

For Publication in News Paper**JAIPUR DEVELOPMENT AUTHORITY, JAIPUR**

Room No. CCC-TF-308, CCC Building, Ram Kishore Vyas Bhavan, Indira Circle, JawaharLal Nehru Marg, Jaipur - 302004

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No.: JDA/EE(Garden-I)/2023/D- 315

Dated: 28/4/2023

NOTICE INVITING BID**NIB NO : JDA/EE (Garden-I)/02/2023-24**

Online Bid are invited up-to 6.00 PM of 23.05.2023 for **"Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years."** estimated cost of **Rs 154.00 Lacs**. The last date for applying bid and making online payment on JDA portal is up to 6.00 PM of 23.05.2023 Details may be seen in the Bidding Document at our office or the state Public Procurement Portal website www.sppp.rajasthan.gov.in, www.eproc.rajasthan.gov.in and www.jda.urban.rajasthan.gov.in

UBN No.:-

To participate in the bid, bidder has to be:

1. Registered on JDA website www.jda.urban.rajasthan.gov.in, for participating in the Bid, the Bidder has to apply for the Bid and pay the Bidding Document Fee, RISL Processing Fee and Bid security Deposit, online only.
2. Registered on e-Procurement Portal of Government of Rajasthan www.eproc.rajasthan.gov.in for online e-Bid submission.


Executive Engineer (Garden-I),
JDA, Jaipur

जयपुर विकास प्राधिकरण, जयपुर

(कमरा न0 CCC-TF 308, नागरिक सेवा केन्द्र भवन)

इन्दिरा सर्किल, जेएलएन मार्ग, जयपुर-302004

क्रमांक : जविप्रा/अधि.अभि. (उद्यान- I)/2023/डी- 315

दिनांक : 28/4/2023

निविदा सूचना

क्रमांक : जविप्रा/अधि.अभि. (उद्यान- I)/02/2023-24

जयपुर विकास प्राधिकरण द्वारा "Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years." जिसकी अनुमानित लागत रुपये 154.00 लाख के लिये ऑनलाईन बिड्स दिनांक 23.05.2023 को सांय 6.00 बजे तक आमन्त्रित की जाती है। निविदा बोली का ऑनलाईन आवेदन व भुगतान जविप्रा पोर्टल पर करने की अन्तिम तिथि 23.05.2023 को सांय 6.00 बजे तक है। निविदा बोली के दस्तावेजों का विस्तृत विवरण www.sppp.rajasthan.gov.in, www.eproc.rajasthan.gov.in and www.jda.urban.rajasthan.gov.in पर देखा जा सकता है। निविदा में भाग लेने वालों को निम्न शर्तों की पूर्ति करनी होगी।

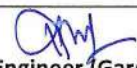
UBN No.:-

1. निविदा दाता जयपुर विकास प्राधिकरण की वेबसाइट www.jda.urban.rajasthan.gov.in पर पंजीकृत हो एवं निविदा में भाग लेने के लिए बोलीदाता को आवेदन करने के लिए दस्तावेज शुल्क, अमानत राशि, आर.आई.एस.एल. प्रोसेसिंग शुल्क ऑनलाईन जमा करनी होगी।
2. ऑनलाईन निविदा प्रस्तुत करने के लिए निविदा दाताओं का राजस्थान सरकार के ई-प्राक्यूमेंट पोर्टल www.eproc.rajasthan.gov.in पर पंजीकृत हो।


अधिशायी अभियंता (उद्यान- I)
जविप्रा, जयपुर।

Detailed NIB	
Name & Address of the Procuring Entity	➤ Name : Executive Engineer (Garden-I), Jaipur Development Authority, Address: Room No. CCC-TF-308, CCC Building, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004 (Rajasthan) ➤ Email:- : hemendrasharma.jda@rajasthan.gov.in
Subject Matter of Procurement	➤ Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years. ➤ Job No.: 516/2022-23
Bid Procedure	➤ Two Stage tender (eg. Two part (Envelope) open competitive) eBid procedure at http://eproc.rajastha.gov.in
Bid evaluation Criteria (Selection Method)	➤ L1 (eg. Least Cost based Selection (LCBS)-L1)
Websites for downloading Bidding Document, Corrigendum's, Addendums, etc.	➤ Websites: www.sppp.rajasthan.gov.in, www.eproc.rajasthan.gov.in, www.jda.urban.rajasthan.gov.in
Website for online Bid application and payment	➤ Website : www.jda.urban.rajasthan.gov.in ➤ For participating in the Bid, the Bidder has to apply for this Bid and pay the Bidding Document Fee, RISL Processing Fee and Bid security deposit online only. ➤ Bidding Document fee: Rs 1000/-(Rupees One Thousand only) ➤ RISL Processing Fee : Rs 2000/-(Rupees Two Thousand only) ➤ Requisite Bid Security Deposit :
Estimated Procurement Cost	➤ INR 15400000 Lacs (One crore Fifty Four Lacs only)
Bid Security Deposit	➤ Amount (INR) : 2 % (Rs 308000/-) of Estimated Procurement Cost, 0.5% (Rs 77000/-) of S.S.I. of Rajasthan, 1 % for Sick Industries, Other than S.S.I., Whose cases are pending with Board of Industrial & Financial Reconstruction. ➤ (* 2% for Bidder Who is A and AA Class contractor registered in other Govt. Department / 0.5 % for Bidder registered as contractor in AA, A, & B in JDA.) ➤ Micro small medium enterprise situated in Rajasthan tender fee 50% EMD value 0.5% ➤ In case of Department's of the State Government and undertakings Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government undertakings of the Central Government shall submit a bid securing declaration in lieu of bid security.
Date/Time/Place of Pre-Bid	➤ NA
Applying Bid and making Online Payment on JDA Portal (www.Jda.urban.rajasthan.gov.in)	➤ Start Date : 01.05.2023 from 09.00 AM onwards ➤ End date : 23.05.2023 up to 6.00 PM ➤ In case EMD in from BG Original Bank Guarantee is to be submitted in Room No 215N Extension Building, Jaipur Development Authority, JLN Marg, Jaipur by 24.05.2023 to 26.05.2023 upto 5.00 PM
Bid submission on E-Procurement Portal of GOR (www.eproc.rajasthan.gov.in)	➤ Start Date : 01.05.2023 from 09.00 AM onwards ➤ End date : 23.05.2023 up to 6.00 PM
Date/Time? Place of Technical Bid Opening	➤ Start Date : 01.05.2023 from 09.00 AM onwards ➤ End date : 23.05.2023 up to 6.00 PM ➤ Room No. CCC-TF-308 IIIrd floor, CCC building, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur-

	302004 (Rajasthan)
Date/Time/Place of Bid Opening	➤ 29.05.2023 at 01.00 PM ➤ Room No. CCC-TF-308 IIIrd floor, CCC building, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur-302004 (Rajasthan)
Bid Validity	➤ 120 days from the bid submission deadline
Time period	➤ 2 Years
*The amount is to be deposited online by bidder online or through RTGS/NEFT in ICICI BANK LTD Bank Account Number 675401700586 IFSC Code ICIC0006754. After successful payment, update the UTR/Instrument number on JDA Tender portal against the tender you want to participate. The amount deposited will be confirmed by JDA and will be updated online. The bidder will also have choice of submitting bid security deposit (BSD) through Bank Guarantee (BG) also. In case the bidder opt to submit bid security through BG, the bidder will provide details of BG viz. Bank guarantee No, issuing date, expiring date etc. on online tendering system of JDA. However the tender fees and processing charges of RISL continue to be paid through online mode only i.e. Payment Gateway or RTGS/NEFT. A copy of bank guarantee will be required to be attached with the bid submission document uploaded on e-procurement portal of GoR. The original Bank Guarantee will be physically handed over only after schedule date and time of closing for submission of bid on e-procurement portal of GoR to Nodal Officer of online tendering system of JDA (Presently in Room No. MB-SF-225A of Main Building). After verification, original BG will be sent to respective procuring entity which will be refunded/ returned by procuring entity as per rules. ** There should be a gap of 3 working days BETWEEN End Date for Bid Applying, Online Payment & Bid Submission AND Bid opening date.	
Note: 1. Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. 2. In case, any of the bidders fails to pay the Tender Fee, BSD, and RISL Processing Fee, online (subject to confirmation), its Bid shall not be accepted. 3. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on http://eproc.rajasthan.gov.in (bidders already registered on http://eproc.rajasthan.gov.in before 30-09-2011 must register again). 4. JDA will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems. 5. Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-Tendering process. 6. Training for the bidders on the usage of e-Tendering System (eProcurement) is also being arranged by DoI T&C, GoR on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot. Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) e-mail: eproc@rajasthan.gov.in Address : e-Procurement Cell, JDA, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur 7. The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids. 8. No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder. 9. Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal. 10. The provisions of RTPPA Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPPA Act 2012 and Rules thereto, the later shall prevail.	


 Executive Engineer (Garden-I)
 JDA, Jaipur.

Process for Participation & Depositing Payment Online

JAIPUR DEVELOPMENT AUTHORITY, has decided to receive Bidding document fee, RISL Processing Fee and Bid Security Deposit (BSD) through online mode only for which the bidder has to get registered himself on JDA portal www.jda.urban.rajasthan.gov.in

To participate in the bid, bidder has to be:

1. Registered on JDA website www.jda.urban.rajasthan.gov.in (by depositing Rs. 500.00 online, the validity of which remains 3 (three) years).
Registered on JDA website www.jda.urban.rajasthan.gov.in for participating in the Bid, the Bidder has to apply for the Bid and pay the Bidding Document Fee and RISL Processing Fee online on website www.jda.urban.rajasthan.gov.in only. Bid Security Deposit may be deposited online or through bank guarantee in the manner prescribed in bid document.
2. Registered on e-Procurement Portal of Government of Rajasthan www.eproc.rajasthan.gov.in for online e-Bid submission.

Methods for depositing on line amount

- Online through Internet Banking, Debit Card or Credit Card.
- In case the amount exceeds the online payment limit, the payment may be made through RTGS / NEFT / Transfer in Bank Account Number **675401700586** IFSC Code **ICIC0006754** of ICICI BANK Limited, JDA Campus
Jaipur.

In case of RTGS / NEFT / Transfer the bidder is required to deposit the requisite amount in the dedicated bank account number as mentioned above and has to get the UTR / Reference number from the bank. This number requires to be updated while applying the bid on JDA portal.

While participation in the bid, a receipt will be generated through the system showing the submission details as per **Annexure-4**. The bidder is required to fill the instrument numbers for various heads on e-Procurement portal www.eproc.rajasthan.gov.in as mentioned in the receipt.

