


Notice Inviting Bid

Bid for Scanning & Digitalization Of Office Record are invited from interested Bidders up to 05.00 P.M. Date 31.07.2023 Other Particulars of the bid may be visited on portal (<https://sppp.rajasthan.gov.in>) and Departmental website (<https://education.rajasthan.gov.in>)

Estimated Cost : 08.00 lac.

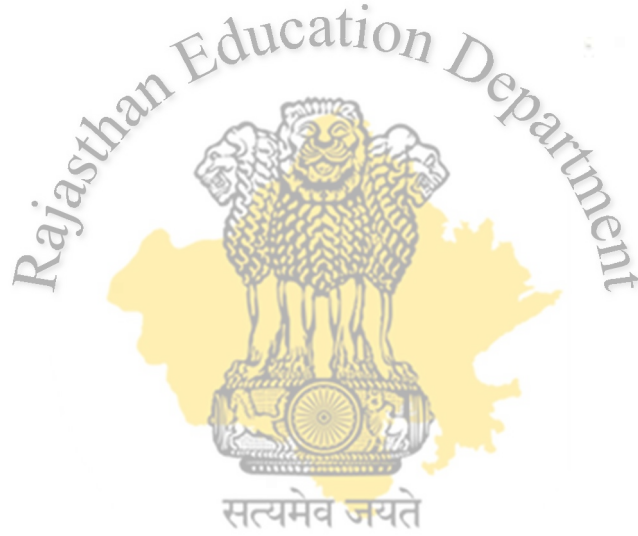
UBN No.


**Deputy Director
Secondary Education
Rajasthan, Bikaner**



DEPARTMENT OF DIRECTOR SECONDARY EDUCATION, RAJASTHAN, BIKANER
(Govt. of Rajasthan)

**Request for Proposal (RFP) for Open Competitive BID for scanning &
Digitalization of office Record Director Secondary Education, Rajasthan,
Bikaner.**



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

This is to inform all concerned that this office intends to enter into a **BID** for Scanning & Digitalization of Office record at HQ, Director, Secondary Education, Rajasthan, Bikaner., for hassle free transition of services & successful implementation e-Office system in time bound manner.

Important Dates :-

S.N.	PARTICULARS	DATE & TIME
1	Bid Document download start date from	20-07-2023 05.00 PM
2	Start date & Time of Bid submission	20-07-2023 05.00 PM
3	Pre Bid Meeting	24-07-2023 03.00 PM
3	Last date & Time for Bid submission	31-07-2023 05.00 PM
4	Date & Time to opening of Technical Bids	01-08-2023 03.00 PM
5	Date & Time of opening of Financial Bids	Shall be communicated to Technically qualified bidder

All details department website www.education.rajasthan.gov.in & SPPP Portal <https://sppp.rajasthan.gov.in>

General Terms & Conditions:

1. The bid should be forwarded to the The Director Secondary Education, Rajasthan, Bikaner in a sealed envelope subscribing "Bid for Scanning & Digitalization" on the top of envelope.
2. The bidder should have to indicate the name, contact address, E-mail ID, telephone and mobile numbers of the authorized personal/firm who will look after the quoted Scanning & Digitalization work after award of contract.
3. Bidder (authorized signatory) shall submit their bid formats both for technical and financial proposal along with DD for Tender Fees and Bid Security physically in Technical Bid envelop at the office of Tendering Authority as prescribed in NIB.
4. Estimated number of scanning pages is 20 Lac and value of the service is Rupees Eight Lac Only (INR 8.00 lac Only). Work will be executed in 90 working Days (except Raj. Govt. Holidays)
5. Amount of Fees is as below:-
 - ❖ Bidding Document Fee: Bid document fee is Rs.500.00
 - ❖ Bid Security Fee: Amount (INR):
INR 16000.00 for General, INR 4000.00 for S.S.I. (Should be located in Rajasthan and registered in Department of Industries, GOR) of Rajasthan, INR 8000.00 for Sick Industries, other than S.S.I., whose cases are pending with Board of Industrial & Financial Reconstruction.

- ❖ Process of online deposition of fees through egrass.raj portal is enclosed at Annexure-11.
6. Every bidder, participating in the procurement process will be required to furnish the bid document fees as specified in the NIB. The Banker's Cheque/ Demand Draft for Bidding document fee should be drawn in favor of "Director Secondary Education Rajasthan Bikaner". If the bidder deposits bid documents fees & Bid Security through eGRAS (Government Receipts Accounting System) portal online then bidder should submit copy of chalaan along with technical bid.
 7. The selected bidder will be required to execute the agreement on a non-judicial stamp of Rs. 500.00 and its cost and to be purchased from anywhere in Rajasthan only.
 8. The bid security (EMD) of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security by successful bidder.
 9. Prior to execution of agreement, Performance security shall be solicited from the successful bidder, the amount of performance security shall be 5.0% of the amount of contract value.
 10. Performance security shall be furnished in forms of Demand Draft or Banker's cheque of a scheduled bank or Chalaan of eGRAS portal and shall be released after 60 days of contract period and upon successful completion of scope of work.
 11. The officer or authority to which an appeal may be filed under (a) or (d) above shall be:
 - First Appellate Authority: Principal Secretary, / Secretary, School Education Rajasthan Jaipur.
 - Second Appellate Authority: Secretary (Budget), Department of Finance, GO R
 12. Procuring entity has the right to reject any Bid if found incomplete or for any other reason.
 13. The provisions of RTPP Act 2012 and Rules 2013 thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules 2013.

