Registrar, University of Rajasthan, Jaipur

E-Bid Number/Exam-Degree/2020-21 Dated :

NOTICE INVITING E-BIDS

वर्ष 2019 की परीक्षाओं के स्वर्ण पदक बनवाये जाने हेतु प्रतिष्ठित आपूर्तिकर्ताओ से गढाई (Making charges) की दरों हेतु Two Bid System के अंतर्गत ई–निविदाऐं आमंत्रित की जाती है। जिसके अन्तर्गत मैडल में प्रयुक्त सोने–चांदी एवं प्लेटिंग का भुगतान आपूर्ति की दिनांक को प्रचलित दर से किया जायेगा। स्वर्ण पदक निर्माण की कुल अनुमानित लागत लगभग 9.00 लाख रुपये है। निविदाएं दिनांक 26.10.2020 तक राजस्थान सरकार के e-procurement के पोर्टल **eproc.rajasthan.gov.in** पर दोपहर समय 12.00 बजे तक अपलोड की जा सकती हैं। निविदा से संबंधित ई–बिड दस्तावेज फीस, ई–बिड प्रसंस्करण फीस तथा धरोहर राशि जमा केवल डिमाण्ड ड्राफ्ट द्वारा दिनांक 26.10.2020 को समय दोपहर 2.00 बजे तक कमरा नं. 111, सरदार पटेल भवन, विश्वविद्यालय परिसर में अनिवार्य रूप से जमा करवाऐं। प्राप्त तकनीकी निविदाऐं दिनांक 26.10.2020 समय सायं 3.00 बजे निविदा समिति द्वारा फर्मों के अधिकृत उपस्थित प्रतिनिधियों के समक्ष खोली जायेगी। निविदा प्रपत्र राजस्थान सरकार के e-procurement पोर्टल **eproc.rajasthan.gov.in** एवं **sppp.rajasthan.gov.in** पर उपलब्ध हैं।

21/10/2020

Controller of Examination

E-Bid Number/Exam-Degree/2020-21/2840-47 Dated: 21/10/2020

Copy forwarded for information and necessary action to:

1- Convener, Tender Committee, University of Rajasthan, Jaipur.
2- Convener, UCC&I.T., University of Rajasthan, Jaipur to upload the above notice and Tender Document on http://eproc.rajasthan.gov.in and http://sppp.rajasthan.gov.in
3- Director, Infonet Centre, University of Rajasthan, Jaipur to upload the above notice and Tender Document on the University website.
4- P.R.O., University of Rajasthan, Jaipur to publish the above notice in state level news paper Rajasthan Patrika (Rajasthan addition only)
5- P.S. to Vice-Chancellor/Registrar/CF&FA, University of Rajasthan, Jaipur.

21/10/2020

Controller of Examination

Registrar, University of Rajasthan, Jaipur

E-Bid Number/Exam-Degree/2020-21/2839 Dated : 21/10/2020

NOTICE INVITING E-BIDS

वर्ष 2019 की परीक्षाओं के स्वर्ण पदक बनवाये जाने हेतु प्रतिष्ठित आपूर्तिकर्ताओ से गढाई (Making charges) की दरों हेतु Two Bid System के अंतर्गत ई–निविदाऐं आमंत्रित की जाती है। जिसके अन्तर्गत मैडल में प्रयुक्त सोने–चांदी एवं प्लेटिंग का भुगतान आपूर्ति की दिनांक को प्रचलित दर से किया जायेगा। स्वर्ण पदक निर्माण की कुल अनुमानित लागत लगभग 9.00 लाख रुपये है। निविदाएं दिनांक 26.10.2020 तक राजस्थान सरकार के e-procurement के पोर्टल **eproc.rajasthan.gov.in** पर दोपहर समय 12.00 बजे तक अपलोड की जा सकती हैं। निविदा से संबंधित ई–बिड दस्तावेज फीस, ई–बिड प्रसंस्करण फीस तथा धरोहर राशि जमा केवल डिमाण्ड ड्राफ्ट द्वारा दिनांक 26.10.2020 को समय दोपहर 2.00 बजे तक कमरा नं. 111, सरदार पटेल भवन, विश्वविद्यालय परिसर में अनिवार्य रूप से जमा करवाऐं। प्राप्त तकनीकी निविदाऐं दिनांक 26.10.2020 समय सायं 3.00 बजे निविदा समिति द्वारा फर्मों के अधिकृत उपस्थित प्रतिनिधियों के समक्ष खोली जायेगी। निविदा प्रपत्र राजस्थान सरकार के e-procurement पोर्टल **eproc.rajasthan.gov.in** एवं **sppp.rajasthan.gov.in** पर उपलब्ध हैं।

21/10/2020

Controller of Examination

E-Bid Number/Exam-Degree/2020-21/2840-47 Dated: 21/10/2020

Copy forwarded for information and necessary action to:

1- Convener, Tender Committee, University of Rajasthan, Jaipur.
2- Convener, UCC&I.T., University of Rajasthan, Jaipur to upload the above notice and Tender Document on http://eproc.rajasthan.gov.in and http://sppp.rajasthan.gov.in
3- Director, Infonet Centre, University of Rajasthan, Jaipur to upload the above notice and Tender Document on the University website.
4- P.R.O., University of Rajasthan, Jaipur to publish the above notice in state level news paper Rajasthan Patrika (Rajasthan addition only)
5- P.S. to Vice-Chancellor/Registrar/CF&FA, University of Rajasthan, Jaipur.

21/10/2020

Controller of Examination

UNIVERSITY OF RAJASTHAN

JawaharLal Nehru Marg,
Jaipur – 302 004, India

E-BID FOR UNIVERSITY OF RAJASTHAN FOR MANUFACTURING OF GOLD MEDALS FOR EXAMINATION 2019 ON F.O.R. BASIS

Upload of Tender Form	:	**From 22-10-2020 onwards 5.00 p.m.**
Last Date/ Time of Online submission on e-portal of the Tender	:	26-10-2020 **upto 12.00 noon**
Date and time of opening of the Technical Bid	:	**26-10-2020 at 3.00 p.m.**

Cost of E-Bid Document and fee in favour of Registrar, UOR, Jaipur, Rs. 5000/- (DD/Banker's Cheque)

E-Bid Processing Fee in favour of MD, RISL, Jaipur, Rs. 1000/- (DD/Banker's Cheque)

Earnest Money @ 2% of cost Rs. 9 lac i.e. Rs. 18,000/- in favour of Registrar, University of Rajasthan, Jaipur (D.D./Banker Cheque)

Name & Signature of Bidder with Seal

Bid Document Fee Detail

Bidder's Name: _____

Address: _____

_____

_____

Phone: _____ **Fax :** _____

Email: _____

(A) E-Bid Fee:

Bank Demand Draft/ Banker's Cheque Detail:

Number: _____ **Dated**_____**:** _____ **Bank Name:** _____

for **Rs. 5000/-** only (Rs Five Thousand Only) in favour of Registrar, University of Rajasthan, Jaipur .

(B) Processing Fee:

Bank Demand Draft/ Banker's Cheque Detail:

Number: _____ **Dated**_____**:** _____ **Bank Name:** _____

for **Rs. 1000/-** only (Rs One Thousand Only) in favour of MD, RISL, Jaipur

(C) Earnest Money :-

Bank Demand Draft/ Banker's Cheque/Bank Guarantee Detail:

Number: _____ **Dated**_____**:** _____ **Bank Name:** _____

for **Rs. 2% of Cost i.e. Rs. 18,000/-** (Rs Eighteen Thousand Only) in favour of Registrar, University of Rajasthan, Jaipur

Name & Signature of Bidder with Seal

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Name & Signature of Bidder with Seal

GUIDELINES FOR NOTICE INVITING E-BIDS

1) Registrar, University of Rajasthan (UOR) invites tenders for making charges for manufacturing of University Gold Medals, who meet the minimum eligibility criteria as specified in this bidding document.
2) The complete bidding document has been published on the website http://eproc.rajasthan.gov.in for the purpose of downloading.
3) Bidders who wish to participate in this bidding process must register on the website http://eproc.rajasthan.gov.in
4) To participate in online bidding process, bidders must procure a Digital Signature Certificate (DSC, Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency. i. e. TCS, safecrypt, N code etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
5) Two Bid System separate Commercial & Technical bids.
6) Bidder (authorized signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, DD for E-Bid fees, Processing Fees and EMD should be submitted physically at the office of University of Rajasthan as prescribed in NIT and scanned copy of same should also be uploaded along with the technical bid cover.
7) University will not be responsible for delay in online submission due to any reason, for this Bidders are requested to upload the complete bid well in advance in time so as to avoid 11th hour issues like slow speed; choking of website due to heavy load or any other unforeseen problems.
8) Bidders are also advised to refer "Bidders manual Kit" available at e-Proc website for further details about the e-tendering process.
9) Training for the bidders on the usage of e-Tendering System (e-procurement) is also being arranged by RISL on regular basis. Bidders interested for training may contact e-Procurement Cell. RISL, Jaipur for booking the training slot. The Help desk No. of RISL is 0141-4022688.
10) No contractual obligation whatsoever shall arise from the RFP/bidding process unless and until a formal contract is signed and executed between the University of Rajasthan and the successful bidders.
11) University disclaims any factual or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein are intended only to help the bidders to prepare a logical bid-proposal.
12) **The Provisions of "The Rajasthan Transparency in Public Procurement Act. 2012 & The Rajasthan Transparency in Public Procurement rules 2013" will also apply.**

Controller of Examination
University of Rajasthan
Jaipur

Name & Signature of Bidder with Seal

CHAPTER-1

NOTICE INVITING E-BID

SCHEDULE OF E-BID

Notice Inviting Bids No. and Date	
Name of work	Making Charges of University Gold Medals + Cost of gold and silver on the basis of market rate on supply date.
Cost of the Bid Document (non-refundable)	Rs. 5000/- Demand Draft/ Banker's Cheque in favour of Registrar, University of Rajasthan, Jaipur
Publishing Date	22-10-2020
Upload of Tender Form	**From 22-10-2020**
Document download End Date & Time	**26-10-2020, 12.00 noon**
Place of Information about the work and Bid documents	Registrar, University of Rajasthan, Jaipur .
Processing Fees	Demand Draft/Bankers Cheque in favour of MD, RISL Jaipur Rs. 1000/-
Last Date & time for On-Line submission of Bids (Technical and Financial Bids)	**26-10-2020, 12.00 noon**
Last Date & time for Fees/EMD (Demand Draft/ Banker's Cheque) at the office of the Registrar, University of Rajasthan (Personally or by post)	**26-10-2020, 2.00 P.M.**
Financial Bid opening	**It will be notified on E-Portal**
Websites of submitting E-Bid Document, Corrigendum's, Addendums etc.	http://eproc.rajasthan.gov.in http://sppp.rajasthan.gov.in
Bid Validity	60 days (Completion period 90 days)
Earnest Money	Rs. 18,000/-

Note:

(1) Bidders are advised to study the E-Bid Document, the Rajasthan Transparency in Public Proc. Act, 2012, and Rules 2013 carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document, Act & Rules with full understanding of its implication.

(2) The University of Rajasthan reserves the right to accept or reject any bid and to cancel the bidding Process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders.

(3) Bidders must ensure compliance to enclose required documents carefully to avoid their disqualification.

(4) The University shall not be responsible for any delay in electronic submission (uploading) of the Bids/Documents.

Controller of Examination

Name & Signature of Bidder with Seal

CHAPTER – 2

NOTICE INVITING E-BIDS

OFFICE OF THE REGISTRAR, UNIVERSITY OF RAJASTHAN, JAIPUR
Phone No.: 0141-2706813
Fax No.: 0141-2709582
Email Address: registrar@uniraj.ernet.in

NOTE:

The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" and the "Rajasthan Public Procurement Rules, 2013" under the said act have come into force which are available on the website of State Public Procurement Portal http://sppp.raj.nic.in. Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process. If, there is any discrepancy between the provisions of the Act and Rules and this Bidding document, the provisions of the law shall prevail.

1. Two types (Technical & Financial Bids) unconditional online electronic E-bids are invited on behalf of the University of Rajasthan, Jaipur for the procurement of manufacturing of Gold Medals as listed below, from the bidders upto 26-10-2020 (12:00 noon).

S. No.	Name of item (s)	Estimated Cost of item(s) (Rs.)	Amount of Bid Security (Rs.)	Validity Period of Bids
1	Manufacturing of University Gold Medals	9,00,000/-	18,000/-	60 days

2. Bidding Document containing Instructions to Bidders, Manufacturing of Gold Medals, Bidding forms, University of Rajasthan's Requirements, General Conditions of Contract. Special Conditions of Contract, Contract Forms, etc. can be seen at the website or obtained from the website of http://eproc.rajasthan.gov.in and http://sppp.raj.nic.inThe price of Bidding Document be paid along with user charges/ processing fee, at the time of submission of the Bid.
3. E-Bid document prepared in accordance with the procedure enumerated in **"Instructions to Bidders"** should be submitted electronically.
4. The Bids are being invited electronically, the procedure for submission of Bids including payment of price of Bidding documents, user charges/ processing fee, Bid Security, etc. shall be as provided on the State Public Procurement Portal http://sppp.raj.nic.in or http://eproc.rajasthan.gov.in
5. Bids submitted electronically after the specified date and time shall not be accepted.
6. The online submitted Technical Bids shall be opened **26-10-2020 at 3.00 P.M.** in the office of the University of Rajasthan (Registrar, University of Rajasthan, Jaipur) by the procuring committee in the presence of the Bidders or their duly authorised representatives who wish to be present.
7. **In case due date happens to be holiday, the E-Bid will be accepted and opened on the next working day. The timing will remain the same.**
8. The University of Rajasthan may reject any or all Bids without assigning any reason thereof.
9. The Bidders shall have to submit a valid 'GST' clearance certificate from the concerned CommeUORal Taxes Officer and the 'PAN' issued by Income Tax Department.
10. Required documents in E-Bid shall be submitted electronically except samples and demand drafts.

Controller of Examination
University of Rajasthan,
Jaipur

Name & Signature of Bidder with Seal

CHAPTER – 3

GENERAL CONDITIONS

I. Manufacturing of Gold Medals on F.O.R. Basis.

II. Name and postal address of the firm submitting the E-Bid.

_____

_____

III. Addressed to : The Registrar, University of Rajasthan, Jaipur .

IV. Reference : E-Bid No. .....

V. The E-Bid fee amounting to Rs, 5000/- (Five Thousand Only) has been deposited/ enclosed in the form of DD No. .....
(Name of Bank) ..... dated .....

VI. We agree to abide by all the terms & conditions mentioned in E-Bid Notice Number ..... Dated ..... Issued by University of Rajasthan and also the further condition of the said E-Bid Notice given in the attached sheets (All the pages of which have been signed by us in token of our acceptance of the terms & conditions mentioned therein).

VII. The rates for the entire work including services/supply are mentioned in the Financial Bids submitted online in the prescribed Format. (Cover-B)

VIII. The rates Quoted must be valid for session 2019.

IX. Bank Draft/Bankers Cheque No. ..... Drawn on (name of the Bank) ..... Date ..... for Rs. 18,000/- (Rs. Eighteen Thousand only) as earnest money is enclosed.

X. GST Registration Number and GST Clearance Certificate.

XI. PAN Certificate.

XII. Entry Tax Certificate (if applicable).

XIII. Declaration of manufacturer/Dealer etc. is also enclosed.

Signature of Bidders

Name & Signature of Bidder with Seal

CHAPTER – 4

ई–बिड्स के लिये निविदादाता हेतु निर्देश

अ. निविदा में भाग लेने वाले निविदादाताओं को इन्टरनेट वेब साइट eproc.rajasthan.gov.in पर रजिस्ट्रेशन करवाना होगा। ऑनलाइन निविदा में भाग लेने के लिए डिजिटल सिग्नेचर सर्टिफिकेट (DSC, Type-II), इन्फोरमेशन टेक्नोलॉजी एक्ट– 2000 के तहत प्राप्त करना होगा जो इलेक्ट्रोनिक निविदा में साइन करने हेतु काम आयेगा। निविदा दाता उपरोक्त डिजिटल सिग्नेचर सर्टिफिकेट, सी. सी. ए. (CCA) द्वारा स्वीकृत एजेन्सी से प्राप्त कर सकते हैं। जिन निविदा दाताओं के पास E- Procurement Portal के लिए पूर्व में वैध डिजिटल सिग्नेचर सर्टिफिकेट है, उन्हें नया डिजिटल सिग्नेचर सर्टिफिकेट लेने की आवश्यकता नहीं हैं।

ब. निविदा दाताओं को निविदा प्रपत्र इलेक्ट्रोनिक फार्मेट में उपरोक्त वेबसाइट पर डिजिटल साइन के साथ प्रस्तुत करना होगा।

स. इलेक्ट्रोनिक/ऑनलाईन निविदा प्रपत्रों को जमा कराने से पूर्व निविदादाता यह सुनिश्चित कर लेवे कि निविदा प्रपत्रों से संबंधित सभी आवश्यक दस्तावेजों की स्केन कॉपी निविदा प्रपत्रों के साथ अटेच कर दी गयी हैं।

द. कोई भी टेण्डर इलेक्ट्रोनिक फार्मेट में जमा कराने में किसी कारण से विलम्ब हो जाता है तो उसकी जिम्मेदारी राजस्थान विश्वविद्यालय, जयपुर की नहीं होगी।

य. टेण्डर के प्रपत्रों में आवश्यक सभी सूचियों को संपूर्ण रूप से भरकर ऑन लाईन दर्ज करें।

र. ऑनलाईन निविदा भरते समय संबंधित निर्देशों का पालन नहीं करने के परिणामस्वरूप निविदा प्रक्रिया में उत्पन्न किसी भी प्रकार की बाधा के लिए राजस्थान विश्वविद्यालय, जयपुर की नहीं होगी।

Name & Signature of Bidder with Seal

CHAPTER – 5

INSTRUCTIONS TO THE BIDDERS

Note : Bidders should read these conditions carefully and comply strictly while submitting online their tenders.

1. Bidders must submit online 2 Bids (Technical bid and financial bid).
2. Tenders by bona-fide dealers: - Tenders shall be given only by bona-fide dealers in the goods/services. They shall, therefore, furnish a declaration in the SR FORMS 11.
3. (i) Any change in the constitution of the firm, etc., shall be notified forthwith by the bidder in writing to the Registrar, University of Rajasthan, Jaipur and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

   (ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Registrar, University of Rajasthan, Jaipur a written agreement to the effect. The contractors 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.
4. GST Registration and Clearance Certificate: No Dealer who is not registered under the GST Act prevalent in the State where his business is located shall submit tender. The GST Registration Number should be quoted and a Sales Tax/VAT clearance certificate from the commercial taxes officer of the Circle concerned shall be submitted without which the E-Bid is liable to be rejected.
5. E-Bid forms shall be submitted online only. The bidder shall sign electronically the E-Bid form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
6. Rates shall be written both in words and figures. There should not be errors and/or over-writings. Corrections if any, should be made clearly and initiated with dates. The rates should be quoted in the financial bid submission sheet in both manner rate excluding all taxes and including all taxes.
7. All rates quoted must be FOR destination and should include all incidental charges. Central/Rajasthan Sales Tax, Service Tax should be shown separately. In case of local supplies, the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the University and the delivery of the goods/services shall be given at the premises of Purchase Officer.
8. **Comparison of Rates**: In comparing the rates tendered by firms RTPP ACT, 2012 and thereto Rules, 2013 will be followed.
9. The approved supplier shall be deemed to have carefully examined the Scope of work and conditions of the work/service goods to be supplied. If he has any doubts as to the meanings of any portion of these conditions or of the work/service. He shall, before submitting the bid refer the same to the Registrar, University of Rajasthan, Jaipur and get clarifications.

Name & Signature of Bidder with Seal

10. The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.

11. **Inspection:**

    (a) The Registrar, University of Rajasthan, Jaipur or his duly authorized representative shall at all reasonable time have access to the service provider premises and shall have the power at all reasonable time to inspect and examine the work and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be decided.

    (b) The bidder shall furnish complete address of the premises of his office and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.

12. **Samples:** Articles marked within scope of work as specified in the E-Bid document shall be accompanied by two set of samples along with list of the articles tendered properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples.

13. Each sample shall be marked suitably either by written on the sample or on a slip or durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is sample in the schedule.

14. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The University shall not be responsible for any damage, wear and tear or loss during testing, examination, etc. during the period these samples are retained.

    The sample shall be collected by the bidder on the expiry of stipulated period. The University shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited and no claim for their cost, etc., shall be entertained.

15. Samples not approved shall be collected by the unsuccessful bidder. The University will not be responsible for any damage, wear and tear, or loss during testing, examination etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc. shall be entertained.

16. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Whenever necessary or prescribed or practical, tests shall be carried out in Government laboratories.

17. **Drawl of Samples**: In case of tests, samples shall be drawn in four sets in the presence of bidder or his authorized representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the office for reference and record.

18. **Testing charges**: Testing charges shall be borne by the University. In case urgent testing is desired to be arranged by the bidder or in case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the bidder.

Name & Signature of Bidder with Seal

19. **Rejection:**

(i) Articles/Services not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the Purchase Officer.

(ii) If, however, due to exigencies of work, such replacement either in whole or in part, is not considered feasible, the Registrar, University of Rajasthan, Jaipur after giving an opportunity to the bidder of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

20. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Registrar, University of Rajasthan, Jaipur shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder's risk and on his account.

21. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage,

breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.

22. The contract for the supply, can be repudiated at any time by the Purchase Officer, if the supplies are not made to his satisfaction, after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.

23. Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.

24. (i) **Delivery period** : The bidder whose bid is accepted shall arrange providing services as stipulated from time to time, as directed by competent authorities of the University.

(ii) If the Registrar, University of Rajasthan, Jaipur does not purchase any of the tendered articles/services or take services less than the quantity indicated in the E-Bid form, the bidder shall not be entitled to claim any compensation.

25. **Bid Security:**

(a) Technical Bid shall be accompanied by earnest money Rs. 18 thousand, without which tenders will not be opened. The amount should be deposited in either of the following forms in favour of The Registrar, University of Rajasthan payable at Jaipur.

Bank Drafts/Bankers Cheque of the scheduled Bank.

(b) **Refund of bid security**: The earnest money of unsuccessful bidder shall be refunded soon after final acceptance of tender.

(c) **Partial exemption from earnest money :** Firms which are registered with Director of Industries Rajasthan as SSI, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photo copy or a copy thereof duly attested by any Gazetted Officer from the Director of Industries Rajasthan, at the rate of 0.25% of the estimated value of the E-Bid shown in NIT i.e. Rs. 15 thousand.

Name & Signature of Bidder with Seal

(d) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of earnest money.

(e) The earnest money/security deposit lying with the department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/ security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.

26. **Forfeiture of earnest money:** The earnest money will be forfeited in the following cases:

(i) When bidder withdraws or modifies the offer after opening of E-Bid but before acceptance of tender.

(ii) When bidder does not execute the agreement if any, prescribed within the specified time.

(iii) When the bidder does not deposit the security money after the supply order is given.

(iv) When he fails to commence the supply of the items as per supply order within the time prescribed.

27. (1) **Agreement and Performance security deposit:**

(i) Successful bidder will have to execute an agreement on Non-Judicial stamp paper of Rs. 500/- within a period of 7 days of receipt of order and have to deposit security equal to 5% of the value of the services within 7 days from the date of dispatch on which the acceptance of the E-Bid is communicated to him.

(ii) The earnest money deposited at the time of E-Bid will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.

(iii)No interest will be paid by the University on the security money.

(iv)The security money shall be in the form of Demand Draft in favour of the Registrar, University of Rajasthan, Jaipur for a period of 2 Years from the date of issue of the work order.

(v) The security money shall be refunded within one month of the final supply of the items as per purchase order in case of one time purchase and two months in case delivery is staggered, after the expiry of the period of guarantee if any, whichever is later and after being satisfied that there are no dues outstanding against the bidder.

(2) (i) Firms registered with the Director of Industries Rajasthan in respect of stores for which they are registered, subject to their furnishing the registration and undertaking will be partially exempted from earnest money and shall pay security deposit at the rate of 2% of the estimated value of tender, i.e. Rs. 18,000/-.

(ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.

(3) The expenses of completing and stamping the agreement shall be paid by the bidder.

Name & Signature of Bidder with Seal

28. All goods must be sent FOR to University of Rajasthan, Jaipur.

29. **Insurance :**

(i) The goods will be delivered at the destination godown in perfect condition. The supplier, if he so desires, may get insured the valuable goods against loss by theft, destruction or damage, by fire, flood under exposure to weather or otherwise viz. war, rebellion, riot, etc. The insurance charges will be borne by the supplier and University will not pay such charges, if incurred.

(ii) The articles may also be got insured at the cost of the Purchaser, if so desired by the Purchaser. In such cases, the insurance should invariable be with Life Insurance Corporation of India or its subsidiaries.

30. **Payments:**

(i) Unless otherwise agreed between the parties payment for the delivery of the stores/services will be made on submission of bill in proper form by the bidder to the Registrar, University of Rajasthan, Jaipur in accordance with G.F.&A.R. All remittance charges will be borne by the bidder.

(ii) In case of dispute items/ Court cases, 10% to 25% of the amount shall be withheld and will be paid on settlement of the dispute.

(iii) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.

(iv) Random checking of awards shall be made by the University after declaration of result by using counter foil.

31.(1) The time specified for delivery in the E-Bid form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.

Liquidated damages: In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of Stores which the bidder has failed to supply: -

(a) delay up to one fourth period of the prescribed delivery period 2 ½%

(b) delay exceeding one fourth but not exceeding half of the prescribed period 5%

(c) delay exceeding half but not exceeding three fourth of the prescribed period 7 ½%

(d) delay exceeding three fourth of the prescribed period. 10%

(2) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

(3) The maximum amount of liquidated damages shall be 10%

(4) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

Name & Signature of Bidder with Seal

(5) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/services is on account of hindrances beyond the control of the bidder.

32. **Recoveries:** Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the University. In case recovery is not possible in this manner, recourse will be taken to PDR Act or any other laws in force.

33. Bidder must make their own arrangements to obtain import license, if necessary.

35. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his E-Bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of E-Bid issued by the Purchase Officer.

36. The Registrar, University of Rajasthan, Jaipur reserves the right to accept any E-Bid not necessarily the lowest, reject any E-Bid without assigning any reasons and accept E-Bid for all or anyone or more of the articles for which E-Bid has been given or distribute items of stores to more than one firm/supplier.

37. The bidder shall furnish the following documents with the Technical Bid:-
    - (i) Attested copy of Partnership Deed in case of Partnership Firms.
    - (ii) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
    - (iii) Legal Agreement between the parties with the lead firm taking full responsibility of managing the Project in case of a Consortium.
    - (iv) Address of residence and office, telephone Numbers in case of sole Proprietorship with I Card as EPIC/Adhar.
    - (v) Registration issued by Registrar of Companies in case of Company.

38. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Vice-Chancellor and his decision shall be final.

39. All legal proceedings, by any of the parties (University or Contractor) shall have to be lodged in courts situated in Jaipur city and not elsewhere.