More details about Registration Process, Terms and Conditions and FAQ along with contact detail is available on JDA website www.jda.urban.rajasthan.gov.in under **eServices>>JDA Tender**

Bidder has to submitted as proof of deposited amount against the Bid on eProcurement Portal

Jaipur Development Authority, Jaipur.	
Bid Participation Receipt	
Bid Detail	Date & Time:-
Bid ID:	Procurement Entity:-
Bid Title:	
Bid Value:	Bid Opening Place:
Bidder Detail	
Name of Entity:	Mobile No.:
Registration Type:	Instrument Amount:
Payment Mode:	Payment Channel:
Instrument No.:	Instrument Date:

Dates Detail		
Sr. No.	Event Name	Event Date
1	Publishing Date	
2	Bid Opening Date	

Specific Instrument for eProc Rajasthan			
Instrument Type			
Instrument Number	Head Name	Amount	Date
	Tender Fee		
	RISL Processing Fee		
	Bid Security Deposit		
Issuer Detail: Jaipur Development Authority		Challan Number:	

JAIPUR DEVELOPMENT AUTHORITY, JAIPUR

SCHEDULE AND SPECIFICATIONS

“Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years.”

1. NIT No. : 02/2023-24
2. Approximate cost : Rs. 154.00 Lacs
3. Cost of the Bid Document online : Rs. 1000.00 (Online only)
Rs. 2000.00 (Online only)
4. Earnest Money online : (Rs. 308000.00/- (For Contractor not enlisted in JDA)/unregistered firm/individual proprietor
(Rs. 77000/- (For Contractor enlisted in JDA)
5. Download of tender document : 01.05.2023 to 23.05.2023 up to 6.00 PM
6. Date & Time of opening of Technical Bid : **29.05.2023** at 01.00 PM In the chamber of EE-Garden , JDA Jaipur, CCC Building, IIIrd Floor, Ram Kishore Vyas Bhavan, Indira Circle, JawaharLal Nehru Marg, Jaipur – 302004
7. Completion period of work : 2 Years

SCHEDULE ‘A’ : INFORMATION USEFUL FOR THE CONTRACTORS :

The tenderer should see the site and fully understand the condition of the site before tending & should include all leads, lifts etc. for the material in his item rate for the items as given in the Schedule-G. Then work shall be carried out in accordance with the B.I.S./ IRC/ MORT&H/ IS/ Rajasthan PWD/ JDA detailed specification and to the entire satisfaction of Engineer-in-charge of the work.

SCHEDULE – ‘B’ : LIST OF THE DRAWING TO BE SUPPLIED BY THE DEPARTMENT:

The drawings may be seen in the office of under signed.

SCHEDULE – ‘C’ : LIST OF THE DRAWING TO BE SUPPLIED BY THE CONTRACTOR:

List of the drawing to be supplied by the contractor is Nil.

SCHEDULE – ‘D’ : TEST OF THE MATERIALS :

The test of the material and working and workmanship shall be conducted by the Engineer-in-charge of work and quality control cell as per norms. The result of such tests should confirm to the standard laid down in the Indian Standard, the detailed specification of the B.I.S./ IRC/MORT&H/IS/ Public Works Department, Rajasthan. Proper quality control is required to be maintained by the Contractor. Qualified personnel as required under the contractor enlistment’s rules shall have to be engaged at site by the Contractor. In case of failure, the department reserves the right to engage such staff and to recover wages from the Contractor. The contractor shall provide facility of each test at site. The expenses shall be recovered from the contractor in case of his failure to do so.

SCHEDULE – ‘E’ : SAMPLES OF THE MATERIALS :

The samples of the material to be used by the contractor shall be deposited 15 days in advance with the Engineer In-charge and should be got approved by him before use.

SCHEDULE – ‘F’ : TIME OF COMPLETION :

The work should start within 10 days of issue of work order and complete within the prescribed time period. In case of failure, the contractor shall be liable for action under the conditions of agreement and special conditions of the tender.

SCHEDULE – ‘G’ : BILL OF QUANTITIES : Attached separately.

SCHEDULE - ‘H’ : SPECIAL CONDITON: Attached separately.

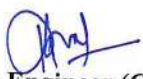
SCHEDULE – ‘I’ : LIST OF THE MATERIAL TO BE SUPPLIED BY THE DEPTT :

No material will be supplied by the JDA. Contractor has to arrange all the materials at his own cost.

SCHEDULE – ‘J’ : COST OF BID DOCUMENTS, PROCESSING FEES & BID SECURITY:

As per details given in Annexure -2

Signature of the Bidder
With full address


Executive Engineer (Garden-I)
JDA, Jaipur

SPECIAL CONDITIONS

SCHEDULE 'H'

01. The bidder shall follow the bidder labour regulation and abolition Act 1970 & Rule 1971.
02. The JDA shall have right to cause on audit and technical examination of the work and the final bills of the bidder including all supporting vouchers, abstract etc. to be made within two years after payment of the final bills and if as a result such audit any amount is found to have been over paid/excess in respect of any work done by the bidder under the contract or any work claimed by him to have been done under this contract and found not to have been executed the bidder shall be liable to refund such amount and it shall be lawful for the JDA to recover such sum from him in the manner prescribed in special condition other manner legally permissible and if it is found that the bidder was paid less than that was due to him under the contract in respect of any work executed by him under it, the amount of such under payment shall be paid by the JDA to the bidder.
03. Whenever any claim against the bidder for the payment of a sum of money arises out of or under the contracts, the JDA shall be entered to recover the sum by appropriating in part or whole of the security deposit of the bidder. In the event of the security being insufficient or if no security has been taken from the bidder then the balance of the total sum recoverable as the case may shall be deducted from any sum then due or which at any time there contract with the JDA should this sum be sufficient to recover the full amount recoverable, the bidder shall pay to JDA on demand the balance remaining due. The JDA shall further have the right to effect such recoveries under P.D.R. Act.
04. The rate quoted by the bidder shall remain valid for a period of 4(four) months from the date of opening of the bids.
05. By submission of this bid the bidder agree to abide with all printed conditions provided in the PWD manual from 64 (Chapter 3-para 36) and subsequent modification.
06. No conditions are to be added by the bidder and conditional bid is liable to be rejected.
07. All transaction in this execution of this work and this tender will be liable to GST.
08. If any bidder withdraws his bid prior to expiry of said validity period given at S.No. 9 or mutually extended prior or makes modifications in the rates, terms and conditions of the bid within the said period which are not acceptable to the department or fails to commence the work in the specified period, fails to execute the agreement the department shall without prejudice to any, other right or remedy, be at liberty to forfeit the amount of earnest money given in any form absolutely. If any bidder, who having submitted a bid does not execute the agreement or start the work or does not complete the work and the work has to be put to rebidding, he shall stand debarred for six months from participating of bidding in JDA in addition to forfeiture of Earnest Money / Security Deposit and other action under agreement.
09. The bidder shall arrange his own machinery required for Housekeeping and work.
10. Rules regarding enlistment of contractor provide that work up to the time limit for which they are qualified for tendering can be allotted to them, Therefore, before tendering the contractor will keep this in mind, and submit the details of the work. Tenders with incomplete or incorrect information are liable to be rejected.
11. Any material not conforming to the specifications collected at site shall have to be removed by the bidder within a period of 3 days of the instructions, issued by the Engineer-In-charge in writing. Failing which, such material shall be removed by the Engineer-In-charge at risk and the bidder after expiry of 3 days period.
12. The material collected at site and paid provisionally shall remain under the watch and ward of the bidder till it is consumed, fully on the work.
13. The rates provided in bid documents are inclusive of all Taxes & royalty.
14. Undersigned has full right to reject any or all bids without given any reasons.
15. As per Supreme Court decision "All contracts with Governments shall require registration of workers under the building and other construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and extension of benefits to such workers under the act."
16. The bidders are required to submit copy of their enlistment as bidder if required.
17. Conditions of RPWA-100 will be mandatory & acceptable to the bidder.
18. Any bid received with unattested cutting/overwriting in rates shall be rejected and such bidder will be debarred from bidding for three months in JDA.
19. Bid security shall be 0.50% of value of bid (only registered bidder in JDA) and shall remain valid 120 days beyond the original or extended validity period of the bid.
20. Performance security shall be 10 % of the amount of work order performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the bidder including warranty obligation and maintenance and object liability period.

21. All the provisions of THE RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT, 2012 and Rules, 2013 will be applicable. If there is any contradiction in existing special conditions and provisions of THE RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT, 2012 and Rules, 2013 provisions of THE RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT, 2012 and Rules, 2013 shall be applicable.
22. Additional Performance Security. -
(1) An additional Performance Security shall also be taken from the successful bidder in case of unbalanced bid. The Additional Performance Security shall be equal to fifty percent of Unbalanced Bid Amount. The Additional Performance Security shall be deposited in lump sum by the successful bidder before execution of Agreement. The Additional Performance Security shall be deposited through e-Grass, Demand Draft, Banker's Cheque, Government Securities or Bank Guarantee.
Explanation: For the purpose of this rule-
(i) Unbalanced Bid means any bid below more than fifteen percent of Estimated Bid Value.
(ii) Estimated Bid Value means value of subject matter of procurement mention in bidding documents by the Procuring Entity.
(iii) Unbalanced Bid Amount means positive difference of eighty-five percent of Estimated Bid Value Minus Bid Amount Quoted by the bidder.
(2) The Additional Performance Security shall be refunded to the contractor after satisfactory completion of the entire work. The Additional Performance Security shall be forfeited by the Procuring Entity when work is not completed within stipulated period by the contractor. Provision for 'Unbalanced Bid' and 'Additional Performance Security' shall be mentioned in the Bidding Documents by the Procuring Entity."
23. Annexure 'B': be enclosed by the bidder regarding Qualification of RTPP Act-2012 & Rule-2013 along with Bid document, should be signed by the participating bidders before uploading the tender document otherwise the Bid of the bidder will be rejected.
24. निविदा में निर्धारित राशि से अधिक/कम Bid Security राशि बिडर द्वारा Online नहीं जमा कराई जावें, सिस्टम द्वारा भी कम/अधिक राशि बिड स्वीकार नहीं की जावेगी।
25. अलग-अलग समय में जमा कराई गई राशि सिस्टम द्वारा जोडकर एक बिड में स्वीकार नहीं की जावेगी।
26. एक यू.टी.आर. काम में लेने के पश्चात् पुनः उसी नम्बर का यू.टी.आर. सिस्टम द्वारा दूसरी बिड में प्रयुक्त नहीं किया जावे।
27. Scope of work में दर्शाये गये कार्यों में कोई भी कार्य नहीं/असंतोषजनक पाये जाने पर रु. 5000/- उस दिन देय मासिक भुगतान में से काट लिये जायेगा।
28. चैकलिस्ट व शर्तों में निर्धारित कार्यों में तीन दिन से ज्यादा कमी पाये जाने पर कटौती के अतिरिक्त नोटिस जारी किया जायेगा।
29. ऐसे तीन नोटिस जारी होने पर अनुबन्ध समाप्त कर नियमानुसार Agreement की Condition के अनुसार कार्यवाही की जायेगी।
30. संवेदक द्वारा प्रत्येक माह की 5 तारीख को बिल एवं संलग्न चैक लिस्ट की सूचना सम्बन्धित कनिष्ठ एवं सहायक अभियन्ता द्वारा प्रमाणित करवाकर प्रस्तुत करनी होगी।

Signature of Bidder
with full address & Mobile No.


