University of Rajasthan, Jaipur
JLN Marg, Jaipur
Tel. No. : 0141- 2706813 Fax : 0141- 2709582 email ID : registrar@uniraj.ernet.in

No. Degree Tender/Exam. VI-B/2019/ 1095 Dated: 07/06/19

E-TENDER NOTICE

E-Bids are invited from REPUTED SUPPLIERS/ PRINTERS upto 18-06-2019 till 12.00 p.m. for **SECURITY FEATURE ENABLED DEGREE SHEETS AND PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER.** Details may be seen in the Bidding Document on our website **www.uniraj.ac.in, http://sppp.raj.nic.in** Tender form may be seen and downloaded from website **eproc.rajasthan.gov.in** This tender shall be processed through e-procurement portal of Govt. of Rajasthan.

UBN: URA 1920 GLOB 00027

Registrar

UNIVERSITY OF RAJASTHAN
JLN Marg, Jaipur

Notice Inviting E-Bid

FOR

SUPPLY OF NON-TEARABLE SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO VARIOUS COLLEGES ON F.O.R. BASIS

Bid No.---- – Exam/01/2019-20/

Download of Tender Form	:	**From 07-06-2019 5.00 p.m. onwards**
Last Date/ Time of upload of the Tender	:	**18-06-2019 upto 12.00 p.m.**
Pre-bid meeting	:	**11-06-2019 at 3.00 p.m.**
Date and time of opening of the Tender	:	**18-06-2019 at 3.00 p.m.**
Price of Tender Documents	:	**Rs. 5000/-**
Price of E- Tendering process fee	:	**Rs. 1000/-**

University of Rajasthan, Jaipur

Tel. No. : 0141- 2706813 Fax : 0141- 2709582 email ID : registrar@uniraj.ernet.in

NOTICE INVITING E-BIDS

NIB. NO. Exam/01/2019 **Bid/2017-2018/** Date .....

1. Sealed Single Stage Two- envelopes unconditional Bids are invited for the **SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO VARIOUS COLLEGES** from the reputed suppliers/ printers on F.O.R. basis at the **Colleges/Examination Centres of University of Rajasthan, Jaipur**. up to 18-06-2019 as listed below :-

S. NO.	Name of Article	Amount of Bid Security (in Rs.)	Validity period of Bids
1	**SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO VARIOUS COLLEGES ON F.O.R. BASIS**	2% of Estimated Cost 1 Crore	90 days

2. Price preference and/ or purchase preference as per Instructions to Bidders shall be admissible in evaluation and amount of contract.
3. The Bidders shall enclose the specifications, catalogue and other characteristics of the product offered. They shall also include details on their backup services offered etc.
4. Bidding Document can be seen at website **www.uniraj.ac.in/ http://sppp.raj.nic.in** Tender form may be seen and downloaded from website **eproc.rajasthan.gov.in** The price of Bidding Document is to be paid along with user charges/processing fee before submission of the Bid.
5. **Instructions for submission of Technical Bid**
   a) As mentioned in Technical Bid check list evaluation criteria by Bidder should be submitted online only. Bid Security (except Concessional amount or Bid Security Declaration where applicable) in the form of deposit through eGRAS/ Demand Draft/ Banker's cheque shall be submitted personally or by post in sealed envelopes bearing the reference to NIB and warning as:"BID FOR NIB. NO. Exam/01/ **SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO VARIOUS COLLEGES** / Bid/2018/ NOT TO BE OPENED BEFORE 18-06-2019 at 5.00 p.m., so as to reach the office of the **Registrar,**

University of Rajasthan, Jaipur upto 19-06-2019 of 5.00 p.m. by post or by hand at the office of the **Registrar, University of Rajasthan, Jaipur**.

b) If required by the Bidder, training may be given by DOIT, Yojna Bhawan. Bidder may contact E-Procurement cell, Ist Floor, Yojna Bhawan, Jaipur. Help Desk Phone-.....,Email-....., Website eproc.rajasthan.gov.in and the University.

c) Bid form & handwritten rates would not be accepted manually.

d) Please read carefully the steps of submitting Bid online.

6. Bids received after the specified time and date shall not be accepted

7. The Bids shall be opened in the office of **Registrar, University of Rajasthan, Jaipur** at 19-06-2019 on 3.00 p.m. in the presence of the Bidders or their representatives who wish to be present.

8. **University of Rajasthan, Jaipur** reserves the right to reject any tender without assigning any reason thereof.

9. The Bidders shall have to submit a valid GST/ CST clearance certificate from the concerned Commercial Taxes Officer and the 'PAN', issued by Income Tax Department.

10. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.

E-Tender form can be downloaded from the website eproc.rajasthan.gov.in Tender shall be accepted only online (e-procurement). D. D. for E-tendering process fee Rs. 1000/- in favour of Managing Director, RISL Jaipur. Tender form fee Rs. 5000/- & EMD amount (Bid Security) 2% of estimated cost drawn in favour of **Registrar, University of Rajasthan, Jaipur** must be deposited in the office of **Registrar, University of Rajasthan, Jaipur** before Submission time of Tender. Tender without appropriate EMD (Bid Security) shall not be accepted. The Technical Bid & Financial Bid shall be uploaded separately. Financial Bid of Bidder who qualifies in technical bid would only be downloaded later on, the date to be intimated by **Registrar, University of Rajasthan, Jaipur**. **This tender shall be processed through e-procurement portal of Govt. of Rajasthan. In case of any failure in this process the University of Rajasthan will not be responsible.**

Registrar

University of Rajasthan, Jaipur
JLN Marg, Jaipur
Tel. No. : 0141- 2706813 Fax : 0141- 2709582 email ID : registrar@uniraj.ernet.in

No. Degree Tender/Exam. VI-B/2019/ 1095 Dated: 07/06/19

E-TENDER NOTICE

E-Bids are invited from REPUTED SUPPLIERS/ PRINTERS upto 1[illegible]-06-2019 till 12.00 p.m. for **SECURITY FEATURE ENABLED DEGREE SHEETS AND PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER.** Details may be seen in the Bidding Document on our website **www.uniraj.ac.in, http://sppp.raj.nic.in** Tender form may be seen and downloaded from website **eproc.rajasthan.gov.in** This tender shall be processed through e-procurement portal of Govt. of Rajasthan.

