

UNIVERSITY OF KOTA
M.B.S Marg, Kabir Circle, Kota

E-Tender Notice

No.-F4()/GAD/UOK/2016/8046

Date 29/11/16

University of Kota invites E-tender through e-procurement on site of Govt. of Rajasthan for preparation of Main Examination Answer Books (40 Pages) for the year 2017 examination till date 30/12/16 up to 12.00 Noon. Detail Terms & Conditions shall be seen in the bidding document on website of the State Public Procurement Portal [http.spp.raj.nic.in](http://spp.raj.nic.in) or <http://eproc.rajasthan.gov.in> and also on University website www.uok.ac.in.

The total cost of E-Tender Document is Rs. 2000/- which must be paid through two separate D.D. one amounting of Rs. 1000/- in favour of Registrar , UOK, Kota and other D.D. of Rs. 1000/- in favour of MD, RISL, Jaipur for E-Tendering processing fee.

Registrar

UNIVERSITY OF KOTA
M.B.S Marg, Kabir Circle, Kota

E-Tender Document
For Printing & Supply of Main Answer Books

Mode of Bid of Submission	On line (E-Tender)
Procuring Entity	:University of Kota, Kota
Date & Time of Start of on line submission	: 01/12/16 10.00 AM
Last date & Time of submission of technical bid	: 30/12/16, 2.00 PM
Date & Time of Open of Technical bid	Date will be intimated later to all technically qualified bidders

Cost of E-Tender Document and fee in favour of Registrar , UOK, Kota- Rs. 1000/- (DD/Bankers Cheque)

-E-Tendering processing fee in favour of MD, RISL, Jaipur - Rs. 1000/- (DD/Bankers Cheque)

Tender Document Fee Detail

Bidder's Name :

Address :

.....

.....

Phone : :

Fax : :

Email : :

(A) Tender Fee :
Bank Demand Draft/Banker's Cheque Detail :
Number: Dated: Bank Name:
For Rs. 1000/-only (Rs. One thousand only) in favour of Registrar, UOK, Kota

(B) Processing Fee:
Bank Demand Draft/Banker's Cheque Detail :
Number: Dated: Bank Name:
For Rs. 1000/-only (Rs. One thousand only) in favour of MD, RISL, Jaipur

Name & Signature of Bidder with seal

Guidelines For Notice Inviting Bids

1. Registrar, University of Kota invites tenders for printing & supply of main answer books from firms who meet the minimum eligibility criteria as specified in this bidding document.
2. The complete bidding document has been published on the website <http://eproc.rajasthan.gov.in> and University website www.uok.ac.in. for the purpose of downloading.
3. Bidders who wish to participate in this bidding process must register on <http://eproc.rajasthan.gov.in> and University website www.uok.ac.in.
4. To participate in online bidding process, bidders must procure a Digital Signature Certificate (DSC Type III) as per information technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency.i.e. TCS. Safe crypt. N code etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
5. A single stage two envelope selection procedure shall be adopted.
6. Bidder is authorized signatory shall submit their offer online in electronic formats both for technical and financial proposal. However, DD for tender fee RISL, processing fee and EMD should be submitted physically at the office of procuring entity as prescribed in NIT and scanned copy of same should also be uploaded along with the technical bid cover.
7. University will not responsible for delay in online submission due to any reason. For this, Bidders are requested to upload the complete bid well in advance time so as to avoid 11 hour issues like slow speed, choking of website due to heavy load or any other unforeseen problems.
8. Bidders are also advised to refer “Bidders manual Kit” available at E-Proc website for further details about the e-tendering process.
9. Training for the bidders on the usage of e-Tendering System procurement is also being arranged by RISL on regular basis. Bidders interested for training may contact e-Procurement cell. RISL, Jaipur for booking the training slot. The help desk No. of RISL is 0141-4022688.
10. Only the Firms Compares who have participated m EOL will be permitted to participate in this tendering process.
11. No contractual obligation whatsoever shall arise from the RIP bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful Bidders.
12. Department disclaims any factual or other errors in this document the onus is purely on the individual bidders to verify such information provided herein are intended only to help the bidders to prepare a logical bid-proposal.
13. The Provisions of “The Rajasthan Transparency in Public Procurement Act. 2012 & The Rajasthan Transparency in Public Procurement rules 2013: will also apply.

