

## Bidding Document

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**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

**ई-टेंडर (e-Tender)**

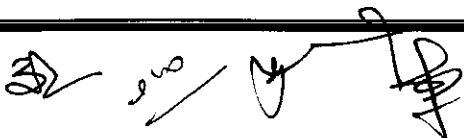
**Tender Form for Supply of Specified Commodities (Food Grains and others) to Tribal Area Development Department (TADD) all over Rajasthan on Rate contract Basis for Period of one year**

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

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

Bid Security Rs. 1.60 Cr. (Refundable) Bid Value Approx. Rs. 80.00 Cr.

Sr.No.	Subject	Date	Time
1.	e-publishing Date	22-05-2020	05.00 PM
2.	Document Download Start Date	22-05-2020	06.00 PM
3.	Document Download End Date	22-06-2020	05.00 PM
4.	Pre Bid meeting date, time & place Office of the Commissioner, TADD, Udaipur	08-06-2020	11.00 AM
5.	Bid Submission End Date	22-06-2020	06.00 PM
6.	Technical Bid Opening Date	23-06-2020	04.00 PM
7.	Submission of Demand Draft/ Banker Cheque of Bid Fee, processing fees and earnest money in physical form.	23-06-2020	01.00 PM
8.	Submission of 3 sealed samples of each Specified Commodities	23-06-2020	01.00 PM



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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 shall be submitted manually in the office of tendering authority (CommissionerTADD, Udaipur) before scheduled date & time as mentioned in NIT. Scanned copy of DD shall be uploaded along with the online Bid.
- 4- Before electronically submitting the tenders, it shall 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 shall have Minimum average annual turnover of Rs. 24.00 Crores for any three years during last five audited financial years 2014-15, 2015-16, 2016-17, 2017-18, & 2018-19. As regarding average annual turnover Bidder shall submit last five years audited Balance-Sheet, profit & loss account and trading account of last five financial years i.e. 2014-15, 2015-16, 2016-17, 2017-18, & 2018-19 along with Bid. Net worth shall be positive as per audited accounts of bidder/firm on 31.03.2019.		
2.	The Bidder Shall have successfully completed similar nature of work/supplying of grocery items (Food items and/or toiletries) / 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 08.00 crores or more in all over India (any state & UT) during period of five years (i.e. 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20). <b>The bidder shall provide &amp; append copies of purchase orders/work order and submit affidavit regarding successful completion of above said work, on Rs.100 non judicial stamp also certifying that the firm/bidder has not been blacklisted according to the provisions of RTPP Act 2012 and RTTP Rules 2013.</b>		
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 six months) filed shall 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 shall 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 favour of a person who is signing the tender		

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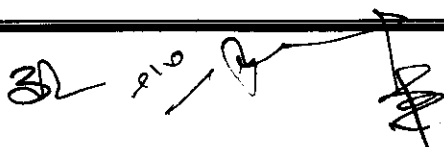
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	documents on behalf of Bidder		
10.	Annexure-A (Compliance with the code of integrity and no Conflict of Interest)		
11.	Annexure-B (Declaration by the Bidder regarding Qualifications))		
12.	Annexure-C (Grievance Redressal during Procurement Process)		
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 BIDDER'S AUTHORIZATION CERTIFICATE		
28.	Annexure-V Format for submitting of doubts in pre Bid meeting		
29.	Annexure-W (List of Day Care and Maa Bari center Block wise of TADD all over Rajasthan)		
30.	Annexure-X (List of Hostels of TADD all over Rajasthan)		
31.	Annexure-Y (circular No. पं. 6 (5) वित्त/साविलेनि/2019जयपुरदिनांक 27.04.2020of finance (G & T) department jaipur, Rajasthan)		
32.	Attach three sealed samples of each Specified Commodities (Samples to be deposited physically in TADD Udaipur Head office.		

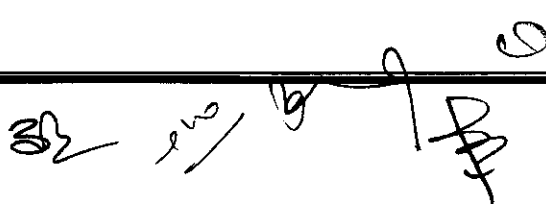
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## Details of Bidder

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><u>In case of Proprietorship Firm</u></b>		
	Name, Father's Name and Residential address of the Proprietor.		
b)	<b><u>In case of Partnership Firm</u></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><u>In case of Company</u></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><u>BANK DETAILS OF BIDDER</u></b> Banker's name with branch  Account type  Account number/IFS Code		
8.	GST Registration No. -----		
9.	PAN No. of the Bidder		



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10.	Bid security of RS. .... Deposited vide CR No. .... dated ..... Pay order No. .... dated ..... drawn On ..... Name of Bank & branch)		
	*(to be filled by the Office)		
* Attach separate sheet for details, where required. * In case of authorized representative signing this document enclose copy of the authority letter as per Annexure-U.			
			Signature of the Bidder with Seal
			(Name _____)
			(Designation _____)

**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 competitive price 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.

The bidding documents shall be made available to any prospective bidder through e-procurement portal only.

**3. Pre-bid Meeting/ Clarifications**

a) Bidder shall 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/brands mentioned in the tender notice/catalogue, he shall get his doubt clarified during the pre-bid meeting **on 08/06/2020 at 11.00A.M.** in the office of Commissioner TADD Udaipur. The decision of the Commissioner TADD, Udaipur will be final and binding on the bidder.

b) In case the bidder wishes to participate in the bid to supply brand not mentioned in the bid, he may submit his proposal of inclusion of brand alongwith documents, laboratory analysis reports, and scientific paper justifying the parity of inclusion of the brand during pre-bid. The procurement committee shall evaluate all such requests and submit its recommendation upon the proposal. The decision of procuring entity shall be final.

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- c) Brands shall not be added by the bidder after the conclusion of the stage of pre bid in any case.
- d) The bidder should exercise appropriate options for each commodity to offer more than one brand so that if production of a particular brand is stopped for any reason there still remains options for supply of the commodity as per the bid .
- e) The minutes and response, if any, shall be provided promptly to all bidders on the e-proc web site, so as to enable those bidders to take minutes into account in preparing their bids, and shall be published on the respective websites.

**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.

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- 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 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 shall 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. All the bid document and required supporting documents should be signed in original with blue ink. Scanned signature on any document are not permitted
- 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 "Commissioner TADD", payable at Udaipur or e-grass challan.
- II. Scanned copy of DD/Banker's Cheque /Bank guarantee for Bid security in favour of "Commissioner TADD.", payable at Udaipur or e-grass challan.
- III. Scanned copy of DD/Banker's Cheque for processing fees in favour of MD, RISL payable at Jaipur or e-grass challan.

**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 (As per check list).

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

Financial Proposal Submission Sheet, i.e. **BOQxls format**. The Bill of Quantity (BoQ) must be uploaded after entering the rate offered for COMBO PACK to TADD in the uploaded BoQ. **Note: - Commodity wise bifurcation/ breakup of rates as per annexure P, Q & R shall be submitted by the successful bidder.**

**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 shall 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.

**8. BID SECURITY:-**

- a) Every Bid shall be accompanied by Demand Draft/Banker Cheque/ Bank Guarantee/e-grass challen Rs. 1.60 Cr. drawn on any Nationalized/ Scheduled Bank in favour of "Commissioner TADD" payable at Udaipur towards BID SECURITY, If bid security is in the form of B.G., it shall be valid for 4 month. Bids without Security shall 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 shall deposit the balance Performance Security in the form of B.C./D.D./B.G. in favour of "Commissioner TADD" payable at Udaipur from any Nationalized / Schedule Bank having its branch at udaipur, Rajasthan. 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.
- e) Bid security instrument 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.

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- 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: -
- when the bidder withdraws or modifies its bid after opening of bids;
  - when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
  - 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;
  - when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
  - 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.
- 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:-
- the expiry of validity of bid security;
  - the execution of agreement for procurement and performance security is furnished by the successful bidder;
  - the cancellation of the procurement process; or
  - 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.

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**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 procurement 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).
- e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
  - a. bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);
  - b. bid is valid for the period, specified in the bidding document;
  - c. bid is unconditional and the bidder has agreed to give the required performance security; and
  - d. 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.

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**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.
- 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
    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.

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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-conformity in the Bid that does 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.

**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" point 6 of ITB.**

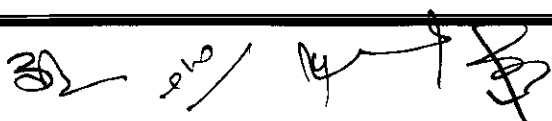
**d) Tabulation of Technical Bids**

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.

c) 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.

d) 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.



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**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;
- 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;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

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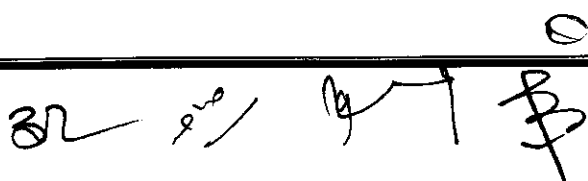
If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid will be disqualified and its Bid Security will be forfeited or its Bid securing declaration will be executed.

**16. Price/ purchase preference in evaluation**

Price and/ or purchase preference notified by the State Government (GoR), Price/purchase preference policy for MSME enterprise (as per circular on Nov. 19, 2015 and Aug. 29, 2018) & any other notification issued by GoR for price/ purchase preference and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of Rate contract.

**17. Negotiations**

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/ supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.



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- g) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

**18. Exclusion of Bids/ Disqualification**

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
- a. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - b. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
  - c. the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
  - d. the Bid materially departs from the requirements specified in the bidding document or it contains false information;
  - e. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
  - f. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
- a. communicated to the concerned bidder in writing;
  - b. Published on the State Public Procurement Portal, if applicable.

**19. Lack of competition**

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
- a. the Bid is technically qualified;
  - b. the price quoted by the bidder is assessed to be reasonable;

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