

Request For Proposal (RFP) Document for hiring of Services of an NGO for operationalisation of Crèche (Shishu Sadan) Facility at RISL (IT Development and e-Governance Building, Jhalana Doongri)

Ref. No. - F 1.9 (416)/RISL/Misc/2024/_____

Date: _____

Unique Bid No: _____

Mode of Bid Submission	Physical submission of sealed bid at RISL office
Procuring Authority	Managing Director, RISL, First Floor, C-Block, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Last Date & Time of Submission of Bid	12-11-2026 till 03.00 PM
Date & Time of Opening of Bid	12-11-2026 at 04.00 PM

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

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

RajCOMP Info Services Limited (RISL)

First Floor, YojanaBhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Raj.)

Phone: 0141-2220097 Fax: 0141-2228701

Web: http: Website: <http://risl.rajasthan.gov.in>, Email: info.risl@rajasthan.gov.in

ABBREVIATIONS & DEFINITIONS

Act	The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 21 of 2012) and Rules thereto
Authorised Signatory	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.
BG	Bank Guarantee
Bid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation
Bid Security	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.
Bidder	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity
Bidding Document	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
CMC	Contract Monitoring Committee
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. MD, RISL in this bidding document.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement
Contract/ Project Period	The Contract/ Project Period shall commence from the date of issue of Work order till One year.
Day	A calendar day as per GoR/ GoI.
DoIT&C	Department of Information Technology and Communications, Government of Rajasthan.
eGRAS	Online Government Receipts Accounting System (e-GRAS) is an e-Governance Initiative of Government of Rajasthan under Mission Mode Project category and is part of Integrated Financial Management System (IFMS). e - GRAS facilitates

	collection of tax/ non-tax revenue in both the modes: physically as well as manual. All types of government revenue may be deposited physically using this website: https://egras.raj.nic.in/
GoI/ GoR	Govt. of India/ Govt. of Rajasthan
ICT	Information and Communication Technology.
IFB	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)
INR	Indian Rupee
ITB	Instruction to Bidders
LD	Liquidated Damages
LoI	Letter of Intent
NeGP	National e-Governance Plan of Government of India, Department of Information Technology (DIT), Ministry of Communications and Information Technology (MCIT), New Delhi.
NIB	Notice Inviting Bid
Nodal Officer	Officer-in-charge (P&A)
Notification	A notification published in the Official Gazette
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PC	Procurement/ Purchase Committee
PQ	Pre-Qualification
Procurement Process	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
Procurement/ Public Procurement	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
Project Site	Wherever applicable, means the designated place or places.
PSD/ SD	Performance Security Deposit/ Security Deposit
Purchaser/ Tendering Authority/ Procuring Entity	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.

RISL	RajCOMP Info Services Limited
Services	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
SLA	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.
State Government	Government of Rajasthan (GoR)
State Public Procurement Portal	http://sppp.raj.nic.in
Subject Matter of Procurement	Any item of procurement whether in the form of goods, services or works
TIN	Tax Identification Number
GST/CGST/SGST/IGST	Goods & Service Tax/Central Goods & Service Tax/State Goods & Service Tax/Integrated Goods & Service Tax
WO/ PO	Work Order/ Purchase Order

1. INVITATION FOR BIDS (IFB) & NOTICE INVITING BIDS (NIB)

Bid Reference No. F 1.9 (416)/RISL/Misc/2024/ 3803

Dated: 23-10-2026

Unique Bid No.

Name & Address of the Procuring Entity	Name: RajCOMP Info Services Limited (RISL) Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
Name & Address of the Project Officer In-charge (POIC)	Name: Lokesh Gupta Designation: CS&OIC(P&A Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur(Rajasthan) Email: info.risl@rajasthan.gov.in
Subject Matter of Procurement	Hiring of Services of an NGO for operationalisation of Crèche (Shishu Sadan) Facility at IT Development and e-Governance Building, Jhalana Doongri, Jaipur
Bid Procedure	Single-stage physical sealed bid procedure
Bid Evaluation Criteria (Selection Method)	Least Cost Based Selection (LCBS)-L1
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	Websites: http://sppp.raj.nic.in , http://www.rajasthan.gov.in , http://risl.rajasthan.gov.in Bidding document fee: INR 1000 (Rupees One Thousand only) in Cash/ Demand Draft from a scheduled bank in favour of "Managing Director, RISL" payable at "Jaipur".
Period of Sale of Bidding Document	26-10-2026 to 12-11-2026
Estimated Procurement Cost	Crèche Operationalisation Services INR 6,06,000/- (Rupees Six Lakh Six Thousand only), being the indicative annual requirement including honorarium and reimbursable recurring expenditure.
Bid Security and Mode of Payment	Crèche Operationalisation Services Amount (INR): INR 12,120/- (Rupees Twelve Thousand One Hundred Twenty Only), i.e. 2% of the estimated procurement cost. For eligible SSI: INR 3,030/- (Rupees Three Thousand Thirty Only), i.e. 0.50% of the estimated procurement cost.
Manner, & start and end date for the submission of Bids	Manner: Physical submission in a sealed envelope at RISL office. Start date 26-10-2026 End Date: 12-11-2026 till 3:00 PM
Pre Bid Meeting Date/Time/Place	Date: 02-11-2026 Time: 12.30 PM Place: RISL, Board Room, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Date/ Time/ Place of Technical Bid Opening	Date: Will be intimated later to the Technically qualified bidders
Date/ Time/ Place of Financial Bid Opening	90 days from the bid submission deadline
Bid Validity	Note: Bidder (authorised signatory) shall submit one complete physical sealed bid

	containing all eligibility/technical documents and the financial bid in the prescribed formats. The bid shall be duly signed and stamped on each required page. No online submission, e-procurement or e-tendering shall be required for this procurement.
Note: Bidder (authorised signatory) shall submit their offer physically in Electronic formats both for technical and financial proposal. However, Banker's Cheque/ Demand Draft for Bidding Document Fees, RISL Processing Fees and Banker's Cheque/ Demand Draft/ Bank Guarantee 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. * In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Bidding Document Fee, RISL Processing Fee and Banker's Cheque/ Demand Draft/ Bank Guarantee for Bid Security up to 3:00 PM on 17/03/2025, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee, RISL Processing Fee and Banker's Cheque/ Demand Draft/ Bank Guarantee for Bid Security should be drawn in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank. To participate in physically 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 RISL office / website, as applicable (bidders already registered on RISL office / website, as applicable before 30-09-2011 must register again). RISL will not be responsible for delay in physically 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. Bidders are also advised to refer "bidding instructions issued by RISL" available at physical submission website for further details about the physical bidding process. Training for the bidders on the usage of physical bidding System (physical submission) is also being arranged by DoIT&C, GoR on a regular basis. Bidders interested for training may contact physical submission Cell, DoIT&C for booking the training slot. Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) ; e-mail: eproc@rajasthan.gov.in; Address : physical submission Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur. The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids. No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder. Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal. The provisions of RTPPA Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail.	

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CS&OIC(P&A), RISL

2. PROFILE & BACKGROUND INFORMATION

1) Profile

RajCOMP Info Services Ltd. invites bids for hiring of Services of an NGO for operationalisation of Crèche (Shishu Sadan) Facility at IT Development and e-Governance Building, Jhalana Doongri, Jaipur on deliverables basis.

The IT Development and e-Governance Building at Jhalana Doongri, Jaipur is being used by various project teams and staff of RISL. In order to facilitate a safe, child-friendly and convenient facility for eligible children of officers/employees and other eligible beneficiaries, RISL intends to operationalise a Crèche (Shishu Sadan) facility at the Ground Floor/ designated premises of the building. The services are proposed to be obtained through an experienced NGO/organisation for an initial period of one year, which may be extended on mutual terms as agreed by RISL and the selected bidder, subject to satisfactory performance and administrative convenience.

Only bidders fulfilling all the conditions mentioned in Chapter 3 of this RFP document need to apply. The bidder should have suitable experience in management/operationalisation of crèche/day-care facilities. Detailed scope of work is defined in Chapter 4 of this RFP document.

2) About the Department

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 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) viz. Bhamashah and GIS. RISL is also Technology Partner with departments like Agriculture, Election Department, State Election Commission, JCTSL, Education Department, RHSDP etc.

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).

3. PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

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

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be a legally registered NGO/organisation/society/trust/company/Section 8 company or other legally constituted entity eligible to undertake crèche/day-care services. The entity shall have been registered for at least 2 years as on the last date of bid submission.	Copy of valid registration/incorporation certificate and constitutional documents.
2	Relevant Experience	The bidder should have successfully provided crèche/day-care/child-care services for at least 2 years during FY 2023-24, 2024-25 and/or 2025-26, preferably for Government/Government-aided organisations or institutional establishments in an urban area.	Copy of work order/ Agreement
3	Technical Capability	The bidder should have experience in management/operationalisation of crèche/day-care facilities and capability to deploy qualified and suitable personnel including a Manager and attendants/maid servants as prescribed in this RFP.	Experience details, staff deployment plan and supporting documentary evidence.
4	Tax registration	The bidder should have a registered number of GSTN, where applicable, and Income Tax/PAN number.	Copies of relevant certificates of registration of GST and PAN.
5	Mandatory Undertaking	Bidder should not be insolvent, in receivership, bankrupt or being wound up; not have its affairs administered by a court or judicial officer; not have its business activities suspended; and should not be debarred/blacklisted by any Government Department/PSU/Autonomous Body for the relevant period.	Self Certified letter as per Annexure-3: Self-Declaration.
6	Statutory Compliance	The bidder shall comply with all applicable labour, child-care, safety, hygiene, tax and other statutory requirements relevant to the services and shall obtain/maintain registrations and licences wherever	Self-declaration and copies of applicable registrations/licences, wherever

S. No.	Basic Requirement	Specific Requirements	Documents Required
		applicable.	applicable.

- 2) In addition to the provisions regarding the qualifications of the bidders as set out in (1) above: -
- The procuring entity shall disqualify a bidder as per the provisions under “Clause: Exclusion/ Disqualification of bids in Chapter-5: ITB”; and
 - The procuring entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to pre-qualify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

4. SCOPE OF WORK, DELIVERABLES & TIMELINES

4.1 Details of work

4.1.1 Preamble

RISL needs to obtain services of a reputed, well established and capable NGO/Service Provider (also referred to as the bidder hereafter) for operationalisation and day-to-day management of a Crèche (Shishu Sadan) facility at the IT Development and e-Governance Building, Jhalana Doongri, Jaipur. The selected bidder shall provide the required personnel, management support and associated services in accordance with the requirements specified in this RFP.

The services shall generally be required at the designated crèche premises in the IT Development and e-Governance Building. In case the need for any related activity at another location arises, modalities for doing so will be worked out by RISL in discussion with the selected bidder.

4.1.2 Scope of Work

The selected bidder is expected to provide complete operational and support services for the Crèche (Shishu Sadan), including supervision, child-care, hygiene, attendance, records, food arrangements as directed, first-aid support, safety and day-to-day facility management. The following is the indicative list of activities expected to be fulfilled by the bidder for operationalisation of the Crèche, including but not limited to:

- 1)** Operationalise and manage the Crèche facility during the prescribed working hours and ensure continuous supervision of children.
- 2)** Deploy one Manager and minimum three attendants/maid servants, or such additional personnel as may be required by RISL based on the number of children and operational requirements.
- 3)** Ensure a safe, hygienic, child-friendly and adequately supervised environment at all times while children are under the care of the Crèche.
- 4)** Maintain child admission/enrolment records, parent/guardian details, emergency contact details and other records prescribed by RISL.
- 5)** Maintain daily attendance of children and staff and obtain/maintain necessary acknowledgements from parents/guardians as prescribed.
- 6)** Arrange and supervise age-appropriate activities, rest, basic care and other routine child-care activities within the scope approved by RISL.
- 7)** Ensure cleanliness of the Crèche area, furniture, toys, utensils and other facilities and maintain appropriate hygiene standards.

Provide drinking water and arrange food/snacks, wherever approved/directed by RISL, in accordance with prescribed hygiene and quality requirements.

Maintain first-aid arrangements and immediately inform RISL and the parent/guardian in case of illness, injury, accident or any other incident involving a child.

It is to be noted that the above list is non-exhaustive, and tasks of similar competency and directly related to the operationalisation and safe functioning of the Crèche may be assigned by RISL to the selected bidder.

Ensure that children are handed over only to the authorised parent/guardian or person authorised in writing by the parent/guardian, as per the procedure prescribed by RISL.

The bidder shall be responsible for performing the activities with due regard to the safety, dignity, privacy and welfare of children and the hierarchy and directions of RISL officials throughout the contract period, in accordance with applicable law and the requirements of this RFP.

Ensure that all personnel deployed are suitable, experienced, trained and medically fit for the assigned responsibilities and maintain proper conduct within RISL premises.

4.1.3 Qualification and Experience of the Team for providing services

The bidder will provide the services as defined and accomplish the same at the designated Crèche premises of RISL, at the agreed rates and in accordance with the scope, staffing pattern and service levels specified in this RFP.

4.1.3.1 Crèche Operationalisation Services

The envisaged qualifications/skills/experience of the team to deliver the services as needed by RISL is as follows:

The manager currently working at the day-care centre/creche must have passed at least Class 12. A graduate manager will be awarded 10 marks, while a Class 12 pass manager will be awarded 5 marks

4.1.4 Team Selection/Modification

4.1.4.1 The team shall be examined for suitability in performing the defined services by RISL. It shall be the responsibility of the selected bidder to verify the qualifications, experience, identity, antecedents and fitness of all personnel proposed for deployment. RISL may require replacement of any personnel whose conduct, suitability, performance or antecedents are found unsatisfactory.

4.1.4.2 If the performance of any team member of the selected bidder is found unsatisfactory, RISL shall give a notice of 7 working days to the selected bidder to take necessary action to replace the concerned person. In urgent cases involving child safety, RISL may require immediate withdrawal and replacement of the concerned person.

