

**Rajasthan Knowledge Corporation Limited**

**Request for Proposal (RFP)  
For  
Supply of Branded Laptops, Printer & MFD**

**Unique BID No. RKCL/Proc/Hardware /tech/54 dated 01/12/2016**

Rajasthan Knowledge Corporation Limited  
7-A, Jhalana Institutional Area, Behind RTO,  
Jaipur, Rajasthan – 302004  
Website: [www.rkcl.in](http://www.rkcl.in)

**Price of the document: Rs 500/-**

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## NOTICE INVITING BID (NIB)

 <p><b>Rajasthan Knowledge Corporation Limited</b> <small>IT shapes future (A Public Limited Company Promoted by Govt. of Rajasthan)</small></p>	<p><b>RAJASTHAN KNOWLEDGE CORPORATION LIMITED</b></p> <p>7-A, Jhalana Institutional Area, Behind RTO,</p> <p>Telephone: 0141- 5159700</p> <p>Mail <a href="mailto:info@rkcl.in">_info@rkcl.in</a></p>
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NIB Number: RKCL/16-17/800

Unique Bid No- RKCL/Proc/Hardware /tech/54

Dated: December 01, 2016

Rajasthan Knowledge Corporation Ltd (RKCL), A Company Promoted by Govt. of Rajasthan invites bids through Open Competitive Bidding process for supply of Laptops, Laser Printer and M.F.D.

<b>Name &amp; Address of the Procuring Entity</b>	<ul style="list-style-type: none"> <li>• Name: Rajasthan Knowledge Corporation Limited (RKCL)</li> <li>• Address: 7-A Jhalana Institutional Area, Behind RTO, Jaipur (Rajasthan)</li> </ul>
<b>Name &amp; Address of the Project Officer In-charge (POIC)</b>	<ul style="list-style-type: none"> <li>• Name: Mr. Naresh Kumawat</li> <li>• Designation: Network &amp; System Administrator (Technical Head)</li> <li>• Address: 7-A Jhalana Institutional Area, Behind RTO, Jaipur (Rajasthan)</li> <li>• Email: <a href="mailto:nareshk@rkcl.in">nareshk@rkcl.in</a></li> </ul>
<b>Subject Matter of Procurement</b>	Proposal from Vendor for supply of Laptops ,Laser Printer and M F D as per RFP Document
<b>Bid Procedure</b>	Single Stage-Two part (envelop) Open Competitive Bidding Procurement Method manually at RKCL office
<b>Bid Evaluation Criteria (Selection Method)</b>	Least Cost Based Selection (LCBS) - L1
<b>Estimated Contract Value</b>	3.25 Lakhs
<b>Cost Of Tender/RFP</b>	Rs. 200/- only ( To be paid in cash or via DD at RKCL Office)
<b>Earnest Money deposit</b>	Rs. 6,500/- ( For General) Rs. 3,250/- (For SSI of Rajasthan ) Rs. 1,625/- (Other SSI)
<b>Websites for downloading Bidding Document,</b>	<ul style="list-style-type: none"> <li>• Website <a href="http://www.rkcl.in">http://www.rkcl.in</a></li> <li>• <a href="http://Sppp.rajasthan.gov.in">Sppp.rajasthan.gov.in</a></li> </ul>

<b>Corrigendum's, Addendums etc.</b>	
<b>Period of Sale of Bidding Document (Start/ End Date)</b>	The prospective bidder may download the bid document from: <a href="http://www.rkcl.in">www.rkcl.in</a> & <a href="http://sppp.rajasthan.gov.in">sppp.rajasthan.gov.in</a> Start Date: 1 <sup>th</sup> December , 2016 End Date: 12 <sup>th</sup> December , 2016 (11 AM)
<b>Manner, Start/ End Date for the submission of Bids</b>	<ul style="list-style-type: none"> <li>• Manner: Offline by Physical documents</li> <li>• End Date: 12<sup>th</sup> December , 2016 (11 AM)</li> </ul>
<b>Date/ Time/ Place of Technical &amp; Financial Bid Opening</b>	<ul style="list-style-type: none"> <li>• Date/Time: 12<sup>th</sup> December , 2016 (12.00 Noon and 2.00 P M )</li> <li>• Place: RKCL Conference Room, 7-A Jhalana Institutional Area, Behind RTO Jaipur (Rajasthan)</li> </ul>
<b>Bid Validity</b>	90 days from the bid submission deadline

Note:

- 1) Bidder (authorised signatory) shall submit their offer via off line in sealed envelope both technical and financial Bid. .
- 2) 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.
- 3) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 4) 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.
- 5) 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.
- 6) 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***

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## **1 Introduction and Disclaimers**

### **1.1 Purpose of RFP**

The purpose of RFP is to shortlist vendors for supply of Laptops and Laser Printer and M F D . Details of the Laptop and Laser Printer and M F D requirement & specifications are given in the subsequent sections of this tender document.

