



**Department of Physics  
University of Rajasthan, Jaipur**

**Tender Notice**

Offline Technical and Financial Bids are invited up to 7<sup>th</sup> October 2024 at 1:00 pm for the purchase **Digital printing of Conference materials** in the Physics department, University of Rajasthan, Jaipur for upcoming international Conference ICMTP-2024. Details may see in the bidding document available in our office or at the website <http://sppp.rajasthan.gov.in> or at our website [www.uniraj.ac.in](http://www.uniraj.ac.in) (NIB code No....., NIB Ref. No. PHY/2024/.1616.....). The bidding document may be download from there or may be obtained from our office. UBN; URA2425 G50B00091.

NIB: URA2425 A0037.

A handwritten signature in black ink, appearing to read 'Savitri'.

Convener ICMPT 2024  
Department of Physics  
University of Rajasthan

**Limited Tender**  
**DEPARTMENT OF PHYSICS**  
**UNIVERSITY OF RAJASTHAN, JAIPUR**  
Jawaharlal Nehru Marg, Jaipur

(Phone +91-9588835116, e-mail: icmtp2024@gmail.com)

No: Phy/2024/...16/16.....

Date:.....30/09/2024

Please submit your proposal and rates for **Abstract Booklet/ Souvenir and Digital Multicolor Printing of Conference materials** for **International Conference on Materials and Thermophysical Properties (ICMTP 2024)** in RUSA project 6.0 in Department of Physics, University of Rajasthan, Jaipur. Your limited tender should be received in this office on or before **07 October 2024** up to **01:00 PM** under sealed cover. Tender will be opened on **08 October 2024** at **12:30 PM**.

**Estimated Value is below Rs. 2.00 Lac**

**Terms & Conditions:-**

1. PAN & GST Registration certificate of the company/firm/dealer/ authorized distributor / manufacturer/ wholesaler Self attested copies to be attached.
2. **Supply of ordered items within 10 days.**
3. The rates should be quoted in figures as well as in words, on the form and duly signed and stamped by the authorized person.
4. Rates mentioned above are inclusive of all taxes, F.O.R. destination and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
5. Price Bid separately filled in **Annexure "A"** on Firms Letter Head duly signed and stamped.

**Note:**

1. The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids.
2. No contractual obligation whatsoever shall arise from the bidding document/bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
3. The provisions of RTPP Act 2012 and rules 2013 thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP act 2012 and Rules 2013 thereto, the later shall prevail.
4. Performance security @5% amounting to Accepted/Order Value only for regular supplier or @1.0% amounting to Estimated Value only for SSI (only for registered in Rajasthan state there is no relaxation for other state) or @2.0% amounting to Estimated Value only for Sick Industries (only for registered in Rajasthan state there is no relaxation for other state) will be applicable. All the bids and Bank Draft/Bankers Cheque must be enclosed should be in favor of **CONVENER INTERNATIONAL CONFERENCE DEPARTMENT OF PHYSICS UOR JAIPUR** otherwise the tender will be rejected.
5. Agreement should be executed by the Successful Bidder on Rs. 500/- Non judicial stamp paper.
6. Bidder should have working experience to supply in any university/Govt. Dpt./PSU/MNC.

*Saunte*  
Convener ICMTP-2024  
Department of Physics  
University of Rajasthan

No: Phy/2024/...1617-18

Date:.....30/09/2024

Copy forwarded for information and N/A to:-

1. Director Infonet center, UoR to upload on website of the university and SPPP Portal.
2. Notice Board.

*Saunte*  
Convener ICMTP-2024  
Department of Physics  
University of Rajasthan

CONVENER  
ICMTP-2024

**Annexure-‘A’  
Price Bid**

Name of the Bidder/ Firm : \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email:- : \_\_\_\_\_

<u>S. No.</u>	<u>Particular</u>	<u>Approx. Quantity</u>	<u>Basic Price</u>	<u>GST Amount</u>	<u>Total Amount Including GST</u>
1.	<b>Abstract Booklet</b> designing, setting, printing and binding of Conference Souvenir having approx. 200 pages. (written abstracts will be provided in well-arranged manner): <ul style="list-style-type: none"> <li>• Letter Sized</li> <li>• Glue binding.</li> <li>• Cover page on 300 gsm art paper multi colored laminated.</li> <li>• Inner 8 pages multicolored on 90 gsm art paper.</li> <li>• Inner other pages black and white printed on 90 gsm art paper.</li> </ul>	300			
2.	Digital multicolour Designing and printing of <b>flex banner with eyelets</b> (price require per square feet)				
3.	Digital multicolour Designing and printing of <b>flex banners with 5 mm frame installation.</b> (price require per square feet for four days installation)				
4.	Digital multicolour one sided printing of <b>Id cards</b> of size 5.5" x 3.5" on art paper along with transparent holding cover having Satin Stripe (Maroon) printed with single color.	200			
5.	Digital multicolour one sided printing of <b>pre printed Id cards</b> of size 5.5" x 3.5" on art paper along with transparent holding cover having Satin Stripe (Maroon) printed with	100			

*Cauty*

	single color. (Data will be provided in excel sheet)				
6.	Digital multicolour one-sided printing of <b>Pre-printed certificates</b> , size A4 at 300 gsm art card sheet. All certificates should be in printed form from the provided data in the excel sheet.	400			
7.	Setting, designing and Printing of Digital Multicolored two-sided three folded <b>Brochure</b> A4 Size with single color printed <b>envelope</b>	300			
8.	Digital multicolour one sided printing of <b>invitation cards</b> of 8" x 3.5" size on 220 gsm art card sheets with printed envelope for conference.	200			
9.	printing of <b>food coupon</b> of size 1.5"x1.5"	1200			
10	<b>Writing pad</b> printed with conference name of 25 to 30 pages of size around 7" x 6"	400			
11	<b>Pen:</b> Butter flow blue	400			

**Date:**

**Place:**

**Signature of the Bidder  
Name  
Stamp**

**Declaration by Bidder (S R-11)**

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

NIB No.: \_\_\_\_\_

Alternative No., if applicable: \_\_\_\_\_

**Declaration**

I/We a legally constituted firm ..... and represented by

..... declare that I am/ we are \* Manufacturers/ Whole Sellers/ Sole distributor/ Authorized dealer/ bonafide dealers in the Goods and Related Services for which I/ We have Bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our Bid Security may be forfeited in full and the Bid if any to the extent accepted may be cancelled.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

\*Mention the capacity/status in which bidding is being done.



## **Appendix A: Dispute Resolution Mechanism**

Any dispute arising from the Contract shall be resolved amicably, as far as possible. The levels of the Dispute Resolution mechanism shall be as follows:

- I. Amicable resolution between representatives of Parties to the Contract
- II. If a question, difference or objection arise in connection with or out of the contract agreement or the meaning of operation of any part the reoffer the rights, duties or liabilities of either party have not been settled by amicable resolution through mutual discussions, it shall be referred to the appropriate Empowered Dispute Resolution Committee for decision, if the amount of the claim is more than Rs.50000/-. Dispute Resolution Mechanism will have the following Committees at the levels of Head of the Department and Administrative Secretary of the Department:
  1. Head of the Department Level Committee: to address disputes in contracts of value upto Rupees One Crore:  
The Committee shall Constitute.
    - I. V. C.
    - II. Comptroller Finance
    - III. Registrar as Member Secretary
  2. Administrative Secretary Level Committee: to address disputes in contracts of value of more than Rupees One Crore:  
The Administrative Department Level Committee shall comprise of Administrative Secretary of the Department, Representative of Finance Department not below the rank of Deputy Secretary, Law Secretary or his nominee, not below the rank of Joint Legal Remembrancer, Registrar, Member-Secretary.
  - III. Arbitration will be applicable in case of disputes arising in contracts of value of more than Rupees. 10 Crore which remain unresolved through the Dispute Resolution Committee.
  - IV. All legal proceedings, if necessary arise to institute by any of the parties shall have to be lodged in courts situated Jaipur in Rajasthan and not elsewhere.
  - V - Procedure of reference to the Dispute Resolution Committee:  
The Supplier shall present his representation to the UOR, JAIPUR along with a fee equal to two percent of the amount of dispute; not exceeding Rupees One lakh, within three months of occurrence of the Dispute. The Procuring Entity shall prepare a reply of representation and shall represent its stand before the concerned Dispute Resolution Committee. From the side of the Supplier, the claim case may be presented by himself or through a representative. After hearing both the parties, the Dispute Resolution Committee shall pronounce its decision which shall be final and binding both on the Supplier and the UOR, JAIPUR.

## **Annexure A : Compliance with the Code of Integrity and No: Conflict of Interest**

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift of any material benefit either directly or indirectly in exchange for unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) No indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and process of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with and intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any coercion indulge impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other 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 interest that could improperly influence that party's performance of official duties of responsibilities, contractual obligations, or compliance with applicable laws and regulations.

1. A Bidder may be considered to be in a Conflict of Interest with one or more parties in a bidding process if , including but not limited to:
  - a. Have controlling partners/shareholders in common; or
  - b. Receive or have received any direct or indirect subsidy from any of them; or
  - c. Have the same legal representative for purpose of the Bid; or
  - d. Have a relationship with each other, directly or through common third parties, that puts another bidders, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder in more than one Bid; or
  - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as Engineer-in-charge/consultant for the contract.



**Annexure B: Declaration by the Bidder regarding Qualifications Declaration by the Bidder**

In relation to my/our Bid submitted to ----- for procurement of ----  
----- in response to their notice inviting Bids No.-----  
----- Dated -----, I/We hereby declare under section 7 of Rajasthan  
Transparency in Public Procurement Act 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable of the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officers, not have my/our business activities suspended and not the subject of legal proceeding for any of the forgoing reasons;
4. I/We do not have, and our directors and officers not have been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualification to 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

Signature of bidder

Place:

Name:

Designation:

Address



## **Annexure C: Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is - Vice-Chancellor, University of Rajasthan, Jaipur or as decided by the Govt. of Rajasthan.

The designation and address of the Second Appellate Authority is Secretary/ Principal Secretary, Higher Education Department, Govt. of Rajasthan Secretariat, Jaipur or as decided by the Govt. of Rajasthan.

### **1-Filing an appeal**

If any Bidder or prospective Bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to the First Appellate Authority as specified in the bidding document, within a period of ten days from the date of such decision, action, or 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:

providing further that in case a procuring Entity evaluates the Technical Bids before the opening of the 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 (a) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within a period of 30 days of the date filling of the appeal.
- 3 If the officer designated under para (a) fails to dispose of the appeal within the period specified in para(B) 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 the Second Appellate Authority specified in the bidding document in this behalf within fifteen days from the expiry of the specified in para(b) or date of receipt of the order passed by the first Appellate Authority, as the case may be.

### **4-Appeal not be 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 bidding process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provision of confidentiality.

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### **5- From and procedure of filing an appeal**

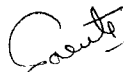
- (a) An appeal under para(1) or (3) shall be in the annexed Form along with as many copies as there are respondents the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (b) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post of Authorised representative.

### **6- Fee for filing appeal**

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

### **7- Procedure for disposal of appeals**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
  - (i) hear all the parties to appeal present before him; and
  - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.



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

Appeal No.....of .....  
Before the.....(First/Second Appellate Authority)

1. Particular 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 the order appealed against and name and designation of the officer/authority who 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

*Caute*

## **Annexure D : Additional Conditions of Contract**

### **1. Correction of arithmetical errors**

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

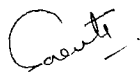
- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- ii. If there 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 1 and 2 above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid security shall be forfeited or its Bid securing Declaration shall be executed,

### **2. Procuring Entity's Right to Vary Quantities**

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. At the time of award of contract, the quantity of good, work 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 price or other terms and conditions of the Bid and the condition of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than quantity specified into the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Condition of contract.



iii. In case of procurement of goods or services, additional quantity may be procured by placing a repeat order on the rate and condition of the original order. However, the additional quantity shall not be more than 25% of the value of the goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fail to do so, the procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the supplier.

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

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantities 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 case, the quantity may be divided between the Bidders in that order, in a fair, transparent and equitable manner at the rate of the Bidder, whose Bid is accepted.

**Signature of Bidder**



Format –

**SELF DECLARATION**

Ref. :

Date :

To,

Head, Department of Physics  
University of Rajasthan  
Jaipur (Rajasthan)  
Pin - 302004.

**Dear Sir,**

In response to the Bid No. \_\_\_\_\_ Date \_\_\_\_\_ as  
Owner/Partner/Director of

- 
1. I/We hereby declare that our Agency \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or of a particular period of time.
  2. I/We M/s. \_\_\_\_\_ (Name of the Company) are not blacklisted in any Department of Government of Rajasthan/Government of India/by any University/Public Enterprises.
  3. I/We further undertake that our partner M/s. \_\_\_\_\_ (Name of Firm/Company) having office are also not blacklisted in any Department of Government of Rajasthan Government of India/ by any University/Public Enterprises.
  4. I/We hereby declare that there are no pending cases against M/s.

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(Name & Address of Bidder) with Government of Rajasthan or any other court of law.

5. I/We hereby declare that Bidder's company or Director/Owner of the Company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on 1st April, 2013.

**Name of the Bidder:**

**Signature:**

**Seal of the Organization:**