

## Format for Uploading NIB on SPPP Portal

1. Select Uploading for:\*

Select any one

- a. NIB  For Open Competitive Bidding & Rate Contract
- b. Invitation for Bid  Only for Limited Bidding
- c. Invitation for Bid  Only for Single Source Bidding
- d. Invitation to Proposal (REP)  Only for Two Stage Bidding
- e. Swiss Challenge (SCM)  Open Competitive Bidding under Swiss Challenge

2. Financial Year:\*

2023-24

3. Department:\*

RRI Durgapura Jc/si

4. NIB Reference No:\*

1

5. NIB Publish Date:\*

14/2/2024

6. No. of Bid Invited:\*

1 Enter value between 1 to 99

7. Select Document Language:\*

English

Hindi

English & Hindi

For Nodal Office Use only ( Do not Fill)

❖ NIB Reference No.

❖ NIB Id.

❖ NIB Code.

❖ UBN No.

## Format for Uploading Bid on SPPP Portal

1. Bid Type:\*

Goods		Service		Works	
Consumable	<input checked="" type="checkbox"/>	Consultancy		Bridge	
Stationary		Service		Building	
Steel Furniture	<input checked="" type="checkbox"/>	Physical Services		Road	

2. Bid Sub Type:\*

3. Bid Pattern:\*

Open Competitive Bidding

Rate Contract

4. Bid Title:\*

field Articul.

5. Bid Amount:\*

9,00,000

(In Word)

Nine Lakhs

6. Number of covers:\*

7. Bid Publish Date:\*

14.2.2024

8. Bid Submission End Date:\*

27/2/2024

9. Bid Open Date:\*

29/2/2024 2.00pm

10. First Appeal Hearing Authority:\*

11. Second Appeal Hearing Authority:\*

12. Select Document Language:\*

English  Hindi  Both

13. Is Emergency Procurement:\*

Yes  No

Note: - \* Mandatory Fields

Seal & Signature  
RARI, Durgapura, Jaipur



**RAJASTHAN AGRICULTURAL RESEARCH INSTITUTE**  
(S.K.N. AGRICULTURE UNIVERSITY, JOBNER)  
**DURGAPURA, JAIPUR**



क्रमांक : एफ 9 ( ) / श्रीकनकृविदि / निदे. रा.कृ.अ.सं / लेखा / 2024 / 405

दिनांक 12/2/2024

**खुली निविदा**

इस संस्थान में कृषि अनुसंधान से संबंधित सामान (फिल्ड आर्टीकल) उपलब्ध कराने हेतु एक वर्ष के लिए निविदा आमंत्रित की जानी है जिसकी अनुमानित लागत रुपये 9.00 लाख है। निविदा प्रपत्र कार्यालय समय के दौरान रु0 500/- 18 प्रतिशत जीएसटी नगद एवं ऑनलाईन द्वारा दिनांक 28.02.2024 दोपहर 2.00 बजे तक प्राप्त की जा सकती है। निविदा दिनांक 29.02.2024 को दोपहर 12.00 बजे तक जमा कराई जा सकती है। निविदा उसी दिन दोपहर 02.00 बजे अधोहस्ताक्षरकर्ता कार्यालय में खोली जावेगी।

विस्तृत निविदा सूचना, निविदा की मुख्य शर्तें एवं अन्य विवरण निविदा की वेबसाइट राजस्थान सरकार के राज्य लोक उपायन पोर्टल <http://spp.raj.nic.in>, विश्वविद्यालय, जोबनेर की वेबसाइट [www.sknu.ac.in](http://www.sknu.ac.in) या विभागीय वेबसाइट [www.raridurgapura.org](http://www.raridurgapura.org) पर भी देखी जा सकती है।

निदेशक

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु :-

1. श्रीमान वित्त नियंत्रक, श्री कर्ण नरेन्द्र कृषि विश्वविद्यालय, जोबनेर को भेज कर निवेदन है कि कृपया उक्त दिनांक को आप या आपका प्रतिनिधि भेजने का श्रम करे।
2. डा0 उदल सिंह, आचार्य एवं चेयरमैन टेप कमेटी राजस्थान कृषि अनुसंधान संस्थान, दुर्गापुरा,
3. सदस्य, टेप कमेटी, राजस्थान कृषि अनुसंधान संस्थान, दुर्गापुरा, जयपुर।
4. प्रभारी, सिमका, श्री कर्ण नरेन्द्र कृषि विश्वविद्यालय, जोबनेर को भेज कर लेख है कि निविदा को राज्य लोक उपायन पोर्टल <http://spp.raj.nic.in> एवं विश्वविद्यालय वेबसाइट [www.sknu.ac.in](http://www.sknu.ac.in) पर अपलोड करें।
5. डॉ. (श्रीमति) रानी सक्सैना, सहायक आचार्य, राजस्थान कृषि अनुसंधान संस्थान, दुर्गापुरा को भेज कर लेख है कि कृपया उक्त खुली निविदा विभागीय वेबसाइट [www.raridurgapura.org](http://www.raridurgapura.org) पर अपलोड करें।
6. रोकड शाखा, राजस्थान कृषि अनुसंधान संस्थान, दुर्गापुरा,
7. नोटिस बोर्ड / रक्षित पत्रावली

निदेशक



**RAJASTHAN AGRICULTURAL RESEARCH INSTITUTE**  
(S.K.N. AGRICULTURE UNIVERSITY, JOBNER)  
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7. नोटिस बोर्ड /रक्षित पत्रावली

  
निदेशक

**RAJASTHAN AGRICULTURAL RESEARCH INSTITUTE;**  
(S.K.N.AGRICULTURE UNIVERSITY: JOBNER)  
DURGAPURA ; JAIPUR (RAJ.) 3020 18

Fee Rs. 500/-

(Signature of Authority)

**E-Tender  
Technical Bid**

1. Tender for

**Supply of Field article.**

(Name of the articles for which the tenders is submitted)

2. Name and Postal address of the firm submitting the tender.

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3. Addressed to: **THE DIRECTOR, RAJASTHAN AGRICULTURAL RESEARCH  
INSTITUTE, DURGAPURA, JAIPUR (RAJ.) 3020 18**

4. Reference: (Tender Notice No.) ..... dated.....

5. The tender fee amounting to Rs. \_\_\_\_\_ has been deposited vide cash receipt  
No. \_\_\_\_\_ /D.D./M.O. No. \_\_\_\_\_ dated \_\_\_\_\_

6. We agree to abide by all the conditions mentioned in Tender Notice Number  
\_\_\_\_\_ dated \_\_\_\_\_ issued by **THE  
DIRECTOR RAJASTHAN AGRICULTURAL RESEARCH INSTITUTE,  
DURGAPURA, JAIPUR (RAJ.) 3020 18** and also the further conditions of the said  
Tender Notice given in the attached sheets (all the pages of which have been signed by  
us in token of our acceptance of the terms mentioned therein.)

Cont....2....

...2...

7. The rates for the supply of following items are as under and the quantity to be supplied noted against each:-

Additional sheets may be used in case of shortage of space.

**List enclosed.**

**Approximat cost Rs. 9.00 lac.**

8. Goods will be delivered within a period of ..... Days from the date of receipt of Supply order.
9. The rates quoted above are valid upto **One year**. The period can be extended with mutual agreement.
10. Bank Draft/Bankers Cheque No. \_\_\_\_\_ Dated \_\_\_\_\_  
drawn on \_\_\_\_\_ (Name of the Bank )/ Cash receipt No. \_\_\_\_\_  
dated \_\_\_\_\_ for Rs. \_\_\_\_\_ to cover earnest  
money is enclosed.
11. The Income Tax clearance certificate, Sales Tax registration number and Sales Tax certificate are submitted herewith
12. Certificate of Non Balck Listed of firm for last three years. Performa-B
13. Certificate of Fall Clause of firm. Performa-C
14. Certificate of Turnover of firm last three years. Performa-D
15. Declaration of manufacturer/authorized dealer etc., is also enclosed. Performa-E
16. Mamorandum of Appeal under RTPP rules 2012. Performa-F

**Signature of Tenderer  
with seal**

<b>Labels (superior quality)</b>					
35.	Luggage label No. 3 eye lettered	1000/lables			
36.	Luggage label No. 4 eye lettered	"			
37.	Luggage label No. 4 with plastic cover	"			
38.	Plant-tag thick quality	"			
39.	Aluminums labels 8x3 cm with wire	"			
40.	Breeder seed tag 15x8 cm cloth line golden yellow colour (as prescribed)	"			
<b>TRIPAL (Water proof)</b>					
41.	Size 2x2 meter wt. p.sq. m 350 grams	per sq. metre			
42.	Size 3x3 m	-do-			
43.	Size 4x3 m	-do-			
44.	Size 5x3 m	per sq. metre			
<b>GENERAL</b>					
45.	Field Note book - 9.5x5.5 cm pages 100	Per piece			
46.	Data sheet cover with screw	Each			
47.	Observation sheet - Sunlit bond paper	Per 1000			
48.	Observation sheet ordinary paper	Per 1000			
49.	Bamboo stick 75 cm length x 1.5 cm die (Front side sharp edge)	Per 1000			
50.	Sutali jute	per kg			
51.	Sutali plastic	per kg			
52.	Thread balls	per kg			
53.	Breeding clip 30 mm length (U shape)	1000 No.			
54.	Breeding clip 35 mm length (U shape)	1000 No.			
55.	Polythene bags (all sizes)	per kg			
56.	Bird scaring Ribbon	per kg			
57.	Germination paper 45x28 cm	per kg			
58.	Seed bins steel	200 kg			
59.	Seed bins steel	300 kg			
60.	Knapsack sprayer (Plastic)	15 liter			
61.	Plastic pegs	2 ft.			
62.	Plastic pegs	3 ft.			
63.	Plug tray	100 holes			
64.	Root trainer	100 holes			
65.	Emasulation kit	1 Kit			
66.	Plastic Lables with thread	1000/Lables			
67.	Crossing lables (Small)	1000/Lables			
68.	Butter Paper Crossing Bag	18x5 CM			
69.	Imported parchment Paper Bag	40X8 CM			
70.	Imported parchment Paper Bag	35x8 CM			
71.	Breeder Seed tag (Cloth line golden yellow)	15X8CM			

# RAJASTHAN AGRICULTURAL RESEARCH INSTITUTE

(S.K.N.AGRICULTURE UNIVERSITY: JOBNER)

DURGAPURA; JAIPUR (RAJ.) 302018

## **GENERAL TERMS AND CONDITIONS OF TENDER**

**Note:** Tender should read these conditions carefully and comply strictly while sending their tenders. If a tendered has any doubts regarding their interpretation of the conditions of specifications mentioned in the Tender Notice, he should before submitting the tender, refer these to the Comptroller and obtain clarification. The decision of the Comptroller regarding the interpretation of the conditions and specification shall be final and binding on the tendered.

### **1. DEFINITIONS:**

(i) The term 'the contract' shall mean the invitation to tender hereinafter defined and those general conditions and special conditions that may be added.

(ii) The terms 'the contractor' shall mean the person, firm or company with whom the order is placed or its successors, heirs and legal representatives where the context so admits.

(iii) The term 'delivery' shall mean delivery by the dates and the places specified in the tender form and / or order issued after the acceptance letter from time to time of stores which are found acceptable by the indenting Officer/the comptroller or the Central Stores Purchase Committee of the University and not the submission of stores which are not to the required standard.

(iv) The term 'Central Stores Purchase Committee, Shall mean the Stores Purchase Committee constituted by **RAJASTHAN AGRICULTUREAL RESEARCH INSTITUTE; DURGAPURA ; JAIPUR (RAJ.) 3020 18**

2. The tenders should be sent to the **RAJASTHAN AGRICULTUREAL RESEARCH INSTITUTE; DURGAPURA ; JAIPUR (RAJ.) 302018** under a Registered A.D. Cover in a double envelope, duly sealed and marked "Tender for field article due on 29.02.2024" so as to reach him before the due date and time if tenders are delivered by hand, a receipt should be obtained . Any tender received after the due date and time shall not be considered.

