

**Tender/Bid Document for providing the services of service points on
job basis to Tribal Area Development Department**

SCHEME/PROJECT PROFILE:

This project has been envisaged to strengthen Commissionerate, ITDAs/ITDP, TRI and Micro projects in terms of infrastructure and manpower to gear up process of monitoring and implementation of activities commensurate with guideline given by GOI. The duration of the project is for three years only.

Eligibility Criteria:

1. Online Bid in conformity with the Notice for Inviting Bid (NIB) are invited by the TADD, from competent and qualified Bidders (Company/ Limited Liability Partnership Firm /society/cooperative society/Joint Venture// Partnership Firm/Organizatipon/ Proprietorship firm) for providing the services of service points on job basis. The agencies should have : relevant valid Registration Certificate, including (A) registration with the Regional Labour Commissioner, (B) EPF Registration, (C) ESI Registration, (D) Service Tax Registration, (E) PAN Card, (F) up to-date (2016-17) Service Tax clearance Certificate and (G) have experience in a similar line of business for more than 3 years towards Providing the services of service points on job base contract/manpower supply.
2. The Bidder should have Avrage Annual Turnover not less than Rs.50.00 Lacs. (Fifty lacs) in preceding three financial years.
The bidder should have aggregate net profit for three preceding Financial Years as revealed by audited balance sheet.
3. **Pre-condition for applying**
In case of a company, Registration Certificate issued by Registrar of Companies along with Memorandum of Association (MOA) and Article of Association (AOA) should be submitted.
In case of a society, cooperative society, Registration Certificate issued under Societies Registration Act, Cooperative Societies Act along with copy of bye laws be submitted.
In case of a partnership firm, Registration Certificate issued by Registrar of Firms along with power of attorney in favor of one partner duly signed by all the partners of the firm.
Any other equivalent document in case of any other registered entity.
VAT Registration Certificate, Service Tax Registration Certificate in the name of the Bidder.

A. Preparation & Submission of Bid

1. The Tender/Bid document can be downloaded from the website of the TADD www.tad.rajasthan.gov.in / website of www.sppp.rajasthan.gov.in / <http://eproc.rajasthan.gov.in>
2. The cost of Tender/Bid Document Rs. 400/- (Rupees four hundred only) and EMD Rs.13.12 Lacs (Thurty lacs twelve thousands) should be deposited by demand draft/Banker Cheque/BG drawn in favor of Commissioner, Tribal Area Development Department, Udaipur payable at Udaipur. And a Demand Draft/Banker's Cheque for Rs. 1000/- (Rupees One Thousand Only) should be drawn in the name of Managing Director, Raj-Comp Info Services Limited, Jaipur, payable at Jaipur

for processing fee. All the three number Banker Cheque/ Demand Draft should be deposited physically in the office of The Commissioner, Tribal Area Development Department, Udaipur while submitting the e-bid.

3. Nature of Bid-Least Cost Selection

The bid is a percentage bid therefore it will be mandatory for the bidder that the service point cost as specified in Annexure-F is paid to the deliverables. The bidder should quote only consolidated service charge rate in percentage at which services will be provided by the bidder in the "Financial Bid"/BOQ online. The lowest consolidated service charge in percentage will be the basis for selection as lowest value bid.

It is mandatory for bidder to quote consolidated service charge rate in percentage for all deliverables mentioned in Annexure-F unconditionally. Taxes applicable, if any, as per law and policy of Govt. of Rajasthan will be paid by TADD in addition to quoted consolidated service charge rate in percentage.

4. Currencies of Proposal and Payments

The service cost on service points / deliverables quoted in Annexure-F is in Indian Rupees and all payments shall be made in Indian Rupees.

5. Qualification & Submission of CV's

Work profile detail of service points is as per TOR (Annexure-G). The successful bidder will have to submit bio data and photo copy of testimonials along with other information as stated in serial no. 3 under "General Condition of Contract" duly attested by the bidder at the time of deployment to TADD. TADD reserves all rights to accept/reject the deployment.

6. Only One Proposal

The bidder (including any joint venture member) shall submit only one proposal. Submission of more than one Tender/Bid paper by a bidder for a particular work shall be disqualified and rejected.

7. Duration of Assignment

The duration of the assignment will be Three Years initially, which may be extended as per rules subject to requirement of department and agreement of both parties.

8. Period of Validity of Bids:

- a. Bids shall remain valid for the period of 180 days, as specified in NIB, after the bid submission deadline date prescribed by the tendering authority. A bid valid for a shorter period shall be rejected by the tendering authority as nonresponsive bid.
- b. In exceptional circumstances, prior to the expiration of the bid validity period, the tendering authority may request bidders to extend the period of validity of their Bids. The EMD shall also be extended for a corresponding period. A bidder may refuse the request without forfeiting its bid security i.e. EMD. A bidder granting the request shall not be required or permitted to modify its bid.

The request and the responses shall be made in writing.

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9. EMD

Every bidder, if not exempted, participating in the bidding process must furnish the required Earnest money deposit as specified in Notice Inviting Bid (NIB). The EMD of unsuccessful bidders shall be refunded soon after final acceptance of bid and award of contract. In case of best/ successful bidder(s), the EMD, may be adjusted in arriving at the amount of the PSD. EMD of a bidder lying with Commissioner, Tribal Area Development Department, Udaipur in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. No interest will be paid on amount of EMD/ Security Deposit.

10. Forfeiture of EMD/Bid security- The EMD/Bid security taken from the bidder shall be forfeited in following cases:

- i. When the bidder withdraw or modifies his bid proposals after opening of bids.
- ii. When the bidder does not execute the agreement in accordance of RTPP Rules provisions after placement of order within specify time.
- iii. When the bidder fails to commence the supply of goods and services as per purchase/ work order/ latter of award within the time prescribed.
- iv. When the bidder does not deposit the security money after the work order is placed.
- v. To against any dues against the firm from any other contract with TADD.
- vi. When the successful bidder fails to complete the services satisfactorily within the time specified.
- vii. If the successful bidder breaches any provision of code of integrity prescribed for bidders is RTPP Act and chapter VI of the rules.

11. Technical Bid Format & Content

The Technical Bid shall not include any financial information. A Technical Bid containing material financial information shall be declared non-responsive.

Depending on the nature of the assignment, the Bidder is required to submit a Full Technical Bid (TECH -1 to TECH-3), as indicated in the TECH Standard Formats provided with bid.

12. Financial Bid Format & Content

The Financial Bid shall be prepared using the standard Format FIN-1 provided with Bid.

13. Price Validity & Rate Escalation

The service charges/rates quoted by the agency shall be fixed for a period of three years and no request for any change/modification shall be entertained before expiry of the contract period.

Escalation in rates request will not be accepted on any grounds during the period the contract is in force.

14. Deployment

The services on service points will have to be provided by the agency within 30 days from the award of contract.

15. Sub-contracting: The successful bidder shall not assign, transfer, pledge or sub-let his contract or any substantial part thereof to any other agency.

16. Submission of Proposals

- a. The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must sign such corrections. Submission letters for Technical Proposals should be in the format of TECH-1.
- b. The bidder should ensure that self-attested copies of all relevant documents required for Technical Bid have been uploaded on website all original documents/certificates/Licenses will be produced for verification at time of opening of Tech Bid if demanded.
- c. Both the proposal (Financial and Technical) will be submitted electronically/ online through the website of state public procurement portal only within time frame for submission.
- d. The Bidder or a person authorized by the Bidder shall sign all pages of bid documents. The authorization shall be in the form of a written power of attorney accompanying the Bid in prescribed format (Annexure – H) or in any other form demonstrating that the representative has been duly authorized to sign.
- e. A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.
- f. The bidder have to upload Annexure – A to G with Technical Bid.

17. Format and Signing of Bid:

- a. The bid forms/templates/annexures etc., wherever applicable in technical Bid shall be typed or written in indelible ink and shall be signed (all the pages) by a person duly authorized to sign, in token of acceptance of all the terms and conditions of the bidding document. This authorization shall consist of a written letter of Authorization as per Annexure-E.
- b. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the authorized person signing the bid.
- c. The bid, duly signed (digitally) by Authorized signatory, should be uploaded on the eproc portal in respective file/ format.

18. Confidentiality:

- a. Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract award.
- b. Any attempt by a bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of his bid.
- c. From the time of bid opening to the time of Contract award, if any bidder wishes to contact the tendering authority on any matter related to the bidding process, he is allowed to do so in writing.

19. Conflict of Interest:

- a. TADD considers a conflict of interest 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. In pursuance of TADD Procurement Ethics requirement that bidders, suppliers, and contractors under contracts, observe the highest standard of ethics, TADD will take appropriate actions against the bidder(s), if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently all bidders found to have a conflict of interest shall be disqualified.
- b. A bidder may be considered to be in a conflict of interest if the bidder or any of its affiliates participated as a consultant in the preparation of the solicitation documents/RFP for the procurement of the goods and services that are the subject matter of the bid.
- c. It may be considered to be in a conflict of interest with one or more parties in the bidding process if.
 - i. They have controlling shareholders in common; or
 - ii. It receives or have received any direct or indirect subsidy from any of them; or
 - iii. They have the same legal representative for purposes of the Bid; or
 - iv. They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the tendering authority regarding this bidding process.

