

2023



**Rajasthan Police, Jaipur**

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**RFP *for***  
**Supply & Installation of IT/  
Non-IT Infrastructure for  
CCTNS Project at Client  
Locations**

**Table  
of**

**State Crime Records Bureau**

7<sup>th</sup> Floor, Rajasthan Police Headquarters  
Lalkothi Jaipur – 302015

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**LIST OF ABBREVIATIONS / ACRONYMS**

<b>ADGP</b>	Additional Director General of Police
<b>BC</b>	Banker's Check
<b>BG</b>	Bank Guarantee
<b>BOM</b>	Bill of Material
<b>BSNL</b>	Bharat Sanchar Nigam Limited
<b>CCIS</b>	Crime and Criminals Information System
<b>CCTNS</b>	Crime & Criminal Tracking Network and Systems
<b>CID</b>	Criminal Investigation Department
<b>CIPA</b>	Common Integrated Police Application
<b>CrPC</b>	Criminal Procedure Code
<b>DD</b>	Demand Draft
<b>DG</b>	Director General
<b>DGP</b>	Director General of Police
<b>DIG</b>	Deputy Inspector General of Police
<b>DSC</b>	Digital Signature Certificate
<b>DySP</b>	Deputy Superintendent of Police
<b>FIR</b>	First Information Report
<b>GOI</b>	Government of India
<b>GR</b>	Goods Receipt
<b>GRP</b>	Government Railway Police
<b>HDD</b>	Hard Disk Drive
<b>HQ</b>	Headquarters
<b>IB</b>	Intelligence Bureau
<b>ICT</b>	Information & Communication Technology
<b>IGP</b>	Inspector General of Police
<b>IIF</b>	Integrated Investigation Form
<b>IO</b>	Investigation Officer
<b>ISO</b>	International Organization for Standardization
<b>IT</b>	Information Technology



<b>LAN</b>	Local Area Network
<b>LD</b>	Liquidated Damages
<b>MHA</b>	Ministry of Home Affairs
<b>MIS</b>	Management Information System
<b>MMP</b>	Mission Mode Project
<b>MTBF</b>	Mean Time Between Failures
<b>NCRB</b>	National Crime Records Bureau
<b>NeGP</b>	National e-Governance Plan
<b>NIC</b>	National Informatics Centre
<b>NOC</b>	No Objection Certificate
<b>OEM</b>	Original Equipment Manufacturer
<b>PBG</b>	Performance Bank Guarantee
<b>PCR</b>	Police Control Room
<b>PDF</b>	Portable Document Format
<b>PHQ</b>	Police Headquarters
<b>PM</b>	Preventive Maintenance
<b>PoA</b>	Power of Attorney
<b>PSD</b>	Performance Security Deposit
<b>RFP</b>	Request for Proposal
<b>R/R</b>	Railway Receipt
<b>SBG</b>	SLA Bank Guarantee
<b>SCRB</b>	State Crime Records Bureau
<b>SDC</b>	State Data Centre
<b>SDPO</b>	Sub-Division Police Office
<b>SHO</b>	Station House Officer
<b>SLA</b>	Service Level Agreement
<b>SOE</b>	Standard Operating Environment
<b>SP</b>	Superintendent of Police
<b>SPOC</b>	Single Point of Contact
<b>SWAN</b>	State Wide Area Network



<b>TCP/IP</b>	Transmission Control Protocol/Internet Protocol
<b>UAT</b>	User Acceptance Testing
<b>UT</b>	Union Territory
<b>XML</b>	Extensible Markup Language





**Request for Proposal (RFP) Document for****Supply & Installation of IT/ Non-IT infrastructure for Client Locations  
(Police Stations and Higher Offices of Police) under CCTNS Project**

[Ref No.: S-10(17)SCRB/CCTNS/Hardware/NewPS/2023/00375/

Date -10-2023]

<b>Mode of Bid Submission</b>	Online through e-Procurement/ e-Tendering system at <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a>
<b>Procuring Entity</b>	Additional Director General of Police (Technical Services), State Crime Records Bureau, Rajasthan
<b>Last Date &amp; Time of Submission of Bid</b>	25-10-2023 at 02:00 pm
<b>Date &amp; Time of Opening of Technical Bid</b>	25-10-2023 at 04:00 pm

**Bidding Document Fee: Rs.1000 (Rupees OneThousand only)**

<b>Name of the Bidding Company/ Firm:</b>			
<b>Contact Person(Authorised Bid Signatory):</b>			
<b>Correspondence Address:</b>			
<b>Mobile No.</b>		<b>Telephone &amp; Fax Nos.:</b>	
<b>Website &amp; E-Mail:</b>			

**State Crime Records Bureau**7<sup>th</sup> Floor, Rajasthan Police Headquarters  
Lalkothi Jaipur – 302015

Phone: 0141-2740898 Fax: 0141-2740898

Web: <http://police.rajasthan.gov.in>, Email: [itcell.scrb@rajpolice.gov.in](mailto:itcell.scrb@rajpolice.gov.in)

**1. NOTICE INVITING BID (NIB)**

<b>Name &amp; Address of the Procuring Entity</b>	<ul style="list-style-type: none"> <li>Name: Rajasthan Police</li> <li>Address: Rajasthan Police Headquarters, Lal Kothi, Jaipur, Rajasthan 302015</li> </ul>
<b>Name &amp; Address of IGP II, SCRB, Project</b>	<p>Name: Sh. Ravi Prakash Meharda  Designation: DGP SCRB And Cyber Crime And Technical Services (Telecommunication and Technical), Rajasthan, Jaipur  Address: Rajasthan Police Headquarters, Lal Kothi, Jaipur, Rajasthan 302015  Email: <a href="mailto:stores.scrb@rajpolice.gov.in">stores.scrb@rajpolice.gov.in</a></p>
<b>Subject Matter of Procurement</b>	Supply & Installation of IT/ Non-IT infrastructure for Client Locations (Police Stations and Higher Offices of Police) under CCTNS Project
<b>Bid Procedure</b>	Single-stage: two parts (envelop) open competitive e-Bid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Bid Evaluation Criteria (Selection Method)</b>	Lowest evaluated Technically responsive bidder will be awarded the Contract
<b>Websites for downloading Bidding Document, Corrigendum's, Addendums etc.</b>	<ul style="list-style-type: none"> <li>Websites: <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a>, <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>, <a href="http://www.police.rajasthan.gov.in">http://www.police.rajasthan.gov.in</a></li> <li>Bidding Document Fee: Rs.1000 (Rupees One Thousand only) in Cash Challan/ DD/ BC in favour of "Director General of Police, Rajasthan" payable at "Jaipur".</li> <li>RISL Processing Fee: Rs.2000 (Rupees TwoThousand only) in BC/DD in favour of "Managing Director, RISL" payable at "Jaipur".</li> </ul>
<b>Estimated Procurement Cost</b>	Package/ Item-wise as per Table A of Chapter – 5.
<b>Bid Security and Mode of Payment</b>	<ul style="list-style-type: none"> <li>2% of the estimated procurement cost. Package/ Item –wise as per Table A of Chapter – 5.</li> <li>Mode of Payment: Demand Draft/Banker's Cheque/Bank Gurantee (in specified format), of a Schedule Bank in favour of "Director General of Police, Rajasthan" payable at "Jaipur, or online through eGras on <a href="http://egras.raj.nic.in">http://egras.raj.nic.in</a>.</li> </ul>
<b>Period of download of Bidding Document (Start/ End Date)</b>	<ul style="list-style-type: none"> <li>Start Date: 06-10-2023 at 06:55 pm</li> <li>End Date: 25-10-2023 at 02:00 pm</li> </ul>
<b>Manner, Start/ End Date for the submission of Bids</b>	<ul style="list-style-type: none"> <li>Manner: Online at e-Procurement website (<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>)</li> <li>Start Date: 06-10-2023 at 06:55 pm</li> <li>End Date: 25-10-2023 at 02:00 pm</li> </ul>
<b>Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*</b>	<ul style="list-style-type: none"> <li>From 06-10-2023 at 06:55 pm to 25-10-2023 at 02:00 pm</li> </ul>
<b>Date/ Time/ Place of Technical Bid Opening</b>	<ul style="list-style-type: none"> <li>Date: 25-10-2023 at 04:00 pm</li> <li>Place: Conference Hall, SCRB, 7<sup>th</sup> floor, PHQ, Lal Kothi, Jaipur (Rajasthan)</li> </ul>
<b>Date/ Time/ Place of Financial Bid Opening</b>	Will be intimated later to the Technically qualified bidders



<b>Bid Validity</b>	90 days from the bid submission deadline. The bid security must remain valid 30 days beyond the original or extended validity period of the bid. The bid validity shall be 120 days (90+30 days).
<p>Note:</p> <ol style="list-style-type: none"> <li>1) The complete bidding document has been published on the website <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>, <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a> and <a href="http://www.police.rajasthan.gov.in">www.police.rajasthan.gov.in</a> for the purpose of downloading. Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover.</li> <li>2) The Banker's Cheque/ Demand Draft for Bidding document fee and Bid Security should be drawn in favour of "Director General of Police, Rajasthan" and the RISL Processing Fee in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank.</li> <li>3) *In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and RISL Processing Fee up to time and date mentioned in the NIB, its Bid shall not be accepted.</li> <li>4) Bidders who wish to participate in this bidding process must register on <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> (bidders already registered on <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> before 30-09-2011 must register again).</li> <li>5) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, SafeScript, NCode, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.</li> <li>6) Rajasthan Police will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.</li> <li>7) Bidders are also advised to refer "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.</li> <li>8) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by RISL on a regular basis. Bidders interested for training may contact e-Procurement Cell, RISL for booking the training slot. Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) e-mail: <a href="mailto:eproc@rajasthan.gov.in">eproc@rajasthan.gov.in</a> Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur</li> <li>9) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.</li> <li>10) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.</li> <li>11) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.</li> <li>12) The provisions of RTPPA Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPPA Act 2012 and Rules thereto, the later shall prevail.</li> </ol>	



## **2. PROJECT PROFILE & BACKGROUND INFORMATION**

### **1) Introduction**

The Ministry of Home Affairs has conceptualized the Crime & Criminals Tracking Network and Systems (CCTNS) project as a Mission Mode Project under the National e- Governance Plan (NeGP). This is an effort of the Government of India to modernize the police force giving top priority to citizen services, information gathering, and its dissemination among various police organizations and units across the country.

### **2) Project Profile and Background**

Availability of relevant and timely information is of utmost necessity in conduct of business by police, particularly in investigation of crime and in tracking & detection of criminals. Police organizations everywhere have been handling large amounts of information and huge volume of records pertaining to crime and criminals. Information Technology (IT) can play a very vital role in improving outcomes in the areas of Crime Investigation and Criminal Detection and other functioning of the Police organizations, by facilitating easy recording, retrieval, analysis and sharing of the pile of Information. Quick and timely information availability about different facets of police functions to the right functionaries can bring in a sea change both in Crime & Criminals handling and related operations, as well as administrative processes.

Creation and maintenance of databases on Crime & Criminals in digital form for sharing by all the stakeholders in the system is therefore very essential in order to effectively meet the challenges of crime control and maintenance of public order. In order to achieve this, all the states should meet a common minimum threshold in the use of IT, especially for crime & criminals related functions.

Several initiatives have been introduced in the past to leverage IT in police functioning. Some of these initiatives include centrally initiated programs such as the NCRB-led CCIS (Crime and Criminals Information System) and CIPA (Common Integrated Police Application), and State-led initiatives such as e-COPS (in Andhra Pradesh), Police IT (in Karnataka), Thana Tracking System (in West Bengal), CAARUS (in Tamil Nadu) and HD IITS (in Gujarat).

Presently automation in the area of Civil Police is addressed mainly through the two GOI-led initiatives – CCIS and CIPA and in some States such as Andhra Pradesh, Karnataka and Gujarat, through State- led initiatives.

### **3) Crime and Criminal Tracking Network & Systems (CCTNS)**

Crime and Criminal Tracking Network & Systems (CCTNS) is a Mission Mode Project conceptualized and sponsored by the Ministry of Home Affairs (MHA) towards enhancing



outcomes in Crime Investigation and Criminals Tracking; and in enhancing the efficiency and effectiveness of police departments in all States and Union Territories.

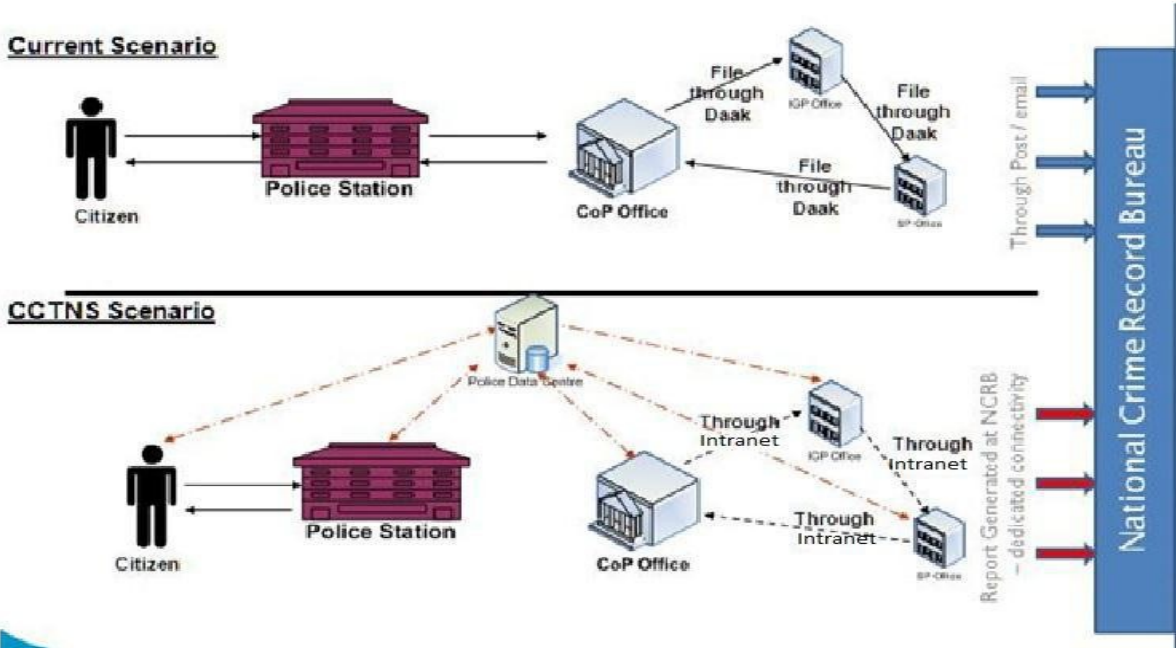
The CCTNS project aims at creating a comprehensive and integrated system for enhancing the efficiency and effectiveness of policing at the Police Station level through adoption of principles of e-Governance, and creation of a nationwide networked infrastructure for evolution of IT-enabled state-of-the-art tracking system around “investigation of crime and detection of criminals” in the real time. This is a critical requirement in the context of the present-day internal security scenario.

The following objectives have been defined for CCTNS:

- a. Provide Enhanced Tools for Investigation, Crime Prevention, Law & Order Maintenance and other functions like Traffic Management, Emergency Response, etc.
- b. Utilize IT for efficiency and effectiveness of core policing operations.
- c. Provide information for easier and faster analysis.
- d. Increase Operational Efficiency by:
  - i. Reducing the necessity to manually perform monotonous and repetitive tasks.
  - ii. Improving the communication e.g. Police messaging, email systems etc.
  - iii. Automating back-office functions, and thereby releasing police staff for greater focus on core police functions.
- e. Create platforms at State and Central level for sharing crime and criminal information/ databases across state and the country. This would enable easy sharing of real-time information across police stations and districts at the State level/ UT level and across States/ UTs at the National level, there by resulting in:
  - i. Improved investigation and crime prevention.
  - ii. Better tracking of criminals, suspects, accused, repeat offenders etc.
  - iii. Create a platform for sharing intelligence across the states, across the country and across other State-level / UT level and GoI-level agencies.
  - iv. Improved service delivery to the public/ citizen/ stakeholders.
  - v. Access to police services in a citizen-friendly manner.
  - vi. Provide alternate modes of service delivery such as internet (for general requests such as NOC, for following up on status, e.g. Ministry of External Affairs, Ministry of Transport).

The following figure is a simplistic representation of the ‘Change’ in policing system envisaged under the CCTNS project. In the existing system, most of the police function and systems are manual and paper based. The interaction of citizen with department and also of various offices within the department is either through physical presence of individuals or through the post – commonly known as ‘Daak System’ or through email.





### Change in Policing System

In CCTNS scenario, certain services of police department for citizens would become online and could be accessed / requested through web. Also, the associated workflow of police processes would become automated. The connectivity would be provided at all police station level and all higher offices with State Data Centre. The department would further be connected centrally with other police offices in all the States / UTs and centre as well as with NCRB and MHA at the central level via National Data Centre. This envisaged scenario would lead to integrated policing system across the country.

#### 4) **CCTNS Implementation Framework**

CCTNS would be implemented in a way where the States and UTs play a major role. CCTNS would be implemented in alignment with the NeGP principle of “centralized planning and de-centralized implementation”. MHA and NCRB would play a key role in planning the program in collaboration with the Police leadership within states, in the development of a few core components and in monitoring and reviewing the program. It is, however, the States and UTs that would drive the planning and implementation at the state level.

The role of the Centre (MHA and NCRB) focuses primarily around planning, providing the core application software (to be configured, customized, enhanced and deployed in States), managing (from a high level) and monitoring the program. States would drive the implementation at the state level and would continue to own the system after deployment.

#### 5) **Goals for the Request for Proposal (RFP)**

The primary goal of this RFP is to procure client end hardware infrastructure for CCTNS Rajasthan project through a competitive bidding process. This volume of RFP intends to bring out all the details with respect to solution and other requirements that are deemed necessary to share with the potential bidders. The goals of RFP are further elaborated below:

- a. To seek proposals from potential bidders for providing the “IT / non-IT hardware infrastructure” for the client locations under the CCTNS project in Rajasthan.
- b. To understand from the bidders how they propose to meet the technical and operational requirements of the supply.
- c. To ascertain how potential bidders propose to deliver the services and sustain the demand and growth in the requirements.
- d. To understand from the bidders as to how they intend to innovate further on their service delivery during the Operation and Management period.



### 3. PROJECT DETAILS

#### 1) **Need for the Project**

A need has been felt to adopt a holistic approach to address the requirements of Rajasthan Police, mainly with relation to functions in the police stations, traffic management and other functionalities of the department. There is also a need to strengthen the citizen interfaces with the police. Interfaces need to be built with external agencies like courts, jails, transport authorities, hospitals, and municipal authorities etc. to be able to share information between departments. Therefore, it becomes critical that information and communication technologies are made an integral part of policing in order to enhance the efficiency and effectiveness of the police department.

#### 2) **Vision and Objectives of the Project**

**Vision:** To transform the police force into a knowledge-based force and improve the delivery of citizen-centric services through enhancing the efficiency and effectiveness of the police stations by creating a platform for sharing crime and criminal information across the police stations in the country.

The overall objective of the MMP is based on enhancing the operational efficiency and effectiveness of the police force in delivering the services. The broad objectives of the project are as follows:

- a. **Improve Service Delivery to the Public:** Citizens should be able to access police services through multiple, transparent, and easily accessible channels in a citizen-friendly manner. The focus is to not only improve the current modes of the service delivery but also provide alternate modes such as internet for the public to communicate with the police.
- b. **Provide Enhanced Tools for Law & Order Maintenance, Investigation, Crime Prevention, & Traffic Management** which are core components of policing. Information technology can both enable and improve the effectiveness and efficiency of the core activities of the police. Police should be provided with data amenable for easier and faster analysis in order to enable them to make better and informed decisions.
- c. **Increase Operational Efficiency:** Police should spend more time on the public facing functions. Information technology solutions should help in reducing the repetitive paperwork/records and making the back-office functions more efficient.
- d. **Create a platform for sharing crime & criminal information across the country:** There is a critical need to create a platform for sharing crime and criminal information across police





stations within and between the different states in order to increase the effectiveness in dealing with criminals across the state borders.

### 3) **Stakeholders of the Project**

The impact of the police subject being sensitive, a consultative and a bottom-up approach has to be adopted in designing the Project impacting the following stakeholders:

- a. Citizens and Citizen groups
- b. Police Personnel at the police station level (Station House Officers, Investigation Officers, Station Writers, and Constables etc)
- c. Senior Officers in the State Police /State Government
- d. Ministry of Home Affairs
- e. External Departments such as Jails, Courts, Passports Office, Transport Department etc.
- f. Department of Information Technology and Communications (DoIT&C)

### 4) **Desired outcomes for various stakeholders**

The following are the expected benefits envisaged from successful implementation of the CCTNS project:



S.No.	Stakeholder	Benefits
1.	Citizens	<ul style="list-style-type: none"> <li>• Simplified process for registering and tracking complaint sand FIRs.</li> <li>• Simplified process for registering grievances against police.</li> <li>• Faster and assured response from police to any emergency calls for assistance.</li> <li>• Simplified process for tracking the progress of the case during trials.</li> <li>• Simplified access to view/report unclaimed/recovered</li> <li>• Simplified process for registering and tracking complaints and FIRs.</li> <li>• Simplified process for registering grievances against police.</li> <li>• Faster and assured response from police to any emergency calls for assistance.</li> <li>• Simplified process for tracking the progress of the case during trials</li> <li>• Simplified access to view/report unclaimed/recovered vehicles and property.</li> <li>• Multiple channels to access services from police.</li> <li>• Simplified process for accessing general services such as requests for certificates, verifications, and permissions.</li> <li>• Improved relationship management for victims and witnesses.</li> <li>• Greater access to traffic police for registering traffic complaints.</li> <li>• Ability to view and pay pending traffic challans from multiple access points.</li> </ul>
2.	Police Department	<ul style="list-style-type: none"> <li>• Centralized crime and criminal information repository along with the criminal's images and fingerprints with advanced search capabilities.</li> <li>• Enhanced ability to analyse crime patterns and modus operandi.</li> <li>• Reduced workload of the police station back-office activities such as preparation of regular and ad-hoc reports and station records management.</li> <li>• A collaborative knowledge-oriented environment where knowledge is shared across the different regions and units.</li> <li>• Better coordination and communication with external stakeholders through implementation of electronic information exchange systems. Enhanced tools for investigation.</li> <li>• Enhanced ability to analyse accidents and other road incidents. Faster turnaround time for the analysis results (crime and traffic) to reach the officers on the field. Enhanced tools to optimize resource allocation for patrols, emergency response, petition enquiries, and other general, duties.</li> <li>• Advanced tools for traffic regulation and enforcement.</li> </ul>
3.	Police Officials	<ul style="list-style-type: none"> <li>• Balanced performance evaluation metrics and framework.</li> <li>• Simplified process for registering grievances within the</li> </ul>





#### 4. RAJASTHAN STATE POLICE DEPARTMENT

##### 1) Department's Organization Structure

Rajasthan is divided into 10 ranges, 2 Commissionerates.

There are 261 Circle offices and 1014 police stations in all ranges and commissionerates.

The following highlights the field establishment of the Rajasthan Police:

<b>Director General of Police (DGP) {Head of the Department}</b>
Additional Director General of Police (Addl. DGP)
Inspector General of Police (IGP) {In-charge of a range}/ Commissioner of Police
Deputy Inspector General of Police (Dy. IGP)/ Additional Commissioner of Police
Superintendent of Police (SP) {In-charge of a District}/ Deputy Commissioner of Police
Additional Superintendent of Police (Addl. SP)
Assistant/ Deputy Superintendent of Police (ASP/ Dy. SP) {In-charge of a Circle in a district}/ Assistant Commissioner of Police
Inspector of Police {In-charge of some Police Station}
Sub-Inspector of Police (SI) {In-charge/Staff of a smaller Police Station}
Assistant Sub-Inspector of Police (ASI) {Staff of the Police Station}
Police Head Constable (HC) {Staff of the Police Station}
Police Constable {Staff of the Police Station}

The geographical coverage/ list of locations is annexed as Annexure-13.



**5. QUALIFICATION/ ELIGIBILITY CRITERIA**

1) A bidder (Manufacturer, Dealers & Distributors are eligible to participate in the bidding process) participating in the procurement process shall possess the following minimum qualification/ eligibility criteria.

