

**TENDER DOCUMENT**  
**FOR**  
**"ONLINE COUNSELLING"**  
**GNM Training Course Session 2016-2017**

|              |                 |
|--------------|-----------------|
| Version      | Tender Document |
| Final update | 04.07.2016      |

**Directorate of Medical & Health Services**  
**Swasthya Bhawan, Tilak Marg,**  
**C-Scheme, Jaipur – 302005**  
**Rajasthan**

**Website: [www.rajsvasthya.nic.in](http://www.rajsvasthya.nic.in) & <http://sppp.raj.nic.in>**

राजस्थान सरकार  
निदेशालय चिकित्सा स्वास्थ्य एवं परिवार कल्याण सेवायें, राजस्थान जयपुर

क्रमांक: प्रशि./जीएनएम/नि.पत्रा./16/713

दिनांक : 5-7-16

- अल्पकालीन निविदा सूचना -

निदेशालय के अधीन संचालित राजकीय एवं निजी नर्सिंग स्कूल्स में जी.एन.एम. प्रशिक्षण सत्र 2016-17 में ऑनलाईन आवेदन आमंत्रित कर कम्प्यूटरीकृत प्रवेश प्रक्रिया अपनायी जानी है। इसके लिए पंजीकृत तथा अनुभवी संस्था/फर्म निर्धारित तिथि तक प्राप्त ऑनलाईन आवेदन पत्रों का विवरण आरक्षण की श्रेणीवार मैरिट सूचियां तैयार करने एवं ऑनलाईन विकल्प पत्र द्वारा काउंसलिंग के विभिन्न चरणों के अन्तर्गत प्रशिक्षण केन्द्र आवंटित करने का कार्य कराने हेतु अनुभवी संस्थान/फर्मों से अल्पकालीन निविदा सील बन्द लिफाफों में तकनीकी बिड एवं वित्तीय बिड आमंत्रित की जाती हैं :-

कार्य की अनुमानित लागत रुपये 7.00 लाख

धरोहर राशि रुपये 14,000/-

निविदा फार्म लागत रुपये 500/-

निविदा फार्म के बिक्री प्रारम्भ करने की तिथि 05.07.2016 पूर्वान्ह 11:30 बजे से।

निविदा फार्म के बिक्री तथा जमा कराने की अन्तिम तिथि एवं समय 15.07.2016 अपरान्ह 1:00 बजे।

तकनीकी बिड खोलने की तिथि एवं समय 15.07.2016 अपरान्ह 3:00 बजे।

वित्तीय बिड खोलने की तिथि एवं समय 15.07.2016 अपरान्ह 5:00 बजे।

1. निविदा फार्म एवं विस्तृत विवरण (तकनीकी स्पेशिफिकेशन एवं निविदा शर्तें) इस निदेशालय की वेबसाइट [www.rajswasthya.nic.in](http://www.rajswasthya.nic.in) तथा <http://sppp.raj.nic.in> पर देखा जा सकता है तथा डाउनलोड किया जा सकता है।
2. निविदादाता फर्म का वार्षिक टर्न ओवर राशि 30.00 लाख से कम नहीं होना चाहिए। अनुभवी संस्थान/फर्मों को कम से कम 5 वर्ष का पंजीयन होना अनिवार्य है।
3. निविदा फार्म कार्यालय समय में निविदा फार्म के बिक्री की अन्तिम तिथि 15.07.2016 को सायं 1:00 बजे तक निदेशालय के कमरा न0 117 से प्राप्त किये जा सकते हैं।
4. निविदाएँ निदेशालय चिकित्सा एवं स्वास्थ्य सेवायें, राजस्थान, जयपुर के कमरा न0 117 में खोली जावेगी।
5. यह निविदा राजस्थान लोक उपायन पारदर्शिता नियम 2013 के अध्याधीन मानी जावेगी।

(श्यामलाल गुर्जर)

अतिरिक्त निदेशक (प्रशिक्षण)

