



## BID DOCUMENT

“Comprehensive Annual Maintenance Contract for 3 Nos. Aqua guard RO (50 LPH) for Three Years installed at Mansarovar Depot”

Jaipur Metro Rail Corporation Limited  
Directorate of Operations & Systems  
Admin Building, Mansarovar Metro Train Depot,  
Bhriгу path, Mansarovar Jaipur – 302020  
Website: <http://transport.rajasthan.gov.in/jmrc>  
Email: [edtem@jaipurmetrorail.in](mailto:edtem@jaipurmetrorail.in)

**TABLE OF CONTENTS**

4.4	VARIATION.....	19
5.0	TECHNICAL BID FORMATS AND DETAILS:.....	20
6.0	BID FORMS.....	23
6.1	Form A: Form of Bid.....	23
6.2	Form: B, Bidder's Profile.....	25
6.3	Form: C Format of Bank Guarantee for Performance Security .....	26
6.4	Form D: Bidder's Authorization Certificate {to be filled by the BIDDERS} .....	28
6.5	Form E: Self-Declaration {to be filled by the Bidder} .....	29
6.6	Form F: Certificate Of Conformity/No Deviation {to be filled by the Bidder} .....	30
6.7	Form- F, Annexure A Compliance with the Code of Integrity and No Conflict of Interest.....	31
6.8	Form:-F, Annexure:-B Declaration by the Bidder regarding Qualifications .....	32
6.9	Form:-F, Annexure:-C Grievance Redressal during Procurement Process .....	33
6.10	Form : G [See rule 83].....	35
6.11	Form : H FORMAT OF POWER OF ATTORNEY.....	36
6.12	Form I: Black list /Termination Undertaking .....	38
6.13	Form:- J, WORK EXPERIENCE .....	39
6.14	Form-K Bid Securing Declaration .....	40
7.0	BILL OF QUANTITIES (BOQ).....	41
7.1	FINANCIAL BID FORM .....	41



## 1.0 NOTICE INVITING BIDS (NIB)

Jaipur Metro Rail Corporation (JMRC) Ltd. invites sealed Open Bids (single stage one envelope method) for the work of "Comprehensive Annual Maintenance Contract for 3 Nos. Aqua guard RO (50 LPH) for Three Years installed at Mansarovar Depot"

### KEY DETAILS:

1.	Designation and address of inviting authority	ED (Traction and E&M), JMRC JAIPUR
2.	NIB/Bid No	JMRC/O&S/EL/2020-21/NIB/026
3.	Name of Work	"Comprehensive Annual Maintenance Contract for 3 Nos. Aqua guard RO (50 LPH) for Three Years installed at Mansarovar Depot"
4.	Cost of Bid Form	Rs. 118/- including 18% GST, Cost of Bid Form is not refundable(Refer clause 2.0)
5.	Estimated Cost	Rs. 1,53,002/- incl. all taxes
6.	Earnest Money Deposit (EMD) / Bid Security.	Rs 1530/- (1% of Estimated Cost) However, in lieu of bid security amount, a Bid Security Declaration in prescribed format has to be submitted on Non-Judicial stamp Paper of Rs 50/- (as per FORM: K). along with Cost of Bid
7.	Performance Security	(2.5 % 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. (Refer clause 2.23)
8.	Name of website (s) for down load of Bid document and clarification (s) / Modification (s), if any	<a href="http://transport.rajasthan.gov.in/jmrc">http://transport.rajasthan.gov.in/jmrc</a> <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a>
9.	Tender Download Start Date / Time	16:00 Hrs. dated 06/01/2021
10.	Tender Submission start date/ Time	10:00 Hrs. dated 16/01/2021
11.	Last Date & Time for Submission of Bid	12:30 Hrs. dated 22/01/2021
12.	Time & Date of opening of Bid	15:00 Hrs. dated 22/01/2021
13.	Venue of Submission and Opening of Bid	Room no. 320, Office of DGM (Traction/E&M), Third Floor, Admin Building, Mansarovar Metro Train Depot, Bhrihu path, Mansarovar, Jaipur-302020.
14.	Validity of Bid	90 days from the last date of submission of tender.
15.	Contract Period	Three Years from the date of issue of LOA (Letter of Acceptance)
16.	<b>Technical Eligibility Criteria:</b> <ol style="list-style-type: none"> <li>Bidder should have valid GST registration certificate issued by competent authority and enclose copy of GST certificate duly self-attested along with the bid.</li> <li>Applicant should have valid PAN certificate/ card issued by the Income Tax Dept. of GOI and enclose copy of PAN certificate duly self-attested along with the bid.</li> <li><b>Work Experience:</b> <ol style="list-style-type: none"> <li>The manufacturer/authorized dealer/OEM of equipment for the MAKE as mentioned in NIB i.e water purifier MAKE: Aquaguard RO. The letter of authorization from manufacturer in original/ photocopy attested (by notary) is to be submitted.</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>The Bidder must have executed any work pertaining to supply/Repair of Water Purifier</li> </ol> </li> </ol>	





of water purifier MAKE: Aqua-guard in any Central Govt. Department /State Govt. Department / PSUs of Central or any state Govt. / Any Metro Rail in India/ Indian Railways or it's PSU during last three financial years and the period ending last day of month previous to the one in which the Bids are invited in current financial year.

**NOTE:**

1. The works completed here shall mean having successfully physically completion of that particular work.
2. The Bidder shall attach copy of LOAs / POs/Work Orders along with their work completion certificates issued by the authorized signatory preferably on their letter head of the contract/work awarding agency, mentioning Period of the contract, name of the work and Amount, BOQ. **For bidders submitting LOA/P.O. of JMRC for work Experience need not to submit Work completion certificates. JMRC will examine the factual details of Work awarded and satisfactory completion of work by firm at time of Bid evaluation.**
- d) Firm should not have been be blacklisted by Central Government, any State Government or any Government agency or Public sector undertaking (PSU). Firm shall submit an undertaking to this effect as per Form-I: Black list /Termination Undertaking.
- e) **POWER OF ATTORNEY (Form: H):** In case bidder's firm is Partnership/ Company/ Consortium then, a power of attorney to be submitted. The power of attorney is to be signed by the partners or legally authorized signatories of all the partners authorizing the nominated person to be In-charge to sign bid document, incur all liabilities and receive instructions.

At any stage if it is 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.

**Bidder is requested to submit Bank details (copy of cancelled Cheque) of firm at the time of bid submission.**

**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 Room No- 320, Third Floor, Admin Building, Mansarovar Metro Train Depot, Bhrigu path, Mansarovar, Jaipur-302020.
4. The Bidder is advised to visit and examine the Site of Works and its surroundings at his/their cost and obtain for himself on his own responsibility, all information that may be necessary for preparing the Bid and entering into a Contract.

EXECUTIVE DIRECTOR (Traction and E&M)

JAIPUR METRO RAIL CORPORATION LTD,

Room No.407, 4<sup>th</sup> floor, Admin Building

Bhrigu path, Mansarovar, Jaipur – 302020

Email: [edtem@jaipurmetrorail.in](mailto:edtem@jaipurmetrorail.in)

**NOTE:** In case of any query regarding this bid, same may please be made with DGM (Tr./E&M) Mob No: 9413395351, 7728895663. Email id: [dgmtem@jaipurmetrorail.in](mailto:dgmtem@jaipurmetrorail.in)

Signature of Authorized Signatory



## 2.0 INSTRUCTION TO BIDDERS

### 2.1 Sale of Bidding/ Bid Documents

- 2.1.1.1 The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB). The complete bidding documents shall also be placed on the State Public Procurement Portal and JMRC website as per NIB. The prospective Bidders shall download the bidding 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 bidding documents 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 documents 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. 118/- including 18% GST, by Cash or DD/Banker Cheque drawn in favour of "Jaipur Metro Rail Corporation Ltd.", 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](http://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 In lieu of bid security amount , a Bid Security Declaration in prescribed format has to be submitted on Non- Judicial stamp Paper of Rs 50/- ( as per Form:K) along with Cost of Bid. The bidder required to pay the bid security amount as specified in Para 6 of NIB, in case of shortfall mentioned in Form K , point (a) to (e).
- 2.2.1.3 The Bid Security Liable to be paid as per T&C of bid in the following cases, namely: -
- When the bidder withdraws or modifies its bid after opening of bids;
  - When bidder do not execute the agreement, if any , after placement of supply/work order within specified period;
  - When the Bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
  - When the Bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
  - If the Bidder breaches any provision of code of integrity prescribed for bidding specified in the bidding document.
- 2.2.1.4 In case of non-submission of Bid Security Declaration on Non- Judicial stamp Paper of Rs 50/- ( as per FORM: K) , the bid will be summarily rejected.



## **2.3 Changes in the Bidding 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 bidding documents by issuing an addendum in accordance with the provisions below.
- 2.3.1.2 In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- 2.3.1.3 In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

## **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/ bidding 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, if applicable.

## **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 bidding document.
- 2.5.1.2 All pages 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 bidding documents. This authorization shall consist of a written confirmation as per "Certificate of Conformity/ No-Deviation" of the bidding document and shall be attached to the technical bid.
- 2.5.1.3 Any corrections in the bid such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.

## **2.6 Sealing and Marking of Bids**

- 2.6.1.1 Single envelope shall: -
  - a. bear the name and complete address along with telephone/ mobile number of Bidder;
  - b. bear complete address of the procuring entity with telephone number, if any;



- c. 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.

**The complete bid document will be consist of following**

- a) Proof of bid cost
- b) **Bid Security Declaration on Non- Judicial stamp Paper of Rs 50/- ( as per FORM: K)**
- c) Bid Document - The bidder shall enclose duly signed and stamped, copy of the Bid Document and the Financial Bid (BOQ). Bids, 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.

## **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.

## **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 Receipt and Custody of Bids**

- 2.11.1.1 The bids shall be received by hand delivery, by courier or by post in the specified format up to the specified time and date and at the specified place, by the person authorized by the procuring entity.
- 2.11.1.2 All bids received unsealed, in torn or damaged condition through post or by personal delivery shall be so marked and signed on the cover by the person receiving the same and get signed on it by the person delivering it and put in a fresh cover and reseal, if so warranted. All such entries shall be attested by the receiving person.
- 2.11.1.3 The received bids shall be kept in safe custody in lock and key by the person authorized to receive the bids.
- 2.11.1.4 The location of bid box shall be such as to facilitate easy access to Bidders.
- 2.11.1.5 Bids received by the authorized person on or before the time and date fixed for receipt of bids shall be entered in bids receipt register and the same shall be closed at the scheduled time and date giving in words and figures the number of bids received up to the last time and date for submission of bids.
- 2.11.1.6 The record of bids received late through post shall be entered in bids receipt register after closing the register as per above.
- 2.11.1.7 Bids received by telegram or given on form other than the prescribed form shall not be considered.

## **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.
- 2.12.1.2 Bids requested to be withdrawn shall be returned unopened to the Bidders.
- 2.12.1.3 No bid shall be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of the specified bid validity or any extension thereof.

## **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 bidding document in the presence of the Bidders or their authorized representatives, who choose to be present.



- 2.13.1.2 The bids receiving person shall also hand over all the bids received by him up to the time and date for submission of bids to the Convener of bids opening committee and obtain its signature in the bids receipt register.
- 2.13.1.3 The bid opening committee may co-opt experienced persons in the committee to conduct the process of bid opening.
- 2.13.1.4 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.
- 2.13.1.5 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.
- 2.13.1.6 Envelopes shall be opened one at a time and the following details shall be read out and recorded: -
- a. the name of the Bidder and whether there is a substitution or modification;
  - b. the bid prices (per lot if applicable);
  - c. the Bid Declaration Form
  - d. Any other details as the committee may consider appropriate.
- 2.13.1.7 After all the bids have been opened, they shall be initialed 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 initialed 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 initialed legibly to make it clear that such alteration, etc., were existing in the bid at the time of opening.
- 2.13.1.8 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 **Bid Security Declaration on Non- Judicial stamp Paper of Rs 50/- ( as per FORM: K).**

## **2.14 Selection Method**

- 2.14.1.1 The selection method is Least Cost Based Selection (LCBS) i.e. Least bid price as detailed below:
- 2.14.1.1.1 Bid will be opened on scheduled time and date as per NIB.



- 2.14.1.1.2 The contract shall be awarded to most advantageous technically responsive bidder quoting least value of Total Cost incl. Taxes in financial bid BoQ (L1) subject to the fulfillment of Eligibility criteria mentioned in clause 16 of NIB.
- 2.14.1.1.3 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.
- 2.14.1.1.4 Bidder shall quote price for each items and sub-items.
- 2.14.1.1.5 The purchase Order/work order 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-facie responsiveness and ensure that the: -
- bid is signed, as per the requirements listed in the bidding document;
  - bid has been sealed as per instructions provided in the bidding document;
  - bid is valid for the period, specified in the bidding document;
  - Bid is accompanied by bidding document fee, **Bid Security Declaration on Non-Judicial stamp Paper of Rs 50/- ( as per FORM: K)**
  - bid is unconditional and the Bidder has agreed to give the required performance security; and
  - Other conditions, as specified in the bidding document are fulfilled.

### 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 bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.



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

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

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

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

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 bidding 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 bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

#### 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 bidding documents 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 for each item.
- 2.16.1.3.8 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 bidding 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 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, Tender may be annulled and fresh Bids invited.

## **2.20 Acceptance of the successful Bid and Issuance of Purchase Order**

- 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 purchase order 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, if applicable.

## **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 RTTP Act and Rules.



## 2.22 Right to Vary Quantity

- 2.22.1 Right to vary Quantity will be governed as per Rule 73 of RTPPR, 2013 up to latest amended.
- 2.22.2 If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.
- 2.22.3 Repeat orders for extra items or additional quantities may be placed, if it is provided in the bidding documents, on the rates and conditions given in the contract if the original order was given after inviting open competitive bids. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under-
- (a) 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
  - (b) 50% of the value of goods or services of the original contract.

## 2.23 Performance Security Deposit

- 2.23.1 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.
- 2.23.2 The amount of performance security shall be as per mentioned in NIB in Bid Document. The Performance Security may be deducted from running bill/final bill on request by contractor in writing and approval by competent authority.
- 2.23.3 Performance Security will be discharged after completion of bidder's performance obligations including warranty obligations under the contract.
- 2.23.4 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.
- 2.23.5 Performance security shall be furnished in any one of the following forms: -
- a. Bank Draft or Banker's Cheque of a scheduled bank;
  - b. 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 bidding document for Bid Security, if applicable.
  - c. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of Bidder and discharged by the Bidder in advance. The procuring entity shall ensure before accepting the FDR that the Bidder furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the Bidder concerned. In the event of forfeiture



of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

- 2.23.6** Performance Security may also be deducted from the payment to the firm at the time of submission of Tax Invoice. In such case, the bidder may request in writing to deduct Performance Security from Tax Invoice from the competent JMRC authority.
- 2.23.7** Performance security furnished in the form specified in clause 2.23.1.5 [b.] to [c] above shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Bidder, including warranty obligations and maintenance and defect liability period.
- 2.23.8** Forfeiture of Performance Security: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
- a. When any terms and condition of the contract is breached.
  - b. When the Bidder fails to make complete supply/service satisfactorily.
  - c. If the Bidder breaches any provision of code of integrity, prescribed for Bidders, specified in the bidding document.
- 2.23.9** Notice will be given to the Bidder with reasonable time before Performance Security deposited is forfeited.
- 2.23.10** No interest shall be payable on the Performance Security Deposit.

### **3.0 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.

##### **3.1.2 Scope of Supply**

- 3.1.2.1** Subject to the provisions in the bidding document and contract, the goods and related services to be supplied shall be as specified in the Letter of acceptance.

##### **3.1.3 Delivery**

- 3.1.3.1** Subject to the conditions of the contract, the goods should be delivered within the time period mentioned in the LOA or earlier.
- 3.1.3.2** If national holiday is being declared on bid due date then bid will be opened on next suitable working day.
- 3.1.3.3** The Contractor shall arrange supplies within the stipulated time period.
- 3.1.3.4** Bidders shall be asked to supply the items as per specification within the specified delivery/ completion period at designated places within Jaipur and across the State of Rajasthan and





the details of supply/ shipping and exact locations where the items need to be supplied shall be specified in the purchase order and/ or contract.

- 3.1.3.5 The Supplier/ Selected Bidder shall arrange to supply and arrange service at site of the ordered materials as per specifications in bid document.

### **3.1.4 Recoveries from Supplier/ Contractor**

- 3.1.4.1 Recovery of liquidated damages, short supply, defects in, rejected shall be made ordinarily from bills or Performance Security Deposit (as the case may be).
- 3.1.4.2 The Purchase Officer shall withhold amount to the extent of short supply, broken/ damaged or for rejected 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.
- 3.1.4.3 The balance, if any, shall be demanded from the Supplier/ Contractor and when recovery is not possible, the Purchase Officer shall take recourse to law in force.

### **3.1.5 Specifications and Standards**

#### **3.1.5.1 Technical Specifications and Drawings**

- a. The Supplier/ Contractor shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.
  - b. The Supplier/ Contractor shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
  - c. The goods and related services supplied under the Contract for execution of work order shall conform to the standards mentioned in work order and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.
- 3.1.5.2 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the work order. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.

### **3.1.6 Inspection**

- 3.1.6.1 The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the supplier's/ Contractor's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided.

### **3.1.7 Rejection**

- 3.1.7.1 Articles not approved during inspection or testing shall be rejected and will have to be replaced by the Contractor at his own cost within the time fixed by the Purchase Officer.



- 3.1.7.2 If, however, due to exigencies of work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the Contractor of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
- 3.1.7.3 The rejected articles shall be removed by the supplier/ Bidder/ Contractor within 15 Days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the Contractor's risk and on his account.

