

Registrar, University of Rajasthan, Jaipur

NOTICE INVITING E-BIDS (Rate Contract)

NIB No. E-Bid/Misc/2023/ 117

Dated: 12/1/24

Electronic Online Technical and Financial Bids are invited up to 1.00 p.m. of 31.01.2024 for Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 to the University Examination Centers. Details of the E-Bid Document are on the website of <http://eproc.rajasthan.gov.in> for uploading/downloading. It can also be seen at sppp.rajasthan.gov.in and University website www.uniraj.ac.in.

UBN.NO.


Registrar,
University of Rajasthan,
Jaipur

Registrar, University of Rajasthan, Jaipur

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UBN NO. :- URA 2324 GLR C00175

NIB No. :- URA 2324 A0060

—Sd—

Registrar,
University of Rajasthan,
Jaipur

NIB No. E-Bid/Misc/2023/ 112-127

Dated : 12/1/24

Copy forwarded for information and necessary action to:

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

12.01.24
Controller of Examination



UNIVERSITY OF RAJASTHAN
Jawahar Lal Nehru Marg, Jaipur – 302 004, India

E- BID DOCUMENT(Rate Contract)

FOR

**PRINTING AND SUPPLY OF THEORY ANSWER BOOKS WITH OMR SHEET
COVER PAGE & PRACTICAL ANSWER BOOKS WITHOUT OMR SHEET
COVER PAGE FOR EXAM-2024(Rate Contract)**

E-Bid No.	E-Bid/Misc/2023/ Dated:
Mode of Bid Submission	: On line (E-Bid)
Bid Starting Date	: 11-01-2024 at 05.00 p.m.
Procuring Entity	: University of Rajasthan, Jaipur- 302004
Pre Bid Meeting	: 18-01-2024 at 3.00 PM
Last date & time of On-line submission of Technical & Financial Bid	: 31-01-2024 at 1.00 PM
Date & Time of opening of On-Line Technical. Bid	: 31-01-2024 at 3.30 PM
Last Date & time for submission of samples and E-Bid Fees/EMD (Demand Draft/ Banker's Cheque) at the office of the Registrar, University of Rajasthan (Personally or by post)	: 31-01-2024 at 1.00 PM
Date & Time of opening of On-Line Financial Bid	: will be notified later
Websites for downloading E-Bid Document, Corrigendum's etc.	http://eproc.rajasthan.gov.in www.uniraj.ac.in , www.eproc.in www.sppp.rajasthan.gov.in

- Cost of E-Bid Document and fee in favour of Registrar, University of Rajasthan, Jaipur, Rs. 5000/- (Rupees Five Thousand only) (DD/Banker's Cheque)
- E-Bid Processing Fee in favour of MD, RISL, Jaipur, Rs. 2000/- (Two thousand Only) DD/Banker's Cheque
- Bid security @ 2% estimated cost in favour of Registrar UOR, Jaipur. (Format attached)
- In case of SSI Unit of Rajasthan & BIFR Units RTPP-2013 Rule 42 shall be applicable for Bid security.

BID INDEX (NIB NO.....)

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CHAPTER-1

SCHEDULE OF E-BID(Rate Contract)

NAME OF WORK: PRINTING, SUPPLY AND DELIVERY OF THEORY ANSWER BOOKS WITH OMR SHEET COVER PAGE & PRACTICAL ANSWER BOOKS WITHOUT SHEET COVER PAGE FOR EXAM-2024 TO THE UNIVERSITY EXAMINATION CENTRES.

OMR

Nature of project	
Name of the Item(s) and estimated cost	Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 to the University Examination Centres. Rs. 4.00 Crore.
Cost of the Bid Document (non-refundable)	Rs. 5000/- Demand Draft/ Banker's Cheque in favour of Registrar, University of Rajasthan, Jaipur
Publishing Date & Time	
Place of Information about the work and Bid documents	Controller of Examination, Room No. 101, Sardar Patel Bhawan, University of Rajasthan, Jaipur.
Processing Fees	Demand Draft/Bankers Cheque in favour of MD, RJSL Jaipur Rs. 2000/-
Pre Bid Meeting	18-01-2024 at 3.00 PM
Last Date & time for On-Line submission of Bids (Technical and Financial Bids)	31-01-2024 at 1.00 PM
Last Date & time for submission of samples and E-Bid Fees/EMD (Demand Draft/ Banker's Cheque) at the office of the Registrar, University of Rajasthan (Personally or by post)	31-01-2024 at 1.00 PM
Technical Bid Opening of Date, Time & Venue	Venue, Vice Chancellor, Secretariat, University of Rajasthan, Jaipur.
Date & Time opening of Financial Bid.	To be Notified later on.
Websites of submitting E-Bid Document, Corrigendum's, Addendums etc.	http://eproc.rajasthan.gov.in
Bid Validity	90 days
Earnest Money *As per RTPP Rules-2013	DD of Rs. 8.00 (Eight Lacs) for Bid security

Note:

- (1) Bidders are advised to study the E-Bid Document, the Rajasthan Transparency in Public Proc. Act, 2012, and Rules 2013 carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document, Act & The Rules with full understanding of their implications.
- (2) The procuring entity reserves the right to accept or reject any bid and to cancel the bidding Process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders.
- (3) Bidders must ensure strict compliance with the terms and conditions of e-tender and enclose the required documents carefully so as to avoid their disqualification.
- (4) The University will not be responsible for any delay in electronic submission (uploading) of the Bids/Documents.


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Jaipur

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Bid Document Fee Detail

Bidder's Name: _____

Address: _____

Phone: _____ Fax : _____

Email: _____

(A) E-Bid Fee:

Number: _____ Dated ____ : _____ Bank Name: _____

for Rs. 5000/- only (Rupees Five Thousand Only) in favour of Registrar, University of Rajasthan, Jaipur.

(B) Processing Fee:

Bank Demand Draft/ Banker's Cheque Detail:

Number: _____ Dated ____ : _____ Bank Name: _____

for Rs. 2000/- only (Rs Two Thousand Only) in favour of MD, RISL, Jaipur

(C) Bid Security:- As per RTPP Rules -2013 Rule No. 42. 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 or Form of Bid-Securing Declaration (BF-II).

Bid without appropriate Bid security 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.


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CHAPTER - 2

NOTICE INVITING E-BIDS(Rate Contract)FOR UPLOADING ON WEBSITE

OFFICE OF THE REGISTRAR, UNIVERSITY OF RAJASTHAN, JAIPUR

Phone No.: 0141-2706813

Fax No.: 0141-2709582

Email Address: registrar@uniraj.ernet.in

NOTE:

The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" and the "Rajasthan Public Procurement Rules, 2013" under the said act have come into force which are available on the website of State Public Procurement Portal <http://sppp.raj.nic.in>. Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process. If, there is any discrepancy between the provisions of the Act and the Rules and this Bidding document, the provisions of the law shall prevail.

NIB No. E-Bid/Misc/2023/

Dated :

Two types (Technical & Financial Bids) unconditional online electronic E-bids (Rate Contract) are invited on behalf of the University of Rajasthan, Jaipur for the procurement Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 to the University Examination Centres for the Work as listed below from the bidders upto 31-01-2024 at 1:00 p.m.

S. No.	Name of item (s)	Estimated Cost of item(s) (Rs.)	Bid Security as per RTPP Rule No. 42	Validity Period of Bids	Cost of Bidding Document
1	Printing and Supply of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 and deliver at examination centres and as per require site.	4.0 Crores	Bid security 2% i.e. Rs. 8.00 Lakh (Eight Lakh) in the form of D.D. in favour of Registrar University of Rajasthan	90 days	Rs. 5000/-

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

3. The Bids are being invited electronically, the procedure for submission of Bids including payment of price of Bidding documents, user charges/ processing fee, Bid Security, etc., shall be as provided on the <http://eproc.rajasthan.gov.in>
4. Bids submitted electronically after the specified date and time shall not be accepted.
5. The online submitted Technical Bids shall be opened on 31-01-2024 at 3.30 PM in the office of the Procuring Entity (The Vice Chancellor Secretariat, University of Rajasthan, Jaipur) by the E-Tender committee in the presence of the Bidders or their duly authorized representatives who wish to be present.
6. **In case the due date happens to be a holiday, the E-Bid will be accepted and opened on the next working day. The timing will remain the same.**
7. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason therefore.
8. Required documents in E-Bid shall be submitted electronically except samples and demand drafts.


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CHAPTER - 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.


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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. The Registrar, University of Rajasthan invites tenders (Rate Contract) for Printing and Supply of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024, who meet the minimum eligibility criteria as specified in this bidding document.
2. Kindly go through the terms and conditions, annexure and other forms of the document carefully and meticulously
3. The complete bidding document has been published on the website <http://eproc.rajasthan.gov.in> for the purpose of downloading.
4. 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, and that only a fully reliable person shall be authorized for DSC. So that the confidentiality of our bid/ rates is maintained up to bid opening & that your documents are put to any misuse
5. Complaints lodged in UOR, Jaipur should bear signature, name, Id proof and mobile number of the complainant. This is important as UOR, 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 UOR, Jaipur to take action against that person who has fraudulently made use of their letter heads. Therefore, unauthenticated complaints may not be acted upon.
6. In case you are given any assurance of any advantage in UOR, Jaipur by anybody or if you are directly or indirectly threaten or intimated of harming your bidding & subsequent work in UOR, Jaipur, please inform immediately about the same to Registrar/CF&FA, UOR, 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.
7. It is advisable for you to authorize only those persons for University bid who are employed in your firm on salary basis.
8. Certificates/Licenses/Documents which are required should be complete and updated.
9. Bid form can be downloaded from "<https://eproc.rajasthan.gov.in>." The bid form fee @ Rs. 5000.00 downloaded from the website, Bid security (as applicable) and processing fee of Rs.2000.00 of R.I.S.L. (In favour of MD RISL, Jaipur) 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, processing fee and Bid Security or Bid declaration shall be deposited physically in the office of Registrar, University of Rajasthan, Jaipur before the last date and time of bid submission.
10. Bid form fees RISL processing fee and bid security should be submitted separately for each bid. Bid form fees is non-refundable.
11. The average gross annual turnover of the bidder shall be as per format for last three years. The turn over statement (BF-IV) duly certified and signed by Chartered Accountant shall be submitted along with bid, failing which the bid shall be rejected.
12. Bid form must conform the terms & conditions of the bid documents.
13. Bid received after prescribed date and time will not be considered.

