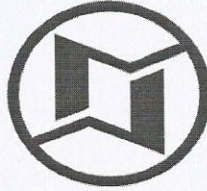


NIB No: JMRC/O&S/OP/CR/2018-19/NIB/03

Bid Price Rs.590



BID DOCUMENT

**CARTRIDGE REFILLING AND MAINTENANCE OF PRINTER SYSTEM
INSTALLED AT MANSAROVAR DEPOT AND NINE METRO STATIONS OF
JMRC**

NIB No: JMRC/O&S/OP/CR/2018-19/NIB/03

Jaipur Metro Rail Corporation Limited

Directorate of Operations & Systems

Room No. D01, Inside workshop building of rolling stock,
Mansarovar Metro Depot, Bhriugu Path, Mansarovar, Jaipur – 302020

Website: transport.rajasthan.gov.in/jmrc

Email: gmop@jaipurmetrorail.in

Signature
28/01/2019
JM/OP

Signature of Authorized Signatory

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1 NOTICE INVITING BIDS

Jaipur Metro Rail Corporation (JMRC) Ltd. invites sealed **Open Bids (single stage one envelope method)** for the work of **"Cartridge Refilling and Maintenance of Printer System installed at Mansarovar Metro Train Depot and 9 nos. Metro Stations of JMRC"**

KEY DETAILS:

a)	NIB No	JMRC/O&S/OP/CR/2018-19/NIB/03
b)	Name of Work	"Cartridge Refilling and Maintenance of Printer system installed at Mansarovar Metro Train Depot and 9 nos. Metro Stations of JMRC"
c)	Cost of Bid Form	Rs. 590/- including 18% GST, Cost of Bid Form is not refundable(Refer clause 2.2)
d)	Estimated Cost	Rs. 1.94 Lakh + GST
e)	Earnest Money Deposit (EMD) / Bid Security.	Rs. 3880/- (2 % of the Estimated Cost) in the form of Banker's Cheque/ Demand Draft/ Bank guarantee of a Scheduled Bank in favour of "Jaipur Metro Rail Corporation Ltd." payable at Jaipur. (Refer clause 2.2)
f)	Performance Security	(5 % of the contract amount) in the form of Banker's Cheque/ Demand Draft/ Bank guarantee of a Scheduled Bank in favour of "Jaipur Metro Rail Corporation Ltd." payable at Jaipur.
g)	Name of website (s) for down load of Bid document and clarification (s) / Modification (s), if any	http://transport.rajasthan.gov.in/jmrc www.sppp.rajasthan.gov.in
h)	Bid Download Start Date / Time	17:00 Hrs. dated 28/01/2019
i)	Pre-Bid meeting and place of Meeting	11:00 Hrs. dated 04/02/2019 Room No. D10, Meeting Room Prerna, Inside workshop building of Rolling Stock, Mansarovar Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020
j)	Uploading of minutes of pre-bid meeting	Date 06-02-2019 time upto 17:00 Hrs.
k)	Bid Submission start date/ Time	17:00 Hrs. dated 07/02/2019
l)	Last Date & Time for Submission of Bid	15:00 Hrs. dated 13/02/2019
m)	Time & Date of opening of Bid	15:30 Hrs. dated 13/02/2019
n)	Venue of Submission and Opening of Bid	Room no. 418, Fourth Floor, Admin Building, Mansarovar Metro Depot, Bhriugu path, Mansarovar, Jaipur-302020
o)	Validity of Bid	90 days from the last date of submission of tender.
p)	Stipulated date of Commencement of work	Within seven days from the date of issue of "Letter of Acceptance".
q)	Time Period	One year from the stipulated date of commencement of work.
r)	Minimum Eligibility Criteria: The bidder should meet all the eligibility criteria as mentioned below:- <ol style="list-style-type: none"> Bidder should have valid GST registration certificate issued by competent authority in the Central Gov. their operation and enclose GST certificate. Applicant should have valid PAN certificate/ card issued by the Income Tax Dept. of GOI and enclose PAN certificate. Firm shall INITIALLY be filtered on the basis of following criteria: 	

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**INITIAL REQUIREMENTS :-**

S. No.	Criteria
1	Firm should not have abandoned any work in last Five years.
2	Bidder's Contract with any organization should not ever been terminated due to poor performance.
3	Bidder's Security Deposit should not ever been forfeited by any Government/ Semi Government/PSU/MRTS.
4	Bidder should not have been involved in frequent litigation in last five years.
5	Bidder should not have suffered Bankruptcy/ insolvency in last five years.
6	Bidder should not have been blacklisted by any organization.
7	Bidder should not submit any misleading information in the application.
8	Bidder should be able to certify that no agent / middleman has been or will be engaged nor that any agency or commission has been or will be paid.

To prove conformity to above requirements, bidder should submit an undertaking for the fulfillment of all above criteria on the letter head of the firm at the time of submission of bid. At any stage if it found that bidder has not met any of the above eligibility criteria, his bid will be summarily rejected and action shall be taken as per terms and conditions of this bid documents.