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1. Pre-Qualification/ Eligibility Criteria

- a) A bidder (Service Provider, authorized agencies are eligible to participate in the bidding process) participating in the procurement process shall possess the following minimum qualification/ eligibility criteria.

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	<p>Bidder should be:-</p> <ol style="list-style-type: none"> 1. A Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/Union, as applicable for dealing in the subject matter of procurement <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. A company registered under Indian Companies Act, 1956 <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 3. A partnership firm registered under Indian Partnership Act, 1932. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 4. A Firm/Company registered under the L.L.P Act 2008 	<ol style="list-style-type: none"> 1. Copy of valid Registration Certificates or Affidavit for Proprietorship. 2. Copy of valid Registration/ incorporation Certificates 3. Copy of valid Registration Certificates 4. Copy of valid Registration Certificates
2	Financial: Turnover	Bidder should have a minimum average annual turnover of Rs. 5.0 Lac. for the period of FY 2020-21 to FY 2022-23.(Annexure-1)	CA Certificate with CA's Registration Number/Seal with UDIN No & date
3	Technical Capability & Experience	The bidder must have successfully completed at least one similar type assignment valuing Rs. 2.00 Lacs during the last three years from FY 2020-21 to FY 2022-23	Copy of Work Order
4	Tax registration	<p>The bidder should have a registered number</p> <ol style="list-style-type: none"> i. GST Registration where his business is located ii. PAN 	Copies of relevant certificates of registration number
5	Bid Security Deposit	<p>Bid Security Fee: Amount (INR):</p> <p>INR 16000.00 for General, INR 4000.00 for S.S.I. (Should be located in Rajasthan and registered in Department of Industries, GOR) of Rajasthan, INR 8000.00 for Sick Industries, other than S.S.I., whose cases are pending with Board of Industrial & Financial Reconstruction.</p> <p><u>Process of online deposition of fees</u></p>	D.D. / B.C. No./ eGRAS chalaan No.... Bank: Date: Certificate of Registration if applicable

[Handwritten signatures and marks]

		through egrass.raj portal is enclosed at Annexure-11	
6	Undertaking	<p>Bidder should: -</p> <ul style="list-style-type: none"> i. Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; ii. Not have a conflict of interest in the procurement in question as specified in the bidding document. iii. Comply with the code of integrity as specified in the bidding document. iv. not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings. 	A Self Certified letter as per Annexure-2: Self-Declaration

b) In addition to the provisions regarding the qualifications of the bidders as set out in (a) above:-

- I. The procuring entity shall disqualify a bidder as per the provisions under "Clause: Exclusion/Disqualification of bids"
- II. The procuring entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to pre-qualify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

2. Scope of Work

Raj Kaj is a Unified Enterprise Platform to provide an electronic and collaborative workplace to all organizations of Government of Rajasthan. e-Office is the One stop place for all employees for all common functions and roles. e-Office system enabling shifting of government processes and transactions from 'traditional offline manual paper' to 'modern online automated' system.

Department of Director Secondary Education Rajasthan is implementing of Raj-Kaj "e-Office system" at HQ level. Therefore, Director Secondary Education Rajasthan Bikaner seeks to entered in the contract of Scanning & Digitalization of Office record for hassle free transition of services & successful implementation e-Office system in time bound manner.

Under this RFP, bidders will be entered in contracts i.e. **BID** for Scanning & Digitalization of Office record as given in financial bid format. Contract shall be valid for a period of one (01) year from the date of issue of award of Contract to the successful bidder. As this is a **BID** hence work order for items as mentioned in financial bid may be placed to selected bidder based on requirement. There may be case where work order may be placed for some items and may be for only some quantity. Hence, as per the requirement of Department of Director Secondary Education Rajasthan work order will be placed to successful bidder.

Scanning Specification & Format in PDF

Document Type /Condition	Color & DPI Regular
Regular Text	200 dpi
Text With Image	300 dpi
Very damaged /Tarnished/Clouded	450 dpi
Seriously damaged /Tarnished/Clouded	600 dpi
Document with Photograph	600 dpi

General Terms & Conditions:

- ❖ The cost of the item should be mentioned clearly and should include all the charges, if any except GST, which will be paid extra, if applicable.
- ❖ Quantity of the items mentioned in the IFB may be increased or decreased according to the requirement, if so.
- ❖ Successful bidder need to install adequate number of appropriate Scanning machine in Director Secondary Education Rajasthan along with technical efficient manpower during office hours on all working days. However, OIC will provide the Indent in accordance of required work.
- ❖ Services should be start delivering within one week from the date of issue of Purchase Order.
- ❖ Govt. has the right to reject any bid if found incomplete or for any other reason.

