



**Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan**  
(State Institute of Rural Development & Panchayati Raj)

Jawahar Lal Nehru Marg, Jaipur-302004

Phone: 0141- 2706577-78, Fax: 2706571

Web: [www.igprgvs.rajasthan.gov.in](http://www.igprgvs.rajasthan.gov.in), Mail: [igprgvs@rajasthan.gov.in](mailto:igprgvs@rajasthan.gov.in)

No.F.4(171)Store/CT/IGPRS/2020/

6428-30

Date: 3/3/22

**Notice Inviting e - Bid**

IGPR&GVS invites online unconditional Request for Expression of Interest (EOI) from eligible institutions and Agencies from providing same nature of work and services (as specified in TOR) in the IGPR&GVS & SIRD&PR Necessary description is as below:-

S.No.	Scope of work/Services	Bid Form fee	e-processing fee	Bid Upload/Bid Sale Starting Date	Last Date & Time for bid submission date	Date & Time for Opening of technical bids	Validity of bids
1.	Expression of Interest (EOI)	500/-	1000/-	03-03-2022	22-03-2022 11:00 AM.	22-03-2022 12:00 NOON	90 days from the date of submission of bids

Bid form fees & bid Security in the form of bankers cheque/D.D. in favour of Director General, IGPR&GVS and e-tender fees in the name of MD, RISL payable at Jaipur must be deposited within prescribed date and time in original physical in the office building of IGPR&GVS, otherwise bids will not be accepted and the scanned copies of same need to be uploaded with the bids.

Online bids must be uploaded/submitted online on e-proc portal ([www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)). The bidders are expected to upload the bid document and all other annexures after self attestation with seal.

The bid document and all other details can be viewed on and downloaded form [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) & ([www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)) or [www.igprgvs.rajasthan.gov.in](http://www.igprgvs.rajasthan.gov.in).

**Additional Director – IGPR & GVS**

Copy to:-

1. Director DIPR with a CD for publication of NIB in one regional daily newspaper and one leading daily State level newspaper.
2. Store keeper to display on notice board of the office.
3. Programmer to upload on sppp portal and e-proc and Institute's website.

**Deputy Director – IGPR & GVS**

## **Conditions relating to E-Procurement**

1. Bidders should submit the proposal on the website <http://eproc.rajasthan.gov.in>. The first part will consist of Technical Proposal and the second part will consist of Financial Proposal.
2. The Bidders are advised to visit the <http://sppp.raj.nic.in> and <http://eproc.rajasthan.gov.in> to learn more about & follow the guidelines for registration and submission of e-bids.
  - a. Bidders need to have a valid class 2 or class 3 digital signature certificates to participate in the e-bidding process.
  - b. Bidders need to digitally sign all the documents submitted as a part of their bid.
  - c. Bid form fees & bid Security in the form of bankers cheque\D.D in favour of DG, IGPR&GVS and e-tender fees in the name of MD, RISL payable at Jaipur must be deposited within prescribed date and time in original\physical in the office building of IGPR&GVS, otherwise bids will not be accepted and the scanned copies of same need to be uploaded with the bids.

  
**Additional Director**

**Particular Details of Bidders Representative**

- 1. Name of the Contact Person.....
- 2. Designation.....
- 3. Phone No. ....
- 4. Mobile No. ....
- 5. E-Mail ID. ....

**UNDERTAKING**

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension.
- 3. I/We give the rights to the Director General, IGPR&GVS to forfeit the Bid Security /Performance Security by me/us in case of breach of conditions of Contract.
- 4. I hereby undertake to provide the Catering services at IGPR&GVS campus, SIRD&PR as per the provisions in the BID document/contract agreement.

