

## जयपुर विकास प्राधिकरण, जयपुर

(कमरा न0 CCC-FF 121, नागरिक सेवा केन्द्र भवन)

इन्दिरा सर्किल, जेएलएन मार्ग, जयपुर-302004

क्रमांक : जविप्रा/अधि.अभि. (उद्यान- I) / 2025 / डी- 646

दिनांक : 01/08/2025

### निविदा सूचना

क्रमांक : जविप्रा/अधि.अभि. (उद्यान- I) / 13 / 2025-26

जयपुर विकास प्राधिकरण द्वारा “Providing integrated facility management services including security services at Masala Chowk and Amphitheatre premises in Ramniwas garden, Jaipur for 2 years” जिसकी अनुमानित लागत राशि रु 157.32 लाख के लिए ऑनलाईन बिड्स दिनांक 22.08.2025 को सायं 6:00 बजे तक आमन्त्रित की जाती है। निविदा बोली का ऑनलाईन आवेदन व भुगतान जविप्रा पोर्टल पर करने की अन्तिम तिथि. 22.08.2025 को सायं 6:00 बजे तक है। निविदा बोली के दस्तावेजों का विस्तृत विवरण [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in), [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) and [www.jda.urban.rajasthan.gov.in](http://www.jda.urban.rajasthan.gov.in) पर देखा जा सकता है।

(UBN No.

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निविदा में भाग लेने वालों को निम्न शर्तों की पूर्ति करनी होगी।

1. निविदादाता जयपुर विकास प्राधिकरण की वेबसाइट [www.jda.urban.rajasthan.gov.in](http://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 निविदादाताओं का राजस्थान सरकार के ई-प्रोक्यूरमेंट पोर्टल [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) पर पंजीकृत हो।

अधिशायी अभियंता (उद्यान- I)  
जविप्रा, जयपुर।

*(Signature)*

**JAIPUR DEVELOPMENT AUTHORITY, JAIPUR**

Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur  
302004 (Rajasthan) Telephone: +91-141-2569696 e.mail: hanuman.sahay.meena4@rajasthan.gov.in

No.: JDA/EE(Garden-I)/2025/D- 646

Dated: 01/08/2025

**NOTICE INVITING BID**

**NIB NO : JDA/EE (Garden-I)/13/2025-26**

Online Bids are invited up-to 06:00 PM of 22.08.2025 for “Providing integrated facility management services including security services at Masala Chowk and Amphitheatre premises in Ramniwas garden, Jaipur for 2 years.” The last date for Applying Bid and making online payment on JDA portal is up-to 06:00 PM of 22.08.2025. The estimated cost of NIB is Rs. 157.32 Lacs. Details may be seen in the Bidding Document at our office or the State Public Procurement Portal website [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in), [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) and [www.jda.urban.rajasthan.gov.in/jda](http://www.jda.urban.rajasthan.gov.in/jda)

**UBN:**

To participate in the bid, bidder must:

- A. Participate in Tender & Deposit Payment on ‘Online Tender Participation’ Portal of JDA at <https://jda.urban.rajasthan.gov.in/jda> or by Single-Sign-On at <http://service.jaipurjda.org>.
- B. Submit e-Bid on ‘e-Procurement Portal’ of GOR at [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)

  
Executive Engineer (Garden-I),  
JDA, Jaipur

## Detail NIB for uploading on SPP Portal, e-Procurement, JDA Portal &amp; as part of NIB Document

## JAIPUR DEVELOPMENT AUTHORITY

Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004  
(Rajasthan) Telephone: +91-141-2569696 e.mail: hanuman.sahay.meena4@rajasthan.gov.in

## NOTICE INVITING BID

NIB No. : JDA/EE-Garden-I/13/2025-26

<b>Name &amp; Address of the Procuring Entity</b>	Name : Executive Engineer (Garden-I), Jaipur Development Authority, Address: Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004 (Rajasthan) Email:- : hanuman.sahay.meena4@rajasthan.gov.in
<b>Name of work</b>	<b>Providing integrated facility management services including security services at Masala Chowk and Amphitheatre premises in Ramniwas garden, Jaipur for 2 years.</b>
<b>Bid Procedure</b>	Two-stage open competitive eBid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Bid Evaluation Criteria (Selection Method)</b>	L1 ( eg. Least Cost based Selection ( LCBS)-L1)
<b>Websites for downloading Bidding Document, Corrigendum's, Addendums, etc.</b>	Websites: <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a> , <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a> , <a href="http://www.jda.urban.rajasthan.gov.in">www.jda.urban.rajasthan.gov.in</a>
<b>Estimated Procurement Cost</b>	INR 1,57,31,928.00 (Rs One Core Fifty Seven Lakh Thirty Seven Thousand Thirty One Thousand Nine Hundred Twenty Eight only)
<b>Website for online Bid application and payment *</b>	<ul style="list-style-type: none"> <li>➤ Website: <a href="http://www.jda.urban.rajasthan.gov.in">www.jda.urban.rajasthan.gov.in</a></li> <li>➤ 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. <ul style="list-style-type: none"> <li>○ Bidding document fee: Rs. 1000/- (Rupees One Thousand only)</li> <li>○ RISL Processing Fee: Rs. 2000/- (Rupees Two Thousand only)</li> <li>○ Requisite Bid Security Deposit.</li> <li>○ The Bidders are required to submit Bid security, cost of Bidding documents, and Bid processing fees through online payment after registering with JDA on <a href="http://www.jaipurjda.org/e-services/e-tender">www.jaipurjda.org/e-services/e-tender</a> portal. There should be a gap of 3 working days between the End date for Bid Applying, Online Payment &amp; Bid Submission and Bid Opening date. In the absence of the requisite fee, the bid of the concerned bidder will be considered as non-responsive and shall be liable for rejection</li> </ul> </li> </ul>
<b>Bid Security Deposit (in favor of Secretary, JDA, Jaipur)</b>	<ul style="list-style-type: none"> <li>➤ Amount (INR: 2% i.e. Rs. 314639.00) For A &amp; AA class contractors registered in the appropriate class with CPWD, Postal, Telegram, Railway, MES, Other State Government/Central Government undertakings/organizations of Estimated Procurement Cost. (The bidder must capable to bid in the bid as per their enlistment)</li> <li>➤ Amount (INR: 0.5% i.e. Rs. 78660.00) for Bidder registered as a contractor in the appropriate class <b>(B and above)</b> in JDA.</li> <li>➤ In case of Departments 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.</li> </ul>

<b>Start/ End Date for Bid Applying Bid and making Online Payment on JDA portal*</b>	➤ Start Date: 02.08.2025 at 9:30 AM onwards ➤ End Date: 22.08.2025 at 06:00 PM ➤ In case EMD in form BG Original Bank Guarantee is to be submitted in Room No 215N, Extension Building, Jaipur Development Authority, JLN Marg, Jaipur by 25.08.2025 from 9.30 AM to 27.08.2025 up to 3.30 PM (within three working days from the last date of submission of bid.)
<b>Bid Submission on e-Procurement Portal of GOR**</b>	➤ Start Date: 02.08.2025 at 9:30 AM onwards ➤ End Date: 22.08.2025 at 06:00 PM
<b>Date/Time/Place of pre-Bid</b>	N/A
<b>Date/ Time/ Place of Technical Bid Opening</b>	➤ 28.08.2025 at 01:00 PM onwards Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004 (Rajasthan)
<b>Date/ Time/ Place of Financial Bid Opening</b>	➤ Will be intimated later to the Technically qualified bidders
<b>Bid Validity</b>	➤ 120 days from the bid submission deadline
<b>Time Period</b>	24 Months
<b>A&amp;F/Job No.</b>	193/2025-26

#### **Procedure for bidding:**

##### **Single part bid system:**

Single part (Two-envelope) (2 docket) system would be adopted, Docket-1 being for Documents and Docket-2 being for Financial Bid.

Docket-1:- is for proof of deposition of Bid Security, cost of bidding document and bid processing fee along with copy of GST registration, signed Annexure "B" and copy of enlistment as contractor/ bidder in required category.

Docket-2:- is for financial bid.

The financial bid will be opened only for bidders whose proper Bid Security, copy of GST registration, proof for deposition of bidding document fee, RISL processing fee, copy of enlistment of contractor in the required category and signed Annexure "B" are found to be in order. Bid Security will be accepted only in the form of online deposition or in the form of Bank Guarantee.

##### **1. Two part bid system:**

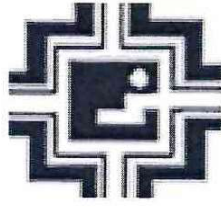
Two part (Two-envelope) (2 docket) system would be adopted, Docket-1 being for Technical Bid and Docket-2 being for Financial Bid.

Docket-1:- There will be three separate folders- Folder-1 is for proof of deposition of Bid Security, cost of bidding document and bid processing fee alongwith copy of GST registration, signed Annexure "B" and copy of enlistment as contractor/ bidder in required category. Folder-II is for bid document and folder-III is for technical bid.

Docket-2:- There will two separate folders-1 is for financial bid and 2 is for bill of quantities.

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JAIPUR DEVELOPMENT AUTHORITY, JAIPUR

**TECHNICAL BID**  
**(POTENTIAL ASSESSMENT)**

**FOR**

**“Providing integrated facility management services including security services at Masala Chowk and Amphitheatre premises in Ramniwas garden, Jaipur for 2 years”**

  
Executive Engineer (Garden-I),  
JDA, Jaipur

## Detail NIB for uploading on SPP Portal, e-Procurement, JDA Portal &amp; as part of NIB Document

## JAIPUR DEVELOPMENT AUTHORITY

Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004  
(Rajasthan) Telephone: +91-141-2569696 e.mail: hanuman.sahay.meena4@rajasthan.gov.in

## NOTICE INVITING BID

NIB No. : JDA/EE-Garden-I/13/2025-26

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<b>Bid Evaluation Criteria (Selection Method)</b>	L1 ( eg. Least Cost based Selection ( LCBS)-L1)
<b>Websites for downloading Bidding Document, Corrigendum's, Addendums, etc.</b>	Websites: <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a> , <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a> , <a href="http://www.jda.urban.rajasthan.gov.in">www.jda.urban.rajasthan.gov.in</a>
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Portal of GOR**		
Date/Time/Place of pre-Bid	N/A	
Date/ Time/ Place of Technical Bid Opening	➤ 28.08.2025 at 01:00 PM onwards Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004 (Rajasthan)	
Date/ Time/ Place of Financial Bid Opening	➤ Will be intimated later to the Technically qualified bidders	
Bid Validity	➤ 120 days from the bid submission deadline	
Time Period	24 Months	
A&F/Job No.	193/2025-26	

#### **Procedure for bidding:**

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## **SCHEDULE AND SPECIFICATIONS**

#### SCHEDULE – A: INFORMATION USEFUL FOR THE CONTRACTORS:

The bidder should see the site and fully understand the conditions of the site before bidding and include all leads, lift etc for the material in his item rate/percentage to be quoted on the rates given in Schedule 'G'. The work shall be carried out in accordance with the Rajasthan PWD detailed specification and to the entire satisfaction of the Engineer – In – Charge of the work.

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

The drawing may be seen in the office of the undersigned.

SCHEDULE – C: LIST OF THE DRAWING TO BE SUPPLIED BY THE CONTRACTOR: List of the drawing to be supplied by the contractor NIL. But the contractor shall have to arrange at his own cost drawings required for the work after deposition necessary cost with JDA.

#### SCHEDULE - D: TEST OF THE MATERIALS:

The test of the materials and workmanship shall be conducted by the JDA staff as necessary. The result of such tests should confirm to the standards laid down in the Indian standard & or the standards laid down in the detailed specifications of the work by the contractor. Qualified personnel required as per the contractor enlistment rules shall have to be engaged at site by the Contractor. The authority reserves the right to engage such staff and recover the expenses from the contractor on such account in case of his failure to do so.

#### SCHEDULE – E: SAMPLES OF THE MATERIALS:

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

#### SCHEDULE - F: TIME OF COMPLETION:

The work should start within 10 days of the issue of the work order and complete within time limits.

#### SCHEDULE – G: ATTACHED SEPARATELY BASED ON APPLICABLE BSRs IN JDA.

#### SCHEDULE – H: SPECIAL CONDITION: Attached Separately.

#### SCHEDULE – I: COST OF TENDER DOCUMENTS, PROCESSING FEES & BID SECURITY.

The Bid Processing fee is payable in favor of M.D. RISL & Cost of bid document & Bid Security is payable in Favour of the Secretary, JDA, Jaipur. Bidders have to pay bid processing fees, cost of bidding documents, and Bid Security through Online. If a bidder opts to deposit the bid security through bank guarantee, the bank guarantee should be valid for the next seven months after the bid opening date. A copy of the such bank guarantee will be required to be attached with the bid submission documents uploaded on the E-procurement portal of GOR. The bank guarantee will be physically handed over upto prescribed time to Nodal officer of the on-line tendering system of JDA i.e. D.D( E&B) in room No. 215N Extension building, JDA, JLN marg, Jaipur, as per specified in bidding documents,



Annexure-1. Special Conditions of Contract regarding defect liability period.

Annexure-2A. Bank guarantee will be in specified Performa enclosed with this bidding document for Bid Security.

Annexure-2B. Bank guarantee will be in specified Performa enclosed with this bidding document for Performance Security.

Annexure-A. Compliance with the code of integrity and no conflict of interest (RTPP Act/Rules).

Annexure-B. Declaration by the bidder regarding qualifications (RTPP Act/Rules).

Annexure-C. Grievance Redressal during the procurement process (RTPP Act/Rules).

Annexure-D. Additional Conditions of Contract (RTPP Act/Rules).

Annexure-E. Process for Tender Participation & Depositing Payment on 'Online Tender Participation' Portal of JDA & Bid Submission on 'e-Procurement Portal' of Government of Rajasthan.

  
Executive Engineer (Garden-I),  
JDA, Jaipur




## SPECIAL CONDITIONS

### SCHEDULE 'H'

01. If there is any typographical error or otherwise in the 'G' Schedule, the rates given in the relevant BSR on which Schedule 'G' has been prepared, shall prevail.
02. The bidder shall follow the provisions of the builder labour regulation and abolition Act, 1970 & Rule, 1971.
03. The JDA shall have the right to cause an audit for technical examination of the work and the final bills of the bidder including all supporting vouchers, abstracts etc. to be made within two years after payment of the final bills and if as a result of such audit, any amount is found to have been overpaid / 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 the such sum from him in the manner prescribed in special condition no. 8 or any 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 work executed by him under it, the amount of such underpayment shall be paid by the JDA to the bidder.
4. Wherever any claim against the bidder for the payment of a sum of money arises out of under the contracts, the JDA shall be entitled to recover the sum by appropriating in part or whole of the performance security 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 their 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 affect such recoveries under P.D.R. Act.
5. The rate quoted by the bidder shall remain valid for a period of 120 days from the date of opening of the bids.
6. By submission of the Bid the bidder agrees to abide by all printed conditions provided in the PWD manual from 64 (Chapter 3-para 36) and subsequent modification.
7. No conditions are to be added by the bidder and the conditional Bid is liable to be rejected.
8. If any bidder withdraws his Bid prior to the expiry of said validity period given at S. No. 5 or mutually extended prior or makes modifications in the rate, terms and conditions of the Bid within the said period which are not acceptable to the authority or fails to commence the work in the specified period, fails to execute the agreement the authority shall without prejudice to any, other right or remedy, be at liberty to forfeit the amount of bid security given in any form absolutely. If any bidder, who has 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 will stand debarred for six months from participating of Bidding in JDA in addition to forfeiture of bid security/ Performance Security and other action under agreement
9. Any material not conforming to the specifications collected at the site have to be removed by the bidder within a period of 3 days of the instruction, issued by the Engineer -In charge in writing failing which, such material shall be removed by the Engineer-In charge at risk and cost of the bidder after the expiry of 3 days period.
10. The material collected at the site and paid provisionally shall remain under the watch and ward of the bidder till it is consumed fully on the work.
11. The rates provided in the Bidding documents are inclusive of all Taxes and royalties otherwise specified.
12. No extra lead of earth/material shall be paid over and above as specified in 'G' Schedule, Source/ borrow pit area for the earth shall have to be arranged by the Bidder at his own cost.
13. Undersigned has full right to reject any or all Bids without giving any reasons.
14. As per the 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 etc."

15. Special Conditions of the Contract regarding the Defect Liability Period (DLP) for works costing Rs. 25.00 lacs and more shall be applicable (Annexure-I).
16. The Bidder is required to submit a copy of their enlistment as a contractor.
17. Conditions of RPWA-100 will be mandatory & acceptable to the bidder.
18. The bidder will have to install display boards at the site of work as directed by Engineer in charge.
19. All the provisions of THE RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT, 2012 and Rules, 2013 and amendments issued from time to time by the Finance Department, GOR shall be applicable. If there are any contradictions 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 prevail.
20. In case the rate received in the bid is below than BSR rate, additional Performance security shall be deposited by the bidder as per Rule 75 (A) of RTPP Rules.
21. The Annexure "B" (RTPP Act/Rules) is mandatory to be fulfilled & signed with seal by the bidder failing which the bid shall summarily be rejected without asking for any clarification.
22. Contractors enlisted in JDA, should be get reviewed periodically. The registered bidder who has not been reviewed within a period of 5 years 3 months, shall not be allowed to participate in the bid. Contractors enlisted in other departments shall be as per the provision of PWF&AR
23. जविप्रा के आदेश क्रमांक जविप्रा/अधि.अभि. एवं तक. सहा. निदे. अभि.-प्रथम/2024-25/ डी-8987012 दिनांक 16.07.2024  
"The river sand shall be part replaced with crushed stone sand or crushed gravel sand (M-Sand) up to a minimum extent of 25% of total mass of fine aggregate subjected to the codal provisions (Clause 4.2) of IS 383:2016 and article 11 of Rajasthan M-Sand Policy 2020."

  
**Executive Engineer (Garden-I),  
JDA, Jaipur**





**SPECIAL CONDITIONS OF CONTRACT REGARDING DEFECT LIABILITY PERIOD (DLP) FOR WORKS COSTING RS.****25.00 LACS AND MORE****Table-1**

S.No.	Type of work	DLP Period
1.	Bridge Work	5 Years
2.	CD Work	5 Years
3.	CC Road. PQC Work	5 Years
4.	CC tiles/Krebs/medians	5 Years
5.	Drains	3 Years
6.	Roads	
	(i) Two-layer WBM/GSB	6 months or one full rainy season whichever is later
	(ii) For Renewal/Strengthening	
	(a) BT up to 30 mm thickness	1 Years
	(b) BT above 30 mm to up to 40 mm	2 Years
	(c) BT above 40 mm to up to 90 mm	3 Years
	(d) BT above 90 mm thickness	5 Years
	(iii) New Roads	
	(a) BT up to 90 mm	3 Years
	(b) BT more than 90 mm	5 Years
7.	Compound wall	3 Years
8.	Building Work	
	(i) Work pertaining to Sanitary work electrical works, Joinery works and painting work.	2 Years
	(ii) Work pertaining to the Building structure and other civil works	5 Years
9.	Electric work except for maintenance	3 years
10.	Sewer/Water supply including STP and water supply-related work except for maintenance works.	3 Years

**1. ROAD-WORKS**

- 1.1 The Defect Liability Period (DLP) for all Road works excluding patch repair work shall be as per the above table. Road works executed by the Contracting agency shall be maintained by them at their own cost for completion (DLP) from the actual date of completion of work as per the clause in the Contract Agreement and Special Condition of the Contract.
- 1.2 No extra payment shall be made to the contracting agency on account of maintenance of Road works and removal of defect during the Defect Liability Period.
- 1.3 The word "Road Works" means all new Road Works construction, widening, strengthening, up-gradation and renewal works
- 1.4 The word "Maintenance of Road Works during Defect Liability Period" means
  - (i) Routine maintenance of Road Works,
  - (ii) To remove the defect as & when appear in part and the entire structure of Road Works, in the specified time and keeping the Road Surface with good riding quality and
  - (iii) Damages due to improper drainage/drains, local flooding, depressions on roads etc.
- 1.5 The contracting agency shall do the routine maintenance of Road works, including pavement, road side and cross drains including surface drains to the required standards and keep the entire road surface and structure in Defect free conditions during the entire period of routine maintenance, which begins at the completion of the construction work and ends after complete (DLP).
- 1.6 The routine maintenance shall consist of the routine maintenance operation defined in the manual for the maintenance of roads of MoRTH and shall be carried out accordingly.
- 1.7 The routine maintenance activities and their periodicity.



S. No.	Name of Item/Activity	Frequency of operations in one year
1	Restoration of rain cuts and dressing of berms.	Once in a year, generally after rains.
2	Making up of shoulders.	As and when required.
3	Maintenance of Bituminous surface road and/or gravel road/WBM road including filling pot holes and patch repairs etc.	As and when required.
4	Insurance of proper functioning of drains including civil maintenance and desalting of drains. (If constructed by the same Road agency or not)	As and when required.
5	Maintenance of road signs. (If installed by the same Road agency)	Maintenance as and when required. Repainting <b>once in every one and a half years.</b>
6	Road Marking, Kerb Stone / Dand. (If done by the same Road agency)	<b>Thermoplastic Paint</b> Maintenance as and when required. Repainting <b>once in everyone &amp; a half year.</b> <b>Ordinary Paint</b> Maintenance as and when required. Repainting <b>thrice in every year.</b>
7	Damages beyond the control of the agency.	Road cuts made by various agencies for utility, duly permitted by JDA / JNN will have to be repaired by the agency on the same rates of the contract agreement till DLP.

## 2. General

### 2.1 Inspection of works during the Defect Liability Period

2.1.1 The contracting agency shall undertake a joint detailed inspection along with Engineer-in-charge/A.En., at least once in three months in case of all Road works. The Engineer-in-charge can reduce this frequency in case of an emergency. The Contracting agency shall forward to the engineer in-charge the record of inspection and rectification immediately after the joint inspection. The Contracting agency shall pay particular attention to those road sections, which are likely to be damaged during rainy season.

2.1.2 One register has to be maintained by every AEN for recording the inspection details of works in his jurisdiction under defect liability period.

### 2.2 Conditions regarding Performance Security

#### 2.2.1 Security for DLP-

The contracting agency shall have to furnish Performance Security in the form of Bank Guarantee valid from the actual date of completion, which shall be assigned by the Engineer-in-charge.

2.2.2 The release of PS amount shall be as per following table 2 :-

S.No.	Released PS	DLP Period	1 Year	2 Years	3 Years	5 Years
1.	After 1 year		100%	40%	20%	10%
2.	After 2 year			60%	20%	10%
3.	After 3 year				60%	10%
4.	After 4 year					20%
5.	After 5 year					50%

The Performance Security will be released as per the above table after a satisfactory performance certificate issued by Engineer-In-Charge:-

#### 2.2.3 Forfeiture of Performance Security

In case the contracting agency fails to rectify the defects within the stipulated period notified to him by the Engineer-in-charge concerned under the contract agreement, the Engineer-in-charge shall serve a final notice for 5 days time reckoned from the date of issue of notice to rectify the defects. In case the contracting agency not responding to the notice and fails in the rectification of defects the Engineer-in-charge will get the defect removed at the risk and cost of the contracting agency. Action such as encashment of Bank Guarantee and action under enlistment rules etc. shall also be taken against the contracting agency by the competent authority.

#### 1.2.4 Force Majeure

The defect that arises due to earthquakes, cyclones, and natural calamities shall not be the responsibility of contracting agency.

#### 2.2.5 Various conditions for managing DLP are as under :-

- (i) At the time of completion of work, final component shall be worked out for each individual item like BT/CC/tiles/ drains etc. (as per different categories in Table-I), DLP shall be operative based upon type of individual item ex:- CC-5 years, BT-1/2/3/5 years, Drain-3 years etc.
- (ii) If any work, amount is less than Rs. 25 lacs but later on due to extra/excess work, if amount of final work crosses more than Rs. 25 lacs, DLP shall be operative as per rule for each individual item.
- (iii) Similarly, if any work is more than Rs. 25 lacs but after finalization amount of work is less than Rs. 25 lacs, DLP should be operative for six months or rainy season whichever is later.
- (iv) During DLP period if contractor fails to repair any work even after the issue of 7 days written notice, the same work shall be got executed by the respective Executive Engineer at the contractor's risk and cost. This process shall be applicable throughout the DLP period. After completion of DLP period in such works contractor should be debarred and blacklisted, from JDA for three years as per RTPP rule 2012 and 2013 where his defaults twice in a single agreement or in two different works.
- (v) Quarterly Inspection as per rules shall be carried out and DLP registers shall be maintained by respective Executive Engineers to monitor the DLP repairs.
- (vi) Special and regular inspection shall also be carried out as per order no. JDA/XEN & TA to DE-I/2014-15/D-223 dated 12.03.2015 and order no. SE (PMGSY) CIRCULAR 2006/D-115 dated 04.05.2006 Point no. 3.
- (vii) In case JDA feels to take up work on any existing DLP road due to any reason, the following procedure should be adopted:
  - (a) At the time of withdrawal total liability of repairs as per DLP conditions to be carried out and the contractor shall be asked to complete the same. After completion of assessed repairs, DLP period shall be released after deduction amt. as per following table-III.

**Table-3**

% Recovery on withdrawal of DLP of work order	1 Year	2 Year	3 Year	4 Year	5 Year
DLP period					
1 Year	1.12	-	-	-	-
2 Year	2.55	1.43	-	-	-
3 Year	4.38	3.26	1.83	-	-
5 Year	9	7.88	6.45	4.62	2.47

Note:- Calculation is to be done on a quarterly basis.

- (b) In case the Contractor fails to carry out these repairs, same shall be carried out at his risk and cost. If the total amt. of such repairs works out to be more than the total retained amount of PS same shall be recovered from other works and as per PDR rules. The amount as per Table 3 is also to be deducted in addition to this amount.
  - (viii) Based upon the type of work, DLP conditions for works to be carried out during the DLP period with their frequency of the respective type of work shall be prepared by respective SE"s after approval of these periods.
3. In case patch repairs/civil maintenance works costing more than Rs. 25.00Lakhs, defect liability period will as per clause 37(C) of Contract Agreement.

  
Executive Engineer (Garden-I),  
JDA, Jaipur

**Specified Bank Guarantee Performa for Bid Security**

**Section - 6**

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

To  
Secretary,  
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 Bid Security for the.....J

**DA Jaipur** WHEREAS, \_\_\_\_\_ [name of Bidder with address] (**hereinafter called "the Bidder"**) has submitted his Bid dated ..... for the work of .....(here in after 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 cashable at the 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, a notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank no later than the above date.

The amount covered under the above Bank Guarantee shall be automatically credited in the accounts of JDA in ICICI Bank, JDA Campus, Jaipur through **IFSC 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 writing for its release.

Date \_\_\_\_\_ Signature of the Bank \_\_\_\_\_

Witness \_\_\_\_\_ Seal \_\_\_\_\_

[Signature, Name, and Address]

[Note: To be furnished on appropriate non-judicial stamps & should be valid for the next 7 months from the bid opening date]



**Specified Bank Guarantee Performa for Performance Security****Section - 6**

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

To

Secretary, 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 Performance Security for the.....JDA Jaipur

WHEREAS, \_\_\_\_\_ [name of Bidder with address] (hereinafter called "the Bidder") has submitted his Bid dated \_\_\_\_\_ for the work of \_\_\_\_\_ (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 cashable at the 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 \_\_\_\_.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand within valid period of this guarantee.

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, a notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank no later than the above date.

The amount covered under the above Bank Guarantee shall be automatically credited to 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 writing for its release.

Date \_\_\_\_\_ Signature of the Bank \_\_\_\_\_

Witness \_\_\_\_\_ Seal \_\_\_\_\_

[Signature, Name and Address]

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

**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 the procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid-rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring entity and the bidders with an intent to gain an 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.

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.

**Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

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

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring 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 offense related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Signature of the bidder

Place:

Name:

Designation:

Address:

**Note:- Annexure "B" is mandatory to be fulfilled & signed with seal by the bidder failing which the bid shall summarily be rejected without asking any clarification.**



**Grievance Redressal during Procurement Process**

**The designation and address of the First Appellate Authority :**

For works costing up to Rs. 300.00Lakhs -	Jaipur Development Commissioner, JDA, Jaipur.
For works costing above Rs. 300.00Lakhs -	Executive Committee, JDA, Jaipur.

**The designation and address of the Second Appellate Authority:**

For works costing up to Rs. 300.00Lakhs -	Executive Committee, JDA, Jaipur.
For works costing above Rs. 300.00Lakhs -	Principle Secretary/ACS, Urban Development & Housing Department, GOR, 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 the 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) Appeals 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 the need of procurement  
(b) Provisions limiting the 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 Appeals: -**  
(a) An appeal under Para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.  
(b) Every appeal shall be accompanied by an order appealed against, if any, Affidavit verifying the facts stated in the appeal and proof of payment of fee,



- (c) Every appeal may be presented to the first appellate authority or second  
The appellate authority, as the case may be, in person or through registered post or authorized representative.

**(6) Fee for filing Appeal: -**

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

**(7) Procedure for disposal of Appeal: -**

- (a) The first appellate authority or second appellate authority as the case may be, upon the filing of the appeal, shall issue notice accompanied by a copy of the appeal, affidavit and documents, if any, to the respondents and fix a date of hearing
- (b) On the date fixed for hearing, the first appellate authority or the second appellate authority, as the case may be shall-
  - (i) Hear all the parties appeal presenting 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 a copy of the 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.

### 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 the 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 the 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 fifty 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 the 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 provided in the conditions of the 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 the last supply. If the supplier fails to do so, the procuring entity shall be free to arrange for the balance supply by limited bidding or otherwise and the extra cost incurred shall be recovered from the supplier.

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

As a general rule, all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, 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.



## Process for Tender Participation & Depositing Payment on 'Online Tender Participation' Portal of JDA & Bid Submission on 'e-Procurement Portal' of Government of Rajasthan: -

### A\*Process for Tender Participation & Depositing Payment on 'Online Tender Participation' Portal of JDA

#### 1-Participate in tender

- a) Bidder can access 'Online Tender Participation' Portal of JDA at <https://jda.urban.rajasthan.gov.in/jda> or by Single-Sign-On at <http://service.jaipurjda.org>.
- b) Create user Login with a valid mobile number to register yourself for various Online Services of JDA.
- c) Select 'Proceed as Citizen' and then 'Proceed for Subscription' for 'Tender Online Payment'. The prevailing plan for getting registered for tendering process of JDA is Rs. 500.00 with a validity period of 3 Years (renewable).
- d) After successful payment, re-login and upload required documents for KYC (Know Your Client) compliance as per the type of entity viz. Individuals/ Company/ Partnership Firms/ Trusts & foundations. Besides, Bank Passbook / Cancelled Cheque consisting of Bank Account, IFSC Code is mandatory to be uploaded, to refund the bid security of unsuccessful bidder.
- e) After receiving the payment successfully and approving KYC documents the bidder will be authenticated by JDA for taking part in Tender.

#### 2-Deposit Tender Fee, RISL processing fee and Bid Security (EMD)

- **Option-1:** Payment Gateway (Aggregator)  
The facility to make payment through Debit Card, Credit Card, Net banking etc., will be available. User can use this facility from anywhere any time till the closing date & time of bid participation.
- **Option-2:** Electronic Fund Transfer (EFT: NEFT/RTGS)  
If the bidder selects payment mode as EFT (NEFT/RTGS), "Paying Slip for EFT (NEFT/RTGS)" will be generated by the system for the complete amount. The payment can be made from any Bank any Branch using this Paying Slip through NEFT/RTGS (Claim against payment made through EFT in any other JDA bank account will not be acceptable and bidder stands disqualified from participation in the bid applied for). After successful transaction through NEFT/RTGS, as per the standard procedures it may take 4 to 24 hours in process of confirmation of EFT through Auto-Process depending on the time of EFT done. Therefore, option to make payment through EFT (NEFT/RTGS) will be available till 48 hours prior to closing date of bid participation.

#### 3-Deposit Bid Security (EMD)

The Bid Security (EMD) can be submitted through Bank Guarantee (BG). Bidder may opt Bank Guarantee (BG) against Bid Security (EMD), for which bidder requires to prepare BG before applying in the tender. The detail of BG requires to be fed on 'Online Tender Participation' Portal of JDA before paying balance amount (Tender Fee + RISL Processing Fee). This balance amount will be paid through Payment Gateway only, option to make balance payment through EFT (RTGS/NEFT) will not be available.

#### 4-Obtain Bid Participation Receipt

After confirming payment, the bidder will get Bid Participation Receipt based on which user will get the payment details along with other details for bidding on e-Procurement portal of GOR.

- In case of BG as the remaining payment will be done through Payment Gateway, on successful transaction the 'Bid Participation Receipt' will be generated on real time basis.
- In case complete payment is done through Payment Gateway, on successful transaction the 'Bid Participation Receipt' will be generated on real time basis.
- In case complete payment is done through EFT (NEFT/RTGS), on confirmation of payment from ICICI Bank (Auto Process) 'Bid Participation Receipt' will be available on Login of Bidder on JDA portal.

### B-\*\*Bid Submission on 'e-Procurement Portal' of Government of Rajasthan

- 1- Online e-Bid can be submitted after registration at e-Procurement Portal of Government of Rajasthan [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)
- 2- It is mandatory to upload Bid Participation Receipt with the bid submission.
- 3- Details of online payment available on Tender Participation Portal of JDA have to be filled in 'offline payment' section of e-Procurement portal.



**Note**

- 1- Bidder (authorized 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 DoIT&C, GoR on a regular basis. Bidders interested in 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](mailto: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.

<b>Jaipur Development Authority, Jaipur.</b>	
<b>Bid Participation Receipt</b>	
	Date & Time:-
<b>Bid Detail</b>	
Bid ID:	Procurement Entity:-
Bid Title:	
Bid Value:	Bid Opening Place:
<b>Bidder Detail</b>	
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	

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

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](http://www.jda.urban.rajasthan.gov.in).

# JAIPUR DEVELOPMENT AUTHORITY, JAIPUR

## SPECIAL CONDITION OF THE CONTRACT FOR POTENTIAL ASSESSMENT OF ONTRACTORS

**Name of work for :- Providing integrated facility management services including security services at Masala Chowk and Amphitheatre premises in Ramniwas garden, Jaipur for 2 years.**

Special conditions of contract of 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:

The procedure for POTENTIAL ASSESSMENT would be as follow:

- (a) Two part (Two-envelope) (docket) system would be adopted, for POTENTIAL ASSESSMENT, Docket-1 being for Technical Bid and Docket-2 being for financial Bid.  
Docket-1:- There will be three separate folders- **Folder-1** is for proof of deposition of Bid Security, cost of bidding document and bid processing fee along-with copy of GST registration, Annexure "B" (RTPP Act/Rules) is mandatory to be fulfilled & signed with seal and copy of enlistment as contractor/ bidder in required category. **Folder-II** is for the bid document and **folder-III** is for technical bids.  
Docket-2:- There will be two separate folders. **Folder -1** is for financial bid and **Folder -2** is for the bill of quantities.
- (b) The technical bid will be opened only for bidders whose proper Bid Security, copy of GST registration, proof for deposition of bidding document fee, RISL processing fee, copy of enlistment of contractor in the required category and signed Annexure "B" are found to be in order. BidSecurity will be accepted only in the form of online deposition or in the form of Bank Guarantee.
- (c) The Technical Bid envelope would be opened on the date \_\_\_\_\_ at \_\_\_\_\_AM in the chamber of Superintending Engineer-XIII.
- (d) The Financial Bid envelope would be opened only of those bidders who fulfill all the POTENTIAL ASSESSMENT CRITERIA.



## 2. Criteria:

Criteria for POTENTIAL ASSESSMENT would be as follows:-

- **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 be 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 2025-26	1.00
(b)	For year 2024-25	1.00
(c)	For year 2023-24	1.10
(d)	For year 2022-23	1.21
(e)	For year 2021-22	1.33
(f)	For year 2020-21	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 five financial years:

S.No.	Year	Turnover
(1)	2025 – 26	
(2)	2024– 25	
(3)	2023- 24	
(4)	2022-23	
(5)	2021-22	

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**

**Date :**

**(With Seal wherever applicable)**

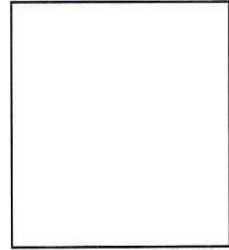


## SCHEDULE - II

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

S. No.	Name of Works	Department/Hotels/Malls etc	Place (district / state)	Financial Year

Signature of Bidder  
(With seal)



**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)	Financi al 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



## SCHEDULE - V

### DETAILS OF LITIGATION OR ARBITRATION CONTRACTS

S. No.	Name of Works (with agreement No. & Date)	Department/Hotels/ Malls etc	Work Order Amount	Disputed Amount Claimed in Litigation / Arbitration	Date of Raising Disputed Amount	Actual Award Amount, if the case is Decided	Cause of Litigation & matter in Dispute

**Signature of Bidder**

**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 Amphitheatre premises in Ramniwas garden, Jaipur for 2 years”** 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 .....

.....  
Proprietor/ Partner/ Authorized  
signatory

M/s .....





JAIPUR DEVELOPMENT AUTHORITY, JAIPUR

**FINANCIAL BID**  
**(POTENTIAL ASSESSMENT)**

**FOR**

**“Providing integrated facility management services including security services at Masala Chowk and Amphitheatre premises in Ramniwas garden, Jaipur for 2 years”**

  
Executive Engineer (Garden-I),  
JDA, Jaipur

## Detail NIB for uploading on SPP Portal, e-Procurement, JDA Portal &amp; as part of NIB Document

## JAIPUR DEVELOPMENT AUTHORITY

Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004  
(Rajasthan) Telephone: +91-141-2569696 e.mail: hanuman.sahay.meena4@rajasthan.gov.in

## NOTICE INVITING BID

NIB No. : JDA/EE-Garden-I/13/2025-26

<b>Name &amp; Address of the Procuring Entity</b>	Name : Executive Engineer (Garden-I), Jaipur Development Authority, Address: Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004 (Rajasthan) Email:- : hanuman.sahay.meena4@rajasthan.gov.in
<b>Name of work</b>	<b>Providing integrated facility management services including security services at Masala Chowk and Amphitheatre premises in Ramniwas garden, Jaipur for 2 years.</b>
<b>Bid Procedure</b>	Two-stage open competitive eBid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Bid Evaluation Criteria (Selection Method)</b>	L1 ( eg. Least Cost based Selection ( LCBS)-L1)
<b>Websites for downloading Bidding Document, Corrigendum's, Addendums, etc.</b>	Websites: <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a> , <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a> , <a href="http://www.jda.urban.rajasthan.gov.in">www.jda.urban.rajasthan.gov.in</a>
<b>Estimated Procurement Cost</b>	INR 1,57,31,928.00 (Rs One Core Fifty Seven Lakh Thirty Seven Thousand Thirty One Thousand Nine Hundred Twenty Eight only)
<b>Website for online Bid application and payment *</b>	<ul style="list-style-type: none"> <li>➤ Website: <a href="http://www.jda.urban.rajasthan.gov.in">www.jda.urban.rajasthan.gov.in</a></li> <li>➤ 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. <ul style="list-style-type: none"> <li>○ Bidding document fee: Rs. 1000/- (Rupees One Thousand only)</li> <li>○ RISL Processing Fee: Rs. 2000/- (Rupees Two Thousand only)</li> <li>○ Requisite Bid Security Deposit.</li> <li>○ The Bidders are required to submit Bid security, cost of Bidding documents, and Bid processing fees through online payment after registering with JDA on <a href="http://www.jaipurjda.org/e-services/e-tender">www.jaipurjda.org/e-services/e-tender</a> portal. There should be a gap of 3 working days between the End date for Bid Applying, Online Payment &amp; Bid Submission and Bid Opening date. In the absence of the requisite fee, the bid of the concerned bidder will be considered as non-responsive and shall be liable for rejection</li> </ul> </li> </ul>
<b>Bid Security Deposit (in favor of Secretary, JDA, Jaipur)</b>	<ul style="list-style-type: none"> <li>➤ Amount (INR: 2% i.e. Rs. 314639.00) For A &amp; AA class contractors registered in the appropriate class with CPWD, Postal, Telegram, Railway, MES, Other State Government/Central Government undertakings/organizations of Estimated Procurement Cost. (The bidder must capable to bid in the bid as per their enlistment)</li> <li>➤ Amount (INR: 0.5% i.e. Rs. 78660.00) for Bidder registered as a contractor in the appropriate class <b>(B and above)</b> in JDA.</li> <li>➤ In case of Departments 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.</li> </ul>

<b>Bid Submission on e-Procurement Portal of GOR**</b>	➤ Start Date: 02.08.2025 at 9:30 AM onwards ➤ End Date: 22.08.2025 at 06:00 PM
<b>Date/Time/Place of pre-Bid</b>	N/A
<b>Date/ Time/ Place of Technical Bid Opening</b>	➤ 28.08.2025 at 01:00 PM onwards Room No. CCC-FF-121, Ram Kishore Vyas Bhavan, Indira Circle, Jawahar Lal Nehru Marg, Jaipur 302004 (Rajasthan)
<b>Date/ Time/ Place of Financial Bid Opening</b>	➤ Will be intimated later to the Technically qualified bidders
<b>Bid Validity</b>	➤ 120 days from the bid submission deadline
<b>Time Period</b>	24 Months
<b>A&amp;F/Job No.</b>	193/2025-26

#### **Procedure for bidding:**

##### **Single part bid system:**

Single part (Two-envelope) (2 docket) system would be adopted, Docket-1 being for Documents and Docket-2 being for Financial Bid.

Docket-1:- is for proof of deposition of Bid Security, cost of bidding document and bid processing fee along with copy of GST registration, signed Annexure "B" and copy of enlistment as contractor/ bidder in required category.

Docket-2:- is for financial bid.

The financial bid will be opened only for bidders whose proper Bid Security, copy of GST registration, proof for deposition of bidding document fee, RISL processing fee, copy of enlistment of contractor in the required category and signed Annexure "B" are found to be in order. Bid Security will be accepted only in the form of online deposition or in the form of Bank Guarantee.

##### **1. Two part bid system:**

Two part (Two-envelope) (2 docket) system would be adopted, Docket-1 being for Technical Bid and Docket-2 being for Financial Bid.

Docket-1:- There will be three separate folders- Folder-1 is for proof of deposition of Bid Security, cost of bidding document and bid processing fee alongwith copy of GST registration, signed Annexure "B" and copy of enlistment as contractor/ bidder in required category. Folder-II is for bid document and folder-III is for technical bid.

Docket-2:- There will two separate folders-1 is for financial bid and 2 is for bill of quantities.

The technical bid will be opened only for bidders whose proper Bid Security, copy of GST registration, proof for deposition of bidding document fee, RISL processing fee, copy of enlistment of contractor in the required category and signed Annexure "B" are found to be in order. Bid Security will be accepted only in the form of online deposition or in the form of Bank Guarantee



## **SCHEDULE AND SPECIFICATIONS**

### **SCHEDULE – A: INFORMATION USEFUL FOR THE CONTRACTORS:**

The bidder should see the site and fully understand the conditions of the site before bidding and include all leads, lift etc for the material in his item rate/percentage to be quoted on the rates given in Schedule 'G'. The work shall be carried out in accordance with the Rajasthan PWD detailed specification and to the entire satisfaction of the Engineer – In – Charge of the work.

### **SCHEDULE – B: LIST OF THE DRAWING TO BE SUPPLIED BY THE DEPARTMENT**

The drawing may be seen in the office of the undersigned.

**SCHEDULE – C: LIST OF THE DRAWING TO BE SUPPLIED BY THE CONTRACTOR:** List of the drawing to be supplied by the contractor NIL. But the contractor shall have to arrange at his own cost drawings required for the work after deposition necessary cost with JDA.

### **SCHEDULE - D: TEST OF THE MATERIALS:**

The test of the materials and workmanship shall be conducted by the JDA staff as necessary. The result of such tests should confirm to the standards laid down in the Indian standard & or the standards laid down in the detailed specifications of the work by the contractor. Qualified personnel required as per the contractor enlistment rules shall have to be engaged at site by the Contractor. The authority reserves the right to engage such staff and recover the expenses from the contractor on such account in case of his failure to do so.

### **SCHEDULE – E: SAMPLES OF THE MATERIALS:**

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

### **SCHEDULE - F: TIME OF COMPLETION:**

The work should start within 10 days of the issue of the work order and complete within time limits.

**SCHEDULE – G: ATTACHED SEPARATELY BASED ON APPLICABLE BSRs IN JDA.**

**SCHEDULE – H: SPECIAL CONDITION:** Attached Separately.

**SCHEDULE – I: COST OF TENDER DOCUMENTS, PROCESSING FEES & BID SECURITY.**

The Bid Processing fee is payable in favor of M.D. RISL & Cost of bid document & Bid Security is payable in Favour of the Secretary, JDA, Jaipur. Bidders have to pay bid processing fees, cost of bidding documents, and Bid Security through Online. If a bidder opts to deposit the bid security through bank guarantee, the bank guarantee should be valid for the next seven months after the bid opening date. A copy of the such bank guarantee will be required to be attached with the bid submission documents uploaded on the E-procurement portal of GOR. The bank guarantee will be physically handed over upto prescribed time to Nodal officer of the on-line tendering system of JDA i.e. D.D( E&B) in room No. 215N Extension building, JDA, JLN marg, Jaipur, as per specified in bidding documents,

Annexure-1. Special Conditions of Contract regarding defect liability period.

Annexure-2A. Bank guarantee will be in specified Performa enclosed with this bidding document for Bid Security.

Annexure-2B. Bank guarantee will be in specified Performa enclosed with this bidding document for Performance Security.

Annexure-A. Compliance with the code of integrity and no conflict of interest (RTPP Act/Rules).

Annexure-B. Declaration by the bidder regarding qualifications (RTPP Act/Rules).

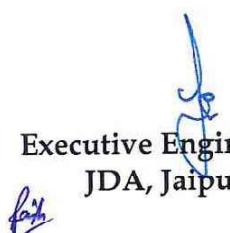
Annexure-C. Grievance Redressal during the procurement process (RTPP Act/Rules).

Annexure-D. Additional Conditions of Contract (RTPP Act/Rules).

Annexure-E. Process for Tender Participation & Depositing Payment on 'Online Tender Participation' Portal of JDA & Bid Submission on 'e-Procurement Portal' of Government of Rajasthan.

Annexure-F. Other Special conditions of work

Annexure-G. Scope of work

  
Executive Engineer (Garden-I),  
JDA, Jaipur



## SPECIAL CONDITIONS

### SCHEDULE 'H'

01. If there is any typographical error or otherwise in the 'G' Schedule, the rates given in the relevant BSR on which Schedule 'G' has been prepared, shall prevail.
02. The bidder shall follow the provisions of the builder labour regulation and abolition Act, 1970 & Rule, 1971.
03. The JDA shall have the right to cause an audit for technical examination of the work and the final bills of the bidder including all supporting vouchers, abstracts etc. to be made within two years after payment of the final bills and if as a result of such audit, any amount is found to have been overpaid / 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 the such sum from him in the manner prescribed in special condition no. 8 or any 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 work executed by him under it, the amount of such underpayment shall be paid by the JDA to the bidder.
4. Wherever any claim against the bidder for the payment of a sum of money arises out of under the contracts, the JDA shall be entitled to recover the sum by appropriating in part or whole of the performance security 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 their 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 affect such recoveries under P.D.R. Act.
5. The rate quoted by the bidder shall remain valid for a period of 120 days from the date of opening of the bids.
6. By submission of the Bid the bidder agrees to abide by all printed conditions provided in the PWD manual from 64 (Chapter 3-para 36) and subsequent modification.
7. No conditions are to be added by the bidder and the conditional Bid is liable to be rejected.
8. If any bidder withdraws his Bid prior to the expiry of said validity period given at S. No. 5 or mutually extended prior or makes modifications in the rate, terms and conditions of the Bid within the said period which are not acceptable to the authority or fails to commence the work in the specified period, fails to execute the agreement the authority shall without prejudice to any, other right or remedy, be at liberty to forfeit the amount of bid security given in any form absolutely. If any bidder, who has 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 will stand debarred for six months from participating of Bidding in JDA in addition to forfeiture of bid security/ Performance Security and other action under agreement
9. Any material not conforming to the specifications collected at the site have to be removed by the bidder within a period of 3 days of the instruction, issued by the Engineer -In charge in writing failing which, such material shall be removed by the Engineer-In charge at risk and cost of the bidder after the expiry of 3 days period.
10. The material collected at the site and paid provisionally shall remain under the watch and ward of the bidder till it is consumed fully on the work.
11. The rates provided in the Bidding documents are inclusive of all Taxes and royalties otherwise specified.
12. No extra lead of earth/material shall be paid over and above as specified in 'G' Schedule, Source/ borrow pit area for the earth shall have to be arranged by the Bidder at his own cost.
13. Undersigned has full right to reject any or all Bids without giving any reasons.
14. As per the 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 etc."



15. Special Conditions of the Contract regarding the Defect Liability Period (DLP) for works costing Rs. 25.00 lacs and more shall be applicable (Annexure-I).
16. The Bidder is required to submit a copy of their enlistment as a contractor.
17. Conditions of RPWA-100 will be mandatory & acceptable to the bidder.
18. The bidder will have to install display boards at the site of work as directed by Engineer in charge.
19. All the provisions of THE RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT, 2012 and Rules, 2013 and amendments issued from time to time by the Finance Department, GOR shall be applicable. If there are any contradictions 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 prevail.
20. In case the rate received in the bid is below than BSR rate, additional Performance security shall be deposited by the bidder as per Rule 75 (A) of RTPP Rules.
21. The Annexure "B" (RTPP Act/Rules) is mandatory to be fulfilled & signed with seal by the bidder failing which the bid shall summarily be rejected without asking for any clarification.
22. Contractors enlisted in JDA, should be get reviewed periodically. The registered bidder who has not been reviewed within a period of 5 years 3 months, shall not be allowed to participate in the bid. Contractors enlisted in other departments shall be as per the provision of PWF&AR
23. जविप्रा के आदेश कमांक जविप्रा/अधि.अभि. एवं तक. सहा. निदे. अभि.-प्रथम/2024-25/ डी-8987012 दिनांक 16.07.2024  
"The river sand shall be part replaced with crushed stone sand or crushed gravel sand (M-Sand) up to a minimum extent of 25% of total mass of fine aggregate subjected to the codal provisions (Clause 4.2) of IS 383:2016 and article 11 of Rajasthan M-Sand Policy 2020."

  
**Executive Engineer (Garden-I),  
JDA, Jaipur**  


**SPECIAL CONDITIONS OF CONTRACT REGARDING DEFECT LIABILITY PERIOD (DLP) FOR WORKS COSTING RS.****25.00 LACS AND MORE****Table-1**

S.No.	Type of work	DLP Period
1.	Bridge Work	5 Years
2.	CD Work	5 Years
3.	CC Road. PQC Work	5 Years
4.	CC tiles/Krebs/medians	5 Years
5.	Drains	3 Years
6.	Roads	
	(i) Two-layer WBM/GSB	6 months or one full rainy season whichever is later
	(ii) For Renewal/Strengthening	
	(a) BT up to 30 mm thickness	1 Years
	(b) BT above 30 mm to up to 40 mm	2 Years
	(c) BT above 40 mm to up to 90 mm	3 Years
	(d) BT above 90 mm thickness	5 Years
	(iii) New Roads	
	(a) BT up to 90 mm	3 Years
	(b) BT more than 90 mm	5 Years
7.	Compound wall	3 Years
8.	Building Work	
	(i) Work pertaining to Sanitary work electrical works, Joinery works and painting work.	2 Years
	(ii) Work pertaining to the Building structure and other civil works	5 Years
9.	Electric work except for maintenance	3 years
10.	Sewer/Water supply including STP and water supply-related work except for maintenance works.	3 Years

**1. ROAD-WORKS**

- 1.1 The Defect Liability Period (DLP) for all Road works excluding patch repair work shall be as per the above table. Road works executed by the Contracting agency shall be maintained by them at their own cost for completion (DLP) from the actual date of completion of work as per the clause in the Contract Agreement and Special Condition of the Contract.
- 1.2 No extra payment shall be made to the contracting agency on account of maintenance of Road works and removal of defect during the Defect Liability Period.
- 1.3 The word "Road Works" means all new Road Works construction, widening, strengthening, up-gradation and renewal works
- 1.4 The word "Maintenance of Road Works during Defect Liability Period" means
  - (i) Routine maintenance of Road Works,
  - (ii) To remove the defect as & when appear in part and the entire structure of Road Works, in the specified time and keeping the Road Surface with good riding quality and
  - (iii) Damages due to improper drainage/drains, local flooding, depressions on roads etc.
- 1.5 The contracting agency shall do the routine maintenance of Road works, including pavement, road side and cross drains including surface drains to the required standards and keep the entire road surface and structure in Defect free conditions during the entire period of routine maintenance, which begins at the completion of the construction work and ends after complete (DLP).
- 1.6 The routine maintenance shall consist of the routine maintenance operation defined in the manual for the maintenance of roads of MoRTH and shall be carried out accordingly.
- 1.7 The routine maintenance activities and their periodicity.



S. No.	Name of Item/Activity	Frequency of operations in one year
1	Restoration of rain cuts and dressing of berms.	Once in a year, generally after rains.
2	Making up of shoulders.	As and when required.
3	Maintenance of Bituminous surface road and/or gravel road/WBM road including filling pot holes and patch repairs etc.	As and when required.
4	Insurance of proper functioning of drains including civil maintenance and desalting of drains. (If constructed by the same Road agency or not)	As and when required.
5	Maintenance of road signs. (If installed by the same Road agency)	Maintenance as and when required. Repainting <b>once in every one and a half years.</b>
6	Road Marking, Kerb Stone / Dand. (If done by the same Road agency)	<b>Thermoplastic Paint</b> Maintenance as and when required. Repainting <b>once in everyone &amp; a half year.</b> <b>Ordinary Paint</b> Maintenance as and when required. Repainting <b>thrice in every year.</b>
7	Damages beyond the control of the agency.	Road cuts made by various agencies for utility, duly permitted by JDA / JNN will have to be repaired by the agency on the same rates of the contract agreement till DLP.

## 2. General

### 2.1 Inspection of works during the Defect Liability Period

2.1.1 The contracting agency shall undertake a joint detailed inspection along with Engineer-in-charge/A.En., at least once in three months in case of all Road works. The Engineer-in-charge can reduce this frequency in case of an emergency. The Contracting agency shall forward to the engineer in-charge the record of inspection and rectification immediately after the joint inspection. The Contracting agency shall pay particulars attention to those road sections, which are likely to be damaged during rainy season.

2.1.2 One register has to be maintained by every AEN for recording the inspection details of works in his jurisdiction under defect liability period.

### 2.2 Conditions regarding Performance Security

#### 2.2.1 Security for DLP-

The contracting agency shall have to furnish Performance Security in the form of Bank Guarantee valid from the actual date of completion, which shall be assigned by the Engineer-in-charge.

2.2.2 The release of PS amount shall be as per following table 2 :-

S.No.	Released PS	DLP Period	1 Year	2 Years	3 Years	5 Years
1.	After 1 year		100%	40%	20%	10%
2.	After 2 year			60%	20%	10%
3.	After 3 year				60%	10%
4.	After 4 year					20%
5.	After 5 year					50%

The Performance Security will be released as per the above table after a satisfactory performance certificate issued by Engineer-In-Charge:-

#### 2.2.3 Forfeiture of Performance Security

In case the contracting agency fails to rectify the defects within the stipulated period notified to him by the Engineer-in-charge concerned under the contract agreement, the Engineer-in-charge shall serve a final notice for 5 days time reckoned from the date of issue of notice to rectify the defects. In case the contracting agency not responding to the notice and fails in the rectification of defects the Engineer-in-charge will get the defect removed at the risk and cost of the contracting agency. Action such as encashment of Bank Guarantee and action under enlistment rules etc. shall also be taken against the contracting agency by the competent authority.



#### 1.2.4 Force Majeure

The defect that arises due to earthquakes, cyclones, and natural calamities shall not be the responsibility of contracting agency.

#### 2.2.5 Various conditions for managing DLP are as under :-


- (i) At the time of completion of work, final component shall be worked out for each individual item like BT/CC/tiles/ drains etc. (as per different categories in Table-I), DLP shall be operative based upon type of individual item ex:- CC-5 years, BT-1/2/3/5 years, Drain-3 years etc.
- (ii) If any work, amount is less than Rs. 25 lacs but later on due to extra/excess work, if amount of final work crosses more than Rs. 25 lacs, DLP shall be operative as per rule for each individual item.
- (iii) Similarly, if any work is more than Rs. 25 lacs but after finalization amount of work is less than Rs. 25 lacs, DLP should be operative for six months or rainy season whichever is later.
- (iv) During DLP period if contractor fails to repair any work even after the issue of 7 days written notice, the same work shall be got executed by the respective Executive Engineer at the contractor's risk and cost. This process shall be applicable throughout the DLP period. After completion of DLP period in such works contractor should be debarred and blacklisted, from JDA for three years as per RTPP rule 2012 and 2013 where his defaults twice in a single agreement or in two different works.
- (v) Quarterly Inspection as per rules shall be carried out and DLP registers shall be maintained by respective Executive Engineers to monitor the DLP repairs.
- (vi) Special and regular inspection shall also be carried out as per order no. JDA/XEN & TA to DE-I/2014-15/D-223 dated 12.03.2015 and order no. SE (PMGSY) CIRCULAR 2006/D-115 dated 04.05.2006 Point no. 3.
- (vii) In case JDA feels to take up work on any existing DLP road due to any reason, the following procedure should be adopted:
  - (a) At the time of withdrawal total liability of repairs as per DLP conditions to be carried out and the contractor shall be asked to complete the same. After completion of assessed repairs, DLP period shall be released after deduction amt. as per following table-III.

**Table-3**

% Recovery on withdrawal of DLP of work order	1 Year	2 Year	3 Year	4 Year	5 Year
DLP period					
1 Year	1.12	-	-	-	-
2 Year	2.55	1.43	-	-	-
3 Year	4.38	3.26	1.83	-	-
5 Year	9	7.88	6.45	4.62	2.47

Note:- Calculation is to be done on a quarterly basis.

- (b) In case the Contractor fails to carry out these repairs, same shall be carried out at his risk and cost. If the total amt. of such repairs works out to be more than the total retained amount of PS same shall be recovered from other works and as per PDR rules. The amount as per Table 3 is also to be deducted in addition to this amount.
  - (viii) Based upon the type of work, DLP conditions for works to be carried out during the DLP period with their frequency of the respective type of work shall be prepared by respective SE's after approval of these periods.
3. In case patch repairs/civil maintenance works costing more than Rs. 25.00 Lakhs, defect liability period will as per clause 37(C) of Contract Agreement.

  
**Executive Engineer (Garden-I),**  
**JDA, Jaipur**

## Specified Bank Guarantee Performa for Bid Security

### Section - 6

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

To  
Secretary,  
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 Bid Security for the.....J

**DA Jaipur** WHEREAS, \_\_\_\_\_ [name of Bidder with address] (**hereinafter called "the Bidder"**) has submitted his Bid dated ..... for the work of .....(here in after 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 cashable at the 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, a notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank no later than the above date.

The amount covered under the above Bank Guarantee shall be automatically credited in the accounts of JDA in ICICI Bank, JDA Campus, Jaipur through **IFSC 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 writing for its release.

Date \_\_\_\_\_ Signature of the Bank \_\_\_\_\_

Witness \_\_\_\_\_ Seal \_\_\_\_\_

[Signature, Name, and Address]

**[Note: To be furnished on appropriate non-judicial stamps & should be valid for the next 7 months from the bid opening date]**



**Specified Bank Guarantee Performa for Performance Security****Section - 6**

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

To

Secretary, 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 Performance Security for the.....JDA Jaipur

WHEREAS, \_\_\_\_\_ [name of Bidder with address] (hereinafter called "the Bidder") has submitted his Bid dated \_\_\_\_\_ for the work of \_\_\_\_\_ (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 cashable at the 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\_\_\_\_.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand within valid period of this guarantee.

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, a notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank no later than the above date.

The amount covered under the above Bank Guarantee shall be automatically credited to 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 writing for its release.

Date \_\_\_\_\_ Signature of the Bank \_\_\_\_\_

Witness \_\_\_\_\_ Seal \_\_\_\_\_

[Signature, Name and Address]

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

**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 the procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid-rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring entity and the bidders with an intent to gain an 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.

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.

**Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

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

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring 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 offense related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Signature of the bidder

Place:

Name:

Designation:

Address:

**Note:- Annexure "B" is mandatory to be fulfilled & signed with seal by the bidder failing which the bid shall summarily be rejected without asking any clarification.**



**Grievance Redressal during Procurement Process**

**The designation and address of the First Appellate Authority :**

For works costing up to Rs. 300.00 Lakhs - Jaipur Development Commissioner, JDA, Jaipur.

For works costing above Rs. 300.00 Lakhs - Executive Committee, JDA, Jaipur.

**The designation and address of the Second Appellate Authority:**

For works costing up to Rs. 300.00 Lakhs - Executive Committee, JDA, Jaipur.

For works costing above Rs. 300.00 Lakhs - Principle Secretary/ACS, Urban Development  
& Housing Department, GOR, 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 the 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) Appeals 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 the need of procurement
- (b) Provisions limiting the 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 Appeals: -**

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

- (c) Every appeal may be presented to the first appellate authority or second  
The appellate authority, as the case may be, in person or through registered post or authorized representative.

**(6) Fee for filing Appeal: -**

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

**(7) Procedure for disposal of Appeal: -**

- (a) The first appellate authority or second appellate authority as the case may be, upon the filing of the appeal, shall issue notice accompanied by a copy of the appeal, affidavit and documents, if any, to the respondents and fix a date of hearing
- (b) On the date fixed for hearing, the first appellate authority or the second appellate authority, as the case may be shall-
  - (i) Hear all the parties appeal presenting 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 a copy of the 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.



### 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 the 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 the 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 fifty 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 the 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 provided in the conditions of the 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 the last supply. If the supplier fails to do so, the procuring entity shall be free to arrange for the balance supply by limited bidding or otherwise and the extra cost incurred shall be recovered from the supplier.

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

As a general rule, all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, 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.



## Process for Tender Participation & Depositing Payment on 'Online Tender Participation' Portal of JDA & Bid Submission on 'e-Procurement Portal' of Government of Rajasthan: -

### A\*Process for Tender Participation & Depositing Payment on 'Online Tender Participation' Portal of JDA

#### 1-Participate in tender

- a) Bidder can access 'Online Tender Participation' Portal of JDA at <https://jda.urban.rajasthan.gov.in/jda> or by Single-Sign-On at <http://service.jaipurjda.org>.
- b) Create user Login with a valid mobile number to register yourself for various Online Services of JDA.
- c) Select 'Proceed as Citizen' and then 'Proceed for Subscription' for 'Tender Online Payment'. The prevailing plan for getting registered for tendering process of JDA is Rs. 500.00 with a validity period of 3 Years (renewable).
- d) After successful payment, re-login and upload required documents for KYC (Know Your Client) compliance as per the type of entity viz. Individuals/ Company/ Partnership Firms/ Trusts & foundations. Besides, Bank Passbook / Cancelled Cheque consisting of Bank Account, IFSC Code is mandatory to be uploaded, to refund the bid security of unsuccessful bidder.
- e) After receiving the payment successfully and approving KYC documents the bidder will be authenticated by JDA for taking part in Tender.

#### 2-Deposit Tender Fee, RISL processing fee and Bid Security (EMD)

- **Option-1:** Payment Gateway (Aggregator)  
The facility to make payment through Debit Card, Credit Card, Net banking etc., will be available. User can use this facility from anywhere any time till the closing date & time of bid participation.
- **Option-2:** Electronic Fund Transfer (EFT: NEFT/RTGS)  
If the bidder selects payment mode as EFT (NEFT/RTGS), "Paying Slip for EFT (NEFT/RTGS)" will be generated by the system for the complete amount. The payment can be made from any Bank any Branch using this Paying Slip through NEFT/RTGS (Claim against payment made through EFT in any other JDA bank account will not be acceptable and bidder stands disqualified from participation in the bid applied for). After successful transaction through NEFT/RTGS, as per the standard procedures it may take 4 to 24 hours in process of confirmation of EFT through Auto-Process depending on the time of EFT done. Therefore, option to make payment through EFT (NEFT/RTGS) will be available till 48 hours prior to closing date of bid participation.

#### 3-Deposit Bid Security (EMD)

The Bid Security (EMD) can be submitted through Bank Guarantee (BG). Bidder may opt Bank Guarantee (BG) against Bid Security (EMD), for which bidder requires to prepare BG before applying in the tender. The detail of BG requires to be fed on 'Online Tender Participation' Portal of JDA before paying balance amount (Tender Fee + RISL Processing Fee). This balance amount will be paid through Payment Gateway only, option to make balance payment through EFT (RTGS/NEFT) will not be available.

#### 4-Obtain Bid Participation Receipt

After confirming payment, the bidder will get Bid Participation Receipt based on which user will get the payment details along with other details for bidding on e-Procurement portal of GOR.

- In case of BG as the remaining payment will be done through Payment Gateway, on successful transaction the 'Bid Participation Receipt' will be generated on real time basis.
- In case complete payment is done through Payment Gateway, on successful transaction the 'Bid Participation Receipt' will be generated on real time basis.
- In case complete payment is done through EFT (NEFT/RTGS), on confirmation of payment from ICICI Bank (Auto Process) 'Bid Participation Receipt' will be available on Login of Bidder on JDA portal.

### B-\*\*Bid Submission on 'e-Procurement Portal' of Government of Rajasthan

- 1- Online e-Bid can be submitted after registration at e-Procurement Portal of Government of Rajasthan [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)

- 2- It is mandatory to upload Bid Participation Receipt with the bid submission.
- 3- Details of online payment available on Tender Participation Portal of JDA have to be filled in 'offline payment' section of e-Procurement portal.

**Note**

- 1- Bidder (authorized 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 DoIT&C, GoR on a regular basis. Bidders interested in 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](mailto: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 RTPP Act 2012 and Rules thereto, the later shall prevail.