- ❖ Selected Bidder will make necessary arrangements to collect the office record/ Files from various sections of department and maintain the record of day to day scanning work.
- ❖ Scanned किये Document पठित एवं स्पष्ट होने चाहिए Document के Scan करते समय पठित एवं स्पष्टता सुनिश्चित करते हुए Scan Document की उचित DPI रखने हेतु फर्म बाध्य होगी। अस्पष्ट Scanned Document का भुगतान नहीं किया जावेगा।
- ❖ अनुमोदित फर्म को documents स्कैन करने हेतु उपयुक्त मशीने (स्कैनर तथा कम्प्यूटर) स्वयं को स्थापित करनी होगी। विभाग द्वारा स्थान उपलब्ध करवाया जावेगा। मशीनों के संचालन हेतु बिजली विभाग के द्वारा उपलब्ध कराई जावेगी।
- ❖ विभाग के कार्मिक के द्वारा स्कैन हेतु उपलब्ध कराई गई फाईले/Document के स्कैन होने, तथा संबंधित कार्मिक को लौटाने तक सुरक्षित रखने के लिए स्वयं जिम्मेदार होगा। सामान्यतः उसी दिन वापिस लौटाई जावें।
- ❖ स्कैनड किये गये फाईले/Document की स्कैनड कॉपी Standard Operating Procedure के अनुसार पेन ड्राईव में संबंधित कार्मिक को उपलब्ध करानी होगी। पेन ड्राईव कार्मिक के द्वारा दिया जायेगा।
- ❖ स्कैनड Document की गोपनीयता बनाये रखने के लिए फर्म उत्तरदायी होगी। स्कैनड Document Soft Copy में संबंधित कार्मिक के अतिरिक्त अन्य को बिना स्वीकृति के उपलब्ध नहीं किया जावे।
- ❖ अनुभाग अधिकारी या उसके द्वारा नामित कर्मचारी Vendor को पत्रावली मय निम्नांकित सारणी के साथ उपलब्ध करवाई जावेगी।

क्रम सं०	File का नाम	नोटशीट की पृष्ठ संख्या	कुल PUC के पृष्ठ संख्या	कुल पृष्ठ (3+4)
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- ❖ Vendor को पत्रावली जिस रूप में उपलब्ध करवाई गई है। Scanning सम्बन्धी कार्य के पश्चात् उसी रूप में मय सारणी उपलब्ध समस्त पृष्ठ संख्या सहित अनुभाग अधिकारी या उसके द्वारा नामित कर्मचारी को सुपूर्द करने हेतु Vendor उत्तरदायी होगा।
- ❖ सूची में उपलब्ध करवाये गये समस्त पृष्ठों को Vendor द्वारा Scan किये जाने के उपरांत So/ नामित कर्मचारी द्वारा उपलब्ध करवाई गई Pen Drive में Scanned Data PDF format में उपलब्ध करवायेगा।

- ❖ **Scanned Data** के पृष्ठों की संख्या अनुभाग द्वारा उपलब्ध करवाई गई पत्रावलियों की सूची से मिलान होना आवश्यकत है । यदि किसी **Scanned Data** का सूची में वर्णित संख्या से अंतर पाया जाता है तो उक्त पत्रावली के सम्बन्ध में अंतर का विवरण देगा ।
- ❖ **Vendor** द्वारा विशेष ध्यान रखा जावे कि पत्रावली में उपलब्ध नोटशीट के खाली पृष्ठ जो सूची में वर्णित संख्या में सम्मिलित नहीं है, को **Vendor** द्वारा **Scan** नहीं किया जावेगा ।
- ❖ यदि नोट शीट / **PUC** में एक पृष्ठ के दोनो तरफ पृष्ठांकन किया गया है तो उक्त पृष्ठ के दोनो हिस्सों को **Vendor** द्वारा **Scan** किया जाना है एवं उक्त **Scanning** के दोनो तरफ के हिस्सों को 2 पृष्ठ माना जावेगा ।
- ❖ एक ही पृष्ठ की एक से अधिक बार **Scanning** हो जाने पर जवाबदेही **Vendor** की होगी तथा उक्त का भुगतान विभाग द्वारा नहीं किया जायेगा ।
- ❖ **Scanning** सम्बन्धी कार्य के दौरान पत्रावली सुपूरुद किये जाने के पश्चात् यदि कोई भी पत्रावली या उसके पृष्ठ में किसी प्रकार की कांट छांट हो जाती है या पृष्ठ फट जाता/जाते है तो उसकी समस्त जिम्मेवारी **Vendor** की होगी ।
- ❖ बोलीदाता कार्य को निर्धारित समयावधि में पूर्ण करने के लिए स्कैन किये जाने वाले दस्ताविजो के प्रकार तथा स्थिति के अनुसार निर्धारित स्कैनिंग स्पेशिफिकेशन व फोरमेट के अनुरूप कार्य सम्पादित करने में सक्षम आवश्यक विभिन्न प्रकार की स्कैनर मशीनों यथा ऑटोमेटिक डोक्युमेंट फीडर (एडीएफ) स्कैनर, ओवरहैड स्कैनर, फ्लैटबेड स्कैनर, शीटफीड स्कैनर तथा कम्प्यूटर आदि की पर्याप्त संख्या में व्यवस्था सुनिश्चित करेगा ।
- ❖ **Standard Operating Procedure** के अनुसार **Scanning Record Register** संधारित किया जायेगा ।
- ❖ माध्यमिक शिक्षा निदेशालय बीकानेर के गोपनीय प्रकृति के कार्यों से संबंधित पत्रावलियों के स्कैनिंग का कार्य सम्बन्धित अधिकारी के निर्देशानुसार विभाग के कम्प्यूटर पर किया जावेगा तथा अभिलेख की गोपनीयता सुनिश्चित करना अनिवार्य होगा ।