Executive Engineer GARDEN-I
 JDA, Jaipur

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 anticompetitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of interest.-

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

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

(i) A bidder may be considered to be in conflict of interest with one or more parties in the 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 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 tofor procurement ofin response to their Notice inviting Bids No.....Dated.....I/wehereby 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 Entry;
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 :

Place :

Signature of bidder

Name :

Designation :

Address :

Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Executive Committee JDA, Jaipur.

The designation and address of the Second Appellate Authority is Additional Chief Secretary, UDH, Jaipur

(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 there under, 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) 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.

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.

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 documents 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 documents. 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 circumstances, the bidder shall not be entitled to any claim or compensation except otherwise provide 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 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, then in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidder in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

FORM No. 1

[see rule 83]

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

Appeal No.....ofBefore
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
office/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 propose 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

Specified Bank Guarantee Performa

Section - 6

Form of (Bank Guarantee) -En cashable at branch of the bank in
Jaipur City.

To
Secr
etar
y,
Jaipur Development
Authority, Jaipur

Sub: Bank Guarantee No. _____ dated _____ for [amount of
Security in figures] [in words] on behalf of _____ [Name of the
Bidder] against the EMD/Security Deposit/Additional Performance Guarantee for the
work of (..... **Name Of**
Work).....

.....WHEREA S, _____ [name of Bidder with address]
(hereinafter called "the Bidder") has submitted his Bid dated
..... for the **work of**
(.....Name Of Work)
.....

(hereinafter called "the Bid"). KNOW ALL PEOPLE by these presents that we _____
_____ (Name of Bank) of having our registered
office at _____

_____ [name of country] having our registered
office at _____ (hereinafter called "the Bank") are
bound unto Secretary,

Jaipur Development Authority. (Hereinafter called "the Employer") in the
sum of Rupees _____

_____ [Amount of Security in figures] _____ (in words)
only for which payment will and truly to be made to the said Employer, the Bank binds
itself, its successors, and assigns by these presents.

That on demand of JDA , this Bank Guarantee is encashable at following branch in Jaipur
City.

1. Name of Bank:
2. Name of the branch with branch code:
3. Address:
4. E-Mail Id:
5. Telephone No.
6. Fax No.:

SEALED with the Common Seal of the said Bank this _____ day of _____ of 20.

THE CONDITIONS of this obligation are:

- (1) if the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
- (2) if the Bidder refuses to accept the correction of errors in his bid;
- (3) If the Bidder, having been notified of the acceptance of his Bid by the Employer during the period of Bid validity;
 - (a) Fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, or
 - (b) Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders;

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or more of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 30 days after the date of expiration of the Bid Validity, as stated in the Instructions to Bidders, or any such extension thereto as may be agreed by the Bidder, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

The amount covered under the above Bank Guarantee shall be automatically be credited in the accounts of JDA in ICICI Bank, JDA Campus, Jaipur through **ISFC code No ICIC0006754. Bank Account No. 675401700518** on the date of expiry or its validity, unless the agencies get it re- validated well before its expiry date or produce NOC from JDA in written for its release.

Date _____ Signature of the Bank _____

Witness _____ Seal _____ [Signature,
Name and Address]

[Note: To be furnished on appropriate non-judicial stamps.]

JAIPUR DEVELOPMENT AUTHORITY, JAIPUR

Envelope 1

TECHNICAL BID (POTENTIAL ASSESSMENT)

FOR

“Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years.”

Period Date of Sale From 01.05.2023 at 09.00 AM onwards.

Date of receipt of the Bid 23.05.2023 up to 6.00PM.

Date of opening of Technical bid On 29.05.2023 at 01.00 PM
(In the Chamber of EE-Garden
JDA, Jaipur)
(CCC Building, JDA Jaipur)

Cost of Bidding document Rs. 1000.00
RISL Processing Fee Rs, 2000.00
Earnest Money (for Contractor not enlisted in
JDA)
Rs. 308000.00
(for Contractor enlisted in JDA)
Rs 77000.00

Completion Period Two Years

NAME OF AGENCY -----


EXECUTIVE ENGINEER GARDEN-I
 JDA, JAIPUR

JAIPUR DEVELOPMENT AUTHORITY JAIPUR

SPECIAL CONDITION OF THE CONTRACT FOR POTENTIAL ASSESSMENT OF CONTRACTORS

Name of Work : “Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years.”

Special conditions of contract for **POTENTIAL ASSESSMENT** as detailed here under, shall be applicable in addition to all other terms and condition already prescribed under standard agreement forms/rules and regulations to contract.

1. Procedure:

Procedure for **POTENTIAL ASSESSMENT** would be as follow:

(a) Bid documents shall be submitted on line e-procurement website <http://www.eproc.rajasthan.gov.in> with their digital Signature. The Bid is to be submitted in 2 Covers which shall comprise of –

Cover-1 Scanned Bid Cost Fees, Earnest Money deposit fees and e-procurement processing fees and copy of registration of contractor if registered. Complete Bid Document along with addendums/ amendments issued and uploaded by the Department on the above website, Bid form and schedules for Potential Assessment Bid and scanned copies of supporting Documents as required for qualification as detailed herein after.

Cover-2 Financial offer (BOQ).

(b) The technical bid will be opened online only of those bidders whose proper Earnest money and copy of registration of contractor in required category are found to be in order.

(c) The Technical Bid would be opened online on the date 29.05.2023 at 01.00PM

(d) The Financial Bid would be opened only of those bidders who fulfill all the **Potential Assessment** criteria

• Technical eligibility

Cover-I (Technical Bid) (following documents to be uploaded online in .pdf format)

- The firm can be Proprietorship firm/Partnership firm/Pvt Ltd/ Ltd firm having last 3 years IT returns. (Copy to be enclosed)
- Minimum turnover should be more than 51 lacs on **INTEGRATED FACILITY MANAGEMENT SERVICES** only in any of the last 5 financial years. The bidder should enclosed certificate of turnover for integrated facility management services from chartered accountant for last 5 financial year and audited balance sheet of the last three financial year.

- The firm should have (i) PF & ESIC registration (ii) registration under shop act and enclosed copy for above.
- The firm should own the T&P listed as per enclosed list Annexure-III. Necessary ownership proof shall have to be submitted for it.
- The firm should have maintenance running contract in Jaipur for integrated facility management services at least 6000.00 Sq. Mtr. area of Malls/Shops/Office/ Commercial Place/ hotels. (Submitted copy of certificate from concern)
- The firm should have GST registration. (Copy to be enclosed)
- The bidder should have Satisfactory completed at least one similar nature of work integrated facility management services in last Five financial year (including current year, if opted by the bidder) of value not less than **(Rs 51.00 Lacs)** (updated to present price level) (copy of certificate from concern is required to be enclosed)

Note :-

- (i) **The present price level for turnover, cost of completed work & disputed amount of similar nature, the previous years value shall be given weight age of 10% per year as follows :-**

(a)	For current year 2023-24	1.00
(b)	For year 2022-23	1.00
(c)	For year 2021-22	1.10
(d)	For year 2020-21	1.21
(e)	For year 2019-20	1.33
(f)	For year 2018-19	1.46

Documentation:

The bidder should furnish the following documents along with the technical bid:

- (a) Information regarding financial resources and capability in Schedule –I.
- (b) Information regarding works executed in the last three years in Schedule–II
- (c) Certificates from the concerned in support and verification of the information furnished in Schedule–II
- (d) Affidavit regarding machinery and equipment required for deployment, as detailed in scheduled – III.
- (e) Information regarding details of maximum value of facility management works executed in any one year during the last three years taking into account the completed as well as works in progress in schedule – IV.
- (f) Information regarding details of litigation or arbitration contracts to be furnished in schedule – V.
- (g) Affidavit as per Annexure I.

Important:

- (a) The bidder must ensure that all the information required in the Documents is furnished by him complete in all respects. He would not be allowed to withdraw any document, or to rectify any information furnished therein, after submitting the bid.

- (b) The bidder should give an affidavit that the information furnished in schedule I to V is correct. If any information is found incorrect, the offer of the bidder shall be rejected and action be taken as per rules.
- (c) Bidders must do paging of all enclosure of bid documents.

Rejection of bids

The department reserves the rights to reject any bid or to disqualify any or all the bidders, without assigning any reasons at any stage.

- (i) If Bid is not accompanied with the requisite documents mentioned in technical eligibility criteria or is not accompanied with earnest money & Certificate and registration if required of contractor in required category it would be liable for rejection
- (ii) Furnishing of incorrect or incomplete or concealment of any information required in the bid documents would render the bid liable for rejection.


EXECUTIVE ENGINEER GARDEN -I
JAIPUR DEVELOPMENT AUTHORITY
 JAIPUR

FINANCIAL RESOURCES AND CAPABILITY

1. Name of Bidder
2. Total financial turnover achieved by the bidder in the last three financial years:

S.No.	Year	Turnover
(1)	2022 – 23	
(2)	2021– 22	
(3)	2020- 21	
(4)	2019-20	
(5)	2018-19	

Note: Balance Sheets and Profit & Loss Accounts is to be enclosed by the bidder which is considered by him.

3. Total financial Turnover projected in the current financial year
4. Has the bidder ever been debarred from Biding for Central Government / State Government / any Government undertaking or any malls/shops
Yes / No, if yes give details.
5. Has bidder ever been declared insolvent?
Yes/No, if yes give details.
6. Name(s) and Address of Branch/(s) for bidder's Bankers.

I/We hereby certify that the above information is correct to the best of my/our knowledge and belief.

Signature of Bidder

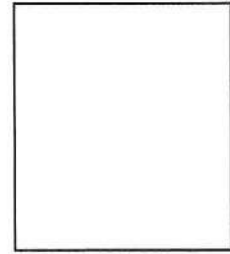
(With Seal wherever applicable)

Date :

SCHEDULE - II

DETAILS OF CERTIFICATE FOR INTEGRATED FACILITY
MANAGEMENT SERVICES FROM CONCERN LAST THREE FINANCIAL
YEARS

[illegible]



Schedule – III

AFFIDAVIT

I/We..... Proprietor/ Partner/
Authorized signatory of M/s under take the oath that
I/We will deploy the machinery and equipment listed below as and when required in the
execution of this work.

S. No.	Name of Machinery	Minimum Requirement	Availability Owned	Total
1	Scrubbing Machine	1 Nos		1

I / we hereby certify that the above information is correct to the best of my/our knowledge
and belief.

Date:

Signature of Bidder
(With seal)

SCHEDULE - IV

**DETAILS OF MAXIMUM VALUE HOUSEKEEPING & MAINTENANCE WORKS
EXECUTED IN ANY ONE YEAR DURING THE LAST THREE YEARS TAKING INTO
ACCOUNT THE COMPLETED AS WELL AS WORKS IN PROGRESS**

S. No	Name of Works	Department/ Hotels/Malls etc	Place (district / state)	Financial Year	Cost of Work as per Work Order	Stipulated date of commencement	Stipulated date of completion	Value of work done during the year

Signature of Bidder

Signature of Bidder

SCHEDULE - V

DETAILS OF LITIGATION OR ARBITRATION CONTRACTS

[illegible]

Self Declaration/undertaking

I/We.....S/O Shri.....Age.....Year..... Resident
of.....
District.....State.....Proprietor/ Partner/ Authorized signatory of M/s
..... here by declare and undertake as under.

