Jaipur, 302005
Web: http://sje.rajasthan.gov.in, Email: raj.sje@rajasthan.gov.in Phone: 0141-2220525
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REQUEST FOR PROPOSAL (RFP) FOR PROCUREMENT OF DESKTOP AND MULTI FUNCTION PRINTER

Mode of Bid Submission: Online through e-Procurement/ e-Tendering system at https://eproc.rajasthan.gov.in

Procuring Authority: Director, Social Justice & Empowerment Department, Jaipur -302005

Date & Time of Bid Start: 23-07-2018, 10:00 a.m.

Last Date & Time of Submission of Bid: 23-08-2018 12:00 p.m.

Date & Time of Opening of Technical Bid: 23-08-2018 3:30 p.m.

Bidding Document Fee: Rs. 1000 (Rupees One Thousand only)

Name of the Bidding Company/ Firm:

Contact Person (Authorized Bid Signatory):

Correspondence Address:

Mobile No. 

Telephone & Fax Nos.:

Website & E-Mail:

Social Justice & Empowerment Department
Ambedkar Bhawan, G 3/1, Rajmahal Residency Area, Jaipur 302005
Web: http://sjc.rajasthan.gov.in, Email: raj.sjc@rajasthan.gov.in Phone: 0141-2226625

Signature of Bidder
## INVITATION FOR BIDS (IFB) & NOTICE INVITING BIDS (NIB)

| Name & Address of the Procuring Entity | • Name: Director, Social Justice & Empowerment Department, GoR  
• Address: Ambedkar Bhawan, G-3/1 Rajmahal Residency Area, Jaipur |
| Name & Address of the Project Officer In-charge (POIC) | • Name: Mr. Mukesh Arora  
• Designation: System Analyst (Lt. Director), DoSJIE  
• Address: Ambedkar Bhawan, G-3/1 Rajmahal Residency Area, Jaipur  
• E-mail: maron.doit@rajasthan.gov.in |
| Subject Matter of Procurement | Procurement of Desktop Computer and Multi Function Printer in Social Justice & Empowerment Department |
| Bid Procedure | Single-stage: two part (envelop) open competitive e-bid procedure at [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) |
| Bid Evaluation Criteria (Selection Method) (LCBS) | Lowest commercially evaluated, Technically responsive bidder will be awarded the Contract (Least cost based system) |
| Bidding document fee | Rs. 1000/- (Rupees One Thousand only) in Cash/Demand Draft/Banker Cheque in favour of "Director, Social Justice & Empowerment, Department" payable at "Jaipur". |
| Estimated Procurement Cost | Rs. 33 Lakh (INR Rupees Thirty three Lakh Only) |
| Period of Sale of Bidding Document | • Start Date: 23-07-2018 10:00 a.m.  
• End Date: 23-08-2018 12:00 p.m. |
| Bid Security: Mode of Payment, Date and time of submission | Amount (INR): Rs. 66000.00  
Mode of Payment: Banker's Cheque or Demand Draft or Bank guarantee deposit through eGRAS ([https://egras.raj.nic.in/](https://egras.raj.nic.in/)) in favour of "Director Social Justice & Empowerment Department" payable at "Jaipur" from any Scheduled Commercial Bank.  
• Last date and time: 23-08-2018 - 12:00 p.m  
• Place: [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) |
| Date/Time/Place of Pre-Bid Meeting | • Date: 09-08-2018 at 11:30 a.m.  
• Place: [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) |
| Manner & Deadline for the submission of Queries | • Manner: Online send queries to raj.sje@rajasthan.gov.in  
• Last date of submitting clarifications requests: 11-08-2018, 01:30 p.m. |
| Manner & Deadline for the submission of Bids | • Manner: Online at e-Procurement website ([http://eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in)) |
| Date/Time/Place of Technical Bid Opening | • Date: 23-08-2018 at 12:00 p.m.  
• Place: [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) |
| Date/Time/Place of Financial Bid Opening | Will be intimated later to the Technically qualified bidders |
| Bid Validity | 90 days from the bid submission deadline |

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Signature of Bidder

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Note:

1) Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Tender Fees, Banker’s Cheque/ Demand Draft for Bid Security, and RISL Processing Fee up to time and date mentioned in the NIB, its Bid shall not be accepted. The Banker’s Cheque/ Demand Draft for Bidding document fee and Bid Security should be drawn in favor of "Director, Social Justice & Empowerment Department, Jaipur 302020" and must be drawn from any Scheduled Commercial Bank.

2) In case, any of the bidders fails to physically submit the Banker’s Cheque/ Demand Draft for Tender Fee, Bid Security, and RISL Processing Fee up to time and date mentioned in the NIB, its Bid shall not be accepted. The Banker’s Cheque/ Demand Draft for Bidding is not accepted and Bid Security shall be drawn in favor of "Director, Social Justice & Empowerment Department, Jaipur 302020" and must be drawn from any Scheduled Commercial Bank.

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, Safe script, N code etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on http://eproc.rajasthan.gov.in (bidders already registered on http://eproc.rajasthan.gov.in before 30-09-2011 must register again).

4) Bidder can quote bid for: Part 1: Desktop Computer or Part 2: MPP or for both items.

5) DOSIE 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.

6) Bidders are also advised to refer “Bidders Manual Kit” available at e-Procurement website for further details about the e-Tendering process.

7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids.

8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.

9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.

10) The provisions of RTTPA Act 2012 and RTTPA rules 2013 thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTTP Act 2012 and Rules thereto, the later shall prevail.

Signature of Bidder
QUALIFICATION/ ELIGIBILITY CRITERIA

a) A bidder (Manufacturer/OEM, authorized Dealers & Distributors are eligible to participate in the bidding process) participating in the procurement process shall possess the following minimum qualification/ eligibility criteria.