(b) Work Experience:

The bidder should have experience of having satisfactorily completed similar works during last 5 years period ending last day of the month previous to the one in which the Bids are invited should be either of the following:

(i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost i.e. **Rs. 80000** /-.

Or

(ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost i.e. **Rs. 100000** /-.

Or

(iii) One similar completed work each costing not less than the amount equal to 80% of the estimated cost i.e. **Rs 160000** /-.

(c). Definition of similar work: - "Refilling and maintenance/servicing of different types of Printers system" in any Central Govt. /state Govt./PSU's/JMRC/Railway organization. The Experience certificates/work completed certificates should be issued by an officer not below the rank of Executive Engineer (of Govt./PSU's/Railways/Govt. Bodies of related work) to be enclosed with bid documents.

(d) Self attested copies of work order, BOQ along with completion certificate (indicating the name of work, final amount, quantity of work, completion date etc.) issued by the client preferably on their letter head for completed work.

Note:

1. All bidders or their authorized representative may attend the opening of Bid.
2. Corrigendum, Addendums and subsequent clarifications on bid terms, if any, can be down loaded from the above mentioned websites. Intimation for change in the schedule of Bid opening etc. shall be published on above mentioned websites only. Keep visiting these websites for any subsequent clarifications & modifications.
3. In case of any further details required, the same can be collected from the office Of Deputy General Manager (Operations).
4. Bidder is advised to visit the site before offering their rates.

GENERAL MANAGER (OPERATION)
JAIPUR METRO RAIL CORPORATION LTD,

Room No. D01, Inside workshop building of Rolling Stock, Mansarovar Metro Depot,
Bhrihu Path, Jaipur – 302020 Tel: +91-141-2822112, Email: gmop@jaipurmetrorail.in

NOTE: In case of any query regarding this bid, same may please be made with DGM (OP),
landline no. 0141-2822119.

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2 INSTRUCTION TO BIDDERS

2.1 Sell of Bid Document

- 2.1.1.1 The sell of bid document shall be commenced from the date of publication of Notice Inviting Bids (NIB). The complete bid documents shall also be placed on the State Public Procurement Portal and JMRC website as per NIB. The prospective Bidders shall download the bid document from the specified website(s) and pay its bid cost on or before while submitting the bid to the procuring entity.
- 2.1.1.2 The bid document shall be made available to any prospective Bidders who pays the bid cost for it in cash or by bank demand draft, banker's cheque. Bid document cost is not refundable.

2.2 Cost of bid document and Bid Security/EMD

- 2.2.1.1 The BID should be submitted in the prescribed Bid document, which may be purchased for Rs.590/- including 18% GST, by Cash or DD/Banker Cheque drawn in favour of Jaipur Metro Rail Corporation Limited, payable at Jaipur. The complete bid document can also be downloaded from the website <http://transport.rajasthan.gov.in/jmrc> or www.sppp.rajasthan.gov.in. In case the bid document is down loaded from website, the cost of bid document is to be submitted in the form of DD/Banker's Cheque along with the Bid document submitted.
- 2.2.1.2 Bid Security can be deposited in the form of Demand Draft/ Bankers Cheque of Rs. 4000/- (Four Thousand Rupees only) drawn in favour of Jaipur Metro Rail Corporation Ltd., payable at Jaipur, shall form part of the bid, 2% of the estimated value of subject matter of Work put to bid.
- 2.2.1.3 The Bid Security of unsuccessful Bidders shall be refunded soon after final acceptance of successful bid and submitting performance security.
- 2.2.1.4 The Bid Security taken from a bidder shall be forfeited, if any, in the following cases, namely:
- when the bidder withdraws or modifies its bid after opening of bids;
 - when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
 - when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
 - If the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- 2.2.1.5 Notice will be given to the bidder with reasonable time before bid Security (EMD) deposited is forfeited.
- 2.2.1.6 No interest shall be payable on the bid Security (EMD).
- 2.2.1.7 In case of the successful bidder, the amount of bid Security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.
- 2.2.1.8 The procuring entity shall promptly return the bid Security of the successful Bidder after the earliest of the following events, namely:-
- expiry of validity of Bid Security;
 - Issue of P.O./LOA for Work and performance security is deposited by the successful Bidder;
 - the cancellation of the Work process; or

- d. The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

2.3 Changes in the Bid Document

- 2.3.1.1 At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a Bidder, modify the bid document by issuing an addendum in accordance with the provisions below.
- 2.3.1.2 In case, any modification is made to the bid document or any clarification is issued which materially affects the terms contained in the bid document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bid document.
- 2.3.1.3 In case, a clarification or modification is issued to the bid document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

2.4 Period of Validity of Bids

- 2.4.1.1 Bids submitted by the Bidders shall remain valid during the period specified in the NIB/ bid document. A Bid valid for a shorter period may be rejected by the procuring entity as non-responsive Bid.
- 2.4.1.2 Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the Bidders to extend the bid validity period for an additional specified period of time. A Bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances Bid Security shall not be forfeited.

