



# Rajasthan Tourism Development Corporation Limited (RTDC)

(A Govt. of Rajasthan Undertaking)

III<sup>rd</sup> Floor, Paryatan Bhawan, Sanjay Marg, Opposite Vidhayakpuri Police Station  
Jaipur - 302001, Rajasthan (India)

No: RTDC/Bid/24-25/.....<sup>3658</sup>  
*GDP/Uniform*

Date: 21/11/2024

## BID NOTICE .....<sup>3658</sup>/2024-25

Rajasthan Tourism Development Corporation Limited (RTDC) invites competitive Bids for the supply of uniform cloth for RTDC staff:

S. N.	Supply Items	Estimated Value Rs.	Bid security (EMD) Rs.	Bid Document Fee Rs.	Last Date of Submission of Bids
1	Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff	4,07,000/- (inclusive of GST and all applicable taxes)	8,140/- (1,018/- for agencies registered under MSME)	2,360/-	27-11-2024, 3:00 PM

Detailed Bid Document can be downloaded from [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and [www.rtdc.tourism.rajasthan.gov.in](http://www.rtdc.tourism.rajasthan.gov.in). Last Date of submission of Bid application is 27/11/2024 upto 3:00 PM.

Demand Draft of BID Document Fee and EMD shall be in favour of "Executive Director (Finance), RTDC Limited, Jaipur" payable at Jaipur. Scanned copy of Demand Drafts shall be submitted along with the submission of Bid Application by 27/11/2024 upto 3:00 PM.

Original Demand Draft and sample of items mentioned in the Bid shall be submitted at the office of the Executive Director, RTDC Limited, Jaipur by 27/11/2024 upto 3:30 PM. Bid Application will be opened on 27/11/2024 at 4:00 PM.

Executive Director, RTDC reserves the right to cancel/ reject any/all Bid Applications or Bid process without assigning any reason.

(.....)  
Executive Director  
RTDC Limited  
Date: 21/11/2024

*GDP/Uniform*  
No: RTDC/...../BID/24-25/<sup>3658</sup>

Copy to following for Information & N/a:-

1. P. S. to Managing Director, RTDC Limited, Jaipur
2. Executive Director (Finance), RTDC Limited, Jaipur
3. Director Technical, RTDC Limited, Jaipur
4. GM (M & P) for publication in the state-level newspaper.
5. The Computer Programmer RTDC Ltd. Jaipur, to upload this Bid on the websites mentioned above.

(.....)  
Executive Director  
RTDC Limited

## Disclaimer

The information contained in this Bid document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Bidders 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 or an offer by the 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 the formulation of their Proposals pursuant to this BID. This BID includes statements, which reflect various assumptions and assessments arrived at by the Authority. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This BID may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this BID. The assumptions, assessments, statements and information contained in this BID, 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 and information contained in this BID and obtain independent advice from appropriate sources.

Information provided in this BID to the Bidders may be 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. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers 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 or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the BID and any assessment, assumption, statement or information contained therein or deemed to form part of this BID or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this BID. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this BID.

The issue of this BID does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process.

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



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## 1 About RTDC

Rajasthan Tourism Development Corporation Ltd. (RTDC) is a company registered under Companies Act 1956 with its head quarter at Jaipur. This company is fully owned by Government of Rajasthan. It is engaged in developing infrastructure for tourism by way of setting up hotels, motels, cafeteria and providing city sightseeing tour facility as well as boating at various lakes in the State.

## 2 Bid Document

- a) RTDC invites Bid for from interested companies/manufacturers for the Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) staff.
- b) Interested entities may submit their BID Application at the Office of Executive Director, RTDC, 3<sup>rd</sup> Floor, Paryatan Bhawan, Opposite Vidhayak Puri Police Station, M.I.Road, Jaipur-302001 only.

## 3 Eligibility of Applicant for submission of BID Application

- a) Applicant must be a legally recognized business entity incorporated/registered under applicable law in India.
- b) Should be in possession of:
  - a. Valid Trade License
  - b. PAN Card [in the name of firm/agency or proprietor]:
  - c. Valid GST Registration.
  - d. Registration under the Shops & Establishment Act
- c) Applicant must have **average annual turnover of Rs. 50.00 Lakhs** in last 3 financial years, FY2021-22, FY2022-23, FY2023-24.

The bidder should submit certificate of C.A. regarding the turn-over for similar job/activities on the basis of which turnover of the firm may be determined/assessed OR last three years audited accounts (e.g. Balance sheet and profit and loss account) for the verification of the turnover OR the income tax returns of the last three years.

- d) **Minimum 03 (Three) years' experience** in providing similar kind of services/activities in Central Government/ Central Autonomous Bodies/ State Govt/ Central Public Sector Undertakings, Large Corporate Bodies of repute. Bidder shall attach list of such organizations with contract nos. where the Agency is currently providing/ has earlier provided this kind of service and copies of work order/completion certificate shall be submitted in support of their claim (To be submitted as per Bid form 2 on bidder's/Bidder's letterhead).

OR

Bidders should be manufacturer/authorised distributors for uniform cloth with 03 (three) years' experience in business supply of the same. Bidders should submit valid credentials in support of manufacturer / authorised distributorship from the branded manufacturers of the products.



#### 4 Availability of BID Document Fee

BID Document can be downloaded from [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) [www.rtdc.tourism.rajasthan.gov.in](http://www.rtdc.tourism.rajasthan.gov.in) from 21/11/2024 to 27/11/2024, upto 03:00 PM.

#### 5 Amendment in the BID Document

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/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](http://www.sppp.rajasthan.gov.in). Such Addendum shall become part of the Bid document.

#### 6 Submission of BID Application

- **Bid shall be submitted in two separate envelopes** i.e. (i) Technical Bid (in PDF format) and (ii) Financial Bid (in the format provided). Technical Bid and Financial Bid shall contain all documents/information as set forth in this Bid document
- **Bid shall be submitted at the office of Executive Director, RTDC.**
- The Bidders shall submit original Demand Draft (DD) for Bid Document Fee and Bid Security as per the date, time and venue mentioned in in the Bid document. Non-submission of the above shall lead to non-acceptance of the Bid submitted/uploaded by the Bidder.

#### 7 Last Date of Submission of Bid (Bid Due Date)

Last date of Submission of BID Application is 27/11/2024, upto 03:00 PM. BID Application shall be submitted offline only at the **office of Executive Director, RTDC, Jaipur**. Scanned copy of Demand Drafts shall be submitted along with the submission of technical BID application by 27/11/2024 upto 3:00 PM. Original Demand Draft shall be submitted to the office of the **Executive Director, RTDC Limited, Jaipur by 27/11/2024 upto 3:30 PM. BID application will be opened on 27/11/2024 at 4:00 PM.** RTDC may at its sole discretion, extend the Bid Due Date by issuing an Addendum

**Applicant(s) meeting the Eligibility Criteria as specified in Clause-3 shall be treated as Eligible bidders.**

*Bidders are requested to submit their Bids well in time so as to avoid 11<sup>th</sup> hour issues or any other unforeseen situation.*

#### 8 Bid Conditions

- 8.1 RTDC has adopted limited bidding as per the provisions of Rajasthan Transparency in Public Procurement Act (RTPPA), 2012 and Rajasthan Transparency in Public Procurement Rules (RTPPR), 2013 (the 'Bidding Process'). If there is any discrepancy between the provisions of

- the Act and the Rules and this Bid Document, the provisions of the Act and the Rules shall prevail along with terms & conditions mentioned hereunder.
- 8.2 Interested Bidders, in response to the Bid Document, shall submit their Bids (the "Bids") **offline only at the office of Executive Director, RTDC, 3<sup>rd</sup> Floor, Paryatan Bhawan, Opposite Vidhayak Puri Police Station, M.I.Road, Jaipur- 302001.**
  - 8.3 **Sample of items mentioned in the Bid Document must be submitted in a separate sealed envelope along with the Original Demand Draft at the office of the Executive Director, RTDC Limited, Jaipur**
  - 8.4 Bidder shall or shall be deemed to have carefully examined the conditions, specification, size, make and configuration etc before filling the Bid Form.
  - 8.5 All the items to be supplied shall be of the best quality to the specifications trademark laid down for them and in strict accordance with the approved standard/samples. The decision of the RTDC shall be final and shall be binding upon the Bidders. In case any of the articles supplied not being approved, shall be liable to rejection or replacement. Any expenses or loss caused to the Selected Bidder/ supplier as a result of rejection or replacement of supplies shall be entirely on the account of Selected Bidder/ supplier and shall be recoverable from Security Deposit or any other pending.
  - 8.6 Executive Director (RTDC) or its duly authorized representative shall have reasonable access to the Bidder/ suppliers premises and shall have the power to inspect and examine the material and workmanship of the items to be supplied. The Bidder shall invariably furnish complete address of the premises of his official/Godown where inspection can be made along with full name and address of the person who may be contracted for this purpose.
  - 8.7 In case goods other than that of the approved quality make or size supplied the same shall be rejected and have to be replaced within a reasonable time by the Bidder/ supplier without extra cost. The rejected articles must be removed by the Selected Bidder immediately. The official concerned will take reasonable care of such materials but in any case, they will not be held responsible for any loss, shortage, which may occur while it is in their premises.
  - 8.8 Bidder shall be responsible for the proper packing so as to avoid damage under normal condition. In the event of any loss damages breakage or any shortage found at the time of checking/inspection of the materials by the RTDC, the loss will be on Selected/ Bidders account.
  - 8.9 All rates quoted must be for Rajasthan Tourism Development Corporation (RTDC) staff, and should be inclusive of transportation and other expenses, GST and all other applicable taxes..
  - 8.10 Selected Bidder whose Bid, is accepted, shall arrange supplies as soon as possible within specified period as mentioned in the Work/ Supply Order. The supplies shall have to be arranged according to the requirement of the RTDC.
  - 8.11 If the Selected Bidder fails to deliver the goods/ subject matter of procurement within the period specified in the Work/Supply Order, then the RTDC may at its discretion allow the extension of time and/ or forfeit the Security Deposit of the Selected Bidder.
  - 8.12 When the Selected Bidder is unable to complete the supply within the specified or extended period, the RTDC shall be entitled to purchase the goods/ supply item from elsewhere on the



