

**VOLUNTARY SECTOR DEVELOPMENT CENTRE**  
(स्वैच्छिक क्षेत्र विकास केंद्र)

**NOTICE INVITING BID**  
(NIB)

NIB No. 04/2022-23

Date 03/02/2023

**TO APPOINT FULL TIME PROJECT  
MANAGEMENT AGENCY(PMA) FOR  
THE WORK OF REGISTRATION AND  
ACCREDIATION OF NGO, TRUST,  
FOUNDATION etc.**

Yojana Bhawan, C-Scheme, Jaipur-302005

# 1. INVITATION FOR BID (IFB) & NOTICE INVITING BID

Reference No: 762

Date: 03/02/2023

Unique Bid No: .....

Detailed NIB	
<b>Name &amp; Address of the Procuring Entity</b>	<ul style="list-style-type: none"> <li>Name: CEO, VSDC</li> <li>Address: R.No.222-223, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)</li> </ul>
<b>Subject Matter of Procurement</b>	TO APPOINT FULL TIME PROJECT MANAGEMENT AGENCY (PMA) FOR THE WORK OF REGISTRATION AND ACCREDIATION OF NGO, TRUST, FOUNDATION etc.
<b>Bid Procedure</b>	Single-stage two part (envelope) open competitive e-Bid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Bid Evaluation Criteria (Selection Method)</b>	Least Cost Based Selection (LCBS) – L1
<b>Bid Value</b>	Approximate 5000 registration and 1000 accreditation whose approximate value is 100.00 Lakhs.
<b>Websites for downloading Bidding Document, Corrigendum's, Addendums etc.</b>	<ul style="list-style-type: none"> <li>Websites: <a href="http://sppp.raj.nic.in">http://sppp.raj.nic.in</a>, <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a>, <a href="https://vsdc.rajasthan.gov.in">https://vsdc.rajasthan.gov.in</a></li> <li>Bidding document fee: Rs. 1,000 (Rupees Five Thousand only) inCash/ Demand Draft in favour of "CEO, VSDC" payable at "Jaipur".</li> <li>RISL Processing Fee: Rs. 1,000 (Rupees One Thousand only) inDemand Draft in favour of "Managing Director, RISL" payable at "Jaipur".</li> </ul>
<b>Bid Security and Mode of Payment</b>	<ul style="list-style-type: none"> <li>Amount (INR):</li> <li>1,00,000/-</li> <li>Mode of Payment: Banker's Cheque or Demand Draft in favour of "CEO, VSDC" payable at "Jaipur"</li> </ul>
<b>Period of Sale of Bidding Document (Start/ End Date)</b>	<ul style="list-style-type: none"> <li>Start Date: 06-02-2023</li> <li>End Date: 16-02-2023 at 12:00 PM</li> </ul>
<b>Date/ Time/ Place of Pre-bid Meeting</b>	<ul style="list-style-type: none"> <li>Date/ Time: 13-02-2023</li> <li>Place: Room no. 222-223, Yojna Bhawan, Jaipur</li> </ul>
<b>Manner, Start/ End Date for the submission of Bids</b>	<ul style="list-style-type: none"> <li>Manner: Online at eProc website (<a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a>)</li> <li>Start Date: 06-02-2023</li> <li>End Date : 16-02-2023 at 12:00 PM</li> </ul>
<b>Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*</b>	<ul style="list-style-type: none"> <li>Start Date: 06-02-2023</li> <li>End Date : 16-02-2023 at 12:00 PM</li> </ul>
<b>Date/ Time/ Place of Technical Bid Opening</b>	<ul style="list-style-type: none"> <li>Date: 20-02-2023</li> <li>Time: 11:00 AM</li> </ul>
<b>Personnel/Agency Interview</b>	<ul style="list-style-type: none"> <li>Date: 21-02-2023 at 11:00 AM</li> <li>Place: Room no. 223(Chairman's Chamber) Yojna bhawan, Jaipur</li> </ul>
<b>Date/ Time/ Place of Financial Bid Opening</b>	Date: 22-02-2023 at 11:00 AM
<b>Bid Validity</b>	180 days from the bid submission deadline



Note:

