



Tender: **"Audit of Jal Jeevan Mission PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24."**

NIB No. : 49/2024-25/ Date: 28.10.2024



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**OFFICE OF THE EXECUTIVE ENGINEER  
PUBLIC HEALTH ENGINEERING DEPARTMENT, DISTT. RURAL  
DIVISION IST JAIPUR 302006**

NIB No.: 49/2024-25

Date: 28.10.2024

Bid of estimated cost **Rs.4.00 lacs** for **"Audit of Jal Jeevan Mission PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24."** is invited from eligible bidders upto 04.11.2024(02:00 PM). Other particulars of the bid may be visited on <http://sppp.rajasthan.gov.in> of the state.

UBN.....



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Accountant for expenditure of Financial Year 2023-24."**

**NIB No. : 49/2024-25/ Date: 28.10.2024**



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कार्यालय अधिशाषी अभियन्ता जन स्वास्थ्य अभियांत्रिकी विभाग,  
जिला ग्रामीण खण्ड-प्रथम, जयपुर।

क्रमांक: 8333-8352

दिनांक:- 28/10/2024

### निविदा सूचना संख्या (49/2024-25)

राजस्थान के राज्यपाल महोदय की ओर से निम्नलिखित कार्यों हेतु नियमानुसार उपर्युक्त श्रेणी में वांछित अनुभव रखने वाली पंजीकृत फर्मों से दोहरी लिफाफा पद्धति के आधार पर मुहरबंद निविदाएं आमंत्रित की जाती हैं। निविदाएं विक्रय की अन्तिम तिथि तक इस कार्यालय के साथ कार्यालय अधीक्षण अभियन्ता जिला ग्रामीण वृत्त, जयपुर में भी विक्रय की जावेगी। भरी हुई निविदाएं निर्धारित तिथि को दोपहर 2.00 बजे तक इस कार्यालय में प्राप्त की जायेगी।

सभी कार्यालयों से प्राप्त निविदाओं की तकनीकी बिड निर्धारित तिथि को अपरान्ह 3.30 बजे उपस्थित निविदादाताओं या उनके अधिकृत प्रतिनिधियों के समक्ष अघोहस्ताक्षरकर्ता के कार्यालय में खोली जावेगी। निविदा प्रपत्रों के विक्रय की निर्धारित अन्तिम तिथि एवं प्राप्ति व खोलने की निर्धारित तिथि कार्य के सामने अंकित की गई है। निविदाएं वेबसाइट [www.SPPP.rajasthan.gov.in](http://www.SPPP.rajasthan.gov.in) से डाऊनलोड कर भी प्रस्तुत की जा सकती है। कॉलम संख्या 5 में अंकितानुसार निर्धारित निविदा शुल्क जमा कराकर निविदा प्राप्त की जा सकती है। वेबसाइट से डाऊनलोड करने पर निविदा शुल्क डिमाण्ड ड्राफ्ट के रूप में भी बिड के साथ जमा करायी जा सकेगी। निविदा प्रपत्र विक्रय /प्राप्ति /खोलने के दिन अवकाश होने पर निविदा प्रपत्रों के विक्रय /प्राप्ति /खोलने की कार्यवाही अगले कार्य दिवस को सम्पादित की जावेगी। राजस्थान सरकार, वित्त (जी एण्ड टी) विभाग के परिपत्र क्रमांक प.6(5)वित्त/सावि लेनि/2018 दिनांक 27.04.2020 के अनुसार ऑफ लाईन निविदाओं हेतु चालान से बोली दस्तावेज मूल्य (Tender Fee)/अमानता राशि (Earnest Money) को ऑनलाईन ई-ग्रास सिस्टम के माध्यम से जमा करवायी जा सकेगी।

क्रम संख्या	कार्य का विवरण	अनुमानित लागत (रु लाख में)	अमानता राशि (राशी रुपये में)	निविदा शुल्क (राशी रुपये में)	निविदा प्रपत्र विक्रय तिथि	निविदा प्राप्ति की दिनांक	निविदा खोलने की दिनांक	कार्य पूर्ण करने की अवधि
1	2	3	4	5	6	7	8	9
49/2024-25	Audit of Jal Jeevan Misson PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24	4.00	8000.00	200.00	01.11.2024	04.11.2024	04.11.2024	45 दिवस

1. [www.SPPP.rajasthan.gov.in](http://www.SPPP.rajasthan.gov.in)

  
अधिशाषी अभियन्ता

जन स्वास्थ्य अभियांत्रिकी विभाग  
जिला ग्रामीण खण्ड प्रथम, जयपुर  
T.Ph.0141-2221802



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NIB No. : 49/2024-25/ Date: 28.10.2024



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कार्यालय अधिशाषी अभियन्ता जन स्वास्थ्य अभियांत्रिकी विभाग,  
जिला ग्रामीण खण्ड-प्रथम, जयपुर

क्रमांक: 8333-8352

दिनांक: 28/10/2024

निविदा सूचना संख्या-49/2024-25

राजस्थान के राज्यपाल महोदय की ओर से निम्नलिखित कार्य हेतु राजस्थान सरकार के जन स्वा. अभि. विभाग में निम्न निविदा आमंत्रित की जाती है।

निविदा फार्म ऑनलाईन वेबसाइट [www.SPPP.rajasthan.gov.in](http://www.SPPP.rajasthan.gov.in) से दिनांक 01.11.2024 सांय 5.00 बजे तक डाउनलोड किए जा सकते हैं। भरी हुई निविदाएँ दिनांक 04.11.2024 को अपरान्ह 2.00 बजे तक इस कार्यालय के साथ कार्यालय अधीक्षण अभियन्ता जिला ग्रामीण वृत जयपुर में भी प्राप्त की जायेगी। तकनीकी बिड दिनांक 04.11.2024 को इस कार्यालय में अपरान्ह 3.30 बजे खोली जाएगी।

निविदा शुल्क राशि एवं निविदा से संबंधित अन्य समस्त विवरण वेबसाइट [www.SPPP.rajasthan.gov.in](http://www.SPPP.rajasthan.gov.in) पर देखे जा सकते हैं।

अधिशाषी अभियन्ता

जन स्वास्थ्य अभियांत्रिकी विभाग  
जिला ग्रामीण खण्ड प्रथम, जयपुर



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## SECTION I: NOTICE INVITING BID

1. Name of Department : Public Health Engineering Department
2. Designation & Complete Address : Executive Engineer, PHED,  
of the Procuring Entity Distt. Rural Dn.-Ist Jaipur
3. E-mail : [eephedddijaipur@yahoo.co.in](mailto:eephedddijaipur@yahoo.co.in)
4. Telephone No. :
5. NIB No. : 49/2024-25
6. Date : 28.10.2024

## BID DETAILS

#	Particulars	Quantity and Unit	Estimated Cost (In Lacs)	Price of Bid Document	Bid Security (In Rs.)
1.	<b>"Audit of Jal Jeevan Misson PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24."</b>	1	4.00	200/-	8000/-

1.	<b>Bid Dates (Other details provided in Instruction to Bidders)</b>	Bid Publishing	
		Document Download/Sale Start Date	
		Bid Submission Start Date	
		Bid (Techno-commercial and Financial) Submission Closing Date and Time	
		Bid (Techno-commercial) opening Date and Time	
		Physical document submission Closing Date and time for original	



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		copy of: i. Letter of bid as per bidding forms (TECH-1). ii. Deposit of e-GRAS Challan.				
		Online opening date & time for price bid	<i>Will be intimated online to qualified bidders after decision on technical bids.</i>			
2.	<b>Payment to be made upon submission of bid</b>	<ul style="list-style-type: none"> <li><b>Bid doc fee Rs.200.00 (Rs. Two Hundred)</b> in favor of 18740 - Executive Engineer, PHED District Division-I (Rural,) Jaipur under Budget Head: 0075-00-800-52-01. <b>Bid no. &amp; name of the work should be mentioned on it.</b></li> <li><b>Bid security</b> <table border="1"> <tr> <td> <ul style="list-style-type: none"> <li>Bid security</li> </ul> </td> <td>Rs.8000/- @ 2% (Two percent)</td> <td><b>Shall be paid through e-GRAS Challan in favor of 18740 - Executive Engineer, PHED District Division-I (Rural), Jaipur under Budget Head 8443-00-108-00-00</b></td> </tr> </table> </li> <li><b>All the above payments shall be made on single challan through e-GRAS and should be submitted along with the bid.</b></li> </ul>	<ul style="list-style-type: none"> <li>Bid security</li> </ul>	Rs.8000/- @ 2% (Two percent)	<b>Shall be paid through e-GRAS Challan in favor of 18740 - Executive Engineer, PHED District Division-I (Rural), Jaipur under Budget Head 8443-00-108-00-00</b>	
<ul style="list-style-type: none"> <li>Bid security</li> </ul>	Rs.8000/- @ 2% (Two percent)	<b>Shall be paid through e-GRAS Challan in favor of 18740 - Executive Engineer, PHED District Division-I (Rural), Jaipur under Budget Head 8443-00-108-00-00</b>				
3.	<b>Opening of Bids</b>	The bids shall be opened on the date and time as specified. However, if opening date happens to be a holiday, then the bid will be opened on the next working day.				
4.	<b>Bid Security</b>	Bid Security @ 2 % amounting to INR 8000/- only for regular supplier. Payable via depositionsinglechallanthrough e-GRAS.				
5.	<b>Procurement Method</b>	Single Stage – Two Envelope National Open Competitive Bidding for Fixed Quantity Contract				
6.	<b>Scope of Bid</b>	In support of the Invitation to Bid for [National Open Competitive Bidding] the Procuring Entity, [Chief Chemist (JJM), PHED. Raj. Hasanpura- Jaipur], issues this Bidding Document for providing of Chartered Accountant.				
7.	<b>Bid Evaluation Method</b>	Lowest Priced Bid Method (As per Section 27 1(a) of RTPP Act subject to Section 25 and Section 6(2) of RTPP Act).				
8.	<b>Detailed Bid Available on</b>	<ul style="list-style-type: none"> <li>State Public Procurement Portal (SPPP)- <a href="https://sppp.rajasthan.gov.in/">https://sppp.rajasthan.gov.in/</a></li> <li>Department website <a href="https://phedwater.rajasthan.gov.in/">https://phedwater.rajasthan.gov.in/</a></li> </ul>				



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10.	<b>Key Notes</b>	<p>a. No conditional or partial or incomplete bid shall be accepted.</p> <p>b. The abridged form of NIB is circulated in the Regional or local newspapers as per Rule 43 of RTTP Rules.</p> <p>c. Price of bid document once submitted shall not be refunded.</p> <p>d. Proof of payment of price of bid document, processing fees, bid security should be submitted via e-GRAS at the time of submission of bid.</p> <p>e. Bids shall be submitted physically with valid signatures before <b>2.00PM on. 04.11.2024</b>, by following the procedure for submission of bids including payment of price of bid document, bid security, etc.</p> <p>f. The bidders are required to submit:</p> <p>i. Proof of payment towards the Price of Bid Document, and bid security amount on single challan through e-GRAS having CIN No. to be submitted along with bid.</p> <p>ii. Letter of bid as per bidding forms.(TECH-1).</p> <p>iii. <b>All the above documents</b> shall be submitted [<b>Office of the Executive Engineer, PHED, Dist Rural Dn.-Ist, Hasanpura, Jaipur-302006</b>] before <b>date 04.11.2024 up to</b> 2:00 PM either by registered post/ speed post/ courier or by hand, failing which the bids may be declared non-responsive and will not be opened. These documents may be opened publicly before the online bid opening.</p> <p>g. The Procuring Entity is not bound to accept the lowest bid and may reject after recording reason(s) in writing, any, or all bids as per Rule 72 of RTTP Rules.</p> <p>h. Time period of completion of audit of JJM account is <b>45</b> days.</p>
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*Executive Engineer*  
*PHED, Dist Rural Dn.-Ist, Jaipur*



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## SECTION II: INSTRUCTIONS TO BIDDERS

**Important Instruction:** The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" and the "The Rajasthan Transparency Public Procurement Rules, 2013" under the said Act have come into force which are available on the website of State Public Procurement Portal <https://sppp.rajasthan.gov.in>. **The Bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the Bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.**

### 1. GENERAL

#	Clause	Sub Clause	Details of Sub-Clause
1.1	Scope of Bid	1.1.1	The name "Audit of Jal Jeevan Mission, PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24" In support of the Invitation to Bid no. 49/2024-25 for National Bidding, the Procuring Entity, The Chief Engineer (JJM), PHED Rajasthan, Jaipur issues this Bidding Document for providing of manpower.
		1.1.2	These directions shall be read very carefully by tenderer (s) while filing their bid:- (a) The bidders who are interested in bidding can download tender documents from <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a> (b) Bidders shall submit their offer offline in physical format on above mentioned address on time and date mentioned herein above.
	<b>Definition</b>	1.1.3	As per Rule 2 (v) of RTPP Rules "National Competitive Bidding" means a bidding process in which qualified bidders only from within India are allowed to participate.
1.2	<b>Compliance with RTPP ACT &amp; Rules - Code of Integrity and Conflict of Interest</b>	1.2.1	Bidder to ensure compliance with RTPP ACT & Rules, primarily following- i. The Government of Rajasthan requires compliance with the Code of Integrity provisions as set forth in the Section 11(2) of RTPP Act and Rule 80 (2) of RTPP Rules. ii. A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. A Bidder may be considered in conflict of interest with one or more parties in a bidding process as per Rule 81(3) of RTPP Rules.



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			iii. Upon breach, the Procuring Entity may take appropriate action in accordance with the provisions of Section 11 (3) and Section 46 of RTPP Act.
1. 3	<b>Eligible Bidders and Supply</b>	1.3.1	i. A Bidder may be a natural person, private Entity, government-owned Entity. ii. A Bidder shall have the nationality of India. All supply under contract shall have India as their country of origin or a country which has not been declared ineligible by Government of India. iii. A Bidder debarred under Section 46 of RTPP Act by Rajasthan Government shall not be eligible to participate in any procurement process. iv. A Bidder should not have a conflict of interest in the procurement in question as stated in the Rule 81 of RTPP Rules and this Bidding document. v. Each Bidder shall submit only one Bid. Multiple bids submitted by a bidder shall be summarily rejected. vi. The bidders and supply with beneficial ownership from countries sharing land border with India, for participation in any public procurement in the State, shall only be allowed after prior registration with the competent authority as per Rule 13 of RTPP Rules and Government of Rajasthan Notification No. F.2(1)FD/G&T-SPFC/2017 dated 01.01.2021, 15.01.2021 vii. <b>Joint venture shall not be allowed.</b>
		1.3.2	Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, should the Procuring Entity request.
1. 4	<b>Contents of the Bidding Document</b>	1.4.1	The Bidding Document consists of the Sections indicated below: - 1. Notice Inviting Bids (NIB) 2. Instructions to Bidders (ITB) 3. Evaluation and Qualification Criteria (EQC) 4. Scope of work 5. General Conditions of Contract [CC] and Special Conditions of Contract [SCC] 6. Bidding Forms 7. Clarification to bid document/Addenda to bid document if any.
		1.4.2	The complete bidding document is made available for downloading



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			from the website of State Public Procurement Portal (SPPP). The prospective bidders who have downloaded the Bidding Document from the website will have to pay the price of bid document and processing fees or user charges as prescribed in the NIB while submitting the Bidding Document to the procurement portal.
		1.4.3	The Procuring Entity is not responsible for the completeness of the Bidding Document and its addenda if they were not downloaded correctly from the State Public Procurement Portal: <a href="https://sppp.rajasthan.gov.in/">https://sppp.rajasthan.gov.in/</a> , and Department website <a href="https://phedwater.rajasthan.gov.in/">https://phedwater.rajasthan.gov.in/</a> .
1.5	<b>Cost of Bidding</b>	1.5.1.	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
		1.5.2	The prospective bidders who have downloaded the Bidding Document from the website will have to pay price of the bidding document as well as Tender Fees.  The Price of Bidding Documents is Indian Rupees Rs.200.00  The Tender fee and bid security fee can be paid via single challan through e-GRAS.  The details i.e., soft copy of the challan having CIN No. of these payments shall be submitted electronically through State e-Procurement Portal along with the Bid.
1.6	<b>Definition of Rate Contract</b>	1.6.1	As per Section 2 (xviii) of RTPP Act "rate contract" means an agreement between a procuring entity and one or more bidders which specifies the terms and conditions including the price, for the supply of a subject matter of procurement required on a recurring basis.
1.7	<b>Key Timelines</b>	1.7.1	Bid Publishing Date : 28.10 .2024 Document Download / Sale Start Date : 28.10 .2024  <b>Other details are:</b> Designation of the Procuring Entity : <b>Executive Engineer, PHED Distt. Rural Dn.-Ist Jaipur</b> Complete Address for Bid Meeting : <b>AS Above</b>



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			<p>PIN Code : 302006 Telephone No : E-Mail : <a href="mailto:eepheddijaipur@yahoo.co.in">eepheddijaipur@yahoo.co.in</a></p> <p>Bid submission start Date : 04.11.2024 Bid (Techno-commercial &amp; Financial) Submission Closing Date and Time : 04.11.2024 2:00 PM Bid (Techno-commercial) opening Date and Time : 04.11.2024 3.30 PM</p> <p>Physical document submission Closing Date and time - <b>04.11.2024 at 02:00 PM</b> (for original copy of letter of bid TECH-1, deposit of e-GRAS challan having CIN No. on it.)</p>
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## 2. PREPARATION AND SUBMISSION OF BIDS:

#	Clause	Sub-Clause	Details of Sub-Clause
2.1	<b>Documents Comprising of Bids</b>	2.1.1	<p>The Bid comprise of two (02) covers, both covers must be submitted simultaneously.</p> <p><b>First cover</b> comprises of Techno-commercial Bid and the Techno commercial Bids (documents specified in <b>Evaluation &amp; Qualification Criteria</b>) shall be in PDF format without any alteration in the format.</p>
		2.1.2	<p><b>Second cover</b> comprises of Financial Bid. Covers comprising the Techno-commercial Bid and Financial Bid.</p> <p>Techno-commercial Bid should not contain financial information related to the Bid price. Where indicative financial information related to the Bid price is contained in the Techno-commercial Part, the Bid shall be declared <b>non-responsive</b>.</p>
2.2	<b>Bid Price</b>	2.2.1	<p>Bidders shall give a breakdown of the prices in the manner and detail called for in the Price Schedules included in Bidding Forms .</p> <p>The bidder will quote his rates only in one language i.e. either in Hindi or English. Rates should be quoted in figures as well as in words and in case the rates so quoted differ, the lower of the two shall be treated as the rate quoted by the bidder.</p> <p>Items not specifically mentioned in the description of the items given in BOQ, but which are required to be executed</p>



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			<p>for the satisfactory completion of the complete system, as specified in scope of work, shall not be separately paid for by the department when executed and shall deemed to have been covered under rate quoted for specified items in his Schedule of Prices.</p> <p>Bidder will quote rates including GST. Department will pay GST as per prevailing rules of Government of Rajasthan. Bidder will be responsible to deposit all type of taxes to the government. The prices and amounts quoted by the bidder shall include all costs and GST duties, levies, taxes or charges whatsoever to the State or Central Department or to the Local Bodies on the components or the completed works or the operation and maintenance work and for satisfactory performance of the bidders' obligations under this contract.</p>
2.3	<b>Currency of Bids</b>	2.3.1	The currency for the Bid will be Indian Rupees upto twodecimal places.
2.4	<b>Language of Bid</b>	2.4.1	The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Entity, shall be written in Hindi/English language.
2.5	<b>Documents Establishing the Qualification of the Bidder</b>	2.5.1	To establish its qualifications to perform the Contract, the Bidder shall submit as part of its Bid the documentary evidence indicated for each qualification criteria specified in Section III Para 3.2 of Evaluation and Qualification criteria.
2.6	<b>Validity Period of Bid</b>	2.6.1	<p>As per Rule 48(1) of RTPP Rules, Bid shall remain invalid for the period <b>90 days</b> after the Bid submission deadline date as specified by the Procuring Entity. A Bid valid for a shorter period shall be rejected by the Procuring Entity as <b>non-responsive</b>.</p> <p>Extension of validity and corresponding extension of Bid Security would be as per Rule 48(2) and 48(3) of RTPP Rules.</p>

### 3. Bid Security and Bid Securing Declaration:

#	Clause	Sub-Clause	Details of Sub-Clause
3.1	<b>Bid Security</b>	3.1.1	As per Rule 42 (2) of RTPP Rule, the Bidder shall furnish as part of its Bid, a Bid Security @ 2 % amounting to INR



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			<p>8000/- only for regular service provider.</p> <p>Payable via deposit on single challan through e-GRAS (<a href="https://egras.rajasthan.gov.in">https://egras.rajasthan.gov.in</a>).</p> <p>Any exemptions or reduced amount of Bid Security or submission of Bid Securing Declaration will be as per notification issued by Government of Rajasthan from time to time in accordance with Rule 42 (2) and 42 (3) of RTPP Rules.</p>
		3.1.2	<p>The physical original copy of deposit of e-GRAS or document for obtaining benefit of lower value of bid security like for SSI unit or Sick Industries of Rajasthan shall be submitted before the Bid (Techno-commercial and Financial) submission closing date and time as per ITB 1.7 either by registered post/ speed post/ courier or by hand to the address mentioned below, failing which the bids may be declared non-responsive and will not be opened. These documents will be opened publicly before the online bid opening.</p> <p>Designation of the Procuring Entity: Executive Engineer, PHED, Dist. Rural Dn.-Ist Jaipur.</p> <p>Complete Address: Office of the Executive Engineer, PHED, Dist. Rural Dn.-Ist, Hasanpura.</p> <p>City: Jaipur (Rajasthan).</p> <p>PIN Code: 302006</p> <p>Telephone No.:</p> <p>Email address: eephedddijaipur@yahoo.co.in</p>
		3.1.3	<p>As per Rule 42(5) of RTPP Rules Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.</p> <p>The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-</p> <ol style="list-style-type: none"><li>the expiry of validity of bid security;</li><li>the execution of agreement for procurement and performance security is furnished by the successful</li></ol>



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			bidder; c. the cancellation of the procurement process; or d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.
		3.1.4	Rule 42 (11) of RTPP Rules shall apply for the forfeiture of the Bid Security taken from a Bidder.
		3.1.5	a. If a Bidder withdraws its Bid prior to the expiry date of the Bid validity specified by the Bidder on the Letter of Bid, or any extended date provided by the Bidder; or b. If the successful Bidder fails to: i. sign the Contract in accordance with ITB 6.6 [Signing of Contract]; or The Procuring Entity may declare the Bidder disqualified for award of contract & may be debarred from participating in any procurement process undertaken by the Procuring Entity for a period of not exceeding 3 years as per Section 46 of the RTPP Act.
		3.1.7	<b><u>Forfeiture Of Bid Security</u></b> Rule 42 (11) of RTPP Rules shall apply for the forfeiture of the Bid Security taken from a Bidder. The Bid security shall be forfeited in the following cases, namely: - a) when bidder withdraws or modifies its bid after opening of bids; b) when bidder does not execute the agreement, if any, after placement of supply / work order within the specified period; c) when bidder fails to commence the supply of the service as per work order within the time specified; d) if bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of RTPP rules. The bid security deposited by any bidder is liable to be forfeited if there is strong justification of believing that the



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			proprietor or authorized employee or authorized representative has been guilty of malpractices, such as submission of forged documents etc with the tender.
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#### 4. Format, Signing, Submission and Opening of Bids

#	Clause	Sub- Clause
4.1	<b>Format and Signing of Bid</b>	In case the Bidder is not the proprietor then the Bidder has to submit Power of Attorney for signing the Bid in Non-Judicial Stamp Paper as per TECH2 – Power of Attorney for Signing of Bids.  An organizational document, board resolution or its equivalent specifying the representative's authority to sign the Bid is also acceptable and should be submitted along with the Bid.
4.2	<b>Opening of Bids</b>	Opening of Bids would be on date specified in <b>ITB 1.7 Key Timelines</b> .

#### 5. Bid Evaluation:

#	Clause	Sub-Clauses
5.1	<b>Responsiveness, Clarifications, and Evaluation of Bid</b>  <b>Non-material non-conformities</b>	The Procuring Entity's determination of the responsiveness of a Bid, is based on the contents of the Bid itself to determine whether they are complete, and in order. A responsive bid is one that meets without material deviation, reservation, or omission to all the terms, conditions, and specifications of the Bidding Document. A material deviation, reservation, or omission will be considered as per Rule 59 (3) of RTPP Rules. Clarification of Bid can be taken as per Rule 60 of RTPP Rules.  <b>Non-material non-conformities</b> in Bids are as defined in Rule 61 (1) of RTPP Rules and can be waived / clarified as per Rule 61 (2) and (3) of RTPP Rules.



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5.2	<b>Preliminary Examination</b>	<p>To determine preliminary responsive bid, the bid will be examined as per Rule 56 of RTPP Rules, and all the documents specified in <b>Qualification Criteria</b>.</p> <p>If the Bidder fails to submit the documents, then the Bid would be considered non-responsive and shall be rejected.</p>
5.3	<b>Techno-commercial Examination</b>	<p>To determine the Bid as Techno-commercially Responsive the Bidder has to submit documents and comply with requirements as specified in the Techno-commercial Requirement <b>Qualification Criteria</b> and also submit documents as specified in Additional Techno-commercial Evaluation in <b>Qualification Criteria</b>.</p> <p>As per Rule 59 (4) and 59 (5) of RTPP Rules, the procuring entity shall regard a bid as responsive if it conforms to all requirements set out in the bidding documents, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions, and other requirements set out in the bidding documents, or if it contains errors or oversights that can be corrected without touching on the substance of the bid. As per Rule 62 of RTPP Rules a procuring entity shall exclude a bid in accordance with the provisions of Section 25 of RTPP Act.</p> <p>If the Bid is not responsive to the requirements of Bidding Documents, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.</p>
5.4	<b>Evaluation of Financial Bid</b>	<p><b>For bids invited in package:</b> the evaluation would be done for all the items put together. The item/items for which no rates have been quoted or left blank would be treated as zero i.e., bidder will supply item/items free of cost and the total amount would be computed accordingly.</p> <p>There is no option with bidder to submit quote for partial quantity of any item/item of any item/items. Procuring Entity will award the contract to the lowest responsive bidder for that package.</p> <p>Discounts offered of any kind shall not be considered.</p> <p>Sub-contracting/subletting of supply of services is not allowed.</p>
5.5	<b>Negotiations</b>	<p>Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage.</p> <p>Circumstances under which negotiations are to be held and the method of negotiation would be as per Rule 69 of RTPP Rules.</p>



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		<p>In case two or more bidder submitted similar rate, P.E. reserve the rights to select one bidder on the basis of merits/ demerits. Possibilities like negotiation or preference to bidder with most experience may be explored by P.E. .</p>
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## 6.Award ofContract:

#	Clause	Sub-Clauses
6.1	<b>Acceptance and Award ofContract</b>	<ol style="list-style-type: none"><li>1. As per Rule 70 (5) of RTPP Rule 2013, the successful Bid is the Bid that meets the Evaluation and Qualification Criteria and has been determined to be substantially responsive and is the lowest evaluated.</li><li>2. As per Rule 70(6) of RTPP Rule 2013 ,prior to expiry of the validity period of Bid, the Procuring Entity shall inform the successful Bidder in writing, by registered post or official e-mail ID, that its Bid has been accepted.</li><li>3. As per Rule 70 (8) of RTPP Rule 2013, if the issuance of formal letter of acceptance (LOA) is likely to take time, in the meanwhile a Letter of Intent(LOI) may be sent to the successful Bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/or sent by email (if available) to the address of the successful Bidder given in its Bid.</li></ol>
6.2	<b>Procuring Entity's right to vary quantity</b>	Procuring Entity's right to vary quantity would be as per Rules 73(1) and (3) of RTPP Rules.
6.3	<b>No Commitment of Quantity</b>	<p>If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.</p> <p>As per Rule 29(2) (a) of RTPP Rule 2013, in rate contract Bid an approximate quantity of required services would be indicated but no minimum quantity of order is guaranteed.</p>
6.4	<b>Procuring Entity's Right to Extend the period of Rate Contract</b>	Procuring Entity's right to extend the period of Rate Contract as per Rule 29(2) (i) of RTPP Rules may be for 3 months on same price, terms, and condition if market prices have not fallen during the period for the subject matter of procurement or its constituents, to be procured under the rate contract.



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6.5	<b>Signing of Contract</b>	<p>1. In the written intimation of acceptance of its Bid sent to the successful Bidder, it shall also be asked to execute an <b>Agreement form</b> in the format given in the Bidding Document on a non-judicial stamp of requisite value at his cost, While signing the contract, bidder will also have to submit signed copy of Bid Document in token of having accepted all the terms and condition of Bid Document. <b>The stamp paper issued in the State of Rajasthan should be used for contract signing.</b></p> <p>2. If the Bidder, whose Bid has been accepted, fails to sign a written procurement contract, the Procuring Entity shall forfeit the Bid Security of the successful bidder/ execute the Bid Securing Declaration and take required action against it as per the provisions under Section 26(4) of RTPP Act and Rule 76(3) of RTPP Rules.</p>
6.7	<b>Punishment</b>	<p>If the Bidder during the supply of services, interferes with the procurement process as mentioned in Section 42 of RTPP Act, then following actions can be taken:</p> <p>i. As per Section 42 of RTPP Act, the Bidder could be punished with fine which may extend upto INR Fifty thousand (50000) or ten percent of the assessed value of procurement whichever is less; and/or</p> <p>ii. As per Section 46 of RTPP Act, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three (03) years.</p>

## 7 Procurement Appeals:

#	Clause	Sub-Clauses
7.1	<b>Procurement Appeals</b>	<p>Any appeal of a Bidder pertaining to the procurement process shall be by way of filing an appeal to the First or Second Appellate Authority, as the case may be, as specified in bid document, in accordance with the provisions of Chapter III of RTPP Act and Chapter VII of Rules and as given in Appendix A 4.</p> <p>The Designation and complete Address of First Appellate Authority is: <b>Chief Engineer (JJM), PHED Rajasthan, Jal Bhawan, Jaipur.</b></p> <p>The Designation and complete Address of Second Appellate Authority is: <b>Joint Secretary-I to GoR, PHED, Secretariat, Jaipur.</b></p>



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## 8 Exclusive Jurisdiction:

#	Clause	Sub-Clauses
8.1	<b>Jurisdiction of courts</b>	The Courts of Rajasthan Jaipur shall alone have jurisdiction in respect of all claims and matters arising under the consignment or for the supply of services.



### SECTION III: EVALUATION AND QUALIFICATION CRITERIA

*The purpose of the Evaluation and Qualification Criteria (EQC) is to specify the criteria that the Procuring Entity will use to evaluate the Bids and post-qualify the lowest-priced Bidder. In the lowest-evaluated bid, bidders are to be qualified by meeting predefined, precise minimum requirements. The method entails setting pass-fail criteria, which, if not met by the bidder, results in disqualification. If the bidder passes the Techno-commercial requirement and is considered responsive, then the financial bid is opened and lowest financial most responsive bid is considered as lowest-evaluated bid and considered for award.*

#### 3. **Lowest Priced Bid Method:**

1

Lowest Priced Bid selection method is the method for **supply of services** where the selection will be based on price comparison to select lowest cost responsive bid. The Procuring entity will evaluate and compare the Bids that have been determined to be substantially responsive (clear-cut, pass-fail qualification criteria), pursuant to Clause 3.3 (**Price comparison**)

#### 3. **Qualification Criteria:**

2

To be considered for opening of their financial Bid, Bidder needs to submit documents given below:

The documents are divided into two (02) categories – For Preliminary Examination, the documents are listed in Para 3.2.1. If Bidder fails to submit these documents, then further examination of Bids shall not be done, and the Bid will be rejected.

After Bidder has submitted documents as required for Preliminary Examination, Bid will be examined for Techno-commercial Qualification based on the documents submission as listed in Para 3.2.2 and Para 3.2.3

#### 3.2. **Preliminary Examination of Bids:**

1



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- i. Bidder must submit Letter of Bid as per Bidding Form (Form Tech 1).
- ii. Bid is accompanied by proof of payment for Bid Document price and Processing Fees as specified in Section I: NIB point no.2. & 10.g) (Original copy should be submitted prior to techno-commercial submission date)
- iii. Bid is accompanied by bid security submitted via eGRAS. (Copy of e-GRAS challan with CIN no. should be submitted prior to techno-commercial bid submission date).
- iv. For obtaining benefit of lower value of Bid security like for SSI unit or Sick Industries of Rajasthan, Bidder(s) to submit relevant document. (Verification from documents to be submitted by the bidder).

### 3.2.2 Techno- Commercial Experience:

- i. Bidder firm should be a Partnership Firm /LLP of Chartered Accountants/Proprietor firms of India in practice from minimum 07 years. (Bidders should submitted valid registration certificate)
- ii Empanelment of bidder firm with office of CAG.
- iii Bidder firm should have minimum 4 qualified CA employees/partner as on 01.04.2024.(as per ICAI Certificate) (bidder declaration on 100/- NJSP attested by Notary Public).
- iv. The Firm should have experience in conducting Audit of at least 1 program/project/scheme of any Ministry/Department of GoI or State Government of Rajasthan having value of work for which audit was done (value of work includes expenditure/grant utilized during the year / total work done for schemes by Department), more than Rs 800 Cr in a single Financial Year in the preceding 5 years [work orders to be submitted] or The Firm should have experience in conducting Audit (Compliance Audit/Expenditure Audit) of any Public Sector Undertakings, having value of work for which audit was done (value of work includes expenditure/grant utilized during the year / total work done for schemes by Department), more than Rs 200 Cr of Government of Rajasthan/ GOI in a single FY in the previously 5 years (work orders/ completion certificates to be submitted) **(form -Tech7 should be submitted on Rs. 100/- non judicial stamp paper to be notarized)**
- v. Bidder must not be debarred or blacklisted in any of the government organizations / any proceedings by ICAI/any other organization against themselves for default in service or for any other reasons and should not have left any assignment incompleated (Bidder should submit a 100rs Non judicial stamp paper attested by Notary).
- vi Average Annual gross receipts of the bidder should be at least Rs 50 lacs during last three years i.e. 2021-22, 2022-23& 2023-24. If certified accounts are not available for FY 2023-24, the Bidder may attach certified copies for FY 2020-21 by giving declaration to that effect. (Form – Tech 6)
- vii CA Firm Head office / Branch situated in Rajasthan at least from 5 years as per ICAI card as on 01.04.2024.+  
VIII Annexure A,B,C,D in bid documents as per FD circular dated 04.02.2013



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### 3. **Price Comparison**

The Procuring Entity will compare the price bids to select the lowest evaluated bid, without taxes.



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**To be submitted on the 100/- non judicial stamp duly notarized.**

**Undertaking**

***We the partners of -----verify and declare.***

***i. that the firm, partners have not been debarred or cautioned by Government organization;***

***ii. that the firm, partners have not been debarred or cautioned by ICAI;***

***iii. that the firm, partners have not been debarred or cautioned by any other organisation;***

***for default in service or any other reason and has not left behind any assignment uncompleted***

***iv. that there are no any court/arbitration/ any other legal case against the firm and partners.***



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## SECTION IV: SCHEDULE OF SUPPLY FOR BIDDERS

### A. SCOPE OF WORK

#	Clause	SubClause	SubClause Details
4.1.1.	Scope of Auditing for JJM	4.1.1.1	<p>(i) Conducting of complete financial year auditing of JJM accounts including Working division and head office of the F.Y. 2023-24.</p> <p>(ii) Reconciliation &amp; Finalization of Annual Accounts of the JJM of the F.Y. 2023-24 as per accounting rules and Act having compiled all the details from units including works division along with their final trial balance by passing necessary adjustment entries in the books of accounts and inter units' reconciliation and reconciliation with Head Office books.</p> <p>(iii) Compilation and consolidation of all statements which is already defined in the JJM guideline.</p> <p>(iv) Compilation and consolidation of provisional Balance sheet and Profit &amp; Loss account for the current FY 2023-24</p> <p>(v) Compilation and consolidation of Balance Sheet, Cash Flow statement and Profit &amp; Loss account, all type of deductions and necessary schedules Notes on accounts, and other details of F.Y. 2023-24.</p> <p>(vi) Compilation and consolidation of Ledger and Journal vouchers of head office and works division, and all units applicable software including maintenance of necessary subsidiary ledgers required ie Earnest money/S.D./withheld amount and other required subsidiaries at Works Division, Circle office as well as Head office.</p> <p>(vii) Compilation and consolidation of Income and Expenditure statement from all Works Division and Head Office and its compilation/consolidation.</p> <p>(viii) Compilation and consolidation of information of GST collection and GST Input of all units Head office, Working Division Etc.</p> <p>(ix) Compilation and consolidation of information of CESS &amp; other types of tax collection/deductions and input of all units before due dates of deposition of Tax.</p> <p>(x) Compilation and consolidation of information of any other collection/deductions.</p>



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			<p>(xi) Compilation and consolidation of statements of Income Tax deduction from Contractors bills on monthly basis.</p> <p>(xii) Compilation and consolidation of recovery statements of all units, Working Division and head office.</p> <p>(xiii) The Successful bidder (C.A. firm) will coordinate and be responsible to collect the data from headquarters units as well as concerned units of the Working Division on their own level. However, department will facilitate the successful bidder for obtaining data of the division.</p> <p>(xiv) The successful bidder (CA firm) will provide the copy of final accounts and fixed assets register along with all required information, schedules, sub schedules, notes on accounts consolidation, statutory report, unit wise finalization account, subsidiary ledgers of head office, works divisions in soft copy as well as five hard copies of the above record with spiral binding.</p> <p>(xv) Any other statements / schedule required to accomplish the goal of auditing as per JJM guidelines.</p>
4.2.2	Time period of completion	4.2.2.1	Successful bidders should complete the audit work for JJM F.Y.2023-24 within 45 days after allotment of the work order.



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**A. GENERAL CONDITIONS**

- a) The works mentioned above are informative only however, if required the successful bidder may ask the audited report of previous years so as to accomplish the task assigned.
- b) The work of audit of accounts of divisions will be done at the Office of FA(JJM), Jaipur. PHED will only facilitate the audit team for getting information from Working Divisions. Successful bidder will coordinate with divisions and collect all the necessary documents/information required for auditing of JJM accounts itself. Department will not be responsible for data collection & submission.
- c) Audit work cannot be sublet to another firms.
- d) Firms have to deputize at least two persons one qualified CA and one supporting person permanently at PHED HQ during the audit period.



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## SECTION V: GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT

### A. GENERAL CONDITIONS OF CONTRACT

#### 5.1 Introduction:

#	Clause	Sub Clause	Sub Clause Details
5.1.1	Definitions	5.1.1.1	<p>The following words and expressions shall have the meanings hereby assigned to them:</p> <ul style="list-style-type: none"> <li>i. <b>"RTPP Act"</b> means the Rajasthan Transparency in Public Procurement Act, 2012.</li> <li>ii. <b>"RTPP Rules"</b> means the Rajasthan Transparency in Public Procurement Rules, 2013.</li> <li>iii. <b>"Completion"</b> means the fulfillment of the services Supply by the Supplier in accordance with the terms and conditions set forth in the Contract.</li> <li>iv. <b>"Contract"</b> means the contract entered between the Procuring Entity and the successful bidder (Supplier) concerning the subject matter of procurement, together with the Contract Documents referred to therein, including all attachments, appendices, specifications and codes and all documents incorporated by reference therein.</li> <li>v. <b>"Contract Documents"</b> means the documents listed in the Agreement, including any amendments thereto.</li> <li>vi. <b>"Contract Price"</b> means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.</li> <li>vii. <b>"Day"</b> means calendar day.</li> <li>viii. <b>"Delivery"</b> means providing of services from the Supplier to the Procuring Entity in accordance with the terms and conditions set forth in the Contract.</li> <li>ix. <b>"CC"</b> means the Conditions of Contract</li> <li>x. <b>"Procuring Entity"</b> means an entity referred to in Section 3(2) of RTPP Act.</li> <li>xi. <b>"Supplier"</b> means the natural person, private or Government Entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Procuring Entity and is named as such in the Agreement and includes the legal successors or permitted assigns of the Supplier.</li> <li>xii. <b>"The Site"</b> where applicable, means the place of providing of services, named in the Schedule of Supply.</li> </ul>



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5.1.2	<b>Interpretations</b>	5.1.2.1	<p>In the Contract, except where the context requires otherwise.</p> <ol style="list-style-type: none"> <li>i. Words indicating one gender include all genders.</li> <li>ii. words indicating the singular also include the plural and words indicating the plural also include the singular.</li> <li>iii. Provisions including the word "agree", "agreed" or "agreement" require the agreement to be recorded in writing.</li> <li>iv. "written" or "in writing" means hand-written, type-written, printed, or electronically made, and resulting in a permanent record.</li> <li>v. The word "tender" is synonymous with "bid" and "tenderer" with "bidder" and the words "Bid Document" with "bidding document".</li> </ol> <p>The marginal words and other headings shall not be taken into consideration in the interpretation of these Conditions.</p>
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## 5.2 General:

#	Clause	Sub Clause	Sub Clause Details
5.2.1	<b>General Terms</b>	5.2.1.1	<p><b>Entire Agreement</b></p> <p>The Contract constitutes the entire agreement between the Procuring Entity and the Supplier and includes the CC, bidding forms, schedules, appendices, all attachments listed in the agreement.</p>
		5.2.1.2	<p><b>Amendment</b></p> <p>No amendment or other variation of the Contract document shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.</p>
		5.2.1.3	<p>Subject to the order of precedences set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, supplementary, and mutually explanatory.</p>
5.2.2	<b>Code of Integrity</b>	5.2.2.1	<p>The Supplier is required to comply with the Code of Integrity and its prevailing sanctions policies and procedures as set forth in the <b>Section 11 (Code of Integrity) of RTPP Act and Rule 80(2) (Code of Integrity) of RTPP Rules</b> and its amendments. Further, none of them shall indulge in corrupt, fraudulent, coercive, and collusive practices. For this clause, these practices are defined as below:</p> <ol style="list-style-type: none"> <li>1. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, any thing of value to influence improperly the actions of another party.</li> <li>2. "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or reckle</li> </ol>



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			<p>sslymisleads,orattemptstomislead,apartytoobtainafinancialor other benefit or to avoid an obligation.</p> <p>3. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.</p> <p>4. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.</p>
5.2 .3	<b>Language</b>	5. 2. 3. 1	<p>The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Procuring Entity, shall be written in the language specified in the document. Supporting documents and printed literature that are part of the Contract may be in an other language provided they are accompanied by a self-attested accurate translation of the relevant passages in the languages specified in the document, in which case, for purposes of interpretation of the Contract, this translations shall govern.</p>
		5. 2. 3. 2	<p>The Suppliers shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.</p>
5.2 .4	<b>Notices</b>	5. 2. 4. 1	<p>A notice, consent or other communication under this Bid is only effective if it is in writing (written form or electronic form with proof of receipt), signed by or on behalf of the party giving it and it is received in full and legible form at the addressee's address [or facsimile number]. It is regarded as received at the time and on the day it is actually received on any calendar days.</p>
		5. 2. 4. 2	<p>For the purposes of this clause, a party's address and facsimile number are those(s) set out below, unless the party has notified a changed address or facsimile number in which case the notice, consent, approval, or other communication must be to that address or number.</p>
			<p>If a party changes address and fails to notify the other party or parties of this change and the new address, delivery of notices to that party at that new address is deemed compliant with the notice obligation under this clause.</p>
5.2 .5	<b>Governing Law</b>	5. 2. 5. 1	<p>The Contracts shall be governed by and interpreted in accordance with the laws of the Central Government/laws of State Government of Rajasthan.</p>



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5.2 .6	<b>Specific ationsa ndStand ards</b>	5. 2. 6. 1	i. TheSuppliershallensurethatthecontractual staff shall be as describedin Section IV Schedule of supply. ii. Inno case, qualification and experience of contractual staff shallbeinferiortothe required staff.
		5. 2. 6. 2	WhereverreferencesaremadeintheContracttocodes andstandardsinaccordancewithwhichitshallbeexecuted,theedition or the revised version of such codes and standardsshall be those specified in the <b>Schedule of supply forbidders</b> . During Contract execution, any changes in anysuchcodesandstandardsshallbeappliedonlyafterapproval by the Procuring Entity and shall be treated inaccordancewith <b>CCClause5.3.3[ExtensionofTime]</b>
5.2 .7	<b>Copyright</b>	5. 2. 7. 1	The Department retains the right, work obligations on default of the Contractor, at contractors' cost, shall lie with Procuring Entity and Government of Rajasthan.
5.2 .8	<b>Confidenti allInforma tion</b>	5. 2. 8. 1	In addition to the requirements of the provisions of <b>Section49 of RTPP Act and Rule 77 of RTPP Rules</b> regardingConfidentiality, the Procuring Entity and the Supplier shallkeep confidential and shall not, without the written consentof the other party hereto, divulge to any third party anydocuments, data, or other information furnished directly orindirectly by the other party hereto in connection with theContract,whethersuchinformationhasbeenfurnishedpriorto,dur ingorfollowingcompletionorterminationoftheContract.  However,incaseofelectronic dataorinformation,theProcuringEntitymaynotholdsuchresponsibil ityforaccesstodataonlinebyanythirdparty.
		5. 2. 8. 2	TheSuppliershallnotusesuchdocuments,data,andotherinformation receivedfromtheProcuringEntityforanypurpose other than the design, procurement, or other workandservicesrequired fortheperformanceoftheContract.
		5. 2. 8. 3.	Theprovisionsof <b>CCClause5.2.8[ConfidentialInformation]</b> shall survive completion or termination, forwhateverreason, of the Contract.
5.2 .9	<b>Chan geinLa wsand Regulat</b>	5. 2.	The document provides for permitting effect of change inLawsandRegulations,thenafterthedeadlineforsubmissionof Bids, if any law, regulation, ordinance, orderor bylaw having the force of law is enacted, promulgated,abrogated, or changed by Government



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	ions	9 . 1	of India or the State Government (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced costs shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with <b>CC Clause 5.4 [Contract Price and Payments]</b> .
5 . 2 . 1 1	Assignment	5 . 2 . 1 1 . 1	Neither the Procuring Entity nor the Suppliers shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party with recorded reasons. Such assignment shall not relieve the Supplier or the Procuring Entity of their respective obligations under the Contract.

### 5. Scope of work: -

3

#	Clause	Sub Clause	Sub Clause Details
5. 3. 1.	Scope of Auditing for JJM	5.3. 1.1	<p>(i) Conducting of complete financial year auditing of JJM accounts including Working division and head office of the F.Y. 2023-24.</p> <p>(ii) Reconciliation &amp; Finalization of Annual Accounts of the JJM of the F.Y. 2023-24 as per accounting rules and Act having compiled all the details from units including works division along with their final trial balance by passing necessary adjustment entries in the books of accounts and inter units' reconciliation and reconciliation with Head Office books.</p> <p><u>(iii) Compilation and consolidation of all statements which is already defined in the JJM guideline.</u></p> <p>(iv) Compilation and consolidation of provisional Balance sheet and Profit &amp; Loss account for the current FY 2023-24</p> <p><u>(v) Compilation and consolidation of Balance Sheet, Cash Flow statement and Profit &amp; Loss account, all type of deductions and necessary schedules Notes on accounts, and other details of F.Y. 2023-24</u></p>



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			<p>(vi) Compilation and consolidation of Ledger and Journal vouchers of head office and works division, and all units on applicable software including maintenance of necessary subsidiary ledgers required ie Earnest money/S.D./ withheld amount and other required subsidiaries at Works Division, Circle office as well as Head office.</p> <p><u>(vii) Compilation and consolidation of Income and Expenditure statement from all Works Division and Head Office and its compilation/consolidation.</u></p> <p>(viii) Compilation and consolidation of information of GST collection and GST Input of all units Head office, Working Division Etc.</p> <p><u>(ix) Compilation and consolidation of information of CESS &amp; other types of tax collection/deductions and input of all units before due dates of deposition of Tax</u></p> <p>(x) Compilation and consolidation of information of any other collection/deductions.</p> <p>(xi) Compilation and consolidation of statements of Income Tax deduction from Contractors bills on monthly basis.</p> <p>(xii) Compilation and consolidation of recovery statements of all units, Working Division and head office.</p> <p>(xiii) The Successful bidder (C.A. firm) will coordinate and be responsible to collect the data from headquarters units as well as concerned units of the Working Division on their own level. However, department will facilitate the successful bidder for obtaining data of the division.</p> <p>(xiv) The successful bidder (CA firm) will provide the copy of final accounts and fixed assets register along with all required information, schedules, sub schedules, notes on accounts consolidation, statutory report, unit wise finalization account, subsidiary ledgers of head office, works divisions in soft copy as well as five hard copies of the above record with spiral binding.</p> <p>(xv) Any other statements / schedule required to accomplish the goal of auditing as per JJM guidelines.</p>
		5.3. 1.2	<b>The scope of work shown in above points is indicative only and not limited to the points as above, but also includes all the ancillary works necessary to accomplish the objective of the work.</b>
5.	<b>Procuring Entity</b>	5.3.	Procuring Entity's Right to Extend the period of Rate



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3.2	y's Right to extend the period of Rate Contract	2.1	Contract as per <b>Rule 29(2)(I) of RTPP Rules</b> may be for 03 months on same price, terms, and condition if market prices have not fallen during the period for the subject matter of procurement or its constituents, to be procured under the rate contract.
			<b>As per Rule 29 (2) (a) RTPP Rules</b> , in rate contract NIB an approximate quantity of required services would be indicated but no minimum quantity is guaranteed.
5.3.3.	Extension of Time	5.3.3.1	1. If the supplier requires an extension of time on completion of contractual supply on account of occurrence of any hindrance he shall apply in writing for extension on occurrence of hindrance but not after the stipulated date of completion of contract period. i.

#### 5.4 Contract Price and Payments:

#	Clause	Sub Clause	Sub Clause Details
5.4.1.	Contract	5.4.1.1	The Contract Price shall be as specified in the Agreements subject to any additions (Statutory Variation in Taxes on higher side) and adjustments (Quantity Tolerance in Supply which could be more or less) there to, or deductions (Statutory Variation in Taxes on lower side, Liquidated Damages Levied), price variation, if any there from, as may be made pursuant to the Contract.
		5.4.1.2	Successful bidders shall have to execute an agreement in the prescribed form (copy enclosed) on stamp paper of Rs. 500/- or revised by the government on the date of agreement, with the Chief Engineer (JJM), PHED, Jaipur or any other officer authorized by him within a period of <b>7 days</b> of the date of issue of work order. The expenses of completing and stamping the agreement shall be paid by the firm. However, where the delay in execution of Agreement is on bonafied grounds, Chief Engineer (JJM), PHED, Jaipur can condone such delay. <b>The firm will submit original copy of all tender</b>



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			<i>documents, corrigendum, certificates, affidavit on non-judicial stamp paper submitted with technical bid at the time of agreement as per Appendix A-2.</i>
<b>5.4.2</b>	<b>Terms of Payment</b>	5.4.2.1	The terms and conditions for payments shall be in accordance with the provisions of the <b>Special conditions of contract</b> of bid document.
		5.4.2.2	The Supplier's request for payment shall be made to the Procuring Entity in writing, accompanied by invoices describing, as appropriate, the Services delivered, and by the documents submitted pursuant to <b>CC Clause 5.3.3. [Extension of Time]</b> and upon fulfillment of all the obligations stipulated in the Contract.
		5.4.2.3	Payments should be made by the Procuring Entity, after submission of an invoice or request for payment by the Supplier, and the Procuring Entity has accepted it as per conditions of contract. All remittance charges shall be borne by the supplier.
		5.4.2.4	Appointed CA Audit Firm will be paid in the manner described below; <b>i.</b> 70 percent of the contracted amount after handover the Audit report to the office of CE, JJM. <b>ii</b> 30 percent of the contracted amount after acceptance of UC by NJJM, GoI.
		5.4.2.5	The currency in which payments shall be made to the Supplier under this Contract shall be <b>Indian Rupees only</b> .
<b>5.4.3</b>	<b>Taxes and Duties</b>	5.4.3.1	For services supplied, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted services at site to the Procuring Entity.



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## 5.6 Exclusive Jurisdiction:

#	Clause	Sub Clause	Sub Clause Details
5.6.1	Jurisdiction of courts	5.6.1.1	The Courts at Jaipur in Rajasthan ( <i>District to be specified</i> ) shall alone have jurisdiction in respect of all claims and matters arising under the consignment or for the supply of goods.

### B. SPECIAL CONDITIONS OF CONTRACT

- Quoted rates are including of GST, depositing of all types of the taxes will be responsibility of contractor. A copy of the invoice of Goods and Services Tax (GST) deposited by the successful bidder in the previous bills will be compulsorily attached to the bill for the following month. Goods and Services Tax (GST) will not be paid in the next bill, if the copy of the challan is not presented as a proof of depositing the Goods and Services Tax (GST). In the said situation, the responsibility of discharging any kind of obligations arising in relation to Goods and Services Tax (GST) will be that of the contractor.
- All provisions mentioned in RTPP Act 2012, RTPP Rules 2013 and G.F. & A.R. must be applicable to the terms and conditions of the contract.



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## SECTION VI: BIDDING FORMS

**Bidding Forms include all such forms bidders are required to use/ fill and submit along with their Bids. These forms are to be used without modification and to be filled as per instructions given in footnote. The documents which are to be attached in support of the information submitted should be digitally signed. Procuring Entity reserves the right to verify the information submitted. Checklist is also included to ensure that Bidders do not miss submission of any information or document.**



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## Part A: Techno-Commercial Forms

### Form TECH-1 Letter of Techno-Commercial Bid

(To be executed on company/firm letter head)

[NOTE: The Bidder must accomplish the letter of Techno-commercial Bid on its Letterhead clearly showing the Bidder's Complete name and address]

BID No. : 49/2024-25

**Subject: "Audit of Jal Jeevan Misson PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24."**

To

The Chief Engineer (JJM),  
PHED, Rajasthan, Jaipur.

I/We, the undersigned, declare that:

- I/ We have examined and have no reservations to the Bidding Document, including the Addenda issued in accordance with Instructions to Bidders Clause 1.4 [Sections of bidding document] and I/we will abide by all the terms and conditions mentioned in the biddocument.
- I/We have examined and have no reservations to the Bidding Document, including the Addenda issued in accordance with Instructions to Bidders ITB 1.6 [Changes to Bidding Document].
- I/ We have submitted **bid document cost** of INR Rs.500.00 and **bid security amount** INR Rs.8000.00. If/We have availed benefit of concessional bid security amount, then I/We have submitted the relevant document along with my bid which is **digitally signed**.

I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in Section IV (Schedule of Supply), the following Supply and Installations:

**"Audit of Jal Jeevan Misson PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24."**

- Our Bid consisting of the Techno-commercial Bid and the Price Bid shall be valid for a period of **90** days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- Our Techno-commercial Bid is in conformity with all the Requirement(s) as per **Schedule of Supply**.
- I/We undertake, if our bid is accepted, to commence work on the Supply and Installation and to achieve installation and acceptance within the respective times stated in the Bidding Documents.



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- g. Our firm fulfil all the eligibility criteria (Nationality, Submission of only one Bid, Debarment and Conflict of Interest) mentioned in ITB 1.2 and 1.3 [Eligible Bidder and Supply].
- h. I/We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority.
- i. I/We agree to permit procuring entity or its representative to inspect our accounts and records and other documents relating to the bid submission.
- j. I/We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the Bid or cancellation of the contract, if awarded.
- k. I/We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- l. I/ We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive as per Rule 72 of RTPPRules.

Name: [insert complete name of person signing the bid]

In the capacity of [insert legal capacity of person signing the bid]

Signed: [insert signature of person whose name and capacity are shown above]

Duly authorized to sign the Bid for and on behalf of [insert complete name of the bidder]

Date: [insert date of signing]



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## Form TECH-2 Power of Attorney for signing of Bid(Notarized)

(To be executed on a non-judicial stamp paper of Rs.500.00 duly notarised)

Know all men by these presents, We...*[name of the firm and Address of the registered office]* do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms.

*[name]*,.....son/daughter/wife of.....and presently residing at.....,who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or

incidental to submission of our Bid for qualification and submission of our Bid for the **“Audit of Jal Jeevan Misson PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24.”** required by *the Chief Engineer(JJM), PHED, Rajasthan, Jaipur (the “Authority”)* including but not limited to signing and submission of all bids, Bids and other documents and writings, participate in Pre-bids and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of contracts consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said Contract.

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

IN WITNESS WHEREOF WE, ....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 20.....

*[Signature, name, designation and Address of the Power of Attorney issuer(s) ]*

*[Signature, name, designation and Address of the Power of Attorney Accepting Person]*

Witnesses:

- 1.
- 2.



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## Form TECH- 3 Affidavit regarding compliance to Terms & Condition of Bid

Bidder Name:-----

I/We confirm that I/We are authorized to submit Bid on behalf of the firm participating in the Bid and have perused the entire Bid/Bid document including all its amendments till date.

Having perused the subject Bid with all amendments (wherever applicable). I/We hereby confirm unconditional acceptance and compliance to abide by all its terms & conditions as mentioned in Bid document including technical particulars, Detailed technical specifications of the product, Special Terms & Conditions and General Terms & Conditions wherever indicated, offer validity, terms of delivery without any deviations whatsoever:

I/We also confirm acceptance of the all-General Terms & Conditions of Bid document.

I/We certify that the prices quoted against the Bid are competitive and without adopting any unfair / unethical means in including cartelization.

I/We certify that Bidding firm has not been banned by any Government Department of the State / PSU or any other government organization in the country from business dealings.

I/We also certify that the information given above is factually correct, true and nothing material has been concealed.

Name of Bidder with Signature and Seal



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### Form TECH- 4 Format for Bidding Price

Tender Inviting Authority: Executive Engineer, PHED, Distt. Rural Dn. Ist Jaipur.

Name of Work: Audit of Jal Jeevan Misson PHED Rajasthan by Chartered Accountant for  
expenditure of Financial Year 2023-24.

NIB No: 49/2024-25

Name of the Bidder/Firms				
<u>PRICE SCHEDULE</u>				
NUMBER	TEXT	NUMBER	NUMBER	NUMBER
Sl. NO.	Item Description	Estimated Rate without Taxes in Rs in Rs. P	Estimated Rate of Taxes in Rs.	TOTAL AMOUNT With Taxes in Rs. P
1	2	3	4	5 (3+4)
1.	"Audit of Jal Jeevan Misson PHED Rajasthan by Chartered Accountant for expenditure of Financial Year 2023-24."			
Total in Figure				
Quoted Rate in Figures		Select		
Quoted Rate in Words				

**L-1 will be decided by the column no 5**

Date:

Signature of the Bidder

Seal of Firm/ Company

Place:



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### Form TECH- 6 Size of Operation (Average Annual Turnover)

(To be executed on CA firm's letter head - Self-attested)

The average gross turnover of M/s ..... **[Name of the firm / company]**  
..... and address ..... **[Insert address]** ..... For the last  
audited are given below and certified that the statement is true and correct as per the book of records  
of the above-mentioned firm and through online certificate number ... **[Mention certificate number]**  
.....:

Annual Turnover for the <u>Preceding</u> ___ <b>[Range between <u>last</u> 3 to 5 financial years ending on 202x] _ Years</b>	
Year	Turnover in lakhs (INR)
<b>Total Turnover in INR Lakhs</b>	
<b>Average Annual Turnover in INR Lakhs</b>	

**[Note: Turnover for the current financial year can be considered if the accounts are audited and certified by Chartered Accountant or attach Balance Sheet for respective years as a proof of document.]**

Registration No. of Chartered Accountant / Firm shall be mentioned here .....

Date

Signature of the Bidder

Signature of auditor/seal

Chartered Accountant (Name and address): ..... **[insert complete name and address of Chartered Accountant/ Firm]** .....

UDIN .....

Telephone Number: .....

Mobile Number: .....



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Tender: "Audit of Jal Jeevan Mission PHED Rajasthan by Chartered  
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### **FORM TECH-7 Contractual Experience**

#### **PERFORMANCE STATEMENT FORM**

(For a period of last 5 years)

**NIB No.:** /2023-24

**date**

**Name of**

**Firm:**

Execution of work of providing of Chartered accountant with experienced highly skilled, skilled, manpower in government departments, autonomous bodies, public sector undertakings

S. No.	Name of the work of which Audit completed (Government Department/Office/PSU etc. name, address and phone number)	Details of work for which audit was done			Date of completion of Audit/ experience certificate
		Order No./ dt. copy attached (Y/N)	Value of work for which audit was done (in lakh)	Name of Owner department/ PSU	

#### **NOTE**

1. Copy of work order shall be enclosed to substantiate experience of the bidder.
2. 'Value of work' includes expenditure /grant utilized during the year /total work done for schemes by the Department / PSU
3. The format is to be submitted on Rs. 100/- non judicial stamp paper to be notarized

*Date:*

*Place:*

Signature of authorized representative

Company Seal



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**Form Tech-8**  
**(As per Rajasthan Transparency in public procurement rule, 2013)**  
**Additional Conditions of Contract:**

1.	<p><b>Correction of Arithmetical Errors:</b></p> <p>Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:</p> <ul style="list-style-type: none"><li>(i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quality, the unit price shall prevail and the total price shall be corrected, unless in the opinion in the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;</li><li>(ii) If there is a error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li><li>(iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case in the amount in figures shall prevail subject to (i) and (ii) above.</li></ul> <p>If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.</p>
2.	<p><b>Procuring Entity's Right to very Quantities:</b></p> <ul style="list-style-type: none"><li>1) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.</li><li>2) Orders for extra items may be placed by the procuring entity in accordance with the Schedule of Powers as prescribed by the Finance Department, upto 5% of the value of the original contract, if allowed in the bidding documents. The fair market value of such extra items payable by the procuring entity to the contractor shall be determined by the procuring entity in accordance with guidelines prescribed by the administrative department concerned.</li><li>3) Orders for additional quantities may be placed, if allowed in the bidding documents, on the rates and conditions given in the contract and the original order was given after inviting open competitive bids. Delivery or completion period may also be proportionately increased. The limits of orders for additional quantities shall be as under:-<ul style="list-style-type: none"><li>a. 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and</li><li>b. 50% of the value of goods or services of the original contract.</li></ul></li></ul> <p>Provided that in exceptional circumstances and without changing the scope of work envisaged under the contract, a procuring entity may procure additional quantities beyond 50% of the quantity of the individual items as provided in the original work order with prior approval of the Administrative Department concerned as follows :-</p> <ul style="list-style-type: none"><li>i. the procuring entity shall obtain prior approval for revised requirements from the competent authority for reasons to be recorded in writing. Wherever necessary, due to the quantum of orders for additional quantities, the procuring entity shall obtain prior and revised technical, financial and administrative sanctions from the competent authorities;</li><li>ii. that the additional quantities so procured shall be part and parcel of the work being executed;</li><li>iii. that the limit of 50% of the value of original contract shall not be exceeded in any case.</li></ul>



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3. **Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the bidder, whose bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the bidder, whose bid is accepted and the second lowest bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the bidder, whose bid is accepted if such condition is specified in the bidding documents. Counter offer to first lowest bidder (L1), in order to arrive at an acceptable price, shall amount to negotiation. However, any counter offer thereafter to second lowest bidder (L2), third lowest bidder (L3) etc., (at the rates accepted by L1) in case of splitting of quantities, as pre-disclosed in the bidding documents, shall not be deemed to be a negotiation.

Date:  
Place:

Signature of the Bidder  
Name  
Designation  
Address



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## Appendix (A-2): Contract Forms (Agreement Form)

*(To be executed on a non-judicial stamp paper)*

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ (*herein after called" the Firm"*), which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the Governor of Rajasthan/ \_\_\_\_\_ [**name of the Procuring Entity if other than a department of the State Government**] (*here in after called" the Procuring Entity"*) which expressions shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

WHEREAS the Procuring Entity invited Bids for certain Goods and related services, viz., and has accepted a Bid submitted by the Supplier for the supply of those Goods and related services for the sum of \_\_\_\_\_ [**amount in figures and words**] (*here in after "the Contract Price"*).

### ***NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:***

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. *The Procuring Entity's Notification to the Supplier of Award of Contract;*
  - b. *The Bid Submission Sheet and the Price Schedules including negotiated Price, if any, submitted by the Supplier;*
  - c. *The Conditions of Contract;*
  - d. *The Schedule of Supply;*
  - e. *Instructions to Bidders;*
  - f. *The Notice Inviting Bids;*
2. In consideration of the payments to be made by the Procuring Entity to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the and to remedy defects therein in conformity in all respects with the provisions of the Contract.
3. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



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IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Central and the State Government on the day, month and year first mentioned hereinbefore.

Witness:1

Signed by:  
**(for the Service provider)**

Name:  
Designation:  
Address:

Witness:2

Signed by:  
**[for the Procuring Entity]**  
**(On behalf of Governor of the State of Rajasthan)**

Witness:1

Name:  
Designation:  
Address:

Witness:2



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राजस्थान सरकार  
वित्त (जीएण्डटी) विभाग

क्रमांक: प. 6 (5) वित्त/साविलेनि/2018

जयपुर, दिनांक : 27.10.2020

परिपत्र

विषय:- ई ग्रास पर एक ही चालान से बोली दस्तावेज मूल्य, बिड सिक्योरिटी एवं आरआईएसएल फीस जमा करवाये जाने की प्रक्रिया के चरण ।

वित्त विभाग के परिपत्र क्रमांक: प. 6(5)वित्त/साविलेनि/2018 दिनांक 27.04.2020 द्वारा राज्य सरकार के सिविल विभागों, निर्माण विभागों तथा वन विभाग में लोक उपापन प्रक्रिया में ई-प्रोक्वोरमेन्ट पोर्टल पर ई-निविदाओं के लिए एक ही चालान से बोली दस्तावेज मूल्य, बिड सिक्योरिटी एवं आरआईएसएल फीस को ऑनलाईन ई-ग्रास सिस्टम के माध्यम से जमा कराने के प्रावधान किये गये है। ई-ग्रास पोर्टल पर ऑनलाईन चालान से बोली दस्तावेज मूल्य, बिड सिक्योरिटी एवं आरआईएसएल फीस जमा करवाये जाने के संबंधित चरण निम्नानुसार है:-

1. बिडर का ई-ग्रास पर लॉगिन पहले से नहीं बना हो तो सर्वप्रथम बिडर को ई-ग्रास पोर्टल पर New User sign Up से लॉगिन फॉर्म भरना है।
2. Login ID Password प्राप्त करने के पश्चात ई-ग्रास पोर्टल पर sign in करें।
3. चालान जमा करवाने हेतु Service Challan का ऑप्शन चयन करें।
4. Department का चयन करें। उसके पश्चात services के ऑप्शन में e-proc या Non-eproc ऑप्शन का चयन करें।  
उल्लेखनीय है e-proc के प्रकरण में केवल ऑनलाईन भुगतान ही स्वीकार किया जायेगा। Non-e-proc में दोनों विकल्प Manual (Offline ) एवं e-mode (Online ) मौजूद हैं।
5. चालान फॉर्म में period के option में one time के ऑप्शन का चयन करें।
6. Payment mode में online और offline दोनों ऑप्शन उपलब्ध है। ऑनलाईन मोड चयन करने पर संबंधित बैंक की वेबसाइट पर रिडायरेक्ट कर दिया जायेगा।  
ऑफलाइन भुगतान करने की स्थिति में जिस बैंक का विकल्प चुना है उसकी संबंधित बैंक में चालान जमा कराना होगा। Manual (Offline) में केश/ चेक/डी.डी. द्वारा भुगतान का ऑप्शन उपलब्ध है।

विस्तृत प्रक्रिया ई ग्रास पोर्टल (<https://egras.raj.nic.in/>) पर User Manual में उपलब्ध है। किसी प्रकार की तकनीकी सहायता के लिए ई ग्रास हेल्प डेस्क नंबर 0141-5111007, 5111010 पर संपर्क किया जा सकता है।

  
(टी. रविकान्त)  
शासन सचिव,  
वित्त (बजट) विभाग



## **Appendix (A-4):Grievance Handling Procedure during Procurement Process (Appeals)**

Any grievance of a Bidder pertaining to the procurement process shall be by way of filing an appeal to the First Appellate Authority **Chief Engineer(JJM), Jal Bhawan, Civil Lines, PHED, Jaipur** or Second Appellate Authority **Joint Secretary-I to GoR, PHED, Rajasthan, Jaipur**, in accordance with the provisions of chapter III of RTPP Act and chapter VII of RTPP Rules.

### **1. Filing an appeal:**

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

Provided that after the declaration of a Bidder as successful in terms of section 27 of the Act, the appeal may be filed only by a Bidder who has participated in procurement proceedings:

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

- b. After hearing the parties, the First Appellate Authority shall dispose of the appeal and pass an order within a period of 30 days of the date filing of the appeal.
- c. If the First Appellate Authority fails to dispose of the appeal within the period 30 days of the date of filing the appeal or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the First Appellate Authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to the Second Appellate Authority as specified in the Bid Data Sheet, within fifteen days. The Second Appellate Authority, after hearing the parties, shall dispose of the appeal and pass an order within a period of 30 days which shall be final and binding on the parties.

### **2. Appeal not to lie in certain cases:**

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

- a. determination of need of procurement;
- b. provisions limiting participation of Bidders in the bidding process;
- c. the decision of whether or not to enter into negotiations;
- d. cancellation of a procurement process;
- e. applicability of the provisions of confidentiality.

### **3. Form and procedure of filing an appeal:**

- a. An appeal shall be in the annexed Form along with as many copies as there are respondents in the appeal.



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- b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
  - c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.
4. **Fee for filing appeal:**
- a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
  - b. The fee shall be paid in the form of bank demand draft or banker's Cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
5. **Procedure for disposal of appeals:**
- a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
  - b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
    - i. hear all the parties to appeal present before him; and
    - ii. peruse or inspect documents, relevant records or copies thereof relating to the matter.
  - c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
  - d. The order passed under sub-clause (c) above shall be placed on the State Public Procurement Portal.



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## FORM No.1

[See Rule 83of RTPP Rules]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act,  
2012 Appeal No.....of.....Before the .....(First /Second Appellate  
Authority)

1. Particulars of appellant:

- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential address:

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

- (i)
- (ii)
- (iii)

3. Number and date of the order appealed against and name and designation of the  
officer/authority who passed the order (enclose copy), or a statement of a decision, action  
or omission of the Procuring Entity in contravention to the provisions of the Act by which  
the appellant is aggrieved:

-----  
-----

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

-----  
-----

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

6. Grounds of appeal:

-----  
-----

(Supported by an affidavit)

7. Prayer:

-----  
-----

Place.....

Date.....

*Appellant's Signature*

उक्त अधिनियम की धारा 50 के अन्तर्गत राज्य उपापन सुविधा प्रकोष्ठ (State Procurement Facilitation Cell) का गठन किया जा चुका है। उक्त प्रकोष्ठ का नोडल अधिकारी संयुक्त सचिव, वित्त (जीएण्डटी) विभाग को बनाया गया है यदि उपापन संस्था उक्त अधिनियम एवं नियमों के संदर्भ में कोई जानकारी की अपेक्षा रखती है तो प्रशासनिक विभाग के माध्यम से प्रकरण राज्य उपापन सुविधा प्रकोष्ठ को प्रेषित किया जा सकता है।

उक्त अधिनियम की धारा 17 में दिये गये प्रावधान के तहत राज्य लोक उपापन पोर्टल (<http://sppp.raj.nic.in>) बना दिया गया है। उपापन संस्था अधिनियम की धारा 17 (2) एवं राजस्थान लोक उपापन में पारदर्शिता नियम, 2013 के प्रावधानों के अनुसार पालना सुनिश्चित करावें।

उक्त अधिनियम के अध्याय 3 एवं नियमों के अध्याय 7 के अनुसार बोली लगाने वाला या भावी बोली लगाने वाला (bidder or prospective bidder) उपापन प्रक्रिया के दौरान उपापन संस्था के किसी निर्णय, कार्रवाई या लोप, इस अधिनियम या इसके अधीन जारी नियमों के उपबन्धों के उल्लंघन में है तो वह अपील दाखिल कर सकेगा। इस संबंध में बोली दस्तावेजों, पूर्व अर्हता दस्तावेजों, रजिस्ट्रीकरण दस्तावेजों में प्रथम अपील अधिकारी का पदाभिहित (designated) विनिर्दिष्ट (specified) उल्लेख उपापन संस्था द्वारा किया जाना आवश्यक है। अतः, अधिनियम की धारा 3 (2) में उल्लिखित समस्त विभाग/संगठन अपने स्तर पर प्रथम अपील अधिकारी का निर्धारण कर वित्त विभाग को दिनांक 15 फरवरी, 2013 तक सूचित करें। यहां यह उल्लिखित करना उपयुक्त होगा कि प्रथम अपील अधिकारी उपापन संस्था से एक स्तर उच्च होना आवश्यक है। द्वितीय अपील अधिकारी राज्य सरकार के विभागों के लिये संबंधित प्रशासनिक विभाग होगा। यदि प्रशासनिक विभाग स्वयं उपापन संस्था या प्रथम अपील अधिकारी है तो वित्त विभाग प्रथम/द्वितीय अपील अधिकारी होगा। ऐसे मामलों में जहां वित्त विभाग प्रथम अपील अधिकारी है तो द्वितीय अपील अधिकारी प्रकरण विशेष के अनुसार राज्य सरकार द्वारा पदाभिहित (designated) किया जायेगा।

उक्त अधिनियम के अनुसार सामग्री, सेवा, संकर्म के उपापन के लिये स्टेण्डर्ड बिडिंग डॉक्यूमेन्ट्स प्रक्रियाधीन है। अधिनियम की धारा 59 (Savings) के अनुसार इस अधिनियम में उपबन्धित सामग्री, सेवा एवं संकर्मों के उपापन से संबंधित समस्त नियम, विनियम, आदेश, अधिसूचनायें, विभागीय संहिताएँ, निर्देशिकायें, उपविधियाँ, शासकीय ज्ञापन या परिपत्र जो इस अधिनियम के प्रारम्भ की तारीख को प्रवृत्त थे, उनके इस अधिनियम के उपबन्धों से संगत होने की सीमा तक तब तक प्रवृत्त बने रहेंगे जब तक कि उनको इस अधिनियम के अधीन बनाये या जारी किये गये नियमों, मार्गदर्शक सिद्धान्तों, अधिसूचना या यथास्थिति आदेश द्वारा निरसित या अतिक्रमित नहीं कर दिया जाता। अतः, उक्त अधिनियम एवं नियमों के अनुसार सामग्री या सेवा के उपापन के लिये वर्तमान प्रचलित बिड दस्तावेज सामान्य वित्तीय एवं लेखा नियम पार्ट II में दिये गये SR फार्म 14, 15, 16 और 17 तथा संकर्म के उपापन के लिये सार्वजनिक निर्माण वित्तीय एवं लेखा नियम के अपेण्डिक्स XI में दिये गये वर्तमान प्रचलित दस्तावेज बोली दस्तावेजों के रूप में अधिनियम व नियमों के प्रावधानों की सीमा तक प्रयोग किये जा सकेंगे, जब तक कि नवीन स्टेण्डर्ड बिडिंग डॉक्यूमेन्ट्स जारी नहीं किये जाते हैं। तथापि निम्नांकित संलग्नक (Annexures) वर्तमान प्रचलित बोली दस्तावेजों के साथ सम्मिलित करते हुये ही बिड दस्तावेज जारी किया जाना सुनिश्चित किया जाये—

**Annexure A** : Compliance with the Code of Integrity and No Conflict of Interest

**Annexure B** : Declaration by Bidders regarding Qualifications

**Annexure C** : Grievance Redressal during Procurement Process

**Annexure D** : Additional Conditions of Contract

अतः प्रशासनिक विभाग अपने अधीन समस्त विभागो, कार्यालयों एवं संगठनो से उक्त निर्देशों की कठोरता से पालना सुनिश्चित करावें।

संलग्न: **Annexure A to D**

शासन सचिव, वित्त (बजट)

**Annexure A : Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

**Conflict of Interest:-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

## The Rajasthan Transparency in Public Procurement Rules, 2013

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A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
  - a. have controlling partners/ shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

### **Annexure B : Declaration by the Bidder regarding Qualifications** **Declaration by the Bidder**

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

## The Rajasthan Transparency in Public Procurement Rules, 2013

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

Date:

Signature of bidder

Place:

Name :

Designation:

Address:

### **Annexure C : Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is

The designation and address of the Second Appellate Authority is

#### **(1) Filing an appeal**

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

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

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

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

#### **(4) Appeal not to lie in certain cases**

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

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

#### **(5) Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

**(6) Fee for filing appeal**

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

**(7) Procedure for disposal of appeal**

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

**FORM No. 1**

**[See rule 83]**

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

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

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

**1. Particulars of appellant:**

- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential address:

2. Name and address of the respondent(s):
  - (i)
  - (ii)
  - (iii)
  
3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
  
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
  
5. Number of affidavits and documents enclosed with the appeal:
  
6. Grounds of appeal:  
.....  
.....  
..... (Supported by an affidavit)
7. Prayer:  
.....  
.....

Place .....

Date .....

Appellant's Signature

**Annexure D : Additional Conditions of Contract**

**1. Correction of arithmetical errors**

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

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

- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

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

## **2. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

## **3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of

procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

परिपत्र क्रमांक: एफ.1(8)वित्त/साविलेनि/2011पार्ट I।

दिनांक :1.3.2013

जैसा कि आपको विदित है राजस्थान राजपत्र में जारी अधिसूचना दिनांक 24.01.2013 द्वारा राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 (Rajasthan Transparency in Public Procurement Act, 2012) एवं राजस्थान लोक उपापन में पारदर्शिता नियम, 2013 (Rajasthan Transparency in Public Procurement Rules, 2013) राज्य में दिनांक 26.01.2013 से प्रभावी हो गये है। समस्त उपापन संस्थाएँ (Procurement Entities) जिसमें राज्य सरकार के समस्त विभाग, सरकार के स्वामित्वाधीन या नियंत्रणाधीन कोई भी राज्य पब्लिक सेक्टर उद्यम, संविधान द्वारा स्थापित या गठित कोई भी निकाय जिसके व्यय की पूर्ति राज्य की समेकित निधि से की जाती है, राज्य विधान मण्डल के किसी अधिनियम द्वारा स्थापित या गठित कोई निकाय या बोर्ड या निगम या प्राधिकरण या सोसायटी या न्यास या स्वायत्त निकाय या राज्य सरकार के स्वामित्वाधीन या नियंत्रणाधीन कोई निकाय, सम्मिलित है, के द्वारा सामग्री, सेवा, संकर्म (Works) के उपापन (Procurement) के मामलों में उक्त अधिनियम एवं नियमों की अक्षरशः पालना सुनिश्चित किया जाना आवश्यक है।

परिपत्र संख्या 3/2013 दिनांक 4.2.2013 को परिपत्र जारी कर अन्य दिशा-निर्देश के साथ अधिनियम के अध्याय-III तथा नियमों के अध्याय VII के तहत अपील अधिकारी नियुक्त कर दिनांक 15.2.2013 तक सूचना प्रेषित करने का अनुरोध किया गया था।

खेद का विषय है कि आज दिनांक तक भी ज्यादातर विभागों से सूचना प्राप्त नहीं हुई है। अतः पुनः अनुरोध है कि अधिनियम की धारा 3 (2) में उल्लिखित समस्त विभाग/संगठन अपने स्तर पर प्रथम अपील अधिकारी का निर्धारण कर वित्त विभाग को दिनांक 15 मार्च, 2013 तक सूचित करें। यहां यह उल्लिखित करना उपयुक्त होगा कि प्रथम अपील अधिकारी उपापन संस्था से एक स्तर उच्च होना आवश्यक है।

द्वितीय अपील अधिकारी राज्य सरकार