Registrar
University of Kota
Kota

Notice Inviting E-Bid
Schedule of E-Bid

Nature of work and Estimated Cost	Printing & Supply of Main Answer books of Examination 2017 (Rs. 8000000/-) Rs. Eighty Lakh only)
Cost of the bid document (non-refundable)	Rs. 1000/- Demand Draft/Banker's Cheque in favour of Registrar, University of Kota, Kota
Document download and online submission start Date & Time	01/12/16 , 10.00 AM
Document download end Date & Time	30/12/16, 12.00 Noon
Place of Information about the work and bid document	Registrar, University of Kota , Kota
Processing Fee	DD/Banker's Cheque in favour of MD RISL , Jaipur Rs. 1000/-
Last Date & time for on-line submission of bids (Technical & Financial)	30/12/16 , 2.00 PM
Last Date & time for off-line submission of tender fees/EMD (DD/Banker's Cheque)	30/12/16, 1.00 PM (at the office of the Registrar , University of Kota, Kota , personally & by post
Technical Bid Opening of Date, Time & Venue	30/12/16, 3.00 PM Office of the Registrar , University of Kota, Kota
Date & Time of opening of financial bids	Date will be intimated later to all technically qualified bidders
Website of downloading tender document Corrigendum's Addendums etc.	http.spp.raj.nic.in or http://eproc.rajasthan.gov.in and our University website www.uok.ac.in .
Bid Validity	90 days
Earnest Money	Rs. 160000/- (Rs. One Lakh sixty thousand only)

Note:-

1. Bidders are advised to study the Tender 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 documents. Act & Rules with full understanding of its implication.
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 compliance to terms & conditions mentioned as technical bid and enclose required documents/certificates carefully to avoid their disqualification.
4. The University shall not be responsible for any delay in electronic submission (uploading) of the Bids/Documents.

Registrar

Evaluation and Qualification

- 4.1 This Invitation for bids is open to all manufactures/authorized dealers in response to this notice inviting E bids.
- 4.2 Bids will be accepted only from the manufactures/authorized dealers of the item required.
- 4.3 This Invitation for bids is open to all manufactures/authorized dealers in response to this NIB.
- 4.4 Detail of Bidder/Firm/Company
- 4.5 Address and Contact Details
- 4.6 DD/Banker's Cheque for Tender fee
- 4.7 DD/Banker's Cheque for EMD (2% of the estimated cost Rs. 80.00 Lakh)
- 4.8 Registration Certificate of SSI Unit, or Department of Industries ,if any
- 4.9 Self Declaration for unblemished record
- 4.10 Sales Tax/VAT Registration Certificate
- 4.11 Sales Tax/VAT Clearance Certificate
- 4.12 Central Excise Registration Certificate
- 4.13 Copy of Pan Card
- 4.14 Copies of certificates of incorporation of the Firm/Registration of Partnership, Company, Proprietary Certificate etc.
- 4.15 Copies of annual Turnover
- 4.16 Audited Balance Sheets duly signed by CA for last three years.
- 4.17 Dealership Certificate, if any
- 4.18 Supporting document of infrastructure, if any.

UNIVERSITY OF KOTA
M.B.S Marg, Kabir Circle, Kota

Tender Form (A) TECHNICAL BID
(For printing & supply of main answer books)

1. Name of Work : For printing & supply of main answer books
2. NIT NO.
3. Name of the Bidder :-
4. Telephone and Fax No.
5. E-Mail Address
6. Name and designation of the person authorized to make commitments to University of Kota, Kota and contract No.
7. RST/CST/DIC NO. (copy shall be enclosed)
8. Must have turn over average annual Rs. 2.00 crore during last 3 years i.e. F.Y. 2013-2014 , 2014-2015, 2015-16 (Copies of audited balance sheets duly attested by C.A. shall be enclosed)
9. Experience :- The bidder must have executed the same nature of works of minimum ten lacs answer books within last 03 years of the state University , single work of Rs. 25.00 lacs of estimated cost of the work (Certificate issued by competent authority shall be enclosed)
10. Bid Security Fees

(a) Bid Security	DD NO	Dt.	Amount	Remarks
				Scanned copies of DD must be attached
- (b) Tender Fee
- (c) RISL Processing Fee
11. General terms & conditions
12. Form No. I, II, III & IV

Note:-

- (i) DD No. against tender fee, bid security in favour of University of Kota, Kota & DD for processing fee in favour of RISL payable at Jaipur shall have to be sent to UOK, Kota physically before the date & time of opening of technical bid , without which tender/bid shall not be accepted. However, bidders are required to scan & upload copies of DDs along with their technical bids.
- (i) Technical bid & Price bid along with tender documents, certificates etc. have to be submitted online electronically on website www.eproc.rajgov.in.
- (ii) The bidders are required to get digital signature certificate (DSC) as per IT act 2000 to sign & submit on line tender.

Encl.:- Documents as mentioned our points no. 6 to 12

Place

Date

Signature of the bidder with seal

Technical Bid

Annexure-II

1. Information of the firm :
 - (i) Name of the firm :
 - (ii) Owner's Name , Address, Telephone No.:
.....
 - (iii) Office Address, Telephone No.:
.....
 - (iv) Type of firm :
 - (v) Tin no. :
 - (vi) Bank Name:
 - (vii) Bank Branch Address:
 - (viii) Account No. :
 - (ix) IFS No. :
 - (x) Pan No. :

2. Details of officials of the firm

S.No.	Designation	Nos.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

3. Area of Press :

4. Details of Working Printing Machine & equipments available in the press:

(i) Offset Machines:

S.No.	Name of Machine	Make	Size	Speed/Hour	Color System
1.					
2.					
3.					
4.					
5.					

(ii) Plate Making System (Please give details of all equipments):

S.No.	Type of Plates	Size	Remarks
1.			
2.			
3.			
4.			
5.			

(iii) Machines used in binding work :

S.No.	Make	Size	Speed/Hour	Other Details
1.				
2.				
3.				
4.				
5.				

Above mentioned information's are correct to the best of my knowledge and behalf.
If anything is found incorrect the University has right to reject the tender.

Bidder Seal & Signature

Condition of tender & contact (SR Form 16)

(See rule 68, GF & AR Part II, Govt. of Rajasthan)

Note:- Tenderers should read these conditions carefully and comply strictly while submitting their tenders.

1. Tenders by bona-fide dealers:- Tenders shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration.
2. Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the Registrar and such change shall not relieve any former member of the firm, etc. from any liability under the contract.
 - a. No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Registrar a written agreement to this effect. The Contractor's receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge or any of the purpose of the contract.
3. **Sales Tax Registration and Clearance Certificate:** - No dealer who is not registered under the sales tax act prevalent in the state where his business is located shall tender. The Sales Tax Registration Number should be quoted and a sales tax clearance certificate from the Commercial Taxes Officer of the Circle Concerned shall be submitted without which the tender is liable to rejection.
4. Tender forms shall be filled electronically & submit on line. No tender filled physically shall be considered. The tenderer shall sign the tender form on each page and at the end in token of acceptance of all the terms and conditions of the tender.
5. Rate shall be written both in words and figures. There should not be errors and/or overwriting. Corrections if any should be made clearly and initialed with dates. The rates should mention element of the Rajasthan State Sales Tax and Central Sales Tax, entry tax etc. separately.
6. All rates quoted must be FOR and should include all incidental charges except Central/Rajasthan Sates Tax, entry tax which should be shown separately. In case of local supplies the rates should include all taxes etc and no cartage or transportation charges will be paid by the University of Kota, Kota and the delivery of the goods shall be given as per delivery schedule. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates , therefore, should be exclusive of octroi, and local tax. In case goods to be purchased are for the purpose of resale or use as manufacture of any goods for sale, the rates shall be inclusive of octroi and local tax. In the former case, a certificate in the prescribed form will be furnished along with the supply order.
7. **Comparison of Rates:-** (i) In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to price preference under the

rules, the element of Rajasthan Sales Tax shall be excluded whereas that of Central Sales Tax shall be included.

(ii) While comparing the rates in respect of firms within Rajasthan, the element of Rajasthan Sales Tax shall be included.

8. Price Preference :- Price preference/preference will be given to the goods produced or manufactured by Industries of Rajasthan over goods produced or manufactured by industries out side Rajasthan as per purchase of stores (Preference to industries of Rajasthan) Rules , 1995.
9. Validity:- Tender shall be valid for a period of three months from the date of opening of technical bid.
10. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make, and drawings, etc. of the goods to be supplied. If he has any doubts as to the meaning of any portion of these condition or of the specification, drawing etc., he shall, before signing the contract, refer the same to the purchase officer and get clarification.
11. The Contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
12. Specifications:-
 - (i) All article supplied shall strictly University of Kota, Kota conform to the specifications, trade mark laid down in the tender form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
 - (ii) The supply of articles marked with asterisk/at serial number, shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the purchase committee whether the articles supplied conform to the specifications and are in accordance with the samples , if any, shall be final and binding on the tenderers.
 - (iii) Warranty/Guarantee Clause:- The tenderer would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of one year from the date of delivery of the said goods/stores/articles to be purchased and that not with standing the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of one year the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the purchase committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality on such rejection the goods/stores/articles will be at the sellers risk and all the provisions relating to rejection of goods, etc., shall apply. The tenderer shall if so called upon to do, replace the goods , etc. or such portion thereof as is rejection by the purchase committee, otherwise the tenderer shall pay damage

as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the purchase committee in that behalf under this contract or otherwise.

- (iv) In case of machinery and equipment also, guarantee will be given as mentioned in clause (iii) above and the tenderer shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipments operative. The tenderer shall also replace machinery and equipments in case it is found defective which cannot be put to operation due to manufacturing defect, etc.
- (v) In case of machinery and equipments specified by the purchase committee the tenderer shall be responsible for carrying out annual maintenance and repairs on the terms & conditions as may be agreed . The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the purchase committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

13. Inspection:-

- (a) The University inspection committee/UPC authorized shall have time to inspect and examine the materials and workmanship of the goods/equipments/machineries during manufacturing process or afterwards as may be decided.
- (b) The tender shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name & address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business , a letter of introduction from their bankers will be necessary.

14. Samples:- Tenders for articles marked within the schedule shall be accompanied by two set of samples of the articles tendered properly packed & signed . Such samples if submitted personally will be received in the office. A receipt will be given for each samples by the officer receiving the samples. