

Rajasthan Knowledge Corporation Limited



Request for Proposal

“Selection of Agency to convert and print RKCLs RS-CIT course book in Braille format”

Date: 13/10/2016



7-A, Jhalana Institutional
Area, Behind RTO, Jaipur-
302004

Ph: 0141-5159700

www.rkcl.in



**RAJASTHAN KNOWLEDGE CORPORATION LIMITED
TENDER
FOR**

“Selection of Agency to convert and print RKCLs RS-CIT course book in Braille format”

NIB NUMBER	: RKCL/16-17/582
UNIQUE BID NUMBER	: RKCL/PROC/MKT/BRAIL/48
START DATE OF SUBMISSION OF BIDDING DOCUMENT	: 13th October 2016
LAST DATE FOR SUBMISSION OF BID	: 24 th October, 2016 (5 PM)
TIME AND DATE OF OPENING OF BID	: 25 th October 2016 (11AM)
ESTIMATED PROJECT COST	: INR 2, 10,000 /- excluding taxes
TENDER DOCUMENT COST	: INR 500/-
EARNEST MONEY	: INR 4200/-

NOTICE INVITING BID (NIB)

 <p>Rajasthan Knowledge Corporation Limited <small>IT shapes future</small> <small>100% Public Limited Company Promoted by Govt. of Rajasthan</small></p>	<p>RAJASTHAN KNOWLEDGE CORPORATION LIMITED 7-A, Jhalana Institutional Area, Behind RTO, Telephone: 0141- 5159700</p>
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NIB Number: RKCL/16-17/ 582

Unique Bid No- RKCL/PROC/MKT/BRAIL/48

Dated: 13th October 2016

Name & Address of the Procuring Entity	<ul style="list-style-type: none"> Name: Rajasthan Knowledge Corporation Limited (RKCL) Address: 7-A Jhalana Institutional Area, Behind RTO, Jaipur (Rajasthan)
Name & Address of the Project Officer In-charge (POIC)	<ul style="list-style-type: none"> Name: Mr. Abhay Shankar Designation: Program Head Address: 7-A Jhalana Institutional Area, Behind RTO, Jaipur (Rajasthan) Email: abhays@rkcl.in
Subject Matter of Procurement	"Selection of Agency to convert and print RKCLs RS-CIT course book in Braille format"
Bid Procedure	Single-stage two part (envelop) open competitive bidding procedure submitted manually at RKCL office in sealed envelope
Bid Evaluation Criteria (Selection Method)	Least Cost Based Selection (LCBS) - L1
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	<ul style="list-style-type: none"> Websites: http://sppp.rajasthan.gov.in, http://www.rkcl.in Bidding document fee: Rs. 500/- (Rupees Five Hundred only) in Cash/ Demand Draft in favour of "RKCL" payable at "Jaipur".
Estimated Procurement Cost	<ul style="list-style-type: none"> INR 2,10,000/- (Rupees Two Lakh Ten Thousand Only) excluding taxes
Bid Security and Mode of Payment	<ul style="list-style-type: none"> Amount (INR) – INR 4200/- for General Bidders INR 1050/- for S.S.I. of Rajasthan INR 2100 /- for Sick Industries, other than S.S.I., whose cases are pending with Board of Industrial & Financial Reconstruction 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.: Bid Securing Declaration Mode of Payment: Banker's Cheque or Demand Draft or Bank Guarantee (in specified format)
Period of Sale of Bidding Document (Start/ End Date)	The prospective bidder may download the bid document from: Sppp.rajasthan.gov.in or www.rkcl.in Start Date: 13 th Oct. 2016 End Date: 24 th October, 2016 (5 PM)
Manner, Start/ End Date for	<ul style="list-style-type: none"> Manner: Offline in Sealed Envelope

the submission of Bids	<ul style="list-style-type: none"> • End Date: 24th October, 2016 (5 PM)
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security.	<ul style="list-style-type: none"> • Start Date: 13th Oct. 2016 • End Date: 24th Oct. 2016 (5 PM)
Date/ Time/ Place of Technical & Financial Bid Opening	<ul style="list-style-type: none"> • Date/Time: 25th October, 2016 (11AM) • Place: RKCL Conference Room, 7-A Jhalana Institutional Area, Behind RTO Jaipur (Rajasthan)
Bid Validity	90 days from the bid submission deadline
<p>Note:</p> <ol style="list-style-type: none"> 1) Bidder (authorised signatory) shall submit their offer off line sealed envelope both technical and financial Bid. . However, DD for Tender Fees, and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB 2) *In case, any of the bidders fails to physically submit the Banker's Cheque/Demand Draft for Tender Fee, Bid Security, up to 24rd Oct 2016 (5 PM), its Bid shall not be accepted. 3) RKCL 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. 4) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids. 5) 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. 6) 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. 7) The provisions of RTPPA Act 2012 and Rules 2013 and subsequent amendments thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPPA Act 2012 and Rules 2013 thereto, the later shall prevail. 	

Managing Director
RKCL

1. PRE-QUALIFICATION & ELIGIBILITY CRITERIA

- 1) A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria.

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	<p>The bidder should be: Either A Proprietorship firm duly registered either under the Rajasthan Shops & 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, 1956/2013 OR A partnership firm registered under Indian Partnership Act, 1932. OR LLP (Limited Liability Partnership) OR Registered under the Society Registration Act , 1860 OR N.G.O working for Specially challenged candidates in the field of Training and Education</p>	<p>- Copy of valid Registration Certificates</p> <p>- Copy of Certificates of incorporation</p> <p>- Copy of Registered Partnership deed</p> <p>- Copy of LLP Agreement</p> <p>- Copy of Society Registration Certificate</p> <p>- Copy of Trust Deed, Society Registration , Registration as Non for profit Co or other documents proving status of N.G.O.</p>
2	Financial: Turnover	<p>Should have an average turnover/Receipt of Rs 5 lacs or above in the last three financial years (2013-14, 2014-2015 and 2015-16). However this clause is not applicable for N.G.O. as referred above.</p> <p>The individual firm/company turnover shall be considered and not of the group companies.</p>	<p>C.A. Certificate for the same duly certified along with seal , signature, FRN and Membership NO of C.A.</p>
3	Financial: Net Worth	<p>The net worth of the bidder as on 31/03/2016 should be Positive However this clause is not applicable in case of N.G.O. referred above</p>	<p>CA Certificate with CA's Registration Number/ Seal</p>

S. No.	Basic Requirement	Specific Requirements	Documents Required
4	Technical Capability	Braille printing projects of value Rs. 2 lacs or higher in any of the previous 3 years ending on 31 st March 2016 in any State Government / Central Government organization / PSU / Corporation / Company / University / Institution / School	Copy of Work Orders along with Value and Summary of the project
		Should own an active Braille printing press from past 2 year at least.	Braille Press Photos, Incorporation details and news or any other suitable documents in support of the same.
		Braille Press must have a high speed Interpoint 55 Braille embosser machine for printing process	Printer Purchase Bills or any other documents in support of this.
5	Experience	Should have minimum 2 years of experience in Braille printing.	Copy of Work order/ certificate / self-declaration will be required
6	Tax registration and clearance	The bidder should have a registration number of i. VAT/ CST where his business is located (Not required in case of N.G.O.'S) ii. Service Tax (Optional) iii. Income Tax / PAN number. The bidder should have cleared his VAT/ CST dues up to 31 st March 2016 to the concerning State Government	Copies of relevant certificates of registration VAT/ CST clearance certificate from the Commercial Taxes Officer of the Circle concerned (Not required in case of N.G.O.)
8	Mandatory Undertaking	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, himself and their directors/partners 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;	A Self Certified letter as per Annexure-3: Self-Declaration

S. No.	Basic Requirement	Specific Requirements	Documents Required
		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. e) Should not have been blacklisted by any State Government/ Central Government / PSU/ Corporation /Company / Institution in last 3 years	
9	Proof Reader	Should have at least 2 proof readers (contractual or permanent) for IT subject with BCA/Diploma/MCA/B-Tech/PGDCA/BSc. IT qualification	Self-Certification on letterhead by the authorized signatory and copy of valid IT qualification proof of 2 proof readers
10	Printing Sample	The bidder shall be requested to provide or submit a sample copy of Braille printing work along with BID submission documents. .	Sample Hard Copy of Braille printed work