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<th>Basic Requirement</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
<th>Page No.</th>
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<tr>
<td>1</td>
<td>Basic Qualification</td>
<td>1. The Bidder must be a professional and reputed management organization, having proven expertise in providing similar services to State Government/ Central Government/ Public Sector undertaking for over 03 years. 2. The OEM must be Registered in State/Country</td>
<td>1. Certificate of incorporation</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Legal Entity</td>
<td>1. The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops &amp; Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder) OR 2. A company registered under Indian Companies Act, 1956 OR 3. A partnership firm registered under Indian Partnership Act, 1932. (If the bidding party is a partnership establishment or a partnership company, the labour license should be in the name of that partnership establishment, or in the name of partnership Company.) OR 4. A Firm/Company registered under the L.L.P Act 2008 OR 5. An organisation registered under Rajasthan State Trust Act/Indian Trusts Act 1882/ Society Registration Act, 1860/ Any other Trust or Society Act of Government of India/ Department of GOI/GoR</td>
<td>1. Copy of valid Registration Certificates</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Financial: Turnover</td>
<td>For Desktop Computers - The minimum average annual turnover of the bidder must be not less than Rs. 3.50 Crore during the last three financial years, i.e., for the period of FY 2014-15 to FY 2016-17 For MFP: The minimum average annual turnover of the bidder must be not less than Rs. 5.00 Crore during the last three financial years, i.e., for the period of FY 2014-15 to FY 2016-17</td>
<td>CA Certificate with Registration Number &amp; Seal</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Bidder
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<tr>
<th>S. No</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
<th>Page No.</th>
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<td>completed three IT/ITeS work orders of value of not less than Rs. 0.50 Crore, in which at least one project of not less than Rs. 5.00 lac should have been completed during the last three financial years for Government/semi Govt. departments/Public Sector undertaking etc.</td>
<td>Copies of relevant certificates of registration number</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The bidder should have a registered number of i. GST Registration where his business is located ii. Pan number</td>
<td>Copy of a valid certificates</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Certifications</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|       | For Desktop Computers  
- The OEM must possess, at the time of bidding-  
  - GREEN CHANNEL Certification  
  - EPEAT Gold rating, ENERGY STAR 5.0-compliant, RoHS, FCC, CE, UL Certificate  
  - TCO Certificate  
  - Greenpeace rating 5.5 or above  
  - The OEM has to be in top 3 in leaders quadrant in Gartner Certification/IDC/NSL Lab reports  
  - ISO 9001, 14001 for OEM  
For MFP  
- The OEM must possess, at the time of bidding-  
  - The OEM has to be in top 3 in leaders quadrant in  
  - Gartner Certification/IDC/NSL Lab reports  
  - The OEM should be profit making and having positive networth in last three years. |           |          |
| 8     | **Undertaking**                                                                       |                                                         |          |
|       | A Self Certified letter as per Annexure-4: Self-Declaration                           |                                                         |          |
|       | Bid Security Deposit  
- The bidder should furnish Demand Draft / Bank Guarantee against Bid Security Deposit for an amount of Rs. 64000.00 (Rupees Sixty Four Thousand only) for Desktop Computers and Rs. 20000.00 for MFP | D.D. / B.G. No. Bank: Date:                            |          |

a) In addition to the provisions regarding the qualifications of the bidders as set out in (1) above:-
I. The procuring entity shall disqualify a bidder as per the provisions under “Clause: Exclusion/Disqualification of bids in Chapter-4: ITB”; and
II. The procuring entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to pre-qualify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

Signature of Bidder

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1. **SCOPe OF WoRK, DELIVERABLES & TIMELINES**

1.1. Details of work (SoW)

a) Invite proposal for Supply & Installation of items mentioned in Annexure - 1: Bill of Material (BoM) and Annexure-2: Technical Specifications of this RFP document.

b) Supplier shall deliver at place mentioned at Annexure 1.

c) Supplier shall configure & install the supplied items.

d) The Supplier shall be responsible to provide onsite OEM warranty as per Warranty clause of Chapter-5 (General terms & Conditions) and as mentioned in Annexure-2, from the date of installation.

1.2. Project Deliverables, Milestones & Time Schedule

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<th>Timelines</th>
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<tr>
<td>1.</td>
<td>Completion of Activity as mentioned in section 3.1 (a) (b) &amp; (c)</td>
<td>Delivery Challan/Invoice for ordered items, OEM Warranty Certificates for Hardware &amp; license certificate for software items (wherever applicable), Installation Report</td>
<td>30 days from the date of issuance of work order</td>
</tr>
<tr>
<td>2.</td>
<td>Completion of Warranty period in section 3.1(d)</td>
<td>Satisfactory performance report signed by OIC/Nodal Officer</td>
<td>3 years from the date of installation and acceptance for Desktop and 1 year from the date of installation and acceptance for MFP</td>
</tr>
</tbody>
</table>

2. **INSTRUCTION TO BIDDERS (ITB)**

Responsibilities of Bidder- Bidder and his employees shall abide by the security guidelines and rules followed in department from time to time. Whenever the bidder or his employees have to enter department, they should carry entry passes, issued by department & identity card provided by bidder; and should produce the same as and when demanded. Their movement shall be restricted to only those places /offices where they are authorized to enter and work.

Bidder will be required to adhere by the law of the land, in writing, with respect to protection of employee’s right and benefits while servicing this contract.

Bidder will also be required to adhere by the applicable statutory rules and laws of the land, laid down by Government of India and Government of the State regarding GST, Income tax deduction etc.

3.1. **SALE OF BIDDING DOCUMENTS**

a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped as per NIB. The complete bidding document shall also be placed on the State Public Procurement Portal and e-Procurement portal. 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.

b) The bidding documents shall be made available to any prospective bidder who pays the price for it 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.

3.2. **Pre-bid Meeting/Clarifications**

a) Pre-Bid meeting is scheduled to be held on 09-08-2018 at 11.30 a.m., bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding document. Please send queries to ... in the given format latest by 22/08/2018.

Signature of Bidder
b) The minutes and response, if any, shall be provided promptly to all bidders through e-procurement website 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.

c) Prospective bidder shall attend the Pre-bid meeting after submission of Bid documents fees as per NIB.

3.3. 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.

3.4. 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 shall 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 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.

3.5. Format and Signing of Bids

a) Bidders must be submit their bid online at e-Procurement portal i.e. http://eproc.rajasthan. Gov.in.

b) All the documents uploaded should be digitally signed with the DSC of authorized signatory and uploaded only in PDF format with clear readability and prescribed filename as mentioned in the table below.

   c) A Single stage Two part/ cover system shall be followed for the Bid:
   (i) Technical Bid, including fee details, eligibility & technical documents
   (ii) Financial Bid

d) 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.

Signature of Bidder

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c) The technical bid shall consist of the following documents:

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<th>S. No</th>
<th>Documents Type</th>
<th>Document Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bidding document Fee (Tender Fee), RISL. Processing Fee (e-Procurement), and Bid Security</td>
<td>Scan copy of instrument/Proof of submission</td>
</tr>
<tr>
<td></td>
<td><strong>Eligibility Documents</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bidder’s Authorization Certificate</td>
<td>As per Annexure-3 and copy of PoA/Board resolution stating that Auth. Signatory (DSC holder) can sign the bid/contract on behalf of the firm.</td>
</tr>
<tr>
<td>3</td>
<td>All the documents mentioned in the “Eligibility Criteria”, in support of the eligibility</td>
<td>As per the format mentioned against the respective eligibility criteria clause</td>
</tr>
<tr>
<td></td>
<td><strong>Technical Documents</strong></td>
<td></td>
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<tr>
<td>4</td>
<td>Certificate of Conformity/No Deviation</td>
<td>As per Annexure-6</td>
</tr>
<tr>
<td>5</td>
<td>Declaration by Bidders</td>
<td>As per Annexure-7</td>
</tr>
<tr>
<td>6</td>
<td>Undertaking on Authenticity of Equipment/Material.</td>
<td>As per Annexure-9</td>
</tr>
<tr>
<td>7</td>
<td>Components Offered + Technical specifications compliance sheet for all items only on OEM’s letter-head</td>
<td>As per Annexure-2</td>
</tr>
<tr>
<td>8</td>
<td>Index (of Technical Bid)</td>
<td>As per Annexure-8</td>
</tr>
<tr>
<td>9</td>
<td>Manufacturer’s Authorization Form (MAF)</td>
<td>As per Annexure-5</td>
</tr>
<tr>
<td>f)</td>
<td>Financial bid shall include the following documents:</td>
<td></td>
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<td></td>
<td></td>
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3.6. Cost & Language of Bidding

a) 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.

b) 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.

