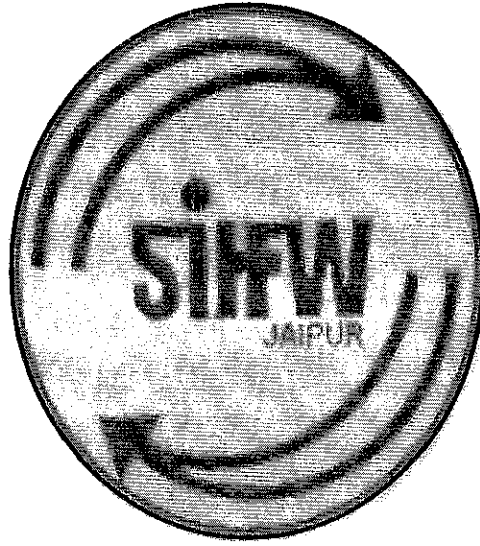


शीर्षक: वाहन सेवा उपलब्ध कराने हेतु
राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान
जयपुर

निविदा फार्म



निविदा संदर्भ संख्या क्रमांक:--F-80(17)/SIHFW/Tender/Vehicle hiring /17-18/P-V/3257 दिनांक 14.12.17

निविदा कार्य का नाम: राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर हेतु वाहन सेवा
उपलब्ध कराने के कार्य हेतु निविदा

[Handwritten signature]



निविदा अनुक्रमणिका

क्र.सं.	विवरण	पृष्ठ संख्या
1.	निविदा सूचना	3
2.	निविदादाता हेतु निर्देश	4-6
3.	निविदा फार्म चैक लिस्ट संलग्नक "A "	7-8
4.	निविदा आवेदन फार्म संलग्नक " B "	9
5.	निविदा फार्म संलग्नक " C "	10
6.	निविदा की शर्तों एवं नियम संलग्नक "D "	11-16
7.	शपथ पत्र संलग्नक "E "	17
8.	Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012 संलग्नक "F "	18
9.	कार्यानुभव प्रमाण पत्र संलग्नक "G "	19
10.	Declaration by the bidder regarding qualification संलग्नक "G "	20

नोट :- सम्पूर्ण निविदा तथा **BOQ** देवनागरी लिपी हिन्दी के फोन्ट से लिखित है:-**DevLys 010** (कमअस्ले 010)

**राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान**

झालाना संस्थानिक क्षेत्र साउथ ऑफ दूरदर्शन केन्द्र, झालाना, जयपुर,
दूरभाष नं. 2706496, 2701938, Fax : 0141- 2706534

कमांक:- F-80(17)/SIHFW/Tender/Vehicle hiring services/15-16/P-III/9257

दिनांक:- 14.12.17

UBN NO- IHF 17189L 0B 00009

:- निविदा सूचना :-

संस्थान में आवश्यकतानुसार वाहन सेवा उपलब्ध करने हेतु पंजीकृत अनुभवी वाहन सेवा प्रदाताओं/टैक्सी ऑपरेटर/ट्रयूस ऑपरेटर/ट्रेवल एजेन्सी से निविदाएं आमंत्रित की जाती हैं:-

क्र. सं.	कार्य	अनुमानित लागत लाखों में	धरोहर राशि रु. में	निविदा फार्म राशि रु. में	ई-टेण्डर प्रक्रिया शुल्क राशि रु. में	ऑनलाइन निविदा आवेदन डाउनलोड करने की तिथि	ऑनलाइन निविदा जमा कराने की अंतिम तिथि	ई-टेण्डर निविदा खोलने की तिथि एवं समय
1	आवश्यक तानुसार वाहन सेवा उपलब्ध करने हेतु	40 लाख रुपये	80000	1000	500	14.12.17 शाम 4 बजे से	29.12.17 दोपहर 01:00 बजे तक	29.12.17 दोपहर 03:00 बजे राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान परिसर में

उपरोक्त सेवा कार्य आपूर्ति के लिए ठेकेदारों से मुहरबंद ई-निविदाएं आमंत्रित की जाती हैं। निविदा फार्म राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर की वेबसाइट www.sihfwrajasthan.com, www.sppp.rajasthan.gov.in और eproc.rajasthan.gov.in से डाउनलोड किया जा सकता है। ई-टेण्डर को अपलोड करने की अंतिम तिथि 29.12.17 दोपहर 01:00 बजे तक किया जा सकता है। निविदादाता फार्म को धरोहर राशि एवं निविदा फार्म शुल्क का डी डी अथवा बैंकर्स चैक जो निदेशक राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर के पक्ष में देय एवं ई-टेण्डर प्रक्रिया शुल्क राशि का डी डी अथवा बैंकर्स चैक MD RISL payable at Jaipur का संलग्न करना अनिवार्य होगा जो दिनांक 28.12.17 को सांय 04:00 बजे तक संस्थान कार्यालय में जमा करा देंगे। बिना धरोहर राशि एवं ई-टेण्डर प्रक्रिया शुल्क राशि के बिना प्राप्त निविदा पर विचार नहीं किया जायेगा। अधोहस्ताक्षरकर्ता को बिना कारण बताए किसी भी भाग अथवा पूर्ण निविदा को रद्द करने अथवा प्राप्त निविदा को अस्वीकार करने का अधिकार होगा।

निदेशक



निविदादाता हेतु निर्देश

1. तकनीकी निविदा में प्राप्त हुए गुणवत्ता मापदंडों में निविदा दाता को प्राप्त होने वाले अंको के आधार पर वित्तीय निविदा खोलने के लिये मूल्यांकन किया जाना है। अतः तकनीकी निविदा में केवल मेरिट सूची में प्रथम तीन रहने वाले निविदा दाताओं की ही वित्तीय निविदा खोली जायेगी। यदि प्रथम स्थान पर तीन या अधिक निविदादाता आ जाते हैं तो इसके आगे के सभी निविदादाताओं की वित्तीय निविदा नहीं खोली जावेगी। इसी प्रकार यदि प्रथम स्थान पर एक व दूसरे स्थान पर दो या अधिक अथवा प्रथम स्थान पर दो एवं दूसरे स्थान पर एक या अधिक निविदा दाता आ जाते हैं तो इसके आगे के निविदादाताओं की वित्तीय निविदा नहीं खोली जावेगी। इसी प्रकार प्रथम व द्वितीय स्थान पर एक-एक एवं तृतीय स्थान पर एक या अधिक निविदादाता आ जाते हैं तो इनके अतिरिक्त किसी अन्य की वित्तीय निविदा नहीं खोली जावेगी।
2. यह निविदा न्यूनतम 3 वर्ष का अनुभव रखने वाली पंजीकृत अनुभवी सेवा प्रदाता ठेकेदारों/टैक्सी/ट्र्यूर्स ऑपरेटर/ट्रेवल एजेन्सी से आमंत्रित की जाती है।
3. निविदादाता का गत 3 वर्ष का अनुपातिक न्यूनतम टर्नओवर 50 लाख प्रतिवर्ष होना अनिवार्य है।
4. फर्म द्वारा सेवा प्रदान करने हेतु वाहन का पैसेन्जर टैक्सी श्रेणी के रूप में पंजीकृत होना अनिवार्य है।
5. निविदा प्रपत्रों को वेब साइट <http://www.eproc.rajasthan.gov.in> से डाउनलोड किया जा सकता है। इन निविदाओं में भाग लेने वाले आवेदक निविदा को इलेक्ट्रॉनिक फॉरमेट में वेबसाइट <http://www.eproc.rajasthan.gov.in> पर जमा करें।
6. धरोहर राशि निविदा प्रपत्र में दर्शाई गयी कुल अनुमानित लागत की दो प्रतिशत होगी। निविदा शुल्क एवं धरोहर राशि का डिमांड ड्राफ्ट या बैंकर्स चैक निदेशक राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर नाम के नाम देय होगा।
7. निविदा डाउनलोड, अपलोड, खोलने एवं दस्तावेज जमा कराने आदि की तिथि व स्थान निम्नानुसार रहेगा:-

अ निविदा प्रपत्र डाउनलोड की अवधि दिनांक 14.12.17 समय सांय 04:00 बजे से 29.12.17 दोपहर 01.00 बजे तक होगी।

ब निविदा प्रपत्र इलेक्ट्रॉनिक फॉरमेट में वेब साइट <http://www.eproc.rajasthan.gov.in> दिनांक 14.12.17 सांय 4 बजे से दिनांक 29.12.17 दोपहर 01.00 बजे तक अपलोड कराये जा सकते हैं एवं प्राप्त निविदाओं की तकनीकी बिड इलेक्ट्रॉनिक फॉरमेट में वेब साइट <http://www.eproc.rajasthan.gov.in> पर निदेशक राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर के कार्यालय में दिनांक 29.12.17 को दोपहर 03:00 बजे खोली जायेगी।



स निविदा शुल्क व धरोहर राशि एवं आर.आई.एस.एल. के पक्ष में देय शुल्क सम्बन्धित निदेशक राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर के कार्यालय में दिनांक 28.12.17 सांय 04:00 बजे तक जमा कराया जा सकेगा।

द सम्बन्धित निदेशक राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर के कार्यालय में संवेदक द्वारा दिनांक 14.12.17 सांय 4 बजे से दिनांक 29.12.17 दोपहर 01:00 बजे तक निविदा प्रपत्र को देखा जा सकता है अथवा वेबसाइट <http://www.eproc.rajasthan.gov.in> भी देखा जा सकता है। निविदा प्रपत्र में निविदाकर्ता के लिये योग्यता सुचना तथा निविदाकर्ता का पात्रता, विभिन्न कार्यों की मात्रा का विवरण, नियम, शर्तें एवं अन्य विवरण वर्णित हैं।

8. निविदा खोलने की दिनांक से 120 दिवसों तक निविदा स्वीकृति हेतु मान्य (open) रहेगी। यदि निविदाकर्ता उस अवधि में अपनी निविदा अथवा शर्तों में किसी प्रकार का संशोधन करता है अथवा अपनी निविदा वापस ले लेता है तो उसकी धरोहर राशि जब्त कर ली जावेगी।
9. निविदादाता इन प्रपत्रों को download कर सकते हैं। निविदादाता द्वारा निविदा शुल्क डिमांड ड्राफ्ट या बैंकर्स चैक के रूप में सम्बन्धित निदेशक राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, जयपुर के कार्यालय में निर्धारित तिथि तक जमा कराना आवश्यक है।
10. किसी भी निविदा को स्वीकार करने एवं बिना कारण बताये निरस्त करने के समस्त अधिकार सक्षम अधिकारी के पास सुरक्षित हैं।
11. ई-टेण्डरिंग के लिये निविदादाता हेतु निर्देश:-

अ. निविदा में दिलचस्पी लेने वाले निविदादाता निविदा प्रपत्रों को इन्टरनेट साइट "<http://www.eproc.rajasthan.gov.in>" से डाउनलोड (download) कर सकते हैं।

ब. निविदा में भाग लेने वाले निविदादाताओं को इन्टरनेट साइट "<http://www.eproc.rajasthan.gov.in>" पर रजिस्टर करवाना होगा। ऑनलाइन निविदा में भाग लेने के लिए डिजिटल सर्टिफिकेट इनफोरमेशन टेक्नोलॉजी एक्ट - 2000 के तहत प्राप्त करना होगा जो इलेक्ट्रॉनिक निविदा में साइन करने हेतु काम आयेगा। निविदादाता उपरोक्त डिजिटल सर्टिफिकेट सी सी ए (CCA) द्वारा स्वीकृत एजेन्सी से प्राप्त कर सकते हैं। जिन निविदादाताओं के पास पूर्व में वैध डिजिटल सर्टिफिकेट है, नया डिजिटल सर्टिफिकेट लेने की आवश्यकता नहीं है।

स. निविदादाताओं को निविदा प्रपत्र इलेक्ट्रॉनिक फॉर्मट में उपरोक्त वेबसाइट पर डिजिटल साइन के साथ प्रस्तुत करना होगा। जिनके प्रस्ताव डिजिटल साइन के साथ नहीं होंगे, उनके प्रस्ताव स्वीकार नहीं किये जायेंगे। कोई भी प्रस्ताव अकेले भौतिक फॉर्म में स्वीकार्य नहीं होगा।

द. ऑन लाइन निविदायें निर्धारित दिनांक एवं समय पर खोली जायेंगी।

व. इलेक्ट्रॉनिक निविदा प्रपत्रों को जमा कराने से पूर्व निविदादाता यह सुनिश्चित कर लेवे कि निविदा प्रपत्रों से संबंधित सभी आवश्यक दस्तावेजों की स्कैन कॉपी निविदा प्रपत्रों के साथ अटैच कर दी गयी है।

च. कोई भी टेंडर इलेक्ट्रॉनिकली जमा कराने में किसी कारण से लेट हो जाता है तो उसका जिम्मेदार संस्थान नहीं होगा।



छ टेण्डर के प्रपत्र में आवश्यक सभी सूचियों को संपूर्ण रूप से भरकर ऑन लाईन दर्ज करें।

12. निविदादाता द्वारा निविदा प्रपत्रों के साथ निविदा शुल्क एवं धरोहर राशि तथा आर.आई. एस.एल. के पक्ष में देय शुल्क के डिमाण्ड ड्राफ्ट/ बैंकर चैक के साथ रजिस्ट्रेशन प्रमाण पत्र एवं बिक्री कर चुकता का प्रमाण पत्र की प्रतियां वेब साइट <http://www.eproc.rajasthan.gov.in> पर अपलोड करना आवश्यक है तथा उक्त दस्तावेज की भौतिक प्रतियां आवश्यक रूप से निविदा शुल्क व धरोहर राशि एवं आर.आई. एस.एल. के पक्ष में देय शुल्क के साथ जमा कराना होगा।
13. निविदा दाता द्वारा निविदा शुल्क, निविदा प्रोसेसिंग शुल्क व धरोहर राशि के डिमाण्ड ड्राफ्ट प्रत्येक कार्य के लिए अलग-अलग देय होंगे। अगर एक डिमाण्ड ड्राफ्ट को एक से अधिक निविदा में अपलोड करना पाया गया तो निविदादाता को इन सभी निविदाओं के लिए अयोग्य घोषित कर दिया जावेगा।
14. यदि किसी कारणवश निर्धारित दिनांक को अवकाश रहता है तो अगले कार्यदिवस पर उसी समय व उसी स्थान पर निविदाएं खोली जाएंगी।
15. सम्पूर्ण निविदा पर सामान्य वित्तीय एवं लेखा नियम तथा राजस्थान लोक उपापन में पारदर्शिता नियम 2013 में उल्लेखित नियम प्रभावी होंगे एवं अनुबन्धक व कार्यालय के लिए बाध्यकारी होंगे।

नोट:- निविदादाता द्वारा न्यूनतम तीन वर्ष का अनुभव एवं अनुपातिक तीन वर्ष का 50 लाख प्रतिवर्ष टर्नओवर अनिवार्य रूप से होना आवश्यक है। फर्म का नियमानुसार जी.एस. टी. पंजीकरण होना अनिवार्य है।

निदेशक



संलग्नक "A"

तकनीकी निविदाघोषणा पत्र व चैकलिस्ट

(यह नोटराइज्ड होना चाहिए)

मैं/हम (निविदादाता का नाम) का कार्यालय
 निविदाकार का पता घोषणा करते हैं
 कि मैं/हम निविदा के सभी शर्तों एवं नियम पढ़ लिया गया है। जो कि निदेशक राज्य स्वास्थ्य एवं परिवार
 कल्याण संस्थान, जयपुर द्वारा निविदा में दिये गये हैं तथा उल्लेखित सभी शर्तों, नियमों व नीचे दिये गये
 ग्रेडिंग/मेरिट सिस्टम का पालन करने हेतु सहमत हैं।
 मैं/हम पंजीकृत अनुभवी ठेकेदारों/टैक्सी/ट्रयूर्स ऑपरेटर/ट्रेवल एजेन्सी के रूप में निविदा में भाग लेने
 हेतु सहमत है।
 मैं/हम हमारे द्वारा दी गई दरों को बोली वैधता की पूरी अवधि के लिए वैध रहने कि घोषणा करते हैं।
 मैं/हम हमारे द्वारा दी गई दरों राजस्थान के स्वास्थ्य विभाग में समान प्रकार व गुणवत्ता की दी गई सेवाओं
 की दर से अधिक नहीं है की घोषणा करते हैं।

क्र. सं.	विवरण	संलग्न हाँ/नहीं	पृष्ठ संख्या	मेरिट हेतु प्राप्तांक (कमेटी द्वारा भरा जावे)
1.	अमानत राशि रु. 80000/- चैक/ड्राफ्ट सं.			0/10
2.	प्रोपराईटर /पार्टनर शिप/लिमिटेड कम्पनी आदि की रजिस्ट्रेशन एवं पार्टनरशिप डीड की प्रति			0/10
3.	पैन कार्ड की प्रति			0/5
4.	जी.एस.टी. से पूर्व सर्विस टैक्स रजिस्ट्रेशन की प्रति			0/5
5.	जी.एस.टी. रजिस्ट्रेशन की प्रति			0/5
6.	फर्म की वर्ष 2015-16 से 2017-18 की आयकर जमा विवरण की सी.ए. फर्म द्वारा सत्यापित प्रति			0/10
7.	फर्म की वर्ष 2014-15 से 2016-17 की Audited final Accounts की सी.ए. फर्म द्वारा सत्यापित प्रति			0/10
8.	Regional transport authority में रजिस्ट्रेशन की प्रति			0/5



9.	किसी भी संस्थान में वाहन संचालन का कार्यनुभव प्रमाण पत्र संलग्न)			1 अंक प्रतिवर्ष अधिकतम 10 अंक
10.	फर्म द्वारा स्वामित्व वाहनों के रजिस्ट्रेशन की प्रति			0/10
11.	बैंक खाते की पास बुक की प्रति			0/2
12.	गत तीन वर्ष का अनुपातिक औसतन टर्नओवर की प्रति (सी.ए. द्वारा प्रमाणित)			0/10
13.	हस्ताक्षरित मूल निविदा फार्म मय संलग्नक "A से H तक"			0-8 (1 अंक प्रति संलग्नक)
	कुल प्राप्तांक			

1. सफल निविदादाता को 50 अंक प्राप्त करने अनिवार्य है।
2. वित्तीय निविदा तकनीकी निविदा मूल्यांकन पश्चात केवल प्रथम तीन स्थान प्राप्त करने वाले निविदादाताओं की खुली जाएंगी।



संलग्नक "B"

Bid Application
[On the Letter head of Bidder]

Reference No.:

Date:

The Director,
State Institute of Health and Family Welfare (SIHFV)
Jhalana Institutional Area, Jaipur – 302004

Dear Sir,

I/ We hereby submit our tender Vehicle hiring services for the State Institute of Health & Family Welfare, Jaipur

I / We have enclosed the EMD in the shape of demand draft of Rs.80,000/- (Refundable) in the name of the State Institute of Health & Family Welfare Payable at Jaipur, Demand Draft No. _____ dated. _____ Issued from Bank _____

I / We hereby agree to all the terms and conditions, stipulated by the SIHFV, in this connection including delivery, penalty etc. quotation is being submitted under separate covers.

I / We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialed. Tenders are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement if required within 10 (ten days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my security money deposited may be forfeited and our / my name may be removed from the list of service providers / suppliers at the department of Medical & Health, Rajasthan.

I / We agree to abide by this bid for a period of 120 (Number) days from the date of technical bid opening and/or after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same.

Yours faithfully,

Date:

Signature of the Authorized Signatory of Bidder

Name of the party in whose favor the tender form has been issued-----

Full Address

WITNESS _____

WITNESS _____



Bid Form

State Institute of Health and Family Welfare

Jhalana Institutional Area, South of Doordarshan kendra , Jaipur

Ph.2706496, 2701938, Fax- 2706534

- 1 Name of the firm
- 2 Address of the firm
- 3 Telephone/mobile Number
- 4 E-mail
- 5 PAN number issued by Income Tax Department
- 6 Firm Registration of State/Central Sales Tax number (TIN)/Service Tax/ GST
- 7 Details of Tender Fee – Amount Rs.1000/ -----
/DD no/Banker Cheque no -----Name of the Bank -----date-----
- 8 Details of Tender Processing Fee – Amount Rs.500/ -----
/DD no/Banker Cheque no -----Name of the Bank -----date-----
- 9 Details of earnest money – Amount Rs. 80000/ -----
DD no/Banker Cheque no.-----Name of the Bank -----date-----
- 10 The attached terms and conditions of the contract as per Annexures and for one year is acceptable to me/us

Signature of tenderer with Seal/rubber stamp

Date:

Place:



संलग्नक "D"

1. General Terms and Conditions

- i. The vehicles to be deployed should be of taxi permit and in a good condition and should not be more than older make year 2015. The Drivers should be holding valid driving license and other documents. He/She should be well aware of the routes within State. He/she should wear uniform and should be punctual and well behaved.
- ii. All the charges towards repairs/servicing, salary of Driver, fuel expenses (such as petrol/diesel), any other incidental expenses on operation and maintenance, etc. on the vehicle will be borne by the firm.
- iii. The vehicle will be insured (Including insurance for passengers) by the firm. In case of any accident, all the claims arising out of it will be met by the firm. SIHFW will not be liable in any manner whatsoever.
- iv. The vehicle with the Driver will be placed at the disposal of the Director, SIHFW or his representative as and when required. The SIHFW will be free to use it in any manner for carrying officials/officers and luggage/materials as per its requirement and the firm will not have any objection to it.
- v. In case the vehicle provided to SIHFW breaks down, the firm will immediately provide another vehicle. If it is not replaced, no payment for the vehicle hired which breaks down will be made for the day of break down and a minimum of Rs. 1500 penalty for this will be imposed.
- vi. If the rates Quoted by different vendors in different column are differentially low from each other then panel of vendors may be prepared for the lowest rates in different categories.
- vii. The owner/firm should be in a position to supply vehicles at short notice as and when required. The owner/firm should be in a position to provide standby vehicles in case of any break down. The vehicle charges from the point of break down to destination point are to be borne by the firm to complete the trip, in case immediate replacement of the vehicle is not provided.
- viii. Vehicles sent for tour should possess valid registration in original & insurance certificate within.
- ix. The Air Conditioner of Vehicle should have good cooling capacity in summer and heater for winters.
- x. The firm will keep the vehicles in neat and perfect working condition with clean seat covers and curtains & air freshener should be keep in every vehicle. They will not sublet the vehicle to any other person or agency during the period of hire by this Institute.
- xi. Driver with vehicle provided by the firm should be physically & mentally able.
- xii. In case the firm is unable to provide the vehicles on any other day, a penalty of Rs. 2000.00 per day per vehicle, hired by the Institute from other vendors, will be imposed on the firm.
- xiii. Toll tax will be paid by SIHFW in addition to the payment of per KM but proper log book will be maintained by the concerned driver of the vehicle and to be submitted along with the bill dully signed by in charge officer.



2. Submission of offers

- a) Two cover system would be adopted for this tender. Cover-1, being the Technical Bid and Cover-2 being the BOQ. Each cover would be separate. All the covers would be uploaded separately online to the site. The **technical proposal** should contain all the relevant information and desired enclosures in the prescribed format. The **financial proposal** should contain only price Bid Form; BoQ. In case, any bidder mixes the financial bid with technical bid, the same shall be summarily rejected.
- b) All information called for in the attached forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "**Not Applicable**". However the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bid being summarily disqualified.
- c) The name and signature of bidder's authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head. The application letter format is also a part of the tender form.
- d) **Bid Validity:** Bidders must keep their offer open for a minimum period of 120 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, subject to the period being extended further, if required, by mutual agreement from time to time.
- e) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The SIHFW may also independently seek information regarding the performance from the clients.
- f) The bidder firm is advised to attach any additional information, which it thinks is necessary in regard to its capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidder is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Institute calls for it.
- g) **Incorrect or misleading information:** If the bidders deliberately give incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, SIHFW reserves the right to reject such a tender at any stage.
- h) All explanatory remarks and clarifications, which the Bidder may desire to make, must be, incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.
- i) Prospective bidders may seek clarification regarding the project and/ or the requirements for pre-qualification, in writing through fax 0141-2706534 or through email sihfwraj@ymail.com within a reasonable time from registrar SIHFW before last date and time of submission of bids.
- j) There is no exemption from payment of tender document fees and tenders without requisite fees shall not be accepted.
- k) Apart from the original quotation to be submitted in the manner detailed above, no hard copies should be sent to any office of SIHFW/Government. Such offers will not be valid quotations. Offers sent through telegram/telex, email and offers not submitted in the standard formats given in the tender document will be summarily rejected.

3. Earnest Money

- A. The tender must be accompanied by an earnest money of Rs 80,000/- (In words Rs. Eighty Thousand only) Without which tender will not be considered. The amount of earnest money should be deposited by Banker's Cheque/Demand Draft only in favor of State Institute of Health and Family Welfare, payable at Jaipur at SIHFW by the date and time prescribed above.
- B. The earnest money will be refunded to unsuccessful Tenderers after the final acceptance and agreement of the tender. In the case of successful Tender, EMD can be treated as a part of security money on his request. SIHFW on such EMD will pay no interest.

4. Agreement and Performance Security

- A. Successful Tenderer will have to submit his agreement within 7 days (on Rs. 1000/- Non-Judicial Stamp Paper) in the prescribed form and deposit performance security amounting to 5% (or as required by SIHFW) of the Total cost of the work allotted, for the due performance of the contract.



- B. Only the successful Tenderer is required to deposit security money in any one of the forms Prescribed in the Rajasthan Transparency in Public Procurement Rules 2013.
- C. The security money will be returned after completion of the agreed contract and final payment. SIHFW on such security amount will pay no interest.
- D. The approved firm shall pay the expenses of completing and stamping the agreement. If the successful Tenderer fails to deposit security or execute agreement within the prescribed period such failure will be treated as a breach of terms and conditions and will result in the forfeiture of the earnest money.
- E. The security amount shall be forfeited if the Tenderer quote rates wrongly and/or the performance is found not acceptable.

5. Acceptance of offer

SIHFW reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

6. Filling of Rates: -

- (i) All the rates should be quoted inclusive of all expenses except GST. No additional tax levied during contract period (any kind of) will be paid by SIHFW.

7. Evaluation Process

A) Bid Opening and Evaluation

A duly authorized Committee will open the online tenders in the presence of Tenderer(s) or their authorized representative(s) who may choose to be present at the time of tender opening. The tenders shall be opened in two stages. In first stage the technical bids shall be opened and evaluated. The financial part shall be opened of responsive tenderers pre-qualified by competent authority, at a later date, which will be informed to all responsive and successful in technical bid tenderers. In first stage, Cover 1 of the tenders will be opened. The tenderers' names, the presence (or absence) of Earnest Money, RISL fee, tender form fee and other details will be examined summarily in order to assess their formal conformity and agreement with the instructions and guidance to the Tenderers and the completeness. Any tender not conforming to any of these requirements may be disqualified forthwith at the discretion of the committee. It is expressly stated that the information contained in the Cover 1 and 2 of the tender will be used to define whether a tender is substantially responsive or not. The Tenderers are, therefore, advised to submit complete tenders only. Detailed technical evaluation shall be carried out by a duly authorized Technical Evaluation Committee pursuant to Technical prerequisite /criteria and other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility terms and condition of the tender without any deviation. The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.

B) Financial Evaluation

The financial offer of the first three Pre qualified tenderers whose tenders are determined responsive will be opened at a date as notified in NIT or at a later date as notified by SIHFW. The duly authorized Committee will open the tenders in the presence of any Tenderer(s) or their authorized representatives who choose to be present at the time of opening of financial tenders, and will enter the rate/amount of all tenders in the register of Opening of Tenders. Rates will be invited for 5 seater(desire/etios/Indigo) & 7 seater(Innova/Xylo/Tavera) vehicles. However the rates of 5 seater vehicle only will taken into account for bid evaluation purpose and comparison of rates. The lowest bidder in 5 seater vehicle category will have to provide the seven seater vehicle on the lowest rates quoted for 7 seater vehicle if the lowest bidder in 5 seater category is not the lowest in 7 seater category. Similarly the rates quoted for outside Jaipur for 250 kms will be taken into account for bid evaluation purpose and the lowest bidder in this category will have to provide vehicle on the lowest rates quoted for halting charges per night and extra Kms. if it is not the lowest in these two items.

If on check, there are some discrepancies, the following procedure shall be followed: - When there is a difference between the rate quoted by the tenderer in words and figures, the lower of the two rates shall be taken as valid and correct rate. When the rate quoted by the contractor in figures and words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount worked out.



C) Correction of Arithmetic 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 an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and.
- (ii) 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 clause (i) and (ii) above.

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

8. Award of Work

SIHFW reserves the right of entrusting the work to any Firm/Concern/Company/Agency and is not bound to entrust the job to the lowest Tenderer. However, the marks obtained by the tendering Firm/Concern/Company/Agency would be given priority while considering the awardee of the work.

9. Award of Contract

Notification of Award Prior to the expiry of the period of tender validity (120 days), the Department will notify the successful Tenderer in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its tender has been accepted. The notification of award will constitute the formation of the contract, for all legal purposes. Within ten (10) days of department's notice, the successful tenderer shall sign the contract agreement.

10. Payment Procedure

- A. No advance payment will be made to the Firm/Concern/Company/Agency by SIHFW.
- B. TDS and other taxes, as applicable from time to time and penalties (if any) will be deducted from the bills of the firm.

11. Applicable Law

The contract shall be interpreted in accordance with the laws of the Union of India and the State Government.

- The laws of India shall govern this project. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at Jaipur.
- Any suit/legal action filed by any third party on account of the services made by the agency against any item related/pertaining to this project shall be settled by the agency at his own cost. SIHFW will NOT be a party to the same.

12. COMPLIANCE WITH THE CODE OF INTEGRITY AND NO CONFLICT OF INTEREST:

A) Compliance with the code of integrity: Any person participating in bid process shall-

- 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;
- b) Not misrepresent or omit 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 any-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 part or to its property to influence the procurement process;
- f) Not obstruct any investigation or audit of a procurement process;
- g) Disclose conflict of interest, if any; and
- 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.



B) 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.

A Bidder may be considered to be in Conflict of interest with one or more parties in 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 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 submits more than one Bid in a bidding process. Submission of more than one Bid by a Bidder will result in the disqualification of all Bids, or
- f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates have been hired (or is proposed to be hired) by the Procuring Entity as consultant for the contract.

13. GRIEVANCE REDRESSAL PROCESS:

The Designation and address of the First and Second Appellate Authority is

- A. First Appeal Authority:- Director SIHFW
- B. Second Appeal Authority:- Chairperson EC SIHFW

i. 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 of the Guidelines issued there under, he 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 ground 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.

ii. The Officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.

iii. 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 of receipt of the order passed by the First Appellate Authority, as the case may be.

iv. **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 services;
- (b) Provision limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a bid process;
- (e) Applicability of the provisions of confidentiality.



v. 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.
(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.

vi. Fee for filling 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 in the name of Appellate Authority concerned.

vii. Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filling 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 free of cost.
(d) The order passed under sub-clause (c) above shall be placed on the State Public procurement Portal.

Signature of tenderer with Seal/rubber stamp

Date:

Place:



संलग्नक "E"

Affidavit
(on Rs. 10 non judicial stamp)

I/We.....Son/Daughter/wife of
Authorized signatory of the Firm/Concern/Company/Agency
(name).....hereby
declare that our firm does not have a history of non compliance or Non-performance of a contract as a
result of Contractor's default within the last two years prior to the deadline for Bid submission,

and that any Failure to sign a contract after receiving a notice of award has not occurred in the past five
years.

that all pending proceedings, litigation, arbitrations, actions, claims, investigations or disputes, in total,
shall not represent more than fifty percent (50%) of the Bidder's net worth.

Name
Designation
of authorized signatory
Date

Seal



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): (i) (ii) (iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or 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:
.....(Supported by an affidavit)

7. Prayer:
.....
..... Place Date

Appellant's Signature



कार्यानुभव प्रमाण पत्र

क्रम सं.	संस्था का नाम व पता जहाँ कार्य सम्पादित किया है	सेवा अवधि	वित्त वर्ष	लागत	प्रमाण संलग्न किया है अथवा नहीं.



(Shall be submitted on letter head of firm)

Declaration by the Bidder regarding Qualifications

In relation to my/our bid submitted to Director, SIHFW, Jaipur to Vehicle Hiring service Tender in response to their Notice Inviting Bids No Date....., 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 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 subjected of legal proceedings for any of the foregoing reasons;
- 4) I/We do not have , and our directors and officers not have , been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- 5) I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

Signature of bidder

Name:

Designation:

Address: