



Rajasthan Tourism Development Corporation Ltd.

(A Government of Rajasthan Undertaking)

Paryatan Bhawan, 2nd Floor, Opp. Vidhayakpuri Police Station, M.I. Road, Jaipur-302001

website: www.rtdc.tourism.rajabsthan.gov.in, Email: ed.rtdc@rajabsthan.gov.in

NIB No. RTDC/2025-26/ 2327

Date: 25-06-2025

NOTICE INVITING BID (E-BID NOTICE)

Rajasthan Tourism Development Corporation Limited (RTDC) invites competitive e-bids from experienced, technically and financially sound reputed eligible bidders for **Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year**. The selection process shall be as per the Circular dated 03.10.2023 as defined in the Annexure. Details are as given under:-

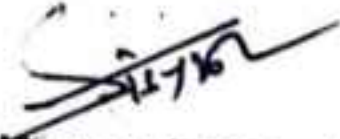
S. N.	Name of Work	Maximum License Fees for First Year (Ex. GST)	Bid Document Fee	Bid Security (EMD)	Last Date of Submission of Bids
1	Selection of bidders for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year	9,40,800/-	Rs.590/- (including GST)	Rs.18,816/-	04-07-2025 (upto 04:00 PM)

Detailed Bid Document for the Work can be downloaded from procurement portal <https://sppp.rajabsthan.gov.in> of the state and www.rtdc.tourism.rajabsthan.gov.in. All further updates will be available only on these websites, therefore, interested parties are advised to visit these websites regularly. The approximate value of the procurement is Rs.9,40,800/- (excluding GST) for the period of 1 year. The bid must be a Single-stage Bid (Two envelop – Part A: Technical Bid, Part B: Financial Bid).

Last Date of submission of Bid 04-07-2025 upto 04:00 PM. Demand Drafts of Bid Document Fee and Bid Security shall be in favour of "General Manager (Transport Unit), RTDC Limited" payable at Jaipur. Scanned copies of Demand Drafts shall be submitted along with the submission of Bid. Original Demand Drafts shall be submitted before **04-07-2025 upto 04:30 PM** at the office General Manager, Transport Unit, Rajasthan Tourism Development Corporation Limited, Paryatan Bhawan, 2nd Floor, Opp. Vidhayakpuri Police Station, M.I. Road, Jaipur-302001. Bids will be opened on **04-07-2025 at 05:00 PM**.

RTDC reserves the right to cancel/ reject any/ all Bids or bidding process without assigning any reason.

UBN :


General Manager (Transport Unit)

RTDC Limited

NIB No. RTDC/2025-26/___

Date: 25-06-2025

Copy to following for Information & N/a:-

1. P.S. to Managing Director, RTDC Limited, Jaipur
2. P.S. to Executive Director, RTDC Limited, Jaipur
3. Executive Director (Finance), RTDC Limited, Jaipur
4. General Manager, Transport Division, RTDC Limited
5. Computer Operator, Computer Section- to upload the NIT/BID on website as mentioned above


General Manager (Transport Unit)

RTDC Limited



Rajasthan Tourism Development Corporation Ltd.

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General Manager (Transport Unit)

RTDC Limited

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Disclaimer

The information contained in this Bid document (the **"BID"**) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of General Manager (Transport Unit), Rajasthan Tourism Development Corporation Limited (the **"Authority"**) or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this Bid and such other terms and conditions subject to which such information is provided.

This Bid is not an agreement and is neither an offer nor invitation by Authority to the prospective Bidders or any other person. The purpose of this Bid is to provide interested parties with information that may be useful to them in making their Bids pursuant to this Bid. This Bid includes statements, which reflect various assumptions and assessments arrived at by Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Bid document may not be appropriate for all persons, and it is not possible for Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Bid Document. The assumptions, assessments, statements and information contained in the Bid document may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Bid document and obtain independent advice from appropriate sources.

The information provided in this Bid document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid document or arising in any way for participation in this Bid Stage.

Authority and its counterparts also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Bid document.

Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid document.