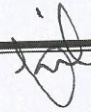
2.5 Format and Signing of Bids

- 2.5.1.1 The Bidder shall prepare one original set of the bidding documents called Bid in the manner as specified in the bid document.
- 2.5.1.2 All pages of the bid shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder, in token of acceptance of all the terms and conditions of the bid document. This authorization shall consist of a written confirmation as per "Certificate of Conformity/ No-Deviation" of the bid document and shall be attached to the technical bid. (As per clause 5.6)
- 2.5.1.3 Any corrections in the bid such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the bid.

2.6 Sealing and Marking of Bids

- 2.6.1.1 Single envelope shall: -
- bear the name and complete address along with telephone/ mobile number of Bidder;
 - bear complete address of the procuring entity with telephone number, if any;
 - bear the specific identification of the bidding process pursuant to NIB and any additional identification marks as specified in the bidding document; and
- 2.6.1.2 A single-stage single envelope selection method shall be adopted.
- 2.6.1.3 **The complete bid document will be consist of following:**
- Proof of Bid cost.

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- b. Bid security.
- c. Bid Document - The bidder shall enclose duly signed and stamped, copy of the Bid Document and the Financial Bid (BOQ).Tenders, signed without any of the information desired in the prescribed formats will not be considered. Besides this all other associated / required documents shall be submitted duly numbered and signed/ stamped by the bidders.
- d. Self-attested copies of work order, BOQ along with completion certificate (indicating the name of work, final amount, quantity of work, completion date etc.) issued by the client preferably on their letter head for completed work and Firm GST certificate.

All applicable Annexure/Performa's shall be duly filled by the bidders as below:

S. No.	Documents Type	Document
1.	Bidding document Fee (Bid price)	Proof of submission
2.	Form of Bid	As per Form A
3.	Performance Security for Bank Guarantee	Refer Form B
4.	Bidder's Authorization Certificate	As per Form C
5.	Self-Declaration	As per Form D
6.	Conformity/No Deviation	As per Form E
7.	Compliance with the Code of Integrity and No Conflict of Interest	As per Form F: Annexure A
8.	Declaration by the Bidder regarding Qualifications	As per Form F: Annexure B
9.	Grievance Redressal during Procurement Process	As per Form F: Annexure C
10.	Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012	Form G

2.7 Cost & Language of Bidding

- 2.7.1.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2.7.1.2 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the bidders and the procuring entity, shall be written only in English/ Hindi Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

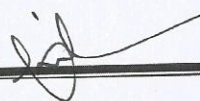
2.8 Alternative/ Multiple Bids

- 2.8.1.1 Alternative/ Multiple Bids shall not be considered at all.

2.9 Deadline for the submission of Bids

- 2.9.1.1 Bids shall be received, by the person, designated for the purpose, by the procuring entity or directly dropped in the bid box, at the place and up to the time and date specified in the NIB.

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2.10 Late Bids

- 2.10.1.1 The person authorized to receive the bids shall not receive any bid that is submitted personally, after the time and date fixed for submission of bids.
- 2.10.1.2 Any bid, which arrives by post after the deadline for submission of bids, shall be declared and marked as "Late" and returned unopened to the Bidder.

2.11 Custody of Bids

- 2.11.1.1 The bids shall be dropped by bidder in sealed Bid Box. Bids shall not be received by hand delivery.
- 2.11.1.2 The location of bid box shall be such as to facilitate easy access to Bidders.

2.12 Withdrawal, Substitution, and Modification of Bids

- 2.12.1.1 A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written Notice, duly signed by an authorized signatory, and shall include a copy of the authorization. The corresponding substitution or modification of the bid must accompany the respective written Notice. All Notices must be: -
- a. Submitted in accordance with the bidding document, and in addition, the respective envelopes shall be clearly marked "Withdrawal," "Substitution," "Modification"; and
 - b. Received by the procuring entity prior to the deadline prescribed for submission of bids.
 - c. Bids requested to be withdrawn shall be returned unopened to the Bidders.
 - d. No bid shall be withdrawn, substituted, or modified after the last date and time fixed for receipt of bid.

2.13 Opening of Bids

- 2.13.1.1 The sealed bid box shall be opened by the bid opening committee constituted by the procuring entity at the time, date and place specified in the bid document in the presence of the Bidders or their authorized representatives, who choose to be present.
- 2.13.1.2 The bid opening committee may co-opt experienced persons in the committee to conduct the process of bid opening.
- 2.13.1.3 The bids shall be opened by the bids opening committee in the presence of the Bidders or their authorized representatives who choose to be present. All envelopes containing bids shall be signed with date by the members of the committee in token of verification of the fact that they are sealed. The envelopes shall be numbered as a/n, where 'a' denotes the serial number at which the bid envelop has been taken for opening and 'n' denotes the total number of bids received by specified time.
- 2.13.1.4 The bid opening committee shall prepare a list of the Bidders or their representatives attending the opening of bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding Bidders' names and addresses. The authority letters brought by the representatives shall be attached to the list. The list shall be signed by all the members of bid opening committee with date and time of opening of the bids.

