



## राजस्थान राज्य आई.एल.डी. कौशल विश्वविद्यालय

तृतीय तल, राजीव गाँधी विद्या भवन, शिक्षा संकुल परिसर, जयपुर  
ईमेल: risu.jaipur@rajasthan.gov.in वेबसाइट: [www.rajskills.edu.in](http://www.rajskills.edu.in)

F. 149/RISU/Acctt../Manpower/2022- 23/77

Date : 11.01.2023

निदेशक  
सूचना एवं जन सम्पर्क निदेशालय,  
राजस्थान सचिवालय, जयपुर।

विषय : बिड सूचना संख्या 01/149/ 2022 - 23 का प्रकाशन कराने के संबंध में।

महोदय,

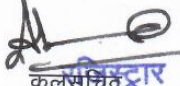
उपरोक्त विषयान्तर्गत निवेदन है कि इस विश्वविद्यालय द्वारा जारी बिड सूचना संख्या 01/149/ 2022-23 जो कि संविदा पर मैनपावर की सेवाएं लिए जाने से संबंधित है जिसकी अनुमानित लागत 8.00 लाख है का प्रकाशन लोक उपापन में पारदर्शिता अधिनियमों के अन्तर्गत एक क्षेत्रीय दैनिक प्रमुख समाचार पत्र में कम से कम स्थान पर कराने की व्यवस्था करावें।

कुलसचिव

F. 149/RISU/Acctts../Manpower/2022- 23/78-81 Date : 11.01.2023

प्रतिलिपि निम्न को सूचनार्थ एवं पालनार्थ प्रेषित है :-

1. निजी सचिव, कुलपति महोदय, रीसू, जयपुर।
2. वित्त नियंत्रक, रीसू, जयपुर।
- ✓ 3. मीडिया कंसलटेन्ट, रीसू को प्रति भेज कर लेख है कि विश्वविद्यालय की वेबसाइट पर अपलोड कराने का श्रम करावें।
4. रक्षित पत्रावली।

  
कुलसचिव  
राजस्थान आई एल डी  
कौशल विश्वविद्यालय, जयपुर

**Rajasthan ILD Skill University, Jaipur**  
(Rajiv Gandhi Vidya Bhawan, 2nd & 3rd Floor, Shiksha Sankul,  
JLN Marg, Jaipur- 302017)  
**BID DOCUMENT**

FOR

“Procurement of Services of **Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers**” on job basis for Rajasthan ILD Skill University, Jaipur.

**Rajasthan ILD Skill University, Jaipur**

**TEL. Number:- 0141-2702116, 0141-2702120**

E-Mail Address:- [risu.jaipur@rajasthan.gov.in](mailto:risu.jaipur@rajasthan.gov.in)

Website : [www.rajskills.edu.in](http://www.rajskills.edu.in)

Estimated Cost of job basis contract :-	8.00 lacs (from the date of sanction)
Cost of Bid Document :-	Rs.500/- (Rupees Five hundred only) Cheque/DD in favour of Registrar, Rajasthan ILD Skill University, Jaipur
Bid Security :-	Bid Security of <b>Rs.16,000/-</b> by Demand Draft/Bankers Cheque in the favour of Registrar, Rajasthan ILD Skill University, Jaipur.



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**INTRODUCTION**

<b>Dated :</b>		
1	Subject matter of procurement	Procurement of Services of <b>Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers</b> ” on job basis for <b>RAJASTHAN ILD SKILL UNIVERSITY, JAIPUR</b> ,open Competitive Bid / 2022-23
2	Name & Address of the Procuring Authority.	Rajasthan ILD Skill University, Jaipur (Rajiv Gandhi Vidya Bhawan, 2nd & 3rd Floor, Shiksha Sankul, JLN Marg, Jaipur- 302017)
3	Estimated Cost of Work	<b>Rs. 8.00 Lacs</b>
4	(i) The price of the Bidding Document	Rs. 500/- by way of Demand Draft/Banker's Cheque in favour of Registrar, Rajasthan ILD Skill University, Jaipur
	(ii) For Clarification Purposes only, the Procuring Entity's address	Registrar, Rajasthan ILD Skill University, Jaipur TEL. Number :- <b>0141-2702116, 0141-2702120</b> E-Mail Address :- <a href="mailto:risu.jaipur@rajasthan.gov.in">risu.jaipur@rajasthan.gov.in</a>
5	The Pre-Bid Meeting	NO
6	The Language of the Bid is	English & Hindi
7	The Bidder shall submit with its Bid	Mentioned at Technical Bid Form (Annexure-A)
8	Publishing Date	13.01.2023
9	Document sell start date	13.01.2023
10	Bid document purchase end date & Time	20.01.2023 at 01.00 pm
11	Bid submission end date & time	20.01.2023 at 02.00 pm
12	The Bid Validity period shall be	30 days from the date of opening of technical bid.
13	Submission Date of Banker's Cheque/ Demand Draft for Bid document Fee, Bid Security,	Date: 20.01.2023 Time: Upto 3.00 PM Place: office at Rajasthan ILD Skill University, Jaipur- 302005
14	Bid Security	Bid Security of <b>Rs.16,000/-</b> by Demand Draft/Bankers Cheque in the favor of Rajasthan ILD Skill University, Jaipur.
15	Bid opening Date & Time	20.01.2023 at 4.00 pm
16	Authorization	Power of attorney/board resolution letter of authorization written on the

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		letter head by the bidder.
17	Sell of bids	Rajasthan ILD Skill University, Jaipur- 302005
18	Opening of technical bids	Date : 20.01.2023 & Time : at 4.00 pm Place: office at Rajasthan ILD Skill University, Jaipur- 302005
19	Date/ Time/ Place of Financial Bid Opening	Informed on the e-mail site to the technically qualified bidders

21. Tendered quantity may be increased or decreased at the time of award/purchase order or during the course of agreement as per RTTPP Act and rules.
22. The period within which the contract agreement is to be executed and performance security is to be submitted is 15 days from the date of issue of letter of acceptance/work order.
23. The Designation and Address of  
First Appellate Authority

Vice-Chancellor,  
Rajasthan ILD Skill University, Jaipur.

