

DEA  
JAIPUR ZILA DUGDH UTPADAK SAHAKARI SANGH LIMITED

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**Request for Quotations (RFQ)**

for

**Hiring of C.A Consultant For GST Rules Applicable  
At Jaipur Dairy**

through

**Single Source**

**Near Gandhi Nagar Railway Station, Jaipur - 302015**  
**EPABX No. : 91-0141-2713666-69, Fax No. : 0141-2711075**  
**E-Mail : [jaipurdairy@jaipurdairy.com](mailto:jaipurdairy@jaipurdairy.com) / [purchase@jaipurdairy.com](mailto:purchase@jaipurdairy.com)**  
**Website : [www.jaipurdairy.com](http://www.jaipurdairy.com)**

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## Request for Quotations (RFQ)

for Hiring of C.A Consultant For GST Rules Applicable At Jaipur Dairy  
through Single Source

Reference No. JZDUSS/PUR/ 9283

Dated: 27/6/25

Mode of Bid Submission	Manual Submission
Procuring Authority	Managing Director, Jaipur Zila Dugdh Utpadak Sahakari Sangh Limited, Jaipur (Rajasthan)-302015
Last Date & Time of Submission of Bid	4/7/25 till 03:00 P.M.
Date & Time of Opening of Techno- Commercial Bid	5/7/25 at 03:30 P.M.
Name of the Bidding Company/ Firm/Person:	
Enclose Self attested copy of GST no If Applicable.	
Enclose Self attested copy of PAN no If Applicable.	
Enclose Self attested copy of Firm Registration	
Contact Person (Authorised Bid Signatory):	
Correspondence Address:	
Mobile No.	Telephone & Fax Nos.:
Website & E-Mail:	

## CHAPTER-I

### 1.1 INVITATION FOR BID (IFB) & NOTICE INVITING BID (NIB)

#### NOTICE INVITING BID – NIB

Reference No. JZDUSS/PUR/ 9282

Dated: 27/6/25

JZDUSSL invites bid/ proposal from M/s. R. SWAROOP & CO. 209, PRECIOUS MALL, M.D.ROAD, NEAR TRANSCORP, JAIPUR 302001, Jaipur for Hiring of GST Consultancy Firm under Single Source Procurement Method OF RTPP ACT & RULES

Name & address of procuring entity	Managing Director, Jaipur Zila Dugdh Utpadak Sahakari Sangh Limited, Near Gandhi Nagar Railway Station, Jaipur (Rajasthan)-302015
Name & address of OIC	AJAY PUROHIT, Manager (Finance),
Nature of Services	Hiring of C.A Consultant For GST Rules Applicable At Jaipur Dairy through Single Source Procurement Method for 2Years.
Estimated Cost	Rs. 3.3 Lacs + GST extra per Year (Rs. Three Lacs thirty thousand per year only) consolidated, all inclusive.
Earnest Money Deposit (EMD)	Not Required
Bid submission End Date/ Time	4.7.25 till 03:00 P.M.
Bid Opening Date/ Time	5.7.25 at 03:30 P.M.
Websites for downloading Tender Document, Corrigendum's, Addendums etc.	www.jaipurdairy.com <a href="http://sppp.raj.nic.in/">http://sppp.raj.nic.in/</a>
Bid Validity	90 Days from the date of bid submission

Note:

- 1) **Bid Procedure:** Single-stage: Single envelop Bid procedure
- 2) Bidder (Authorized Signatory) shall submit financial bid in prescribed format at Annexure-II.
- 3) JZDUSSL will not be responsible for delay in submission due to any reason. For this, bidder is requested to submit complete bid well advance in time so as to avoid any issues or any other unforeseen problems.
- 4) The procuring entity reserves the complete right to cancel the bid process and reject the Bid.
- 5) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
- 6) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidder to verify such information) and the information provided therein are intended only to help the bidder to prepare a logical bid-proposal.
- 7) The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the latter shall prevail.

for   
Managing Director

## CHAPTER -2

### 2.1 SCOPE OF WORK, DELIVERABLES & TIMELINES

GST tax related work/compliances including filling of returns, submission of replies of notices, filling necessary corrections in returns, preparation of reconciliation etc. of JZDUSS in the manner prescribed as per the prevailing laws, rules and regulations for the financial year.

- Compilation of information and filling of GST (monthly, quarterly & annual) return i.e. GSTR-1-revenue (sale) & GST-3B, RCM & GST input, compilation of information and filling of Annual GST return including GSTR-9C and other GST compliances of JZDUSS

before the due dates as per rules in force.