चिकित्सा एवं स्वास्थ्य सेवायें

राज0, जयपुर

**राजस्थान सरकार**  
**निदेशालय चिकित्सा स्वास्थ्य एवं परिवार कल्याण सेवायें, राजस्थान जयपुर.**

**— निविदा प्रपत्र —**  
**(तकनीकी निविदा)**

1. निविदा बाबत :- जीएनएम प्रशिक्षण सत्र 2016-17 में कम्प्यूटरीकृत प्रवेश हेतु प्राप्त ऑनलाईन आवेदन पत्रों, मेरिट सूचीयां तैयार करने, अभ्यर्थियों को आमंत्रित करने, ऑनलाईन विकल्प पत्र भरने, काउंसलिंग हेतु एस.एम.एस. करने एवं प्रशिक्षण केन्द्र आवंटन करने हेतु आवश्यक सॉफ्टवेयर तैयार करने आदि संबंधी समस्त कार्य हेतु निविदा।
2. निविदा देने वाली फर्म का नाम एवं पूरा पता .....
- ..... टेलीफोन नं. ....
3. निविदा जिसको सम्बोधित / प्रस्तुत की जानी है :- अतिरिक्त निदेशक (प्रशिक्षण) चिकित्सा एवं स्वास्थ्य सेवायें, राज. जयपुर।
4. संदर्भ :- निविदा सूचना संख्या कमांक ..... दिनांक .....।
5. निविदा शुल्क रुपये 500/- नगद रसीद संख्या ..... दिनांक ..... द्वारा जमा करा दिये गये हैं। निविदा शुल्क डिमाण्ड ड्राफ्ट के रूप में भी जमा कराया जा सकता है।
6. निविदा फार्म के बिक्री की तिथी 05.07.2016 को प्रातः 11:30 बजे से दिनांक 15.07.2016 को दोपहर 1:00 बजे तक (कार्यालय दिवस में)।
7. तकनीकी निविदा खोलने की तिथी 15.07.2016 को अपरान्ह 3:00 बजे ।
8. वित्तीय बिड खोलने की तिथी 15.07.2016 को अपरान्ह 5:00 बजे।
9. मैंने / हमने अतिरिक्त निदेशक (प्रशिक्षण) चिकित्सा एवं स्वास्थ्य सेवायें, राज. जयपुर द्वारा जारी की गयी निविदा कमांक ..... दिनांक ..... में वर्णित सभी शर्तों, तकनीकी स्पेशिफिकेशन तथा संलग्न परिशिष्टों अ,ब,स,द,ई को पढ़ लिया है तथा इन्हे स्वीकार करने/मानने के लिए मैं/हम बाध्य है तथा इस स्वीकृति हेतु मैंने/हमने निविदा प्रपत्र के प्रत्येक पृष्ठ पर हस्ताक्षर करके फर्म की सील (रबड स्टेम्प) लगा दी है।
10. अमानत राशि रु. 14,000/- (अक्षरे चौदह हजार रु. मात्र) का बैंकर्स चैक/बैंक ड्राफ्ट नं. .... दिनांक ..... जो ..... (बैंक का नाम) पर आहरित किया गया है/नकद रसीद संख्या ..... दिनांक ..... संलग्न हैं।
11. पंजीकरण/अनुभव प्रमाण पत्र/टर्न ओवर (सीए से प्रमाणित पिछले तीन साल का) पेन नम्बर ..... (पेन कार्ड की प्रति संलग्न)

निविदा दाता के हस्ताक्षर व मुहर

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

N.B. TENDERER SHOULD READ THESE CONDITIONS CAREFULLY AND COMPLY STRICTLY WHILE SENDING THEIR TENDERS. IF A TENDERER HAS ANY DOUBT REGARDING THE TERMS & CONDITION AND SPECIFICATION, MENTIONED IN THE TENDER NOTICE HE SHOULD, BEFORE SUBMITTING THE TENDER, REFER THESE TO THE ADDITIONAL DIRECTOR (TRAINING), MEDICAL & HEALTH SERVICES, RAJASTHAN JAIPUR AND OBTAIN CLARIFICATION. THE DECISION OF THE ADDITIONAL DIRECTOR (TRAINING), MEDICAL & HEALTH SERVICES, RAJASTHAN JAIPUR SHALL BE FINAL AND BINDING ON THE TENDERER.

1. Sealed tender will be received till 1:00PM on ..... in the office of Additional Director (Training), Medical & Health Services, Jaipur, Room No.117 Rajasthan.

2. The Tenderer should submit following Certificate Documents with Technical Bid. After called **"COVER A" (Technical Bid)**

- a. Security Deposit. D.D.
- b. Latest Annual Turn Over statement & last three years turn over not be less than Rs. 30.00 Lacs. (Session 2013-14, 2014-15, 2015-16) certificate by C.A.
- c. Copy of latest Balance Sheet, Profit & Loss A/c.
- d. Undertaking of Non-Black Listing and Non-Banning in enclosed Performa (Annexure - A).
- e. The bidders should submit the information of Computer Equipments, Staff etc. in enclosed Performa (Annexure-B).
- f. Copy of Income Tax Pan No.
- g. Tender fees Receipt/D.D if Tender form is Downloaded from Internet.
- h. Certificate for SSI Units of Rajasthan (Annexure- E).

**Note:- EMD/Tender Fee Security Deposit should be in favor of "D.D.O. DM&HS, Rajasthan, Jaipur".**

3. TENDER WILL BE LIABLE FOR OUTRIGHT REJECTION IF:-

- a. Any Rates are disclosed in Cover-A.
- b. Any Discount/ Special offers are made in Cover-A & B.

4. Financial Bid duly filled as per "Annexure-D" giving the rates for **"ONLINE COUNSELING" (In which applications will be invited Online), for GNM TRAINING COURSE SESSION 2016-2017** in individual envelopes should be sent in separate sealed cover here after called, "COVER-B" (Financial Bid). COVER-B should also be addressed to the Additional Director (Training), Medical & Health Services, Rajasthan Jaipur and should be super scribed **"FINANCIAL BID FOR ONLINE COUNSELING GNM TRAINING COURSE SESSION 2016-2017"**

5. (A) Latest VAT/CST should be mentioned clearly & separately
- (B) If the VAT/CST is exempted, it should be specified in Annexure "D".
6. Both Covers (A & B) should be sent to Additional Director (Training), Medical & Health Services, Rajasthan Jaipur up to prescribed time & date. All received tenders will be opened in the presence of tenderers who choose to be present. Cover B will be opened in the presence of tenderers who satisfy the standard criteria laid down by the department on the details furnished by the tenderer in Cover-A and compliance of Tender Terms & Conditions.
7. In event of tender being submitted by proprietary firm the tender must be signed by sole proprietor. In event of partnership firm tender must be signed on its behalf by a person holding a power of attorney authorizing him to do so; and in the case of company, the tender must be signed by authorized signatory as the manner laid in the articles of association.
- a. Any change in the Constitution of the firm/ Company be notified fore with by the Tenderer in writing to the Additional Director (Training) Medical & Health Services, Rajasthan Jaipur and such change shall not relieve any former member of the Firm/Company from the liability under the contract. No new partner/ partners shall be accepted in the Firm by the Tender in respect of the contract unless he/ they agree to abide by all its terms and Conditions and deposit with the Additional Director (Training), Medical & Health Services, Rajasthan Jaipur a written agreement to this effects. The Tenderers receipt for acknowledgement or date of any partner subsequently accepted as above shall bind all of them and will be a sufficient reason for discharge for any of the purpose of the contract.

## **8. EARNEST MONEY**

- a. Tender shall be accompanied by an Earnest Money 2% of the estimated cost (as mention in NIT) not less than Rs. 14,000/-. Without which tenders will not be considered. The amount should be deposit in either of the following mode in favour of D.D.O. DM&HS, Rajasthan, Jaipur"
- i. Cash through treasury challan deposit under head "8443-Civil Deposit, Kha-head Deposit not bearing interest- 103-Security Deposits". Challan should be deposit in State Bank of Bikaner & Jaipur, Tilak Marg, Jaipur Branch.
- ii. Bank Drafts / Bankers cheque of the scheduled Bank.
- b. Refund of earnest money: The earnest money of unsuccessful tenderer shall be refunded soon after final acceptance of tender as per RTPP Act 2012 and RTPP Rules 2013.
- c. Partial exemption from earnest money: Firms which are registered SSI unit with Commissioner of Industries Rajasthan, shall furnish the amount earnest money of in respect of items for which they are registered as such subject to

their furnishing registration certificate in original or Photostat copy or a copy there of duly attested at the rate of 0.5% of the estimated cost.

- d. The Central Government and Government of Rajasthan Undertaking Firms need not to furnish any amount of earnest money.
- e. The earnest money/ security deposit lying with the Department/ office in respect of other tenders awaiting approval of rejected or on account of contracts being completed will not be adjusted towards earnest money of the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.

**Note:** The partial exemption of earnest money (@0.5% of the estimated cost) may be allowed only to the SSI Unit of Rajasthan on furnishing a certificate issued from the General Manager, DIC. Department of Industries, Rajasthan in the Performa at Annexure – E.

- f. **Forfeiture of earnest money:** The earnest money will be forfeited in the following cases:-
  - i. When tenderer withdraws or modified the offer after opening tender but before acceptance of tender.
  - ii. When tenderer does not execute the agreement if any, prescribed within the specified time.
  - iii. When tenderer does not deposit the security money after the work order is given.
  - iv. When tenderer fails to commence the work/services of the "Computerized Counseling" as per work order within the time prescribed.

9.

- I. Tender form shall be filled in ink or typed, No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms and condition of the tender.
- II. The rates must be written both in words and figures, In case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. There should not be errors and/or Overwriting, Correction if should be made clearly and initialed with date. Element of the Rajasthan VAT/CST & other taxes including in rates.
- III. No paper should be detached from the tender form.

- IV. The Tenderer shall sign with seal on every page of the tender form and Terms & Conditions (Annexure-B) in token of his acceptance of all the Terms & Conditions of the tender and return the same along with tender. He should also sign at the bottom of each page of the original tender. Non receipt of Terms & Conditions duly signed with the tender shall render the tender to be rejected.
- V. Any change or insertion of any other condition or stipulation in the above terms of supplies are not allowed and if so found, shall render the tender to be rejected without notice.

**Note: Specification in Financial Bid (Annexure – D) should not differ from the original tender specification, otherwise tender may liable to be rejected.**

10. Tax - Only one kind of the tax VAT/CST/Service tax will be payable whether Rajasthan VAT/CST Service tax. Depending on the relative station of service procurement as the case may be.

#### **11. PERFORMANCE SECURITY**

- a. All firms whose offers are accepted will have to deposit a Security Deposit equal to five percent (5%) of the total value of approximate quantity as per NIT in favor of "Director (PH) Medical & Health Services, Rajasthan Jaipur". The security amount shall in no case be less than earnest money. The earnest money of successful tender will be adjusted towards security deposit and balance will be given in one of the following forms only:- Bank Drafts/Bankers Cheque of the scheduled Bank.
- b. Successful tenderers will have to execute an agreement on a Judicial Stamp Paper of Rs. 500/- or as per rules in the prescribed form with the Director (PH) Medical & Health Services, Rajasthan Jaipur and deposit security for the performance of the contract within 5 days from the date on which the acceptance of the tender, under registered post, is communicated to him. The security will be refunded after six months from the date of expiry of the contract or on the expiry of Guarantee, if any whichever is later and after satisfied there are no dues outstanding against the tenderer. The department will pay no interest on security deposit/earnest money deposit.
- c. In case of breach of any Terms & Conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable to forfeiture in full or part by Director (PH) Medical & Health Services, Rajasthan, Jaipur and decision of Director (PH) Medical & Health Services, Rajasthan, Jaipur shall be final. The expenses of completing and stamping the agreement shall be paid by the tenderer and the department shall be furnished free of charge with one executed Stamped counter part of the agreement.