Date:  
Place:

**Yours sincerely,**

**Authorized Signatory  
Full Name and Designation  
Stamp of the Agency:**

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## REQUEST FOR EXPRESSION OF INTEREST (EOI)

**BY:**

**INDIRA GANDHI PANCHAYATI RAJ & GRAMIN VIKAS SANSTHAN  
(I.G.P.R. & G.V.S.), JAIPUR**

**FROM:**

**NGOS, NON-PROFIT TRUSTS, FOUNDATIONS AND INTERNATIONAL  
ORGANIZATIONS AND GOVERNMENTS AND GOVERNMENT  
RUN/SPONSORED INSTITUTIONS AND AGENCIES**

**FOR:**

**CAPACITY BUILDING, KNOWLEDGE SHARING, RESOURCE  
MOBILIZATION, PR & BUILDING AWARENESS, DEVELOPMENT OF  
RESOURCE CENTRE, BUILDING COLLABORATIVE PLATFORM  
ETC.**

**EOI No. :** \_\_\_\_\_

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

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## DISCLAIMER:

- The information contained in this Expression of Interest (hereinafter referred to as "EOI") document provided to **ORGANISATIONS/ NON-PROFIT TRUSTS/ FOUNDATIONS/ INTERNATIONAL ORGANIZATIONS/ GOVERNMENTS/ GOVERNMENT RUN/SPONSORED INSTITUTIONS / AGENCIES/ products/services providers, consultants or advisors or employees** (herein after referred as "Interested Parties (IPs), by **Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur**, (hereinafter referred to as "I.G.P.R. & G.V.S."), is provided to the (IPs) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.
- The purpose of this EOI document is to provide the IPs with information to assist in the formulation of Proposals. This EOI document does not purport to contain all the information each IP may require. This EOI document may not be appropriate for all persons, and it is not possible for I.G.P.R. & G.V.S., their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each IP who reads or uses this EOI document. Each IP should conduct its own research and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and where necessary obtain independent advice from appropriate sources.
- I.G.P.R. & G.V.S., their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.
- I.G.P.R. & G.V.S. may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.

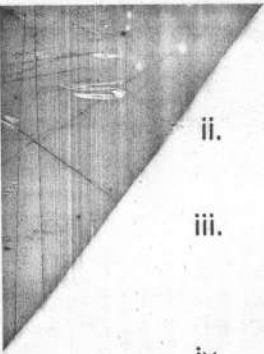
### **A. ABOUT IGPR&GVS**

Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan (I.G.P.R. & G.V.S.) is an autonomous organization promoted by Government of Rajasthan, as an Apex Institute of the State, with a view to develop human resources in Panchayati Raj Institutions (PRIs) and the Rural Development Sector. The Institute was registered as a Society in 1989 under Rajasthan Societies Registration Act, 1958. From July 1999, it has also been established as the State Institute of Rural Development (S.I.R.D.) under the Ministry of Rural Development, Government of India.

The main **objectives** of I.G.P.R. & G.V.S. are as follows:

- i. To conduct research and studies on Panchayati Raj and Rural Development
  - By full-time research officers, research assistants, analysts, agencies and investigators.
  - By Research Fellowship.
  - By study purpose by individuals and institutions.



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- ii. To train elected public representatives, officials and Organisations working with Panchayati Raj Institutions and Rural Development Sector.
  - iii. To promote creative thinking on Panchayati Raj and Rural Development by organizing seminars, workshops and conferences involving experts, administrative officers, researchers and others.
  - iv. To collect and disseminate information on Panchayati Raj and Rural Development as a knowledge resource centre and to act as a clearing house of information on these subjects.
  - v. To collect and update information about local government in rural areas in India and abroad.
  - vi. To develop a special library on Panchayati Raj, Rural Development and Local Government.
  - vii. A codification of Panchayati Raj Acts and Rules in Rajasthan and rest of the country.
  - viii. Evaluation and impact study of various programs of rural development and functioning of Panchayati Raj.
  - ix. To conduct evaluation studies of various programs of rural development and works of Panchayati Raj.
  - x. To prepare and publish training modules, reference material, books and papers on Panchayati Raj and Rural Development.
  - xi. To collaborate with organizations of similar mindedness and interest in common objectives in India and abroad.
  - xii. To conduct course studies for Certificate/Diploma in Rural Development.
  - xiii. To establish institutions or regional centres for the fulfilment of the above objectives.
  - xiv. To provide fellowships, scholarships, awards and stipends in furtherance of the aims of the society.
  - xv. To do all such work in collaboration with other organizations or individuals for the fulfilment of the above objectives, which the society may consider necessary.

## **B. PURPOSE OF THE EOI**

The purpose of this REQUEST for EOI, is to invite eligible local/national/international Organisations/Foundation/Trusts/Govts/International Organizations having working base in India, to submit interest/proposal for capacity building to fulfill the objectives of IGPR&GVS. They will be called Interested Parties (IPs).

This EOI is being offered to those IPs meeting the requirements of requisite skills and expertise in the above mentioned area for providing capacity building services to the IGPRS. This is not meant for Pvt. Ltd companies registered under company Act.

Interested Parties are advised to study this EOI document carefully before submitting their proposals in response to Request for EOI. Submission of a proposal in response to this notice shall be deemed to have been made after careful study and examination of this

document with full understanding of its terms, conditions, scope of work and implications.

### **C. AREAS OF COOPERATION/ SCOPE OF WORK**

1. The project Collaboration/ consultancy and development with regard to Water, Education, Health, Women, People with Disabilities (PWD) and other areas in which IGPRS undertakes projects.
2. Conduct research and studies on Panchayati Raj and Rural Development and collaborate.
3. Train elected public representatives, officials and Organisations working with Panchayati Raj Institutions and Rural Development Sector and collaborate/coordinate.
4. Promote creative thinking on Panchayati Raj and Rural Development by organizing seminars, workshops and conferences involving experts, administrative officers, researchers and others in collaboration with IGPRS.
5. Collect and disseminate information on Panchayati Raj and Rural Development for **developing a centralised knowledge and resource centre in collaboration.**
6. Collect and update information about local government in rural areas in India and abroad and share with IGPRS.
7. Conduct evaluation studies of various programmes of rural development and works of Panchayati Raj in the form of Case Studies, Impact Analysis and Social Audit, etc in Collaboration.
8. Prepare and publish training modules, reference material, books and papers on Panchayati Raj and Rural Development at the advice of IGPRS and share it.
9. Collaborate with similar organizations and interests in common objectives in India and abroad for and on behalf of the IGPRS.
10. Development and publications of training material with regard to the 29 subjects transferred to III<sup>rd</sup> tier of Govt.
11. Publication of annual/quarterly/monthly online newsletters, reports, case study etc.
12. Capacity building for imparting Training and Development, research, evaluation, Information, Education & Communication activities at the rural areas of the State of Rajasthan to cater to the objectives of the IGPRS.
13. Crowd funding and CSR funding for specific projects that will be decided mutually between IGPRS.
14. Advisory and assistance on the development of integrated training portal and its management.
15. Any other activity as specified by IGPRS based on need and capacity building.
16. Providing assistance and collaborating in running certificate courses, providing scholarships, etc.
17. Collaboration in faculty building and updation of resource material and identification of resource person.

#### **D. EOI:**

EOI proposal/application, can also be downloaded from websites;  
[www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) & [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in)

#### **E. ISSUER: Request for EOI**

Director General, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur,  
Jawahar Lal Nehru Marg, Jaipur.

#### **F. KEY EVENTS**

S.No.	Event's Name	
1.	Request for EOI Publishing Date	
2.	EOI Submission Start Date	
3.	EOI Submission End Date	

#### **Note:**

- All above events will be held at IGPR&GVS Office situated at Jawahar Lal Nehru Marg, Jaipur.
- In the event of the date specified above being declared as a holiday for IGPR&GVS, the due date will be the next working day.

#### **G. ENGAGEMENTS/ACTIVITIES WITH NGOS AND SELECTION PROCESS**

- In response to the Request for EOI, the Organisations/IPs will submit their proposal/interest; a panel will review and select eligible local/national/International organizations for capacity building, knowledge sharing and Training and Development amongst other activities as mentioned in the Scope of Work, to various stakeholders in Rural Development & Panchayati Raj in the State of Rajasthan.
- In the second step, selected IPs/Organizations will conduct self-capacity/needs assessment and sign MoUs. Any will be linked with PTCs to assist them in conducting capacity building activities. IPs may be asked to conceive, develop and implement the projects relation to the capacity building and objectives as set forth above.
- For project implementation, a partnership agreement (IP) will be signed based on the merit and requirement, after obtaining proposals and often from all the empanelled IPs.

#### **H. STRUCTURED QUESTIONNAIRE FOR NGOS (TO BE SUBMITTED ALONG WITH EOI)**

Qualification Evaluation	Yes/ No	Attached (Name of Document/ Number/Details)
Contact persons		
E-mail ID		
Phone		



<b>Not for Profit Registration</b>	Yes / No	<b>Certificate of Incorporation attached</b>
<b>Registration Date</b>		
<b>MOA/AOA/ Trust Deed</b>	Yes/ No	<b>MOA/AOA attached</b>
<b>CSR Registration No.</b>	Yes / No	
<b>FCRA</b>	Yes/No	
<b>80G</b>	Yes/No	
<b>Tax exemption</b>	Full/Partial/No	
<b>Bank Account Details</b>		
<b>PAN/TAN/GST etc..</b>		
<b>MSME</b>	Yes/No	
<b>Financial Statements (3 years)</b>		
<b>Profile</b>	A profile of the IPs / Organizations with experience, news coverage, projects etc...	
<b>Profile of key Team member(s)</b>	Profile with photo	
The organization should not have been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.	Yes/No	A self-certified letter by the authorized signatory attached
<b>Date of submission</b>	28.02.22	

## **L. TERMS & CONDITIONS**

Terms & Conditions relating to submission of Tender:

1. Response to Request for EOI can also be filled online through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in). or by mail/ registered post.
  2. Scope of Work: as enumerated above- particularly.  
  
Capacity building, knowledge sharing and Training and Development amongst other activities as mentioned in the Scope of Work, to various stakeholders in Rural Development & Panchayati Raj in the State of Rajasthan in collaboration with IGPRS.
  3. **IGPR&GVS reserves the right to reject any offer without assigning a reason.**
  4. Canvassing in any form would result in rejection of the EOI.
  5. At the time of submitting offer, the participant entity will submit an undertaking that it was not been blacklisted in the last 3 years for any professional misconduct/misrepresentation.
  6. Delay in submission of additional information or clarifications sought by IGPR&GVS may be liable for rejection.
  7. If in response to this EOI, the organization makes any claim, which does not reflect the truth or is material representation of facts, the bid will be liable for rejection.
  8. The approved IPs/ Organization shall be deemed to have carefully examined the conditions, specifications etc. If he/she has any doubts as to the meaning of any portion of the conditions or of the specification, etc, he/she shall before signing the IP agreement, refer the same to the concerned officer and get clarifications.
  9. **Offer Evaluation:** IPs should clearly indicate, giving explicit supporting documentary evidence, with respect to the above, in absence of which their proposals will be rejected summarily.
  10. **AWARD OF Empanelment Status:** On completion of selection process, the organization will be empanelled and competent to sign MOU and IP agreement as per need.
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**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 interests 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.

I/we have gone through the conditions/clause above and ready to adhere to them.

**Signature of the bidder**  
**Name:-**  
**Designation with seal**

**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 statements or misrepresentations as to my/our qualifications to enter into a 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:**

**Place :**

**Signature of bidder Name:**

**Designation:**

**Address:**

**Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is **Secretary, Panchayati Raj Department, Jaipur.**

The designation and address of the Second Appellate Authority is **Principal Secretary, PR&RD Department, Jaipur.**

**(1) Filing 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 there under, 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 tiled 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.

I/we have gone through the conditions/clause above and ready to adhere to them.

**Signature of the bidder**

**Name:-**

**Designation with seal**

**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 the 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**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

I/we have gone through the conditions/clause above and ready to adhere to them.

**Signature of the bidder**  
**Name:-**  
**Designation with seal**