- 1) Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover.
- 2) \*In case, any of the bidders fails to physically submit the Banker's Cheque/Demand Draft for Tender Fee, Bid Security, and RISL Processing Fee up to the date & time mentioned above, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee and Bid Security should be drawn in favour of "CEO, VSDC" and the RISL Processing Fee in favour of "CEO, VSDC" payable at "Jaipur" from any Scheduled Commercial Bank.
- 3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
- 4) DoIT&C will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 5) Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-Tendering process.
- 6) Training for the bidders on the usage of e-Tendering System (eProcurement) is also being arranged by DoIT&C on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot.  
Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) e-mail: [eproc@rajasthan.gov.in](mailto:eproc@rajasthan.gov.in) Address: e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
- 7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
- 9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.

The provisions of RTPPA Act 2012 and Rules and subsequent amendments thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail

*G. Sharma*  
मुख्य कार्यकारी अधिकारी  
स्वीडिश शेत्र विकास केन्द्र  
OIC Project



## **DISCLAIMER**

The information contained in this Notice Inviting Bids (hereinafter referred to as "NIB") document provided to the Bidders, by the Voluntary Sector Development Centre hereinafter referred to as VSDC, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this NIB document and all other terms and conditions subject to which such information is provided.

The purpose of this NIB document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This NIB document does not purport to contain all the information each Bidder may require. This NIB document may not be appropriate for all persons, and it is not possible for the VSDC, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this NIB document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this NIB document and where necessary obtain independent advice from appropriate sources.

VSDC, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the NIB document.

VSDC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIB document.

## **INTRODUCTION**


Rajasthan has always been a home for voluntary efforts and voluntarism. The voluntary sector organizations have played a vital role in addressing the issues concerning to the life of the poor, disadvantaged and underprivileged. Today, there is an impressive number of voluntary organizations in the state offering alternative perspectives; committed expertise; an understanding of the local opportunities and constraints; and perhaps most importantly, the capacity to conduct a meaningful dialogue with communities.

Now, taking a step forward, Government of Rajasthan has formed a regulator – Voluntary Sector Development Centre (स्वैच्छिक क्षेत्र विकास केंद्र) to vouch the working of Voluntary Sector i.e. NGOs, NPOs etc., in the geographical region of the State of Rajasthan. Hon'ble Chief Minister of Rajasthan is the chairperson of this Centre. All the interested NGOs/NPOs working in the geographical location of the State of Rajasthan (in spite of from where they are registered), have to panel themselves with the Centre i.e. VSDC and also have to upload their working documents, working progress on the portal of VSDC.

The objectives of VSDC are as follows:

## **OBJECTIVES**

- i. Enabling, motivating and empowering an independent, creative & effective voluntary organization sector to partner with the government
- ii. To develop transparency, accountability & good governance in the field of voluntary sector
- iii. To recommend the issues which effects the voluntary sector

  
मुख्य कार्यकारी अधिकारी 2  
स्वैच्छिक क्षेत्र विकास केंद्र



- iv. To manage the process of recognition and renewal of voluntary organizations for the first time in Rajasthan
- v. To create a comprehensive, reliable and familiar data base and information system on voluntary organizations and contribution to the development of the state.
- vi. To collect and examine the audited books of the voluntary sector organization registered here and checking whether the rules & regulations are followed or not and to determine what contribution they are making for the State of Rajasthan
- vii. To Prepare and give wide publicity to the annual report regarding the status of contribution and influence of voluntary sectors in the development of the state.
- viii. To play the role of arbitrator for settlement of disputes between voluntary organizations
- ix. To assess the implementation status of the process to be followed for the implementation of this policy and to ensure that the strategy is implemented properly.
- x. To prepare the area wise list of recognized voluntary organizations so that the appointment of such NGOs/NPOs is facilitated by the concerned department of the Government of Rajasthan.
- xi. To facilitate the Voluntary Sector Organizations and the State Government for the attainment of the institute. And to monitor the functioning of the Voluntary Sector organizations in the implementation of policy and related programs on the state.
- xii. To provide leadership, set standards and assure quality enhancement to the stakeholders of the voluntary organization sector in the state.
- xiii. To make it popular and spread awareness of it by applying the accepted norms and code of conduct of the international level.