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- 2.13.1.5 Envelopes shall be opened one at a time and the following details shall be read out and recorded: -
- 2.13.1.6 the name of the Bidder and whether there is a substitution or modification;
- 2.13.1.7 the bid prices (per lot if applicable);
- 2.13.1.8 the bid Security, if required; and
- 2.13.1.9 Any other details as the committee may consider appropriate.
- 2.13.1.10 After all the bids have been opened, they shall be initialled and dated on the first page of the each bid by the members of the bids opening committee. All the pages of the price schedule and letters, Bill of Quantities attached shall be initialled and dated by the members of the committee. Key information such as prices, delivery period, etc. shall be encircled and unfilled spaces in the bids shall be marked and signed with date by the members of the committee. The original and additional copies of the bid shall be marked accordingly. Alterations/ corrections/ additions/ over-writings shall be initialled legibly to make it clear that such alteration, etc., were existing in the bid at the time of opening.
- 2.13.1.11 No bid shall be rejected at the time of bid opening except the late bids, alternative bids (if not permitted) and bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee (if any) or user charges and Tender Security.

2.14 Selection Method

- 2.14.1.1 The selection method is Least Cost Based Selection (LCBS) as detailed below:
- Single bid system, bid will be opened on scheduled time and date as per NIB. The contract will be award to most advantageous bidder of financial bid.
 - Bidder shall quote price for each job types and job sub-types.
 - The ranking of L1, L2, L3 etc., will be done on basis of Total Cost, with L1 being the Bidder whose Total Cost is the lowest, L2 being the second lowest and so on.
 - The contract will be award to most advantageous responsive bidder of financial bid subject to fulfilment of eligibility criteria.
- 2.14.1.2 The LOA shall be given to only One Bidder.

2.15 Clarification of Bids

- 2.15.1.1 To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any Bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the Bidder shall be in writing.
- 2.15.1.2 Any clarification submitted by a Bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- 2.15.1.3 No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- 2.15.1.4 No substantive change to qualification information or to a submission, including changes aimed at making an unqualified Bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.
- 2.15.1.5 All communications generated under this rule shall be included in the record of the procurement proceedings.

2.16 Evaluation & Tabulation of Bids

2.16.1.1 Preliminary Examination of Bids

2.16.1.1.1 The bid evaluation committee constituted by the procuring entity shall conduct a preliminary scrutiny of the opened bids to assess the prima-facia responsiveness and ensure that the:-

- a. bid is signed, as per the requirements listed in the bid document;
- b. bid has been sealed as per instructions provided in the bid document.
- c. bid is valid for the period, specified in the bid document;
- d. Bid is accompanied by bid document fee, Bid Security.
- e. Bid is unconditional and the Bidder has agreed to give the required performance security; and
- f. Other conditions, as specified in the bid document are fulfilled.

2.16.1.2 Determination of Responsiveness

2.16.1.2.1 The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bid document and the provisions of pre-qualification/ eligibility criteria of the bid document.

2.16.1.2.2 A responsive Bid is one that meets the requirements of the bid document without any material deviation, reservation, or omission where:-

- a. "deviation" is a departure from the requirements specified in the bid document;
- b. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bid document; and
- c. "Omission" is the failure to submit part or all of the information or documentation required in the bid document.

2.16.1.2.3 A material deviation, reservation, or omission is one that,

- i. if accepted, shall:-
 - a. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bid document; or
 - b. limits in any substantial way, inconsistent with the bid document, the procuring entity's rights or the Bidder's obligations under the proposed contract; or
- ii. if rectified, shall unfairly affect the competitive position of other Bidders presenting responsive Bids.

2.16.1.2.4 The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bid document have been met without any material deviation, reservation or omission.

2.16.1.2.5 The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bid document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bid document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

2.16.1.3 Non-material Non-conformities in Bids

2.16.1.3.1 The bid evaluation committee may waive any non-conformity in the Bid that does not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.



- 2.16.1.3.2 The bid evaluation committee may request the Bidder to submit the necessary information or document like GST certificate, Pan Certificate, etc. within a reasonable period of time. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 2.16.1.3.3 The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the Bidder under above.
- 2.16.1.3.4 Bids shall be evaluated based on the documents submitted as a part of bid. Bidders are expected to quote for all the items. Similarly, in case the proposal of a Bidder is non-responsive for any item, the Bidder shall be summarily rejected.
- 2.16.1.3.5 The evaluation shall include all costs and all taxes and duties applicable to the Bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bid document shall only be applied;
- 2.16.1.3.6 The offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer quoting least value of 'Total Cost in financial bid. A list of L1, L2....will be prepared accordingly.
- 2.16.1.3.7 The rates quoted by L1 Bidder shall be accepted as the bid rates.
- 2.16.1.3.8 In case of exceptional high rate for any item/sub activity, negotiation shall be held with L1 firm on the quoted rate of respective item/sub activity. In case of failure of negotiation, rate contract for that particular item shall not be entered into.
- 2.16.1.3.9 The members of bid evaluation committee shall give their recommendations below the table regarding lowest bid or most advantageous bid and sign it.

2.17 Correction of Arithmetic Errors in Financial Bids:

- 2.17.1.1 The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -
- 2.17.1.2 If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- 2.17.1.3 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 if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (2.17.1.2) and above.

