

जिला कार्यक्रम प्रबंधन ईकाई, अटल भूजल योजना, जयपुर (राजस्थान)  
72-बी, झालाना संस्थानिक क्षेत्र, झालाना डूंगरी जयपुर-302004

क्रमांक:- 742-743

दिनांक:- 21/11/2022

ई-बोली आमंत्रण सूचना 01/2022-23

जिला कार्यक्रम प्रबंधन ईकाई, अटल भूजल योजना, जयपुर के अधीन जिला जयपुर की पंचायत समिति आमेर, मांविदगढ़ एवं जालसू की समस्त ग्राम पंचायतों में अटल भूजल योजना के अन्तर्गत प्रशिक्षण कार्यक्रम के आयोजन हेतु पंजीकृत बोली दाताओं से ई-बोली दिनांक 05.12.2022 तक आमंत्रित की जाती है। विस्तृत ई-बोली आमंत्रण सूचना एवं बोली दस्तावेज वेबसाइट <https://eproc.rajasthan.gov.in>, [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) एवं <https://phedwater.rajasthan.gov.in/> वेबसाइट पर देखे जा सकते हैं।

  
(J. O. मल्लिकार्जुन)

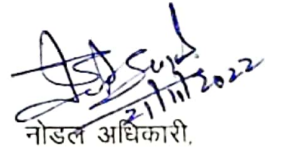
नोडल अधिकारी,  
अटल भूजल योजना, डीपीएमयू,  
जयपुर।

दिनांक:- 21/11/2022

क्रमांक:- 742-743

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रस्तुत है:-

1. श्रीमान आयुक्त सूचना एवं जन सम्पर्क विभाग, जयपुर को 08 प्रतियों मय सीडी में प्रेषित कर निवेदन है कि ई-बोली आमंत्रण सूचना राजस्थान लोक उपापन में पारदर्शिता नियम, 2013 के नियम 43(6) में विहित प्रावधानानुसार एक नैतिक दैनिक समाचार-पत्र तथा 50,000 प्रतियों और उससे अधिक का परिचालन रखने वाले एवं राज्य स्तरीय मुख्य दैनिक समाचार पत्र में न्यूनतम स्पेस एवं अनुमोदित दरों पर न्यूनतम 10 दिवस की अवधि के लिए अविलम्ब प्रकाशन करावे।
2. श्रीमान निजी सचिव, जिला कलक्टर, जयपुर।
3. श्रीमान परियोजना निदेशक, अटल भूजल योजना, एसपीएमयू, जयपुर।
4. श्रीमान नोडल अधिकारी, अटल भूजल योजना, एसपीएमयू, जयपुर।
5. श्रीमान उपापन समिति अध्यक्ष/सदस्य/सदस्य सचिव।
6. श्रीमान वरिष्ठ भूजल वैज्ञानिक, भूजल विभाग, जयपुर।
7. नोटिस बोर्ड, मुख्यालय/कार्यालय।

  
(J. O. मल्लिकार्जुन)

नोडल अधिकारी,  
अटल भूजल योजना, डीपीएमयू,  
जयपुर।

जिला कार्यक्रम प्रबंधन ईकाई, अटल भूजल योजना, जयपुर (राजस्थान)  
72-बी, झालाना संस्थानिक क्षेत्र, झालाना झूंगरी जयपुर-302004

क्रमांक:- 750

दिनांक:- 21/11/2022

विस्तृत ई-बोली आमंत्रण सूचना 01/2022-23

जिला कार्यक्रम प्रबंधन ईकाई, अटल भूजल योजना, जयपुर के अधीन जिला जयपुर की पंचायत समिति आमेर, गांविदगढ़ एवं जालसू की समस्त ग्राम पंचायतों में अटल भूजल योजना के अन्तर्गत प्रशिक्षण कार्यक्रम के आयोजन हेतु इस क्षेत्र में कार्य करने वाली संस्था/फर्म/सर्वेदक/एन.जी.ओ. जो कि केन्द्र/राज्य सरकार के सम्बन्धित अधिनियम/नियम में पंजीकृत हो, से ई-बोली दिनांक 05.12.2022 निम्नलिखित कार्यक्रम के अनुसार आमंत्रित की जाती है:-

1.	कार्य विवरण	अटल भूजल योजना के अन्तर्गत जिला जयपुर में पंचायत समिति- आमेर, गोविन्दगढ़ और जालसू के अधीन समस्त 108 ग्राम पंचायतों में कुल 648 ग्राम पंचायत स्तरीय (प्रति ग्राम पंचायत कुल 06) प्रशिक्षण कार्यक्रम का आयोजन।
2.	ई-बोली प्रपत्र शुल्क	रुपये 1,000/- (ई-ग्रास एकल चालान के माध्यम से)
3.	ई-बोली प्रोसेसिंग शुल्क	रुपये 1,000/- (ई-ग्रास एकल चालान के माध्यम से)
4.	ई-बोली प्रतिभूति राशि	रुपये 1,01,088/- (ई-ग्रास एकल चालान के माध्यम से)
5.	ई-बोली अनुमानित कीमत	रुपये 50,54,400/-
6.	ई-बोली डाउनलोडिंग प्रारम्भ दिनांक एवं समय	दिनांक 21.11.2022 समय 05:00 pm से
7.	ई-बोली अपलोडिंग दिनांक एवं समय	दिनांक 21.11.2022 समय 05:00 pm से
8.	ई-बोली प्रस्तुतिकरण अन्तिम दिनांक एवं समय	दिनांक 05.12.2022 समय 03:00 pm तक
9.	ई-बोली तकनीकी - वाणिज्यिक खोलने की दिनांक, समय एवं स्थान	दिनांक 05.12.2022 समय 05:00 pm स्थान:- जिला कार्यक्रम प्रबंधन ईकाई, अटल भूजल योजना, जयपुर (राजस्थान), 72-बी, झालाना संस्थानिक क्षेत्र, झालाना झूंगरी जयपुर-302004
10.	ई-बोली वितीय	विहित प्रावधानुसार सम्बन्धित पोर्टल पर प्रकाशन एवं तकनीकी-वाणिज्यिक बोली में सफल बोलीदाता को पृथक से सूचित किया जायेगा।

शासन सचिव वित्त (बजट) विभाग, राजस्थान जयपुर के परिपत्र संख्या प.6(5) वित्त/साविलेनि/2018 दिनांक 27.04.2020 एवं दिनांक 09.07.2020 में दी गई प्रक्रिया के अनुसार ई-ग्रास पोर्टल पर एकल चालान डीडीओ कोड-20289 SR.HG. (S&R), GWD, JAIPUR के पक्ष में बनाया जाना है, शुल्क का विवरण निम्नानुसार है:-

शुल्क का विवरण	बोली शुल्क की राशि	ई-ग्रास बजट मद का विवरण
ई-बोली प्रपत्र शुल्क	बोली में निर्धारित राशि अनुसार	0075-00-800-52-01
ई-बोली प्रोसेसिंग शुल्क	बोली में निर्धारित राशि अनुसार (एम.डी, आर.आई.एस.एल)	8658-00-102-16-01
ई-बोली प्रतिभूति राशि	बोली प्रतिभूति राशि वित्त विभाग राजस्थान के निर्देशानुसार जो बोली अवधि में प्रभावी होंगे।	8443-00-103-00-00

ई-बोली के इच्छुक बोली दाता को, ई-बोली में भाग लेने के लिए सूचना प्रौद्योगिकी अधिनियम-2000 के तहत वांछित स्तर (Class) डिजिटल साईन सर्टिफिकेट के माध्यम से वेबसाईट <https://eproc.rajasthan.gov.in> पर ई-बोली एवं सम्बंधित वांछित दस्तावेज स्कैन कर नियत तिथि एवं समय तक ई-बोली अपलोड की जायेगी।

विस्तृत ई-बोली आमंत्रण सूचना एवं बोली दस्तावेज वेबसाईट <https://eproc.rajasthan.gov.in>, [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) एवं <https://phedwater.rajasthan.gov.in> पर देखे जा सकते हैं।



नोडल अधिकारी,  
अटल भूजल योजना, डीपीएमयू,  
जयपुर

**जिला कार्यक्रम प्रबंधन ईकाई, अटल भूजल योजना, जयपुर (राजस्थान)  
72-बी, झालाना संस्थानिक क्षेत्र, झालाना डूंगरी जयपुर-302004**

**तकनीकी-वाणिज्यिक ई-बोली प्रपत्र**

1. बोलीदाता का नाम .....
2. डाक का पता .....  
.....
3. फोन/मोबाईल नं० .....
4. ई-मेल .....
5. बैंक का नाम .....  
आई.एफ.एस.सी. कोड .....  
खाता संख्या .....
6. पात्रता मापदंड

क्र. सं.	पात्रता मापदंड	वांछित दस्तावेज
1.	केन्द्र/राज्य सरकार के सम्बन्धित अधिनियम/नियम के तहत बोलीदाता का पंजीयन	वैध पंजीयन प्रमाण पत्र की प्रति
2.	वित्तीय टर्नओवर – गत 03 वित्तीय वर्ष (2019-20, 2020-21 एवं 2021-22) में से किसी 01 वर्ष का न्यूनतम टर्नओवर 25 लाख हो।	चार्टर्डेड अकाउंटेंट (सी.ए.) का प्रमाण पत्र की प्रति/बैलेंस शीट की प्रति
3.	वित्तीय नेटवर्थ – 31.03.2021 या 31.03.2022 की स्थिति में सकारात्मक (पॉजिटिव)	चार्टर्डेड अकाउंटेंट (सी.ए.) का प्रमाण पत्र की प्रति/बैलेंस शीट की प्रति
4.	अनुभव – केन्द्र/राज्य सरकार के अधीन किसी विभाग/सार्वजनिक उपक्रम/स्वायत्त संस्था में गत 05 वित्तीय वर्ष (2017-18 से 2021-22) में से किसी 01 वर्ष में कम से कम 10 लाख रुपये तक का सफलतापूर्वक जल प्रबंधन से सम्बन्धित परियोजना जिसमें प्रशिक्षण/सर्वे कार्य/जन जागरूकता/क्षमता संवर्धन का कार्य सम्मिलित हो, का अनुभव।	सम्बन्धित विभाग/सार्वजनिक उपक्रम/स्वायत्त संस्था से सफलता पूर्वक किये गये कार्य का सक्षम अधिकारी से प्रमाण पत्र की प्रति
5.	GST में पंजीयन	पंजीकरण की प्रति
6.	PAN कार्ड	कार्ड की प्रति
7.	ई-बोली प्रपत्र, ई-बोली प्रोसेसिंग फीस एवं ई-बोली प्रतिभूति राशि	ई-ग्रास एकल चालान की प्रति

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**ई-बोली की सामान्य शर्तें**

1. राजस्थान लोक उपापन में पादर्शिता अधिनियम, 2012 व नियम, 2013, जिसे आगे "अधिनियम" व "नियम" कहा गया है तथा सामान्य वित्तीय एवं लेखा नियम एवं इस संबंध में वित्त विभाग, राजस्थान द्वारा जारी अधिसूचना, परिपत्र, गाईडलाईन, आदेश, निर्देश आदि प्रभावी रहेंगे। बोलीदाता को "अधिनियम" एवं "नियम" की पूर्ण जानकारी कर लेनी चाहिए। बोली दस्तावेज तथा उपर्युक्त "अधिनियम" एवं "नियम" में किसी प्रकार की विसंगति होने पर उक्त "अधिनियम" एवं "नियम" के प्रावधान ही अभिभावी होंगे।
2. बोली की विधि मान्यता 60 दिन की अवधि के लिए होगी।
3. बोलीदाता अपनी संविदा को या उसके किसी सारवान भाग को किसी अन्य एजेन्सी के लिए नहीं सौपेगा या भाड़े (sub-let) पर नहीं देगा। ई-बोली में जॉईण्ट वेन्चर व कन्सोर्टियम बोलीदाता अनुमत नहीं है।
4. ई-बोली की दरे दिनांक 31.03.2023 तक के लिए अनुबंधित की जाएंगी। जिनकी नियमानुसार समयावधि बढ़ाई जा सकेगी। कुल प्रशिक्षण कार्यक्रम 648 में नियमानुसार कमी/वृद्धि की जा सकेगी।
5. मूल्यांकन की कसौटी-तकनीकी-वाणिज्यिक बोली में सफल/क्वालिफाइड बोलीदाता की कुल न्यूनतम कीमत के आधार पर सर्वाधिक लाभदायक उत्तरदायी बोली पर वित्तीय बोली/बिड का मूल्यांकन किया जावेगा।
6. बोलियों का अपवर्जन:- अधिनियम की धारा 25 में उल्लेखित आधार पर बोली को अपवर्जित किया जा सकेगा।
7. बोली प्रतिभूति का समपहरण (Forfeiture of Bid Security) बोली प्रतिभूति का निम्नलिखित मामलों में समपहरण (Forfeiture) किया जा सकेगा:-
  - (क) जब बोलीदाता बोली खुलने के बाद किन्तु बोली को स्वीकार करने के पूर्व अपने प्रस्ताव को वापस लेता है या उसमें रूपान्तरण (Modification) करता है।
  - (ख) जब बोलीदाता विनिर्दिष्ट समय के भीतर करार निष्पादित नहीं करता है।
  - (ग) जब बोलीदाता बोली स्वीकृति की सूचना के पश्चात कार्य सम्पादन प्रतिभूति जमा नहीं कराता है।
  - (घ) जब सफल बोलीदाता निर्धारित समय में प्रशिक्षण कार्य प्रारम्भ नहीं करता।
  - (ड.) यदि बोली लगाने वाला अधिनियम और इन नियमों के अध्याय-6 में विनिर्दिष्ट बोली लगाने वालों के लिए विहित सत्यनिष्ठ की संहिता के किसी उपबंध को भंग करता है।
8. करार एवं कार्य सम्पादन प्रतिभूति (Agreement and Performance Security):-
  - (अ) ई-बोली आमंत्रण में अंकित सेवा – प्रशिक्षण हेतु सफल बोलीदाता को बोली स्वीकृति आदेश पत्र की दिनांक से 15 दिवस में सेवा/कार्य के प्रदान आदेश की रकम की 2.5 प्रतिशत राशि कार्य सम्पादन प्रतिभूति के रूप में डिमान्ड ड्राफ्ट/बैंकर्स चैक वरिष्ठ भूजल वैज्ञानिक, भूजल विभाग, जयपुर के नाम पर या आर.टी.पी.पी. नियम 2013 के नियम 75 के अनुसार जमा करानी होगी एवं सफल बोलीदाता स्वयं के व्यय पर 500/- रुपये राशि के नॉन-ज्यूडिशियल स्टाम्प पेपर पर सामान्य एवं वित्तीय लेखा नियम में निर्धारित एस.आर. प्रारूप 17 में एक करार पत्र निष्पादन करना होगा।
  - (ब) कार्य सम्पादन प्रतिभूति राशि पर विभाग द्वारा ब्याज का भुगतान नहीं किया जाएगा।
9. कार्य सम्पादन प्रतिभूति राशि का समपहरण (Forfeiture of Work Performance Security Deposit):- कार्य सम्पादन प्रतिभूति राशि का पूर्ण या आंशिक रूप से निम्नांकित मामलों में समपहरण (Forfeiture) किया जा सकेगा:-
  - (क) जब संविदा की शर्तों का उल्लंघन किया गया हो।
  - (ख) जब बोलीदाता सम्पूर्ण सेवा-प्रशिक्षण कार्य सन्तोषजनक ढंग से करने में असफल रहा हो।
  - (ग) जब बोलीदाता सेवा-प्रशिक्षण कार्य आदेश के अनुसार निर्धारित अवधि में सेवा –प्रशिक्षण कार्य आरम्भ करने में असफल रहता हो। कार्य सम्पादन प्रतिभूति राशि के समपहरण करने के मामलों में युक्तियुक्त सुनवाई का अवसर दिया जाएगा। इस संबंध में उपापन संस्था को निर्णय अंतिम होगा।
10. भुगतान:-
  - (अ) सामान्य वित्तीय एवं लेखा नियम के अनुसार उचित प्रारूप में बिल तीन प्रतियों में प्रस्तुत करने पर बोली में अंकित एवं नियम अनुसार भुगतान किया जाएगा। बिल का भुगतान आवश्यक कर/वसूली आदि कटौती उपरान्त किया जावेगा।
  - (ब) प्रशिक्षण कार्य का भुगतान बोली दस्तावेज के अनुसार सफलतापूर्वक कार्य सम्पादन एवं सत्यापन उपरान्त किया जाएगा।

11. अंकेक्षण के दौरान/शिकायत जाँच उपरान्त यदि बोलीदाता के विरुद्ध किसी प्रकार की बकाया राशि निकाली जाती है तो उसकी क्षतिपूर्ति बोलीदाता द्वारा की जावेगी अन्यथा ऐसी स्थिति में कार्यालय में उपलब्ध/जमा कार्य सम्पादन प्रतिभूति राशि में से उक्त बकाया राशि को समायोजित कर लिया जावेगा।
12. परिसमापित नुकसानी:- परिसमापित नुकसानी के साथ प्रशिक्षण कार्य अवधि में वृद्धि के मामले में, वसूली निम्नलिखित प्रतिशतता के आधार पर उन प्रशिक्षण कार्यों के लिए की जायेगी, जिनका बोलीदाता क्रियान्वयन करने में असफल रहा है:-

(1)	(क) विहित प्रशिक्षण कार्य अवधि की एक चौथाई अवधि तक के विलम्ब के लिए	2.5 प्रतिशत
	(ख) एक चौथाई से अधिक किन्तु विहित अवधि की आधी अवधि से अनधिक के लिए	5 प्रतिशत
	(ग) आधी अवधि से अधिक किन्तु विहित अवधि के तीन चौथाई से अनधिक के लिए	7.5 प्रतिशत
	(घ) विहित अवधि की तीन चौथाई से अधिक विलम्ब के लिए	10 प्रतिशत
(2)	प्रशिक्षण कार्य में विलम्ब की अवधि की गणना करते समय आधे दिन से कम भाग को छोड़ दिया जायेगा।	
(3)	परिसमापित नुकसान की अधिकतम राशि 10 प्रतिशत होगी।	
(4)	यदि बोलीदाता किन्हीं बाधाओं के कारण संविदान्तर्गत प्रशिक्षण कार्य पूरा करने के लिए समय में वृद्धि करना चाहता है तो वह लिखित में नोडल अधिकारी, अटल भूजल योजना, डीपीएमयू, जयपुर को आवेदन करेगा जिसने प्रशिक्षण कार्य हेतु आदेश दिया है। किन्तु वह उसके लिए निवेदन बाधा के गठित होने पर तुरन्त उसी समय करेगा, न की प्रशिक्षण कार्य पूर्ण होने की निर्धारित तारीख के बाद करेगा।	
(5)	यदि प्रशिक्षण कार्य करने में उत्पन्न हुई बाधा बोलीदाता के नियन्त्रण से परे कारणों से हुयी हो तो प्रशिक्षण कार्य की अवधि में वृद्धि परिसमापित नुकसानी सहित या रहित की जा सकेगी।	

13. बोलीदाता के प्रतिनिधि द्वारा बोली में भाग लेने एवं दस्तावेज प्रमाणित करने के लिए सक्षम प्राधिकारी द्वारा उक्त प्रतिनिधि को पॉवर ऑफ अटॉर्नी दिये जाने का अधिकार पत्र को ई-बोली में शामिल करना होगा।
14. उपापन संस्था द्वारा उपापन के अधिनियम एवं नियम के प्रावधान के अनुसार शॉर्ट फॉल डोक्यूमेन्ट/स्पष्टीकरण मांगा जा सकेगा।
15. उपापन संस्था द्वारा ई-बोली के किसी भी स्तर/भाग को किसी भी समय बिना कारण बताये आंशिक या पूर्ण रूप से ई-बोली/ई-बोली प्रक्रिया को रद्द कर सकेगा।
16. ई-बोली वेबसाइट <https://eproc.rajasthan.gov.in> पर ईलेक्ट्रॉनिक फॉरमेट में अपलोड/प्रस्तुत की जायेगी। जिसमें प्रथम कवर/लिफाफा (तकनीकी-वाणिज्यिक बोली) में बोली दस्तावेज (वित्तीय बोली को छोड़कर) मय सम्बन्धित वांछित प्रमाण पत्र/दस्तावेज स्कैन कर अपलोड करने है। द्वितीय कवर/लिफाफा (वित्तीय बोली) जो कि BoQ फोरमेट में है, के सम्बन्धित कॉलम में बोलीदाता द्वारा दर का अंकन किया जाना है। तकनीकी-वाणिज्यिक बोली में वित्तीय बोली BoQ दरों का अंकन करने पर उक्त बोलीदाता की बोली रद्द कर दी जायेगी।
17. बोली के निर्वचन के सम्बन्ध में किसी प्रकार की समस्या/संदेह हो तो नोडल अधिकारी, अटल भूजल योजना, डीपीएमयू, जयपुर से दूरभाष नं. 0141-2710572 एवं ई-मेल [rjjp201319017840@rajasthan.in](mailto:rjjp201319017840@rajasthan.in) पर सम्पर्क किया जा सकता है।

**बोलीदाता के हस्ताक्षर**  
**नाम मय सील**

## घोषणा पत्र

ई-बोली की समस्त जानकारी/शर्तों का मैंने/हमने अच्छी तरह अध्ययन कर लिया है। मैं/हम यह भी प्रमाणित करते हैं कि मैं/हम उक्त कार्य हेतु रजिस्टर्ड है वास्तव में ई-बोली में चाहा गया व्यवसाय किया जाता है तथा वांछित मशीन/उपकरण/प्रशिक्षित कार्मिक उपलब्ध है तथा "अधिनियम" की धारा 46 एवं "नियम" के नियम 39 के अनुसार राज्य सरकार या इस उपापन संस्था से पात्रता के लिए विवर्जित (Debarred) नहीं है।

यदि यह घोषणा असत्य पायी जाए तो किसी भी अन्य कार्यवाही जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी/हमारी बोली प्रतिभूति एवं कार्य निष्पादन प्रतिभूति को पूर्ण रूप में समपहरत किया जा सकेगा तथा ई-बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

बोलीदाता के हस्ताक्षर  
नाम मय सील

## 1. About DPMU - Atal Bhujal Yojana

### 1.1 Atal Bhujal Yojana (Atal Jal)- Introduction

1. The goal of Atal Bhujal Yojana (Atal Jal) is to demonstrate community-led sustainable ground water management which can be taken to scale. The major objective of the Scheme is to improve the management of groundwater resources in select water stressed areas in identified states viz. Gujarat, Haryana, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan and Uttar Pradesh.

2. Atal Jal is targeted at sustainable ground water management, mainly through convergence among various on-going schemes with the active involvement of local communities and stakeholders. This will ensure that in the Scheme area, the funds allocated by the Central and State governments are spent judiciously to ensure long term sustainability of ground water resources. The convergence shall further result in incentives to State Governments for suitable investments, aided by strong data base, scientific approach and community participation. The scheme has been designed as a pilot with the principal objective of strengthening the institutional framework for participatory ground water management. It also aims at bringing about behavioural change at the community level through awareness programs and capacity building for fostering sustainable ground water management in the participating States.

### 1.2 District Program Management Unit (DPMU)

Within the PIA, a dedicated Unit will be constituted / arrangement made, which will be referred to as **District Program Management Unit (DPMU)**. The DPMU shall be headed by Junior Hydrogeologist. The head of the DPMU shall be nominated as **Nodal Officer** and will be the Nodal officer for the scheme in the district. DPMU shall be supported by designated officers in the SPMU Office of Yojna and technical experts in hydrogeology/water resource management, agriculture, environment and social development, procurement, financial management, information technology and so on - either drawn on deputation from other organizations/departments and/or hired on contract basis for the entire duration of the scheme.

### 1.3 Scheme Area & Key Activities to be organised

The scheme is being implemented in 108 GP's of One Block in Jaipur district of Rajasthan, as shown below:

Sr. No.	District	Block
1.	Jaipur	Amer
2.	Jaipur	Govindgarh
3.	Jaipur	Jalsu

G.P. Level Training	Organizing 648 Gram Panchayat Level Training (06 training in each GP) in 108 GP's of Amer, Govindgarh and Jalsu Block- Under Atal Bhujal Yojna upto 31.03.2023.
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## 2. Job Specifications prescribed for the services

Below mentioned are job specifications (but not limited to) for the smooth discharge of all the activities.

### Training Organizing for DPMU:

S.No.	Designation	Scope of Work
1.	Trainers and Training Material	<ul style="list-style-type: none"><li>● Trainers for required topics.</li><li>● Training needs Assessment.</li><li>● Capacity Building action plan.</li><li>● Training Materials</li><li>● Training modules</li><li>● Any other work assigned by the DPMU from time to time.</li></ul>

2.	Arrangement of Training with Required Material	<ul style="list-style-type: none"> <li>• Training Kit as decided by DPMU</li> <li>• Functional expenses like Banner etc.</li> <li>• Refreshment like Tea and Biscuits etc.</li> <li>• Documentation-Report</li> <li>• Maintaining Cleanliness of venue after Training</li> <li>• Any other work assigned by the DPMU from time to time.</li> </ul>
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### 3. Scope of Work

For carrying out the above functions of the DPMU at the Jaipur efficiently, following human resources with qualifications mentioned before their services are required at the DPMU-ABJY, Jaipur.