14. A pre-bid meeting will be held as per above schedule i.e., at 3.00 PM on dated 18-01-2024 in the Syndicate Hall, University of Rajasthan, JLN Marg, Jaipur-302004 to clarify the issues and to answer questions on any matter that may be raised at that stage. After pre-bid meeting necessary changes in bid conditions can be done. Bid should be submitted on-line after pre-bid meeting including all the clarifications/modifications/ amendments. Corrigendum/addendum shall be the integral part of terms & conditions of bid which shall be duly signed and attached with the bid document by the bidder.
15. Correspondence with the University regarding these bids by the authorized signatory of the firm shall only be entertained.
16. Bids received after the specified time and date shall not be accepted and shall be not opened.
17. The technical bids shall be opened at 3.30 PM on dated 31-01-2024 or as amended in the presence of the Bidders or their representatives who wish to be present.
18. 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.
19. 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.
20. 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.
21. Bidders are required to prepare a single PDF file for the entire bid document and then it should be uploaded on the website "[https:// eproc.rajasthan.gov.in](https://eproc.rajasthan.gov.in)". Bid document if not prepared as single PDF file, the website may not accept second and onward parts of the bid.
22. 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 and [https:// eproc.rajasthan.gov.in](https://eproc.rajasthan.gov.in). Similarly, information regarding Financial Bid (L-1) shall also be provided to bidders on above websites. Individual bidders may not be informed separately.
23. The department will not be responsible for delay in online submission due to any reason, for this Bidders are requested to upload the complete bid well in advance in time so as to avoid 11th hour issues such as slow speed; choking of website due to heavy load or any other unforeseen problems.
24. **The Provisions of "The Rajasthan Transparency in Public Procurement Act. 2012 & The Rajasthan Transparency in Public Procurement Rules 2013" shall also apply**
25. निविदा प्रक्रिया का संक्षिप्त विवरण :-

1. यह निविदा(दर संविदा) एक स्तरीय दो भाग (Single Stage-2 Part Part-I Technical Bid cover-A and Part-II Financial Bid cover-B) ऑनलाईन वेबसाईट सिस्टम आधारित है।
2. निविदा ऑनलाईन "[https:// eproc.rajasthan.gov.in](https://eproc.rajasthan.gov.in)." वेबसाईट पर भरी गई ही मान्य होगी।
3. वित्तीय निविदा केवल ऑनलाईन ही स्वीकार्य है।
4. तकनीकी तथा वित्तीय निविदा का प्रत्येक पृष्ठ निविदादाता के अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षरित तथा फर्म की मोहर लगा होना चाहिये।
5. निविदा एव संलग्न प्रपत्र हिन्दी अथवा अंग्रेजी (English) भाषा में होने चाहिये। अन्य भाषा में प्राप्त निविदा अथवा प्रपत्रों/दस्तावेजों को विचार हेतु अयोग्य माना जायेगा।
6. 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।

7. 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 उत्तरदायी नहीं होगा।
8. निविदा टेक्निकल बिड खुलने की दिनांक से 90 दिवस तक वैध होनी चाहिये। उक्त अवधि से अल्प वैधता वाली निविदा निरस्त योग्य मानी जायेगी।
9. इलेक्ट्रॉनिक/ऑनलाईन निविदा प्रपत्रों को जमा कराने से पूर्व निविदादाता यह सुनिश्चित कर लेवे कि निविदा प्रपत्रों से संबंधित सभी आवश्यक दस्तावेजों की स्कैन कॉपी निविदा प्रपत्रों के साथ अटैच कर दी गयी हैं।
10. कोई भी टेण्डर इलेक्ट्रॉनिक फॉर्मेट में जमा कराने में किसी कारण से विलम्ब हो जाता है तो उसकी जिम्मेदारी राजस्थान विश्वविद्यालय, जयपुर की नहीं होगी।
11. ऑनलाईन निविदा भरते समय संबंधित निर्देशों का पालन नहीं करने के परिणामस्वरूप निविदा प्रक्रिया में उत्पन्न किसी भी प्रकार की बाधा के लिए राजस्थान विश्वविद्यालय, जयपुर की नहीं होगी।

26. कार्य सम्पादन प्रतिभूति (Performance Security) के संदर्भ में राजस्थान लोक उपापन में पादर्शिता नियम-2013 का नियम 75 तथा जैसा राज्य सरकार विनिर्दिष्ट करे मान्य होगा।

27. **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 or Form of Bid-Securing Declaration (BF-II).

Bid without appropriate Bid security 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.

28. 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 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, 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. 0141-2706813/0141-2710978 or queries may be e-mailed on address "www.registrarur@yahoo.com & www.accountsurjaipur@yahoo.in


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Jaipur

CHAPTER - 5

SCOPE OF WORK

TECHNICAL SPECIFICATIONS

- (1) Approximately 50 Lacs Answer Books with OMR Cover & 08 Lacs Practical Answer books Without OMR sheet cover page will be printed (number may be increase or decrease).
- (2) The answer books are to be delivered by the firm at examination centers in two Installments as per the direction of the Controller of Examination, University of Rajasthan, Jaipur. Approximate number of Examination Centers where the answer books are to be delivered is about 170 (may increase or decrease). These Examination centers are distributed in 2 Districts (namely, Jaipur and Dausa) of Rajasthan.
- (3) The finished size of the OMR cover page will be 8½ X 10½" with 100GSM Maplitho Paper to be procured by the Bidder himself.
- (4) The size of the answer book will be 8½ X 10½" with 58 GSM "A" Grade mill cream wove paper to be procured by the Bidder himself. There will be 36 pages (other than OMR Cover pages) with 20 lines in each page for Theory Answer Books. Practical Answer Book contain 12 pages (other than cover pages) with 20 line in each page.
- (5) The entire answer book will be covered by a 100 GSM maplitho paper leaf on both sides of the answer book. Theory Exam. Answer books front cover page will have two colour printing and section with one perforation at designated place and the instructions to examiner and the candidates will be written on the back side of the front cover pages. However, both pages of the back cover page will remain blank.
- (6) The Answer book number will be printed on the Right hand side of the top most flap A.
- (7) Cover page of the answer books shall be as per the sample enclosed (Sample is indicative and features required for the OMR sheet scanning must be incorporated in the final sample submitted by the firm).
- (8) The Theory Answer book along with OMR cover pages will be machine thread stitched along with the spine using good quality thread and Practical Answer Books will be stapled.
- (9) Bidder will be required to submit sample of the OMR based answer book along with tender to prove their technical capability to undertake the work.
- (10) All the answer books shall have pages made up of 58GSM and 80% brightness with printing cream wove paper with 1 inch margin line on left side. All inner pages will have 1 colour printing with university logo and micro text with page numbering.
- (11) The cover page OMR sheet design of Answer book should be amenable for automatic dummy number printing machine.
- (12) **Packing of Answer Books for Supply:**
 - a) Packing will have to be done in HDPE Bags each containing 200 Answer Books.
 - b) Bags should be properly marked with name of the University, type of Answer Book, Serial Number of Answer Book and Bag No.
 - c) Copies of receipts received from the Centers indicating the serial Number of Answer Books/ Bag No. must be submitted to the University.
- (13) The tender price should cover three components viz Cost of paper, printing and transportation to different places of two Districts of Rajasthan mentioned above.

Signature of Bidders

CHAPTER - 6

निविदा का आंकडा-पत्रक

(Bid Data Sheet)

Point No.	Description
1.	Introduction
1.1	NIB No..... dated
1.2	The Procuring Entity is:- Registrar, University of Rajasthan, Jawahar Lal Nehru Marg, Jaipur-302004
1.3	The Rate Contract is for Printing and Supply of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2023.
1.4	The Rate Contract period shall be 12 months. The extension shall only be as per RTPP-Rules 2013.
2.	Address for Correspondence and Clarifications:- Registrar/CF&FA University of Rajasthan, J.L.N. Marg, Jaipur (Rajasthan) 302004 Tel. No. 0141-2706813/0141-2710978 Email Address:- www.uniraj.ac.in
3.	Preparation of Bids
3.1	The Bidder shall submit with its Technical Bid Submission Sheet (BF-I) the following documents: 1. Bid Security, Bid document cost and RISL processing fee (DD / Banker Cheque or declaration for Bid Security) 2. Work Experience Certificate with all related documents. (BF-II) 3. Declaration by the Bidder Regarding Qualifications (BF-III) 4. The average gross annual turnover of the bidder shall be as per format for last three years. (BF-IV) 5. Price Charging Certificate. (BF-V) 6. Authorisation of Bidder by the Firm.(BF-VI) 7. Self Declaration.(BF-VII) 8. Declaration by Bidder (S.R.11) (BF-VIII)

Name & Signature of Bidder with Seal

Point No.	Description
	<p>9. Verification of Bid. (BF-IX)</p> <p>10. Bidders shall have to submit a valid GST Registration Certificate and GST clearance certificate from the concerned Officer or affidavit and the 'PAN' issued by Income Tax Department.</p> <p>11. The MSME/SSI Unit of Rajasthan shall submit Format of affidavit for EM-II (BF-X) for purchase preference rules.</p> <p>12. Paper Samples and certificates will be submitted Technical Bid "05 Sheets of 58 GSM creamwove paper with 80% brightness must be enclosed with the Tender alongwith name of Mill of paper. 02 Sheets of 100 GSM maplitho Paper for OMR Sheet."</p> <p>13. Any other required as mentioned in Technical Bid submission letter.</p>
3.2	The Bidder shall submit Financial Bid only online on portal as per Financial Bid (CF-III)
3.3	The scanned copy of complete Bid document filled and signed on each page as per ITB and other requirements shall be electronically uploaded on website https://eproc.rajasthan.gov.in within the prescribed Bid submission period. Please note that physical submission of bid document shall not be accepted.
3.4	Any Authorisation to sign on behalf of the Bidder shall consist of Power of Attorney by the Bidder or the change in bidder shall be resolved by the firm / company which shall be immediately communicated to the University.
4.	Submission and Opening of Bids
4.1	The address of Procuring Entity's :- Registrar/CF&FA University of Rajasthan, J.L.N. Marg, Jaipur (Rajasthan) 302004 Tel. No. 0141-2706813/0141-2710978 Email Address:- www.uniraj.ac.in
4.2	The deadline for Bid submission is: Date: 31-01-2024 Time 1.00 PM
4.3	The Bid opening shall take place at: Syndicate Hall, University of Rajasthan,

Point No.	Description
	<p>Jaipur (Rajasthan) 302004</p> <p>Tel. No. 0141-2706813/0141-2710978</p> <p>Email Address:- www.uniraj.ac.in</p> <p>Technical bids received till the scheduled date and time will be opened by a Procurement Committee constituted by University of Rajasthan, Jaipur in the presence of bidders. The date of opening of financial bid will be communicated separately through website.</p>
5	Award of Contract
5.1	<p>(1) The procuring entity may reduce the specified contract period. If the procuring entity does not procure any subject matter of procurement or procures less than the quantity/units/period of service indicated in the bidding documents the bidder shall not be entitled for any claim or compensation.</p> <p>(2) The quantity/ units can be divided among more than one Bidder at the price of the lowest evaluated Bid as per provision of parallel contract. RTPP-Rules-2013 Rule-74, Shall be applicable.</p>
5.2	The period within which the Rate contract agreement is to be executed and Performance Security is to be submitted is 15 days by the successful firm from the date of acceptance of offer on non judicial stamp of requisite denomination.
6	Redressal Grievances during Procurement Process
6.1	<p>(1) The designation and address of First Appellate Authority is: - Vice-Chancellor, University of Rajasthan, JLN Marg, Jaipur-302004 or as decided by the Govt. of Rajasthan.</p> <p>Telephone No. 0141-2707863</p> <p>(2) The Designation and address of the Second Appellate Authority is Principal Secretary/Secretary, Department of Higher Educatiaon, Govt. of Rajasthan, Secretariat, Jaipur or as decided by the Govt. of Rajasthan.</p>
6.2	<p>Name & Address of the Bidder:</p> <p>Name and Designation.....</p> <p>M/S</p> <p>.....</p> <p>Telephone No.....</p> <p>Telegram Code Fax No.</p>

Point No.	Description
	<p>Mobile No</p> <p>E-mail address</p>

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Jaipur

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CHAPTER - 7

ELIGIBILITY CRITERIA

(Cover-A)

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.

1. General Profile of the Company/Firm :

(1) Name and Address of the Company/Firm		
Telephone Nos.		
Fax		
E-Mail		
Website		
(2) Date of Incorporation (attach certificate)		
(3) Offices situated at different locations and Head Office		
(4) Infrastructure facilities		
(5) Executive Profile		
(6) G.S.T. Registration Number (Please Enclose certified copy Certificate)		
(7) G.S.T. Registration Certificate and Vat clearance G.S.T. clearance Certificate of G.S.T. payment Challan (Please Enclose Certified copy certificate)		
(8) PAN No. (Please Enclose Certificate)		
(9) Premises/Space available in square feet		
(10) Answer Book manufacturing capacity/ per month.		
(11) Details of EMD		
(12) Turn over for last three years (Audited Annual Accounts and Annual Reports) of three accounting years to be submitted with CA certificates	2022-23	
	2021-22	
	2020-21	
	Average of last Three Years	
The firm should have Average Gross Annual turnover of Rs. 5.00 crores per year for the last three financial Years. Submit copies of Audited Final Accounts in support of the above information, if required. (Must be Submit BF-IV)		
The minimum turnover per year for last three years shall not be below 2.00 crore.		

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2. Details of experience of printing of answerer books with OMR Sheets as Cover Page & Practical Answer books Without OMR sheet cover page.
(For a period of last Five Years).

Year	S. No	Name and Address of the Client with Tel. No.	Mention the dispatch No. and date of the enclosed supply order	Nature of Job	Total Value of the Contract (In Rs.)
2022-23	1				
	2				
	3				
	4				
2021-22	1.				
	2.				
	3.				
	4.				
2020-21	1.				
	2.				
	3.				
	4.				
2019-20	1.				
	2.				
	3.				
	4.				
2018-19	1.				
	2.				
	3.				
	4.				

The Bidder should have minimum of 03 years (out of last five years) experience of manufacturing and printing of answer books One Year experience of printing of Answer Books with OMR /ICR sheet cover to the Government / Public Sector Organizations /Undertaking /Corporations, Banks, Universities /State level Board. Bidder shall submit all related work orders and work completion certificates regarding work experience. (BF-II)

The Bidder should have successfully executed manufacturing and printing answer books with OMR/ICR sheet cover order having value of Average Rs. 1 One Crore per year from Government / Public Sector Organizations / Undertaking / Corporations, Banks, Universities / State level Board. Bidder shall submit all related work orders and work completion certificates regarding work experience. (BF-II)

(Separate pages may be taken to elaborate the projects undertaken).

3. Details of Technical Infrastructure:

S.No.	Name of Equipment/ Instrument	Total No. of Equipment/Instruments available in working condition (with Model No./Technical Specification).
1.	Web Offset Machine (min. 2) Plate Making Machine	
2.	Narrow Web Offset Machine with online perforation and Numbering for OMR Sheet	
3.	Thread Stitching & Paper	

	Cutting Machine.	
4.	OMR Scanners to check Scannability of OMR Sheets.	

4. Details of Technical man power:-

S.No.	Name	Designation	Qualification	Experience
1.				
2.				

5. Quality Certificate, If any :

S.No.	Name of the Certificate	Certified By	Years of getting Certification	Whether Certificate is valid as on date
1.				
2.				
3.				
4.				

6. Awards for products/Services, if any:

S.No.	Name of the Certificate	Certified By	Years of getting Certification	Field of Award (S/W development Consultancy etc.)

7	Mandatory Undertaking	<p>a) Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons</p> <p>b) Not have and their directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings</p> <p>c) Not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) Comply with the code of integrity as specified in the bidding document</p> <p>2 A firm is not eligible to participate in this work Under sanction by UOR Similarly at the time of Bidding the firms black-listed/debarred in participating in any procurement process.</p>	A Self Certified letter
8	POA	General Power of attorney/Board of Directors resolution/Deed of Authority executed in favour of	As required.

[Handwritten signatures and initials]

	person(s) authorized to sign the bid Document and the contract and all correspondences/document thereof	
9	Paper Samples and certificates will be submitted Technical Bid "05 Sheets of 58 GSM creamwove paper with 80% brightness must be enclosed with the Tender alongwith name of Mill of paper. 02 Sheets of 100 GSM maplitho Paper for OMR Sheet."	

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)

[Handwritten signatures and initials in blue ink]

TECHNICAL BID

- (a) Online Technical Bid must contain the following Documents:
- i) D.D of Cost of E-Bid Document Rs. 5000/- (Five Thousand only) and DD of E-Bid Processing fee (Rs. 2000/-) or the Proof of having deposited the same.
 - ii) Earnest Money deposit
 - iii) Declaration by Bidder.(BF-VIII)
 - iv) Copy of registration GST
 - v) Copy of registration certificate of SSI unit and Undertaking thereof, (in case exemption available to SSI units are sought)
 - vi) The firm should have Average Gross Annual turnover of Rs. 5.00 crores per year for the last three financial Years. Submit copies of Audited Final Accounts in support of the above information, if required. (Must be Submit BF-IV)
The minimum turnover per year for last three years shall not be below 2.00 crore.
 - vii) The Bidder should have minimum of 03 years (out of last five years) experience of manufacturing and printing of answer books One Year experience of printing of Answer Books with OMR /ICR sheet cover to the Government / Public Sector Organizations /Undertaking /Corporations, Banks, Universities /State level Board. Bidder shall submit all related work orders and work completion certificates regarding work experience. (BF-II)
 - viii) The Bidder should have successfully executed manufacturing and printing answer books with OMR/ICR sheet cover order having value of Average Rs. One Crore per year from Government / Public Sector Organizations / Undertaking / Corporations, Banks, Universities / State level Board. Bidder shall submit all related work orders and work completion certificates regarding work experience. (BF-II)
 - ix) Total No. of Equipment/Instruments available in working condition (with Model No./Technical Specification).
 - x) Infrastructure and Manpower (will be subject to verifications of authorities):-
The Firm must possess Infrastructure and experienced, qualified, skilled Manpower in-house for all the activities required to be undertaken within the ambit of this tender. No activity as such, must be outsourced or sublet. Addresses where the infrastructural facilities are located or installed must be mentioned along with Documentary Proof of Address Pre printed and Ownership of Machinery etc. for the following activities.
 1. Web Offset Machine (min. 2) Plate Making Machine.
 2. Narrow Web Offset Machine with online perforation and Numbering for OMR Sheet
 3. Thread Stitching & Paper Cutting Machine.
 4. OMR Scanners to check Scannability of OMR Sheets.
 - xi) **Paper Samples and certificates will be submitted Technical Bid**
"05 Sheets of 58 GSM creamwove paper with 80% brightness must be enclosed with the Tender alongwith name of Mill of paper. 02 Sheets of 100 GSM maplitho Paper for OMR Sheet."
 - xii) **Paper Samples and certificates will be submitted Technical Bid**
"05 Sheets of 58 GSM creamwove paper with 80% brightness must be enclosed with the Tender alongwith name of Mill of paper. 02 Sheets of 100 GSM maplitho Paper for OMR Sheet."

xiii) Undertaking

A notarized affidavit of not being Blacklisted by any Govt. Agency, University, Board, PSU, etc must be enclosed on a Stamp paper of Rs. 100/-. An Affidavit be submitted with technical bid that "No Government Dues are pending against the Firm".

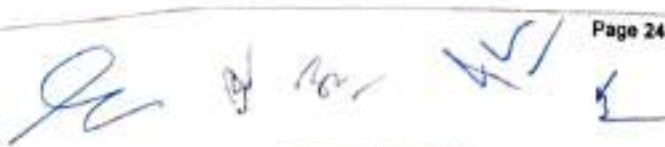
- xiv) Price Charging Certificate. (BF-V)
- xv) Authorisation of Bidder by the Firm.(BF-VI)
- xvi) Self Declaration.(BF-VII)
- xvii) Declaration by Bidder (S.R.11) (BF-VIII)
- xviii) Verification of Bid. (BF-IX)



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Jaipur



General Conditions of Contract

I. GENERAL INSTRUCTIONS

- 1.1 Abbreviations & Definitions: The following definitions shall govern for the respective terms as hereinafter mentioned in this document:
- 1.1.1. "**Bidder**" means any Individual, Sole Proprietor, Partnership Firm, Pvt. Ltd. Company or Ltd Company who is participating in the Tender.
- 1.1.2. "**Tendering Authority**" means The Registrar, University of Rajasthan, Jaipur or any Officer or competent authority of University of Rajasthan, Jaipur who has been authorized to issue a work order under this contract
- 1.1.3. "**Contractor**" shall mean the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of goods and services.
- 1.1.4. "**Contract period**" means the agreement entered into between the Tendering Authority and the Contractor, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
- 1.1.5. "**The Goods**" means all the material/ services, which the Contractor is required to supply to the Tendering Authority under the Contract;
- 1.1.6. "**Services**" means services ancillary to the Scope of Work hereinabove, transportation, any other incidental services and other obligations of the Contractor covered under the Contract;
- 1.1.7. "**The Contract Price**" means the price payable/receivable to the Successful Bidder under the Contract for the full and proper performance of its contractual obligations;
- 1.1.8. "**working/Business Day**" means a working day.
- 1.1.9. "**University**" means University of Rajasthan, Jaipur.
- 1.1.10. "**EMD**" means Earnest Money Deposit. (PSD- Performances Security Deposit
- 1.2 The Bidder is expected to have read and examined all the instructions, forms, terms & conditions and specifications in the Tender Document with full understanding of its implications. Failure to furnish all information required in the Tender document or submission of bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in outright rejection of the bid.
- 1.3. Terms & conditions contained in GF & AR Part-II and Rajasthan Transparency in public procurement Act. 2012 and the Rajasthan Transparency in public procurement Rules 2013 shall also apply.

2. PERIOD OF CONTRACT

The contract shall be initially for a period of one year for the exam. 2023-24 on case-to-case basis may be extended as per RTPP Rules 2013 on the ground of satisfactory work.

3. ELIGIBILITY CRITERIA

- 3.1. Only those bidders who fulfill the following criteria are eligible to RESPOND. Offers received from the bidders who do not fulfill all or any of the following eligibility criteria are liable to be rejected.

- 3.1.1 The invitation to Bid is open to all Suppliers/Contractors who are eligible to do business in India under relevant Indian Laws as in force at the time of bidding except those who have been declared by any agency of the Government of India or Government of Rajasthan to be ineligible to participate for corrupt,



fraudulent or any unethical business practices during the period for which such ineligibility is declared.

- 3.1.2 The Bidder should have minimum of 03 years (out of last five years) experience of manufacturing and printing of answer books One Year experience of printing of Answer Books with OMR /ICR sheet cover to the Government / Public Sector Organizations /Undertaking /Corporations, Banks, Universities /State level Board. Bidder shall submit all related work orders and work completion certificates regarding work experience. **(BF-II)**
 - 3.1.3 The Bidder should have successfully executed manufacturing and printing answer books with OMR/ICR sheet cover order having value of Average Rs. 1 One Crore per year from Government / Public Sector Organizations / Undertaking / Corporations, Banks, Universities / State level Board. Bidder shall submit all related work orders and work completion certificates egarding work experience. **(BF-II)**
 - 3.1.4 The Bidder should have G.S.T. Registration Certificate along with GST Clearance Certificate.
 - 3.1.5 The Bidder should have upload EMD for Rs. 08 (Eight Lacs) in favour of the Registrar, University of Rajasthan, Jaipur.
 - 3.1.6 The Bidder should have deposited cost of Tender document i.e. Demand Draft of Rs. 5000/- (Rupees Five Thousand Only) in favour of Registrar, University of Rajasthan, Jaipur. and D.D. for Rs. 2000/- (Two Thousand Only/-) in favour of MD RISL for processing Fees.
 - 3.1.7 The bidder should attach a list of customers / Government / Public Sector Organizations / Undertaking / Corporations, Banks, Universities / State level Board for whom they have done manufacturing and printing of answer books with OMR sheet cover along with a certified copy of supply orders from the organizations for support of the same. Successful completion certificate is also required.
 - 3.1.8 The bidder must have capacity to produce at least 50 Lakh Answer books per Exam year.
 - 3.1.9 The bidder should submit information about technical infrastructure of the firm in prescribed format given in E-Bid document.
- 3.2. The bidder must comply with all the above mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily.
 - 3.3. Photocopies of relevant documents/certificates should be uploaded as proof in support of the claims made.
 - 3.4. The tendering authority reserves the right to verify/evaluate the claims made by the Contractor independently.

4. COST OF TENDER DOCUMENT

The Bidder shall deposit Rs. 5000/- (Rupees Five Thousand Only) being the cost of the tender document. It can be done by way of a Demand Draft favouring The Registrar, University of Rajasthan, Jaipur payable at Jaipur. Payments made through any other mode will not be accepted. Tender document can be downloaded from the site <http://eproc.rajasthan.gov.in>

It is an absolute must that the cost of tender document is paid as directed; otherwise the offer shall stand summarily rejected and no correspondence in this matter will be entertained.

5. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its tender, and

* the Tendering Authority will in no case be responsible or liable for the costs, regardless of the conduct or outcome of the tendering process.

6. BIDDING DOCUMENT

- 6.1 **The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents.** Failure to furnish all the information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in rejection of the bid. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Performa in the tender are not fully furnished.
- 6.2 A Prospective Bidder requiring any clarification in the Tender document may notify the Tendering Authority in writing or by mail at the mailing address as indicated. The Tendering Authority will respond in writing or by mail to any request for clarification of the Tender Document received not later than 2 days prior to the last date for the receipt of bids prescribed. Written copies of the response (including an explanation of the query but without identifying the source of enquiry) may be sent to all prospective bidders who have received the Tender.

7. AMENDMENT OF BIDDING DOCUMENT

- 7.1 At any time prior to the deadline for submission of bids, the Tendering Authority may, for any reason, whether on its own initiative or in response to the clarification requested for a prospective bidder, modify, change, incorporate or delete criteria conditions in the bidding document.
- 7.2 All prospective bidders who have received the bidding documents shall be notified of the amendment in writing and the same shall be binding on them.
- 7.3 In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids the Tendering Authority, at its discretion, may extend the deadline for the submission of bids.

8. NON TRANSFERABLE BID

The tender document is not transferable.

9. REJECTION OF BIDS

The Registrar, University of Rajasthan, Jaipur reserves the right to accept / reject / release or relax any or all or part of the bids received on the due date without assigning any reason, whatsoever.

10. LANGUAGE OF BIDS

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and The Tendering Authority shall be in English language. Wherever the correspondence is not in English, requisite translation should be attached, and the English version shall prevail in case of dispute.

11. BID FORM


The Bidder shall complete the E-Bid Form online as mentioned herein E-Bid document wherever applicable.

12. BID CURRENCY

Prices shall be quoted in Indian Rupees only. The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices.

13. EARNEST MONEY DEPOSIT (EMD)

- 13.1 Bidders are required to submit Rs. 08 (Eight Lakh) valid for three months from the date



of issue, as Earnest Money Deposit, in favor of Registrar, University of Rajasthan, Jaipur. Offers made without declaration shall be rejected. For SSI Units registered in Rajasthan partial exemption will be accorded as per The Rajasthan Transparency in Public Procurements Rules 2013.

- 13.2 The earnest money/ security deposit lying with Department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/ security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited
- 13.3 The successful Bidder's Earnest Money Deposit shall be discharged upon the Bidder executing the Contract Form and furnishing the Performance Security / Security Deposit.
- 13.4 The Bid shall be rejected:
- (a) If a Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the E-Bid form or
- (b) In case of a successful Bidder, if the Bidder fails:
- (i) To sign the contract form in accordance with the terms and conditions.
- (ii) To furnish performance security/security deposit as specified in this tender.
- (iii) To execute the agreement, if any, within time.
- (iv) To execute the supply/work order, within time prescribed.

14. SUBMISSION OF E-BID

14.1 Bidders must submit on-line 2 Bids (Technical Bid & Financial Bid)

The list of documents to be submitted for Technical Offer is as follows:

(CHECK LIST)

- (1) Declaration for EMD, DD for Tender Fee, RISL Fee and registration certificate of SSI in original or a Photostat copy or a copy thereof duly attested by any Gazetted Officer along with required Declaration, if applicable, for Bidders claiming Partial Exemption should be submitted in a sealed envelope before opening the Technical bid.
- (2) **Tender Form and Undertaking**
- a) Tender offer form duly filled in. and signed all pages.
- b) Self Declaration for unblemished record (Notarized Affidavit)
- c) Details of Bidder
- (3) **Registration Certificates**
- a) G.S.T. Registration Certificate from concerned Government Department and G.S.T. Clearance Certificate upto 31 March 2023
- b) Copy-of the PAN Card.
- c) Copies of Certificate of incorporation of the firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)
- (4) **Experience**
- a) Proof in support of having minimum of 3 years (out of last five year) experience of manufacturing and printing of answer books and One Year experience of printing of Answer Books with OMR/ICR sheet cover to the Government / Public Sector Organizations / Undertaking / Corporations, Banks, Universities / State level Board. Work-orders along with Completion Certificates / Client's Testimonial given by concerned organizations or whom work is done should be submitted
- b) Proof in support of successfully executed manufacturing and printing answer books One Year experience of printing of Answer Books with OMR sheet cover order having value of Average Rs. One Crore per year from

Government / Public Sector Organizations Undertaking/s/ Corporations,
Banks, Universities / State level Board .

(5) Financial & Infrastructure

- a) Certificate from its C.A. stating that the firm should have Average Gross Annual turnover of Rs. 5.00 crores per year for the last three financial Years. Submit copies of Audited Final Accounts in support of the above information, if required. (Must be Submit BF-IV). The minimum turnover per year for last three years shall not be below 2.00 crore.
- b) Copies of its audited financial statements for past three years
- c) Supporting documents of Technical Infrastructure as required are enclosed in the E-Bid document.

(6) Paper Samples and certificates will be submitted Technical Bid

- a) 05 Sheets of 58 GSM creamwove paper with 80% brightness must be enclosed with the Tender alongwith name of Mill of paper. 02 Sheets of 100 GSM maplitho Paper for OMR Sheet

14.2 FINANCIAL BID

- (1) The Financial bid shall be on fixed price basis, inclusive of all taxes. There should be no hidden charges. Price quotation accompanied by vague and conditional expressions such as "Subject to immediate acceptance", "subject to confirmation" etc. shall be treated as being at variance & shall be liable for rejection.

15. COMPLETENESS OF BIDS

The bid shall be summarily rejected if above required documents mentioned are not submitted with technical bid.

16. DEADLINE FOR SUBMISSION OF BIDS

- 16.1 For Submission of tender, bidder must complete the bid as per schedule of the tender. The bidders should ensure that their E-Bid is submitted before the expiry of the scheduled date and time. In the event of the specified date for the submission of E-Bids being declared as a holiday to the Tendering Authority, the bids shall be received up to the appointed time on the next working day.
- 16.2 The Tendering Authority may, at its discretion, extend this deadline for submission of E-bids, in which case all rights and obligations of the Tendering Authority and Bidders subject to the deadline shall thereafter be subject to the deadline as extended if any.

17. WITHDRAWAL OF BIDS

- 17.1 The Bidder may withdraw its bid after the submission, provided that written notice of the withdrawal is received by the Tendering Authority prior to the deadline prescribed for submission of bids.
- 17.2 No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its bid security and the offer shall stands automatically rejected.

18. PERIOD OF VALIDITY OF OFFER

- 18.1 Bids shall be valid for acceptance for a period of One Year from the date Agreement .
- 18.2 In exceptional circumstances, the Tendering Authority may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing and shall be binding.



19. EVALUATION COMMITTEE

The Technical and Financial Committee constituted by the Vice-Chancellor, University of Rajasthan, Jaipur, shall evaluate the Tenders. The decision of the Committee in the evaluation of the Technical and Financial bids shall be final.

20. OPENING OF TECHNICAL BIDS

- 20.1 Immediately after the closing time and/or at any time and date specified thereafter, the Tendering Authority shall open the bids as per the schedule.
- 20.2 The technical bids shall be opened and listed for further evaluation. The Bidder's names, bid modifications or withdrawals, the presence or the absence of requisite Earnest Money Deposit and such other details as the Tendering Authority, at his discretion, may consider appropriate, shall be announced at the time of opening.
- 20.3 The Financial bids shall be opened as per the schedule.
- 20.4 Bids shall be opened either in the presence of bidders or its duly authorised representatives. The bidder representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

21. CLARIFICATION OF BIDS

During evaluation of bids, the Tendering Authority may, at its discretion, ask the Bidder for a clarification of its bid. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

22. SCRUTINY OF THE BID

- 22.1 Preliminary scrutiny shall be made to determine whether bids are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed,
- 22.2 Prior to the detailed evaluation, the Tendering Authority shall determine the substantial responsiveness of each bid. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations.
- 22.3 If a bid is not substantially responsive, it shall be rejected by the Tendering Authority and shall not subsequently be made responsive by the bidder by correction of the nonconformity. Technical bid shall be evaluated in the following sub -steps:-
Firstly, the documentation furnished by the Bidder shall be examined prima facie to see if the technical skill base and financial capacity and other Contractor attributes claimed therein are consistent with the needs of this project.
In the second step, the Tendering Authority may ask the bidders for additional information, visit the Bidders site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid document. If it is found that the documents submitted by the bidder are not compatible with the actual situation at site, or if the document supplied by the bidder are found to be fraudulent or misrepresenting the facts, it shall render the bidder ineligible for further participation in the tender process. The decision of the Tender Committee in this regard shall be final and binding on the bidder and cannot be challenged.
In the third step, the Tendering Authority may ask the prospective bidders for the presentation regarding Technical Capability of the Bidders and understanding regarding the Project.

23. ADDITIONAL INFORMATION

The Tendering Authority may ask Bidder(s) for additional information visit Bidder's site and/or ask for technical presentation and may arrange discussion with their professional, technical faculties to verify claims made in technical bid documentation.

24. SELECTION PROCEDURE

- 24.1 The Technical evaluation shall be done by an Expert Committee appointed by University.
- 24.2 Bids shall be evaluated on both technical and Financial criteria. The information furnished by the Bidders in the Technical Bid and presentation of the Bidder shall be the basis for technical evaluation.
- 24.3 Each proposal will be evaluated according to the following criteria:
- (1) Company's Profile
 - (2) Company's exposure and experience with Government Organizations / Public Sector / Public sector undertakings and Departments,
- 24.4 The decision of the evaluation committee in the evaluation of the technical bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the committee.

25. DATE OF OPENING OF FINANCIAL BIDS

- 25.1 Financial Bids of only technically qualified Bidders as mentioned above will be opened.
- 25.2 The date for opening of the financial bid shall be announced after the scrutiny of the technical bid has been completed as above. The date will not be later than 60 days from the date of opening of technical bid.

26. OPENING OF FINANCIAL BIDS

- 26.1 The Tendering Authority may at its discretion discuss with the Bidder(s) to clarify contents of their financial offer.
- 26.2 The Tendering Authority will negotiate with the lowest bidder so as to meet its expectation of a cost effective sustainable and economically promising solution. If the negotiation with lowest Bidder fails, the same shall be rejected and negotiation then shall be done with second lowest Bidder.
- 26.3 The Tendering Authority reserves the right to open Financial Bid even if one Bidder qualifies the Technical Bid or only one Bid is received in response to the Tender Notice. However in the case of one Bid the power to negotiate with the Bidder will be reserved with the Tendering Authority.

27. CONTACTING THE TENDERING AUTHORITY

- 27.1 No Bidder shall contact the Tendering Authority in any matter relating to its bid; from the time of the bid opening to the time the contract is awarded. If he wishes to bring additional information to the notice of the Tendering Authority, he should do so in writing. The Tendering Authority reserves the right as to whether such additional information should be considered or otherwise.
- 27.2 Any effort by a Bidder to influence the Tendering Authority in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his Earnest Money Deposit amount.



28. CORRUPT, FRAUDULENT PRACTICES AND MISREPRESENTATION

- 28.1 The Tendering Authority requires that the bidders/suppliers/ contractors under this tender observe the highest standards of ethics during the procurement and execution of such contracts.
- 28.2 For the purposes of this provision, the terms defined for CORRUPT, FRAUDULENT PRACTICES / AND MISREPRESENTATION will be as per Law.
- 28.3 The Tendering Authority shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question:
- 28.4 The Tendering Authority shall declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract,

29. NOTIFICATION OF AWARD

Upon the successful bidder's furnishing of Performance Security /Security Deposit, the Tendering Authority shall promptly notify each unsuccessful bidder and shall discharge their Bid security.

30. ACCEPTANCE OF BIDS

The Tendering Authority does not bind itself to accept the lowest or any other Tender. The Tendering Authority reserves the rights to accept any one Tender or reject all Tenders.

31. PERFORMANCE SECURITY AND SIGNING OF CONTRACT 3

- 31.1 Within Ten (10) days of the receipt of notification of award from the Tendering Authority, the successful Contractor shall furnish the Performance security in accordance with contract @ 5.0% in paper as per prescribed format in accordance with the Conditions of Contract, in the performance security/ Security Deposit form provided in this document or in another form acceptable to the Tendering Authority.
- 31.2 The Performance Security/ Security Deposit shall be denominated in Indian Rupees and shall be in the form of a Bank guarantee issued by a nationalized /scheduled bank located in India acceptable to the Tendering Authority in the form provided in the bidding documents.
- 31.3 The Performance Security/ Security Deposit shall be discharged by the Tendering Authority and returned to the contractor within thirty (30) days after the expiry of the contract period/extension period.
- 31.4 Failure of the successful bidder to sign the contract (Annexure- 6), proposed in this document (Conditions of Contract) and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Tendering Authority may make the award to another bidder or call for new bids.
- 31.5 The Performance Security will be at the rate of 5.0% of the total value of the work order. For SSI Units it will be at the rate of 1.0%. The Rajasthan Transparency in Public Procurement Rules, 2013 and orders issued by Finance department Govt. of Rajasthan shall be applicable for the performance security

32. BINDING CLAUSE

All decisions taken by the Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tendering Authority, reserves the right:-

- 32.1 To vary, modify, revise, amend or change any of the terms and conditions in this Bid;

- 32.2 To reject any or all the tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

33. CONDITIONAL TENDER

Hypothetical, ambiguous or Conditional tenders shall be summarily rejected.

34. INTERPRETATION OF THE CLAUSES

In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, the Tendering Authority's interpretation of the clauses shall be final and binding on all parties.

35. SECURITY DEPOSIT / PERFORMANCE GUARANTEE

35.1 The successful Contractor shall furnish Security Deposit as a Performance Guarantee of 5.0 % (Five Percent) of the total value of order. in the form of Bank Guarantee for the contract within Ten days of the receipt of notification of award / Letter of intent from the Tendering Authority. This bank guarantee should remain valid for a period of one year beyond the contract period. On extension of the contract the successful Contractor shall have to extend the validity of this bank guarantee for the period for which extension has been awarded. This extended bank guarantee should also remain valid for a period of one year beyond the period of which extension has been granted.

35.2 For SSI Bidders registered in Rajasthan as per GF&AR the Performance Security Money will be 1.0%.

35.3 If the Contractor fails to complete the Contract, The Registrar, University of Rajasthan, Jaipur shall have the right to cancel the order in full or part, forfeiting the Performance Security and the balance payments, if any.

36. THE SCOPE OF WORK

The Scope of the work, etc. are detailed/defined in Chapter 5 & 10 of this E-Bid document.

36.A. DELIVERY SCHEDULE

As per Time Schedule given in the Scope of the Work.

37. SAMPLE TESTING AND PAYMENT TERMS

37.1 No advance payment is admissible under any circumstances.

37.2 The payment shall be made as per the Schedule mentioned in Chapter- 10 Para 7.1

37.3 Testing certificate charges of Answer Books with OMR Cover Page (Theory and Practical) are to be borne by the firm. Testing will be done at Govt. recognized/authorized testing laboratories.

37.4 The testing, at least 10 of the Theory Answer Books with OMR Cover Page and 05 Practical Answer Books (Cover and Inner Page both type answer books) should be done from the lot prepared.

37.5 Some of the samples will be randomly selected from University Examination Centers for the verification by the Committee constituted by HVC. The University of Rajasthan reserves the right to random selection of the supplied goods to check the quality of supplied goods before the payment. If there is any difference found in the quality of supplied goods during the testing of Answer Books samples, a penalty of 10% shall be imposed on the total number of goods supplies. The firm shall be bound to supply Answer Books with OMR Sheets as per Technical specifications and quality to be determined for the purpose. The suitable deduction shall be made from the bill or claimed from the firm. The decision of the

University of Rajasthan, Jaipur will be the final and binding to the supplier firm. In this regard claim of any supplier shall be not accepted.

- 37.6 (a) The University hereby agrees that if the approved supplier duly supplies the said goods in the manner aforesaid, observes and keeps the said terms and conditions, the University will through NEFT/RTGS pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions.

(b) The mode of payment will be as specified below:

S. No.	Supply of Answer Books	After testing report of No. of samples		Payment percent of Bill
		Theory	Practical	
1	25% of work order	2	1	95%
2	50% of work order	3	2	95%
3	75% of work order	2	1	95%
4	100% of work order	3	1	100% of work order

38. CONFIDENTIALITY

- 38.1 Any information and data pertaining to the University or any other agency involved in the Contract matter concerning University of Rajasthan, Jaipur or with the agency that comes to the knowledge of the Contractor in connection with this contract shall be deemed to be confidential and the Contractor shall be fully responsible for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. The Contractor shall ensure due secrecy of information and data not intended for Public distribution.

- 38.2 The affidavit on the following format to that effect should be submitted along with Security Deposit on appropriate Non judicial Stamp Paper duly attested by Public Notary:- "Certified that any information and data pertaining to the University of Rajasthan, Jaipur or any other agency involved in the Contract or matter concerning University of Rajasthan, Jaipur or with the agency that comes to the knowledge of the Contractor in connection with this contract will be deemed to be confidential and I /we are fully responsible for the same being kept confidential and held in trust, as also for all consequences of I / our personnel failing to do so. Also it is certified that I / we will maintain due secrecy of information and data will not be intended for Public distribution."

39. SPECIAL CONDITIONS TO THIS CONTRACT-

- 39.1 It shall be deemed that the bidder has got fully acquainted with the scope of the work, working and other prevalent conditions and fluctuations thereto whether they actually visited the site/area or not and have taken all the above factors into account while quoting his rates.
- 39.2 The quantity indicated in the tender is mere estimates and is intended to give an idea to the prospective bidders to enable them to decide whether they will undertake to supply the article to University on most competitive rates. The figures indicated in the tender do not constitute any commitment on the part of the University to purchase any of the articles in the quantity shown therein against each or in any quantity whatsoever. It is further made clear that the University does not bind itself to purchase all or any quantity mentioned in the tender and no objection against the quantity of the indent of approved item being more or less than the approximate quantity will be entertained and shall not be acceptable as a ground for non supply on the quantity indented.

- 39.3 The Registrar, University of Rajasthan, Jaipur may extend the original contract of Contractors, subject to original Terms & conditions for a period deemed fit by him, but not exceeding one year, on mutual consent.
- 39.4 The contract for the supply can be repudiated at any time by Registrar, University of Rajasthan, Jaipur, if the supplies/services are not made to his satisfaction after giving an opportunity to the bidder being heard and after reasons for repudiation being recorded by him in writing.
- 39.5 If any of the flaps of the OMR sheet are not scannable by OMR reader due to the manufacturing defect on the part of Contractor then the Contractor will be responsible for the same and loss to the University onwards conversion of data as well as delay in result processing work etc. will be recovered from the Contractors.
- 39.6 The cover page OMR sheet design of Answer book should be amenable for automatic dummy number printing machine.

40. SUPPLY ORDERS

All the supply orders will be placed to the Contractor through registered post only and the date of registration at the post office will be treated as the date of order for calculating the period of execution. The Contractor shall have to execute all orders within specified time.

41. REPORTING PROGRESS

- 41.1 Contractor shall monitor progress of all the activities specified in the contract and submit free of cost fortnightly progress report about various aspects of the work to the tendering authority. The Contractor shall also make such reports /Executive summary etc. available to the tendering authority. The tendering authority on mutual agreement between both parties may change the periodicity of such reports. Extracts of the progress report to be termed, as "Executive Summary" shall be submitted in 3 Copies, along with 3 copies of monthly progress report. The same is required to be submitted in soft copy as well. Formats for such reporting shall be discussed and finalized mutually.
- 41.2 The facilities / services, and/or labour to be provided by the Contractor under the Contract and the manner and speed of execution and maintenance of the work are to be conducted in a manner to the satisfaction of the representative of the tendering authority in accordance with the Contract. Should the rate of progress of the work, compliance to the requirements of the its facilities, or any part of them at any time fall behind the stipulated time for completion or is found to be too slow to ensure completion of the works or insufficient for satisfactory operation of the services, the representative of the tendering authority shall so notify the Contractor in writing.
- 41.3 The Contractor shall reply to the written notice giving details of the measures he proposes to take to expedite the progress so as to complete the works by the prescribed time. The Contractor shall not be entitled to any additional payment for taking such steps. If at any time it should appear to the tendering authority or the representative of the tendering authority that the actual progress of work does not confirm to the approved programme, the Contractor shall produce at the request of the representative a revised programme showing the modification to the approved programme necessary to ensure completion of the works within the time for completion or steps initiated to ensure compliance/improvement to the stipulated requirements.
- 41.4 In case during the services, the progress falls behind schedule or does not meet the desired requirements, the Contractor shall deploy extra manpower, resources, infrastructure to make up the progress or to meet the requirements. Programme for deployment of extra man power/ resources/ infrastructure will be submitted to the tendering authority for its review and approval, which approval shall not be

unreasonably withheld. All time and cost effect in this respect shall be borne, by the Contractor unless otherwise expressly provided in the Contract.

