



RAJASTHAN RENEWABLE ENERGY CORPORATION LIMITED

(Government of Rajasthan Undertaking)

E-166, Yudhisthir Marg, C-Scheme, Jaipur

CIN No. U40101RJ1995SGC009847

Tel: 2225859 / 2228198 / 2221650 Fax: 0141-2226028

Email: rrec2016@gmail.com, Web site: www.energy.rajasthan.gov.in/rrecl

Tender No: RREC/Furniture/2020-21/09

Dated: 18.08.2020

LIMITED TENDER DOCUMENT

FOR SUPPLY OF FURNITURE



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BRIEF OF SCHEDULE OF THE TENDER

Details of work:	For Supply of Godrej Furniture
NIT No:	RREC/Furniture/2020-21/09 Dated:18.08.2020
Estimated Work Cost:	Rs. 1.35 Lakhs
Earnest Money Deposit:	Rs. 2700/-in form of DD/BC in favour of MD, RRECL, Jaipur
Date of issue of tender Document	18.08.2020
Last Date of submission of Bid document	26.08.2020 at 1:00 pm.
Date of Opening of bid	26.08.2020 at 3:00 pm.

Note:-

1. RRECL invites sealed tenders as a "Single Bid System" from reputed original equipment manufacturers/local authorized dealers/Suppliers for supply of Furniture as per the specifications mentioned in Annexure-II.
2. Tenders/ Bidders are advised to study the tender document carefully before submitting the Tender Form. It will be presumed that the tenderer/bidder have considered and accepted all the terms and conditions of this tender.
3. Conditional bids shall liable to be rejected.
4. The bid will be opened on 26.08.2020 at 3.00 pm., in the presence of bidders who wish to be present.
5. Cutting / overwriting if any in the figures of the tender document is required to be clarified / indicated in words, duly signed, failing which the tender may be rejected.
6. All pages of the tender documents should essentially be signed by the bidder.
7. RREC has the right to cancel the tender at any stage.
8. Correspond at : -

The Managing Director,
Rajasthan Renewable Energy Corporation Ltd.,
E- 166, Yudhisthir Marg, C – Scheme,
Jaipur (Raj.), 302005
Tel: 0141-2225859 / 2229341/2222941
Email: rrec2016@gmail.com

ELIGIBILITY OF BIDDERS:

Minimum eligibility criteria of the Bidders are as under:-

- (i) Bidders shall preferably be of Jaipur based. The bidders should submit duly signed copy of the bid document in acceptance of the terms and conditions.
- (ii) Bidders should have authorization from manufacturers. Please enclose valid authorization letter along with quotations.
- (iii) The details of specifications of Furniture as filled in Annexure-II should be verified and mention, if any deviation.
- (iii) Bidders should not have been blacklisted by Departments/Ministries of the Govt. of India/ Govt. of Rajasthan or PSUs during last 3 years and continues to be so. A Declaration has to be submitted in the specified format as provided in Tender Document in **Annexure 'III'**.
- (iv) The brand/make of Furniture being supplied shall have service support i.e. Service Centre/franchise/OEM service Centre in Jaipur. The bidder must give the relevant details along with the bid.

TENDER DOCUMENTS:

Bidders are requested to go through the terms and conditions contained in the bid documents. All pages of tender document along with Terms and Conditions should be signed and submitted by the bidder, failing which the tender will be rejected.

PROCEDURE TO SUBMISSION OF THE BIDS:-

1. The bids shall be submitted in sealed envelope within the time limits prescribed.
2. The bid shall be typed or printed in English only. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
3. Incomplete and conditional tender will be rejected.
4. Copy of authorization from manufacturer for supply, installation and warranty support in case the firm is not an Original Equipment Manufacturer (OEM) of the item (Annexure-IV) should be submitted.
5. Price quoted shall be final and all inclusive, which includes free delivery of goods at O/o RRECL, Jaipur. No extra fees, cesses etc. will be paid by this office.
6. The copy of following documents should be enclosed/ attached with the Bids:-
 - i. The complete Bid Document signed and sealed on each page by authorised signatory of the bidder firm/ agency.
 - ii. Self attested copy of PAN card
 - iii. Self attested copy of GST Registration.
 - iv. Self attested copy of authorized distributor certificate from the manufacturer company.
 - v. Bid descriptions (Details of the authorized dealer/Agency) form (**Annexure-I**)
 - vi. Undertaking on the letter Head of the firm duly signed and stamped (**Annexure-III**)
 - vii. Financial Bid form (as per **Annexure-IV**).

BID EVALUATION:

The Bids received from the bidders will be evaluated by RREC. In evaluation first eligibility of the bidders will be examined and qualified bidders will be considered for evaluation of price bid. In price bid evaluation, bidder who have quoted lowest rate will be L1 in the Gross Total of price bid (Annexure-IV).

AWARD OF WORK:

RREC will place purchase order for supply of item to successful bidder. Successful bidder has to supply the item within 30 days from issuing of purchase order.

PAYMENT TERMS:

RREC will make payment to the Contractor on satisfactory delivery of the item & submission of bill/invoice of the material to RREC. EMD will be refunded after delivery of the complete material.

Sd/-

Director (Technical)
Rajasthan Renewable Energy Corporation Limited
Jaipur

BID DESCRIPTIONS: DETAILS OF THE BIDDER/AGENCY

S. No	PARTICULARS	
01	Name of the bidder Firm/Agency	
02	Address of the Firm/Agency	
03	Phone/ Mobile No.	
04	Registration No. of the firm/Agency	
05	Registration Certificate of the bidder firm/ agency (Attach Proof)	
06	Permanent Account Number under Income Tax Act (Attached Proof)	
07	G.S.T. Number (Attach Proof)	
08	Whether Agency has been blacklisted by any of the Department/ Organizations (Attach Undertaking on the letter head of the firm duly signed and stamped)	
09	Duly signed & Stamped original bid document	
10	Bank A/c No. IFSC Code and Branch Name	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertakes myself/ ourselves to abide by the same.

Place:
Date

Signature of the Tenderer
Name of the Tenderer
Name of the Firm/agency
Seal of the Firm/Agency

CERTIFICATE OF COMPLIANCE OF SPECIFICATIONS OF FURNITURE

S. No.	Name of Items	Specifications (Size)	Verify Yes/No
1	KD Plain (Storage Almirah)	KD Plain With 4 Shelves shall have an overall size of 900 mm (W) x 450 mm (D) x 1830 mm (H). The construction shall be rigid knock down construction and Material used shall be prime quality CRCA steel - panels from 0.6 mm thick & front frame. Shelf shall be 0.8 mm thick.	
2	Maestro main Desk (Executive Desk)	The main desk of Maestro shall be of size 1800 Width mm x 900 Depth mm x 750 Height mm. The table top shall be 25 mm thick MFC (Melamine Faced Chipboard) also there should be 30 mm MDF (Medium density fiberboard) black pad.	
3	1D (Display Unit)	Width-59cm, Depth-39cm, Height--171cm Walnut color	
4	Waves (Side Table)	Width-45cm, Depth-40cm, Height-41.8cm Brown Maple	

Yours faithfully,

Signature and seal of the
firm/supplier

UNDERTAKING

(On the letter Head of the firm duly signed and stamped)

It is certified that our firm/ agency/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/agency as on the last date of submission of the Bids.

Place:
Date

Signature of the Tenderer
Name of the Tenderer
Name of the Firm/Agency
Seal of the Firm/Agency

Price Bid of Furniture Items

I/we declare that I/we have gone through and shall abide by the terms and conditions detailed in the tender document for supply of Furniture as required by your office. The Rates are quoted as under:

S. N.	Item Name	Specification (Size)	Quantity (Nos.) (a)	Rate per item including all taxes, freight and duties (including installation at office) (Rs.) (b)	Total amount (Rs.) c=axb
1	KD Plain (Storage Almirah)	As per annexure II	03		
2	Maestro Main Desk (Executive Desk)	As per annexure II	01		
3	1D (Display Unit)	As per annexure II	02		
4	Waves (Side Table)	As per annexure II	01		
				Grand Total	

Grand Total In words:

Yours faithfully,

Signature and seal of the
firm/supplier

Annexure V-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 The Rajasthan Transparency in Public Procurement Rules, 2013 procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

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

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

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

Annexure V-B : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

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

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false 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 V-C: Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is **Managing Director, RRECL**

The designation and address of the Second Appellate Authority is **Chairman, RRECL**

(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 Noof

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:

.....

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..... (Supported by an affidavit)

7. Prayer:

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.....

.....

Place

Date

Appellant's Signature

Annexure V-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

(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.

(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.

(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 :-

- (a) 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
- (b) 50% of the value of goods or services of the original contract.

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 :-

- (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;
- (ii) that the additional quantities so procured shall be part and parcel of the work being executed;
- (iii) that the limit of 50% of the value of original contract shall not be exceeded in any case.

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 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.