

eBid

Procurement of Manpower agency for
Rajasthan Rajya Sahkari Bhoomi Vikas
Bank Limited, Jaipur

Rajasthan Rajya Sahkari Bhoomi Vikas Bank Limited,
Nehru Sahakar Bhawan, 22 Gaudam Circle, Jaipur 302005

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**RAJASTHAN RAJYA SAHKARI BHOOMI VIKAS BANK LIMITED,
NEHRU SAHAKR BHAWAN, 22 GAUDAM CIRCLE, JAIPUR - 302005.**

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**Procurement of Manpower agency for Rajasthan Rajya
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Disclaimer

- A. The information contained in this e-Bid document provided to the Bidder(s), by or on behalf of Rajasthan Rajya Sahakari Bhoomi Vikas Bank Ltd. Jaipur or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this e-Bid document and all other terms and conditions subject to which such information is provided.
- B. The purpose of this e-Bid document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This e-Bid document does not purport to contain all the information which each Bidder may require. This e-Bid document may not be appropriate for all persons, and it is not possible for Rajasthan Rajya Sahakari Bhoomi Vikas Bank Ltd. Jaipur, its employees or advisors to consider the business/ investment objectives, financial situation and particular needs of each Bidder who reads or uses this e-Bid document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this e-Bid document and where necessary obtain independent advice from appropriate sources.
- C. Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the e-Bid document.
- D. Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this e-Bid document.

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**RAJASTHAN RAJYA SAHKARI BHOOMI VIKAS BANK LIMITED,
NEHRU SAHAKR BHAWAN, 22 GODAM CIRCLE, JAIPUR - 302005.**

Ph. No. 0141-2742986 website www.rslodb.nic.in

email: rslbanp@yahoo.co.in

**Procurement of Services (Manpower) for Rajasthan Rajya Sahkari
Bhoomi Vikas Bank Limited, Jaipur**

Critical Dates

S.No.	Particulars	Date
1.	Date of publishing Notice Inviting Bids and Bidding Document on State Public Procurement Portal	28.02.20
2.	Date from which Bidding Document will be provided from the web-site of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur i.e. www.rslodb.nic.in or can be downloaded from e-procurement or State Public Procurement Portal	28.02.20
3.	Last time and date upto which Bids can be submitted/ uploaded on e-procurement website i.e. eproc.rajasthan.gov.in	16.03.20 5.00 PM
4.	Time and date of opening of Technical Bid	17.03.20 3.00 PM
5.	Time and date of opening of Financial Bid	To be declared later

Section I
Instruction to Bidders/ Service Providers
and Bid Data
(ITB/ ITSP)

Important Instruction:- The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" [hereinafter called the Act] and the "Rajasthan Transparency in Public Procurement Rules, 2013" [hereinafter called the Rules] under the said Act have come into force and are available on the website of State Public Procurement Portal <http://sppp.rajasthan.gov.in> Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.

S.No	Particulars	Clause	Description
1. General			
1.1	Definitions	1.1.1	"Act" means the Rajasthan Transparency in Public Procurement Act, 2012.
		1.1.2	"Bid" means a formal offer made by a Bidder/ Service Provider in form of an e-tender/Bid including Technical Bid and Financial Bid to Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur in response to Notice Inviting/e-tenders/ Bids.
		1.1.3	"Bidder/ Service Provider" means a person or any entity who submits a Bid/ Proposal who may be selected to provide the Services to Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur under the Contract.
		1.1.4	"Bidding Document means that this entire Document consisting of Notice Inviting Bids and I to VI Sections made available to the Bidders by Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur for selection of the successful Bidder/Service Provider.

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		1.1.5	"Client/ Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur" means the self-governed society formed by Government of Rajasthan and registered under the Rajasthan Cooperative Societies Act, 1965. The selected Service Provider will sign the Contract with Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur for the Services.
		1.1.6	"Contract" means the Contract which shall be signed by Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur, Jaipur with the selected successful Bidder/ Service Provider and all its attached documents and the appendices.
		1.1.7	"Day" means a calendar day.
		1.1.8	"Government/ GOR" means the Government of Rajasthan.
		1.1.9	"Managing Director, Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur" means the executive head of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur.
		1.1.10	"Instructions to Bidders/ Service Providers (ITB/ ITC)" means the document which provides the Bidders/ Service Providers with information needed to prepare their Bids/ Proposals.
		1.1.11	"LOI/ LOA" means the Letter of Intent/ Acceptance which will be sent by Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur to the selected successful Bidder/ Service Provider.
		1.1.12	"Personnel" means personnel which will be provided by the Bidder/ Service Provider to perform the Services under the contract.
		1.1.13	"Bid" means the Technical Bid and the Financial Bid submitted by the Bidder/ Service Provider.
		1.1.14	"Rules" means the Rajasthan Transparency in Public Procurement Rules, 2013.
		1.1.15	"Services" means the tasks to be performed by the selected Bidder/Service Provider within the Contract period.