### **INVITATION TO BID**


With a view to attain the above objectives, VSDC is looking forward for an agency to help the Centre in implementing such policies and give the handholding support to VSDC in validating various data, creation of such database and physical verification of the proposed Voluntary Sector only registered companies or LLP's i.e., NGOs, NPOs etc., in the geographical region of the State of Rajasthan.

This NIB is being offered to those only registered companies or LLP's / companies meeting the requirements of requisite skills and expertise in the above-mentioned area for providing Support Services. Such only registered companies or LLP's/companies are expected to operate from the office of the VSDC. The PMA should provide the requisite resources/manpower.

Interested only registered companies or LLP's are advised to study this NIB document carefully before submitting their proposals in response to the NIB Notice. Submission of a proposal in response to this notice shall be deemed to have been made after careful study and examination of this document with full understanding of its terms, conditions and implications.

Interested only registered companies or LLP's may download the NIB document from the website <http://sppp.raj.nic.in>, <https://eproc.rajasthan.gov.in>, <https://vsdc.rajasthan.gov.in>

1. All proposals submitted in response to the NIB document must be accompanied by a Bid Security of Rs. 100,000/- (Rs One Lakh only) & Tender Cost of Rs.1,000/-

  
 मुख्य कार्यकारी अधिकारी  
 स्वच्छता क्षेत्र विकास केंद्र



(Rs.One Thousand only) DD/ Bank Check mentioned Detailed as per NIB..  
Any subsequent corrigenda / clarifications will be made available on :

<http://sppp.raj.nic.in>, <https://eproc.rajasthan.gov.in>, <https://vsdc.rajasthan.gov.in>

**The appointment process of PMA will be a Two stage process comprising of - Technical Qualification (incl. personnel interview) & Financial Qualification (L1 basis) only.**

VSDC invites proposals from the organizations to provide the services as per the Scope of Work and Terms & Conditions mentioned in this NIB.

**Important Notes:**

1. The NIB is to be submitted within the stipulated time on the date specified above.
2. Conditional NIBs shall be summarily rejected.
3. VSDC reserves the right to amend any or all conditions of this NIB Document before the last date of submission of NIBs, or to change the above schedule at any time, without assigning any reasons.
4. Contact person for communication: -

**CEO VSDC**

**R. No. 223 Yojana Bhawan,  
Tilak Marg, C-Scheme, Jaipur.**

5. In case any bidder fails to submit the tender cost and Earnest Money with the bid, the Technical Bid of the bidder shall not be opened. The EMD is payable online only.

**SCOPE OF WORK**

**Overview of the Scope of Work**

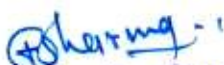
The primary objective of this NIB is to appoint a Project Management Agency to assist VSDC in maintaining database and physical verification and validation of the data which will be submitted by the prospective Voluntary Sector Organizations while applying for the inclusion of their name in the panel online as well as offline. Any issues to be faced by such organization, have to be addressed by the PMA.

PMA will also have to scrutinize replies to various tenders, NIB, RFPs etc. which will be floated by VSDC time to time and help the center to finalize the same in a proper and legal manner.

PMA will develop and maintain their Helpdesk Monitoring Office at Jaipur only.

**PERIOD OF ENGAGEMENT**

The PMA shall be engaged for a period of 03 years, which can be extended for next 3 years subject to the increment, matching the Government parameters.

  
मुख्य कार्यकारी अधिकारी  
स्वैच्छिक क्षेत्र विकास केन्द्र

## **EMD/Refund of EMD**

2. The Bidder will deposit the Cost of Tender Rs.1,000.00 (Rs. One Thousand only) & Earnest Money Deposit (EMD) of Rs.1,00,000.00 (Rs.One Lakh only) in form of DD/ Bank Check mentioned Detailed as per NIB.
3. This EMD of unsuccessful bidders shall be refunded soon after final acceptance of tender.
4. The EMD of the successful bidder will be refunded without any interest, after the term of 3 years/extended period is over.

## **EVALUATION OF THE BIDS**


Overall evaluation will be done on two basis –Technical qualification & Financial qualification on L1 basis.

Bidders should clearly indicate, giving explicit supporting documentary evidence, with respect to the technical parameters.

VSDC will evaluate the technical proposals on the basis of their responsiveness to this NIB and applying the evaluation criteria as specified below.

An Evaluation Score (ES) shall be assigned to each prospective bidder on the basis of the technical bid submitted. The technical evaluation score shall be based on the number of points that shall be awarded as per the following Evaluation Criteria table: -

S.No.	Technical Evaluation (ES) Criterion	Maximum Score	Supporting documents to be submitted
1.	<b>Profile</b>	50	Copy of Audited Financial Statement/ Certificate from Statutory Auditor
	1.1 Average Annual Turnover in past 3 years From Rs.2 Crores to Rs.5 Crores More than Rs. 5 Crores	10 20	
	1.1.1 Positive Net worth of the agency in past year Atleast Rs.50 Lakhs More than Rs.1 Crores	10 20	
	1.2 Head Office in Jaipur	10	
2.	<b>Experience</b>	10	Copy of such empanelment/agreements with other Govt Departments/PSU of repute/NGOs/Autonomous bodies.
1.1 Empanelment/Helpdesk Providing Experience with Govt Organisations/PSUs/Autonomous bodies - Atleast 2 with Central Govt Organisation/PSU - More than 2 empanelment/ helpdesk projects	05 10		
3.	<b>Personnel Interview (from those parties who gets 35 marks out of 60 from the above mentioned parameters)</b>	40	
	Methodology, approach and team deployment plan	40	-

  
मुख्य कार्यकारी अधिकारी  
स्वैच्छिक क्षेत्र विकास केन्द्र



# VOLUNTARY SECTOR DEVELOPMENT CENTRE

(स्वैच्छिक क्षेत्र विकास केंद्र)

## Financial Bid Format

(To be submitted by the bidder only in Separate Sealed Envelope)

The Chief Executive Officer,  
VSDC,  
222-223, Yojna Bhawan,  
Jaipur - Rajasthan

Sir,

**Sub: Appointment of Project Management Agency (PMA) for providing professional /expert manpower/ Service at VSDC office for implementation and enforcement of the activities undertaken by VSDC for Registration and Accreditation Process.**

The undersigned, having read and examined in detail all the RFP documents in respect of appointment of Project Management Agency (PMA) for BEE do hereby express their interest to provide Services and infrastructure as specified in the scope of work for the various work in Rajasthan.

The Task based deliverables and payment schedule will be as follows:

S. No	Name of Work	Fees Per Registration/ Accreditation (In thousands)	Proposed Payable Service (Combining Both) Fee to PMA Agency (Not exceed 70% of Fee) Amount in figure
1	1. Registration NGO/TRUST/FOUNDATION etc.	1000/-	
	2. Accreditation NGO/TRUST/FOUNDATION etc.	5000/-	

**Important Note (1)** Financial Bid will be opened for those bidders who will score more than 70% in their technical score and Bidder would be selected on the basis of Least Cost Based Selection Method (LCBS) i. e. L1 method

(2) All transactions will be done through PD Account No. 19064; Budget Head are under as:

- (a)8342-other deposits
- (b)00-other deposits
- (c)120-miscellaneous deposits
- (d)72-swechchik kshetra vikas kendra
- (e)00-

  
मुख्य कार्यकारी अधिकारी  
स्वैच्छिक क्षेत्र विकास केंद्र



Note:

- Least cost (L1) is the lumpsum cost quoted by the Agency
- The financial proposal shall take into account all expenses and tax liabilities associated in execution of the deliverables as per the R

FP except the GST. GST, if any, shall be applicable as per prevailing rates.

The agency will be responsible for the delivery, content, technical quality and accuracy of the report.

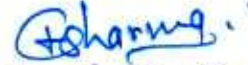
All deliverables shall be submitted to VSDC

The fee is payable upon satisfactory completion and acceptance of the deliverables ON Monthly basis.

We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

[Name and Signature of the Agency Authorized Person]

[Designation]



मुख्य कार्यकारी अधिकारी  
स्वैच्छिक क्षेत्र विकास केन्द्र

कार्यालय स्वैच्छिक क्षेत्र विकास केन्द्र, जयपुर

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

**Any person participating in procurement 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 that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- [C] Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process.
- [D] Not misuse any information shared between the procuring Entity and the Bidders with intent to gain unfair advantage in the procurement process.
- [E] Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process.
- [F] Not obstruct any 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 country during the last three years or any debarment by any other procuring entity.

