

## Request for Proposal (RFP) for Rate Contract for Supply of Stationary, Consumables & Other Office Items for One year

**Reference No.** F3.9(498)/RISL/Store/2026-27/389

**Dated:** 15.06.2026

**Unique bid number:** RIS2627GLRC00030

|                                                    |                                                                                                                                                            |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Procuring Authority</b>                         | Managing Director,<br>RajCOMP Info Services Ltd. (RISL), 1 <sup>st</sup> Floor,<br>C-Block, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan) |
| <b>Last Date &amp; Time of Submission of Bid</b>   | As per NIB                                                                                                                                                 |
| <b>Date &amp; Time of Opening of Technical Bid</b> | As per NIB                                                                                                                                                 |

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

### RajCOMP Info Services Limited (RISL)

1<sup>st</sup> Floor, Yojna Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Raj.)

Phone: 0141-2222126, 2921148 Fax: 0141-2228701

Web: <https://risl.rajasthan.gov.in>

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## **ABBREVIATIONS & DEFINITIONS**

|                                       |                                                                                                                                                                                                                                                                                                                |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Act</b>                            | The Rajasthan Transparency in Public Procurement Act, 2013 (Act No. 21 of 2013) and Rules thereto.                                                                                                                                                                                                             |
| <b>Authorised Signatory</b>           | The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm. |
| <b>BG</b>                             | Bank Guarantee.                                                                                                                                                                                                                                                                                                |
| <b>Bid</b>                            | A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation.                                                                                                                                                                                        |
| <b>Bid Security</b>                   | A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.                                                                                                                                                     |
| <b>Bidder</b>                         | Any person/ firm/ agency/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity.                                                                                                                                                                 |
| <b>Bidding Document</b>               | Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid.                                                                                                                                 |
| <b>BoM</b>                            | Bill of Material.                                                                                                                                                                                                                                                                                              |
| <b>CMC</b>                            | Contract Monitoring Committee.                                                                                                                                                                                                                                                                                 |
| <b>Competent Authority</b>            | An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Managing Director, RISL in this bidding document.                                                                                                 |
| <b>Contract/ Procurement Contract</b> | A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement.                                                                                                                                                                                     |
| <b>Contract/ Project Period</b>       | The Contract/ Project Period shall commence from the date of issue of Work order till completion of project period.                                                                                                                                                                                            |
| <b>COTS</b>                           | Commercial Off The Shelf Software.                                                                                                                                                                                                                                                                             |
| <b>Day</b>                            | A calendar day as per GoR/Gol.                                                                                                                                                                                                                                                                                 |
| <b>DeitY, Gol</b>                     | Department of Electronics and Information Technology, Government of India.                                                                                                                                                                                                                                     |
| <b>DoIT&amp;C</b>                     | Department of Information Technology and Communications, Government of Rajasthan.                                                                                                                                                                                                                              |
| <b>ETDC</b>                           | Electronic Testing & Development Centre.                                                                                                                                                                                                                                                                       |
| <b>FOR/ FOB</b>                       | Free on Board or Freight on Board.                                                                                                                                                                                                                                                                             |
| <b>Gol/ GoR</b>                       | Govt. of India/ Govt. of Rajasthan.                                                                                                                                                                                                                                                                            |
| <b>GST</b>                            | Goods & Service Tax                                                                                                                                                                                                                                                                                            |

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

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

## 1. Invitation for Bids (IFB) & Notice Inviting Bids NIB)

### Invitation for Bids (IFB) & Notice Inviting Bids NIB)

Reference No.: F3.9(498)/RISL/Store/2026-27/389

Dated: 15-06-2026

Unique Bid number: RIS2627GLRC00030

|                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name & Address of the Procuring Entity                                                        | <ul style="list-style-type: none"> <li>Name: RajCOMP Info Services Limited (RISL)</li> <li>Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Name & Address of the Project Officer In-charge (POIC)                                        | <ul style="list-style-type: none"> <li>Name: Sh. Amit Sharma</li> <li>Designation: General Manager (Technical), RISL</li> <li>Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)</li> <li>Email: amit.risl@rajasthan.gov.in</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Subject Matter of Procurement                                                                 | RFP for Rate Contract for Supply of Stationary, Consumables & Other Office items for One year from the date of LoI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Bid Procedure                                                                                 | Single-stage: Two part (envelop)<br>Open competitive e-bid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Bid Evaluation Criteria (Selection Method)                                                    | Technically responsive & lowest cost financially evaluated bidder shall be awarded the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Websites for downloading Bidding Document, Corrigendum's, Addendums etc.                      | <ul style="list-style-type: none"> <li>Websites: <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a>, <a href="https://sppp.rajasthan.gov.in">https://sppp.rajasthan.gov.in</a>, <a href="https://www.doitc.rajasthan.gov.in">https://www.doitc.rajasthan.gov.in</a>, <a href="https://risl.rajasthan.gov.in">https://risl.rajasthan.gov.in</a></li> <li>Bidding document fee: Rs. 1000/- (Rupees One Thousand only) in Cash/Demand Draft/Banker's Cheque in favour of "Managing Director, RISL" payable at "Jaipur".</li> <li>RISL Processing fee: Rs. 500/- (Rupees Five Hundred only) in Demand Draft/Banker's Cheque in favour of "Managing Director, RISL" payable at "Jaipur".</li> </ul> |
| Estimated Procurement Cost                                                                    | <ul style="list-style-type: none"> <li>Rs.13.00 lacs (Rupees Thirteen Lakh Only)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Bid Security and Mode of Payment                                                              | <ul style="list-style-type: none"> <li>Amount (INR): 2% of the estimated procurement cost, 0.5% for M.S.M.E of Rajasthan, 1% for Sick Industries, other than M.S.M.E., whose cases are pending with Board of Industrial &amp; Financial Reconstruction.</li> <li>Mode of Payment: Banker's Cheque or Demand Draft or Bank Guarantee (in specified format), of a Scheduled Bank in favour of "Managing Director, RISL" payable at "Jaipur"</li> </ul>                                                                                                                                                                                                                                                                    |
| Period of Sale of Bidding Document (Start/ End Date)                                          | <ul style="list-style-type: none"> <li>Start Date: 15/06/2026 at 5:00 PM</li> <li>End Date: 25/06/2026 at 1:00 PM</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Manner, Start/ End Date for the submission of Bids                                            | <ul style="list-style-type: none"> <li>Manner: Online at e-Proc website <a href="http://e-proc.rajasthan.gov.in">http://e-proc.rajasthan.gov.in</a></li> <li>Start Date: 15/06/2026 at 5:00 PM</li> <li>End Date: 25/06/2026 at 1:00 PM</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee* | Up to 25/06/2026 at 03:00 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Date/ Time/ Place of Technical Bid Opening                                                    | <ul style="list-style-type: none"> <li>Date: 25/06/2026 at 04:00 PM</li> <li>Place: RISL, Board Room, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

C-Block, 1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 ■ Tel.: 141-2228701, 5103902, Fax: 141-2228701  
Sensitivity: Internal & Restricted

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                               |
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| <b>Date/ Time/ Place of Financial Bid Opening</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Will be intimated later to the Technically qualified bidders. |
| <b>Bid Validity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 90 days from the bid submission deadline                      |
| <p>Note:</p> <ol style="list-style-type: none"> <li>1) Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover.</li> <li>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 date/time mentioned in NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee, RISL Processing Fee and Bid Security should be drawn in favour of "Managing Director,RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank.</li> <li>3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> (bidders already registered on <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> before 30-09-2011 must register again).</li> <li>4) RISL 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.</li> <li>5) Bidders are also advised to refer "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.</li> <li>6) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by DoIT&amp;C, GoR on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&amp;C for booking the training slot.<br/> Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days)<br/> e-mail: <a href="mailto:eproc@rajasthan.gov.in">eproc@rajasthan.gov.in</a><br/> Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur</li> <li>7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.</li> <li>8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a LoI has been issued or a formal contract is signed and executed between the procuring entity and the successful bidder.</li> <li>9) Procuring 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.</li> <li>10) The provisions of RTPP Act, 2012 and 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 RTPP Act 2012 and Rules thereto, the later shall prevail.</li> </ol> |                                                               |

  
**General Manager  
(Technical)**

## **PROJECT PROFILE & BACKGROUND INFORMATION**

### **1. About RISL:**

RajCOMP Info Services Ltd. (formerly RajCOMP) is a fully owned Government of Rajasthan Company; it is a leading consulting organization in the field of Information Technology. RajCOMP Info Services Ltd. (RISL) operates under the aegis of Government of Rajasthan.

RISL is designated State Designated Agency (SDA) for implementation of NeGP Components I.e. State Data Centre (SDC), State Wide Area Network (SWAN), Common Service Centre (CSC), State Service Delivery and other State's Mission Mode Projects (MMPs) and Facilitate State Government for implementing e-Procurement Project.

RISL takes up the activities of procuring and outsourcing of hardware, software, networking components and other products and services on behalf of Government Departments/ Organization(users).

To ensure smooth and timely implementation of the project, RajCOMP Info Services Limited (RISL) has been assigned the responsibility of imparting training/ workshop/ meetings at various levels. RISL requires consumable items for execution of these projects.

### **2. Project Brief:**

RISL is a state level nodal agency for execution of various IT & e-governance projects, RISL is getting regular requirements from various departments/ officers for latest IT equipments.

The employees working in RISL need Stationary, Consumables & other office items for their working.

By entering a "Rate Contract", it is envisaged that the task of providing Stationary, Consumables & other office items shall be executed/ completed in a rapid manner. RISL, through Rate Contract with one or more firms, will directly assign to them the work of providing consumable items as and when required.