2) Format and Signing of Bids

- a) Bidders must submit their bids offline in sealed envelope.
- b) 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
- c) The technical bid shall consist of the following documents: -

S. No.	Documents Type	Document Format
Fee Details		
1.	Bidding document Fee (Tender Fee)	Receipt or Original DD
2.	Bid Security	DD in favour of RKCL
Eligibility Documents		
3.	Copy of valid Registration Certificates or Copy of Certificates of incorporation or Copy of registered partnership deed or Copy of LLP agreement or Cooperative Society Act	Instrument/ Proof of submission
4.	C A Certificate for Turnover	Original C A Certificate
5.	CA Certificate with CA's Registration Number/ Seal for Financial: Net worth	Original C A Certificate
6.	Bidder's Authorisation Certificate along with copy of PoA/ Board resolution stating that Auth. Signatory can sign the bid/ contract on behalf of the firm.	As per Annexure-2

7.	Certified copies of the Pre-Qualification/Eligibility documents mentioned to demonstrate that the bidder has the Financial, Technical and Service capability necessary to perform the contract and meet the criteria outlined in the qualification requirements.	As per the format mentioned against the respective eligibility criteria clause
Technical Documents		
8.	Technical Proposal, with specific focus on <ul style="list-style-type: none"> • Sample Braille Printing Work • Details of Proof Readers • Printer spec chart 	Proposal Sample Printing Work (hard copy) As per Annexure-11 Printer specifications
9.	Certificate of Conformity/ No Deviation	As per Annexure-4
10.	Declaration by Bidders	As per Annexure-3

b) Financial bid shall include the following documents: -

S. No.	Documents Type	Document Format
1.	Financial Bid – Covering Letter	On bidder's letter head duly signed by authorized signatory as per Annexure-5
2.	Financial Bid – Format	As per format attached

- 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.
- d) Sample Material printed in Braille already developed by the bidder should be submitted and marked "Sample Printing Material in Braille."
- e) While preparing the Technical Proposal, bidders must give particular attention to the following:
- i. Technical aspects of Printer & Paper Quality
 - ii. It is desirable that the Proof Readers of good IT knowledge background are involved for converting the RS-CIT book into Braille master copy.
 - iii. Binding and Volume Structuring
 - iv. Any additional information.
- f) In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions of the bid documents.

g) 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.

3) Technical & Financial Evaluation Criteria

The bids shall be evaluated as per the evaluation criteria as mentioned in bidding document. This is given in detail as below:

1. The Procuring **Committee** will evaluate the Bids to determine the technical qualification and competence of the substantially responsive Bidders to prepare a panel technically qualified Bidder. The Committee will henceforth evaluate the Financial Bids of only this panel of Bidders and the Financial Bids of the Bidders, not included in this panel will be returned unopened and will not be opened under any circumstances.

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) conditional Bids are liable to be rejected;
- b) 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;
- c) the offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order;
- d) 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;
- e) The members of bids evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.
- f) 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.

4) **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 Rajasthan Value Added Tax (RVAT) shall be excluded from the rates quoted by the firms of Rajasthan and the element of Central Sales Tax (CST) shall be included in the rates of firms from outside Rajasthan for financial bid evaluation purpose.

5) **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.

6) 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.

7) Right to vary quantity

- a) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
- b) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract. 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 20% of the value of original contract in case of works; and
 - b. 50% of the value of goods or services of the original contract.

8) Performance Security

- a) Prior to execution of agreement, Performance security shall be solicited from all successful bidders 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/RKCL may relax the provision of performance security in particular procurement or any class of procurement.
- b) The amount of performance security shall be 5% of the amount of work 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.
- c) Performance security shall be furnished in any one of the following forms: -
 - a. Bank Draft or Banker's Cheque of a scheduled bank;
 - b. 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;
 - c. 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;
 - d. 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.

- d) Performance security furnished in the form specified in clause [b.] to [d.] of (c) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- e) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply satisfactorily.
 - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
 - d. fails to commence services as per contract
- f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- g) No interest shall be payable on the PSD.
- h) In case of successful/selected bidder, Bid Security will be adjusted in arriving at the amount of the Performance Security

9) Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is despatched to the bidder.
- b) The successful bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is despatched to the successful bidder.
- c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract 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 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 of specified value at its cost and to be purchase from anywhere in Rajasthan only.

