

निविदा सम्बन्धी दस्तावेज निम्नानुसार अपलोड करावें।

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24	Scanned copy of PAN card	
25	Technical Specification Annexure –H (original downloaded & (original uploaded otherwise bid should not be considered.)	
26	Annual Turnover Certificate from Chartered Accountant (Letter Head with seal, e-mail address, Mobile Number, Firm full address)	
27	Literature/Leaflets/Catalogue	
28	Authorization Certificate	

Signature of bidder with seal

29	Form of Bid-Security Declaration (on Non Judicial Stamp Paper Rs. 50/- + 30 % Surcharge)	
30	Scanned copies of Bid Fee Challan No.----- Date----- Rs.----- submit to Technical Education, Jodhpur	
31	Scanned copies of Processing Fee Challan No.----- Date----- Rs.----- submit to Technical Education, Jodhpur	
32	Sample Given or Not (If Demanded) As per Annexure - H	
33	Any other Document	
34	Authorization of Digital Signature (if applicable)	
35	Scanned copy of power of Attorney to sign the Tender document (If Required)	
COVER – II : Financial/Price Bid/BOQ (.xls)		
36	Price bid/BOQ Details of Price quoted of the material offered in Price bid/ BOQ	

निम्नांकित बिन्दुओं की पालना अवश्य ही करें :-

1. क्रम संख्या 1 से 35 से सम्बन्धित समस्त दस्तावेजों पर 40 पेज नम्बर से आगे के नम्बर लगावे। तत्पश्चात् दस्तावेज पर पेज नम्बर अंकित कर उपरोक्तानुसार पेज नम्बर अंकित करने के पश्चात् दस्तावेज अपलोड करे।
2. लीफलेट/कटलॉग/लिट्रेचर प्रत्येक आईटम अनुसार होना चाहिये (जिसमें मैन्यूफेक्चर का पूरा नाम, पत्राचार व्यक्ति के मोबाईल नम्बर/दूरभाष नम्बर/ई-मेल पूर्ण अंकित हो) जिस पर एनेक्चर "एच" के किस क्रम संख्या से सम्बन्धित है क्रम संख्या अंकित करावें।
3. अगर आपको क्रयादेश जारी किया जाता है तो क्रयादेश में वर्णित आपूर्ति अवधि में सामानों की आपूर्ति करावें। अगर किन्हीं परिस्थितियों के दृष्टिगत आप समयवधि में आपूर्ति नहीं कर सकते हैं तो आपूर्ति अवधि समाप्त होने से पहले विभाग को लिखित में सूचित करेंगे। अन्यथा संस्था प्रधान द्वारा आपूर्ति स्वीकार नहीं की जायेगी। नियमानुसार निदेशालय द्वारा आपूर्ति अवधि बढ़ाने के पश्चात् ही सामानों की आपूर्ति करावें।
4. एनेक्चर "एच" जो डाउन लोड किया जायेगा उस में सूचना भरकर उसी को अपलोड किया जायेगा आपके लेटर पर एनेक्चर "एच" तैयार कर अपलोड नहीं किया जायेगा। फिर भी आपके द्वारा फर्म के लेटर पर अलग से एनेक्चर एच तैयार कर अपलोड किया जायेगा तो उस निविदा को रिजेक्ट कर दिया जायेगा। जिसके सम्बन्ध में किसी प्रकार के पत्राचार पर विचार नहीं किया जायेगा।
5. पेज संख्या 3 से 40 के डोक्यूमेन्ट डाउन लोड करने के पश्चात् पूर्ण सूचना भर पुनः अपलोड किया जायेगा। फर्म के लेटर पर पेज संख्या 3 से 40 के डोक्यूमेन्ट तैयार कर अपलोड नहीं किये जायेंगे।
6. अगर फर्म मैन्यूफेक्चर है तो SSI यूनिट का प्रमाण पत्र जिसमें किस आईटम के मैन्यूफेक्चर है का प्रमाण संलग्न करे।
7. निविदा भरने में या किसी प्रकार का संशय हो तो दूरभाष संख्या 0291-2434271, 2434395 पर प्रातः 11.00 बजे से दोपहर 4.00 बजे तक वार्ता कर सकते हैं।