## 2. PRE-QUALIFICATION/ ELIGIBILITY CRITERIA:

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

The bidder must submit documentary evidence in support of their claim for fulfilling the criteria. The bids received without documentary evidence and the required Earnest Money will be out rightly rejected.

| S. No. | Basic Requirement    | Specific Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Documents Required                                                                                                                                                                                            |
|--------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Legal Entity         | <p>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<br/>(Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder)</p> <p>OR</p> <p>A company registered under Indian Companies Act, 2013</p> <p>OR</p> <p>A company registered under Indian Companies Act, 1956</p> <p>OR</p> <p>A partnership firm registered under Indian Partnership Act, 1932.</p> <p>OR</p> <p>A Limited Liability Partnership (LLP) firm registered under LLP Act, 2008</p> <p>OR</p> <p>Any other Act of State/ Union for proving Legal Entity</p> <p>(Note: Consortium in any form is not allowed)</p> | <ul style="list-style-type: none"> <li>- Self-certified declaration (if applicable)</li> <li>- Copy of Certificates of incorporation</li> <li>- Copy of Certificate of registration, if applicable</li> </ul> |
| 2      | Financial: Turnover  | <p>Minimum Aggregate Turnover of the bidder during last three financial years, i.e. 2022-23, 2023-24 and 2024-25 (as per the last published audited balance sheets) should not be less than Rs.50 lacs (Rupees Fifty Lacs Only).</p> <p>Note: In case, Audit of balance sheet is exempted than provide a declaration from CA regarding the same.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CA Certificate with CA's Registration Details & UDN Number.                                                                                                                                                   |
| 3      | Financial: Net Worth | The net worth of the bidder as on 31/03/2025 should be Positive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | CA Certificate with CA's Registration Details & UDN Number.                                                                                                                                                   |
| 5      | Tax Registration     | <p>The bidder should have a registered number of</p> <ul style="list-style-type: none"> <li>i. GST IN Registration</li> <li>ii. Income Tax / Pan number</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Copies of relevant certificates of registration                                                                                                                                                               |

| S. No. | Basic Requirement     | Specific Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Documents Required                                                                                                                                                                                                                                               |
|--------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.     | Technical Capability  | The bidder must have successfully executed supply of consumable / stationary items of minimum total value of Rs. 50,000.00 (Fifty Thousand Rupees) during financial years (i.e. 2023-24, 2024-25 and 2025-26) or till this bid submission at any Board/ PSU/ Department under Rajasthan Government Rate Contract/Purchase order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Purchase Order + Work Completion Certificate from the client/CA<br>Certificate of Completion<br>OR<br>Rate Contract order + Work Completion Certificate from the client from multiple purchase order during rate contract period/CA<br>Certificate of Completion |
| 7      | Office in Jaipur      | Bidder must have office in Jaipur at the time of bid submission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Relevant Proof                                                                                                                                                                                                                                                   |
| 8      | Mandatory Undertaking | Bidder should: -<br>a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;<br>b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;<br>c) not have a conflict of interest in the procurement in question as specified in the bidding document.<br>d) comply with the code of integrity as specified in the bidding document. | A Self Certified letter as per Annexure-3: Self-Declaration                                                                                                                                                                                                      |

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

#### **1) Scope of Work (SoW)**

RISL will enter into a Rate-Contract (RC) with successful bidder for supply of various office items as per "Annexure-1: Bill of Material" valid for a period of One (1) Year from the date of Lol with the successful bidder(s). During the RC period, RISL may place the work/ purchase order to the selected bidder(s) for any quantity up to the validity of the RC. The scope of work shall be supply and installation (if applicable) of the ordered items.

#### **2) Deliverables & Time Schedule**

| S. No.                                                         | Deliverable                                               | Timelines                                  |
|----------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------|
| <b>Delivery of Items as per work order issued time to time</b> |                                                           |                                            |
| 1.                                                             | Store Items (Stationary, Consumable & other office items) | Within 05 days from date of purchase order |

The items are to be supplied along with the Delivery Challan/Invoice with successful delivery and Installation (if applicable) of all ordered items at RISL Store, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur.

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

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

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped as mentioned in NIB. The complete bidding documents shall also be placed on the State Public Procurement Portal & E-Procurement Portal, DoIT&C and RISL. The prospective bidders shall be permitted to download the bidding document from the website and pay its price while submitting the online bid to the procuring entity.
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft .
- c) Bidding documents purchased by Principal of any concern may be used by its authorised sole selling agents/ marketing agents/ distributors/ sub-distributors and authorised dealers or vice versa.

### **2) Changes in the Bidding Document**

- a) At any time, prior to the deadline for presenting 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) 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.

#### 4) Format and Signing of Bids

- a) Bidders must submit their bids online at e-Procurement portal i.e. <https://eproc.rajasthan.gov.in>
- b) All the documents uploaded should be digitally signed with the DSC of authorized signatory.
- c) A Single stage- Two part/ cover system shall be followed for the Bid: -
- Technical Bid, including fee details, eligibility & technical documents
  - Financial Bid
- d) The technical bid shall consist of the following sealed and signed documents: -

| Sr.                          | Documents Type                                                                           | Document Format                                                                      |
|------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Fee Details</b>           |                                                                                          |                                                                                      |
| 1.                           | Bidding document Fee (Tender Fee)                                                        | Proof of submission (PDF)                                                            |
| 2.                           | RISL Processing Fee (e-Procurement)                                                      | Instrument/ Proof of submission (PDF)                                                |
| 3.                           | Bid Security (EMD)                                                                       | Instrument/ Proof of submission (PDF)                                                |
| <b>Eligibility Documents</b> |                                                                                          |                                                                                      |
| 4.                           | All the documents mentioned in the "Eligibility Criteria", in support of the eligibility | As per the format mentioned against the respective eligibility criteria clause (PDF) |
| <b>Technical Documents</b>   |                                                                                          |                                                                                      |
| 5.                           | Bill of Material                                                                         | As per Annexure-1 (PDF)                                                              |
| 6.                           | Bidder's Authorization Certificate                                                       | As per Annexure-2 (PDF)                                                              |
| 7.                           | Certificate of Conformity/ No Deviation                                                  | As per Annexure-4 (PDF)                                                              |
| 8.                           | Component Offered                                                                        | As per Annexure-8 (PDF)                                                              |
| 9.                           | Tender Form                                                                              | As per Annexure-9 (PDF)                                                              |
| 10.                          | Certificate for Prior Registration for Public Procurements                               | As per Annexure-11 (PDF)                                                             |

- e) Financial bid shall include the following documents: -

| Sr. | Documents Type               | Document Format                                                                     |
|-----|------------------------------|-------------------------------------------------------------------------------------|
| 1.  | Financial Bid – Cover Letter | On bidder's letter head duly signed by authorized signatory as per Annexure-6 (PDF) |
| 2.  | Financial Bid – Format       | As per BoQ (.XLS) format available on e-Procurement portal                          |

- f) 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.

**5) 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.

**6) Alternative/ Multiple Bids**

- a) Alternative/ Multiple bids shall not be considered at all.

**7) 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 shall necessarily accompany the online technical bid. Original EMD should have to deposit at RISL as per NIB.
- 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 sixty days beyond the original or extended validity period of the bid.
- e) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- 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 confirmer, if required. The procuring entity shall respond promptly to such a request.
- g) The bank guarantee presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.

- 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: -
  - a. when the bidder withdraws or modifies its bid after opening of bids;
  - b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
  - c. when the bidder fails to commence the supply of the goods or execute work as per supply/ purchase order within the time specified;
  - d. when the bidder does not deposit the performance security within specified period after the supply/ purchase order is placed; and
  - e. 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: -
  - a. the expiry of validity of bid security;
  - b. the execution of agreement for procurement and performance security is furnished by the successful bidder;
  - c. the cancellation of the procurement process; or
  - d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

#### **8) Deadline for the submission of Bids**

- a) Bids shall be received, by the e-procurement portal, designated for the purpose, by the procuring entity up to the time and date specified in the NIB.
- b) Normally, the date of submission and opening of bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified 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. In such case the publicity of extended time and date shall be given on RISL and DOIT&C, 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.

**9) 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) Bids withdrawn shall not be opened and processes further.

**10) 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 authorised 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 cover shall be opened & downloaded from the e-Procurement website (only for the bidders who have originally submitted the prescribed fee(s) to RISL).
- e) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the Original proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- f) After all the bids have been opened, they shall be initialled and dated on the first page of the each bid by the members of the bids opening committee. All the pages of the price schedule and letters, Bill of Quantities attached shall be initialled and dated by the members of the committee. Key information such as prices, delivery period, etc. shall be encircled and unfilled spaces in the bids shall be marked and signed with date by the members of the committee. The original and additional copies of the bid shall be marked accordingly. Alterations/ corrections/ additions/ over-writings shall be initialled legibly to make it clear that such alteration, etc., were existing in the bid at the time of opening.
- g) The Financial Bid cover shall be opened on the date and time intimated to the bidders as per the NIB.

**11) Selection Method:.**

The selection method is Least Cost Based Selection (LCBS or L1). L1 will be declared Item Wise. Rate Contract will be done with only one bidder for each item. (i.e.L1). Bidder has to quote compulsorily in all items otherwise complete bid will be rejected.

**12) 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.

**13) Evaluation & Tabulation of Technical Bids****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. limits 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, Registration 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.
- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

**c) Technical Evaluation Criteria**

- a. The tendering authority shall determine to its satisfaction whether the Bidder that is selected as having submitted the best and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- b. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
- c. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the tendering authority shall proceed to the next best bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- d. The tendering authority/ procurement committee, in observance of best practices, shall:
  - 
  - i. Maintain the bid evaluation process strictly confidential as per the details below.
  - ii. Reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption.
  - iii. Strictly apply only and all of the evaluation and qualification criteria specified in the bidding document.

**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.

**14) 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, marking and signing on the financial bids shall be as prescribed above.
- 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 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;
- f) 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;
- g) The members of bids evaluation committee shall give their recommendations below the table regarding lowest bid or most advantageous bid and sign it.
- h) 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.

**15) 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;
- 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.

#### **16) Negotiations**

- a) Negotiations may be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- b) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- c) 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 three days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- d) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- 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.

#### **17) 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 a gratification in any form, or 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.

**18) Lack of competition**

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

- 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.

**19) 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 its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- b) Decision on bids shall be taken within original validity period of bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period 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 of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.
- i) The bid security of the bidders 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.

**20) 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.

**21) 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.

**22) 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 except otherwise provided in the bidding documents.
- b) Orders for extra items may be placed by the procuring entity in accordance with the Schedule of Powers as prescribed by the Finance Department, up to 5% of the value of the original contract.
- c) Orders for additional quantities may be placed on the rates and conditions given in the contract and 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: -
  - a. 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
  - b. 50% of the value of goods or services of the original contract.

**23) 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 in case of procurement of goods and services. In case of MSME of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than MSME, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order.
- c) Performance security shall be furnished in any one of the following forms: -

- a. Bank Draft or Banker's Cheque of a scheduled bank;
- b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;
- c. Bank guarantee/s or e-BG of a scheduled bank. It may be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;
- d. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- d) Performance security furnished in the form specified in clause [c] 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:-
  - a. When any terms and condition of the contract is breached.
  - b. When the bidder fails to make complete supply satisfactorily.
  - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- g) No interest shall be payable on the PSD.

**24) Additional Performance Security**

In addition to Performance Security as specified above, an additional performance security shall also be taken from the successful bidder in case of unbalanced bid according to the rule 75A of RTPP rules. The Additional Performance Security shall be equal to fifty percent of Unbalanced Bid Amount. The Additional Performance Security shall be deposited in lump sum by the successful bidder before execution of Agreement. The Additional Performance Security shall be deposited through e-Grass, Demand Draft, Banker's Cheque, Government Securities or Bank Guarantee.

**For the purpose of this rule-**

- a) Unbalanced Bid means any bid below more than fifteen percent of Estimated Bid Value.
- b) Estimated Bid Value means value of subject matter of procurement mention in bidding documents by the Procuring Entity.
- c) Unbalanced Bid Amount means positive difference of eighty-five percent of Estimated Bid Value Minus Bid Amount Quoted by the bidder.
- d) The Additional Performance Security shall be refunded to the selected bidder after satisfactory completion of the entire work. The Additional Performance Security shall be forfeited by the Procuring Entity when work is not completed within stipulated period by the selected bidder.

**25) 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 despatched to the bidder.
- b) The successful bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is despatched to the successful bidder.
- c) If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.
- e) Agreement would be signed only once for the entire rate contract and only work order(s), as required, may be issued later.

**26) Confidentiality**

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

- b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised 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.

## **27) Cancellation of procurement process**

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

## **28) 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 include 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 collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- iv. improper use of information shared between the procuring entity and the bidders with an intent to gain 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;
- b. disclosure of conflict of interest;
- c. 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 debarment by any other procuring entity.
- c) 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: -
  - a. exclusion of the bidder from the procurement process;
  - b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
  - c. forfeiture or encashment of any other security or bond relating to the procurement;
  - d. recovery of payments made by the procuring entity along with interest thereon at bank rate;
  - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
  - f. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

## 29) Interference with Procurement Process

A bidder, who: -

- a) withdraws from the procurement process after opening of financial bids;
- b) withdraws from the procurement process after being declared the successful bidder;
- c) fails to enter into procurement contract after being declared the successful bidder;

- d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful bidder, without valid grounds,

shall, in addition to the recourse available in the bidding document or the contract be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

### 30) Appeals

- a) Subject to “Appeal not to lie in certain cases” below, if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or guidelines issued thereunder, he may file an appeal to such officer of the procuring entity, as may be designated by it for the purpose, within a period of 10 days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:
  - a. Provided that after the declaration of a bidder as successful in terms of “Award of Contract”, the appeal may be filed only by a bidder who has participated in procurement proceedings:
  - b. Provided further that in case a procuring entity evaluates the technical bid before the opening of the financial bid, an appeal related to the matter of financial bid may be filed only by a bidder whose technical bid is found to be acceptable.
- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that subsection within the period specified in (c) 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 (c) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal:
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be :  
**First Appellate Authority:** Secretary/ Principal Secretary, IT&C, Govt. of Rajasthan  
**Second Appellate Authority:** Secretary, Finance ( Budget ) Department, Govt. of Rajasthan
- f) Form of Appeal:
  - a. Every appeal under (a) and (c) above shall be as per Annexure-9 along with as many copies as there are respondents in the appeal.

- b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- g) Fee for Appeal: Fee for filing appeal:
  - a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
  - b. The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.
- h) Procedure for disposal of appeal:
  - a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
  - b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
    - i. hear all the parties to appeal present before him; and
    - ii. peruse or inspect documents, relevant records or copies thereof relating to the matter.
  - c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
  - d. The order passed under (c) shall also be placed on the State Public Procurement Portal.
- i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the bidder or the procuring entity, shall be disclosed in a proceeding under an appeal.

### 31) Stay of procurement proceedings

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

### 32) Vexatious Appeals & Complaints

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

be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

### 33) Offenses by Firms/ Companies

- a) Where an offence under “The Rajasthan Transparency Public Procurement Act 2012” has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:  
Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.
- b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.
- c) For the purpose of this section-
  - a. "company" means a body corporate and includes a limited liability partnership, firm, registered society or co- operative society, trust or other association of individuals; and
  - b. "director" in relation to a limited liability partnership or firm, means a partner in the firm.
- d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

### 34) Debarment from Bidding

- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
  - a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
  - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of “Code of Integrity for bidders” above, it may debar the bidder for a period not exceeding three years.

- d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

### **35) Monitoring of Contract**

- a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder's premises where the work is being completed may be inspected.
- c) If delay in delivery of goods and service is observed a performance notice would be given to the selected bidder to speed up the delivery.
- d) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- e) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
- f) The selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of procuring entity.

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

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

##### **Definitions**

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

- a) "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c) "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- d) "Day" means a calendar day.
- e) "Delivery" means the transfer of the Goods from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- f) "Completion" means the fulfilment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
- g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidder is required to supply to the Purchaser under the Contract.
- h) "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
- i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidder under the Contract.
- j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the related services is subcontracted by the successful/ selected bidder.
- k) "Supplier/ Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document.

Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the

bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the bid and signing the contract refer the same to the procuring entity and get clarifications.

### **1) Contract Documents**

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

### **2) Interpretation**

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

### **3) Language**

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

#### **4) Eligible Goods and Related Services**

- a) For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, transportation, supply, installation, integration, testing, commissioning, training, and initial maintenance.
- b) Bidder must quote products in accordance with above clause “Eligible goods and related services”.

#### **5) Notices**

- a) Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term “in writing” means communicated in written form with proof of dispatch and receipt.
- b) A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.

#### **6) Governing Law**

The Contract shall be governed by and interpreted in accordance with the laws of the Rajasthan State/ the Country (India), unless otherwise specified in the contract.

#### **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.

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

changed, additional charges of assistance in shifting and providing maintenance services for remaining period would be decided mutually.

#### **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.

#### **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.

#### **11) Contract Price**

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

#### **12) Recoveries from Supplier/ Selected Bidder**

- a) Recovery of liquidated damages, short supply, breakage, rejected articles shall be made ordinarily from bills.
- b) The Purchase Officer shall withhold amount to the extent of short supply, broken/damaged or for rejected articles unless these are replaced satisfactorily. In case of failure to withhold the amount, it shall be recovered from his dues and performance security deposit available with RISL.
- c) The balance, if any, shall be demanded from the Supplier/ Selected Bidder and when recovery is not possible, the Purchase Officer shall take recourse to law in force.

#### **13) Taxes & Duties**

- a) The income tax, goods & service tax, etc., if applicable, shall be deducted at source from the payment to the Supplier/ Selected Bidder as per the law in force at the time of execution of contract.
- b) The entry tax, if applicable shall be deducted at source and deposited in the government treasury in proper revenue receipt head of account.

- c) For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
- d) 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.
- e) All type of taxes and duties shall be applicable as per prevailing Govt. norms and shall be paid extra.
- f) 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.

#### **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 RISL or other institutions participating in the Contract;
  - ii. now or hereafter enters the public domain through no fault of that party;
  - iii. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
  - iv. otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

- e) The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.
- f) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

**15) Sub-contracting**

- a) Unless otherwise specified in the Contract, the bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of Purchaser/ Tendering Authority.
- b) If permitted, the selected bidder shall notify the Purchaser, in writing, of all subcontracts awarded under the Contract, if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier/ Selected Bidder from any of its obligations, duties, responsibilities, or liability under the Contract.
- c) Subcontracts, if permitted, shall comply with the provisions of bidding document and/ or contract.

**16) Specifications and Standards**

- a) All articles supplied shall strictly conform to the specifications, trademark laid down in the tender form and wherever articles have been required according to ISI/ 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 conforms to the specifications shall be final and binding.
- b) Technical Specifications
  - i. The Supplier/ Bidder shall ensure that the goods and related services comply with the quality and hygienic standards. 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.

**17) 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.

#### **18) Insurance**

- a) 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 and services will be delivered at the FOR destination in perfect condition.

#### **19) Transportation**

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

#### **20) 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.
- 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) After successful inspection, it will be supplier's/ selected bidder's responsibility to dispatch and deliver the goods 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.

**21) Testing charges**

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

**22) 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 user department 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 1 hour 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.

**23) Extension in Delivery Period and Liquidated Damages (LD)**

- a) Except as provided under clause "Force Majeure", if the Supplier/ Bidder fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the conditions of the Contract Price for each hour or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the bidding document and/ or contract. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to clause "Termination".
- b) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the specified period.
- c) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods or service is on account of hindrances beyond the control of the bidder.
  - i. The supplier/ service provider shall request in writing to CMC giving reasons for extending the delivery period of service if he finds himself unable to complete the supply of goods or service within the stipulated delivery period or is unable to maintain prorate progress in the supply of goods or service delivery. This request shall be submitted as soon as a hindrance in delivery of goods and service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of goods and service after which such request shall not be entertained.
  - ii. The CMC shall examine the justification of causes of hindrance in the delivery of goods and service and the period of delay occurred due to that and recommend the competent

- authority on the period of extension which should be granted with or without liquidated damages.
- iii. Normally, extension in delivery period of goods in following circumstances may be considered without liquidated damages:
    - a. When delay has occurred due to delay in supply of goods etc. if the RISL was required to supply them to the supplier of goods or service provider as per terms of the contract.
    - b. When delay has occurred in supply of materials etc. if these were required to be supplied to the supplier or service provider by the RISL as per terms of the contract.
  - iv. If the competent authority agrees to extend the delivery period/ schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason, what so ever beyond the contracted cost shall be paid for the delayed supply of goods and service.
  - v. It shall be at the discretion of the concerned authority to accept or not to accept the supply of goods and/ or services rendered by the contractor after the expiry of the stipulated delivery period, if no formal extension in delivery period has been applied and granted. The competent authority shall have right to cancel the contract with respect to undelivered goods and/ or service.
  - vi. If RISL is in need of the good and/ or service rendered after expiry of the stipulated delivery period, it may accept the services and issue a letter of extension in delivery period with usual liquidated damages and denial clauses to regularize the transaction.
- d) In case of extension in the delivery and/ completion period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of goods and/ or service which the bidder has failed to supply or complete: -

| Sr. | Condition                                                                                                                                | LD %   |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|--------|
| a.  | Delay up to one fourth period of the prescribed period of delivery, successful installation and completion of work                       | 2.5 %  |
| b.  | Delay exceeding one fourth but not exceeding half of the prescribed period of delivery, successful installation and completion of work   | 5.0 %  |
| c.  | Delay exceeding half but not exceeding three fourth of the prescribed period of delivery, successful installation and completion of work | 7.5 %  |
| d.  | Delay exceeding three fourth of the prescribed period of delivery, successful installation and completion of work                        | 10.0 % |

Note: The maximum amount of liquidated damages shall be 10% of each work order value.

#### 24) Limitation of Liability

Except in cases of gross negligence or wilful 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.

## **25) Change in Laws & Regulations**

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Rajasthan/ India, where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/ or the Contract Price, then such Delivery Date and/ or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with Clause "Contract Price".

## **26) Force Majeure**

- a) The Supplier shall not be liable for forfeiture of its Performance Security deposit, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. 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 contractor shall promptly notify the department in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by RISL, the contractor 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 RISL, the RISL may take the case with the contractor on similar lines.

## **27) Change Orders and Contract Amendments**

- a) The Purchaser may at any time order the Supplier/ 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.
- b) If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's/ Bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly should be amended. Any claims by the Supplier/ Bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's/ Bidder's receipt of the Purchaser's change order.
- c) Prices to be charged by the Supplier/ 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/ Bidder for similar services.

## **28) Termination**

### **a) Termination for Default**

- i. The tender sanctioning authority of RISL may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 30 days sent to the supplier/ selected bidder, terminate the contract in whole or in part: -
  - a. If the supplier/ selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by RISL;
  - 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 judgement of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
  - d. If the supplier/ selected bidder commits breach of any condition of the contract.
- ii. If RISL terminates the contract in whole or in part, amount of PSD may be forfeited.
- iii. Before cancelling a contract and taking further action, advice of senior most finance person available in the office and of legal adviser or legal assistant posted in the office, if there is one, may be obtained.

**b) Termination for Insolvency**

RISL 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 RISL.

**c) Termination for Convenience**

- i. RISL, 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.

**29) Settlement of Disputes**

General: If any dispute arises between the supplier/ selected bidder and RISL during the execution of a contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ selected bidder on the points of dispute. The representation so received shall be examined by the concerned Procurement Committee which sanctioned the tender. The Procurement Committee may take legal advice of a counsel and then examine the representation. The supplier/ selected bidder will also be given an opportunity of being heard. The Committee will take a decision on the representation and convey it in writing to the supplier/ selected bidder.

Standing Committee for Settlement of Disputes: If a question, difference or objection arises in connection with or out of the contract/ agreement or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by mutual discussions or the decision of tender sanctioning Procurement Committee, it shall be referred to the empowered standing committee for decision, if the amount of the claim is

more than Rs. 50,000/-. The empowered standing committee shall consist of following members: - (RISL)

- Chairman of BoD of RISL : Chairman
- Secretary, DoIT&C or his nominee,  
not below the rank of Deputy Secretary : Member
- Managing Director, RISL : Member
- Director (Technical)/ Executive Director, RISL : Member
- Director (Finance), RISL : Member
- A Legal Expert to be nominated by the Chairman : Member

Procedure for reference to the Standing Committee: The supplier/ selected bidder shall present his representation to the Managing Director, RISL along with a fee equal to two percent of the amount of dispute, not exceeding Rupees One Lakh, within one month from the date of communication of decision of the tender sanctioning Procurement Committee. The officer-in-charge of the project who was responsible for taking delivery of the goods and/ or service from the supplier/ selected bidder shall prepare a reply of representation and shall represent the RISL's stand before the standing committee. From the side of the supplier/ selected bidder, the claim case may be presented by himself or through a lawyer. After hearing both the parties, the standing committee shall announce its decision which shall be final and binding both on the supplier/ selected bidder and RISL. The standing committee, if it so decides, may refer the matter to the Board of Directors of RISL for further decision.

Legal Jurisdiction: All legal proceedings arising out of any dispute between both the parties regarding a contract shall be settled by a competent court having jurisdiction over the place, where agreement has been executed and by no other court, after decision of the standing committee for settlement of disputes.

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

### **1. Payment Terms and Schedule**

- a) The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- b) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- c) All remittance charges will be borne by the supplier/ selected bidder.
- d) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- e) 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.
- f) 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.
- g) Taxes (work contract tax, service tax, VAT, income tax, etc.), as applicable, will be deducted at source, from due payments, as per the prevalent rules and regulations.

### **2. Service Level Standards/ Requirements/ Agreement**

- a) **Penalty for Non-performance as per the specified Service Level Standards/ Requirements:** This shall mainly include the following aspects of the non-performance in service delivery.
  - a. Penalty for any complaint raised by participant should be resolved within three days.
    - i. Complaint (i.e. less quantity, poor quality) item will be replaced free of cost and 10% of cost of order value of the occasion will be imposed as penalty.
  - b. These penalties are in addition to Liquidated Damages which may be imposed on late delivery of the defined deliverables.
  - c. If the complaint raised by participant shall not be resolved after three days, the procuring entity may take appropriate action like but not limited to cancellation of work order for RC and forfeiture of SD.

### **3. Price Fall Clause:**

If the rate contract holder quotes / reduces its price to render similar goods, works or services at a price lower than the rate contract price to anyone in the State at any time during the currency of the rate contract, the rate contract price shall be automatically reduced with effect from the date of reducing or quoting lower price, for all delivery of the subject matter of procurement under that rate contract and the rate contract shall be amended accordingly. The firms holding parallel rate contracts shall also be given opportunity to reduce their price by notifying them the

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

**ANNEXURE-1: BILL OF MATERIAL {to be filled, Seal and signed by the bidder}**

(Office Stationery &amp; General Items)

| S. No. | Item Description                                                                                          | Tentative Quantity |
|--------|-----------------------------------------------------------------------------------------------------------|--------------------|
| A      | B                                                                                                         | C                  |
| 1.     | Alpin – Make: zebra, bell (26 MM, NW 70 Gm)                                                               | 20                 |
| 2.     | Plastic Alpin Box to keep alpines                                                                         | 20                 |
| 3.     | Binder clip (Set of 12 Pieces): - (Best Quality) (As per Sample)                                          |                    |
|        | (a) 19 MM                                                                                                 | 30                 |
|        | (b) 25 MM                                                                                                 | 50                 |
|        | (c) 32 MM                                                                                                 | 50                 |
|        | (d) 44 MM                                                                                                 | 40                 |
| 4.     | Carbon (Kores/Camlin) (Set of 100 Sheets)                                                                 | 2                  |
| 5.     | Tape transparent cello (Best Quality) (As per Sample)                                                     |                    |
|        | (a) 1"                                                                                                    | 70                 |
|        | (b) 2"                                                                                                    | 150                |
| 6.     | Tape Packing brown (Best Quality) (As per Sample)                                                         |                    |
|        | (a) 1"                                                                                                    | 70                 |
|        | (b) 2"                                                                                                    | 150                |
| 7.     | Stapler (Kangaroo/Kores/Max)                                                                              |                    |
|        | (a) HD-10                                                                                                 | 100                |
|        | (b) HD-45 (24x6)                                                                                          | 100                |
|        | (c) HD-45 (24/6 – 26/6) Iron                                                                              | 20                 |
| 8.     | Cell Make: (Nippo/Everyday/Novino/Panasonic)                                                              |                    |
|        | (a) Pencil Cell (AA)                                                                                      | 700                |
|        | (b) Pencil Cell (AAA)                                                                                     | 700                |
| 9.     | Duro Cell Ultra (AA/ AAA) :                                                                               | 200                |
| 10.    | Punching Machine (Kangaroo/ Kores)                                                                        |                    |
|        | (a) 280                                                                                                   | 100                |
|        | (b) 500                                                                                                   | 100                |
| 11.    | Eraser (Natraj) (Pack of 20 Pcs.)                                                                         | 25                 |
| 12.    | Sharpener (Natraj) (Pack of 20 Pcs.)                                                                      | 20                 |
| 13.    | HB Pencil (Natraj) (Pack of 10 Pcs.)                                                                      | 100                |
| 14.    | Envelop A-4 Size 90 GSM paper with cloth binding (lining) <b>(As Per Sample)</b> (white & sunshine paper) | 300                |
| 15.    | Envelop A-3 Size 90 GSM paper with cloth binding (lining) <b>(As Per Sample)</b> (white & sunshine paper) | 300                |
| 16.    | Glue Stick 15gm. (Kores/Fevistick)                                                                        | 300                |
| 17.    | High Lighter Pen (Luxor/Faber castle) (Multicolor)                                                        | 50                 |
| 18.    | High Lighter (Luxor/Faber castle) (Multicolor)                                                            | 150                |
| 19.    | Permanent Marker (Camlin/Luxor) (Multicolor)                                                              | 150                |
| 20.    | Paper Weight (Acrylic) Boss/ASVEE <b>(As Per Sample)</b>                                                  | 20                 |
| 21.    | Peon Book (200 Page) laser paper <b>(As Per Sample)</b>                                                   | 2                  |
| 22.    | Register (Make: Monark/RB) -Superior Quality <b>(As Per Sample)</b>                                       |                    |
|        | (a) Bill register (page 80)                                                                               | 2                  |
|        | (b) Stock Register 7 no. with cloth binding                                                               | 5                  |
|        | (c) Stock Register 10 no. with cloth binding                                                              | 5                  |
|        | (d) Dispatch register (page 600) 12 no.                                                                   | 5                  |
|        | (e) Receipt register (page 600) 12 no.                                                                    | 2                  |
|        | (f) Driver Log book register (page 200)                                                                   | 10                 |
|        | (g) Permanent issue register (Page 400) 6 No.                                                             | 5                  |
|        | (h) Line register                                                                                         |                    |
|        | (i) Page 120                                                                                              | 50                 |
|        | (ii) Page 180                                                                                             | 50                 |

| S. No. | Item Description                                                                  | Tentative Quantity |
|--------|-----------------------------------------------------------------------------------|--------------------|
| A      | B                                                                                 | C                  |
|        | (iii) Page 240                                                                    | 50                 |
|        | <b>Slip pad (Neelgagan/Monark) – Superior Quality (As per Sample)</b>             |                    |
| 23.    | (a) Page 60                                                                       | 500                |
|        | (b) Page 80                                                                       | 300                |
|        | (c) Page 120                                                                      | 100                |
|        | (d) Page 180                                                                      | 100                |
|        | <b>Spiral Slip pad (four colour paper) (Neelgagan/Spico) – Superior Quality</b>   |                    |
| 24.    | (a) Page 80 sheets – (No.4)                                                       | 300                |
|        | (b) Page 120 sheets – (No.5)                                                      | 300                |
|        | <b>Stapler pin (kangaroo/Kores)</b>                                               |                    |
| 25.    | (a) No. 10-1 M                                                                    | 300                |
|        | (b) No. HP45 (24x6)                                                               | 150                |
| 26.    | Plastic A4 Report File Folder (Best Quality) (As Per Sample) (White)              | 250                |
| 27.    | Separator – A4 size (Best Quality) (Set of 30 Piece) (As Per Sample)              | 250                |
| 28.    | Mosquito machine (All-out/Good Knight) (with 45ml.Refill)                         | 50                 |
| 29.    | Mosquito refill 45ML. (All-out/Good Knight)                                       | 100                |
| 30.    | Mosquito Killer spray 600ML. (Hit)                                                | 50                 |
|        | <b>Plastic Dust Bin (Cello/Neelkamal) (As per Sample) - Superior Quality</b>      |                    |
| 31.    | (a) Big (25Ltr.)                                                                  | 3                  |
|        | (b) Medium (12ltr.)                                                               | 3                  |
|        | (c) Small (7ltr.)                                                                 | 3                  |
|        | <b>Plastic Padel Dust Bin (Cello/Neelkamal) (As per Sample)- Superior Quality</b> |                    |
| 32.    | (a) Big (25Ltr.)                                                                  | 3                  |
|        | (b) Medium (12ltr.)                                                               | 3                  |
|        | (c) Small (7ltr.)                                                                 | 3                  |
|        | <b>Towel – (Bombay Dyeing/ /Raymond) (As per Sample) (Min. 500 GSM)</b>           |                    |
| 33.    | (a) Car Towel (100*160) CM. (White)                                               | 30                 |
|        | (b) Chair Towel (75*150) CM. (Multicolour)                                        | 50                 |
|        | (c) Hand Towel (40*60) CM. (Multicolour)                                          | 80                 |
| 34.    | Duster cloth (cotton/khadi) size 45x45 Cm. (As per Sample)-Best Quality           | 200                |
| 35.    | Colin Liquid Cleaner 500ml.                                                       | 30                 |
| 36.    | Wireless Remote Bell (Anchor/ Cona/ Havells)                                      | 30                 |
| 37.    | Paper Sponge (As per Sample)                                                      | 20                 |
| 38.    | Room Freshner Spray 200ML. (Godrej/ Odonil/ Riya)                                 | 20                 |
| 39.    | White board marker (Camlin/ Cello/ Luxor) (Multicolor)                            | 70                 |
| 40.    | White board magnet – Superior Quality – As per Sample                             | 20                 |
| 41.    | White board (3*5) (Best Quality) (As per Sample)                                  | 10                 |
| 42.    | Whitener pen (Faber Castle/ Cello/ Camlin)                                        | 100                |
| 43.    | Rim A4 size (75 GSM) Make: JK Red                                                 | 1200               |
| 44.    | Rim A4 size (100 GSM) Make: JK                                                    | 10                 |
| 45.    | Rim A4 size (250 GSM) (Superior Quality) (As per Sample)                          | 5                  |
| 46.    | Rim FS size (Legal) (75 GSM) Make: JK Red                                         | 300                |
| 47.    | Rim A3 (75 GSM) Make: JK Red                                                      | 5                  |
| 48.    | Rim Green (Pipe) Paper (Legal) (80GSM) - JK Green (As Per Sample)                 | 10                 |
| 49.    | Address label, 24 label per page (for laser printer A4 size) Century              | 2                  |
|        | <b>Attendance register (Laser paper) (Best Quality) (As Per Sample)</b>           |                    |
| 50.    | (a) Page 80                                                                       | 10                 |
|        | (b) Page 120                                                                      | 7                  |
|        | (c) Page 180                                                                      | 5                  |
|        | (d) Page 240                                                                      | 5                  |
| 51.    | Basta Cloth Khadi Size 90x90 Cm.                                                  | 800                |
| 52.    | File pad – (32 Owns) Size 10x15 36" (Dori 4x27 flap)                              | 1000               |