40. **Cost & Language of Bidding**

a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the University of Rajasthan shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the University of Rajasthan, shall be written only in English/Hindi Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

41. **Alternative/ Multiple Bids**

Alternative/ Multiple Bids shall not be considered at all.

42. **Receipt and Custody of Bids**

Name & Signature of Bidder with Seal

a) Document related to bids i.e. various DD's and samples of items shall be received by hand delivery, by courier or by post in the Office of The Registrar, University of Rajasthan.

b) The person authorised to receive the bids shall provide a receipt signed by him with date and time of receipt of bid to the person, who delivers the bid.

c) If the bid has been received in unsealed, in torn or damaged condition through post or by personal delivery shall be so marked and signed on the cover by the person receiving the same and get signed on it by the person delivering it and put in a fresh cover and reseal, if so warranted. All such entries shall be attested by the receiving person.

43. Correction of Arithmetic Errors in Financial Bid

Provided that a Financial Bid is substantially responsive, the University of Rajasthan 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 University of Rajasthan there is an abvious 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 of subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

iii. If threre is a discrepancy between words and figures, the amount in words shall prevail, unless the amout expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid dose 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.

44. Negotiations

a) Negotiations may, however, be undertaken with the selected bidder when the rates are considered to be much higher than the prevailing market rates.

b) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.

c) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.

d) In case the rates even after the negotiations are considered very high, fresh bids shall be invited.

45. University of Rajasthan's right to accept or reject the bid

The University of Rajasthan reserves the right to accept or reject the 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 selected bidder.

Name & Signature of Bidder with Seal

46. University of Rajasthan's Right to vary quantity

(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 50%, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other tearms and conditions of the Bid and conditions of contract.

(ii) If the University of Rajasthan 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.

(ii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditons of the original order. However, the additional quantity shall not be more than 25% 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 University of Rajasthan 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.

47. Risk & Cost factor

Due to any circumstances , if the firm unable to perform the work or show inability to continue the work , then without explaining any reason university reserves the right to engage new firm to complete the work at the risk and cost of the firm. In this situation no payment will be made to this firm and their security deposit shall also be forfeited. This firm will provide all data to new firm in soft copy without any cost.

48. Forfeiture of Security Deposit:

a) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-

   a. When any terms and condition of the contract is breached.
   b. When the bidder fails to make complete supply & service satisfactorily.
   c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the RFP document.

b) Notice will be given to the bidder with reasonable time before SD deposited is forfeited. The decision of the Registrar, University of Rajasthan, Jaipur in this regard shall be final.

c) No interest shall be payable on the SD.

49. Issue of work order:

The E-Bid committee/technical committee duly authorised by the University will visit the premises of the firm, after receiving the satisfactory report, the work order may be issued. University reserved right not to award work order without assigning any reason thereof.

50. 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 despatched to the selected bidder.

b) The selected bidder shall sign the procurement contract within 7 days from the date on which the letter of acceptance or letter of intent is despatched to the successful bidder.

Name & Signature of Bidder with Seal

c) If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the University of Rajasthan shall take action against the successful bidder as per the bidding documents and RTPP Act and rules.

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.

51. Confidentiality

a) Notwithstanding anything contained in this RFP document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a University of Rajasthan 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 bidders;

d. affect the legitimate commercial interests of the University of Rajasthan in situations that may include when the procurement relates to a project in which the University of Rajasthan is to make a competitive bid, or the intellectual property rights of the University of Rajasthan.

b) The University of Rajasthan shall treat all communications with the selected bidder related to the procurement process in such manner as to avoid their disclosure to any other person not authorised to have access to such information.

c) The University of Rajasthan may impose on the selected 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 University of Rajasthan, while procuring a subject matter of such nature which requires the University of Rajasthan to maintain confidentiality, may impose condition for protecting confidentiality of such information.

52. Cancellation of procurement process

If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the University of Rajasthan from initiating a new procurement process for the same subject matter of procurement, if required.

53. Code of Integrity for Bidders

No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.

54. 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 of any material benefit either directly or indirectly in exchange for unfair advantage in procurement process or to otherwise influence the procurement process.

(b) Not misrepresent or omit that misleads attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;

Name & Signature of Bidder with Seal

(c) No indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and process of the procurement process;
(d) Not misuse any information shared between the University of Rajasthan and the Bidders with and intent to gain unfair advantage in the procurement process;
(e) Not indulge in any coercion indulge 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 University of Rajasthan.

Conflict of Interest:-
The Bidder participating in a bidding process must not have a Conflict of Interest.
A Conflict of Interest is considered to be a situation in which a party has interest that could improperly influence that party's performance of official duties of responsibilities, contractual obligations, or compliance with applicable laws and regulations.

1. A Bidder may be considered to be in a 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 purpose of the Bid; or
   d. Have a relationship with each other, directly or through common third parties, that puts another bidders, or influence the decisions of the University of Rajasthan 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 University of Rajasthan as Engineer-in-charge/consultant for the contract.

55. Grievance Redressal during Procurement Process

The designation and address of the Appellate Authority is Vice-Chancellor, University of Rajasthan, Jaipur.

(1) Filing an appeal

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

Name & Signature of Bidder with Seal

Provided that after the declariion 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 University of Rajasthan evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Techincal Bid is found to be acceptable.

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

(3) Appeal not to lie in certain cases

No appeal shall lie against any decision of the University of Rajasthan 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) appplicability of the provisions of confidentiality.

(4) From of Appeal

(a) An appeal under para (1) or (3) above shall be in 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.

(5) Fee for filing appeal

(a) Fee for appeal shall be rupees two thousand five hundred, 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.

(6) Procedure for disposal of appeal

(a) The Appellate Authority, 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 Appellate Authority, 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 therof relating to the matter, the Appellate Authority 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.

Name & Signature of Bidder with Seal

CHAPTER 6
SELF-DECLARATION
(Declaration by Bidder regarding Qualifications)

(to be filled by the bidder)

To,

{University of Rajasthan}

Declaration by Bidder

In relation to my/ our bid submitted for subject matter conforming to ECI standards/ guidelines/ T&C of Bid Document in response to the NIB Ref. No._____ dated _____ as an Owner/ Partner/ Director/ Auth. Signatory/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorised dealer/ Bonafide dealers of _____, I/ We hereby declare that: -

a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the University of Rajasthan;
b) 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;
c) 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 its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
d) We do 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;
e) We do not have a conflict of interest as specified in RTPP Act, RTP Rules and this bidding document which materially affects the fair competition.
f) We are 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.
g) We do not have any previous transgressions with any entity in India or any other country during the last three years
h) We do not have any debarment by any other University of Rajasthan
i) We do 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;
j) We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
k) We agree to extend the validity of bid submitted on the communication of the PE.
l) We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/ para/text from the original bid.
m) We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that University of Rajasthan have full rights to reject our

Name & Signature of Bidder with Seal

bid and also agree to extend bid validity period, if any, and extend contract period unconditionally.

n) We have submitted only one bid.
o) We shall not sublet the contract if awarded to us.
p) We also hereby declare that in no case the information collected in shall not go / be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us with in Act and Procurement Rules along with Laws of Land will also be applicable, if not sufficient.

If this declaration is found to be incorrect in any form 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 may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -
Authorised Signatory: -
Seal of the Bidding Organization: -
Date: _____
Place: _____

Name & Signature of Bidder with Seal

CHAPTER – 7

Terms & Conditions for manufacturing of Gold Medals

1. गोल्ड मेडल में प्रयुक्त 8.5 ग्राम चांदी + 1.4 ग्राम सोना एवं 0.1 ग्राम प्लेट की राशि 24 कैरेट आपूर्ति (supply) की दिनांक को प्रचलित दर (approved by MMTC) के अनुसार भुगतान किया जायेगा परंतु इस राशि पर फर्म द्वारा सोने–चांदी की राशि पर क्रम संख्या–3 के अंतर्गत discount की दर quote की जा सकती है।

2. गोल्ड मैडल हेतु प्रत्येक निविदादाता द्वारा वित्तीय दरें केवल वित्तीय निविदा प्रपत्र में दी जाती है। प्रत्येक गोल्ड मैडल 10 ग्राम वजन का होगा। वित्तीय निविदा प्रपत्र में कार्य को दो भागों में विभाजित कर दरें आमंत्रित की गई है। पहला भाग– निर्धारित वजन के अनुसार कुल गोल्ड मैडल्स (कार्यादेश के अनुसार) में प्रयुक्त चांदी, सोने एवं सोने की प्लेट की दर से संबंधित है जिसका भुगतान आपूर्ति की दिनांक को प्रचलित दर 24 कैरेट (approved by MMTC) के अनुसार किया जायेगा। दूसरे भाग में प्रति मैडल making charges अंकित किये जाने हैं। तीसरे भाग में, यदि कोई फर्म सोने–चांदी–प्लेट की आपूर्ति दिनांक को प्रचलित दर में कोई छूट (discount) देना चाहती है तो उक्त छूट की दर अंकित की जानी है।

3. निविदा का निर्णय making charges की दर के आधार पर किया जायेगा। Discount (if any.....%) by the firm wants to give any discount on above rates must quote rate.

4. Testing certificate charges of gold medals are to be borne by the firm. Testing will be done at Govt. authorized testing laboratories.

5. Engraving shall be done through computer with pantograph system.

6. Some of the medals from the entire lot will be randomly selected for the verification in the presence of the committee members (minimum 3 members). The University of Rajasthan reserves the right to conduct sudden/ random inspection of the supplied goods to check the quality of supplied item at unit/RC or any place even after the final payment. If quality of supplied goods is not found up to the mark, rejected materials will be destroyed at the level of University of Rajasthan. The suitable deduction shall be made from the bill or claimed from the firm. The decision of the University will be the final and binding to the supplier firm. In this regard, claim of any supplier shall not be accepted.

7. The testing, at least 2 of the gold medals should be done from the lot prepared. (The tested samples will be returned to the concerning firm/authorized testing laboratory after the NOC is issued by the University).

8. The amount of earnest money i.e. Rs. 18,000 (2% of estimated cost of Rs. 9 lacs approx.) shall be deposited by DD/Bankers cheque only in favour of the Registrar, University of Rajasthan, Jaipur payable at Jaipur. Without earnest money, tender will not be considered. Technical and Commercial bid should be submitted in the separate envelope.

Name & Signature of Bidder with Seal

9. Successful tenderer will have to execute an agreement on non-judicial stamp paper of Rs. 500/- within a period of Seven days of the receipt of the supply order and deposit security as D. D./ Bankers cheque/ Bank Guarantee equal to 5% of the value of the supply order from the date of award/acceptance of the tender.

   No interest will be paid by the University on the security money. D. D. (Demand Draft) has to be made in the name of Ragistrar, U.O.R., Jaipur. The security deposit shall be refunded after two months of the completion of supply and the satisfactory report is issued by the concerning section.

10. Supply of the gold medals will be made in one installment. The date of supplies would be with the interval of seven days i.e. supply of all the medals is to be completed within 60 days to be final from the date of issuing the work order. In case of any delay, the supplier will be liable to pay liquidity damage as per RTPP Rules.

11. Firm shall submit the proof of the matter to be embossed/ engraved on the medal for the approval after obtaining the work order.

12. The earnest money will be forfeited in the following cases:

    a) when the bidder withdraws or modifies its bid after opening of bids;
    b) when the bidder does not execute the agreement, if any, after placement of supply / work order within the specified period;
    c) when the bidder fails to commence the supply of the goods or service or execute work as per supply / work order within the time specified;
    d) when the bidder does not deposit the performance security within specified period after the supply / work order is placed; and
    e) if the bidder breaches any provision of code of integrity prescribed for bidders specified in the RTPP Act and Chapter VI of RTPP Rules.

13. The tenderer would give guarantee that the goods/articles would continue to conform to the description and quality as specified in the supply order. The materials supplied shall strictly comply with the specifications and trade mark laid down in the supply order.

14. Tenderer will have to submit an Income tax PAN/TAN No/GST registration and clearance certificates upto ----------.

15. The Registrar, University of Rajasthan, Jaipur reserves the right to reject any tender without assigning any reason and to accept tenders for all or any one or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/supplier.

Name & Signature of Bidder with Seal

16. In case of any dispute arising in contract, the matter will be referred to Sole Arbitrator appointed by the Vice-Chancellor whose decision shall be the final and binding for both the parties.

Gold medals of eligible candidates of 2019 to be manufactured as per the lists to be obtained from Dy. Registrar (Degree).

Name & Signature of Bidder with Seal

CHAPTER-8

Eligibility Conditions

निम्न दस्तावेजों के अभाव में तकनीकी निविदा निरस्त कर दी जावेगी।

(1) DD of Rs. 5000/- in the name of Registrar, University of Rajasthan payable at Jaipur must be submitted with E-Bid.

(2) E-Bid Processing Fee in favour of MD, RISL, Jaipur, Rs. 1000/- (DD/Banker's Cheque)

(3) DD of Rs. 18,000/- (7500/- in case of SSI Units) in the name of Registrar, University of Rajasthan payable at Jaipur be enclosed as earnest money with the E-Bid.

(4) Financial and Technical bids must be submitted in separately online.

(5) Bidder must have a valid ISO 9001 Certification.

(6) B/S & P&L A/c for last 3 fiancial year.

(7) Declaration of bonafide dealer.

(8) Declaration regarding not being declared black listed.

(9) Average turnover should be Rs. 2.00 crores per year for last three financial years.

(10) Copies of certificate of Incorporation/Registration of Partnership/HUF certificate should be attached.

(11) In place of GST clearance certificate copy of GST paid certificate of last month/payment receipt should be attached as proof upto 31 March, 2020.

(12) PAN

(13) GST registration

(14) Authorisation letter

Name & Signature of Bidder with Seal

CHAPTER-9

TECHNICAL BID

(a) First Online Technical Bid which must contain the following Documents:

i) D.D of Cost of E-Bid Document (Rs. 5000) and DD of E-Bid Processing fee (Rs. 1000/-) or the Proof of having deposited the same.

ii) DD of Earnest Money deposit

iii) Declaration of Bonafide Dealer

iv) Copy of registration GST Registration and GST clearance Certificate at least upto ----------

v) Copy of registration certificate of SSI unit and Undertaking thereof, (in case exemption available to SSI units are sought)

vi) The firm should have average turnover of Rs. 2.00 crore per year for the last three financial Years.

Annual turnover of the Firm during last three financial Years:

2017-18 Rs. _____

2018-19 Rs. _____

2019-20 Rs. _____

Average turnover for the last three years .Rs_____

(The firm must submit copies of Audited Balance Sheets in support of the above)

vii) Undertaking :A notarized affidavit of not being Blacklisted by any Govt. Agency, University, Board, PSU, etc must be enclosed on a Stamp paper of Rs. 100/-

Name & Signature of Bidder with Seal

CHAPTER-10

TECHNICAL BID

(COVER-A)

(To be submitted in the envelop marked Technical Bid)

I. Addressed to:

a.	**Name of the tendering authority**	**Registrar**
b.	**Address**	**University of Rajasthan, Jaipur-302004**
c.	**Telephone**	**0141-2706813**
d.	**Fax no.**	**0141- 2709582**
e.	**E-mail ID**	**registraruor@yahoo.com**
f.	**Website**	**uniraj.ac.in**

II. NIT Reference:_____ Dated: _____

III. Other related details:-

1.	**Name of Bidder**				
2.	**Name & Designation of authorized Signatory**				
3.	**Registered Office Address**				
	Telephone Nos.			**Fax:**	
	Mobile			**Email:**	
4.	**Rajasthan Office (if any)**	**Address**			
		Phone		**Fax:**	
		Contact Person			
5.	**Jaipur Office (if any)**	**Address**			
		Phone		**Fax:**	
		Contact Person			

Name & Signature of Bidder with Seal

6.	Year of Establishment				
7.	Nature of the Firm Company Firm	Company			Firm
		Government	Public	Private	Partnership/Proprietary
	Put Tick (√) mark				
8.	No. of Years providing service				
9.	Is the office owned/leased or rented.				
10.	Registration No.				
11.	Pan No.				
12.	Whether firms is agreeable to the Terms & Conditions mentioned in the Tender.				
13.	Name of person who will apprise the University about the status of the work with his Phone No.				
14.	Proofs of earlier work done				
15.	ISO certification Proofs				
16.	Previous Experience (Attached documents)				
17.	Any other details in support of your offer				

IV. Following documents are attached towards the proof of earnest money deposited in favour of the Registrar, University of Rajasthan, Jaipur payable at Jaipur.

S.No.	EMD Amount		DD/Banker's Cheque No. with date	Name of the Bank
1.	Earnest Money	Rs.		
2.	Cost of E-Bid	Rs.		
3.	Processing fees (user charges)	Rs.		

Name & Signature of Bidder with Seal

V. **Annual Turnover during last three years (as stated in the eligibility criteria, attach proof):**

2017-18	2018-19	2019-20	Total Turnover (in Rs.)

For and on behalf of (Name of the Bidder)

Duly signed by the Authorized Signatory of the Bidder.

(Name, title and address, of the authorized signatory)

Name & Signature of Bidder with Seal

CHAPTER-11

(FINANCIAL BID)

Financial Bid Submission Sheet

Date:

NIB No.:

To,

{University of Rajasthan}

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Addenda No.: _____

(b) We offer to supply in conformity with the Bidding Document and in accordance with the specifications, the delivery schedule and other requirements as specified in the bid, Schedule of Supply, the following Goods/Items/Material and Related Services:

(c) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

(d) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

Duly authorised to sign the Bid for and on behalf of: _____

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____

Name & Signature of Bidder with Seal

CHAPTER-12

FINANCIAL BID COVER LETTER FORMAT

[redacted]

To,

{University of Rajasthan}

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, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

1. I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all taxes likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties as mentioned in the financial bid (BoQ).
2. I / We undertake, if our bid is accepted, to deliver the goods/Items/Material/works/services in accordance with the delivery schedule specified in the schedule of Requirements.
3. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance security as prescribed in the bidding document.
4. I / We agree to abide by this bid for a period of 60 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.
5. 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.
6. 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.
7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We will not sublet the contract if awarded to us.
9. We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/ para/text from the original bid.
10. No other cost shall be charged from the PE after quoting rates in the bid looking to the items/material/works/services to be rendered.
11. We also hereby declare that in no case the information collected shall not go / be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us with in Act and Procurement Rules along with Laws of Land will also be applicable, if not sufficient.

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. We have submitted only solution/ goods/ Items/ material/ services/ works based proposal and understand that in case of multiple bids proposed, may lead to reject our bid for which we only are the responsible.

Date:

Signature of Authorized Signatory:

Name:

Designation:

Name & Signature of Bidder with Seal

CHAPTER-13

FINANCIAL BID

(COVER-B)

(To be submitted in the envelop marked Commercial Bid)

Name of Firm : _____

Scope of the work	Rate per Gold Medal		
	Rate	Applicable all Tax (Mention Name & Rate)	Total Prices with all Taxes
1. गोल्ड मेडल में प्रयुक्त 8.5 ग्राम चांदी + 1.4 ग्राम सोना एवं 0.1 ग्राम प्लेटिंग की राशि 24 कैरेट।	आपूर्ति (supply) की दिनांक को प्रचलित दर (approved by MMTC) के अनुसार भुगतान किया जायेगा। परन्तु इस राशि पर फर्म द्वारा क्रम संख्या–3 के अंतर्गत छूट दी जा सकती है।		
2. Making charges	.....		
3. Discount if any firm wants to give any discount on above rates must quote rate.	.....%		

A. The successful bidder will execute the work as per the work defined in the bid document, however in special circumstances University of Rajasthan, Jaipur may issue some special guidelines for the supply and services as per Scope of work, these shall have to be incorporated/ executed by the bidder without any cost and in the time period given if any.

B. All the rates quoted are for procurement entity and all other charges/ taxes are inclusive.

C. On the basis of project total shall be placed with successful bidder, no matching / counter offer other than the lowest project bid value, as the case may be, of rates shall be allowed as per University of Rajasthan, Jaipur guidelines. However, UOR reserves the right to split complete order in 2 or many depending of the volume of the work which it thinks that only one successful bidder cannot able to do it and with this it will have fall back option. \

D. Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal http://eproc.rajasthan.gov.in. Bidders should not fill any information in the above format & submit physically; otherwise the bid shall be treated as nonresponsive. Bidder should submit their financial bid on eProc website / Portal only.

For and on behalf of (Name of the Bidder)
Duly signed by the Authorized Signatory of the Bidder.
(Name, title and address, of the authorized signatory)

Name & Signature of Bidder with Seal

CHAPTER-14

PROFORMA OF AGREEMENT

An agreement made this ----------day of ----------between----------
----------(hereinafter called ..... which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the ----------(herein after called "the University" which expression shall, where the context so admits, be deemed to include his successors in officer and assigns) of the other part.

1. Whereas the approved supplier/service provider has agreed with the University to supply to the University at its Office all those articles/services set forth in the schedule appended hereto in the manner set forth in the conditions of the E-Bid and contract appended herewith and at the rates set forth in columns _____of the said schedule.
2. And whereas the approved supplier has deposited a sum of Rs. _____in _____.
   (1) Bank Draft/Banker Cheque No. _____dated _____.or
   (2) Bank Guarantee No. _____dated _____
3. Now these Presents witness:
   (1) In consideration of the payment to be made by the University through _____at the rates set forth in the Schedule hereto appended the approved supplier will duly supply/provide the said articles/services set forth in _____and _____thereof in the manner set forth in the conditions of the E-Bid and contract.
   (2) The conditions of the E-Bid and contract for open E-Bid enclosed to the E-Bid notice No. _____dated _____and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
   (3) Letters Nos. _____received from bidder and letters nos. _____issued by the University and appended to this agreement shall also form part of this agreement.
   (4) (a) The University hereby agrees that if the approved supplier/service provider duly supplies/provide the said articles/services in the manner aforesaid, observes and keeps the said terms and conditions, the University will through _____ pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.
   (b) The mode of Payment will be as specified below:-
   The payment shall be as per condition of the E-Bid document through Cheque/RTGS /Demand Draft at party's cost on received of verified bills regarding the services provided.
4. The delivery of the services shall be effected and completed within the period as mentioned in the Scope of work of E-Bid document.
5. (1) In case of extension in the delivery period with liquidated damages of services, the recovery shall be made on the basis of following percentages of value of stores/services which the bidder has failed to supply:-
   (a) Delay upto one fourth period of the prescribed delivery period 2 ½%
   (b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period. 5%
   (c) Delay exceeding one half but not exceeding three fourth of theprescribed delivery period. 7 ½%
   (d) Delay exceeding three fourth of the prescribed delivery period. 10%

Note: (i) Fraction of a day in reckoning period of delay in supplies/services shall be eliminated if it is less than half a day.
(ii) The maximum amount of agreed liquidated damages shall be 10%

Name & Signature of Bidder with Seal

(iii) If the supplier requires an extension of time in completion of contractual supply of services on account of occurrence of any hindrances, he shall apply in writing to the authority which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

(2) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/services is on account of hindrances beyond the control of the bidder.

6. The performance security deposit shall be in the form of Demand Draft of a Scheduled Bank in favour of the Registrar, University of Rajasthan, Jaipur. The performance security is valid for a period of 2 years from the date of issue of the work order.
7. In case of unforeseen circumstances, if the firm is unable to perform the assigned work or inable to continue the work, than without explaining any reasons. University reserves the right to engage any firm to complete the work at the risk and cost of your firm.
8. All disputes arising out of this agreement and all questions relating to the interpretations of this agreement shall be decided by the University at Jaipur and the decision of the University shall be final.
9. If any legal dispute/conflict arises during the agreement period the jurisdiction of court will be Jaipur city only.

In witness whereof the parties here to have set their hands on the ..... day of ..... 2019.

Signature of the approved supplier	Signature for and on behalf of Vice Chancellor
Date :	Date :
Witness No. 1	1. Witness
Witness No. 2	2. Witness

Name & Signature of Bidder with Seal

FORM OF PERFORMANCE SECURITY DECLARATION

ANNEXURE-I

Date: _____ **[insert date (as day, month and year)]**

Contract Name and No.: _____ **[insert name and number of Contract]**

To,

{University of Rajasthan}

We, the undersigned, declare that:

We understand that, according to your conditions, the Contract must be supported by a Performance Security Declaration as a guarantee to ensure fulfilment of our all performance obligations under the Contract for subject matter.

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of time of ..... **[University of Rajasthan to indicate here the period of time for which the University of Rajasthan will declare a Bidder ineligible to be awarded a Contract if the performance Security Declaration is to be executed]** starting on the date that we receive a notification from you, the **[Designation of the University of Rajasthan]** that our Performance Security Declaration is executed, if we are in breach of any of our performance obligation under the conditions of the Contract.

We understand this Performance Security Declaration shall expire after 60 days of completion of our all obligations under the Contract including Defect Liability, warranty/ Guarantee, operation, maintenance, etc. in accordance with the conditions of the Contract.

Signed: _____ **[insert signature of person whose name and capacity are shown]**

In the capacity of: _____ **[insert legal capacity of person signing the Performance Security Declaration]**

Name: _____ **[insert complete name of person signing the Declaration]**

Duly authorized to sign the Contract for and on behalf of: _____

[Insert complete name and address of the Bidder]

Dated on day of , _____ **[insert date of signing]**

Corporate Seal

Note:

Performance Security Declaration shall only be dully filled in by the Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

Name & Signature of Bidder with Seal

CERTIFICATE OF CONFORMITY/ NO DEVIATION

[redacted]

ANNEXURE-II

To,

{University of Rajasthan}

CERTIFICATE

This is to certify that, the specifications of subject matter of bid document which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the Commodity/ Goods/ Item/ Works/ Services mentioned in the bidding document and that there are no deviations of any kind from the required specifications.

2. Also, I/ we have thoroughly read the bidding document, RTPP ACT, 2012 and thereto Rules, 2013 and amendment(s) issued (available on http://sppp.rajasthan.gov.in) and online biding method (given on http://eproc.rajasthan.gov.in) by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

3. I/ We also certify that the price I/ we have quoted is inclusive of all the cost/service factors involved in subject matter of bid document, to meet the desired Standards set out in the bidding Document.

4. I/We declare that work/items/services etc. Rendered shall be conforming to the specifications mentioned in the Bid Document and to the ECI norms/guidelines/circulars.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

Name & Signature of Bidder with Seal

TECHNICAL BID SUBMISSION SHEET

ANNEXURE-III

Date:

NIB No.:

Alternative No., if permitted:

To:

The University of Rajasthan

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document: _____

(b) We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in Chapter-8 and Schedule of Supply, the following Goods and Related Services as per Chapter-7 Scope of works.

(c) Our Bid shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;

(e) We are not participating, as Bidder in more than one Bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document;

(f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the University of Rajasthan or a regulatory authority under any applicable law;

(g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;

Name & Signature of Bidder with Seal

(h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;

(i) We agree to permit Government of Rajasthan or the University of Rajasthan or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;

(j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;

(k) Other comments, if any:

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

Duly authorised to sign the Bid for and on behalf of: _____

Complete Address _____

Tel:

Fax:

E-mail:

Name & Signature of Bidder with Seal