



## Rajasthan Tourism Development Corporation Limited (RTDC)

(A Government of Rajasthan Undertaking)

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

Phone: 0141-5115315 E-mail: [ed.rtdc@rajasthan.gov.in](mailto:ed.rtdc@rajasthan.gov.in)

No: RTDC/Caretaker/Bid/22-23/4321

Date: 13.01.2023

### **BID NOTICE**

Rajasthan Tourism Development Corporation Limited (RTDC) invites competitive bids from eligible bidders for supply of the following item:

S. N.	Supply Item	Estimated Cost of Supply (Rs. Lakhs)	Tender Document Fee (Rs.)	Bid Security (Earnest Money Deposit) – Rs.	Last Date of Submission of Bids
1	Supply of Office Laptop Bags	4.00	100	8,000	19-01-2023 (upto 11:30 AM)

Tender Document for the supply item 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) or purchased from the Office of the Executive Director, RTDC Limited, Jaipur.

Tender Document Fee and Bid Security (Earnest Money Deposit) shall be in form of Demand Draft (DD). DD shall be in favour of “**Executive Director (Finance), RTDC Limited, Jaipur**”.

Sealed envelope of Bid along with Tender Document Fee and Bid Security shall be submitted to the office of Executive Director, RTDC Limited, Jaipur on or before the **19-01-2023 upto 11:30 AM**.  
**Bids shall be opened on 19-01-2023 at 12:00 PM.**

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

**Executive Director  
RTDC Limited  
Jaipur**

No: RTDC/Caretaker/Bid/22-23/4321

Date: 13.01.2023


### **Copy to following for Information & N/a:-**

1. Managing Director, RTDC Limited, Jaipur
2. Executive Director (Finance), RTDC Limited, Jaipur
3. Executive Director (Works), RTDC Limited, Jaipur
4. General Manager (Finance), RTDC Limited, Jaipur

**Executive Director  
RTDC Limited  
Jaipur**

## 1. Introduction

- 1.1. Rajasthan Tourism Development Corporation Limited, a Government of Rajasthan undertaking (the “RTDC” OR “Authority”) has decided to procure the following item:

S. N.	Item	Item Photo	Quantity
1	<b>Supply of Office Laptop Bag:</b> Size (16”X12”), partition chain 5, laptop pocket inside, cloth: Rexine artificial leather as per sample and design (photo enclosed) with RTDC name and logo embossed/printed on the bag		500

- 1.2. All the items to be supplied shall be of the best quality and shall meet specifications laid down in the Tender Document 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 are not 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 Bid Security or any other pending.
- 1.3. The Executive Director, RTDC Limited, Jaipur 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 goods. The Bidder shall invariably furnish the complete address of the premises of its office/Godown where inspection can be made along with full name and address of the person who may be contacted for this purpose.
- 1.4. 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 officials concerned will take reasonable care of such materials but in any case, they will not be held responsible for any loss, or shortage, which may occur while it is in their premises.

- 1.5. The Bidder shall be responsible for the proper packing so as to avoid damage under normal conditions. 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.
- 1.6. All rates quoted in the Tender must be FOR RTDC Head Office, Jaipur and shall be inclusive GST and all other applicable taxes.
- 1.7. The selected Bidder whose Bid is accepted, shall arrange supplies as soon as possible within the specified period as mentioned in the Work/ Supply Order.
- 1.8. 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 Bid Security of the Selected Bidder.
- 1.9. 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.
- 1.10. Work/ Supply Order can be terminated at any time if the supply is not made to the satisfaction of the RTDC.
- 1.11. All legal proceedings, if necessity arises any of the parties (RTDC/ Selected Bidder) shall have to be lodged in court situated in Jaipur (Rajasthan) and not elsewhere.
- 1.12. Specification and other details of the items are enclosed with the Bid form. The product should be of high quality reputed and as shown in the list or equivalent. No part supply shall be accepted.
- 1.13. **Supply Period:** Selected Bidder shall be required to supply the articles/ goods mentioned in the Work/ Supply Order within 5 days of issuance of Supply Order or extended period as decided by RTDC. Rates quoted by the Bidder in the Financial Bid shall be valid for 6 months. The supplies shall have to be arranged according to the requirements of the RTDC. RTDC shall be entitled to buy all supply items at once or in lesser quantity multiple times as per requirements during the validity of rates.
- 1.14. **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.

- d) If the Bidder, who submitted the lowest evaluated Bid, does not accept the correction of errors, its Bid shall be disqualified.
- 1.15. **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.
- 1.16. **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 as per the provision of RTPP Act and Rules. 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 incurred shall be recoverable from the Bidder.
- 1.17. **Payment**
- a) Advance payment will not be made in any case.
  - b) Payment for the delivery of the goods/supply quantity shall be made on receipt of goods in good condition and to the satisfaction of the RTDC.
  - c) All payments to the Selected Bidder shall be subject to Tax Deduction at Source and other applicable deductions as per law.
- 1.18. **Recoveries:** Recoveries of short supply, breakage/ damaged/ rejected articles shall ordinarily be made from the bill amount and the Bid Security. In case recovery is not possible recoveries will be taken as per the law in force.
- 1.19. Bidder shall have to submit sample of each item of supply at the time of submission of Bid.
- 1.20. **Validity of Rates Quoted in the Financial Bid**
- The Bidder shall confirm that the rates quoted in the Financial Bid are valid for 06 months from the date of submission of Bid and shall be liable to supply the items on quoted rates to RTDC during such period.
- 2. Bidding Process**
- 2.1. RTDC has adopted the bidding process 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 Tender Document, the provisions of the Act and the Rules shall prevail along with terms & conditions mentioned hereunder.
- 3. Minimum Eligibility Criteria**
- 3.1. Bidder must be legal entity registered under applicable law in India.
  - 3.2. Bidder must be in business of manufacturing of office laptop bags and related items for 2 years as on Bid Due Date.

- 3.3. Bidder must have minimum Turnover of Rs. 5.00 Lakhs in the last financial years (FY 2021-22)

#### **4. General Condition of Bidding**

- 4.1. A Bidder, in the last 3 years, have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project/work or contract nor have had any contract terminated for breach by such Bidder.
- 4.2. A Bidder shall not have a conflict of Interest that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. The Events of Conflict of Interest of a Bidder are given in RTTP Rules 2013.
- 4.3. Failure by the Bidder to provide all requisite information in the Bid or additional information required by the RTDC may lead to rejection of Bid as being non-responsive.
- 4.4. RTDC shall be fully entitled to disqualify any Bidder from Bidding Process and/ or after selection for any reasons whatsoever including but not limited to the following:
- a) willful misrepresentation in any document submitted by the Bidder;
  - b) the information submitted, concerning the qualifications of the Bidder, was found false or constituted a misrepresentation or materially inaccurate or incomplete;
  - c) If a Bidder submits a non-responsive or conditional Bid;
  - d) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, etc.
- 4.5. In the event RTDC disqualifies any Bidder under the above Clause, the RTDC may blacklist such disqualified Bidder.
- 4.6. Any attempts or efforts by a Bidder to influence the processing or evaluation of Bids or decision-making process of the RTDC or any officer, agent or advisor thereof, may result in the rejection of such Bidder's Bid. In the event of rejection of Bid in pursuance of this provision, the Bidder shall not be entitled to lodge any claims in this regard.
- 4.7. The Bid shall remain valid for a period not less than 120 days from the Bid Due Date (the '**Bid Validity Period**'). RTDC reserves the right to reject any Bid which does not meet this requirement.
- 4.8. Bid Security of ineligible Bidder(s) shall be returned by the RTDC without any interest as promptly as possible after issuance of the Supply Order to the Selected Bidder or when the Bidding process is cancelled by the RTDC.
- 4.9. Bid Security of the Selected Bidder shall be released after the Selected Bidder has completed delivery of all supply items to the satisfaction of RTDC.
- 4.10. The Bid Security shall be forfeited by the RTDC, at its sole discretion in the following cases:
- a) if the Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;

- b) the Bidder withdraws/modifies/substitutes its Bid during Bid Validity Period, including any extension thereof;
  - c) in case the information furnished by the Bidder is found to be false/misleading at any stage;
  - d) in case the Selected Bidder fails to supply the supply items within in the given timeframe as mentioned in the Supply Order.
  - e) in case the Bid of the Bidder is determined as being non-responsive due to its being **“Conditional”** or for any other reason, in the opinion of RTDC;
  - f) if the Bidder refuses to accept the correction of errors in its Bid;
  - g) breach of this Tender Document and/ or RTPP Act, 2012 and/ or RTPP Rules, 2013;
  - h) to adjust any dues against the Bidder from any other contract/ arrangement with RTDC;
  - i) any other conditions, with respect to the Bidder as well as the Selected Bidder, for which forfeiture of Bid Security has been provided under this RFP.
- 4.11. Notwithstanding anything contained in this Tender Document, the RTDC reserves the right to accept or reject any Bid or select any Bidder 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.

## **5. Format of Submission of Bid**

- 5.1. Bid shall be submitted in sealed envelope and the envelope shall be marked as **“Bid for Supply of Office Laptop Bags”**
- 5.2. All Bid Forms (technical and financial) along with supporting documents and Demand Draft for Tender Document Fee and Bid Security (Earnest Money Deposit (EMD) shall be submitted in one sealed envelope.
- 5.3. Envelope containing the Bid shall submitted on or before the last date and time of submission of Bid as mentioned in the Bid Notice and addressed to:

**Executive Director**

**Rajasthan Tourism Development Corporation Limited (RTDC)**

III<sup>rd</sup> Floor, Paryatan Bhawan, Sanjay Marg,

Opposite Vidhayakpuri Police Station

Jaipur – 302001, Rajasthan (India)

**Phone:** 0141-5115315

**E-mail:** [edf.rtdc@rajasthan.gov.in](mailto:edf.rtdc@rajasthan.gov.in)

- 5.4. All pages of the Bid shall be signed by the authorised signatory of the Bidder and sealed with the official seal of the Bidder.

## **6. Evaluation of Bids**

- 6.1. In first part, Technical Bids of the Bidders shall be opened. Bidder who meets the Minimum Eligibility Criteria as specified in this Tender Document shall be declared as the **'Eligible Bidder'**. Bidder who does not meet the Minimum Eligibility Criteria shall be declared as the **'Ineligible Bidder'**.
- 6.2. In Second Part, Financial Bids of only Eligible Bidders shall be opened.
- 6.3. Eligible Bidder who quotes lowest amount for all the supply items together (Grand Total) shall be termed as the **'Lowest Bidder'** and shall be eligible for award of the Work/ Supply Order. It shall be mandatory for the Bidder to submit their quotes for all items in the Financial Bid.
- 6.4. All rates quoted in the Tender must be FOR RTDC Head Office, Jaipur and shall be inclusive GST and all other applicable taxes.
- 6.5. Lowest Bidder/ Successful Bidder shall be issued the Work/ Supply Order by the RTDC.
- 6.6. Lowest Bidder shall be required to supply the supply items as per the provisions of the Tender Document.

# BID FORMS



**Tech Form-1: Details of the Bidder**

<b>1</b>	<b>Name of Bidder</b>	
<b>2</b>	<b>Legal Status of Bidder Proprietorship/Partnership firm/ company/Individual)</b>	
<b>3</b>	<b>Address of Bidder</b>	
<b>4</b>	<b>Bidder must be a legally recognized entity registered under applicable law in India or a citizen of India</b> <i>(Bidder shall submit of certification of certificate of registration, PAN card, GST (if applicable)</i>	
<b>5</b>	<b>Bidder must be in business of manufacturing of office laptop bags and related items for 2 years as on Bid Due Date.</b> <i>(Bidder shall submit relevant documents)</i>	
<b>6</b>	<b>Bidder must have minimum Turnover of Rs. 5.00 Lakhs in the last financial years (FY 2021-22)</b> <i>(Bidder shall submit CA certified statement of turnover of Financial Year 2021-22. Certificate must have UDIN No. on it. Bidder shall also submit Profit &amp; loss account and balance sheet of FY 2021-22.</i>	
<b>7</b>	<b>Details of Authorised Signatory of the Bidder</b>	Name: Designation: Address: Telephone: E-mail:
<b>8</b>	<b>Copy of Certificate of Registration of Bidder</b>	
<b>9</b>	<b>Copy of PAN Card</b>	
<b>10</b>	<b>Copy of GST )(if applicable)</b>	
<b>11</b>	<b>Demand Draft Tender Document Fee and Bid Security (Earnest Money Deposit)</b>	

### **Tech Form-2: Undertaking**

1. We have reviewed and fully understood all the requirements, information term & conditions provided in the **Tender Document for Supply of Office Laptop Bags issued by Executive Director, RTDC Limited, Jaipur.**
2. We hereby confirm that our Bid is valid for a period of 120 days from the last date of submission of the Bid (Bid Due Date) and our Bid is unconditional.
3. We agree and undertake to abide by all these terms and conditions mentioned in the Tender Document.
4. We are not blacklisted/ debarred by any Government (Central Government/ State Government/ Public Sectors Undertakings/ Union Territories Government Agencies as on Bid Due Date for any Government related work/ supplies.
5. 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 for this Bid.
6. We hereby agree to comply with all provisions of the RTPP Act 2012 and RTPP Rules 2013.
7. We hereby agree that RTDC is entitled to reject/cancel our Bid/ Letter of Award/ and/ or terminate the Agreement in case we are found to not complying with any of the above undertaking mentioned hereinabove.

### Financial Bid

<b>Tender Inviting Authority</b>	<b>Rajasthan Tourism Development Corporation Limited (RTDC)</b>			
<b>Name of Work</b>	Tender for Supply of Office Laptop Bags			
<b>Name and Address of the Bidder</b>				
<b>Price Schedule</b>				
<ul style="list-style-type: none"> <li>This template for submission of Financial 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 Column D and E Only.</li> <li>Rates quoted by the Bidder shall be inclusive of GST and all other applicable taxes</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>S. N.</b>	<b>Supply Item</b>	<b>Estimated Supply Quantity (Nos.)</b>	<b>Unit Rate</b> In Rupees (inclusive of GST and all applicable taxes)	<b>Total Amount (C X D)</b>
	<b>Supply of Office Laptop Bag:</b> Size (16"X12"), partition chain 5, laptop pocket inside, cloth: Rexine artificial leather as per sample and design (photo enclosed) with RTDC name and logo embossed/printed on the bag	500		
	<b>Total</b>			