3. Project Deliverables, Timelines, Milestone and Payment Terms & Schedule

S. No.	Project Activity/ Scope of Work	Deliverables (Reports/ Docs. / Infra.)	Timelines (from date of issue of work order) <i>T₀</i> - Date of issuance of work order	Payment
A. Annual Maintenance Contract				
1.	Installation of Scanning machine along with technical efficient manpower during office hours	<ul style="list-style-type: none"> • Installation of Scanning machine along with technical efficient manpower during office hours • Made necessary arrangements to collect office record/files from various sections 	$T_1 = T_0 + 7$ days	N/A
2.	Scanning & digitalization	Bound to scanning & digitalization during office hours on every working day.	$T_1 = T_0 + 1$ days	N/A
3.	Performing day-to day task of services as per SoW by the Bidder	For by-gone Month <ul style="list-style-type: none"> • Call sheet • Call log & summary of Scanning & digitalization • Confirmation of work by user • Verified copy of claim/ invoice (must be verified from OIC/ACP) 	By 10 th of every month	100% of value of the items as per BID upon Submission of all the deliverables after deduction of penalty if any.

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4. INSTRUCTION TO BIDDERS(ITB)

4.1 Sealing and Marking of Bids

- A. A Single stage-Two part/ envelope system shall be followed:-
- ❖ Pre-Qualification Documents/Technical documents-all documents in support of eligibility criteria i.e. section-1 of this RFP should be enclosed in one sealed envelope. Place the Technical Bid.
 - ❖ Financial Bid as applicable should be enclosed in second sealed envelope.
 - ❖ The envelopes containing the Pre-Qualification Documents, Fee deposition Instruments and financial bid envelop shall then be enclosed in one large single outer envelope.
- B. Alternative/ Multiple Bids- Alternative/ Multiple Bids shall not be considered at all.

4.2 Bid evaluation Criteria (Selection Method)

- A. The selection method is Least Cost Based Selection (LCBS or L1). L-1 bidder shall be calculated. No item- wise evaluation shall be done under each item, but purchaser reserves the right to negotiate with L-1 bidder on each item as well. It is compulsory to bid for all the items. Bids for incomplete item shall be rejected.
- B. A **BID** between Department of Director Secondary Education Rajasthan Bikaner and L-1 bidder shall be done which shall be valid for a period of 1year.

4.3 Right to vary quantity

- A. If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
- B. Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract (if the original order was given after inviting open competitive Bids). Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as per RTPP Act 2012 & Rules 2013.

4.4 Price Fall

- A. The prices under **BID** shall be subject to price fall clause. Price fall clause is a price safety mechanism in **BIDs** and it provides that if the **BID** holder quotes / reduces its price to render similar goods, works or services at a price lower than the **BID** price to anyone in the State at any time during the currency of the **BID**, the **BID** price shall be automatically reduced with effect from the date of reducing or quoting lower price, for all delivery of the subject matter of procurement under that **BID** and the **BID** shall be amended accordingly. The firms holding parallel **BIDs** shall also be given opportunity to reduce their price by notifying them the reduced price giving them fifteen (15) days' time to intimate their acceptance to the revised price.
- B. Similarly, if a parallel **BID** holding firm reduces its price during currency of the **BID**, its reduced price shall be conveyed to other parallel **BID** holding firms and the original **BID** holding firm for corresponding reduction in their prices. If any **BID** holding firm does not agree to the reduced price, further transaction with it, shall not be conducted.

5. TERMS OF PAYMENT & OTHER CONDITIONS

5.1 Payment Terms and Schedule

- A. Payment schedule – No advance/running payment shall be made. The payment will be made by the Director Of Secondary Education, Bikaner (Rajasthan) to the bidder on Satisfactory Completion of the work.
- B. The selected bidder will raise a bill for facilitating the payment. Due payments shall be made promptly by the purchaser, after submission of an invoice or request for payment by the supplier/ selected bidder.
- C. The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- D. Taxes, as applicable, will be deducted at source, from due payments, as per the prevalent rules and regulations.
- E. The TDS if applicable shall be deducted at source/ paid by purchaser as per prevailing rates.

5.2 Other Conditions

- A. The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules 2013.

6. Service Level Agreement (SLA)

This Service Level Agreement is intended to provide Director Secondary Education Rajasthan Bikaner with optimal services by the Bidder. This document covers the service availability, the service levels etc. for Scanning & Digitalization of Office Record of Director Secondary Education Rajasthan Bikaner. The RFP document and the Agreements intended to be a "living document" during the execution of the contract. It will serve as the foundation for continuous optimization of service level and performance measurement process throughout the term of the contract. Any modification to the agreement will be made upon mutual agreement of the parties.

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

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

- a) Fraction of a day in reckoning period shall be eliminated if it is less than half a day
- b) If the Successful Bidder requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply
- c) Delivery period may be extended with or without liquidated damages if the delay is on account of hindrances beyond the control of the bidder.