I/We.....(Name of the person)  
in the capacity of ..... (Designation) as bidder have read  
the introduction, NIB and all the conditions of Bid annexed hereto carefully and agreed to  
abide by all the conditions and have SIGNED and serially numbered all the pages in token of  
acceptance thereof, details of the bidding firm/company are as below:

Name of firm/company : \_\_\_\_\_  
Office Address (with pin code) : \_\_\_\_\_  
Telephone Nos. : \_\_\_\_\_  
Office : \_\_\_\_\_  
Residence : \_\_\_\_\_  
Office : \_\_\_\_\_  
Fax (with STD Code) : \_\_\_\_\_  
E-Mail. ID : \_\_\_\_\_  
Mobile : \_\_\_\_\_  
Statutory Details : \_\_\_\_\_  
GST/ TIN Number : \_\_\_\_\_  
Service Tax Registration Number : \_\_\_\_\_  
Income Tax PAN : \_\_\_\_\_  
Bid Security : \_\_\_\_\_

Signature

Name of Signatory (IN BLOCK LETTERS) \_\_\_\_\_

Designation \_\_\_\_\_

Date : \_\_\_\_\_

Place: \_\_\_\_\_

(Attach sheets where-ever necessary and strike out whichever is not applicable)

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**Definitions and Acronyms**

RISU	Rajasthan ILD Skill University, Jaipur
UNIVERSITY	Rajasthan ILD Skill University, Jaipur
BIDDER	The eligible Bidder who will participate in Procuring process
CE	Controller of Examination
GAD	General Administration Department
PURCHASER	Rajasthan ILD Skill University, Jaipur
PROCURING ENTITY	Rajasthan ILD Skill University, Jaipur
RFP	Request for Proposal /Tender Document/ BID
SUPPLIER	The bidder who will be finally selected and in whose name the work order will be released
Exam Section	An office of Controller of Examination/Deputy / Assistant Registrar (Examination) in the RISU.
NIB	Notice Inviting Bid
PSD	Performance Security Deposit
PE	Procurement Entity



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ANNEXURE -1

**GENERAL TERMS AND CONDITIONS**

**Sub: - Notice Inviting Bid for “Procurement of Services of Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers” on job basis for Rajasthan ILD Skill University, Jaipur, open Competitive Bid / 2022-23.**

1. **Parties:** - The parties to the contract are the contractor (the Bidder) to whom the work has been awarded) and the Registrar, Rajasthan ILD Skill University, Jaipur.
2. **Addresses:-** For all purpose of the contract including arbitration thereunder, the address of the contractor mentioned in the Bid shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by registered post with Acknowledgement Due to the Rajasthan ILD Skill University, Jaipur. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.
3. **Bid Security:** - Bid Security of **Rs. 16,000/-** by Demand Draft/Bankers Cheque in the favour of Rajasthan ILD Skill University, Jaipur.
  - 3.1 No request for transfer of any previous deposit of Bid Security & Performance Security or adjustment against any pending bill held by the Rajasthan ILD Skill University, Jaipur in respect of any previous work will be entertained.
  - 3.2 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid banker cheque/demand draft of bid security will be forfeited by the University.
  - 3.3 The Bid without Bid security will be summarily rejected.
4. **Preparation and submission of Bid:-**

The Bid should be submitted in two parts namely:-  
Firstly Technical Bid (in form given in **Annexure-A**) and Secondly Financial Bid (in Form given in **Annexure-K(i), K(ii), K(iii)**) and each should be submitted .  
The Financial bid of only technically qualified bidders shall be opened. The date & time for opening of financial bid will be informed separately to the technically qualified bidders.
5. **Signing of Bid:-** Individual signing the Bid or all other documents connected with contract must specify whether he signs as:-
  - (a) A “Sole proprietor” of the concern or constituted attorney of such sole proprietor.
  - (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a latest power of attorney duly executed by the partners of the firm.



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- (c) Directors or principal officer duly authorized by the board or Directors of the Company if it is a Company.
- (1) In case of partnership firms, a copy of the latest partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the Bid form or any documents forming part of the Bid on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) **The Bidder should sign and affix his/his firm's stamp at each page of the Bid and all its Annexure as the acceptance of the offer by the Bidder will be deemed as a contract NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.**
6. **Technical Bid:-** The Technical bid should be submitted in form given in annexure-A with Bankers Cheque/Demand Draft of Rs. 500/- for tender document fee in favor of Rajasthan ILD Skill University, Jaipur.

Along with registration particulars, copy of PAN number & GST Registration certificate issued in favor of the firm, full details of information sought for in the Annexure-A. Technical bid envelop should be separate and marked above as technical bid .

7. **Financial Bid:-** The Financial Bid should also be submitted in the BOQ given in **Annexure-K(i), K(ii), K(iii)** .The Financial Bid of those Bidder who are found technically qualified, will be opened on a specified date and time to be intimated to the respective qualified Bidders.
- 7.1 Terms of payment as stated in the Bid Document shall be final.
- 7.2 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
- 7.3 Financial bid envelop should be separate and marked above as financial bid .
8. **Validity of the Bids :-** 30 days  
The bids shall be valid for a period of 30 days from the date of opening of technical bid.
9. **Opening of Bid:-**  
The Bid is at liberty either himself or authorize, not more than one representative to be present at the time of opening of the Bid. The representative attending the opening of the Bid on behalf of the Bidder should bring with him a **letter of authority** from the Bidder and proof of identification.

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10. **Criteria for Evaluation of Bid:-** The Technical Bids will be opened by the Procurement committee of the University at office of the Registrar, Rajasthan ILD Skill University, Jaipur in the presence of such Bidder or their representatives who may wish to be present.
- 10.1 The Financial Bids of only those Bidders (to be informed after technical evaluation) will be opened in the presence of those technically qualified Bidders or their representatives whose technical Bids are accepted and who wish to be present.
11. The contract shall commence from the day of agreement. To begin with the contract will be for one year initially extendable as per RTPP Act & rules if performance/ service is found satisfactory on review after one year. The contract so awarded can be terminated by Rajasthan ILD Skill University, Jaipur at any time without any notice or conveying any reason thereof.
12. **Right of Acceptance:-** The Rajasthan ILD Skill University, Jaipur reserves all rights to reject any Bid including of those Bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the competent Authority of the Rajasthan ILD Skill University, Jaipur in this regard shall be final and binding.

**The Tendering Authority reserves the right to open Financial Bid even if one Bidder qualifies the Technical Bid or only one Bid is received in response to the Bid Notice. However in the case of one Bid the power to negotiate with the Bidder will be reserved with the Procuring Entity.**

- 12.1 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotations.
- 12.2 **Communication of Acceptance:-** Successful Bidder will be informed as early as possible of the acceptance of their tender by way of e-mail or telephonically.
13. **Bid Security Deposit:-** Bid Security of **Rs. 16,000/-** by Demand Draft/Bankers Cheque in the favor of Rajasthan ILD Skill University, Jaipur.
- (i) In case of open competitive bidding, two-stage bidding, rate contract, electronic reverse auction, bid security shall be 2% or as specified by the State Government of the estimated value of subject matter of procurement put to bid. In case of Small Scale Industries of Rajasthan it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction, it shall be 1% of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every Bidder, if not exempted, participating in the procurements process shall be required to furnish the bid security as specified in the notice inviting bids.
- (ii) In lieu of bid security, a bid securing declaration shall be taken from the,  
(A).Departments/Boards of the State Government or Central Government;  
(B).Government companies as defined in clause (45) of section 2 of the companies Act, 2013;  
(C).company owned or controlled, directly or indirectly, by the Central Government, or by any State Government or Governments, or partly by the Central Government and partly by one or more State Governments which is



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subject to audit by the Auditor appointed by the Comptroller and Auditor- General of India under sub-section (5) or (7) of section 139 of the companies Act, 2013; or Autonomous

bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State government or Central Government.

14. **Work Performance Security Deposit:** - 2.5% amount (upto 31.3.2023 thereafter as per rules) of Contract/Agreement/Work order Value will be deposited by the successful bidder by Demand Draft/Bankers Cheque in the favor of Rajasthan ILD Skill University, Jaipur within 5 days of issuing work order. In addition to Performance Security as specified above an Additional Performance Security shall also be taken from the successful bidder in case of unbalanced bid as per rule 75 A of RTPP Rules 2013.
15. The Bankers Cheque /Demand Draft of work performance security can be forfeited by order of the competent authority of the Rajasthan ILD Skill University, Jaipur in the event of any breach or negligence or non- observance of any terms/ condition of contract or for unsatisfactory performance or for non- acceptance of the work order. On expiry of the contract, such portion of the said banker Cheque/Demand Draft as may be considered by the Rajasthan ILD Skill University, Jaipur sufficient to cover any incorrect or excess payments made on the bills to the firm, shall, be retained until the final audit report on the account of firm's bill has been received and examined.  
On the acceptance of the Bid the Bidders or their authorized representative shall have to execute an agreement on non- judicial stamp of Rs. 500/- within 5 days of issuing work order.
- 1. Penalty:-**
- (A) In case of breach of any conditions of the contract and for all type of losses caused including excess cost of services of Procurement of Services of **Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers"** in the event of Contractor failing to provide services. The office shall make deductions at double the rate for the services of Procurement of Services of **Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers"** on pro-rata basis from the bills presented by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of Rajasthan ILD Skill University, Jaipur
- (B) The powers of the Competent authority of the Rajasthan ILD Skill University, Jaipur under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided or forfeiture of Performance Security mentioned under clause 15 above.
17. **Disclaimer:** - The family member of employees of the Rajasthan ILD Skill University, Jaipur are not allowed to participate in this tender.  
Family members means:-  
(i) Spouse

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- (ii) Sons and daughters including steps whether married or not.
- (iii) Parent including steps.
- (iv) Any other relation who is wholly dependent on employee.

**18. Breach of Terms and Conditions: -**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Rajasthan ILD Skill University, Jaipur in that event and the Performance Security in the form of Bankers Cheque/Demand Draft shall be forfeited.

19. **Sub-let of Work:-** The Firm shall not assign or sublet the work or any part of it to any other person or party. If it is found that work has been assigned to third party than powers to cancel the contract shall vest in the University.

**20. The Bid is not transferable.**

**21. Terms of payment: -**

21.1 Neither payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work nor does the University take any responsibility for any kind of loan/mortgage taken by the firm or contractor, as the case may be, from anywhere.

21.2 All payments shall be made by way of CHEQUE/NEFT/RTGS/ECS only after deducting appropriate taxes as declared by Government from time to time.

21.3 Rajasthan ILD Skill University, Jaipur shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties imposed by the Rajasthan ILD Skill University, if any.

21.4 The term 'payment' mentioned in this para includes only for providing services of Procurement of Services of **Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers"** and nothing else.

21.5 Wherever applicable all payments shall be made as per schedule of payments.

21.6 No advance for providing services Procurement of Services of **Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers"** shall be given by Rajasthan ILD Skill University, Jaipur.

- 22 **Confidentiality:** The agency must keep confidential all matters relating to the services of Procurement of Services of **Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers"** If any difference arises concerning this Agreement, its interpretation on the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for Conciliation do not yield any results within a period of 10 days, either of the parties may make a request to the other party for submission of the



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dispute for decision to the Vice- Chancellor Rajasthan ILD Skill University. The decision taken by Vice-Chancellor shall be applicable and final.

**23 Termination of Assignment:**

The University can terminate the assignment any time without assigning any reason.

- 24 The Rajasthan ILD Skill University, Jaipur requires the service of reputed, well established and financially sound Firm for providing the Services of Procurement of **Services of Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers”** on job basis.
- 25 The Bidder will be bound by the details furnished by him/her to the University, while submitting the bid or at the subsequent stage. In case of any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of Terms of the Contract making he/she liable for legal action besides Termination of Contract.
- 26 The firm should have not been blacklisted by any of the Govt. Department/Public Sector undertakings and No vigilance inquiry or Criminal case should be pending against the firm on the last date of submission of bid.
- 27 Bids uploaded with incomplete information and not conforming to the requirements are liable to be rejected.
- 28 Each page of the Bid document should be signed by the bidder or by its authorized signatory with the seal of the Agency as a confirmation of accepting all the conditions of the bid.
- 29 Rajasthan ILD Skill University may in its sole discretion and at any time during the processing of Bids may disqualify any Bidder from the bidding if the Bidder has:
- (a) Made misleading or false representations in the forms, Statements & attachments submitted in the proof of eligibility requirements
  - (b) If found to have a record of poor performance such as abandoning works, not properly completing the contracts, delaying completion, being involved in litigation or financial failure etc.
  - (c) Submitted Bid document, which is not accompanied by required documents and Bid Security declaration.
  - (d) Failed to provide Clarification related thereto, when sought.(on the email provided in bid or otherwise)
  - (e) Submission of more than one Bid. This will cause disqualification of all Bids submitted by such applicant.
- 30 The Successful Bidder shall have to make monthly payments in the Bank Accounts of the persons engaged by the firm and he shall have to furnish the details of payments made by him every month with the bill of the next month.
- 31 During the period of Contract, if minimum wages are revised by the Labour Department, the bidder shall be paid as per revised rates (if the revised rates are higher than the rates of the University) and he is bound to pay the difference of payment made to him to concerned persons.
- 32 The Bidder shall have to deposit the employer's as well as the employee's share of EPF & ESI as per latest rates notified by the Central/State Government.

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- 33 The Bidder shall submit the copies of challan of ESI & EPF so deposited every month with the bill of the next month to enable organization to make payment of the bill.
- 34 The Goods & service Tax (GST) as per rules will also be paid to the Bidder, he shall be responsible for depositing the GST on or before due date and he shall submit the copy of challan with the bill of the next month. The Bidder shall be responsible for all the complications arising out by not depositing the GST on time.
- 35 No interest will be paid on the amount deposited as Work Performance Security.
- 36 Work Performance Security amount in full or part may be forfeited, if the Terms & Conditions of contract is/are violated.
- 37 The Work Performance Security shall be refunded after 60 days after successful completion of the Contract.
- 38 Tax deduction at source (T.D.S) shall be made as per provisions of the Income Tax and GST and a certificate to this effect will be provided to the contracting firm.
- 39 The firm shall submit the Monthly bills in duplicate.
- 40 The person deployed should be Polite, Cordial, Positive, Efficient and medically fit in all respect.
- 41 GST shall be paid extra as Per applicable rate
- 42 The Management Fee/Overheads as service charges shall be quoted by the Bidder in appropriate place of the format.
- 43 The Management Fee/Overheads so quoted in the Financial Proposal shall include all expenses incurred by the Bidder towards the Assignment, including, but not limited to, office overheads, Coordinator expenses, supervision charges, expenses of any certificate to be submitted for deployment of personnel, interest or any other expenses incurred by it in course of the assignment under this Bid. It shall also include profit of the Agency.
- 44 The Most advantageous L-1 bidder will be decided on the total value of monthly charges. As this criteria is mentioned for only evaluation purpose, the payment shall be made to the contractor as per actuals.
- 45 It shall be ensured that **the value of Service charge should be more than zero.**
- 46 All calculations shall be in the metric system and calculations done to 2 (two) decimal places, with the third digit of 5 (five) or above being rounded up and below 5 (five) being rounded down.
- 47 The Authority will evaluate and compare the bids, which have been determined to be substantially responsive, Pursuant to the terms and conditions of the bidding document.