### **3.1.8 Liquidated Damages (LD)**

- 3.1.8.1 In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Purchase order with the Bidder has failed to supply/ install/ complete/service (whichever is application):-
- 3.1.8.2 delay up to one fourth period of the prescribed delivery period: 2.5%
- 3.1.8.3 delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
- 3.1.8.4 delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
- 3.1.8.5 delay exceeding three fourth of the prescribed period: 10%
- 3.1.8.6 Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- 3.1.8.7 The maximum amount of liquidated damages shall be 10% of the contract value.
- 3.1.8.8 If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- 3.1.8.9 Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the Bidder.

### **3.1.9 Termination**

#### **3.1.9.1 Termination for Default**

- 3.1.9.1.1 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/ Contractor, terminate the contract in whole or in part: -
- If the supplier/ Contractor 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/ Contractor 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/ Contractor, 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/ Contractor commits breach of any condition of the contract.



- 3.1.9.2 If JMRC terminates the contract in whole or in part, amount of Performance Security Deposit may be forfeited.
- 3.1.9.3 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.

**Note:** In addition to the conditions specified above, the provision of JMRC General Condition of Contract (GCC) are applicable. GCC document is available on the JMRC website. The successful bidder shall submit a declaration for acceptance of the terms and conditions mentioned in the JMRC GCC {clause 6.6 Form F (j)}.

#### 4.0 SPECIAL TERMS AND CONDITIONS OF TENDER & 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 Penalty

- 4.2.1 Advance Payment will not be made.
- 4.2.2 Payment of the work executed shall be made on **quarterly basis** per year after satisfactory work completion along with submission of service report and work completion report by nominated JMRC staff.
- 4.2.3 Due payments will be made promptly, after submission of an invoice or request for payment by the supplier/ Contractor, and the purchaser has accepted it.
- 4.2.4 The currency or currencies in which payments shall be made to the supplier/ Contractor under this Contract shall be Indian Rupees (INR) only.
- 4.2.5 All remittance charges will be borne by the supplier/ Contractor.
- 4.2.6 Payment of the work executed shall be made only when the work completed as specified in this bid, and the work is found to be satisfactory and accepted by the inspecting authority.
- 4.2.7 If bidder fails to submit performance security, execution of contract within specified time, no payment shall be made for the work, if any done after issuance of LOA/PO.
- 4.2.8 **One set of Consumable Spare Parts per year per water purifier will be compulsory replated. Other spares may be replaced whenever its required. In CAMC period and JMRC will not pay for it.**
- 4.2.9 Variation in quantities/Extension /Operation of new item in BOQ etc shall be governed as per SOP/JMRC and RTPPR 2013.
- 4.2.10 **The currency or currencies in which payments shall be made to the supplier/ Bidder under this Contract shall be Indian Rupees (INR) only. Bidder must enclosed a copy of cancelled check and bank detail in the following format :**

S.No.	Bank details	Description
1.	Bank name	
2.	Bank address	
3.	Bank account no	
4.	Type of account	
5.	IFSC no	



4.2.11 At the end of the period of contract, all services under contract will be handed over as functional Machine in complete healthy condition to JMRC.

4.2.12 **PENALTY**

a) **PREVENTIVE MAINTENANCE DELAY:**

The Contractor shall arrange to carryout quarterly preventive maintenance and submit the report thereof. The preventive maintenance of each of the Water Purifier will be carried out as per schedule and in no case it shall be delayed by 10 days per water purifier for any of the individual Water Purifier. In case preventive maintenance of any of the Water Purifier is delayed beyond 10 days, it will be considered as unsatisfactory performance on part of contractor.

b) **IN CASE OF BREAKDOWN:**

- I. In case of any failure, the same shall immediately be communicated through telephonically/e-mail to authorized representative of contractor and he shall attend the breakdown within 48 hours.
- II. In case, any particular Water Purifier which is out of order, if the failure is not fully rectified within 48 Hrs even after communication through telephonically/e-mail to authorized representative of contractor then a penalty of Rs.100/- per water purifier per day will be imposed and deducted from the bill.
- III. Repeated cases of not attending the failure within 48 Hrs. will be considered as unsatisfactory performance on part of contractor.

**4.3 Other Special Terms**

- 4.3.1 Bidders are advised to carry out extensive survey and site visit and analysis at their on cost, before submitting the bid as per JMRC extent procedures and permission.
- 4.3.2 Accidents - It shall be the entire responsibility of the contractor to adopt all the safety measures in deploying personnel who are adequately trained in safety. If any accident occurs due to negligence on the part of the contractor's personnel, it shall be the full responsibility of the contractor.
- 4.3.3 Contractor shall be responsible for insurance and safety of the labor involved in executing the scope of work of this BID.
- 4.3.4 The contractor shall make sure that no harm or damage is made to JMRC property and assets while executing the scope of work of this BID. The performance security/payment shall be forfeited or shall be refunded/ made only after making the adjustments for any such damage made by the contractor and his staff.

**4.4 VARIATION**

- 4.5.1 Right to vary Quantity will be governed as per Rule 73 of RTPPR, 2013.
- 4.5.2 If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.
- 4.5.3 Repeat orders for extra items or additional quantities may be placed, if it is provided in the bidding documents, on the rates and conditions given in the contract if the original order was



given after inviting open competitive bids. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under-

(a) 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and

4.4.1 (b) 50% of the value of goods or services of the original contract.

## 5.0 TECHNICAL BID FORMATS AND DETAILS:

### 5.1.1.1 TECHNICAL SPECIFICATIONS and STANDARDS

The water purifiers installed at Admin Building, Mansarovar Metro Depot , Make AG Reviva INST RO WP Sys-50 LPH Basic.

5.1.1.2 The specifications of spare parts installed AG Reviva INST RO WP Sys-50 LPH Water Purifier is mentioned here shall be under scope of CAMC works:

S.No.	Item Description with specifications
1	Membrane Cartridge assy Reviva-New
2	3/8" PL Tube
3	Diverter Valve Assy-PL4
4	Stem Adaptor-1/4" BSP X 3/8" Tube
5	Equal Elbow 1/4"
6	Equal Tee 1/4"
7	PL4 Tube white colour
8	PL4 Tube Blue colour
9	3/8" Union Elbow
10	3/8" Union Tee
11.	Solenoid Valve 1/2" BSP X 1/2" BSP 24 V
12.	Solenoid Valve Body-Reviva
13.	Solenoid Valve Coil-Reviva
14.	Diaphragm pump 1800ml
15.	SMPS PCB (230V/48/24 V DC)- CCD RO Mode
16.	20" A C Block



17.	20" Yarn wound Sediment Cartridge Filter
18.	Autoo Flush PCB (pump Control )-Assembly
19.	Reject Water Valve 800 ml
20.	Low Pressure Switch 3/8"

These items may be replaced whenever it is required.

5.1.1.3 List of Consumable Spare Parts ( to be replaced compulsory in one year during CAMC) :

One set of Consumable Spare Parts per water Purifier per year is to be replaced compulsory under CAMC or whenever required, whichever is earlier.

S.No.	Item Description
1	Sediment Candle 20" long
2	Carbon Block 20" (Pre,Post)
3.	Membrane

5.1.1.4 Scope of Work

It includes Comprehensive Annual Maintenance of Water purifier for 3 years. The contract period of CAMC is for 3 years for 3 Nos of Water Purifier installed at Admin Building Mansarovar Metro Depot.

1. **PREVENTIVE MAINTENANCE**- After issuing LOA, Bidder have to provide us a schedule date for entire year for preventative maintenance. Service engineer shall visit **Quarterly** for carrying out preventive maintenance and submit their report verified by nominated JMRC staff.
2. **BREAKDOWN MAINTENANCE**  
**Bidder** is advised to authorize their service engineer to attend the breakdown calls of JMRC as and when required. Service engineer will replace the spare parts/ faulty component, if required and it should be certified by the JMRC Personnel available at the site of the work. In condition of Breakdown your service engineer shall attend the breakdown within 24 Hrs. after information given by JMRC representative via telephonically or mail.
3. After issuing LOA, Bidder has to provide us a schedule date for entire year for preventative maintenance.
4. It includes Repairing of Water Purifiers. It consists of supply and replacement of faulty spare parts of all Water Purifiers installed at Depot, JMRC.
5. Any modification in the Purifier on the basis of above analysis shall be done with prior approval of ED (Traction and E&M)/ JMRC.
6. Specialized Tool and Plant will be provided by Contractor and those will not be in scope of JMRC.



5.1.1.5 The details of work to be executed are as below:

S. No.	Description of Item	Model	Location	Unit	Qty. for One Years	Qty. for Three Years
1.	"Comprehensive Annual Maintenance Contract for existing Aqua guard Reverse Osmosis Water Purifier system (50 LPH) including breakdown/complaint calls & preventive maintenance services for Three Years as per terms & conditions specified in NIB.	Aqua guard Reviva Institutional RO	Mansarovar Depot	Nos.	3	9

**NOTE:**

- A. Bidder is requested to visit actual site of JMRC before quoting the rates. All the spare parts/work should be compatible with existing Model of Purifier and be executed as per terms and conditions, technical specification mentioned in this Bid document.