### **1.2 Information Provided**

The Request for Proposal document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with RKCL. Neither RKCL nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither RKCL nor any of its employees, agents, contractors, or advisers has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

### **1.3 Disclaimer**

Subject to any law to the contrary, and to the maximum extent permitted by law, RKCL and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of RKCL or any of its officers, employees, contractors, agents, or advisers.

### **1.4 Costs to be borne by Respondents**

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by RKCL, will be borne entirely and exclusively by the Respondent.

### **1.5 No Legal Relationship**

No binding legal relationship will exist between any of the Respondents and RKCL until execution of a contractual agreement.

### **1.6 Recipient Obligation to Inform Itself**

The Recipient must conduct its own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information.

### **1.7 Evaluation of Offers**

Each Recipient acknowledges and accepts that RKCL may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s). The RFP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient.

### **1.8 Errors and Omissions**

Each Recipient should notify RKCL of any error, omission, or discrepancy found in this RFP document.

### **1.9 Acceptance of Terms**

A Recipient will, by responding to RKCL for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.

### **1.10 Requests for Proposal**

Recipients are required to direct all communications related to this RFP, through the Nominated Point of Contact person:

Position : Head Technical  
Email : info@rkcl.in

RKCL may, in its absolute discretion, seek additional information or material from any of the Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.

Respondents should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to RFP could be conveyed promptly.

If RKCL, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then RKCL reserves the right to communicate such response to all Respondents.

RKCL may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the RFP closes to improve or clarify any response.

### **1.11 Notification**

RKCL will notify all short-listed Respondents in writing or by mail as soon as practicable about the outcome of their RFP. RKCL is not obliged to provide any reasons for any such acceptance or rejection.

## 2 Terms of Reference

### 2.1 Tender Objective

- a) RKCL intends to procure 4 Laptops
- b) (1 units of Type 1, 3 units of Type 2 & 1 unit of Type 3 and 1 Unit of Type 4 ) numbers of Branded Laptops and LaserJet Printer ready to supply for office use purpose. The details of Laptop and LaserJet Printer & M F D required are as given below:

#### **SPECIFICATION OF LAPTOPS – 2 types have been enlisted below -**

Type 1 (Quantity – 1 units) - Laptop	
Colour	Silver, Grey or Black
OS	
Operating system	DOS (with provision to Install Operating System like Windows or Linux to use the Laptop)
PROCESSOR	
Processor	Intel Core i7-6820HQ (Quad Core 2.70GHz, 3.60GHz Turbo, 8MB 45W)
Chipset	Mobile Intel CM236
MEMORY	
Memory, standard	2 DIMM slots: 8GB DDR4 2133MHz (8GB x 1)
STORAGE	
Hard drive description	128GB Solid State Drive + 1TB 5400 rpm Hard Drive
GRAPHICS	
Graphics Card	NVIDIA Quadro M1000M with 2GB GDDR5 dedicated memory
OPTICAL DISK DRIVE	
Optical drive	--
DISPLAY	
Display size (diagonal)	15.6"
Display	15.6-inch FHD (1920 x 1080) IPS Truelife LED-Backlit Display
INPUT	
Touchpad	Multi-touch gesture support
Keyboard	Internal US International Qwerty Backlit Keyboard



Web Cam	Standard Widescreen HD (720p) With Digital Microphone
<b>AUDIO</b>	
	2 tuned speakers with Waves MaxxAudio® Pro
<b>CONNECTIVITY</b>	
Expansion slots	1 SD card (SD, SDHC, SDXC)
Network interface	Integrated 10/100 BASE-T Ethernet LAN
Wireless	802.11ac + Bluetooth 4.2, Dual Band 2.4&5 GHz, 1x1
<b>PORTS/SLOTS</b>	
Ports	1 HDMITM 1.4a 1 USB 3.0 1 USB 3.0 with PowerShare 1 USB 2.0 1 Noble lock slot 1 combo headphone / microphone jack
<b>POWER</b>	
Power supply type	65 W EM AC power adapter
Battery Life	42 WHr, Prismatic 3-Cell Battery
<b>MACHINE DIMENSIONS &amp; WEIGHT</b>	
Weight	Up to max. 2.00kg
<b>WARRANTY</b>	
Warranty	<b>3 Years Premium Support: Onsite Service Warranty /Accidental Damage</b>

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Type 2 (Quantity – 3 units) Laptop	
Colour –	Silver or Black
OS	
Operating system	DOS (with provision to Install Operating System like Windows or Linux to use the Laptop)
PROCESSOR	
Processor	6th Generation Intel® Core™ i7-6500U Processor (4MB Cache, up to 3.10 GHz)
MEMORY	
Memory, standard	8GB Dual Channel DDR3L 1600MHz (4GBx2)
STORAGE	
Hard drive description	1TB 5400 rpm SATA Hard Drive
GRAPHICS	
Graphics	AMD Radeon™ R5 M335 2GB DDR3
OPTICAL DISK DRIVE	
Optical drive	Reads and Writes to DVD/CD
DISPLAY	
Display size (diagonal)	15.6"
Display	15.6-inch HD (1366 x 768) Truelife LED-Backlit Display
INPUT	
Touchpad	Multi-touch gesture-enabled pad with integrated scrolling
Keyboard	Full size, spill-resistant keyboard
Web Cam	Integrated Widescreen HD (720p) Webcam with Single Digital Microphone Integrated Widescreen HD (720p)

	Webcam with Dual Digital Microphone Array
<b>AUDIO</b>	
	2 tuned speakers with Waves MaxxAudio® processing
<b>CONNECTIVITY</b>	
Expansion slots	1 multi-format SD media card reader
Network interface	Integrated 10/100 BASE-T Ethernet LAN
Wireless	802.11ac + Bluetooth 4.0, Dual Band 2.4&5 GHz, 1x1
<b>PORTS/SLOTS</b>	
Ports	HDMI™ 1.4a USB 3.0 (1) USB 2.0 (2) Media Card (SD, SDHC, SDXC) 10/100 RJ-45 Ethernet network 1 combo headphone / microphone jack
<b>POWER</b>	
Power supply type	65 W EM AC power adapter
Battery Life	Up to 10.5 hours of battery life
<b>MACHINE DIMENSIONS &amp; WEIGHT</b>	
Weight	Upto max 2.5 kg
<b>WARRANTY</b>	
Warranty	<b>3 Years Premium Support: Onsite Service Warranty /Accidental Damage</b>



Type 3 (Quantity – 1 units) Laser Printer	
Parameter / Feature	Details Specification
Make & Model	
Technology	Laser , A4
Print type	Mono
Print Speed	40 ppm(A4, normal) or higher
First Page Out from Ready - Black (Sec)	7.5 sec
Duplex Printing	Required, Automatic
Connectivity	1 front-panel Hi-Speed Host USB 2.0, 1 EIO slot, 1 Hi-Speed Device USB 2.0 for direct connection to printer, and 2 internal Host USB 2.0
Print Resolution	1200 dpi or higher
Media Size	A4, A5, letter, executive, legal
Paper Trays	100-sheet multipurpose tray 1, 500-sheet tray 2 Optional 500- sheet trays 3 and 4
Paper output	250-sheet top output bin
RAM	128 MB
Processor	540 MHz
Duty Cycle	100,000 pages Pages per month
Print Language Support	PCL 6, PostScript 3 / PostScript 3 Emulation, direct PDF printing v1.4
Cartridge technology	Integrated drum and toner
OS Compatibility	Windows XP, Vista, Windows 7, Windows 8 , Windows 10
Management	The printer should be remotely manageable through a standard web browser.
Compliance	Energy Star compliant
Cartridge	2 Nos. (one default cartridge with printer and one no. additional with each printer)
<b>Warranty</b>	<b>Three years on-site warranty</b>

- a) The purpose behind issuing this RFP is to invite technical and financial bids from the eligible bidders and selection of bidder(s) for the above purpose.
- b) The selection process consists of two phase's viz., Technical Evaluation and Financial Evaluation.

Type 4 (Quantity – I Unit (MFD))	
Function	Print, copy and scan
<b>PRINTING</b>	
Print Speed Black	Normal: Up to 14 ppm
Duty Cycle	Up to 5000 pages (monthly, A4)
Recommended Monthly Page Volume	250 to 2000
Print Technology	Monochrome Laser
Print Quality Black (Best)	Up to 600 x 600 dpi
Print Languages	Host-based
Display	5.08 cm (2) LCD, text
Processor speed	230 MHz
<b>CONNECTIVITY</b>	
Connectivity Standard	Hi-Speed USB (compatible with USB 2.0 specifications)
Minimum System Requirements	Microsoft Windows 2000, XP, Server 2003: Pentium II processor, 233 MHz; RAM 64 MB; 35 MB available hard disk space; SVGA 800 x 600 16-bit colour monitor; USB port; CD-ROM drive; Mac OS X v10.3 and higher; G3, G4, or G5 PowerPC processor; RAM 128 MB; 30 to 50 MB available hard disk space; USB port; CD-ROM drive
Compatible Operating Systems	Microsoft Windows 2000, XP Home, XP Professional, Server 2003, Windows Vista supported soon, Mac OS X v 10.3 or higher
<b>MEMORY SPECIFICATIONS</b>	
Standard	32 MB
Maximum Memory	32 MB
<b>PAPER HANDLING</b>	
Paper Handling Input Standard	150-sheet input tray, 10-sheet priority tray
Paper Handling Output Standard	100-sheet face-down tray
Maximum Output Capacity (sheets)	Up to 100
Duplex Printing	Manual (driver support provided)
Media Sizes Supported	A4, A5, B5, C5, C6, DL, postcard