		1.1.16	"Terms of Reference" (TOR) means the document included in the Bidding Document which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Service Provider, and expected results.
		1.1.17	Terms not defined here shall have the same meaning as given to them in the Act.
1.2	Scope of Services	1.2.1	<p>Managing Director, Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur is the Procuring Entity which has invited the Bids from eligible and qualified Bidders for selecting, in accordance with the procedure of selection specified in this Bidding Document.</p> <p>The detailed Scope of the Services has been given in Terms of Reference, Section III of this Bidding Document.</p> <p>The duration of the present Contract is 12 months (from 01.04.20 to 31.03.21) which may further be extended by another period of 06 months on the same terms and conditions and prices.</p>
1.3	Interpretation	1.3.1	<p>Throughout this Bidding Document:</p> <p>i. the term "in writing" means communicated in written form through letter, fax, e-mail etc. with proof of receipt;</p> <p>ii. if the context so requires, singular means plural and vice versa.</p>
1.4	Cost of the Proposal	1.4.1	Bidder/ Service Provider shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award without assigning any reason and without thereby incurring any liability to the Bidders.

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2. Code of Integrity, Conflict of Interest, etc.			
2.1	Conflict of Interest	2.1.1	<p>In addition to the provisions of Rule 81, the Procuring Entity requires that Bidder/Service Provider provide professional, objective, and impartial advice and at all times hold the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.</p> <p>The Bidder/ Service Provider shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other employers, or that may place it in a position of not being able to carry out the assignment in the best interests of the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur.</p>
2.2	Conflicting activities	2.2.1	Bidder/Service Provider (including its Personnel) that has a business or family relationship with a member of the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract.
		2.2.2	Bidder/Service Providers have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder/Service Provider or the termination of its Contract.
		2.2.3	No agency or current employees of the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall work as Service Provider or work as his personnel.
2.3	Code of Integrity	2.3.1	The Bidder/Service Providers and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process and in execution of the Contract.

			<p>Any person participating in the procurement process or executing the Contract shall,-</p> <p>(a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;</p> <p>(b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;</p> <p>(c) not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;</p> <p>(d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;</p> <p>(e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;</p> <p>(f) not obstruct any investigation or audit of a procurement process;</p> <p>(g) disclose conflict of interest, if any; and</p> <p>(h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring Entity.</p>
2.4	Breach of Code of Integrity by the Bidder	2.4.1	<p>The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall, notwithstanding anything to the contrary contained in this Bidding Document, reject a Proposal without being liable in any manner whatsoever to the Bidder/Service Provider, if it determines that the Service Provider has, directly or indirectly or through an agent, engaged in any corrupt, fraudulent, coercive, undesirable or restrictive practices in the Selection Process or in execution of the Contract. In such an event, the Procuring Entity shall, without prejudice to its any other rights or remedies under section 11(3), 46 and Chapter IV of the Act, forfeit and appropriate the Bid Security or any other Security as genuine pre-estimated compensation and damages payable to the Procuring Entity for, inter alia, time, cost and effort of the Procuring Entity in</p>

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			regard to the bid, including consideration and evaluation of such Service Provider's Proposal and completing the remaining Services.
3. Eligibility			
3.1	General	3.1.1	The Bidder/Service Provider may be a natural person, private Entity or government-owned Entity.
		3.1.2	The Bidder should not have a conflict of interest in the procurement in question as stated in the Rule 81 and this Bidding document.
		3.1.3	The Bidder shall not be eligible to apply for this Services Contract in case it has been debarred by Government of Rajasthan or the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur under section 46 of the Act.
		3.1.4	The Bidder shall have to submit proof of registration for the GST and Permanent Account Number (PAN) under Income Tax Act.
		3.1.5	<ul style="list-style-type: none"> i. Any change in the constitution of the firm, etc., shall be notified forthwith by the Bidder in writing to the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur and such change shall not relive any former member of the firm, etc., from any liability under the Contract. ii. No new partner/partners shall be accepted in the firm by the Bidder in respect of the contract unless he/they agree to a bid by all its terms, conditions and deposit with the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur a written agreement to this effect. The Bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient to discharge for any of the purpose of the Contract.
3.2	Only one Proposal by one Bidder	3.2.1	A Bidder shall submit only one Proposal If a Bidder/Service Provider submits or participates in more than one proposal, such proposals shall be disqualified.

4. Contents of Bidding Document			
4.1	Sections of the Bidding Document	4.1.1	This Bidding Document consists of the following Sections: Notice Inviting Bid Section I: Instruction to Bidders/ Service Providers (ITB/ ITSP) and Bid Data Section II: Qualification and Evaluation Criteria Section III: Terms of Reference (TOR) Section IV: Bidding Forms Section V: Contract Forms
		4.1.2	i. The download/upload of Bidding Document shall be commenced from the date of publication of Notice Inviting Bids. The complete Bidding Document shall also be placed on the State Public Procurement Portal (SPPP) http://sppp.rajasthan.gov.in e-procurement website www.eproc.rajasthan.gov.in and rsldb.nic.in . The prospective Bidders shall be permitted to download the Bidding Document from the SPPP and e-procurement portal and pay its price while submitting the filled-up Bidding Documents on website www.eproc.rajasthan.gov.in as per e-procurement system as defined in bidding documents.
		4.1.3	1. Bid Processing Fee (non-refundable) :Rs. 1000/- (Rs. One Thousand only) in form of Demand draft/ banker's cheque of a Scheduled Bank in India drawn in the favour of MD RISL, payable at Jaipur 2. Bid document Fee (non-refundable) : instruments of payment of price of Rupees 500.00 in form of Demand draft/ banker's cheque of a Scheduled Bank in India drawn in the favour of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur 3. Bid security : Rupees One Lac twenty thousand only must be in the form of bank demand draft/ banker's cheque of a Scheduled Bank in India drawn in the favour of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur (bid security may also be