- 41.5 During the course of the work, if the Contractor observes any major deficiencies, they should immediately bring such observations, deficiencies, areas of improvement and suggestions for improvement to the notice of the concerned persons. The service provider should also discuss with guide/help the staff of the tendering authority in implementation of the critical aid important suggestions
- 41.6 At the end of each phase, the service provider should submit a detailed report containing all the observations, deficiencies, areas of improvement and suggestions for improvement, for each system separately.

42. HANDING OVER OF WORKS

The Contractor shall be bound to hand over the works executed under the contract complete in all respect to the satisfaction of the Tendering Authority. The Tendering Authority shall determine the date on which the work is considered to have been completed. The Tendering Authority shall determine from time to time, the date on which any particular section of the work shall have been completed, and the Contractor shall be bound to observe any such determination of the Tendering Authority

43. COMMITTEE FOR SUPERVISION

The Tendering Authority will be at liberty to set up Committee of Officers to supervise all Services in all the areas mentioned above. The directions of such committees with regard to all the general services, even if other than those mentioned in this Tender, would be binding on the Contractor for compliance

44. SUB-CONTRACT

The Contractor shall not assign or subcontract the assignment or any part thereof to any other Contractor except with the prior consent in writing of the Tendering Authority and provided the University shall have specifically approved such other Contractor The University may in its sole discretion and without assigning any reason refuse to give such consent.

45. The selected S&SP may submit their RFP response by online.

46. Cost & Language of Bidding

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

47. Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

48. Receipt and Custody of Bids

Hard copy of the the bids shall be received by hand delivery, by courier or by post

49. Correction of Arithmetic Errors in Financial Bid

The bid evaluation committee shall correct arithmetical errors in financial bid, on the following basis, namely:

- a) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

50. Negotiations

- a) Negotiations may, however, be undertaken with the selected bidder when the rates are considered to be much higher than the prevailing market rates.
- b) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- c) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- d) In case the rates even after the negotiations are considered very high, fresh bids shall be invited.

51. Procuring entity's right to accept or reject the bid

The Procuring entity reserves the right to accept or reject the bid, and to annul (cancel) the bidding process and reject the bid at any time prior to award of contract, without thereby incurring any liability to the selected bidder.

52. Right to vary quantity

During execution of the Contract, the quantity of services originally specified in the bidding document may be increased or decreased, without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

53. Performance Security

- a) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply satisfactorily.
 - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the RFP document.
- b) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- c) No interest shall be payable on the PSD.

54. Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is despatched to the selected bidder.
- b) The selected bidder shall sign the procurement contract within 15 days from the date on which the letter of acceptance or letter of intent is despatched to the successful bidder.
- c) If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the RFP document and Act.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of Rs. 500/- and to be purchase from anywhere in Rajasthan only.



55. Confidentiality

- a) Notwithstanding anything contained in this RFP document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
- impede enforcement of any law;
 - affect the security or strategic interests of India;
 - affect the intellectual property rights or legitimate Financial interests of bidders;
 - affect the legitimate Financial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with the selected bidder related to the procurement process in such manner as to avoid their disclosure to any other person not authorised to have access to such information.
- c) The procuring entity may impose on the selected bidder and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

56. Cancellation of procurement process

If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.

57. Code of Integrity for Bidders

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.

58. LEGAL JURISDICTION

- * All legal disputes are subject to the jurisdiction of Jaipur courts only.

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

Any person participating in a procurement process shall-

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

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- (e) Not indulge in any coercion indulging or impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

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

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

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

60. Grievance Redressal during Procurement Process

The designation and address of the Appellate Authority is Vice-Chancellor, University of Rajasthan, Jaipur.

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within 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) 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.

(4) Form of Appeal

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

(5) Fee for filing appeal

- (a) Fee for appeal shall be rupees two thousand five hundred, 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 appeal

- (a) The Appellate Authority, 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 Appellate Authority, shall-
 - (i) hear all the parties to appeal present before him; and
 - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority shall pass an order in writing and provide the copy of 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
Public Procurement Act, 2012**

Appeal No. of

Before the (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


CF&FA
University of Rajasthan
Jaipur

Name & Signature of Bidder with Seal


Registrar
University of Rajasthan
Jaipur


Name & Signature of Bidder with Seal

4

CHAPTER - 9
SPECIAL CONDITIONS OF CONTRACT

1. APPLICATION OF THESE CONDITIONS

These Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

2. OTHER DOCUMENTS THAT FORM PART OF THIS CONTRACT

The Tender Document (along with its amendments if any), the Bid of the contractor, any clarifications sought by the Tendering Authority, the responses provided by the Contractor, and any other correspondence exchanged shall form part of the contract to the extent the same is not inconsistent with this document and the award document to the Contractor.

3. PERFORMANCE SECURITY

3.1 The proceeds of the performance security shall be payable to the Tendering Authority as compensation for any loss resulting from the Contractor's failure to complete its obligations under the Contract. The Performance Security/Security Deposit shall be forfeitable for non-performance of the contract and there shall not be any relaxation to anybody.

3.2 In the event of any contract amendment, the Contractor shall, within 10 days of receipt of such amendment, furnish the amendment to the Performance Security/Security Deposit, rendering the same valid for the duration of the Contract, as amended for further period of one year thereafter.

4. SAFETY REQUIREMENTS

The Contractor shall abide by the job safety measures prevalent in India and shall free the Tendering Authority from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Contractor's negligence. The Contractor shall pay all indemnities arising from such incidents and shall not hold the Tendering Authority responsible or obligated.

5. CONTRACTOR'S OBLIGATIONS

The Contractor is responsible for, and obliged to conduct all contracted activities as defined in the scope of work or wherever contained in this document, in accordance with the Contract. The Contractor is obliged to work closely with the staff of the Tendering Authority and abide by all instructions and directives issued by them.

6. CHANGE ORDERS

6.1 The Tendering Authority may at any time, by written order given to the Contractor, make changes within the general scope of the Contract in any one or more of the services to be provided by the Contractor.

6.2 If any such change causes an increase or decrease in the cost of, or the time required for the Contractor's performance of any provisions under the Contract, an equitable adjustments shall be made in the Contract Price or delivery services, or both, and the Contract shall accordingly be amended.

6.3 Any claims by the Contractor for adjustment under this clause must be asserted within thirty (30) days from the date of the Contractor's receipt of the Tendering Authority's change order.

6.4 Expert Committee constituted by the Tendering Authority shall validate all such claims. The rate applicable for such adjustment is as fixed by Financial Bid given in Annexure-5

6.5 The Contractor shall make available to the Tendering Authority documents and

records related to the performance of the Contractor for verifying the authenticity of the claims made.

7. USE OF CONTRACT DOCUMENTS & INFORMATION

- 7.1 The Contractor shall treat as confidential all data and information about the Tendering Authority, obtained in the execution of his responsibilities, in strict confidence and shall not reveal such information to any other party without the prior written approval of the Tendering Authority.
- 7.2 The Contractor shall not, without the Tendering Authority's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Tendering Authority in connection therewith, to any person other than a person employed by them in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 7.3 Any document, other than the Contract itself, shall remain the property of the Tendering Authority and shall be returned (all copies) to the Tendering Authority on completion of the Contractor's performance under the Contract if so required by the Tendering Authority.
- 7.4 The Contractor must act in good faith and at all times extend its fullest cooperation to the University, its employees and agents during the performance of the Services.
- 7.5 The Contractor shall act with appropriate propriety and discretion and in particular shall refrain from making any public statement concerning the Project or the Services without prior approval of the University.
- 7.6 The Contractor shall refrain from disclosing or publicizing to its clientele including past and prospective clients or to the public that it has provided Services to the University without prior approval of the University.
- 7.7 The Contractor shall not divulge to any person not authorized by the University and shall not use for its own purposes, any information concerning the University, its staff or the Project which the Contractor may have access to directly or indirectly from the services performed under this Agreement or otherwise during the course of the Project; strict confidentiality shall be maintained by the Contractor and its employees/agents in respect of the information provided by the University to the Contractor. This confidentiality clause shall be applicable not only to existing employees of the Contractor but also to its employees involved in the project who may leave the service of the Contractor, and accordingly, it shall be the responsibility of the Contractor to ensure that any such employee also shall not divulge or use any such information for his/her own purpose; Violation of these terms and Conditions resulted into the Civil as well as Criminal liability against the Contractor and it's both types of employees (present and past) providing services.
- 7.8 The Contractor shall have no authority to commit the University to any additional costs, fees or expenses in connection with the Project.
- 7.9 The Contractor shall report immediately to the University any circumstances or events which might reasonably be expected to impair or prejudice the performance of the Services.
- 7.10 The Contractor shall at all time refrain from showing the report/work in progress or the completed report/work to any person not duly authorized by the University in writing.
- 7.11 The Contractor at any time shall not show or submit report / work in progress or completed work report to any person / authorities except the person / Authorities

duly authorized by the University in writing, violation of this shall be civil and criminal liability on Contractor.

- 7.12 The Prices under this rate contract shall be subject to price fall clause. If the rate contract holder quotes/reduces its price to render similar goods, work or services at price lower than the rate contract price to any one in the State at any time during the currency of the rate contract, the rate contract price shall be automatically reduces with effect from the date of reducing or quoting lower price, for all delivery of the subject matter of procurement under this rate contract and the rate contract shall be amended accordingly.

8. RESPONSIBILITIES

8.1 Contractor shall be responsible for the following activities during the course of assignment:-

- (1) Resource and Project Management as per Scope of the work
- (2) Completion of the work/services/tasks as mentioned in the Scope of the work
- (3) The Contractor shall appoint at the Commencement of the Project one of its representatives as a coordinator who shall act as a single point of contact with the University during the conduct of the project

8.2 The University shall be responsible for the following activities during the course of the assignment:

- (1) Provide information/data/clarifications for all issues e.g. numerical return of number of student at examination centre, list of examination centre etc.
- (2) The University shall appoint at the Commencement of the Project one or two of its representatives as a coordinator who shall act as a single point of contact with the Contractor during the conduct of the Project.

9. FINANCIAL AND LEGAL LIABILITY

The Contractor shall be solely responsible for any financial issues arising out of the result of this Contract. Any financial loss to University, due to faulty work as a result of this tender, shall be sole responsibility Contractor and he has to fulfill all claims arising out of this problem.

10. INDEMNITY

The Bidder shall indemnify Tendering Authority from and against any costs, loss, damages, expenses and claims including those from third parties or liabilities of any kind howsoever suffered arising or incurred inter alia during and after the contract period out of:

- 10.1 Any negligence or wrongful act or omission by the Bidder or any subcontract or third party in connection with or incidental to this contract or
- 10.2 Any breach of any of the terms of this contract by all Contractors or any subcontract or third party.

11. STANDARDS OF PERFORMANCE

The Contractor is liable to complete the work in accordance with the specification and approved International standard according to various laws such as Information Technology Act 2000 and related Laws, Rules and Regulations.