## 6.0 BID FORMS

### 6.1 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

**EXECUTIVE DIRECTOR (Tr. and E&M),**

**Jaipur Metro Rail Corporation Limited,**

**Room no.-407, 4<sup>th</sup> Floor, Admin Building Mansarovar metro train depot,**

**Bhrigu path, Mansarovar, 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 Bid.
3. We undertake, if our Bid is accepted, the time of completion of contract is one year which may be extended further for Three months on mutual acceptance on same price, terms and conditions of contract.
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.

Dated this.....day of..... 2020

Signature .....

Name..... in the capacity of .....

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

Address .....

Witness – Signature .....

Name .....

Address .....

Occupation .....



**6.2 Form: B, Bidder's Profile**

1.	Name & Address of The Bidder	
2.	Location of Corporate Head Quarters	
3.	Details of Contact person (Name, designation, address etc.) Telephone Number, Fax Number, e-mail	
4.	Is the firm a registered company? If yes, submit documentary proof. Year and Place of the establishment of the Company	
5.	Is the firm registered with sales tax department? If Yes, submit valid sales tax registration certificate.	
6.	Number of offices in Rajasthan and in India	
7.	Authorized Signatory	
8.	GSTIN Number with enclosed certificate	
9.	PAN Details with copy of PAN Card	
10.	<p>Details of court litigations, including (but not limited to) –                      Have you filed any claim against any Company / Institutions /PSU/JMRC for such type of project? If so, give details like case no., court dispute involved and present status.                      Has any Company/ Institution / PSU/JMRC filed any claim/case against you, if so, furnish full details.                      Has any of your customer or clients filed any case against you in a court? If so, furnish details.</p>	



**6.3 Form: C 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 \_\_\_\_\_  
"Comprehensive Annual Maintenance Contract for 3 Nos. Aqua guard RO (50 LPH) for Three Years installed at Mansarovar Depot" Bid No. JMRC/O&S/EL/2020-21/NIB/26 (here in after called "the contract") to M/s (Name of the Contractor) \_\_\_\_\_ (here in after called "the Contractor").

AND WHEREAS the Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Contractor 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 60 days longer than the date of completion of all contractual obligations of the Bidder, including warranty obligations and maintenance and defect liability period (as applicable)).

At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Contractor or if the Contractor 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 Contractor



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

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 Contractor" 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) 2020 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 .....



**6.4 Form D: Bidder's Authorization Certificate {to be filled by the BIDDERS}**

To,

Executive Director (Traction and E&M)

Jaipur Metro Rail Corporation

Room no. 407, 4th floor Admin Building Mansarovar metro train depot,

Bhrigu path, Mansarovar, 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:

**6.5 Form E: Self-Declaration {to be filled by the Bidder}**

To,

Executive Director (Traction and E&M)

Jaipur Metro Rail Corporation

Room no. 407, 4th floor Admin Building Mansarovar metro train depot,

Bhriagu path, Mansarovar, 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: \_\_\_\_\_



**6.6 Form F: Certificate Of Conformity/No Deviation {to be filled by the Bidder}**

To,

Executive Director (Traction and E&M)

Jaipur Metro Rail Corporation

Room no. 407, 4th floor Admin Building Mansarovar metro train depot,

Bhrigu Path, Mansarovar, 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: \_\_\_\_\_

**6.7 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 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
  - 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.



**6.8 Form-F, Annexure-B Declaration by the Bidder regarding Qualifications**

Declaration by the Bidders

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:

Signature of bidder

Place:

Name

Designation:

Address:

## 6.9 Form-F, Annexure-C Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is **Director (O&S) JMRC, JAIPUR.**

The designation and address of the Second Appellate Authority is **Managing Director, JMRC, JAIPUR.**

### (1) Filing an appeal

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

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

Provided further that in case a Procuring Entity 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 of within thirty days from the date of the appeal.

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file 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 authorized representative.
- (6) Fee for filing appeal**
- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- (7) Procedure for disposal of appeal**
- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon 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.



6.10 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





6.11 Form : H FORMAT OF POWER OF ATTORNEY

Know all men by these presents, we, .....  
(Name of the Bidder firm), having our registered office  
at..... do hereby irrevocably constitute,  
nominate, appoint and authorize Mr./Ms..... son /daughter of  
Shri.....and presently  
residing at ....., who is presently employed with  
us and holding the position of ....., as our  
true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf,  
all such acts, deeds and things as are necessary or required in connection with or incidental to submission  
of our Bid for "Bid For "Comprehensive Annual Maintenance Contract for 3 Nos. Aqua guard RO (50 LPH)  
for Three Years installed at Mansarovar Depot" (JMRC/O&S/EL/2020-21/NIB/026) including but not  
limited to signing and submission of all applications, Bids and other documents and writings, participate in  
Bidders and other conferences and providing information / responses to the Authority, representing us in  
all matters before the Authority, signing and execution of all contracts including the Contract Agreement  
and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all  
matters in connection with or relating to or arising out of our Bid for the said Project and/or upon award  
thereof to us and/or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things  
done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by  
this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the  
powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,....., THE ABOVE NAMED  
PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF .....  
2020.

For.....

(Signature, Name, Designation and Address)

Accepted

(Signature, Name, Designation and Address of Attorney)

Witnesses:

1. XXX

2. ABC

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. This should be executed on non-judicial stamped paper, stamped in accordance with the stamp act and duly notarized.



**6.12 Form I: Black list /Termination Undertaking**

We hereby certify that our organization has neither been black listed/ debarred for participation in tenders nor our contracts have been terminated /foreclosed by any company/ Government Department / Public Sector organization during last 3 financial years and during current financial year till the last date of bid submission, due to non-fulfillment of contractual obligations or any other reason.

Date:

Signature of bidder

Place:

Name

Designation:

Address:

Note: Additional pages, duly signed may be attached wherever necessary.



**6.13 Form:- J, WORK EXPERIENCE**

S. No.	Period (From- To)	Detail of work handled	Total cost of work in Rs.	Reference No. of work order/LOA	Reference No. of completion certificate	Placed on Page
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Note:**

1. Bidder must submit the copy of work order/ Letter of acceptance (LOA) and the latest completion certificate for successful execution of work issued by the client as per clause 16 under Section1 of NIB for all the work mentioned in the Performa.
2. Self-attested copies of work order/Purchase Order/Letter of Acceptance(LOA), 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 should be submitted by the bidder along with the submission of bid.
3. Additional pages may be attached if required.
4. All the pages must be signed by the authorized signatory by the bidder.



6.14 Form-K

**Bid Securing Declaration**  
**(ON NON- JUDICIAL STAMP PAPER of Rs 50/-)**

Date:

Bid No. :

Name of Work :

To:

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

**We accept that we are required to pay the bid security amount specified in the Term and Condition of Bid, In the following cases, namely:-**

- (a) When we withdraw or modify our bid after opening of bids;
  - (b) When we do not execute the agreement, if any, after placement of supply/work order within the Specified period;
  - (c) When we fail to commence the supply of the goods or service or execute work as per supply/work Order within the time specified;
  - (d) When we do not deposit the performance security within specified period after the supply/work order is placed; and
  - (e) If we breach any provision of code of integrity prescribed for bidding specified in the Bidding documents.
- In addition to above, the State Government shall debar us from participating in any procurement process Undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

**We understand this Bid Securing Declaration shall expire if:-**

- (i) we are not the successful Bidder;
- (ii) The execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- (iii) Thirty days after the expiration of our Bid.
- (iv) The cancellation of the procurement process; or
- (v) The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed. -----

Name:---

In the capacity of:-----

Duly authorized to sign the bid for and on behalf of:

Dated on day of

Corporate Seal -----

[Note: In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that is submitting the bid,]



## 7.0 BILL OF QUANTITIES (BOQ)

### 7.1 FINANCIAL BID FORM

Bidder Name:

Sr. No.	Work/Item Description	Unit	Qty. for (A)	Qty. for Three Years (B)=3X (A)	Unit Rate for one RO/ year in INR (C)	Total Amount in INR D=CXB	GST %	GST Amount (In Rs.) E	Total Rate in INR incl. GST F=E+D
1	"Comprehensive Annual Maintenance Contract for existing Aqua guard Reverse Osmosis Water Purifier system (50 LPH) including breakdown/complaint calls & preventive maintenance services for Three Years as per terms & conditions specified in NIB.  Model: Aqua guard Reviva Institutional RO	Nos.	3	9					
Total Amount Incl. Taxes in Figures (In Rs.)									
Total Amount Incl. Taxes in Rs. (in words ):									

#### Note:

1. The rates quoted shall be for Admin Building ,Mansarovar Metro Depot of JMRC, Jaipur are inclusive of all expenses i.e. all taxes (excluding GST), and transportation charges etc. No other charges shall be paid by JMRC.
2. Evaluation will be done on lowest bidder on 'total cost' and not in individual items subjected to fulfillment of Eligibility criteria mentioned in NIB.
3. Technical Specifications of work bidder may refer Section 5.0 TECHNICAL SPECIFICATIONS and STANDARDS of Bid Document.
4. Bidder is requested to visit actual site of JMRC before quoting the rates

Signature of firm's representative

(With seal of firm)