B. Opening Of Bid

1. Bid Opening/ Opening of Tenders:

- a. The Bid Evaluation Committee will perform the bid opening, which is a critical event in the bidding process.
- b. The Technical Bids shall be opened online through eprocurement portal. Bidder may access the document online.
- c. All the bids uploaded up to specified date and time shall be opened online, on date and time at the specified place in the presence of bidders or their authorized representatives who may choose to be present as per procedure laid down in RTPP Rules 2013. Alternatively, the bidders may also view the bid opening status/ process online at eProc website.
- d. All the documents comprising of technical bid/ cover shall be opened ONLINE on the eProc website (only for the bidders who have submitted the prescribed fee(s) physically to Commissioner, Tribal Area Development Department, Udaipur (Here after referred as TADD))

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C. Evaluation of Technical Bid

1. The evaluation shall be completed by the Bid Evaluation Committee as early as possible after opening of technical bids.
2. The eligible bidders whose bid is determined to be substantially responsive shall be considered to be qualified in the technical evaluation, unless disqualified pursuant to clause "Conflict of Interest" or "Disqualification".
3. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be eligible for financial bid opening.
4. The firms qualifying in technical evaluation will be informed.
5. The bid evaluation committee shall have full powers to undertake negotiations if any.
6. **Tendering authority's Right to accept/ Reject any or all of the Bids:** The tendering authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the bidders.
7. **Price / purchase preference in evaluation.** - Price and / or purchase preference notified by the State Government shall be considered in the evaluation of bids and award of contract.

E. Evaluation of Financial Bids

1. The financial bids/ cover of bidders who qualify in technical evaluation shall be opened ONLINE at the notified time, date and place in the presence of the bidders or their representatives who choose to be present. Alternatively, the bidders may also view the financial bid opening status/ process online on e-proc website.
2. The process of opening of financial bids/ covers shall be similar to that of technical bids.
3. **Acceptance of the Tender/ Bid :**
 - a. The tendering authority shall award the Contract to the bidder whose proposal/ bid has been determined to be the lowest value bid.
 - b. As soon as a bid is accepted by the tendering authority, its written intimation (LOA) would be sent to the concerned bidder asking to execute an agreement.
 - c. The acceptance of an offer is complete as soon as the letter of communication is posted to the last notified address/correct address of the bidder(s).
 - d. The acceptance of the bid shall also be placed on website of www.tad.rajasthan.gov.in, www.sppp.rajasthan.gov.in & <http://eproc.rajasthan.gov.in>. General information to all.

4. NEGOTIATIONS:

- a) Negotiations may be conducted with the lowest bidder only. In case of non-satisfactory achievement of rates from lowest bidder, Commissioner TADD may choose to make a written counter offer to the lowest bidder and if this is not accepted, Commissioner TADD may decide to reject and re-invite fresh tenders or to make the same counter-offer first to the second lowest bidder, then to the third lowest bidder and so on in the order of initial bidding, and work order be awarded to the bidder who accepts the counter offer.
- b) In the case, when the quotations given by the bidder during negotiations is higher than the original quotation of the bidder then the bidder will be bound by the lower rate originally quoted by the bidder.
- c) In case of negotiations, representative of the bidder attending negotiations must possess written authority from the bidder to the effect that he is competent to modify/amend the submitted tender deviations and rates offered by them.
- d) In the event the TADD does not find the lowest quoted rate, acceptable to it, then the tender will be scrapped and may be re-invited, or TADD may take any other suitable action as deemed fit looking to the exigency of the work.

5. Correction of Errors

The bidders are required to quote their consolidated service charge rates in percentage both in words and figures (The bidder should also sign on any overwriting or any correction made in the tendered rate). If there is a discrepancy between words and figures, the bid evaluation committee shall correct arithmetical errors in substantially responsive bids, on the following basis, namely

(a) 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

(b) 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.

6. Disqualification

Tendering authority may at its sole discretion and at any time during the processing of bids, disqualify any bidder/ bid from the bid process if the bidder:

- i. Has not submitted the bid in accordance with the bidding document.
- ii. Has submitted bid without submitting the prescribed Tender Fee, Processing Fee, EMD or the Bidder's authorization certificate.
- iii. Has imposed conditions in his bid.
- iv. During validity of the bid or its extended period, if any, increases his quoted prices.
- v. Has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- vi. Has failed to provide clarifications related thereto, when sought.
- vii. Has submitted more than one bid. This will cause disqualification of all bids submitted by such bidders including forfeiture of the EMD.
- viii. Is found of canvassing, influencing or attempting to influence in any manner for the qualification or selection process, including without limitation, by offering bribes or other illegal gratification.

7. Agreement

- i. The successful bidder will enter into an agreement with this office on non-judicial stamp paper of Rs.5000/- (Rupees Five Thousand Only) within 15 days from the date of award of work order. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of three year commencing from the date of actual deployment of deliverables to TADD and shall continue to be in force in the same manner, unless terminated in writing.
- ii. The agreement period of this tender is for three year. The contract/agreement can be extended subject to satisfactory performance of the agency.
- iii. The format of agreement in prescribed format which will be shared in due course of time. Until a formal contract is prepared and executed the letter of acceptance shall constitute a binding contract.

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F. Performance Security, Penalty and Liquidity Damages

1. Performance Security Deposit

Performance security deposit shall be solicited from the successful bidder the amount of performance security deposit shall be 5% of the amount of the total contract value. The bidder shall deliver the performance security deposit to the TADD within 15 days after award of the work order in the form of an account payee demand draft or banker's cheque of a scheduled bank in India / Bank Guarantee drawn in favor of "Commissioner, Tribal Area Development Department, Udaipur payable at Udaipur. The submitted bank guarantee shall be got verified by issuing bank. The performance security deposit furnished in the form of a document shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. Any recovery which not recouped from running bills shall be recovered from final settlement of PSD.

2. Penalty / Recovery Clause :

- i. If service points needs replacement for reasons what so ever will replace positively within three working days. A penalty amounting to Rs. 250/- per service point per day will be imposed after three working days.
- ii. A penalty of Rs. 250/- per service point per day will be imposed on unauthorized absence of service point from duty.
- iii. Any recovery on account of the service point shall be affected from the agency's subsequent bills.

3. Liquidated Damages provision

Except as provided under terms of this document, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of Liquidated Damages in terms of this document, unless an extension of delivery period is agreed.

In case of extension in delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of service which the selected bidder has failed to supply.

No.	Conditions (Days rounded off to the nearest integer)	LD %
(a)	Delay up to $\frac{1}{4}$ period of prescribed delivery	2.5%
(b)	Delay exceeding $\frac{1}{4}$ but not exceeding $\frac{1}{2}$ of prescribed period	5%
(c)	Delay exceeding $\frac{1}{2}$ but not exceeding $\frac{3}{4}$ period of prescribed period	7.5%
(d)	Delay exceeding $\frac{3}{4}$ of prescribed period	10%

Note

- i. Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
 - ii. The maximum amount of agreed liquidated damages shall be 10%.
 - iii. If the bidder required an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to Commissioner, Tribal Area Development Department, Udaipur which has placed the supply order, for the same immediately on occurrence of hindrance but not after the stipulated date of completion of supply.
- B. Delay period may be extended with or without liquidated damages if the delay in supply of deliverables is on account of hindrances beyond the control of the bidder.
- C. Any Liquidated Damages would be deducted from the due payment.

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GENERAL CONDITIONS OF CONTRACT

1. All service deliverables provided by service provider will be duly qualified and skilled in performing such services as per the eligibility criteria and ToR indicated in Annexure-F as required by this office from time to time. Preference will be given to the retired government employees.
2. The quantity of deliverables & services may be increased or decreased by the procurer during currency of the contract.
3. The deliverables provided for service points by the Agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the deliverables whom they are recommending. Before deployment, the character and antecedents of persons will be verified by the Service Provider through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect shall be submitted to this office. The service provider will also ensure that the deliverables provided are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such deliverables who are not found suitable by the office for any reasons immediately on receipt of such a request. A certificate to this effect should be submitted in the form of an Affidavit.
4. There is no Master and Servant relationship between the employees of the service provider and this office.
5. The service provider's deliverables shall not claim any benefit/compensation/absorption/regularization of services from/in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
6. The service provider's deliverables shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as of confidential/secret nature.
7. The service provider's deliverables should be polite, cordial, positive and efficient and follow official decorum and formal dress code while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of deliverables provided by them. The agency shall be bound to prohibit and prevent any of their deliverables from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this Department. The decision of the Officer-in-charge on any matter arising under the clause shall be final and binding on the agency.
8. That the deliverables engaged preferably not below the age of 40 years and above 65 yrs.
9. The functional control over the deliverables provided by the Agency will rest with TADD and the disciplinary/administrative/Technical control will be with the Agency.
10. This office may require the service provider to dismiss or remove from the work place, any deliverables, provided by the service provider, who may be incompetent or ineligible for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its deliverable, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

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11. The service provider has to provide Photo Identity Cards to the deliverables provided by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
12. The transportation, food, medical and other statutory requirements in respect of each deliverables of the service provider shall be the responsibility of the service provider.
13. Subject to terms of this document, no variation in or modification of the terms of contract shall be made except by written amendment.
14. The service provider shall ensure proper conduct of his deliverables in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking and loitering without work.
15. The service provider will provide the services at service points created temporarily for a shorter period also, in case of any exigencies as per the requirement of this office.
16. The service provider shall provide uninterrupted services to TADD.
17. The service provider shall be contactable at all times and messages sent by phone/email/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office in fulfillment of the contract from time to time.
18. This office shall not be liable for any loss, damage, theft, burglary or robbery of any deliverable belongings, equipment or vehicles of the deliverables of the service provider.
19. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against the damage by any staff engaged by the Agency. For any accident or casualty occurred during the course of working to any staff provided by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.
20. Working hours would be normally from 9.30 a.m. to 6.00 p.m. including half hour lunch break during working days. However, the concerned contractuals of service provider may have to work beyond office hours, if there is any urgency. They shall be punctual and shall abide by the directions of the Department in this regard.
21. The contractuals so kept on job contract by service provider may be called on holidays, before/after normal office hours, if required for which they will not be paid any extra remuneration.
22. If the contractuals go on official tour for government purpose from his work place, Department will pay travelling & Halting allowances at the rates which will be decided by the TADD.
23. One day leave in a month (non-cumulative) with permission shall be allowed to the service points.
24. If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procurer in writing of the fact of the delay, it's likely duration and it's cause(s).

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25. That on the expiry of the agreement as mentioned above, the agency will withdraw all its deliverables after making knowledge transfer to new service provider, if required within 15 days.
26. That if any amount is found payable by the bidders towards, wages, and statutory dues or in respect of any loss to this office property, the same shall be adjusted from the security deposit to the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
27. The procurer will not be responsible relating to employment statutory provisions and rules (as applicable) regulatory issues.
28. **Payment Schedule**
- The payment will be made on monthly basis based upon acceptable deliverables as per actual deployment of service points after receipt of bill in duplicate duly certified by the officer with whom such contractals are attached that his services are satisfactory and attendance as per bill the bill preferred by service provider of service.
 - The service provider will submit the bill in duplicate in respect of a particular month in the first week of the succeeding month. The payment will be released within a month from the date of submission of claim, complete in all respects. Taxes, if any, shall be deducted at source as per the relevant Act.
 - The bidder shall make payment to the service points at the rates specified in Annexure-F through Account payee Cheque/Banker Cheque/Demand Draft/ NEFT/RTGS only at the rate specified in annexure - F. The mode and details of payments to service points would be made available by the bidder, (as and when demanded by the procurer) with next month bills.
 - The service provider shall engage the necessary service points as required by the TADD from time to time. The said service points engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their remuneration and other dues every month in their bank account irrespective of the payments by TADD.
 - Penalty and LD, if any shall be deducted from the due payment.
 - That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
 - Change in the Applicable Law Related to Taxes and Duties :** If, after the date of contract, there is any change in the Applicable Law with respect to existing or new taxes and duties which increases or decreases the cost incurred by the bidder in performing the services, then the Reimbursable Expenses otherwise payable to the bidder under this contract shall be increased or decreased accordingly by agreement between the parties hereto, and corresponding adjustments shall be made to the contract price amount.
 - The Tax Deduction at Source (TDS) shall be made as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided to the agency by the Department similarly the service tax will be borne by TADD.

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- i. PF & ESI, if applicable, will be paid extra in addition to service cost per point per month as specified in Annexure-F. The mandatory contribution towards PF & ESI as per Govt. rules will be paid. The proof of deposition (copy of Challan) of contribution will be compulsorily submitted in the following month; otherwise the contribution paid in previous month will be deducted from the running monthly bill.

29. Accounting, Inspection and Auditing

The Bidder shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time charges and costs. Bidder will ensure to make available always his books of accounts for inspection of TADD.

30. Replacement of Deliverables

- a. Except as the bidder may otherwise agree in writing, no change shall be made in the Deliverables.
- b. Notwithstanding the above, the substitution of deliverables during contract execution may be Considered only based on the bidders written request and due to circumstances outside the Reasonable control of the bidder, including but not limited to death or medical incapacity. In Such case, the bidder shall forthwith provide as a replacement, a person of equivalent or Better Qualifications and experience.

31. Removable of Deliverables

- a. If the procurer finds that any of the deliverables has committed serious misconduct or has been charged with having committed a criminal action, or shall the procurer determine the bidders deliverable have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice while performing the Services, the bidder shall, at the procurers written request, provide a replacement.
- b. In the event that any of deliverable is found by the procurer to be incompetent or incapable in discharging assigned duties, the procurer, specifying the ground therefore, may request the bidder to provide a replacement.
- c. Any replacement of the removed deliverables shall possess same or better qualification and experience and shall be acceptable to the procurer.
- d. The bidder shall bear all costs arising out of or incidental to any removal and/or replacement of such deliverables.

32. Compliance with the code of integrity and no conflict of Interest: The bidder will follow the code of integrity and no conflict of Interest as mentioned rule 80 and 81 respectively of RTPP Rules-2013 in case of breach of any provision of the code of integrity by a bidder or a prospective bidder as the case may be, the TADD may take appropriate action in accordance with the provisions of sub-section (3) of section 11 and section 46 of RTPP Rules – 2013.

33. Grievance Redressed during the Procurement Process: Any grievance of a bidder pertaining to the procurement process shall be by way of filing an appeal to the First or second Appellate Authority, as the case may be, in accordance with the provisions of chapter III of the Act and Chapter VII of the Rules and as given in Appendix A of this bid.

34. Termination:

a. Termination for Default:

- i. The tender sanctioning authority of TADD may, without prejudice to any other remedy for breach of contract, by a written notice of default, of at-least 30 days, sent to the supplier/ selected bidder(s), terminate the contract in whole or in part: -

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- a) If the supplier/ selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by TADD; or
- b) If the supplier/ selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or If the supplier/ selected bidder(s), in the judgment of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
- c) If the supplier/ selected bidder commits breach of any condition of the contract.
- ii. If TADD terminates the contract in whole or in part, amount of PSD may be forfeited.
- b. **Termination for Insolvency:** TADD may at any time terminate the Contract by giving a written notice of at-least 30 days to the supplier/selected bidder(s), if the supplier/ selected bidder become bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier/ selected bidder(s), provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to TADD.
- c. **Termination for Convenience:**
 - i. TADD, by a written notice of at least 30 days sent to the supplier/ selected bidder(s), may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the supplier/ selected bidder under the Contract is terminated, and the date upon which such termination becomes effective.

"Force Majeure"

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Procurer either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procurer in writing of such conditions and the cause thereof. Unless otherwise directed by the Procurer in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 35. Notwithstanding anything stated above, the provisions of RTPP rules 2013/ RSR/ GF & AR will be applicable with respective amendments made by Govt. of Rajasthan.
- 36. Any clarification regarding this tender document clauses may obtained from the Commissioner, Tribal Area Development Department, Udaipur during office hours till seven days prior to opening date of technical bid.
- 37. **Settlement of Disputes**

General: If any dispute arises between the supplier/ selected bidder and TADD if any dispute arising out of contract shall be settled within jurisdiction of Udaipur procedurally during the execution of a contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the

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supplier/ selected bidder on the points of dispute. The representation so received shall be examined by TADD. The supplier/ selected bidder will also be given an opportunity of being heard. The Commissioner, Tribal Area Development Department, Udaipur will take a decision on the representation and convey it in writing to the supplier/ selected bidder(s) which would be final and binding to all.







General Instruction for Filling of E-Bid

The complete bidding document has been published on the website www.tad.rajasthan.gov.in & www.sppp.rajasthan.gov.in & <http://eproc.rajasthan.gov.in> for the purpose of downloading.

1. Bidders who wish to participate in this bidding process must register on <http://eproc.rajasthan.gov.in>.
2. 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, safe crypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
3. Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for Technical and financial proposal. However, DD's / Banker's cheque for tender fee, EMD and processing fee Should be submitted physically at the office of The Commissioner, Tribal Area Development Department, Udaipur , Jaipur and Scanned copy of same should also be uploaded along with the technical bid/ cover.
4. Commissioner, Tribal Area Development Department, Udaipur 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 Last hours 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. No contractual obligation whatsoever shall arise from the bidding process unless and until a formal contract is signed and executed between the tendering authority and the successful Bidder.
7. Training for the bidder on the usage of e-Tendering system (e-Procurement) is also being arranged by RISL on regular basis. Bidder interested for interested for training may contact e-Procurement Cell RISL for booking the Training slot.
 - a) Contact No. 0141-4022688/ Helpline Toll Free no. 1800-3070-2273 (Help desk 10 am to 6 pm on all working days)
 - b) E-mail: eproc@rajasthan.gov.in
 - c) Address: E-Procurement cell, RISL, Yojana Bhawan, Tilak Marg, C-Seheme, Jaipur.

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e-Tender No.

dated:

General Information about the Tenderer (to be filled by the tenderer and submitted alongwith tender)

(i) Name of the agency:-

Office Address and Telephone Nos:-

(ii) Labour Licence No. & Registration details:-

(iii) P.F.A/c No or Undertaking:-

(iv) PAN No:-

(v) Service Tax Registration number:-

(vi) ESI Code No:-

(vii) Annual turnover last four Years.

S.No.	YEAR	TURN OVER
1	2014-15	
2	2015-16	
3	2016-17	

(viii) Particulars of D.D/BC/BG as earnest money:'

(ix) Amount Rs. :- DD/BC No.:-

Issuing Bank with Date of Issue:-

(x) Declaration: I/WE hereby undertake that all terms and condition as mentioned above in the tender document are acceptable to me/us.

(Signature of the Bidder)

With complete address and seal

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM
(On bidders letter head duly signed authorized signatory)

{Location Date}

To:
Commissioner,
Tribal Area Development Department,
1, Saheli Marg, Udaipur.
Tel (0294)-2428721-24 ext. 217

Dear Sir,

We, the undersigned, offer to provide services of service points on job basis to the Commissioner, Tribal Area Development Department, Udaipur in accordance with your NIB of dated / /2017. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal online on eProc website <http://eproc.rajasthan.gov.in>.

{If the bidder is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a joint venture is already formed, "of the joint venture agreement" signed by every participating member, which details the legal structure of and the confirmation of joint and severable of the members of the said joint venture.}

{OR

If the bidders Proposal includes Sub-bidder, insert the following: We are submitting our Proposal with the following firms as Sub-bidder: {Insert a list with full name and address of each Sub-bidder.}

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepres

Our Proposal shall be valid and remain binding upon us for the period of time specified in the bid document.

(c) We have no conflict of interest as stated in the with BID.

(d) We meet the eligibility requirements as stated in bid and we confirm over outstanding of over obligation to abide by the code of integrity.

(e) Our Proposal is binding upon us and subject to any modification resulting from the contract negotiations.