2.18 Price/ purchase preference in evaluation:

- 2.18.1.1 Price and/ or purchase preference notified by the State Government (GOR) and as mentioned in the bid document shall be considered in the evaluation of Bids and award of contract.

2.19 Negotiations

- 2.19.1.1 Negotiations may, however, be undertaken with the lowest Bidder when the rates of any job type are considered to be much higher than the prevailing market rates or the rates quoted for that job type by other bidders.
- 2.19.1.2 The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.



- 2.19.1.3 The lowest Bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous Bidder has received the intimation and consented to regarding holding of negotiations.
- 2.19.1.4 Negotiations shall not make the original offer made by the Bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the Bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- 2.19.1.5 In case of non-satisfactory achievement of rates from lowest Bidder, the bid evaluation committee may choose to make a written counter offer to the lowest Bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous Bidder, then to the third lowest or most advantageous Bidder and so on in the order of their initial standing and work/ supply order be awarded to the Bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.
- 2.19.1.6 In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

2.20 Acceptance of the successful Bid and Issuance of Letter of Award (LOA)

- 2.20.1.1 The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- 2.20.1.2 Decision on Bids shall be taken within original validity period of Bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period OR time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
- 2.20.1.3 Before issuance of Letter of Award (LOA) the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- 2.20.1.4 A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- 2.20.1.5 The Bid Security of the Bidders who's Bids could not be accepted shall be refunded soon after the contract with the successful Bidder is signed and its performance security is obtained.

2.21 Procuring entity's right to accept or reject any or all Bids

- 2.21.1.1 The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the Bidders as per RPPP Act and Rules.

2.22 Right to Vary Quantity

- 2.22.1.1 If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bid document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation.

Signature of Authorized Signatory



- 2.22.1.2 Right to vary quantity will be as per RTPPR Rule.
- 2.22.1.3 The time period of bid is one year from the date of commencement of work. The period may be further extended for six month by mutual consent.

2.23 Performance Security Deposit

- 2.23.1.1 Prior to execution of work order, Performance security shall be solicited from all successful Bidder except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
- The successful bidder shall be required to deposit an amount equal to 5% of the contract value within 07 days of issue of letter of award/acceptance, as Performance Security.
 - Performance Security will be discharged after completion of bidder's performance obligations including warranty obligations under the contract.
 - If the bidder fails or neglects any of his obligations under the contract, JMRC reserve the right to forfeit performance security furnished by the bidder as penalty for such failure.
- 2.23.1.2 Performance security shall be furnished in any one of the following forms: -
- Bank Draft or Banker's Cheque of a scheduled bank;
 - Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bid document.
- 2.23.1.3 Performance security furnished in the form specified in clause 2.23.1.2 [b.] above shall remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the Bidder, including warranty obligations and maintenance and defect liability period.
- 2.23.1.4 **Forfeiture of Performance Security:** Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
- When any terms and condition of the contract is breached.
 - When the Bidder fails to make complete the work satisfactorily.
 - If the Bidder breaches any provision of code of integrity, prescribed for Bidders, specified in the bid document.
- 2.23.1.5 Notice will be given to the Bidder with reasonable time before Performance Security deposited is forfeited.
- 2.23.1.6 No interest shall be payable on the Performance Security Deposit.

3 General Conditions of Contract

3.1 Terms & Conditions

3.1.1 Contract Documents:

- 3.1.1.1 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

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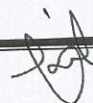
3.1.2 Scope of Work

- 3.1.2.1 The scope of work includes the cartridge refilling and maintenance of Printer system installed at different locations of Mansarovar Depot and nine Metro stations of JMRC.
- 3.1.2.2 The bidder will execute this work including all spares, materials, tools & labour etc. as per BOQ.
- 3.1.2.3 Any other item that may require for repair/service of cartridge or to complete the work specified in bid and proper functioning of the Printer, will be borne by bidder and no extra charges shall be paid for this.
- 3.1.2.4 The Quantity of Printer cartridge for refilling and testing may vary Positive as well as negative side as per RTPPR rule and the payment as per actual quantity shall be paid as per payment clause.
- 3.1.2.5 During "Contract for cartridge refilling and maintenance for different types of Printers following steps to be carried out by the bidder:
- 3.1.2.5.1 All the Printer cartridge as per Bill of Quantity to be issued to the bidder **weekly or as per JMRC requirement** for refilling and maintenance, according to availability by authorized representative of JMRC.
- 3.1.2.5.2 Printer cartridge may be refilled/tested on the spot or refilled/tested at the Commercial Cell and brought back to the Depot premises and nine metro stations of JMRC.
- 3.1.2.5.3 Refilling and Testing shall be done strictly as per standard procedure.
- 3.1.2.5.4 These Printer cartridge reinstall in their respective locations after refilling at his own cost.
- 3.1.2.5.5 All the Printer cartridge to be returned in good condition after refilling/testing as per delivery schedule.
- 3.1.2.5.6 The cost of refilling/testing of Printer cartridge shall include the cost of labor, refilling ink/material and maintenance.
- 3.1.2.5.7 In case of emergency, bidder should be ready to Maintenance of printers and refill the cartridge within the period as required by JMRC.
- 3.1.2.6 Subject to the provisions in the bid document and contract, the goods and related services to be supplied shall be as specified in the Letter of Acceptance.

3.1.3 General Care

- 3.1.3.1 All the parts shall be checked before refilling, which are found to be defective and require replacement. All the defective accessories replaced should be sent back to site.
- 3.1.3.2 After refilling of Printer cartridge, especially drum shall be suitably packed to avoid leakage during transportation.
- 3.1.3.3 Any delay in servicing, bidder shall be liable for penalty of Rs.200/- of each case.
- 3.1.3.4 Bidder shall handle the material with due care & if damaged at the time of performing job due to sheer negligence, then the cost of repairing or replacement of the parts shall be borne by bidder.
- 3.1.3.5 JMRC representative may be deputed at Bidder's work to witness the cartridge testing/servicing/refilling of the printers.
- 3.1.3.6 The work should be carried without causing any hindrance to the users.
- 3.1.3.7 Only authorized staff of contractor having proper identity card issued by the contractor/firm shall be permitted to enter in JMRC premises.

Signature of Authorized Signatory





3.1.4 Delivery

- 3.1.4.1 The Bidder shall arrange supplies within the stipulated time period.
- 3.1.4.2 Bidders shall be asked to supply the items as per specification within the specified delivery/ completion period at designated places within Jaipur .
- 3.1.4.3 The Supplier/ Selected Bidder shall arrange to supply, install and commission the ordered materials/ system as per specifications in bid document.

3.1.5 Recoveries from Supplier/ Bidder

- 3.1.5.1 Recovery of liquidated damages of defective/damaged supply, short supply, rejected material shall be made or accordingly from bills or Performance Security Deposit (as the case may be).
- 3.1.5.2 Engineer In-Charge shall withhold amount to the extent of short supply, broken/ damaged or for rejected items and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and bid Security available with the department.
- 3.1.5.3 The balance, if any, shall be demanded from the Supplier/ Bidder and when recovery is not possible, the Engineer In-Charge shall take recourse to law in force.

3.1.6 Rejection

- 3.1.6.1 Material not approved during testing shall be rejected and will have to be replaced by the Bidder at his own cost within the time fixed by the Engineer In-Charge.

3.1.7 Payments

- 3.1.7.1 Advance Payment will not be made.
- 3.1.7.2 Payment to the Bidder shall be made as per accepted rates in **every month** on actual work done after submission of bill along with the service/maintenance reports duly verified from the JMRC in charge.

3.1.8 Termination

3.1.8.1 Termination for Default

- 3.1.8.1.1 The bid sanctioning authority of JMRC 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/ Bidder, terminate the contract in whole or in part:

- If the supplier/ 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 JMRC; or
- If the supplier/ 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/ Bidder, 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.
- If the supplier/ Bidder commits breach of any condition of the contract.

- 3.1.8.2 If JMRC terminates the contract in whole or in part, amount of Performance Security Deposit may be forfeited.

- 3.1.8.3 Before cancelling a contract and taking further action, advice of senior most finance person available in the office and of legal adviser or legal assistant posted in the office, if there is one, may be obtained.

Signature of Authorized Signatory

4 SPECIAL TERMS AND CONDITIONS OF BID & CONTRACT

4.1 Bidders to Bid for all Items

- 4.1.1.1 Bidders must quote for all the items mentioned in the BOQ (Bill of Quantities). In case, a Bidder does not quote for any item, the bid shall be summarily rejected.

4.2 Payment Terms and Schedule

- 4.2.1.1 **Payment schedule:** - The bidder shall be responsible for the whole work, based on the BOQ and payment shall be as per accepted rates based on the activities carried out as in the Scope of work.

- 4.2.1.1.1 Payment to the Bidder shall be made as per accepted rates in **every month** on actual work done after submission of bill along with the service/maintenance reports duly verified from the JMRC in charge, as per BOQ, would be made as under: -

Milestones	Deliverables	Payment Schedule
Complete cartridge Refilling and maintenance of printer with repair/replacement of required accessories.	Testing, Verification & Final acceptance letter after testing by nominated official from JMRC.	In Every months, of Specified Work executed and accepted (as per LOA)

- 4.2.1.2 Due payments shall be made promptly by the purchaser, at earliest after submission of an invoice or request for payment by the supplier/ Bidder, and the purchaser has accepted it.
- 4.2.1.3 The currency or currencies in which payments shall be made to the supplier/ Bidder under this Contract shall be Indian Rupees (INR) only.
- 4.2.1.4 All remittance charges will be borne by the supplier/ Bidder.
- 4.2.1.5 Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.

4.3 Other Special Terms

- 4.3.1.1 In case of any errors/ inaccuracies remain in services then the JMRC has to take corrective actions on Bidders part (including all related expenditure on any such measures).
- 4.3.1.2 Delivery challan/Invoice for the replacement of faulty part must be submitted by Bidder and warranty for the part must be mentioned on it.
- 4.3.1.3 Anything that would be required to complete the scope of work specified in this bid and proper functioning of the printer, will be borne by the successful bidder.
- 4.3.1.4 The JMRC shall have the right to make minor alterations/additions/substitution in the scope of work or issue instructions that may be deemed necessary during the period of the contract and contractor shall carry out the work in accordance with the instructions which may be given to him by authorized JMRC's representative.
- 4.3.1.5 JMRC's General conditions of contract and special conditions of contract shall be applicable.

4.4 Form A: Form of Bid

Note : i. The Appendix forms part of the Bid

ii. Bidders are required to fill up all the blank spaces in this Form of Bid and Appendix.

Name of Work: _____

To
GENERAL MANAGER (Operations),
Jaipur Metro Rail Corporation Limited,
Room No. D01, Inside workshop building of Rolling Stock,
Mansarovar Metro Depot, Bhriugu Path,
Jaipur – 302020

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Specifications, Instructions to Bidders, for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda for the sum of Rs. _____ (Amount in figures and words) for _____ or such other sum as may be ascertained in accordance with the said conditions.
2. We acknowledge that the Appendix forms an integral part of the Tender.
3. We undertake, if our Bid is accepted, to commence the work within 7 days of issue of the LOA.
4. If our Bid is accepted, we will furnish at our option a Bank Guarantee for Performance as security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with the General Conditions of the Contract and as indicated in the Appendix.
5. We have independently considered the amount as per the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
6. We agree to abide by this Bid for a minimum period of 90 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
7. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We declare that the submission of this bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission has been, or will be, paid and that the Bid price does not include any such amount.
9. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
10. We understand that you are not bound to accept the lowest or any bid you may receive.
11. If our Bid is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

Signature of Authorized Signatory



Dated this.....day of..... 2019

Signature

Name..... in the capacity of

Duly authorized to sign bidders for and on behalf of.....

Address

Witness – Signature

Name

Address

Occupation

Signature of Authorized Signatory

4.5 Form: B Format of Bank Guarantee for Performance Security

This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the "Bank") of the one part, and Jaipur Metro Rail Corporation Limited (hereinafter called "the Employer") of the other part.

Whereas Jaipur Metro Rail Corporation Limited has awarded the contract for _____ "
Cartridge Refilling and Maintenance of Printer System installed at Mansarovar Metro Train Depot and 9 nos. Metro Stations of JMRC" Bid No. JMRC/O&S/OP/CR/2018-19/NIB/03 (here in after called "the contract") to M/s (Name of the Bidder) (here in after called "the Bidder").

AND WHEREAS the Bidder is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).

Now we the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Employer the full amount of Rs. _____ (Amount in figures and Words) as stated above.

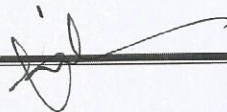
After the Bidder has signed the aforementioned Contract with the Employer, the Bank is engaged to pay the Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Employer to indemnify the Employer for any liability of damage resulting from any defects or shortcomings of the Bidder or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Employer immediately on demand without delay without reference to the Bidder and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Bidder. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Bidder in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.

This Guarantee is valid for a period of _____ Months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six (90) days longer than the Warranty period).

At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Bidder or if the Bidder fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under above Para, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Employer and at the cost of the Bidder

The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Bidder.

Signature of Authorized Signatory



The neglect or forbearance of the Employer in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Employer for the payment hereof shall in no way relieve the bank of their liability under this deed.

The expressions "the Employer", "the Bank" and "the Bidder" hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) 2019 being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name:

Designation :

I.D. No. :

Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named _____

In the presence of:

Witness 1.

Signature

Name

Address

Witness 2.

Signature

Name

Address



Signature of Authorized Signatory

4.6 Form C: Bidder's Authorization Certificate {to be filled by the BIDDERS}

To

GENERAL MANAGER (Operations),
Jaipur Metro Rail Corporation Limited,
Room No. D01, Inside workshop building of Rolling Stock,
Mansarovar Metro Depot, Bhrigu Path,
Jaipur – 302020

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 NIB reference No. _____ dated _____. 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:

Signature of Authorized Signatory

4.7 Form D: Self-Declaration {to be filled by the Bidder}

To

GENERAL MANAGER (Operations),
Jaipur Metro Rail Corporation Limited,
Room No. D01, Inside workshop building of Rolling Stock,
Mansarovar Metro Depot, Bhrigu Path,
Jaipur – 302020

In response to the NIB Ref. No. _____ dated _____ for {Project Title}, as an
Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We hereby
declare that presently our Company/ firm _____, at the time of bidding, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) 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;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: - Seal of the Organization: -

Date: _____

Place: _____

Signature of Authorized Signatory

4.8 Form E: Certificate Of Conformity/No Deviation {to be filled by the Bidder}

To,

GENERAL MANAGER (Operations)

Jaipur Metro Rail Corporation

Room No. D01, Inside workshop building of Rolling Stock,

Mansarovar Metro Depot, Bhrigu Path,

Jaipur – 302020

CERTIFICATE

This is to certify that, the specifications of Services / Items which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

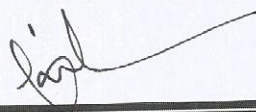
Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date: _____