4.1.5 Team Remuneration/Indemnification

The selected bidder shall be liable for timely payment of remuneration to the deployed team and shall also be responsible for complying with all applicable statutory liabilities, including labour laws, social security, taxes and other obligations. RISL shall have no employer-employee relationship with the personnel deployed by the selected bidder.

4.1.6 Implementation Methodology

4.1.6.1 Crèche Operationalisation Services

The bidder shall provide the above-mentioned services for the entire contract period for a Crèche facility with an envisaged capacity of minimum 6 and maximum 60 children, subject to the physical capacity of the facility and directions of RISL. The minimum staffing shall be one Manager and three attendants/maid servants, with additional personnel to be deployed as required by RISL based on the number of children and operational requirements. The minimum staffing requirement shall not automatically reduce merely because fewer children are enrolled.

4.2 Reporting

The team members deployed by the selected bidder are expected to report full-time at the Crèche for providing the requisite services for the week on all working days. However, if required by RISL, services may be required on any day of the week. The duties shall be assigned by the Nodal Officer. The normal Crèche operating hours shall be 9:00 AM to 6:30 PM, or such other timings as may be specified by RISL. No additional payment shall be admissible for reasonable additional time required for service delivery as per RISL requirements.

4.3 Monitoring

The overall monitoring for service delivery shall be done by the designated Nodal Officer through monitoring templates and periodic review of the Crèche facility. The monitoring shall be in line with the activities defined in this RFP and the concerned SLA.

4.3.1 The monitoring template shall broadly be based on the following measurement criteria:

4.3.1.1 Quality, safety and hygiene of service delivery, regularity and punctuality

4.3.1.2 Attentiveness, responsiveness and supervision of children

4.3.1.3 Behaviour, cleanliness, record maintenance and compliance with RISL instructions

In case of any grievances under the agreement signed by the selected bidder, the decision of the Nodal Officer shall be final and binding on the concerned resource as well as on the selected bidder, subject to the terms of the contract.

4.4 Deliverables And Timelines

1. The selected Bidder shall have to submit certain key deliverables which are mentioned hereunder for the activities performed.
2. The formats for all the monitoring templates shall be prepared by RISL. The documents submitted by the selected Bidder should strictly be in the provided format only which, if required, may be revised by RISL.

Crèche Operationalisation Services

S.No.	Scope of Work	Deliverable	Timeline
1	Section 4.1.2	Filled Monthly Monitoring Report duly signed by Nodal Officer, Child Attendance Register, Staff Attendance Register Monthly income/expenditure statement, Reimbursable expenditure bills/invoices, Incident/health reports, wherever applicable	Monthly

4.5 ROLES & RESPONSIBILITIES

a) Responsibilities of RISL

- Owner of the project is RISL; the role of RISL includes discharging the following responsibilities:
- To ensure that the concerned officers and officials take active utilization of the Crèche service, wherever eligible.
- To conduct review meeting, if needed, to monitor the overall service delivery.
- To facilitate resolution of issues relating to the Crèche facility and services deployed by the selected bidder.
- To co-ordinate with the Selected Bidder for any formats/templates.
- To approve the deployed resources and monitor their suitability.
- To approve the documents and process the payment.

5. INSTRUCTION TO BIDDERS (ITB)

1) Sale of Bidding/ Tender Documents

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped one day prior to the date of opening of bids. The complete bidding documents shall also be placed on the State Public Procurement Portal and RISL website. The prospective bidders shall be permitted to download the bidding document from the website and pay its price while submitting the bid to the procuring entity.
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft, banker's cheque.
- 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) Pre-bid Meeting/ Clarifications

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

3) Changes in the Bidding Document

- k) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- l) 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.
- a) 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.

- b) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity:

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

4) Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period 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.

5) Format and Signing of Bids

- a) Bidders must submit their bids physically in the prescribed manner at the address of RISL specified in the NIB within the stipulated date and time.
- b) All documents shall be duly signed and stamped by the authorised signatory of the bidder. Where copies are submitted, they shall be self-certified unless specifically required otherwise.
- c) A single-stage, single sealed-envelope system shall be followed for the bid. The sealed bid shall contain the complete technical/eligibility documents and the financial bid in the prescribed format.
- 1) Technical/Eligibility documents, fee details and all other documents required under this RFP
 - 2) Financial Bid in the prescribed Financial Bid Format
- d) The technical bid shall include following documents:-

SL. No.	Documents Type	Document Format
Fee Details		
1.	RISL Processing Fee (Not Applicable)	Not Applicable
2.	Bid Security	Original instrument / proof of submission in sealed bid
3.	Bid Security	Proof of submission and other documents as mentioned in Chapter 3
Eligibility Documents		
4	All the documents mentioned in the Eligibility Criteria, Chapter 3 of the RFP, in support of the eligibility	Proof of submission and other documents as mentioned in Chapter 3

4.	Bidders Authorisation Certificate	Annexure 2
5.	Self-Declaration	Annexure 3
6.	Declaration by Bidder	Annexure 4
7.	Service Tax % Details (For informative purposes only)	Annexure 8
8.	Format for submission of project references for pre-qualification experience	Annexure 9

a) Financial bid shall include the following documents: -

Srl	Documents Type	Document Format
1.	FINANCIAL BID COVER LETTER	On bidder's letter head duly signed by authorized signatory as per Annexure-5
2.	Financial Bid Format	As per BoQ

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

6) Cost & Language of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

7) Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

8) Bid Security

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

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.

- Bid security instrument or a bid securing declaration shall necessarily accompany the sealed bid.
- Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.

- c) The bid security may be given in the form of a banker's cheque or demand draft, of a scheduled bank or deposited through eGRAS. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.
- d) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- e) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- f) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
- g) 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 work order within the specified period;
 - c. when the bidder fails to commence the service or execute work as per work order within the time specified;
 - d. when the bidder does not deposit the Performance security within specified period after the work order is placed; and
 - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- h) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
- i) No interest shall be payable on the bid security.
- j) 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.
- k) 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 and Performance security is furnished by the successful bidder;
 - c. the cancellation of the procurement process; or
 - d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

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

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

10) Withdrawal, Substitution, and Modification of Bids

- a) A bidder may withdraw or re-submit its Bid only before the prescribed deadline for submission, by submitting a written request and, where applicable, a fresh complete sealed bid in accordance with the procedure specified by RISL.
- b) Bids withdrawn shall not be opened and processes further.

11) Opening of Bids

- a. The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their 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 documents comprising the bid shall be opened by the authorised Bid Evaluation Committee at the place and time specified in the NIB.
- e. The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -

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

1) Selection Method:

1. Technical proposal satisfying the pre-eligibility criteria shall be consider for further evaluation. Each tender shall be awarded marks out of 100. The bidder obtaining the higher marks shall be declared successful. A minimum of 60 marks out of 100 is required.