- Generation and deposit of periodical GST challans.
  - Reconciliation of GST input and output from the information available at GST portal and filling of necessary correction on the GST portal as per the regulations. assistance in GST E-Invoices related compliances.
  - All tax statement (GST) for the period will be reconciled by the firm as per required by tax laws.
  - Intimation and compliance of any additional statutory compliance, related to GST imposed by the government during the financial year and required compliance thereof.
  - Consultancy regarding GST as per requirement of Jaipur Dairy.
  - Provide certificate in relation to GST as per requirement of Jaipur Dairy.
  - Clarification of the observation queries raised by statutory auditors in relation to GST and provide necessary details to them.
  - Submission of replies of notices / clarification of the queries raised by GST departments, other than appeal and GST audit.
  - Updation to JZDUSS LTD. Staff regarding latest changes in the GST.
  - In case of any deficiency in the work performance pointed out by milk union statutory auditor, action may be taken against the firm & penalty @10 % of monthly bill may be imposed by management.
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## CHAPTER-III

### 3.1 INSTRUCTION TO BIDDER (ITB)

#### 1) Period of Validity of Bid

- a) Bid submitted by the bidder shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bid, the procuring entity, in exceptional circumstances, may request the bidder to extend the bid validity period for an additional specified period of time. The bidder may refuse the request and such refusal shall be treated as withdrawal of Bid.

#### 2) Format and Signing of Bid

- a) The Bidder must submit their bid at office of JZDUSSL before the last submission date and time.
- b) All the documents submitted should be sealed and signed by the authorized signatory.
- c) The Single Stage one part techno-financial bid shall consist of the following documents:

S. No.	Documents Type	Document Format
<b>Cover Letter</b>		
1.	Covering Letter	On bidder's letter head duly signed by authorized signatory
<b>Eligibility Documents</b>		
<b>Documents</b>		
3.	Self-Declaration	As per Annexure-1

#### 3) Eligibility Criteria and evaluation:

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. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

- (i) Proof of Educational Qualifications and details of fellow chartered accountant.
  - (ii) Proof of Experience of more than 5 years of GST related work in any co-operative dairy organization.
  - (iii) The bidder must be a C.A. (copy of certificate must be enclosed) / C.A firm.
  - (iv) The bidder must have an office in Jaipur.
  - (v) Firm must be having GST registration.
  - (vi) Declaration of debarment / blacklist.
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**3) Bid Security (EMD):**

Not required.

**4) Deadline for the submission of Bid**

- a) Bid shall be received up to the time and date specified in the bidding document.
- b) Normally, the date of submission and opening of Bid would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions or otherwise and the time with the

bidder for preparation of Bid appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given and shall also be placed on the State Public Procurement Portal, If, in the office of the Bid receiving and opening authority, the last date of submission or opening of Bid is a non-working day, the Bid shall be received or opened on the next working day.

**5) Withdrawal, Substitution, and Modification of Bid**

- a) If permitted, the Bidder may withdraw its Bid or re-submit its Bid (as per the instructions/ procedure mentioned at JZDUSSL procurement manual available at JZDUSSL website.
- b) Bid withdrawn shall not be opened and processes further.

**6) Opening of Bid**

- a) The Bid shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB/ bidding document in the presence of the bidder or his authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall conduct a preliminary scrutiny of the opened Bid to assess the prima-facie responsiveness and ensure that the: -
  - a. bid is valid for the period, specified in the bidding document;
  - b. bid is unconditional and the bidder has agreed to give the required performance security (if required); and
  - c. Other conditions, as specified in the bidding document are fulfilled.
  - d. Any other information which the committee may consider appropriate.

**7) Clarification of Bid**

- a) To assist in the examination, evaluation, comparison and qualification of the Bid, the bid
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evaluation committee may, at its discretion, ask the bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be in writing.

- b) Any clarification submitted by the bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) 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 Bid.
- d) 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.
- e) All communications generated under this rule shall be included in the record of the procurement proceedings.

**8) Acceptance of the successful Bid and award of contract**

- a) Decision on Bid shall be taken within original validity period of Bid and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
- b) Before award of the contract, the procuring entity shall ensure that the price of Bid is reasonable and consistent with the required quality.
- c) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- d) The procuring entity shall award the contract to the bidder if the bidder has been determined to be qualified to perform the contract satisfactorily for the subject matter of procurement.
- e) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.