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We undertake, if our Proposal is accepted and the Contract is signed, to initiate the services related to the assignment no later than the date indicated in the bid document.

We understand that the procurer is not bound to accept any Proposal that the procurer receives.

We remain yours sincerely

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Bidder (Firm's/Company's Name or JV's Name): _____

In the capacity of: _____

Address: _____

Contact Information (Phone and E-mail): _____

{For a joint Venture, either all member's shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}

Several handwritten signatures in blue ink are visible on the left side of the page. There are approximately five distinct signatures, some appearing to be initials and others more full names, all written in a cursive style.

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Form Tech-2 (for Full Technical Proposal)

We agree to abide by all the terms and conditions mentioned in this form issued by the Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

S. No.	Parameters	Remarks	Document Required	Document attached Yes/No	Enclosed at Page No.
1.	Whether bidder is incorporated & registered in India, under the Indian Companies Act or Limited Liability Partnership Act or in a Partnership firm and in operations in India for minimum of 3 years	Yes/No	In case of a company, Registration Certificate, Memorandum of Association (MOA) and Article of Association in case of partnership firm registration certificate power of attorney any other equivalent document in case of any other registered entity VAT/service Tax registration certificate in the name of bidder.	Yes/No	
2.	The bidder is not blacklisted/debarred by any department/organization/Board/undertaking/corporation of Central/State Govt.	Yes/No	A self-certified letter by the designated official of the responding Company perform annexure-E	Yes/No	
3.	The Bidder should have annual turnover not less than Rs. 50,00,000/- (Rupees Fifty Lacs) Per year in preceding three financial year.	Yes/No	CA certified copy of the audited profit and loss account/balance sheet of the last three financial years. In the absence of audited statements for the last year, provisional statements may be considered	Yes/No	
4.	The bidder should have aggregate net profit for three preceding Financial Years as revealed by audited balance sheet.	Yes/No	CA certified copy of the audited profit and loss account/balance sheet of the last three financial years. In the absence of audited statement for the last year, provisional statements may be	Yes/No	
5.	Experience in a similar line of business for more than three years towards providing the services on job base contract/man power supply.	Yes/No	copy of the contract /client letter certified & self-attested.	Yes/No	
6.	Whether the Bidder has submitted an undertaking to provide required number of resources as per	Yes/No	Declaration duly signed by authorized signatory.	Yes/No	

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	Annexure- F & G qualification in case of its selection as Service provider.				
7.	Whether Bidder is applying as Sole/Joint Venture Bidding?	Yes/No	Attach a Copy of intent or a copy of existing agreement.	Yes/No	
8.	The Bidder is to attach following:- (i) Registration with regional labour commissioner (ii) EPF registration (iii) ESI registration (iv) Service Tax Registration (v) PAN Card (vi) Up to date (FY.2016-17 service tax Clearance certificate.	Yes/No	Certified & self-attested.	Yes/No	
9.	The requisite tender fee amounting to Rs. 400/- (Rupees Four hundred only).	Yes/No	Scanned Copy of DD/BC No..... Date	Yes/No	
10.	The requisite processing fee amounting to Rs. 1000/- (Rupees One Thousand Only).	Yes/No	Scanned Copy of DD/BC No..... Date	Yes/No	
11.	The requisite EMD amounting to Rs. 13.12 lacs (Rupees Thirteen Lacs Twelve Thousand Only).	Yes/No	Scanned Copy of DD/BC/BG No..... Date	Yes/No	

Authorized Signature (In full and initials): _____

Name and Title of Signatory: _____

Name of Bidder (Firm's/Company's Name or JV's Name): _____

In the capacity of: _____

Address: _____

Contact Information (Phone and E-mail): _____

{For a joint Venture, either all member's shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}

TECH-3

Form TECH-3 (For Technical Bid Only)

BIDDER'S ORGANIZATION AND EXPERIENCE




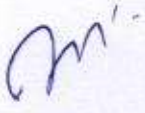
Form TECH-3: a brief description of the Bidder's organization and an outline of the recent experience of the Bidder that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Bidder's Key Experts and Sub-bidders who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-bidding, the amount paid to the Bidder), and the Bidder's role/involvement.

A – Bidder's Organization

1. Provide here a brief description of the background and organization of your firm/company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B – Bidder's Experience

1. List only previous similar assignments successfully completed in the last 3 years.
2. List only those assignments for which the Bidder was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Bidder's individual experts working privately or through other Bidding firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-bidders, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references.




Authorized Signature {In full and initials}: _____
Name and Title of Signatory: _____
Name of Bidder (Firm's/Company's Name or JV's Name): _____
In the capacity of: _____
Address: _____
Contact Information (Phone and E-mail): _____

{For a Joint Venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}

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Duration	Contract/work order no. and date	Name of Party	Approx. Contract value	Copy of contract/work order

Authorized Signature (In full and initials): _____

Name and Title of Signatory: _____

Name of Bidder (Firm's/Company's Name or JV's Name): _____

In the capacity of: _____

Address: _____

Contact Information (Phone and E-mail): _____

{For a Joint Venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}

[Handwritten signatures in blue ink]

Annexure-'A'

COMPLIANCE WITH THE CODE OF INTEGRITY AND NO CONFLICT OF INTEREST:-

Any person participating in a procurement process shall-

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

CONFLICT OF INTEREST:-

The bidder participating in a bidding process must not have a conflict of interest. A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

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 on the Bid of another bidder, or influence the decision 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 services that are the subject of the Bid; or

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- g. The bidder or any of its affiliates has been hired (or is proposed to be hired by the Procuring Entity as engineer-in charge/consultant for the contract.

Date:

Signature of Bidder with Seal

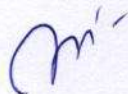
Name:

Designation:

Address:





Annexure-'B'

DECLARATION BY THE BIDDER REGARDING QUALIFICATIONS
DECLARATION BY THE BIDDER

In relation to my/our Bid submitted to Commissioner TADD Udaipur for procurement of In response to their notice inviting Bids No.....DatedI/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

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

Date:
Place:



Signature of Bidder with Seal
Name:
Designation:
Address:

Annexure-'C'

GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS

The designation and address of the First Appellate Authority is

.....

.....

....

The designation and address of the Second Appellate Authority
is.....

.....

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 ground on which he feels aggrieved:

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

Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial Bids, 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) will deal with the appeal as expeditiously as possible and will Endeavour to dispose it off within thirty days from the date of the appeal.

3. If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the First Appellate Authority, the bidder or prospective bidder or the procuring entity, as the case may be may file a second appeal to second Appellate Authority specified in the bidding document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date 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 will lie against any decision of the procuring entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provision limiting participating of bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of procurement process;

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(e) Applicability of the provisions of confidentiality

5. Form of Appeal:-

- (a) An appeal under Para (1) or (3) above will be in the annexed Form along with many copies as there are respondents in the appeal.
- (b) Every appeal will 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 maybe, in person or through registered post or authorized representative.

6. Fee for filling appeal

- (a) Fee for first appeal will be rupees two thousand five hundred and for second appeal will be rupees ten thousand, which will non-refundable.
- (b) The fee will be paid in the form of bank demand draft or banker's cheque of 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 maybe, upon filing of appeal, will issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, will,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned will pass an order in writing and provide the copy of order to the parties free of cost.
- (d) The order passed under sub-clause © above will be place on the State Public Procurement Portal.

Date:

Place

Signature of Bidder with Seal

Name:

Designation:

Address:

Government of Rajasthan

Office of Commissioner, Tribal Area Development Department, Udaipur

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FORM No. 1

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal No.of.....

Before the(First/Second Appellate Authority)

1. Particulars of Appellant:

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

2. Name and address of the respondent (s)

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order (enclose copy) or a statement of a decision, action or mission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposed to be represented by a representative, the name and postal address of the representative:

5. Number of Affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....

.....

(supported by an affidavit)

7. Prayer :

.....

.....

Place.....

Date.....

Signature

Appellant's

Annexure-'D'

ADDITIONAL CONDITIONS OF CONTRACT

1. Correction of Arithmetic Errors:-

Provided that a financial Bid is substantially responsive, the procuring entity will correct arithmetical errors during evaluation of financial Bids on the following basis:

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected, unless in the opinion of the procuring entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted will govern and the unit price will be corrected;
- (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the sub totals will prevail and the total will be corrected; and
- (iii) If there is a discrepancy between words and figures, the amount in words will prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures will prevail subject to clause (i) and (ii) above.

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

2. Procuring Entity's Right to Vary Quantities

The quantity mentioned in the Bid is the minimum approximate quantity that the bidder will have to compulsorily supply to specified destination.

- (a) At the time of award of contract, the quantity of Goods, works or service 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 process or other terms and conditions of the Bid and the conditions of contract.
- (b) If the procuring Entity does not procure any subject matter of procurement or procure 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.
- (c) 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 will not be more than 50% 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 will be free to arrange for the balance supply by limited bidding or otherwise and the extra cost incurred will be recovered from the supplier.

Government of Rajasthan

Office of 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

**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 supply will be taken from successful bidder, whose Bid is accepted, However, when it is considered that the quantity of the subject matter of supply to be supplied 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:

Place:

Signature of Bidder with Seal

Name:

Designation:

Address:







UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this Bid/tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We have signed all the pages in acceptance of the terms and conditions.

I/we further certify that I/we have not been debarred/ blacklisted by any department/organization/Board/undertaking/corporation of Central/State Govt.

I/We also undertake that I/We will not adopt any malpractices at any stage of bidding/execution.

Authorized Signature {In full and initials}: _____
Name and Title of Signatory: _____
Name of Bidder (Firm's/Company's Name or JV's Name): _____
In the capacity of: _____
Address: _____
Contact Information (Phone and E-mail): _____

{For a Joint Venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}

Four handwritten signatures in blue ink are visible on the left side of the page. The signatures are written in a cursive style and appear to be of different individuals.

Annexure-'F'

सर्विस प्वाइंट का विवरण

सर्विस दर प्रति प्वाइंट प्रति माह समेकित दर है इसमें सरकार के नियमों के अन्तर्गत आवश्यक योगदान जैसे EPF, ESI etc. शामिल नहीं है। यदि ये आवश्यक प्रावधानों के अन्तर्गत देय है तो जनजाति क्षेत्रीय विकास विभाग द्वारा वहन किये जाएंगे।

क्र.स.	सर्विस पॉइंट का नाम	योग्यता	दायित्व	सर्विस दर प्रति प्वाइंट प्रति माह (रु.में)	सर्विस प्वाइंट की संख्या	कुल सर्विस दर प्रति माह (रु.में)
आयुक्तालय, टी.ए.डी., उदयपुर के लिए सर्विस पॉइंट्स का विवरण						
1	सलाहकार (कृषि)	स्नातक (कृषि) एवं संबंधित कार्य करने का 10 वर्ष का अनुभव या विभाग से सेवानिवृत्त सहायक निदेशक के पद पर 5 वर्ष का अनुभव	अनुसूचित/माडा क्षेत्र में क्रियान्वित की जा रही कृषि/ उद्यानिकी/बाड़ी विकास एवं अन्य योजनाओं के प्रस्ताव तैयार कराना, शासन से स्वीकृति जारी कराना तथा क्षेत्र में योजनाओं के क्रियान्वयन का प्रभावी निरीक्षण/मोनिटरिंग करना, निर्धारित लक्ष्यों को समय पर अर्जित करने सम्बन्धी कार्य एवं आयुक्त, टीएडी तथा अन्य विभागीय अधिकारियों द्वारा निर्देशित कार्य करना।	25000	1	25000
2	सलाहकार (पशुपालन/डेयरी)	स्नातक (वैटनरी विज्ञान) एवं संबंधित कार्य करने का 10 वर्ष का अनुभव या पशुपालन विभाग से सेवानिवृत्त सहायक निदेशक के पद पर 5 वर्ष का अनुभव	अनुसूचित/माडा क्षेत्र में पशुपालन के साथ-साथ डेयरी एवं मत्स्य पालन से सम्बन्धित योजनाओं के प्रस्ताव तैयार कराना, स्वीकृतियां जारी कराना तथा योजनाओं का सतत् निरीक्षण एवं योजनानुसार समय पर लक्ष्य अर्जित करने हेतु प्रभावी मोनिटरिंग एवं आयुक्त, टीएडी तथा अन्य विभागीय अधिकारियों द्वारा निर्देशित कार्य करना।	25000	1	25000
3	सलाहकार (शिक्षा)	स्नातकोत्तर, एम.एड. एवं संबंधित कार्य करने का 10 वर्ष का अनुभव (करियर काउंसलिंग को वरियता) या शिक्षा विभाग से सेवानिवृत्त सीनियर सेकेंडरी स्कूल के प्रधानाचार्य के समकक्ष पद पर 5 वर्ष का अनुभव	अनुसूचित/माडा क्षेत्र में क्रियान्वित की जा रही योजनाओं से सम्बन्धित निम्न कार्य सम्पादित करेंगे :- 1. क्षेत्र भ्रमण एवं आश्रम छात्रावासों/आवासीय विद्यालयों का निरन्तर निरीक्षण एवं मोनिटरिंग। 2. शिक्षा से सम्बन्धित योजनाओं के प्रस्ताव तैयार कराना। 3. शासन से स्वीकृतियां जारी कराना। 4. आश्रम छात्रावासों/आवासीय विद्यालयों से सम्बन्धित शिकायतों का निस्तारण। 5. आयुक्त, टीएडी तथा अन्य विभागीय अधिकारियों द्वारा निर्देशित कार्य करना।	25000	2	50000

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4	सलाहकार (आयोजना/सांख्यिकी)	सांख्यिकी/गणित/अर्थशास्त्र/ए.बी.एस. टी. में स्नातकोत्तर डिग्री एवं संबंधित कार्य करने का 7 वर्ष का अनुभव या आर्थिक एवं सांख्यिकी विभाग/टी.ए.डी. विभाग/मूल्यांकन विभाग से सेवानिवृत्त सांख्यिकी अधिकारी/सहायक सांख्यिकी अधिकारी/अनुसंधान अधिकारी	आयुक्त कार्यालय स्तर पर परियोजना कार्यालयों से प्राप्त होने वाले प्रस्तावों को (निर्माण सम्बन्धी) परीक्षण कर राज्य सरकार को भिजवाये जाने से सम्बन्धित कार्य किया जाता है एवं आयुक्त, टीएडी तथा अन्य विभागीय अधिकारियों द्वारा निर्देशित कार्य करना।	20000	2	40000
5	कनिष्ठ सलाहकार (सिविल)	स्नातक डिग्री/डिप्लोमा (सिविल इंजि.) एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या सहायक अभियन्ता के पद से सेवानिवृत्त 5 वर्ष का अनुभव	अनुसूचित जनजातियों के हितों की रक्षा हेतु क्रियान्वित की जा रही विभिन्न योजनाओं का क्रियान्वयन करना। सुरक्षात्मक व्यवस्थापन प्रकोष्ठ में अवैध भूमि हस्तान्तरण, राजस्थान टिनेन्सी एक्ट की धारा 183(बी) एवं 183(सी) के तहत जनजातियों की भूमि पर किये गये कब्जों के निस्तारण का मोनिटरिंग कार्य। वन अधिनियम के तहत जनजातियों को अधिकार पत्र मिलने के बाद उस क्षेत्रफल की भूमि का राजस्व रिकॉर्ड में दर्ज कराना इत्यादि कार्य। यह अधिकारी उप निदेशक (सु.व्य.) के निर्देशन में कार्य सम्पादित करेगा एवं आयुक्त, टीएडी तथा अन्य विभागीय अधिकारियों द्वारा निर्देशित कार्य करना।	20000	2	40000
6	वरिष्ठ राजस्व सहायक	राजस्व विभाग में नायब तहसीलदार के समकक्ष पद से सेवानिवृत्त	अनुसूचित/माडा क्षेत्र में क्रियान्वित की जा रही जनजातियों के विकास से सम्बन्धित योजनाओं के क्रियान्वयन हेतु विभिन्न मदों में प्राप्त होने वाली राशि के समय पर व्यय को सुनिश्चित करना। उपयोगिता प्रमाण पत्र भारत सरकार/राजस्थान सरकार को समय पर प्रेषित करना। विभागीय लेखों का समय-समय पर निरीक्षण करना। कार्यकारी एजेन्सियों को समय पर राशि का हस्तान्तरण करना एवं आयुक्त, टीएडी तथा अन्य विभागीय अधिकारियों द्वारा निर्देशित कार्य करना।	15000	1	15000
7	वरिष्ठ लेखा सहायक	बी.कॉम. एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या सहायक लेखाधिकारी ग्रेड-1 के पद से सेवानिवृत्त	अनुसूचित/माडा क्षेत्र में क्रियान्वित की जाने वाली विभिन्न योजनाओं के प्रस्ताव तैयार करना, वित्तीय एवं भौतिक लक्ष्यों का आंकलन कर निर्धारण करना। योजनाओं की वित्तीय एवं भौतिक प्रगति तैयार करा शासन को प्रेषित करना एवं आयुक्त, टीएडी तथा अन्य विभागीय अधिकारियों द्वारा निर्देशित कार्य करना।	15000	2	30000
योग					11	225000.00