  
Registrar

Rajasthan ILD Skill University, Jaipur



**Rajasthan ILD Skill University, Jaipur**  
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Annexure-A

तकनीकी बोली प्रपत्र – A

(Technical Bid Form)

Providing Services of Procurement of Services of **Two (2) LDC, Two (2)**

**Drivers and Five(5) Office Helpers”**

1	फर्म का नाम:-				
2	फर्म का पूर्ण पता:-				
3	दुरभाष संख्या /फैक्स:-				
4	ई-मेल:-				
5	बोली दस्तावेज हस्ताक्षर करने के लिये अधिकृत व्यक्ति का नाम एवं स्थिति :- (अधिकार पत्र की प्रति संलग्न करें।)				
6	बिड फॉर्म की कीमत				
	(अ) राशि				500 रु
	(ब) बैंक ड्राफ्ट संख्या /रसीद नम्बर				
	(स) बैंक का नाम				
7	फर्म/संवेदक का गत तीन वित्तीय वर्षों में केन्द्र एवं राज्य के विभाग/ उपक्रम/ बोर्ड /आयोग/ बैंक/ विश्वविद्यालय में गत तीन वर्ष का औसत वार्षिक टर्न ऑवर न्यूनतम 3.00 लाख रु. होना आवश्यक है। तालिका में अंकन करें एवं प्रमाण स्वरूप दस्तावेज संलग्न करें – C.A. Certificate of 2018-19, 2019-20 & 2020-21		वर्ष	टर्न ऑवर (लाखों में)	
			2018-19		
			2019-20		
			2020-21		
8	Bid Security Amount <b>Rs. 16,000/-</b> (enclosed Bankers Cheque/DD)				
9	संबंधित अधिनियमों में प्रावधानों के अन्तर्गत पंजीकरण का विवरण:- (प्रतिलिपि स्वयं प्रमाणित करें।)				
	विवरण	रजि.सं.	वर्ष	पंजीकरण दिनांक	संलग्नक क्रमांक
i)	राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970				
ii)	कर्मचारी भविष्य निधि अधिनियम, 1952				
iii)	कर्मचारी राज्य बीमा अधिनियम, 1948				
iv)	वस्तु एवं सेवाकर (GST) (GST Registration लागू नहीं होने की स्थिति में रु. 50/-के नान ज्यूडीशियल स्टाम्प पेपर पर इस सम्बन्ध में शपथ				

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	पत्र प्रस्तुत करना होगा।)				
v)	आयकर (पैन नंबर)				
vi)	राजस्थान दुकान एव वाणिज्यिक संस्थान अधिनियम, 1958 या इण्डियन पार्टनरशिप एक्ट, 1932 के अन्तर्गत या इण्डियन कम्पनी एक्ट, 1956/2013 के अन्तर्गत				
10	कार्यानुभव ( तकनीकी निविदा शर्त संख्या 12 के अनुसार)				
	कार्यालय का नाम	वर्ष	अवधि	संबंधित विभाग/संस्था द्वारा जारी कार्यादेश/ अनुभव प्रमाण-पत्र संलग्न करें	
1		2018-19			
2		2019-20			
3		2020-21			
11	निविदा प्रपत्र मूल्य राशि रु. 500/-	डी.डी. संख्या.....दिनांक.....			
12	Technical Bid submission sheet as per Annexure-A				
13	Technical Letter Annexure-F				
14	Certificate of Conformity/No Deviation as per Annexure-G				
15	Declaration by Bidder regarding Qualifications as per Annexure-H				
16	ब्लेक लिस्ट/अयोग्य न होने तथा अन्य सक्षमताएं पूरी करने का शपथ-पत्र as per Annexure-I (नॉन जुडिशियल रु. 50/- के स्टाम्प पेपर पर)				
17	एस.आर. 11 प्रारूप पत्र as per Annexure-J				
18	Financial Bid as per Annexure-K(i),K(ii), K(iii)and fill according to uploaded BOQ				
19	Annexure- B,C,D. E हस्ताक्षरित				

दिनांक

नाम:-

हस्ताक्षर:-

फर्म की मोहर:-



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Annexure-2

**तकनीकी निविदा की शर्तें**

1. न्यूनतम मजदूरी अधिनियम, 1948 के वैधानिक प्रावधानों की अनुपालना करने का दायित्व संबंधित निविदादाता का होगा।
  2. प्रत्येक बोलीदाता को अपने कार्य से संबंधित अधिनियमों में पंजीकरण का विवरण तकनीकी निविदा के प्रारूप में अंकित करना होगा।
  3. राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970, कर्मचारी भविष्य निधि अधिनियम, 1952 एवं कर्मचारी राज्य बीमा अधिनियम, 1948 के अन्तर्गत नियमानुसार पंजीकृत निविदादाता ही उक्त प्रकार की बोली में भाग लेने के पात्र होंगे। पंजीकरण प्रमाण-पत्र की सत्यापित प्रतिलिपियाँ पूर्ण रूप से भरे हुए तकनीकी बोली प्रपत्र के साथ संलग्न कर प्रस्तुत करनी होगी।
  4. श्रम विधि के अन्तर्गत निर्धारित नियमों, उपनियमों व अधिसूचनाओं तथा केन्द्र/राज्य सरकार द्वारा समय-समय पर जारी किये गये दिशा-निर्देशों की पालना करने का दायित्व निविदादाता का ही होगा। श्रम विधि के अन्तर्गत निर्धारित नियमों, उपनियमों, अधिसूचनाओं, दिशा-निर्देशों आदि की पालना नहीं करने की स्थिति में उसके परिणामों/दायित्वों के लिये निविदादाता स्वयं उत्तरदायी होगा।
  5. यदि निविदादाता एवं कार्य पर लगाये गये व्यक्तियों के मध्य कोई विवाद उत्पन्न होता है तो उसकी प्रबंधकीय जिम्मेदारी निविदादाता की होगी। इसके लिये राजस्थान आई. एल. डी. कौशल विश्वविद्यालय, जयपुर का सक्षम प्राधिकारी न्यूनतम मजदूरी अधिनियम, 1948 एवं राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970 का उचित प्रकार से तथा निष्ठापूर्वक पालन करने के लिए उत्तरदायी होगा।
  6. नियोजित व्यक्तियों द्वारा 240 दिवस पूर्ण कर लिये जाने पर औद्योगिक विवाद अधिनियम, 1974 में विहित प्रावधानों के अनुसार नियोजित व्यक्तियों को हटाने, कार्यमुक्त करने, नोटिस, वेतन, छंटनी, मुआवजा आदि देने का समस्त उत्तरदायित्व निविदादाता का होगा।
  7. कार्य सम्पादन अवधि के दौरान कार्य के संबंध/संदर्भ में किसी भी प्रकार की क्षतिपूर्ति या मुआवजा देने/ई.एस.आई करवाने/सामुहिक दुर्घटना बीमा कराने इत्यादि की जिम्मेदारी एवं दायित्व निविदादाता का होगा, इसके लिये राजस्थान आई एल डी कौशल विश्वविद्यालय, जयपुर की कोई जिम्मेदारी नहीं होगी।
08. **LDC (2) के जॉब कार्य एवं Qualification का विवरण इस प्रकार है:-**

**Job Work :-**

Record Maintain and office management, put-up the PUC to the officer under whose control he is placed by the Authority.

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**Qualification:**

- Efficiency in English/Hindi
- Should possess Internet and computer skills.
- Experience of at least one year in any Government Department/ PSUs/ Courts/ Authority of Govt./ reputed private firm.
- Efficiency in English/Hindi typing.
- Must be graduate with minimum 45% marks

09. प्रशिक्षित ड्राइवर (2) की योग्यता एवं जॉब कार्य का विवरण इस प्रकार है:-

1. हल्के वाहन (Light Motor vehicle) चालक की वैध अनुज्ञप्ति (License) लाइसेन्स धारक होना चाहिए।
2. हल्के वाहन (Light Motor vehicle) की वैध अनुज्ञप्ति (License) प्राप्त करने के पश्चात उक्त वाहनों को चलाने का तीन वर्ष का अनुभव होना चाहिए।
3. आंखों की दृष्टि चश्मे या बिना चश्मे के 6/6 होनी चाहिए।
4. रोड साईड वाहन मरम्मत का ज्ञान एवं वाहन चालन में दक्षता होनी चाहिए।
5. मानसिक एवं शारीरिक रूप से स्वस्थ होना चाहिए।
6. माध्यमिक शिक्षा बोर्ड अथवा मान्यता प्राप्त अन्य किसी बोर्ड से सीनियर सैकण्डरी उत्तीर्ण होना चाहिए।

10. सहायक कर्मचारी (5) की योग्यता एवं जॉब कार्य का विवरण।

1. माध्यमिक शिक्षा बोर्ड अथवा मान्यता प्राप्त अन्य किसी बोर्ड से आठवीं पास होना चाहिए।
2. अधिकारी के निर्देशानुसार कार्यालय के दैनिक कार्यकलापों का निर्वहन करना।
3. हिन्दी भाषा समझने व लिखने में सक्षम।
11. बोलीदाता का गत तीन वर्षों का औसत वार्षिक टर्न ओवर न्यूनतम 3.00 लाख रु होना चाहिये तथा इस हेतु (C.A.) का प्रमाण-पत्र जिसमें टर्नओवर की राशि अंकित हो, संलग्न किया जावे।
12. बोलीदाता को गत तीन वित्तीय वर्षों में सरकारी विभाग/कॉरपोरेशन/स्वायत्त निकाय/विश्वविद्यालय में Procurement of Services of **LDC, Drivers and Office Helpers** उपलब्ध कराने का अनुभव होना चाहिये। इस हेतु संबंधित विभाग/संस्था से जारी कार्यादेश अथवा अनुभव प्रमाण पत्र संलग्न करना होगा।
13. निविदा प्रक्रिया में RTPP Act 2012/ RTPP Rules 2013 एवं सामान्य वित्तीय एवं लेखा नियम के सम्बन्धित प्रावधान लागू होंगे।
14. राजस्थान आई. एल. डी. कौशल विश्वविद्यालय, जयपुर द्वारा निविदादाता से सम्पर्क e-mail के माध्यम से भी किया जावेगा। अतः पूर्णरूप से संचालित e-mail ही bid में अंकित की जाए।
15. राजस्थान राजपत्र (गजट) में प्रकाशित अधिसूचना दिनांक 01.01.2021 भाग 1(ख) (श्रम विभाग) की टिप्पणी संख्या 5 के अनुसार निर्धारित प्रतिदिन सामान्य कार्य के



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घण्टों से अधिक किसी कर्मचारी से कार्य करवाने पर अधिसमय (overtime) कार्य का भुगतान सामान्य मजदूरी दर की दुगुनी दर से किया जायेगा।

16. बालक और कुमार श्रम (प्रतिषेध एवं विनियमन) अधिनियम, 1986 संशोधित अधिनियम, 2016 तथा उक्त अधिनियम के तहत राजस्थान बाल श्रमिक (प्रतिषेध एवं विनियमन) संशोधन नियम, 2018 के प्रावधानानुसार बाल श्रमिकों का नियोजन प्रतिबंधित करते हुए इसका उल्लंघन दंडनीय अपराध निर्धारित किया गया है, अतः मानव संसाधन की सेवाओं में बालश्रम नियोजित नहीं करने के प्रावधान की अक्षरशः पालना की जावेगी।
17. निविदा से संबंधित किसी भी प्रकार के स्पष्टीकरण के लिये राजस्थान आई. एल. डी. कौशल विश्वविद्यालय, जयपुर के निम्नलिखित अधिकारी से सम्पर्क किया जा सकता है:-

नाम	(कुलसचिव)
कार्यालय का पता	राजस्थान आई. एल. डी. कौशल विश्वविद्यालय, शिक्षा संकुल, जवाहर लाल नेहरू मार्ग, जयपुर।
दूरभाष न.	0141- 2702116, 0141-2702120

18. इस बिड के संबंध में राजस्थान आई. एल. डी. कौशल विश्वविद्यालय, जयपुर के किसी भी निर्णय के विरुद्ध प्रथम एवं द्वितीय अपील क्रमशः कुलपति राजस्थान आई. एल. डी. कौशल विश्वविद्यालय, जयपुर एवं सचिव, उच्च शिक्षा राजस्थान सरकार, जयपुर को की जा सकेगी।
19. बोली में दी गई दरें एक वर्ष की अवधि के लिए मान्य होगी। राजस्थान लोक उपापन में पारदर्शिता नियम 2013 के नियमानुसार कार्य संतोषप्रद होने पर दोनों पक्षों की आपसी सहमति से नियमानुसार अवधि बढ़ायी जा सकेंगी।
20. बोली अनुभवी बोलीदाताओं द्वारा दी जानी चाहिए, जो वास्तव में यह कार्य कर रहे हों।
21. बोली प्रपत्र एवं बोली की शर्तों के प्रत्येक पृष्ठ पर हस्ताक्षर करना आवश्यक है।
22. बोलीदाता को दिया गया अनुबंध अहस्तान्तरणीय होगा और किसी को भी इस बाबत उप कॉन्ट्रैक्टर (Sub Contractor) नियुक्त नहीं किया जा सकेंगा। यदि किसी भी स्तर पर ऐसा होना पाया गया तो कार्य संपादन प्रतिभूति राशि जब्त कर अनुबंध निरस्त किया जा सकेगा।
23. फर्म द्वारा उपलब्ध कराये जाने वाले Procurement of Services of **Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers** पर न्यायालय/पुलिस थाने में वाद दर्ज नहीं होना चाहिए।
24. Procurement of Services of **Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers** के पुलिस द्वारा चरित्र प्रमाण पत्र का सत्यापन कराकर देने का उत्तरदायित्व निविदादाता का होगा।

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25. Procurement of Services of **Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers**” पूर्ण स्वस्थ व्यक्ति जिनकी न्यूनतम आयु 21 वर्ष हो, फर्म द्वारा उपलब्ध कराने होंगे।
26. फर्म द्वारा उपलब्ध कराये जाने वाले किसी Procurement of Services of **Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers**” के अवकाश काल में एवजी के रूप में दूसरा Procurement of Services of **Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers**” उपलब्ध कराना होगा, अर्थात फर्म द्वारा पूरे माह के लिए उपरोक्त कार्मिक उपलब्ध कराने होंगे। फर्म द्वारा किसी समय Procurement of Services of **Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers**” उपलब्ध नहीं कराये जाने की स्थिति में फर्म की रिस्क एण्ड कॉस्ट पर विभाग अन्य स्रोत से व्यवस्था कर सकेगा तथा उक्त व्यवस्था से हुई व्यय राशि फर्म से वसूल की जायेगी तथा 500/— रुपये शास्ति की वसूली प्रति अवसर पर फर्म से की जावेगी। ठेका अवधि में 3 बार से अधिक ऐसी स्थिति उत्पन्न होती है तो फर्म की प्रतिभूति राशि जब्त कर ठेका निरस्त किया जा सकता है तथा फर्म के रिस्क एण्ड कॉस्ट पर अन्य फर्म से कार्य करवाया जा सकेगा।
27. Procurement of Services of **Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers**” कार्य हेतु उपलब्ध कराये गये सेवा निष्पादको के समस्त रिकार्ड (यथा निवास प्रमाण-पत्र, पहचान प्रमाण-पत्र, योग्यता प्रमाण-पत्र, वरिष्ठ प्रमाण-पत्र) इत्यादि फर्म द्वारा संधारित रखना होगा। आवश्यकता होने अथवा माग किये जाने पर संस्थान को उपलब्ध कराना होगा।
28. Procurement of Services of **Two (2) LDC, Two (2) Drivers and Five(5) Office Helpers**” द्वारा परिसर में ड्यूटी के दौरान किसी भी प्रकार के मादक/उत्तेजक पदार्थों के सेवन पर पूर्णतः पाबन्दी रहेगी। इस संबंध में किसी भी प्रकार की शिकायत प्राप्त होने पर फर्म को सूचना दिए जाने पर फर्म द्वारा आवश्यक कार्यवाही अमल में लाई जावेगी।
29. अनुबन्ध की अवधि पात्र निविदादाता को दिये गये कार्यादेश में अंकित तारीख से एक वर्ष तक की अवधि के लिए मान्य होगी। कार्य संतोषजनक होने की स्थिति में आपसी सहमति के आधार पर नियमानुसार बढ़ाई जा सकती है।
30. ठेके की अवधि में यदि Procurement of Services of **Two (2) LDC, Two (2) Drivers and FIVE(5) Office Helpers**” सेवा निष्पादकों द्वारा हड़ताल की जाती है और संस्थान द्वारा अपने स्तर पर ठेकेदार की जोखिम व लागत पर कार्य करवाने में जो राशि व्यय की जावेगी वह राशि ठेकेदार को देय मासिक बिल की राशि में से अथवा उसके द्वारा जमा कराई गई प्रतिभूति राशि में से समायोजित कर ली जायेगी।
31. एक से अधिक फर्मों के L-1 रहने की स्थिति में निविदादाता फर्मों में से अधिक औसत टर्न ओवर (राशि वर्ष 2018-19, 2019-20 एवं 2020-21 का औसत) को प्राथमिकता दी



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जावेगी। इस संबंध में कुलसचिव, राजस्थान आई. एल. डी. कौशल विश्वविद्यालय, जयपुर का निर्णय अन्तिम होगा।

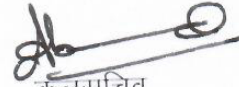
32. कार्य संपादन प्रतिभूति:- प्रतिभूति की राशि को पूर्ण या आंशिक रूप से निम्नांकित मामलों में समपहृत किया जा सकेगा:-

(क) जब संविदा के किन्हीं निबंधनों और शर्तों का उल्लंघन किया गया हो।

(ख) जब संवेदक सम्पूर्ण प्रदाय संतोषजनक ढंग से करने में असफल रहा हो।

(ग) कार्य संपादन प्रतिभूति को समपहृत करने के मामले में युक्तियुक्त पूर्व नोटिस दिया जायेगा। इस सम्बन्ध में क्रेता अधिकारी का निर्णय अन्तिम होगा।

मेरे/हमारे द्वारा उक्त समस्त बोली/संविदा की शर्तों को ध्यानपूर्वक पढ़ लिया है तथा उसकी सहमति में नीचे हस्ताक्षर कर दिये गये हैं।

  
कुलसचिव

राजस्थान आई. एल. डी. कौशल विश्वविद्यालय,  
जयपुर

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**Annexure-B**

**Annexure B : Compliance with the Code of Integrity and No Conflict of Interest.**

**Any person participating in a procurement process shall -**

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

**Conflict of Interest :-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:-
  - a. have controlling partners/shareholders in common; or
  - b. receive or have received any direct or indirect or indirect subsidy from any of them ; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

**Date:**

**Signature of bidder**

**Place :**

**Designation with Seal**

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**Annexure-C**

**Annexure-C: Declaration by the Bidder regarding Qualifications**  
**Declaration by the Bidder**

Declaration to my out Bid submitted to \_\_\_\_\_ for  
procurement of .....in response to the Notice Inviting Bids  
No. **01/149/2022-23/** Dated..... I/we hereby 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:**

**Signature of bidder**

**Place :**

**Designation with Seal**



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**Annexure-D**

**Annexure D: Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is: **The Vice-Chancellor, Rajasthan ILD Skill University, Jaipur.**

The designation and address of the Second Appellate Authority is: **The Secretary, Higher Education Deptt., Government of Rajasthan, Jaipur.**

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/She may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be clearly giving the specific ground or grounds on which he feels aggrieved:

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

Provided further that in case a procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under Para (1) Shall deal with 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 a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date receipt of the order passed by First Appellate Authority, as the case may be.

(4) **Appeal not lie in certain cases**

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

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

(5) **Form of 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 of fee.

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- (c) Every appeal may be presented to first Appellate Authority or Second Appellate Authority, as the case may be. In person or through registered post or authorized representative.
- (6) **Fee for filing appeal**
- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- (7) **Procedure for disposal of appeal**
- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, up upon filing of appeal. Shall issue notice accompanied by copy of appeal, affidavit and documents if any to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority as the case may be, shall,-
- (i) hear all the parties to appeal present before him; and
- (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the state public procurement portal.

**Date:**

**Signature of Bidder**

**Place :**

**Designation with Seal**



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**Annexure-E**

**Annexure E : 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 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 is 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 word is related to an arithmetic error, in which case the amount in figures shall subject to (1) and (2) above.

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

**2. Procuring Entity's Right to vary Quantities**

- (i) If the procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (ii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order/contract. However, the additional quantity shall not be more than 50% of the value of Goods/ services of the original order/contract. If the Supplier fails to do so, the procuring Entity shall be free to arrange for the balance supply be limited Bidding or otherwise and the extra cost incurred shall be recovered from the supplier.

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

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

**Date:**

**Signature of Bidder**

**Place :**

**Designation with Seal**



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**Annexure - F**

**Annexure F:- TECHNICAL SPECIFICATION LETTER**

To

REGISTRAR,  
Rajasthan ILD Skill University  
Jaipur.

We, The undersigned, declare that-

1. We have examined and have no reservations to the Bidding Document.
2. We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications.
3. Our bid shall be valid for a period of 30 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. If our bid is accepted, we commit to obtain a Performance Security in the amount of percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;
5. We are not participating, as bidder in more than one bid for supply of the subject services in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
6. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
7. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
9. We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
10. Work will be performed as per instructions given to us. This will be done within the time period mentioned.
11. We declare that we have complied with and shall continue to comply with the provisions of the Code of integrity including Conflict of Interest as specified for bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
12. Other comments, if any :

**Date:**

**Signature of Bidder**

**Place :**

**Designation with Seal**

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**Annexure - G**

**CERTIFICATE OF CONFORMITY/NO DEVIATION (to be filled by the bidder)**

To,

REGISTRAR,  
Rajasthan ILD Skill University  
Jaipur.

**CERTIFICATE**

This is to certify that, the specifications of subject matter of bid document which I/We have mentioned in the technical bid, and which I/We shall supply if I/We am/ are awarded with the work, are in conformity with the minimum specifications of the Commodity/Goods/Item/Works/Services mentioned in the bidding document and that there are no deviations of any kind from the required specifications.

Also, I/We have thoroughly read the bidding document, RTPP ACT, 2012 and there to Rules, 2013 and amendment(s) issued (AVAILABLE ON <https://sppp.rajasthan.gov.in>). By signing this certificate we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/We also certify that the price I/we have quoted is inclusive of all the cost/service factors involved in subject matter/scope of bid document, to meet the desired Standards set out in the bidding Document.

I/We also certify that the price I/We have quoted is inclusive of all the cost/service factors involved in subject matter/scope of bid document, to meet the desired Standards set out in the bidding Document.

I/We declare that work/items/services etc. Rendered shall be conforming to the specifications mentioned in the Bid Document and to the norms/guidelines/circulars.

Thanking you,

**Date:**

**Signature of Bidder**

**Place :**

**Designation with Seal**



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**Annexure - H**

**SELF-DECLARATION**

**(Declaration by Bidder regarding Qualifications) {to be filled by the bidder}**

**Date:-**

**To,**

REGISTRAR,  
Rajasthan ILD Skill University  
Jaipur.

**Declaration by Bidder**

In relation to my/our bid submitted for subject matter conforming to standards/guidelines/T&C of Bid Document in response to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ as an Owner/Partner/Director/Auth. Signatory/ Manufacturers/Whole Sellers/ Sole distributor/Authorized dealer/Bonafide dealers of, I/We hereby declare that: -

1. We are eligible and 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 its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. We do not have a conflict of interest as specified in RTPP Act, RTPP Rules and this bidding document which materially affects the fair competition.
6. We are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by and State /Central government/ PSU/UT.
7. We do not have any previous transgressions with any entity in India or any other country during the last three year.
8. We do not have any debarment by any other Procuring Entity.
9. We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the

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procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

10. We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
11. We agree to extend the validity of bid submitted on the communication of the PE on the same terms and condition. In case of price fall that shall be passed on to the PE.
12. We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text from the original bid.
13. We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Procuring Entity have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period conditionally.
14. We have submitted only one bid.
15. We shall not sublet the contract if awarded to us.

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

Thanking you.

**Date:**

**Signature of Bidder**

**Place :**

**Designation with Seal**



**Rajasthan ILD Skill University, Jaipur**  
(Rajiv Gandhi Vidya Bhawan, 2nd & 3rd Floor, Shiksha Sankul,  
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Annexure - I

Annexure - I (On 50/- Non Judicial stamp paper, Notarized)

ब्लेक लिस्ट/अयोग्य न होने तथा अन्य सक्षमताएं पूरी करने का प्रमाण पत्र

मैं/हम घोषणा करता हूँ/करते हैं कि:-

1. हमारी फर्म को किसी भी राजकीय विभाग/राजकीय संस्थान/राज्य वित्त पोषित विश्वविद्यालय/राज्य शिक्षा बोर्ड द्वारा वरिष्ठ सहायक/सहायक अनुभाग अधिकारी, ड्राइवर एवं सुरक्षाकर्मी सेवाओं को संतोषप्रद रूप से उपलब्ध नहीं करने के लिए कोई शास्ति आरोपित नहीं की गई है एवं न ही ब्लेक लिस्ट/अयोग्य घोषित किया गया है।
2. यह कि इस बोली हेतु हमारी फर्म आवश्यक वृत्तिक, तकनीकी, वित्तीय और प्रबंधकीय स्रोत तथा उपापन संस्था द्वारा जारी किये गये बोली दस्तावेजों द्वारा अपेक्षित सक्षमता धारित करती है।
3. यह कि हमारी फर्म द्वारा केन्द्र सरकार अथवा राज्य सरकार अथवा यथास्थिति किसी स्थानीय प्राधिकारी को संदेय समस्त करो का भुगतान किया जा चुका है और कोई भी कर बकाया नहीं है।
4. यह कि हमारी फर्म दिवालिया, रिसीवर के अधीन, शोधन अक्षम नहीं हैं, न ही किसी न्यायालय या किसी न्यायिक अधिकारी द्वारा प्रशासित कार्यकलाप रखती हैं न ही फर्म का कार्यकलाप निलंबित है और न पूर्वगामी कारणों में से किसी के लिये भी विधिक कार्यवाहियों के अध्वधीन है।
5. यह कि हमारे वृत्ति आचरण या उपापन प्रक्रिया के प्रारम्भ के पूर्ववर्ती 3 वर्ष की किसी कालावधि के भीतर कोई उपापन संविदा किये जाने के लिये अपनी अहर्ताओं के बारे में मिथ्या कथन करने या दुर्व्यपदेशन संबंधी किसी दांडिक अपराध के संबंध में हमारी फर्म अथवा फर्म के निदेशक और अधिकारी दोष सिद्ध नहीं हुए हैं ना ही विवर्जन कार्यवाहियों के अनुसरण में अन्यथा निरर्हित हुए है।

यदि यह घोषणा असत्य पाई जाए तो किसी भी अन्य कार्यवाही, जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी/हमारी प्रतिभूति को पूर्ण रूप में समपहत किया जा सकेगा तथा बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

बोलीदाता के हस्ताक्षर मय मुहर

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**Annexure - J**

**Annexure - J: एस. आर. 11 प्रारूप**

एस.आर. 11

**बोलीदाताओं द्वारा घोषणा**

मैं/हम घोषणा करता हूँ/करते हैं कि मैंने/हमने जिन सेवा के लिए बोली दी है, उनका/उनके, मैं/हम सेवाप्रदाता हूँ/हैं।

यदि यह घोषणा असत्य पाई जाए तो किसी भी अन्य कार्यवाही, जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी/हमारी प्रतिभूति को पूर्ण रूप में समपृहत किया जा सकेगा तथा बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

**बोलीदाता के हस्ताक्षर मय मुहर**

बोली दाता का नाम : .....

पूर्ण पता : .....

.....

.....

मोबाईल नम्बर : .....

ई-मेल :- .....



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**Annexure - K (i)**

**ANNEXURE-K (i) FINANCIAL BID**

1. बोलीदाता अथवा अधिकृत व्यक्ति का नाम .....
2. पता.....  
.....  
.....
3. टेलिफोन नं. (कार्यालय).....मोबाईल नम्बर.....
4. पैन नम्बर.....

**दो (2) लिपिक की सेवाएं**

1	फर्म का नाम :-	
2	फर्म का पूर्ण पता :-	
3	राजस्थान आई एल डी कौशल विश्वविद्यालय, जयपुर द्वारा निर्धारित न्यूनतम पारिश्रमिक (26 दिन के लिए)	रु. 7358 प्रतिमाह प्रतिव्यक्ति
4	मासिक पारिश्रमिक की राशि प्रतिव्यक्ति	7358 रुपये प्रतिमाह प्रतिव्यक्ति
5	सेवाप्रदाता का सर्विस चार्ज प्रतिमाह	.....रुपये प्रति व्यक्ति प्रतिमाह
6	<b>योग (4+5)</b>	.....रुपये प्रति व्यक्ति प्रतिमाह
7	पारिश्रमिक की राशि पर नियोक्ता की ओर से देय EPF की राशि (13.00%)	956.54 रुपये प्रति व्यक्ति प्रतिमाह
8	पारिश्रमिक की राशि पर नियोक्ता की ओर से देय ESI की राशि (3.25%)	239.13 रुपये प्रति व्यक्ति प्रतिमाह
9	GST प्रतिव्यक्ति प्रतिमाह (यदि लागू है तो GST पंजीयन प्रमाण पत्र की फोटोप्रति संलग्न करें)	दर ..... प्रतिशत राशि ..... रुपये
10	<b>महायोग (6+7+8+9)</b>	.....रुपये प्रति व्यक्ति प्रतिमाह

नोट:-

1. लिपिक की सेवायें हेतु कार्यालय राजस्थान आई एल डी कौशल विश्वविद्यालय, जयपुर विश्वविद्यालय, जयपुर होगा।
2. कृपया उपरोक्त दरों को **BOQ Format** में ही दर्ज करें।

स्थान-

दिनांक-

बोलीदाता के हस्ताक्षर मय मुहर

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**Annexure - K(ii)**

**ANNEXURE-K(ii) FINANCIAL BID**

1. बोलीदाता अथवा अधिकृत व्यक्ति का नाम .....
2. पता.....  
.....  
.....
3. टेलिफोन नं. (कार्यालय).....मोबाईल नम्बर.....
4. पैन नम्बर.....

**दो(2) झाइवर की सेवाएँ**

1	फर्म का नाम :-	
2	फर्म का पूर्ण पता :-	
3	राजस्थान आई एल डी कौशल विश्वविद्यालय, जयपुर द्वारा निर्धारित न्यूनतम पारिश्रमिक (26 दिन के लिए)	रु. 7358 प्रतिमाह प्रतिव्यक्ति
4	मासिक पारिश्रमिक की राशि प्रतिव्यक्ति	7358 रुपये प्रतिमाह प्रतिव्यक्ति
5	सेवाप्रदाता का सर्विस चार्ज प्रतिमाह	.....रुपये प्रति व्यक्ति प्रतिमाह
6	योग (4+5)	.....रुपये प्रति व्यक्ति प्रतिमाह
7	पारिश्रमिक की राशि पर नियोक्ता की ओर से देय EPF की राशि (13.00%)	956.54 रुपये प्रति व्यक्ति प्रतिमाह
8	पारिश्रमिक की राशि पर नियोक्ता की ओर से देय ESI की राशि (3.25%)	239.13 रुपये प्रति व्यक्ति प्रतिमाह
9	GST प्रतिव्यक्ति प्रतिमाह (यदि लागू है तो GST पंजीयन प्रमाण पत्र की फोटोप्रति संलग्न करें)	दर ..... प्रतिशत राशि ..... रुपये
10	महायोग (6+7+8+9)	.....रुपये प्रति व्यक्ति प्रतिमाह

नोट:-

1. झाइवर की सेवायें हेतु कार्यालय राजस्थान आई एल डी कौशल विश्वविद्यालय, जयपुर होगा।
2. कृपया उपरोक्त दरों को **BOQ Format** में ही दर्ज करें।

स्थान-

दिनांक-

बोलीदाता के हस्ताक्षर मय मुहर



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**Annexure - K (iii)**

**ANNEXURE-K (iii)**

**FINANCIAL BID**

1. बोलीदाता अथवा अधिकृत व्यक्ति का नाम .....
2. पता.....
3. टेलिफोन नं. (कार्यालय).....मोबाईल नम्बर.....
4. पैन नम्बर.....

**पॉच (5) सहायक कर्मचारी की सेवाएं**

1	फर्म का नाम :-	
2	फर्म का पूर्ण पता :-	
3	राजस्थान आई एल डी कौशल विश्वविद्यालय, जयपुर विश्वविद्यालय, जयपुर द्वारा निर्धारित न्यूनतम पारिश्रमिक (26 दिन के लिए)	रु. 6734 प्रतिमाह प्रतिव्यक्ति
4	मासिक पारिश्रमिक की राशि प्रतिव्यक्ति	6734 रुपये प्रतिमाह प्रतिव्यक्ति
5	सेवाप्रदाता का सर्विस चार्ज प्रतिमाह	.....रुपये प्रति व्यक्ति प्रतिमाह
6	<b>योग (4+5)</b>	.....रुपये प्रति व्यक्ति प्रतिमाह
7	पारिश्रमिक की राशि पर नियोक्ता की ओर से देय EPF की राशि (13.00%)	875.42 रुपये प्रति व्यक्ति प्रतिमाह
8	पारिश्रमिक की राशि पर नियोक्ता की ओर से देय ESI की राशि (3.25%)	218.85 रुपये प्रति व्यक्ति प्रतिमाह
9	GST प्रतिव्यक्ति प्रतिमाह (यदि लागू है तो GST पंजीयन प्रमाण पत्र की फोटोप्रति संलग्न करें)	दर ..... प्रतिशत राशि ..... रुपये
10	<b>महायोग (6+7+8+9)</b>	.....रुपये प्रति व्यक्ति प्रतिमाह

नोट:-

1. सहायक कर्मचारी की सेवायें हेतु कार्यालय राजस्थान आई एल डी कौशल विश्वविद्यालय, जयपुर होगा।
2. कृपया उपरोक्त दरों को **BOQ Format** में ही दर्ज करें।

स्थान-

दिनांक-

बोलीदाता के हस्ताक्षर मय मुहर