<b>Jaipur Development Authority, Jaipur.</b>	
<b>Bid Participation Receipt</b>	
	Date & Time:-
<b>Bid Detail</b>	
Bid ID:	Procurement Entity:-
Bid Title:	
Bid Value:	Bid Opening Place:
<b>Bidder Detail</b>	
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	

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

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](http://www.jda.urban.rajasthan.gov.in).



**JAIPUR DEVELOPMENT AUTHORITY, JAIPUR**

**OTHER SPECIAL CONDITIONS OF WORK**

01. 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।
02. चैकलिस्ट व शर्तों में निर्धारित कार्यों में तीन दिन से ज्यादा कमी पाये जाने पर कटौती के अतिरिक्त नोटिस जारी किया जायेगा।
03. ऐसे तीन नोटिस जारी होने पर अनुबन्ध समाप्त कर नियमानुसार Agreement की Condition के अनुसार कार्यवाही की जायेगी।
04. 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।

  
Executive Engineer (Garden-I),  
JDA, Jaipur

## **Scope of work**

### **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.	<b>Managing Parking</b>	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.	<b>Managing Entry Ticketing</b>	<ul style="list-style-type: none"> <li>- Issuing entry tickets to every person entering Masala Chowk.</li> <li>- Keeping record of tickets and cash.</li> <li>- Depositing cash collected of a day in JDA's Bank A/c next day by 1.00 P.M.</li> <li>- Managing and enforcing the entry.</li> <li>- Should engage – two clerk &amp; 8 Ex-service men guards minimum for the purpose.</li> <li>- The agency shall maintain the ticket machines and also procure necessary printing paper/stationary required.</li> <li>- The guards managing tickets &amp; entry shall be in dress and wearing Identity cards.</li> <li>- The guards operating ticketing and other services should have walky-talky sets with them/mobiles.</li> <li>- 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.</li> </ul>	4+1 in Shift 1 4+1 in Shift 2
3.	<b>Cleaning the Masala Chowk food area</b>	<ul style="list-style-type: none"> <li>- Immediate lifting the paper plastic/cups/papers etc. left by customers on table and putting them in the dustbin.</li> <li>- Putting plastic bags on dustbins and immediate emptying the fill, on filling of the bin and putting filled bags at desecrated places.</li> <li>- Cleaning the tables, sitting area and floor work dry &amp; wet mop regardely to keep the place neat and clean.</li> <li>- Cleaning once on closure of day by scrubbing using required materials like detergents etc.</li> <li>- 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.</li> <li>- All machinery, brooms, mop, clothes, detergents, dustbins ways etc. shall be arranged by the agency.</li> <li>- The agency would also load the waste bags into Nagar Nigam truck/where it comes for pickup.</li> <li>- Cleaning the list posts, dustbins including frame, fire extinguish buckets, light poles, planter bodies, fans canopies etc.</li> <li>- The agency shall maintain above items at his cost so as to keep the retained in perfect working condition.</li> </ul>	5+1 in Shift 1 7+1 in Shift 2



4.	<b>Maintaining the toilets, washing &amp; drinking area</b>	<ul style="list-style-type: none"> <li>- The agency shall clean floor, this wash basins, pots, fillings, exhaust fans, door &amp; windows and all other components using all required standard quality material to keep the toilets five – star level clean and odor free.</li> <li>- A list shorting minimum materials to be used and maintains for the work in given as annexure A</li> <li>- At least one person each shall be deployed in male and female toilet and one person at drinking area for entire working period.</li> </ul>	3 in Shift 1 3 in Shift 2
5.	<b>Maintaining Masala Chowk Premises</b>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- The agency shall pick litters/garbage dropped in plantation beds and keep them clean.</li> <li>- Cleaning &amp; maintaining of entry gate, signage's, ticket window room etc.</li> </ul>	1 in Shift 1 1 in Shift 2
6.	<b>Operate various services</b>	<ul style="list-style-type: none"> <li>- The agency shall operate following most pedestal.</li> <li>(1) Mist pedestal Fans - Filling water in forms. Putting on &amp; off.</li> <li>(2) Lights - Repairing immediately on a fault. Putting on &amp; off.</li> <li>(3) Canopies - Repairing immediately on a fault. opening &amp; closing the canopies and protecting them from damage</li> <li>(4) Water supplying pumps-in - Operating pump and boring Repairs in case of fault Cleaning U/G and O/H tanks every months</li> <li>(5) Electric supply - Maintaining main board Liasoning with JVVNL for any faults</li> <li>(6) Music system /Public address system - Putting on &amp; off as and when required with Maintenance in any.</li> </ul>	2 in Shift 1 2 in Shift 2
7.	<b>Maintaining Amphitheater</b>	<ul style="list-style-type: none"> <li>- Cleaning stage, green room, sitting area and pathways by brooming, dry &amp; vat mopping every day to keep it perfect.</li> <li>- Cleaning stage, green room sitting area and pathways by every week or before and after every function there.</li> <li>- Mainting toilets by following same methodology as given for Masala Chowk, toilets including water tanks.</li> </ul>	2 in Shift 1 2 in Shift 2

		<ul style="list-style-type: none"> <li>- Cleaning litters/garbage thrown by users in plantation beds, grass area and other open area.</li> <li>- Operating and maintaining all lights fixtures, Air conditioner on the same lines of masala chowk lights.</li> <li>- Maintaining &amp; getting empty the septic tank, soak pits, rain water soak pit.</li> <li>- Managing entry ticket for amphitheater same as masala chowk.</li> </ul>	
8.	<b>Floor Manager</b>	<p>The agency shall arrange and manage watch &amp; ward of following areas deploying management staff including toilet and drinking area.</p> <ul style="list-style-type: none"> <li>- Masala Chowk</li> <li>- Amphitheater</li> <li>- Parking area inside Masala Chowk</li> </ul>	<p>1 in Shift 1 1 in Shift 2  1 Floor Manager</p>

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 'H'.

## 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 क्यारियो से खरपतवार निकालना	प्रतिमाहमें एक बार या आवश्यकतानुसार
4.	लॉन एवं क्यारियो 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 ट्रैक्टर 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।

3. **सुरक्षा:-** संवेदक को उद्यान संबंधी सामान की देख रेख अपने स्तर पर करनी होगी। विकास एवं संधारण के लिये संवेदक को 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 स्वंय 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 क़य 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 हाइड्रेंट, पाईप लाईन, बोरिंग पाईप 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, गैती, झारा, झाडू 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। विद्युत की चोरी या विद्युत उपभोग निर्धारित लोड से ज्यादा होने पर हर्जाने के भुगतान का जुम्मा संवेदक का होगा एवं उसका पुनर्भरण 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 एवं 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 लगाना 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।
  15. उद्यान के 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 पार्कों 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 पारियों में एक एक सुपरवाईजर रखना होगा। सुपरवाईजर 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 में अंकित की गई शिकायतों का निराकरण संवेदक को दो दिवस के अन्दर आवश्यक रूप से करना होगा।

अधिशायी अभियन्ता (उद्यान- I)

जयपुर विकास प्राधिकरण,  
जयपुर।

संवेदक के हस्ताक्षर

संवेदक का नाम व पूर्ण पता मय दूरभाष नम्बर

**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 moping is done after covering some distance.
Scrubbing	Initially the entire surface should be given a complete dry moping 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.



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 है	3 पूर्ण है/ ..... कम है	-	-	एक है/नहीं	एक है/नहीं
2 (i)	सफाई कर्मों वहीँ में है या नहीं।	पूर्ण है/ ..... कम है	3 पूर्ण है/ ..... कम है	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 निरस्तारित किया गया या नहीं	-	-	हाँ/नहीं	हाँ/नहीं	हाँ/नहीं	हाँ/नहीं
6	उपरोक्त निस्तारण बारते ट्रॉली/कार्ट है या नहीं	-	-	है/नहीं	है/नहीं	है/नहीं	है/नहीं
7	गीला पोछे से सफाई की स्थिति	-	-	बिलकुल साफ/नहीं	बिलकुल साफ/नहीं	बिलकुल साफ/नहीं	बिलकुल साफ/नहीं
8	शौचालयों में सामग्री की उपलब्धता						
(i)	लिम्बिड सोप	-	-	-	-	है/नहीं	है/नहीं
(ii)	सोप केक	-	-	-	-	है/नहीं	है/नहीं
(iii)	टिस्चू पेपर	-	-	-	-	है/नहीं	है/नहीं
9	शौचालयों में एक्जोस्ट चालू	-	-	है/नहीं	है/नहीं	है/नहीं	है/नहीं
10	शौचालयों में लाइट 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 ओडोनिज	-	-	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 फ्लोर पर टेबल कुर्सियों की सफाई/धुलाई	-	-	है/नहीं	है/नहीं	है/नहीं	है/नहीं
16	सफाई हेतु सामग्री आड़/मोछा/सर्फ/फिनायल आदि	-	-	है/नहीं	है/नहीं	है/नहीं	है/नहीं
17	फूड कोर्ट की रॉन्ड धुलाई	-	-	हुई/नहीं	हुई/नहीं	हुई/नहीं	हुई/नहीं
18	अग्नि समन यंत्र	न्यूनतम 2					

अधिशायी अभियन्ता (उद्यान- I)


जयपुर विकास प्राधिकरण,  
जयपुर।

## JAIPUR DEVELOPMENT AUTHORITY, JAIPUR.

Name of work :- Providing integrated facility management services including security services at Masala Chowk and Amphitheatre 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.	Per Month	24.000	616107.00	14786568.00
2	Maintenance works in parks Include: Watering in parks, Weeding & hoeing, Thanvala preparation/formation, Hedge/lawn cutting work, Seasonal flowering plants, Cleaning work etc	Per Hect Per Month	24.000	39390.00	945360.00
Total					15731928.00

  
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.