The issue of this Bid Document does not imply that Authority is bound to select a Bidder or to appoint the Selected Bidder or the Service Provider, as the case may be, for the Project and Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Schedule of Bidding Process

The **Schedule of Bidding process** for the Bid is as below:

1	Bid document download start date	25/06/2025	04:00 PM
2	Bid Submission start date	26/06/2025	11:00 AM
3	Bid Submission End date	04/07/2025	04:00 PM
4	Submission of Bid cost & bid security	04/07/2025	04:30 PM
5	Bid opening date	04/07/2025	05:00 PM

For details, visit our Website <http://www.rtdc.tourism.rajasthan.gov.in>, <http://www.sppp.rajasthan.gov.in/>, and/or contact the General Manager (Transport Unit), RTDC Limited.

1. The bid be a Single stage Bid (Two envelope – Part A: Technical Bid, Part B: Financial Bid).
2. The RTDC reserves right to cancel the bid without assigning any reason to the bidders or anyone else.
3. Conditional bids and casual letter sent by the Service Provider shall not be accepted.
4. Financial Bid shall remain unopened which shall be opened later on a date, time and venue to be intimated to the Bidders who qualify in the evaluation of Technical Bids.
5. Joint Venture bids are not acceptable.
6. Bidders are requested to read the instructions in the bid document before submitting the bid. At any time prior to the Bid Due Date, the RTDC may for any reason, whether on its own initiative or as a result of a response to written queries, modify the Bid document or extend Bid Due Date by issuing an “**Addendum**”. Any modification of the BID document shall be made by the RTDC exclusively through the issue of Addendum.

Addendum shall be notified on www.sppp.rajasthan.gov.in. Such Addendum shall become part of the bid document.

General Manager (Transport Unit)

RTDC Limited

Submission of Bid

The bid should be submitted in two parts i.e. **Technical Bid (Part-A) and Financial Bid (Part-B)**. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "**Part-A: Technical Bid for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year**" and "**Part-B: Financial Bid for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Bid for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year**".

After submission of Bid, the Bidders shall submit original Demand Draft (DD) of Bid Fee and Bid Security as per the date, time and venue mentioned in the Bid document. Non-submission of the above shall lead to non-acceptance of the Bid submitted by the Bidder.

Special Note: All bidders are advised not to wait for last date and submit their Bid at the earliest. The RTDC shall not be responsible for any inconvenience in website and no extension for submission of the Bid shall be allowed for any bidder.

Last Date of Submission of Bid (Bid Due Date)

Last date of Submission of BID Application is **04/07/2025, upto 04:00 PM**. BID Application shall be submitted **offline in hard copy only at** General Manager (Transport Unit), 2nd Floor, Paryatan Bhawan, Opposite Vidhayak puri Police Station, **Jaipur**. Scanned copy of Demand Drafts shall be submitted along with the submission of BID application.

Original Demand Draft shall be submitted to the office of the **General Manager (Transport Unit), RTDC Limited, Jaipur** by **04/07/2025 upto 04:30 PM**. BID application will be opened on **04/07/2025 at 05:00 PM**.

Applicant(s) meeting the Eligibility Criteria as specified in the Bid document shall be treated as Eligible bidders.

Eligibility Criteria of Bidder

E-bids are invited from experienced, technically & financially sound registered and fulfilling the eligibility criteria for the Selection of Service Provider for Hiring for Government Official Transport Facility for the period of 1 year.

1. The bidder should have a minimum average annual turnover of Rs. 10.00 lac for the last three years i.e. 2021-22, 2022-23 & 2023-24 from similar activities. (Similar activities include Chauffeur-driven vehicles on hire specifically for Government Officials to the Government departments or Public sector undertakings)

The bidder should submit certificate duly issued and certified by Chartered Accountant regarding the turn-over for similar activities on the basis of which turnover of the bidder may be determined/assessed.

2. The bidder should have Two (2) years' experience in similar activities. (Similar activities include Chauffeur-driven vehicles on hire specifically for Government Officials to the Government departments or Public sector undertakings)

The bidder should submit the Work Order or supporting documents of the mentioned experiences.

3. The bidder should submit copy of PAN Card and GST No. certificate.
4. The bidder should submit Annexure "A" to "D" and Annexure 1 duly signed.
5. The bidder should submit the Bid document and Bid forms with signatures on each page and attached details/ documents.

Note:-

- Only the qualifying evaluated successful Bidder shall be considered for evaluation of financial bids.
- We understand that RTDC will reserve the right to reject or accept any bid without assigning any reason thereof.
- The information furnished above is True to the best of my/our knowledge. We have read and understood the notice inviting Bid and Bid document. We agree to abide by all the clauses, terms & conditions mentioned in this document. All the pages of which have been signed with seal as token of our acceptance.