**Conflict of Interest:-**

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

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

- 1. 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 the decisions of the Procuring Entity regarding the bidding process; or
  - E. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - F. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Service that are the subject of the Bid; or
  - G. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Date:

Place:

Signature or Bidder  
Name

  
मुख्य कार्यकारी अधिकारी  
स्वैच्छिक क्षेत्र विकास केन्द्र



कार्यालय स्वैच्छिक क्षेत्र विकास केन्द्र, जयपुर

**Annexure B: Declaration by the Bidder regarding Qualification**

**Declaration by the Bidder**

In relation to my/our Bid submitted to ..... for procurement of.....in response to their Notice Inviting Bids .....Dated .....I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 that:

1. I/We possess the necessary professional, technical, Financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document:
3. I/We are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons:
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings:
5. I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition:

Date:

*(Signature)*

Signature or Bidder

Place:

मुख्य कार्यकारी अधिकारी  
स्वैच्छिक क्षेत्र विकास केन्द्र

Name

Designation:

Address:

कार्यालय स्वैच्छिक क्षेत्र विकास केन्द्र, जयपुर  
**Annexure C: Grievance Redressal during Procurement Process**

The designation and address of the  
First Appellate Authority

Secretary (Plan) Planning Department  
Rajasthan, Jaipur

The designation and address of the  
Second Appellate Authority

Principal Secretary (Finance) Finance Department  
Rajasthan, Jaipur

**1) Filing an appeal:**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

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


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

- 2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- 3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file an appeal within fifteen days from the expiry of the period specified in the Para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

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

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

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

  
मुख्य कार्यकारी अधिकारी  
स्वैच्छिक क्षेत्र विकास केन्द्र



5) **Forms 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 respondent 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.

6) **Fee for filing appeal:-**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

7) **Procedure for disposal of appeal:-**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, 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 Authority, as the case may be shall.
  - (2) Peruse or inspect documents, relevant records or copies there of relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies there of relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Date:

Place:

*G. Sharma*

मुख्य कार्यकारी अधिकारी  
स्वैच्छिक क्षेत्र विकास केंद्र

Signature or Bidder

Name

Designation:

Address:

**कार्यालय स्वैच्छिक क्षेत्र विकास केन्द्र, जयपुर**  
**Annexure D: Additional Conditions of Contract**

**1. Correction of arithmetical errors:-**

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis.

- i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected and
- iii) If there is a discrepancy between 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 (i) and (ii) above.

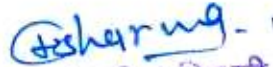
If the Bidder that submitted the lowest evaluated Bids does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

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

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

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

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that

  
मुख्य कार्यवाही अधिकारी  
स्वैच्छिक क्षेत्र विकास केन्द्र



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

Date:

Signature or Bidder

Place:

Name

Designation:

*Sharma*  
मु.क.  
स्वैच्छिक क्षेत्र विकास केंद्र

**FINANCIAL UNDERTAKING**

I/We have clearly understand all the terms and conditions of the Bid and agreement etc. and agree to undertake the tender document at the rate quoted by me/us at the destinations specified by department.

I/We will assure that I/We will strictly abide by the terms and conditions of the Bid, agreement and the orders of concerned head of office from time to time.

I/We will furnish the prescribed performance security amount of 5% on the total value of the cost of the quantity for supply within seven (7) days of the acceptance of my/our Bid and enter into agreement. I/We are well aware of the forfeiture clauses in the terms and conditions of the Bid and my/our Bid security stand forfeited. If I/We fall to furnish the prescribed performance security and also enter into agreement within seven days of acceptance of my/our Bid and I/We will strictly abide by the terms and conditions etc. as per agreement. In the event of non-fulfillment of contract me/us, my/our security deposit or any amount stand cancelled besides blacklisting me/us.

  
मुख्य कार्यकारी अधिकारी  
स्वच्छिक क्षेत्र विकास केंद्र

Signature or Bidder

Name

Designation:

Address: