

**TRIBAL AREA DEVELOPMENT DEPARTMENT**

**Head Office: Commissioner, Tribal Area Development Department, Udaipur**

Phone - 0294-2428721-24, Fax No. 0294-2411417, E-Mail : comm.tad@rajasthan.gov.in, comm.tad.@gmail.com

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**Bidding Document**

**Table of Contents**

Notice Inviting Bid.....	3-4
Section I: Instructions to Bidders.....	10-28
Section II: Evaluation & Eligibility/Qualification Criteria.....	29-30
Section III: General Terms & Conditions.....	31-52
Section IV: Special Terms & Conditions.....	53-55
Section V: Bidding Forms/Contract Forms/Annexures.....	56-102

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A large signature on the left, a smaller signature below it, and a signature on the right. In the center, there are initials 'C' and 'S' above the word 'SUMIT' written in a stylized font.

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**ई-टेण्डर (e-Tender)**

**Tender Form for Supply of Specified Commodities (Food Grains and others) to Tribal Area Development Department (TADD) all over Rajasthan on Rate contract Basis for Period of two year**

Bid form Fee Rs. 1000/- (Non-Refundable)

RISL Processing Fees Rs. 1000/- (Non-Refundable)

Bid Security Rs. 2.30 Cr. (Refundable) Bid Value Approx. Rs. 115.00 Cr.

Sr.No.	Subject	Date	Time
1.	e-publishing Date	12.06.19	05.00 PM
2.	Document Download Start Date	12.06.19	06.00 PM
3.	Document Download End Date	01.07.19	5.00 PM
4.	Pre Bid meeting date, time & place Office of the Commissioner, TADD, Udaipur	19.06.19	11.00 AM
5.	Bid Submission End Date	01.07.19	6.00 PM
6.	Technical Bid Opening Date	02.07.19	04.00 PM
7.	Submission of Demand Draft/ Banker Cheque of Bid Fee, processing fees and earnest money in physical form.	02.07.19	03.00 PM
8.	Submission of 3 sealed samples of each Specified Commodities	02.07.19	03.00 PM

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- Handwritten circled "N" (middle)
- Handwritten signature (bottom right)

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No.F.6( )Acct./CTAD/Food supply/2019-20/

Date:

**NOTICE INVITING E-BID (NIB No. 01/2019-20)**

Sealed Single Stage Two-envelopes unconditional online Bids for Two Year Rate Contract, are invited on behalf of the Governor of Rajasthan for the procurement and supply of Specified commodities (Food Grains and others) from the Producers/Manufacturers/Wholesalers/Suppliers registered under relevant authorities for providing such items, as per the Bidding Schedule given below.

S.No.	Items	Estimated Cost for Two Years (Rs in Cr.)	Amount of Bid Security (Rs in Cr.)	Bid Fees Document (Rs)	RISL Processing Fee (Rs)
1.	Procurement and supply of Specified commodities (Food Grains and others) to the hostels / residential schools/ Maa bari centers/ Day care centers run by TADD.	115.00	2.30	1000.00	1000.00

**Bidding Schedule**

Sr.No.	Subject	Date	Time
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8.	Submission of 3 sealed samples of each Specified Commodities	02.07.19	03.00 PM

1. Place of delivery (F.O.R.) of food items shall be each hostel / residential school/ Maa bari center/ Day care center run by TADD, situated in various districts of Rajasthan State.
2. Purchase preference as per details Instructions to Bidders/terms and conditions shall be admissible in evaluation of Bids and award of Contract.
3. The Bid is for a Two Years Rate Contract.

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4. Bidding Document may be seen and downloaded from the website of State Public Procurement Portal, <http://sppp.rajasthan.gov.in> or e-procurement portal <http://eproc.rajasthan.gov.in>, <http://tad.rajasthan.gov.in> and the price of Bidding Document may be paid along with user charges/ processing fee, affidavits, certificates and Annexures (if any), as required and mentioned in Evaluation & Qualification Criteria, on or before 02-07-2019 up to 3.00 PM.
5. Bid validity is 180 days from the bid submission deadline.
6. Since the Bids have been invited electronically, the procedure for submission of Bids including payment of price of Bidding document, user charges/ processing fee, Bid Security, etc. shall be as provided on the State e-Procurement Portal, <http://eproc.rajasthan.gov.in>.
7. Bids received after the specified time and date shall not be accepted and opened.
8. Bid Security Money can be submitted in the form of Demand Draft/Banker's Cheque/ B.G. in favor of Additional commissioner, Tribal Area Development Department payable at Udaipur, Bid Document Price/fee can be submitted in the form of Demand Draft/Banker's Cheque in favor of Additional commissioner, Tribal Area Development Department payable at Udaipur and RISL processing fee has to be submitted in the form of Demand Draft in favor of MD,RISL, Jaipur. All the said Demand Drafts/Banker's Cheques, affidavits, certificates and Annexure (if any), as required and mentioned in Evaluation & Qualification Criteria, has to be submitted physically in an envelope, in the office of the commissioner, Tribal Area Development Department payable at Udaipur, on or before 02-07-2019 up to 3.00 PM.
9. The Bids shall be opened on the date & time as mentioned above, in the presence of the Bidders or their representatives who wish to be present.
10. Bidder who wishes to participate in the Bid, will have to register on <http://eproc.rajasthan.gov.in>. Bidder will have to procure digital signature certificate (DSC) as per Information Technology Act 2000 and amendments, to participate in online Bid.
11. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
12. The Bidders shall have to submit a valid registration certificate from the concerned authorities and the 'PAN' issued by Income Tax Department.
13. The details of the hostels / residential schools/ Maa bari centers/ Day care centers run by TADD are appended with bidding documents.

Additional Commissioner  
Tribal Area Development Department,  
Udaipur

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### Instructions for online submission of e-Bid

- 1- The Bidders who are interested in bidding can download Bid Documents from <http://eproc.rajasthan.gov.in>
- 2- Bidders, who wish to participate in this Bid, will have to be registered on <http://eproc.rajasthan.gov.in>. To participate in online tenders, Bidders will have to procure Digital Signature Certificate (type II or III) as per Information Technology Act-2000 using which they can sign their electronic Bids. Bidders can procure the same from any CCA approved certifying agency i.e. TCS, safe-crypt, (n) code etc or Government of Rajasthan, e-procurement Cell, Department of IT&C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not to procure a new Digital Certificate. For new Digital Signature Contact No. 0141-4022688 (Help Desk 10.00 AM to 6.00 PM on all working days) email: [eproc@rajasthan.gov.in](mailto:eproc@rajasthan.gov.in), Address: e-procurement cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur.
- 3- Bidder will submit their offer on-line in electronic formats both for technical and financial proposals; however DD/Banker Cheque/B.G. for Bid fees, processing fees and Bid security should be submitted manually in the office of tendering authority (Additional Commissioner TADD, Udaipur) before scheduled date & time as mentioned in NIT. Scanned copy of DD should be uploaded along with the online Bid.
- 4- Before electronically submitting the tenders, it should be ensured that all the Bid papers including conditions of contract are digitally signed by the Bidder.
- 5- Training for the Bidders on the usage of e-Tendering system is also being arranged by RISL on regular basis. Bidders interested for training may contact e-Procurement Cell, RISL for booking the training slot.
- 6- Bidders are also advised to refer "Bidders manual" available under "Download" section for further details about the e-tendering process.
- 7- The prospective bidders if they so desire may participate in the bid to clarify the doubts in respect of bidding document before last date of submission of Bid in any working day.

### Special Note :-

All Bidders are advised not to wait till last date and are advised to submit their tender/Bid at the earliest. The TADD will not be responsible for any last minute rush in website. No extension in deposition of Tender/Bid will be allowed.

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**TECHNICAL COVER CHECK LIST**


Sr. No.	Particulars	Enclosed (Yes/No)	Page No
1.	The bidder should have Minimum average annual turnover of Rs. 20.00 Crores during last three financial years i.e. 2016-17, 2017-18, 2018-19, regarding average annual turnover Bidder should submit last three years audited (C.A. certificate for 2018-19 will be accepted) Balance-Sheet and profit and loss account and trading account of last three financial years i.e. 2016-17, 2017-18, 2018-19 along with Bid and Net worth should be positive on 31.03.2019.		
2.	During last three years period (2016-17, 2017-18, 2018-19), the Bidder Should have successfully completed similar nature of work/supplying of grocery items / goods at hostels/residential school/police departments mess /home guard departments mess/Military/Para military establishment/Societies/Co-operative societies/Upbhokta Bhandar/Fair Price Shops etc. of cumulative value of minimum Rs 10.00 crores or more in all over India (any state & UT). Certificate / documents regarding successful completion of the above said work should be submitted.		
3.	Self attested copy of PAN card.		
4.	Self-attested copy of Goods and Service Tax registration and copy of latest GST return (Not older than four months) filed should be enclosed.		
5.	Self attested Copy of firm's registration under Proprietorship/ Indian Partnership Act, 1932/ Indian Companies Act, 1956/ Societies Registration Act, Cooperative Societies Act along with copy of bye laws be submitted with relevant authority in india or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement		
6.	If the bidder is MSME, in this regard they should submit relevant forms, certificates and affidavit for applicability		
7.	Bidder shall submit valid Certificate to supply the commodities as specified in the tender having FSSAI/ISO/BIS/HACCP/Agmark/FPO as the case may be, if applicable.		
8.	Technical Undertaking		
9.	Authorization letter in form of a person who is signing the tender documents on behalf of Bidder		
10.	Annexure-A (Compliance with the code of integrity and no Conflict of Interest)		
11.	Annexure-B (Declaration by the Bidder regarding Qualifications))		
12.	Annexure-C (Grievance Redressal during Procurement Process)		




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13.	Annexure-D (Additional Conditions of Contract)		
14.	Annexure-E (Declarations and Undertaking for monthly & Annually Capacity & Supply commitment)		
15.	Annexure-F (Annual turnover Statement) duly certified and signed by Chartered Accountant.		
16.	Annexure-G (Statement of past Supplies and Performance)		
17.	Annexure-H (Declaration regarding acceptance of Terms & Conditions of Bid)		
18.	Annexure-I (a) & (b) (Statement of Infrastructure & Declaration)		
19.	Annexure-J (Pre-STAMP RECEIPT)		
20.	Annexure-K (Technical Specifications of Specified items under relevant Act and law will be applicable)		
21.	Annexure-L (List of required items for Hostel/Residential Schools of TADD all over Rajasthan)		
22.	Annexure-M (List of required items for Per Day Care center of TADD all over Rajasthan)		
23.	Annexure-N (List of required items for Per Maa Bari Center of TADD all over Rajasthan)		
24.	Annexure-O Agreement		
25.	Annexure-S BANK GUARANTEE FORMAT – Bid SECURITY		
26.	Annexure-T BANK GUARANTEE FORMAT – PERFORMANCE SECURITY (PBG)		
27.	Annexure-U (List of Day Care and Maa Bari center Block wise of TADD all over Rajasthan)		
28.	Annexure-V (List of Hostels of TADD all over Rajasthan)		
29.	Attach three sealed samples of each Specified Commodities (Samples to be deposited physically in TADD Udaipur Head office before 02.07.19 at 03.00 P.M)		

  
B)

  
  
  
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**Details of Bidder**

e-Bid Notice No. .... dated .....

1.	Name of the Firm		
2.	Telephone No.		
3.	Mobile No.		
	Email ID		
4.	Office Address of the Firm/Co.		
5.	Address of the Shop/Office/Godown etc.		
6.	Constitution of the Firm whether Proprietorship/Partnership/Company		
a)	<b>In case of Proprietorship Firm</b>		
	Name, Father's Name and Residential address of the Proprietor.		
b)	<b>In case of Partnership Firm</b>		
	Name, Father's Name and Residential address of all the Partners.		
	Note: (Enclose the Registration certificate from the Registrar of Firms or its attested copy/Photocopy of Partnership Deed (attach separate sheet if space is insufficient).)		
c)	<b>In case of Company</b>		
i)	Regd. No. of the Company		
ii)	Name and address of the Directors of the company (Attach separate sheet if space is insufficient)		
7.	<b>BANK DETAILS OF BIDDER</b> Banker's name with branch  Account type  Account number/IFS Code		
8.	GST Registration No. -----		
9.	PAN No. of the Bidder		
10.	Bid security of RS. .... Deposited vide CR		



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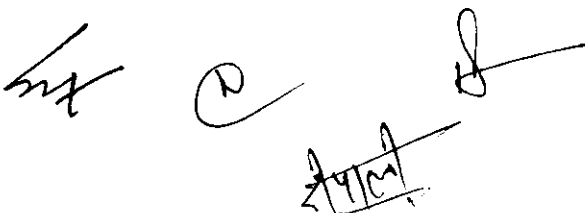
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No. .... dated ..... Pay order No. .... dated ..... drawn On ..... Name of Bank & branch)		
*(to be filled by the Office)		
		Signature of the Bidder with Seal
		(Name _____)
		(Designation _____)

\* Attach separate sheet for details, where required.

\* In case of authorized representative signing this document enclose copy of the authority letter.



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### SECTION I : INSTRUCTIONS TO BIDDERS (ITB)

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

1. The objective of the Bid is to provide good quality Specified Items at remunerative price of combo pack for supply at Hostels/Residential Schools, Maa Bari and Day Care Centers (Block Level) under TADD.
2. **Sale of Bidding/ Tender Documents**
  - a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped as per NIB. The complete bidding document shall also be placed on the State Public Procurement Portal and e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
  - b) The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft, banker's cheque.
3. **Pre-bid Meeting/ Clarifications**
  - a) Bidder should read these terms & conditions carefully and comply to it strictly while submitting their bids. If a bidder has any doubt regarding the terms & conditions and specifications mentioned in the tender notice/catalogue, he should get his doubt clarified during the pre-bid meeting on **19.06.19 at 11.00 A.M.** in the office of Commissioner TADD Udaipur. The decision of the Commissioner TADD, Udaipur will be final and binding on the bidder.
  - b) The minutes and response, if any, shall be provided promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall be published on the respective websites.

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**4. Changes in the Bidding Document**

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity; provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

**5. Period of Validity of Bids**

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not

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submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

### 6. Format and Signing of Bids

- a) Bidders must submit their bids online at e-Procurement portal i.e. <http://eproc.rajasthan.gov.in>.
- b) All the documents uploaded should be digitally signed with the DSC of authorized signatory and uploaded only in PDF format with clear readability and prescribed file name as mentioned in the table below.
- c) A Single stage Two part/ cover system shall be followed for the Bid: -

#### Part-I/Technical Cover(in PDF format)-

- A. In the Fee Cover (in PDF format)
  - I. Scanned copy of DD/ Banker's Cheque for Bid fee in favour of "Additional Commissioner TADD", payable at Udaipur.
  - II. Scanned copy of DD/Banker's Cheque /Bank guarantee for Bid security in favour of "Additional Commissioner TADD.", payable at Udaipur.
  - III. Scanned copy of DD/Banker's Cheque for processing fees in favour of MD , RISL payable at Jaipur.
- B. In the Technical document cover (in PDF format)-

Scanned copy (signed & sealed) of the Technical Bid along with all the documents mentioned in the "Eligibility Criteria/Qualification Criteria", in support of the eligibility and Annexure and supporting papers (except BoQ Sheet) for evaluation of Technical Bids.

#### Part-II/Financial Cover (.xls format)-

- A. Financial Proposal Submission Sheet, i.e. **BOQ xls format**. The Bill of Quantity (BoQ) must be uploaded after entering the rate offered for COMBO PACK to TADD in the uploaded BoQ as per enclosed technical specifications of Specified Commodities as per prevailing Act like FSSAI/BIS/ISO/HACCP/FPO etc. of each commodities and amendments from time to time.
- B. Financial Proposal Submission Sheet, i.e. **PDF Format as per annexure-P,Q & R (for commodity wise bifurcation/breakup of rates)**

#### Note:- Bid will be liable for outright rejection if:-

- I. Any rates are disclosed in Technical cover-A & B.
- II. Any discounts/ special offers are made in Technical cover-A & B.

The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-

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submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

The financial Bids of only those Bidders would be opened and considered, whose bids are found technically qualified as per terms and conditions of tender.

### 7. Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all. Also

### 8. BID SECURITY:-

- a) Every Bid should be accompanied by Demand Draft/Banker Cheque/ Bank Guarantee Rs. 2.30 Cr. drawn on any Nationalized/ Scheduled Bank in favour of "Additional Commissioner TADD" payable at Udaipur towards BID SECURITY, If bid security in the form of B.G., it should be valid for 6 month. Bids without Security stand summarily rejected. Bidders enclosing cheque also stand summarily rejected.
- b) Bid Security of the successful Bidder may be adjusted towards Performance Security and they should deposit the balance Performance Security in the form of B.C./D.D./B.G. in favour of "Additional Commissioner TADD" payable at Udaipur from any Nationalized / Schedule Bank. In case of furnishing bid security by way of D.D/B.C/B.G.
- c) The Bid Security of unsuccessful Bidder will be refunded soon after finalization of the Bid. Bidder has to produce a Pre-Stamp Receipt as per **Annexure-J** with the Bid document.
- d) In lieu of bid security, a bid securing declaration shall be taken from the,-
  - I. Departments/Boards of the State Government or Central Government;
  - II. Government Companies as defined in clause (45) of section 2 of the Companies Act, 2013;
  - III. 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 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
  - IV. Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government or Central Government.

The Bid Security Deposit lying with the TADD in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards Bid Security for the fresh tenders. The Bid

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Security may, however, be taken into consideration in case tenders are re-invited for the same item.

- e) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.
- f) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- g) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- h) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- i) The bank guarantee, if any, presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.
- j) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
- k) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
  - a. when the bidder withdraws or modifies its bid after opening of bids;
  - b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
  - c. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
  - d. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
  - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document then action will be taken as per Clause 11 of the Act & Rule 82.

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- l) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
- m) No interest shall be payable on the bid security.
- n) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.
- o) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-
  - a. the expiry of validity of bid security;
  - b. the execution of agreement for procurement and performance security is furnished by the successful bidder;
  - c. the cancellation of the procurement process; or
  - d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.
- p) No interest will be paid on Bid Security by the TADD.

**9. WITHDRAWALS, SUBSTITUTION AND MODIFICATION OF BIDS:-**

No Bid will be withdrawn, substituted or modified after the last time and date fixed for receipt of Bids as prescribed in [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)

**10. OPENING OF BIDS:-**

- a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) All the documents comprising of technical Bid/ cover shall be opened & downloaded from the e-Procurement website (only for the bidders who have submitted the prescribed fee(s) to TADD).

## TRIBAL AREA DEVELOPMENT DEPARTMENT

Head Office: Commissioner, Tribal Area Development Department, Udaipur

Phone - 0294-2428721-24, Fax No. 0294-2411417, E-Mail : comm.tad@rajasthan.gov.in, comm.tad.@gmail.com

- e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
- bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);
  - bid is valid for the period, specified in the bidding document;
  - bid is unconditional and the bidder has agreed to give the required performance security; and
  - other conditions, as specified in the bidding document are fulfilled.
- f) any other information which the committee may consider appropriate No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.
- h) The Financial Bids of only technically qualified Bidders will be considered. Only the successful Bidders in technical Bids are eligible to participate in further proceedings.
- i) If the date fixed for opening of Bids happens to be Govt. holiday, the tenders filled online will be opened on the next working day at the same time specified above.

### 11. Selection Method:

Lowest financially evaluated of Combo pack (composite basis) to be procured & technically responsive bidder shall be selected for award of contract.

### 12. Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the e-Procurement portal.



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- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

**13. Evaluation & Tabulation Technical Bids**

**a) Determination of Responsiveness**

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
  - i. "deviation" is a departure from the requirements specified in the bidding document;
  - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
  - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.

c. A material deviation, reservation, or omission is one that,

i. if accepted, shall:-

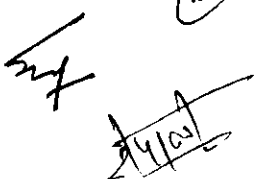
- 1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or



3







**TRIBAL AREA DEVELOPMENT DEPARTMENT**

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- 2. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; or
- ii. If rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

**b) Non-material Non-conformities in Bids**

- a. The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
- b. The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate, Registration Certificate, VAT/ CST/GST clearance certificate, ISO/ CMMi Certificates, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.
- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

3

Handwritten signatures and initials, including a circled 'D' and a signature.

**TRIBAL AREA DEVELOPMENT DEPARTMENT**

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**c) Technical Evaluation Criteria**

Bids shall be evaluation based on the documents submitted as a part of technical bid. Technical bid shall contain all the documents as asked in the clause "Format and Signing of Bids"

**d) Tabulation of Technical Bids**

- a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
- b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.
- e) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.
- f) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

**14. Evaluation & Tabulation of Financial Bids**

Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids:-

- a) The financial Bids of the bidders who qualified in technical evaluation shall be opened online at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present;
- b) the process of opening of the financial Bids shall be similar to that of technical Bids.
- c) conditional Bids are liable to be rejected;

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- d) the evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
- e) the offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order in case price is the only criteria, or evaluated and marked H1, H2, H3 etc. in descending order.
- f) the bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous Bid in other case;
- g) The members of bids evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.
- h) it shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.

### 15. Correction of Arithmetic Errors in Financial Bids

Provided that a financial bid is substantially responsive, the bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely:

- a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;