

# RAJASTHAN OLIVE CULTIVATION LIMITED

State Institute of Agriculture Management Campus,  
Agriculture Research Station, Durgapura, Jaipur-302018  
Ph. 91-0141-2554106 TeleFax +91-141-2553506  
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**Bid Document for various Agricultural works on Task Basis at Olive farms (Bassi, Bakalia, Basbisna, Tinkirudi, Lunkaransar, Barore & Santhu) and Center of Excellence, Bassi, Jaipur.**

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ACCOUNTANT  
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*Poonam*

पूनम श्री  
सहायक कृषि अधिकारी

*M. L. Verma*

(M. L. Verma)  
Manager (SD), ROCL


*Yogesh*


योगेश वर्मा  
डीफ आपरेशन आफिसर

## निविदा सारांश

1	मुख्यालय	राजस्थान ऑलिव कल्टिवेशन लिमिटेड, राज्य स्तरीय कृषि प्रबन्ध संस्थान परिसर, कृषि अनुसंधान केन्द्र दुर्गापुरा-जयपुर 302018 दूरभाष : 0141-2554106, फ़ैक्स :- 0141-2553506
2	कार्य स्थल	मुख्यालय-जयपुर शहर, ओलिव फार्म एवं सेंटर ऑफ़ एकसीलेन्स बस्सी-जयपुर, बासबिसना-झुञ्जूनू, बाकलिया-नागौर, लूनकरणसर-बीकानेर, बरोर-अनूपगढ श्रीगगांनगर, तिनकरूडी-अलवर, साँथू-जालौर
3	निविदा कार्य	राज्य के विभिन्न जिलों में स्थित जैतून उद्यानों एवं सेंटर ऑफ़ एकसीलेन्स, बस्सी, जयपुर में कृषि से संबंधित फार्म के टास्क बेसिस कार्य करने हेतु
4	निविदा शुल्क	रु0 1000 (Non Refundable)
5	निविदा की अनुमानित कुल लागत	रु0 125.00 लाख (वार्षिक)
6	बयाना राशि 2 प्रतिशत	<ul style="list-style-type: none"> <li>• सेंटर ऑफ़ एकसीलेन्स, बस्सी के लिये राशि रु. 1.10 लाख</li> <li>• सात जैतून फार्मों के लिये राशि रु. 1.40 लाख</li> </ul>
7	अमानत राशि 5 प्रतिशत	5 प्रतिशत
8	फार्म मिलने की दिनांक	18.06.2018 से
9	फार्म जमा कराने की अन्तिम दिनांक स्थान	09.07.2018 अपरान्ह 2.00 बजे तक कार्यालय राजस्थान ऑलिव कल्टिवेशन लिमिटेड, राज्य स्तरीय कृषि प्रबन्ध संस्थान परिसर, कृषि अनुसंधान केन्द्र दुर्गापुरा-जयपुर 302018
10	तकनीकी निविदा खोलने की दिनांक	09.07.2018 अपरान्ह 03.00 बजे

  
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## INSTRUCTIONS TO BIDDER

(Part of Technical Bid)

1.	<b>Scope of Bid</b>	<ol style="list-style-type: none"> <li>In support of Invitation of Tender published by Rajasthan Olive Cultivation Limited, (ROCL) Jaipur vide letter No. प. (189-सी)/ROCL/2018-19/.....जयपुर, दिनांक.....</li> <li><b>For various Agricultural works on Task Basis at various Olive farms (Bassi, Bakalia, Basbisna, Tinkirudi, Lunkaransar, Barore &amp; Santhu) and Center of Excellence, Bassi, Jaipur.</b></li> <li>The selected Bidder will be required to make the complete arrangements to undertake various tasks, but not limited to, under the supervision and guidance of designated officers for successful completion of the cited event</li> <li>The successful bidder will be expected to provide services at works spots for atleast of 12 months from the date of issuing Purchase Order which may be extened for another term on same rates.</li> </ol>
2	<b>Eligible Bidders</b>	<ol style="list-style-type: none"> <li>A Bidder may be a company, partnership firm, Propriety firm, Government owned entity etc.</li> <li>Bidder must have registered under the Rajasthan Shops &amp; Commercial Establishments Act or Labour Department for deployment of manpower.</li> <li>Bidder must have to furnish work completion certificate worth Rs. 40.00 lacs for providing manpower for Agricultural works from Govt. / PSU/ Agriculture University / PPP Units Companies only. The Certificate should not be older than 2015-16.</li> <li>Bidder should submit following documents with Technical bid :- <ul style="list-style-type: none"> <li>A Self Certified letter duly signed by the Auth. Signatory as per Annexure-1</li> <li>A Self Certified letter duly signed by the Auth. Signatory on 100 Rs. Non-judicial stamp paper, Annexure-02</li> <li>Pan Card Copy</li> <li>GST No. Copy</li> <li>ID of Proprietor like PAN/AADHAR/Driving Licence/Voter ID Card etc.</li> <li>EMD amount</li> <li>Tender Fees</li> </ul> </li> <li>Absence of above documents bid shall be treated as non responsive bid and treated as technical disqualified.</li> </ol>
3.	<b>Qualification Bidders of</b>	<ol style="list-style-type: none"> <li>All bidders shall provide documentary evidence as per requirement of bid document.</li> <li>One of the partners/representatives shall be authorized to be in charge and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatory (ies) of the company or of all the partners as the case may be failing in that may lead to rejection of bid.</li> </ol>
4.	<b>Changes in the Bidding Document</b>	<ol style="list-style-type: none"> <li>At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum.</li> <li><b>Bidder may ask any clarification with regards to the terms &amp; conditions of the bid document before submitting their offer.</b></li> </ol>

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		<p>3. Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity.</p> <p>4. Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.</p>
5	<b>Contents of Bidding Document</b>	<p>1. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.</p> <p>2. The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft, banker's cheque.</p> <p>3. Any prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding documents.</p> <p>4. Bidding documents purchased by Principal of any concern may be used by its authorised sole selling agents/ marketing agents/ distributors/ sub-distributors and authorised dealers or vice versa.</p> <p>5. The Invitation for Bids issued by the ROCL, Jaipur shall be a part of the Bidding Document.</p> <p>6. ROCL shall not be responsible for incomplete Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.</p>
6.	<b>Documents Comprising the Bid</b>	<p>1. The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the bid and in the prescribed format only.</p> <p>2. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the bid proposal submitted by the bidder.</p> <p>3. ROCL is not in favour of seeking additional documents and/ or clarifications from the bidders after the last date of bid submission. Hence, bidders are advised to prepare and submit the bid accordingly and ensure that all the required documents are in place and in desired order.</p> <p>4. Alternative/ Multiple bids shall not be considered at all.</p> <p>5. Firstly, the bids shall be written in two parts. The two parts are to be marked as Technical Proposal and Financial Proposal respectively. In absence of proper markings on envelopes, there will be no extra advantage of being lowest offered rates.</p> <p>6. Secondly, the above two parts shall be kept in a Master Envelope and sealed in case of bid submit through post or individually.</p> <p>7. Contents of each envelope shall be as follows:</p> <p>(Technical bid): Bid Earnest Money in favour of Rajasthan Olive Cultivation Limited for an amount of as prescribed in BID and all documents except Financial Bid.</p> <p>(Financial bid): Financial Bid</p>
7	<b>Bid Submission Sheets</b>	<p>1. The Bidder shall submit the Technical Proposal and the Financial Proposal using the prescribed Bidding Forms. These forms must be completed without any alterations to their format, and no substitutes shall be accepted. All blank spaces</p>

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		<p>shall be filled in with the information requested.</p> <p>2. All duties, taxes and other levies etc. payable by the bidder under the Contract, or for any other cause, shall be included in the rates and prices and the total bid price submitted by the bidder. (As per Financial Bid)</p> <p>3. The rates and prices quoted by the bidder shall remain fixed and valid for the duration of the contract and would not be subject to variation on any account.</p> <p>4. All prices shall be quoted by the Bidder only in Indian Rupees.</p>
8	Period of Validity of Bids	<p>1. Bids shall remain valid for a period of three months after the bid submission deadline date prescribed by the ROCL, Jaipur. It can be further extended by the ROCL after mutual consent.</p> <p>2. Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.</p> <p>3. Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids.</p> <p>4. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.</p>
9	Signing of Bid	<p>1. The signatory authority shall initial (sign) all pages of the Technical Proposal and Financial Proposal submitted, which shall be deemed as acceptance of terms and conditions of bid mentioned on that page.</p> <p>2. The Bidder shall prepare one set of support documents for technical proposals and submit the same in Envelope 'I' marked as "TECHNICAL PROPOSAL".</p> <p>3. The Bidder shall also prepare one set of support documents for financial proposals and submit the same in Envelope 'II' marked as "FINANCIAL PROPOSAL".</p>
10	Sealing and Marking of Bids	<p>1. The Bidder shall seal the technical proposal, in separate Envelope, 'I' which is marked as "TECHNICAL PROPOSAL", and financial proposal in Envelope, 'II' marked as "FINANCIAL PROPOSAL". Both the Envelopes shall be kept in an outer Envelope. Both the PROPOSALS shall be further kept in a Master Envelope bearing the complete details of the bidding party/Consortium.</p>
11	Deadline for Submission of Bids	<p>1. During normal office hours from 18.06.2018 to 09.07.2018 till 2.00 PM in the office of the Rajasthan Olive Cultivation Limited, SIAM Campus, Agriculture Research Institute, Durgapura, Jaipur, Rajasthan.</p> <p>2. ROCL, Jaipur may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of the ROCL, Jaipur and the bids previously submitted to the original deadline shall thereafter be subject to the deadline as extended.</p> <p>3. After the due time, no bids will be considered.</p>
12	Bid Opening	<p>1. The Bid opening shall take place in the presence of Bidder's representatives who choose to attend, at the address, date and time as specified in the Bid Document.</p>
13	Preliminary Examination of Bids & Responsiveness of Technical Proposal	<p>1. Prior to the detailed evaluation of Technical bids, the ROCL, Jaipur will determine whether each bid (i) meets the eligibility criteria; (ii) has been properly signed; (iii) is accompanied by the required securities; (iv) is substantially</p>

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- responsive to the requirements of the bidding documents, for the purpose of eligibility.
2. If a Technical Proposal is not substantially responsive it will be rejected by the ROCL, Jaipur, conditional bids would be deemed to be not substantially responsive, and shall be rejected by ROCL.
  3. A substantially responsive Technical proposal is one, which conforms to all the terms, conditions and specifications of the bidding documents
  4. The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.
  5. To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be in writing.
  6. Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
  7. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
  8. No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.
  9. 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 bid evaluation committee 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.
  10. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
  11. 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.
  12. ROCL reserves the right to consider even a single substantially responsive bid.
  13. Lack of competition: A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: - **the Bid is technically qualified; the price quoted by the bidder is assessed to be reasonable; the Bid is unconditional and complete in all respects; there are no obvious indicators of cartelization amongst bidders; and the bidder is qualified as per the provisions of pre-qualification/eligibility criteria in the bidding document.**

The bid evaluation committee shall prepare a justification note for

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		<p>approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.</p> <p>In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.</p> <p>If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.</p>								
14	<b>Notification of Award</b>	<ol style="list-style-type: none"> <li>1. The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.</li> <li>2. Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract.</li> <li>3. The Bidder whose Bid is found acceptable shall be notified of the award by ROCL, prior to the expiry of the bid validity period, through a Letter of Acceptance. This letter will state the sum that the ROCL, Jaipur will pay to the Contractor in consideration to task assigned to him.</li> </ol>								
15	<b>Payment</b>	<ol style="list-style-type: none"> <li>1. Monthly payment shall be made after submission of bills and verification of tasks.</li> </ol>								
16	<b>Time Limit and penalty clause</b>	<ol style="list-style-type: none"> <li>1. Normal working hours are 9.00 AM to 5.00 PM.</li> <li>2. Works can be performed early morning, late evening or during night depending on the nature of tasks.</li> <li>3. Delay in completion of tasks shall be liable to a financial penalty. <table border="1" data-bbox="727 1035 1421 1322"> <tr> <td>Delay up to one fourth period of the prescribed delivery period</td> <td>2.5%</td> </tr> <tr> <td>Delay exceeding one fourth but not exceeding half of the prescribed delivery period.</td> <td>5%</td> </tr> <tr> <td>Delay exceeding half but not exceeding three fourth of the prescribed delivery period.</td> <td>7.5%</td> </tr> <tr> <td>Delay exceeding three fourth of the prescribed delivery period.</td> <td>10%</td> </tr> </table> </li> </ol> <p>If a Force Majeure situation arises, the selected bidder shall promptly notify ROCL in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by ROCL, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.</p>	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%
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%									
17	<b>Sub-Letting of Contract</b>	<ol style="list-style-type: none"> <li>1. Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the Purchase Officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.</li> <li>2. No new partner/partners shall be accepted in the firm by the contractor in respect of the contract, unless they agree to bind by all its terms, conditions and deposit with the Purchase Officer a written agreement to this effect.</li> </ol>								
18	<b>Filling of Bid</b>	<ol style="list-style-type: none"> <li>1. Tender forms 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 conditions of the tender.</li> <li>2. Rate shall be written both in words and figures. There should not be errors and/or over-writings, corrections if any, should be made clarity and initialled (signed) with dates.</li> </ol>								

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