**9) Procuring entity's right to accept or reject Bid**

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject the Bid at any time prior to award of contract, without thereby incurring any liability to the bidder.

**10) Performance Security Deposit (PSD):**

Not required

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#### 11) Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
- b) The successful bidder shall sign the procurement contract within 7 days from the date of the work order or letter of intent is dispatched to the successful bidder.
- c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security (if require to be submitted) within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in **Rajasthan only**.

#### 12) Confidentiality

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
    - a. impede enforcement of any law;
    - b. affect the security or strategic interests of India;
    - c. affect the intellectual property rights or legitimate commercial interests of bidder;
    - d. Affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
  - b) The procuring entity shall treat all communications with bidder related to the procurement process in such manner as to avoid their disclosure to competing bidder or to any other person not authorized to have access to such information.
  - c) The procuring entity may impose on bidder, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
  - d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.
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### **13) Offences by Firms/ Companies**

- a) Where an offence under "The Rajasthan Transparency Public Procurement Act 2012" has been committed by an individual, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

- b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.

### **14) Debarment from Bidding**

- a) The bidder shall be debarred by the State Government if he has been convicted of an offence
- a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
  - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) The bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c) If a procuring entity finds that the bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.
- d) Where the entire performance security or any substitute thereof, as the case may be, of the bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e) The State Government or a procuring entity, as the case may be, shall not debar the bidder under this section unless such bidder has been given a reasonable opportunity
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of being heard.

**15) Monitoring of Contract**

- a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
  - b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder's premises where the work is being completed may be inspected.
  - c) If delay in delivery of goods and service is observed a performance notice would be given to the selected bidder to speed up the delivery.
  - d) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
  - e) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
  - f) The selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of procuring entity.
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## **CHAPTER -4**

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

The Bidder should read these conditions carefully and comply strictly while sending their bid. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

#### **1) Contract Documents**

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

#### **2) Interpretation**

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

#### **3) Notices**

- a) Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term "in writing" means communicated in written form with proof of dispatch and receipt.
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- b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

**4) Governing Law**

The Contract shall be governed by and interpreted in accordance with the laws of the Rajasthan State/ the Country (India), unless otherwise specified in the contract. Supplier's/ Selected Bidder's Responsibilities

The Supplier/ Selected Bidder shall supply all the goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or contract.

**5 JZDUSSL's Responsibilities**

- a) The JZDUSSL shall pay Rs.27,500/= per Month (GST extra) for performance of its responsibilities, in accordance with the conditions of the contract.

**6 Contract Price**

- a. The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
- b. Prices charged by the Supplier/ Selected Bidder for the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid.

**7 Confidential Information**

- a. The JZDUSSL and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- b. The Supplier/ Selected Bidder may furnish to its Subcontractor, if permitted, such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier/ Selected Bidder shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier/ Selected Bidder.
- c. The Purchaser shall not use such documents, data, and other information received from the Supplier/ Selected Bidder for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected Bidder shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.
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- d. The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.
- e. The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

#### **8 Sub-contracting**

- a. Unless otherwise specified in the Contract, the bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of Purchaser/ Tendering Authority.
- b) If permitted, the selected bidder shall notify the Purchaser, in writing, of all subcontracts awarded under the Contract, if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier/ Selected Bidder from any of its obligations, duties, responsibilities, or liability under the Contract.
- c) Subcontracts shall comply with the provisions of bidding document and/ or contract.

#### **9 Termination:**

- i) The Contract Can be terminated in case of non-performance of the duties as per contract terms.
- ii) Competent authority with the permission of MD, JZDUSSL will be authorized to terminate the Agreement
- iii) The Contract / Agreement will stand terminated on the expiry of the contract period, if not extended prior to the stipulated date. The consultant will not be entitled for any claim for work beyond the expiry of contract period.

#### **10 Settlement of Disputes**

a. General: If any dispute arises between the supplier/ selected bidder and JZDUSSL during the execution of a contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ selected bidder on the points of dispute. The representation so received shall be examined by the concerned Procurement Committee which sanctioned the tender. The Procurement Committee may take legal advice of a counsel and then examine the representation. The supplier/ selected bidder will also be given an opportunity of being heard. The Committee will take a decision on the representation and convey it in writing to the supplier/ selected bidder.

b. Settlement of Disputes: If a question, difference or objection arises in connection with or out of the contract/ agreement or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by ~~mutual discussions or the decision of tender sanctioning Procurement Committee,~~

it shall be referred to the Chairman, JZDUSS Ltd.