The tenders will be opened on **29.02.2024 at 02.00 P.M.** before the members of a Committee appointed for this purpose by the **RAJASTHAN AGRICULTUREAL RESEARCH INSTITUTE; DURGAPURA ; JAIPUR (RAJ.) 3020 18** in the office of the **RAJASTHAN AGRICULTURAL RESEARCH INSTITUTE;DURGAPURA ; JAIPUR (RAJ.) 3020 18**

3. No Dealer who is not registered under the Sale Tax Act prevalent in the State where his business is located may be eligible to tender. The Sale Tax Registration Number should be quoted and a Sale Tax Clearance Certificate from the Commercial/Sale Tax Officer of the Circle concerned should be submitted without which the tender is liable to be rejected.

4. Tenderer will have to submit invariably an Income Tax Clearance Certificate from the Income Tax Officer of the circle concerned along with the tenders without which the tender is liable to rejection.

5. The tender should be filled in ink or typed, No tender, filled in pencil shall be considered.

6. (i) Rate must be written both in words and figures, there should be no erasures alternations or over writings in the tender and information given in the tender should be in unambiguous language, Where any alteration is made, it should be made clearly and should be dated and initialed by the tendered failing which such quotation may be ignored. No paper shall be detached from the tender form.

(ii) Rates quoted must be F.O.R. Railway station, Durgapura, Jaipur in Rajasthan and should include all charges and taxes.

...2...

...2...



(iii) The Price charged for the stores supplied under the contract by the successful tenderer shall in no event exceed the lowest price at which the successful tenderer sells the stores of identical description to any other person during the period of the contract.

(iv) If any time during the period of contract the contractor reduces the sale price of such stores to any other person at a price lower than the price approved under the contract he shall forthwith notify such reduction or sale to the **RAJASTHAN AGRICULTURAL RESEARCH INSTITUTE, DURGAPURA; JAIPUR (RAJ.) 3020 18** and the price payable under the contract for the stores supplied after the date of coming into force of such reduction in sale shall stand correspondingly reduced. The successful tenderer shall furnish certificate to the effect that the provision of this clause has been fully complied with in respect of supplies certificate to the **RAJASTHAN AGRICULTURE RESEARCH INSTITUTE, DURGAPURA; JAIPUR (RAJ.) 3020 18** at the beginning and in every six months thereafter during the currency of the contract and at the end of the contract that they had complied with this clause of the conditions.

7. The tenderer is not expected to quote for more than one quality where the specifications are fairly clear and not more than two in any case. If any tenderer will quote for more than two qualities, his rates may not be considered at all in respect of those items.

8.(i) Tenders shall be valid up to for a period of **One year** from the acceptance of tender.

(ii) After a tender has been accepted, the rates shall remain valid throughout the period or which tenders are invited.

9 Tenderers are hereby explicitly warned that individual signing the tender must specify as follows:

(a) Whether signing as "Solo Proprietor of the Firm"

(b) Whether signing as a "Registered active partner of the Firm".

(c) Whether signing for the firm i.e. per procreation.

(d) In the case of companies and registered firms whether Signing as Secretary, Manager, partner, Director and how individuals so signing are authorized to do so. A copy of the document under which such authority is given should be submitted with the tender

**(e) Tenderers should sign the tender form at the end of the first and last page as a token of his acceptance of all the terms and conditions of the tender. He should also sign at each page of tender on which rates are quoted.**

(i) If the tenderers resoles from his offer or offer new terms after opening of the tender, his earnest money is liable to be forfeited.

(ii) The submission of more than one tender for the one and same category and under different names is prohibited. Should it at any time be discovered that this condition has been violated, all the tenders should be rejected or contract (S) cancelled and the earnest money or Security deposit (S) forfeited to the University.

10. The tender must be accompanied by an **Earnest money @ 2%** of the tender value without which it will be not be considered and rejected outright. The earnest money should be remitted in Cash or Demand Draft or cash in favour of Director, **Rajasthan Agricultural Institute; Durgapura, Jaipur (Raj) 3020 18** or Bank Drafts of any schedule Bank.