I/we have carefully read and understood above instruction

Signature of bidder with seal



Signature of bidder with seal

BID DOCUMENT FORM

1. Name of item :- _____
2. Name & full address of the firm submitting the bid along with Tel. No., Fax No. & e-mail/
Mobile No.
M/s :
Full Address :
Tel. No./FAX/Mobile :
e-mail :
3. Addressed to :- **Director (Education), Directorate of Technical Education Rajasthan,
Jodhpur- 342011** (e-mail :- dte_raj@rajasthan.gov.in)
4. Reference : e-Tender Notice No 3/2020-21 Dated
5. The Processing fee of Tender cost up to 50.00 Lacs Rs. 500/- & Rs. 50.00 Lacs above Rs.
1000/-, Bid fee as per tender notice should be deposited vide e-GRAS challan concern head.
6. All documents required as per bid documents are enclosed.
7. Goods will be delivered within the stipulated delivery period from the date of the supply order at
Jodhpur or the designated place mentioned in the work order.
8. I/ We agree to abide by all the Terms & conditions mentioned in e-Tender Notice No.- 3 /2020-
21 dated issued by the Department and also agree to further Terms & Conditions
including special conditions of the said tender notice given in the attached sheets (all the pages,
all document, all document Check list S.N. 1 to 34 and other required document of which has
enclosed signed with stamp by me/ us in token of my/our acceptance of the terms & condition
mentioned therein) otherwise concerned Tender will not be considered for Technical Evaluation
full responsibility by me.

**SIGNATURE OF THE BIDDER
WITH SEAL AND DESIGNATION**

* The words bid or tender and bidder or tenderer where ever mentioned in attached documents are synonyms and
having same meaning.



GOVERNMENT OF RAJASTHAN
DIRECTORATE OF TECHNICAL EDUCATION RAJASTHAN, JODHPUR

Instruction to Bidders for Online Bidding (e-Tendering)

Information to be disseminated to prospective bidder regarding on line Bidding.

1.	The Bid document can be downloaded from web site http://eproc.rajasthan.gov.in & submitted online in electronic format on same web site.
2.	Office address :- Director (Education), Directorate of Technical Education Rajasthan, Jodhpur-342011 Phone- 0291-2434271 Fax- 2430398 e-mail ID: dte_raj@rajasthan.gov.in
3.	To participate in online Bids, Bidders will have to possess Digital Signature Certificate (type II or type III) as per information Technology Act-2000 using which they can sign their electronic bids, Bidder can procure the same from any CC approved certifying agency, i.e. TCS safecrypt, Ncode etc. or they may contact e-procurement Cell Department of It & C, Government of Rajasthan for further assistance: Bidder who already have a valid Digital Certificate need not required to procure a new Digital Certificate. Contact No. : 0141-4022688 (Help desk 10 am to 6 pm on all working days) E mail: eproc@rajasthan.gov.in Address: e-Procurement Cell, RISL, Yojna Bhawan, Tilak Marg, C-Scheme, Jaipur.
4.	Before electronically submitting the Bid, it should be ensured that all Bid papers including conditions of contract etc. are digitally signed by the Bidder and filled up as per the Bid Guidelines.
5.	Training for the bidders on the usage of e-tendering System is also being arranged by RISL on regular basis. Bidders interested for training may contact e-Procurement Cell, RISL for booking the training slot.
6.	Bidders are also advised to refer "Bidders manual" available under "Downloads" section for further details about the e-tendering process.
7.	RISL Processing fees Tender cost up to 50.00 Lacs Rs. 500/- & Rs. 50.00 Lacs above Rs. 1000/- [in addition to Bid form Fees] which are as per e-tender.
8.	As per circular No.F6(5)Finance/GF&AR/2008 date 24.07.2020 of Finance Department, Jaipur Rajasthan make arrangement of Bid Fee, RISL fee in single challan method on e-GRAS portal. 1. Open e-GRAS portal (https://egras.raj.nic.in) and create loginID using New User Up and Signing UP. 2. After creating profile of the bidder on e-Grass for e-procurement the bidder has to deposit bid document fee amount and processing fee of RISL through single challan online. The RISL processing fee with be deposited in the budget head 8658-00-102-(16)-[01]. A provision will be available e-GRAS to deposit bid document fee in the revenue head 0075-00-800-(52)-[01]. 3. The bidderhas to deposit the above amount of e-GRAS by creating a single challan and the uploading scanned copy of the challan with CIN No. on e-procurement portal in technical bid. 4. Select Department Name 102-Technical Education Department, jodhpur and then select service option. 5. In Service Challan option Select Tender Fee-e Proc. 6. Insert District and Select Office 1045-Directorate of Technical Education, Jodhpur 7. Select One Time Option in Period option. 8. Select payment mode. 9. for detail process can viewed e-GRAS portal (https://egras.raj.nic.in/)

Signature of bidder with seal