1. I/We declare that _____ in capacity as _____ of _____ has not been charged with any prohibitory and /or penal action such as banning(for specific time or permanent)/de-registration or any other action under the law by any Government and/or Semi Government and/or Government undertaking.
2. I/We declare that I/We have perused and examined the tender document including addendum, condition of contract, specifications, drawings, bill of quantity etc. forming part of tender and accordingly, I/We submit my/our offer to execute the work as per tender documents at the rates quoted by me in capacity as _____ of _____
3. I/We declare that my/our firm have not been Black listed/debarred by any institution of Govt./Semi Govt. /Municipalities etc. for failure to pay any dues or for unsatisfactory performance.
4. I/We declare that my/our Firm has not been adjudged by any Court as insolvent, not Convicted under any law for any offence involving moral turpitude or any criminal activity.
5. . I/We declare that the information provided by me/us is true and if any given time it is observed that any of the statement made above is in violation of said declaration, I/We are fully aware that contract will be terminated with immediate effect and Security Deposit / EMD shall be forfeited my/our firm shall be Black Listed or debarred from future tender of Jaipur Development Authority.

I/We declare that the information furnished by me/us in Technical Bid for **"Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur"** is correct to the best of my/our knowledge and belief and nothing has been concealed therein. I/We are well aware of the fact that if the information given by me is proved false/not true, I/We shall have to face the punishment as per the law. Also all the benefits availed by me shall be summarily withdrawn and JDA has right to reject the Bid and to take action against me/us as per rules.

Enclose I.D. Proof with self declaration/undertaking.

.....
Proprietor/ Partner/ Authorized signatory

M/s

To be given by bidder, if Tender Documents and Affidavit submitted by Self Attested

Photo with
Signature

SELF-DECLARATION

I/We..... S/O Shri..... Age.....
Year, Resident of District
..... Rajasthan, hereby declare that the information given above and in the enclosed
documents is true to the best of my knowledge and belief and nothing has been concealed therein.
I am well aware of the fact that if the information given by me is proved false/not true, I will
have to face the punishment as per the law. Also, all the benefits availed by me shall be
summarily withdrawn. Proprietor/ Partner/ Authorized signatory M/s

JAIPUR DEVELOPMENT AUTHORITY, JAIPUR

Envelope -II

FINANCIAL BID (POTENTIAL ASSESSMENT)

FOR

“Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years.”

Period Date of Sale From 01.05.2023 at 09.00 AM onwards.

Date of receipt of the Bid 23.05.2023 up to 6.00PM.

Date of opening of Technical bid On 29.05.2023 at 01.00 PM
(In the Chamber of EE-Garden
JDA, Jaipur)
(CCC Building, JDA Jaipur)

Cost of Bidding document	Rs. 1000.00
RISL Processing Fee	Rs, 2000.00
Earnest Money	(for Contractor not enlisted in JDA) Rs. 308000.00 (for Contractor enlisted in JDA) Rs 77000.00

Completion Period Two Years

NAME OF AGENCY -----


EXECUTIVE ENGINEER GARDEN-I
JDA, JAIPUR

Detailed NIB	
Name & Address of the Procuring Entity	➤ Name : Executive Engineer (Garden-I), Jaipur Development Authority, Address: Room No. CCC-TF-308, CCC Building, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004 (Rajasthan) ➤ Email:- : hemendrasharma.jda@rajasthan.gov.in
Subject Matter of Procurement	➤ Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years. ➤ Job No.: 516/2022-23
Bid Procedure	➤ Two Stage tender (eg. Two part (Envelope) open competitive) eBid procedure at http://eproc.rajastha.gov.in
Bid evaluation Criteria (Selection Method)	➤ L1 (eg. Least Cost based Selection (LCBS)-L1)
Websites for downloading Bidding Document, Corrigendum's, Addendums, etc.	➤ Websites: www.sppp.rajasthan.gov.in, www.eproc.rajasthan.gov.in, www.jda.urban.rajasthan.gov.in
Website for online Bid application and payment	➤ Website : www.jda.urban.rajasthan.gov.in ➤ For participating in the Bid, the Bidder has to apply for this Bid and pay the Bidding Document Fee, RISL Processing Fee and Bid security deposit online only. ➤ Bidding Document fee: Rs 1000/-(Rupees One Thousand only) ➤ RISL Processing Fee : Rs 2000/-(Rupees Two Thousand only) ➤ Requisite Bid Security Deposit :
Estimated Procurement Cost	➤ INR 15400000 Lacs (One crore Fifty Four Lacs only)
Bid Security Deposit	➤ Amount (INR) : 2 % (Rs 308000/-) of Estimated Procurement Cost, 0.5% (Rs 77000/-) of S.S.I. of Rajasthan, 1 % for Sick Industries, Other than S.S.I., Whose cases are pending with Board of Industrial & Financial Reconstruction. ➤ (* 2% for Bidder Who is A and AA Class contractor registered in other Govt. Department / 0.5 % for Bidder registered as contractor in AA, A, & B in JDA.) ➤ Micro small medium enterprise situated in Rajasthan tender fee 50% EMD value 0.5% ➤ In case of Department's of the State Government and undertakings Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government undertakings of the Central Government shall submit a bid securing declaration in lieu of bid security.
Date/Time/Place of Pre-Bid	➤ NA
Applying Bid and making Online Payment on JDA Portal (www.Jda.urban.rajasthan.gov.in)	➤ Start Date : 01.05.2023 from 09.00 AM onwards ➤ End date : 23.05.2023 up to 6.00 PM ➤ In case EMD in from BG Original Bank Guarantee is to be submitted in Room No 215N Extension Building, Jaipur Development Authority, JLN Marg, Jaipur by 24.05.2023 to 26.05.2023 upto 5.00 PM
Bid submission on E-Procurement Portal of GOR (www.eproc.rajasthan.gov.in)	➤ Start Date : 01.05.2023 from 09.00 AM onwards ➤ End date : 23.05.2023 up to 6.00 PM
Date/Time? Place of Technical Bid Opening	➤ Start Date : 01.05.2023 from 09.00 AM onwards ➤ End date : 23.05.2023 up to 6.00 PM ➤ Room No. CCC-TF-308 IIIrd floor, CCC building, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur-

	302004 (Rajasthan)
Date/Time/Place of Bid Opening	➤ 29.05.2023 at 01.00 PM ➤ Room No. CCC-TF-308 IIIrd floor, CCC building, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur-302004 (Rajasthan)
Bid Validity	➤ 120 days from the bid submission deadline
Time period	➤ 2 Years
*The amount is to be deposited online by bidder online or through RTGS/NEFT in ICICI BANK LTD Bank Account Number 675401700586 IFSC Code ICIC0006754. After successful payment, update the UTR/Instrument number on JDA Tender portal against the tender you want to participate. The amount deposited will be confirmed by JDA and will be updated online. The bidder will also have choice of submitting bid security deposit (BSD) through Bank Guarantee (BG) also. In case the bidder opt to submit bid security through BG, the bidder will provide details of BG viz. Bank guarantee No, issuing date, expiring date etc. on online tendering system of JDA. However the tender fees and processing charges of RISL continue to be paid through online mode only i.e. Payment Gateway or RTGS/NEFT. A copy of bank guarantee will be required to be attached with the bid submission document uploaded on e-procurement portal of GoR. The original Bank Guarantee will be physically handed over only after schedule date and time of closing for submission of bid on e-procurement portal of GoR to Nodal Officer of online tendering system of JDA (Presently in Room No. MB-SF-225A of Main Building). After verification, original BG will be sent to respective procuring entity which will be refunded/ returned by procuring entity as per rules. ** There should be a gap of 3 working days BETWEEN End Date for Bid Applying, Online Payment & Bid Submission AND Bid opening date.	
Note: 1. Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. 2. In case, any of the bidders fails to pay the Tender Fee, BSD, and RISL Processing Fee, online (subject to confirmation), its Bid shall not be accepted. 3. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on http://eproc.rajasthan.gov.in (bidders already registered on http://eproc.rajasthan.gov.in before 30-09-2011 must register again). 4. JDA will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems. 5. Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-Tendering process. 6. Training for the bidders on the usage of e-Tendering System (eProcurement) is also being arranged by DoI T&C, GoR on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot. Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) e-mail: eproc@rajasthan.gov.in Address : e-Procurement Cell, JDA, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur 7. The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids. 8. No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder. 9. Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal. 10. The provisions of RTPPA Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPPA Act 2012 and Rules thereto, the later shall prevail.	


 Executive Engineer (Garden-I)
 JDA, Jaipur.

JAIPUR DEVELOPMENT AUTHORITY, JAIPUR

SCHEDULE AND SPECIFICATIONS

“Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years.”

1. NIT No. : 02/2023-24
2. Approximate cost : Rs. 154.00 Lacs
3. Cost of the Bid Document online : Rs. 1000.00 (Online only)
Rs. 2000.00 (Online only)
4. Earnest Money online : (Rs. 308000.00/- (For Contractor not enlisted in JDA)/unregistered firm/individual proprietor
(Rs. 77000/- (For Contractor enlisted in JDA)
5. Download of tender document : 01.05.2023 to 23.05.2023 up to 6.00 PM
6. Date & Time of opening of Technical Bid : **29.05.2023** at 01.00 PM In the chamber of EE-Garden , JDA Jaipur, CCC Building, IIIrd Floor, Ram Kishore Vyas Bhavan, Indira Circle, JawaharLal Nehru Marg, Jaipur – 302004
7. Completion period of work : 2 Years

SCHEDULE ‘A’ : INFORMATION USEFUL FOR THE CONTRACTORS :

The tenderer should see the site and fully understand the condition of the site before tending & should include all leads, lifts etc. for the material in his item rate for the items as given in the Schedule-G. Then work shall be carried out in accordance with the B.I.S./ IRC/ MORT&H/ IS/ Rajasthan PWD/ JDA detailed specification and to the entire satisfaction of Engineer-in-charge of the work.

SCHEDULE – ‘B’ : LIST OF THE DRAWING TO BE SUPPLIED BY THE DEPARTMENT:

The drawings may be seen in the office of under signed.

SCHEDULE – ‘C’ : LIST OF THE DRAWING TO BE SUPPLIED BY THE CONTRACTOR:

List of the drawing to be supplied by the contractor is Nil.

SCHEDULE – ‘D’ : TEST OF THE MATERIALS :

The test of the material and working and workmanship shall be conducted by the Engineer-in-charge of work and quality control cell as per norms. The result of such tests should confirm to the standard laid down in the Indian Standard, the detailed specification of the B.I.S./ IRC/MORT&H/IS/ Public Works Department, Rajasthan. Proper quality control is required to be maintained by the Contractor. Qualified personnel as required under the contractor enlistment’s rules shall have to be engaged at site by the Contractor. In case of failure, the department reserves the right to engage such staff and to recover wages from the Contractor. The contractor shall provide facility of each test at site. The expenses shall be recovered from the contractor in case of his failure to do so.

SCHEDULE – ‘E’ : SAMPLES OF THE MATERIALS :

The samples of the material to be used by the contractor shall be deposited 15 days in advance with the Engineer In-charge and should be got approved by him before use.

SCHEDULE – ‘F’ : TIME OF COMPLETION :

The work should start within 10 days of issue of work order and complete within the prescribed time period. In case of failure, the contractor shall be liable for action under the conditions of agreement and special conditions of the tender.

SCHEDULE – ‘G’ : BILL OF QUANTITIES : Attached separately.

SCHEDULE - ‘H’ : SPECIAL CONDITON: Attached separately.

SCHEDULE – ‘I’ : LIST OF THE MATERIAL TO BE SUPPLIED BY THE DEPTT :

No material will be supplied by the JDA. Contractor has to arrange all the materials at his own cost.

SCHEDULE – ‘J’ : COST OF BID DOCUMENTS, PROCESSING FEES & BID SECURITY:

As per details given in Annexure -2

Signature of the Bidder
With full address


Executive Engineer (Garden-I)
JDA, Jaipur

SPECIAL CONDITIONS

SCHEDULE 'H'

01. The bidder shall follow the bidder labour regulation and abolition Act 1970 & Rule 1971.
02. The JDA shall have right to cause on audit and technical examination of the work and the final bills of the bidder including all supporting vouchers, abstract etc. to be made within two years after payment of the final bills and if as a result such audit any amount is found to have been over paid/excess in respect of any work done by the bidder under the contract or any work claimed by him to have been done under this contract and found not to have been executed the bidder shall be liable to refund such amount and it shall be lawful for the JDA to recover such sum from him in the manner prescribed in special condition other manner legally permissible and if it is found that the bidder was paid less than that was due to him under the contract in respect of any work executed by him under it, the amount of such under payment shall be paid by the JDA to the bidder.
03. Whenever any claim against the bidder for the payment of a sum of money arises out of or under the contracts, the JDA shall be entitled to recover the sum by appropriating in part or whole of the security deposit of the bidder. In the event of the security being insufficient or if no security has been taken from the bidder then the balance of the total sum recoverable as the case may be deducted from any sum then due or which at any time there contract with the JDA should this sum be sufficient to recover the full amount recoverable, the bidder shall pay to JDA on demand the balance remaining due. The JDA shall further have the right to effect such recoveries under P.D.R. Act.
04. The rate quoted by the bidder shall remain valid for a period of 4(four) months from the date of opening of the bids.
05. By submission of this bid the bidder agree to abide with all printed conditions provided in the PWD manual from 64 (Chapter 3-para 36) and subsequent modification.
06. No conditions are to be added by the bidder and conditional bid is liable to be rejected.
07. All transaction in this execution of this work and this tender will be liable to GST.
08. If any bidder withdraws his bid prior to expiry of said validity period given at S.No. 9 or mutually extended prior or makes modifications in the rates, terms and conditions of the bid within the said period which are not acceptable to the department or fails to commence the work in the specified period, fails to execute the agreement the department shall without prejudice to any, other right or remedy, be at liberty to forfeit the amount of earnest money given in any form absolutely. If any bidder, who having submitted a bid does not execute the agreement or start the work or does not complete the work and the work has to be put to rebidding, he shall stand debarred for six months from participating of bidding in JDA in addition to forfeiture of Earnest Money / Security Deposit and other action under agreement.
09. The bidder shall arrange his own machinery required for Housekeeping and work.
10. Rules regarding enlistment of contractor provide that work up to the time limit for which they are qualified for tendering can be allotted to them, Therefore, before tendering the contractor will keep this in mind, and submit the details of the work. Tenders with incomplete or incorrect information are liable to be rejected.
11. Any material not conforming to the specifications collected at site shall have to be removed by the bidder within a period of 3 days of the instructions, issued by the Engineer-In-charge in writing. Failing which, such material shall be removed by the Engineer-In-charge at risk and the bidder after expiry of 3 days period.
12. The material collected at site and paid provisionally shall remain under the watch and ward of the bidder till it is consumed, fully on the work.
13. The rates provided in bid documents are inclusive of all Taxes & royalty.
14. Undersigned has full right to reject any or all bids without given any reasons.
15. As per Supreme Court decision "All contracts with Governments shall require registration of workers under the building and other construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and extension of benefits to such workers under the act."
16. The bidders are required to submit copy of their enlistment as bidder if required.
17. Conditions of RPWA-100 will be mandatory & acceptable to the bidder.
18. Any bid received with unattested cutting/overwriting in rates shall be rejected and such bidder will be debarred from bidding for three months in JDA.
19. Bid security shall be 0.50% of value of bid (only registered bidder in JDA) and shall remain valid 120 days beyond the original or extended validity period of the bid.
20. Performance security shall be 10 % of the amount of work order performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the bidder including warranty obligation and maintenance and object liability period.

21. All the provisions of THE RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT, 2012 and Rules, 2013 will be applicable. If there is any contradiction in existing special conditions and provisions of THE RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT, 2012 and Rules, 2013 provisions of THE RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT, 2012 and Rules, 2013 shall be applicable.
22. Additional Performance Security. -
(1) An additional Performance Security shall also be taken from the successful bidder in case of unbalanced bid. The Additional Performance Security shall be equal to fifty percent of Unbalanced Bid Amount. The Additional Performance Security shall be deposited in lump sum by the successful bidder before execution of Agreement. The Additional Performance Security shall be deposited through e-Grass, Demand Draft, Banker's Cheque, Government Securities or Bank Guarantee.
Explanation: For the purpose of this rule-
(i) Unbalanced Bid means any bid below more than fifteen percent of Estimated Bid Value.
(ii) Estimated Bid Value means value of subject matter of procurement mention in bidding documents by the Procuring Entity.
(iii) Unbalanced Bid Amount means positive difference of eighty-five percent of Estimated Bid Value Minus Bid Amount Quoted by the bidder.
(2) The Additional Performance Security shall be refunded to the contractor after satisfactory completion of the entire work. The Additional Performance Security shall be forfeited by the Procuring Entity when work is not completed within stipulated period by the contractor. Provision for 'Unbalanced Bid' and 'Additional Performance Security' shall be mentioned in the Bidding Documents by the Procuring Entity."
23. Annexure 'B': be enclosed by the bidder regarding Qualification of RTPP Act-2012 & Rule-2013 along with Bid document, should be signed by the participating bidders before uploading the tender document otherwise the Bid of the bidder will be rejected.
24. निविदा में निर्धारित राशि से अधिक/कम Bid Security राशि बिडर द्वारा Online नहीं जमा कराई जावे, सिस्टम द्वारा भी कम/अधिक राशि बिड स्वीकार नहीं की जावेगी।
25. अलग-अलग समय में जमा कराई गई राशि सिस्टम द्वारा जोडकर एक बिड में स्वीकार नहीं की जावेगी।
26. एक यू.टी.आर. काम में लेने के पश्चात् पुनः उसी नम्बर का यू.टी.आर. सिस्टम द्वारा दूसरी बिड में प्रयुक्त नहीं किया जावे।
27. Scope of work में दर्शाये गये कार्यों में कोई भी कार्य नहीं/असंतोषजनक पाये जाने पर रु. 5000/- उस दिन देय मासिक भुगतान में से काट लिये जायेगा।
28. चैकलिस्ट व शर्तों में निर्धारित कार्यों में तीन दिन से ज्यादा कमी पाये जाने पर कटौती के अतिरिक्त नोटिस जारी किया जायेगा।
29. ऐसे तीन नोटिस जारी होने पर अनुबन्ध समाप्त कर नियमानुसार Agreement की Condition के अनुसार कार्यवाही की जायेगी।
30. संवेदक द्वारा प्रत्येक माह की 5 तारीख को बिल एवं संलग्न चैक लिस्ट की सूचना सम्बन्धित कनिष्ठ एवं सहायक अभियन्ता द्वारा प्रमाणित करवाकर प्रस्तुत करनी होगी।

Signature of Bidder
with full address & Mobile No.


Executive Engineer GARDEN-I
JDA, Jaipur

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 anticompetitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of interest.-

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

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

- (i) A bidder may be considered to be in conflict of interest with one or more parties in the 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 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 tofor procurement ofin response to their Notice inviting Bids No.....Dated.....I/wehereby 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 Entry;
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 :

Place :

Signature of bidder

Name :

Designation :

Address :

Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Executive Committee JDA, Jaipur.

The designation and address of the Second Appellate Authority is Additional Chief Secretary, UDH, Jaipur

(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 there under, 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) 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.

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.

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 documents 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 documents. 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 circumstances, the bidder shall not be entitled to any claim or compensation except otherwise provide 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 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, then in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidder in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

FORM No. 1

[see rule 83]

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

Appeal No.....ofBefore
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
office/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 propose 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

Specified Bank Guarantee Performa

Section - 6

Form of (Bank Guarantee) -En cashable at branch of the bank in
Jaipur City.

To
Secreta
ry,
Jaipur Development Authority,
Jaipur

Sub: Bank Guarantee No. _____ dated _____ for [amount of
Security in figures] [in words] on behalf of _____ [Name of the
Bidder] against the EMD/Security Deposit/Additional Performance Guarantee for the work
of (..... **Name Of**
Work).....

..... WHEREA S, _____ [name of Bidder with address]
(hereinafter called "the Bidder") has submitted his Bid dated
..... for the **work of**
(.....Name Of Work)
.....

(hereinafter called "the Bid"). KNOW ALL PEOPLE by these presents that we _____

_____ (Name of Bank) of having our registered
office at

_____ [name of country] having our registered
office at _____ (hereinafter called "the Bank") are
bound unto Secretary,

Jaipur Development Authority. (Hereinafter called "the Employer") in the sum
of _____ Rupees

_____ [Amount of Security in figures] _____ (in words)
only for which payment will and truly to be made to the said Employer, the Bank binds itself,
its successors, and assigns by these presents.

That on demand of JDA , this Bank Guarantee is encashable at following branch in Jaipur City.

1. Name of Bank:
2. Name of the branch with branch code:
3. Address:
4. E-Mail Id:
5. Telephone No.
6. Fax No.:

SEALED with the Common Seal of the said Bank this _____ day of _____ of 20.

THE CONDITIONS of this obligation are:

- (1) if the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
- (2) if the Bidder refuses to accept the correction of errors in his bid;
- (3) If the Bidder, having been notified of the acceptance of his Bid by the Employer during the period of Bid validity;
 - (a) Fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, or
 - (b) Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders;

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or more of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 30 days after the date of expiration of the Bid Validity, as stated in the Instructions to Bidders, or any such extension thereto as may be agreed by the Bidder, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

The amount covered under the above Bank Guarantee shall be automatically be credited in the accounts of JDA in ICICI Bank, JDA Campus, Jaipur through **ISFC code No ICIC0006754. Bank Account No. 675401700518** on the date of expiry or its validity, unless the agencies get it re- validated well before its expiry date or produce NOC from JDA in written for its release.

Date _____ Signature of the Bank _____

Witness _____ Seal _____ [Signature,
Name and Address]

[Note: To be furnished on appropriate non-judicial stamps.]

1. SCOPE OF WORK-OPERATIONS AND SCHEDULE

1.1. Objective

The purpose of this document is to lay down the scope of work for integrated facility management services which includes housekeeping, Pest control services and providing Security services at MASALA CHOWK AND AMPHITHEATER PREMISES IN RAMNIWAS GARDEN, JAIPUR.

1.2. Scope of Services

It is the intent of this section to establish the Scope of Services. The scope of Services outlined below should be referred to as indicative & not comprehensive, this implies the scope can be well enhanced as per requirement. With the help of mix of man, machine, chemicals & standard operating procedures service provider (SP) will ensure efficient, clean, eco-friendly & quality housekeeping, E&M services, pest control services and providing security services.

1.3 General Requirement

Hours of Service: The services under this contract shall be operational from 8.00 AM to 11.00 PM in all days.

Reporting: The Facility Manager will submit a signed and dated daily report, tickets sold, corrections, special problems, and other information as requested.

Facilities: An on-site office-cum-storage facility will be provided by JDA, Jaipur. Scheduling shall be so as to optimize utility conservation. Janitorial closets and storage space will be used for janitorial supplies and equipment only. Service Provider is responsible to maintain these areas in a clean and orderly state.

1.4. Scope of work (Housekeeping & Pest Control services, Security Services)

SCOPE :

S. N.	Head	Scope	Min. Personnel
1.	Managing Parking	The agency shall operate & maintained parking for two wheelers & four wheelers inside Masala Chowk. The agency shall engage one guard minimum each shift for this purpose to manage parking in demarcated lots.	1 in Shift 1 1 in Shift 2
2.	Managing Entry Ticketing	- Issuing entry tickets to every person entering Masala Chowk. - Keeping record of tickets and cash. - Depositing cash collected of a day in JDA's Bank A/c next day by 1.00 P.M. - Managing and enforcing the entry. - Should engage – two clerk & 8 Ex-service men guards minimum for the purpose. - The agency shall maintain the ticket machines and also procure necessary printing paper/stationary required. - The guards managing tickets & entry shall be in dress and	4+1 in Shift 1 4+1 in Shift 2

		wearing Identity cards. - The guards operating ticketing and other services should have walky-talky sets with them/mobiles. - The agency shall obtain a landline phone connection in ticket window, which shall be used for all works especially when mobile networks don't work properly.	
3.	Cleaning the Masala Chowk food area	- Immediate lifting the paper plastic/cups/papers etc. left by customers on table and putting them in the dustbin. - Putting plastic bags on dustbins and immediate emptying the fill, on filling of the bin and putting filled bags at desecrated places. - Cleaning the tables, sitting area and floor work dry & wet mop regardely to keep the place neat and clean. - Cleaning once on closure of day by scrubbing using required materials like detergents etc. - Persons as shown in next column shall be engaged for entire working hours for the work who shall be in dress and shall be well - trained. - All machinery, brooms, mop, clothes, detergents, dustbins ways etc. shall be arranged by the agency. - The agency would also load the waste bags into Nagar Nigam truck/where it comes for pickup. - Cleaning the list posts, dustbins including frame, fire extinguish buckets, light poles, planter bodies, fans canopies etc. - The agency shall maintain above items at his cost so as to keep the retained in perfect working condition.	5+1 in Shift 1 7+1 in Shift 2
4.	Maintainin g the toilets, washing & drinking area	- The agency shall clean floor, this wash basins, pots, fillings, exhaust fans, door & windows and all other components using all required standard quality material to keep the toilets five – star level clean and odor free. - A list shorting minimum materials to be used and maintains for the work in given as annexure A - At least one person each shall be deployed in male and female toilet and one person at drinking area for entire working period.	3 in Shift 1 3 in Shift 2
5.	Maintainin g Masala Chowk Premises	- The agency shall maintain all passages, entrance plaza, entry road, parking area, II gate entry, garbage dumping area etc by adopting the methodology as detailed for food area. - The agency shall pick litters/garbage dropped in plantation beds and keep them clean. - Cleaning & maintaining of entry gate, signage's, ticket window room etc.	1 in Shift 1 1 in Shift 2

6.	Operate various services	- The agency shall operate following most pedestal. (1) Mist pedestal Fans - Filling water in forms. Putting on & off. (2) Lights - Repairing immediately on a fault. Putting on & off. (3) Canopies - Repairing immediately on a fault. opening & closing the canopies and protecting them from damage (4) Water supplying pumps- Operating pump and boring Repairs in case of fault Cleaning U/G and O/H tanks every months (5) Electric supply - Maintaining main board Liasoning with JVVNL for any faults (6) Music system /Public address system - Putting on & off as and when required with Maintenance in any.	2 in Shift 1 2 in Shift 2
7.	Maintainin g Amphitheater	- Cleaning stage, green room, sitting area and pathways by brooming, dry & vat mopping every day to keep it perfect. - Cleaning stage, green room sitting area and pathways by every week or before and after every function there. - Mainting toilets by following same methodology as given for Masala Chowk, toilets including water tanks. - Cleaning litters/garbage thrown by users in plantation beds, grass area and other open area. - Operating and maintaining all lights fixtures, Air conditioner on the same lines of masala chowk lights. - Maintaining & getting empty the septic tank, soak pits, rain water soak pit. - Managing entry ticket for amphitheater same as masala chowk.	2 in Shift 1 2 in Shift 2
8.	Floor Manager	The agency shall arrange and manage watch & ward of following areas deploying management staff including toilet and drinking area. - Masala Chowk - Amphitheater - Parking area inside Masala Chowk	1 in Shift 1 1 in Shift 2 1 Floor Manager

NOTE -

- The Agency shall provide housekeeping facility as like as five star levels in all premises.
- The Agency shall provide garbage bags, cleaning material & etc as annexure 'A'.

जयपुर विकास प्राधिकरण, जयपुर

मसाला चौक उद्यानिकी कार्यों के संधारण हेतु नियम एवं शर्तें

संधारण कार्य बाबत —

1. **कार्य प्रारम्भ एवं समाप्ति:**— पार्कों के रख-रखाव के आदेश जारी होने की दिनांक से सम्बन्धित कार्य प्रभारी से पार्क सम्भालने होंगे एवं जिसकी चार्ज रिपोर्ट की प्रतिलिपि कार्यालय में प्रस्तुत की जावेगी। उसी तरह अनुबन्ध की समाप्ति पर चार्ज पुनः कार्य प्रभारी को संवेदक द्वारा सम्भलाया जाकर चार्ज रिपोर्ट की प्रतिलिपि पुनः प्रस्तुत करनी होगी ताकि तदनुसार उन्हें बकाया अंतिम भुगतान एवं नोड्यूज प्रमाण पत्र दिया जा सके।
2. **कार्य विवरण:**—संवेदक को संधारण संबंधी कार्य निम्न मापदंडानुसार करना आवश्यक होगा

क्र. सं.	कार्य का नाम	कार्य संख्या
1.	लॉन क्षेत्र में एवं समस्त प्रकार के पेड़-पौधों में पानी देने का कार्य	प्रतिमाह 10 बार या आवश्यकतानुसार
2.	लॉन कटिंग करने का कार्य	प्रतिमाह दो बार या आवश्यकतानुसार
3.	लॉन एवं क्यारियों से खरपतवार निकालना	प्रतिमाहमें एक बार या आवश्यकतानुसार
4.	लॉन एवं क्यारियों में ऐज बनाने का कार्य	प्रतिमाह एक बार या आवश्यकतानुसार
5.	निर्देशानुसार क्यारिया खोदकर तैयार करना व पौधे लगाना अ. नये पेड़ पौधे लगाना ब. गमलो का संधारण, रंग करना, पोटींग व रिपोटींग करना। स. नये गमले भरना, पौधे लगाना एवं उनका संधारण करना	आवश्यकतानुसार
6.	लॉन क्षेत्र के अतिरिक्त पार्क क्षेत्र में खरपतवार, कंकड़ पत्थर अलग कर सफाई कर समतल बनाना एवं थॉवले बनाने का कार्य	प्रतिमाह एक बार या आवश्यकतानुसार
7.	सम्पूर्ण पार्क क्षेत्र में समुचित सफाई, झाड़ू से सफाई करना, व कचरा निर्धारित स्थान पर डालना	नियमित रूप से रोजाना

*नोट :- पौधों को ट्रेक्टर टैंकर अथवा अन्य संसाधन से पानी देते समय का भौतिक सत्यापन हेतु मोबाईल से ओपन कैमरा फोटोग्राफ्स लिया जाकर संबंधित जोन प्रभारी को यथा समय/तत्काल भिजवाया जाना आवश्यक है।


28/4
8/10/2023

3. सुरक्षा:-संवेदक को उद्यान संबंधी सामान की देख रेख अपने स्तर पर करनी होगी। विकास एवं संधारण के लिये संवेदकको सम्भलाये गये पार्क/उद्यान में लगी मशीनरी, गमलो में लगे पौधे, ट्यूबवैल से पानी की लाईन, स्प्रिगलर सिस्टम/हाईड्रैन्ट, पम्प सिस्टम आदि का रख रखाव एवं संचालन संवेदक को अपने स्तर पर करना होगा एवं पार्क की सुरक्षा व्यवस्था विभाग द्वारा उपलब्ध चौकीदारों से करवानी होगी। यदि किसी हाइड्रैन्ट अथवा नोजल आदि बदलने की आवश्यकता हो तो बदलना होगा जिसका कोई भुगतान देय नहीं होगा। पार्क में पीने के पानी की आपूर्ति 24 घंटे बनाये रखने की व्यवस्था संवेदक को अपने स्तर से करनी होगी जिसका अलग से कोई भुगतान देय नहीं होगा। उक्त सामान की टूट -फूट होने पर संवेदक द्वारा निर्धारित अवधि में क्षतिपूर्ति/मरम्मत नहीं की गई तो प्राधिकरण द्वारा कार्य कराकर वास्तविक व्यय की वसूली संवेदक से की जावेगी।
4. पानी की व्यवस्था :-पार्क में लगे सभी बोरिंग पम्प चलाने हेतु तकनीकी स्टाफ की व्यवस्था संवेदक को करनी होगी। मोटर पम्प जलने, खराब होने, मरम्मत व वायरिंग केबल इत्यादि का कार्य संवेदक को स्वयं के स्तर पर उसी दिन करना होगा एवं इस पर खर्च होने वाला समस्त भुगतान संवेदक को स्वयं के स्तर पर करना होगा, उसका पुनर्भरण जविप्रा द्वारा नहीं किया जावेगा। साथ ही जब तक मोटर पम्प ठीक नहीं हो जाता तब तक पार्क/उद्यान में पानी पिलाने की वैकल्पिक व्यवस्था संवेदक को करनी होगी, जिसका अतिरिक्त भुगतान देय नहीं होगा। तीन दिवस में मोटर पम्प ठीक नहीं होने पर 500/- रुपये प्रतिदिन के हिसाब से पेनल्टी लगाई जावेगी। यदि बोरिंग का जल स्तर नीचे चला जाता है तो आवश्यकतानुसार पाइप क्रय करके जोड़ने का, मोटर को निकालने व वापिस डालने का व्यय संवेदक को करना होगा जिसका पुनर्भरण प्राधिकरण द्वारा देय नहीं होगा। पार्क में लगे हाइड्रैन्ट, पाइप लाईन, बोरिंग पाइप व मोटर आदि उपकरण के पूर्ण रूप से खराब/कण्डम होने पर ही जविप्रा द्वारा उपलब्ध कराये जावेंगे, जिसकी पुष्टि उद्यानिकी/सिविल/विद्युत शाखा के कार्य प्रभारियों द्वारा दी गई संयुक्त तकनीकी रिपोर्ट के आधार पर होगी।
5. संवेदक को पार्क के विकास एवं संधारण कार्यों हेतु उपयोग में लिये जाने वाले फावड़े, खुरपी, गैंती, झारा, झाड़ू इत्यादि औजार आवश्यकतानुसार पर्याप्त मात्रा में रखने होंगे।
6. उद्यान में निर्देशानुसार पेड़-पौधे लगाना, उन्हें शिफ्ट करना, नये पौधे लगाना, गमलों का नियमित संधारण व नये गमले तैयार करना व उनका संधारण व पुनः रोपित (पोटिंग व रिपोटिंग) का कार्य संवेदक के श्रमिकों को करना होगा, जिसका अलग से कोई भुगतान देय नहीं होगा।
7. बिजली पानी के बिल:-संवेदक द्वारा पार्को की लाईटों व बोरिंग के बिजली के बिल व पानी के बिल सम्बन्धित विभागों से प्राप्त कर समय पर भुगतान करने की जिम्मेदारी ठेकेदार की होगी तथा इसका पुनर्भरण प्राधिकरण द्वारा किया जावेगा। बिलों पर किसी भी प्रकार की पेनल्टी का पुनर्भरण प्राधिकरण द्वारा देय नहीं होगा।


2014 Jan

विद्युत की चोरी या विद्युत उपभोग निर्धारित लोड से ज्यादा होने पर हर्जाने के भुगतान का जुम्मा संवेदक का होगा एवं उसका पुर्नभरण प्राधिकरण द्वारा देय नहीं होगा।

8. निरीक्षण एवं भुगतान:-संवेदक द्वारा किये गये कार्य का इन्द्राज/प्रमाणीकरण कार्यप्रभारी द्वारा कार्य पंजिका में किया जायेगा एवं समय-समय पर उच्चाधिकारियों द्वारा चैक किया जायेगा। कार्य में किसी प्रकार की कमी पाये जाने का इन्द्राज भी इसी पंजिका में होगा। कार्य का मासिक बिल भुगतान इन्ही इन्द्राजों के आधार पर होगा। विकास एवं संधारण कार्यों में कमी पाये जाने पर नहीं किये कार्यों की कटौति बिना टी.पी. काटकर बी.एस.आर. 2016 की दरों से दुगुनी दर से किया जावेगा।
9. पेड़-पौधों की छँटाई:- उद्यान क्षेत्र के बड़े पेड़-पौधों, हेज एंव झाड़ियों निर्देशानुसार कटाई-छँटाई कर उनको नगर निगम द्वारा निर्धारित स्थान पर डालना होगा। जिसका अलग से कोई भुगतान देय नहीं होगा। गार्डन के अन्दर कचरा, सूखे पत्ते इत्यादि दो दिवस से अधिक से अधिक समय पर इकट्ठा होने के बाद रुपये 1000.00 प्रतिदिन की पेनल्टी लगाई जावेगी।
10. सफाई:- पार्क क्षेत्र में लगी दूब एवं आंतरिक फुटपाथ की साफ-सफाई नियमित रूप से करनी होगी व किसी भी प्रकार का कूड़ा-कचरा, खरपतवार व अवांछित झाड़ियाँ नहीं पायी जानी चाहिये एवं निरन्तर संवेदक द्वारा अपने स्तर पर सफाई की जावेगी। इस प्रकार सम्पूर्ण क्षेत्र को साफ रखना होगा, सफाई का कार्य प्रतिदिन किया जाना आवश्यक होगा। पार्क क्षेत्र में किसी प्रकार का विज्ञापन नहीं होना चाहिए व अवांछित विज्ञापित होर्डिंग, विज्ञापन बोर्ड आदि को हटाने की जिम्मेदारी भी संवेदक की होगी। पार्क में किसी भी प्रकार की अवांछित गतिविधियों जैसे खेलकूद, खोमचे-ठेले लगना एवं अन्य व्यापारिक गतिविधियों आदि को रोकने जिम्मेदारी स्वयं संवेदक की होगी।
11. पेड़ पौधों की क्षति:-पार्क में लगे हुए किसी भी प्रकार के पेड़-पौधे यदि संवेदक की लापरवाही से नष्ट हो जाते हैं तो मृत पौधों के स्थान पर उसी प्रजाति, मापदण्ड का पौधा संवेदक को अपने स्तर पर सातदिवस में लगाना होगा, जिसका अलग से कोई भुगतान नहीं दिया जायेगा।
12. खाद-उर्वरक:- उद्यानों के संधारण कार्य में संवेदक को वर्ष में दो बार सितम्बर व फरवरी माह में अच्छी सड़ी गोबर/मिंगनी/कम्पोस्ट की खाद व रासायनिक खाद डालनी होगी, जिसका अलग से कोई भुगतान देय नहीं होगा।
13. पार्क में स्थित फव्वारे व लाइटों को चालू करने का कार्य संवेदक को स्वयं के स्तर पर तकनीकी स्टाफ से निर्देशानुसार समय पर करना होगा।
14. दवाईयों का उपयोग:- पेड़-पौधों में कीड़े एवं बीमारियों की रोकथाम के लिये निर्देशानुसार भली प्रकार से एंटीडर्माइट/इनसेक्टीसाईड/फंगीसाईड का छिड़काव करना होगा ऐसा नहीं करने पर एक नोटिस देने के पश्चात यह कार्य विभाग द्वारा करवा लिया जावेगा। किये गये कार्य का भुगतान संवेदक से दुगुनी दरों से वसूला जावेगा।

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15. उद्यानके विकास एवं संधारण/सुरक्षा के बाबत श्रमिक/चौकीदार/जनता के साथ कोई हादसा हो जाता है तो उसके लिये संवेदक जिम्मेदार होगा।
16. अनुबन्ध के दौरान किसी भी समय पार्को की संख्या/क्षेत्रफल बढ़ाने या घटाने के लिये प्राधिकरण अधिकृत होगा, जिसके लिये संवेदक को भुगतान अनुपातिक रूप से बढ़ाया/घटाया जा सकेगा।
17. संवेदक को पार्क खुलने व बन्द होने तक दो पारियो मे एक एक सुपरवाईजर रखना होगा। सुपर वाईजर के पास शिकायत/सुझाव पुस्तिका हमेशा उपलब्ध रहेगी, जिसमें घूमने वाले, जनता के प्रतिनिधी एवं प्रधिकरण के अधिकारी कोई शिकायत या सुझाव अंकित कर सकेंगे। शिकायत पंजिका मे अंकित की गई शिकायतो का निराकरण संवेदक को दो दिवस के अन्दर आवश्यक रूप से करना होगा।

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28/11/23

संवेदक के हस्ताक्षर
संवेदक का नाम व
पूर्ण पता मय दूरभाष नम्बर

Handwritten signature:
जयपुर विकास प्राधिकरण, जयपुर।

**LIST OF CLEANING MATERIAL TO BE USED AT MASALA CHOWK AND
AMPHITHEATER**

S.No.	ITEMS
1	Broom - Hard
2	Broom with Bamboo Stick
3	Broom - Soft
4	Brush - Cob Web Round with Handle
5	Brush - Feather / Synthetic Duster
6	Brush - Floor Nylon with Rod
7	Brush - Hand Scrubbing
8	Brush - Steel Wire
9	Brush - Sweeping - Plastic
10	Brush - Toilet / WC
11	Bucket
12	Dust Bin - Swing Head
13	Dust Control Pad with Rod
14	Dust Pan
15	Dust Pan with Brush
16	Glove - Hand Glove
17	Mop Stick
18	Mug - Plastic
19	Spray Bottle
20	Spray Bottle - Special
21	Squeezer - Floor with Handle
22	Squeezer - Glass
23	Squeezer - Glass
24	Squzeer Steel Rod
25	W/C Pump
26	Dettol
27	Drainex
28	Emerel
29	Harpic Liquid
30	Phenyle
31	R1 - Bathroom
32	R2 - Hard Surface Cleaner
33	R3 - Glass Cleaner
34	R6 - Toilet Bowl Cleaner
35	R7 - Floor cleaner concrete
36	R9 – Bathroom Cleaner
37	Rust Remover
38	Thinner
39	Duster - Floor
40	Duster - Glass (Red)
41	Duster - Glass (Blue)
42	Scotch Brite
43	Soap - Powder
50	Sponge

LIST OF TOILTERIES TO USED AT MASALA CHOWK AND AMPHITHEATER

S.No.	ITEMS	Specification
1	C - Fold Towel	As per requirement
2	Multi - Fold Towel	As per requirement
3	Facial Tissue Box	As per requirement
4	Liquid Soap	As per requirement
5	Garbage Bag - Poly (Gauge 110 -125)	As per requirement
6	Garbage Bag - Poly (Gauge 110 -125)	As per requirement
7	Mosquito and insect Killer	As per requirement
8	Nepthalene Ball	As per requirement
9	Odonil	As per requirement
10	Toilet Roll	As per requirement
11	Uninal Cubes	As per requirement
12	Room Freshener	As per requirement

LIST OF EQUIPMENTS TO BE USED AT MASALA CHOWK AND AMPHITHEATER PREMISES

S.No.	Place of use	Equipments name	Quantity
1	House Keeping	Scrubbing Machine	1 no.
2	House Keeping	Manual Sweeper	1 no.
3	House Keeping	wringer Trolley	2 nos.
4	House Keeping	Jobby Dustpan	4 nos.
5	House Keeping	PVC Broom	2 nos.
6	Plumbing	Submersible Drainage Pump	1 no.

SCHEDULE OF AREAS

1.	Masala Chowk	-----	689.28 Sq. Mtrs
2.	Veramdha	-----	201.11 Sq. Mtrs.
3.	Parking	-----	709.80 Sq. Mtrs.
4.	Toilets	-----	45.00 Sq. Mtrs.
5.	Amphitheater Stage	-----	256.00 Sq. Mtrs.
6.	Seating area	-----	548.93 Sq. Mtrs.
7.	Green Area, open space and pathway (Garden)	-----	2700.00 Sq. Mtrs.
			11300.00 Sq. Mtrs.

Procedure for Housekeeping

ProcActivity	Process
Spot cleaning	Dip a sponge into appropriate Solution mild and give a gentle wipe on spots of the surface. The wiping should be done horizontally first and then vertically. Keep repeating the process till the spots disappear
Damp cleaning	Give a complete dry mop to the surface and make sure that there are no solid dust particles. Then the mop has to be dipped in mild R2 solution or clean water and it has to be squeezed to avoid water flooding. Then it has to be run on the surface to one half part first and then the other half of the entire area.
Dry Mopping	The aim of dry mopping is to control the dusts so the mop should be handled in a straight position by the left hand near the handle and it has to be run in one direction ie. forward and then the backwards mopping is done after covering some distance.
Scrubbing	Initially the entire surface should be given a complete dry mopping such that there are no solid dust particles. Then the diluted R2 solution has to be used with a scrubbing machine having a red pad (in case of hard surfaces brushes shall be used). The water has to be sprinkled initially and the scrubbing is done parallel, at the end of the process the water has to be squeezed out by using vacuumisers and then a complete dry mopping has to be given.
Buffing	This is the next process for scrubbing and preferably to use white pads to make the surface shining and glossy
Vacuuming	Vacuuming should be done for both hard and soft surfaces where in the floor tool has to be adjusted to keep out the brush and the vacuuming should not be done if some big solid particles are there
Shampooing	Stain Removers shall be used to remove small stains on the carpet, sofa, the foam is generated by the machine and it has to be run on a circular motion, in case of deep stains good concentrated stain removers shall be used and complete Vacuuming has to be done after the process and it should be allowed to dry naturally.

Note :

- (i) All chemicals and consumables used by the agency must be of good quality and Eco-friendly. An illustrative list of the chemicals and consumables has been provided in the financial bid.
- (ii) The agency must mandatorily use all necessary instruments and equipment required for the satisfactory discharge of all the above mentioned services. An illustrative list of the Housekeeping, Security Services has been provided in the financial bid.
- (iii) The agency must also submit an elaborate work schedule with manpower deployment scheme for the different services mentioned above with as accurate an estimate of the various chemicals, consumables, instruments and equipments proposed to be used for the satisfactory discharge of the required services.

A. Control of Work

JDA shall decide all questions which may arise as to the quality or acceptability of materials furnished and work performed and as to the manner or performance and rate of progress of the work, all questions which may arise as to the interpretation of these specifications, and all questions as to the acceptable fulfillment of the agreement on the part of Service Provider (SP). SP shall permanently assign to this project an English speaking Facility Manager (to be supervised by SP) satisfactory to JDA. The Facility Manager shall be permanently assigned to this project, working on a full time basis for the duration of this agreement. The facility Manager shall represent SP, and all directions given to him shall be as if given to SP.

Upon written request, JDA shall be furnished with all reasonable evidence ascertaining that the materials and workmanship are in accordance with the requirements of these specifications. The inspection of the work shall not relieve SP of any of its obligations to fulfill this agreement as prescribed and defective work shall be made well at no expense to JDA, notwithstanding that such defective work and materials have been previously overlooked and accepted or estimated for payment.

SP shall commence maintenance work immediately upon receiving instructions to proceed and shall diligently and continuously perform said work to the satisfaction of JDA.

B. Grievance Re-dressal: Maintenance of Complaint Register and liaison with other Service Providers

A single point Complaint Register will be maintained for all type of services in Masala Chowk not limited to carpentry, electrical, plumbing, drainage problem, R.O. System, Telephone/Intercom system, UPS system etc. Receptionist at Masala Chowk will note all the complaints and immediately inform to Facility Manager/Supervisors. Facility Manager/Supervisor shall act on all complaints and liaise with other Service Providers, providing services in Masala Chowk, if necessary, for corrective measures. Facility Manager shall check the Complaint Register every afternoon and ensure that all the complaints have been attended to. The Facility Manager shall conduct a daily inventory and liaise with the Client to ensure a constant supply of electrical, plumbing and carpentry items required for maintenance work.

Any grievance registered with the Service Provider by the official/occupant with regard to service provided by integrated facility management service provider will have to be redressed within 24 hours of registering of the complaint. If the complaint could not be redressed reasons will have to be recorded in writing by the agency explaining such an inability.

C. GENERAL INSTRUCTIONS

- The initial sweeping and mopping of all the areas shall be completed by 7.00 a.m. on all working days. The Masala Chowk will be mopped continually every day in working hours. The toilets will be cleaned at **every hour** from 8.00 A.M. to 11.00 P.M. daily.
- The contractor shall supply fresh sets of uniforms/badges, identity cards, shoes to all personnel who shall wear the same while on work and also keep their uniform neat and clean.
- In general, the basic services in Masala Chowk and its surrounding areas and its toilets, common areas of all Masala Chowk, Parking, Garden areas and amphitheater are to be provided on all working days and to be kept clean on holidays as well. Therefore, adequate persons are also to be deployed on holidays also.

- As far as possible, the contractor shall not frequently change the personnel deployed on cleanliness etc. The contractor has to arrange attendance register for his staff, which will also be checked and signed by an officer designated by JDA. Attested copy of this shall be submitted along with monthly bill.
- The contractor shall arrange heavy duty scrubbing drier machines with moppers for scrubbing floors on working days before and after opening and closing hours, without disturbing public and during working hours if it is required.
- The contractor shall provide sufficient number of pick bins of good quality on Masala Chowk, Amphitheater and each toilet. Pick bins will be maintained properly and cleaned by the contractor at regular intervals. The contractor shall provide and arrange to put the biodegradable polythene bags, at regular intervals, inside the dustbins at various locations in the Masala Chowk food court including Garden and Amphitheater and in its corridors and where ever required.
- It will be ensured that appropriate type of cleaning materials suited for the cleaning of tiles, floors and stone surfaces and PVC/Linoleum surfaces etc. are used. Any damage caused to the property of this Masala Chowk of JDA due to unsuitable/harmful cleaning materials or due to the negligence on the part of the workers of the service provider firm will be liable to be compensated by the service provider firm.
- The contractor shall be responsible for the conduct/integrity of persons deputed for cleaning works in the Masala Chowk and will also be responsible for any act of omissions or commissions on their part. He will vouch for their character and integrity.
- All the essential machineries and consumable required for cleaning the Masala Chowk and its premises including Amphitheater are to be arranged by the firm.

जयपुर विकास प्राधिकरण, जयपुर

रामनिवास बाग स्थित वण्डर लेण्ड में फूड कोर्ट के रखरखाव एवं साफ-सफाई एवं
सिक्वोरिटी सर्विस बाबत।

चेक लिस्ट

क्र.सं.	कार्य	मसाला चौक एवं एमपीथियेटर में स्टाफ की उपस्थिति		मसाला चौक एवं एमपीथियेटर की सफाई		शौचालय एवं ड्रिंकिंग एरिया की सफाई	
		7.00 AM to 3.00 PM	3.00 PM to 11.00 PM	7.00 AM to 3.00 PM	3.00 PM to 11.00 PM	7.00 AM to 3.00 PM	3.00 PM to 11.00 PM
1	सिक्वोरिटी सर्विस	पूर्ण है/ कम हैं	3 पूर्ण है/ कम हैं	—	—	एक है/नहीं	एक है/नहीं
2 (i)	सफाई कर्मी वर्दी में है या नहीं।	पूर्ण है/ कम हैं	3 पूर्ण है/ कम हैं	है/नहीं	है/नहीं	है/नहीं	है/नहीं
(ii)	सफाई की स्थिति निर्धारित	अच्छी/कमजोर	अच्छी/कमजोर	अच्छी/कमजोर	अच्छी/कमजोर	अच्छी/कमजोर	अच्छी/कमजोर
3	फ्लोर मैनेजर	है/नहीं	है/नहीं				
4 (i)	निर्धारित डस्टबिन की स्थिति	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
(ii)	डस्टबिन उपयोग योग्य खाली है या नहीं।	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
5	समय पर कचरा निगम डिपो में निस्तारित किया गया या नहीं	—	—	हाँ/नहीं	हाँ/नहीं	हाँ/नहीं	हाँ/नहीं
6	उपरोक्त निस्तारण वास्ते ट्रॉली/कार्ट है या नहीं	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
7	गीला पौचे से सफाई की स्थिति	—	—	बिलकूल साफ/नहीं	बिलकूल साफ/नहीं	बिलकूल साफ/नहीं	बिलकूल साफ/नहीं
8	शौचालयों में सामग्री की उपलब्धता						
(i)	लिक्विड सोप	—	—	—	—	है/नहीं	है/नहीं
(ii)	सोप केक	—	—	—	—	है/नहीं	है/नहीं
(iii)	टिश्यू पेपर	—	—	—	—	है/नहीं	है/नहीं
9	शौचालयों में एक्जोस्ट चालू	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
10	शौचालयों में लाईट चालू	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
11	शौचालयों में नल	—	—	है/नहीं	है/नहीं	सही है/नहीं	सही है/नहीं
12	शौचालयों में ओडोनिल	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
13	शौचालयों में दीवार/शीशे आदि	—	—	है/नहीं	है/नहीं	साफ/नहीं	साफ/नहीं
14	शौचालयों में पानी उपलब्ध	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
15	कॉमन प्लेस पर टेबल कुर्सियों की सफाई/धुलाई	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
16	सफाई हेतु सामग्री झाड़ू/पोछा/सर्फ/फिनायल आदि	—	—	है/नहीं	है/नहीं	है/नहीं	है/नहीं
17	फूड कोर्ट की रात्रि धुलाई	—	—	हुई/नहीं	हुई/नहीं	हुई/नहीं	हुई/नहीं
18	अग्नि समन यंत्र	न्यूनतम 2					

अधिशाषी अभियन्ता (उद्यान-I)

जयपुरा, जयपुर।

JAIPUR DEVELOPMENT AUTHORITY, JAIPUR.

Name of work :- "Providing integrated facility management services including security services at masala chowk and amphitheater premises in Ramniwas Garden, Jaipur for 2 years."

G-Schedule

S. No.	Item	Unit	Qty.	Rate	Amount
1	Providing integrated facility management services including security services at Masala Chowk and Amphitheatre premises as per the scope of work mentioned in tender documents as per all terms and conditions including all T&P, Labour and material, taxes etc. complete in all respect as directed by Engineer In-charge. Managing Parking, Managing Entry Ticketing, Cleaning the Masala Chowk food area, Maintaining the toilets, Maintaining Masala Chowk Premises, Operate various services, Maintaining Amphitheater Floor Manager	Per Month	24.000	618086.00	14834064.00
2	Maintenance of parks - Includes - Watering in parks - Weeding & hoeing - Thavala preparation/ formation - Hedge/lawn cutting work - Seasonal flowering plants - Cleaning work etc.	Per Hect Per Month	24.000	25000.00	600000.00
	Total				15434064.00


Executive Engineer (Garden-I)
JDA, Jaipur

1. I/We do hereby agree to do above work @ _____ % above/below (In Figures) Schedule "G" Amount.

2. I/We do hereby agree to do above work @ _____ above/below
(In Words) Schedule "G" Amount.

Signature of Contractor with full Address and Mobile No.