S. No.	Required Document / Criterion	Evaluation	Maximum Marks
	Organisation details: name, address with PIN, email, mobile/phone and PAN	Details to be furnished	
1	Registration/recognition under Rajasthan Societies Act, 1958, with constitution, objectives, office bearers and executive committee details	As per documents submitted	20
2	Audited Income Tax Returns for last three assessment years 2023-24, 2024-25 and 2025-26	More than 3 years: 20 marks; 1 to 3 years: 10 marks	20
3	Number of day-care centres/creches currently managed by the organisation, with documentary details	5 or more: 25; 3-4: 10; 1-2: 5	25
4	Number of years for which the organisation has managed day-care centres/creches, with documentary details	5 or more years: 25; 3-4 years: 10; 2 years: 5	25
5	Qualification of the manager currently providing services at the day-care centre/creche	Graduate: 10; Class 12: 5. Minimum Class 12 pass is mandatory.	10

The selection method is Least Cost Based Selection (LCBS or L1). Upon being found technically suitable, the bidder's financial bid shall be opened. Where more than one bidder quotes the same rate, preference shall be given to the bidder obtaining higher marks in the technical bid.

2) 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 physical submission 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.
- e) All communications generated under this rule shall be included in the record of the procurement proceedings.

3) 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, VAT/ CST clearance certificate, ISO Certificates, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its bid.
- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

c) Technical Evaluation Criteria

Technical evaluation shall include the evaluation of all the documents mentioned in the Technical Bid. A bidder shall be considered to be technically qualified in case it meets all the requirements and terms and conditions of 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.

4) 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 in (6) 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 evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
- f) the offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order;
- g) the bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial bids and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous bid in other case;
- h) The members of bids evaluation committee shall give their recommendations below the table regarding lowest bid or most advantageous bid and sign it.
- i) it shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the works or service required to be procured.

5) 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.

6) Price/ purchase preference in evaluation

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

7) Negotiations

- a) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- 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 seven 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 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.

8) 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.

9) **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.

10) 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.

11) 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.

12) 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.

13) Right to vary quantity

1. The envisaged number of team members mentioned in the Scope of Work for rendering the Crèche operationalisation services is indicative for the purpose of evaluation and determination of rates. RISL will have the right to increase or decrease the quantum of services/staffing requirements as per the number of children and operational needs, subject to the terms of the contract.
2. Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as per the provisions of RTTP Act, 2012 and Rules thereunder as amended from time to time.
3. 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.

14) 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 2.5%, of the amount of the work order. In case of Small Scale Industries (SSI) of Rajasthan, it shall be 0.5% of the amount of quantity ordered for

services and in case of sick industries, other than SSI, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 1% of the amount of work order.

- c) Performance security shall be furnished in any one of the following forms: -
- a. deposit through eGRAS;
 - b. Bank Draft or Banker's Cheque of a scheduled bank;
 - c. 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;
 - 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 [b.] to [e.] 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.

15) Execution of agreement

- a) An agreement 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 agreement 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 agreement 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.

16) 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.

17) Cancellation of procurement process

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.
- b) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -
 - a. at any time prior to the acceptance of the successful bid; or
 - b. after the successful bid is accepted in accordance with (d) and (e) below.

- c) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
- d) The decision of the procuring entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.
- e) If the bidder whose bid has been accepted as successful fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.
- f) If a bidder is convicted of any 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.

18) 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.

19) 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.

20) 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 sub-section 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: Chairman, RISL
Second Appellate Authority: Principal Secretary, Finance Department, GoR
- f) Form of Appeal:
 - a. Every appeal under (a) and (c) above shall be as per Annexure-7 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.

21) 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.

22) 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.

23) 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.

24) 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.

25) 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 service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the service is to be obtained continuously or is batched. If the entire quantity of 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 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.

6. GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

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

1. The organisation shall manage, maintain and operate Shishu Sadan effectively.
2. The organisation shall appoint its own staff, such as manager and attendants, for operation of Shishu Sadan. Honorarium shall be paid by the organisation from the amount received for this purpose.
3. Persons appointed by the organisation shall not have the status of employees of the RISL.
4. The organisation shall not operate Shishu Sadan or any part thereof without the consent of the RISL.
5. RISL(IT Development & E-Governance Building, Jhalana, Jaipur) shall provide a building with basic facilities for Shishu Sadan. Water, electricity, EPBX and telephone facilities shall be provided free of cost by the State Government. In case of any other facilities, reimbursement shall be made according to the prescribed procedure.
6. Children of officers/employees posted in the RISL(IT Development & E-Governance Building, Jhalana), Jaipur shall be given preference. Subject to availability of seats, children of officers/employees posted outside RISL(IT Development & E-Governance Building, Jhalana, Jaipur) may also be admitted. Thereafter, if seats remain available, children of other State Government officers/employees may be admitted.
7. The organisation shall comply with protocols and instructions issued from time to time for prevention of infection and communicable diseases such as COVID-19.
8. If admission of a child is uncertain, the parents shall be informed of the associated risk and written consent shall be obtained from the parents before keeping the child.
9. The organisation shall comply with directions and guidelines issued by the RISL(IT Development & E-Governance Building, Jhalana, Jaipur) from time to time for operation of Shishu Sadan.
10. The organisation shall be fully responsible for children admitted to/entering the creche.
11. Admission shall be allowed only according to the available capacity of Shishu Sadan.
12. Shishu Sadan shall operate from 9:00 AM to 6:30 PM.
13. The decision regarding opening the Shishu Sadan on days other than government working days shall be taken by the organisation keeping in view the needs of the parents.
14. A minimum of 6 and maximum of 60 children may be admitted to Shishu Sadan.
15. Food supplied to enrolled children, such as milk, pulses, khichdi, rice, fruit, cereal, confectionery etc., shall be of good quality and approved by FSSAI. The material must be checked at the time of purchase.
16. The Creche shall have adequate arrangements for immediate medical attention and first-aid facilities for children in case of any illness, injury, or medical emergency. Necessary first-aid equipment and essential medical supplies shall be readily available at the Creche, along with appropriate arrangements for contacting emergency medical services whenever required.
17. A hygienic environment shall be maintained in the creche from the health perspective of children.
18. Regular Height/Weight measurement of children shall be carried out.

19. Even if the number of registered children is below 9, the organisation shall appoint at least one manager and three attendants. One attendant shall be provided for every three children. If the number exceeds 9, an additional attendant shall be appointed when the next multiple of three is reached. A penalty of ₹100 per day shall be deducted from the monthly payment for failure to maintain the required attendant strength.

20. The organisation shall maintain attendance of children and staff and all relevant records.

21. If the organisation is running the creche satisfactorily, RISL shall pay an amount not exceeding the honorarium of one manager and three attendants. If the number of registered children is less than the prescribed minimum, the organisation shall bear the difference from its own resources. During the contract period, if the creche is operated satisfactorily, the department may increase the maximum honorarium as per rules.

Staff	Number	Minimum Honorarium per Month	Monthly Total	Annual Total
Manager	01	₹15,000	₹15,000	₹1,80,000
Attendant	03	₹8,500	₹25,500	₹3,06,000

22. Monthly recurring expenditure on food material, maintenance, cleaning and other items shall be reimbursed by the department up to a maximum of ₹10,000 per month. The organisation shall submit expenditure details along with original bills, duly verified.

23. The organisation shall maintain complete details of income and expenditure relating to Shishu Sadan, including fees collected from parents. The monthly statement shall be made available to RISL before the 10th of the following month.

24. Operation of Shishu Sadan shall be carried out by the selected NGO on the basis of financial participation as per the financial assistance prescribed by the RISL.

25. In addition to the fixed amount, children of officers/employees posted in the RISL (IT Development & E-Governance Building, Jhalana), Jaipur may be admitted on concessional fee, subject to the following maximum monthly/periodic rates.

Category of Children	Monthly Fee (full day)	Monthly Fee (half day)
Children of Government officers/employees	₹3,000 per month	₹2,000 per month
Children of non-government persons	₹5,000 per month	₹4,000 per month
One day	₹250 per day	
One hour	₹100 per hour	

26. The above fee shall be deposited by parents in advance each month through a challan/receipt mechanism and the organisation shall maintain the related record.

27. RISL will not advertise Shishu Sadan. If the organisation wishes to publicise the Shishu Sadan, it may do so at its own cost.

28. In addition to equipment/furniture provided by RISL, the organisation may install additional equipment/furniture at its own cost. A list of such items shall be submitted to RISL within 7 days.
29. Maintenance of equipment/furniture installed by the organisation shall be its responsibility and shall be carried out at its own cost. Maintenance of equipment installed by the department shall be the department's responsibility.
30. On termination/expiry of the contract, the organisation may take away equipment/furniture installed by it.
31. Within 7 days from the date of work order, the organisation shall undertake maintenance of Shishu Sadan at its own cost. Financial assistance payable by RISL shall become payable from the date on which operation of Shishu Sadan begins.
32. The organisation shall not undertake any activity in Shishu Sadan which is immoral or undesirable under State Government rules/Acts. If such activity is found, the contract may be terminated after 15 days' notice, the performance security may be forfeited and legal action may be taken according to rules.
33. The organisation shall be responsible for theft, misappropriation, loss, personal accident and similar incidents occurring during operation of Shishu Sadan.
34. Ensuring children's rights shall be the responsibility of the organisation.
35. The organisation shall obtain insurance at its own cost against risks and losses of any kind.
36. The organisation shall deposit performance security equal to 5% of the tender amount in RISL as per rules. It shall be returned by RISL after termination of the contract according to rules. In case of an unbalanced bid, additional performance security shall be deposited as per Rule 75-A.
37. The administrative department of Shishu Sadan shall be the Managing Director, RISL, CS&OIC RISL (IT Development & E-Governance Building, Jhalana), shall be the nodal officer. Members of the management committee constituted for supervision shall inspect Shishu Sadan from time to time and submit reports to the nodal officer RISL.
38. Officers of the RISL may conduct surprise inspections of Shishu Sadan from time to time.
39. Since the work is being undertaken on a participation basis, the prescribed conditions may be modified by mutual consent for smooth operation of Shishu Sadan.
40. In case of any dispute between RISL and the organisation, both parties shall attempt to resolve the matter by mutual consent.
41. Modification of bid documents: Before the deadline for submission of bids, the Procuring Entity may, for any reason or in response to a request for clarification by a bidder, modify the bid documents by issuing an amendment in accordance with the applicable provisions.
42. Correction of arithmetic errors in financial bids shall be carried out by the Bid Evaluation Committee on the basis described in the following section.
 - (a). If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price by quantity, the unit price shall prevail and the total shall be corrected. If, in the opinion of the Bid Evaluation Committee, there is an obvious decimal-point error in the unit price, the quoted total shall prevail and the unit price shall be corrected.

(b). If there is an error in a total resulting from addition or subtraction of components, the component figures shall prevail and the total shall be corrected.

(c). If there is a discrepancy between amounts written in words and figures, the amount in words shall prevail unless the amount in words itself contains an arithmetic error, in which case the amount in figures shall prevail subject to the above provisions.

44. Directions and circulars issued by the Finance Department from time to time regarding Shishu Palna Grih/creche shall apply to this tender and the selected organisation shall be bound to comply with them.

45. In accordance with Rule 76 of the Rajasthan Transparency in Public Procurement Rules, 2013, the tenderer shall submit an agreement on non-judicial stamp paper of ₹500 at its own cost.

Note: The bidder shall be deemed to have carefully examined the conditions of the services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions, he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

46. The initial time period of the contract shall be for one year which may be extended for a further period of one year or part thereof, at the behest of RISL, depending upon the Crèche operationalisation service requirement, satisfactory performance and administrative convenience of RISL, in mutual agreement with the selected bidder.

7. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

1) Payment Terms and Schedule

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

S.No.	Deliverable	Payment	Conditions
Monthly payment would be released after verification/approval of the submitted documents and services by RISL.			
1	Filled Monthly Monitoring Templates against service delivery duly signed by Nodal Officer Bills/Invoices Child Attendance/Staff Attendance Registers	1/12 of the cost as provided in the financial bid format,	Monthly Payment would be released after approval of the said documents as submitted in triplicate to RISL.

- b) All payments would be made on the basis of actual services rendered after due verification by the Nodal Officer/ OIC concerned.
- c) The selected bidder's request for payment shall be made to the purchaser in writing, accompanied documents mentioned in point d below, describing, as appropriate, the 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.

- d) Documents Required, whichever applicable for desired deliverables, to be submitted to RISL for Payment (in Triplicate):
- i. Monitoring Templates
 - ii. Bills/Invoices
- e) Due payments shall be made promptly by the purchaser, generally within thirty (30) days after submission of an invoice or request for payment by the selected bidder, and the purchaser has accepted it. No amount of interest will be payable by the company, in case of delay or any other count.
- f) The currency or currencies in which payments shall be made to the selected bidder under this Contract shall be Indian Rupees (INR) only.
- g) All remittance charges will be borne by the selected bidder.
- h) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- i) Any penalties and/or liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective deliverables.
- j) Taxes, as applicable, will be deducted/paid as per the prevalent rules and regulations.

ANNEXURE-1: PRE-BID QUERIES FORMAT {to be filled by the bidder}

Name of the Company/Firm: _____

Bidding Document Fee Receipt No. _____ Dated _____ for Rs. _____/-

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

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

Company/Firm Contacts:

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

Query / Clarification Sought:

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

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

ANNEXURE-2: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

To,

{Procuring entity},

_____,

_____,

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

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-3: SELF-DECLARATION {to be filled by the bidder}

To,

{Procuring entity},

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

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interests 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: DECLARATION BY BIDDER {to signed by selected bidder}

I/We declare that I am/we possess necessary registrations under all acts/rules/laws of the Union and the State necessary to provide the services through this bid for which we have quoted.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-5: FINANCIAL BID COVER LETTER &FORMAT

COVER LETTER {to be submitted by the bidder on his Letter head}

To,

{Procuring Entity},

_____,'

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, 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 of services prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties as mentioned in the financial bid.

I / We undertake, if our bid is accepted, to deliver the services in accordance with the schedule specified in the RFP document.

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 _____ 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

Crèche Operationalisation Services

Cost for operationalisation of Crèche (Shishu Sadan) Facility at IT Development and e-Governance Building, Jhalana Doongri, Jaipur:

S.No.	Item No. and Description Unit	Qty	Total Cost including Goods and Service Tax
1	2	3	4
1	Annual honorarium for providing Crèche Operationalisation Services with minimum staffing of 1 Manager and 3 attendants/maid servants for a period of one year	1	
The annual maximum fixed reimbursement			Up to Rs. 1,20,000/-
			Total Amount (In Words): INR Six Lakh Six Thousand only

Goods and Service Tax shall be dealt with at prevailing rates and in accordance with applicable statutory provisions.

ANNEXURE-6: DRAFT AGREEMENT FORMAT {to be mutually signed by selected bidder and procuring entity}

करार पत्र

1. यह करार पत्र आज दिनांक को राजकॉम्प इन्फो सर्विसेज लिमिटेड तथा 'समय', 11, पंचशील एन्क्लेव, जवाहर लाल नेहरू मार्ग, जयपुर-302018 (जिसे इसमें आगे अनुमोदित संस्था कहा गया है तथा इस अभिव्यक्ति में जहाँ संदर्भ द्वारा ऐसा स्वीकार किया जाएगा, उसके उत्तराधिकारियों, निष्पादकों एवं प्रशासकों को शामिल किया हुआ समझा जाएगा) द्वितीय पक्ष के बीच सम्पन्न हुआ।
2. अनुमोदित संस्था राजस्थान राज्य के राजकॉम्प इन्फो सर्विसेज लिमिटेड (IT Development & E-Governance Building, Jhalana, Jaipur) को उसके मुख्यालय पर निविदा एवं संविदा की शर्तों में दिए गए तरीके से तथा विभाग के पत्र क्रमांक: दिनांक में दी गई दरों पर शिशु सदन का संविदा के आधार पर प्रबंधन, अनुरक्षण एवं संचालन करने हेतु राजकॉम्प इन्फो सर्विसेज लिमिटेड से सहमत हो गयी है।
3. चूंकि अनुमोदित संस्था द्वारा कार्य सम्पादन प्रतिभूति राशि के रूप में निम्नानुसार डिमाण्ड ड्राफ्ट/बैंकर्स चैक प्रस्तुत किया गया है, जो कि अनुबंध समाप्ति पर राजस्थान लोक उपापन में पारदर्शिता अधिनियम-2013 के नियम 75(4) के अनुसार संस्था को ब्याज रहित वापिस लौटा दी जावेगी :-

क्र.सं.	डी.डी. संख्या	दिनांक	बैंक का नाम	राशि
1.				
कुल योग:				

(अक्षरे रूपये चौबिस हजार तीन सौ मात्र)

4. यह कि अनुमोदित दरे दिनांक से तक की अवधि के लिए मान्य होगी। लेकिन निविदा अवधि को आपसी सहमति से राजस्थान लोक उपापन में पारदर्शिता नियम-2013 के प्र. 17 धानानुसार बढ़ाया जा सकेगा।
5. अतः अब यह विलेख निम्नलिखित का साक्षी है :-
 1. इससे संलग्न अनुसूची में दी गयी दरों पर 'समय' 11-पंचशील एन्क्लेव जवाहर लाल नेहरू मार्ग, जयपुर- 302018 के मार्फत राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा किये जाने वाले भुगतान के प्रतिफल के रूप में अनुमोदित संस्था समय' 11-पंचशील एन्क्लेव जवाहर लाल नेहरू मार्ग, जयपुर- 302018 द्वारा तथा निविदा एवं संविदा की शर्तों में दिए गए तरीके से शिशु सदन का प्रबंधन, अनुरक्षण एवं संचालन करेगी।
 2. निविदा सूचना संख्या दिनांक के संलग्न खुली निविदा एवं संविदा की शर्तों को तथा इस करार पत्र से जुड़ी शर्तों को इस करार पत्र के भाग के रूप में लिया हुआ समझा जाएगा तथा ये इस करार पत्र को निष्पादित करने वाले पक्षकारों के लिए मान्य होंगी।

6. राजकॉम्प इन्फो सर्विसेज लिमिटेड एतद्ध द्वारा स्वीकार करती है, कि यदि अनुमोदित संस्था उपर्युक्त तरीके से शिशु सदन का प्रबंधन, अनुरक्षण एवं संचालन करेगी, शर्तों का पालन करेगी तथा उन्हे बनाए रखेगी, तो राजकॉम्प इन्फो सर्विसेज लिमिटेड **चैक/ऑन लाईन** द्वारा संस्था के बैंक खाते उक्त शर्तों में दिये गये समय पर तथा तरीके से, प्रत्येक माह कुल मासिक भुगतान योग्य देय राशि तक का ही भुगतान करेगी, जो निम्नानुसार है:-

क्र. सं.	पदनाम	पद संख्या	मानदेय प्रति व्यक्ति / प्रति माह	कुल मासिक मानदेय
1.	प्रबंधक (Manager)	एक पद	15000 /—	15,000 /—
2.	सेविका (maid servant)	तीन पद	8500 /—	25500 /—
कुल मासिक भुगतान योग्य राशि				40,500 /—

- करार से उत्पन्न होने वाले समस्त विवाद तथा इस करार पत्र के निर्वचन या व्याख्या से सम्बन्धित सभी प्रश्न प्रबन्ध निदेशक, राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा विनिश्चित किए जाएंगे तथा प्रबन्ध निदेशक, राजकॉम्प इन्फो सर्विसेज लिमिटेड का निर्णय अन्तिम होगा।
- संस्था द्वारा शिशु सदन का प्रभावशील तरीके से प्रबंधन, अनुरक्षण एवं संचालन किया जावेगा।
- शिशु सदन संचालन के लिये संस्था द्वारा स्वयं का स्टाफ यथा-प्रबंधक, सेविका, सहायिका आदि नियुक्त किये जावेंगे, जिनके मानदेय का भुगतान संस्था द्वारा किया जावेगा। संस्था द्वारा नियुक्त स्टाफ एवं राज्य राजकॉम्प इन्फो सर्विसेज लिमिटेड के मध्य नियोक्ता एवं कर्मचारी का संबंध नहीं रहेगा।
- शिशु सदन संचालन के लिये संस्था द्वारा स्वयं का स्टाफ यथा-प्रबंधक, सेविका आदि नियुक्त किये जावेंगे, जिनके मानदेय का भुगतान संस्था द्वारा उनके बैंक खाते में किया जावेगा। जिसका विवरण प्रतिमाह बिल के साथ संलग्न करना होगा।
- संस्था द्वारा राजकॉम्प इन्फो सर्विसेज लिमिटेड की सहमति बिना शिशु सदन को या इसके किसी भाग को संचालन हेतु उप ठेके पर नहीं दिया जावेगा।
- राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा संस्था को मूलभूत सुविधाओं युक्त भवन शिशु सदन हेतु उपलब्ध कराया जावेगा। शिशु सदन भवन में पानी, बिजली व पी.बी.ए.एक्स टेलिफोन राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा निःशुल्क उपलब्ध करायें जायेंगे।
- संस्था द्वारा राजकॉम्प इन्फो सर्विसेज लिमिटेड(IT Development & E-Governance Building, Jhalana, Jaipur) में पदस्थापित अधिकारियों/कर्मचारियों के बच्चों को शिशु सदन में प्राथमिकता के आधार प्रवेश दिया जावेगा। स्थान उपलब्ध होने पर संस्था शासन सचिवालय से बाहर पदस्थापित अधिकारियों/कर्मचारियों के बच्चों को प्रवेश दे सकेगी। इसके पश्चात भी स्थान उपलब्ध रहने पर संस्था द्वारा गैर सरकारी व्यक्तियों के बच्चों को भी शिशु सदन में प्रवेश दिया जा सकेगा।

13. शिशु पालना गृह के संचालन हेतु केन्द्र एवं राज्य राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा समय-समय पर जारी दिशा-निर्देश एवं गाईडलाइन की पालना की जानी आवश्यक होगी।
14. शिशु सदन संचालन का समय प्रातः 9.00 बजे से सांय 6.30 बजे तक रहेगा एवं समस्त राजकीय कार्य दिवसों को खोला जावेगा। राजकीय कार्य दिवसों के अतिरिक्त दिवसों को खोले जाने के संबंध में निर्णय संस्था के विवेक पर निर्भर करेगा।
15. शिशु सदन में 6 माह से 6 वर्ष तक के बच्चों को प्रवेश दिया जा सकेगा।
16. शिशु पालना गृह में तमाम सुरक्षा उपाय एवं सावधानियों के बावजूद दुर्घटना नहीं होने की कोई निश्चितता नहीं है, ऐसी स्थिति में बच्चों के माता-पिता को इसके जोखिम की जानकारी उपलब्ध करवाते हुये बच्चों को रखने के लिए उनके माता-पिता की लिखित सहमति अनिवार्य रूप से प्राप्त की जावेगी।
17. राजकॉम्प इन्फो सर्विसेज लिमिटेड(IT Development & E-Governance Building, Jhalana, Jaipur)परिसर स्थित शिशु पालना गृह में नामांकित/प्रवेशित बच्चों की पूर्ण जिम्मेदारी संस्था की होगी।
18. संस्था द्वारा नामांकित बच्चों को दी जाने वाली खाद्य सामग्री यथा-दूध, दलिया, खिचड़ी, चावल, फल, सेरेलक, कॉर्नफ्लेक्स आदि उच्च गुणवत्ता के खाद्य पदार्थ (FSSAI द्वारा प्रमाणित) होना आवश्यक है साथ ही उक्त खाद्य सामग्री के बिल शिशु सदन के बिल के साथ संलग्न किये जावेंगे।
19. संस्था को शिशु सदन परिसर में प्राथमिक उपचार हेतु किट रखना होगा। संस्था को बच्चों के नियमित स्वास्थ्य परीक्षण हेतु चिकित्सक की अपने स्तर पर व्यवस्था करनी होगी, जिसका भुगतान संस्था को अपने स्तर से करना होगा।
20. शिशु पालना गृह के सम्पूर्ण परिसर की साफ-सफाई की जिम्मेदारी चयनित संस्था की होगी। शिशु पालना गृह में बच्चों की स्वास्थ्य की दृष्टि से hygienic वातावरण रखना होगा।
21. संस्था को शिशु सदन संचालन के लिये प्रति 3 बच्चों पर एक सेविका रखनी होगी। संस्था को पंजीकृत बच्चों की न्यूनतम संख्या 9 से कम होने पर भी एक प्रबंधक एवं 3 सेविकाओं को नियुक्त करना होगा। संस्था को शिशु सदन संचालन के लिये 3 बच्चों पर एक सेविका रखनी होगी। संस्था द्वारा 9 बच्चों से अधिक संख्या होने पर 3 के गुणांक की संख्या (12 बच्चों पर) पूर्ण होने पर अतिरिक्त सेविका रखनी होगी अन्यथा प्रति सेविका प्रतिदिन राशि रुपये 100/-की शास्ति के हिसाब से प्रतिमाह होने वाले भुगतान में से काट लिये जावेंगे।
22. संस्था को पंजीकृत बच्चों की संख्या न्यूनतम से कम होने पर भी एक प्रबंधक एवं तीन सेविकाओं को नियुक्त करना होगा। संस्था को प्राथमिक संबल प्रदान किये जाने हेतु अनुबंध अवधि में एक प्रबंधक एवं तीन सेविकाओं के मानदेय के समान एक मुश्त राशि का भुगतान राज्य राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा प्रतिमाह किया जावेगा जिससे कि पंजीकृत बच्चों की संख्या न्यूनतम से कम रहने पर भी शिशु सदन का संचालन नियमित रूप से किया जा सके। सेविकाओं की संख्या इससे अधिक होने पर संस्था को

मानदेय स्वयं के स्तर पर ही देना होगा, जिसके लिये राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा किसी भी प्रकार का आर्थिक संबल प्रदान नहीं किया जावेगा।

22. संस्था को शिशु सदन में नामांकित बच्चों, अभिभावकों से ली जाने वाली फीस एवं खर्च का पूर्ण ब्यौरा रखना होगा, जिसकी सूचना प्रतिमाह 10 तारीख से पूर्व राजकॉम्प इन्फो सर्विसेज लिमिटेड को उपलब्ध कराये जाने पर ही मानदेय का भुगतान संस्था को किया जा सकेगा।
23. मासिक आर्वतक व्यय : खाद्य सामग्री, रखरखाव, सफाई आदि में प्रयुक्त सामान के व्यय का पुनर्भरण विभाग द्वारा किया जावेगा जिसकी अधिकतम सीमा 10,000/— रुपये प्रतिमाह होगी। सामग्री का क्रय यथा संभव GST पंजीकृत दुकानों से ही किया जावें। प्रयुक्त सामग्री के स्टॉक रजिस्टर का संधारण किया जावें जिसमें सामग्री की प्राप्ति एवं निगमन का पूर्ण विवरण अंकित किया जावें। जिसका निरीक्षण/पर्यवेक्षण विभागीय अधिकारियों द्वारा समय-समय पर किया जा सकेगा। पुनर्भरण के लिए संस्था को प्रयुक्त सामग्री के बिलों की दो प्रतियाँ मूल बिल सहित आय व्ययक विवरण के साथ सत्यापित कर प्रस्तुत करनी होगी। प्रयुक्त सामग्री के वाउचर/विवरण नियमानुसार प्रस्तुत किये जाने पर ही पुनर्भरण किया जावेगा।
24. शिशु सदन का संचालन राजकॉम्प इन्फो सर्विसेज लिमिटेड एवं चयनित गैर सरकारी संगठन द्वारा वित्तीय सहभागिता के आधार पर किया जावेगा।
25. राजकॉम्प इन्फो सर्विसेज लिमिटेड(IT Development & E-Governance Building, Jhalana, Jaipur) परिसर स्थित शिशु पालना गृह में नामांकित/प्रवेशित बच्चों की पूर्ण जिम्मेदारी संस्था की होगी।
26. संस्था को राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा देय एक मुश्त राशि के अतिरिक्त राजकॉम्प इन्फो सर्विसेज लिमिटेड(IT Development & E-Governance Building, Jhalana, Jaipur) में पदस्थापित अधिकारी/कर्मचारियों के बच्चों को रियायती फीस पर नामांकित करते हुए निम्न राशि से अधिक राशि फीस के रूप में नहीं ली जावेगी:-

क्र. सं.	बच्चों का विवरण	मासिक फीस (पूर्ण दिवस हेतु)	मासिक फीस (आधे दिवस हेतु)
1.	राजकीय अधिकारी/कर्मचारियों के बच्चों के लिये	3,000/—प्रति माह	2,000/—प्रति माह
3.	गैर सरकारी व्यक्तियों के बच्चों के लिये	5,000/—प्रति माह	4,000/—प्रति माह
5.	एक दिन के लिये	250/—प्रति दिन	
6.	एक घंटे के लिये	100/—प्रति घंटा	

27. उक्तानुसार अभिभावकों द्वारा फीस प्रतिमाह अग्रिम रूप से संस्था को नकद जमा कराई जावेगी जिसकी संस्था द्वारा रसीद दी जावेगी। उक्त निर्धारित फीस अधिकतम होगी।

28. शिशु सदन के प्रचार-प्रसार के लिये राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा स्वयं के खर्च पर विज्ञापन करना स्व-विवेक पर निर्भर करता है। संस्था यदि शिशु सदन का प्रचार-प्रसार करना चाहती है, तो वह स्वयं के खर्च पर कर सकती है।
29. राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा उपलब्ध करवाये गये उपकरणों/फर्नीचर के अतिरिक्त यदि संस्था स्वयं के खर्च पर अन्य उपकरण/फर्नीचर लगाना चाहती है तो राजकॉम्प इन्फो सर्विसेज लिमिटेड को कोई आपत्ति नहीं होगी। किन्तु इस प्रकार स्थापित किये जाने वाले उपकरणों/फर्नीचर की सूची संस्था द्वारा 7 दिवस में राजकॉम्प इन्फो सर्विसेज लिमिटेड को उपलब्ध कराई जावेगी।
30. शिशु सदन में स्थापित उपकरणों/फर्नीचर का रख-रखाव संस्था को स्वयं के खर्च पर कराना होगा।
31. अनुबंध समाप्ति पर संस्था को स्वयं द्वारा स्थापित उपकरण/फर्नीचर को ले जाने की अनुमति होगी।
32. संस्था द्वारा शिशु सदन में राज्य सरकार के नियमों/अधिनियमों का उल्लंघन करने वाली कोई गतिविधि नहीं की जावेगी। यदि ऐसा पाया जाता है, तो 15 दिवस का नोटिस देकर अनुबंध को समाप्त करते हुए कार्य सम्पादन प्रतिभूति राशि जब्त कर ली जावेगी तथा संस्था के विरुद्ध नियमानुसार कानूनी कार्रवाई राजकॉम्प इन्फो सर्विसेज लिमिटेड द्वारा की जावेगी।
36. शिशु सदन के संचालन के दौरान किसी प्रकार की चोरी, गबन, हानि, व्यक्तिगत दुर्घटना आदि की जिम्मेदारी स्वयं संस्था की होगी।
37. बाल अधिकारों को सुनिश्चित करना संस्था का दायित्व होगा।
38. संस्था द्वारा किसी भी प्रकार की जोखिम/विपत्ति की क्षतिपूर्ति के लिये स्वयं के खर्च पर बीमा करवाया जावेगा।
39. शिशु सदन का प्रशासनिक विभाग राजकॉम्प इन्फो सर्विसेज लिमिटेड होगा तथा OIC (IT Development & E-Governance Building, Jhalana, Jaipur) इनके प्रभारी अधिकारी होंगे। एवं पर्यवेक्षण हेतु गठित प्रबंध समिति के सदस्यों द्वारा समय-समय पर शिशु सदन का निरीक्षण कर रिपोर्ट प्रभारी अधिकारी, राजकॉम्प इन्फो सर्विसेज लिमिटेड को प्रस्तुत की जावेगी।
40. राजकॉम्प इन्फो सर्विसेज लिमिटेड के अधिकारियों द्वारा समय-समय पर शिशु सदन का औचक निरीक्षण किया जा सकेगा।
41. चूँकि यह कार्य सहभागिता के आधार पर प्रारम्भ किया जा रहा है। शिशु सदन के संचालन को सुगम बनाने के लिये निर्धारित शर्तों को आपसी सहमति से संशोधित किया जा सकेगा।
42. राजकॉम्प इन्फो सर्विसेज लिमिटेड एवं संस्था के मध्य किसी प्रकार का विवाद उत्पन्न होने पर दोनों पक्ष आपसी सहमति से समस्या का समाधान करेंगे।
43. उपरोक्त शर्तों के अतिरिक्त जहाँ आवश्यक हो सामान्य वित्तीय एवं लेखा नियमों एवं राजस्थान लोक उपापन में पारदर्शिता अधिनियम-2012 व नियम-2013 के प्रावधान एवं वित्त विभाग द्वारा शिशु पालना गुह के संचालन के संबंध में जारी नियम लागू होंगे।
44. इसकी साक्षी में इसके पक्षकारों ने आज दिनांक को अपने हस्ताक्षर किये।

Signed By:	Signed By:
() Designation: Company:	() OIC, RISL
<i>In the presence of:</i>	<i>In the presence of:</i>
() Designation: Company:	() Designation: Department of IT&C, Govt. of Rajasthan
() Designation: Company:	() Designation: Department of IT&C, Govt. of Rajasthan

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

Appeal No of

Before the (First/ Second Appellate Authority)

1. Particulars of appellant:

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

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

- a. <please specify>
 - b. <please specify>
 - c. <please specify>
3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:<please specify>
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:<please specify>
5. Number of affidavits and documents enclosed with the appeal:<please specify>
6. Grounds of appeal (supported by an affidavit): <please specify>
7. Prayer:<please specify>

Place

Date

Appellant's Signature

ANNEXURE-8: Goods & Service Tax % Details (For informative purposes only)

Sl. No.	Item Description	Percentage of Goods and Service Tax (%) Applicable
1	Annual honorarium for Crèche Operationalisation Services and approved reimbursable recurring expenditure, as applicable	4
1	Cost for Providing Services as defined in section 4.1.2 of the RFP to RajCOMP Info Services Limited	

ANNEXURE-9: FORMAT FOR SUBMISSION OF PROJECT REFERENCES FOR PRE-QUALIFICATION EXPERIENCE

Project Name:	Value of Contract/Work Order (In INR):
Country: Location within country:	Project Duration:
Name of Customer:	Total No. of staff-months of the assignment:
Contact person with address, phone, fax and e-mail:	Approx. value of the services provided by your company under the contract (in INR):
Start date (month/year): Completion date (month/year):	
Name of associated Bidders, if any:	
Narrative description of Crèche/Day-care/Child-care Project:	
List of Crèche/Day-care/Child-care Services provided by your firm/company	

Please attach a copy of the work order/ completion certificate/ purchase order/ letter from the customer for each project reference