- d. Central and Rajasthan State Government Undertakings need not furnish amount of Security Deposit.
- e. Firms which are registered as SSI Unit with the Department of industries, Rajasthan shall furnish the amount of security deposit @ 1% of total value of approximate quantity as per tender specification on furnishing certificate from Department of Industries, Rajasthan as mentioned in note given below the condition no. 8 (EARNEST MONEY).
- f. It is to be noted that earlier years earnest money/ security deposit, even if lying in this department, shall not be considered towards this contract and therefore fresh security deposit should be furnished.

12. Subletting or assigning contract to third party is prohibited. In the event of Tenderer violating this condition, the Director (PH) Medical and Health Services, Rajasthan, Jaipur shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the Government may sustain in consequence or arising out of such replacement of the contract.

### 13. LIQUIDATED DAMAGES

- a. The time specified for delivery/ completion of Computerized Counseling work in the tender form shall be deemed to be the essence of the contract and the successful Tenderer shall arrange for complete workout within the period on receipt of order from the Purchasing Officer. (Additional Director, Training).
- b. In case of extension in the work period with liquidated damages the recovery shall be made on the basis of following percentage of value of Tender.

|                                                                                        |       |
|----------------------------------------------------------------------------------------|-------|
| Delay up to one fourth period of the prescribed delivery period                        | 2.5%. |
| Delay exceeding one fourth but not exceeding half of the prescribed delivery period    | 5%.   |
| Delay exceeding half but not exceeding three- fourth of the prescribed delivery period | 7.5%  |
| Delay exceeding three fourth of the prescribed/delivery period                         | 10%   |

- c. Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.

d. The maximum amount of liquidated damage shall be 10%.

e. If the supplier requires an extension of time in completion of contractual services/work on account of occurrence of any hindrance, he/she shall apply in writing to the authority, who has placed the supply/work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of services /work procurements.

f. Completion of Counseling work period may be extended with or without liquidated damages. If the delay in the services/work of if the delay is on account of hindrances beyond the control of the tenderer, the extension in Counseling work period may be granted without Liquidated Damage.

g. If the tenderer is unable to complete the Computerized Counseling work within the specified or extended period, the purchasing officer shall be entitled to execute the work or any part thereof from elsewhere without notice to the tenderer on his (i.e. Tenderer) account and risk. The tenderer shall be liable to pay any loss or damage which the purchasing officer may sustain by reasons of such failure on the part of the tenderer. The tenderer shall not be entitled to any gain on such purchases 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 Government. If recovery is not possible from the bill and the tenderer fails to pay the loss or damage, within one month of the demand, the recovery of such amount or sum due from the tenderer shall be made under the Rajasthan Public Demand Recovery Act 1952 or any other law for the time being in force. In case more than one supplier has been approved for any item under the approved list circulated to the purchasing officers, the risk purchases may be made at a higher rate from any other firm whose rate is duly approved. It is mandatory for the approved supplier to acknowledge receipt of orders within fifteen days from the date of dispatch of order, failing which the purchasing officer will be at liberty to initiate action to purchase the items on risk purchase system at the expiry of the prescribed supply period.

14. Remittance charges and any other tax if applicable on payment made to the firms will be borne by the firms.

15. All correspondence in this connection should be addressed to the Additional Director (Training), Medical & Health Services, Tilak Marg C-Scheme, Jaipur, Rajasthan. Technical Questions should be referred to the Additional Director (Training), Medical & Health Services, Jaipur, Rajasthan by correspondence or by personal contact.

16...

- a. Direct or indirect ~~canvassing~~ on the part of Tenderers or Their representative shall ~~disqualify~~ their tenders.
- b. Supplier may be ~~disqualified~~, banned or suspended from business during the rate contract, if :-
  - i. Fails to execute a contract or fails to execute it satisfactorily;
  - ii. No longer has the technical staff or equipment considered necessary;
  - iii. Is declared bankrupt or insolvent or its financial position has become unsound and in the case of a limited company, it is wound-up or taken into liquidation;
  - iv. The firm is suspected to be doubtful loyalty to state;
  - v. The state bureau of investigation or any other investigating agency recommends such a course in respect of a case under investigation;
  - vi. Additional Director (Training) Medical & Health Services, Jaipur, Rajasthan is ~~prima facie~~ of the view that the firm is guilty of an offence involving moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.

17. Any certificate/documents/information submitted by the tenderer found to be false/forged/fabricated etc. ~~than~~ bidder shall be liable for the appropriate legal action along with disqualification, banning, suspension etc.

18. .

- a. The quantity indicated in the NIT Specifications are mere estimates and are intended to give an idea to the prospective tenderers to enable them to decide whether they will undertake to supply the article to this department on most competitive rates. The figures indicated in the NIT do not constitute any commitment on the part of department to purchase any of the articles in the quantities shown therein against each or in any quantity whatsoever.
- b. It is clarified that purchase preference only be granted to the industries of Rajasthan. SSI Unit shall have to produce a competency certificate from the Industries Department of Rajasthan as per rules.
- c. (A) .Comparison of Rates: In comparing the rates tendered by firm outside Rajasthan and those in Rajasthan but not entitled to Price Preference under

the Rules, the element of Rajasthan VAT shall be excluded whereas that of Central Sales tax shall be included.

(B) While comparing the rates in respect of firms within Rajasthan, the element of Rajasthan VAT shall be included.

19. Validity: Tenders shall be valid for a period of Three months from the date of opening the tender and the offered rates will be valid for one year from the date of approval.

20. The Department reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given order distribute items.

21. The tenderer shall furnish the following documents at the time of execution or agreement.

- a. Attested copy of Partnership Deed in case of Partnership Firms.
- b. Registration Number and Year of registration in case partnership firm is registered with Registrar of Firms.
- c. Address of residence and office, telephone numbers in case of Sole Proprietorship.
- d. Registration issued by Registrar of Companies in case of Company.

22. The Purchase Committee will have the right of rejection of all or any of the quotations without giving any reason for the same. The right to conclude parallel rate contracts with another firm for the **ONLINE COUNSELING GNM TRAINING COURSE SESSION 2016-2017** is also reserved by the Additional Director (Training), Medical & Health Services, Rajasthan, Jaipur.

23. The Additional Director (Training), Medical & Health Services, Rajasthan, Jaipur can extend the original rate contract, subject to Original Terms & Conditions for a period deemed fit by him, but not exceeding six months, for which the tenderer will have to abide. However the extension beyond three months can be granted on mutual consent.

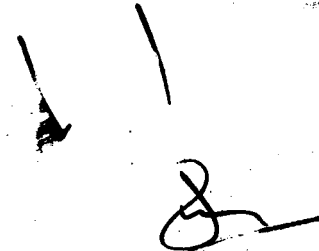
24. The contract for the **ONLINE COUNSELING GNM TRAINING COURSE SESSION 2016-2017** work can be repudiated at any time by the Additional Director (Training), Medical & Health Services, Rajasthan, Jaipur if the execution of work is not made to his satisfaction after giving an opportunity to the Tenderer of being heard and after reasons for repudiation - being recorded by him in writing.

25. Extra stipulation or any other condition contrary to the above Tender conditions are not acceptable and may render the tender liable to rejection.

26. The Tenderer must sign with seal at each page of tender document and affidavits at the below of Terms & Conditions agreeing to abide by all conditions of the tender and accept them in total.

28. Legal proceeding if any arising out of the Tender shall have to be lodged in Courts situated in Jaipur City only.

29. The terms & condition other than mentioned in tender document will follow RTPP Act, 2012 & RTPP rules 2013.



Additional Director (Training)  
Medical & Health Services  
Jaipur, Rajasthan,

I/We have read the above terms and conditions and I/We agree to abide by the same.