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			<p>deposited through bank guarantee issued by a Scheduled Bank in India in the specified given format).</p> <p>Relaxation in bid document fee and bid security will be given to eligible entities as per RTPP act 2012.</p> <p>The above three original instruments of payment, alongwith the sealed envelope, shall be submitted personally or dropped in the Bid Box or by post in sealed envelopes in the office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur before the due date and time.</p>
		4.1.4	<p>The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur is not responsible for the completeness of the Bidding Document and its addenda, if they were not downloaded correctly from the State Public Procurement Portal or e-procurement website www.eproc.rajasthan.gov.in.</p>
		4.1.5	<p>The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information or authentic documentation required by the Bidding Document may result in rejection of the Bid.</p>
4.2	Clarification of Bidding Document	4.2.1	<p>The Bidder shall be deemed to have carefully examined the Bidding procedure, Evaluation and Qualification Criteria, Conditions of Contract, Terms of Reference etc. of the Services to be performed. A Bidder requiring any clarification of the Bidding Document shall contact the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur in writing at the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur address written in the beginning of the Bidding Document. The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur will respond in writing or e-mail to any request for clarification, within three days provided that such request is received no later than 7 (seven) days prior to the deadline for submission of Bids. The clarification issued, including a description of the inquiry but without identifying its source shall also be placed on the State Public Procurement Portal and should the Rajasthan Rajya</p>

			Sahkari Bhoomi Vikas Bank Ltd. Jaipur deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB Clause 4.3 [Amendment of Bidding Document] through an addendum which shall form part of the Bidding Document.
		4.2.2	The Bidders are requested, to submit their queries/ questions by as per format quoting section, page number and clause number in writing or by e-mail in the format given in Section IV [Bidding Forms].
		4.2.3	At any time prior to the deadline for submission of the Bids, the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur, suo moto, may also amend the Bidding Document, if required, by issuing an addendum which will form part of the Bidding Document.
4.3	Amendment of Bidding Document	4.3.1	Any addendum issued shall be part of the Bidding Document and shall be uploaded on the State Public Procurement Portal and e-procurement website www.eproc.rajasthan.gov.in .
		4.3.2	To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur may, at its discretion, extend the deadline for the submission of the Bids under due publication on the State Public Procurement Portal.
5. Preparation of Bids			
5.1	Cost of Bidding	5.1.1	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
		5.1.2	The Bidder shall furnish the self attested copies of the following documents with its Bid:- i. Partnership Deed and valid registration certificate with the Registrar of Firms in case of Partnership Firms. Power of Attorney in favour of the partner signing/ submitting the Bid, authorizing him to represent all partners of the firm and his contact details.

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			<p>or</p> <p>Certificate of Registration and Memorandum of Association issued by Registrar of Companies in case of a registered company and in case of any other statutory or registered body, certificate of incorporation or registration issued by concerned authorities. Power of attorney in favour of the person signing the Bid and his contact details in the format given in Section IV [Bidding Forms].</p> <p>ii. Permanent Account Number (PAN) issued by the Income Tax Department and GST registration certificate.</p> <p>iii. Address of office, telephone, fax numbers, e-mail address.</p>
5.2	Language of Bid	5.2.1	The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur, shall be written in English/Hindi language and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages duly accepted by the Bidder in English/Hindi, in which case, for purposes of interpretation of the Bid, such translation shall govern.
5.3	Documents Comprising the Bid	5.3.1	<p>1. Bid Processing Fee (non-refundable) :Rs. 1000/- (Rs. One Thousand only) in form of Demand draft/ banker's cheque of a Scheduled Bank in India drawn in the favour of MD RISL, payable at Jaipur</p> <p>2. Bid document Fee (non-refundable) : instruments of payment of price of Rupees 500.00 in form of Demand draft/ banker's cheque of a Scheduled Bank in India drawn in the favour of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur</p> <p>3. Bid security :Rupees One Lac twenty thousand only must be in the form of bank demand draft/ banker's cheque of a Scheduled Bank in India drawn in the favour of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur (bid security may also be deposited through bank guarantee issued by a Scheduled Bank in India in the specified given format).</p>