| S. No. | Item Description                                                                        | Tentative Quantity |
|--------|-----------------------------------------------------------------------------------------|--------------------|
| A      | B                                                                                       | C                  |
|        | (Best Quality) (As Per Sample)                                                          |                    |
| 53.    | Calculator (Citizen/Casio 12 digit)                                                     | 30                 |
|        | Cutter (Natraj) (As per Sample)                                                         |                    |
| 54.    | (a) Medium                                                                              | 50                 |
|        | (b) Big                                                                                 | 50                 |
| 55.    | Dak Pad (Neelgagan) (Best Quality) (As Per Sample)                                      | 5                  |
| 56.    | File lace, 24inch Length, (thick), 50-piece packet                                      | 100                |
| 57.    | Measuring scale plastic 12" (Natraj)                                                    | 10                 |
| 58.    | Measuring scale steel 12" (Natraj)                                                      | 5                  |
|        | Pen (Black, Blue, Green & Red) (As per Sample)                                          |                    |
|        | (a) Renold 0.45                                                                         | 3000               |
|        | (b) Add gel Achiver                                                                     | 500                |
|        | (c) Uni-ball pen (eye) Micro                                                            | 500                |
|        | (d) Impact gel                                                                          | 300                |
|        | (e) Uni-ball Eye UB157 Roller Pen                                                       | 200                |
|        | (f) Pilot – 0.7                                                                         | 300                |
|        | (g) Pilot Hi-tecpoint V10 Grip                                                          | 300                |
|        | Refill (Black, Blue, Green & Red)                                                       |                    |
| 60.    | (a) Add gel Achiver                                                                     | 50                 |
|        | (b) Impact gel                                                                          | 30                 |
| 61.    | Post TT (3x3) (Century/3M) three colour                                                 | 150                |
|        | Post TT (Single colour)                                                                 |                    |
| 62.    | (a) Size - 3x3                                                                          | 50                 |
|        | (b) Size - 3x4                                                                          | 20                 |
|        | (c) Size - 3x6                                                                          | 20                 |
| 63.    | Index file (Solo, Neelgagan) (Best Quality) (As Per Sample)                             | 100                |
| 64.    | Transparent Folder A4 (Solo) (Set of 20 Piece)                                          | 300                |
| 65.    | Transparent Folder FS (Solo) (Set of 20 Piece)                                          | 200                |
| 66.    | Ring binder file (solo, Neelgagan) (Best Quality) (As Per Sample)                       | 100                |
| 67.    | Stamp Pad (Ashoka) Size 110x70 mm                                                       | 5                  |
| 68.    | Scissor Medium (8" Inch) (Kangaroo/ Gem) (Best Quality) (As Per Sample)                 | 100                |
| 69.    | Notesheet Tag (8 inch) (Parnami/Sup.)                                                   | 10                 |
| 70.    | Extension Board with min. 6 points and min. 5 mtr. Wire (Belkin) with one year warranty | 50                 |
| 71.    | Bed sheet - Single Bed (Bombay Dying/Raymond's) with 2 pillow covers                    | 5                  |
| 72.    | Pillow Cover (Bombay Dying/ Raymond's) (Set of 2 Piece)                                 | 5                  |
| 73.    | U-Clip/Gem clip Plastic coated                                                          | 50                 |
| 74.    | Board Pin (Soldier/Scoder & other superior quality)                                     | 20                 |
| 75.    | CD Marker (Faber Castell/Luxor)                                                         | 80                 |
| 76.    | Mouse Pad (Logitech/i-Ball & other superior quality)                                    | 50                 |
| 77.    | Poker (Steel)                                                                           | 20                 |
| 78.    | Tape Both side (1" Inch)                                                                | 30                 |
| 79.    | White Board Magnetic Duster                                                             | 30                 |
| 80.    | Air Freshener refill with Air Freshener Machine (AIR WICK)                              | 5                  |
| 81.    | Air Freshener refill for Air Freshener Machine (AIR WICK)                               | 20                 |

**Note:**

- GST shall be applicable as per prevailing Govt. norms and shall be paid extra.
- Product having Bad Quality or other than described size/company will not have accepted.

**ANNEXURE-2: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled, Seal and signed by the bidder}**

To,  
MD, RISL,  
Yojna Bhawan,  
C-Scheme, Jaipur

I/ We ..... {Name/ Designation} hereby declare/ certify that  
..... {Name/ Designation} is hereby  
authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference  
No. .... Dated: ..... He/ She is also authorized to  
attend meetings & submit technical & commercial information/ clarifications as may be required by  
you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures  
are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

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

**ANNEXURE-3: SELF-DECLARATION** {to be filled, Seal and Signed by the bidder}

To,  
MD, RISL,  
Yojna Bhawan,  
C-Scheme, Jaipur

In response to the NIB reference No. .... Dated: ..... for  
*Entering into a Rate Contract for Supply of Stationary, Consumables & Other Office Items for One year*”,  
as an Owner/ Partner/ Director/ Auth. Signatory 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.

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

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

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

**ANNEXURE-4: CERTIFICATE OF CONFORMITY/ NO DEVIATION** {to be filled, seal and signed by the bidder}

To,  
MD, RISL,  
Yojna Bhawan,  
C-Scheme, Jaipur

**CERTIFICATE**

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

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

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

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

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

**ANNEXURE-5: FINANCIAL BID COVER LETTER & FORMAT** {to be filled by the bidder}**COVER LETTER**

To,  
MD, RISL,  
Yojna Bhawan,  
C-Scheme, Jaipur

Reference: NIB No. .... Dated: .....

Dear Sir,

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

I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price is inclusive of all cost likely to be incurred for executing this work. The prices are excluding of all type of govt. taxes/duties as mentioned in the financial bid (BoQ).

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

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

I / We agree to abide by this bid for a period of 90 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

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

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

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

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

Date: .....

Authorized Signatory .....

Name: .....

Designation: .....

### Financial Bid Format

(To be submitted by the bidder only in BoQ format (.XLS) available at e-Procurement portal)  
(This is an indicative BoQ. The BoQ available at e-procurement portal shall be considered as final.)

**Tender Inviting Authority:** Managing Director, RISL, Jaipur

**Name of Work:** RC for Supply of Stationary, Consumables & Other Office Items for One year

**Contract No :** F3.9(498)/RISL/Store/2026-27/389 **Dated:** 15.06.2026

|                                                             |  |
|-------------------------------------------------------------|--|
| <b>Name of the Bidder/<br/>Bidding Firm /<br/>Company :</b> |  |
|-------------------------------------------------------------|--|

#### PRICE SCHEDULE

**(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)**

**(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )**

**Note: All Terms & Condition applicable Per RFP**

- GST shall be applicable as per as per prevailing Govt. norms and shall be paid extra.
- Bidder has to quote compulsorily in all items otherwise complete bid will be rejected.

| NUMBER # | TEXT #                                                                  | NUMBER #           | NUMBER #                      | TEXT #                |
|----------|-------------------------------------------------------------------------|--------------------|-------------------------------|-----------------------|
| Sl. No.  | Item Description                                                        | Tentative Quantity | Unit Rate Excluding GST (Rs.) | TOTAL AMOUNT In Words |
| 1        | 2                                                                       | 3                  | 4                             | 5                     |
| 1        | Alpin – Make: zebra, bell (26 MM, NW 70 Gm)                             | 20                 |                               |                       |
| 2        | Plastic Alpin Box to keep alpines                                       | 20                 |                               |                       |
| 3        | <b>Binder clip (Set of 12 Pieces): - (Best Quality) (As per Sample)</b> |                    |                               |                       |
| 4        | (a) 19 MM                                                               | 30                 |                               |                       |
| 5        | (b) 25 MM                                                               | 50                 |                               |                       |
| 6        | (c) 32 MM                                                               | 50                 |                               |                       |
| 7        | (d) 44 MM                                                               | 40                 |                               |                       |
| 8        | Carbon (Kores/Camlin) (Set of 100 Sheets)                               | 2                  |                               |                       |
| 9        | <b>Tape transparent cello (Best Quality) (As per Sample)</b>            |                    |                               |                       |
| 10       | (b) 1"                                                                  | 70                 |                               |                       |
| 11       | (d) 2"                                                                  | 150                |                               |                       |
| 12       | <b>Tape Packing brown(Best Quality) (As per Sample)</b>                 |                    |                               |                       |

|    |                                                                                                    |     |  |  |
|----|----------------------------------------------------------------------------------------------------|-----|--|--|
| 13 | (b) 1'                                                                                             | 70  |  |  |
| 14 | (c) 2"                                                                                             | 150 |  |  |
| 15 | <b>Stapler (Kangaroo/Kores/Max)</b>                                                                |     |  |  |
| 16 | (a) HD-10                                                                                          | 100 |  |  |
| 17 | (b) HD-45 (24x6)                                                                                   | 100 |  |  |
| 18 | (c) HP-45 (24/6 – 26/6)(Iron)                                                                      | 20  |  |  |
| 19 | <b>Cell Make:<br/>Nippo/Everyday/Novino/Panasonic</b>                                              |     |  |  |
| 20 | (a) Pencil Cell (AA)                                                                               | 700 |  |  |
| 21 | (b) Pencil Cell (AAA)                                                                              | 700 |  |  |
| 22 | Duro Cell Ultra (AA/ AAA)                                                                          | 200 |  |  |
| 23 | <b>Punching Machine (Kangaroo/ Kores)</b>                                                          |     |  |  |
| 24 | (a) 280                                                                                            | 100 |  |  |
| 25 | (b) 500                                                                                            | 100 |  |  |
| 26 | Eraser (Natraj) (Pack of 20 Pcs.)                                                                  | 25  |  |  |
| 27 | Sharpener (Natraj) (Pack of 20 Pcs.)                                                               | 20  |  |  |
| 28 | HB Pencil (Natraj) (Pack of 10 Pcs.)                                                               | 100 |  |  |
| 29 | Envelop A-4 Size 90 GSM paper with cloth binding (lining) (As Per Sample) (white & sunshine paper) | 300 |  |  |
| 30 | Envelop A-3 Size 90 GSM paper with cloth binding (lining) (As Per Sample)(white & sunshine paper)  | 300 |  |  |
| 31 | Glue Stick 15gm. (Kores/Fevistick)                                                                 | 300 |  |  |
| 32 | High Lighter Pen (Luxor/Faber castle) (Multicolor)                                                 | 50  |  |  |
| 33 | High Lighter (Luxor/Faber castle) (Multicolor)                                                     | 150 |  |  |
| 34 | Permanent Marker (Camlin/Luxor) (Multicolor)                                                       | 150 |  |  |
| 35 | Paper Weight (Acrylic) Boss/ASVEE (As Per Sample)                                                  | 20  |  |  |
| 36 | Peon Book (200 Page) laser paper (As Per Sample)                                                   | 2   |  |  |
| 37 | <b>Register (Make: Monark/RB) -Superior Quality (As Per Sample)</b>                                |     |  |  |
| 38 | (a) Bill register (page 80)                                                                        | 2   |  |  |
| 39 | (b) Stock Register 7 no. with cloth binding                                                        | 5   |  |  |

|    |                                                                                 |     |  |  |
|----|---------------------------------------------------------------------------------|-----|--|--|
| 40 | (c) Stock Register 10 no. with cloth binding                                    | 5   |  |  |
| 41 | (d) Dispatch register (page 600) 12 no.                                         | 5   |  |  |
| 42 | (e) Receipt register (page 600) 12 no.                                          | 2   |  |  |
| 43 | (f) Driver Log book register (page 200)                                         | 10  |  |  |
| 44 | (g) Permanent issue register (Page 400) 6 No.                                   | 5   |  |  |
| 45 | <b>(h) Line register</b>                                                        |     |  |  |
| 46 | (i) Page 120                                                                    | 50  |  |  |
| 47 | (ii) Page 180                                                                   | 50  |  |  |
| 48 | (iii) Page 240                                                                  | 50  |  |  |
| 49 | <b>Slip pad (Neelgagan/Monark) – Superior Quality (As per Sample)</b>           |     |  |  |
| 50 | (a) Page 60                                                                     | 500 |  |  |
| 51 | (b) Page 80                                                                     | 300 |  |  |
| 52 | (c) Page 120                                                                    | 100 |  |  |
| 53 | (d) Page 180                                                                    | 100 |  |  |
| 54 | <b>Spiral Slip pad (four colour paper) (Neelgagan/Spico) – Superior Quality</b> |     |  |  |
| 55 | (a) Page 80 Sheet - ( No. 4)                                                    | 300 |  |  |
| 56 | (b) Page 120 Sheet ( No. 5)                                                     | 300 |  |  |
| 57 | <b>Stapler pin (kangaroo/Kores)</b>                                             |     |  |  |
| 58 | (a) No. 10-1 M                                                                  | 300 |  |  |
| 59 | (b) HP-45 (24x6)                                                                | 150 |  |  |
| 60 | Plastic A4 Report File Folder (Best Quality) (As Per Sample) (White)            | 250 |  |  |
| 61 | Separator – A4 size (Best Quality) (Set of 30 Piece) (As Per Sample)            | 250 |  |  |
| 62 | Mosquito machine (All-out/Good Knight) (with 45ml.Refill)                       | 50  |  |  |
| 63 | Mosquito refill 45MI. (All-out/Good Knight)                                     | 100 |  |  |
| 64 | <b>Mosquito Killer spray 600MI. (Hit)</b>                                       | 50  |  |  |
| 65 | <b>Plastic Dust Bin (Cello/Neelkamal) (As per Sample) - Superior Quality</b>    |     |  |  |
| 66 | (a) Big (25Ltr.)                                                                | 3   |  |  |
| 67 | (b) Medium (12ltr.)                                                             | 3   |  |  |

|    |                                                                                   |      |  |  |
|----|-----------------------------------------------------------------------------------|------|--|--|
| 68 | (c) Small (7ltr.)                                                                 | 3    |  |  |
| 69 | <b>Plastic Padel Dust Bin (Cello/Neelkamal) (As per Sample)- Superior Quality</b> |      |  |  |
| 70 | (a) Big (25Ltr.)                                                                  | 3    |  |  |
| 71 | (b) Medium (12ltr.)                                                               | 3    |  |  |
| 72 | (c) Small (7ltr.)                                                                 | 3    |  |  |
| 73 | <b>Towel – (Bombay Dyeing/ /Raymond) (As per Sample) (Min. 500 GSM)</b>           |      |  |  |
| 74 | (a) Car Towel (100*160) CM. (White)                                               | 30   |  |  |
| 75 | (b) Chair Towel (75*150) CM. (Multicolour)                                        | 50   |  |  |
| 76 | (c) Hand Towel (40*60) CM. (Multicolour)                                          | 80   |  |  |
| 77 | Duster cloth (cotton/khadi) size 45x45 Cm. (As per Sample)-Best Quality           | 200  |  |  |
| 78 | Colin Liquid Cleaner 500ml.                                                       | 30   |  |  |
| 79 | Wireless Remote Bell (Anchor/ Cona/ Havells)                                      | 30   |  |  |
| 80 | Paper Sponge (As per Sample)                                                      | 30   |  |  |
| 81 | Room Freshner Spray 200ML. (Godrej/ Odonil/ Riya)                                 | 20   |  |  |
| 82 | White board magnet – Superior Quality – As per Sample                             | 20   |  |  |
| 83 | White board (3*5) (Best Quality) (As per Sample)                                  | 10   |  |  |
| 84 | Whitener pen (Faber Castle/ Cello/ Camlin)                                        | 100  |  |  |
| 85 | Rim A4 size (75 GSM) Make: JK Red                                                 | 1200 |  |  |
| 86 | Rim A4 size (100 GSM) Make: JK                                                    | 10   |  |  |
| 87 | Rim A4 size (250 GSM) (Superior Quality) (As per Sample)                          | 5    |  |  |
| 88 | Rim FS size (Legal) (75 GSM) Make: JK Red                                         | 300  |  |  |
| 89 | Rim A3 (75 GSM) Make: JK Red                                                      | 5    |  |  |
| 90 | Rim Green (Pipe) Paper (Legal) (80GSM) - JK Green (As Per Sample)                 | 10   |  |  |
| 91 | Address label, 24 label per page (for laser printer A4 size) Century              | 2    |  |  |
| 92 | <b>Attendance register (Laser paper) (Best Quality) (As Per Sample)</b>           |      |  |  |
| 93 | (a) Page 80                                                                       | 10   |  |  |
| 94 | (b) Page 120                                                                      | 7    |  |  |
| 95 | (c) Page 180                                                                      | 5    |  |  |

|     |                                                                                    |      |  |  |
|-----|------------------------------------------------------------------------------------|------|--|--|
| 96  | (d) Page 240                                                                       | 5    |  |  |
| 97  | Basta Cloth Khadi Size 90x90 Cm.                                                   | 800  |  |  |
| 98  | File pad – (32 Ows) Size 10x15 36” (Dori 4x27 flap) (Best Quality) (As Per Sample) | 1000 |  |  |
| 99  | Calculator (Citizen/Casio 12 digit)                                                | 30   |  |  |
| 100 | <b>Cutter (Natraj) (As per Sample)</b>                                             |      |  |  |
| 101 | (a) Medium                                                                         | 50   |  |  |
| 102 | (b) Big                                                                            | 50   |  |  |
| 103 | Dak Pad (Neelgagen) (Best Quality) (As Per Sample)                                 | 5    |  |  |
| 104 | File lace, 24inch Length, (thick), 50-piece packet                                 | 100  |  |  |
| 105 | Measuring scale plastic 12” (Natraj)                                               | 10   |  |  |
| 106 | Measuring scale steel 12” (Natraj)                                                 | 5    |  |  |
| 107 | <b>Pen (Black, Blue, Green &amp; Red) (As per Sample)</b>                          |      |  |  |
| 108 | (a) Renold 0.45                                                                    | 3000 |  |  |
| 109 | (b) Add gel Achiver                                                                | 500  |  |  |
| 110 | (c) Uni-ball pen (eye) Micro                                                       | 500  |  |  |
| 111 | (d) Impact gel                                                                     | 300  |  |  |
| 112 | (e) Uni-ball Eye UB157 Roller Pen                                                  | 200  |  |  |
| 113 | (f) Pilot – 0.7                                                                    | 300  |  |  |
| 114 | (g) Pilot Hi-tecpoint V10 Grip                                                     | 300  |  |  |
| 115 | <b>Refill (Black, Blue, Green &amp; Red)</b>                                       |      |  |  |
| 116 | (a) Add gel Achiever                                                               | 50   |  |  |
| 117 | (b) Impact gel                                                                     | 30   |  |  |
| 118 | Post TT (3x3) (Century/3M) three colour                                            | 150  |  |  |
| 119 | <b>Post TT (Single colour)</b>                                                     |      |  |  |
| 120 | (a) Size - 3x3                                                                     | 50   |  |  |
| 121 | (b) Size - 3x4                                                                     | 20   |  |  |
| 122 | (c) Size - 3x6                                                                     | 20   |  |  |
| 123 | Index file (Solo, Neelgagan) (Best Quality) (As Per Sample)                        | 100  |  |  |

|     |                                                                                         |     |  |  |
|-----|-----------------------------------------------------------------------------------------|-----|--|--|
| 124 | Transparent Folder A4 (Solo) (Set of 20 Piece)                                          | 300 |  |  |
| 125 | Transparent Folder FS (Solo) (Set of 20 Piece)                                          | 200 |  |  |
| 126 | Ring binder file (solo, Neelgagan) (Best Quality) (As Per Sample)                       | 100 |  |  |
| 127 | Stamp Pad (Ashoka) Size 110x70 mm                                                       | 5   |  |  |
| 128 | Scissor Medium (8" Inch) (Kangaroo/ Gem) (Best Quality) (As Per Sample)                 | 100 |  |  |
| 129 | Notesheet Tag (8 inch) (Parnami/Sup.)                                                   | 10  |  |  |
| 130 | Extension Board with min. 6 points and min. 5 mtr. Wire (Belkin) with one year warranty | 50  |  |  |
| 131 | Bed sheet - Single Bed (Bombay Dying/Raymond's) with 2 pillow covers                    | 5   |  |  |
| 132 | Pillow Cover (Bombay Dying/ Raymond's) (Set of 2 Piece)                                 | 5   |  |  |
| 133 | U-Clip/Gem clip Plastic coated (Box of 20 Packet)                                       | 50  |  |  |
| 134 | Board Pin (Soldier/Scoder& other superior quality)                                      | 20  |  |  |
| 135 | CD Marker (Faber Castell/Luxor)                                                         | 80  |  |  |
| 136 | Mouse Pad (Logitech/i-Ball & other superior quality)                                    | 50  |  |  |
| 137 | Poker (Steel)                                                                           | 20  |  |  |
| 138 | Tape Both side (1" Inch)                                                                | 30  |  |  |
| 139 | White Board Duster (Magnetic)                                                           | 30  |  |  |
| 140 | Air Freshener refill with Air Freshener Machine (AIR WICK)                              | 5   |  |  |
| 141 | Air Freshener refill for Air Freshener Machine (AIR WICK)                               | 20  |  |  |
| 142 | White board marker (Camlin/ Cello/ Luxor) (Multicolor)                                  | 70  |  |  |

**Note:**

- Product having Bad Quality or other than described size/company will not have accepted.
- The quantities mentioned in the Bid are tentative and the Payments shall be made as per actual quantities supplied as per purchase order. No minimum quantity is guaranteed in rate contract.

**ANNEXURE-6: DRAFT AGREEMENT FORMAT**

{to be mutually signed by selected bidder and procuring entity. To be stamped in accordance with Rajasthan Stamp Act and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan. The Stamp value should be in accordance with Notifications/Circulars of registration & Stamps Department and Finance Department}

This Contract is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by M/s \_\_\_\_\_ and between RajCOMP Info Services Limited (RISL), having its head office at First Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005, Rajasthan (herein after referred to as Purchaser/ RISL) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART.

And

M/s \_\_\_\_\_, a company registered under the Indian Companies Act, 1956 with its registered office at \_\_\_\_\_ (herein after referred as the "Successful Bidder/ Supplier") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the

OTHER PART.

Whereas,

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

And whereas

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

And whereas

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

And whereas

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

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

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

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

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
- ii. The maximum amount of liquidated damages shall be 10% of each work order value.
- iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

- iv. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of supplier.
6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

|                          |                                                                               |
|--------------------------|-------------------------------------------------------------------------------|
| Signed By:               | Signed By:                                                                    |
| Designation:<br>Company: | On behalf of Managing Director/Director (T)<br>RajCOMP Info Services Limited, |
| In the presence of:      | In the presence of:                                                           |
| Designation:<br>Company: | Designation:<br>RajCOMP Info Services Limited,                                |
| Designation:<br>Company: | Designation:<br>RajCOMP Info Services Limited,                                |

**ANNEXURE-7: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012**

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

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

## 1. Particulars of appellant:

- a. Name of the appellant:<please specify>
- b. Official address, if any: <please specify>
- c. Residential address:<please specify>

## 2. Name and address of the respondent(s):

- a. <please specify>
- b. <please specify>
- c. <please specify>

## 3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:&lt;please specify&gt;

## 4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:&lt;please specify&gt;

## 5. Number of affidavits and documents enclosed with the appeal:&lt;please specify&gt;

## 6. Grounds of appeal (supported by an affidavit):&lt;please specify&gt;

## 7. Prayer:&lt;please specify&gt;

Place .....

Date .....

Appellant's Signature

**ANNEXURE-8: COMPONENT OFFERED** (to be filled, seal and signed by Bidder)

**Stationary, Consumable & Other Office Items**

| S. No. | Item Description                                                                                          | Tentative Quantity | Make & Model (Brand)<br>(to be filled by Bidder) |
|--------|-----------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------|
| A      | B                                                                                                         | C                  | D                                                |
| 1.     | Alpin – Make: zebra, bell (26 MM, NW 70 Gm)                                                               | 20                 |                                                  |
| 2.     | Plastic Alpin Box to keep alpins                                                                          | 20                 |                                                  |
| 3.     | Binder clip (Set of 12 Pieces): - (Best Quality) (As per Sample)                                          |                    |                                                  |
|        | (a) 19 MM                                                                                                 | 30                 |                                                  |
|        | (b) 25 MM                                                                                                 | 50                 |                                                  |
|        | (c) 32 MM                                                                                                 | 50                 |                                                  |
|        | (d) 44 MM                                                                                                 | 40                 |                                                  |
| 4.     | Carbon (Kores/Camlin)<br>(Set of 100 Sheets)                                                              | 2                  |                                                  |
| 5.     | Tape transparent cello (Best Quality) (As per Sample)                                                     |                    |                                                  |
|        | (a) 1"                                                                                                    | 70                 |                                                  |
|        | (b) 2"                                                                                                    | 150                |                                                  |
| 6.     | Tape Packing brown (Best Quality) (As per Sample)                                                         |                    |                                                  |
|        | (a) 1"                                                                                                    | 70                 |                                                  |
|        | (b) 2"                                                                                                    | 150                |                                                  |
| 7.     | Stapler (Kangaroo/Kores/Max)                                                                              |                    |                                                  |
|        | (a) HD-10                                                                                                 | 100                |                                                  |
|        | (b) HD-45 (24x6)                                                                                          | 100                |                                                  |
|        | (c) HD-45 (24/6 – 26/6) Iron)                                                                             | 20                 |                                                  |
| 8.     | Cell Make: (Nippo/Everyday/Novino/Panasonic)                                                              |                    |                                                  |
|        | (a) Pencil Cell (AA)                                                                                      | 700                |                                                  |
|        | (b) Pencil Cell (AAA)                                                                                     | 700                |                                                  |
| 9.     | Duro Cell Ultra (AA/ AAA) :                                                                               | 200                |                                                  |
| 10.    | Punching Machine (Kangaroo/ Kores)                                                                        |                    |                                                  |
|        | (a) 280                                                                                                   | 100                |                                                  |
|        | (b) 500                                                                                                   | 100                |                                                  |
| 11.    | Eraser (Natraj) (Pack of 20 Pcs.)                                                                         | 25                 |                                                  |
| 12.    | Sharpener (Natraj) (Pack of 20 Pcs.)                                                                      | 20                 |                                                  |
| 13.    | HB Pencil (Natraj) (Pack of 10 Pcs.)                                                                      | 100                |                                                  |
| 14.    | Envelop A-4 Size 90 GSM paper with cloth binding (lining) <b>(As Per Sample)</b> (white & sunshine paper) | 300                |                                                  |
| 15.    | Envelop A-3 Size 90 GSM paper with cloth binding (lining) <b>(As Per Sample)</b> (white & sunshine paper) | 300                |                                                  |
| 16.    | Glue Stick 15gm. (Kores/Fevistick)                                                                        | 300                |                                                  |
| 17.    | High Lighter Pen (Luxor/Faber castle) (Multicolor)                                                        | 50                 |                                                  |
| 18.    | High Lighter (Luxor/Faber castle) (Multicolor)                                                            | 150                |                                                  |
| 19.    | Permanent Marker (Camlin/Luxor) (Multicolor)                                                              | 150                |                                                  |
| 20.    | Paper Weight (Acrylic) Boss/ASVEE <b>(As Per Sample)</b>                                                  | 20                 |                                                  |
| 21.    | Peon Book (200 Page) laser paper <b>(As Per Sample)</b>                                                   | 2                  |                                                  |
| 22.    | Register (Make: Monark/RB) -Superior Quality <b>(As Per Sample)</b>                                       |                    |                                                  |
|        | (a) Bill register (page 80)                                                                               | 2                  |                                                  |

| S. No. | Item Description                                                           | Tentative Quantity | Make & Model (Brand)<br>(to be filled by Bidder) |
|--------|----------------------------------------------------------------------------|--------------------|--------------------------------------------------|
| A      | B                                                                          | C                  | D                                                |
|        | (b) Stock Register 7 no. with cloth binding                                | 5                  |                                                  |
|        | (c) Stock Register 10 no. with cloth binding                               | 5                  |                                                  |
|        | (d) Dispatch register (page 600) 12 no.                                    | 5                  |                                                  |
|        | (e) Receipt register (page 600) 12 no.                                     | 2                  |                                                  |
|        | (f) Driver Log book register (page 200)                                    | 10                 |                                                  |
|        | (g) Permanent issue register (Page 400) 6 No.                              | 5                  |                                                  |
|        | (h) Line register                                                          |                    |                                                  |
|        | (i) Page 120                                                               | 50                 |                                                  |
|        | (ii) Page 180                                                              | 50                 |                                                  |
|        | (iii) Page 240                                                             | 50                 |                                                  |
|        | Slip pad (Neelgagan/Monark) – Superior Quality (As per Sample)             |                    |                                                  |
| 23.    | (a) Page 60                                                                | 500                |                                                  |
|        | (b) Page 80                                                                | 300                |                                                  |
|        | (c) Page 120                                                               | 100                |                                                  |
|        | (d) Page 180                                                               | 100                |                                                  |
|        | Spiral Slip pad (four colour paper) (Neelgagan/Spico) – Superior Quality   |                    |                                                  |
| 24.    | (a) Page 80 sheets – (No.4)                                                | 300                |                                                  |
|        | (b) Page 120 sheets – (No.5)                                               | 300                |                                                  |
|        | Stapler pin (kangaroo/Kores)                                               |                    |                                                  |
| 25.    | (a) No. 10-1 M                                                             | 300                |                                                  |
|        | (b) No. HP45 (24x6)                                                        | 150                |                                                  |
| 26.    | Plastic A4 Report File Folder (Best Quality) (As Per Sample) (White)       | 250                |                                                  |
| 27.    | Separator – A4 size (Best Quality) (Set of 30 Piece) (As Per Sample)       | 250                |                                                  |
| 28.    | Mosquito machine (All-out/Good Knight) (with 45ml.Refill)                  | 50                 |                                                  |
| 29.    | Mosquito refill 45ML. (All-out/Good Knight)                                | 100                |                                                  |
| 30.    | Mosquito Killer spray 600ML. (Hit)                                         | 50                 |                                                  |
|        | Plastic Dust Bin (Cello/Neelkamal) (As per Sample) - Superior Quality      |                    |                                                  |
| 31.    | (a) Big (25Ltr.)                                                           | 3                  |                                                  |
|        | (b) Medium (12ltr.)                                                        | 3                  |                                                  |
|        | (c) Small (7ltr.)                                                          | 3                  |                                                  |
|        | Plastic Padel Dust Bin (Cello/Neelkamal) (As per Sample)- Superior Quality |                    |                                                  |
| 32.    | (a) Big (25Ltr.)                                                           | 3                  |                                                  |
|        | (b) Medium (12ltr.)                                                        | 3                  |                                                  |
|        | (c) Small (7ltr.)                                                          | 3                  |                                                  |
|        | Towel – (Bombay Dyeing/ /Raymond) (As per Sample) (Min. 500 GSM)           |                    |                                                  |
| 33.    | (a) Car Towel (100*160) CM. (White)                                        | 30                 |                                                  |
|        | (b) Chair Towel (75*150) CM. (Multicolour)                                 | 50                 |                                                  |
|        | (c) Hand Towel (40*60) CM. (Multicolour)                                   | 80                 |                                                  |
| 34.    | Duster cloth (cotton/khadi) size 45x45 Cm. (As per Sample)-Best Quality    | 200                |                                                  |
| 35.    | Colin Liquid Cleaner 500ml.                                                | 30                 |                                                  |
| 36.    | Wireless Remote Bell (Anchor/ Cona/ Havells)                               | 30                 |                                                  |
| 37.    | Paper Sponge (As per Sample)                                               | 20                 |                                                  |
| 38.    | Room Freshner Spray 200ML. (Godrej/ Odonil/ Riya)                          | 20                 |                                                  |