Selected Bidder's account and risk or cost of the goods or any part thereof of which the Bidder has failed to supply or if not available the past and nearest available substitute thereof to cancel the Work/Supply Order and the Selected Bidder shall be liable for any loss or damage which the RTDC may sustain.

- 8.13 Work/ Supply Order can be terminated at any time if the supply is not made to the satisfaction of the RTDC.
- 8.14 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.
- 8.15 Specification and other details of the items is enclosed with Bid form. The product should be of high quality, reputed. No part supply shall be accepted.

**8.16 Supply Period and place of delivery:**

Selected Bidder shall be required to supply the articles/ goods mentioned in the Work/ Supply Order within 7 days of issuance of it. The items shall be delivered at RTDC Head Office, Paryatan Bhawan, IIIrd floor, Vidhayakpuri Thana, Sanjay Marg, Jaipur.

**8.17 Correction of Arithmetic Errors:-**

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

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

If the Bidder, who submitted the lowest evaluated Bid, does not accept the correction of errors, its Bid shall be disqualified.

**8.18 Sub-letting**

Work/ Supply Order awarded should be executed by the Selected Bidder only and subletting any of the functions of Work/ Supply Order shall not be permitted.

**8.19 Warranty/Guarantee**

Selected Bidder shall give a guarantee that the goods/stores/articles procured under the Work/Supply Order would continue to confirm to the description and quality as specified for a period of 12 months from the date of delivery of the said goods/store articles.

**8.20 Extent of Quantity**

Repeat order, if the order are placed in excess of the quantities shown in the notice, the Bidder shall be bound to meet the required supply. Repeat order may also be placed on the rate and

condition given in the Bid provided that the repeat orders are up to 50% of the quantity originally purchases. If the Bidder fails to do so the RTDC shall be free to arrange for the balance supply by limited Bid or otherwise and the extra cost incurred shall be recoverable from the Bidder.

#### **8.21 Payment:**

- a) Advance payment will not be made in any case.
- b) Unless otherwise agreed between the parties payment for the delivery of the goods shall be made on receipt of goods in good condition and to the satisfaction of RTDC
- c) All payments to the Selected Bidder shall be subject to Tax Deduction at Source and other applicable deductions as per law.

#### **8.22 Recoveries**

Recoveries of short supply, breakage/ damaged/ rejected articles shall ordinary be made from the bill amount and the performance security deposit. In case recovery is not possible recoveries will be taken as per law in force.

#### **8.23 Validity of Rates Quoted in the Financial Bid**

Bidder shall confirm that the rates quoted in the Financial Bid are valid for 12 months from the date of submission of Bid and shall be liable to supply the items on quoted rates to RTDC during such period.

#### **8.24 Right to Accept or Reject any or all Bids**

Notwithstanding anything contained in this Bid Document, the RTDC reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids, at any time without any liability or any obligations for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the RTDC rejects or annuls all the Bids, it may, in its discretion, invite all the participating Bidders to submit fresh Bids hereunder.

### **9 Format of Submission of Bid:**

- 9.1 The Bid will be single stage, two-tiered, with the 'Technical bid document Part (A)' and the 'Financial bid document Part (B)' to be submitted separately.
- 9.2 Bids must be submitted with detail of signature, seal, and contact details, including mobile number and email.

### **10 Evaluation of Bids:**

#### **10.1 Opening of Technical Bid**

- 10.1.1 The technical proposal will be opened first. Upon finding it technically suitable, the financial proposal will be opened.
- 10.1.2 RTDC shall upload the result of evaluation of Technical Bids on [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and notify each Bidder whether it has been qualified or disqualified in the evaluation of Technical Bid.



- 10.1.3 RTDC shall also notify about the date, time and venue of opening of Financial Bids on [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and also individually to each of the **Technically Qualified Bidders**.

## 10.2 Opening of Financial Bid

- 10.2.1 The Financial Bids of only Technically Qualified Bidders shall be opened in the presence of representatives of the Technically Qualified Bidders, who choose to attend.
- 10.2.2 It shall be mandatory for the Bidder to submit their quotes for all items in the Financial Bid as mentioned in the format specified in the Financial Bid.
- 10.2.3 Financial Bids shall be ranked on the basis of rate quoted by Bidders in their Financial Bid. Bidder quoting the Lowest Rate shall be ranked as **Lowest Bidder (L1)** and other Bidders in ascending order (e.g. L2, L3, L4, etc. on the basis of lowest to highest quoted rate).
- 10.2.4 Bidder quoting the **Lowest price (L1 Bidder)** shall be finally selected and adjudged as the **successful Bidder** for the scope of work covered under the bid.
- 10.2.5 In the event that financial bids of two or more bidders are same (equal quoted rate) but higher than the others, Authority shall ask for negotiation through close sealed bidding process on the spot from such bidders who have quoted same amount.
- 10.2.6 In the event that **Lowest Bidder (L1 Bidder)** withdraws for any reason, Authority shall invite the remaining Bidders in order of their Financial Bid (L2, L3, L4, ...) to match the Financial Bid of L1 Bidder.
- 10.2.7 In the event no Bidder offers to match the Financial Bid of Lowest Bidder (L1) or agree on a negotiated Fees, the Authority in its discretion, may annul the bidding process and invite fresh bids for the Project.
- 10.2.8 Any Payment by the Authority to the Selected Bidder shall be subject to Tax Deduction at Source (TDS) and any other deduction as per order of Central/State Govt.
- 10.2.9 Eligible Bidder who quotes lowest amount for all the supply items together shall be terms as the **"Lowest Bidder"** OR **"Successful Bidder"** and shall be eligible for award of the work/supply order.
- 10.2.10 After completing the evaluation of the Financial Proposals and identifying the Successful Bidder, RTDC shall issue the Letter of Award ("LOA") to the Selected Bidder, indicating its intention for issuance of Work Order/Supply Order.
- 10.2.11 Within 3 (three) days upon issuance of such LOA to the Selected Bidder, the Selected Bidder shall be required to sign and stamp the LOA and send it to RTDC as acknowledgement of the LOA. In the event the duplicate copy of the LOA duly signed by the selected bidder is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to issuance of Work order/Supply order shall be forfeited

## 11 Performance Security Deposit:

- 11.1 Selected Bidder shall deposit the Performance Security Deposit (PS) of the amount equivalent to 5% of value of Work/ Supply Order within the stipulated timeframe mentioned in the LOA,

and before issuance of Work/ Supply Order. Performance security for the micro, small and medium enterprises shall be @0.5% of the amount of quantity ordered for supply of goods.

- 11.2 Performance Security Deposit shall be refunded without interest after completion of work/ supply to the satisfaction of RTDC or after the expiry of guarantee/warranty, if any, and after satisfying that there are no dues, outstanding against the Selected Bidder.
- 11.3 RTDC shall be entitled to forfeit the Performance Security Deposit in case the Selected Bidder fails to supply/ execute the work as per the terms and conditions of the Work/Supply Order and to the satisfaction of the RTDC.

## **12 Other bid conditions**

- 12.1 Conditional Bids will not be accepted.
- 12.2 If the vendor is found to be satisfactory, the contract period can be extended by mutual consent as per the provisions of RTTP Act 2012.
- 12.3 The cost of execution of agreement and any other related legal documentation charges and incidental charges will be borne by the Selected Bidder
- 12.4 The Bid notice, Bid document, and Bid conditions will be integral parts of the Work order/Agreement.

## **13 Validity of Proposal**

The Proposal shall remain valid for a period not less than 180 (One Hundred and Eighty) days from the due date of submission ("Proposal Validity Period"). RTDC reserves the right to reject any Proposal that does not meet this requirement. Validity of Proposal 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 Proposal but would be required to extend the validity of his Bid Security for the period of extension.

The Proposal Validity Period of the Successful Bidder shall be extended till the date of execution of the work.

## **14 Interpretation**

In case of any ambiguity in the interpretation of the conditions of the selection and scale of charges, the interpretation of Executive Director, RTDC will be final and binding on the parties to the conditions of selection.

## **15 Proprietary Data**

All documents and other information provided by the bidder to RTDC shall remain or become the property of RTDC. The bidder shall treat all information as strictly confidential and will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Bidder to RTDC in relation to the Service shall be the property of RTDC.



## 16 Language and Currency

The Bid and related documents to the Bid and all correspondence exchanged between Bidder(s) and the RTDC shall be in English language. Supporting documents and printed literature furnished by the Bidder(s) in another language shall be accepted provided they are accompanied with accurate translation of the relevant passages in the English language. Supporting materials, which are not translated into English, shall not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

The currency for the purpose of the Proposal shall be INR.

## 17 Confidentiality

Information relating to examination, clarification, and recommendation for eligibility/qualification of the Bidder shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the RTDC in relation to or matters arising out of, or concerning the Bidding Process. The RTDC will treat all information, submitted as part of Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The RTDC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or RTDC or as may be required by law or in connection with any legal process.

RTDC shall conduct a preliminary scrutiny of the opened Technical Bids to assess the prima-facie responsiveness and ensure that the:

- i. bid is accompanied by relevant document related to Bid Document Fee, RISL Processing Fee and Bid Security;
- ii. bid is valid for the period specified in the Bid document;
- iii. bid is unconditional and the Bidder has agreed to give the required Performance Security;
- iv. other conditions as specified in the BID document are fulfilled;
- v. any other information which the RTDC may consider appropriate has been furnished by the Bidder.

No Technical Bid shall be rejected at the time of Technical Bid opening except the Bids of the Bidders who have not submitted original Demand Draft (DD) for RISL Processing Fee, Bid Document Fee and Bid Security.

The 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.

## 18 Withdrawal, Substitution and Modification of Bids

- A Bidder may withdraw/substitute/modify its Bid (Technical and/or Financial Bid) as per the instruction/procedure (if available) till Bid Due Date. Bidder shall not be permitted to withdraw/substitute/modify its Bid after Bid Due Date.

- Bid withdrawn shall not be opened and processed further.

## 19 Tests of Responsiveness

Prior to evaluation of Bids, RTDC shall determine whether each Bid is responsive to the requirements of the BID Document. A Bid shall be considered responsive only if:

- It is received as per the formats specified in the Bid document;
- It is received by the Bid Due Date including any extensions thereof;
- It is signed and submitted in accordance with conditions specified in the Bid document;
- It is accompanied by the Power of Attorney in the format as specified;
- It contains all the information and documents (complete in all respects) as requested in this Bid document;
- It contains information in formats same as those specified in this Bid document;
- It does not contain any condition or qualification; and
- It is not non-responsive in terms hereof.
- RTDC reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the RTDC in respect of such Bid.

## 20 Grievance Handling During Bidding Process

- 20.1 In the event of a dispute arising in connection with the Bid process, a conclusive decision will be rendered by the Managing Director of RTDC Ltd., and such decision shall be deemed obligatory upon the concerned bidder.
- 20.2 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	Finance Secretary (Budget), Finance Department, Government of Rajasthan	Government Secretariat, Jaipur-302004. Tel no. 91-141-2227934



## **Bid Forms**

**Bid Form 1 - Covering Letter for technical bid submission  
(on letter head of bidder)**

Ref: .....

Date: .../.../...

**Executive Director**

Rajasthan Tourism Development Corporation Limited (RTDC)  
IIIrd Floor, Paryatan Bhawan, Sanjay Marg,  
Opposite Vidhayakpuri Police Station  
Jaipur - 302001, Rajasthan (India)

Ref: "Bid for the Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff"

Sir,

Being duly authorized to represent and act on behalf of ..... (herein after referred to as "the Bidder"), and having reviewed and fully understood all of the Bid requirements and information provided and collected, the undersigned hereby submits the Bid on behalf of (Name of Bidder) for the Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff with the details as per the requirements of the BID.

I/We accept all the specified conditions. All information provided by me is true to the best of my knowledge. If any information is found to be incorrect, this Bid document may be cancelled, for which I/we have no objection.

Yours faithfully,

For and on behalf of (Name of Bidder)

Duly signed by the Authorized Signatory of the  
Bidder (Name, Title and Address of the Authorized  
Signatory)



**Bid Form - 2 : (PRE -QUALIFICATION) TECHNICAL BID**

**(on letterhead of the bidder)**

1.	Name of the bidding agency	
2.	Registered office address	
3.	Mailing address	
4.	Registration number	
5.	PAN No	
6.	G.S.T No.	
7.	Business experience (submit supporting documents)	
8.	Telephone number	
9.	Mobile number	
10.	E-mail Address	
11.	RISL fee details: DD number, date and amount.	
12.	Bid document fee details: DD number, date and amount.	
13.	EMD details: DD number, date and amount.	

**Note:**

Applicant shall also submit certified copy of certificate of Registration/Incorporation as applicable to legal status of the bidder and other details viz. GST, Registration number, PAN number duly signed by Authorised Signatory with Bidder's seal.

Name and Signature of the Authorised Signatory .....

Applicant's Seal .....

**Bid Form – 3 : Format for Power of Attorney for Signing of Bid**

(on Stamp Paper of relevant value)

**POWER OF ATTORNEY**

Know all men by these presents, We,..... (name of firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms..... (name and residential address) who is presently employed with us and holding the position of ..... as our attorney (hereinafter referred to as "Authorized Representative") 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 proposal in response to the **"BID for the Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff"** floated by RTDC, Government of Rajasthan (hereinafter referred to as "RTDC") including but not limited to signing and submission of all documents and providing information/responses to RTDC, representing us in all matters in connection with our Bid for the above said project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ Day of 20....

For \_\_\_\_\_

(Name and designation of the person(s) with authority to authorize).

Accepted

\_\_\_\_\_ Signature)

(Name, Title and Address of the Attorney)



#### **Tech Form – 4: Affidavit for No Blacklisting**

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

##### **Executive Director**

Rajasthan Tourism Development Corporation Limited (RTDC)  
IIIrd Floor, Paryatan Bhawan, Sanjay Marg,  
Opposite Vidhayakpuri Police Station  
**Jaipur – 302001, Rajasthan (India)**

In response to Bid for Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff) (the “Work”) dated -----, as an Authorised Signatory of ----- (name of Bidder), I hereby declare that presently the ----- (name of Bidder), at the time of bidding:

- a) is competent to get into a contract as per the provisions of Indian Contract Act, 1872.
- b) possesses the necessary professional, technical, financial and managerial resources and competence required by the Bid document issued by **Executive Director, RTDC** (the “Authority”).
- c) has fulfilled its obligations to pay such of the taxes payable to Government of India and the State Government or any local authority as specified in the Bid document.
- d) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices and is not barred either indefinitely or for a particular period of time by any State/ Central Government/ Union Territory (UT)/ Public Sector Undertaking (PSU)/ ICAL.
- e) is not barred under the Rajasthan Transparency Public Procurement (RTPPP) Act, 2012 and Rajasthan Transparency Public Procurement (RTPPP) Rules, 2013 from participating in Bidding Process.
- f) does not have any previous transgressions with any entity in India or any other country during the last 5 years.
- g) does not have any debarment by any other procuring entity.
- h) 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.
- i) does not have, and our Partner/officers/office bearers (*wherever applicable*) 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 5 years preceding to the Bid Due Date, or not have been otherwise disqualified pursuant to debarment proceedings.
- j) does not have a conflict of interest as mentioned in the Bid Document which materially affect the fair competition.

k) will comply with the code of integrity as specified in the Bid 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, our Bid Security/ Performance Security may be forfeited in full and our Bid, to the extent accepted, may be cancelled.

Thanking You,

**For and on behalf of** : -----(name of the Bidder)

**Signature** : -----(Authorised Signatory)

**Name of the Person** : -----

**Designation** : -----

**Seal of the Bidder** : -----

**Date** : -----

**Place** : -----



### Tech Form-5: 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 Executive Director, RTDC (the "**Authority**") for Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff (the "**Work**") 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 not 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 of .....2024

**For and on behalf of** : .....(name of the Bidder)

**Signature** : .....(Authorised Signatory)

**Name of the Person** : .....

**Designation** : .....

**Seal of the Bidder** : .....

**Date** : .....

**Place** : .....

## Tech Form-6: Declaration by the Bidder Regarding Qualification

(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)

Ref.

Dated: .....

**Executive Director**

Rajasthan Tourism Development Corporation Limited (RTDC)

IIIrd Floor, Paryatan Bhawan, Sanjay Marg,

Opposite Vidhayakpuri Police Station

**Jaipur - 302001, Rajasthan (India)**

### Sub:- Declaration by the Bidder regarding Qualifications

In relation to my/ our Bid submitted for "Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff" in response to their Notice Inviting Bids No. ....  
Dated ..... We hereby agree and declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. 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. 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. We do not have, and our directors/ Partners 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 no have been otherwise disqualified pursuant to debarment proceedings;
5. We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
6. We have read and understood the Bid document;
7. Notwithstanding any qualifications of conditions, whether implied or otherwise, contained in our Bid, we hereby represent and confirm that our Bid is unqualified and unconditional in all respects and we agree to the terms of the Bid document including the Draft Contract Agreement.

**For and on behalf of** : .....((name of the Bidder)

**Signature** : .....(Authorised Signatory)

**Name of the Person** : .....

**Designation** : .....

**Seal of the Bidder** : .....

**Date & Place** : .....



**Bid Form – 7 : Financial Eligibility**

(On Letter Head of Chartered Accountant)

<b>Name of Applicant &amp; Address</b>	
<b>Particulars</b>	<b>Annual Turnover (in Rupees)</b>
FY 2021-22	
FY 2022-23	
FY 2023-24	
<p>This is to certify that the information contained above are correct as per the audited financial accounts of the BID Applicant.</p> <p><b>UDIN NO.</b> .....</p> <p>Date: _____ (Signature, Name &amp; Seal of the Chartered Accountant)</p>	

**Note:-**

1. The above Form shall be filled and duly certified by a Chartered Accountant with Unique Document Identification Number (UDIN) on the certificate.
2. The bidder should submit last three years audited accounts (e.g. Balance sheet and profit and loss account) for the verification of the turnover or the income tax returns of the last three years or certificate of C.A. regarding the turn-over for similar job/activities on the basis of which turnover of the firm may be determined/assessed.

### Tech Form-8 : Affidavit of No Dues towards Government Taxes

(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)

Ref.

Dated: .....

**Executive Director**

Rajasthan Tourism Development Corporation Limited (RTDC)

IIIrd Floor, Paryatan Bhawan, Sanjay Marg,

Opposite Vidhayakpuri Police Station

**Jaipur - 302001, Rajasthan (India)**

#### Sub:- Affidavit of No Dues towards Government taxes

We..... (name and address of Bidder) hereby undertake that there no pending tax liability towards any tax authorities in India (e.g. Income Tax Department, GST, Custom, etc.) as on ..... (mention date).

PAN Card No.	
GST No. (if applicable)	

If this affidavit/undertaking 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, our Bid Security/ Performance Security may be forfeited in full and our Bid, to the extent accepted, may be cancelled.

Thanking You,

**For and on behalf of :** .....(name of the Bidder)

**Signature :** .....(Authorised Signatory)

**Name of the Person :** .....

**Designation :** .....

**Seal of the Bidder :** .....

**Date :** .....

**Place :** .....



### **Tech Form-9 : Letter of Financial Bid Submission**

(To be provided on 'Company letter head' and submitted along with Technical Bid Documents)

**Executive Director**

Rajasthan Tourism Development Corporation Limited (RTDC)  
IIIrd Floor, Paryatan Bhawan, Sanjay Marg,  
Opposite Vidhayakpuri Police Station  
Jaipur - 302001, Rajasthan (India)

**Subject:-Letter of Financial Bid Submission.**

I/We as the authorized representative(s) of the agency hereby offer to undertake the assignment for Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff in accordance with your BID document no. .... dated..... Our financial bid would be submitted as per the BOQ format specified in the bid document.

Our financial bid shall be binding upon us, up to completion of the period of the contract as specified in the bid document.

We understand that the Rajasthan Tourism Development Corporation Limited is not bound to accept any Proposal received by it.

Thanking you,

Name of the Bidder: .....

Authorised Signatory: .....

Address and contact.....

Details of Prospective Bidder.....

Name:

Seal:

Date:

Place:

### List of Enclosures (Check list)

#### TECHNICAL BID

S.N.	Proposal will contain the following documents:	Document Format	Whether enclosed	Ref. Page no. of Bid submitted
1.	Letter of Technical Bid Submission	Tech. Bid Form-1	Yes/No	
2.	Details of Bidder, duly filled & signed	Tech. Bid Form-2	Yes/No	
3.	Power of attorney in favour of Authorised Signatory, for signing of Bid, duly signed and notarised, if applicable, along with the copy of Board resolution, if applicable.	Tech. Bid Form-3	Yes/No	
4.	Affidavit for No Blacklisting	Tech. Bid Form -4	Yes/No	
5.	Anti-Collusion Certificate	Tech. Bid Form -5	Yes/No	
6.	Declaration by Bidder regarding qualification	Tech. Bid Form -6	Yes/No	
7.	Certificate Giving Details of Financial eligibility of the bidder, duly filled & enclosing required supporting documents	Tech. Bid Form -7	Yes/No	
8.	Affidavit of No Dues towards Government Taxes	Tech. Bid Form -8	Yes/No	
9.	Letter of Financial Bid Submission	Tech. Bid Form -9	Yes/No	
10.	Bid Security in Prescribed form of DD	Scanned copy of Instrument (in PDF Format)	Yes/No	
11.	Bid document fee in the form of DD	Scanned copy of Instrument (in PDF Format)	Yes/No	
12.	Certified copy of Registration Certificate of firm / Partnership deed / Certificate of incorporation etc. as applicable to legal status as per eligibility requirement prescribed in Clauses of Bid	In PDF Format	Yes/No	
13.	Certified copy of Income Tax Registration (PAN)	In PDF Format	Yes/No	
14.	Certified copy of GST Registration	In PDF Format	Yes/No	
15.	Certified copy of Business registration certificate/ registration certificate with the trade association of similar activities as documentary evidence for running similar Business Activity	In PDF Format	Yes/No	
16.	Certified copy of financials for FY2021-22, FY2022-23 and FY2023-24	In PDF Format	Yes/No	
17.	Certified copy of Income Tax return acknowledgement for FY2021-22, FY2022-23 and FY2023-24	In PDF Format	Yes/No	
18.	All pages of Bid Document with corrigendum, addendum if any, duly signed and sealed by the	In PDF Format	Yes/No	



S.N.	Proposal will contain the following documents:	Document Format	Whether enclosed	Ref. Page no. of Bid submitted
	Authorised Signatory of the bidder Organisation on each page.			
19.	List of Enclosures (Check list) duly ticked and signed	In PDF Format	Yes/No	

**Important:** It may be ensured that Rates (Financial quotes) are nowhere disclosed in technical bid else the technical bid shall be summarily rejected.

**PART-B. FINANCIAL BID**

Proposal will contain the following documents:	Whether enclosed
Financial Bid to be submitted only in the format provided in the bid document.	Yes/No

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

## **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 No .....Dated ..... 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 Additional Chief 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 a representative 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**

As per the provisions of RTPP Act 2012 and Rules 2013 under Clause 73.



## Annexure – E

### Tentative details of Uniform requirement for RTDC staff

	Personal	Dress	Color	Nos	Blend	Cut	Mtr
1	Manager (20)	Suit	Black	20	P/W 80/20	3	3
		Pant	Black	40	P/V 70/30	1.2	1.2
		Shirt	Cream	40	P/V 70/30	2.4	2.4
2	Assistance & Receptionist (67)	Pant	Black	134	P/V 70/30	1.2	160.8
		Shirt	Print Pink	134	P/Cotton 100%	2	268
		Kothi (Jodhpuri)	Grey	67	P/V 70/30	1	67
3	Room Attendant (42)	Pant	Black	84	P/V 70/30	1.2	100.8
		Shirt	Print Pink	84	P/Cotton 100%	2	168
		Kothi(V)	Marron	42	P/V 70/30	1	42
4	Cook (13)	Chef Coat	White	26	P/V 70/30	1.8	46.8
		Pant	Black	26	P/V 70/30	1.2	31.2
5	Kitchen Helper (18)	Pant	Blue	36	P/V 70/30	1.2	43.2
		Shirt	Blue	36	P/V 70/30	1.8	64.8
6	Sweeper (10)	Pant	Brown	20	P/V 70/30	1.2	24
		Shirt	Brown	20	P/V 70/30	1.8	36
7	Office Staff (Senior) (32)	Coat	Blue	32	P/W 80/20	2	64
		Pant	Blue	64	P/V 70/30	1.2	76.8
		Shirt	Sky	64	P/C 70/30	2.4	153.6
8	Office Staff (Junior) (48)	Coat	Black	48	P/W 80/20	2	96
		Pant	Charcoal	96	P/V 70/30	1.2	115.2
		Shirt	Grey	96	P/C 70/30	2.4	230.4

**Fin Form - 1: Financial Bid**

*(In the format available at in the bid document)*

**BOQ (Not to be filled in technical bid)**

(On letter head of the applicant)

**Financial Bid (Part B) : BOQ**

<b>Bid Inviting Authority</b>	Executive Director, Rajasthan Tourism Development Corporation Limited, Jaipur					
<b>Name of Work</b>	Bid for Supply of Uniform Cloth for the Rajasthan Tourism Development Corporation (RTDC) Staff					
<b>Name and Address of the Bidder</b>						
<b>PRICE SCHEDULE</b> <ul style="list-style-type: none"> <li>• Bid shall not be modified/ replaced otherwise such Bids will be rejected.</li> <li>• Rates/ Financial Bid must be submitted in the in this format only.</li> <li>• Bidder is required to quote the figure in <b>Column F and G only</b>.</li> <li>• Rates quoted by the Bidder shall be inclusive of GST and all other applicable taxes</li> <li>• Rates quoted by the Bidder shall be inclusive of transportation of supply material and all other expenses</li> <li>• Rates quoted are valid for 12 months 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.</li> <li>• RTDC may increase/ decrease supply quantity as per its requirements.</li> </ul>						
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>Sr. No.</b>	<b>Fabric</b>	<b>Blend</b>	<b>Width (In Cms)</b>	<b>Mtr</b>	<b>Rate</b>	<b>Amount (E x F)</b>
1	P/W Suiting	80/20	147	220		
2	P/V Suiting	70/30	147	810		
3	P/V Shirting	70/30	89	96		
4	P/C Shirting	70/30	147	384		
5	Cotton Shirting	100	100	436		
6	P/V White Suiting	70/30	147	47		
	<b>TOTAL</b>					
	<b>TOTAL (in words)</b>					

Signature : .....(Authorised Signatory)  
 Name of the Person : .....  
 Designation : .....  
 Seal of the Bidder : .....  
 Date : .....  
 Place : .....