(a) Firms registered with the D.G. S. & D. New Delhi or State Govt. as Small Scale industries/units for items tendered are exempted for remitting the Earnest Money as per rules.. Such firms are required to prove by furnishing documentary evidence that they are actually registered with either of the above two organizations for items tendered. This document must show that the firm holds the registration during the total period of the contract. In absence of such documentary proof, remitting of earnest money will be compulsory.

...4...

(iv) When the tenderer is unable to complete the supply within either the specified or extended period, the purchasing Officer shall be entitled to purchase the goods from elsewhere without notice to the tenderer but on his (i.e. tenderers) account and risk, the goods or any part thereof which the tenderer has failed to supply, or if not available substitute thereof or to cancel the contract and the tenderer shall be liable to pay for any loss or damage which the Purchasing Officer may sustain by reasons or such failures on the part of tenderer. But the tenderer shall not be entitled to any loss or damage which the contract and the tenderer shall be liable to pay for any loss or damage which the Purchasing Officer may sustain by reasons or such failures on such purchase made against default.

The recovery of such loss or damage shall be made from any sums accruing to the tenderer under this or any other contract with the University, if recovery is not possible from bills and the tenderer fails to pay the loss or damage within one month of the demand, the recovery shall be made under the Rajasthan Public Demand Recovery Act, 1952 or any other law for the time being in force.

15. The quantities for the various items in the tender are approximate and subject to variation. The supplies will have to be made according to requirements as and when order is placed through the contract period.

16. Any increase in Excise duty or other similar tax if imposed by the Central or State Government after due date of Tender will be paid extra. Similarly reduction in them after the due date will be paid less to the contractor.

17. Tenderers are requested to send with their tenders printed descriptive literature, catalogue, photo-literature of the articles if any for convincing about the quality and usage of the articles but direct indirect canvassing on the part of tenderers or their representative after the submission of the tender shall disqualify their tenders.

18. **The Director, Rajasthan Agriculture Research Institute, Durgapura, Jaipur** reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept any tender for all or any one or more items of the articles for which tender has been given.

19. It is made clear that the tender must be submitted accurately in accordance with the conditions of the tender and that necessary documents must invariably be enclosed where demanded. In the event of non-submission of these essential documents, the tender shall not be considered and shall be treated as rejected without notice or any reference.

20. The tenderers should not quote their own conditions while submitting the tenders. Any counter conditions or counter proposals submitted by the tenderers will not be considered at all. If a tenderer imposes conditions, which are in addition to or in conflicting with the conditions mentioned herein, his tender is liable to summary rejection. The firms intending to get their counter or extra conditions accepted should not submit the tender at all. In other words, the firms who agree to the contents of all the conditions of the tender to be submitted by the tenderer and when once the tender is submitted, it will be construed that the tenderer agrees with all the terms and conditions of the tender.

...5...

...5...

21. Legal proceeding if any, arising out of this tender shall have to be lodged in courts situated in **Jaipur** and not elsewhere.
22. Tenderers are expected to satisfy them that they will be able to supply the articles tendered by them in full in all circumstances if their tenders are accepted. No plea that the manufacturer has either stopped the manufacturing or has increased the prices or that the item is not being imported due to certain difficulties, will be considered and successful tenderers will be bound to supply the ordered articles in all circumstances and on the approved rates only.
23. Tender must be submitted upto **29.02.2024 at 02.00 P.M.** in the appropriate tender forms only which can be obtained from the Director, RARI, Durgapura, Jaipur-302018 on payment of Rs. 500/- + 18% GST in cash and online pay order in the name of the Director, Rajasthan Agricultural Research Institute, Durgapura. The whole set of tender form should be filed up and no item should be left blank. If the tenderer does not wish to quote for some item, words "NO QUOTATIONS" against such items should be mentioned. Tenderer should keep one copy of the tender form, out of the two supplied to him as his office copy.
24. Where a particular make or size is stated in the tender form no alternatives should be suggested. The alternatives suggested would be ignored and the tenderer shall be assumed to have quoted for the items and their specifications mentioned in the tender form.
25. Separate covering letter or communication should be sent for separate categories of tenders and tenders should be submitted separately for each category. Tenders received in mixed with more than one category may not be considered.
26. The decision of the Director, Rajasthan Agriculture Research Institute, Durgapura, Jaipur in all matters to the tender will be final and binding upon the tenderers. **Director, Rajasthan Agricultural Research Institute, Durgapura, Jaipur** I/We certify that I, We have read the General Terms and conditions of the tender and that I/We agree to conform to these.
27. A Non Judicial stamp Rs. 1000/- may be given by the successful tenderer.

**Signature of the Authorized  
persons  
of the firms with stamp**

**Performa-B****निविदादाताओं द्वारा घोषणा**

मैं/हम घोषणा करता हूँ/करते हैं, कि हमने जहां कहीं भी सामान उपलब्ध करवाया है, विगत 3 वर्षों में हमें किसी भी सरकारी विभाग/उपक्रम/कम्पनी द्वारा ब्लैकलिस्ट नहीं किया गया है।

हम यह भी घोषणा करते हैं कि हमारे विरुद्ध किसी भी न्यायालय में सामान आपूर्ति से संबंधित कोई वाद लम्बित नहीं है तथा इस विषयान्तर्गत हमें किसी भी न्यायालय द्वारा दण्डित नहीं किया गया है।

निविदादाता के हस्ताक्षर

**Performa-C**

**Fall clause प्रमाण पत्र**

मैं/हम घोषणा करता हूँ/करते हैं, कि हमने जिन संस्थाओं को जहां कही भी सामान उपलब्ध करवाया है, उस आपूर्ति में प्रश्नगत निविदा के क्रम में अनुबन्ध अवधि में इस निविदा में प्रस्तुत दरों से कम दरों पर किसी भी विभाग, निगम, बोर्ड अन्य स्वायत्तशापी संस्था आदि को सामान की आपूर्ति की जाती है तो तदनुसार ही इस संस्थान से कम दरों पर भुगतान प्राप्त करने के लिए सहमति प्रदान करता हूँ/करते है।

निविदादाता के हस्ताक्षर

**Performa-D**

वित्तीय विवरण

वित्तीय वर्ष	ऑडिटेड बैलेंस शीट के अनुसार टर्न ओवर (रुपये)
2020-21	.....
2021-22	.....
2022-23	.....
योग	.....

औसत टर्न ओवर प्रतिवर्ष .....

निविदादाता के हस्ताक्षर मय  
मोहर एवं दिनांक

**Performa-E.**

**Affidavit**  
**(on non-judicial stamp paper of Rs. 10/-)**

I ..... S/o ..... Aged  
..... Yrs. residing at .....  
Proprietor/Partner/Director of M/s ..... do  
hereby solemnly affirm and declare that

(a) My/our above noted enterprise M/s ..... has been issued  
acknowledgement of Entrepreneurial Memorandum Part-II by the District Industries Center  
..... The acknowledgment No. is ..... Dated  
..... and has been issued for manufacture of following items:

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

(b) My/our above noted acknowledgement of Entrepreneurial Memorandum Part-II has not been  
cancelled or withdrawn by the Industries Department and that the enterprise is regularly  
manufacturing the above items.

(c) My/our enterprise is having all the requisite plant and machinery and is fully equipped to  
manufacture the above noted items.

Signature of proprietor/Director  
Authorized Signatory with  
Rubber  
Stamp and date

**Verification**

I ..... S/o ..... aged ..... yrs  
residing at ..... Proprietor/Partner/Director of M/s .....  
verify and confirm that the contents at (a), (b) and (c) above are true and correct to the best of my  
knowledge and nothing has been concealed there in. So help me God.

Deponent

**Performa-F**

**FORM No. 1 [See rule 83 of RTPP]**

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

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

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

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



**Performa-F**

**FORM No. 1 [See rule 83 of RTPP]**

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

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

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

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

.....

.....

..... (Supported by an affidavit)
  7. Prayer:

.....

.....
- Place ..... Date .....