S. No	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	<p><b>The bidder should be a Manufacturer (OEM) or its authorized partner</b> and The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops &amp; Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder) OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932. OR A Limited Liability Partnership (LLP) firm registered under Limited Liability Partnership Act 2008.</p>	<ul style="list-style-type: none"> <li>In case bidder is a company: - Certified copy of the Certificates of Incorporation for companies issued by the registrar of Companies and Memorandum &amp; Articles of Association.</li> <li>In case the bidder is a Firm: Certified copy of the Registration</li> </ul>
2.	Financial: Turnover from IT/ ITeS	<p>Average Annual Turnover of the bidder from IT/ ITeS or the item for which bid is being submitted, for last five financial years, i.e., FY 2018-19 to 2022-23 (as per the last published audited accounts), should be equal to or more than the amount mentioned in column 4 of Table A of Chapter – 5. In case of the bid for UPS, the average annual turnover of the OEM from the sale of UPS, for the last five financial years i.e. FY 2018-19 to 2022-23 should be equal to or more than three times the total estimated cost of procurement of IT/ ITeS</p>	CA Certificate with CA's Registration Number/ Seal
3.	Financial: Net Worth	The Net worth of the bidder as per the last published balance sheet, i.e. 2022-2023, should be positive.	CA Certificate with CA's Registration Number/ Seal
4.	Technical Capability	The bidder should have obtained assignment(s) and completed/ successfully installed similar services, where the value of the assignment(s) should be equal to or more than the value mentioned in column 4 or 5 or 6 of Table B of Chapter – 5, during the last five years starting from 01/04/2018 till the bid submission date.	Copies of supply order, its invoice & work completion certificate/ certificate of satisfactory installation.
5.	Tax registration	The bidder should be registered for: i. GSTIN where his business is located	Copies of relevant certificates of



S. No	Basic Requirement	Specific Requirements	Documents Required
.	and clearance	ii. PAN No.  The bidder should have cleared GST (If applicable) dues to the Government up to 31/03/2023.	registration.  GST (If applicable) clearance certificate from the Commercial Taxes Officer of the Circle concerned/ CA Certification for no dues in this regard.
6.	Mandatory Undertaking	The bidder should: - a) not be 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 must not be the subject of legal proceedings for any of the foregoing reasons; b) not have, and their 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; c) not have a conflict of interest in the procurement in question as specified in the bidding document. d) comply with the code of integrity as specified in the bidding document.	A Self Certified letter as per Annexure-B: Self-Declaration
7.	Certifications	The OEM must possess, at the time of bidding, a valid ISO 9001 Certification and ISO 20000 Certification	Copy of a valid certificate/ Authorisation certificates in Technical Bid



**a. Table A (For Bid Security/Turn Over)**

S. No.	Category (as per Technical Specification provided in Annexure-2)	Estimated cost of Procurement (In Rs. Lacs)	Approx Turnover (In Rs. Lacs)	Bid Security (in Rs.)
1.	2.	3.	4.	5.
1.	Desktop Computer & Webcam	153.91	461.73	3,07,820.00
2.	Single Function Duplex Printers & Multi-Function Duplex Printers	71.76	215.28	1,43,520.00
3.	UPS	110.04	330.12	2,20,080.00
4.	Environment Control (AC)	25.74	77.22	51,480.00

**b. Table B (for Technical Capability/ Supply order)**

For Technical Capability, the Bidder should have completed the installation of number of supply orders of the value as mentioned in the column 4, or 5 or 6 in the table shown as below:

S. No.	Item as per Annexure-2	Similar Services	One Supply order of min. value (in Lacs)	Two Supply orders of each min. value (in Lacs)	Three Supply orders of each min. value (in Lacs)
1.	2.	3.	4.	5.	6.
1.	Desktop Computer & Webcam	Supply, Installation and Support services of IT Equipment in any Govt. body in India	153.91	92.35	76.96
2.	Single Function Duplex Printers & Multi-Function Duplex Printers	Supply, Installation and Support services of IT Equipment in any Govt. body in India	71.76	43.06	35.88
3.	UPS	Supply, Installation and Support services of UPS and peripherals in any govt body in India	110.04	66.02	55.02
4.	Environment Control (AC)	Supply, Installation and Support services of AC in any govt body in India	25.74	15.44	12.87

2) In addition to the provisions regarding the qualifications of the bidders as set out in (1) above:



- a. the procuring entity shall disqualify a bidder as per the provisions under “Clause: Exclusion/ Disqualification of bids in Chapter-7: ITB”; and
- b. The procuring entity may require a bidder, who was qualified, to demonstrate its qualifications again in accordance with the same criteria used to qualify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.





## **6. SCOPE OF WORK, DELIVERABLES & TIMELINES**

### **1) Scope of work (SoW)**

The successful commissioning of the project requires the bidder to provide quality & timely services to Rajasthan Police. The bidders are advised to carefully read the Scope of Work. Procuring Entity may place the purchase order to selected bidder for any number of units. The quantities indicated in column 14 of Annexure – 1A for the respective items are indicative in nature and are in no way a guarantee for order quantity.

The broad scope of work for the successful bidder is supply of IT/ Non-IT Infrastructure at the Client site locations under CCTNS Project (Police Stations, Circle Offices, SIUCAW Office, Addl SP and ACP) and the period of contract/ engagement would include the following phases: -

- **Phase-I: Supply & Installation** - Supply, installation and configuration of requisite IT/ Non-IT infrastructure at all the project locations.
- **Phase-II: Support Services** – Provide Support Services for supplied IT/ Non-IT infrastructure during the warranty period.

For successful commissioning of the project, successful bidder shall deploy a Project Manager who will be the single point of contact (SPOC) for Rajasthan Police throughout the contract period. The Project Manager shall be stationed at Jaipur for complete co-ordination during Phase –I. Successful bidder shall provide the contact numbers, e-mail id and other relevant details of the SPOC to Rajasthan Police and he would be responsible for end to end Project Management. The detailed scope of work for the successful bidder during the period of contract/ engagement would include (but not limited to) the following:-

#### **A. Phase-I: Supply & Installation**

This phase would commence from the Date of issuance of supply order. During this period-

- a) The successful bidder shall supply all the ordered items as per details mentioned in “Annexure-1: Bill of Material” and “Annexure-2: Technical Specifications” at the locations specified in the supply order, shall submit its delivery challan to respective Nodal officer for that location and one copy to SCRB.
- b) The hardware should be supplied with all the required installation material/ accessories (like screws, clamps, fasteners, ties anchors, supports, grounding strips, wires etc.) for proper & complete installation at respective sites.



- c) The software supplied (OS, Anti-viruses etc.) should include appropriate number of genuine OEM licenses (wherever applicable) under the name of "Rajasthan Police".
- d) The supplied anti-virus, if any, should be installed on all the supplied desktop.
- e) Rajasthan Police/ respective Nodal officer, upon receipt of delivery of all the ordered items as per prescribed time-schedule, shall verify the same in accordance with the delivery challan and inspect to validate them in compliance with the supply order.
- f) The successful bidder, wherever required & applicable, shall connect the supplied items to the existing Broadband network.
- g) All the equipment installed should bear a printed sticker tag consisting of Name, Helpdesk number, email address and URL of successful bidder which shall be referred to by the end-users for reporting any problem/ fault in the installed Hardware/ Software/ other items.
- h) Upon successful installation of all the supplied Hardware/ Software/ other items, the successful bidder shall submit the installation reports (in original) duly verified by the respective Nodal Officer at the site for ordered items, compiled by District Nodal Officer in case of districts.
- i) The successful bidder, during installation, shall not cause any damage to government premise/ property otherwise; it shall restore the same to original state at its own cost. All the installation work shall be done by the successful bidder in a conscientious manner and as per the OEM guidelines, best industry practices, and all regulatory norms, as applicable. It shall be the responsibility of the selected bidder to bring all the equipment and tools required for installation of the supplied items.
- j) If problems are reported from 3 or more locations in a district at the time of installation of equipment supplied against the order then Rajasthan Police may ask successful bidder to deliver some of the items preferably at district concerned, and only if the issue is not resolved at district level, at SCRB for inspection/ testing/ quality check. After inspection, successful bidder shall deliver back the items to designated place at his own cost.
- k) After acceptance of installation certificate by Procuring Entity, the Phase-I moves into Phase-II i.e. Support Services Phase.

#### **B. Phase-II: Support Services Phase**

After successful installation, the Contract period of 3 Years shall commence. The successful bidder shall keep a record of the installation and provide proof of the same to SCRB. During this period, the successful bidder shall: -

- a) Provide comprehensive onsite support services for the installed Hardware/ Software/ other items at designated project locations. This involves comprehensive maintenance of all installed Hardware/ Software/ other items covered under the



warranty (as per Warranty clause of Chapter-8 (General terms & Conditions)) including repairing, replacement of faulty components with components of same or better specification ensuring compatibility, modules, sub-modules, assemblies, sub-assemblies, spares, etc. with genuine OEM components to make the system functional/ operational as per SLA. Successful bidder shall depute qualified service engineers/ personnel in adequate numbers (other than SPOC) for timely resolution of issues.

- b) Provide a dedicated centralised helpdesk number, email address and web-based interface for Desktop, printer and UPS such that the end-user may report problems, if any, using any of the available methods. The web-based interface should also facilitate the tracking of the complaints reported based on the complaint/ ticket number along with resolution details. Procuring Entity will hold quarterly review meeting with SPOC to resolve pending issues, if any.
- c) Provide email address and telephone numbers for registering complaints for ACand External Hardisk.

## 2) Project Deliverables, Milestones & Time Schedule

S. No	Project Activity/ Scope of Work	Deliverables (Reports/ Docs./ Infra.)	Timelines
1.	Activity as mentioned in (1) (A) of Chapter 6- Supply & Installation	<ul style="list-style-type: none"> <li>• Delivery Challan for ordered items</li> <li>• OEM Warranty Certificates for Hardware &amp; software items (wherever applicable)</li> <li>• Installation Report verified by the respective Nodal Officer and compiled by District Nodal Office in case of Districts</li> </ul>	135 days from issue of order
2.	Completion of Contract period	<ul style="list-style-type: none"> <li>• Satisfactory performance report signed by OIC/ Nodal Officer</li> </ul>	5 years from the last satisfactory installation district/ higher office wise.

Note: The list of Nodal officers for all location will be provided by procuring entity.

## 3) As part of the warranty services successful bidder shall provide:

The successful bidder shall ensure that the warranty complies with the agreed Technical Standards, Security Requirements, Operating Procedures and Recovery Procedures. Successful bidder shall have to stock adequate spare components to ensure that the supplied items are repaired without delay.

Rajasthan Police shall have access to the online support and tools provided by the manufacturer.



## **7. INSTRUCTION TO BIDDERS (ITB)**

### **1) Sale of Bidding/ Tender Documents**

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped as per NIB. The complete bidding document shall also be placed on the State Public Procurement Portal and e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft or banker's cheque.
- c) The Procuring Entity is not responsible for the completeness of the Bidding Document and its addenda, if they were not obtained directly from the Procuring Entity or not downloaded correctly from the Procuring Entity's website/ State Public Procurement Portal.

### **2) Pre-bid Meeting/ Clarifications**

- a) A pre-bid conference is scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders. Only those who have purchased the bidding document, in respect of the procurement shall be allowed to participate in the pre-bid conference and the records of such conference shall be intimated to all those who have purchased the bidding document and where applicable, shall be published on the respective websites.
- b) The Bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the Goods and Related Services to be supplied. If any Bidder has any doubts as to the meaning of any portion of the conditions or of the specifications, drawings, etc., it shall, before submitting the Bid, A Bidder requiring any clarification of the Bidding Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the NIB. The Procuring Entity will respond in writing to any request for clarification, within seven days, provided that such request is received no later than twenty-one (21) days prior to the deadline for submission of Bids. The Procuring Entity shall forward copies of its response to all Bidders who have acquired/ procured the Bidding Document directly from it including a description of the inquiry but without identifying its source. It shall also be placed on the websites of State Public Procurement Portal and the Procuring Entity.
- c) The Bidder is expected to submit questions in writing, to reach the Procuring Entity before the date of Pre-Bid Conference.



- d) The minutes and response, if any, shall be provided promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall be published on the respective websites. Any modification to the Bidding Document that may become necessary as a result of the Pre-Bid Conference shall be made by the Procuring Entity exclusively through the issue of an addendum (part of Bid document) and not through the minutes of the Pre-Bid Conference.
- e) At any time prior to the deadline for submission of the Bids, the Procuring Entity, suo moto, may also amend the Bidding Document if required by issuing an addenda which will form part of the Bidding Document.
- f) Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder.

**3) Changes in the Bidding Document**

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
  - a. 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.
  - b. 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.
- b) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity; provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

**4) Period of Validity of Bids**

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an



additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

#### 5) Format and Signing of Bids

- a) Bidders must submit their bids online at e-Procurement portal i.e. <http://eproc.rajasthan.gov.in>.
- b) All the documents uploaded should be digitally signed with the DSC of authorized signatory and uploaded only in PDF format with clear readability and prescribed filename as mentioned in the table below.
- c) A Single stage Two part/ cover system shall be followed for the Bid: -
- a. Technical Bid, including fee details, eligibility & technical documents
  - b. Financial Bid
- d) The technical bid shall consist of the following documents: -

S. No.	Documents Type	Document Format
<b>Covering Letter</b>		
1.	Covering Letter – Technical Bid	On bidder's letter head duly signed by authorized signatory (PDF)
<b>Fee Details</b>		
2.	Bidding document Fee (Tender Fee), RISL Processing Fee (e-Procurement), and Bid Security	Instrument/ Proof of submission (PDF)
<b>Eligibility Documents</b>		
3.	Bidder's Authorisation Certificate and copy of PoA/ Board resolution stating that Auth. Signatory (DSC holder) can sign the bid/ contract on behalf of the firm.	As per Annexure-3 (PDF)
4.	Self-Declaration	As per Annexure –B (PDF)
5.	All the documents mentioned in the "Eligibility Criteria", in support of the eligibility.	As per the format mentioned against the respective eligibility criteria clause (PDF)
<b>Technical Documents</b>		
6.	Certificate of Conformity/ No Deviation	As per Annexure-4 (PDF)
7.	Declaration by Bidders	As per Annexure-5 (PDF)
8.	Manufacturer's Authorisation Form (MAF)	As per Annexure-6 (Indicative Format) (PDF)
9.	Undertaking on Authenticity of Computer Equipment	As per Annexure-7



10.	Financial Bid Undertaking	On bidder's letter head duly signed by authorized signatory as per Annexure-9
11.	Components Offered + Technical specifications compliance sheet for all items only on OEM's letter-head	As per Annexure-8
12.	Index (of Technical Bid)	As per Annexure-12
Please note the Financial bid undertaking needs to be submitted along with the technical bid. Price bid needs to be submitted only on e-procurement website as per the BoQ template.		

b) Financial bid shall include the following documents: -

S. No.	Documents Type	Document Format
1.	Financial Bid – Format	As per BoQ (.XLS) format available on e-Procurement portal

c) The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

#### 6) Cost & Language of Bidding

- 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.
- The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English 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.

#### 7) Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all. Also, the bidder shall not quote for multiple brands/ make/ models but only one in the technical Bid and should also mention the details of the quoted make/ model in the "Annexure-8: Components Offered".

#### 8) Bid Prices

- The price/ financial bid must be specified in the BoQ file available at e-proc and without changing its form and type.
- Prices quoted in the bid must be firm and final and shall not be subject to any modifications, on any account whatsoever. The price quoted shall include all costs and



all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, unless specifically asked for separately or excluded. Revision in taxes/ duties including Goods and Service Tax shall be on account of the tenderer. In case any new tax is levied by the Government, the same shall be paid by the Procuring Entity to the bidder from the date of imposition of such tax.

- c) All the prices shall be quoted by the Bidder entirely in Indian Rupees (INR). All payments shall be made in Indian Rupees only.
- d) Prices/ Rates shall be written both in figures and words, as applicable.
- e) Procuring entity will not pay any cartage or transportation charges over & above the quoted rates.
- f) The price to be quoted in the financial bid shall be the total price of the bid. Discount, if any, should be included in the quoted price.

#### 9) **Bid Security**

Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

- a) Bid Security shall be as per the value mentioned in column 5 of Table A of Chapter – 5. In case of Small Scale Industries of Rajasthan it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction, it shall be 1% of the estimated value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government.
- b) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
- c) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.
- d) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- e) The bid security may be given in the form of a banker's cheque or demand draft or bank guarantee (bank guarantee is allowed only where bid security amount is INR 10 Lakhs or above), in specified format, of a scheduled bank or online through eGras on <http://egras.raj.nic.in>. The bid security must remain valid 90 days beyond the original or extended validity period of the bid.





- f) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- g) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- h) The bank guarantee, if any, presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.
- i) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security deposit.
- j) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
  - a. when the bidder withdraws or modifies its bid after opening of bids;
  - b. when the bidder does not execute the agreement, if any, after placement of supply order within the specified period.
  - c. 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.
  - d. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
  - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- k) Notice will be given to the bidder with reasonable time before bid security deposit is forfeited.
- l) No interest shall be payable on the bid security.
- m) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security Deposit or refunded if the successful bidder furnishes the full amount of performance security deposit.
- n) The procuring entity shall promptly return the bid security after the earliest of the following events, namely: -
  - a. the expiry of validity of bid security.
  - b. the execution of agreement and furnishing of security deposit by the successful bidder;
  - c. the cancellation of the procurement 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.



**10) Deadline for the submission of Bids**

- a) Bids shall be received online at e-Procurement portal and up to the time and date specified in the NIB.
- b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on the State Public Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

**11) Withdrawal, Substitution, and Modification of Bids**

- a) If permitted on e-Procurement portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financial cover) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".
- b) Bids withdrawn shall not be opened and processed further.
- c) No bid shall be withdrawn, substituted, or modified after the last time and date fixed for receipt of bids.

**12) Opening of Bids**

- a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their authorised representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.



- d) All the documents comprising of technical Bid/ cover shall be opened & downloaded from the e-Procurement website (only for the bidders who have submitted the prescribed fee(s) to Rajasthan Police & RISL).
- e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
  - a. bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);
  - b. bid is valid for the period, specified in the bidding document;
  - c. bid is unconditional and the bidder has agreed to give the required performance security deposit; and
  - d. Other conditions, as specified in the bidding document are fulfilled.
  - e. Any other information which the committee may consider appropriate.
- f) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

**13) Evaluation/ Selection Method:**

Lowest financially evaluated & technically responsive bidder shall be selected for award of contract.

**14) Clarification of Bids**

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the e-Procurement portal.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

**15) Evaluation & Tabulation of Technical Bids**



**a) Determination of Responsiveness**

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
  - i. "deviation" is a departure from the requirements specified in the bidding document;
  - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
  - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c. A material deviation, reservation, or omission is one that,
  - i. if accepted, shall:-
    1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
    2. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; or
  - ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

**b) Non-material Non-conformities in Bids**

- a. The bid evaluation committee may waive any non-conformity in the Bid that does not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
- b. The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate, Registration Certificate, GST clearance certificate, ISO/ CMMi Certificates, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.



- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

**c) Technical Evaluation Criteria**

Bids shall be evaluated based on the documents submitted as a part of technical bid. Technical bid shall contain all the documents as asked in the clause “Format and Signing of Bids”

**d) Tabulation of Technical Bids**

- a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
- b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.
- c. The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.
- d. The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

**16) Evaluation & Tabulation of Financial Bids**

Subject to the provisions of “Acceptance of Successful Bid and Award of Contract” below, the procuring entity shall take following actions for evaluation of financial Bids:-

- a) The financial Bids of the bidders who qualify in technical evaluation, as per technical evaluation method described at Point no. 13 above i.e. Evaluation/Selection Method, shall be opened online at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present;
- b) The process of opening of the financial Bids shall be similar to that of technical Bids.
- c) Conditional Bids are liable to be rejected;
- d) The evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
- e) The offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order in case price is the only criteria, or evaluated and marked H1, H2, H3 etc. in descending order.



- f) The bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous Bid in other case;
- g) The members of bids evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.
- h) it shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.

**17) Correction of Arithmetic Errors in Financial Bids**

Annexure D sub clause 1 may be referred for this purpose.

**18) Comparison of rates of firms outside and those in Rajasthan**

While tabulating the financial Bids of those firms which are not entitled to price preference, the element of Goods and Service Tax (GST) shall be included in the rates of firms from outside Rajasthan for financial bid evaluation purpose.

**19) Price/ purchase preference in evaluation**

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

**20) Negotiations**

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation



committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.

- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/ supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.
- g) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

#### 21) Exclusion of Bids/ Disqualification

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



- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
  - a. communicated to the concerned bidder in writing;
  - b. published on the State Public Procurement Portal, if applicable.

**22) Lack of competition**

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
  - a. the Bid is technically qualified;
  - b. the price quoted by the bidder is assessed to be reasonable;
  - c. the Bid is unconditional and complete in all respects;
  - d. there are no obvious indicators of cartelization amongst bidders; and
  - e. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
- b) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
- d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

**23) Acceptance of the successful Bid and award of contract**

- a) 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.
- b) 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.





- c) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- e) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
- f) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
- g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
- h) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.
- i) 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.

#### **24) Information and publication of award**

Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIB.

#### **25) Procuring entity's right to accept or reject any or all Bids**

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.



**26) Right to vary quantity**

Annexure D sub clause 2 may be referred for this purpose.

**27) Performance Security Deposit (PSD)**

- a) Prior to execution of agreement, Performance Security Deposit (PSD) shall be solicited from the 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.
- b) Bidder shall submit the Performance Security Deposit(PSD) with in fifteen days of issue of LOI for entering in to contract as per the terms and conditions of this bidding document.
- c) The amount of performance security shall be 5%, of the amount of supply order in case of procurement of goods and services. In case of Small Scale Industries (SSI) of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than SSI, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order. The Bid security of the selected bidder may be adjusted into the PSD during the contract period.
- d) The successful bidder shall convert the Bank Guarantee submitted as bid security into Performance Bank Guarantee at his own expenses.
- e) Refund of PSD: The PSD shall be refunded after three (03) months of the expiry of the contract period.
- f) Forfeiture of PSD: The PSD taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
  - a. When any clause of terms and conditions of the contract is breached or cancelled
  - b. when the bidder does not accept any supply order issued anytime during the period of contract
  - c. when the bidder fails to commence the supply of the goods or service or execute work issued under this contract
  - d. when the bidder does not deposit the requisite performance security deposit within the period specified in the supply order, issued under this contract
- g) Notice will be given to the bidder with reasonable time before Performance Security, deposited with Procuring Entity, is forfeited.



- h) No interest shall be payable on the deposited PSD
- i) Performance security deposit shall be furnished in any one of the following forms: -
  - a. Bank Draft or Banker's Cheque of a scheduled bank;
  - b. Through eGras on <http://egras.raj.nic.in>.
  - c. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;
  - d. 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;
  - e. 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.
- j) Performance security deposit furnished in the form specified in clause [b.] to [d.] of (c) above shall remain valid for a period of 180 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.

## 28) Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent for contract is despatched to the bidder.
- b) The successful bidder shall sign the agreement within 15 days from the date on which the letter of acceptance or letter of intent for contract is despatched to the successful bidder.
- c) If the bidder, who's Bid has been accepted, fails to sign a written agreement or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the contract/ procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding document.



- d) The bidder will be required to execute the agreement on a non-judicial stamp, to be purchased from anywhere in Rajasthan only, of specified value at its own cost.

**29) Issue of Supply order to Selected Bidder**

- a) The supply order shall specify the quantity of various items to be supplied with location details and delivery schedule for supply and installation.
- b) After receiving the supply order, the bidder shall be responsible to deposit the requisite Performance Security Deposit (PSD) and SLA Bank Guarantee (SBG) within 15 days of each supply order.

**30) Confidentiality**

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
  - a. impede enforcement of any law;
  - b. affect the security or strategic interests of India;
  - c. affect the intellectual property rights or legitimate commercial interests of bidders;
  - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised to have access to such information.
- c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

**31) Cancellation of procurement process**

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.
- b) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -



- a. at any time prior to the acceptance of the successful Bid; or
- b. after the successful Bid is accepted in accordance with (d) and (e) below.
- c) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
- d) The decision of the procuring entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.
- e) If the bidder who's Bid has been accepted as successful fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.
- f) If a bidder is convicted of any offence under the Act, the procuring entity may: -
  - a. cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into;
  - b. rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the procuring entity and the convicted bidder.

### 32) Code of Integrity for Bidders

Annexure A may be referred for this purpose.

### 33) Conflict of Interest

Annexure A may be referred for this purpose.

### 34) Interference with Procurement Process

A bidder, who: -

- a) withdraws from the procurement process after opening of financial bids;
- b) withdraws from the procurement process after being declared the successful bidder;
- c) fails to enter into procurement contract after being declared the successful bidder;
- d) fails to provide performance security deposit or any other document or security required in terms of the bidding documents after being declared the successful bidder, without valid grounds,

shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

### 35) Appeals



Annexure C may be referred for this purpose.

### 36) Vexatious Appeals & Complaints

Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the "The Rajasthan Transparency Public Procurement Act 2012", with the intention of delaying or defeating any procurement or causing loss to any procuring entity or any other bidder, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

### 37) Offenses by Firms/ Companies

a) Where an offence under "The Rajasthan Transparency Public Procurement Act 2012" has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.

c) For the purpose of this section-

a. "Company" means a body corporate and includes a limited liability partnership, firm, registered society or co- operative society, trust or other association of individuals; and

b. "Director" in relation to a limited liability partnership or firm, means a partner in the firm.

d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

### 38) Debarment from Bidding



- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
  - a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
  - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.
- d) Where the entire bid security or the entire performance security deposit or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

### 39) Monitoring of Contract

- a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder's premises where the work is being completed may be inspected.
- c) If delay in delivery of goods and service is observed a performance notice would be given to the selected bidder to speed up the delivery.
- d) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.



- e) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
- f) The selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of procuring entity.





## **8. GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT**

Bidders should read these conditions carefully and comply strictly while sending their bids.

### **Definitions**

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a) "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c) "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- d) "Day" means a calendar day.
- e) "Delivery" means the transfer of the Goods from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- f) "Completion" means the fulfilment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
- g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidder is required to supply to the Purchaser under the Contract.
- h) "Purchaser/ Procuring Entity" means the entity purchasing the Goods and related services, as specified in the bidding document.
- i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidder under the Contract.
- j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the related services is subcontracted by the successful/ selected bidder.
- k) "Supplier/ Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document.



Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

1) **Contract Documents**

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.

2) **Interpretation**

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

3) **Language**

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/ selected bidder and the Purchaser, shall be written in English language only. Supporting documents and printed literature that are part of the



Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.

- b) The successful/ selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

4) **Joint Venture, Consortium or Association**

Joint Venture, Consortium, or Association is not allowed for this bid.