Place: _____



Signature of Authorized Signatory



4.9 Form- F, Annexure A Compliance with the Code of Integrity and No Conflict of Interest

ANNEXURE A TO ANNEXURE C AS PER INSTRUCTIONS OF CIRCULAR NO. 3/2013
DATED 04-02-2013 FINANCE (G&T) DEPARTMENT, GOVT. OF RAJASTHAN

Any person participating in a procurement process shall -

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with 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 party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entity in India or any 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.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in abiding process if, including but not limited to:
 - a. have controlling partners/ shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. The Bidder 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 subbidder, 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
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Signature of Authorized Signatory

4.10 Form:-F, Annexure:-B Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement
of..... in response to their
Notice Inviting Bids No Dated
I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

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

Date:

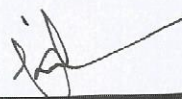
Place:

Signature of bidder

Name

Designation:

Address:



Signature of Authorized Signatory

4.11 Form: F, Annexure C- Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Director (O&S) Jaipur Metro Rail Corporation, Jaipur.

The designation and address of the Second Appellate Authority is MD, Jaipur Metro Rail Corporation, Jaipur.

NOTE: Extent provisions under chapter-VII (Rule 83,84,85,86) of RTPPR, 2013 in this regard shall prevail.

(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 issues there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

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

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

- (2)** The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it or within thirty days from the date of the appeal.
- (3)** If the office 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 Be in certain cases**
No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-
- (a) Determination of need of procurement;
 - (b) Provisions limiting participation of Bidders in the Bid process;
 - (c) The decision of whether or not to enter into negotiations;
 - (d) Cancellation of a procurement process;
 - (e) Applicability of the provisions of confidentiality



(5) Form of Appeal

- (a) An appeal under Para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

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

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

4.12 Form : G [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 omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

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

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

6. Grounds of appeal:

..... (Supported by an affidavit).

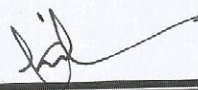
7.

Prayer:.....

Place.....

Date

Appellant's Signature



Signature of Authorized Signatory

**4.13 BILL OF QUANTITIES (BOQ)****FINANCIAL BID FORM**

Bidder Name: _____

Sr. No.	Description of Item (A)	Unit (B)	Yearly Refilling (B & W) (Qty.) (C)	Yearly Refilling (Color) (Qty.) (D)	Unit Rate (E)	Total Amount [F=(C+D)*E]	GST%	GST amount (G=F*GST %)	Amount including GST (H=F +G) (In RS.)
1	Canon F151300 Refilling	Nos.	4	-					
2	HP Laser Jet 4625 Refilling	Nos.	4	-					
3	HP Office Jet 7120 Refilling	Nos.	3	3					
4	HP Laser Jet 276N Refilling	Nos.	-	4					
5	HP Laser Jet CP1025 Colour Refilling	Nos.	-	8					
6	HP Laser Jet HOTSPOT M1218 mfp Refilling	Nos.	24	-					
7	HP Laser Jet Laser Jet 1100 Series Refilling	Nos.	12	-					
8	HP Laser Jet 131a Refilling	Nos.		18					
9	HP Laser Jet P1108 Refilling	Nos.	187	-					
10	HP Laser Jet P1505 Refilling	Nos.	12	-					
11	HP Laser Jet P1606dn Refilling	Nos.	38	-					

Signature of Authorized Signatory



12	HP Laser Jet Pro200 Color Refilling	Nos.	-	16					
13	HP Laser Jet M1319F Refilling	Nos.	10	-					
14	Samsung ML3310&D Refilling	Nos.	8	-					
15	Drum Replacement	Nos.	117	-					
16	PCR Replacement	Nos.	117	-					
17	D/Blade Replacement	Nos.	117	-					
18	W/Blade Replacement	Nos.	117	-					
19	Meg Roller Replacement	Nos.	117	-					
Gross Amount in Rs.									
Gross Amount in Rs.(In Words):									

Note:

- (1)Rate quoted must be FOR Mansarovar Depot and all nine Metro Stations as per BOQ inclusive of all duties, taxes, fees and other levies, material, labor etc.. GST shall be shown separately in BOQ by the bidder. However, GST shall be as applicable on the date of supply of material to JMRC.
- (2)Bidders are advised to visit the site and take account of Supply and know technical suitabilities before quoting their rates.
- (3)Delivery challan/Invoice for the replacement of faulty part must be submitted by Bidder and warranty for the part must be mentioned on it (If applicable).
- (4) Released parts/items, if any, shall be property of JMRC.
- (5) For price evaluation of tender, the Total Overall Cost as quoted for Refilling and maintenance of parts for different types of Printers will be considered.
- (6) Unless otherwise mentioned, all materials, manpower, & consumables shall be in the scope of supply of the Contractor, and the Quoted Rates/Prices shall be inclusive of all necessary inputs to complete the jobs in all respects. The materials, spares, consumables, etc. should be of high-quality as per applicable standards (if applicable).
- (7)Bidder shall submit their Firm GST certificate and cancelled banker's cheque with Bid Document.

**Signature of firm's representative
(With seal of firm)**

Signature of Authorized Signatory