सत्यमेव जयते

7. Specification for Scanning & Digitalization

Description of works	Proposed rate Per Unit in (Rs.)	Proposed Rate Per Unit in words
Scanning of Paper Size Legal		
Scanning of Paper Size A4		
Scanning of Paper Size A3		

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



8. TECHNICAL BID FORMAT

Technical Bid Form	
1	Name of Bidder
2	Address of Bidder With Mobile/Tel. No/Email
3	Bid Fee Enclosed-DD/BC/ No.....For Rs. 500.00
4	<ul style="list-style-type: none"> Bid Security Amount Registration Certificate, if applicable Enclosed DD/BC/ No/e GRAS chalaan No..... Dated.....
5	Legal Entity Document Enclosed on Page No.....
6	Financial Turnover Certificate Annexure-1 Enclosed on Page No.....
7	Technical Capability Experience Enclosed on Page No.....
8	I. GST Registration II. PAN No (Self-Attested Copy)
9	Declaration by the Bidder Annexure 3
10	Undertaking- Annexure2 Self-declaration Page No.....
11	Certificate of Conformity/ No Deviation Annexure-13 Enclosed on Page No.....
12	Bidder Authorization Certificate Annexure 4 (if applicable) Enclosed on Page No.....
13	Annexure 7 to 10 Enclosed on Page No.....
14	Signed Complete RFP

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Seal & Signature of
Bidder

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9. FINANCIAL BID FORMAT (Sealed Separate Envelop)

	Tender Inviting Authority -The Commissioner, Agriculture, Rajasthan	
	Name of Work: <u>BID</u> for Scanning & Digitalization of Office record	
	Ref. No. Shivira-Sec/Accounts/D-2/	
	Date:	
	Bidder Name:	

S. No.	Nature of Work	Proposed Rate per Page (In INR) (Excluding GST)	(GST Amount) (In INR)	Proposed Rate per Page (In INR) (Including GST)	Amount in Words (In INR)
1	2	3	4	5 (3+4)	6
1	Scanning of Paper Size Legal				
2	Scanning of Paper Size A4				
3	Scanning of Paper Size A3				

Note-

- ❖ The price of the item should be mentioned clearly and should include all type of costs, all other charges except GST.
- ❖ No item- wise evaluation shall be done under each item, but purchaser reserves the right to negotiate with L-1 bidder on each item as well.
- ❖ Total Lowest offered rate, technically responsive bidder will be awarded the Contract for all items.



Signature of Bidder or
Authorized Signatory





Annexure-1:-ANNUAL TURNOVER STATEMENT

TO WHOM SO EVER IT MAY CONCERN

This to certified that the Annual turnover of M/s for the respective financial years as given below are true and correct.

Financial Year	Annual Turn over in Lakh Rupees
2020-21	
2021-22	
2022-23	

Date:

Rajasthan Education Department

Seal & Signature of
Auditor/Chartered Accountant
(Name in Capital)
Registration No.
With UDN

सत्यमेव जयते

Janu

ANNEXURE-2: 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, :-

- possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/UT.
- does not have any previous transgressions with any entity in India or any other country during the last three years
- does not have any debarment by any other procuring entity
- is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- does not have, and our directors and officers not have been convicted of any criminal 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;
- does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- will comply with the code of integrity as specified in the bidding document.

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

Thanking you,

Name of the Bidder: - Authorized Signatory: - Seal of the Organization: - Date:

Place:

ANNEXURE-3

DECLARATION BY BIDDER

I/We declare that I am/we are confide/in the service for which I/We have quoted. If this declaration is found to be incorrect then without prejudice to any other action that may be taken my/our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder:-

Authorized Signatory:-

Seal of the Organization:-

Date: _____

Place: _____



ANNEXURE-4

BIDDER'S AUTHORIZATION CERTIFICATE

(to be filled by the bidder)

To,
{Bidding 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/ clarification as may be required by you in the course of processing the Bid. For the purpose of validation, his/her verified signatures are as under.

Thanking you,

Name of the Bidder:-

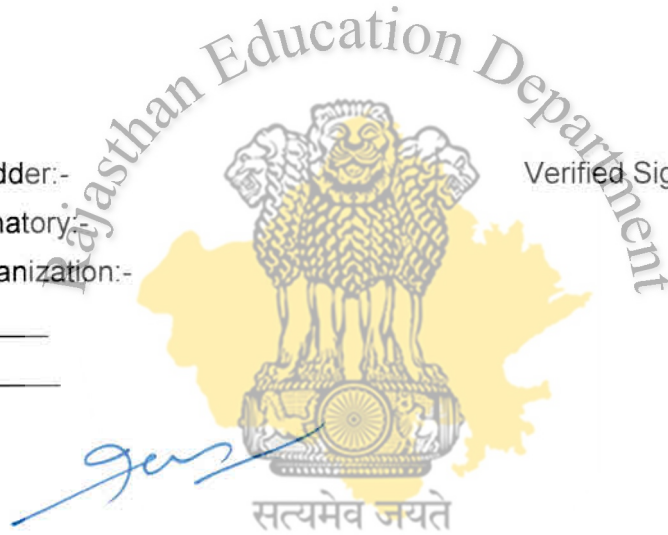
Authorized Signatory:-

Seal of the Organization:-

Date: _____

Place: _____

Verified Signature:



Annexure-5:- CERTIFICATE OF CONFORMITY/NO DEVIATION

{to be filled by the bidder}

To,

{Procuring Entity},

CERTIFICATE

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

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

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

Thanking you,

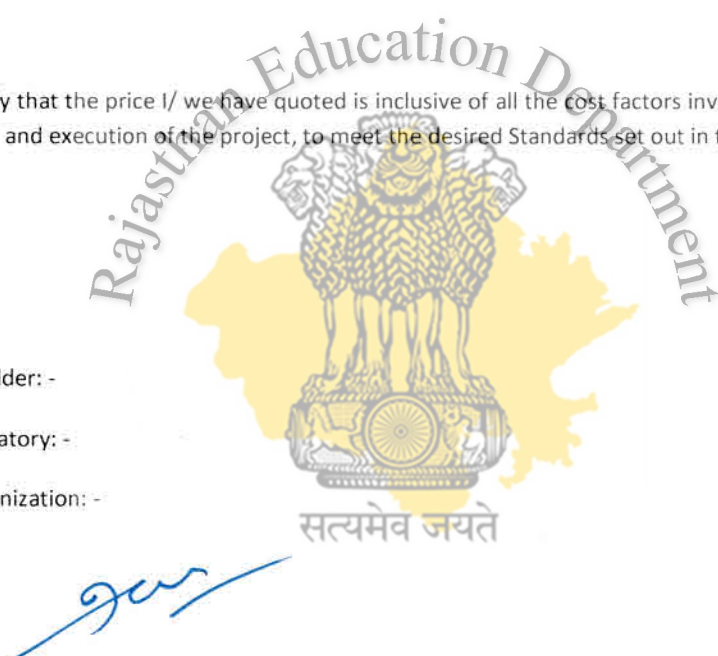
Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:



DSE

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ANNEXURE-6: 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):

- <please specify>
- <please specify>
- <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-7: COMPLIANCE WITH THE CODE OF INTEGRITY AND NO CONFLICT OF INTEREST

Any person participating in a procurement process shall-

- a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- c) Not indulge in any collusion, Bid rigging or anticompetitive behavior to impair the transparency, fairness and progress of the procurement process;
- d) Not misuse any information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process;
- e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- f) Not obstruct any investigation or audit of a procurement process;
- g) Disclose conflict of interest, if any; and
- h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of interest.-

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A bidder may be considered to be in conflict of interest with one or more parties in the bidding process if, including but not limited to:
 - a) Have controlling partners/shareholders in common; or
 - b) Receive or have received any direct or indirect subsidy from any of them; or
 - c) Have the same legal representative for purposes of the bid; or
 - d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the procuring Entity regarding the bidding process; or
 - e) The bidder participates in more than one bid in a bidding process. Participation by a bidder in more than one bid will result in the disqualification of all bids in which the bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a bidder, in more than one bid; or
 - f) the bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods, Works or services that are the subject of the Bid; or
 - g) Bidder or any of its affiliates has been hired (or proposed to be hired) by the procuring entity as Technical resource -in-charge/consultant for the contract.



ANNEXURE-8: GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS

The designation and address of the First Appellate Authority is **Principal Secretary/Secretary School Education Department Rajasthan.**

The designation and address of the Second Appellate Authority is **Secretary Finance (Budget) Govt. of Rajasthan, Jaipur.**

1) Filing an appeal:-

if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or the guidelines issued there under, he may file an appeal to First Appellate authority, as specified in the Bidding document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a bidder as successful the appeal may be filed only by a bidder who has participated in procurement proceedings:

Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.

- 2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- 3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the first appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to second appellate authority specified in the bidding document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.

4) Appeals not to lie in certain cases:-

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

- a) Determination of need of procurement
- b) Provisions limiting participation of bidders in the bid process
- c) The decision of whether or not to enter into negotiations
- d) Cancellation of a procurement process
- e) Applicability of the provisions of confidentiality

5) Form of Appeals:

- a) An appeal under Para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.
- b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee,

- c) Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or authorized representative.

6) Fee for filing Appeal:

- a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non refundable.
- b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of appellate authority concerned.

7) Procedure for disposal of Appeal:

- a) The first appellate authority or second appellate authority as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing
- b) On the date fixed for hearing, the first appellate authority or second appellate authority, as the case may be shall
- i. Hear all the parties to appeal present before him; and
- ii. Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- d) The order passed under sub clause (c) above shall also be placed on the state public procurement portal.



[Handwritten signature]

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[Handwritten signature]

ANNEXURE-9: ADDITIONAL CONDITIONS OF CONTRACT

1. Correction of arithmetical errors

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

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

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

2. Procuring Entity's Right to Vary Quantities

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

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

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more



Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

ANNEXURE-10: DRAFT AGREEMENT FORMAT

{to be mutually signed by selected bidder and procuring entity}

This Contract is made and entered in to on this _____ day of __, 2023 by and between Department of Agriculture, Govt. of Rajasthan, having its head office at Director Secondary Education Rajasthan Bikaner 334001 Rajasthan (herein after referred to as Purchaser/ Department of Director Secondary Education Rajasthan Bikaner) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONEPART

And

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

Whereas,

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

_____. And whereas

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

And whereas

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

And whereas

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

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

1. The NIB Ref. No. _____ dated _____ and RFP document dated _____ issued by Department of Agriculture along with its enclosures/ annexure, wherever applicable, are deemed to be taken as part of this contract and are binding



on both the parties executing this contract.

2. In consideration of the payment to be made by Department of Agriculture to service provider at the rates set forth in the work order no. ____ dated ____ will duly supply the said articles set forth in "Annexure-I: Bill of Services" thereof and provide related services in the manner set forth in the RFP, along with its enclosures/ annexure and Technical Bid along with subsequent clarifications submitted by service provider.
3. The Department of Agriculture do hereby agree that if service provider shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the Department of Agriculture will pay or cause to be paid to service provider, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.
4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e. _____ and completed by service provider within the period as specified in the RFP document.
5. In case of extension in the delivery of services period with liquidated damages the recovery shall be made on the basis of following percentages of the value of service delivered in the first quarter which the bidder has failed to deliver.

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

- a. Fraction of a day in reckoning period shall be eliminated if it is less than half a day
- b. If the Successful Bidder requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply
- c. Delivery period may be extended with or without liquidated damages if the delay is on account of hindrances beyond the control of the bidder.
- d. Also Liquidated Damages would be deducted from the monthly due payment.
- e. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness whereof the parties have caused this contract to be executed by their Authorized

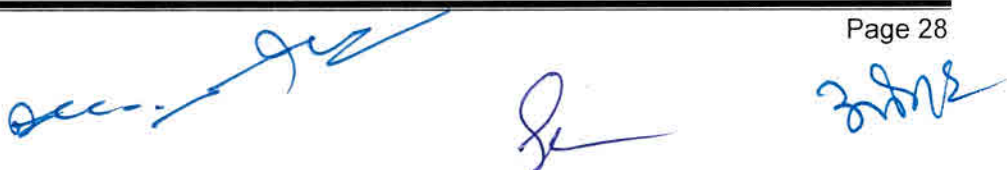
Signatories on this _____ day of _____, 2023.

Signed By:

Signed By:

DSE

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Designation:, Company:

(Authorized Signatory)

Department of Agriculture, Govt. of Rajasthan

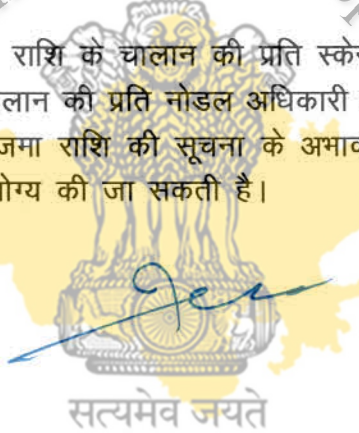
In the presence of:

In the presence of:

ANNEXURE-11: Process for Online payment of Tender Fee/Processing Fee/Stamp Charges through egrass.

टेण्डर फीस/प्रोसेस फीस/स्टाम्प चार्ज/प्रतिभूति Security का ऑन लाईन भुगतान हेतु निम्नानुसार प्रक्रिया अपनानी होगी:-

- 1) वेबसाईट egras.raj.nic.in खोलने के पश्चात् निविदादाता को लॉगिन यूजर आईडी एवं पासवर्ड तैयार करना होगा। इस हेतु वेबसाईट के दांयी तरफ नीचे की तरफ अंकित New User को क्लिक करना होगा। तत्पश्चात् login form खुलने पर आवश्यक जानकारी भरकर प्रस्तुत करने पर user का लॉगिन यूजर आईडी एवं पासवर्ड तैयार हो जावेगा। यूजर आई डी एवं पासवर्ड में संबंधित निविदादाता कम्पनी/फर्म/व्यक्ति के नाम से तैयार किया जावे।
- 2) तैयार यूजर आईडी एवं पासवर्ड की सहायता से वेबसाईट sign पद करने पर संबंधित फीस के भुगतान हेतु निम्नानुसार कार्यवाही कर चालान जनरेट कर ऑन लाईन भुगतान किया जा सकेगा:
- 3) ऑन लाईन भुगतान कर जमा राशि के चालान की प्रति स्कैन कर निविदा के साथ अपलोड करनी होगी तथा समस्त ई चालान की प्रति नोडल अधिकारी के ई मेल पर निर्धारित समय से पूर्व भेजनी होगी, अन्यथा ई जमा राशि की सूचना के अभाव में निविदा दाता की तकनीकी निविदा खोली नहीं जाकर अयोग्य की जा सकती है।



(अ) टेण्डर फीस का भुगतान:-

- 1) प्रोफाईल टेब को क्लीक कर ड्रॉप डाउन में उपलब्ध क्रेट प्रोफाईल को क्लीक करेंगे।
- 2) लेक्ट डिपार्टमेंट को क्लीक कर ड्रॉप डाउन से 2 माध्यमिक शिक्षा डिपार्टमेंट का चयन करेंगे।
- 3) मेजर हैड में सलेक्ट मेजर हैड को क्लीक करने के बाद मोर हैड टेब को क्लीक कर **0075 विविध सामान्य सेवाएं** ड्रॉप डाउन से सलेक्ट करेंगे। इसके पश्चात नीचे टेबिल में बायीं तरफ तीन मदें प्रकट होगी जिसमें से **0075-00-800-52-01-निविदा शुल्क से प्राप्तियों** को क्लीक करने के पश्चात उसक सामने स्थित एरो को क्लीक करने पर उक्त मद दायीं साईड की टेबिल में दर्शित हो जावेगी।
- 4) टेबिल के उपरी साईड में अंकित प्रोफाईल नेम में टेण्डर फीस अंकित करना होगा।
- 5) तत्पश्चात सबमिट बटन को क्लीक करने के पश्चात ओके को क्लीक करने पर चालान जनरेट हो जावेगा।
- 6) चालान में जिला में बीकानेर एवं ऑफिस नेम में **निदेशक माध्यमिक शिक्षा राजस्थान बीकानेर** ड्रॉप डाउन से सलेक्ट करने के पश्चात सलेक्ट पिरियड में वन टाईम ड्रॉप डाउन से भरना है। राशि के कॉलम में राशि भरने के पश्चात भुगतान हेतु ई बैंकिंग या पेमेन्ट गेटवे का चयन कर संबंधित बैंक का चयन करना होगा।
- 7) चालान के नीचे रिमार्क के लिए जगह दी हुई है उक्त स्थान पर निविदा का नाम एवं टेण्डर फीस राशि निविदादाता कम्पनी/फर्म/व्यक्ति जिसकी और से भुगतान किया जा रहा है का नाम अंकित किया जाकर भुगतान की कार्यवाही पूर्ण की जावे तथा जमा चालान की प्रति प्रिन्ट की जावे।

(ब) कार्य निष्पादन प्रतिभूति (PSD)/बोली प्रतिभूतिराशि का भुगतान:-

1. प्रोफाईल टेब को क्लीक कर ड्रॉप डाउन में उपलब्ध क्रेट प्रोफाईल को क्लीक करेंगे।
2. सलेक्ट डिपार्टमेंट को क्लीक कर ड्रॉप डाउन से 2 पर निदेशक, माध्यमिक शिक्षा राजस्थान, बीकानेर का चयन करेंगे।
3. मेजर हैड में सलेक्ट मेजर हैड को क्लीक करने के बाद मोर हैड टेब को क्लीक कर 8443 सिविल जमा ड्रॉप डाउन से सलेक्ट करेंगे। इसके पश्चात नीचे टेबिल में बायीं तरफ दो मदें प्रकट होगी जिसमें से 8443-00-103-00-00-प्रतिभूति जमा को क्लीक करने के पश्चात उसके सामने स्थित एरो को क्लीक करने पर उक्त मद दायीं साईड की टेबिल में दर्शित हो जावेगी।
4. टेबिल के उपरी साईड में अंकित प्रोफाईल नेम में कार्य निष्पादन प्रतिभूति (PSD) अंकित करना होगा।
5. तत्पश्चात सबमिट बटन को क्लीक करने के पश्चात ओके को क्लीक करने पर चालान जनरेट हो जावेगा।
6. चालान में जिला में बीकानेर एवं ऑफिस नेम में 3 निदेशक, माध्यमिक शिक्षा राजस्थान, बीकानेर ड्रॉप डाउन से सलेक्ट करने के पश्चात सलेक्ट पिरियड में वन टाईम ड्रॉप डाउन से भरना है। राशि के कॉलम में राशि भरने के पश्चात भुगतान हेतु ई बैंकिंग या पेमेन्ट गेटवे का चयन कर संबंधित बैंक का चयन करना होगा।

7. चालान के नीचे रिमार्क के लिए जगह दी हुई है। उक्त स्थान पर निदेशक, माध्यमिक शिक्षा राजस्थान, बीकानेर द्वारा आमंत्रित निविदा..... की कार्य निष्पादन प्रतिभूति (PSD)/बोली प्रतिभूति की राशि..... का निविदादाता कम्पनी/फर्म/व्यक्ति का नाम..... की और से भुगतान अंकित किया जाकर ऑनलाईन भुगतान की कार्यवाही पूर्ण की जावे तथा जमा चालान की प्रति प्रिन्ट की जावे।

Fee Deatails		
1.	Tender Fee (e-Grass Challan/DD) Rs. 500.00	e-Grass Challan (Under Revenue Head :- 0075-00-800-52-01) Deputy Director Administration, Secondary Education, Rajasthan, Bikaner & DDO code no. : 3740 Or Demand Draft (DD in Favour of Director of Secondary Education, Rajasthan, Bikaner. Payble at Bikaner)
2.	Bid - Security (BS)/ (e-Grass Challan/DD/BG) Rs. 16000.00	Demand Draft (DD/BG in Favour of Director of Secondary Education, Rajasthan, Bikaner. Payble at Bikaner) Or e-Grass Challan (Under Revenue Head :- 8443-00-103-00-00 Security Deposti) Deputy Director Administration, Secondary Education, Rajasthan, Bikaner & DDO code no. : 3740 (2% of Estimated Cost of IT Equipment)