5) **Eligible Goods and Related Services**

- a) For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, transportation, supply & installation.
- b) All articles/ goods being bid, other than those marked in the Bill of Material (BoM) should be the ones which are produced in volume and are used by a large number of users in India/ abroad. All products quoted by the successful/ selected bidder must be associated with specific make and model number, item code and names and with printed literature describing configuration and functionality. Any deviation from the printed specifications should be clearly mentioned in the offer document by the bidder/ supplier. Also, the bidder is to quote/ propose only one make/ model against the respective item.
- c) The OEM/ Vendor of the quoted product must have its own registered spares depot in India having adequate inventory of the equipment being quoted for providing the necessary spares as per the requirements of this bidding document.
- d) The OEM/ Vendor of the quoted product should also have its direct representation in India in terms of registered office for at least past 3 years. The presence through any Distribution/ System Integration partner will not be accepted.
- e) Bidder must quote products in accordance with above clause “Eligible goods and related services”.

6) **Service of Notice, Documents & Orders**

- a) A notice, document or order shall be deemed to be served on any individual/a body corporate by -
- a. delivering it to the person personally; or
  - b. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;



- c. leaving it at, or sending it by post to, the registered office of the body corporate.
  - d. email to the person/ body corporate.
- b) When the procedure laid down in (a) above is followed, service shall be deemed to be effected by properly addressing, preparing and posting the document, notice or order, as the case may be.

7) **Scope of Supply**

- a) Subject to the provisions in the bidding document and contract, the goods and related services to be supplied shall be as specified in the bidding document.
- b) Unless otherwise stipulated in the Contract, the scope of supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.
- c) The bidder shall not quote and supply any Hardware/ Software/ other items that are likely to be declared as End of Sale within 3 months and End of Service/ Support within 5 Years of the last date of bid submission. OEMs are required to mention this in the MAF for all the quoted Hardware/ Software/ other items (if required). If any item is declared End of Sale after bid submission, the bidder may provide different model of the same or higher configuration without any extra cost with the express and prior approval of the Procuring Entity. If any of the Hardware/ Software/ other item is found to be declared as End of Sale/ Service/ Support, then the bidder shall replace all such Hardware/ Software/ other items with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

8) **Delivery & Installation**

- a) Subject to the conditions of the contract, the delivery of the goods and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document. The details of supply/ shipping and other documents to be furnished by the successful/ selected bidder are specified in the bidding document and/ or contract.
- b) The contract for the supply can be repudiated at any time by the Procuring Entity after giving an opportunity to the bidder of being heard and recording the reasons for repudiation, if the supplies are not made to his satisfaction.
- c) The Supplier/ Selected Bidder shall arrange to supply & install the ordered materials/ system to the places specified as per specifications within the specified delivery/ completion period mentioned in the supply order.



- d) Shifting the place of Installation: The user will be free to shift the place of installation within the same district. The successful/ selected bidder shall provide all assistance, except transportation, in shifting of the equipment.

9) **Supplier's/ Selected Bidder's Responsibilities**

The Supplier/ Selected Bidder shall supply all the goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or contract.

10) **Purchaser's Responsibilities**

- a) Whenever the supply of goods and related services requires that the Supplier/ Selected Bidder obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier/ Selected Bidder, make its best effort to assist the Supplier/ Selected Bidder in complying with such requirements in a timely and expeditious manner.
- b) The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with the general and special conditions of the contract.

11) **Contract Price**

- a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
- b) Prices charged by the Supplier/ Selected Bidder for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid, with the exception of any price adjustments authorized in the special conditions of the contract.

12) **Recoveries from Supplier/ Selected Bidder**

- a) Recoveries of liquidated damages, short supply, breakage, rejected articles and in case of failure in satisfactory replacement by the supplier shall ordinarily be made from bills.
- b) Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the Procuring Entity.
- c) In case, recovery is not possible by either method as stated in a) and b) above, recourse will be taken under Rajasthan PDR Act or any other law in force.

13) **Taxes & Duties**



- a) The TDS, Goods and Service Tax etc., if applicable, shall be deducted at source/ paid by Rajasthan Police as per prevailing rates.
- b) For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
- c) For goods supplied from within India, the successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- d) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent. However, it is clarified that for the purpose concessional Sales Tax, no "C-Form/ D-Form", or any other form by whatever name it may be called, shall be released by Purchaser to the selected bidder under any circumstances for any of activities under the SoW of this bidding document.

**14) Confidential Information**

- a) The Purchaser and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- b) The Supplier/ Selected Bidder may furnish to its Subcontractor, if permitted, such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier/ Selected Bidder shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier/ Selected Bidder.
- c) The Purchaser shall not use such documents, data, and other information received from the Supplier/ Selected Bidder for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected Bidder shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.
- d) The obligation of a party under sub-clauses above, however, shall not apply to information that: -
  - i. the Purchaser or Supplier/ Selected Bidder need to share with other institutions participating in the Contract;
  - ii. now or hereafter enters the public domain through no fault of that party;
  - iii. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or



- iv. otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- e) The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.
- f) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

**15) Specifications and Standards**

- a) All articles supplied shall strictly conform to the specifications, trademark laid down in the bidding document and wherever articles have been required according to ISI/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the supplier/ selected bidder.
- b) Technical Specifications and Drawings
  - i. The Supplier/ Selected Bidder shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.
  - ii. The Supplier/ Selected Bidder 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.
  - iii. The goods and related services supplied under this Contract shall conform to the standards mentioned in bidding document 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.
- c) 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 bidding document. 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.

**16) Packing and Documents**

- a) The Supplier/ Selected Bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as



indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.

- b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the Purchaser.

**17) Insurance**

- a) The goods will be delivered at the destination godown in perfect condition. The Goods supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations, in accordance with the applicable terms. The insurance charges will be borne by the supplier and Purchaser will not be required to pay such charges if incurred.
- b) The goods will be delivered at the FOR destination in perfect condition.

**18) Transportation**

The supplier/ selected bidder shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible.

**19) Pre Delivery Inspection (PDI)**

The selected bidder will not supply the hardware without PDI. PDI will be conducted for Desktop only by designated persons of Procuring Entity. The PDI will be completed within 15 days of receiving the request in writing by the Procuring Entity from the successful bidder; the time taken for PDI is included in the delivery period. However if the time taken for PDI exceeds 15 days then the additional time taken by the Procuring Entity to complete PDI would be in addition to the total delivery & installation period under the project. Selected Bidder would supply and install only those makes & models of hardware/ software which have been accepted during technical evaluations. No other hardware (makes & models)/ software will be supplied which is not quoted or not approved during





the technical evaluation. The hardware/ software items not quoted or not technically approved shall be rejected during the PDI. PDI expense shall be borne by the bidder.

**20) Inspection**

- a) The Procuring Entity or his duly authorized representative shall at all reasonable time have access to the supplier's/ selected bidder's premises and shall have the power at all reasonable time to inspect and examine the materials limited to 2% of the total quantity for each of the item and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided.
- b) The supplier/ selected bidder shall furnish complete address of the premises of his factory, office, go-down and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.
- c) As soon as the goods arrive at the designated place for supply, an inspection Committee constituted by Rajasthan Police shall inspect the material (2% of the total quantity for each of the item) for its conformity with Technical specification mentioned.
- d) After successful inspection, it will be supplier's/ selected bidder's responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, supplies when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.

**21) Samples**

- a) When notified by the Purchaser to the supplier/ bidder/ selected bidder, Bids for articles/ goods marked in the BoM shall be accompanied by one set of samples of the articles quoted properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by train, etc., should be despatched freight paid and the R/R or G.R. should be sent under a separate registered cover. Samples for catering/ food items should be given in a plastic box or in polythene bags at the cost of the bidder.
- b) Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
- c) Approved samples would be retained free of cost up to the period of six months after the expiry of the contract. Rajasthan Police shall not be responsible for any damage, wear and tear or loss during testing, examination, etc., during the period these samples are retained.

The Samples shall be collected by the supplier/ bidder/ selected bidder on the expiry of stipulated period. Rajasthan Police shall in no way make arrangements to return the



- samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by Rajasthan Police and no claim for their cost, etc., shall be entertained.
- d) Samples not approved shall be collected by the unsuccessful bidder. Rajasthan Police will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
  - e) Supplies when received may be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories, reputed testing house like STQC (ETDC) and the like and the supplies will be accepted only when the articles conform to the standard of prescribed specifications as a result of such tests.
  - f) The supplier/ selected bidder shall at its own expense and at no cost to the Purchaser carry out all such tests and/ or inspections of the Goods and Related Services as are specified in the bidding document.

**22) Drawl of Samples**

In case of tests, wherever feasible, samples shall be drawn in one set in the presence of selected bidder or his authorised representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/ or testing house and the third or fourth will be retained in the office for reference and record.

**23) Inspection/ Testing charges**

Inspection/ Testing charges shall be borne by the Procuring Entity. In case of test results showing that supplies are not up to the prescribed standards or specifications, the testing charges shall be payable by the selected bidder.

**24) Rejection**

- a) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the selected bidder at his own cost within the time fixed by the Purchase Officer.
- b) If, however, due to exigencies of Rajasthan Police's work, such replacement either in whole or in part, is not considered feasible, the Procuring Entity after giving an opportunity to the selected bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.



- c) The rejected articles shall be removed by the supplier/ bidder/ selected bidder within 15 days of intimation of rejection, after which Procuring Entity 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 selected bidder's risk and on his account.

**25) Delivery Period & Extent of Quantity – Repeat Orders**

- a) The time specified for delivery shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the Procuring Entity.
- b) The selected bidder shall arrange supplies within the stipulated time period.
- c) If the orders are placed in excess of the quantities, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the bidding document. If the bidder fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.

**26) Freight**

- a) All goods must be sent freight paid through Railways or goods transport.
- b) R.R. should be sent under registered cover through Bank only.
- c) In case supply is desired to be sent by the Procuring Entity by passenger train, the entire railway freight will be borne by the bidder.
- d) Remittance charges on payment made shall be borne by the bidder.

**27) Payments**

- a) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on submission of bill in proper form by the bidder to the Procuring Entity in accordance with G.F.& A.R all remittance charges will be borne by the bidder.
- b) In case of disputed items, 10% to 25% of the amount shall be withheld and will be paid on settlement of the dispute.
- c) 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.

**28) Liquidated Damages (LD)**



- a) 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 Stores with the bidder has failed to supply:-
- delay up to one fourth period of the prescribed delivery period: 2.5%
  - delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
  - delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
  - delay exceeding three fourth of the prescribed period: 10%
- b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- c) The maximum amount of liquidated damages shall be 10% of the contract value.
- d) 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.
- e) 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.
- 29) Bidders must make their own arrangements to obtain import licence, if necessary. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Procuring Entity.
- 30) **Settlement of Disputes:**
- In the case of a dispute or difference arising between procurement authority and the selected/ successful bidder relating to any matter arising out of or connected with this contract, such dispute or difference shall be decided as per the provision of Arbitration & Conciliation Act, 1996, the rules thereunder and any statutory modification or re-enactment's thereof, shall apply to the arbitration proceeding.
- On all aspects where the above articles of understanding are silent, for special cases of deviation from these articles, decisions mutually agreed upon between the selected bidder and Rajasthan Police shall be final. However, in case of any dispute relating to or arising out of contract, such dispute shall be resolved amicably by mutual consultation. If any dispute remains unresolved, it shall be referred to a committee, formed and headed by the Director General of Police, Rajasthan, for resolution. The committee so formed shall include representative of the successful bidder. The decision of the committee shall be binding on both the parties. All disputes are subject to Jaipur jurisdiction only.



Legal Jurisdiction: All legal proceedings, if necessary arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in Rajasthan and not elsewhere.

**31) Authenticity of Equipment**

- a) The selected bidder shall certify (as per Annexure-7) that the supplied goods are brand new, genuine/ authentic, not refurbished, conform to the description and quality as specified in this bidding document and are free from defects in material, workmanship and service.
- b) If during the contract period, the said goods be discovered counterfeit/ unauthentic or not to conform to the description and quality aforesaid or have determined (and the decision of the Procuring Entity in that behalf will be final and conclusive), notwithstanding the fact that the purchaser may have inspected and/ or approved the said goods, the purchaser will be entitled to reject the said goods or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods will be at the selected bidder's risk and all the provisions relating to rejection of goods etc., shall apply. The selected bidder shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejected by Procuring Entity, otherwise the selected bidder shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Procuring Entity in that behalf under this contract or otherwise.
- c) Goods accepted by the purchaser in terms of the contract shall in no way dilute purchaser's right to reject the same later, if found deficient in terms of the this clause of the contract.

**32) Warranty**

- a) The bidder must supply all items or any portion thereof as the case may be, with comprehensive on-site OEM warranty valid for period as mentioned in the Technical specification of the goods (i.e. Annexure-2) after they have been delivered to, installed and accepted at the final destination(s) indicated in the bidding document. However, if delay of installation is more than a month's time due to the reasons ascribed to the bidder, the warranty shall start from the date of last successful installation of the items covered under the supply order.
- b) At the time of goods delivery, the selected bidder shall submit a certificate/ undertaking from all the respective OEMs mentioning the fact that the goods supplied are covered under comprehensive warranty & support for the prescribed period.



- c) The purchaser shall intimate the selected bidder via mechanisms as mentioned in Chapter 6 (1)(B)(b) or in writing, identifying the nature of any defect together with all available evidence thereof, promptly following the discovery thereof. The purchaser shall accord all reasonable opportunity for the selected bidder to inspect such defects. Upon receipt of such notice, the selected bidder shall expeditiously cause to repair the defective goods or parts thereof or replace the defective goods or parts thereof with brand new genuine/ authentic ones having similar or higher specifications from the respective OEM, at no cost to the Purchaser. Any goods repaired or replaced by the selected bidder shall be delivered at the respective location without any additional costs to the procuring entity.
- d) If having been intimated, the selected bidder fails to remedy the defect within the period specified, the purchaser may proceed to take within a reasonable period such remedial action as may be necessary, in addition to other recourses available in terms and conditions of the contract and bidding document.
- e) During the warranty period, the bidder shall also be responsible to ensure adequate and timely availability of spare parts needed for repairing the supplied goods.

**33) Patent Indemnity**

- a) The supplier/ selected bidder shall, subject to the Purchaser's compliance with sub-clause (b) below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: -
  - i. the installation of the Goods by the supplier/ selected bidder or the use of the Goods in the country where the Site is located; and
  - ii. the sale in any country of the products produced by the Goods.Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the supplier/ selected bidder, pursuant to the Contract.
- b) If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to above, the Purchaser shall promptly give the supplier/ selected bidder a notice thereof, and the supplier/ selected bidder may at its own



- expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- c) If the supplier/ selected bidder fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
  - d) The Purchaser shall, at the supplier's/ selected bidder's request, afford all available assistance to the supplier/ selected bidder in conducting such proceedings or claim, and shall be reimbursed by the supplier/ selected bidder for all reasonable expenses incurred in so doing.
  - e) The Purchaser shall indemnify and hold harmless the supplier/ selected bidder and its employees, officers, and Subcontractors (if any) from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the supplier/ selected bidder may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

**34) Limitation of Liability**

Except in cases of gross negligence or wilful misconduct: -

- a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier/ selected bidder to pay liquidated damages to the Purchaser; and
- b) the aggregate liability of the supplier/ selected bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier/ selected bidder to indemnify the Purchaser with respect to patent infringement.

**35) Force Majeure**

- a) The supplier/ selected bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its



origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the Rajasthan Police in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by Rajasthan Police, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
- d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e) In case a Force Majeure situation occurs with the Rajasthan Police, the Rajasthan Police may take the case with the supplier/ selected bidder on similar lines.

**36) Change Orders and Contract Amendments**

- a) The Purchaser may at any time order the supplier/ selected bidder through Notice in accordance with clause “Notices” above, to make changes within the general scope of the Contract in any one or more of the following: -
  - i. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - ii. the method of shipment or packing;
  - iii. the place of delivery; and
  - iv. the related services to be provided by the supplier/ selected bidder.
- b) If any such change causes an increase or decrease in the cost of, or the time required for, the supplier's/ selected bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly should be amended. Any claims by the supplier/ selected bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the supplier's/ selected bidder's receipt of the Purchaser's change order.
- c) Prices to be charged by the supplier/ selected bidder for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier/ selected bidder for similar services.





37) **Termination**

**a) Termination for Default**

- i. The procuring entity may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 30 days sent to the supplier/ selected bidder, terminate the contract in whole or in part: -
  - a. If the supplier/ selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by Rajasthan Police; or
  - b. If the supplier/ selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
  - c. If the supplier/ selected bidder, in the judgement of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
  - d. If the supplier/ selected bidder commits breach of any condition of the contract.
- ii. If Rajasthan Police terminates the contract in whole or in part, amount of PSD may be forfeited.

**b) Termination for Insolvency**

Rajasthan Police may at any time terminate the Contract by giving a written notice of at least 30 days to the supplier/ selected bidder, if the supplier/ selected bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier/ selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Rajasthan Police.

**c) Termination for Convenience**

- i. Rajasthan Police, by a written notice of at least 30 days sent to the supplier/ selected bidder may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the supplier/ selected bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. Depending on merits of the case the supplier/ selected bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the contract if any due to such termination.



- iii. The Goods that are complete and ready for shipment within twenty-eight (28) days after the supplier's/ selected bidder's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - a. To have any portion completed and delivered at the Contract terms and prices; and/or
  - b. To cancel the remainder and pay to the supplier/ selected bidder an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the supplier/ selected bidder.



**9. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT****1) Payment Terms and Schedule**

- a) Payment schedule - Payments to the bidder, after successful completion of the target milestones (including specified project deliverables), would be made as under: -

S.No.	Milestone/ Phase	Deliverables	Payable Amount
1.	Completion of Activity as mentioned in (1) (A) of Chapter 6- Supply & Installation	<ul style="list-style-type: none"> <li>Delivery Challan verified by the respective Nodal Officer at the site for ordered items.</li> <li>OEM Warranty Certificates for Hardware &amp; software items (wherever applicable)</li> </ul>	100% after total supply and installation.
3	Completion of Contract Period	Satisfactory performance report signed by OIC/ Nodal Officer, CCTNS	Remaining amount if any

- b) Penalty for the breach of SLA shall be calculated on quarterly basis for supply order. The penalty accumulated at end of fourth quarter shall have to be deposited by the successful bidder within fifteen days of demand notice. In case, the penalty is not deposited the same will be recovered by encashing the SLA Bank Guarantee (SBG).
- c) The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices (3 copies) describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- d) In case the site is not made available for installation of supplied items during the period of delivery and installation as given in the supply order, then the bidder would request purchaser in writing accompanied by "Site Not Ready" certificate duly sealed & signed from the concerned Nodal Officer for extension of installation period without liquidity damages. Payment for rest of the sites would be made in that district to the successful bidder after successful installation. Payment for "Site not Ready" locations would be made after successful installation of hardware and allied items as per the supply order. Warranty of whole hardware supplied in that district/ higher office would start immediately after successful installation of all the ready sites. The warranty for hardware supplied for "Sites not ready" locations shall also commence simultaneously.
- e) Due payments shall be made promptly by the purchaser, generally within sixty (60) days after submission of an invoice in 3 copies by the supplier/ selected bidder, and acceptance by the purchaser.
- f) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- g) All remittance charges will be borne by the supplier/ selected bidder.



- h) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- i) 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.
- j) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.
- k) Taxes, as applicable, will be deducted/ paid, as per the prevalent rules and regulations.

**2) Service Level Standards/ Requirements/ Agreement**

- a) Service level plays an important role in defining the Quality of Services (QoS). The prime objective of service levels is to ensure high quality of services from selected bidder, in an efficient manner to the identified users under this procurement.
- b) Successful bidder shall furnish a 10% bank guarantee of the value of each supply order treated as SLA Bank Guarantee (SBG) separately, in addition to Performance Security Deposit(PSD).
- c) The bidder shall submit reports on all the service levels to the Purchaser, if required. The service levels defined below provide for target level of services required, measurements thereof and associated penalties.

S. No	Measurement Parameter	Service Level	Penalty
1.	Time taken for resolving issue	Within 120 hours of lodging the complaint	No penalty
2.	Time taken for resolving issue	After 120 hours of lodging the complaint	0.5% of the equipment cost against which complaint is logged for every 24 hours after 120 hours

Maximum applicable penalty shall be 10 % of the order value. If the penalty reaches 10% it will be treated as breach of contract and PBG/ PSD will be forfeited in addition to the 10% BG against SLA.

- d) If during contract period, any equipment has a hardware failure of the same nature on three or more occasions in a continuous period of three months or six times in a continuous period of twelve months, it shall be replaced by equivalent or higher-level new equipment by the Successful Bidder at no cost to state within fifteen days.

If during contract period, any equipment has a hardware failure for a total period of thirty days or more within a continuous period of three months or for a total period of sixty days or more within a continuous period of twelve months, it shall be replaced by equivalent or higher-level new equipment by the Successful Bidder at no cost to purchaser within fifteen days. In this case penalty mentioned in a) will not be applicable.



During the warranty period Bidder shall maintain the systems and repair / replace at the installed site, all defective components that are brought to its notice by Rajasthan Police, at no charge to purchaser.

- e) In case any hard disk drive of desktop or the external Hard Disk Drive is replaced during warranty, the unserviceable HDD will be property of Rajasthan Police and will not be returned to successful bidder.
- f) The SLA penalty stated in c) & d) above shall apply only on the items listed below:
  - i. Desktop
  - ii. Single Function Duplex Printers
  - iii. Multi-Function Duplex Printers
  - iv. UPS 2 KVA
  - v. UPS 1 KVA
  - vi. Environment Control (AC)



**ANNEXURE A: COMPLIANCE WITH THE CODE OF INTEGRITY AND NO CONFLICT OF INTEREST**

Any person participating in a procurement process shall –

- (a) Not offer any bribe, reward 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 a bidding process if, including but not limited to :
  - a. Have controlling partners/ shareholders in common; or
  - b. Receive or have received any direct or indirect subsidy from any of them; or
  - c. Have the same legal representative for purposes of the Bid ;or
  - d. Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the 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.



**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 statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition.

Date :

Signature of bidder

Place :

Name :

Designation :

Address :



### **ANNEXURE C : GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS**

The designation and address of the First Appellate Authority is **Director General of Police, Rajasthan.**

The designation and address of the Second Appellate Authority is **Principal Secretary Home, Rajasthan.**

(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 thereunder, 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 lie in certain cases

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

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

(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 of 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.



Form No.1

(See rule 83)

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

Appeal No.....of.....

Before the .....(First/ Second Appellate Authority)

1. Particulars of appellant :

(i) Name of the appellant :

(ii) Official address, if any :

(iii) Residential address :

2. Name and address of the respondent (s):

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or 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**



**ANNEXURE D : ADDITIONAL CONDITIONS OF CONTRACT-**

1. Correction of arithmetical errors

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

i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.

ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

iii. if there is a discrepancy between 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 (i) and (ii) above

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

2. Procuring Entity's Right to Vary Quantities

(i) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

(ii) Repeat orders for extra items or additional quantities may be placed 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.





**ANNEXURE-1: BILL OF MATERIAL (BoM) - SUMMARY**

Summary of items and the quantities is mentioned below. Detailed specifications and distribution of supply is as per the appendix mentioned against each item.

Item No.	Items	Appendix No.	Quantity
1.	Desktop	A	312
2.	Webcamera	A	91
3.	Single Function Duplex Printer	B	143
4.	Multi-Function Duplex Printer	B	39
5.	UPS 2*2 KVA	C	39
6.	UPS 2 KVA	C	50
7.	UPS 1 KVA	C	6
8.	Environment Control (AC)	D	39



**ANNEXURE-1A: BILL OF MATERIAL (BoM) – DETAILS**

S. No.	Item (as per Technical Specification provided in Annexure-2)	Quantity						MAF required (Y/N)
		PS	ACP	SP office/ Addl. SP/ Dy SP Office	CO	SIUCAW	Total Quantity	
1.	2.	3.	4	5.	6	7	8	9
1.	Desktop	156	3	6	24	123	<b>312</b>	Y
2.	Webcamera	39	1	2	8	41	<b>91</b>	Y
3.	Single Function Printers	39	2	4	16	82	<b>143</b>	Y
4.	Multi Function Printers	39	0	0	0	0	<b>39</b>	Y
5.	UPS 2*2 KVA	39	0	0	0	0	<b>39</b>	Y
6.	UPS 2 KVA	0	1	0	8	41	<b>50</b>	Y
7.	UPS 1 KVA	0	0	6	0	0	<b>6</b>	Y
8.	Environment Control (AC)	39	0	0	0	0	<b>39</b>	Y

The above mentioned quantities are tentative & the actual no. may vary as per the requirement and payment shall be made on actual quantities supplied. /



**ANNEXURE-2: TECHNICAL SPECIFICATIONS**

Note: All the specifications as mentioned in the appendices are minimum only and higher specifications, if offered by any bidder, shall be considered without any price preference to the bidder.

The detailed specification of each item is mentioned in various appendices along with this document.

**The bidder is required to submit the technical compliance statement for each item on the respective OEM's letter-head.**

Item No.	Items	Appendix No.
1.	Desktop	A
2.	Web Camera	A
3.	Single Function Duplex Printer	B
4.	Multi-Function Duplex Printer	B
5.	UPS 2*2 KVA	C
6.	UPS 2 KVA	C
7.	UPS 1 KVA	C
8.	Environment Control (AC)	D





**ANNEXURE-3: BIDDER'S AUTHORIZATION CERTIFICATE**

{to be filled by the bidder}

To,  
{Procuring entity},  
\_\_\_\_\_  
\_\_\_\_\_

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: -  
Authorised Signatory: -  
Seal of the Organization: -  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Verified Signature:



**ANNEXURE-4: CERTIFICATE OF CONFORMITY/ NO DEVIATION**

{to be filled by the bidder}

To,  
{Procuring Entity},  
\_\_\_\_\_

**CERTIFICATE**

This is to certify that, the specifications of Hardware & Software 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 technical 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 and assumptions.

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: -  
Authorised Signatory: -  
Seal of the Organization: -  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_



**ANNEXURE-5: DECLARATION BY BIDDER**

{to signed by selected bidder}

I/ We declare that I am/we are bonafide/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorised dealer/ dealers/ sole selling/ Marketing agent in the goods/ stores/ equipment for which I/ We have quoted.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**ANNEXURE-6: MANUFACTURER'S AUTHORIZATION FORM (MAF)**

{to be filled by the OEMs}

(Indicative Format)

To,  
{Procuring Entity},

\_\_\_\_\_

Subject: Issue of the Manufacturer's Authorisation Form (MAF)

Reference: NIB/ RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

We {name and address of the OEM} who are established and reputed original equipment manufacturers (OEMs) having factories at {addresses of manufacturing location} do hereby authorize {M/s \_\_\_\_\_} who is our {Distributor/ Channel Partner/ Retailer/ Others <please specify>} to bid, negotiate and conclude the contract with you against the aforementioned reference for the following Hardware/ Software/ other items manufactured by us: -

*{OEM will mention the details of all the proposed product(s) with their make/ model.}*

We undertake to provide OEM Warranty for the offered Hardware/ Software/ other items, as mentioned above.

We hereby confirm that the offered Hardware/ Software/ other items are as per specification mentioned in the RFP.

We hereby confirm that the offered Hardware/ Software/ other items is not likely to be declared as End-of-Sale within next 3 months from the date of bid submission.

We hereby confirm that the offered Hardware/ Software/ other items is not likely to be declared as End-of-Service/ Support within next 5 years from the date of bid submission.]

Yours faithfully,

For and on behalf of M/s (Name of the manufacturer)

(Authorized Signatory)

Name,

Designation &

Contact No.:

Address: \_\_\_\_\_

Seal:



**ANNEXURE-7: UNDERTAKING ON AUTHENTICITY OF COMPUTER EQUIPMENTS**

{To be filled by the bidder (On Rs. 100/- Non-judicial stamp paper)}

To,  
{Procuring Entity},  
\_\_\_\_\_

Reference: NIB No. : \_\_\_\_\_ Dated: \_\_\_\_\_

This has reference to the items being supplied/quoted to you vide bid ref. no. \_\_\_\_\_ dated \_\_\_\_\_.

We hereby undertake that all the components/parts/assembly/ software used in the equipment shall be genuine, original and new components /parts/assembly/software from respective OEMs of the products and that no refurbished/duplicate/ second hand components/ parts/ assembly/ software are being used or shall be used. In respect of licensed operating system, we undertake that the same shall be supplied along with the authorized license certificate with our name/logo. Also, that it shall be sourced from the authorized source for use in India.

In case, we are found not complying with above at the time of delivery or during installation, for the equipment already billed, we agree to take back the equipment already supplied at our cost and return any amount paid to us by you in this regard and that you will have the right to forfeit our Bid Security/ PSD for this bid or debar/ black list us or take suitable action against us.

Authorized Signatory  
Name:  
Designation:



**ANNEXURE-8: COMPONENTS OFFERED – BOM****{to be filled by the bidder}**

Please fill the following BOM for all the offered components.

S.No.	Product Details (Only one make and model)	Detailed Technical Specification Reference**	OEM Details (Name, Address, E-Mail, Mobile Nos.)
1.		{Item No. xx}	
2.		{Item No. xx}	
3.		{Item No. xx}	

\*\* Please attach Technical specifications compliance sheet (only on OEM's letter-head) and provide reference number in this column. (Deviations, if any, should be appropriately mentioned & highlighted in the compliance/ deviation column of the respective table as provided in Annexure-2: Technical Specifications of this bidding document)



**ANNEXURE-9: FINANCIAL BID COVER LETTER & FORMAT**

{to be submitted by the bidder on his Letter head}

To,  
{Procuring Entity},  
\_\_\_\_\_

Reference: NIB No. : \_\_\_\_\_ Dated: \_\_\_\_\_

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties.

I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

I/ We hereby declare that in case the contract is awarded to us, we shall submit the Performance Security Deposit (PSD) and SLA Bank Guarantee (SBG) as prescribed in the bidding document.

I / We agree to abide by this bid for bid validity period and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory:

Name:

Designation:



**FINANCIAL BID FORMATS****FINANCIAL BID FORMAT (DESKTOP & Webcamera)**

{to be submitted by the bidder only in BoQ format (.XLS) available at e-Procurement portal for the item they are quoting}

Sl. No	Item Description	Qty	Units	Unit Price (In Rs.)	Applicable GST	GST Amount (in Rs.)	Unit Price (In Rs.) (Inclusive of GST)	Total Amount In Rs. (Inclusive of GST)	
1	2	3	4	5	6	7	8=(5+7)	9=(3*8)	
1.	Desktop	156	Nos.						
2.	Webcamera	156	Nos.						
<b>***Total in Figures</b>									
<b>***Total in Words</b>		<b>Rupees only</b>							





**FINANCIAL BID FORMAT (UPS)**

{to be submitted by the bidder only in BoQ format (.XLS) available at e-Procurement portal for the item they are quoting}

Sl. No	Item Description	Qty	Units	Unit Price (In Rs.)	Applicable GST	GST Amount (in Rs.)	Unit Price (In Rs.) (Inclusive of GST)	Total Amount In Rs. (Inclusive of GST)
1	2	3	4	5	6	7	8=(5+7)	9=(3*8)
1.	UPS 2*2 KVA	23	Nos.					
2.	UPS 2 KVA	50	Nos.					
3.	UPS 1 KVA	6	Nos.					
<b>***Total in Figures</b>								
<b>***Total in Words</b>		<b>Rupees only</b>						

**FINANCIAL BID FORMAT (For printers)**

{to be submitted by the bidder only in BoQ format (.XLS) available at e-Procurement portal for the item they are quoting}

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	TEXT	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER
Sl. No.	Item Description	Quantity	Units	Unit Price (Rs.) Printer/ Toner/ Cartridge Rs. P	GST (Rs.)	All inclusive rate with 5 years warranty (Col.5 + Col.6)	All inclusive per page printing cost i.e. Cost of toner/ No. of Pages Printed per toner i.e. Yeld of Each Toner/ Cartridge (Col.8 = Col.17/Col.16)	Approximate no of pages to be printed during period of 5 years	Make & Model of Toner/ Cartridge	Total Cost of printing (Col.8 x Col.9)	Grand Total Value (Col.7 + Col.11)	Total Power consumption (Printing Mode) (in watts per hr.)	Total Power consumption (Standby Mode) (in watts per hr.)	The Total Cost of Ownership (TCO) after 5 year per printer = Col.7 + Col.11 + Col.19 + Col.20	Yield of each Toner/ Cartridge (A4 size full page printing)	All inclusive cost of each Toner/ Cartridge (Col.5 + Col.6)	All inclusive per page printing cost i.e. cost of toner/ cartridge (Col.17 / Col.16)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Single Function network printer with Duplex feature	127	Nos.			0.0000	0.0000	360000		0	0.0000			0.0000			
2	MFP	23	Nos.			0.0000	0.0000	360000		0	0.0000			0.0000			
3	Toner/ Cartridge (MFP)	1.0000	Nos.			0.0000								1	0.0000	0	
4	Toner/ Cartridge (Single Function)	1.0000	Nos.			0.0000								1	0.0000	0	
<b>Total in Figures</b>																	

Note:

1. Bidder must quote the original OEM cartridge cost. Refilled/ re-manufactured/ compatible cartridges will be rejected outright.



2. The above rates are inclusive of packing, forwarding, freight, insurance, installation, commissioning, warranty or any other charges for supply at anywhere in Rajasthan.
3. The average print time for printing will be 2 hours per day and stand by time will be 10 hours per day. The power consumption will be calculated accordingly.
4. For calculating cost of consumable please include all cost. Only the paper stationary shall be supplied by the Procuring Entity.
5. While tabulating the financial Bids of those firms which are not entitled to price preference, the element of Goods and Service Tax (GST) shall be included in the rates of firms for financial bid evaluation purpose.
6. Toner Cartridges will be considered as only consumable and all other parts of printer will be treated non-consumable to be supplied by successful bidder for the warranty period.
7. The bidder is obligated to supply the quoted toner cartridge at the same rates for next three years.
8. It is assumed that the printer will be in printing mode for average 2 hours per day and in Stand by Mode for average 10 hrs per day. Rate per unit of electricity is taken as Rs.7 per unit.



**FINANCIAL BID FORMAT (AC)**

{to be submitted by the bidder only in BoQ format (.XLS) available at e-Procurement portal for the item they are quoting}

Sl. No	Item Description	Qty	Units	Unit Price (In Rs.)	Applicable GST	GST Amount (in Rs.)	Unit Price (In Rs.) (Inclusive of GST)	Total Amount In Rs. (Inclusive of GST)	
1	2	3	4	5	6	7	8=(5+7)	9=(3*8)	
1.	Environment Control (AC)	23	Nos.						
<b>***Total in Figures</b>									
<b>***Total in Words</b>		<b>Rupees only</b>							



**ANNEXURE-10: BANK GUARANTEE FORMAT**

{to be submitted by the bidder's bank only if bank guarantee submission is allowed in this bidding document}

**BANK GUARANTEE FORMAT – BID SECURITY**

(To be stamped in accordance with Stamp Act and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,  
The Director General of Police,  
Police Headquarters, Lal Kothi  
Jaipur-302005 (Raj).

Sir,

1. In accordance with your Notice Inviting Bid for <please specify the project title> vide NIB reference no. <please specify> M/s. .... (Name & full address of the firm) (Hereinafter called the "Bidder") hereby submits the Bank Guarantee to participate in the said procurement/ bidding process as mentioned in the bidding document.

It is a condition in the bidding documents that the Bidder has to deposit Bid Security amounting to <Rs. \_\_\_\_\_ (Rupees <in words>)> in respect to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ issued by Director General of Police, Police Headquarters, Lal Kothi, Jaipur, Rajasthan (hereinafter referred to as "Rajasthan Police") by a Bank Guarantee from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur irrevocable and operative till the bid validity date (i.e. <please specify> days from the date of submission of bid). It may be extended if required in concurrence with the bid validity.

And whereas the Bidder desires to furnish a Bank Guarantee for a sum of <Rs. \_\_\_\_\_ (Rupees <in words>)> to the Rajasthan Police as Bid Security money deposit.

2. Now, therefore, we the ..... (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at..... (Hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the Rajasthan Police of the said guaranteed amount without any demur, reservation or recourse.
3. We, the aforesaid bank, further agree that the Rajasthan Police shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Rajasthan Police on account thereof to the extent of the Bid Security Money required to be deposited by the Bidder in respect of the said bidding document and the decision of



- the Rajasthan Police that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Rajasthan Police shall be final and binding on us.
4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the Rajasthan Police and it is further declared that it shall not be necessary for the Rajasthan Police to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the Rajasthan Police may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.
  5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.
  6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.
  7. The right of the Rajasthan Police to recover the said amount of <Rs. \_\_\_\_\_ (Rupees <in words>)> from us in manner aforesaid will not be precluded/ affected, even if, disputes have been raised by the said M/s. ....(Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..
  8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to <Rs. \_\_\_\_\_ (Rupees <in words>)> and our guarantee shall remain in force till bid validity period i.e. <please specify> days from the last date of bid submission and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability thereunder.
  9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.
  10. We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.



Date ..... (Signature) .....  
Place ..... (Printed Name) .....  
(Designation) .....  
(Bank's common seal) .....

In presence of:

WTTNESS (with full name, designation, address & official seal, if any)

(1) .....  
.....  
(2) .....  
.....

Bank Details

Name & address of Bank:

Name of contact person of Bank:

Contact telephone number:

**GUIDELINES FOR SUBMISSION OF BANK GUARANTEE**

The Bank Guarantee shall fulfil the following conditions in the absence of which they cannot be considered valid: -

1. Bank Guarantee shall be executed on non- judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The Executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/ her favour authorizing him/ her to sign the document. The Power of Attorney to be witnessed by two persons mentioning their full name and address.
4. The Bank Guarantee should be executed by a Nationalised Bank/ Scheduled Commercial Bank only.
5. Non – Judicial stamp paper shall be used within 6 months from the date of Purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6 (six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per format prescribed by Rajasthan Police.
7. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
9. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to the Purchaser at the following address:



**BANK GUARANTEE FORMAT – PERFORMANCE BANK GUARANTEE (PBG) to be submitted as Performance Security Deposit / SLA BANK GUARANTEE (SBG) to be submitted for SLA.**

**(To be submitted both separately by the bidder)**

(To be stamped in accordance with Stamp Act and on a Stamp Paper purchased from Rajasthan State only and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,  
The Director General of Police,  
Police Headquarters, Lal Kothi  
Jaipur-302005 (Raj).

1. In consideration of the Procuring Entity (hereinafter called "Rajasthan Police") having agreed to exempt M/s.....(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Supply order No.....dated.....made between the Rajasthan Police and ..... (Contractor) for the work..... of Security Deposit for the due fulfilment by the said Contractor (s) of the terms and conditions contained in the said supply order, on production of a Bank Guarantee for Rs..... (Rupees..... only), we .....(indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request of .....Contractor(s) do hereby undertake to pay to the Rajasthan Police an amount not exceeding Rs..... (Rupees.....only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs..... (Rupees.....only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the Rajasthan Police. Any such demand made on the bank by the Rajasthan Police shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the Rajasthan Police and We..... (Indicate the name of Bank), bound ourselves with all directions given by Rajasthan Police regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We.....(indicate the name of Bank), undertake to pay to the Rajasthan Police any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of Rajasthan Police under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Rajasthan Police certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We .....(indicate the name of Bank) further agree with the Rajasthan Police that the Rajasthan Police shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said supply order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Rajasthan Police against the said Contractor(s) and to forbear or enforce any of the terms



and conditions relating to the said supply order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the Rajasthan Police or any indulgence by the Rajasthan Police to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.

6. The liability of..... (indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We..... (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the Rajasthan Police in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the Rajasthan Police. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).
9. It shall not be necessary for the Rajasthan Police to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the Rajasthan Police may have obtained or obtain from the contractor.
10. We..... (indicate the name of Bank) verify that we have a branch at Jaipur, Rajasthan. We undertake that this Bank Guarantee shall be payable at any of its branch at Jaipur, Rajasthan. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favour under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated.....day of.....For and on behalf of the <Bank> (indicate the Bank)

Signature

(Name & Designation)

Bank's Seal

The above performance Guarantee is accepted by the Rajasthan Police  
For and on behalf of the Rajasthan Police

Signature

(Name & Designation)





**ANNEXURE-11: DRAFT AGREEMENT FORMAT**

{to be mutually signed by selected bidder and procuring entity}

This Contract is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between Rajasthan Police through State Crime Records Bureau, Rajasthan, having its office at 7th Floor, Rajasthan Police Headquarters, Lalkothi Jaipur – 302015 (herein after referred to as Purchaser/ Rajasthan Police) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s \_\_\_\_\_, a company registered under \_\_\_\_\_ with its registered office at \_\_\_\_\_ (herein after referred as the “Successful Bidder/ Supplier”) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the RFP document dated \_\_\_\_\_ of <NIB No \_\_\_\_\_>.

And whereas

The supplier represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB and RFP document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of supplier and has placed the Supply order vide Letter No. \_\_\_\_\_ dated \_\_\_\_\_, on which M/s \_\_\_\_\_ has given their acceptance vide their Letter No. \_\_\_\_\_ dated \_\_\_\_\_.

And whereas

The supplier has deposited a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) in the form of \_\_\_\_\_ ref no. \_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_ Bank and valid up to \_\_\_\_\_ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ and RFP document dated \_\_\_\_\_ issued by Rajasthan Police along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.



2. In consideration of the payment to be made by **Rajasthan Police** to supplier at the rates set forth in the supply order no. \_\_\_\_\_ dated \_\_\_\_\_ will duly supply the said articles set forth in "Annexure-I: Bill of Material" thereof and provide related services in the manner set forth in the RFP, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.
3. The **Rajasthan Police** do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the **Rajasthan Police** will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.
4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of supply order i.e. \_\_\_\_\_ and completed by supplier within the period as specified in the RFP document.
5. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/ complete: -

a) Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.	5.0%
c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	7.5%
d) Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
  - ii. The maximum amount of agreed liquidated damages shall be 10%.
  - iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
  - iv. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.
6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Signed By:	Signed By:
------------	------------



( ) Designation: Company:	<b>(Authorized Signatory)</b>
<i>In the presence of:</i>	<i>In the presence of:</i>
( ) Designation: Company:	( ) Designation:
( ) Designation: Company:	( ) Designation:





**ANNEXURE-12: Index (Page 1 of bidders Technical Bid)**

S. No	Basic Requirement	Specific Requirements	Documents Required
8.	Legal Entity	<p><b>The bidder should be a Manufacturer (OEM) or its authorized partner</b> and The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops &amp; Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder) OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932. OR A Limited Liability Partnership (LLP) firm registered under Limited Liability Partnership Act 2008.</p>	<ul style="list-style-type: none"> <li>In case bidder is a company: - Certified copy of the Certificates of Incorporation for companies issued by the registrar of Companies and Memorandum &amp; Articles of Association.</li> <li>In case the bidder is a Firm: Certified copy of the Registration</li> </ul>
9.	Financial: Turnover from IT/ ITeS	<p>Average Annual Turnover of the bidder from IT/ ITeS or the item for which bid is being submitted, for last five financial years, i.e., FY 2018-19 to 2022-23 (as per the last published audited accounts), should be equal to or more than the amount mentioned in column 4 of Table A of Chapter – 5. In case of the bid for UPS, the average annual turnover of the OEM from the sale of UPS, for the last five financial years i.e. FY 2018-19 to 2022-23 should be equal to or more than three times the total estimated cost of procurement of IT/ ITeS</p>	CA Certificate with CA's Registration Number/ Seal
10.	Financial: Net Worth	The Net worth of the bidder as per the last published balance sheet, i.e. 2022-2023, should be positive.	CA Certificate with CA's Registration Number/ Seal
11.	Technical Capability	The bidder should have obtained assignment(s) and completed/ successfully installed similar services, where the value of the assignment(s) should be equal to or more than the value mentioned in column 4 or 5 or 6 of Table B of Chapter – 5, during the last five years starting from 01/04/2018 till the bid submission date.	Copies of supply order, its invoice & work completion certificate/ certificate of satisfactory installation.
12.	Tax registration and clearance	<p>The bidder should be registered for:</p> <ul style="list-style-type: none"> <li>iii. GSTIN where his business is located</li> <li>iv. PAN No.</li> </ul> <p>The bidder should have cleared GST</p>	<p>Copies of relevant certificates of registration.</p> <p>GST (If applicable)</p>



S. No	Basic Requirement	Specific Requirements	Documents Required
		(If applicable) dues to the Government up to 31/03/2023.	clearance certificate from the Commercial Taxes Officer of the Circle concerned/ CA Certification for no dues in this regard.
13.	Mandatory Undertaking	The bidder should: - e) not be 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 must not be the subject of legal proceedings for any of the foregoing reasons; f) not have, and their 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; g) not have a conflict of interest in the procurement in question as specified in the bidding document. h) comply with the code of integrity as specified in the bidding document.	A Self Certified letter as per Annexure-B: Self-Declaration
14.	Certifications	The OEM must possess, at the time of bidding, a valid ISO 9001 Certification and ISO 20000 Certification	Copy of a valid certificate/ Authorisation certificates in Technical Bid

Fee Details			Document required	Page no.
1.	Bidding document Fee (Tender Fee), RISL Processing Fee (e-Procurement), and Bid Security	Bidding document Fee (Tender Fee)	DD/BC Bank/eGras Receipt No.: Date:	
		RISL Processing Fee (e-Procurement)	DD/BC Bank/eGras Receipt No.: Date:	
		Bid Security	DD/BC Bank/eGras Receipt No.: Date:	
<b>Eligibility Documents</b>				
2.	Bidder's Authorisation Certificate	Copy of PoA/ Board resolution stating that Auth. Signatory (DSC holder) can sign the bid/ contract on behalf of the firm.		
<b>Technical Documents</b>				
3.	Technical	As per Annexure-2		



	specifications compliance sheet for all items only on OEM's letter-head		
4.	Bidder's Authorization form	As per Annexure-3	
5.	Self-Declaration	As per Annexure-B	
6.	Certificate of Conformity/ No Deviation	As per Annexure-4	
7.	Declaration by Bidders	As per Annexure-5	
8.	Manufacturer's Authorisation Form (MAF)	As per Annexure-6(Indicative Format)	OEM details:
9.	Undertaking on Authenticity of Comp. Equip.	As per Annexure-7	
10.	Components Offered + Technical specifications compliance sheet for all items	As per Annexure-8	Make & Model of Item no. 1: Make & Model of Item no. 2: .... ....
11.	Signed RFP		



**ANNEXURE-13: Geographical Coverage**

The table below highlights total client locations which are to be considered for supply of CCTNS hardware.

Type of Office	Number of Offices
CO offices (8)	8
PS (39)	39
SIUCAW (41)	41
ACP (1)	1
Addl SP (2)	2
<b>Total</b>	<b>93</b>





**ANNEXURE-14: List of Locations**

<b>S No</b>	<b>Location</b>	<b>District</b>
1	PS SMS hospital	Jaipur Commissionerate
2	PS Airport	Jaipur Commissionerate
3	PS Daulatpura	Jaipur Commissionerate
4	PS Jaisinghpura Khor	Jaipur Commissionerate
5	PS Raisar	Jaipur Rural
6	PS Bhabhru	Jaipur Rural
7	PS Mojmabad	Jaipur Rural
8	PS Raniwal Majhi	Jaipur Rural
9	PS Naharpani	Hanumangarh
10	PS Sadar Deeg	Bharatpur
11	PS Raisar	Bharatpur
12	PS Malpura	Jaipur East
13	PS Ramnagariya	Jaipur East
14	PS Mahila Thana	Bhiwadi
15	PS Nahri and Chori nirodhak	Hanumangarh
16	PS Sujangarh Sadar	Churu
17	PS Chourasi	Dungarpur
18	PS Obri	Dungarpur
19	PS Devi Nagar	Jodhpur Commissionerate
20	PS Prayatak	Jodhpur Commissionerate
21	PS Kalyanpur	Udaipur
22	PS Bahtukala	Alwar
23	PS ACB	ACB
24	ACP Bagru	Jaipur Commissionerate
25	CO Bansur	Alwar
26	CO Thanagaji	Alwar
27	CO Tijara	Bhiwadi
28	CO Simalwara	Dungarpur
29	CO Taranagar	Churu
30	CO Lohawat	Jodhpur Rural
31	CO Nadbai	Bharatpur
32	CO Aspur	Dungarpur
33	SIUCAW	Ajmer
34	SIUCAW	Banswara
35	SIUCAW	Baran
36	SIUCAW	Dausa
37	SIUCAW	Jaipur Rural
38	SIUCAW	Barmer
39	SIUCAW	Bharatpur
40	SIUCAW	Bhilwara
41	SIUCAW	Bikaner
42	SIUCAW	Bhiwadi
43	SIUCAW	Chittorgarh
44	SIUCAW	Churu
45	SIUCAW	Dholpur



46	SIUCAW	Dungarpur
47	SIUCAW	Hanumangarh
48	SIUCAW	Jaipur East
49	SIUCAW	Jaipur North
50	SIUCAW	Jaipur West
51	SIUCAW	Jaipur South
52	SIUCAW	Bundi
53	SIUCAW	Jhalore
54	SIUCAW	Jhalawar
55	SIUCAW	Jaisalmer
56	SIUCAW	Jhunjunu
57	SIUCAW	Jodhpur East
58	SIUCAW	Jodhpur West
59	SIUCAW	Jodhpur Rural
60	SIUCAW	Karuli
61	SIUCAW	Kota City
62	SIUCAW	Kota Rural
63	SIUCAW	Nagaur
64	SIUCAW	Pali
65	SIUCAW	Pratapgarh
66	SIUCAW	Rajsamand
67	SIUCAW	Sawai Madhopur
68	SIUCAW	Sikar
69	SIUCAW	Sri Ganganagar
70	SIUCAW	Tonk
71	SIUCAW	Udaipur
72	SIUCAW	Sirohi
73	SIUCAW	Alwar
74	Addl SP Bamanwas	Sawai Madhopur
75	Addl SP Kuchaman	Nagaur
76	PS Fefana	Hanumangarh
77	PS Raj Talab	Banswara
78	PS Kasarwadi	Banswara
79	PS Ghatol	Banswara
80	PS Bishangarh	Jalore
81	PS Dhanau	Barmer
82	PS RIICO Area	Barmer
83	PS Jasol	Barmer
84	PS Baghpura	Udaipur
85	PS Saroda	Dungarpur
86	PS Jeen Mata	Sikar
87	PS Mitrapura	Sawai Madhopur
88	PS Kundera	Sawai Madhopur
89	PS Pali	Baran
90	PS Mehada	Jhunjunu
91	PS Mamchari	Karuli