Registrar 7/6

INTRODUCTION		
1.	The number of the Invitation to Bid is	: NIB No. Exam/01/ **2019/ SECURITY FEATURE ENABLED DEGREE SHEETS AND PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER** / Bid/2017-18/
2.	The Procuring Entity	**: University of Rajasthan, Jaipur**
3.	The Goods to be procured are	: **SECURITY FEATURE ENABLED DEGREE SHEETS WITH CANDIDATE PHOTO/WITHOUT PHOTO AND PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER**
4.	(i) The price of the Bidding Document	: Rs. 5000/- by way of Demand Draft/Banker's Cheque in the name of *'Registrar, University of Rajasthan, Jaipur' Payable at Jaipur*
.	(ii) E - tender Processing Fees	: Rs. 1000/- by wayof DemandDraft/Banker's Cheque in the name of *'Managing Director RISL, Jaipur'* payable at Jaipur
5	For **clarification purposes** only, the Procuring Entity's address is	: Registrar, University of Rajasthan JLN Marg, Jaipur - 302004 Tel. 0141-2706813 Fax :0141-2709582 email ID : registrar@uniraj.ernet.in
6.	The Pre-Bid conference	11-06-2019 at 3.00 p.m.
7.	The language of the Bid is	: English & Hindi
8.	The bidder shall submit with its Bid	: Mentioned at Technical Bid Check list
9.	The Bid validity period shall be	: 90 days from the dead line for submission of Bids
10	Bid Security (EMD)	: (a) Bid Security/Bid Security Declaration shall be required (b) The amount of Bid Security shall be 2% of estimated cost 1 Crore approximate quantity 2,50,000 (refer bid condition no. 7) Bid Security Declaration if required & Demand Draft/ Banker's Cheque in the name of *'Registrar, University of Rajasthan, Jaipur'* payable at Jaipur, must reach up to 12.00 pm on 18-06-2019
11	Authorization	: Power of Attorney/ Board Resolution Letter of Authorization written on the Letter Head by the Bidder.
12	Downloading of Bids	: 5.00 p.m. on 07-06-2019 from Rajasthan Government's portal *www.eproc.rajasthan.gov.in* (Electronic submission of Bid is mandatory)

13	Submission of Bids	: Upto 12.00 p.m. on 18-06-2019 on Rajasthan Government's portal *www.eproc.rajasthan.gov.in*
14	Opening of Bids	: At 3.00 p.m. on 18-06-2019 on Rajasthan Government's portal *www.eproc.rajasthan.gov.in* (University of Rajasthan, JLN Marg, Jaipur -302004)

15. Tendered quantity may be increased/ decreased at the time of award/Purchase order.

16. Quantity can be divided among more than one Bidders.

17. The period within which the contract agreement is to be executed and performance Security is to be submitted is 15 days from the date of issue of purchase order (refer condition No. 9)

18. (a) The Designation and Address of

First Appellate Authority -- *To be intimated separately*

(b) The Designation and Address of

Second Appellate Authority -- *To be intimated separately*

I/ We *(Name of the person)* in the capacity of *(Designation)* as bidder have read the introduction, NIB and all the conditions of Bid annexed hereto carefully and agree to abide by all the conditions and have digitally signed and serially numbered all the pages in token of acceptance thereof, details of the bidding firm/company are as below :

Name of Firm/Company : _____

Office Address (with PIN code) : _____

Factory Address (with PIN code) : _____

_____

Telephone Nos. : _____

Office : _____

Residence : _____

Factory : _____

Fax (with STD code) : _____

E- mail ID : _____

Mobile : _____

Statutory Details

GST Number : _____

Income Tax PAN : _____

Central Excise Registration No. : _____

Bid Security DD/BC No. & Amount : _____

Name of Banker & RTGS No. : _____

Signature

Name of Signatory (IN BLOCK LETTERS) _____

Designation _____

Date:_____

Place : _____

(Attach sheets where-ever necessary and strike out whichever is not applicable)

University of Rajasthan, Jaipur

JLN Marg, Jaipur – 302004 (Rajasthan)

निविदादाता द्वारा निम्नलिखित राशि राजस्थान विश्वविद्यालय, जयपुर में नियमानुसार जमा करानी होगी:–

क्र. सं.	शुल्क विवरण	शुल्क	भुगतान का प्रकार	देय
1	निविदा शुल्क	5000/-	डिमाण्ड ड्राफ्ट	Registrar, University of Rajasthan, Jaipur
2	अमानत राशि	2% of Estimated Cost 1 Crore approx. quantity 2,50,000	डिमाण्ड ड्राफ्ट*	Registrar, University of Rajasthan, Jaipur
3	ई–टेन्डरिंग प्रकिया शुल्क	1000 /-	डिमाण्ड ड्राफ्ट	Managing Director, RISL, Jaipur

* 10.00 लाख से अधिक होने की स्थिति में रूपये 10.00 लाख से अधिक धनराशि ड्राफ्ट/बैंक गारन्टी द्वारा उपरोक्त राशि निविदादाता द्वारा राजस्थान विश्वविद्यालय, जयपुर में दिनांक **18.06.2019 सांय 12.00** बजे तक जमा कराना आवश्यक हैं।

2. निविदा में सभी संशोधन निविदा जारी करने के उपरान्त eproc.rajasthan.gov.in वेबसाइट पर ही जारी किये जावेंगे। निविदादाताओं द्वारा वेब (ई–मेल) पर संशोधनों/स्पष्टीकरण को प्राप्त नहीं करने के संबंध में किसी भी दावे को स्वीकार नहीं किया जावेगा।

3. ई–टेन्डरिंग के लिये निविदा दाता हेतु निर्देश

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

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

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

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

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

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

University of Rajasthan, Jaipur

JLN Marg, Jaipur – 302004 (Rajasthan)

SUPPLY OF NON-TEARABLE SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES VARIOUS COLLEGES ON F.O.R. BASIS

Scope of Work

Supply of –

(1) DEGREES on Non-tearable printing and supply of A4 size Original Degree Certificates with security features mentioned below on tear resistant, water resistant, chemical resistant paper made up of Tyvek sheet of 1085D 110GSM with four colour printing and single colour printing on back side.

(2) The Degree/Certificate/template in four color with the specified VARIABLE security features has to be designed by the Tenderer. Minimum 03 good designs need to be submitted with the tender. The design element must specify the VARIABLE Security features as specified,

(3) The variable bilingual data shall be available in excel / XML or ASCII FORMAT. The data need to be merged as per the approved template

(4) It is possible that the variable data shall be available only in English language. The variable data need to be translated in Hindi and has to be posted on WEBSITE of University of Rajasthan/another weblink, as per the choice of university for validation and feedback for a specified period.

(5) The firm shall supply to the University two checklists/updated list for checking and shall carry out the corrections carefully before printing the degrees.

(6) Once validation is complete and the corrections fall in, the data has to be corrected by the agency before it goes to print.

(7) The data provided will be merged with the static pre approved template with all security features as per the list given.

(8) The FINAL PDF files need to be shared with the University before print. Once the PDF shown are cleared by the University as final sign off, the DEGREES have to be printed as per the samples provided in either of the category A and B.

(9) The printed degrees will be put in good quality polythene bags and then packed in gunny bags/shrink wraps. The packets will be prepared as per the college/institution name given by the University.

(10) The firm shall check thoroughly the printed document and reports before sending these to the University and certify that the documents and reports have been printed as per instructions and direction of the University and there are no mistakes.

(11) The firm shall also supply the dispatch statement college wise and examination wise.

(12) The Data List/Information for printing degrees and other required printed material shall be collected by the firm from the Controller of Examinations or officers authorized for the purpose. Printed degrees and material shall be delivered to the

colleges as per the directives of the Controller of Examinations. No extra charges (other than the approved rates) for transportation will be paid.

(13) Duly packed packets of the degrees will have to be delivered by the firm to the respective Colleges situated in seven districts – Jaipur, Dausa, Alwar, Bharatpur, Dholpur, Sikar and Jhunjhunu in Rajasthan.

(14) The firm shall preserve the data till further instructions by the University in this regard.

Terms and conditions of Tender

(1) **Eligibility Criteria and Technical Specifications:**

a) The Firm should be registered in India under the Companies Act, 1956/2013.

b) The Firm should be ISO 9001 & ISO 27001 Certified.

c) The Firm should have minimum 3 Years Work Experience of Complex Variable Data Printing Jobs and should have average minimum turnover of Rs. 5.00 Crore in last 3 years.

d) The Firm should have Experience of Bar Code Printing.

e) The Firm should not have defaulted on any bank/institutions loans in the past.

f) The Firm should not have defaulted in payment of statutory dues or liabilities.

g) The Firm should not have been blacklisted by any govt. agency/department/ University at any point of time.

h) The Firm should have 24 x 7 supports for digital printing equipments from the OEM's (Original Equipment Manufacturers).

i) The Printer should be able to offer e-mail blasting & sms blasting, if required by the University.

j) The firm should have at least three years' experience of printing of

i) DEGREES on Non-tearable printing and supply of A4 size Original Degree Certificates with security features mentioned below on tear resistant, water resistant, chemical resistant paper made up of Tyvek sheet of 1085D 110GSM with four colour printing and single colour printing on back side.

Security Features

- Micro line printing
- Reverse Micro printing
- Void pantograph
- Micro Hidden
- Duel Hidden
- High resolution border
- Penetrating number
- Gold foil printing
- Common seal/embossing
- Invisible printing
- Picture in text
- Q.R. Code/Barcode
- Exam section box at back
- Rainbow colour
- Fine line relief
- Fluorescent logo

- QR code data to be collected from NSDL representative (If University deposited the student's data)
- Thermo chromic Ink image
- Invisible logo of the University at one place
- Anti Copy feature at the center in which University name is encrypted when seen through

Magnifying glass and when Xerox is taken in darker mode, the 'COPY' will prominently appear on the Xerox copy.

k) BOND of INK on the MEDIA must be GUARANTEED for Lifetime. Fusion of Ink on the media must be ONLY by High temperature to achieve the above-mentioned BOND. An undertaking is required to be given by the agency complying with this process.

l) The Company should have its OWN MANUFACTURING FACILITY with DIGITAL PRINTING EQUIPMENT, for which a VALID TIN number, GST, Registration Number and Company's MOA should be required as bare minimum documents.

m) The Equipment name, on which the Collaterals will be printed, must be specified and a copy of the Invoice of the equipments MUST be attached, as a proof of the Ownership of the equipment.

n) The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company shall be required to ascertain the above fact.

o) All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.

p) Printing Process MUST be One Pass carrying all security features in One SINGLE PASS PROCESS, printing, static data, variable data, static and variable security features with hidden security feature, MUST be printed in one pass.

q) Bidder must have serviced or executed similar jobs for at least three state owned universities for which the proofs shall be required for executing the REFERENCE CHECK & Credibility of the company. All details are required in complete, such as - Name of the university/complete address and the contact details with their Landline and mobile Numbers, copy of work orders etc.

r) The applying agency must attach the list of Govt. Universities of approx. same size as University of Rajasthan, with complete contact details and name of persons, which have been fed by the agency.

s) The Samples as per specifications are required to be submitted in the Technical Bid with all other technical documents.

t) The amount of earnest money i.e. Rs. 2% shall be deposited in cash/DD/Bankers cheque E-Grace only in favour of the Registrar, University of Rajasthan, Jaipur payable at Jaipur. Money deposited earlier, if any, on account of earnest money, will not be considered.

u) The Company bidding for this RFQ should have average minimum annual turnover of Rs 5.00 Crore during for the last three years. Last three years Audited

Balance Sheet must be attached as PROOF. Copy of Income Tax Returns filed in last three Financial years must also be attached.

v) All of Above Clauses and information provided shall be subject to an AUDIT and Validation by UNIVERSITY OF RAJASTHAN, at any point of time, before, during or after the RFQ PROCESS. If at all any Information or feedback is found to be wrong or malafide, UNIVERSITY OF RAJASTHAN RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.

(2) Certification :- The work contain the standard recommended in ISO 9001 & ISO 27001 as amended time to time.

(3) Quantity :- Estimated cost of the work, Rs. 1.00 Crore mentioned in the Tender notice, is approximate and tentative. It is subject to variation. The Quantity of Degrees is subject to permissible variation. The University reserves the right to change the specification, size, design and quantity anytime during the contract.

(4) RATE: Single Rate should be quoted on the basis of per degree including Transportation charges for the delivery of the packets of printed degrees to various Colleges or the University.

(5) E.M.D. (Bid security.)- Bid security shall be 2% of the estimated value of offered quantity. In case of Small Scale Industries of Rajasthan it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction, it shall be 1% of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids. A bid securing declaration shall be taken from Departments' of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government. Bid securing declaration shall necessarily accompany the sealed bid. The bid security may be given in the form of cash, a banker's cheque or demand draft

Tender without appropriate EMD Shall not be accepted. The Bid Security must remain valid Thirty days beyond (or extended) validity period of the bid.

The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.

(6) **Forfeiture of Bid security** : The bid security taken from a bidder shall be forfeited in the following cases, namely:-

a) when the bidder withdraws or modifies its bid after opening of bids;

b) when the bidder does not execute the agreement, if any, after placement of supply / work order within the specified period;

c) when the bidder fails to commence the supply of the goods or service or execute work as per supply / work order within the time specified;

d) when the bidder does not deposit the performance security within specified period after the supply / work order is placed; and

e) if the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of these rules.

(7) **Performance security.-** The amount of performance security shall be 5% of the amount of supply order. In case of Small Scale Industries of Rajasthan it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order. Performance security shall be furnished within 15 days from the date of issue of purchase order in any one of the following forms-

a) Deposit though eGRAS;

b) Bank Draft or Banker's Cheque of a scheduled bank;

c) Amount more than Rs.10.00 Lac can be deposited by way of DD/B.C./Bank Guarantee. Performance security shall remain valid for a period of sixty days beyond the date of completion of contractual obligations of the bidder.

This shall be returned after successful completion of the contract. In case non fulfillment of the contract, security amount so deposited can be forfeited in full or in part. Decision of the Vice-Chancellor in this regard shall be final. No Interest shall be paid on such deposit. No adjustment of any previous balance against EMD or any other deposit will be allowed.

(8) Payment: 100% payment shall be made to supplier by University of Rajasthan through Cheque/RTGS/ Demand Draft at party's cost on receipt of verified bills regarding Quantity and quality by our respective Purchase Section. Payment shall be made for the quantity delivered at various colleges. Supplier shall invariably submit dispatch statement and the receipt of the printed degrees by the respective College(s)/University office.

(9) University of Rajasthan reserves the right to conduct sudden/ random inspection of the supplied goods to check the quality of supplied item at unit/Rc or any place even after the final payment. If quality of supplied goods is not found up to the mark, rejected materials can be destroyed at the level of University of Rajasthan. The suitable deduction shall be made from the bill. The decision of the University will be final and binding to the supplier firm. In this regard claim of any supplier shall not be accepted.

(10) Calculation of LD: If supplies are taken at more than one place during one supply schedule then total supplies received at various places during the period of supply schedule shall be considered for calculating Liquidated Damages.

(11) Technical bid must be uploaded separately & Financial Bid (Offered quantity & rate) shall be uploaded separately.

(12) The Financial Bid of Tenderer who qualifies in Technical Bid will be opened later on the date to be intimated by University of Rajasthan.

(13) Tenderer should enclose certified copy of all the required document as per checklist enclosed with Tender form.

(14) Tenderer should enclose certificate specifying categories of his industry viz. micro, small, medium etc.

(15) The supplier shall have to strictly adhere to timely supply schedule. In case of non maintaining supply as per schedule and shortage of material and material, may be procured from any source at any point of time at the risk and cost of the supplier.

(16) Repeat Order (Right to vary quantity)- At the time of award of contract, the quantity of goods, works or services originally specified in the bidding documents may be increased. It shall be without any change in the unit prices or other terms and conditions of the bid and the bidding documents at the time of award/purchase order.

(17) Cancellation: In case University of Rajasthan does not require part or entire ordered quantity, due to any reason, it may cancel the part or entire order during the period of contract and/or any extended period, for which no claim of the supplier shall be entertained.

(18) The University reserves the right to reject the Tenders of suppliers whose report have been found unsatisfactory any time during the supply contract or tenderers who have been black listed for any reason anytime during the supply contract.

(19) SSI Unit:- The tenderer would necessarily enclose copy of permanent registration as SSI unit from the competent authority.

(20) Supplier should be a reputed supplier/printer company.

(21) Any duty, taxes etc. paid at the time of purchase shall be refunded to us in the event of the same being held to be not payable.

(22) Tenderer shall ensure the standards as per the given specifications.

(23) No counter condition shall be accepted.

(24) Inspection: The University of Rajasthan will carry out sudden inspection of the Factory/ Workshop of the Tenderer before or during the supply contract without prior intimation. If the factory is found un-functional or the details of the Plant & Machinery if found otherwise than as mentioned in the tender his EMD/ Security deposit shall be forfeited.

(25) The supply schedule for quantities shall be given from time to time as per requirement.

(26) Tender shall be valid for a period of 90 days from the dead line for submission of Bids. After a tender has been accepted, the rate shall remain valid through out the period for which tenders are invited.

(27) In case of dispute regarding interpretation of any terms and condition in the Tender Document the same should be got clarified by the Bidder before submitting the Bid. Decision of the University shall be final and binding on all the Bidders. Any request for changing of any conditions/quoted price or inclusion of any documents etc. after submitting the Tender Document unless called for by written fax shall not be entertained.

(28) Comparison of rates of firms outside and those in Rajasthan.- While tabulating the bids of those firms which are not entitled to price preference, the element of Rajasthan Value Added Tax shall be excluded from the rates quoted by the firms of Rajasthan and the element of Central Sales Tax shall be included in the rates of firms from outside Rajasthan for evaluation purpose.

(29) Dividing quantities among more than one bidder at the time of award.- As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the bidder, whose bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the bidder, whose bid is accepted and the second lowest bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the bidder, whose bid is accepted if such condition is specified in the bidding documents. Counter offer to first lowest bidder (L1), in order to arrive at an acceptable price, shall amount to negotiation However, any counter offer thereafter to second lowest bidder (L2), third lowest bidder (L3) etc., (at the rates accepted by L1) in case of splitting of quantities, as pre- disclosed in the bidding documents, shall not be deemed to be a negotiation.

(30) Execution of agreement.- The bidder shall execute the agreement on a non judicial stamp of specified value at its cost.

(31) Date of receipt of material at the destination shall be considered for calculating recovery of liquidated damages.

(32) Digitally signed scanned copy of Tender documents, DD of Rs. ...../- of Tender document, DD of Rs. ...../- for E-tendering process fees, DD of earnest money and other relevant documents shall be uploaded separately. Envelope and BOQ (offered quantity and rate) shall be uploaded separately in Online-tender (E-procurement).

(33) Instructions of circular No. 3/2013 Dated 04-02-2013 issued by the Finance (G&T) Department, Govt. of Rajasthan with enclosed Annexures shall apply.

Annexure A : Compliance with the Code of Integrity and No Conflict of Interest
Annexure B : Declaration by Bidders regarding Qualifications
Annexure C : Grievance Redressal during Procurement Process
Annexure D : Additional Conditions of Contract

(34) Bid shall be uploaded with below mentioned documents :-

(a) Scanned copy of Tender Document
(b) Scanned copy of D.D. of E.M.D, Processing fees, Tender form fee

(35) Income Tax and other taxes shall be deducted at source from suppliers bills, if applicable and no reimbursement of the same shall be made by University of Rajasthan.

Special Note : If any bidder is aggrieved with the any decision, action of the tendering officer, he may file an appeal to Vice-Chancellor, University of Rajasthan, Jaipur, as per order dated 05-07-2013 of Finance Department, Rajasthan.

Registrar

Declaration

I/We have carefully read the above (1 to 35) terms and conditions. We shall abide by these terms and conditions. In case of default, our earnest money may be forfeited and the University may take any action as it may deem proper.

Place :

Date : **Signature & seal of the tenderer/Bidder**

CONDITIONS OF CONTRACT

(1) The Tenderer shall have to carefully study and understand the conditions, specifications, size, make etc. of the goods to be supplied. If he has any doubt about the meaning of any terms, conditions or specifications etc. he should refer to the Registrar, University of Rajasthan, Jaipur and get clarification. The decision of the University regarding interpretation of the conditions and specifications shall be final and binding on the Tenderers.

(2) Tenderers are hereby explicitly warned that the Individuals signing the Tender must specify as follows:-

a) Whether signing as sole proprietor of the firm?

b) Whether signing as registered active partner of the firm?

c) Whether signing for the firm on the basis of power of attorney?

d) Incase of companies and registered firms whether signing as secretary, manager, Partner, Director, etc.will submit an authorisation from the company to do so. A copy of any document under which such authority is given should be forwarded with the tender if a copy has not already been sent to the company.

(3) Only such Tenderers who are bonafide reputated supplier/printer into the printing works for which they tender shall be eligible.

(4) The Bidder who is not registered under the Sales Tax Act, prevalent in the State where his business is located, may not be eligible for Tender. The GST, Registration numbers should invariably be quoted.

(5) If a Tenderer imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his Tender may be rejected.

(6) The unit rates must not under any circumstances be altered and the rates must be entered in figures as well as in words.

(7) (a) The rates quoted should be F.O.R. inclusive of all duties, taxes and charges. However the tenderers should indicate whether supply will be made from within or outside Rajasthan.

(b) Any increase in Excise Duty or any other Tax imposed by Central Government or State Government after the due date of the Tender will be paid extra. Similarly any reduction in the Excise Duty or any other Tax after the due date of the Tender will be paid less to the Party.

(8) The Tenderer shall not Assign or Sublet his contract or any part thereof to any other Agency.

(9) The Tenderer should Sign the Tender Form at the end of each page as token of his acceptance of all the terms and conditions of the Tender.

(10) No request for adjustment of outstanding claim of any kind against the company towards EMD/SD will be entertained and failure to deposit the EMD/SD in full will always result in cancellation of the Tender acceptance.

(11) The Tenderer shall be responsible for the proper packing of Degrees so as to avoid damages under normal conditions of transport and delivery of the material in good conditions to the consignee at destination.

(12) The Tenders should be submitted along with Samples.

(13) The quantities shown in the Tender Notice are approximate and subject to variation. The supplies shall have to be arranged according to requirements as and when orders are placed throughout the contract period.

(14) The time specified for **SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO VARIOUS COLLEGES ON F.O.R. BASIS** be deemed to be the essence of the contract and the successful tenderer shall arrange supply work within that period on receipt of work/supply order from the University.

(15) (i) Should the contractor fail to execute the order/contract within the period specified in the Tender Form, and if such failure to deliver/complete in prescribed time as aforesaid have arisen from, any unforeseen cause such as strike, fire, accident, act of GOD resulting in stoppage of work in the factory, of the manufacturer or similar reasons which the Vice-Chancellor, University of Rajasthan, Jaipur may find valid for an extension of the time he may extend the period without charging any agreed liquidated damages. His decision shall be final regarding the sufficiency or otherwise of ground for extension of time.

(ii) Should the Tenderer fail to execute the order/contract within the period specified in the Tender Form, the Vice-Chancellor may at his discretion allow extension of time, subject to recovery from the tenderer as liquidated damages and not by way of penalty, as sum equal to the following percentage of the value of goods which the tenderer has failed to supply for the period of delay as stated below :-

a) Delay upto one fourth period of the prescribed delivery period - 2.5%.

b) Delay exceeding one fourth but not exceeding half of prescribed delivery period - 5%.

c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period - 7.5%.

d) Delay exceeding three fourth but not exceeding the period equal to the prescribed delivery period - 10%.

Notes:

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

b) The maximum amount of Liquidated Damages shall be 10%.

c) When the Successful Tenderer is unable to complete the order/contract within the specified or extended period the University shall be entitled to accept

supply and get the work done from the open market without notice to the Tenderer, but at his risk and cost i.e. Tenderer's Account and risk. The goods or any part thereof which the Tenderer has failed to supply or if not available, the best and nearest available substitute thereof or to cancel the contract and the Tenderer shall be liable for any loss or damage which the University sustained by reason of such failure on the part of the tenderer. But the tenderer shall not be entitled to any gain on such purchase made against default. The recovery of such loss or damage shall be made from any sum accruing to the Tenderer under this or any other contract with the University. If recovery is not possible from the bills and the contractor fails to pay the loss or damage within one month, the recovery shall be made under any law for the time being in force or from any other Bills outstanding with the University.

(16) When the Security Deposit in full or in part is proposed to be forfeited, a notice will be given to the Tenderer to explain within 10 days as to why the Security Deposit should not be forfeited for failure to complete the supplies in time.

(17) In the event of any breach of conditions of the contract at any time on the part of the contract, the contract may be terminated summarily by the Registrar, University of Rajasthan, Jaipur with such conditions as may be deemed fit.

(18) Remittance charges on payment made to firms except through cheques will be borne by the supplier unless specifically agreed by the University.

(19) Direct or indirect canvassing on the part of tenderers or their representatives will disqualify them.

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

(21) (i) The University reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept any tender for all or any one or more of the goods for which the tender has been given.

(ii) If the tenderer resiles from his offer or offers new terms after opening of the tender, his EMD is liable to be forfeited.

(iii) The submission of more than one tender and under different names is prohibited.

(iv) Any relationship or business connection that may exist between the Tenderer and any official of the University of Rajasthan should be declared. If this information is found to have been suppressed, then Contract, if any, entered into may be cancelled forthwith without notice and compensation and any amount which may have been deposited Forfeited and Credited to the company.

(22) Specifications (if any) items for which tenders are invited have been specified in this document.

(23) Maximum Three months will be allowed for the delivery of material/printed Degrees from the date of PDFs approved by the University) Therefore period of delivery of material beyond 90 days will attract penalty clauses.

(24) Supply of converted data (in required format and language with relevant programme) of all examinations on two CD to the University without any extra cost.

(25) Before finalizing the Tender/Purchase the premises of the tenderer may be inspected by the University Committee.

(26) The negotiations may be held to reduce the rates. Increase in the rates after negotiations will not be entertained and in that case the rates quoted by it in original tender will be considered. However, the decision of the Vice Chancellor, which shall be based of the recommendation of the Tender Committee in such cases, would be final and binding on tenderer.

(27) The data process and application development team members' credentials and their experience will have to be submitted by the successful bidder.

(28) Before undertaking the printing job the firm shall submit an undertaking along with the tender regarding maintaining secrecy and adhering to the time schedule.

(29) The firm shall depute at least one programmer having qualification MCA/BE/M.Sc. in Computer Engineering or equivalent qualification with experience of similar nature of work who shall be present at the time of opening of tenders for discussion and negotiations, if required.

(30) (a) No updating/correction charges shall be payable to the firm by the University.

(b) The firm shall agree that in case of mistake(s) which may turnout to be intentional, the University shall be free to take further legal action according to gravity of the mistake(s) in addition to the penalty as per terms and conditions contained in the tender.

(31) All legal proceedings, arising out of this contract shall be subject to the jurisdiction of the courts situated at Jaipur City only.

REGISTRAR

DECLARATION

I/We declare that I/we have quoted rates after careful study of all the terms and conditions (1 to 35) of the tender and conditions (1 to 31) of the contract I/We are fully eligible to participate in the bid. I/We have provided all information and proofs thereof as required in the tender documents/check lists without any counter conditions. I/We accept and shall abide by these terms and conditions and accept the decision of the University. I/We have signed on each page of the tender documents in token of acceptance of the terms and conditions of the tender and the contract.

Place:
Date :

Signature of the Tenderer/Bidder
With seal

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 in exchange for an unfair advantage in procurement process or to 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 behavior to impair the transparency, fairness and progress of the procurement process;

(d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;

(e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any 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 interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, 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

b. receive or have received any direct or indirect subsidy from any of them; or

c. have the same legal representative for purposes of the Bid; or

d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or

e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or

f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical 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.

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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 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 statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:
Place:

Signature of bidder
Name :
Designation:
Address:

Doc1

Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is _____

The designation and address of the Second Appellate Authority is _____

(1) Filing an appeal

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

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

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

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

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

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

(a) determination of need of procurement;
(b) provisions limiting participation of Bidders in the Bid process;
(c) the decision of whether or not to enter into negotiations;
(d) cancellation of a procurement process;
(e) applicability of the provisions of confidentiality.

(5) Form of Appeal

(a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
(b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

Doc1

(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or 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 appeal

(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.

Doc1

FORM No. 1
[See rule 83]

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

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

1. Particulars of appellant:
   (i) Name of the appellant:

   (ii) Official address, if any:

   (iii) Residential address:

2. Name and address of the respondent(s):
   (i)
   (ii)
   (iii)
3. Number and date of the order appealed against and name and designation of the officer / authority 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. Grounds of appeal:
   .....
   .....
   ..... (Supported by an affidavit)
7. Prayer:
   .....
   .....
   .....

Place .....
Date .....
Appellant's Signature

Doc1

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

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

2. Procuring Entity's Right to Vary Quantities

(i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.

(ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

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

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Annexure 'E'

Manufacturer's Authorisation (In case of procurement valuing more than Rupees 10 lakh)

Manufacturer's Authorisation

Nib. No. / ...../ **Bid/2017-2018** Date .....

To,
The Registrar,
University of Rajasthan,
Jaipur.

WHEREAS

We, who are official _____ having work place at _____ do hereby authorize _____to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the goods by us _____ and to subsequently negotiate and sign the Contract.

We hereby extend that the goods supplied by us shall be free from defects arising from any act or omission by us or arising in design, materials and workmanship, under normal use, with respect to the Goods offered by us in reply to this Invitation for Bids.

Name _____
In the capacity of : _____
Signed _____
Duly authorized to sign the Authorization for and on behalf of _____
Tel: _____ Fax: _____e-mail _____
Date _____

(Shall be submitted along with the Bid Security)

Annexure 'F'

Technical Bid Submission Sheet

NIB. No. / Exam/.... / Bid/2017-2018 Date .....

To,
The Registrar,
University of Rajasthan,
Jaipur.

We, the undersigned, declare that:

a. We have examined and have no reservations to the Bidding Document. We offer to supply in conformity with the Bidding Document and in accordance with the supply schedule given from time to time for supply of printed degrees.
b. Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
c. If our Bid is accepted, we commit to obtain a Performance Security in the amount of 5% of the Contract Price or Performance Security Declaration for the due performance of the Contract.
d. We are not participating, as Bidders, in more than one Bid in this bidding process, in the Bidding Document.
e. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has/have not been debarred by the State Government or the Procuring Entity.
f. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
g. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
h. We agree to permit the Procuring Entity or its representative to inspect our premises/ accounts and records and other documents relating to the bid submission and to have them inspected audited by auditors appointed by the Procuring Entity.
i. We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity for Bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document in this procurement process and in execution of the Contract;
j. We have all the infrastructure necessary to introduce the following security features in the degrees -

- Permanent Patch Mark carrying variable data in case of DEGREES/ CERTIFICATES must be validated and readable on photocopy of the document.
- VARIABLE DATA of Student in BACKGROUND image merged with static in a way that it is invisible otherwise
- Micro TEXT printing carrying variable data of student
- Barcode printing carrying variable data of the student

- Data in transparent Impression created by laser Beam on a specified place (STATIC)
- Photograph as variable image of every student, wherever available.
- UV validation stamp carrying variable data to be carried by UV light without using UV inks
- UDI Number

Name/ address: _____
In the capacity of : _____
Signed : _____
Duly authorized to sign the Bid for and on behalf of _____
Date_____
Tel: _____ Fax: _____ e-mail: _____

(Shall be submitted along with the Bid Security)

CONTRACT AGREEMENT
(To be Submitted on Rs. 5000/- on Non-Judicial Stamp Paper)

This Agreement is made on the ___ day of _____ 2019 between **University of Rajasthan, Jaipur** - 302004.

FIRST PARTY

AND

M/s _____ having its office _____ (Hereinafter referred to as the eligible **'Bidder'**) on the terms and conditions set forth hereunder:

SECOND PARTY

The expression of first and second party shall mean and include their Representatives, Heirs, Successors, Legal Representative Administrators, Nominees & Assigns etc.

2. That the duration of this contract shall be one year from _____. University of Rajasthan, Jaipur reserves the right to increase the quantity on same rate, terms & conditions & further extend the duration up to _____ as per requirement of University of Rajasthan, Jaipur. Supply schedule may be issued in aforesaid period.

3. That the tender form has been submitted by the Bidder accepting all the terms and conditions enumerated therein as well as those in the Purchase Order, provision of which would have superseding effect in case of any contradiction in any condition of the tender and that of the Purchase Order.

4. The conditions of the tender and contract for open tender enclosed to the NIB. NO. ...../ Bid/2013-2014/ dated ..... and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.

5. Purchases Order No._____ dated _____ issued by the University of Rajasthan, Jaipur and appended to this agreement shall also form part of this agreement.

6. Payment: 100% payment shall be made to supplier by the University through Cheque/RTGS/ Demand Draft at party's cost on receipt of verified bills regarding Quantity and quality by our respective Warehouse checked and verified by the Purchase Section. Payment shall be made for the quantity of the printed degrees delivered at the specified locations. Supplier shall invariably submit dispatch statement and the receipt of the goods delivered at the respective Colleges/University office.

7. The Bidder shall be responsible for proper dispatch so as to avoid damage in transportation and deliver material in good condition to all the respective centers/units. In the event of any loss, damages, breakages or any shortages found by the checking / inspecting staff at the specified center/unit the same shall be debited to the tender.

8. The University of Rajasthan, Jaipur reserves the right to reduce or altogether cancel the approved quantity of supply. The University of Rajasthan, Jaipur shall not be liable for any claim by the Bidder in such an event.

9. University of Rajasthan, Jaipur reserves the right to conduct sudden/ random inspection of the supplied printed degrees to check the quality of supplied item at unit/Rc or any place even after the final payment. If quality of supplied goods are not found up to the mark, the Degrees can be destroyed at the level of University of Rajasthan, Jaipur/the suitable deduction shall be made from the bill. The decision of the University of Rajasthan, Jaipur will be final and binding to the supplier firm. In this regard claim of any supplier shall not be accepted.

10. Arbitration Clause. : In case of any dispute arising in contract, the matter will be referred to Sole Arbitrator appointed by Vice-Chancellor, University of Rajasthan, Jaipur whose decision shall be final and binding on both the parties.

11. The venue of the arbitration shall be Jaipur only and jurisdiction for any matter/dispute arising out of or concerning or connected with such arbitration and contract shall be JAIPUR only.

12. That this Agreement shall bind the above party and their respective heirs, representatives & assigns. In witness thereof the University of Rajasthan, Jaipur and the Bidder have here unto set and subscribed their respective signatures in the presence of following witnesses:-

For M/s. _____ Registrar

Authorized Signatory University of Rajasthan, Jaipur

Witness Witness

1._____ 1._____

2._____ 2._____

The bidder shall execute the agreement (within 15 days of issuing purchase order) on a non judicial stamp of specified value at its cost.