| S. No. | Item Description                                                                   | Tentative Quantity | Make & Model (Brand)<br>(to be filled by Bidder) |
|--------|------------------------------------------------------------------------------------|--------------------|--------------------------------------------------|
| A      | B                                                                                  | C                  | D                                                |
| 39.    | White board marker (Camlin/ Cello/ Luxor) (Multicolor)                             | 70                 |                                                  |
| 40.    | White board magnet – Superior Quality – As per Sample                              | 20                 |                                                  |
| 41.    | White board (3*5) (Best Quality) (As per Sample)                                   | 10                 |                                                  |
| 42.    | Whitener pen (Faber Castle/ Cello/ Camlin)                                         | 100                |                                                  |
| 43.    | Rim A4 size (75 GSM) Make: JK Red                                                  | 1200               |                                                  |
| 44.    | Rim A4 size (100 GSM) Make: JK                                                     | 10                 |                                                  |
| 45.    | Rim A4 size (250 GSM) (Superior Quality) (As per Sample)                           | 5                  |                                                  |
| 46.    | Rim FS size (Legal) (75 GSM) Make: JK Red                                          | 300                |                                                  |
| 47.    | Rim A3 (75 GSM) Make: JK Red                                                       | 5                  |                                                  |
| 48.    | Rim Green (Pipe) Paper (Legal) (80GSM) - JK Green (As Per Sample)                  | 10                 |                                                  |
| 49.    | Address label, 24 label per page (for laser printer A4 size) Century               | 2                  |                                                  |
| 50.    | Attendance register (Laser paper) (Best Quality) (As Per Sample)                   |                    |                                                  |
|        | (a) Page 80                                                                        | 10                 |                                                  |
|        | (b) Page 120                                                                       | 7                  |                                                  |
|        | (c) Page 180                                                                       | 5                  |                                                  |
|        | (d) Page 240                                                                       | 5                  |                                                  |
| 51.    | Basta Cloth Khadi Size 90x90 Cm.                                                   | 800                |                                                  |
| 52.    | File pad – (32 Ows) Size 10x15 36" (Dori 4x27 flap) (Best Quality) (As Per Sample) | 1000               |                                                  |
| 53.    | Calculator (Citizen/Casio 12 digit)                                                | 30                 |                                                  |
| 54.    | Cutter (Natraj) (As per Sample)                                                    |                    |                                                  |
|        | (a) Medium                                                                         | 50                 |                                                  |
|        | (b) Big                                                                            | 50                 |                                                  |
| 55.    | Dak Pad (Neelgagen) (Best Quality) (As Per Sample)                                 | 5                  |                                                  |
| 56.    | File lace, 24inch Length, (thick), 50-piece packet                                 | 100                |                                                  |
| 57.    | Measuring scale plastic 12" (Natraj)                                               | 10                 |                                                  |
| 58.    | Measuring scale steel 12" (Natraj)                                                 | 5                  |                                                  |
| 59.    | Pen (Black, Blue, Green & Red) (As per Sample)                                     |                    |                                                  |
|        | (a) Renold 0.45                                                                    | 3000               |                                                  |
|        | (b) Add gel Achiver                                                                | 500                |                                                  |
|        | (c) Uni-ball pen (eye) Micro                                                       | 500                |                                                  |
|        | (d) Impact gel                                                                     | 300                |                                                  |
|        | (e) Uni-ball Eye UB157 Roller Pen                                                  | 200                |                                                  |
|        | (f) Pilot – 0.7                                                                    | 300                |                                                  |
|        | (g) Pilot Hi-tecpoint V10 Grip                                                     | 300                |                                                  |
| 60.    | Refill (Black, Blue, Green & Red)                                                  |                    |                                                  |
|        | (a) Add gel Achiver                                                                | 50                 |                                                  |
|        | (b) Impact gel                                                                     | 30                 |                                                  |
| 61.    | Post TT (3x3) (Century/3M) three colour                                            | 150                |                                                  |
| 62.    | Post TT (Single colour)                                                            |                    |                                                  |
|        | (a) Size - 3x3                                                                     | 50                 |                                                  |
|        | (b) Size - 3x4                                                                     | 20                 |                                                  |
|        | (c) Size - 3x6                                                                     | 20                 |                                                  |

| S. No. | Item Description                                                                        | Tentative Quantity | Make & Model (Brand)<br>(to be filled by Bidder) |
|--------|-----------------------------------------------------------------------------------------|--------------------|--------------------------------------------------|
| A      | B                                                                                       | C                  | D                                                |
| 63.    | Index file (Solo, Neelgagan) (Best Quality) (As Per Sample)                             | 100                |                                                  |
| 64.    | Transparent Folder A4 (Solo) (Set of 20 Piece)                                          | 300                |                                                  |
| 65.    | Transparent Folder FS (Solo) (Set of 20 Piece)                                          | 200                |                                                  |
| 66.    | Ring binder file (solo, Neelgagan) (Best Quality) (As Per Sample)                       | 100                |                                                  |
| 67.    | Stamp Pad (Ashoka) Size 110x70 mm                                                       | 5                  |                                                  |
| 68.    | Scissor Medium (8" Inch) (Kangaroo/ Gem) (Best Quality) (As Per Sample)                 | 100                |                                                  |
| 69.    | Notesheet Tag (8 inch) (Parnami/Sup.)                                                   | 10                 |                                                  |
| 70.    | Extension Board with min. 6 points and min. 5 mtr. Wire (Belkin) with one year warranty | 50                 |                                                  |
| 71.    | Bad sheet - Single Bed (Bombay Dying/Raymond's) with 2 pillow covers                    | 5                  |                                                  |
| 72.    | Pillow Cover (Bombay Dying/ Raymond's) (Set of 2 Piece)                                 | 5                  |                                                  |
| 73.    | U-Clip/Gem clip Plastic coated                                                          | 50                 |                                                  |
| 74.    | Board Pin (Soldier/Scoder & other superior quality)                                     | 20                 |                                                  |
| 75.    | CD Marker (Faber Castell/Luxor)                                                         | 80                 |                                                  |
| 76.    | Mouse Pad (Logitech/i-Ball & other superior quality)                                    | 50                 |                                                  |
| 77.    | Poker (Steel)                                                                           | 20                 |                                                  |
| 78.    | Tape Both side (1" Inch)                                                                | 30                 |                                                  |
| 79.    | White Board Magnetic Duster                                                             | 30                 |                                                  |
| 80.    | Air Freshener refill with Air Freshener Machine (AIR WICK)                              | 5                  |                                                  |
| 81.    | Air Freshener refill for Air Freshener Machine (AIR WICK)                               | 20                 |                                                  |

# **ANNEXURE-9: TENDER FORM** {to be filled, Seal and signed by the bidder}

[Reference No. \_\_\_\_\_ Dated: \_\_\_\_\_]

## **Addressed to:**

|                                 |                                                                            |
|---------------------------------|----------------------------------------------------------------------------|
| Name of the Tendering Authority | Managing Director, RajCOMP Info Services Limited (RISL)                    |
| Address                         | RISL, First Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur (Rajasthan) |
| Telephone                       | 0141- 5103902                                                              |
| Tele Fax                        | 0141-2228701                                                               |
| E-mail                          |                                                                            |

## **Firm Details:**

|                                         |         |         |             |             |
|-----------------------------------------|---------|---------|-------------|-------------|
| Name of Firm                            |         |         |             |             |
| Name of Contact Person with Designation |         |         |             |             |
| Registered Office Address               |         |         |             |             |
| Address of the Firm                     |         |         |             |             |
| Year of Establishment                   |         |         |             |             |
| Type of Firm                            | Public  | Private | Partnership | Proprietary |
| Put Tick ( ) mark                       | Limited | Limited |             |             |
| Telephone Number(s)                     |         |         |             |             |
| Email Address/ Web Site                 | E-mail: |         | Website:    |             |
| Fax No.                                 |         |         |             |             |
| Mobile Number                           |         |         |             |             |

## **Fee Details:**

| Sr. No. | Fee description | Fee details                               |      |        |
|---------|-----------------|-------------------------------------------|------|--------|
|         |                 | Instrument no. (DD/Cash receipt no. etc.) | Date | Amount |
| 1.      | Tender fee      |                                           |      |        |
| 2.      | Processing fee  |                                           |      |        |
| 3.      | EMD             |                                           |      |        |

- We agree to abide by all the terms and conditions mentioned in this form issued by the Procurement Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date:

Name & Seal of the firm: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

**ANNEXURE-10: BANK GUARANTEE FORMAT****BANK GUARANTEE FORMAT – BID SECURITY**

(To be stamped in accordance with Rajasthan Stamp Act and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan. The Stamp value should be in accordance with Notifications/Circulars of registration & Stamps Department and Finance Department)

To,  
The Managing Director,  
RajCOMP Info Services Limited (RISL),  
First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Raj).

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. \_\_\_\_\_ (Rupees <in words>)> in respect to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ issued by RISL, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur, Rajasthan (hereinafter referred to as "RISL") 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 RISL 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 RISL of the said guaranteed amount without any demur, reservation or recourse.
3. We, the aforesaid bank, further agree that the RISL shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the RISL 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 RISL 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 RISL 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 RISL and it is further declared that it shall not be necessary for the RISL 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 RISL 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 RISL 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 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 thereunder.
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 ..... (Signature) .....  
Place ..... (Printed Name) .....  
(Designation) .....  
(Bank's common seal) .....

In presence of:

WTTNESS (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 fulfil 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 favour 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 Nationalised 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 RISL
7. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.

**BANK GUARANTEE FORMAT – PERFORMANCE SECURITY (PBG)**

(To be stamped in accordance with Stamp Act and on a Stamp Paper purchased from Rajasthan State only and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan. The Stamp value should be in accordance with Notifications/Circulars of registration & Stamps Department and Finance Department)

To,  
The Managing Director,  
RajCOMP Info Services Limited (RISL),  
First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Raj).

1. In consideration of the RajCOMP Info Services Limited (hereinafter called "RISL") having agreed to exempt M/s .....(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement No.....dated .....made between the RISL through ..... and .....(Contractor) for the work .....(hereinafter called "the said Agreement") of Security Deposit for the due fulfilment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs.....(rupees .....only), we .....(indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request of .....Contractor(s) do hereby undertake to pay to the RISL an amount not exceeding Rs.....(Rupees.....only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs..... (Rupees.....only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the RISL. Any such demand made on the bank by the RISL shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the RISL and We..... (Indicate the name of Bank), bound ourselves with all directions given by RISL regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We.....(indicate the name of Bank), undertake to pay to the RISL any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of RISL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the RISL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We .....(indicate the name of Bank) further agree with the RISL that the RISL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the RISL against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the RISL or any indulgence by the RISL to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.
6. The liability of us ..... (Indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We ..... (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the RISL in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the RISL. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).

9. It shall not be necessary for the RISL to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the RISL may have obtained or obtain from the contractor.
10. We ..... (indicate the name of Bank) verify that we have a branch at Jaipur. We undertake that this Bank Guarantee shall be payable at any of its branch at Jaipur. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favor under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated.....day of.....For and on behalf of the <Bank> (indicate the Bank)

Signature

(Name & Designation)

Bank's Seal

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

Signature

(Name & Designation)

**ANNEXURE-11: CERTIFICATE FOR PRIOR REGISTRATION FOR PUBLIC PROCUREMENTS**

{Indicative Format-to be submitted by the bidder}

To,

{Procuring entity},

\_\_\_\_\_,

\_\_\_\_\_,

Reference: NIB No. \_\_\_\_\_ dated \_\_\_\_\_ (Unique Bid No.:  
\_\_\_\_\_)

I {Name/ Designation} have read the Rule 13 of the Rajasthan Transparency in Public (RTTP) Rules, 2013 and Government of Rajasthan Notification No. F.2(1)FD/G&T-SPFC/2017 dated 01.01.2021, 15.01.2021 and 30.03.2021 regarding prior registration with Industries department for bidders with beneficial ownership from countries sharing land border with India, for participation in any public procurement in the State.

\*I certify that this bidder/OEM {Name and address of the bidder} is not from such a country which shares land border with India or with beneficial ownership from such country.

OR

\*I certify that this bidder/OEM {Name and address of the bidder} from such a country which shares land border with India or with beneficial ownership from such country has been registered with the Competent Authority. Evidence of valid registration by the Competent Authority has been attached herewith.

I hereby certify that this bidder/OEM fulfils all requirements in this regard and is eligible to be considered.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

**\*Please strikethrough which is not applicable.**