3.7. Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all. Also, the bidder shall not quote for multiple Network/Plan/models but only one in the technical Bid and should also mention the details of the quoted make/model in the “Annexure-2: Technical Specification”.

3.8. 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) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

b) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.

Signature of Bidder
c) 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.

d) The bid security may be given in the form of a banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank. The bid security must remain valid 90 days beyond the original or extended validity period of the bid.

e) The issuer of the bid security and the confirmor, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.

f) 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 confirmor, if required. The procuring entity shall respond promptly to such a request.

g) The bank guarantee, if any, 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 confirmor does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmor, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.

h) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.

i) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely:

i. when the bidder withdraws or modifies its bid after opening of bids;

ii. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;

iii. 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;

iv. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and

v. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.

j) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.

k) No interest shall be payable on the bid security.

l) 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.

m) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:

I. the expiry of validity of bid security;

II. the execution of agreement for procurement and performance security is furnished by the successful bidder;

III. the cancellation of the procurement process; or

IV. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

3.9. Deadline for the submission of Bids

a) Bids shall be received online at e-Procurement portal and 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 is required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity.
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 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.

3.10. Withdrawal, Substitution, and Modification of Bids

a) **If permitted on e-Procurement portal**, a Bidder may withdraw its Bid or re-submit its Bid
(technical and/or financial cover) as per the instructions/procedure mentioned at e-Procurement
website under the section “Bidder’s Manual Kit”.

b) Once Bids withdrawn shall not be opened and processes further.

c) No bid shall be withdrawn, substituted, or modified after the last time and date fixed for receipt of
bids.

3.11. 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 & downloaded from the e-
Procurement website (only for the bidders who have submitted the prescribed fee(s) to DoSIE and
RISL).

e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the
prima-facie responsiveness and ensure that the:

i. bid is accompanied by bidding document fee, bid security or bid securing declaration, and
processing fee (if applicable);

ii. bid is valid for the period, specified in the bidding document;

iii. bid is unconditional and the bidder has agreed to give the required performance security;

iv. Other conditions, as specified in the bidding document are fulfilled.

v. 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.

3.12. Selection Method:

Bidder would be selected on the basis of Least Cost Based Selection Method (LCBS) i.e. L1 method as
Bids”, wherein an eligible bidder with adequate technical competence and the most competitive (lowest
or L1) rates/quote would be selected for the implementation of the project.

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Signature of Bidder
3.13. 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. The committee's request for clarification and the response of the bidder shall be through the e-Procurement portal.

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.


A. Determination of Responsiveness

a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of 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

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, GST Registration Certificate, ISO Certificates, and all other relevant certificate etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.

Signature of Bidder
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 documents submitted as a part of technical bid. Technical bid shall contain all the documents as asked in the clause “Format and Signing of Bids”

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.

E. 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.

F. 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.

3.15. Evaluation & Tabulation of Financial Bids
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:

a. The financial Bids of the bidders who qualified in technical evaluation shall be opened 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 in case price is the only criteria, or evaluated and marked H1, H2, H3 etc. in descending 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.

3.16. Correction of Arithmetic Errors in Financial Bids
The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely:

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;

Signature of Bidder
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.

3.17. Purchase preference

Purchase preference (including bidding document fees, EMD and Performance Security) notified by the State Government (GoR), preference policy for MSMF enterprise (as per new circular on Nov. 19, 2015) & any other notification issued by GoR for price preference and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of Rate contract.

3.18. 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 after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.

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.

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, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.

e) 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.

f) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

3.19. Exclusion of Bids/Disqualification

A. A procuring entity shall exclude/ disqualify a Bid, if: -

a) the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or

b) the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and

c) the bidder is not qualified as per pre-qualification/eligibility criteria mentioned in the bidding document;

d) the Bid materially departs from the requirements specified in the bidding document or it contains false information;

e) 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 any gratification in any form, or in any other thing of value, so as to unduly influence the procurement process;

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.

Signature of Bidder
3.20. 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 floated 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:

   i. the Bid is technically qualified;
   ii. the price quoted by the bidder is assessed to be reasonable;
   iii. the Bid is unconditional and complete in all respects;
   iv. there are no obvious indicators of cartelization amongst bidders; and
   v. 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 dissident 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.

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.

3.21. Acceptance of the successful Bid and award of contract

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 his 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 or 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 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

Signature of Bidder
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) After the contract, contract agreement with the successful bidder are signed and its performance security is obtained.

j) The bid security of the bidders whose Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

3.22. Information and publication of award

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

3.23. 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.

3.24. Right to vary quantity

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

b) 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:

i. 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and

ii. 50% of the value of goods or services of the original contract.

3.25. Performance Security

a) Prior to execution of agreement, Performance security shall be solicited from all successful bidders 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.

b) The amount of performance security shall be 5% of the amount of supply order.

c) Performance security shall be furnished in any one of the following forms:

i. Bank Draft or Banker’s Cheque of a scheduled bank;

ii. National Savings Certificates and any other scrip/instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;

iii. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;

iv. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

Signature of Bidder
d) Performance security furnished in the form specified in clause (b) 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 Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
   i. When any terms and condition of the contract is breached.
   ii. When the bidder fails to make complete supply satisfactorily.
   iii. 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.

h) The PSD shall be returned/refunded after completion of the Contract period.

3.26. 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.

b) The successful bidder shall sign the procurement contract within 28 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.

c) If the bidder, who's 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 purchase from anywhere in Rajasthan only.

3.27. 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:
   i. Impede enforcement of any law;
   ii. Affect the security or strategic interests of India;
   iii. Affect the intellectual property rights or legitimate commercial interests of bidders;
   iv. 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 manner as to avoid their disclosure to competing bidders or to any other person not authorized to have access to such information.

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 condition for protecting confidentiality of such information.

3.28. 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.

Signature of Bidder
b) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -
   i. at any time prior to the acceptance of the successful Bid; or
   ii. 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 who’s 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 offence under the Act, the procuring entity may:
   i. 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;
   ii. 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.

3.29. Code of Integrity for Bidders

a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.

b) The code of integrity includes provisions for:

   a. Prohibiting
      i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
      ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
      iii. any collusive bid rigging or anti-competitive behavior to impair the transparency, fairness and integrity of the procurement process;
      iv. improper use of information shared between the procuring entity and the bidders in an effort to gain an unfair advantage in the procurement process or for personal gain;
      v. any financial or business transactions between the bidder and any officer or employee of the procuring entity;
      vi. 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;
      vii. any obstruction of any investigation or audit of a procurement process;

c) disclosure of conflict of interest;

d) disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarsment by any other procuring entity.

e) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including:

   i. exclusion of the bidder from the procurement process;
   ii. calling-off of pre-contract negotiations and forfeiture or escheatment of bid security;
   iii. forfeiture or escheatment of any other security or bond relating to the procurement;
   iv. recovery of payments made by the procuring entity along with interest thereon at bank rate;
   v. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
   vi. Debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

Signature of Bidder
3.30. Conflict of Interest

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) they have controlling partners in common;
b) they receive or have received any direct or indirect subsidy from any of them;
c) they have the same legal representative for purposes of the bid;
d) they 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;
e) a bidder participates in more than one bid in the same bidding process. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a bidder, in more than one bid; or
f) a bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process. All bidders shall provide in Eligibility Criteria documents, a statement that the bidder is neither associated nor has been associated directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or being proposed as Project Manager for the contract.

3.31. 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.

3.32. 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:

i) 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:

ii) 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.

b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavor 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 endeavor to dispose 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: Additional Director (Administration), SJED, Jaipur
Second Appellate Authority: Director, SJED, Jaipur

f) Form of Appeal:

i. 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.

ii. 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.

iii. 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:

i. 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.

ii. 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:

i. 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.

ii. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall:

a) hear all the parties to appeal present before him; and

b) peruse or inspect documents, relevant records or copies thereof relating to the matter.

iii. 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.

iv. 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.

3.33. 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.

3.34. 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 extend to twenty thousand rupees or five per cent of the value of procurement, whichever is less.
3.35. 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:

b) 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 due diligence to prevent the commission of such offence.

c) 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.

d) For the purpose of this section-
   i. “Company” means a body corporate and includes a limited liability partnership, firm, registered society or cooperative society, trust or other association of individuals; and
   ii. "Director" in relation to a limited liability partnership or firm, means a partner in the firm.

e) 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.

3.36. Debarment from Bidding

a) A bidder shall be debarred by the State Government if he has been convicted of an offence
   i. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
   ii. 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.

3.37. 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 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.

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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/p 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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4. GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

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

Definitions

i. “Agreement” means the Agreement to be entered between the Social Justice & Empowerment Department, Government of Rajasthan and the bidder who will get selected after the completion of the bid process through this RFP together with all the contents and criterion mentioned in this RFP.

ii. “Client” means Social Justice & Empowerment Department, Government of Rajasthan, which is also the purchaser of the services to be procured through this RFP.

iii. “Commissioning” means operation of the System or any Subsystem by the Implementation Agency (IA) following Installation, which operation is to be carried out by the IA as provided in the RFP for the purpose of carrying out Operational Acceptance Test(s).

iv. “Confidential Information” means all information including Project Data (whether in written, oral, electronic or other format) which relates to the technical, financial and business affairs, customers, suppliers, products, developments, operations, processes, data, trade secrets, design rights, know-how and personnel of each Party and its affiliates which is disclosed to or otherwise learned by the other Party in the course of or in connection with the Agreement/RFP (including without limitation such information received during negotiations, location visits and meetings in connection with the Agreement/RFP).

v. “Deliverables” means the products, infrastructure and services agreed to be delivered by the Implementation Agency in pursuance of the terms and conditions as defined more elaborately in the RFP in relation to the Implementation Phase and the Operations and Maintenance Phase and includes all documents related to the solution, user manuals, technical manuals, design, process and operating manuals, service mechanisms, policies and guidelines and source code, if any, and all its modifications.

vi. “Delivery” means the transfer of Goods and Services from the Supplier to the client / Purchaser in accordance with the terms specified in the RFP.

vii. “Effective Date” means the date on which the Agreement is executed between the Client and the selected bidder.

viii. “Implementation Agency or IA” means the bidder or consortium of bidders selected after the competitive bid process management who shall be responsible for the scope of work and deliverables as defined in the RFP.

ix. “Installation” means that the installation of hardware, network component, software, system or a subsystem as specified in the scope of work of the RFP for rollout phase and is ready for Commissioning as defined in the RFP.

x. “Nodal Officer - State” shall be the person duly authorized and delegated to be the person in charge of the present project by the [REDACTED], in writing and who shall be competent to act for and on behalf of the department.

xi. “Performance Guarantee” shall mean the guarantee provided by a Scheduled Commercial Bank in favor of the [REDACTED] for an amount specified in the RFP.

xii. “Pre-commissioning” means the testing, checking, and any other required activity that may be specified in the Technical Requirements that are to be carried out by the IA in preparation for Commissioning of the System as provided in RFP / conditions of the Agreement.

xiii. “Project” or “PROJECT” means the Supply, Installation, Commissioning, Training, Operations and Maintenance of Hardware, Networking Components and System Software, Databases and other Software as per agreed terms and conditions laid down in the RFP.

xiv. “PROJECT Data” means all proprietary data of the PROJECT generated out of PROJECT operations and transactions, documents and related information including but not restricted to user data in the context of providing the Services to the users in accordance with the requirements of the RFP.

xv. “Project Implementation” means Project Implementation as per the testing standards and acceptance criteria prescribed.

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xvi. "Proprietary Information" means processes, methodologies and technical and business information, including drawings, designs, formulae, flow charts, data and computer programs already owned by, or granted by third parties to a Party hereto prior to its being made available under the Agreement to be entered between the Client (State) and the selected bidder through this RFP process.

xvii. "Service Level" means the level of service and other performance criteria which will apply to the Services as set out in any applicable Project Engagement Definition;

xviii. "Service Level Agreement (SLA)" means the Operation & Maintenance SLA, executed by and between partners, in terms of the Service Level Requirements set out in Section 6 of the RFP.

xix. "Services" means the services to be delivered to the Stakeholders of the Project, using the tangible and intangible assets created, procured, installed, managed and operated by the IA including the tools of information and communications technology and includes but is not limited to the list of services specified in the RFP.

xx. "Stakeholders" means the entities which will sponsor this project, or have an interest or a gain upon a successful completion of this project or may have a positive or negative influence in the project completion.

xxi. "Third Party Systems" means Systems (or any parts thereof) in which the Intellectual Property Rights are owned by a third party and to which IA has been granted a license to use and which are used in the provision of Services.

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 the specifications, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

4.1. 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.

4.2. 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 of 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 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.

4.3. 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

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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.

4.4. Joint Venture, Consortium or Association

Joint Venture, Consortium or Association is not allowed for the bid.

4.5. 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.

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 the bidder/supplier. Also, the bidder is to quote/provide 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 as per the requirements of this bidding document.

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) Bids must quote products in accordance with above clause “Eligible goods and related services”.

4.6. Service of Notice, Documents & Orders

a) A notice, document or order shall be deemed to be served on any individual by -
   i. delivering it to the person personally; or
   ii. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;
   iii. 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.

4.7. 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 3 Years from the last date of bid submission. OEMs are required to mention this in 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.

4.8. Delivery & Installation

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.

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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 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.

e) All title of the assets is to be transferred to RISL or its nominated agencies on the day of the successful delivery/installation whichever is earlier of the supplied items. All expenses occurred during transfer of title ship of assets shall be borne by the selected bidder/authorized partner.

4.9. 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.

4.10. 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 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.

4.11. Contract Price

a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions therefrom, 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.

4.12. Recoveries from Supplier/Selected Bidder

a) Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary 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.

4.13. Taxes & Duties

a) Any taxes, if applicable, shall be deducted at source/paid by DoSF as per prevailing rates.

b) 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.

c) 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. However, it is clarified that for the purpose concessional Sales Tax, no “C-Form/ D-Form”, or any other form by
whatever name it may be called, shall be released by Purchaser to the selected bidder under any circumstances for any of activities under the SoW of this bidding document.

4.14. 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 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.

4.15. 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 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 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 the Purchaser and shall be treated in accordance with the general conditions of the contract.

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4.16. 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 packing 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.

4.17. 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 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.

4.18. Transportation
The supplier/selected bidder shall be responsible for 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.

4.19. Inspection
a) The Purchase Officer or his duly authorized 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. Inspection shall be made at supplier's/selected bidder's go down at Jaipur (at supplier's/selected bidder's cost).

b) The supplier/selected bidder shall furnish complete address of the premises of his factory, office, go-down and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.

c) As soon as the goods arrive at the designated place for supply, an Inspection Committee constituted by DoSJE shall inspect the material for its conformity with Technical specification mentioned.

d) After successful inspection, it will be supplier's/selected bidder's responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, supplies when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.

4.20. 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 DoSJE 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/ 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.

4.21. **Delivery period & Extent of Quantity – Repeat Orders**

- **a)** The time specified for delivery shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.
- **b)** The selected bidder shall arrange supplies within the stipulated time period.
- **c)** If the orders are placed in excess of the quantities, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the bidding document. If the bidder fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.

4.22. **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 supplier's 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.

4.23. **Payments**

- **a)** 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.
- **b)** In case of disputed items, 10% to 25% of the amount shall be withheld and will be paid on settlement of the dispute.
- **c)** Payment in case of these goods need testing shall be made only when such tests have been carried out, test results received confirming to the prescribed specification.

4.24. **Liquidated Damages (L.D)**

- **a)** In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the bidder has failed to supply/ install/ complete:-
  - delay up to one fourth period of the prescribed delivery period: 2.5%
  - delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
  - delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
  - delay exceeding three fourth of the prescribed period: 10%
- **b)** Fraction of a day in reckoning period of delay in supplies shall be eliminated if 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, which has placed the supply order, for the same immediately on 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.
- **f)** Bidders must make their own arrangements to obtain 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.

Signature of Bidder
4.25. Settlement of Disputes:
All disputes pertaining to the Contract shall be decided as per the provision of Arbitration & Conciliation Act, 1996.

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 Rajasthan and not elsewhere.

4.26. 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 a 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 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.

4.27. Warranty
a) The bidder must supply all items with comprehensive on-site OEM warranty valid for period as mentioned in the Technical specification of the goods (i.e. Annexure-II), 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 goods delivery, the selected 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.

c) 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.

4.28. Patent Indemnity
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.

d) The Purchaser shall, at the supplier/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.

4.29. 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.

4.30. Force Majeure

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 it's 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 DeSIE in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless

Signature of Bidder
otherwise directed by DoSJE, 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 DoSJE, the DoSJE may take the case with the supplier/selected bidder on similar lines.

4.31. 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/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 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/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.

4.32. Termination

a) Termination for Default
   i. The procuring entity may, without prejudice to any other remedy for breach of contract, by 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 service within the time period specified in the contract, or any extension thereof granted by DoSJE; 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
      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 computing for or in executing the contract.
      d) If the supplier/selected bidder commits breach of any condition of the contract.
   ii. If DoSJE terminates the contract in whole or in part, amount of PSD may be forfeited.

b) Termination for Insolvency

DoSJE 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 DoSJE.

c) Termination for Convenience

i. DoSJE, 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; and/or

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.

5. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

5.1. Payment Terms and Schedule

a) Payment schedule - Payments to the bidder, after successful completion of the target milestones
(including specified project deliverables), would be made as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Milestone/ Phase</th>
<th>Deliverables</th>
<th>Payable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completion of Activity as mentioned in section 3.(1)(a)(b) &amp; (c)</td>
<td>Invoice for ordered items, OEM Warranty Certificates, License certificate for software items (wherever applicable), Installation Report, Satisfactory performance report signed by OIC/Nodal Officer/Committee</td>
<td>100% of total work order value</td>
</tr>
<tr>
<td>2</td>
<td>Completion of Contract Period</td>
<td>Satisfactory performance report signed by OIC/Nodal Officer</td>
<td>BG/PSD will be released after 60 days beyond the completion of Contract period</td>
</tr>
</tbody>
</table>

- PSD/PSD submitted against the due payment shall be treated as PSD and will be returned after completion of Project and due penalty adjusted (if any).

b) The supplier/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.

c) 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, and the purchaser has
accepted it.

d) The currency or currencies in which payments shall be made to the supplier/selected bidder under this
Contract shall be Indian Rupees (INR) only.

e) All remittance charges will be borne by the supplier/selected bidder.

f) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement
of the dispute.

Signature of Bidder

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g) 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.

h) Any penalties/liquidated damages, 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.

5.2 Service Level Standards/Requirements/Agreement

a) Service level plays an important role in defining the Quality of Services (QoS). The prime
   objective of service levels is to ensure high quality of services from selected bidder, in an efficient
   manner to the identified users under this procurement.

b) The bidder shall submit reports on all the service levels to the Purchaser, if required. The service
   levels defined below provide for target level of services required, measurements thereof and
   associated penalties.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Measurement Parameter</th>
<th>Service Level</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Time taken for resolving issue</td>
<td>Within 24 hours of lodging the complaint</td>
<td>No penalty</td>
</tr>
<tr>
<td>2.</td>
<td>Time taken for resolving issue</td>
<td>After 72 hours of lodging the complaint</td>
<td>Rs.300 per day per item after 72 hours</td>
</tr>
</tbody>
</table>

* In case the supplier fails to rectify the defect(s) within 15 calendar days, DoSJE have right to get
  repair or rectify the defects(s) from the other sources on the risk & cost of bidder and additional
  10% penalty of value the defected systems shall also be levied.

* If, any penalty imposed during the due to violation of SLA, Bidder has to deposit
  penalty within 15 days from the date of intimation. If bidder fails to deposit the imposed penalty,
  will be deducted from performance security deposit with the interest @ Rs 18% per annum.
### ANNEXURE-1: BILL OF MATERIAL (BoM)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item (as per Technical Specification provided in Annexure-2)</th>
<th>Quantity</th>
<th>MAF Required (Y/N)</th>
<th>Supply Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Desktop Computers (Office PC) (Intel 7th Generation or higher, core i5 at least 8GB, DDR4 RAM, 1TB Hard Disk Drive, 18.5 inch wide or higher IPS colour monitor, OS-MS Windows 10 Professional with 3 years Comprehensive onsite warranty)</td>
<td>64</td>
<td>Y</td>
<td>30 at SJED, HQ and remaining 34 at all District Offices of SJED</td>
</tr>
<tr>
<td>2.</td>
<td>Multi Function Printer (MFP) with speed not less than 25 PPM, Auto Duplexing, Network, RAM minimum 128MB, Processor minimum 600 MHz</td>
<td>5</td>
<td>Y</td>
<td>SJED HQ</td>
</tr>
</tbody>
</table>

*The above mentioned quantities are tentative & the actual qty. may vary as per the requirement and payment shall be made on actual quantities supplied.*
## ANNEXURE-2: TECHNICAL SPECIFICATIONS

### Bid Part - 1: Desktop Computer

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Requirement</th>
<th>Compliance (Yes/No)</th>
<th>Page No. where the specs are attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Offered</td>
<td>Mention Make →</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make Offered</td>
<td>Mention Model →</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processor</td>
<td>(Intel 7th Generation Core i5 7500 or higher, CPU with minimum base frequency of 3.0 GHz, 6MB Cache or Better)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chipset</td>
<td>Intel 11370 chipset or better</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td>8GB DDR4 RAM 2133 MHz or higher expendable upto 32GB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>01 TB 7200 Serial ATA HDD with pre-failure alert indication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor</td>
<td>47 cm 19.5 inches or higher IPS monitor with resolution of 1440x900 or higher, TCO 07 or latest certified monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bays</td>
<td>Min. 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboard</td>
<td>OEM USB 104 Keys Keyboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mouse</td>
<td>OEM Two button USB Optical Scroll Mouse with mouse pad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet</td>
<td>Micro ATX/ MiniTower</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I/O Ports</td>
<td>One Serial Port, 1 RJ45 port for Gigabit Ethernet, min. 2 USB ports in the front, min. 4 USB ports at the back(USB 2.0+ USB 3.0), Headphone (front), Microphone(front), Line in, Line out, VGA Port, 1 HDMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network and connectivity</td>
<td>10/100/1000 on board integrated network port Integrated with Bluetooth connectivity features</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slots</td>
<td>Minimum 1 x16PCI Express, 1x1PCI Express</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphics Card</td>
<td>HD Graphics +</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating System</td>
<td>Pre Installed Genuine MS Window 10 Professional Edition Licensed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Security</td>
<td>McAfee/Norton/Kaspersky/Quick Heal/Trend Micro/Sofos/Internet security (latest version) with media &amp; subscription (OEM Support, Updates, Patches)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td>EPEAT Gold or Silver rating for India, ENERGY STAR 6.1 compliant, Windows Certified,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Accessories</td>
<td>Patch Cord, Network Patch Cord (3l) to be included</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Bid Part - 2: Multi Function Printers

Print, Scan, Copy, DADF, Duplex, Ethernet

<table>
<thead>
<tr>
<th>PPM - Black</th>
<th>25 ppm on A4 (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplex</td>
<td>Automatic</td>
</tr>
<tr>
<td>Media size supported for Duplex</td>
<td>A4, Letter, Legal</td>
</tr>
<tr>
<td>Connect. Std.</td>
<td>USB, 10/100 Ethernet</td>
</tr>
<tr>
<td>Technology</td>
<td>Laser Beam Technology</td>
</tr>
<tr>
<td>Resolution</td>
<td>600x600 dpi (Minimum)</td>
</tr>
<tr>
<td>Languages</td>
<td>Standard print language, PCL6</td>
</tr>
<tr>
<td>Support</td>
<td>Driver should be provided for further support and maintenance</td>
</tr>
</tbody>
</table>

Note: All the specifications below are minimum specifications and higher specifications shall be used wherever necessary. Deviation on higher side shall only be considered and no extra weightage shall be awarded for such deviations. Also, the bidder is required to submit the technical compliance statement for each item on the respective OEM's letter-head.

Signature of Bidder
ANNEXURE-3: BIDDER'S AUTHORIZATION CERTIFICATE
(to be filled by the bidder)

To,
[Procuring entity],

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: _______________________________
Authorized Signatory: ___________________________
Seal of the Organization: _________________________
Date: ________________________________
Place: ________________________________

Verified Signature: _______________________________

Signature of Bidder
ANNEXURE-4: 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,

a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;

b) 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;

c) 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;

d) does not have any previous transgressions with any entity in India or any other country during the last three years;

e) does not have any debarment by any other procuring entity;

f) 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;

g) does not have, and our 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 process, or not have been otherwise disqualified pursuant to debarment proceedings;

h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.

i) will comply with the code of integrity as specified in the bidding document.

Also, this is to certify that, the specifications of goods 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 technical 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 and assumptions.

I/ We also certify that the price I/ We have quoted is inclusive of all the taxes to meet the desired Standards set out in the bidding Document.

I/ We also declare that I am/ we are bona fide/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorised dealer/ dealers/ sole selling/ Marketing agent in the goods/ stores/ equipment for which I/ 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.

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 GoI, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,
Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date: _______________________

Place: _______________________

Signature of Bidder
ANNEXURE-5: MANUFACTURER’S AUTHORIZATION FORM (MAF)
To be filled by the OEM (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 ________ (address 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 3 years for Desktop / 1 Year for MFP.

We hereby confirm that the offered Hardware/ Software is not likely to be declared as End-of-Sale within next 6 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 3 years from the last date of bid submission.

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

(Authorized Signatory)
Name, Designation & Contact No.:
Address: ______________________
Seal: ______________________

[Signature of Bidder]
ANNEXURE-6: CERTIFICATE OF CONFORMITY/ NO DEVIATION
(to be filled by the bidder)

To,
[Procuring Entity],

CERTIFICATE
This is to certify that, the specifications 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 technical specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, if 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 and assumptions.

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: -
Authorized Signatory: -
Seal of the Organization: -
Date:
Place:

Signature of Bidder
ANNEXURE-7: DECLARATION BY BIDDER
(to signed by selected bidder)

I/ We declare that I am/we are bonafide/Manufacturers/ Whole Sellers/ Sole distributor/ Authorized dealer/ dealers/ sole selling/ Marketing agent in the goods/ stores/ equipment for which I/ 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: -
Authorized Signatory: -
Seal of the Organization: -
Date: ______________________
Place: ______________________

