

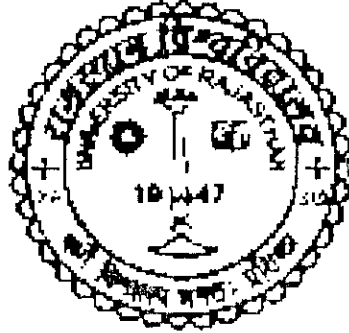
# University of Rajasthan, Jaipur

Jawahar Lal Nehru marg, Jaipur-302004

Ph.: 0141-2706813/0141-2710978

E-Mail: [www.uniraj.ac.in](http://www.uniraj.ac.in)

## BID FORM



UBN NO:- 4RA2425 SSR 000089  
NIB NO: 4RA2425 A0035

राजस्थान विश्वविद्यालय में फोटो स्टेट कार्य हेतु दो  
फोटो स्टेट मशीन (फोटो कॉपी दर मय पेपर एवं  
ऑपरेटर) स्थापना के लिए दर संविदा हेतु निविदा



## राजस्थान विश्वविद्यालय, जयपुर

राजस्थान विश्वविद्यालय में फोटो स्टेट कार्य हेतु दो फोटो स्टेट मशीन (फोटो कॉपी दर मय पेपर एवं ऑपरेटर) स्थापना के लिए दर संविदा हेतु निविदा

निविदा संख्या	G.Ad./E-procurement Cell/2024/ 11111
	Dated 27.09.2024
निविदा कार्य की अनुमानित लागत	9.50 लाख रु.
बिड डाउनलोड प्रारम्भ करने की दिनांक	27.09.2024 ; 04.30 P.M.
प्री बिड बैठक की दिनांक व समय	01.10.2024 ; 02:00 PM
निविदा प्रस्तुत करने की अन्तिम तिथि एवं समय	07.10.2024 ; 02:00 P.M.
Last date and time of Bid Submission	
तकनीकी निविदा खोले जाने की तिथि एवं समय	07.10.2024 ; 03:00 P.M.
निविदा फार्म अंकित वेब साईट से भी डाउनलोड की जा सकती है।	www.uniraj.ac.in. www.sppp.raj.nic.in
निविदा की वैधता अवधि	90 days from the date of opening of Bid
Name of the Company/Firm:	
Name of Contact Person	
Address of Company/Firm for Correspondence:	
Office Telephone No.:	
Office Fax No.	
Office E-Mail Address:	

निविदा शुल्क : 2000/- कुलसचिव, राजस्थान विश्वविद्यालय, जयपुर के नाम देय होगा। Bid Security राशि 19,000/- रुपये (रुपये: उन्नीस हजार मात्र/-) अथवा राजस्थान लोक उपापन पारदर्शिता नियम, 2013 के नियम-42 के अनुसार कुलसचिव, राजस्थान विश्वविद्यालय, जयपुर के नाम देय होगा।

विषय सारणी

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## राजस्थान विश्वविद्यालय, जयपुर

क्रमांक : एफ-9 / सा.प्र. / ई-प्रोक्योरमेंट सैल / 2024 /

दिनांक :

### निविदा की संक्षिप्त सूचना

राजस्थान विश्वविद्यालय में फोटो स्टेट कार्य हेतु 02 फोटो स्टेट मशीन (फोटो कॉपी दर मय पेपर एवं आपरेटर) स्थापित किए जाने के लिए 01 वर्ष की समयावधि के लिए दर संविदा पर लिए जाने हेतु निविदायें दिनांक 07.10.2024 अपराह्न 02:00 बजे तक आमंत्रित की जाती हैं अतः इच्छुक फर्म/निविदा प्रपत्र एवं शर्तें [www.uniraj.ac.in](http://www.uniraj.ac.in) एवं <http://sppp.raj.nic.in> पर डाउनलोड कर देखे जा सकते हैं।

UBN No. .... dated .....

६०  
कुलसचिव

क्रमांक : एफ-9 / सा.प्र. / ई-प्रोक्योरमेंट सैल / 2024 /

दिनांक :

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रस्तुत है :-

1. निदेशक, इन्फोनेट, रा.वि.वि., जयपुर को प्रेषित कर लेख है कि उक्त सूचना विश्वविद्यालय की वेबसाइट पर अपलोड करवाने की व्यवस्था करावे।
2. समन्वयक ई-प्रोक्योरमेंट प्रकोष्ठ रा.वि.वि., जयपुर को प्रेषित कर लेख है कि उपरोक्तानुसार एस.पी. पी. पोर्टल पर अपलोड कराने की व्यवस्था करावे।
3. जनसम्पर्क अधिकारी, रा.वि.वि., जयपुर को प्रेषित कर लेख है कि उक्त सूचना समाचार पत्र राजस्थान पत्रिका अथवा दैनिक भास्कर के स्थानीय संस्करण में एक बार प्रकाशित करवाने का श्रम करावे।
4. निजी सचिव, कुलपति/कुलसचिव/वित्त नियंत्रक एवं वित्तीय सलाहकार, रा.वि.वि., जयपुर।

उप कुलसचिव (सा.प्र.)

**अध्याय-2**  
**निविदा आमंत्रण सूचना**  
**(Notice Inviting Bid (NIB) for uploading on websites)**

1. Single stage, two-envelopes unconditional Bids are invited from eligible firms/Bidders on behalf of the Registrar, University of Rajasthan, Jaipur providing Two Photo State Machine as below :-

(Amount in Rs.)

S. No.	Description of Services	Estimated cost (each unit)	Bid Security	Bid form fees
1	राजस्थान विश्वविद्यालय में फोटो स्टेट कार्य हेतु दो फोटो स्टेट मशीन (फोटो कॉपी दर मय पेपर एवं ऑपरेटर) स्थापना के लिए दर संविदा हेतु निविदा	9.50 Lakhs	19,000	2000/-

2. Important dates of Bidding process: -

S. No.	Date & time of start of sale of bid document	Date & Time Pre Bid meeting	Last date and time for sale of bid document	Last date and time for receipt of bid	Date and time of bid opening (Technical Bid)
1.	27.09.2024 01.30 P.M.	01.10.2024 02.00 P.M.	07.10.2024 02.00 P.M.	07.10.2024 03.00 P.M.	07.10.2024 03.00 P.M.

3. The bid is for a 1 year contract with a-provision to extend it further for a period as per RTPP Act 2012 and Rules 2013 on the, provided the services of the contractor are found satisfactory.
4. Detailed terms and conditions of bid may be downloaded/seen on the website [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) and [www.uniraj.ac.in](http://www.uniraj.ac.in), or in the office of the Registrar/Comptroller of Finance, & Financial Advisor, UOR, Jaipur.
5. The Bid form fee Rs. 2000.00, Bid Security Amount Rs. 19,000 or as per Rule 42 of RTPP Rules 2013 in bid condition downloaded from the website, and D.D./Banker cheque in favour of Registrar, University of Rajasthan, Jaipur payable at Jaipur. The MSME/SSI Unit of Rajasthan shall submit Format of affidavit for EM-II (BF-X) for purchase preference rules. The bid document cost, and bid security shall be deposited physically along with technical bid submissions sheet in the office of Registrar, University of Rajasthan, Jaipur by D.D./Banker cheque before the last date and time of bid submission.
6. Bids submitted after the specified time and date shall not be accepted / opened.
7. The technical bids shall be opened at 3.00 PM on dated 07.10.2024 or as amended in the presence of the bidders or their representatives, who wish to be present.
8. The bid shall only be submitted offline in sealed Envelopes. Bids shall not be accepted in online form in any condition.
9. The University of Rajasthan is not bound to accept the lowest bid and may reject any or all bids without assigning any reason there for.
10. The bidders shall have to submit a valid GST Registration Number along with copy of GST Clearance Certificate 2023-24 if Audited, and the 'PAN' No. issued by Income Tax Department (copy of both document may be enclosed), or Self Declaration Certificate for GST Registration Exemption.

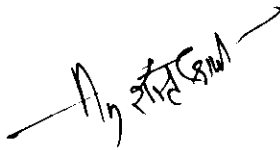
Name & Signature of the Bidder with Seal

11. It is clarified that the information required in bidding document should be submitted only in enclosed format without any change or modification in its formats. Bids submitted with changed or modified annexure/ formats may be rejected.
12. Information of award of contract will be communicated to all participating bidders on the website [www.uniraj.ac.in](http://www.uniraj.ac.in) and [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in). Please note that individual bidder will not be intimated.
13. The price/rates of providing Photo Copy/ Scanning shall only be Fill in financial bid
14. Enclose declaration by the bidder regarding Qualifications **(Annexure-B)**.
15. MSME/SSI Units shall submit Format of affidavit for EM-II **(BF-III)**
16. The bidding process shall be subject to the provisions of the Rajasthan Transparency in Public Procurement Act and Rules made there under.

**Note:** - If any amendment/clarification is carried out in the scope of work and bid terms & conditions following pre-bid meeting or any other information, the same will also be uploaded on the University website [www.uniraj.ac.in](http://www.uniraj.ac.in) [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) and [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) will not be published in news papers. It will not be intimated to individual bidder. In case any inconvenience is felt, please contact over telephone number i.e. 0141-2706813/0141-2710978 or queries may be e-mailed on address [www.registraruor@yahoo.com](mailto:www.registraruor@yahoo.com) & [www.accountsuorjaipur@yahoo.in](mailto:www.accountsuorjaipur@yahoo.in)

  
CF&FA  
University of Rajasthan  
Jaipur

  
Registrar  
University of Rajasthan  
Jaipur





### अध्याय-3

#### खण्डन / त्याग घोषणा (Disclaimer)

The information contained in this bid document for proposed procurement or subsequently provided to the Bidder(s), in documentary or any other form by or on behalf of the Registrar, University of Rajasthan, Jaipur or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this bid and such other terms and conditions subject to which such information is provided to the Bidder.

Whilst the information in this bid has been prepared in good faith and contains general information in respect of the proposed procurement, the bid is not and does not purport to contain all the information which the Bidder may require.

Neither the Registrar, University of Rajasthan, Jaipur, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed procurement, or makes any representation or warranty, express or implied, with respect to the information contained in this bid or on which this bid is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and liability therefore is hereby expressly disclaimed.

This document is not an agreement and is not an offer or invitation by the Registrar, University of Rajasthan, Jaipur, Rajasthan. (here in after referred to as "Procuring Entity") or its representatives to the prospective Bidders or any other person. The purpose of this bid document is to provide interested parties with information to assist the formulation of their Proposal/offer. The information contained in this bid document is selective and is subject to updating, expansion, revision, and amendment. Each recipient must conduct its own analysis of the information contained in this bid document or to connect any inaccuracies therein that may be in this bid document and is advised to carry out its own investigation into the proposed procurement, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed procurement and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed procurement.

This bid document includes certain statements, estimates and targets with respect to the procurement. Such statements, estimates and targets reflect various assumptions made by the management, officers, and employees of the procuring entity, (and the base information on which they are made) which may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this bid document is, or should be relied on as, a promise, representation, or warranty. Bid document and the information contained therein is meant only for those applying for this procurement, it may not be copied or distributed by the recipient to third parties, or used as information source by the Bidder or any other in any context, other than applying for this proposed procurement.

The Procuring Entity is, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this bid document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the bid document and any assessment, assumption, statement or information contained therein or deemed to form part of this bid document or arising in any way for participation in this Bidding process.

The Procuring Entity also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this bid document.

The Procuring Entity may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this bid document.

The issue of this bid document does not imply that the Procuring Entity is bound to select a bidder or to appoint the Selected Bidder or Bidder, as the case may be, for the procurement and the Procuring Entity reserves the right to reject all or any of the Bidders or Bids at any point of time without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Procuring Entity or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Procuring Entity shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.

Any information/documents including information/ documents pertaining to this bid or subsequently provided to Bidder and/or Selected Bidder and information/documents relating to the Bidding process; the disclosure of which is prejudicial and/or detrimental to, or endangers, the implementation of the procurement is not subject to disclosure as public information/documents.

  
CF&FA  
University of Rajasthan  
Jaipur

  
Registrar  
University of Rajasthan  
Jaipur



## अध्याय-4

### निविदादाता हेतु दिशा-निर्देश (Instructions to Bidders)

Before filling up of bid form, kindly go through the following instructions carefully so that your bid may not be considered invalid:

1. Kindly go through the terms and conditions, annexure and other forms of the document carefully and meticulously.
2. It is expected from all bidders that they will ensure that documents to be used in bid set will be given to a reliable person only, So that the confidentiality of our bid/ rates is maintained up to bid opening & that your documents are put to any misuse.
3. Complaints lodged in University of Rajasthan, Jaipur should bear signature, name, Id proof and mobile number of the complainant. This is important as University of Rajasthan, Jaipur has received many complaints in the past on letter heads of certain companies who later on denied to have made the complaint upon their verification. Rather, a few companies have asked University of Rajasthan, Jaipur to take action against that person who has fraudulently made use of their letter heads. Therefore, unauthenticated complaints may not be acted upon.
4. In case you are given any assurance of any advantage in University of Rajasthan, Jaipur by anybody or if you are directly or indirectly threaten or intimated of harming your bidding & subsequent work in University of Rajasthan, Jaipur, please inform immediately about the same to Registrar/CF&FA, University of Rajasthan, Jaipur. It would be better if evidence of such unfair activity of such person is produced so that action can be taken against such person/institution and their details can be put on the website.
5. It is advisable for you to authorize only those persons for University bid who are employed in your firm on salary basis.
6. Certificates/Licenses/Documents which are required should be complete and updated.
7. Bid form can be downloaded from website [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) and [www.uniraj.ac.in](http://www.uniraj.ac.in). The bid form fee @ Rs. 2000.00 and Bid security (as applicable) shall be submitted in the form of D.D./Banker cheque in favour of Registrar, University of Rajasthan, Jaipur respectively (payable at Jaipur). The Bid form fee and Bid Security shall be deposited physically in the office of Registrar, University of Rajasthan, Jaipur before the last date and time of bid submission.
8. Bid form fee and bid security should be submitted separately for each bid. Bid form fees is non-refundable.
9. Bid form must conform the terms & conditions of the bid documents.
10. Bid received after prescribed date and time will not be considered.
11. Correspondence with the University regarding these bids by the authorized signatory of the firm shall only be entertained.
12. Bids received after the specified time and date shall not be accepted and shall be not opened.

13. The technical bids shall be opened at 3.00 PM on dated 07.10.2024 or as amended in the presence of the Bidders or their representatives who wish to be present.
14. The University of Rajasthan, Jaipur is not bound to accept the lowest bid and may reject any or all bids without assigning any reason thereof.
15. The bidders shall have to submit a valid 'GST Registration Certificate and GST clearance certificate/affidavit from the concerned Department and the 'PAN' issued by Income Tax Department.
16. It is clarified that the information required in bidding document should be submitted without any change or modification in its formats. Bids submitted with changed or modified annexure/ formats may be rejected.
17. The declaration of technical bid in respect of responsive/non responsive bidders shall be uploaded on websites **website www.uniraj.ac.in, www.sppp.raj.nic.in** Similarly, information regarding Financial Bid (L-1) shall also be provided to bidders on above websites. Individual bidders may not be informed separately.

18. निविदा प्रक्रिया का संक्षिप्त विवरण :-

1. यह निविदा एक स्तरीय दो भाग (Single Stage-2 Part Part-I Technical Bid cover-A and Part-II Financial Bid cover-B) ऑफलाईन आधारित है।
2. निविदा ऑफलाईन भरी गई ही मान्य होगी।
3. वित्तीय निविदा केवल ऑफलाईन ही स्वीकार्य है।
4. तकनीकी तथा वित्तीय निविदा अलग- अलग सील बंद लिफाफे में निविदादाता के अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षरित तथा फर्म की मोहर लगा होना चाहिये।
5. तकनीकी एवं वित्तीय निविदा प्रपत्र सील बंद लिफाफे में अलग-अलग जिसके उपर संबन्धित बिड का विवरण अंकित हो कुलसचिव, राजस्थान विश्वविद्यालय, जयपुर में दिनांक 07.10.2024 को दोपहर 2.00 बजे तक पहुँच जाने चाहिए। प्राप्त तकनीकी बिड दिनांक 07.10.2024 को दोपहर 3.00 बजे उपस्थिति बिड दाताओं या उनके प्रतिनिधियों की उपस्थिति में खोली जायेगी।
6. बिड के साथ सील बंद लिफाफे में बोली प्रतिभूति राशि एवं बोली प्रपत्र शुल्क राशि (यदि बोली प्रपत्र वेबसाइट से डाउनलोड किया गया है) का मूल डी.डी./बैंकर चैक कुलसचिव, राजस्थान विश्वविद्यालय, जयपुर के नाम होना आवश्यक है तथा बिड के साथ आयकर विभाग के द्वारा जारी पैन कार्ड की प्रमाणित फोटो कॉपी, जी.एस.टी. रजिस्ट्रेशन प्रमाण-पत्र की प्रमाणित प्रतिलिपि, क्षमता संबंधी धोषणा पत्र संलग्न प्रारूप में, कागज का नमूना एवं गोपनीयता संबंधी शपथ पत्र प्रस्तुत करना अनिवार्य होगा, अन्यथा बिड पर विचार नहीं किया जायेगा।
7. बोलीदाता फर्म को बाली प्रपत्र के साथ कागज का सेम्पल अनिवार्य रूप से संलग्न करना होगा। जिस पर कम्पनी का नाम, कागज की श्रेणी गुणवत्ता तथा जीएसएम आदि का उल्लेख किया जावेगा तथा सेम्पल पर फर्म की सील व हस्ताक्षर किये जायेगे। उपयोग में ली जाने वाली स्याही उत्तम क्वालिटी की होनी चाहिए।
8. फोटो स्टेट कार्य संबंधी मशीन ऑपरेटर/स्टेशनरी/मशीन स्याही एवं संबंधित अन्य सभी सामग्री फर्म की होगी। कोई भी सामग्री कार्यालय द्वारा प्रदत्त नहीं की जावेगी। विश्वविद्यालय द्वारा स्थान एवं विद्युत उपलब्ध करायी जायेगी।
9. राजकीय कार्य दिवसों में प्रातः 10.00 बजे से रात्रि 7.00 बजे तक फर्म द्वारा अनिवार्य रूप से मशीन चालू रख कर कार्य किया जावेगा। आवश्यकता पडने पर कार्यालय समय

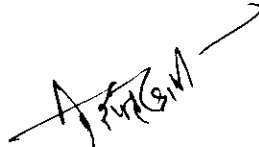
के पूर्व/पश्चात या अवकाश के दिन आवश्यकता होने पर (पहले सूचित किया जावेगा) बताया गया कार्य संपादन कराना अनिवार्य होगा।

10. निर्धारित तिथि एवं समय के पश्चात् प्राप्त बिड स्वीकार नहीं की जायेगी।
11. निविदा एवं संलग्न प्रपत्र हिन्दी अथवा अंग्रेजी (English) भाषा में होने चाहिये। अन्य भाषा में प्राप्त निविदा अथवा प्रपत्रों/दस्तावेजों को विचार हेतु अयोग्य माना जायेगा।
12. निविदादाता निविदा प्राप्त करने, भरने, विभाग के समक्ष प्रस्तुत करने तथा स्पष्टीकरण, यदि कोई हो, प्रस्तुत करने के दौरान होने वाले समस्त खर्च स्वयं वहन करेगा। इस हेतु विभाग द्वारा कोई भी राशि देय नहीं होगी।
13. निविदादाता से यह अपेक्षित है कि उसे साइट, निविदा की शर्तों एवं अन्य समस्त स्थानीय कानूनों एवं परिस्थितियों का पूर्ण ज्ञान होगा। ऐसा न होने पर होने वाले नुकसान और/अथवा अन्य प्रभाव के लिये निविदादाता स्वयं जिम्मेदार होगा तथा विभाग किसी प्रकार के दखल/क्षतिपूर्ती के लिये उत्तरादायी नहीं होगा।
14. निविदा प्रस्तुत किये जाने की आखिरी दिनांक के पश्चात 90 दिवस तक वैध होनी चाहिये। उक्त अवधि से अल्प वैधता वाली निविदा निरस्त योग्य मानी जायेगी।
19. The bidding process shall be subject to the provisions of the Rajasthan Transparency in Public Procurement Act 2012 and Rules 2013 made there under.

**Note:-** If any amendment is carried out in the bid specifications and terms & conditions following pre-bid meeting, the same will be uploaded on the departmental website "[www.uniraj.ac.in](http://www.uniraj.ac.in), [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) and will not be published in news papers. In case any inconvenience is felt, please contact on telephone number i.e. 0141-2706813/0141-2705883 or queries may be e-mailed on address "[www.registraruor@yahoo.com](mailto:www.registraruor@yahoo.com) & [www.accountsuorjaipur@yahoo.in](mailto:www.accountsuorjaipur@yahoo.in)

  
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University of Rajasthan  
Jaipur





## अध्याय-5

### कार्य का विवरण (Scope of Work)

1. Providing photocopier machines on rate contract on Photocopy basis (with paper) to University of Rajasthan as described in Financial Bid form.
2. The period of providing photocopier machines with operator is initially for 1 year, with a provision to extend it further for a period as per RTPP Act-2012 and Rule 2013 on the, provided the services of the Contractor are found satisfactory.
3. **The Contractor shall have to provide the photocopying machines, consumables (Cartridge etc.) Photocopy paper 75 gsm, machine operator and other materials required. University of Rajasthan shall be responsible for providing space to keep the photocopying machines, and power supply only. Everything other than this shall be the responsibility of the Contractor at their own cost. Necessary maintenance stores/consumables should be provided by the Contractor as and when required for smooth functioning of the machine.**
4. *The photocopier machine provided by the Contractor should be of good quality and renowned brand It should be the responsibility of the Contractor to ensure that the photocopier machine is free from all defects and is in perfect running condition before installation. University of Rajasthan decision about the condition of the machine will be final and binding on the contractors.*
5. The Contractor shall also be responsible for maintenance of the photocopy machines and replacement of its parts.
6. In case the machine is not working satisfactorily or it is not found to be suitable, it should be changed immediately on receiving a request from University of Rajasthan to that effect.
7. No deposit will be paid by University of Rajasthan for supply and installation of photocopier machines. Fitment/installation of all items/equipment/accessories will be done by the Contractor only on free of cost.
8. All repair/replacement/installation/dismantling work will be done by the Contractor on free of cost, Any type of masonry, carpentry, or structural work will be done by the Contractor free of cost only.
9. Bidders are advised to visit the University of Rajasthan campuses before submitting their bids. In case of any query, University of Rajasthan Administration may be contacted on Telephone No. 0141-2706813/0141-2705883.
10. Any fault reported before 12 noon on a given day, shall be attended by the Contractor within 6 hours of reporting/logging through telephone call/email/message. Faults reported after 12 noon on a given day should be rectified before 12 noon on the next day.
11. The Service Engineer of the Contractor will carry out preventive maintenance of each photocopier machine at least once in a month.
12. Initially, Two Nos. of photocopier machines are required to be installed. University of Rajasthan reserves the right to increase or decrease the quantity subsequently during the period of contract. In that case, the payment will be made for actual quantum usage on pro rata basis.
13. All material to be used for installation of photocopier machines should be of good quality (IS Standard).
14. For technical issues, the contractor shall coordinate with IT Service Division of University of Rajasthan, jaipur

## अध्याय-6

### TERMS & CONDITIONS FOR BID NOTICE FOR SUPPLY OF TWO PHOTO STATE COPIER (PHOTOCOPY BASIS)

**Note:** Bidders should read these conditions carefully and comply strictly while sending their Bids.

#### Condition No.- 1

Bidders must be enclosed in a properly sealed envelope according to the directions given in the Bid notice.

#### Condition No.- 2

- (i) Any Change in the constitution of the firm, etc., shall be notified forth with by the service provider in writing to the purchase officer and such change shall not relieve and former member of the firm, etc., from and liability under the contract.
- (ii) No new partner/parteners shall be accepted in the firm by the service provider in respect of the rate contract unless he/they agree to abide by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The supplier receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
- (iii) **Validity:-** (i) The rate quoted shall be valid and operative as per contract agreement It is binding on the Bidder to start their services within 7 days time from the date of issue of work order.  
(ii) Period of rate contract will be extended as per RTPP rule 2013, accordingly.  
(iii) The Bidder should not under any circumstance revise his rates already quoted. Any request for an increase in the rates will not be entertained under any circumstance.

#### Condition No.- 3

**PAN,GST Clearance & Registration Certificate :-** Bidder must have Permanent Account Number (PAN) issued by income Tax Department. Bidderer who is not registered under the GST Act Prevalent in the state where his business is located shall Submit Self Declaration Certificate for exemption. If The GST No. should be quoted and copy of GST return up to 31 March, 2024 should be attached.

#### Condition No.- 4

- (i) Bid form shall be filled in ink or typed. No Bid filled in pencil shall be considered. The Bidder shall sign the Bid form at each page and at the end in token of acceptance of all the terms and conditions of the Bid.
- (ii) Rate shall be written in Figures only. There should not be errors and/or over-writings. Corrections if any, should be made clearly and initiated with dates.
- (iii) The Bidder are required to quote on all inclusive rate (including cartridge etc.)for the Photo State copier on Photocopy basis as per specifications mentioned in Bid notice and Bid document.
- (iv) The rates quoted by the Bidders will be compare by the University with GST basis & the rate of GST will be Specified in Financial Bid.

#### Condition No.- 5

- (i) Bid Security by the Bidder will be attached with Bid.
- (ii) **Forfeiture of Bid Security:** The Bid Security Amount of service provider will be forfeited when Bidder with drawn or modifies the Bid after opening the Bid but before acceptance of Bid. when Bidder does not execute the agreement within specified time. when Bidder does not deposit the security after order & specified time & also Bidder does not start the work within the prescribed time.

**Condition No.- 6****Payments :-**

- (i) Advance payment will not be made.
- (ii) Unless otherwise agreed between the parties payment for the service provide will be made on submission on bill in proper form by the service provider to the Registrar, University of Rajasthan, Jaipur in accordance with GF&AR all remittance charges will be born by the service provider.
- (iii) Payment to service provider shall be made through ECS/RTGS directly to the banker nominated by service provider.
- (iv) The service provider shall be entitled for payment for making the complete services of the agreed month of Photostate copies. The UOR reserves the right to reduce or increase the month of Photostate copies to be supplied to the UOR as the same contracted rates. Advance payment will not be made. payment will be made after the expiry of the month. The payment of bill will be made on the basis of slip issued for photo state by the UOR.

**Condition No.- 7**

The bidder required to sign each page of the bid as a token of acceptance of all the conditions by the authorized signatory and submit it.

**Condition No.- 8**

Successful Bidder (service provider) will have to execute an agreement within a certain period mentioned in order & deposit Performance Guarantee equal to 5% of the value of the Bid cost or as per RTPP Rule, 2013 within 7 days of acceptance of Bid in the form of Demand Draft/Banker Cheque/FDR drawn in favour of the Registrar, University of Rajasthan, Jaipur payable at Jaipur.

The expenses of completing the stamping the agreement shall be paid by the Bidder.

**Condition No.- 9**

- (i) The Performance Guarantee so collected under condition No. 8 shall be refunded to the service provider within one month after expiry of contract provided the service done by the service provider in found to be satisfactory in good order and satisfied that there are no dues outstanding against the Bidder. Application with required document should be submitted by the service provider for refund.

**Condition No.- 10****Forfeiture of Performance Guarantee:-**

The Performance Guarantee in full or part may be forfeited in the following cases:-

- (i) When any terms& conditions of the rate contract breached.
- (ii) When Bidder fails to make complete service satisfactorily...
- (iii) Notice of reasonable time will be given in case of forfeiture of Performance Guarantee the decision of the department in this regard shall be final.

**Condition No.- 11 :** In case the service provider fails to provide service the Photostate copier any part there of within the prescribed period, or in case the service is not found in accordance with the prescribed specifications and the Registrar, University of Rajasthan, Jaipur shall be entitled to take the following steps:

- (a) Only orderd quantity of the matter should be copied the secrecy of the department documents must be maintained.
- (b) Results of the machine should be in good condition otherwise payment of the result should be deducted accordingly.
- (c) If the machine lying in un operational conditions more than 24 hours, the bidder should provide standby Photo Copier othwise Rs. 500.00 (Rupees Five Hundred) per day penalty should be imposed for that period.
- (d) To make the supply of Photostate copier on Photocopy basis through any other agency at the risk and cost of service provider without cancelling the order.

**Condition No.- 12**

If the service provider will not install photocopier machine as per department specification, the department has right to ask for the change of photo copier machine.

**Condition No.- 13**

- (i) When The Bidder should not under any circumstance revise his rates already quoted. Any request for an increase in the rates will not be entertained under any circumstance.
- (ii) The Bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- (iii) Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.

**Condition No.- 14**

The service provider shall submit his bill in the printed forms. The charges to be made in the bills shall always be entered at the rates specified in the Bid.

**Condition No.- 15**

If at any time during the execution of the services the department shall for any reason whatsoever (other than default on the part of the service provider for which the Registrar, University of Rajasthan is entitled to rescind the contract) desires that the whole or any part of the services specified in the Bid should be suspended for any period or that the whole or part of the services, should not be carried out at all, he shall give to the service provider a notice in writing to that effect and upon the receipt of such notice the service provider shall forthwith suspend or stop the services wholly or in part as required thereon.

**Condition No.- 16**

The service provider shall not be entitled to claim any compensation from the University for the losses suffered by him on account of delay by Government in whatsoever reasons including, inter-alia-

- (i) Force majors,
- (ii) Act of God.

**Condition No.- 17**

All services in course of execution or executed in pursuance of the contract shall at all times be open for the inspection and supervision of the Registrar, University of Rajasthan and his subordinates.

**Condition No.- 18**

If service provider does not accept any of the said conditions his Bid shall not be considered.

**Condition No.- 19****Recoveries :-**

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier alongwith amount of liquidated damages shall be recovered from this dues and Performance Guarantee available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

**Condition No.- 20**

The Bids rates shall be inclusive of GST. The Rate of GST shall be Specified as per GST rate applicable.

**Condition No.- 21**

There shall be no exemption from payment of full Bid Security deposit in any case. Also there shall be no price preference or any other kind of concession in favour of any category of Bidders.

**Condition No.- 22**

The entire service shall have to be carried out as per the instructions issued by the Registrar, University of Rajasthan, Jaipur from time to time and his decision shall be final and binding in respect of all points of doubt.

**Condition No.- 23**

Services of Photostate Copier will be made available in University of Rajasthan, Jaipur as far as possible.

**Condition No.- 24**

Where any Terms & Conditions are not clear the rules of G.F.&A.R./Rajasthan Transparency Rules 2013, will be applicable.

**Condition No.- 25**

The Registrar, University of Rajasthan reserves the right to accept or reject any Bid without assigning any reason thereof. He also reserved the right to accept any Bid in whole or in part or reject any Bid or all the Bid and to divide the order between two or more Bidders without assigning any reason thereof.

**Condition No.- 26**

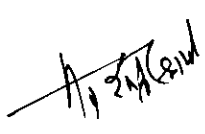
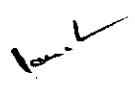
All Legal proceeding instituted by any of the parties (UOR or Supplier) shall have to be lodged in courts situated at Jaipur in Rajasthan & not elsewhere. The decision of the Registrar, University of Rajasthan, Jaipur shall be final and binding on the Bids in respect of this Bid.

**Condition No.- 27**

- (i) Bidder should provide man with photostate copier machine and photostate machine should provide as per UOR specifications.
- (ii) Bidder should provide - photostate paper ream as per approved make.

  
CR&FA  
University of Rajasthan  
Jaipur

  
Registrar  
University of Rajasthan  
Jaipur

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## अध्याय-7

### पात्रता एवं मूल्यांकन के मानदण्ड (Qualification and Evaluation Criteria)

निविदादाता/फर्म/संस्थान इत्यादि की पात्रता एवं मूल्यांकन के मानदण्ड निम्न प्रकार रहेंगे :-

#### 1. निविदादाता/फर्म की पात्रता

निविदादाता फर्म कम्पनी/एकल प्रोपराइटर/संस्थान इत्यादि हो सकते हैं। व्यक्ति के द्वारा भरी जाने की अवस्था में उस व्यक्ति का निविदा भरने हेतु फर्म प्रोपराइटरों/साझेदारों/ मालिक द्वारा अधिकृत किया जाने वाले दस्तावेज की प्रति ( Authorisation of Bidder by the Firm/Power of Attorney etc.) (BF-V) प्रस्तुत करनी होगी जो फर्म के प्रोपराइटरों/साझेदारों/ मालिक द्वारा सत्यापित होनी चाहिए।

2. **पंजीकरण:-** ठेकेदार/निविदादाता/फर्म किसी भी सक्षम प्राधिकारी (राज्य/केन्द्र) से अधिकृत जी.एस. टी./सेवाकर संबंधित विभाग में पंजीकृत होनी चाहिये। फर्म को निविदा के साथ आवश्यक रूप से उक्त पंजीकरण प्रपत्र की स्वयं द्वारा सत्यापित प्रति/प्रमाण पत्र संलग्न करनी चाहिए जिसके अभाव में निविदा निरस्त की जा सकेगी।
3. **कार्यानुभव :-** ठेकेदारों/निविदादाताओं को राजकीय कार्यालयों, अर्द्धशासकीय कार्यालयों, विश्वविद्यालयों में किराये पर फोटो स्टेट मशीन स्थापित करने एवं संतोषजनक कार्य करने का अनुभव होना आवश्यक है।
4. निविदादाता को तकनीकी निविदा हेतु सभी प्रकार के निविदा फॉर्म (Bid Form) त्रुटी रहित सावधानी पूर्वक भरकर तकनीकी बिड के साथ अपलोड करने चाहिये।
5. **निविदा मूल्य :** निविदादाताओं को निविदाप्रपत्र के साथ निर्धारित निविदा मूल्य आवश्यक रूप से जमा करवाया जाना है जिसे बिना निविदा निरस्त समझी जायेगी।
6. **बयाना राशि:-** ठेकेदारों/निविदादाताओं को **बयाना राशि (Bid Security)** जमा करवानी अनिवार्य है। बयाना राशि के अभाव में निविदा निरस्त समझी जायेगी।
7. निविदादाता द्वारा अपने लैटर हैड पर निर्धारित प्रारूप में घोषणा प्रदान करेगा जिसमें वह स्पष्ट रूप से निविदा के साथ लगाये गये प्रपत्रों/दस्तावेजों के सत्य होने को उल्लेखित करेगा साथ ही निविदादाता यह भी प्रमाणित करेगा कि निविदादाता फर्म को केन्द्र/राज्य सरकार अथवा किसी भी सरकारी उपक्रम द्वारा निषेध करना नहीं किया गया है।
8. राजस्थान की एम.एस.एम.ई./एस.एस.आई. इकाईयों के लिये नियमानुसार (RTPP-Rule-2013) निविदा शुल्क, बयाना राशि एवं धरोहर राशि में छूट देय है।
9. तकनीकी निविदा, निविदा-सूचना में प्रकाशित अंतिम तिथि एवं समय तक प्राप्त होने वाली समस्त ऑफलाईन प्राप्त निविदाएं क्रय समिति एवं फर्मों के उपस्थित प्रतिनिधियों के समक्ष खोली जायेंगी।
10. तकनीकी निविदाएं खुलने के बाद इनको तकनीकी रूप से मूल्यांकन किया जायेगा। आवश्यक समझने पर निविदादाताओं से उनके द्वारा प्रस्तुत तकनीकी निविदा में प्रस्तुत किये गये किसी भी प्रपत्र/दस्तावेज पर स्पष्टीकरण भी मांगा जा सकता है जिसे निविदादाताओं को तय समय सीमा में विभाग के समक्ष प्रस्तुत करना होगा। निविदादाताओं द्वारा दिये गये स्पष्टीकरण को स्वीकार अथवा अस्वीकार करने का अधिकार क्रय समिति का होगा। निविदादाता स्पष्टीकरण के जवाब में कोई भी नवीन दस्तावेज प्रस्तुत नहीं करेगा। ऐसा करने पर नवीन दस्तावेज मान्य नहीं होगा।
11. सफल तकनीकी निविदाओं की वित्तीय निविदा ऑफलाईन सूचना अनुसार निर्धारित समय एवं स्थान पर खोली जायेगी। निर्धारित समय पश्चात् किसी प्रकार का आपत्ति अभ्यावेदन स्वीकार नहीं होगा।
12. गणितीय गलतियों के सुधार के पश्चात् नियमानुकूल संशोधित दरों के आधार पर निविदाओं का आंकलन किया जायेगा।
13. सफल निविदादाता को कार्यदेश दिया जावेगा। जो कार्यदेश को 3 दिवस में स्वीकार करने कि सहमति देगा। निर्धारित कार्य प्रतिभूति राशि 5 प्रतिशत जमा करवाते हुए अथवा तत्संबंधित समय पर प्रचलित कानून/नियमों के अनुसार राशि के स्टॉप पेपर पर 15 दिवस में अनुबंध प्रस्तुत करना होगा। अनुबंध एवं प्रतिभूति राशि तय समय सीमा में प्रस्तुत करनी होगी।

#### 14. Eligibility Criteria

- (i) The invitation is open for suppliers having proven track record in supply and installation of photocopier machines on photocopy basis.
- (ii) The bidder should have at Good experience in supplying and installation of Photocopier machines on photocopy basis to a Government organization/PSU/Autonomous bodies/Reputed private organizations. The Firm should be located in Jaipur
- (iii) The bidder should have valid PAN No., and GST No. or Self Declaration certificate and should submit their legible attested copies along with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.
- (v) The bidder should have an average annual financial turnover of **Rs. 3.00 Lakh** during the three years (out of Last 5 years). (copies of annual accounts certified by CA mentioning Financial Turnover to be attached).

  
CF&FA  
University of Rajasthan  
Jaipur

  
Registrar  
University of Rajasthan  
Jaipur

**CHAPTER-8**  
**BID FORM**

**TECHNICAL BID**

Please ensure that your response clearly answers all the questions. If you use additional schedules or documentation to support your response, make sure that they are clearly cross-referenced to the relevant question.

**I) Addressed to:**

- a) Name of the Tendering Authority : Registrar  
b) Address : University of Rajasthan, Jaipur – 302004  
c) Telephone/Fax : 0141 2706813

**II) NIT Reference with date :**

**III) Other related details**

1.	Name of Bidder				
2.	Name & Designation of authorised signatory				
3.	Registered Office Address				
4.	Telephone No.		Fax		
5.	Mobile		Email		
6.	Website				
7.	Jaipur Centre (if any)	Address			
		Telephone No.			
		Contact Person			
8.	Year of Establishment				
9.	Nature of the Firm/ Company	Government	Public	Private	Partnership
	Put Tick (✓) Mark				
10.	No. of years providing service				
11.	PAN No. (Enclose Copy of PAN)				
12.	GST No or Self Declaration Certificate				

Name & Signature of the Bidder with Seal

13.	Whether Firm/Company is agreed to the Terms & Conditions mentioned in the Bid	
14.	Whether registered with the Industries Departments (Enclose copy of Permanent SSI Unit Certificate or equivalent)	
15.	Previous Experience (if Any) (Attach Certificate)	
16.	Average Turnover of Rs. 3.00 Lakh during the three years out of Last 5 years (Attach C.A. Certificate)	
17.	Make of Photocopy Machine & Date of Purchase (Attach Copy of Invoice)	

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

S.No.	Details of Bid document Fees/Bid Security	DD/Banker's Cheque Issuing Bank Name	No. with Date
	1. Bid document Fee (Rs.): 2. Bid Security (Rs.):		

## **CHAPTER-9** **FINANCIAL BID**

To,  
The Registrar  
University of Rajasthan  
Jawahar Lal Nehru Marg,  
Jaipur – 302 004, (Rajasthan)  
Subject: Financial Bid for providing Photocopier (with operator & paper) on Photocopy Basis.

Sir,  
I/we have gone through the Bid document and terms & conditions, understood it fully and declare that I/we shall abide by the terms and conditions mentioned therein for supply and Install of Two Photo State machine with operator on Photocopy Basis (Black & White)

**(SPECIFICATION OF PHOTO STATE COPIER/PAPER)**

S.N.	Item Description	Specification	Mention Paper Make which will be used by successful tenderer
01.	Two Photo State machine with operator on Photocopy Basis (Black & White) Specification: Minimum copying speed (cpm)-40 paper size Original/Image : A3/A3 Zoom : 50% to 20% Category : Duplex	A-4 Size (210 & 297mm) & F.S. Size (215 & 342 mm ) Photo copies (Single & double sided) on 75 GSM Paper	

**Note :-** Bidder can write at least 3 makes of 75 GSM photo state paper.

2	Rate offered for Photo State(Per Page)	Rs.In figures		Total Rs.	
		Single Sided including GST (A)	Double sided including GST (B)	A+B (Including GST)	Applicable GST rate in %
1	Rate of A-4 Size (210 & 297mm) each Photo Copies (Single & double sided on 75 GSM Paper)				
2	Rate of FS Size (215 & 342mm) each Photo Copies (Single & double sided on 75 GSM Paper)				
3	Scanning of Papers for PDF/Image & etc.				
	<b>Total :-</b>				

- नोट :** 1. मशीन पर पेन ड्राईव व यू.एस.बी. पोर्ट के माध्यम से प्रिंट करने की सुविधा उपलब्ध होनी चाहिए।  
2. मशीन को कम्प्यूटर से Sharing Option द्वारा जोड़कर प्रिंट करने की सुविधा उपलब्ध होनी चाहिए।  
3. मशीन पर पेज के दोनों तरफ (Double Side) प्रिंट/स्कैन करने की सुविधा उपलब्ध होनी चाहिए।  
4. मशीन में Black & White माध्यम से प्रिंट करने तथा स्कैन करने की सुविधा होनी चाहिए।  
5. L-1 should be decided on Total Price. quoted by bidder.

I/we certify that the information furnished above is true and correct. All the terms and Conditions mentioned in the bid document are acceptable to us.

(Authorized Signature)

Name of the Authorized person:.....

Name of the Company:.....

Address of the Company:.....

Contact No:.....

Email Id:.....

Name & Signature of the Bidder with Seal

**UNDERTAKING (To be submitted with Technical Bid)**

It is certified that my Firm/Agency/Company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Rajasthan or any othe State Government or reputed Private organizations and no criminal case is pending against the said Firm /Agency/Company as on.....

Signature of the Bidder.....

Name of the Signatory.....

Name of the Firm/ Service Provider .....

Seal of the Firm/ Service Provider .....

Place:

Date:.....

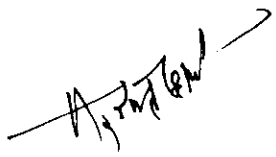

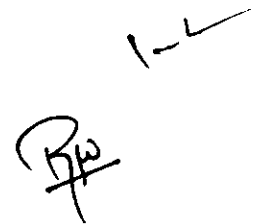
(फर्म के लैटर हैड पर प्रस्तुत करें)

**Work experience**  
(कार्यों का अनुभव )

अ. राजकीय विभाग/संस्थानों/विश्वविद्यालयों में किराये पर फोटो स्टेट मशीन स्थापित करने एवं अन्य कार्यों के अनुभव का विवरण -

क्र.सं.	राजकीय विभाग/ संस्थान का नाम	अवधि दिनांक से दिनांक तक	अनुबन्ध राशि में से पूर्ण किये गये कार्य की राशि रु. में	अवधि (कार्यादेश की प्रति मय प्रमाण पत्र) संलग्न करें

नोट : कार्य आदेशों एवं प्रमाण पत्रों की प्रतियाँ सुपाद्य एवं स्पष्ट होनी चाहिये।

(On Firm's letter head)

**Format of affidavit for EM-II**

(T&amp;C No. 6 (v), II(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



**Verification of Bid**

I/we.....S/o.....

Aged.....year residing at ..... Authorized  
Bidder/Proprietor/ Partner/Director of Firm M/s..... Verify and  
confirm that the contents of bidding documents, its bidding forms BF-I to V and other  
information submitted for NIB No. .... are true and correct to the best of my knowledge  
and nothing has been concealed therein.

May God help me

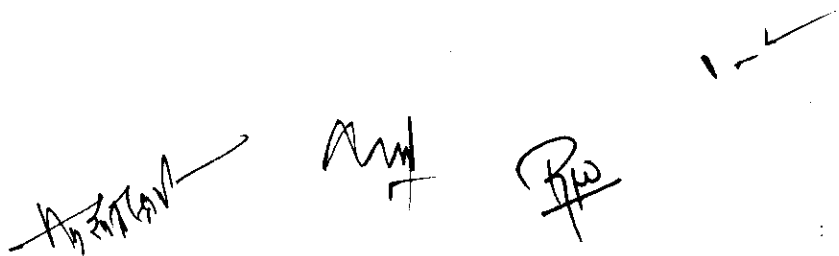
Signature of Bidder.....

Name: .....

Address: .....

Mobile No.....

E-mail address.....



(On the letterhead of firm and notarized)  
**Authorisation of Bidder by the Firm**

To,

Registrar/CF&FA,  
 University of Rajasthan,  
 J.L.N. Marg, Jaipur (Rajasthan) Pin. 302004  
 Tel. & Fax No. 0141-2706813/0141-2710978  
 Email Address:- [www.registraruor@yahoo.com](mailto:www.registraruor@yahoo.com) & [www.accountsuorjaipur@yahoo.in](mailto:www.accountsuorjaipur@yahoo.in)

**Subject: Regarding authorisation of Bidder by the Firm.**

**Ref.: Your NIB No. ....dated.....**

**Name of works.....**

Dear Sir,

I/we.....(Name).....for M/s.....(Name of  
 firm)..... who are proven and reputable firm.....(Name of  
 work).....having office at .....(Address of Factory /  
 Office)..... hereby authorize Mr..... (Name & Designation of  
 Bidder)..... to submit a Bid, process the same further and enter into a contract with you  
 against your requirement as contained in the above referred Bid documents/NIB for the above  
 Cleaning works services by us.

I/we obtain the approval of Board of Directors of our Firm in the meeting  
 no.....held on dated.....at Agenda No.....

I/we further confirm that no individual other than Mr.....(Name & Designation of Bidder ),  
 is authorised to submit a Bid, process the same further and enter into a contract with you  
 against your requirement as contained in the above referred Bid documents for the above  
 goods/services delivered by our Firm.

I/we also hereby extend our full guarantee for scope of work as applicable as per Bid  
 conditions of Contract, read with modifications/addendum, if any, in the General/Special  
 Conditions of Contract for the services offered by the authorized Bidder/Signatory against this  
 Bid document.

I/we also hereby confirm that we shall also be responsible for the satisfactory execution  
 of contract placed on the authorized Firm.

This authorization shall be valid till the completion of the contract period and related  
 services.

The attested photocopy of photo ID/Voter ID/Driving License/Any other equal  
 document for authorised person is enclosed here.

**Yours faithfully,**

(Name & Signature of Chairman & MD)

.....  
**For M/s**

.....  
**AUTHORISED SIGNATORY OF FIRM**

Accepted by the authorized person Mr.....(Signature, Name &  
 Address).....

.....  
 Name & Signature of the Bidder with Seal

## 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 arises in connection with or out of the contract agreement or the meaning of operation of any part thereof the parties offer 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 or any material benefit either directly or indirectly advantage in procurement process or the otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behaviour 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 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 conflict of interest, if any: and Entity in India or any other country during the last three years or any debarment by any other procuring entity.

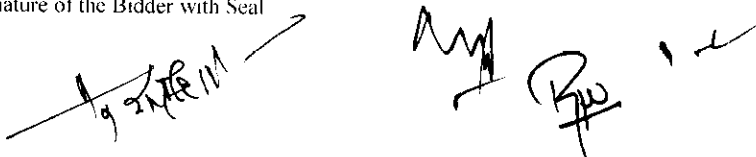
### **Conflict of Interest:-**

The Bidder participating in a bidding process must not have a Conflict of interest.

A conflict of interest is considered to be situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligation, or compliance with applicable laws and regulations.

- (i) A Bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to:

- a. Have controlling partners/shareholders in common; or

The block contains a handwritten signature in black ink, which appears to be 'A. K. SINGH', followed by a circular official stamp. The stamp is partially obscured by the signature and contains some illegible text and a central emblem.

- b. Receive or have received any direct or indirect subsidy from any of them; or
- c. Have the same legal representative for the purposes of the Bid; or
- d. Have a relationship with each other, directly or through Common third parties, that puts 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 in result in the disqualification of all bids in which the bidder is involved. However, this does not limits 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.

**Signature of Bidder**

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

In relation to my/our Bid submitted to .....  
of .....in response to their Notice Inviting Bids  
No.....Dated.....I/We hereby declare under Section 7  
of Rajasthan Transparency in Public Procurement Act, 2012, that :

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

Signature of bidder

Date:

Name:

Place:

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 filing 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.

**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 of 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.

**6- 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

## **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 in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Condition of contract.
- iii. In case of procurement of good 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**

  
Name & Signature of the Bidder with Seal

**घोषणा पत्र**

निविदा की समस्त जानकारी/शर्तों का मैंने/हमने अच्छी तरह अध्ययन कर लिया है। मैं/हम यह भी प्रमाणित करते हैं कि मैं/हम उक्त कार्य हेतु रजिस्टर्ड है वास्तव में निविदा में चाहा गया व्यवसाय किया जाता है तथा वांछित मशीन/उपकरण/प्रशिक्षित कार्मिक उपलब्ध हैं। तथा अधिनियम की धारा 46 एवं नियम के नियम 39 के अनुसार राज्य सरकार या इस उपापन संस्था से अपात्रता के लिए (Debarred)विवर्जित नहीं हैं।

यदि यह धोषणा असत्य पायी जाए तो किसी भी अन्य कार्यवाही जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना मेरी/हमारी बोली प्रतिभूति/एवं कार्य निष्पादन प्रतिभूति को पूर्ण रूप से समयहृत किया जा सकेगा तथा निविदा को जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

**बोलीदाता के हस्ताक्षर  
नाम मय सील**

## AGREEMENT FORM

1. An agreement is executed on this ..... day of ,2024 between M/s- ..... (Hereinafter called "Service Provider" which expression shall, Where the context so admits, be deemed to include his heirs, successors, executors & Administrators) of the one part and the Registrar of the University of Rajasthan, Jaipur on the other part. University of Rajasthan, Jaipur hereinafter referred to as "UOR".
2. Whereas the Service Provider has agreed with the University of Rajasthan, Jaipur to **provide Services of Two Photo State Machine (Photocopy Basis with paper & operater) for one year to the University of Rajasthan, Jaipur.**
3. Photo State copier will be install at the office of the University of Rajasthan, Jaipur within a 7 days from the date of issuing of work order. The transportation and the other expenses will born by the service provider.
4. Except otherwise specified in the contract and subject to the powers delegated to him by Registrar, University of Rajasthan, Jaipur under the code and rules then in force, the decision of the Registrar, University of Rajasthan, Jaipur shall be final, conclusive and binding on all parties to the contract on all questions relating to the meeting of the specifications, and instructions herein before mentioned and as to the quality or workmanship on the supply.
5. The entire services shall have to be carried out as per the instructions issued by the Registrar, University of Rajasthan, Jaipur and his decision shall be final and binding in respect of all points of doubt.
6. All the terms & conditions of Bid Document will be the part of this agreement. Where any Terms & Conditions are not clear the rules of G.F. & A.R. Rajasthan & Rajasthan Transparency Rules, 2013 will be applicable.
7. Upon breach by the Service Provider of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the UOR to claim damages for antecedent breaches thereof on the part of the Service Provider and also to reasonable compensation for the loss occasioned by the failure of the Service Provider to fulfill the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amout of such compensation payable by the Service Provider to the UOR.
8. Upon the determination of this agreement whether by effluxion of time or otherwise, the said deposit shall after the expiration of two moths from the date of such determination be returned to the Service Provider but without interest and after deducting there from any sum due by the Service Provider to the UOR under the terms and conditions of this agreement.
9. This agreement shall remain in force until the expiry of 12 months from the date of entering into the contract but the Tendering Authourity may cancel the contract at any time upon giving one month's notice in writing compensating the Service Provider.

10. The Tendering Authority may give notice in connection with the contract. In consideration of the payments to be made by the UOR to the Service Provider as hereinafter mentioned the Service Provider hereby covenants with the UOR to provide the Services and to remedy defects therein conformity in all respects with the provisions of the Contract.
11. The Tendering Authority hereby covenants to pay the "Service Provider" in consideration of the provision of the Services and the remedying of defects there in the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
12. If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the bid, the Tendering Authority shall be entitled to render services from else other organization after giving due notice to the Service Provider on the amount and at the risk of the Service Provider without canceling the contract in respect of the consignment not yet due for delivery or to cancel the contract.
13. In the event of action to be taken the Service Provider shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.
14. All disputes arising out of this agreement and all questions regarding interpretation of this agreement shall be decided by the Registrar, University of Rajasthan, Jaipur and the decision of the Registrar, University of Rajasthan, Jaipur shall be final.
15. All Legal proceeding instituted by any of the parties (Registrar, University of Rajasthan, Jaipur or Service provider) shall have to be lodged in courts situated at Jaipur in Rajasthan & not elsewhere.
16. This agreement shall be valid & operative from .....to.....& period of rate contract will be extended as per RTPP rule. 2013 accordingly.

In witness where of the parties hereto set their hands on the .....day of .....2023.

Signature of the Approved Service Provider

Signature of Registrar,  
University of Rajasthan, Jaipur

Date :

Date :

Witness:1

Witness:2

Name & Signature of the Bidder with Seal

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## बोलीदाता द्वारा धोषणा

मेरे पास फोटो स्टैट कार्य हेतु निम्न सुविधाएँ हैं।  
(तकनीकी बिड के साथ संलग्न करना है।)

क्र.स.	मशीन का नाम मय मॉडल	कार्य क्षमता	विशेषता

यदि यह धोषणा असत्य पायी जाए तो कोई अन्य कार्यवाही जो की जा सकती हैं, पर प्रतिकूल प्रभाव डाले बिना, मेरी/हमारी प्रतिभूति को पूर्ण रूप से समपहत कर लिया जावेगा तथा बोली को, जिस सीमा तक उसे स्वीकार किया गया हैं, रद्द कर दिया जाएगा।

बोलीदाता के हस्ताक्षर  
मय मोहर



Name & Signature of the Bidder with Seal

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