Signature of Bidder with Seal

Name

Designation

Selection of Service Provider

- RTDC shall evaluate the financial bids of eligible bidders (qualifying technical bids) to determine the L-1 bidder. Ranking of the bidders as L-1, L-2, L-3 etc. will be decided based on rates quoted in the Financial bid.
- The L-1 bidder may be called for negotiations.

Special bid conditions and scope of work

- The vehicle to be provided should be in good physical and working conditions with proper insurance coverage, PUC certificate.
- The vehicle shall be registered under taxi/commercial quota with RTO and shall not be more than 5 years old.
- The driver earmarked for the work must carry a valid driver's license, and shall carry a mobile phone while on duty.
- **The duty time of the vehicle will be from 9:00 AM to 7:00 PM i.e. 10 hours OR as desired by the RTDC unit incharge. For urgent requirements other than 9 am to 7 pm is one hour in advance. The telephonic intimation to the driver or contractor shall be considered as notice.**
- **The vehicle provided by the service provider shall be of a sedan category. Service provider should provide 2 vehicles of Sedan category as per the requirement.**
- The driver of the vehicle will maintain Log book. The entries in the log book must be got certified from the officer/ officials of RTDC and submit the same at the close of each month duty to the Office of General Manager (Transport Unit), RTDC.
- The engagement and payment thereof shall be as per the Circular dated 03.10.2023 as defined in the Annexure. Observance of such Circular shall be the responsibility of the service provider.
- The rate quoted by the service provider shall be for total kilometers as defined in the Annexure. If the vehicle operates beyond the defined kilometers, then payment of excess kilometers actually run shall be made @ 10.00 Km upto the prescribe billing.
- Parking charges and toll, if applicable, shall be reimbursed by RTDC on actuals basis. Night allowance shall be reimbursed by RTDC to Selected Bidder.
- The cost of lubricants, repairs, maintenance, taxes, insurance etc. will be the liability of the service provider. When the vehicle is sent for the servicing than for that day any other vehicle of same or higher type is to be provided up to the satisfaction of the user.
- Agreement may be terminated at any time if the services are not satisfactory to the RTDC.

General Conditions of Agreement

1. Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the Bid document. Failure to furnish all information required in the Bid documents or submits a Bid not substantially responsive to the Bid document in any respect may result in the rejection of the Bid.
2. Bids should be filled in clearly. No additions and alterations or overwriting should be made in the Bid documents. Corrections, if any should be clearly countersigned at each correction.
3. The offer should be signed on each page of the Bid document and submitted in original; the Bidders must indicate his status under the signature i.e. Partner/ Manager/Sole proprietor etc.
4. Offer must be accompanied by bid security, Bid fee without which the offer will not be considered.
5. The successful Bidder will have to execute an agreement on non-judicial stamp paper of appropriate value with the General Manager (Transport Unit), RTDC Ltd., Jaipur within 7 days from date of issue of order. If the Bidder fails to execute agreement within prescribed period, such failure will be treated as a breach of terms & conditions & will result in the forfeiture of the earnest money deposited by the Bidder.
6. The successful Bidder shall have to submit performance security equivalent to 5% of the approved bid amount in the form of demand draft in favour of General Manager (Transport Unit), RTDC Ltd. Jaipur payable at Jaipur, at the time of execution of agreement. The security deposit will be refunded after successful completion of the agreement period. No interest will be payable on the said amount.
7. In the event of a dispute arising in connection with the Bid process, a conclusive decision will be rendered by the Managing Director, RTDC Ltd., and such decision shall be deemed obligatory upon the concerned bidder.
8. Any grievance of a Bidder pertaining to the bidding process shall be by way of filing an appeal to the first or second Appellate Authority, as the case may be, in accordance with the provisions of chapter III of The Rajasthan Transparency in Public Procurement Act, 2012 and chapter VII of The Rajasthan Transparency in Public Procurement Rules, 2013.