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मोनिटरिंग ऑफ आई.टी.डी.पी. (5 परियोजना अधिकारी कार्यालय, टी.ए.डी. उदयपुर, डूंगरपुर, बांसवाड़ा, प्रतापगढ़ एवं आबूरोड) के लिए सर्विस पॉईंट्स का विवरण						
1	कनिष्ठ सलाहकार (कृषि)	स्नातक (कृषि) एवं संबंधित कार्य करने का 05 वर्ष का अनुभव या कृषि विभाग से सेवानिवृत्त सहायक निदेशक / कृषि अधिकारी के पद पर 5 वर्ष का अनुभव	अनुसूचित क्षेत्र में कृषि/उद्यानिकी से संबंधित योजनाओं का क्षेत्र की आवश्यकताओं को मद्देनजर रखते हुए प्रस्ताव/बजट तैयार कर मुख्यालय को प्रस्तुत करेंगे। उपरोक्त योजनाओं का प्रभावी पर्यवेक्षण करेंगे तथा समय समय पर निरीक्षण करेंगे एवं आयुक्तालय, टी.ए.डी. तथा परियोजना अधिकारी द्वारा निर्देशित कार्य करना।	20000	5	100000
2	कनिष्ठ सलाहकार (पशुपालन/डेयरी)	स्नातक (वैटनेरी विज्ञान) एवं संबंधित कार्य करने का 05 वर्ष का अनुभव या पशुपालन विभाग से सेवानिवृत्त सहायक निदेशक/पशुपालना अधिकारी के पद पर 5 वर्ष का अनुभव	अनुसूचित क्षेत्र में पशुपालन, डेयरी तथा मत्स्य से संबंधित योजनाओं का क्षेत्र की आवश्यकता अनुसार निर्माण करेंगे तथा तत्संबंधित बजट भी तैयार कर मुख्यालय को प्रस्तुत करेंगे। उपरोक्त योजनाओं का प्रभावी पर्यवेक्षण करेंगे तथा समय समय पर निरीक्षण करेंगे एवं आयुक्तालय, टी.ए.डी. तथा परियोजना अधिकारी द्वारा निर्देशित कार्य करना।	20000	5	100000
3	कनिष्ठ सलाहकार (लेखा)	बी.कॉम. एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या कोष एवं लेखा से सेवानिवृत्त सहायक लेखाधिकारी ग्रेड-॥	अनुसूचित क्षेत्र में क्रियान्वित की जा रही जनजातियों के विकास से संबंधित योजनाओं के क्रियान्वयन हेतु विभिन्न मदों में प्राप्त होने वाली राशि के समय पर व्यय को सुनिश्चित करना। उपयोगिता प्रमाण पत्र आयुक्तालय को समय पर प्रेषित करना। विभागीय लेखों का समय-समय पर निरीक्षण करना एवं आयुक्तालय, टी.ए.डी. तथा परियोजना अधिकारी द्वारा निर्देशित कार्य करना।	15000	5	75000
4	कनिष्ठ सलाहकार (सांख्यिकी)	सांख्यिकी/गणित/अर्थशास्त्र/ए.बी.एस. टी. में स्नातक डिग्री एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या आर्थिक एवं सांख्यिकी विभाग/टी.ए.डी. विभाग/मूल्यांकन विभाग से सेवानिवृत्त सहायक सांख्यिकी अधिकारी/सांख्यिकी निरीक्षक/अनुसंधान सहायक	परियोजना कार्यालय स्तर पर क्रियान्वित की जा रही योजनाओं के प्रस्ताव तैयार कर आयुक्तालय को भिजवाना। जिले को आवंटित लक्ष्यों को अर्जित करने हेतु कार्यवाही तथा योजनाओं की भौतिक एवं वित्तीय प्रगति तैयार कर मुख्यालय को प्रेषित करना एवं आयुक्तालय, टी.ए.डी. तथा परियोजना अधिकारी द्वारा निर्देशित कार्य करना।	15000	5	75000
5	तकनीकी सहायक (सिविल)	स्नातक डिग्री/डिप्लोमा (सिविल इंजि.) एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या सहायक अभियन्ता/कनिष्ठ अभियन्ता के पद से सेवानिवृत्त	जिले में आवश्यकताओं के अनुसार निर्माण कार्यों से सम्बन्धित विभिन्न योजनाओं के प्रस्ताव तैयार करना, नवीन/निर्माणाधीन आश्रम छात्रावासों, खेल छात्रावासों, आवासीय विद्यालयों तथा अन्य निर्माण कार्यों का पर्यवेक्षण कार्य एवं आयुक्तालय, टी.ए.डी. तथा परियोजना अधिकारी द्वारा निर्देशित कार्य करना।	12000	10	120000

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6	मशीन विथ मैन	स्नातक एवं कम्प्यूटर के व्यावहारिक ज्ञान के साथ हिन्दी एवं अंग्रेजी टंकण का ज्ञान एवं इंटरनेट का ज्ञान	जनजाति विभाग द्वारा क्रियान्वित की जा रही विभिन्न योजनाओं की प्रगति तैयार करना, उपयोगिता प्रमाण पत्र तैयार करना, IFMS एवं Scholarship incentive portal पर कार्य करना एवं कम्प्यूटर सम्बन्धी अन्य समस्त कार्यों का सम्पादन एवं आयुक्तालय, टीएडी तथा परियोजना अधिकारी द्वारा निर्देशित कार्य करना।	8500	5	42500
योग					35	512500.00
माईक्रो प्रोजेक्ट (7 जिला परिषदें अलवर, चित्तौड़गढ़, दौसा, जयपुर, करौली, सवाई माधोपुर, उदयपुर हेतु) के लिए सर्विस पॉइंट्स का विवरण						
1	कनिष्ठ सलाहकार (शिक्षा)	स्नातक, बी.एड. एवं संबंधित कार्य करने का 05 वर्ष का अनुभव या प्रधानाध्यापक/सहायक ब्लॉक प्रारम्भिक शिक्षा अधिकारी के पद से सेवानिवृत्त	अनुसूचित/माडा क्षेत्र में क्रियान्वित की जा रही योजनाओं से सम्बन्धित निम्न कार्य सम्पादित करेंगे :- 1. क्षेत्र भ्रमण एवं आश्रम छात्रावासों/आवासीय विद्यालयों का निरन्तर निरीक्षण एवं मोनिटरिंग। 2. शिक्षा से सम्बन्धित योजनाओं के प्रस्ताव तैयार कराना। 3. शासन से स्वीकृतियां जारी कराना। आश्रम छात्रावासों/आवासीय विद्यालयों से सम्बन्धित शिकायतों का निस्तारण एवं आयुक्तालय, टीएडी तथा सी.ई.ओ. एवं ए.सी.ई.ओ./परियोजना अधिकारी (माडा) द्वारा निर्देशित कार्य करना।	20000	3	60000
2	लेखा सहायक	बी.कॉम. एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या सहायक लेखाधिकारी ग्रेड-II के पद से सेवानिवृत्त	अनुसूचित क्षेत्र में क्रियान्वित की जा रही जनजातियों के विकास से संबंधित योजनाओं के क्रियान्वयन हेतु विभिन्न मदों में प्राप्त होने वाली राशि के समय पर व्यय को सुनिश्चित करना। उपयोगिता प्रमाण पत्र आयुक्तालय को समय पर प्रेषित करना एवं आयुक्तालय, टीएडी तथा सी.ई.ओ. एवं ए.सी.ई.ओ./परियोजना अधिकारी (माडा) द्वारा निर्देशित कार्य करना।	15000	3	45000
3	मशीन विथ मैन	स्नातक एवं कम्प्यूटर के व्यावहारिक ज्ञान के साथ हिन्दी एवं अंग्रेजी टंकण का ज्ञान एवं इंटरनेट का ज्ञान	जनजाति विभाग द्वारा क्रियान्वित की जा रही विभिन्न योजनाओं की प्रगति तैयार करना, उपयोगिता प्रमाण पत्र तैयार करना, IFMS एवं Scholarship incentive portal पर कार्य करना एवं कम्प्यूटर सम्बन्धी अन्य समस्त कार्यों का सम्पादन एवं आयुक्तालय, टीएडी तथा सी.ई.ओ. एवं ए.सी.ई.ओ./परियोजना अधिकारी (माडा) द्वारा निर्देशित कार्य करना।	8500	7	59500
योग					13	164500.00

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मा.ला. वर्मा आदिम जाति शोध एवं प्रशिक्षण संस्थान, उदयपुर के लिए सर्विस पॉइंट्स का विवरण						
1	सलाहकार (शोध एवं मूल्यांकन)	स्नातकोत्तर एवं रिसर्च एवं इवेल्यूशन में रिसर्च एसोसिएट के रूप में 05 वर्ष कार्य करने का अनुभव	डेटा बैंक, योजनाओं के निर्माण, समकों के विश्लेषण, शोध एवं मूल्यांकन संबंधी कार्य किया जावेगा एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	20000	1	20000
2	सलाहकार (संस्कृति)	स्नातक एवं परफॉर्मिंग आर्ट में 05 वर्ष कार्य करने का अनुभव विशेषकर जनजाति क्षेत्र में	जनजातीय संस्कृति के विविध पहलुओं से गैर जनजातीय समाज को अवगत कराने की दृष्टि से एवं जनजातीय समुदाय के सांस्कृतिक दलों को अपनी कला एवं संस्कृति के प्रदर्शन का अवसर देकर प्रोत्साहन देने आदि के उद्देश्य से विविध कार्यक्रमों के संचालन संबंधी कार्य एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	15000	1	15000
3	सलाहकार (प्रकाशन/जन सम्पर्क)	प्रकाशन एवं जर्नलिज्म के क्षेत्र में स्नातक एवं 05 वर्ष कार्य करने का अनुभव एवं हिन्दी एवं अंग्रेजी भाषा पर कमाण्ड या राजकीय सेवा में जन सम्पर्क अधिकारी के पद से सेवानिवृत्त	टी.आर.आई में विभिन्न विषयों पर रिसर्च/शोध कार्य के साथ ही महत्वपूर्ण पाण्डुलिपियों का संरक्षण एवं दस्तावेजीकरण करना एवं उसका प्रचार-प्रसार से संबंधित कार्य तथा शोध-पत्रों का प्रकाशन विभिन्न कार्यक्रमों का प्रकाशन, एवं विलुप्त होती संस्कृति के विविध पहलुओं का दस्तावेजीकरण संबंधी कार्य, विभागीय कार्यक्रमों/योजनाओं का समाचार माध्यमों में प्रकाशन करना एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	15000	1	15000
4	सलाहकार (संग्रहालय)	संबंधित विषय में डिग्री/डिप्लोमा एवं 05 वर्ष कार्य करने का अनुभव	संस्थान के अधीन 2 जनजातीय संग्रहालय अवस्थित हैं जिनमें एक संग्रहालय टी.आर.आई परिसर में एवं संग्रहालय शिल्पग्राम, उदयपुर में संचालित है। म्युजियम में उपलब्ध एवं दुर्लभ होती हुई कलाकृतियों का संग्रह एवं नवीन कलाकृतियों, संग्रहालय की सार-संभाल एवं उचित पर्यवेक्षण संबंधी कार्य एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	15000	1	15000
5	कनिष्ठ सलाहकार (सांख्यिकी)	सांख्यिकी/गणित/अर्थशास्त्र/ए.बी.एस. टी. में स्नातक डिग्री एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या आर्थिक एवं सांख्यिकी विभाग/टी.ए.डी. विभाग/मूल्यांकन विभाग से सेवानिवृत्त सहायक सांख्यिकी अधिकारी/सांख्यिकी निरीक्षक/अनुसंधान सहायक	डेटा बैंक, योजनाओं के निर्माण, समकों के विश्लेषण, शोध एवं मूल्यांकन संबंधी कार्य किया जावेगा तथा सलाहकार (शोध एवं मूल्यांकन) को कार्य में सहयोग प्रदान करना एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	15000	1	15000

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6	कार्यक्रम अधिकारी	एन्थ्रोपोलोजी/समाजशास्त्र/अर्थशास्त्र/इतिहास विषय में स्नातकोत्तर डिग्री एवं कम से कम 10 कार्यक्रम स्टेट/नेशनल/इंटर नेशनल लेवल पर करने का अनुभव	कार्यशाला/प्रशिक्षण/सेमिनार/संगोष्ठियां आदि का आयोजन संबंधित कार्य एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	15000	1	15000
7	कनिष्ठ सलाहकार (लेखा)	बी.कॉम. एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या सहायक लेखाधिकारी ग्रेड-11 के पद से सेवानिवृत्त	भारत सरकार एवं राज्य सरकार द्वारा प्रतिवर्ष प्राप्त होने वाली राशि का व्यय सामान्य वित्तीय एवं लेखा नियमों के नियमानुसार करने एवं प्रभावी वित्तीय प्रबंधन के साथ लेखा संबंधी अन्य समस्त कार्य एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	15000	1	15000
8	कार्यक्रम सहायक	किसी भी विषय में स्नातक एवं कम से कम 10 कार्यक्रम स्टेट/नेशनल/इंटर नेशनल लेवल पर करने का अनुभव	कार्यशाला/प्रशिक्षण/सेमिनार/संगोष्ठियां आदि का आयोजन संबंधित कार्य एवं कार्यक्रम अधिकारी को कार्य में सहयोग प्रदान करना एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	12000	1	12000
9	पुस्तकालय सहायक	लाइब्रेरी विज्ञान में डिग्री/सर्टिफिकेट/डिप्लोमा एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या लाइब्ररियन ग्रेड-1 के पद से सेवानिवृत्त	पुस्तकालय प्रबंधन एवं पुस्तकालयाध्यक्ष के कार्यों में सहयोग करना एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	6800	1	6800
10	सांख्यिकी सहायक	बी.एससी. (सांख्यिकी विषय सहित) एवं संबंधित कार्य करने का 05 वर्ष का अनुभव या सांख्यिकी विभाग से सेवानिवृत्त अनुसंधान सहायक अथवा संगणक	मूल्यांकन व शोध अध्ययन समंक विश्लेषण रिपोर्ट राईटिंग तैयार करना तथा प्रशिक्षण कार्यशालाओं के निष्कर्ष के प्रतिवेदन आदि तैयार करना तथा कनिष्ठ सलाहकार (सांख्यिकी) को कार्य में सहयोग प्रदान करना एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	15000	3	45000
11	प्रकाशन सहायक	प्रकाशन एवं जर्नलिज्म के क्षेत्र में 05 वर्ष कार्य करने का अनुभव एवं हिन्दी एवं अंग्रेजी भाषा पर कमाण्ड	टी.आर.आई में विभिन्न विषयों पर रिसर्च/शोध कार्य के साथ ही महत्वपूर्ण पाण्डुलिपियों का संरक्षण एवं दस्तावेजीकरण करना एवं उसका प्रचार-प्रसार से संबंधित कार्य तथा शोध-पत्रों का प्रकाशन विभिन्न कार्यक्रमों का प्रकाशन, एवं विलुप्त होती संस्कृति के विविध पहलुओं का दस्तावेजीकरण संबंधी कार्य एवं सलाहकार(प्रकाशन) को कार्य में सहयोग प्रदान करना एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	15000	1	15000
12	संग्रहालय सहायक	संग्रहालय अथवा आर्ट गैलरी में 05 वर्ष कार्य करने का अनुभव	संस्थान के अधीन 2 जनजातीय संग्रहालय अवस्थित हैं जिनमें एक संग्रहालय टी.आर.आई परिसर में एवं संग्रहालय शिल्पग्राम, उदयपुर में	6800	2	13600

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			संचालित है। म्युजियम में उपलब्ध एवं दुर्लभ होती हुई कलाकृतियों का संग्रह एवं नवीन कलाकृतियों, संग्रहालय की सार-संभाल एवं उचित पर्यवेक्षण संबंधी कार्य करने में सलाहकार (संग्रहालय) को सहयोग प्रदान करना एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।			
13	डेटा एनालिस्ट	सूचना प्राद्यौगिकी/कम्प्यूटर विज्ञान में डिग्री/डिप्लोमा एवं संबंधित कार्य करने का 02 वर्ष का अनुभव	योजना निर्माण, संमक, विश्लेषण, पावर पॉइंट प्रजेन्टेशन इत्यादि कार्य करना एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	12000	1	12000
14	मशीन विथ मैन	स्नातक एवं कम्प्यूटर के व्यावहारिक ज्ञान के साथ हिन्दी एवं अंग्रेजी टंकण का ज्ञान एवं इंटरनेट का ज्ञान	संस्थान में विभिन्न योजनाओं के प्रस्ताव तैयार करने, मासिक प्रगति रिपोर्ट एवं अन्य समस्त प्रकार के प्रतिवेदन तैयार करना, IFMS एवं Scholarship incentive portal पर कार्य करना एवं कम्प्यूटर सम्बन्धी अन्य समस्त कार्यों का सम्पादन एवं संस्थान निदेशक द्वारा निर्देशित समस्त कार्य करना।	8500	4	34000
			योग		20	248400.00
अभियान्त्रिकी सेल (आयुक्तालय, टी.ए.डी. एवं 5 परियोजना अधिकारी कार्यालय, टी.ए.डी. उदयपुर, डूंगरपुर, बांसवाडा, प्रतापगढ़ एवं आबूरोड) के लिए सर्विस पॉइंट्स का विवरण						
1	विशेषज्ञ (सिविल)	स्नातक डिग्री (सिविल इंजि.) एवं संबंधित कार्य करने का न्यूनतम 8 वर्ष का अनुभव या अधीक्षण अभियन्ता के पद से सेवानिवृत्त	योजना बनवाना, योजनानुसार बजटीय प्रावधान कराना, ड्राईंग तैयार कराना, एस्टीमेट बनवाना तख्मीनानुसार स्वीकृति प्राप्त करना, स्वीकृति जारी कराना, जी शिड्यूल अनुसार निविदाएँ आमंत्रित करवाना, निविदा अनुमोदित होने के बाद कार्यों को समय पर प्रारम्भ कराना, कार्यों का निरीक्षण, मोनटरिंग करना, समयबद्ध समीक्षा कर प्रगति प्रतिवेदन प्रस्तुत करना, निर्धारित समयावधि में कार्य पूर्ण कराकर कार्य पूर्णता प्रमाण पत्र प्रस्तुत करना एवं निर्मित भवनों/निर्माण कार्यों का उपयोग सुनिश्चित करना, बैठक इत्यादि हेतु सूचनाएं समय पर तैयार करना एवं साथ ही संबंधित परियोजना अधिकारी/आयुक्तालय द्वारा निर्देशित समस्त कार्य करना।	30000	1	30000
2	सलाहकार (अभियान्त्रिकी)	स्नातक डिग्री (सिविल इंजि.) एवं संबंधित कार्य करने का न्यूनतम 5 वर्ष का अनुभव या अधीशासी अभियन्ता के पद से सेवानिवृत्त	योजना एवं बजटीय प्रावधान अनुसार, ड्राईंग तैयार कराना, एस्टीमेट बनवाना तख्मीनानुसार स्वीकृति प्राप्त करना, स्वीकृति जारी कराना, जी शिड्यूल अनुसार निविदाएँ आमंत्रित करवाना, नियमानुसार निविदाएँ स्वीकृत कराना, निविदा खुलने के बाद कार्यों को समय पर प्रारम्भ कराना, कार्यों	25000	5	125000

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			का निरीक्षण, मोनिटरिंग करना, समयबद्ध समीक्षा कर प्रगति प्रतिवेदन प्रस्तुत करना, निर्धारित समयावधि में कार्य पूर्ण कराकर कार्य पूर्णता प्रमाण पत्र प्रस्तुत करना एवं निर्मित भवनों/निर्माण कार्यों का उपयोग सुनिश्चित करना, विशेषज्ञ (सिविल) को उक्त सभी कार्यों हेतु सहयोग करना एवं विभिन्न परियोजना कार्यालयों एवं कार्यकारी एजेंसियों से समन्वय करना। साथ ही संबंधित परियोजना अधिकारी/आयुक्तालय द्वारा निर्देशित समस्त कार्य करना।			
3	कनिष्ठ सलाहकार (सिविल)	स्नातक डिग्री (सिविल इंजि.) एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या सहायक अभियन्ता के पद से सेवानिवृत्त	निर्माण कार्यों का सर्वे करना, ड्रॉइंग तैयार करना, एस्टीमेट बनाना, जी-सिड्यूल बनवाना, निविदा संबंधी दस्तावेज तैयार करना, नियमानुसार स्वीकृत करवाना, निर्माण कार्यों का निरीक्षण एवं मोनेटरिंग करना तथा यू.सी./सी.सी. तैयार करवाना, विशेषज्ञ (सिविल) को कार्य में सहयोग प्रदान करना तथा विभिन्न परियोजना कार्यालयों एवं कार्यकारी एजेंसियों से समन्वय करना, साथ ही संबंधित परियोजना अधिकारी/आयुक्तालय द्वारा निर्देशित समस्त कार्य करना।	20000	10	200000
4	लेखा सहायक	बी.कॉम. एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या सहायक लेखाधिकारी ग्रेड-II के पद से सेवानिवृत्त	जनजातियों के विकास से सम्बन्धित योजनाओं के क्रियान्वयन हेतु विभिन्न मदों में प्राप्त होने वाली राशि के समय पर व्यय को सुनिश्चित करना। उपयोगिता प्रमाण पत्र भारत सरकार/राजस्थान सरकार को समय पर प्रेषित करना। विभागीय लेखों का समय-समय पर निरीक्षण करना। कार्यकारी एजेंसियों को समय पर राशि का हस्तान्तरण करना तथा संबंधित परियोजना अधिकारी/आयुक्तालय द्वारा निर्देशित समस्त कार्य करना।	15000	6	90000
5	तकनीकी सहायक	स्नातक डिग्री/डिप्लोमा (सिविल इंजि.) एवं संबंधित कार्य करने का 5 वर्ष का अनुभव या सहायक अभियन्ता/कनिष्ठ अभियन्ता के पद से सेवानिवृत्त	निर्माण कार्यों का सर्वे करना, ड्रॉइंग तैयार करना, एस्टीमेट बनाना, जी-सिड्यूल बनाना, मौके पर निर्माण कार्यों का निरीक्षण करना, आवश्यक मेजरमेंट प्राप्त करना, एम.बी. भरना एवं तदनुसार बिल प्रस्तुत करना, विभिन्न परियोजना कार्यालयों एवं कार्यकारी एजेंसियों से समन्वय करना तथा संबंधित परियोजना अधिकारी/आयुक्तालय द्वारा निर्देशित समस्त कार्य करना।	12000	14	168000

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6	मशीन विथ मैन	स्नातक एवं कम्प्यूटर के व्यावहारिक ज्ञान के साथ हिन्दी एवं अंग्रेजी टंकण का ज्ञान एवं इंटरनेट का ज्ञान	जनजाति विभाग द्वारा क्रियान्वित की जा रही विभिन्न योजनाओं की प्रगति तैयार करना, उपयोगिता प्रमाण पत्र तैयार करना एवं कम्प्यूटर सम्बन्धी पत्राचार, रिपोर्ट एवं पॉवरपॉइंट प्रजेंटेशन तैयार करना, IFMS एवं Scholarship incentive portal पर कार्य करना एवं कम्प्यूटर सम्बन्धी अन्य समस्त कार्यों का सम्पादन तथा संबंधित परियोजना अधिकारी/आयुक्तालय द्वारा निर्देशित समस्त कार्य करना।	8500	7	59500
			योग		43	672500.00
नोट:-उपरोक्त सूची में सामान्य दायित्व वर्णित है इसके अतिरिक्त भी आवश्यकता अनुसार विभागीय उच्चाधिकारियों द्वारा निर्देशित दायित्वों का निर्वहन करना होगा।						
			कुल योग (प्रतिमाह)			1822900.00
			कुल योग (प्रति वर्ष)			21874800.00
			कुल योग (तीन वर्ष)			65624400.00

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मोनिटरिंग ऑफ आई.टी.डी.पी., माईक्रो प्रोजेक्ट एवं अभियान्त्रिकी सेल के अन्तर्गत लिए जाने वाले सर्विस पॉइंट्स का कार्यालयवार/जिलेवार विस्तृत विवरण निम्न प्रकार है-

मोनिटरिंग ऑफ आई.टी.डी.पी. के अन्तर्गत लिये जाने वाले सर्विस पॉइंट्स का परियोजना अधिकारी कार्यालयवार विवरण-

क्र.स.	कार्यालय का नाम	सर्विस पॉइंट्स का नाम	सर्विस पॉइंट्स की संख्या
1	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, उदयपुर	कनिष्ठ सलाहकार (कृषि)	1
		कनिष्ठ सलाहकार (पशुपालन)	1
		कनिष्ठ सलाहकार (लेखा)	1
		कनिष्ठ सलाहकार (सांख्यिकी)	1
		तकनीकी सहायक (सिविल)	2
		मशीन विथ मैन	1
2	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, डूंगरपुर	कनिष्ठ सलाहकार (कृषि)	1
		कनिष्ठ सलाहकार (पशुपालन)	1
		कनिष्ठ सलाहकार (लेखा)	1
		कनिष्ठ सलाहकार (सांख्यिकी)	1
		तकनीकी सहायक (सिविल)	2
		मशीन विथ मैन	1
3	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, बाँसवाड़ा	कनिष्ठ सलाहकार (कृषि)	1
		कनिष्ठ सलाहकार (पशुपालन)	1
		कनिष्ठ सलाहकार (लेखा)	1
		कनिष्ठ सलाहकार (सांख्यिकी)	1
		तकनीकी सहायक (सिविल)	2
		मशीन विथ मैन	1
4	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, प्रतापगढ़	कनिष्ठ सलाहकार (कृषि)	1
		कनिष्ठ सलाहकार (पशुपालन)	1
		कनिष्ठ सलाहकार (लेखा)	1
		कनिष्ठ सलाहकार (सांख्यिकी)	1
		तकनीकी सहायक (सिविल)	2
		मशीन विथ मैन	1
5	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, आबूरोड़	कनिष्ठ सलाहकार (कृषि)	1
		कनिष्ठ सलाहकार (पशुपालन)	1
		कनिष्ठ सलाहकार (लेखा)	1
		कनिष्ठ सलाहकार (सांख्यिकी)	1
		तकनीकी सहायक (सिविल)	2
		मशीन विथ मैन	1
	योग		35

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माईक्रो प्रोजेक्ट (7 जिला परिषदों हेतु) अन्तर्गत जिलेवार सर्विस पॉइंट्स का विवरण

क्र.स.	कार्यालय का नाम	सर्विस पॉइंट्स का नाम	सर्विस पॉइंट्स की संख्या
1	जिला परिषद, अलवर	कनिष्ठ सलाहकार (शिक्षा)	1
		लेखा सहायक	1
		मशीन विथ मैन	1
2	जिला परिषद, चित्तौड़गढ़	मशीन विथ मैन	1
3	जिला परिषद, दौसा	कनिष्ठ सलाहकार (शिक्षा)	1
		लेखा सहायक	1
		मशीन विथ मैन	1
4	जिला परिषद, जयपुर	कनिष्ठ सलाहकार (शिक्षा)	1
		लेखा सहायक	1
		मशीन विथ मैन	1
5	जिला परिषद, करौली	मशीन विथ मैन	1
6	जिला परिषद, सवाई माधोपुर	मशीन विथ मैन	1
7	जिला परिषद, उदयपुर	मशीन विथ मैन	1
	योग		13

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अभियान्त्रिकी सेल के अन्तर्गत लिये जाने वाले सर्विस पॉइंट्स का कार्यालयवार विवरण

क्र.स.	कार्यालय का नाम	सर्विस पॉइंट्स का नाम	सर्विस पॉइंट्स की संख्या
1	आयुक्त, जनजाति क्षेत्रीय विकास विभाग, उदयपुर	विशेषज्ञ (सिविल)	1
		सलाहकार (अभियान्त्रिकी)	1
		कनिष्ठ सलाहकार (सिविल)	1
		तकनीकी सहायक	1
		लेखा सहायक	1
		मशीन विथ मैन	2
2	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, उदयपुर	सलाहकार (अभियान्त्रिकी)	1
		कनिष्ठ सलाहकार (सिविल)	2
		तकनीकी सहायक	3
		लेखा सहायक	1
		मशीन विथ मैन	1
3	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, डूंगरपुर	सलाहकार (अभियान्त्रिकी)	1
		कनिष्ठ सलाहकार (सिविल)	2
		तकनीकी सहायक	3
		लेखा सहायक	1
		मशीन विथ मैन	1
4	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, बाँसवाड़ा	सलाहकार (अभियान्त्रिकी)	1
		कनिष्ठ सलाहकार (सिविल)	2
		तकनीकी सहायक	3
		लेखा सहायक	1
		मशीन विथ मैन	1
5	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, प्रतापगढ़	सलाहकार (अभियान्त्रिकी)	1
		कनिष्ठ सलाहकार (सिविल)	2
		तकनीकी सहायक	3
		लेखा सहायक	1
		मशीन विथ मैन	1
6	परियोजना अधिकारी, जनजाति क्षेत्रीय विकास विभाग, आबूरोड़	कनिष्ठ सलाहकार (सिविल)	1
		तकनीकी सहायक	1
		लेखा सहायक	1
		मशीन विथ मैन	1
	योग		43

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ANNEXURE – G

BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

To,

{Tendering Authority},

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to

Sign relevant documents on behalf of the company/ firm in dealing with Tender **with Tribal Area Development Department, Udaipur**

He/ She is also authorized to attend meetings & submit technical & commercial information/

Clarifications as may be required by you in the course of processing the Bid. For the purpose of

Validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:



Validate	Print	Help
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Item Wise Percentage BoQ

Tender Inviting Authority- Commissioner, Tribal Area Deevlopment Department, Udaipur

Name of Work: To provide the services of service point on job basis to Tribal Area Deevlopment Department

1. I/We accept all the terms and conditions of your Tender Notice referred below.
2. The bidder has to quote only consolidated service charge rate in percentage(%) over the amount of total service points cost (annex-F) at which services will be provided by the bidder. This service charge (rate in percentage) will be the base for selection of lowest value bid.
3. Taxes applicable as per law/policy of Govt.of Rajasthan will be paid to agency in addition to consolidated service charge (Rate in Percentage)

Contract No: NIT No.

Bidder Name: <input type="text"/>				
PRICE SCHEDULE				
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the reievent columns, else the bid is liable to be rejected for this tender. Bidder are allowed to enter the Bidder Name and Values only)				
NUMBER#	TEXT#	NUMBER	NUMBER#	NUMBER
SI No.	Item Description	Total Service Points Cost for Three Year	Consolidated Service Charge in Percentage(%) of total service points cost for Three year	Previling Service Tax as (In %)
1	2	3	4	5
1	Providing Services of points on job basis as per annexure F of bid document	Rates in Percentage(%) will be quoted in BOQ. online		