TECHNICAL BID

(To be submitted in the envelop marked Technical Bid)

(Information to be provided along with the Tender Documents & requisite EMD (Bid security.) Without Bid security the Tender shall not be considered for Financial Bid

I. **Addressed to:**

a. **Name of the tendering authority** — Registrar
b. **Address** — University of Rajasthan, Jaipur-302055
c. **Telephone/Fax** — 0141-2706813

II. **NIT Reference:**_____ **Dated:** _____

III. **Other related details:-**

1.	Name of Bidder					
2.	Name & Designation of authorized Signatory					
3.	Registered Office Address					
	Telephone Nos.			Fax:		
	Mobile			Email:		
4.	Rajasthan Center (if any)	Address				
		Phone		Fax:		
		Contact Person				
5.	Jaipur Center (if any)	Address				
		Phone		Fax:		
		Contact Person				
6.	Year of Establishment					
7.	Nature of the Firm Company Firm		Company			Firm
			Government	Public	Private	Partnership
	Put Tick (√) mark					
8.	No. of Years providing service					
9.	Is the office owned/leased or rented. (Copy of Ownership / Lease Deed registered with competent authority)					

10.	**Registration No. (Sales Tax Dept.)** (Enclose Copy of Certificate GST)	
11.	**Pan No./TIN No.** (Enclose Copy of PAN No. /TIN No.)	
12.	**Whether firms is agreeable to the Terms & Conditions mentioned in the Tender.**	
13.	**Whether Registered with the Industries Department** (Enclose Copy of Permanent SSI Unit Certificate or equivalent)	
14.	**GST/CST clearance certificate from the concerning commercial taxes officer** (Enclose copy of Certificate year 2012-13)	
15.	**Production Capacity (Per day and Per Month)** (Attach Evidence)	
16.	**Sample of each item of stationary intended to be used for printing. Mention the brand and GSM of the Paper.**	
17.	**Printed Samples with all security features of DMCs and Degree as per specifications**	
18.	**Undertaking for Print Unit being electronically and physically secured for confidential data**	
19.	**Previous Experience (Attached documents)**	
20.	**Any other details in support of your offer**	
21.	**Attach proof to substantiate your claims as per conditions mentioned at page 11 & 12**	

IV. Tender Processing fee Rs. 5000/- (DD in Favour of MD, RISL, Jaipur)

S.No.	Processing Fee Amount	DD/Banker's Cheque Issuing Bank Name	No. with Date
1.			

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

S.No.	EMD Amount	DD/Banker's Cheque Issuing Bank Name	No. with Date
1.			

VI. Average Annual Turnover during last three years (as stated in the eligibility criteria, attach audited balance sheet clearly showing at least Rs. 5.00 Crores onward Turnover

2016-17	2017-18	2018-19	Total Turnover (in Rs.)	Average Turnover (in Rs.)

VII. List of State owned Universities where the firm has executed work orders of similar nature with the contact details and copies of POs

S. No.	Year	Name of Organization	Brief Description of the work

VIII. Details of Technical Infrastructure

S. No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No. / Technical Specification
1.	Digital Press			
2.	Printer			
3.	Computer			

IX. Details of Technical staff available with firm

S. No.	Name	Post	Qualification	Total experience of Examination work
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

X. Declaration: -

It is solemnly declared that:-

1. Our firm/company has not been defaulter in any banks/ institutions loans.
2. Our firm/company has not defaulted in payment of any statutory dues/ liabilities.
3. Our firm/company has not been blacklisted by any govt. agency/deptt./university.

For and on behalf of (Name of the Bidder)

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

ANNEXURE 'G'

SCHEDULE OF RATES/ OFFER BY BIDDER

Tender Dated: ..... Quantity Demanded 2.5 Lac (approx.)

Tender Inviting Authority	: Registrar, University of Rajasthan, Jaipur
Name of Work/Item	: SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO VARIOUS COLLEGES
Bid No.	: Exam/03
Bidder Name	:

PRICE SCHEDULE

Sl. NO.	**SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES FOR VARIOUS COLLEGES on F.O.R. Basis**	**Basic Rate Per Degree excluding CST/GST whichever is applicable (in Rs.)**	
1	**DEGREES on Non-tearable printing and supply of A4 size Original Degree Certificates with security features mentioned below on tear resistant, water resistant, chemical resistant paper made up of Tyvek sheet of 1085D 110GSM with four colour printing and single colour printing on back side.**	With Photo of the Candidate	Without Photo of the Candidate

DECLARATION

I/we have read all the contents/terms and conditions given in the tender document entitled supply of security feature enabled degree sheets, printing of data on degree sheets using laser printer and supply of the printed degrees to various colleges. I/We abide by all the terms and conditions of the tender document.

I/We hereby declare that our firm/company/concern is registered for the above supplies/work/service. We are in the business of the above work/supplies which can be verified from our office record and copies of certificates/work orders. We have all technical infrastructure/know how/experience. We have not been black listed by any Government (Central/State), Board/University/Public Undertaking/Banks etc.

In case of any information being found false/misleading at any time during the work or even after, the University may take any action against my/our firm. I/We shall abide by the decision taken by the University in this regard.

Place:

Signature of Tenderer/Bidder with seal

Dated:

1

CHECK LIST FOR TECHNICAL BID

		Yes / No
1	Have you attached certificate of registration under companies' Act.	
2	Have you attached certificate regarding ISO 9001 & ISO 27001	
3	Have you attached 3 year's work experience certificate of printing variable data and degrees/certificates (work of similar nature)	
4	Have you attached certificate of experience in Bar code printing.	
5	Have you attached self declaration regarding not being defaulter in banks/institutions loans.	
6	Have you attached self declarations for not having defaulted in payment of statutory dues/liabilities?	
7	Self declaration regarding not being blacklisted by any Govt. Agency/Deptt./Univ.	
8	Have you ensured submitting of Demand Drafts of EMD, Cost of tender and RISL charges?	
9	Have you attached supporting documents to prove that the company is having its own manufacturing facility with digital printing equipment?	
10	Have you attached certificate/proof of TIN Number/Services Tax Reg. No./PAN Number	
11	Have you attached company's MOA	
12	Have you attached invoices of the digital printer, that shows the company's ownership also.	
13	Have you attached undertaking regarding physical & electronic security of the manufacturing facility?	
14	Have you attached undertaking regarding ownership of equipments, software & processes?	
15	Have you ensured submitting required samples?	
16	Have you attached balance sheets of last 3 years?	
17	Have you attached proof of your turnover being more than 3.0 crores annual in last 3 years.	
18	Have you attached Income Tax returns of last 3 years?	
19	Have you attached certificate specifying category of your industry (Micro/ Small/ Medium)	
20	Have you attached copy of permanent registration as SSI unit (if applicable)	
21	Have you attached GST/RST/CST clearance	
22	Have you attached evidence of your production capacity.	