



University of Rajasthan, Jaipur

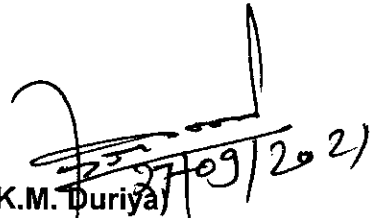
NOTICE INVITING E-BIDS

E-Bid Number/CE/2021-22/

1810

Dated : 28/9/2021

Electronic Online Technical and Financial Bids are invited up to 2:00 PM of October 20, 2021, for (i) Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing (ii) Indexing and Database Preparation for Tabulation Register (TR). The total Estimated cost of item(s) is Rs. 16 Lakhs. Details may be seen in the Bidding Document on the website of the State Public Procurement Portal <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in>, www.uniraj.ac.in


(K.M. Duriya)
Registrar





University of Rajasthan, Jaipur

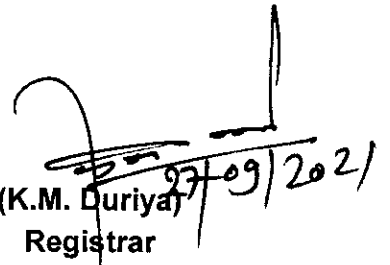
NOTICE INVITING E-BIDS

E-Bid Number/CE/2021-22/

1810

Dated : 28/9/2021

Electronic Online Technical and Financial Bids are invited up to 2:00 PM of October 20, 2021, for (i) Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing (ii) Indexing and Database Preparation for Tabulation Register (TR). The total Estimated cost of item(s) is Rs. 16 Lakhs. Details may be seen in the Bidding Document on the website of the State Public Procurement Portal <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in>, www.uniraj.ac.in


(K.M. Duriya)
Registrar


E-Bid Number/CE/2021-22

1811-16

Dated 28/9/2021

Copy forwarded for information and necessary action to:

- 1- Convener, Tender Committee, University of Rajasthan, Jaipur.
- 2- Director, Infonet Centre, University of Rajasthan, Jaipur to upload the above notice and Tender Document on the University website.
- 3- Director, UCCS & IT, University of Rajasthan, Jaipur to upload the above notice and Tender Document on website <http://eproc.rajasthan.gov.in>.
- 4- P.R.O., University of Rajasthan, Jaipur to publish the above notice in state-level newspapers (Dainik Bhaskar or Rajasthan Patrika) and one National level (The Indian Express) newspaper Delhi Edition.
- 5- P.S. to Vice-Chancellor/Registrar/CF&FA, University of Rajasthan, Jaipur.


(Dr. Rakesh Rao)
Controller of Examination



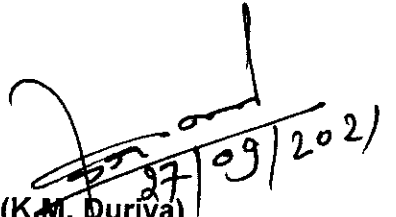
University of Rajasthan, Jaipur

NOTICE INVITING E-BIDS

E-Bid Number/CE/2021-22/

Dated :

Electronic Online Technical and Financial Bids are invited **up to 2:00 PM of October 20, 2021**, for (i) **Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing** (ii) **Indexing and Database Preparation for Tabulation Register (TR)**. The total Estimated cost of item(s) is **Rs. 16 Lakhs**. Details may be seen in the Bidding Document on the website of the State Public Procurement Portal <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in>, www.uniraj.ac.in


(K.M. Duriya)
Registrar

E-Bid Number/CE/2021-22

1811-16

Dated : 28/9/2021

Copy forwarded for information and necessary action to:

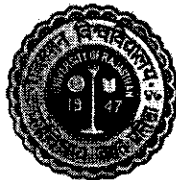
- 1- Convener, Tender Committee, University of Rajasthan, Jaipur.
- 2- Director, Infonet Centre, University of Rajasthan, Jaipur to upload the above notice and Tender Document on the University website.
- 3- Director, UCCS & IT, University of Rajasthan, Jaipur to upload the above notice and Tender Document on website <http://eproc.rajasthan.gov.in>.
- 4- P.R.O., University of Rajasthan, Jaipur to publish the above notice in state-level newspapers (Dainik Bhaskar or Rajasthan Patrika) and one National level (The Indian Express) newspaper Delhi Edition.
- 5- P.S. to Vice-Chancellor/Registrar/CF&FA, University of Rajasthan, Jaipur.


(Dr. Rakesh Rao)

Controller of Examination

UNIVERSITY OF RAJASTHAN

Jawahar Lal Nehru Marg,
Jaipur – 302 004, India



E- BID DOCUMENT

FOR

(i) Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing (ii) Tabulation Register (TR) Indexing and Database Preparation

1.	Mode of Bid Submission	On line (E-Bid)
2.	Procuring Entity	University of Rajasthan, Jaipur-302004
3.	Last date & time of On-line submission of Technical & Financial Bid	October 20, 2021, 2.00 P.M.
4.	Pre-Bid Meeting Date, Time & Venue	October 06, 2021, 3.00 P.M. V.C. Secretariat, UOR, Jaipur
5.	Offline submission Date & Time of Cost of E-bid documents Fee, E-bid processing fee, Bid Security	October 20, 2021, 2.00 P.M.
6.	Date & Time of opening of On-Line Technical Bid	October 20, 2021, 3.00 P.M.

- Cost of E-Bid Document and fee in favour of Registrar, UOR, Jaipur, Rs. 1000/- (DD/Banker's Cheque)
- E-Bid Processing Fee in favour of MD, RISL, Jaipur, Rs. 1000/- (DD/Banker's Cheque)
- Bid Security in favour of Registrar UOR Jaipur Rs 32,000/-(DD/Banker's Cheque)

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. 1000/- only (Rs one 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) Bid Security:-

Bank Demand Draft/Banker's cheque Details:-

Number ----- Dated----- Bank name:-----

Rs 32,000/- only(Rs Thirty-Two thousand only) in favour of Registrar, University of Rajasthan, Jaipur.

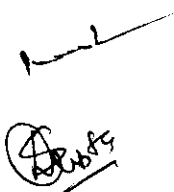
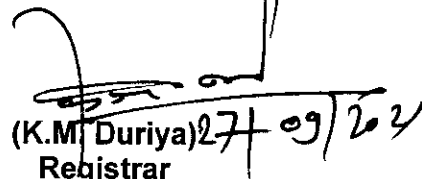


TABLE OF CONTENTS

S.NO.	DESCRIPTION		PAGE NO.
1.	GUIDELINES FOR NOTICE INVITING BIDS (NIB) FOR E-BID		5
2.	CHAPTER-1	SCHEDULE OF E-Bid	6
3.	CHAPTER-2	NOTICE INVITING E-Bid	7-8
4.	CHAPTER-3	GENERAL CONDITIONS	9
5.	CHAPTER-4	GUIDELINES FOR ONLINE PROCESSING OF E-Bid	10
6.	CHAPTER-5	INSTRUCTIONS TO THE BIDDERS	11-23
7.	CHAPTER-6	SELF-DECLARATION {Declaration by Bidder regarding Qualifications}	24-25
8.	CHAPTER-7	SCOPE OF WORK	26-28
9.	CHAPTER-8	ELIGIBILITY CONDITIONS	29-30
10.	CHAPTER-9	TECHNICAL BID	31-32
11.	CHAPTER-10	PROFORMA OF AGREEMENT	33-35
12.	CHAPTER-11	TECHNICAL BID (COVER-A)	36-40
13.	CHAPTER-12	FINANCIAL BID {Financial Bid Submission Sheet}	41
14.	CHAPTER-13	FINANCIAL BID COVER LETTER FORM {to be submitted by the bidder on his Letter head}	42-43
15.	CHAPTER-14	FINANCIAL BID (COVER-B)	44-45
16.	ANNEXURE-I	FORM OF PERFORMANCE SECURITY DECLARATION	46
17.	ANNEXURE-II	CERTIFICATE OF CONFORMITY/ NO DEVIATION {to be filled by the bidder}	47
18.	ANNEXURE-III	PRE-BID QUERIES' FORMAT {to be filled by the bidder}	48
19.	ANNEXURE-IV	TECHNICAL BID SUBMISSION SHEET	49-50
20.	ANNEXURE-V	Statement of ANNUAL TURNOVER	51
21.	ANNEXURE-VI	FORMAT OF AFFIDAVIT (T & C No. 4(v), (9iii)-EM-II	52
22.	ANNEXURE-VII	PERFORMA OF FINANCIAL BID - (BOQ)	53

GUIDELINES FOR NOTICE INVITING E-BIDS

- 1) Registrar, University of Rajasthan invites tenders (i) **Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing** (ii) **Tabulation Register (TR) Indexing and Database Preparation** for who met 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 the 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) A single-stage two envelope selection procedure shall be adopted.
- 6) Bidder (authorized signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, DD for E-Bid fees, RISL, Processing Fees and Bid Security should be submitted physically at the office of procuring entity as prescribed in NIT, and a 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 bidder are requested to upload the complete bid well in advance in time to avoid 11th-hour issues like slow speed; choking of the website due to heavy load, or any other unforeseen problems.
- 8) Bidders are also advised to refer "Bidders manual Kit" available at the e-Proc website for further details about the e-tendering process. The pre-bid meeting will be arranged to discuss the scope of the work and other technical aspects of the tender. All the bidders are required to attend the Pre-bid meeting as per schedule and venue.
- 9) Training for the bidders on the usage of the e-Tendering System (e-procurement) is also being arranged by RISL on regular basis. Bidders interested in 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 procuring entity 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.**


(K.M. Duriya) 27/09/2024
Registrar
University of Rajasthan
Jaipur






CHAPTER-1

NOTICE INVITING E-BID

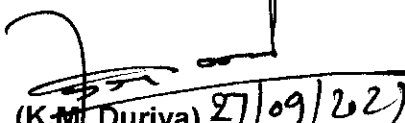
Name of work: (i) Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing (ii) Tabulation Register (TR) Indexing and Database Preparation

SCHEDULE OF E-BID

Notice Inviting Bids No. and Date	
Nature of the work	
Name of the Item(s) and estimated cost	(i) Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing (ii) Tabulation Register (TR) Indexing and Database Preparation Rs. 16 Lakhs
Cost of the Bid Document (non-refundable)	Rs. 1000/- Demand Draft/ Banker's Cheque in favour of Registrar, University of Rajasthan, Jaipur
Publishing Date & Time (Online)	September 30, 2021 5:00 P.M.
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)	October 20, 2021, 2.00 P.M.
Pre-Bid Meeting Date, Time & Venue	October 06, 2021, 3.00 P.M. V.C. Secretariat, UOR, Jaipur
Last Date & time for offline submission of E-Bid Processing Fees and EMD/Bid Security (Demand Draft/ Banker's Cheque) at the office of the Registrar, University of Rajasthan (Personally or by post)	October 20, 2021, 2.00 P.M.
Technical Bid Opening of Date, Time & Venue	October 20, 2021, 2.00 P.M. V.C. Secretariat, UOR, Jaipur
Date & Time of Opening of Financial Bids	Date will be intimated later to all technically qualified Bidders
Websites of submitting E-Bid Document, Corrigendum's, Addendums, etc.	http://eproc.rajabsthan.gov.in
Bid Validity	90 days
Bid Security	2% of estimated cost i.e. Rs 32,000/-
Work Completion Period	Two Year

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 a full understanding of its implication.
- (2) The procuring entity 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 before 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.


 (K.M. Duriya) 27/09/22
 Registrar

CHAPTER – 2

NOTICE INVITING E-BIDS

OFFICE OF THE REGISTRAR, UNIVERSITY OF RAJASTHAN, JAIPUR

Phone No.: 0141-2706813

Fax No.: 0141-2709582

Email Address: registraruor@yahoo.com

NOTE:

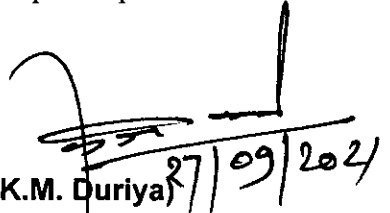
The Law relating to procurement “The Rajasthan Transparency in Public Procurement Act, 2012” and the “Rajasthan Public Procurement Rules, 2013” under the said Act have come into force which is available on the website of State Public Procurement Portal <http://sppp.raj.nic.in>. Therefore, the bidders 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.

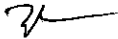
1. Two types (Technical & Financial Bids) unconditional online electronic E-bids are invited on behalf of the University of Rajasthan, Jaipur for the procurement of **Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing** as listed below, from the bidders up to **October 20, 2021 (2.00 P.M.)**

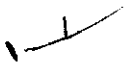
S. No.	Name of the item (s)	Estimated Cost of item(s) (Rs.)	Amount of Bid Security (Rs.)	Validity Period of Bids
1	(i) Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing (ii) Tabulation Register (TR) Indexing and Database Preparation -2021	16 Lakhs	2% Rs. 32,000	90 days


2. Bidding Document containing Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria, Bidding forms, Procuring Entity's Requirements, General Conditions of Contract, Contract Data/ Special Conditions of Contract, Contract Forms, etc. can be seen at the website or obtained from the website of <http://eproc.rajasthan.gov.in>. The price of the Bidding Document is paid along with user charges/ processing fee, at the time of submission of the Bid.

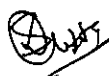
3. E-Bid documents prepared in accordance with the procedure enumerated in “**Instructions to Bidders**” should be submitted electronically.
4. The Bids are being invited electronically, the procedure for submission of Bids including payment of the price of Bidding documents, user charges/ processing fee, Bid Security, etc. shall be as provided on the <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 **October 20, 2021 at 3.00 P.M.** in the office of the Procuring Entity (Registrar, University of Rajasthan, Jaipur) by the procuring committee in the presence of the Bidders or their duly authorized representatives who wish to be present.
7. **In case the due date happens to be a holiday, the E-Bid will be accepted and opened on the next working day. The timing will remain the same.**
8. The procuring entity is not bound to accept the lowest Bid and may reject any or all bids without assigning any reason thereof.
9. The Bidders shall have to submit a valid 'GST' return copy from the concerned Commercial 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.


(K.M. Duriya) 27/09/2021
Registrar,
University of Rajasthan,
Jaipur









CHAPTER – 3

GENERAL CONDITIONS

- I. E-Bid for the University of Rajasthan related to **(i) Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing (ii) Tabulation Register (TR) Indexing and Database Preparation.**
- 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, 1000/- (One Thousand only) has been deposited/ enclosed in the form of DD No./Banker's cheque No.
(Name of Bank) dated
- VI. We agree to abide by all the terms & conditions mentioned in E-Bid Notice Number
Date Issued by the 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 two years. The period can be extended after Two years for another session with mutual consent, subject to satisfactory performance.
- IX. Bank Draft/Bankers Cheque No. Drawn on (name of the Bank) Date for Rs. 32,000 (Thirty-two thousand Only) as Bid Security is enclosed.
- X. The GST Registration Number and GST Clearance Certificate are being submitted herewith.
- XI. PAN Certificate.
- XII. Entry Tax Certificate (if applicable).
- XIII. Declaration of manufacturer/Dealer etc. is also enclosed.

CHAPTER – 4

ई-बिड्स के लिये निविदादाता हेतु निर्देश

(INSTRUCTION TO BIDDER)

- अ. निविदा में भाग लेने वाले निविदादाताओं को इन्टरनेट वेब साइट eproc.rajasthan.gov.in पर रजिस्ट्रेशन करवाना होगा। ऑन लाइन निविदा में भाग लेने के लिए डिजिटल सिग्नेचर सर्टिफिकेट (DSC, Type-II), इन्फोरमेशन टेक्नोलॉजी एक्ट- 2000 के तहत प्राप्त करना होगा जो इलेक्ट्रॉनिक 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 है।
- ब. निविदा दाताओं को निविदा प्रपत्र इलेक्ट्रॉनिक फॉर्मेट में उपरोक्त वेबसाइट पर डिजिटल साइन के साथ प्रस्तुत करना होगा।
- स. इलेक्ट्रॉनिक/ऑनलाईन निविदा प्रपत्रों को जमा कराने से पूर्व निविदादाता यह सुनिश्चित कर लेवे कि निविदा प्रपत्रों से संबंधित सभी आवश्यक दस्तावेजों की स्कैन कॉपी निविदा प्रपत्रों के साथ अटैच कर दी गयी है।
- द. कोई भी टेण्डर इलेक्ट्रॉनिक फॉर्मेट 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 उत्तरदायी नहीं होगा।

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 bonafide dealers:- Tenders shall be given only by bonafide 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 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 a written agreement to the effect. The contractors' receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purposes 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 GST 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 on 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 to be quoted in the bid submission sheet shall be the total price of the Bid excluding any Taxes. Taxes if any shall be shown separately.
7. All rates quoted must be FOR destination and should include all incidental charges. Central/Rajasthan under GST/CGST/SGST Act should be shown separately. In case of local supplies, the rates should include all taxes and services, 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 Registrar (FoR). The tax which is prevailing at the time of bill will be applicable.
8. (i) **Comparison of Rates:** In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element of Rajasthan Tax shall be excluded whereas that of Central Tax shall be included.
(ii) While comparing the rates in respect of firm within Rajasthan the element of Rajasthan Tax shall be included.

9. **Contract Period:** Rate Contract Period shall be valid for two years (24 Months) from the date of agreement execution.
10. 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 the work/service. He shall, before submitting the bid refer the same to the Registrar and get clarifications.
11. The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.
12. **Inspection:**
 - (a) The Registrar 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 times to inspect and examine the work and workmanship of the goods/equipment/machinery during the manufacturing process or afterward as may be decided.
 - (b) The bidder shall furnish the complete address of the premises of his office and workshop where inspection can be made together with the name and address of the person who is to be contacted for the purpose.
13. **Samples:** Articles marked within the scope of work as specified in the E-Bid document shall be accompanied set of samples along with a 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.
14. 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 the serial number of the item, of which it is a sample in the schedule.
15. Approved samples would be retained free of cost up to 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 the stipulated period. The University shall in no way make arrangements to return the samples. The samples uncollected within 9 months after the expiry of the contract shall be forfeited and no claim for their cost, etc., shall be entertained.
16. 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.
17. 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.
18. **Drawl of Samples:** In the case of tests, samples shall be drawn in four sets in the presence of the 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.

1-2
✓
①

19. **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 up to the prescribed standards or specifications, the testing charges shall be payable by the bidder.
20. **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 Registrar.
 - (ii) If, however, due to exigencies of work, such replacement either in whole or in part, is not considered feasible, the Registrar after allowing 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.
21. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Registrar 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.
22. The bidder shall be responsible for the proper packing to avoid damage under normal conditions of transport and delivery of the material in good condition to the consignee at the 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 an account shall be admissible.
23. The contract for the supply, can be repudiated at any time by the Registrar, if the supplies are not made to his satisfaction, after allowing the bidder of being heard and recording the reasons for repudiation.
24. Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.
25. (i) **Delivery period:** The bidder whose bid is accepted shall arrange to provide services as stipulated from time to time, as directed by competent authorities of the University. As per time schedule mentioned in the job assigned by University for specific job as mentioned in work order given time to time during contract period.
- (ii) If the Registrar 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.
26. **Bid Security:**
- (a) Technical Bid shall be accompanied by a bid security of Rs. 32,000 (Thirty Two 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 Bid Security of the unsuccessful bidder shall be refunded soon after the issuance of final acceptance of tender.
 - (c) **Partial exemption from Bid Security:** Firms which are registered with Director of Industries Rajasthan as MSME, shall furnish the amount of Bid Security in respect of

items for which they are registered as such subject to their furnishing registration certificate in original or Photocopy or a copy thereof duly attested by any Gazetted Officer from the Director of Industries Rajasthan, at the rate of 0.5% of the estimated value of the E-Bid shown in NIT.

- (d) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of Bid Security.
- (e) The Bid Security/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 Bid Security/ security money for the fresh tenders. The Bid Security may, however, be taken into consideration in case tenders are re-invited.

27. **Forfeiture of Bid Security:** The Bid Security will be forfeited in the following cases:

- (i) When bidder withdraws or modifies the offer after the 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.

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

- (i) Successful bidder will have to execute an agreement on a Non-judicial stamp of Rs. 500/- or prevailing rates in the Form 17 within 7 days of receipt work order and have to deposit security equal to 2.5% 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 Bid Security deposited at the time of E-Bid will be adjusted towards the security amount. The Security amount shall in no case be less than Bid Security.
 - (iii) No interest will be paid by the University on the security money.
 - (iv) The security money shall be in the form of a Demand Draft/Bank Guarantee for 3 years in favour of the Registrar, University of Rajasthan, Jaipur.
 - (v) The firm shall provide all online data in Soft copy to retrieve the data by the University. In case after completion of Work during one year any problem arises in retrieving the data, the firm shall be responsible to retrieve the data. In fulfillment of this condition, performance security is refunded to the bidder.
 - (vi) 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 as mentioned in sub-para(V) if any, whichever is later and after being satisfied that no dues are 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 Bid Security and shall pay a security deposit at the rate of 1% of the estimated value of tender, i.e. Rs. 16,00,000 (Sixteen Lacs Rupees Only).
- (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 and the University shall be furnished free of charge with one executed stamped counterpart of the agreement.
29. All goods must be sent FOR to the University of Rajasthan, Jaipur.
30. **Insurance :**
- (i) The goods will be delivered to 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 be required to pay such charges, if incurred.
- (ii) The articles/services may also be got insured at the cost of the Purchaser if so desired by the Purchaser. In such cases, the insurance should invariably be with the Life Insurance Corporation of India or its subsidiaries.

31. Payments:

- (i) Advance Payment will not be made except in rare and special cases. In case of advance payment is made, it will be against proof of despatch and to the extent as prescribed in financial powers by rail/reputed goods transport companies, etc., and prior inspection, if any. The balance, if any, will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the bidder.
- (ii) Unless otherwise agreed between the parties pay for the delivery of the stores/services will be made on submission of the bill in proper form by the bidder to the Registrar following G.F.&A.R. All remittance charges will be borne by the bidder.
- (iii) 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.
- (iv) 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.
- (v) Random checking of awards shall be made by the University after the declaration of the result by using counter foil.

The payment schedule will be as under:

Development of Web-Based Application for providing Services of Online Duplicate/Original Academic Document (One Time)	50% of the amount after starting the services. 25% after one month 25% after six months
Maintenance/ Handling Charges (If any) From the second year and onwards (if extended)	50% beginning of the year 50% after six months
Service charges	Quarterly basis on production of the bill
Degree Printing - Non tearable synthetic paper size 9.75"x14" with at least 243GSM free from chemical and humid effects and durable for lifetime.	Quarterly basis on production of the bill
Marksheet Printing - All Duplicate Mark sheets will be prepared in A-4 size only. The stationery material for mark-sheets shall be used not below 90 GSM	Quarterly basis on production of the bill
Printing of other Academic Documents Paper Specification	Quarterly basis on production of the bill
Indexing and Database Preparation of Tabulation Register	After completion of work

32. (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 Registrar University of Rajasthan, Jaipur.

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 (As per time schedule mentioned in the job assigned by University for specific job as mentioned in work order given time to time during contract period):-

- (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 the 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 the occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on the occurrence of the hindrance but not after the stipulated date of completion of supply.
- (5) The 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.
33. **Recoveries:** Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills. The 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 the amount of liquidated damages shall be recovered from his dues and security deposit available with the University. In case of recovery is not possible in this manner, recourse will be taken to PDR Act or any other laws in force.
34. Bidder must make their arrangements to obtain import license, if necessary.
35. If a bidder imposes conditions that 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 Registrar.
36. The Registrar 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 a case partnership firm is registered with Registrar of Firms.
 - (iii) Legal Agreement between the parties with the lead firm taking full responsibility for 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 about 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 logged in courts situated in Jaipur city (Jaipur Jurisdiction) and not elsewhere.
40. **Sealing and Marking of Bids**
- a) The selected S&SP may submit their RFP response by post or by hand delivery in one large single envelope.
 - b) The envelope shall:-
 - a. bear the name and complete address along with telephone/ mobile number of the bidder;
 - b. bear the complete address of the procuring entity with telephone number, if any;
 - c. bear a warning not to be opened before the time and date for bid opening, following the IFB.
 - c) If the envelope is not sealed and marked as required, the University of Rajasthan shall assume no responsibility for its consequences.
41. **Cost & Language of Bidding**
- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity 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 procuring entity, shall be written only in the English 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.
43. **Alternative/ Multiple Bids**
- Alternative/ Multiple Bids shall not be considered at all.
44. **Receipt and Custody of Bids**
- 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 specified format up to the specified time and date and at the specified place, by the person authorized by the procuring entity.
 - b) The person authorized to receive the bids shall provide a receipt signed by him with the date and time of receipt of the bid to the person, who delivers the bid.
 - c) If the bid has been received in unsealed, an 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.
45. **Correction of Arithmetic Errors in Financial Bid**
- Provided that a Financial Bid is substantially responsive, the University of Rajasthan will correct arithmetical errors during the 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 clauses (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.

46. Negotiations

- a) Negotiations may, however, be undertaken with the selected advantageous bidder/home bidder when the rates are considered to be much higher than the prevailing market rates.
- b) The bid procurement 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 the 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.

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

The Procuring entity 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.

48. University of Rajasthan's Right to vary the quantity

- (i) At the time of award of contract, the number 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 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 to any claim or compensation except otherwise provided in the Conditions of Contract.
- (ii) In the 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 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of the 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.

The block contains three handwritten signatures in black ink. To the right of the signatures is a circular stamp, likely a seal, which is partially obscured and difficult to read.

49. Dividing Quantities among more than one bidder at the time of Award

Since the work of **Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing** is of critical and vital nature, the order may be divided at the discretion of the University of Rajasthan between the bidder whose bid is accepted and the second-lowest bid or even more bidders in that order in a fair, transparent, equitable manner at the rates of the bidder whose bid is accepted. counter offer to first lowest bidder L-1, in order to arrive at an acceptable price, shall amount to negotiation. However, any counter offer there after to second-lowest bidder (L-2), third lowest bidder (L-3), etc. (at the rates accepted by (L-1) in case of splitting of quantities as pre- disclosed in the bidding documents, shall not be deemed to be a negotiation. In this connection decision of the Vice-Chancellor or the Registrar, University of Rajasthan will be final and binding.

50. Risk & Cost factor

Due to any circumstances, if the firm is unable to perform the work or shows an inability to continue the work, then without explaining any reason university reserves the right to engage a 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 the new firm in soft copy without any cost.

51. 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 a reasonable time before PSD deposited is forfeited. The decision of the Registrar in this regard shall be final.
- c) No interest shall be payable on the PSD.

52. Issue of work order:

The E-Bid committee/technical committee duly authorized 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.

53. 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.
- 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 the specified period, the University of Rajasthan shall take action against the successful bidder as per the provisions of the RFP document and Act.

- 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.

54. 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: -
- impede enforcement of any law;
 - affect the security or strategic interests of India;
 - affect the intellectual property rights or legitimate commercial interests of bidders;
 - 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 a manner as to avoid their disclosure to any other person not authorized 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 that requires the University of Rajasthan to maintain confidentiality, may impose a condition for protecting the confidentiality of such information.

55. Cancellation of the procurement process

If any procurement process has been canceled, 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.

56. 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.

57. Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- Not offer any bribe, reward, or gift of any material benefit either directly or indirectly in exchange for unfair advantage in the procurement process or to otherwise influence the procurement process.
- Not misrepresent or omit that misleads attempts to mislead to obtain a financial or other benefit or avoid an obligation;
- No indulge in any collusion, Bid-rigging, or anti-competitive behavior to impair the transparency, fairness, and process of the procurement process;
- Not misuse any information shared between the University of Rajasthan and the Bidders with and intent to gain unfair advantage in the procurement process;
- 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;

1-✓
✓
②
3

- (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 an 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 bidder, 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 procuring Entity as Engineer-in-charge/consultant for the contract.

58. Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is the senior most University Syndicate member (Professor/Dean) nominated by Vice-Chancellor, University of Rajasthan, Jaipur & Second 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 Procuring Entity 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 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 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 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 endeavor to dispose it of within thirty days from the date of the appeal.
- (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 the 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.
- (4) **Form of Appeal**
- (a) An appeal under para (1) or (3) of section 38 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, an affidavit verifying the facts stated in the appeal and proof of payment of the fee.
- (5) **Fee for filing an appeal**
- (a) Fee for 1st appeal shall be rupees two thousand five hundred, and 2nd Appeal fees for Rs.10,000/- which shall be non-refundable.
 - (b) The fee shall be paid in the form of a bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of the Appellate Authority concerned.
- (6) **Procedure for disposal of the appeal**
- (a) The Appellate Authority, upon the filing of an appeal, shall issue notice accompanied by a copy of appeal, affidavit, and documents, if any, to the respondents and fix the 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 thereof relating to the matter, the Appellate Authority shall pass an order in writing and provide the copy of the 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.

59. **Dispute settlement mechanism: -**

All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Vice-Chancellor, University of Rajasthan, Jaipur and the decision of the Vice-Chancellor, University of Rajasthan, Jaipur shall be final as per bid terms and conditions.

If any dispute arise 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, University of Rajasthan, Jaipur who will appoint his senior most Syndicate member (University Professor or Dean) as the Sole Arbitrator of the dispute and whose decision shall be final. All the proceedings of the dispute shall be under the provisions of The Arbitration and Conciliation Act, 1996 & amendments till date here to.

And it is hereby agreed and declared between the parties hereto that in case any question of dispute arises touching the construction or wording of any of clause herein contained on the rights, duties, liabilities of the parties hereto or any other way, touching or arising out of the present, the decision of the Vice-Chancellor, University of Rajasthan, Jaipur in the matter shall be final and binding.

60. **Legal Jurisdiction: -**

All legal proceedings, if necessary arise to institute may by any of the parties (University or Contractor) shall have to be lodged in courts situated at Jaipur in Rajasthan and not elsewhere.

Sometu
Registrar

CHAPTER-6

SELF-DECLARATION

(Declaration by Bidder regarding Qualifications)

{to be filled by the bidder}

To,

{ University of Rajasthan, Jaipur }

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 offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within three years preceding the commencement of the procurement process, or not have been otherwise disqualified under 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 an unblemished record and are not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period 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 Procuring Entity.





- i) We do not have, and our directors and officers not have been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within three years preceding the commencement of the procurement process, or not have been otherwise disqualified under 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 the bid submitted on the communication of the University of Rajasthan.
- l) We have not modified, changed, etc. any word/line/para/text mentioned in the bid downloaded from the website(s) as mentioned in the bid otherwise we know that our bid shall be canceled and rejected if the submitted bid has a deviation of word/line/ para/text from the original bid.
- m) We agree to submit appropriate Performance Security within the time specified in the bidding document otherwise we know that the University of Rajasthan has full rights to reject our bid and also agree to extend the bid validity period, if any, and extend the 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 Parishisht-A, shall not go/be published in the 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 within 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: -

Authorized Signatory: -

Seal of the Bidding Organization: -

Date: _____

Place: _____

CHAPTER – 7

SCOPE OF WORK

The detailed Scope of Work for (i) **Development of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing** as here under:

The work includes –

1. The study, requirement understanding, and analysis for developing an online system for providing Duplicate/Original Academic Documents.
2. Design, Development, Implementation, and Maintenance of the proposed system.
3. The system shall have options for multiple levels of administrative control having varied rights for all modules so that they can perform functions of respective users as per their assigned rights.
4. The system should be robust, responsive, and scalable as per need and it should be mobile-friendly.
5. The system front-end should initially be Bilingual.
6. The application must be developed using free and open-source software under the terms of the GNU General Public License such as PHP and Mysql/MariaDB/PostgreSQL.
7. Proper copyright permission and License must be acquired by the firm for University and cost must be included in the cost of software development. No extra cost will be paid by the university.
8. In case of requirement of the annual license of some software used for development and hosting of the application must be mentioned clearly in the technical bid. In such a case, the fee/cost will be paid by the firm for the contract period.
9. In case of copyright or License, violation in code/material/image used for application firm will be responsible.
10. Bidder shall carry out the Data Migration/Porting of existing and future data into the new system. The format/scheme of existing data may be provided to the bidder on request.
11. Forms:
 - Consolidated Mark sheet/Provisional Degree Certificate
 - Correction in Mark sheet/Certificate
 - Correction in Final Degree Certificate
 - Attestation of Document/Degree through student
 - Verification of Document/Degree through Employer Agency
 - Duplicate Mark-sheet(s)/Provisional Degree
 - Official Transcript
 - Migration Certificate
 - English Version Degree
12. The firm will appoint 3 proficient computer professionals and 2 post-dispatch people for this work in university. The firm will also arrange all types of equipment and stationery related to this work.

13. To complete this work required software (Like online application submission and fee collection etc.) and arrangements to store a backup of said data (a record) will be done by the firm itself. The firm will share the estimated cost to design and develop the software and to store the backup of said data in written which will be paid by the University. On completion of work firm will be responsible for handover the software and all related data (record) backup to the University.
14. The firm will provide a link on the University website for online application of Duplicate Mark-sheet(s)/ Provisional Certificate/ Migration Certificate / English Version Degree /Official Transcript and Verification of Document/Degree through Employer Agency. Applicant students will require visiting the link and filling the enrolment number, year of exam, name, and mobile number, and then will upload the scan copy of the aadhar card.
15. Online requests for **Duplicate/Original Academic Document Generation and Printing will be taken for all years. But Document printing by the firm will be done for Examination data from 2017 onwards on the same so that document may be delivered to student next day. For the Previous Year's request, the offline method will be used. This information should be properly notified/indicated in the web application.**
16. After verification firm representatives will avail the requested document(s) in the application to the student by completing the whole work related to dispatching of documents to the address mentioned by the student in the application.
17. Once the speed post is done a message will be sent to the mobile number and email notification mentioned by the student in the application so that the student can get a complete update related to the documents' process.
18. Modification in form/inclusion of new form as and when required.
19. Calculation of amount as per online forms provided by the department
20. Payment Gateway integration
21. MIS of successful transactions as per RU requirement
22. Development and Registration of informative Android web app to track application status
23. Deployment of application on RU Linux server
24. The contract period for the above work shall be two years and extendable for one more year with mutual consent. The contract period of the project will be initially two years. In this period, if some modifications/changes are required by the university then it will be binding of the firm to implement such modification.
25. The firm should start and execute the activities within 2 months from the date of order and payment should be released after satisfactory implementation of work.
26. After completion of the project, the software/module of the application management system developed by the bidder to run the program shall be the property of RU.
27. The firm shall maintain the complete Application Management System for the contract period
28. PAN and GST No. of the firm must be mentioned/recorded on the bill/invoice along with a photocopy of PAN and GST.
29. All legal proceedings, if necessity shall have to be lodged in the courts situated at Jaipur.
30. GST and any other government tax shall be paid extra as applicable.
31. In case of any dispute, the final decision of Hon'ble V.C. abide by both parties i.e. RU and Bidder.
32. There should be no advertising on the website other than that of the University of Rajasthan.
33. Computer (02), Printer (02), Internet facility shall be managed by the Firm.

The detailed Scope of Work for (ii) Tabulation Register (TR) Indexing and Database Preparation as hereunder:

- a. Preparation of Database, Database Fields will be finalized as per the requirement of the examination section and with the consultation of examination-related officials.
- b. Entry of records of all the tabulation registers in the Database. (about 35000)
- c. Printing of sticker containing QR code and other information of a TR and affixing of labels on the tabulation register. Preparation of a Master Index File (hard copy). (10 years data in a single Index File)
- d. Development of a user-friendly web-based application for Adding /Deleting /Modifying/ Printing of Tabulation Register related Data.
- e. The firm has to complete this work within six months.
- f. A sufficient number of Hardware, Software, stationery, manpower will be arranged by the firm for the project period. University will provide Space, furniture, and electricity.
- g. The price/rates should be quoted per TR basis.
- h. Software & Data will be the property of the University.

Handwritten signature and a circular stamp with the word "Date" inside.

CHAPTER-8

Eligibility Conditions

- (1) DD of Rs. 1000/- in the name of **Registrar, University of Rajasthan** payable at Jaipur must be submitted with E-Bid.
- (2) DD of Rs. 32,000 (Rs. 8,000 in case of MSME Units) in the name of **Registrar, University of Rajasthan** payable at Jaipur be enclosed as Bid Security with the E-Bid. The **Annexure-VI [FORMAT OF AFFIDAVIT (T & C No. 4(v), (9iii)-EM-II]** shall be enclosed.
- (3) Financial and Technical bids must be submitted separately online.
- (4) Bidder must have the latest valid ISO 27001 onwards Certification.
- (5) The Gross annual turnover should be Rs. 50.00 Lacs per year for last three financial years. It shall be submitted in **Annexure-V**.
- (6) Minimum experience in providing services for University examination work shall be a minimum of three years. A different type of work of experience shall be as given below. Bidder must have at least 3 years experience of examination data processing including as below:

Type of work related to University Examination	Minimum No. of student record handled per year in last 3 years.
Online Application-Development & handling of Web-Based Application and Providing Services for Online Duplicate/Original Academic Document Generation and Printing	3 Lac
Post Examination works	3 Lac

- (7) Data privacy should be in encrypted form only and proper security of data is the responsibility of the firm.
- (8) There should be a system ensuring total security/confidentiality.
- (9) No information regarding candidates etc. is to be transmitted to anyone else in any form.
- (10) After two years If work is found satisfactory, the term of the agreement shall be extended to another year. session on the same terms and conditions, with mutual consent.
- (11) Complete Work as mentioned in the Scope of work should be done in the University premises (Building and Electricity to be provided by the University).
- (12) The firm will have to provide Student Service/Helpline 06.00 A.M. to 12.00 midnight (18 hours) during filling online application forms.
- (13) Complete Work as mentioned in the Scope of work will be given to one Firm. The following table is used for calculating L1

Development of Web-Based Application for providing Services of Online Duplicate/Original Academic Document (One Time)	(As Quoted) Verified by Director Infonet and C.E.
Maintenance/ Handling Charges (If any) (if extended)	(Rate should be quoted per year Basis)
Service charges (per year basis) for providing Three proficient computer professionals and Two post-dispatch people and necessary equipment	(Rate should be quoted per year Basis)
Degree Printing - Non tearable synthetic paper size 9.75"x14" with at least 243GSM free from chemical and humid effects and durable for lifetime. (Approx. 6000 per year)	(Rate should be quoted per Degree Basis)
Marksheet Printing - All Duplicate Mark sheets will be prepared in A-4 size only. The stationery material for mark-sheets shall be used not below 90 GSM. (Approx. 20000 per year)	(Rate should be quoted per Mark sheet Basis)
Printing of other Academic Documents. Approx. 25000 per year (Migration and Other Certificates)	(Rate should be quoted per Academic Document basis)
Indexing and Database Preparation of Tabulation Register. (Approx. 35000 T.R.)	(Rate should be quoted per T.R. Basis)

CHAPTER-9

TECHNICAL BID

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

- i) Scanned copy of a D.D of Cost of E-Bid Document (Rs.1000) and DD of E-Bid Processing fee (Rs. 1000/-) for the Proof of having deposited the same. (D.D. should be deposited in the office before opening technical bid).
- ii) DD of Bid Security deposit
- iii) Declaration of Bonafide Dealer
- iv) Duly signed complete bid document kind of business- sole properties/firm company (Attach PAN Card and registration copy under shop act or of registered company).
- v) Copy of registration GST and GST Clearance Certificate at least upto 03/2021.
- vi) Copy of registration of GST.
- vii) Copy of registration certificate of MSME unit (Form attached as **Annexure-VI**) and Undertaking thereof, (in case exemption available to MSME units are sought).
- viii) Copy of valid Certification in Data Processing and data capturing through OMR Technology.
- ix) The firm should have average turnover of Rs. 50.00 Lacs per year for the last three financial Years. Form attached as **Annexure-V**.
- x) Infrastructure and Manpower (will be subject to verifications of authorities):-
The Firm must possess Infrastructure and experienced, qualified, skilled Manpower in-house for all the activities required to be undertaken within the ambit of this tender. No activity as such must be outsourced or sublet. Addresses where the infrastructural facilities are located or installed must be mentioned along with Documentary Proof of Address Pre printed and Ownership of Machinery etc. for the following activities.
 - 1) Data Processing
 - 2) Image Scanning
 - 3) Examination related Online application work
 - 4) Location of the Server must be in India. Data should be in encrypted form only. Detail of Server be given.
 - 5) There should be a system of ensuring total security/confidentiality. No information regarding candidates, results etc. is to be transmitted on to anyone else in any form. In case breach of trust is proved, penalty upto 2 times of the order will be imposed.

xi) 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/-

xii) Authorisation letter in case of partnership firm/company.

CHAPTER-10

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 -----(hereinafter called "the University" which expression shall, where the context so admits, be deemed to include his successors in office 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 outlined in the schedule appended hereto in the manner outlined in the conditions of the E-Bid and contract appended herewith and at the rates outlined in columns _____ of the said schedule.
2. And whereas the approved supplier has deposited a sum of Rs. _____ in _____.
 - (i) Bank Draft/Banker Cheque No. _____ dated _____.
 - (ii) Bnak Guarantee No. _____ dated _____.
3. Now, these Presents witness:
 - (1) In consideration of the payment to be made by the University through _____ at the rates outlined in the Schedule hereto appended the approved supplier will duly supply/provide the said articles/services outlined in _____ and _____ thereof in the manner outlined 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 outlined 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 the condition of the E-Bid document through Cheque/RTGS /Demand Draft at the 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 the E-Bid document.
5. (1) In case of extension in the delivery period with liquidated damages of services, the recovery shall be made based on the following percentages of the value of stores/services which the bidder has failed to supply (As per time schedule mentioned

in the job assigned by University for specific job as mentioned in work order given time to time during contract period):-

- (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 delivery period. 5%
- (c) Delay exceeding one half but not exceeding three fourth of the prescribed 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%

(iii) If the supplier requires an extension of time in completion of contractual supply of services on account of the occurrence of any hindrances, he shall apply in writing to the authority which has placed the supply order, for the same immediately on the 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. Contract shall be valid for a period of 02 (Two) years.
- 7. The performance security deposit shall be in the form of a Bank Guarantee/Demand Draft of a Scheduled Bank in favour of the Registrar, University of Rajasthan, Jaipur. The performance security should be valid for 2 years from the date of issue of the work order.
- 8. All examination related data of the University must be retained by the firm forever unless and till University explicitly instructs to do so.
- 9. It should be ensured that server 4C+ is located in India. The confidential agreement will also be co-signed by an authorized signatory of 4C+. No advertisement shall be displayed on the website. The helpline will also be provided regularly and a security certificate will be obtained from the 4C+ firm.
- 10. All Mark sheets will be prepared in A-4 size only.
- 11. The stationery material for mark-sheets shall be used not below 90 GSM, stationery material for certificate shall be 80 GSM and other stationery shall be 60 GSM. However, if more GSM is required/prescribed in the E-Bid document that will be provided by the firm.
- 12. For Degree – The Degree in four color with the specified VARIABLE security features has to be designed by the Tenderer. Minimum 03 good design need to be submitted with the tender. The design element must specify the VARIABLE Security features as specified and the stationery material for the Degree shall be used for Non tearable synthetic paper size 9.75"x14" with at least 243GSM free from chemical and humid effects and durable for lifetime.

13. In case of unforeseen circumstances, if the firm is unable to perform the assigned work or unable to continue the work, then without explaining any reasons. University reserves the right to engage any firm to complete the work at the risk and cost of your firm.

14. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Vice-Chancellor, University of Rajasthan, Jaipur and the decision of the Vice-Chancellor, University of Rajasthan, Jaipur shall be final as per bid terms and conditions.

If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contact, the matter shall be referred to by the Parties to the Vice-Chancellor, University of Rajasthan, Jaipur who will appoint his senior most Syndicate member (University Professor or Dean) as the Sole Arbitrator of the dispute and whose decision shall be final. All the proceedings of the dispute shall be under the provisions of The Arbitration and Conciliation Act, 1996 & amendments till date here to.

And it is hereby agreed and declared between the parties hereto that in case any question of dispute arises touching the construction or wording of any of clause herein contained on the rights, duties, liabilities of the parties hereto or any other way, touching or arising out of the present, the decision of the Vice-Chancellor, University of Rajasthan, Jaipur in the matter shall be final and binding.

15. If any legal dispute/conflict arises during the agreement period the jurisdiction of court will be Jaipur city only.

16. The terms and conditions of Bid documents including amendments/additions/deletions thereof, shall be the integral part of this agreement.

In witness whereof the parties here to have set their hands on the day of 2021.

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

CHAPTER-11

TECHNICAL BID

(COVER-A)

(To be submitted in the envelop marked Technical Bid)

I. Addressed to:

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

II. NIT Reference: _____

Dated: _____

III. Other related details:-

1.	Name of Bidder				
2.	Name & Designation of authorized Signatory (Attach letter)				
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			
6.	Year of Establishment				

7.	Nature of the Business–Sole/Firm (Attach Registration)	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.	GST Registration No. Attach copy of GST Clearance (03/2021)				
11.	PAN No.				
12.	Whether firms is agreeable to the Terms & Conditions mentioned in the Tender.				
13.	Name of the Programmer(s) with his qualifications with his Mobile Phone No.				
14.	Name of person who will apprise the University about the status of the work with his Phone No.				
15.	Sample of each item of stationary intended to be used for printing. Mention the brand and GSM of the Paper.				
16.	Weight of paper to be used for printing of above stationery.				
17.	Location of Web Server				
18.	Uptime of Web Server (Attach Documentary Proof)				
19.	Previous Experience (Attached documents)				
20.	Any other details in support of your offer				

- IV. Following documents are attached towards the proof of Bid Security deposited in favour of the Registrar, University of Rajasthan, Jaipur payable at Jaipur (Scanned copy).

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

- V. Annual Turnover during last three years (as stated in the eligibility criteria, attach proof): i.e. Profit & Loss A/c and Balance Sheet with C.A. Certificate.

2018-19	2019-2020	2020-21 *	Total Turnover (in Rs.)

- * As per the guideline of Govt. of India/Govt. of Rajasthan given during the COVID pandemic.

- VI. Experience of Examination data processing undertaken during last three years

S. No.	Year	Name of Organization	Brief Description of the Work (No of Student and Number of Examination)	Value (Amt. in Rs.)
1.	2018-19			
2.	2019-20			
3.	2020-21			

VII. Experience in Software Development and providing services similar to or as mentioned in the scope of work

S. No.	Year	Name of Organization	Brief Description of the Work (No of Student and Number of Examination)	Value (Amt. in Rs.)
1.	2018-19			
2.	2019-20			
3.	2020-21			

VIII. Details of Technical Infrastructure

- Server
- Up-time certificate
- Internet Band

1. Hosting server uptime must be at least 95%. (attach documentary proof) and the complaint about non-functionally shall be restarted within half an hour utmost.
2. Bandwidth should be sufficient to cater services to about 50 thousand students per day.
3. Location of the server must be in India.
4. Data should be in encrypted form only and proper security of data is the responsibility of the firm.

S. No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No. / Technical Specification
1.	Computer			
2.	Laser Printer			
3.	Scanner			
4.	Licensed software to be used (FoxPro, Visual Pro, Visual Basic, others specify			
5.	Other			

IX. Details of Technical staff/Programmer available with firm

S. No.	Name	Post	Qualification	Total experience of Examination work
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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)**

CHAPTER-12

(FINANCIAL BID)

Financial Bid Submission Sheet

Date:

NIB No.:

To,

{University of Rajasthan, Jaipur}

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 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) The total Price for our Bid is: _____
- (d) 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.
- (e) 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 authorized to sign the Bid for and on behalf of: _____

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____

CHAPTER-13

FINANCIAL BID COVER LETTER FORMAT

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

To,

{University of Rajasthan,
Jaipur}

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 conform with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are exclusive of GST as mentioned in the financial bid (BoQ).
2. I / We undertake, if our bid is accepted, to deliver the goods/Items/Materials/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 90 days after the last date fixed for bid submission and it shall remain binding upon us and maybe 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 the website(s) as mentioned in the bid otherwise we know that our bid shall be canceled and rejected if the submitted bid has a 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 at the items/material/works/services to be rendered.
11. We also hereby declare that in no case the information collected in Parishisht-A, shall not go/be published in the 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 within 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 rejecting our bid for which we only are the responsible.

Date:

Signature of Authorized Signatory:

Name:

Designation:

CHAPTER-14

FINANCIAL BID

(COVER-B)

(To be submitted Online in website <http://eproc.rajasthan.gov.in.>)

(It shall be submitted in **Annexure-VII**)

Name of Firm : _____

Scope of the work	Price Rate for per Academic Document/T.R./Development of Software (Rs.) excluding GST
Development of Web-Based Application for providing Services of Online Duplicate/Original Academic Document (One Time)	
Maintenance/ Handling Charges (If any) From the second year and onwards (if extended) (Rate should be quoted per year Basis)	
Service charges (per year basis) for providing Three proficient computer professionals and Two post-dispatch people and necessary equipment (Rate should be quoted per year Basis)	
Degree Printing - Non tearable synthetic paper size 9.75"x14" with at least 243GSM free from chemical and humid effects and durable for lifetime. (Approx. 6000 per year) (Rate should be quoted per Degree Basis)	
Marksheet Printing - All Duplicate Mark sheets will be prepared in A-4 size only. The stationery material for mark-sheets shall be used not below 90 GSM. (Approx. 20000 per year) (Rate should be quoted per Degree Basis)	
Printing of other Academic Documents. (Approx. 25000 per year) (Rate should be quoted per Academic Document basis)	
Indexing and Database Preparation of Tabulation Register. (Approx. 35000 T.R.) (Rate should be quoted per TR basis)	

- A. GST shall be applicable as per prevalent rate and Rule & GST return will be provided by the Bidder for the verification at the time of submitting the bill.
- B. 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 given if any.
- C. On the basis of project total shall be placed with the 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 the University of Rajasthan, Jaipur guidelines. However, UOR reserves the right to split complete order in 2 or many depending on the volume of the work which it thinks that only one successful bidder cannot able to do it and with this, it will have to 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 it physically; otherwise, the bid shall be treated as nonresponsive. Bidder should submit their financial bid on the eproc website/Portal only.
- E. Lowest Bidder shall be decided by weightage calculation as prescribed in Chapter-8 (Point-13).

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)

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, Jaipur }

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 Procuring Entity] 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.

CERTIFICATE OF CONFORMITY/ NO DEVIATION

{to be filled by the bidder}

ANNEXURE-II

To,

{University of Rajasthan},
Jaipur

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 bidding 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: _____

PRE-BID QUERIES'FORMAT

{to be filled by the bidder}

ANNEXURE-III

Name of the Company/Firm: _____

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. (Mo.) & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Correspondence Address	Email-ID(s)	Tel. Nos. (Mo.) & Fax Nos.

Query(ies) / Clarification(s) Sought:

S.No.	Bid Page No.	Bid Clause No.	Existing Clause Details	Query/ Suggestion/ Clarification sought
1.				
2.				
3.			
4.			

Note:-

1. Queries must be strictly submitted only in the above prescribed format (.XLS/ .XLSX/ .DOC/ .DOCX) in virus free file. Queries not submitted in the prescribed format will not be considered/ responded at all by the University of Rajasthan.
2. Prospective bidder may, in writing, seek clarifications from the University of Rajasthan in respect of the bidding document shall be emailed to <mention email address> and not to be uploaded on e-Proc website. **In case the soft copy of the dully filled in Pre-Bid query format, is uploaded on e-Proc website then it would not be entertained and processed.**
3. The Bidders can submit their queries on or before the scheduled last date after Pre-Bid Meeting to be held along with softcopy, which can be emailed to <mention email address> with a subject "Pre-Bid query for".

TECHNICAL BID SUBMISSION SHEET

ANNEXURE-IV

Date:

NIB No.:

Alternative No., if permitted:

To:

University of Rajasthan, Jaipur

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: _____
- (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 90 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 submit a Performance Security in the amount of 2.5 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 Procuring Entity 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;

- ✓
- (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 Procuring Entity 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: _____

ANNEXURE-V

(On firm's letter head)

ANNUAL TURN OVER STATEMENT

[Ref. Clause No. 6(ix)]

The Average Gross Annual Turnover of M/s. _____ address
_____ for the past three years are given below
and certified that the statement is true and correct.

Sl. NO.	Financial Years	Turnover in Lakhs (Rs)
1.	2018-19	-
2.	2019-20	-
3.	2020-21	-
Total		- Rs. _____ Lakhs

The Average Gross annual turnover of the firm is - Rs. _____ Lakhs
Words Rs.

Note: It is certified that the Net worth of the firm is positive. The procuring entity may ask audited profit and loss account balance sheets of the firm for verification. Turnover for the year 2021-22 may also be considered, if the accounts are audited and certified by C.A.

Date

Signature of the bidder

Signature of Auditor/Seal
Chartered Accountant
(Name & Address.)

Tel. No.

Mob. No.

ANNEXURE -VI

(On firm's letter head)

Format of Affidavit for EM-II

(T&C No. 6 (v), 11(iii))

(On Non Judicial Stamp Paper of Rs.10/-)

I.....S/o.....Aged.....
Yrs..... residing at Proprietor/Partner/Authorized Director of M/s
..... do hereby solemnly affirm and declare that:

- (a) My/Our above noted enterprise M/shas been issued acknowledgement of Entrepreneurial Memorandum Part-II by the District Industries Center..... The acknowledgement No. is datedand has been issued for Manufacture of following items.
- (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
- (b) My/Our above noted acknowledgement of Entrepreneurial Memorandum Part-II has not been cancelled or withdrawn by the Industries Department and that the enterprise is regularly manufacturing the above items.
- (c) My/Our enterprise is having all the requisite material and is fully equipped to manufacture the above noted items.

Place.....

Signature of Proprietor/Director
Authorized Signatory with Rubber
Stamp and date

UNIVERSITY OF RAJASTHAN

Jawahar Lal Nehru Marg,
Jaipur – 302 004, India

ANNEXURE- VII

FINANCIAL BID (COVER-B)

Price Rate for per Academic Document/T.R./Development of Software

S. N.	Scope of Work	Basic Price Per Item	GST %		GST Amount (Rs.)		Total GST	Total Price (Basic Price + GST)
			SGST	CGST	SGST	CGST		
1.	Development of Web-Based Application for providing Services of Online Duplicate/ Original Academic Document. (One Time)							
2.	Maintenance/ Handling Charges (If any) From the second year and onwards (if extended). (Rate should be quoted per year Basis)							
3.	Service charges (per year basis) for providing Three proficient computer professionals and Two post-dispatch people and necessary equipment. (Rate should be quoted per year Basis)							
4.	Degree Printing - Non tearable synthetic paper size 9.75"x14" with at least 243GSM free from chemical and humid effects and durable for lifetime. (Approx. 6000 per year) (Rate should be quoted per Degree Basis)							
5.	Marksheet Printing - All Duplicate Mark sheets will be prepared in A-4 size only. The stationery material for mark-sheets shall be used not below 90 GSM. (Approx. 20000 per year) (Rate should be quoted per Degree Basis)							
6.	Printing of other Academic Documents. (Approx. 25000 per year) (Rate should be quoted per Academic Document basis)							
7.	Indexing and Database Preparation of Tabulation Register. (Approx. 35000 T.R.) (Rate should be quoted per TR basis)							
8.	Rates shall only be filled in BOQ https://eproc.rajasthan.gov.in							
9.	Lowest Bidder shall be decided by weightage calculation as prescribed in Chapter-8 (Point-13).							

Note: Read all the terms & conditions before filling the Annexure-VII.