			<p>Relaxation in bid document fee and bid security will be given to eligible entities as per RTPP act 2012.</p> <p>The above three original instruments of payment, alongwith the sealed envelope, shall be submitted personally or dropped in the Bid Box or by post in sealed envelopes in the office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur before the due date and time.</p> <p>All documents of Technical Bid and Financial Bid must be signed by the Bidder or its authorized signatory. The form for Financial Bid must be completed without any alterations to its XLS format and no substitutes shall be accepted. All blank spaces shall be filled in ink or typed with the prices requested.</p>
		5.3.2	<p>The Technical Bid shall contain the following:</p> <ol style="list-style-type: none"> i. Technical Bid Submission Sheet and Technical Bid containing the filled up Bidding Forms and Declarations related to Technical Bid and Code of Integrity given in Section IV [Bidding Forms]; ii. proof of payment of price of Bidding Document, Bid Security and Bid processing fee; iii. written confirmation authorizing the signatory of the Bid to commit the Bidder; iv. documentary evidence establishing the Bidder's eligibility to bid; v. documentary evidence establishing the Bidder's qualifications to perform the Contract if its Bid is accepted; vi. All documents mentioned in ITB Clause 5.1.2; and vii. Others considered necessary to strengthen the Bid.
		5.3.3	<p>The Financial Bid Proposal shall contain the following:</p> <p>Financial Bid Proposal Submission Sheet and the Price Schedule in the specified formats.</p>
5.4	Technical Proposal Format and Content	5.4.1	<p>The Technical Bid shall provide the information indicated in the following paras from 5.4.1.1 to 5.4.1.2. The recommended number of pages for the description of the approach, methodology and work plan has also been indicated. A page is considered to</p>

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			be one printed side of A4 or letter size paper.
		5.4.1.1	<p>The Technical bid should include: Brief description of the Service Providers' organization (approximately 2 Pages) and an outline of the required experience. Information on required turnover, number of employees, branch offices etc. as required in Section II: Evaluation and Qualification Criteria.</p> <p>For each assignment, the outline should indicate the duration of the assignment, contract amount, and Service Provider's involvement. Information should be provided only for those assignments for which the Service Provider was legally contracted by the client as a Service Provider.</p> <p>Service Providers should be prepared to substantiate the claimed experience if so requested by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur.</p>
		5.4.1.2	A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organisation and staffing schedule. Guidance on the content of this Section of the Technical Bid is provided under Form TECH-4 of Section IV.
		5.4.2	The Technical Bid shall not include any financial information. A Technical Proposal containing financial information may be declared as non-responsive.
5.5	Financial Bid	5.5.1	The Financial bid shall be prepared using the attached Bidding Forms. [Section IV, Bidding Forms]. The Bid Price shall be inclusive of all costs associated with the assignment and described in the TOR .
5.6	Currencies of Proposal and Payments	5.6.1	The unit rates and the Prices shall be quoted by the Service Providers entirely in Indian Rupees and all payments shall be made in Indian Rupees.
5.7	Taxes	5.7.1	The Service Provider is responsible for meeting all tax liabilities arising out of the Contract, except GST which shall be paid extra by Rajasthan Rajya Sahkari

			Bhoomi Vikas Bank Ltd. Jaipur.
5.8	Period of validity of Bid	5.8.1	The Service Providers' Proposals must remain valid for 90 Days after the last date of submission of Bid. A Bid valid for a shorter period shall be rejected by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur as non-responsive. The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur will make its best effort to complete evaluation and award the Contract within this period.
		5.8.2	In exceptional circumstances, prior to the expiration of the Bid validity period, the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur may request Bidders to extend the period of validity of their Bids. Bidders who do not agree have the right to refuse to extend the validity of their bids without losing their Bid Security.
5.9	Bid Security	5.9.1	The Bidder shall furnish as part of its Bid, a Bid Security. The amount of Bid Security shall be Rs. 120,000 (Rupees One Lac twenty thousand only)
		5.9.2	The Bid Security may be given in the form of a banker's Cheque or demand draft or bank guarantee of a Scheduled Bank in India, in specified format included in Section IV [Bidding Forms].
		5.9.3	Instrument of Bid Security shall necessarily accompany the Technical Bid. Any Technical Bid not accompanied by Bid Security shall be liable to be rejected.
		5.9.4	Bid Security of a Bidder lying with the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur in respect of other Bids awaiting decision shall not be adjusted towards Bid Security for this Bid. The Bid Security originally deposited may, however be taken into consideration in case Bids are re-invited.
		5.9.5	The bank guarantee presented as Bid Security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur from rejecting the Bid Security on the ground that the issuer or the confirmer, as

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			the case may be, has become insolvent or is under liquidation or has otherwise ceased to be creditworthy.
		5.9.6	The Bid Security of unsuccessful Bidders shall be refunded soon after final acceptance of successful Bid and signing of Contract Agreement and submitting Performance Security and additional security by successful Bidder.
		5.9.7	<p>The Bid Security taken from a Bidder shall be forfeited in the following cases, namely:-</p> <ol style="list-style-type: none"> i. when the Bidder withdraws or modifies his Bid after opening of Bids; or ii. when the selected Bidder does not execute the Contract agreement after issue of letter of acceptance of its Proposal within the specified time period; or iii. when the selected Bidder does not deposit the Performance Security; in the specified time limit after issue of the letter of acceptance of its Proposal; or iv. when the Bidder fails to commence the Services within the time limit specified; or v. if the Bidder breaches any provision of the Code of Integrity prescribed for Bidders in the Act and Chapter VI of the Rules or as specified in these ITB.
		5.9.8	In case of the successful bidder, the amount of Bid Security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of Performance Security. No interest will be paid by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur on the amount of Bid Security.
		5.9.9	<p>The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall promptly refund the Bid Security of a Bidder at the earliest of any of the following events, namely:-</p> <ol style="list-style-type: none"> i. the expiry of validity of Bid Security;

			<p>ii. the agreement for procurement is signed and Performance Security is furnished in full, by the successful Bidder;</p> <p>iii. the cancellation of the procurement process; or</p> <p>iv. The withdrawal of Bid prior to the deadline for presenting Bids.</p>
5.10	Format and Signing of Bid	5.10.1	<p>The Technical and Financial Bid shall be typed or written in ink and its all pages shall be signed by the Bidder or a person duly authorised to sign on behalf of the Bidder. This authorisation shall consist of a written Power of Attorney or a resolution of the Board of Directors, as the case may be and shall be attached to the Bid.</p> <p>All pages shall be serially numbered.</p>
6. Submission, Receipt and Opening of Bids			
6.1	Sealing and Marking of Bids	6.1.1	<p>Bidders shall submit their Bids to the Procuring Entity electronically only on the e-procurement portal, http://eproc.rajasthan.gov.in. In submission of their Bids, the Bidders should follow the step by step instructions given on the e-procurement portal.</p>
		6.1.2	<p>The Bidder shall enclose the Technical Bid and the Financial Bid in separate covers. The proof of payment of price of Bidding Document, processing fee and Bid Security shall be submitted personally or dropped in the Bid Box or by post in sealed envelopes deposited in the office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur after last time and date of Bid submission and before Time and date of opening of technical Bid, failing in which the bid shall be rejected.</p>
6.2	Deadline for Submission of Bids	6.2.1	<p>Bids shall be submitted electronically only upto the time and date specified in the Notice Inviting Bids, that is upto 5.00 PM of 16.03.20 or an extension issued thereof.</p>
6.3	Withdrawal,	6.3.1	<p>A Bidder may withdraw, substitute or modify its Bid</p>

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	Substitution and Modification of Bids		after it has been submitted by submitting electronically on the e-procurement portal a written Withdrawal/ Substitutions/ Modifications etc. Notice duly digitally signed by the Bidder or his authorised representative, and shall include a scanned copy of the authorisation. The corresponding Withdrawal, Substitution or Modification of the Bid must accompany the respective written Notice. All Notices must be received by the Procuring Entity on the e-procurement portal prior to the deadline specified for submission of Bids in accordance with ITB Sub-Clause 6.2 [Deadline for Submission of Bids].
		6.3.2	No Bid shall be withdrawn, substituted or modified in the interval between the deadline for submission of the Bid and the expiration of the period of Bid validity specified in ITB Clause 5.8 [Period of Validity of Bids] or any extension thereof.
6.4	Bid Opening	6.4.1	The electronic Technical Bids shall be opened by the Bids opening committee constituted by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur at 3.00 PM of 17.03.20 at the office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. at Jaipur in the presence of the Bidders or their authorised representatives, who choose to be present.
		6.4.2	The Bidders may choose to witness the electronic Bid opening procedure online.
		6.4.3	The Financial Bids shall be kept unopened until the time of opening of the Financial Bids. The date, time, and location of electronic opening of the Financial Bids shall be intimated to the bidders who are found qualified by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur in evaluation of their Technical Bids.
		6.4.4	The Bids opening committee shall prepare a list of the Bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding Bidders' names and addresses. The authority letters brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bids opening committee with date and time of

			opening of the Bids.
		6.4.5	<p>First, covers marks "WITHDRAWAL" shall be opened, read out, and recorded and the covers containing the corresponding Technical Bids and Financial Bids shall not be opened. No Bid shall be permitted to be withdrawn unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal and is readout and recorded at Bid opening. If the withdrawal notice is not accompanied by the valid authorisation, the withdrawal shall not be permitted and the corresponding Technical Bid shall be opened.</p> <p>Next, covers marks "SUBSTITUTION Technical Bid" shall be opened, read out, recorded. The covers containing the Substitution Technical Bids and/ or Substitution Financial Bids shall be exchanged for the corresponding covers being substituted. Only the Substitution Technical Bids shall be opened, read out, and recorded. Substitution Financial Bids will remain unopened in accordance with ITB Sub-Clause 6.4.3. No Bid shall be substituted unless the corresponding substitution notice contains a valid authorisation to request the substitution and is read out and recorded at Bid opening.</p> <p>Covers marks "MODIFICATION Technical Bid" shall be opened thereafter, read out and recorded with the corresponding Technical Bids. No Technical Bid and/ or Financial Bid shall be modified unless the corresponding modification notice contains a valid authorisation to request the modification and is read out and recorded at opening of Technical Bids. Only the Technical Bids, both Original as well as Modification is to be opened, read out, and recorded at the opening. Financial Bids, both Original as well as Modification, will remain unopened in accordance with ITB Sub-Clause 6.4.3.</p>
		6,4.6	<p>All other envelopes containing the Technical Bids shall be opened one at a time and the following read out and recorded-</p> <ul style="list-style-type: none"> i. the name of the Bidder; ii. whether there is a modification or substitution; iii. Whether proof of payment of Bid Security or Bid

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			<p>Securing Declaration, payment of price of the Bidding Document and processing fee have been enclosed.</p> <p>iv. Any other details as the Bids opening committee may consider appropriate.</p> <p>After all the Bids have been opened, their hard copies shall be printed and shall be initialled and dated on the first page and other important papers of each Bid by the members of the Bids opening committee.</p>
		6.4.7	<p>Only Technical Bids shall be read out and recorded at the bid opening and shall be considered for evaluation. No Bid shall be rejected at the time of opening of Technical Bids except that not accompanied with the proof of payment of the required price of Bidding Document, processing fee and Bid Security.</p>
		6.4.8	<p>The Bids opening committee shall prepare a record of opening of Technical Bids that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, modification, any conditions put by Bidder and the presence or absence of the price of Bidding Document, processing fee and Bid Security. The Bidders or their representatives, who are present, shall sign the record. The members of the Bids opening committee shall also sign the record with date.</p>
		6.4.9	<p>After completion of the evaluation of the Technical Bids the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall invite Bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified to attend the electronic opening of the Financial Bids. The date, time, and location of the opening of Financial Bids will be intimated to them in writing by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur</p>
		6.4.10	<p>The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall notify Bidders in writing whose Technical Bids have been rejected on the grounds of being substantially non-responsive.</p>

		6.4.11	The Bids opening committee shall conduct the electronic opening of Financial Bids of all Bidders who submitted substantially responsive Technical Bids and have qualified in evaluation of Technical Bids, in the presence of Bidders or their representatives who choose to be present at the address, date and time specified by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur.
		6.4.12	All covers containing the Financial Bids shall be opened one at a time and the following read out and recorded- i. the name of the Bidder; ii. whether there is a modification or substitution; iii. the Bid Prices; iv. Any other details as the Bids opening committee may consider appropriate. After all the Bids have been opened, their hard copies shall be printed and shall be initialled and dated on the first page of the each Bid by the members of the Bids opening committee. All the pages of the Price Schedule and letters shall be initialled and dated by the members of the committee. Key information such as prices, completion period, etc. shall be encircled and unfilled spaces in the Bids shall be mark and signed with date by the members of the Bids opening committee.
		6.4.13	The Bids opening committee shall prepare a record of opening of Financial Bids that shall include as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification, the Bid Price and any conditions put by the Bidder. The Bidders or their representatives, who are present, shall sign the record. The members of the Bids opening committee shall also sign the record with date.
7. Evaluation and Comparison of Bids			
7.1	Confidentiality	7.1.1	From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur on any matter related to its Technical and/ or Financial Proposal, except when invited by Rajasthan Rajya Sahkari Bhoomi Vikas

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			<p>Bank Ltd. Jaipur to give their presentations on Technical Bids. Any effort by Bidders to influence the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur in the examination, evaluation of Proposals, and recommendation for award of Contract may result in the rejection of the Bidders' Proposal.</p> <p>Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Bidder wishes to contact the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur on any matter related to the selection process, it should do so only in writing.</p> <p>While evaluating the bids, the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur will conduct the evaluation solely on the basis of the submitted Technical and Financial bids.</p>
7.2	Clarification of Technical or Financial Bids	7.2.1	To assist in the examination, evaluation, comparison and qualification of the Technical or Financial Bids, the Bid evaluation committee may, at its discretion, ask any Bidder for a clarification regarding his Bid. The committee's request for clarification and the response of the Bidder shall be in writing.
		7.2.2	Any clarification submitted by a Bidder with regard to his Bid that is not in response to a request by the Bid evaluation committee shall not be considered.
		7.2.3	No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors discovered by the Bid evaluation committee in the evaluation of the financial Bids.
		7.2.4	No substantive change to qualification information or to a submission, including changes aimed at making an unqualified Bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.
7.3	Deviations, Reservations and Omissions in Technical or Financial Bids	7.3.1	<p>During the evaluation of Technical or Financial Bids, the following definitions apply:</p> <ul style="list-style-type: none"> i. "Deviation" is a departure from the requirements specified in the Bidding Document; ii. "Reservation" is the setting of limiting conditions

			<p>or withholding from complete acceptance of the requirements specified in the Bidding Document; and</p> <p>iii. "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.</p>
7.4	Correction of Arithmetical Errors in Financial Bids	7.4.1	<p>Provided that a Financial Bid is substantially responsive, the Bid evaluation committee shall correct arithmetical errors during evaluation of Financial Bid on the following basis:</p> <p>a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the 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;</p> <p>b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</p> <p>The Bidder shall have to accept the arithmetical corrections made as above.</p>
7.5	Responsiveness of Technical or Financial Bids	7.5.1	<p>The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur determination of the responsiveness of a Technical or Financial Bid is to be based on the contents of the Bid itself.</p>
		7.5.2	<p>A substantially responsive Technical or Financial Bid is one that meets without material deviation, reservation, or omission to all the terms, conditions, and requirements of the Bidding Document. A material deviation, reservation, or omission is one that:</p> <p>(a) if accepted, would-</p> <p>i. affect in any substantial way the scope, quality, or performance of the Services; or</p>

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			<p>ii. limits in any substantial way, inconsistent with the Bidding Document, the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur rights or the Bidder's obligations under the proposed Contract; or</p> <p>(b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.</p>
		7.5.3	If a Technical or Financial Bid is not substantially responsive to the Bidding Document, it shall be rejected by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
7.6	Evaluation of Technical Proposals	7.6.1	The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
7.7	Evaluation of Financial Proposals	7.7.1	As a Time Based Contract shall be entered, therefore, the Bidder is deemed to have included all prices in the Financial Proposal. The total price, including GST, if applicable, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price. The successful Bidder shall be one who offers lowest price for the contract.
7.8	Taxes	7.8.1	GST, if applicable, shall be paid by the Bidder to the relevant Tax Department.
8. Negotiations and Clarifications			
8.1	General	8.1.1	The Bidder quoting the lowest price in the evaluation of Bids shall be invited for negotiations at the office of Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., at Jaipur on a date to be informed after completion of evaluation of Bids. The Bidder or its representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of

			the Bidder may attend negotiations.
		8.1.2	The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall prepare minutes of negotiations that are signed by the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur and the Bidder or its authorised representative.
8.2	Technical negotiations or clarifications	8.2.1	The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, the Client's inputs, the Conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the Contract.
8.3	Financial negotiations or clarifications	8.3.1	All clarifications needed to be sought shall be sought in the pre-Bid stage itself.
		8.3.2	Negotiations may, however, be undertaken only with the lowest Bidder, if necessary.
		8.3.3	The Bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
			In case of non-satisfactory achievement of price from lowest Bidder, the Bid evaluation committee may choose to make a written (e-mail) counter offer to the lowest Bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest Bidder, then to the third lowest Bidder and so on in the order of their initial standing in the bid evaluation and work order be awarded to the Bidder who accepts the counter-offer.
9. Award of Contract			

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9.1	Award of Contract	9.1.1	<p>After completing negotiations and clarifications and prior to the expiration of the period of validity of the Proposal, the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall inform the selected Bidder in writing, by registered post or email, that it's Proposal has been accepted. If the issuance of formal letter of acceptance (LOA) is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the Bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email to the address of the Bidder given in the Proposal.</p>
			<p>In the written intimation of acceptance of its Proposal sent to the selected Bidder, it shall also be asked to execute an agreement in the format given in the bid documents on a non judicial stamp of requisite value at his cost and deposit the amount of Performance Security or a Performance Security Declaration, if applicable, within a period of 15 (fifteen) days from the date on which the LOA or LOI is despatched to the selected Bidder.</p> <p>Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall promptly notify all Bidders who have submitted proposals about the acceptance of the selected offer and also place this information on the State Public Procurement Portal.</p>
		9. 1.2	<p>If the Bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required Performance Security or Performance Security Declaration within the specified time period, the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur shall take action against the successful Bidder as per the provisions of the Act and the Rules. The Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur may, in such case, cancel the bidding process or if it deems fit, offer for acceptance the rates and conditions of selected Bidder, to the Bidder with next lowest responsive Proposal.</p>

		9.1.3	A Contract shall be entered for prices with the Bidder of lowest priced Bid.
9.2	Performance Security	9.2.1	<p>Performance Security shall be solicited from the selected Bidder except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned, controlled or managed by the State Government and undertakings of Central Government. However, a Performance Security Declaration shall be taken from them.</p> <p>The amount of Performance Security shall be five percent of the amount of the. The currency of Performance Security shall be Indian Rupees.</p> <p>The Bidder shall deliver the Performance Security to the Procuring Entity within 15 days after issue of the Letter of Acceptance.</p>
		9.2.2	<p>Performance Security shall be furnished in one of the following forms:</p> <p>(a) Bank Draft or Banker's Cheque of a Scheduled Bank in India; or</p> <p>(b) Bank guarantee. It shall be in the form given in Section VI, Contract Forms, issued by a Scheduled Bank in India.</p> <p>Performance Security furnished in the form of Bank guarantee shall remain valid for a period of sixty days beyond the date of completion of the services and all contractual obligations of the Bidder.</p>
		9.2.3	<p>Forfeiture of Performance Security: the amount of Performance Security in full or part may be forfeited in the following cases:-</p> <p>(a) when the Bidder does not execute the agreement in accordance with ITC Clause 9.1 [Award of Contract] within the specified time; after issue of letter of acceptance of offer; or</p> <p>(b) when the Bidder fails to commence the Services as per Letter of Award within the time specified; or</p> <p>(c) when the Bidder fails to complete the Services satisfactorily within the time specified; or</p>

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			<p>(d) when any terms and conditions of the contract is breached; or</p> <p>(e) if the Bidder breaches any provision of the Code of Integrity prescribed for Bidders in the Act and Chapter VI of the Rules and ITC Clause 3.1.</p> <p>Notice of reasonable time will be given in case of forfeiture of Performance Security. The decision of the Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur in this regard shall be final.</p>
9.3	Payments to the Bidder	9.3.1	All payments shall be made in Indian Rupees. Payment will be made to the Bidder/Service Provider on monthly basis on presenting invoice to procuring entity.
10. Grievance Redressal during procurement process			
10.1	Grievance Redressal	10.1.1	<p>Any grievance of a Bidder pertaining to the procurement process shall be by way of filing an appeal in accordance with the provisions of Chapter III of the Act and Chapter VII of the Rules and as given in Appendix A to these ITC to the First or Second Appellate Authority, as the case may be, as specified below:</p> <p>First Appellate Authority:- Chairman/ Administrator, Rajasthan Rajya Sahakari Bhoomi Vikas Bank Ltd., Jaipur</p> <p>Second Appellate Authority:- Registrar, Co-operative Department, Rajasthan, Jaipur</p>

Appendix A: Grievance Handling Procedure during Procurement Process (Appeals)

(1) Filing an appeal

If any Bidder or prospective Bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First or Second Appellate Authority, as the case may be, as may be designated for the purpose, within a period of ten days from the date of such decision, action, or 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 in terms of section 27 of the Act, 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 Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a Bidder whose technical Bid is found to be acceptable.

(2) 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 into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

(3) Form of Appeal

- (a) An appeal shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(4) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

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(b) The fee shall be paid in the form of bank demand draft or banker's Cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.

(5) Procedure for disposal of appeals

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

**Annexure
FORM No. 1
[See rule 83]**

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

Appeal Noof

Before the (First / Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

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

1.

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3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

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:

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..... (Supported by an affidavit)

7. Prayer:

.....

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Place

Date

Appellant's Signature

by 12/11/11

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Section II: Evaluation and Qualification Criteria

- I. The Bidder/Service provider must be registered as a proprietorship/ partnership firm or a private limited or a public limited company under the Indian Companies Act, 2013 or registered body eligible to undertake the required services.
- II. The Bidder must not have been debarred by the State Government or **Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd., Jaipur** or blacklisted by any other procuring entity.
- III. The Bidder must have an average annual turnover of atleast **Rs. 30.00 lacs** within the past two years **for** providing services of manpower in last two financial years, i.e. years 2017-18 and 2018-19. If the accounts of financial year 2018-19 have not been audited as yet, a certificate of the statutory auditor regarding turnover of the firm may be obtained.
- IV. Submit details of current works in hand Value and other contractual commitments, if any, (Attach copies of Work Orders).
- V. Enclose P&L statement and balance sheet for last two year. (Summary only)
- VI. Submit copies of Service Tax/GST Returns/online submitted for the previous two year.
- VII. Submit acceptance of tender document and specifications in the enclosed format.
- VIII. The Bidder must have PAN number and GST number.
- IX. The Bidder have to submit/upload copy of required registrations under Rajasthan contractual labour (niyaman and unmulan) Act, 1970, Employees Provident Fund Act, 1952 and Employees State Insurance Act, 1948
- X. The successful Bidder will be one who fully agrees to comply with all the terms and conditions of this Bid documents without any omission, deviation and reservation and possesses the required qualifications and experience and whose financial bid is evaluated as the lowest by Rajasthan Rajya Sahkari Bhoomi Vikas Bank Ltd. Jaipur.

Section III Terms of Reference

1. Introduction and Scope of Work.

1. The Bidder/service provider must provide the required registration documents as below:-

S. No.	Particulars	Register No.	Year	Registration Date	Enclosed S. No.
1.	Rajasthan contractual labour (niyaman and unmulan) Act, 1970. if applicable				
2.	Employee Provident Fund Act, 1952				
3.	Employee State Insurance Act, 1948				
4.	GSTN				
5.	Income Tax (PAN No.)				
6.	Rajasthan Shop and Commercial Institution Act, 1958 or Indian Partnership Act, 1932 under Indian Company Act, 2013				

2. Financial Bid for Procurement of services for Manpower on job basis in FIN-1 proposed as under to be submitted online in financial bid :- (amt in INR)

Sl. No.	Nature of Work	Fixed monthly remuneration per manpower (by bidder)	Number of contractual persons	Total amount	Service Charges of Service Provider (in rupees) per month per person	Total Service Charges of Service Provider (in rupees)	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT WITHOUT TAXES In Words
1	2	3	4	5	6	7	8	9
				5=(3X4)		7=(6x4)	8=5+7	
1.01	Computer Operator/ banking assistant	14800	15	222000				
1.02	Driver	13000	3	39000				
1.03	Peon class IV	11100	14	155400				
1.04	Guard	11100	1	11100				
Grand Total								

EPF, ESI & Administrative Charges as applicable will be paid by procuring entity.
GST, if applicable will be paid extra by procuring entity to bidder/service provider.

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