CF&FA
University of Rajasthan
Jaipur


Registrar
University of Rajasthan
Jaipur

CHAPTER – 10
FINANCIAL BID FORM

1. Only technically qualified bidders will be eligible for submitting online financial bid.
2. The proforma of financial bid is attached at next page.
3. The financial bid will be submitted in **online Excel Sheet**.

Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 to the University Examination Centres.

- 1- Name of the Firm -----
- 2- Address of the Firm -----
- 3- Contact No. -----
- 4- Email -----

S. N.	Description of Work (as per scope of work mentioned in chapter-5)	Basic Rate/Net Rate in Rs. per 1000 Answer Books.	Total GST Amount (Including SGST & CGST or 1GST)Rs.	Rate (inclusive all Taxes) per 1000 Answer Books.
1	<p>Printing, Supply and Delivery of Theory Answer books with 36 inner ruled pages and 20 lines in each page with OMR cover extra. (4 pages) to the University Examination Centres as directed by the University. OMR Sheet Paper : 100 GSM Map litho Inner Page : 58 GSM Cream Wove paper with 80 % Brightness with printing (The Theory Answer book along with OMR cover pages will be machine thread stitched with the spine using good quality thread) (Quantity:50 Lacs Security Features:- (1) Serial number on Part – A (2) All inner pages will have 1 (one) colour printing with University logo with micro text and year of Exam. and page number. Size:- 8½ x 10½"</p>			
	<p>Printing, Supply and Delivery of Practical Answer books with 12 inner ruled pages and 20 lines in each page with cover page extra without OMR. (4 pages) to the University Examination Centres as directed by the University. OMR Sheet Paper : 100 GSM Map litho Inner & Cover Page : 58 GSM Cream Wove paper with 80 % Brightness with printing (Practical Answer book will be stapled) (paper to be procured by the Bidder himself) (Quantity: 08 Lacs Security Features:- (1) Serial number on Part – A (2) All inner pages will have 1 (one) colour printing with University logo with micro text and year of Exam. and page number. Size:- 8½ x 10½"</p>			

Dated :

Company Seal

Signature

Name :

Full Address

Note :

- 1- All the costs should be quoted in Indian Rupees and should be fixed on lump sum basis. no escalation of cost will be allowed under any circumstances.
- 2- Bidder must quote for every column of the price schedule. Do not write Zero. Nil, etc in any column.
- 3- The Rate should be inclusive of all charges/ taxes/ levies etc.
- 4- University shall not pay separately any specific statutory taxes/ service charges to any authority.
- 5- No hidden charges will be allowed , if any
- 6- Rate should be written both in words and figure.
- 7- Quoted rates must be inclusive of all charges by way of packing forwarding incidental of transit charges including transit insurance, octroi and any other levies or duties etc. and transportation of material up to examination centres. Rates are F.O.R.

[Handwritten signatures and initials]

CHAPTER-11

Bidding Forms (B F)

Index of Bid Form

S. No.	Name of Bid Form	Bid Form No.	Remarks
1.	Technical Bid Submission Sheet (Cover A)	BF-I	
2.	Work Experience	BF-II	
3.	Declaration by the Bidder regarding Qualifications	BF-III	
4.	Average Gross Annual turn over statement	BF-IV	
5.	Price charging Certificate	BF-V	
6.	Authorisation of Bidder by the Firm	BF-VI	
7.	Self Declaration	BF-VII	
8.	Declaration by Bidder (S.R.11)	BF-VIII	
9.	Verification of Bid	BF-IX	



(To be submitted on Firms' letter head in Hard Copy before the time & date of Bid Submission)

Technical Bid Submission Sheet (Cover A)

Date:.....

NIB No.....

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 & www.accountsuorjaipur@yahoo.in

We, the undersigned, declare that:

1. I/We..... (Name, Designation and Address of Bidder)..... having our office at..... (Address of Firm)..... do declare that I/We have read all the Terms & Conditions of the bid document floated by Registrar, UOR, Jaipur for Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024.

2. I/We declare that we are participating in this bid in the capacity of(service Provider)..... I/We enclose valid registration of firms from GST Department.

I/We further declare that the rates offered by us shall remain valid for the entire period of the rate contract and shall reduce the rates, if the rates are reduced for any other Service Provider / Firm during this period.

3. I/We have examined and have no reservations to the Bidding Document of NIB no.....dated.....including Addenda/Clarification No.:..... We offer Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 in conformity with the Bidding Document and in accordance with the delivery schedule specified in Section V, Schedule of Supply, the following Related Services:.....Name the services.....

4. Our Bid shall be valid for a period of 90 days from the date of technical bid opening in accordance with the Bidding Document, and it shall remain bidding upon us and may be accepted at any time before the expiration of that period. However, validity may also be extended with mutual consent;
5. If our Bid is accepted, we commit to submit a Performance Security in the amount of 5.0% percent of the contract price or as specified in Bid Document for the due performance of the contract;
6. Our firm, including any subcontractors or Service Provider for any part of the contract, have nationalities from the eligible countries;
7. I/We are not participating, as Bidders, in more than one Bid in this bidding process, in the bidding document;
8. Our firm, its affiliates or subsidiaries, including any subcontractors or Service Providers has not been debarred by the State Government or the Procuring Entity;
9. I/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;
10. I/We understand that you are not bound to accept the lowest evaluated Bid or any other bid that you may receive;
11. I/We agree to permit the Registrar, UOR, JAIPUR or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Registrar, UOR, JAIPUR;
12. 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;
13. My/our Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 Services(Name of work).....fully comply with the scope of work as per Bid.
14. The following documents are enclosed: -
 1. DD/ Banker Cheque of Rs. 5000/- in favour of Registrar as Bid document cost.
 2. DD/ Banker Cheque of Rs. 2000/- in favour of MD, RISL, Jaipur as Processing Fee.
 3. DD/ Banker Cheque of Rs. 08.00 (Eight Lakhs) or Form of Bid-Securing Declaration in favour of Registrar as Bid Security.

I/we understand that our bid will liable to be declared non responsive in case of any deficiency in fulfilment of above requirements on our part.

15. I/we accept all the terms, conditions and provisions of this bid document.

Name/Address.....

In the capacity or.....(Designation).....

Signed.....

Duly authorized to sign the Bid for and on behalf of.....(Name of Firm).....

Date.....

Tel:.....Fax:.....e-mail:.....

(फर्म के लैटर हैड पर प्रस्तुत करें)

Work experience & details of work

1. The Bidder should have minimum of 03 years (out of last five years) experience of manufacturing and printing of answer books One Year experience of printing of Answer Books with OMR /ICR sheet cover to the Government / Public Sector Organizations /Undertaking /Corporations, Banks, Universities /State level Board. Bidder shall submit all related work orders and work completion certificates regarding work experience. (BF-II)
2. The Bidder should have successfully executed manufacturing and printing answer books with OMR/ICR sheet cover order having value of Average Rs. 1 One Crore per year from Government / Public Sector Organizations / Undertaking / Corporations, Banks, Universities / State level Board. Bidder shall submit all related work orders and work completion certificates regarding work experience. (BF-II)

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

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

(Shall be submitted on letter head of firm)

Declaration by the Bidder regarding Qualifications

I/We M/s. represented by its Proprietor/managing Partner/Managing Director/ Partner having its Registered Office at and its workshop offices at do declare that I/we have carefully read all the conditions of bid no. Dated.....including all the amendments in..... Ref.for Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 and accepts all conditions of bid including amendments, if any.

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

In relation to my /our bid submitted to Registrar, University of Rajasthan, JLN Marg, Jaipur-302004 for procurements of Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 services(name of work / service)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 bidding document;
3. I/We are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my /our business activities suspended and not the subjected of legal proceedings for any of the foregoing reasons;
4. I/We do not have ,and our directors and officers not have been convicted of any criminal offence related to my /our professional conduct or the making of false statement or misrepresentations as to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:
Place:

Signature of bidder
Name:
Designation:
Address:

(On Firm's letter head)

Average Gross Annual turn over statement

The Minimum Turnover and Average Gross Annual Turnover of M/s.....(Name of Firm)..... and address for the past three years are given below and certified that the statement is true and correct:-

Sl. NO.	Financial Years	Turnover in Lakhs (Rs)
1.	2020-21	-
2.	2021-22	-
3.	2022-23	-
Total		- Rs. _____ Lakhs

I- Average gross annual turnover - Rs. _____ Lakhs

II- The firm should have Average Gross Annual turnover of Rs. 5.00 crores per year for the last three financial Years. Submit copies of Audited Final Accounts in support of the above information, if required. (Must be Submit BF-IV)

The minimum turnover per year for last three years shall not be below 2.00 crore.

Note:- Turn over for the year 2022-23 may also be considered, if the accounts are Audited and Certified by CA.

It is also certified that the net worth of the Firm is positive.

Date

Signature of the bidder

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

Tel. No.

Mob. No.

PRICE CHARGING CERTIFICATE

The Contactor shall furnish the following certificate along with the bill for payment of supplies made against the rate contract.

" I/We" certify that there has no reduction in sale price of the stores of description identical to the stores supplied to the Govt., under the contract here in and such stores have not been offered/sold by me/ us to any organization including the purchase or any Dept. of State Govt., or any statutory undertaking of the Central Govt. or State Govt. as the case may be upto the dated of bill / the date of completion of supplies against all supply orders placed during the currency of the contract at prices lower than the price charged to the Govt. under the contract except for qty of stores categories under sub -clause 60 (a), (b) (c) and (d)

Signature of Bidder
with Rubber Stamp

*(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 & 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 Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2023 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).....

Handwritten signature and initials

SELF DECLARATION

Ref:

Date:

To,

The Registrar,
University of Rajasthan,
Jaipur (Rajasthan)
Pin-302004.

Dear Sir,

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

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

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

5. I/We hereby declare that Bidder's company or Director/Owner of the Company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on 1st April, 2013.
- 6.

- I

Name of Bidder:

Signature:

Seal of the Organization:

DECLARATION BY BIDDER(S.R.11)

I/We declare that I am/we are bonafide Service Provider/ Manufacturers/ Whole Sellers/Sole distributor/Authorized dealers/sole selling/Marketing agent in the goods/stores/equipments for which I/We have tendered.

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

Signature of the Bidder



Name & Signature of Bidder with Seal

(Shall be submitted on letter head of firm)

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 BF-XI 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.....

[Handwritten signature]

[Handwritten mark]

CHAPTER-12

Contract Forms (CF)

Table of contents

S. No.	Description
1.	Letter of Acceptance (CF-1)
2.	Agreement Form (CF-II)
3.	Schedule of Rates (CF-III)
4.	Performance Security/Bank Guarantee (CF-IV)

LETTER OF ACCEPTANCE

Ms

Sub: - Acceptance of the bid rates for the work

Ref :- Your bid no. dated

1. The work of Printing, Supply and Delivery of Theory Answer Books with OMR Sheet Cover Page & Practical Answer books Without OMR sheet cover page for Exam-2024 to the University Examination Centres as prescribed in Bid is approved by the compotent authorities. Kindly execute agreement in the prescribed form enclosed, on a Non – Judicial Stamp Paper of Rs. 500/- and furnish the requisite amount of performance security. The amount of performance security calculated on the basis of the approved rates of the bid works out to Rs. (Rs. Only) -
2. The performance security shall be furnished to Registrar, University of Rajasthan, Jaipur in form of Bank guarantee/Bank Drafts/Bankers cheque of a Nationalized/scheduled bank at Jaipur.
3. All terms and conditions of the Bid document shall be an integral part of the contract. You are informed to return the agreement form along with schedule of rates for approved work (s) in duplicate duly filled in and signed by you with signature and addresses of two witnesses below signature at the appropriate place mentioned in the agreement form. The copies of the agreement form must be send duly completed in all respect along with the amount as mentioned above falling which it will be treated as a breach of the terms and conditions of the bid and it will also be presumed that you are not interested in entering into the contract and approval of the rates shall be cancelled without notice or any reference.
4. Please note that self attested /notarized copies of documents shall be considered valid. If photo copies are submitted, than at the time of signing the agreement, the firm shall bring original documents for confirmation.
5. You are therefore; requested to please complete the above formalities within 15 days from the date of issue of this letter. The duly signed duplicate copy of the agreement will be returned to you for reference.

Encl:

1. Agreement form
2. Schedule of Rates
3. Form of Bank Guarantee


 CF&FA
 University of Rajasthan
 Jaipur


 Registrar
 University of Rajasthan
 Jaipur

(Non - Judicial Stamp Paper of Rs.)

PROFORMA OF AGREEMENT

1. An agreement made this _____day of _____between _____
 _____(hereinafter called "the approved bidder",
 which expression shall, where the context so admits, be deemed to include his heirs
 successors, executors and administrators of the one part and the _____
 (herein after called "the University" which expression shall, where the context so
 admits, be deemed to include his successors in officer and assigns) of the other part.
2. Whereas the approved supplier/service provider has agreed with the University to
 supply to the University at its Office all those articles/services set forth in the schedule
 appended hereto in the manner set forth in the conditions of the E-Bid (Rate Contract)
 and contract appended herewith and at the rates set forth in columns
 _____ of the said schedule.
3. And whereas the approved supplier has deposited a sum of Rs. _____ in _____.
 (1) Bank Draft/Banker Cheque No. _____ dated _____,or
 (2) Bank Guarantee No. _____ dated _____
4. Now these Presents witness:
 - (1) In consideration of the payment to be made by the University through _____ at the
 rates set forth in the Schedule hereto appended the approved supplier will duly
 supply/provide the said articles/services set forth in _____ and
 _____ thereof in the manner set forth in the conditions of the E-Bid and
 contract.
 - (2) The conditions of the E-Bid and contract for open E-Bid enclosed to the E-Bid
 notice No. _____ dated _____ and also appended to this agreement will be
 deemed to be taken as part of this agreement and are binding on the parties
 executing this agreement.
 - (3) Letters Nos. _____ received from bidder and letters nos. _____ issued by the
 University and appended to this agreement shall also form part of this agreement.
 - (4) (a) The University hereby agrees that if the approved supplier/service provider duly
 supplies/provide the said articles/services in the manner aforesaid, observes and
 keeps the said terms and conditions, the University will through _____ pay or
 cause to be paid to the approved supplier at the time and the manner set forth in the
 said conditions, the amount payable for each and every consignment.
 (c) The mode of Payment will be as specified below:-
 1. _____
 2. _____
 3. _____
5. The delivery of the services shall be effected and completed within the period as
 mentioned in the Scope of work of E-Bid document.

6. (1) In case of extension in the delivery period with liquidated damages of services, the recovery shall be made on the basis of following percentages of value of stores/services which the bidder has failed to supply:-
- (a) Delay upto one fourth period of the prescribed delivery period 2 ½%
 - (b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period, 5%
 - (c) Delay exceeding 1/2 but not exceeding three fourth of the prescribed delivery period, 7 ½%
 - (d) Delay exceeding three fourth of the prescribed delivery period, 10%
 - (e) For individual error in Printing and Supply of Theory Answer Books with OMR Sheet Cover Page Rs. 100/- per mistake will be deducted.

- Note:**
- (i) Fraction of a day in reckoning period of delay in supplies/services shall be eliminated if it is less than half a day.
 - (ii) The maximum amount of agreed liquidated damages shall be 10% of contract price.
 - (iii) If the supplier requires an extension of time in completion of contractual supply of services on account of occurrence of any hindrances, he shall apply in writing to the authority which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

(2) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/services is on account of hindrances beyond the control of the bidder.

7. Contract shall be valid for a period of academic session 2023-2024 examinations (One Year). If work is found satisfactory, the term of agreement shall be extended on same terms and conditions, with mutual consent as per RTPP Rules-2013.
8. The performance security deposit shall be in the form of Bank Guarantee/Demand Draft of a Scheduled Bank in favour of the Registrar, University of Rajasthan, Jaipur. The performance security should be valid for a period of 3 years from the date of issue of the work order.
9. All examination related data of the University must be retained by the firm for ever unless and till University explicitly instructs to do so.

10. It should be ensured that server of Web Hosting Service Provider is located in India. Confidential agreement will also be co-signed by authorized signatory of Web Hosting Service Provider. No advertisement shall be displayed in the website. Helpline will also be provided on regular basis and security certificate will be obtained from the Web Hosting Service Provider firm.
11. In case of unforeseen circumstances, if the firm is unable to perform the assigned work or unable to continue the work, than without explaining any reasons. University reserves the right to engage any firm to complete the work at the risk and cost of your firm.
12. All disputes arising out of this agreement and all questions relating to the interpretations of this agreement shall be decided by the University and the decision of the University shall be final.
13. The Provisions of "The Rajasthan Transparency in Public Procurement Act, 2012 & The Rajasthan Transparency in Public Procurement Rules 2013" shall also apply
14. All terms and conditions of Bid Document shall also apply.

In witness whereof the parties here to have set their hands on the day of 2023

Signature of the approved supplier

Signature for and on behalf of Vice Chancellor

Date :

Date :

Witness No. 1

1. Witness

Witness No. 2

2. Witness

SCHEDULE OF RATES

- 1- Name of the Firm -----
- 2- Address of the Firm -----
- 3- Contact No. -----
- 4- Email -----

S. N.	Description of Work (as per scope of work mentioned in chapter-5)	Basic Rate/Net Rate in Rs. per 1000 Answer Books.	Total GST Amount (Including SGST & CGST or IGST)Rs.	Rate (inclusive all Taxes) per 1000 Answer Books.
1	<p>Printing, Supply and Delivery of Theory Answer books with 36 inner ruled pages and 20 lines in each page with OMR cover extra. (4 pages) to the University Examination Centres as directed by the University.</p> <p>OMR Sheet Paper : 100 GSM Map litho Inner Page : 58 GSM Cream Wove paper with 80 % Brightness with printing (The Theory Answer book along with OMR cover pages will be machine thread stitched with the spine using good quality thread) (Quantity:50 Laacs)</p> <p>Security Features:- (3) Serial number on Part – A (4) All inner pages will have 1 (one) colour printing with University logo with micro text and year of Exam. and page number. Size:- 8½ x 10½"</p>			
	<p>Printing, Supply and Delivery of Practical Answer books with 12 inner ruled pages and 20 lines in each page with cover page extra without OMR. (4 pages) to the University Examination Centres as directed by the University.</p> <p>OMR Sheet Paper : 100 GSM Map litho Inner & Cover Page : 58 GSM Cream Wove paper with 80 % Brightness with printing (Practical Answer book will be stapled) (paper to be procured by the Bidder himself) (Quantity: 08 Laacs)</p> <p>Security Features:- (3) Serial number on Part – A (4) All inner pages will have 1 (one) colour printing with University logo with micro text and year of Exam. and page number. Size:- 8½ x 10½"</p>			

Dated :

Company Seal

Signature

Name :

Full Address

Note :

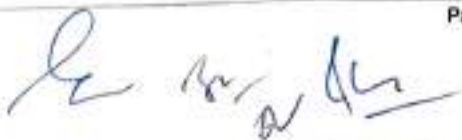
- 1- All the costs should be quoted in Indian Rupees and should be fixed on lump sum basis. no escalation of cost will be allowed under any circumstances.
- 2- Bidder must quote for every column of the price schedule. Do not write Zero. Nil, etc in any column.
- 3- The Rate should be inclusive of all charges/ taxes/ levies etc.
- 4- University shall not pay separately any specific statutory taxes/ service charges to any authority.
- 5- No hidden charges will be allowed , if any
- 6- Rate should be written both in words and figure.
- 7- Quoted rates must be inclusive of all charges by way of packing forwarding incidental of transit charges including transit insurance, octroi and any other levies or duties etc. and transportation of material up to examination centres. Rates are F.O.R.



CF&FA
University of Rajasthan
Jaipur



Registrar
University of Rajasthan
Jaipur



(On bank's letter head)

FORM OF BANK GUARANTEE

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 & www.accountsuarjaipur@yahoo.in**

Whereas the Registrar or Comptroller Finance & Financial Advisor, University of Rajasthan, (UOR) Jaipur (hereinafter called the "procuring entity/UOR") having entered into an agreement No..... dated..... with M/s (hereinafter called the "approved Contractor/ Service Provider") for (Name of work) here-in-after called "the said agreement" under which the Service Provider(s) M/s have applied to furnish Bank Guarantee (B.G.) to make up the full performance security.

1. In consideration of the UOR having made such a stipulation in agreement. We..... (Indicate the name of the Bank) here-in-after referred to as "the Bank" at the request of M/s..... Service Provider (s) do hereby undertake to pay to the UOR amount not exceeding Rs. (Rupees only) on demand by UOR.
2. We (Indicate the name of Bank), do hereby undertake to pay Rs..... Any demur or delay, merely on a demand from the UOR any such demand made on the bank by the UOR shall be conclusive and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the UOR and We (indicate the name of Bank), bound ourselves with all directions given by UOR regarding this Bank Guarantee However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees only).
3. We (Indicate the name of Bank), undertake to pay to the UOR any money, so demanded notwithstanding any dispute or disputes raised by the Service Provider(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We (indicate the name of Bank), further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of said Agreement and that it shall continue to be enforceable till all the dues of the UOR under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Government certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Service Provider and accordingly discharges this guarantee.
5. We (indicate the name of Bank), further agree with the UOR that the UOR shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time to performance by the said Service Provider(s) from time to time or to postpone for any time or from to time any of the powers exercisable by the UOR against the said Service Provider forbear or enforce any of the terms and conditions relating to the said Agreement and forbear or enforce any of the terms and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or

extension being granted to the said Service Provider(s) or for any forbearance act or omission on the part of the UOR or any indulgence by the UOR to the said deliveries or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.

6. The liability of us (indicate the name of Bank)....., under this guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider.
7. We (Indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the UOR in writing.
8. This Performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the UOR. Notwithstanding anything mentioned above. Our liability against this guarantee is restricted to Rs. (Rupees only).
9. It shall not be necessary for the UOR to proceed against the Service Provider before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the UOR may have obtained or obtain from the Service Provider.
10. The Bank Guarantee shall be payable at the Jaipur. If the last date of expiry of the Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expiry on the close of the next working day.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted Rs./- (Rupees) and our guarantee shall remain in force up to date unless a demand or claim under the guarantee is made on us in writing or by e-mailing on or before date Therefore, after date all your rights under the guarantee shall be forfeited and we shall be relived and discharged from all liabilities hereunder irrespective of whether or not the original guarantee is returned to us.

Datedday of..... For and on behalf of the Bank (indicate the Bank)

Signature & Designation

E-mail address.....

The above Bank Guarantee is accepted by the Registrar/CF&FA, UOR, Jaipur.

Signature

For & on behalf of UOR, Jaipur