Work shall be carried out as per ToR and as per Direction of Nodal Officer DPMU Atal Bhujal Yojna Jaipur

- The Training literature will be based on Atal Bhujal Yojna Guideline which can be seen at Yojna Website and need to verify by DPMU.
- It is Ensured by firm that before commencing the training, the literature regarding Training will be got approved first from competent authority (Nodal Officer DPMU Jaipur).
- The venue of the training will be at Rajiv Gandhi Seva Kendra/panchayat Hall or as Decided by Department as per Availability.
- The Tentative No. of Participants in each training will be 50 no. i.e., one training programme for Gram Panchayat.
- The list of participants will duly have signed by Sarpanch /VWSC member.
- The Department has right to place parallel work order in the light of short duration of completion of agreement.
- Photograph, video and other documents need to be submitted in office on same day or next day of training.

**Note-There should be 06 Training in each Gram Panchayat (Total 108 G.P.) of Amer, Govindgarh and Jalsu Block in Jaipur District.**

#### 3.1 Training Guidelines for Work

The goal of the capacity development programme under the Atal Bhujal Yojana is to maximize development effectiveness, efficiency, sustainability, and ownership. It is done by ensuring that all stakeholders can manage and deliver intended products and services to their target groups practically, efficiently, resilient, and self-sufficiently. It is critical to consider training delivery as a cyclical process rather than a one-time event. The training cycle defines the steps you take to give a training solution. Usually, five main phases are involved: identifying needs, setting training objectives, creating the training, implementing, or delivering the training, and then evaluating training, before re-evaluating needs, redesigning, and so on. Although each stage of the cycle has a logical place in the process, they should all be always kept in mind. It is critical to evaluate the training at the conclusion to determine whether it was effective, but evaluation criteria should ideally be developed before the start. Some evaluation activities must be carried out.

#### General training guidelines

1. It is of paramount importance to select the right participants for the respective training. Only the relevant participants will help in making the training program effective.
2. The right selection of training venue (location) is having equal importance, with hygiene and having basic amenities. Especially for women, it should have a separate washroom and if possible, a separate



room for child feeding, if the women are coming with small kids. All other essentials like water, tea, meals should be appropriate and with a timely break.

3. If due to culture or social taboo, women are not able to participate in training with the men, then separate training for women shall be organized preferably with female trainers.

4. Training timings and season should also be kept in mind for having comfortable training where participants should not attend in rush.

5. The participants should not be replaced by other participants in the same training program.

6. For a single training program, please ensure that participants retain their interest up to the end by inculcating interactive sessions, group work or giving some responsibilities.

7. Careful selection of the trainers and training material is the backbone of any training. The trainer should be as far as local or from the same region who understands and speaks the local dialect, and cultural sensitivity and make the training interactive. Similarly, the training material should be in the local language and as far as pictorial.

8. The trainer should ensure the participation of each participant.

9. The number of participants is an important aspect of effective training. The larger the participant group, the more difficult it will be to create a good learning atmosphere and effectively communicate. This is especially true for skill-based training, which necessitates practice, experiential learning, and demonstrations. Ideally, we should not exceed 40-60 people for knowledge and Information – based training.

10. Opportunities for LEARNER ENGAGEMENT are included throughout the training.

- Create interactive or interesting training (e.g., knowledge checks, case studies, question and answer sessions, or exercises) based on the needs and goals of the learners.
- Allow learners to obtain feedback.
- Allow learners to share their experiences and learn from the experiences of others. These may include peer learning and multidisciplinary practice opportunities.

11. The training is intended to improve USABILITY AND ACCESSIBILITY.

- Use a conversational tone that is appropriate for participants
- Use language and tone appropriate for the reading levels of the participants
- Design with the user in mind.
- Create simple and user-friendly navigation or materials.
- Make content available to participants
- When applicable, use high-quality (e.g., clear, clean, and crisp) audio and visual aids to clarify concepts.
- Make sure that the content is culturally and linguistically acceptable for the participants

12. EVALUATION OF TRAINING INFORMS IMPROVEMENT

- Create and implement a training evaluation strategy to guide formative and summative evaluation.
- Plan to use process assessment data and learner input to improve quality on an ongoing basis.
- As part of the development process, conduct a formative evaluation. Use a simple or complicated strategy that may involve peer review, quality check list assessment (e.g., using this checklist), pilot testing, or usability testing, depending on the situation.
- Include a feedback mechanism for learners to submit input on training (include open-ended feedback, if possible).

#### 13. Training includes the possibility of ASSESSMENT OF LEARNERS

- Utilize learner assessment to evaluate outcomes (e.g., post-assessment, knowledge check, exercise, observed practice, question & answer session, or problem-solving).
- Create assessment questions that are directly related to learning objectives.
- To aid learning, provide learners with feedback on their responses.
- Create settings in which participants can apply what they've learned.

#### 14. BEHAVIOURAL CHANGE OF COMMUNITY / STAKEHOLDERS UNDER ATAL BHUJAL PROGRAM

Behavioural change of the community and stakeholders is key to the success of Atal Bhujal Yojana. There are three broad pillars to bring behavioural change which pertains to enhancement in the knowledge, change in the perception and change in attitude towards water, especially ground water. All the training, capacity building programs, IEC activities shall focus on the above three aspects. In the whole process, imparting knowledge about the scheme, its benefits and various components is must for making changes in attitude and perception of the stakeholders involved. Trainings/IEC material shall be developed in such a way so as to influence the behaviour of the community / stakeholders including local masses and to furnish the desired knowledge and to communicate right information for change in the perception

## **TERMS OF REFERENCE**

1. Training will be conducted by Agency as per Atal bhuja! yojna Guidelines version 1.1 which can be seen from yojna website.

### **1.1 Scope of Work**

- A.** Considering the objective and aim of the Atal Bhujal Yojana and to enhance the incremental conservation outcomes the Scope of the assignment includes the following activities:
- a. Training needs Assessment: Assessing the Training needs of the stakeholders of the project of various levels- State to GP level
  - b. Capacity Building action plan: Preparing Capacity building Action Plan for the project functionaries.
  - c. Training Materials: Design and Development of training materials in English and / or Hindi languages on various thematic subjects in line with the proposed project activities, with special emphasis on ground water management programme.
  - d. Training modules: Development of Training modules on water security plans, crop diversification, use of efficient water practices, Atal Jal Web portal, Mobile App, MIS, Gender Equity, GRM, Environmental Safe guard, Leadership, Participatory methodologies, Water Resource Management, Agricultural productivity enhancement, Farm based livelihoods, marketing management etc.,
- B.** Objectives
- a. To aware and sensitize the Participants.
  - b. To orient the Participants for the judicious use of water.
  - c. To orient the Participants for Ground water managements and as per Yojna guidelines.
- C.** Expected Outcomes: -
- a. Participants made aware, sensitized and oriented about above objectives to implement water management.
- D.** Participants: -
- a. The participants in each training will be minimum 50 nos.
  - b. Ensure 30% female participation or as per yojana guidelines
- E.** Venue of training: -
- a. The venue of the training will be at Rajeev Gandhi Seva Kendra / Panchayat Hall or decided by DPMU Jaipur.
- F.** Quantities per training: -

S. No.	Name Activity	Unit(sets)
1	Training kit	50
2	Refreshment	50
3	Banner	1
4	Honorarium of Resource Persons (Trainer)	2
5	GP Level Training Report writing & printing	1 set
6	Maintenance & Cleaning charges (Rajiv Gandhi seva Kendra or any other GOVT. Building)	1
7	Miscellaneous Expenses	If any

- G.** Output: -
- Detailed training report along with Photos and video and paper cutting etc. Verified by Sarpanch and Secretary GP. The name of the Participants along with other details shall be uploaded on the MIS, ABJY Portal by the Agency.

**H. List of Participants: -**

The list of participants with their mobile number and signatures will be duly verified by Sarpanch and Secretary of GP.

**1.2 COUNTER PART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT.**

Client will provide a list of GP'S Amer, Govindgarh and Jalsu block where the training is to be conducted. Assignment shall be completed under the supervision of Nodal Officer, DPMU Atal Bhujal Yojana, Ground Water Department, Jaipur. Resource Persons, DIP member of concerned GP shall be available as per Training Schedule.

Agency will collect all the mobile nos. of relevant persons to be present in training and communicate at least 3 days in advance through SMS and on voice call with a reminder on previous day.

All other logistics and clean arrangement shall be on the part of Agency.

The Agency shall perform the Services in accordance with the Applicable Laws.

**1.3 TERMS OF PAYMENT**

The schedule of Payments shall be as follows:

(An indicative pattern is given below)

Payment will be made in four installments as follow:-

Completion of 170 Trainings: 25% Payment can be made

Completion of 350 Trainings: 50 % Payment can be made

Completion of 500 Trainings: 75 % Payment can be made

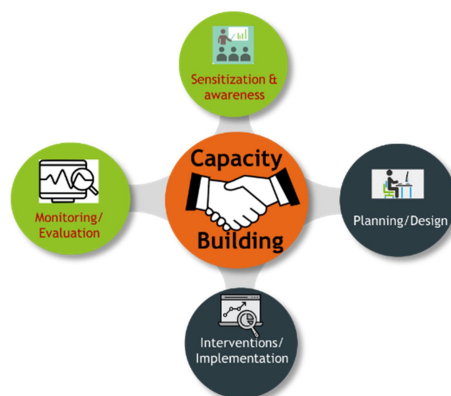
Completion of 648 Trainings: 100 % Payment can be made

On the receiving of the reports, photos, video, newspaper cutting duly verified by Sarpanch, Panchayat Secretary, on regarding participants etc.

**Capacity building Areas**

To achieve the goal of Atal Jal, it is required to build capacities of stakeholders at all levels and re-orient both Government officer/ officials and other human resources through customized orientation programme, exposure visits to realize the outcomes of Atal Jal with a focus on empowerment of community, frontline functionaries, and Gram Panchayats for sustainable water management. The personnel responsible for strengthening the ground water governance mechanism at all levels, i.e., GP, block, district and state, need to be provided with customized training and leadership programmes so as to enable them to discharge their role in Ground Water Management as envisaged in Atal Bhujal Yojana. The programmes are to be customized to suit different levels covering various technical, managerial and leadership aspects.

Following capacity building areas are identified as per the need of Atal Bhujal Yojana point of



view –

### Functions of Training and Capacity Building

Functions of Bidder are as follows:

- i. The Bidder will design course/ study material (high quality audio, video and printed), develop and deliver end-to-end high-quality capacity building programs, including lectures, discussions, interactive activities/ games/ exercises, and course-work. To rapidly extend reach of capacity building programs and to expand the coverage, the focus will be on the on-line/offline courses or other alternate learning methods. Therefore, the selected Bidder should have dedicated (own or hired) infrastructure to take up on-line/offline courses in an efficient manner;
- ii. conduct training and capacity building of state stakeholders in view of current needs and challenges under Atal Bhujal Yojana, preparation of water security plans, demand and supply side interventions, water quality monitoring and surveillance, water and energy audit, use of hydro-geo-morphological maps, automation and source sustainability, use of solar energy, monitoring and evaluation of ground water etc.;
- iii. build capacity of different stakeholders to implement appropriate and cost-effective technologies that promote community participation and source sustainability;
- iv. provide knowledge support to the stakeholders on the latest innovations, tools i.e., Atal Jal mobile app. MIS, web portal and best practices that promote effective and efficient delivery of services and monitoring of ground water;
- v. raise awareness and understanding of the Atal Bhujal Yojana by capacity building of DPMU, GPs/ VWSCs or Paani Samiti members, representatives of PRIs, NGOs, Self Help Groups engaged as ISAs, school functionaries, health workers and other stakeholders;
- vi. consult and design training modules and reference materials based on Training Need Assessments (TNAs) for ensuring effective implementation of the programmes;
- vii. update training content periodically based on feedback obtained from trainees and new developments in the sector;
- viii. Gender equity in ground water management practices
- ix. Environmental safe guard during preparation/ implementation of WSP.
- x. GRM (Grievances Re-address Mechanism)

### Training - related Activities

- i. Training Need Assessment (TNA): Assignments will be given to Bidder based on the requirements and procedure defined by the DPMU. Based on the assignment given, The Bidder are required to identify the training needs before designing the training programme.
- ii. Content development: Based on the TNA, necessary materials, modules, manuals etc. are to be developed by Bidder. The DPMU, reserves the right for vetting and standardization of training

modules developed by Bidder on need basis. Emphasis will be more on online modules/ course and contents.

- iii. Annual Action Plan (AAP): The Bidder will be required to prepare an Annual Action Plan (AAP) with details of all proposed activities which will then be examined and approved by the DPMU/ SPMU. The Bidder will also prepare a training calendar of the activities and the same will be uploaded on the NPMU web-based dashboard.
- iv. Selection of participant list: The selection of participants will be done by the DPMU / DPMU as per the specific type of training programme. The Bidder are required to coordinate with the participants and local authorities for all training and logistics.
- v. Training quality assurance: The Bidder are required to obtain formal and structured feedback from the trainees after completion of each training programme. Based on this feedback, the Bidder are required to make necessary changes in the subsequent training design and update the training content periodically.
- vi. Logistics arrangement: The Bidder are required to make all necessary logistics arrangement (network connect, material/ module sharing on digital platforms, etc. for offline/ online programmes and travel related to training programme, boarding, lodging, food, etc. for offline programmes) for the participants.
- vii. Reporting: The Bidder are required to provide every training program progress report by end of every training program for review to Atal Bhu Jal Yojana.
- viii. Review: The Bidder are also required to provide the quarterly/ half yearly/ annual performance report immediately after the completion of training based on which the performance appraisal will be done by SPMU.

#### **Module development and documentation**

- i. Print, audio and video content development: Bidder are expected to take-up development of print, audio and video content for various capacity building activities even as a stand-alone activity other than as integral part of the training programme on specific need basis.
- ii. Webinars/ workshops/ seminars/ consultations: The Bidder will be required to organize state level webinar, workshops, seminars etc., for which support will be provided by the DPMU.
- iii. Field exposure visits: Bidder are expected to take up visits to States/ districts, other countries, etc. for cross-learning from best practices. For international exposure visits, Bidder are expected to possess an idea of relevant international experience and institutions, ability to network with them and demonstrate a value addition to the substantial knowledge and experience that already exists in the country.
- iv. Documentation of case studies, best management practices: Bidder will be required to document case studies and best management practices on topics pertaining to drinking water service delivery, monitoring and surveillance, for further dissemination of knowledge.
- v. Hackathons, online quizzes, competitions: Bidder will be required to organize competitive events such as quizzes and other competitions for promotion of Atal Bhujal Yojana goals as per the requirement areas identified by DPMU.

#### **Roles and Responsibilities**

For training activities, the tasks of the Bidder can broadly be organized under three categories viz. – (i) Pre-training tasks; (ii) Training tasks; and (iii) post-training tasks.

They are detailed out below:

#### **Pre-training Tasks Annual Action Plan (AAP) and Training Calendar**

Bidder will prepare and submit an Annual Action Plan giving calendar of training activities as per requirement of Atal Bhu Jal Yojana, which will be examined and approved by the DPMU/SPMU.

- i. Bidder are also required to upload the training calendar on Atal Jal website to enable various stakeholders/ officials to plan and apply for their participation/ nomination.
- ii. Content for each type of training developed by bidder invariably be approved by technical committee of DPMU.

### **Nomination of Participants**

- i. There is no ceiling on the limit of participants for online programme. Depending on the subject of the online training and the complexity of the content, batch sizes may be finalized so as to ensure appropriate training, learning, assessment and feedback.
- ii. The tentative number of participants for State Level – 1, District Level – 2, Block Level – 3 and GP level-4 for offline training programme are (150), (75), (75), and (50) respectively.

### **Logistics Arrangements**

- i. On receipt of list of nominations, Bidder should intimate the participants about the video conferencing platform, login credentials and detailed schedule for attending the training programme. A demo on the usage of the platform should be explicitly shared with the participants at least 2 days before commencing the programme.
- ii. In case of classroom-based training programme, Bidder should intimate the participants about the venue of the courses, how to reach the place (with detailed location map), transport facilities, arrangements for their accommodation and detailed schedule of the programme. The Bidder should provide information about the contact person of the Bidder for further communication to the participants.
- iii. To ensure the effective outcome of the training, the Bidder should forward a copy of the outline of course contents well in advance to the participants and request them to come prepared for sharing their experience through making presentation and in interactions.
- iv. The Bidder will be responsible to prepare training modules, content development, audio-visual tools for training, development of participative learning exercises and games, simple, easy to understand and practical reading materials, session layout design, and other related materials.
- v. Text book copying of reading material is discouraged. Pre and post tests may be considered to measure learning. The material thus prepared will be circulated among the participants at the beginning of the program.

### **Training Tasks**

- i. The modules may be so designed and developed that they are a combination of – classroom instruction; practice opportunities such as role- playing exercises, focus groups, case studies, or small group assignments; on-the-job skills-based training; delivery of paper-based hand-outs for individual reading and study; the completion of e- learning modules on a computer; among others.
- ii. More thrust should be given on interactive and participatory approach, experience sharing, peer learning and techniques like brainstorming sessions among the participants than the conventional lecture methodology.
- iii. Active participation of participants should be ensured by encouraging them to raise their doubts, make observation and comments.
- iv. Bidder should plan the field visits which is relevant to the topic of the training.
- v. The training programme content should be updated every year/ Three months based on feedback received from the trainees and new development. A periodical evaluation of the training programme, its strengths, and weaknesses should be undertaken by the outside resource agency/ personnel.
- vi. The Bidder are required to submit the progress reports on training, capacity building programme, workshops etc. The implementation of the Annual Action Plan of the Bidder will be reviewed by DPMU/SPMU.
- vii. Bidder must ensure that the training materials prepared are standardized and of high quality. The Bidder will invite eminent and nationally reputed professionals as resource persons and ensure that there is a judicious blend of internal and external resource persons.
- viii. SPMU/DPMU will not provide funds for deploying additional manpower to the Bidder.

SPMU/DPMU will make payment only to the extent of sanctioned amount as per financial norms for the approved activities.

## Post – training Tasks

### Evaluation, Feedback, Learning Report and Documentation

- i. Expectation analysis of participants and feedback compilation will be the responsibility of the Bidder. Expectation analysis will be conducted at the beginning and feedback compilation will be done at the end of the program. The Bidder will submit an analytical report at the end of each program along with attendance list. Short fall in attendance, if any, also will be reported. Improvement in the subsequent programs will be ensured based on the feedback analysis.
- ii. At the end of the program, the participants will be required to prepare a learning report and the Bidder will be responsible to develop a structured report for this purpose in consultation with the states. The learning report will comprise an action plan on how the leanings would be applied on-the-job and the same will have to be shared with SPMU, DPMU.
- iii. SPMU, DPMU may conduct third– party independent evaluation of the training outcomes, as and when required.

## 1.4 KEY PERSONNEL-

The bidder has to ensure and provide the following key expert at GP level for efficient conduction of training and capacity building program–

1. Groundwater experts
2. Agriculture experts

The bidder shall deploy sufficient experts and training providers and shall have appropriate eligibility and experience pertaining to all four levels of training and capacity building program i.e., GP level. The bidder will finalize the key experts and training providers to be deployed, in accordance with DPMU.

1. Minimum requirement of qualifications and experience of the key and non-key personnel of the Consultant's firm are:				
S No	Position Name/ Designation	Minimum Qualifications for the services and age limit		No. of Positions
1	Trainer	Post Graduate in Science Subject (Preferable in Agriculture /Geology And relevant Subjects) and Age between 25 year to 55 year		2

- The names of personal will be indicated in Bid and CV shall be submitted along with offer.

## 1.5 REPLACEMENT OF KEYPERSONNEL DURING WORK PERFORMANCE

Normally it will not be accepted but in exceptional circumstances on recorded reason, Bidder may be allowed to do so after permission has been granted by Nodal officer DPMU Jaipur.



### **Specific Terms and Conditions of the contract**

1. The list of Gram Panchayats will be provided by department within the jurisdiction of Nodal Officer, DPMU, Atal Bhujal Yojana, Jaipur.
2. All the work will be executed in Supervision/ Guidance under Nodal Officer, DPMU, Atal Bhujal Yojana, Jaipur.
3. Design of Flex, Material Kit and Refreshment Menu Will be approved by Nodal Officer, DPMU, Atal Bhujal Yojana, Jaipur or his representative.
4. Route Chart of Programme Will be submitted to Nodal Officer, DPMU, Atal Bhujal Yojana, Jaipur.
5. DPMU foresees that the number of resources (Man /Month) under any particular assignment may vary depending on the requirement of DPMU. DPMU shall during the currency of contract communicate to the bidder from time to time and accordingly resources to be deployed and supply schedule shall be issued.
6. It is also expected that the bidder shall take necessary action to ensure timely completion of work. However, if the bidder foresees any unavoidable situation for completion of work within the stipulated timeline, or in case of urgent completion of work DPMU in the work order, the bidder shall have the option to deploy a few resources (temporary resource) and such resources shall be deployed maximum for a period of 30 days. During this time period, no liquidated damages shall be imposed to the bidder. Selected agencies shall arrange for the dedicated resource to be deployed (after following due procedure) within this period. In such an eventuality, knowledge transfers from temporary resource to dedicated resource would be the liability of the bidder.
7. Considering that the deployed resources would have access to confidential and proprietary information of DPMU, the participating agencies/bidder shall not disclose and share it to others without prior permission of DPMU and shall be responsible to maintain confidentiality of all the intermediate documents, and records etc.
8. The DPMU however, reserve right to terminate/ revoke the contract at any time after giving 15 days' notice to the firm owing to deficiency of the services, unprofessional behaviour of persons deployed, breach of any condition of contract.
9. The bidder will be bound by the details furnished to the DPMU, while submitting the bid or at the consequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of the contract making for legal action besides termination of contract.

### **Distribution of BOQ UNIT COST**

**NOTE:**

**1. Distribution of Unit Cost 7800 INR of One Training**

S.No.	Item	Rate included all Taxes/GST (Rs)	Particulars	Amount included all Taxes/GST (Rs)
1	2	3	4	5
1	Training kit contains: - 1. Folder 2.Diary (min. 20 pags) 3.Pen 4.Pamplet	@60	60 X 50	3000.00
2	Refreshment contains: - 1.Samosa 2.Sweets 3.Tea 4.Water	@50	50 X 50	2500.00
3	Banner Size (5x3 ft)	@300	300 X 1	300.00
4	Honorarium of Resource Persons (Trainer)	@500	500 X 2	1000.00
5	GP Level Training Report writing & printing (5-8 Colored copy)	@300	300	300.00
6	Maintenance & Cleaning charges (Rajiv Gandhi Sewa Kendra or any other GOVT. Building)	@300	300	300.00
7	Miscellaneous Expenses (Welcome material, Table, Chair and mattress etc.)	@400	Lump Sum	400.00
Total				7800.00

2. Payment made for Training Kit and Refreshment according to presence of actual trainees in training as per above table sanctioned rate.
3. No Tax shall be paid extra including GST as per prevailing rates as applicable means GST and othres taxes/lavies/obligations are included in the amount of column no.5.
4. The L-1 bidder will be based on quoted total amount of single training kit. In case any two or more than two bidders are found to have submitted an equal quote, then the final decision shall be taken by the tender evaluation committee based on the bidder who have maximum annual turnover in last 3 financial years (2019-20, 2020-21 and 2021-22).

## **Annexure A : Compliance with the Code of Integrity and No Conflict of interest**

Any person participating in a procurement process shall :

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the 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 interest that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations .

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

**Annexure B : Declaration by the Bidder regarding Qualifications**  
**Declaration by the Bidder**

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

- 1- I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- 2- I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- 3- I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- 4- I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statement or misrepresentations as to my/our qualifications to enter into procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- 5- I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition.

Date:	Signature of bidder
Place :	Name :
	Designation :
	Address :

### **Annexure C : Additional conditions of contract**

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis :

- I if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- II if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and 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 :- As under rule 73 of RTPP Rule, 2013

## **Annexure D : Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is **Project Director, Atal Bhujal Yojana, SPMU, Jaipur.**

The designation and address of the Second Appellate Authority is **Additional Chief Secretary, PHE & GWD, GoR, Jaipur.**

**(1) Filling an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings.

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

**(2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.**

**(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.**

**(4) Appeal not to lie in certain cases**

No Appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely :-

- (a) Determination of need of procurement.
- (b) Provisions limiting participation of Bidders in the Bid process.
- (c) The decision of whether or not to enter into negotiations.
- (d) Cancellation of a procurement process.
- (e) Applicability of the provisions of confidentiality.

**(5) Form of Appeal**

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

- (c) Every appeal may be presented to First Appellate Authority or Second appellate Authority, as the case may be, in person or through registered post or Authorised representative.
- (6) Fee for filing appeal
  - (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
  - (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- (7) Procedure for disposal of appeal
  - (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
  - (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall -
    - (i) hear all the parties to appeal present before him : and
    - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
  - (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
  - (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Meemorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012  
Appeal No..... of .....

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

1. Particular 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 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 the 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. Numbe of affidavits and documents enclosed with the appeal:

6. Ground of appeal:

.....  
.....  
..... (Supported by an affidavit ).

7. Prayer : .....

.....  
.....  
.....  
.....

Place .....

Date.....

Appellant's Signature