- c. Legal Jurisdiction: All legal proceedings arising out of any dispute between both the parties regarding a contract shall be settled by a competent court having jurisdiction over the place, where agreement has been executed and by no other court, after decision of the standing committee for settlement of disputes.

#### **11 Payment Terms and Schedule**

- a) Consolidated fees shall be payable for the above work.
  - b) Payment shall be released on satisfactory completion of the work and on receipt of deliverables and submission of bill(s) thereof on monthly basis.
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**ANNEXURE-1: SELF-DECLARATION {to be filled by the bidder}**

To,  
{Procuring entity},

In response to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for  
Hiring of C.A as an \_\_\_\_\_ Owner/ Partner/ Director/ Auth. Sign. \_\_\_\_\_ of  
\_\_\_\_\_, I/ We hereby declare that presently  
\_\_\_\_\_, at the time of bidding, I/we, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) 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;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security (if submitted) may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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## ANNEXURE-2: FINANCIAL BID COVER LETTER & FORMAT

**COVER LETTER** {to be submitted by the bidder on his Letter head}

To,

{Procuring Entity},

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Reference: NIB No. : \_\_\_\_\_ Dated: \_\_\_\_\_

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, inspection of Technical specifications of laptops, Service Level Standards & in conformity with the said bidding document for the same.

I / We undertake that the remuneration is in conformity with the specifications prescribed. The price are inclusive of all cost likely to be incurred for executing this work. The prices are exclusive of all type of govt. taxes/duties.

I / We undertake, if our bid is accepted, to provide the consultancy & professional services in accordance with the schedule specified in the schedule of Requirements.

I / We agree to abide by this bid for a period of days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory

Name:

Designation:

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**ANNEXURE-3: DRAFT AGREEMENT FORMAT** *(to be mutually signed by selected bidder and procuring entity)*

This Contract is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ by and between \_\_\_\_\_, having its registered office at \_\_\_\_\_ Jaipur-302015, Rajasthan (herein after referred to as Purchaser) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

\_\_\_\_\_ *(enter your name & address)*, (herein after referred as the "Successful Bidder") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

JZDUSSL intends to Hiring of Professional Services for \_\_\_\_\_ involving the complete scope of work described in the RFQ document having NIB No- \_\_\_\_\_ Dated: \_\_\_\_\_.

And whereas

Successful Bidder represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing Professional & Consultancy Services against RFQ document issued in this regard having NIB No- \_\_\_\_\_ Dated: \_\_\_\_\_ in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

The purchaser has accepted the bid of the Successful Bidder and has placed the Work Order to the Successful Bidder vide JZDUSSL Letter No. \_\_\_\_\_ dated: \_\_\_\_\_, on which the Successful Bidder has given their acceptance vide their Letter No. \_\_\_\_\_ dated: \_\_\_\_\_.

Now it is hereby agreed to by and between both the parties as under:

1. The NIB Ref. No. \_\_\_\_\_ and RFQ i.e. Final RFQ document issued by JZDUSSL along with its enclosures/ Annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by the JZDUSSL to the Successful Bidder at the rates set forth in the Work Order No. \_\_\_\_\_ dated \_\_\_\_\_, the Successful Bidder will duly provide the related services in the manner set forth in the RFQ, along with its enclosures/ annexures along with subsequent clarifications submitted by the Successful Bidder.
3. The purchaser do hereby agrees that if the Successful Bidder shall duly provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFQ and Contract, the purchaser will pay or cause to be paid to the Successful Bidder, at the time and the manner set forth in the said conditions of the RFQ, the amount payable for each and every milestone & deliverable. The mode of Payment will be as specified in the RFQ document.
4. The timelines for the prescribed Scope of Work shall be effective from the date of Work Order and completed by the Successful Bidder within the period as specified in the RFQ document.
5. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFQ document.

In witness whereof the parties hereto have set their hands on the \_\_\_\_\_ day of \_\_\_\_\_ (Year).

Signature of the  
Successful Bidder

Signature for and on  
behalf of procuring entity

Name:  
Designation:

Name:  
Designation:

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Date:

*In the presence of:*

Witness No.1

Witness No.2

Date:

*In the presence of:*

Witness No.1

Witness No.2

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