2. DESCRIPTION AND SCOPE OF THE CONTRACT (TERMS OF REFERENCE)

1) Project Background

Rajasthan Knowledge Corporation Limited is a Public Limited Company established in Rajasthan as a joint venture of Government of Rajasthan; Maharashtra Knowledge Corporation Limited (MKCL), Pune; University of Rajasthan, Jaipur; Maharana Pratap University of Agriculture and Technology, Udaipur; Vardhaman Mahaveer Open University, Kota; Rajcomp Info Services Ltd. and Centre for e-Governance. Today RKCL has a franchise network of approximately 4000+ centres (IT Gyan Kendras) across the state.

RKCL's basic mission is to bridge digital divide, bring the common people closer to ethos and opportunities of knowledge society and knowledge-led economy and with a view to bring the real fruits of IT to the masses for survival, development and empowerment. Currently, we are providing quality vocational computer-related education to the masses. The education is being provided in a blended learning mode, in a very structured and evidence-based environment.

RKCL currently conducts IT training and education courses through its wide network of 4000+ centres (ITGK – IT Gyan Kendra) across the length and breadth of Rajasthan State & has till date trained more than 28 lac candidates.

Apart from above facts RKCL (Rajasthan Knowledge Corporation Limited) is running special admission batches of RS-CIT for visually impaired (VI) students in 27 districts of Rajasthan to digitally empower the visually impaired students. Under this scheme, 27 select ITGKs of RKCL are marked as nodal centres (1 at each 27 district HQ) and are equipped with world class JAWS software to teach IT skills & RS-CIT course to VI candidates.

However in addition to JAWS software, to further facilitate the VI candidates in garnering IT skills, RKCL plans to supply 100 textbooks of RS-CIT in Braille format to these centres so that needy students can avail the books for ready reckoning . Out of 100 books, 60 books are to be printed in Hindi language & 40 books to be printed in English. Use of Braille in addition to JAWS will thus ensure wholesome IT education to RS-CIT candidates who are visually impaired, thereby allowing blind people greater options for independent living & social upliftment.

II) **Project Scope: Brief**

The Scope shall primarily include –

- a) RS-CIT Book Analysis & Proof Reading
- b) Conversion of RS-CIT book into Braille Master Copy with value added inputs
- c) Desired Printer Specs, Paper Quality, Cover Page specs & Binding
- d) Quantity of Books
- e) Delivery Timelines
- f) Confidentiality of RS-CIT Book content and preserving copyrights
- g) Sanctity of RS-CIT Book in terms of facts/figures representation

A. RS-CIT Book Analysis & Proof Reading

- ✓ RKCL will provide the RS-CIT Book Soft Copy (in both English/Hindi) to Selected Bidder.

Note - During Bid document purchase, a hard copy of RS-CIT book will also be handed over to all Bidders

- ✓ RS-CIT book has a total of 365 pages (in both English/Hindi)
- ✓ English & Hindi font used in RS-CIT book is Kokila Regular (size 14). The font is Unicode compliant
- ✓ The RS-CIT book has rich black & white content along with diagrams explaining basic computer & IT skills.
- ✓ Selected Bidder needs to proof read all the pages of RS-CT book and try to reduce the page count optimally and logically for master braille copy conversion. The diagrams/images may be avoided if the same concept has been explained textually in the book. Subject matter expertise will be highly required in all such conversion.

- ✓ Quality check and tests must be run by Selected Bidder to ensure content relevancy and zero deviation from original copy.

B. Braille Master Copy Creation

- ✓ Selected Bidder has to convert the RS-CIT book soft copy into Braille master copy with all necessary proof reading.
- ✓ Proof Reading must be performed by qualified people in order to maintain the sanctity of Facts, Figures used in the book with zero distortion.
- ✓ Value added inputs must be incorporated in order to make the content more relevant to VI candidates with suitable modifications in explaining images and diagrams in Braille format.
- ✓ The converted Braille master copy file must be saved in a soft copy and handed over to RKCL in a CD/DVD so that future printing can be done using this file.

C. Printing Requirements & Specifications

S.No.	Parameter	Required Specification
1	Printer	<ul style="list-style-type: none"> ✓ Type – Interpoint 55 Braille Embosser ✓ Speed – 200 pages per hour ✓ Feature – Double Sided Printing
2	Paper	<ul style="list-style-type: none"> ✓ Size – 11 by 12 inches ✓ Quality – 144 GSM ✓ Type – Reel Feed
3	Cover Page	<ul style="list-style-type: none"> ✓ Paper Quality – 250 GSM ✓ Markers – Adequate braille markers to indicate Table of Contents & volume info
4	Volume Creation	<ul style="list-style-type: none"> ✓ The converted Braille book must be sorted into volumes ✓ Each volume should not exceed 100 pages
5	Binding	Each volume should be in Staple and Stich Binded form

D. Book Quantity

Book Medium	No. of Required Books in Braille	Original Page Count
English	40	365
Hindi	60	365

E. Delivery Timelines

The selected bidder has to deliver the 100 books of RS-CIT in Braille format within a maximum period of 3 months from date of signing of contract or issue of work order. The delivery address will be RKCL head office, Jaipur. However it must be noted that separate RKCL concurrence is required to be obtained prior to printing hard copies.

F. Confidentiality

The selected Bidder has to ensure complete secrecy and confidentiality of RS-CIT book copyrights during the printing process. Selected Bidder shall pledge to never ever use RS-CIT book content in whatsoever form for any other work except RKCL designated project. The rights to RS-CIT book copyright solely rest with RKCL.

A self-declaration (refer Annexure 3) for the same has to be submitted.

III) Implementation Schedule (Proposed)

S. No.	Activity	Deliverables	Timeline
1.	Printing, Binding, Packing & Delivery of Books	100 Book of RS-CIT in Braille format (both Hindi/English) in well packed form at RKCL office	T1= T0 + 12 weeks

Note –

- T0 is the date on which agreement is signed or when RKCL asks the bidder to prepare the content & study material for the term

3. GENERAL CONDITIONS OF CONTRACT

1) **Taxes & Duties**

- a) The TDS, Raj-VAT, Service Tax etc., if applicable, shall be deducted at source by RKCL as per prevailing rates.
- b) 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.

2) **Copyright/IPR**

The copyright/IPR in all drawings, design documents, books, content, and other materials containing data and information furnished to the Purchaser by the Selected Bidder herein shall remain vested in the RKCL, or, if they are furnished to the Purchaser directly or through the Selected Bidder by any third party, including suppliers of materials, the copyright/IPR in such materials shall remain vested in RKCL.

3) **Liquidated Damages (LD)**

RKCL may without prejudice to all its other remedies available under the contract may:

- 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 with the bidder has failed to deliver/ complete:-
 - 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) The maximum amount of liquidated damages shall be 10% of the contract value.
- c) If the supplier requires an extension of time in completion of contractual delivery on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the service order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of delivery.
- d) Delivery period may be extended with or without liquidated damages if the delay in the service delivery is on account of hindrances beyond the control of the bidder.

4. 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 order deliverables), would be made as under: -

S. No.	Activity	Deliverables	Due Payment
1.	Delivery of Books	Delivery of well packed 100 books in braille format at RKCL office	100% of due payment within 30 days from proper submission of bills

- b) The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices 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.
- c) Taxes, as applicable, will be deducted/ paid as per the prevalent rules and regulations.

ANNEXURE-1: PRE-BID QUERIES FORMAT**{ To be filled by the bidder }**Name of the Company/Firm: _____

Bidding Document Fee Receipt No. _____ Dated _____ for Rs. _____/-

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

Query / Clarification Sought:

S. No.	RFP Page No.	RFP Rule No.	Rule Details	Query/ Suggestion/ Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the procuring entity. Also, kindly attach the coloured scanned copy of the receipt towards the submission of the bidding/ tender document fee.

ANNEXURE-2: BIDDER'S AUTHORIZATION CERTIFICATE

{ To be filled by the bidder }

To,
The Managing Director,
Rajasthan Knowledge Corporation Limited
7-A Jhalana Institutional Area, Behind RTO
Jaipur-302004 (Raj).

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-3: SELF-DECLARATION

(To be filled by the bidder)

To,
The Managing Director,
Rajasthan Knowledge Corporation Limited
7-A Jhalana Institutional Area, Behind RTO
Jaipur-302004 (Raj).

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

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.
- j) will never ever use RS-CIT book content for any other work except that which is authorised by RKCL**
- k) Will not violate RS-CIT Book copyrights and content in any form**

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

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-4: CERTIFICATE OF CONFORMITY/ NO DEVIATION

{ To be filled by the bidder }

To,
The Managing Director,
Rajasthan Knowledge Corporation Limited
7-A Jhalana Institutional Area, Behind RTO
Jaipur-302004 (Raj).

CERTIFICATE

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

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

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document and also certify that I had not supplied the same product to other Government Department/PSU/Company on lesser prices as quoted in this bid.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-5: FINANCIAL BID COVER LETTER & FORMAT
COVER LETTER {to be submitted by the bidder on his Letter head}

To,
The Managing Director,
Rajasthan Knowledge Corporation Limited
7-A Jhalana Institutional Area, Behind RTO
Jaipur-302004 (Raj).

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 work as mentioned in the Scope of the work, 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 as mentioned in the financial bid (BoQ).

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

I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.

I / We agree to abide by this bid for a period of 120 days after the last date fixed for bid submission 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 Format

S. No.	Item Description	Quantity	Base Unit Cost in INR	Total Amount in INR without Taxes
1	2	3	4	5=3x4
1.	Book Printing Cost-Hindi	60		
2.	Book Printing Cost-English	40		
	<i>VAT/CST , if applicable</i>			
	<i>Total (Rs.)Inclusive of All</i>			
	<i>Total Amount in Words</i>			

ANNEXURE-7: DRAFT AGREEMENT FORMAT

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

This Contract is made and entered into on this _____ day of _____, 2015 by and between Rajasthan Knowledge Corporation Limited, having its head office at 7-A Jhalana Institutional Area, behind RTO, Jaipur-302004, Rajasthan (herein after referred to as Purchaser/ RKCL) 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/firm 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 Work 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 RKCL 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 RKCL to supplier at the rates set forth in the work order no. _____ dated _____ will duly supply the said articles set forth 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 RKCL 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 RKCL 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 work 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 work 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 _____, 2016

Signed By:	Signed By:
() Designation:, Company/Firm:	() Managing Director RKCL

<i>In the presence of:</i>	<i>In the presence of:</i>
() Designation: Company/Firm:	() Designation: RKCL
() Designation: Company/Firm:	() Designation: RKCL

ANNEXURE-8: FORMAT FOR SUBMISSION OF PROJECT REFERENCES FOR PRE-QUALIFICATION EXPERIENCE

{To be filled by the bidder, each Project to be mentioned individually in this format }

Project Name:	Value of Contract/Work Order (In INR):
Country: Location within country:	Project Duration:
Name of Customer:	Total No. of staff-months of the assignment:
Contact person with address, phone, fax and e-mail:	Approx. value of the services provided by your company under the contract (in INR):
Start date (month/year): Completion date (month/year):	
Name of associated Bidders, if any:	
Narrative description of Project:	
List of Services provided by your firm/company	

Please attach a copy of the work order/ completion certificate/ purchase order/ letter from the customer for each project reference

ANNEXURE-9: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

Appeal Noof

Before the (First/ Second Appellate Authority)

1. Particulars of appellant:
 - a. Name of the appellant: <please specify>
 - b. Official address, if any: <please specify>
 - c. Residential address: <please specify>

2. Name and address of the respondent(s):
 - a. <please specify>
 - b. <please specify>
 - c. <please specify>

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: <please specify>

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

5. Number of affidavits and documents enclosed with the appeal: <please specify>

6. Grounds of appeal (supported by an affidavit): <please specify>

7. Prayer: <please specify>

Place

Date

Appellant's Signature

ANNEXURE-10: LIST OF PROOF READERS WHO WILL BE INVOLVED IN THE BRAILLE BOOK PRINTING PROJECT

S. No.	Name of the Proof Readers	Qualification	Experience	Type of Employment with Bidder (Contractual or Permanent)	Technical / Subject Specialisation	Details of the Book Proof Reading or Braille conversion work where the person had been associated earlier

Place:

Date: **Signature of the Authorised Person with Seal**