Signature of Tenderer with seal

## TECHNICAL & SPECIAL TERMS & CONDITIONS

1. The firm/bidder should have 5 years experience of **ONLINE COUNSELING**.
2. The firm/bidder should submit the list of Computer Equipment, UPS, Staff. etc. with the bid document
3. **ONLINE COUNSELING** will be executed/conducted only at one place i.e. Jaipur
4. The firm/bidders should keep a provision of UPS with sufficient capacity for uninterrupted counseling session. Failing which penalty will be imposed at the rate of Rs. 2000 per day.
5. On the basis of last years, it is expected that about 30000 applications may be received. About 5000 seats, in about 180 institutions are available.
6. It is supposed that there shall be three rounds of **ONLINE COUNSELING**. If it extends further than the tenderer have to execute it without any further cost.
7. It is expected that all the processes of **ONLINE COUNSELING** would be completed in three months, but may be extended.
8. **Payment may be made as below:**

|    |                                            |     |
|----|--------------------------------------------|-----|
| 1. | After all data feeding off all application | 20% |
| 2. | After first counseling                     | 20% |
| 3. | After second counseling                    | 20% |
| 4. | After third counseling                     | 20% |
| 5. | After completion                           | 20% |

9. The firm/bidder should have the application/ database software's/ network setup/ SMS facility for the assignment. Charges of the development, customization, maintenance and management of the software's required for the assignment will be borne by the bidder.
10. The firm/bidder should provide a copy of application & database software's all data in the form of CD and user-manual before the 1<sup>st</sup> counseling. (at- least five days before)
11. All type of reports should be generated in place/counseling center with the help of installed computers, printers and network (DMP/Laser and relevant stationary). No information should be taken outside the premises.

12. All equipments & staff should be installed and remain in place two days before, prior to the counseling date. So that mock testing of the system can be done efficiently. Failing which penalty will be imposed at the rate of Rs. 2000 per day.

**13. Minimum hardware and other requirement:**

|                                                                                  |                        |
|----------------------------------------------------------------------------------|------------------------|
| Computer (P-IV or above)                                                         | 6 nos.                 |
| Dot Matrix Printer                                                               | 1 nos.                 |
| Laser Printer (20-22 PPM or above)                                               | 3 nos.                 |
| UPS (5 KVA or above)                                                             | 2 nos.                 |
| LCD Projectors (3000 Lumens or above)                                            | 2 nos.                 |
| Computer operator well-versed in Hindi and English Typing                        | 6 nos.                 |
| Printing Stationary (Size A4, Legal), Printer Cartridges etc                     | Ready stock            |
| Network setup for computers (Extension boards, Network Switches, LAN Cables etc) | As per the requirement |
| Bulk SMS (for sending time-to-time SMS alerts to the candidates)                 | 1 lakh                 |

NOTE: BACKUP OF AFORESAID ITEMS SHOULD BE ENSURED. (MIN. 20% OF THE QUANTITY MENTIONED ABOVE)

14. The firm/ bidder should provide software training to at least 2-3 department staff.

15. The firm/ bidder should ensure to submit the progress of all work on daily basis. Status of data-feeding, making merit lists, general categories and allotment of seats to Additional Director (Training)/Joint Director (Training) in CD or through E-Mail at [admh-adm-rj@nic.in](mailto:admh-adm-rj@nic.in)/ [jd55training@gmail.com](mailto:jd55training@gmail.com)

17. The firm/ bidder should provide the copy of latest application software, database, various report in CD after-each counseling.

18. The firm/ bidder and its staff should provide the support to the department staff during counseling and its smooth execution.

19. The firm/ Bidder will submit an Affidavit on Non Judicial Stamp Paper of Rs. 50/- for declaration that all statements & documents produced by him are true.

**Signature of Tenderer with Seal**

**Annexure -A**

**UNDERTAKING & CERTIFICATE**

I/We ..... (Name of firm) do hereby undertake that  
(The company/firm has not been black listed/banned by any Govt. (Government of  
India/State Govt.) & their subordinate Department for participation / submission of  
tenders.

Signature of Tenderer with seal

### **Annexure –B**

#### **STATEMENT OF COMPUTER EQUIPEMENTS AND STAFF**

We undertake that we are in the capacity to deploy the equipments and staff for the assignment :-

| Item Description                                          | Nos.               |
|-----------------------------------------------------------|--------------------|
| Computer (P-IV or above)                                  |                    |
| Dot Matrix Printer                                        |                    |
| Laser Printer (20-22 PPM or above)                        |                    |
| UPS (5 KVA or above)                                      |                    |
| LCD Projectors (3000 Lumens or above) with Screen         |                    |
| • Programmer/ Software Engineer (Fulltime/ Permanent)     |                    |
| Computer operator well-versed in Hindi and English Typing |                    |
| Helping staff/ Technical staff                            |                    |
| Preferred Front End/ Back End Softwares                   | Provide brief info |

**NOTE: KINDLY ENCLOSE THE STAFF DETAILS IN THE FOLLOWING FORMAT.**

#### **STAFF DETAILS**

| SNo. | Name | Father's Name | Designation | Qualification | Mobile no. |
|------|------|---------------|-------------|---------------|------------|
|      |      |               |             |               |            |

- Copy of Pay-slip & EPF Id for Fulltime/ Permanent

Signature of Tenderer with seal

## **ANNEXURE -C**

### **STATEMENT OF WORK EXPERIENCE**

I/We undertake that I/ we have conducted the following assignment:-

**With Govt. Departments:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**With Other Agencies:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Signature of Tenderer with seal

**Note: Evidence should be enclosed**

## **ANNEXURE -D**

**Directorate of Medical & Health Services, Rajasthan. Jaipur**  
**" ONLINE COUNSELING GNM TRAINING COURSE SESSION 2016-2017"**

(Indian Rupees)

| Name/ Nature of Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Rate | Rate<br>Incl. VAT/<br>Service Tax, if<br>applicable |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------|
| Call online application, Generate Merit list, Document Verifications of candidates, Grievances of candidate & Option forms for <b>GNM TRAINING SESSION 2016-17</b> , using customized software application with data-validation facility. Generation of check list, summary and detailed reports, editing of records. Generation of merit list of different categories, mixing of lists of different categories e.g. ST/SC, ST/SC-TSP (Male-Female), Generation of call letters, Sending time-to-time SMS alerts to the candidates, developing software to check eligibility (under age/over age for different categories check on allotment of female on female seats etc.) Real-time display of information through LCD Projectors, Generation of allotment letters, Generation of cheque/cash deposition slip and any other computerized work required at the time of counseling. Backup arrangements of printing stationary, printer cartridges, UPS, computer operators, network setup, computers, printers etc for smooth execution of counseling session and all related expenses. |      |                                                     |

(In Words: .....)

Place:

Signature  
Name in capitals  
Company/Firm Seal

Date :

**Note:**

1. Separate Sheets if required may be enclosed.
2. Rate should be quoted for complete assignment.
3. No Quantity or Cash Discount should be offered.
4. Rate should be written both in words and figures.
5. Penalty will be imposed 5 times of the error %, in case error % is more than 0.5% (i.e. min. 99.50% data-feeding efficiency is compulsory)
6. Read all the Terms & Condition before filling the Annexure -D.

**Signature of Tenderer with seal**

## **CERTIFICATE**

I/We ..... (Name of firm) certify that the rates are responsible and not sold on lower rates to anyone than charge from this institution

Place:

Date:

Signature of Tenderer with seal

**ANNEXURE -E**

**CERTIFICATE FOR SSI UNIT OF RAJASTHAN**

It is certified that M/s \_\_\_\_\_ is a small scale industry registered permanently with the department vide registration no. \_\_\_\_\_ date \_\_\_\_\_ for the manufacture/formulation/fabrication of the following item.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature of Tenderer with seal

**Note : Every page of the Tender form/ Terms & Conditions must be signed by the tenderer with seal.**