Signature of Bidder
## ANNEXURE-8: INDEX

### (Page 1 of bidders Technical Bid)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Basic Requirement</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
<th>Page No.</th>
</tr>
</thead>
</table>
| 1     | Basic Qualification | 3. The Bidder must be a professional and reputed management organization, having proven expertise in providing similar services to State Government/ Central Government/ Public Sector undertaking for over 03 years.  
4. The OEM must be Registered in State/Country | 3. Certificate of Incorporation                                                        |          |
| 2     | Legal Entity      | 6. The bidder should be a Proprietary 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  
(Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder)  
OR  
7. A company registered under Indian Companies Act, 1956  
OR  
8. A partnership firm registered under Indian Partnership Act, 1932.  
(If the bidding party is a partnership establishment or a partnership company, the labour licence should be in the name of that partnership establishment, or in the name of partnership Company.)  
OR  
OR  
10. An organisation registered under Rajasthan State Trust Act/Indian Trusts Act 1882/Society Registration Act, 1860/Any other Trust or Society Act of Government of India/ Department of GOI/Govt. | 2. Copy of valid Registration Certificate  
3. Copy of valid Registration Certificate  
(List of partners with partnership deed)  
4. Copy of valid Registration Certificate  
5. Copy of valid Registration Certificate from Registrar of Societies |          |
| 3     | Financial: Turnover | **For Desktop Computers** - The minimum average annual turnover of the bidder must be not less than Rs. 3.50 Crore during the last three financial years, i.e., for the period of FY 2014-15 to FY 2016-17  
**For MPP** - The minimum average annual turnover of the bidder must be not less than Rs. 500 Crore during the last three financial years, i.e., for the period of FY 2014-15 to FY 2016-17  
**Note: Consortium is not allowed** | CA Certificate with Registration Number & Seal |          |
| 4     | Financial: Net Worth | The net worth of the bidder should be Positive.                                          | CA Certificate with Reg. Number & Seal |          |
| 5     | Technical Capability & Experience | **For Desktop Computers** - The bidder must have successfully completed three IT/ITeS work orders of value of not less than Rs. 2.00 Crore, in which at least one project of not less than Rs. 30.00 lacs should have been completed during the last three financial years for government/semi govt. departments/Public Sector undertaking etc.  
**For MPP** - The bidder must have successfully completed three IT/ITeS work orders of value of | Work order and project reference Or Work Completion Certificate from the client |          |

Signature of Bidder
<table>
<thead>
<tr>
<th>S. No</th>
<th>Basic Requirement</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Tax registration</td>
<td>The bidder should have a registered number of</td>
<td>Copies of relevant certificates of registration number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i.  GST Registration where his business is located</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii.  Pan number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Certifications</td>
<td>For Desktop Computers -</td>
<td>Copy of a valid certificates</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The OEM must possess, at the time of bidding:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• GREEN CHANNEL Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EPEAT Gold rating. ENERGY STAR 5.0-compliant,</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>RoHS, FCC, CE, UI Certificate</td>
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<tr>
<td></td>
<td></td>
<td>• TCO Certificate</td>
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<tr>
<td></td>
<td></td>
<td>• Greenpeace rating 5.5 or above</td>
<td></td>
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<td></td>
<td></td>
<td>• The OEM has to be in top 3 in leaders quadrant in Gartner Certification/IDC/NSS Lab reports</td>
<td></td>
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<td></td>
<td></td>
<td>ISO 9001, 14001 for OEM</td>
<td></td>
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<td>For MFP -</td>
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<td></td>
<td>The OEM must possess, at the time of bidding:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• The OEM has to be in top 3 in leaders quadrant in Gartner Certification/IDC/NSS Lab reports</td>
<td></td>
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<td></td>
<td></td>
<td>• The OEM should be profit making and having positive networth in last three years</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Undertaking</td>
<td>Bidder should: -</td>
<td>A Self Certified letter as per Annexure-4: Self-Declaration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) 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;</td>
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<td></td>
<td>e) Not have a conflict of interest in the procurement in question as specified in the bidding document.</td>
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<td></td>
<td></td>
<td>f) Comply with the code of integrity as specified in the bidding document.</td>
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<tr>
<td></td>
<td></td>
<td>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 process, or not have been otherwise disqualified pursuant to debarment proceedings;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bid Security Deposit</td>
<td>The bidder should furnish Demand Draft / Bank Guarantee against Bid Security Deposit for an amount of Rs. 6400.00 (Rupees Sixty Four Thousand only) for Desktop Computers and Rs. 2000.00 for MFP</td>
<td>D.D. / B.G. No. Bank: Date:</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Bidder
<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Document required</th>
<th>Page no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bidding document Fee (Tender Fee), RISL Processing Fee (e-Procurement), and Bid Security</td>
<td>Bidding document Fee (Tender Fee)</td>
<td>DD/BC Bank/No.:</td>
</tr>
<tr>
<td></td>
<td>RISL Processing Fee (e-Procurement)</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Bid Security</td>
<td>DD/BC Bank/No.:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Eligibility Documents**

2. Bidder's Authorization Certificate

- Copy of PoA/ Board resolution stating that Auth. Signatory (DSC holder) can sign the bid/contract on behalf of the firm.

**Technical Documents**

3. Technical specifications compliance sheet for all items only on OEM's letter-head

- As per Annexure-2

4. Bidder's Authorization form

- As per Annexure-3

5. Self-Declaration

- As per Annexure-4

6. Certificate of Conformity/No Deviation

- As per Annexure-6

7. Declaration by Bidders

- As per Annexure-7

8. Undertaking on Authenticity of Comp. Equip.

- As per Annexure-9
ANNEXURE-9: UNDERTAKING ON AUTHENTICITY OF EQUIPMENTS/MATERIAL

(To be filled by the bidder [On Rs. 10/- 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 licensed operating system, 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: ____________________

Signature of Bidder
ANNEXURE-10: FINANCIAL FORMAT

(to be submitted by the bidder only in SOQ format (XLS) available at e-Procurement portal)

Following table shall be used submission of financial bid from the bidders:

Sample Financial Bid Format – to be submitted online through e-proc only

<table>
<thead>
<tr>
<th>One Time Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Inviting Authority</td>
</tr>
<tr>
<td>Name of Work</td>
</tr>
<tr>
<td>NIT Ref.</td>
</tr>
</tbody>
</table>

**Bidder Name:**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description of Items</th>
<th>Proposed Price per Unit (Rs.)</th>
<th>GST (applicable at the existing rate) (Rs.)</th>
<th>Total Cost (Inclusive GST) (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desktop Computers (Office PC) (Intel 7th Generation or higher, core i5 at least 8GB, DDR4 RAM, 1TB Hard Disk Drive, 18.5 inch wide or higher IPS colour monitor, OS-MS Windows 10 Professional with 3 years Comprehensive onsite warranty)</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Multi Function Printer (MFP) with speed not less than 25 PPM, Auto Duplexing, Network, RAM minimum 128MB, Processor minimum 600 MHz</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Financial Bid evaluation will be done based on Total cost as Column 5

- All cost proposals must reflect the LCP (Lowest Corresponding Price).
- While price will be the most heavily weighted factor in our evaluation of the bids, the DoSJE reserves the right to award the proposal to the best-qualified vendor.

Signature of Bidder
ANNEXURE-11: BANK GUARANTEE FORMAT
(to be submitted by the bidder’s bank only if bank guarantee submission is allowed in the bidding document)

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

To,
The Commissioner,
Social Justice & Empowerment Department,
Pant Krishi Bhawan, Jaipur.

Sir,

1. In accordance with your Notice Inviting Bid for <please specify the project title> vide NIB reference no. <Please specify> M/s. ...................................... (Name & full address of the firm) (Hereinafter called the “Bidder”) hereby submits the Bank Guarantee to participate in the said procurement/ bidding process as mentioned in the bidding document.

It is a condition in the bidding documents that the Bidder has to deposit Bid Security amounting to <Rs. .................. (in words)> in respect to the NIB Ref No. .............. dated .............. issued by .............. Social Justice & Empowerment Department, Jaipur, Rajasthan (hereinafter referred to as “DoSJE”) by a Bank Guarantee from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur irrevocable and operative till the bid validity date (i.e. <please specify> days from the date of submission of bid). It may be extended if required in concurrence with the bid validity.