Media Sizes Custom	Media input tray and priority tray: 76 x 127 to 216 x 356 mm
Media Types	Paper (plain, laser), envelopes, transparencies, labels, cardstock, postcards
<b>SCANNER SPECIFICATIONS</b>	
Scanner Type	Flatbed
Scan File Format	JPEG, TIFF (compressed and uncompressed), PDF, GIF, and BMP
Scan Resolution Optical	Up to 1200 dpi
Scan Size (flatbed) Maximum	21.6 x 29.7 cm
Scan Input Modes	Scanning via LaserJet scan application or TWAIN- or WIA-compliant application software
<b>COPIER SPECIFICATIONS</b>	
Copy Speed (Normal)	Black: Up to 14 cpm
Copy Reduce/Enlarge Settings	25 to 400 Percent
Copies Maximum	Up to 99
<b>POWER AND OPERATING REQUIREMENTS</b>	
Power	Input voltage: AC 110 to 127 V (+/- 10 Percent), 50/60 Hz (+/- 2 Hz), 2.9 Amp, AC 220 to 240 V (+/- 10 Percent), 50/60 Hz (+/- 2 Hz), 2.5 Amp
Power Consumption	Maximum 230 Watts (active), Maximum 7 Watts (power save and standby), 0 watts (off), Typical Electricity Consumption (TEC): 1.292 kWh/Week
Energy Efficiency	Energy Star qualified
Operating Temperature Range	15 to 32.5 Degree C
Operating Humidity Range	RH 20 to 70 Percent
<b>PHYSICAL SPECIFICATIONS</b>	
Dimension	(W x D x H): Minimum 437 x 363 x 308 mm
Weight	8.5 Kg
<b>WARRANTY</b>	
Period	1 Year Manufacturer Warranty

### 3.1 Scope of Work

The Scope of Work involves:

- a) Supply of Laptop and LaserJet Printer and one M F D at RKCL, Jaipur Office
- b) Each Laptop and Laser Printer and MFD to be separately packed as mentioned above
- c) Replacement of defective Laptop and Laser Printer and MFD during warranty period

In case of any defect - In case of any technical defect in Laptop and LaserJet Printer & MFD the vendor's office would be intimated. The vendor has to collect the Laptop and LaserJet Printer & MFD from RKCL, Jaipur office and arrange for replacement within 7 days. No charges whatsoever would be given to the vendor for replacement.

### 3.2 Pre-Qualification & Eligibility Criteria (Technical Qualifications)

- a) 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	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	1) Copy of valid Registration Certificates 2) Copy of Certificates of incorporation 3) Copy of Registered Partnership deed 4) Incorporation Certificate – LLPIN in case of LLP

S. No.	Basic Requirement	Specific Requirements	Documents Required
		LLP (Limited Liability Partnership) OR A Society registered under any of the States' Societies/cooperatives Registration Act or equivalent	
2	Bidder's Profile (Technical Capability & Experience)	Bidder should be A. Manufacturer/distributor/channel partner/ reseller of the said branded Laptop and Laser Printer and MFD B. The Vendor must have supplied similar nature of goods to any Govt. department / PSU / Company/Corporation/Board/ Local Authority in any one year out of last 3 financial years. C. The quotations will be submitted only by the supplier/vendor/firms having their office in the Jaipur.	Copy of License or Authorization letter or any other relevant document Establishing the requisite condition Copy of Work order or Certificate from Department
3	Tax registration and clearance	The bidder should have a registration number of 1.. Income Tax / PAN number 2 VAT & CST Registration . 3. Latest due VAT Return i.e. II Qtr of 2016-17	01. Copies of relevant certificates of registration and PAN No. 02.Copy of VAT Return latest filed
4	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	A Self Certified letter as per <b>Annexure- V</b> Self-Declaration



S. No.	Basic Requirement	Specific Requirements	Documents Required
		<p>proceedings for any of the foregoing reasons;</p> <p>b) Not have, himself and their directors/partners/Executive members 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;</p> <p>c) Not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) Comply with the code of integrity as specified in the bidding document.</p> <p>e) Should not have been blacklisted by any State Government / Central Government / PSU/ Corporation /Company / Institution/Govt. schemes in last 3 years including current year</p>	
5	Tender form purchases Receipt	In case of DD it should be in the name of “RKCL”	Copy of Tender form Receipt or DD Copy
6	EMD Receipt	DD of EMD (In favor of “RKCL” payable at Jaipur	Copy of DD
7	Cancelled		Copy of Cancelled

S. No.	Basic Requirement	Specific Requirements	Documents Required
	Cheque		Cheque as per Annexure II

### 3.3 Tender Methodology

- The tender methodology proposed to be adopted by RKCL would be “TWO Bid System” i.e., Technical Bid and Financial Bid.
- The bidders whose technical bids are found as qualified shall be short listed for opening of financial bid.
- RKCL would enter into contract with the bidder whose financial bid is determined as Lowest Financial Bid [L1]. L1 would be based on total cost quoted.
- The above Quantity may be increase or decrease

### 3.4 Schedule of Events

1	Purpose of RFP	Procurement of Branded Laptops (1+3Numbers.) and LaserJet Printer (1 Number.) and M F D (1 Number)		
2	Tender No. & Date of Issue	01 December 2016		
3	Cost of Tender/RFP	Rs 200/- only (to be paid in Cash or via DD at RKCL office)		
4	Estimated Value of Contract	Rs 3.25 Lacs		
5	Earnest Money Deposit (EMD)	Rs 6500/- (for general)		
		Rs 1625/- (for SSI of Rajasthan)		
		Rs 3250/- (Other SSI)		
6	EMD format	DD in favor of RKCL		
7	Last Date for Bid Submission	11AM. 12 December 2016		
8	Address for Submission of Bids	The Managing Director Rajasthan Knowledge Corporation Limited 7-A, Jhalana Institutional Area, Behind RTO, Jaipur, Rajasthan Pin – 302004		
9	Bid Validity	Proposals shall remain valid 60 days from the date of bid submission		
11	Date of Opening Technical Bid	12.Noon, 12 <sup>TH</sup> December 2016		
12	Date of Opening Financial Bid	2 pm, 12 <sup>TH</sup> December 2016		
13	Venue for Bid Opening	RKCL ,Jaipur office situated at 7-A, Jhalana Institutional Area, Behind R.T.O., Jaipur		
14	Contact Details			
	<i>Particulars</i>	<i>Designation</i>	<i>Mobile</i>	<i>e-mail</i>

	Head-Technical	Head Technical	0141-5159700	info@rkcl.in
	C.F.O.	CFO, RKCL	0141-5159700	cfo@rkcl.in

Deposit the Bidding form fee of RS 200/-in cash or through DD or bankers Cheque in favor of “RKCL”. The prospective bidders shall download the bidding document from the State Public Procurement portal i.e. sPPP.rajasthan.gov.in or RKCL website i.e. www.rkcl.in and pay its price before submitting the filled up bidding document and attached the copy of receipt of such bidding form fee with bidding documents or may submit the DD physically on or before last date of submission of bid.

#### **4 Instruction to Bidders**

##### **4.1 Language of Bid**

The bid prepared by the Bidders as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the RKCL and supporting documents and printed literature shall be written in English.

##### **4.2 Documents Comprising the Bid**

The bid shall consist of Technical bid and financial bid. Separate technical bid and financial bid in prescribed formats should be submitted.

a) **Documents comprising the Technical Bid should be:**

- i. Technical Bid
- ii. Cancelled Cheque from Bank as per **Annexure II**
- iii. Any Technical Bid containing price information will be rejected.
- iv. Copy of PAN Card, VAT Registration Certificate and copy of VAT Returns
- v. Govt. Supply Work order or Certificate
- vi. EMD Deposit Proof – DD
- vii. Tender/RFP Form – Purchase Proof – Cash Receipt or DD Copy
- viii. Self-declaration for not blacklisted/barred by from any Government Department (State or Central)/PSU/Corporation/Company/Society in last three years including current year

b) **Documents comprising the Financial Bid should be:**

- i. Financial bid as per Annexure -I.

##### **4.3 Signing, Sealing and Marking of Bids**

- a) The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The Bidder shall seal the bids in non-window envelopes containing the documents as under:
  - i. **1<sup>st</sup> Envelope (Super scribing “Tender No .....– Technical Bid for Procurement of Laptop , Printer & MFD ”):** Technical Bid –
  - ii. **2<sup>nd</sup> Envelope (Super scribing “Tender No.....– Financial Bid for**

## **Procurement of Laptop, Printer & MFD ”): Financial Bid**

- b) On the cover of each envelope name and address of bidder along with contact number should be clearly indicated.
- c) Both Envelope further be clubbed in a single envelope
- d) The envelope(s) shall be addressed to the RKCL and submitted at the address given below:

The Managing Director  
Rajasthan Knowledge Corporation Limited  
7-A, Jhalana Institutional Area  
Behind RTO, Jaipur 302004

- e) If the envelop(s) are not sealed and marked as indicated above, the RKCL will assume no responsibility for the Bid's misplacement or its premature opening.

### **4.4 Bid Currency**

Bids should be quoted in Indian National Rupee only.

### **4.5 Period of Validity of Bids**

- a) Prices and other terms offered by Bidders must be firm for an acceptance period of three (3) month from date of closure of this RFP.
- b) In exceptional circumstances the RKCL may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended.
- c) RKCL, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

### **4.6 Deadline for submission of Bids**

- a) The bids must be received by the RKCL at the specified address not later than **December 12, 2016, 12:00 Noon**
- b) In the event of the specified date for the submission of bids, being declared a holiday for the RKCL, the bids will be received up to the appointed time on the next working day.
- c) The RKCL may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the RKCL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **4.7 Late Bids**

- a) Any bid received by the RKCL after the deadline for submission of bids prescribed by the RKCL will be rejected and returned unopened to the bidder.

### **4.8 Opening of Bids by the RKCL**

- a) On the scheduled date and time, bids will be opened by the RKCL Committee in presence of Bidder representatives. It is the responsibility of the bidder's representative to be present at the time, on the date and at the place specified

in the tender document. The bidders' representatives who are present shall sign a document evidencing their attendance.

- b) Bids that are not opened at Bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.

#### **4.9 Evaluation Methodology**

##### **a) Clarification of bids**

During evaluation of Bids, the RKCL, at its discretion, may ask the Bidders for clarifications of their Bids. The request for clarification and the response shall be in writing (Fax/e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

##### **b) Technical Evaluation**

- i. RKCL will review the technical bids of the bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at RKCL's discretion.
- ii. RKCL may waive off any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or effect the relative ranking of any bidder
- iii. Bidders who qualify the technical evaluation will be short listed for financial evaluation.

##### **c) Financial Evaluation**

- i. The bids of technically qualify bidders shall be opened on same day and time as mentioned above.
- ii. RKCL will award the contract to the successful bidder(s) whose bid has been determined to be substantially responsive and has been determined as the **Lowest Financial bid (L1)**. L1 would be based on total cost quoted for all items.

##### **d) Arithmetic errors correction:** Arithmetic errors, if any, in the price breakup format will be rectified on the following basis:

- i. If there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the bidder does not accept the correction of errors, its bid will be rejected.
- ii. RKCL may waive off any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or effect the relative ranking of any bidder

#### **4.10 Contacting the RKCL**

- i. Bidder shall not contact the RKCL on any matter relating to its Bid, from

the time of opening of Bid to the time a communication in writing about its qualification or otherwise received from the RKCL.

- ii. Any effort by the Bidder to influence the RKCL in its decisions on Bid evaluation, Bid comparison may result in the rejection of the Bidder's Bid.

#### **4.11 Award of Contract**

The RKCL will award the contract to the successful bidder who has responded to RKCL's tender as referred above, who has been determined to qualify to perform the contract satisfactorily, and whose Bid has been determined to be substantially responsive, and is the lowest Financial Bid (L1). After awarding Contract the Successful Vendor have to submit required Performance Security@ 5% of contract Value, Execute the Agreement on a Stamp paper to be purchased within Rajasthan , the cost of the same shall be borne by the Vendor itself.

### **5 General Terms and Conditions**

#### **5.1 Price**

- a) Prices quoted by the bidders should excluding taxes, VAT, duties, levies, but including transportation costs, and standard warranty. The local VAT or CST (as the case may be) shall be shown separately while quoting the price as per specified format given in this bidding document only.
- b) Once a contract price is arrived at, the same must remain firm and must not be subject to escalation during the performance of the contract due to fluctuation or change in the duty/tax structure, changes in costs related to the materials and labor or other components or for any other reason.
- c) The RKCL will not be in a position to supply Form-C or Form-D or any other road permits, if required, on behalf of RKCL.
- d) Octroi/ Entry Tax, if any would not be paid by RKCL.
- e) No other cost whatsoever will be paid by RKCL.
- f) Further, subsequent to the orders being placed/agreement executed, the Bidder shall pass on to the RKCL all fiscal benefits arising out of reductions in Government Levies viz., Sales Tax, Excise Duty, Custom Duty etc. Otherwise rates are firm during the entire contract period.
- g) The prices quoted shall be valid for a minimum period of three Months from the last date for submission of offers.
- h) The element of Rajasthan VAT shall be excluded from the rates quoted by the firm of Rajasthan and the element of CST shall be included in the rates of firms from outside Rajasthan for evaluation purpose.
- i) Lacs of Competition- In case of there is only one responsive bid, the Committee may consider it valid if the bid is technically qualified, the price quoted by the bidder is assessed to be reasonable , the bid is unconditional and complete in all respect and there are no obvious indicators of cartelization amongst bidders .
- j) The bidder should not have a conflict of Interest in the procurement.
- k) The PBG Shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder

- l) 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 RTPP Act 2012 and Rules thereto the later shall prevail.

### **5.2 Payment Term**

- a) 100% payment within maximum 30 days after the satisfactory delivery of Laptop and submission of Invoice subject to deduction on A/c of LD, TDS or any other statutory deductions as per prevailing laws
- b) **Payment would be made electronically through RTGS/ NEFT in Bank A/c as mentioned in cancelled cheque submitted with this bid**
- c) **As per Annexure –II vendor should submit cancelled cheque in original with technical bid in which only the payment and other refunds shall be made.**

### **5.3 Place of Delivery**

All the Laptops and Printer to be delivered at:  
Rajasthan Knowledge Corporation Limited  
7-A, Jhalana Institutional Area,  
Behind RTO, **Jaipur 302004**

### **5.4 Delivery Schedule**

- a) The vendor shall ensure to deliver the items within 15 days from the date of purchase order. In case of genuine and explainable reasons, Procuring Entity on request by the supplier may extend the delivery date.
- b) The Laptop shall be supplied in a ready to use condition with zero defects.

### **5.5 Penalty for default in delivery:**

In the event of vendor failing to meet the delivery, a penalty of 2.50% of the order value for the late delivered item for each weeks delay or part thereof, subject to maximum of 10% of value of the late delivered items. In case the delay exceeds 4 weeks, RKCL reserves the right to cancel the order. In such an event, vendor will not be entitled to or recover from RKCL any amount by ways of damages, loss or otherwise

### **5.6 Lack of Competition**

After evaluation of bids if there is only one responsive bid, the committee may consider the only single bid as valid provided that:

- The bid is technically qualified;
- The price quoted is assessed to be reasonable;
- There is no obvious indicator of cartelization amongst bidders;

The bid of such single bidder may be accepted.

### **5.7 Right to vary Quantity**

- a) RKCL reserve the right not to procure or procure less than the quantity

specified in the bidding document due to change in the circumstances, the bidder shall not be entitled for any claim or compensation .

- b) Repeat order for extra quantity (Maximum 50% of the contract) may be placed on the rates and conditions specified on the contract

#### **5.8 Dividing quantity among more than one bidder at the time of award**

If the quantity of subject matter is seems to be large RKCL may divide the order between bidders, whose bid is accepted and the second lowest bidder or even more bidders in that order in a fair and transparent manner at the rates of the bidder whose bid is accepted.

#### **5.9 Warranty:**

**The bidder should provide at least 36 months comprehensive onsite warranty for the item.** In the event of any defect in the item, then the supplier shall be liable to remove the defect of the item within 7 days. In case the supplier fails to remove the defect or malfunction of the Laptop within 7 days of the reported breakdown, then RKCL reserves the right to get it corrected/repaired from the market and adjust the cost from security or any other payment due to the supplier.

#### **5.10 Replacement of defective Laptop:**

In the event of Defect in Laptop, it is the responsibility of the vendor to replace the same at their own cost, within 7 days of intimation. RKCL would intimate the vendor's office at Jaipur. The vendor to collect the defective Laptop from RKCL, Jaipur office and arrange for replacement within 07 days

#### **5.11 Indemnity:**

The vendor will indemnify RKCL to the extent of direct damages against all claims, demands, costs, charges, expenses, award, compensations etc. due to vendor's violation of any patents and copy rights.

#### **5.12 Force Majeure**

If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo, Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or Any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.



### **5.13 Arbitration**

Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Jaipur, India only.

Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing.

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

### **5.14 Execution of the Agreement**

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent or P O is dispatched to the bidder.
- b) The successful bidder shall sign the procurement contract within 7 days from the date of the work order or letter of intent is dispatched 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 (if require to be submitted) 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 may award the contract to next successful bidder or may cancel the bid.
- d) The bidder will be required to execute the agreement on a non-judicial stamp than of specified value (i.e. 500/-) at its cost and to be purchase from anywhere in Rajasthan only. (Copy of the agreement shall be provided after award of the Contract by RKCL)

### **5.15 Appeals**

If any bidder or prospective bidder is aggrieved by any decision, action or omission of the procuring entity is in contravention to the provision of the RTPP Act or the rules or guidelines issued thereunder, may file first appeal to under name in the Annexure IV. No other document or letter or mail shall be acceptable in place of Appeal.

#### **First Appellate Authority**

Managing Director,

Rajasthan Knowledge Corporation Limited

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

## **Second Appellate Authority**

Chairman of the Company

Rajasthan Knowledge Corporation Limited

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

### **5.16 Negotiations**

- a) Negotiations may be undertaken when the rates are considered to be much higher than the prevailing market rates or if more than one bidder is technically and financial qualify.
- b) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- c) The 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.
- d) 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.
- e) In case of non-satisfactory achievement of rates from the bidder, the committee may decide to reject and re-invite Bid.
- f) In case the rates even after the negotiations are considered very high, fresh Bid shall be invited. Disqualification is discovered.
- g) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
  - i. communicated to the concerned bidder in writing;
  - ii. Published on the State Public Procurement Portal, if applicable.

### **5.17 Procuring entity's right to accept or reject Bid**

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject the Bid at any time prior to award of contract, without thereby incurring any liability to the bidder.

## 6 Annexures

### Annexure-I: Financial Bid

		Amount in Rupees	
Laptop Type	Quantity	Unit Cost	Total Cost
	A	B	C=A x B
Laptop-Type 1	1		
Laptop-Type-2	3		
Laser Printer – Type - 3	1		
Branded M F D	1		
<b>VAT/CST Cost</b>			
<b>Total Cost</b>			

**Note:**

- i. Prices quoted by the vendor should include all local taxes, VAT, duties, levies, transportation costs, installation and standard OEM warranty.
- ii. In case of any defect during warranty period the vendor to replace the Laptop, Printer and no cost whatsoever would be paid.
- iii. Octroi/Entry Tax , if any would not be paid by RKCL
- iv. No other cost whatsoever shall be paid by RKCL.
- v. The proposal to be duly filled, signed and stamped
- vi. L1 vendor would be arrived based on the total cost quoted for all items subject to tax adjustment by the vendor
- vii. The Financial bid should be duly signed, dated and seal of company to be affixed.

---

Date Signature of Authorized Signatory

Place Name of the Authorized Signatory

Designation

Name of the Organization

Seal

## Annexure-II: Details of Cancelled Cheque

Please attached in original 1 Cancelled Cheque clearly showcasing:-

1. Bank Account Number
2. Bank Name
3. Bank Branch
4. IFSC/MICR Code



**Sample Cancelled Cheque**

### **Annexure-III: Draft Bank Guarantee Format**

#### **For Performance Guarantee (PBG)**

(To be stamped in accordance with Stamp Act of the concern State from where it is to be and to be issued by a Nationalised/ Scheduled bank and payable at Jaipur , Rajasthan)

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

1. In consideration of the Rajasthan Knowledge Corporation Limited (hereinafter called "RKCL") having agreed to exempt M/s .....(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Order No.....dated .....made between the RKCL and .....(Vendor) for the Supply ..... of Security Deposit for the due fulfilment by the said Vendor (s) of the terms and conditions contained in the said 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 .....Vendor(s) do hereby undertake to pay to the RKCL 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 RKCL. Any such demand made on the bank by the RKCL 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 RKCL and We..... (Indicate the name of Bank), bound ourselves with all directions given by RKCL 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 RKCL 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 EMD/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 RKCL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the RKCL 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 RKCL that the RKCL 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 work 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 RKCL against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said work 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 RKCL or any indulgence by the RKCL 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 RKCL in writing.

8. This EMD/performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the RKCL. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).

9. It shall not be necessary for the RKCL 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 RKCL 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 EMD/performance Guarantee is accepted by the RKCL

For and on behalf of the RKCL

Signature (Name)

**Annexure-IV: Memorandum of Appeal under the RTPP Act, 2012**

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

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

(Should be accompanied with Requisite Fee for Appeal as per provision of RTPP Act and Rules)



**Annexure-V: Self-Declaration**  
{To be filled by the bidder}

To,  
Procuring entity,  
Rajasthan Knowledge Corporation Limited  
7-A Jhalana Institutional Area  
Behind RTO Jaipur

In response to the NIB Ref. No. -----Dated for ----- 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) not have been blacklisted by any State Government / Central Government / PSU/ Corporation /Company / Institution/Govt schemes in last 3 years including current year .
- 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 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;
- 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) 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 RKCL, my/ our security (if submitted) may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Date:

Seal of the Organization: -

Place: