



Prof. Rashmi Jain
Convener
URATPG-2022

URATPG-2022

(University of Rajasthan Admission Test for Post-Graduate Course)
Office: DEPARTMENT OF SOCIOLOGY
UNIVERSITY OF RAJASTHAN, JAIPUR - 302004
Email ID: uratpguor@gmail.com
Phone No. 0141-2700860, Mobile No. 9414203434

No. URATPG/2022/ 20

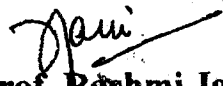
Dated: 02/07/2022

**Short term Bid
for
Web Services, Generation and Processing work of
Pre and Post Examination and Admission (IT Work)
of URATPG 2022**

Short term tender is hereby invited for Pre and Post University Entrance and Admission Work (IT Work) for PG Departments of the University of Rajasthan, Jaipur (URATPG-2022). The details of the Bid may be seen at the University Website www.uniraj.ac.in and <http://sppp.rajasthan.gov.in>. Tender form can be downloaded from university website/sppp portal and bid be submitted with tender cost fee in between 4-11th July 2022.

UBN: URA

Nib: URA

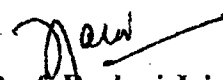

(Prof. Rashmi Jain)
Convener, URATPG 2022
Prof. Rashmi Jain
CONVENER
URATPG-2022
University of Rajasthan
Jaipur-04

No. URATPG/2022/ 21-28

Dated: 02/07/2022

Copy forwarded for information and necessary action to:-

- ✓ 1. Director, Infonet Centre, University of Rajasthan, Jaipur to upload the above notice and tender documents on University Website.
2. AO, Internal Audit, CF&FA, University of Rajasthan, Jaipur
3. PRO, University of Rajasthan, Jaipur to publish the above notice in state level newspaper Rajasthan Patrika.
4. P.S. to Vice Chancellor/CA&FA, University of Rajasthan, Jaipur
5. Office file


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Phone No. 0141-2700860, Mobile No. 9414203434

Prof. Rashmi Jain

Convener

URATPG-2022

No. URATPG/2022/20

Dated: 2.7.2022

Short Bid
for

Web Services, Generation and Processing work of
Pre and Post Examination and Admission (IT Work)
of URATPG 2022

Short tender is hereby invited for Web Services, Generation and Processing work of Pre and Post Examination and Admission (IT Work) of URATPG 2022 for admission to PG Departments of the University of Rajasthan, Jaipur. The details of the Bid may be seen at the University Website www.uniraj.ac.in and <http://sppp.rajabhaskar.gov.in>. Tender form can be downloaded from university website/ sppp portal and bid be submitted with tender cost fee by 11.7.2022 upto 3.00 pm

UBN: URA 2223SS0B00055

Nib: URA 2223 A0021

(Prof. Rashmi Jain)

Convener, URATPG 2022

University of Rajasthan, Jaipur
Jawaharlal Nehru Marg, Jaipur-302004
Ph.: 0141-2706813/0141-2710978
Website: www.uniraj.ac.in



NIB NO. : dated

Bid Form

For

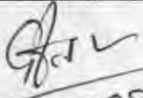
**Web Services, Generation and Processing Work of
Pre and Post Examination and Admission (IT Work)
of URATPG 2022**

Gd...
02-07-2022
AAO-I *[Signature]* 27/22

विषय सारणी

BID INDEX (NIB NO.....)

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09.7.2022
A.A.O.-I



Chapter-1

Notice Inviting Bid (NIB)

Schedule of Bid

**Short term Bid for Online job of Pre and Post University Examination and Admission
(IT Work) of URATPG-2022**

Nature of Project	URATPG-2022
Name of Item and	Short term Bid Web Services, Generation and Processing work of Pre and Post Examination and Admission (IT Work) of URATPG 2022.
Estimated cost	Rs. 4.00 Lacs
Cost of bid document (non-refundable)	Rs. 1000/-In favor of Convener,URATPG-2022, University of Rajasthan, Jaipur
Publishing Date and Time	2 nd July, 2022
Last Date and Time for submission of Bids (Technical & Financial Bids)	11 th July, 2022 (3.00 pm)
Date, Time and Venue for opening Technical and Financial Bids	Technical Bid: 11 th July, 2022 at 4.00 pm Project Room Department of Sociology, University of Rajasthan, Jaipur.
Bid Security (BS) Deposit	2% of value of work (i.e. Rs. 8000/-) in favor of Convener, URATPG-2022, University of Rajasthan, Jaipur or Form of Bid Security Declaration (BF-II)

Note:

1. The Bidder shall submit bid in the separate envelopes i.e. Technical Bid, Financial Bid and DDs/Banker's Cheques physically in the Department of Sociology, University of Rajasthan, Jaipur
2. The Bidding process shall be subject to the provisions of RTPPA-2012, RTPPR-2013 and amendments there to.

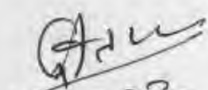
Signature of the Owner/ Bidder with Seal

Name _____

Address _____

Email: _____

Mobile No. _____


02-7-22



(Shall be submitted on letter head of firm)

Chapter 2 Eligibility Criteria

Description	Qualification
Name of the Firm	
Address	
Name of the Proprietor	
Registration Number	
PAN No.	
TIN No.	
GST No.	
Gross Annual Turn over	Rs. 8.0 lakh/year or above for the last 3 financial years (Kindly attach BF-IV Form)
Telephone No.	Office:-----Mob.No.----- ®-----FaxNo.-----
e-mail address	
Work/Technical Experience	Kindly enclose Certificate(s) in the form of Annexure-1
Declaration of Qualification	(Kindly attach BF-II, BF-III, BF-X Forms)
Job orders of similar kind of work executed successfully in last 3 Financial years (2019-2022) of at least 4.00 lakhs each.	Kindly attach duly signed copies of Job- orders of similar kind of work in last three Financial years (2019-2022)

I/We have carefully read the terms and conditions attached with the Tender/quotation (Technical bid and Financial bid) document and abide ourselves with these condition. I/We also agree to execute and agreement as required and security deposited will be remitted accordingly if work order is placed with us. Quotation document and all annexure of terms and conditions have been enclosed and signed by me/us in token proof of accepting said conditions.

Signature of the Owner/ Bidder with Seal

Name _____

Address _____

Email: _____

Mobile No. _____

(Shall be submitted on letter head of firm)



Chapter-3 **(Scope of Work)**

The detailed Scope of Work for Web Services, Generation and Processing Work of Pre and Post Examination and Admission (IT Work) of URATPG 2022

1. (a) Online Work:

- Design, development, implementation, execution, maintenance, and hosting of student-friendly application for online filling of application form for URATPG-2022 in two phases
- Storing photograph, signature etc. of the candidate in JPG or desired format after ensuring that proper quality picture has been uploaded by analyzing pictures.
- Design, the creation of Database, maintenance, and updating with data security in a duly approved manner as per direction of Convener, URATPG-2022 and as per the approved scheme for Examination Management Information System.
- Printing of challan as per the bank as instructed by the office with proper fees by giving unique challan number. Necessary Integration with Online Payment Gateway services provided by Service Provider approved by University for direct transfer of money to the University Account shall be the firm's responsibility. The firm will have to comply directions from CE in this regard.
- Provision for Devnagri script in the system for Name of Candidates, Fathers name & Mothers name in application forms, databases in Unicode, mark-sheets, pdf printout to be taken by students, tabulation registers, and all statements wherever specified.
- Design, Development, Implementation, execution, maintenance, and hosting of applications to facilitate the working of examination centers as per the University of Rajasthan requirements, a panel with admin capability. List of examination centres will be provided by the University. The login account and password to each examination centre and admin account. The data safety & security shall be the responsibility of the firm.

(b) Students Service/Help Line

A Toll free phone number and customer care unit (in the University premises) to be provided by the bidder 18 hours a day (6 am to Midnight) and for all the days (except Sundays and National holidays) for the help of the students/ customers for the duration of filling online Application forms for entrance exams. Proper log of all complaint lodged and resolved shall be kept by the firm and will be inspected by University authorities at any time.

(A) PRE EXAMINATION WORKS:

- Feeding/ Scanning of barcodes/ Form no. of the forms and manual form received.
- Allotment of Unique student ID to the students admitted in First semester/ Part-I/ Previous of a course.
- Printing of the checklist as per the scheme.
- Generation of Roll no after getting all the forms, checklist and updation list.
- Providing Roll list.
- Admission card online in two copies (one for candidates and one for the exam. center) and intimation to the candidates through SMS on mobile no. regarding their centre and roll numbers allotted to them.(Contd...)
- The statement of the student's no. appearing at each center in each paper of exam. in a particular class.
- Examination fees statement for URATPG entrance examination received, within 15 days from the commencement of the exam.
- Supply of pre-scanned OMR sheets of 25x19 cms sized 100 GSM along with carbon copy (Scannable on OpScan range Scanner).
- Centre wise attendance sheet.
- Reconciliation of Bank data with fee.



(B) POST EXAMINATION AND COUNSELLING

PROCESS WORKS:

- Evaluation through double scanning of OMR answer sheets.
- Providing Exception Report.
- Preparation of the result as per the scheme.
- Preparation of T.R. in 3 copies within 7 days from the declaration of the result. (Two binded copies in plastic coated hard binding TR's as per the direction of the Convener, URATPG 2022). Also provide two soft copies.
- Mark sheets of the individual candidate with photographs on laser printer.

Preparation of Merit list both course as well as department wise

Signature of the Owner/ Bidder with Seal

Name _____

Address _____

Email: _____

Mobile No. _____



(Shall be submitted on letter head of firm)

Chapter-4 TECHNICAL BID

Short term Bid for Web Services, Generation and Processing Work of Pre and Post Examination and Admission (IT Work) of URATPG 2022

1	Name of the Firm:	
2	Address:	
3	Name of the Proprietor :	
4	Registration Number :	
5	TIN No. :	
6	Telephone No.:(O)	Office (LL): Mobile No.(s): Fax.No.(s)
7	D.D of Cost of E-Bid Document(Rs.1000/-)	D.D No. _____ Date: _____ Amount: Rs. _____ Name of Bank: _____
8	D.D. of Cost of Earnest Money (Rs. 8000/-)	D.D No. _____ Date: _____ Amount: Rs. _____ Name of Bank: _____
9	Declaration of Bonafide Dealer	Attached (Yes/No) : _____
10	Copy of registration GST	Attached (Yes/No) : _____
11	GST Clearance Certificate 2021/2022	Attached (Yes/No) : _____
12	Copy of registration certificate of SSI unit and Undertaking thereof, (in case exemption available to SSI units are sought) duly attested by G.O of Industry Rajasthan, Jaipur	Attached (Yes/No) : _____
13	Copy of valid Certification in Data Processing and data capturing through OMR Technology.	Attached (Yes/No) : _____
14	Turn over	Kindly attach CA Certified Copy)
	(i) 2019-2020	Rs. _____
	(ii) 2020-2021	Rs. _____
	(iii) 2021-2022	Rs. _____
	(iv) Average Turn over in last 3 years	Rs. _____
15	Technical Experience (Min. 3 years): Please Enclose documents: Copy of orders as proof/ contract details of similar kind of work in last three Financial Years of at least 4.00 lakhs each. (Annexure-I)	Attached (Yes/No) : _____
16	Infrastructure and Manpower : 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.	Proof is to be attached



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

Signature of the Owner/ Bidder with Seal

Name _____

Address _____

Email: _____

Mobile No. _____



Chapter-5

Terms and Conditions of Contract

1. All above websites related jobs shall be carried out on approval of the Convener with immediate effect on specification and guidelines issued by Convener.
2. The rate should be quoted including all taxes including GST. However, if any change in taxes or improvement in new taxes then it shall be applicable during contract. The Rate mentioned in Bid will be treated as inclusive of all taxes.
3. Above mentioned job description are in brief. Any clarification regarding the job-work may please be sought from the Convener, URATPG 2022 prior to offer of the RATES. No excuse will be taken in consideration later on, on account of lack of information regarding job description.
4. Regarding job and requirements of URATPG 2022 the decision of Convener will be final and binding on the firm.
5. Demand Draft or Banker's Cheque regarding (i) Bid Form fee (for Rs.1000/-) and Bid Security (Rs. 8,000/-) or Bid Security Declaration (BF-II) be drawn in favour of "**Convener, URATPG-2022 University of Rajasthan, Jaipur**".
6. The Demand drafts are to be kept in sealed envelope and submitted to Convener, URATPG-2022 University of Rajasthan, Jaipur till 11th July, 2022. Kindly mention on envelop.
7. The Technical Bid and Financial Bid are too be kept in separate sealed envelopes. Kindly mention on envelopes. Both sealed envelopes should further be kept in another sealed envelope and submitted to Convener, URATPG-2022 University of Rajasthan, Jaipur till 11th July, 2022.
8. The successful bidder is required to deposit Rs 10,000/- Performance Security to Convener and execute the agreement within 7 days of along with an agreement on a non-judicial stamp paper or Rs.500/-.
9. Bid Security (Rs. 8,000/-) and Performance Security Amount will be forfeited if the work is not completed by the firm within the stipulated time.
10. All soft records/information/data will be handed over in CD-ROM, by the firm to the **Convener URATPG 2022** on the next day of the examination.
11. The Convener of URATPG-2022 reserves the right to reject the candidature of any firm without assigning any reason.
12. I undersigned hereby declare that the firm agrees to all said points (from 1 to 8) on accepting this job.
13. All the payments will be made after satisfactory completion of work.
14. The contract period shall be of 3 months but may be extended up to the work completion.

Signature of the Owner/ Bidder with Seal

Name _____

Address _____

Email: _____

Mobile No. _____

(on the letter head of bidder/proprietor)



Chapter-6

FINANCIAL BID

Short term Bid for Web Services, Generation and Processing Work of Pre and Post Examination and Admission (IT Work) of URATPG 2022

General Information

Name of the Firm:	
Name of Bidder/Proprietor	
Address:	
Name of the Proprietor:	
Registration Number:	
TIN No.:	
Telephone No.:(O)	Office (LL): Mobile No.(s): Fax.No.(s)

Job Description	Rate (in INR) per an applicant (consolidated rate for all jobs mentioned)				
1. (a) Online Work <ul style="list-style-type: none"> Design, development, implementation, execution, maintenance, and hosting of student-friendly application for online filling of application form for URATPG-2022 in two stages. Storing photograph, signature etc. of the candidate in JPG or desired format after ensuring that proper quality picture has been uploaded by analyzing pictures. Design, the creation of Database, maintenance, and updating with data security in a duly approved manner as per direction of Convener, URATPG-2022 and as per the approved scheme for Examination Management Information System. Printing of challan as per the bank as instructed by the office with proper fees by giving unique challan number. Necessary Integration with Online Payment Gateway services provided by Service Provider approved by University for direct transfer of money to the University Account shall be the firm's responsibility. The firm will have to comply with directions from CE in this regard. Provision for Devnagri script in the system for Name of Candidates, Fathers name & Mothers name in application forms, databases in Unicode, mark-sheets, pdf printout to be taken by students, tabulation registers, and all statements wherever specified. Design, Development, Implementation, execution, maintenance, and hosting of applications to facilitate the working of examination centers as per the University of Rajasthan requirements, a panel with admin capability. List of examination centres will be provided by the University. The login account and password to each examination centre and admin account. The data safety & security shall be the responsibility of the firm. (b) Students Service/Help Line <p>A Toll free phone number and customer care unit (in the University premises) to be provided by the bidder 18 hours a day (6 am to Midnight) and for all the days (except Sundays and National holidays) for the help of the students/ customers for the duration of filling online Application forms for entrance exams. Proper log of all complaint lodged and resolved shall be kept by the firm</p>	Basic Rate	GST %	GST Amount	Total GST	Total Bid amount (Rate)



<p>and will be inspected by University authorities at any time.</p> <p>(A) PRE EXAMINATION WORKS:</p> <ul style="list-style-type: none"> • Feeding/ Scanning of barcodes/ Form no. of the forms and manual form received. • Allotment of Unique student ID to the students admitted in First semester/ Part-I/ Previous of a course. • Printing of the checklist as per the scheme. • Generation of Roll no after getting all the forms, checklist and updation list. • Providing Roll list. • Admission card online in two copies (one for candidates and one for the exam. center) and intimate to the candidates through SMS on mobile no. regarding their centre and roll numbers allotted to them. • The statement of the student's no. appearing at each center in each paper of exam. in a particular class. • Examination fees statement for URATPG entrance examination received, within 15 days from the commencement of the exam. • Supply of pre-scanned OMR sheets of 25x19 cms sized 100 GSM along with carbon copy (Scannable on OpSCAN range Scanner). • Centre wise attendance sheet. • Reconciliation of Bank data with fee. 	
<p>(B) POST EXAMINATION AND COUNSELLING PROCESS WORKS:</p> <ul style="list-style-type: none"> • Evaluation through double scanning of OMR answers sheets. • Providing Exception Report. • Preparation of the result as per the scheme of examination. • Preparation of T.R. in 3 copies within 7 days from the declaration of the result. (Two binded copies in plastic coated hard binding TR's as per the direction of the Convener, URATPG 2022). Also provide two soft copies. • Mark sheets of the individual candidate with photographs on laser printer. • Preparation of Merit list course wise (subject wise) as well as department wise. 	
<p>Total Amount (rate) in INR (in Words)</p>	

Note:

1. The rate quoted shall be inclusive of all taxes , No addition levy shall be paid.
2. The any change in GST during contract shall be applicable.
3. The bidder is expected to complete work as per Convener, URATPG-2022 decisions within stipulated period.

Signature of the Owner/ Bidder with Seal

Name _____

Address _____

Email: _____

Mobile No. _____



Chapter-7
General Terms and Conditions
Web Services, Generation and Processing Work of
Pre and Post Examination and Admission (IT Work)
of URATPG 2022

1. The provisions of purchase preference rules shall be applicable for MSME Units of Rajasthan. The MSME/SSI Unit of Rajasthan shall submit Format of affidavit for EM-II (BF-X) for purchase preference rules.

2. **Agreement and performance guarantee:**

It shall be obligatory for the supplier on becoming successful bidder to sign the stipulated contract on a non-judicial stamp paper of Rs. 500/- in favour of Convener, URATPG-2022, University of Rajasthan, Jaipur and also submit the performance security Rs. 10,000/- in Convener, URATPG-2022, University of Rajasthan, Jaipur. The DD would be retained as Security Deposit, without any interest, till the satisfactory completion of work.

3. **Correction of arithmetic errors:**

Provided that a financial bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and.
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.
- (iv) 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.

4. **Procuring entity's right to vary quantity / units:**

- I. The units originally indicated in the bidding document may vary without any change in the unit prices and other terms and conditions of the bid and the conditions of contract.
- II. If the University of Rajasthan, Jaipur gives work order less than the quantity indicated in the bidding documents the bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
- III. If the Bidder fails to deliver, the University of Rajasthan, Jaipur shall be free to arrange/procure the works and the extra cost incurred shall be recovered from the Service Provider.

5. **Dividing quantities among more than one bidder :**

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

6. Grievance Redressal during procurement process:

- (i) The designation and address of First Appellate Authority is **Registrar, University of Rajasthan, Jaipur** or as decided by the Govt. of Rajasthan.
- (ii) The Designation and address of the Second Appellate Authority is **Vice Chancellor, University of Rajasthan, Jaipur** or as decided by the Govt. of Rajasthan.

(iii) 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 of the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or ground on which he feels aggrieved:-

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.

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.

- (iv) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the first appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to second appellate authority specified in the bidding document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.

(v) Appeal not to lie in certain cases

No appeal shall lie against any decision of the procuring entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provision limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

(vi) Form of Appeal

- (a) An appeal under Para (1) or (3) above shall be in the Form (BF-VII) along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or authorized representative.

(vii) Fee for filling appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of appellate authority concerned.

(viii) Procedure for disposal of appeal



- (a) The first appellate authority or second appellate authority, as the case may be, upon filling of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the first appellate authority or second appellate authority, as the case may be, shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties free of cost.

The order passed under sub-clause (c) above shall be placed on the State Public procurement Portal.

7. Compliance with the code of integrity and no conflict of interest:

Any person participating in a procurement process shall-

- a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- b) Not misrepresent or omit misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- c) Not indulge in any collusion, Bid rigging or any-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any part or to its property to influence the procurement process;
- f) Not obstruct any investigation or audit of a procurement process;
- g) Disclose conflict of interest, if any; and
- h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

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

A Bidder may be considered to be in conflict of interest with one or more parties in bidding process if, including but not limited to:

- a. Have controlling partners/shareholders in common; or
- b. Receive or have received any direct or indirect subsidy from any of them; or
- c. Have the same legal representative for purposes of the Bid; or
- d. Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or



f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Services that are the subject of the Bid; or 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.

8. The agreement may be terminated at any time on default in service or without assigning any reasons by the University.

9. **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, University member as the Sole Arbitrator of the dispute who will not be related to this contract 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.

10. **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.

Signature of the Owner/ Bidder with Seal

Name _____

Address _____

Email: _____

Mobile No. _____



Form of Bid-Securing Declaration

Date :
 Bid No. :
 Alternative No. :
 To,
Convener URATPG-2022
University of Rajasthan
JLN Marg, Jaipur-302004

Sir,

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Terms and Condition of Bid, in the following cases, namely:-

- (a) when we withdraw or modify our bid after opening of bids;
- (b) when we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- (c) when we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (d) when we do not deposit the performance security within specified period after the supply/work order is placed; and
- (e) if we break any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if:-

- (i) we are not the successful Bidder;
- (ii) the execution of agreement for procurement and performance security as furnished by us in case we are successful bidder;
- (iii) thirty days after the expiration of our Bid;
- (iv) the cancellation of the procurement process; or
- (v) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed:-----

Name :-----

In the capacity of:-----

Duly authorized to sign the bid for and on behalf of:

Dated on..... day of

Corporate Seal

[Note: In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that is submitting the bid.]



(Shall be submitted on letter head of firm)

Declaration by the Bidder regarding Qualifications

I/We M/s. represented by its Proprietor/managing Partner/Managing Director/ Partner having its Registered Office at and its workshop offices at do declare that I/we have carefully read all the conditions of bid no. Dated.....for URATPG 2022 for University of Rajasthan, Jaipur the year 2022-22 and accepts all conditions of bid including amendments, if any.

I/We agree that the Registrar, UOR, Jaipur may forfeit bid security and or performance security and debar me/us for a period specifying in orders, if any information/document furnished by us is proved to be false/fabricated at the time of inspection and not complying with the terms and conditions of the bid document as presented in bid, GCC/SCC and other relevant documents.

In relation to my /our bid submitted to Convener, URATPG 2022, University of Rajasthan, JLN Marg, Jaipur-302004 for providing web services for pre and post examination work of URATPG-2022 in response to Notice Inviting Bids No..... Dated.....I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the bidding document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in bidding document;
3. I/We are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my /our business activities suspended and not the subjected of legal proceedings for any of the foregoing reasons;
4. I/We do not have ,and our directors and officers not have been convicted of any criminal offence related to my /our professional conduct or the making of false statement or misrepresentations as to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:
Place:

Signature of bidder
Name:
Designation:
Address:



(On Firm's letter head)

Average Gross Annual turn over statement

The Average Gross Annual Turnover of M/s.....(Name of Firm).....and 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.	2019-20	-
2.	2020-21	-
3.	2021-22	-
Total		- Rs. _____ Lakhs

Average gross annual turnover - Rs. _____ Lakhs

Note:- Turn over for the year 2020-21 & 2021-22 may also be considered, if the accounts are audited and certified by C.A.

Date

Signature of the bidder with Seal

(Name & Address)

Tel. No.

Mob. No.



(On Firm's letter head)

**Memorandum of Appeal under the Rajasthan Transparency in Public
Procurement Act, 2012**

[See rule 83 of RTPP]

Appeal No..... of.....

Before the..... (First/Second Appellate Authority)

1. Particulars of appellant:-

(i) Name of the appellant:

(ii) Official Address, if any:

(iii) Residential address:

2. Name and address of the respondent (S):

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer/ authority that passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Ground of appeal:

.....

.....

.....

.....(Supported by an affidavit)

7. Prayer:

.....

.....

.....

Place

Date

Appellant's Signature



(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/We.....(Name).....S/o.....(Name).....Aged...
Yrs..... residing at(Address).....
 Proprietor/ Partner/ Authorized Director of M/s(Name of
 MSME Unit)..... do hereby solemnly affirm and declare that:

- (a) My/Our above noted enterprise M/s(Name of Firm).....has been
 issued acknowledgement of Entrepreneurial Memorandum Part-II by the District
 Industries Centre.....(Name & Address with District &
 State)..... The acknowledgement No. is dated
and has been issued for Manufacture of following service/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 plant and machinery and is fully equipped
 to manufacture the above noted items.

Place.....

Date.....

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