And whereas the Bidder desires to furnish a Bank Guarantee for a sum of <Rs. .................. (Rupees <in words>)> to the DoSJE as earnest money deposit.

2. Now, therefore, we the ........................................... (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1969 (delete, if not applicable) and branch Office at .................................................. (Hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the DoSJE of the said guaranteed amount without any DoMURE, reservation or recourse.

3. We, the aforesaid bank, further agree that the DoSJE shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by the DoSJE on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said bidding document and the decision of the DoSJE that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the DoSJE shall be final and binding on us.

4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the DoSJE and it is further declared that it shall not be necessary for the DOSJE to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the DoSJE may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.

5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

7. The right of the DoSJE to recover the said amount of <Rs. .................. (Rupees <in words>)> from us in manner aforesaid will not be precluded/ affected, even if, disputes have been raised by the

Signature of Bidder

[Signature]

Page 50 of 56
said M/s ..................................................(Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc.

8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to <Rs. ____________ (Rupees <in words>)> and our guarantee shall remain in force till bid validity period i.e. <please specify> days from the last date of bid submission and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability there under.

9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

10. 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 under the Power of Attorney issued by the bank in your favour.

Date ..........................................................
Place ..........................................................
(Designation) ..............................................
(Bank's common seal) ......................................

In presence of:
WITNESS (with full name, designation, address & official seal, if any)
(1) ..........................................................
(2) ..........................................................

Bank Details
Name & address of Bank:
Name of contact person of Bank:
Contact telephone number:

GUIDELINES FOR SUBMISSION OF BANK GUARANTEE
The Bank Guarantee shall fulfill the following conditions in the absence of which they cannot be considered valid:

1. Bank Guarantee shall be executed on non-judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The Executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/her favor authorizing him/her to sign the document. The Power of Attorney to be witnessed by two persons mentioning their full name and address.
4. The Bank Guarantee should be executed by a Nationalized Bank/ Scheduled Commercial Bank only.
5. Non-Judicial stamp paper shall be used within 6 months from the date of Purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6 (six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per format prescribed by DoSJI;
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
9. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to the Purchaser at the following address:

Signature of Bidder

Page 51 of 56
ANNEXURE-12: DRAFT AGREEMENT FORMAT
{to be mutually signed by selected bidder and procuring entity}

This Contract is made and entered into on this ______ day of ______, 2017 by and between Social Justice & Empowerment Department Social Justice & Empowerment Department, Govt. of Rajasthan, Jaipur, having its head office at Ambedkar Bhawan, Jaipur-302005, Rajasthan (hereinafter referred to as Purchaser/Social Justice & Empowerment Department) which term or expression, unless excluded by or repugnant to the subject or context, shall include its successors in office and assigns on ONE PART.

And

M/s______________, a company registered under ______________ with its registered office at ______________ (hereinafter referred to as the “Successful Bidder/Service provider”) which term or expression, unless excluded by or repugnant to the subject or context, shall include its successors in office and assigns 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 service provider 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 service provider 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

The service provider 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 Social Justice & Empowerment Department 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 Social Justice & Empowerment Department to service provider at the rates set forth in the work order no. ______________ dated ____________ will duly supply the said articles set forth in “Annexure-I: Bill of Services” 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 service provider.

3. The Social Justice & Empowerment Department do hereby agree that if service provider 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 Social Justice & Empowerment Department will pay or cause to be paid to service provider, 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 service provider within the period as specified in the RFP document.

5. In case of extension in the delivery of services period with liquidated damages the recovery shall be made on the basis of following percentages of the value of service delivered in the first quarter which the bidder has failed to deliver.

Signature of Bidder

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<table>
<thead>
<tr>
<th>No.</th>
<th>Condition</th>
<th>LD %</th>
</tr>
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<tbody>
<tr>
<td>a.</td>
<td>Delay of less than or equal to 7 Calendar Days</td>
<td>2.5%</td>
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<tr>
<td>b.</td>
<td>Delay exceeding 8 Calendar Days but less than or equal to 14 Calendar Days</td>
<td>5.0%</td>
</tr>
<tr>
<td>c.</td>
<td>Delay exceeding 15 Calendar Days but less than or equal to 21 Calendar Days</td>
<td>7.5%</td>
</tr>
<tr>
<td>d.</td>
<td>Delay exceeding 21 Calendar Days</td>
<td>10.0%</td>
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</tbody>
</table>

a) Fraction of a day in reckoning period shall be eliminated if it is less than half a day.
b) If the Successful Bidder 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, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
c) Delivery period may be extended with or without liquidated damages if the delay is on account of hindrances beyond the control of the bidder.
d) Also Liquidated Damages would be deducted from the monthly due payment.

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 _____________, 2016.

<table>
<thead>
<tr>
<th>Signed By:</th>
<th>Signed By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>() Designation:</td>
<td>(Authorized Signatory)</td>
</tr>
<tr>
<td>Company:</td>
<td>Social Justice &amp; Empowerment Department, Govt. of Rajasthan</td>
</tr>
</tbody>
</table>

In the presence of:

| () Designation:                | () Designation:                |
| Company:                       | Social Justice & Empowerment Department, Govt. of Rajasthan |

Signature of Bidder

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

[Signature of Bidder]
### ANNEXURE 14: FORMAT FOR SUBMISSION OF PROJECT REFERENCES FOR PRE-QUALIFICATION EXPERIENCE

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Value of Contract/Work Order (In INR):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Project Duration:</td>
</tr>
<tr>
<td>Location within country:</td>
<td></td>
</tr>
<tr>
<td>Name of Customer:</td>
<td>Total No. of staff-months of the assignment:</td>
</tr>
<tr>
<td>Contact person with address, phone, fax and e-mail:</td>
<td>Approx. value of the services provided by your company under the contract (in INR):</td>
</tr>
</tbody>
</table>

**Start date (month/year):**

**Completion date (month/year):**

**Name of associated Bidders, if any:**

**Narrative description of Project:**

**List of Services provided by your firm/company**

Please attach a copy of the work order/completion certificate/purchase order/ letter from the customer for each project reference.
**ANNEXURE-15: PRE-BID QUERIES FORMAT**

**Name of the Company/Firm:** 

---

**Bidding Document Fee Receipt No.** ___________________ **Dated** __________ for Rs. __________/-

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

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Designation</th>
<th>Email-ID(s)</th>
<th>Tel. Nos. &amp; Fax Nos.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Company/Firm Contacts:**

<table>
<thead>
<tr>
<th>Contact Person[s]</th>
<th>Address for Correspondence</th>
<th>Email-ID(s)</th>
<th>Tel. Nos. &amp; Fax Nos.</th>
</tr>
</thead>
<tbody>
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**Query / Clarification Sought:**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>RATE CONTRACT Page No.</th>
<th>RATE CONTRACT Rule No.</th>
<th>Rule Details</th>
<th>Query/ Suggestion/ Clarification</th>
</tr>
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</table>

**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.