Particulars	Designation	Address
First Appellate Authority	Secretary/Principal Secretary/ Additional Chief Secretary, Department of Tourism, Government of Rajasthan	Government Secretariat, Jaipur-302004. Tel no. 91-141-2227389
Second Appellate Authority	Secretary (Finance Budget), Finance Department, Government of Rajasthan	Government Secretariat, Jaipur-302004. Tel no. 91-141-2227934

9. All legal proceedings, if necessity arises by any of the parties (RTDC/ Selected Bidder) shall have to be lodged in court situated in Jaipur (Rajasthan) and not elsewhere.
10. The cost of execution of agreement and any other related legal documentation charges and incidental charges will be borne by the Selected Bidder.

Terms of payment

The payment shall be made as following:

- Income tax and any other applicable taxes as may be applicable from time to time during the currency of the Agreement shall be deducted at source from the bills.
- The bills in duplicate will be submitted for every month in the first week of the following month to the officers in charge by the respective service provider. The bills will be accompanied by log book, separate for each vehicle. Service provider will have to submit the receipt of deposited GST one month prior to the expiry of Agreement. The last bill will only be processed on showing the receipt of depositing of all previous GST for this Agreement.

Duration/Period of Agreement

- The Agreement will be for **one year** from the date of signing of the agreement. However, keeping in view of satisfactory performance of the firm, extendable for further period on same terms & conditions as per RTPP Act, 2012 and RTPP Rules, 2013, at the same rates.

Validity of Bid

- The Bid shall remain valid for a period not less than 60 (Sixty) days from the due date of submission ("Bid Validity Period"). RTDC reserves the right to reject any Bid that does not meet this requirement. Validity of Bid shall be extended for a specified additional period at the request of RTDC with same terms & condition.
- A Bidder agreeing to the request will not be allowed to modify his Bid but would be required to extend the validity of his Bid Security for the period of extension.
- The Bid Validity Period of the Successful Bidder shall be extended till the date of execution of the work.

Name of Bidder with Signature and Seal

Technical Bid Forms

Technical Bid Form -1: Detail of Bidder

1.	Name of work for which Bid is Submitted	Selection of Service Provider for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year
2.	Name of Bidder	
3.	Legal Status of Bidder	
4.	Date of Incorporation/Registration	
5.	Office Address of Bidder with Contact & Communication details	
6.	Address of Branch Office in Rajasthan, if Registered office is situated out of Rajasthan Contact details	
7.	Details of Individual(s) who shall serve as the point of contact/communication Authority for this Bid	Name: Designation: Address: Telephone: E-mail:
8.	Particulars of Authorised Signatory	Name: Designation: Address: Telephone: E-mail:
9.	Details of submission of Cost of Bid document	DD/BC Number Date Issued by Branch
10.	Details of submission of Bid Security	DD/BC Number Date Issued by Branch
11.	Bank Account Details (For refund of Bid security deposit/EMD)	All the below information must be filled in BLOCK LETTERS ONLY. Copy of cancelled cheque having the above details must be enclosed. a. Name of the account holder b. Bank Name c. Branch d. Account No. IFSC Code
12.	GST Registration No.	
13.	PAN No.	

Technical Bid Form -2: Details of vehicle & ~~monthly rental amount~~

1.	Name of owner of vehicle	
2.	Vehicle Registration Number (attach copy)	
3.	Vehicle valid motor insurance (attach copy)	
4.	Vehicle fitness certificate number (attach copy)	

Note:

1. Attach separate sheet for details where required.
2. In case of authorized representative signing this document enclose copy of the authority letter duly signed/notarized.

Signature of Bidder with Seal

Name

Designation

Technical Bid Form 3 : Power of Attorney for Signing Authority

(to be submitted by Bidder (except cases where bidder itself signed the bid) on Non-Judicial Stamp Paper of Requisite Value as per Prevalent Stamp Duty (not less than Rs.100/-) and duly attested by Notary Public)

Know all men by these presents, We ----- (name of the Bidder and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name), ----- who is presently employed with us, -----, name Bidder, and holding the position of -----, as our true and lawful attorney (hereinafter referred as the "Authorised Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for Selection of Service Provider for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year (the "Project") issued by General Manager (Transport Unit), Rajasthan Tourism Development Corporation Limited ("Authority") including but not limited to signing and submission of all Bids, Bids and other documents and writings, and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all bid documents including the Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said Project and/or upon award thereof to us and/or till the entering into the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Authorised Signatory pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, -----, THE ABOVE NAMED PRINCIPLES HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ----- DAY OF -----, 2025

For

(Signature, name, designation and address)

(Notarized)

Accepted

(Signature)
(Name, Title and Address of the Authorised Signatory)

Witnesses:

- 1.
- 2.

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

Technical Bid Form 3 : Anti-Collusion Certificate

(to be submitted by the Bidder)

We hereby certify and confirm that in the preparation and submission of this Bid in response to the Bid issued by General Manager (Transport Unit), Rajasthan Tourism Development Corporation Limited (the "Authority") for **Selection of Service Provider for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year** (the "Project") we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have neither offered nor paid nor shall offer nor pay, directly or indirectly, any illegal gratifications, in cash or kind, to any person or agency in connection with the Bid.

Date this.....Day of2025

For and on behalf of : (Name of the Bidder)
Signature : (Authorised Signatory)
Name of the Person :
Designation :
Seal of the Bidder :
Date :
Place :

Technical Bid Form 4: Financial Eligibility

(Certificate from Practicing Chartered Accountant on its Letterhead)
(to be submitted by each Bidder)

Name of the Bidder:

Net worth		Annual Turnover		
As on	(Amount in Rs.)	Financial Year	Annual Turnover (Amount in Rs.)	Turnover from Similar Activities (Similar activities include Chauffeur-driven vehicles on hire specifically for Government Officials to the Government departments or Public sector undertakings) (Amount in Rs.)
March 31, 2024		FY 2021-22		
		FY 2022-23		
		FY 2023-24		
		Average Annual Turnover of any three years		

This is to certify that the information contained above are true and correct as per the audited/ certified financial accounts of M/s having its office at(address of the bidder).

Date:

Place:

(Signature, Name, Designation, Membership Number
of the CA/Authorised Signatory of CA Firm)

Name and Seal of CA/CA Firm

UDIN.....

- Note:-**
- a) The above Form shall be filled and certified by the practicing Chartered Accountant.

Annexure - A

Compliance with the Code of Integrity and No Conflict of Interest

Code of integrity-

1. All the officers or employees of the procuring entity shall, -
 - 1.1. Maintain an unimpeachable standard of integrity both inside and outside their office.
 - 1.2. Act in accordance with the Provisions of the Act, these rules, guidelines issued under the Act and instructions;
 - 1.3. Not allow any bidders to have access to information on a particular procurement, before such information is available to the public at large;
 - 1.4. Not intentionally use unnecessarily restrictive or "tailored" specifications, terms of reference or statements of work that can discourage competition;
 - 1.5. Not solicit or accept any bribe, reward or gift or any material benefit of any directly or indirectly promise of future employment from anyone, who has sought or is seeking procurement from the procuring entity;
 - 1.6. Not have a financial interest in any bidder(s) responding to a procuring entity's bidding process and any person having financial interest in any bidder shall not participate in that procurement process;
 - 1.7. Not disclose proprietary and source selection information, directly or indirectly, to any person other than a person authorized to receive such information;
 - 1.8. Treat all bidders in a fair and equitable manner in line with the principle of fairness, integrity and transparency in the procurement process;
2. Any person participating in procurement process shall: -
 - 2.1. 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;
 - 2.2. Not misrepresent or omit information that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - 2.3. Not indulge in any collusion, bid rigging or anticompetitive behavior to impair the transparency, fairness and progress of the procurement process;
 - 2.4. Not misuse any information shared between the procuring entity and the bidders with intent to gain unfair advantage in the procurement process;
 - 2.5. 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;
 - 2.6. Not obstruct any investigation or audit of a procurement process;
 - 2.7. Disclose conflict of interest, if any; and
 - 2.8. 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: -

1. A conflict of interest for procuring entity or its personnel and bidders is considered to be a situation in which a party has interests that could promptly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
2. The situations in which a procuring entity or its personnel may be considered to be in conflict of interest includes, but not limited to, following: -
 - 2.1. A conflict of interest occurs when procuring entity's personnel's private interests, such as outside professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official.
 - 2.2. Within the procurement environment, a conflict of interest may arise in connection with such private interests as personal investments and assets, political or other outside activities and affiliations while in the

service of the procuring entity, employment after retirement from the procuring entity's service or the receipt of a gift that may place the procuring entity's personnel in a position of obligation.

- 2.3. A conflict of interest also includes the use of procuring entity's assets, including human, financial and material assets, or the use of procuring entity's office or knowledge gained from official functions for private gain or to prejudice the position of someone procuring entity's personnel does not favor.
- 2.4. A conflict of interest may also arise in situations where procuring entity's personnel is seen to benefit, directly or indirectly, or allow a third party, including family, friends or someone they favor, to benefit from procuring entity's personnel's actions or decisions.
- 2.5. A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to: -
 - 2.5.1. They have controlling partners in common
 - 2.5.2. They receive or have received any direct or indirect subsidy from any of them;
 - 2.5.3. They have the same legal representative for purposes of the bid;
 - 2.5.4. They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another;
 - 2.5.5. A bidder participates in more than one bid in the same bidding process. However, this does not limit the inclusion of the same sub-contractor, not otherwise participating as a bidder, in more than one bid; or
 - 2.5.6. A bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process. All bidders shall provide in Qualification Criteria and Bidding Forms, a statement that the bidder is neither associated nor has been associated directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or being proposed as Project Manager for the contract.

Annexure - B

Declaration by the Bidder Regarding Qualifications

(to be submitted by Bidder on non-judicial stamp paper of requisite value as per applicable stamp act (not less than Rs.100/-) and duly attested by Notary Public)

In relation to my/our Bid submitted to _____ for procurement of in response to their Notice Inviting Bids NoDated I/we here by declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

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

Date:

Place:

Name and Signature of the bidder

Designation:

Address:

Annexure - C

Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Secretary/Principal Secretary/ Additional Chief Secretary, Department of Tourism, Government of Rajasthan Government Secretariat, Jaipur-302004. Tel no. 91-141-2227389.

The designation and address of the Second Appellate Authority is Secretary, Finance Department, Government of Rajasthan Government Secretariat, Jaipur-302004. Tel no. 91-141-2227094.

(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 First Appellate Authority, as specified in the Bidding Document within a period of ten days 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 Endeavour to dispose it of within thirty days from the date of the appeal.

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

(4) Appeal not to lie in certain cases

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

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

(5) Form of Appeal

- (a) An appeal under para(1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (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 off etc.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in personal through registered post or authorized representative.

(6) Fee for filing appeal shall be as per applicable provisions of RTTP Act/ Rules.

(7) Procedure for disposal of appeal shall be as per applicable provisions of RTTP Act/ Rules.

**Memorandum of Appeal under the Rajasthan Transparency in Public
Procurement Act, 2012**

Appeal No of

Before the (First/Second Appellate Authority)

- 1. Particulars of appellant:
 - (i) Name of the appellant:
 - 1. Official address, if any:
 - 2. Residential address:
- 2. Name and address of the respondent(s):
 - (i)
 - (ii)
 - (iii)
- 3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order (enclose copy), or a statement of a decision, action or mission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
- 4. If the Appellant proposes to be represented by are presentative the name and postal address of the representative:
- 5. Number of affidavits and documents enclosed with the appeal:
- 6. Grounds of appeal:

.....
.....
..... (Supported by an affidavit)

Prayer:

Place.....

Date.....

Appellant's Signature

Annexure - D

Additional Conditions of Contract

1. Correction of arithmetical errors

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

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of 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 Human Resource, 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 Human Resource, 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 25% of the value of Human Resource of the original contract and shall be within one month from the date of expiry of last Services. If the Service Provider to do so, the Procuring Entity shall be free to arrange for the balance supply / hiring by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Service Provider.

BID FORM (PART-B)

FINANCIAL BID
(to be submitted in separate envelope only)

Bid Inviting Authority	General Manager, Transport Unit, RTDC Limited, Jaipur			
Name of Work	Bid Document for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year			
Name and Address of the Bidder				
Price Schedule				
<ul style="list-style-type: none">• This template for submission of Financial Bid shall not be modified/ replaced otherwise such Bids will be rejected. Rates/Financial Bid must be submitted in the in this format only.• Bidder is required to quote the figure in Column E Only.• Rates quoted by the Bidder shall be exclusive of GST and all other applicable taxes.• Rates quoted are valid for 1 year from the date of submission of Bid and the Bidder shall be liable to supply the items on quoted rates to RTDC during such period.• RTDC may increase/ decrease supply quantity as per its requirements.				
Sr. No.	Supply Item	Category	Unit	Unit Rate (exclusive of GST and all Applicable taxes)
1	Selection of Service Provider for Hiring of Vehicles with driver for Government Official as Transport Facility for the period of 1 year	Sedan	1	
TOTAL				

- **Financial Bid shall contain only Quotation, as above. Rest of the document must be in the Technical Bid envelop (Part-A).**
- I/we have read all the terms and conditions of the Bid and the specified agreement, and I/we agree to them. All information provided in Bid Document Part 'A' and Part 'B' is true to the best of my knowledge. If any information is found to be incorrect, my Bid document may be cancelled, for which I have no objection.

Date:

**Authorized Bidder's Signature, Name,
Designation (Seal)**

Annexure -1

Circular issued by Finance (G&T) Department dated 03.10.2023



राजस्थान सरकार
वित्त (जीएण्डटी) विभाग



No.F.2(4)FD/SPFC/2017

Jaipur, dated :- 03/10/2023

CIRCULAR

Subject :- Revision in the rates in respect of hiring of vehicles.

1. This is in reference to the circulars of even number dated 19.07.2018, 28.02.2019, 31.03.2021 & 05.04.2022 issued by this department regarding hiring of vehicles. The maximum ceiling of expenditure and rates prescribed in existing point No. 2(i), (ii), (iii) and (iv) of this circular are hereby revised as under :-

Particulars	Revised rates
Point NO. 2 (i) for offices having a city (Municipal limits of a town) as their jurisdiction	Rs. 28900/- per month for 1500 Kms (GST extra, if applicable)
Point No. 2 (ii) for offices having a district as their jurisdiction	Rs. 34100/- per month for 2000 Kms (GST extra, if applicable)
Point No. 2 (iii) for offices having jurisdiction of more than one district but less than the whole state	Rs. 36100/- per month for 2200 Kms (GST extra, if applicable)
Point No. 2 (iv) for official use in respect of those offices whose functional and operational jurisdiction is spreading over the entire state	Rs. 39200/- per month for 2500 Kms (GST extra, if applicable)

2. Point No. 3, 4 & 13 of above mentioned circulars are also revised as under :-

Point No. 3 :

- (i) Revised to Rs 28900/- per month (GST extra, if applicable)
- (ii) For additional running of vehicle (more than 1500 Kms) - @ Rs. 10.00 per Km.

Point No. 4 :

The maximum ceiling of expenditure in a month for vehicles required on as and when basis would be Rs. 14500/- per month.

.....P/2

: 2 :

Point No. 13 :

These rates/conditions shall be applicable with effect from 01.10.2023 (Payment for which payable on 1 Nov., 2023). The existing contracts for hiring of vehicles, which have been entered into prior to issue of this Circular having the price escalation clause can also implement these rates with effect from 01.10.2023.

All other terms & conditions mentioned in the above referred circular shall remain unchanged.


(Rohit Gupta)

Finance Secretary (Budget)

Copy forwarded to the following for information and necessary action :-

1. Secretary to Hon'ble Governor/Pr. Secretary to Hon'ble Chief Minister/Spl. Assistant to all Ministers/State Ministers.
2. DS to Chief Secretary/ PS to all Addl. Chief Secretary/Principal Secretary/ Secretary/Spl. Secretary.
3. Secretary, Rajasthan Legislative Assembly, Rajasthan, Jaipur.
4. Secretary, Lokayukt Secretariat, Rajasthan, Jaipur.
5. Secretary, RPSC, Ajmer.
6. Registrar, Rajasthan High Court, Jodhpur/Jaipur.
7. Principal Accountant General (Audi/A&E), Rajasthan, Jaipur.
8. All Joint Secretary/Dy. Secretary/All Sections/Departments Government Secretariat, Jaipur.
9. All Head of Departments/District Collectors/Divisional Commissioners.
10. Registrar, Rajasthan Civil Services Appellate Tribunal, Jaipur.
11. All Financial Advisors/Chief Accounts Officers, Rajasthan.
12. All Treasury Officers, Rajasthan.
13. All Procuring Entities, Rajasthan.
14. Technical Director, Computer Cell (Finance Department) to publish the order on departmental website.
15. Guard File.


Joint Secretary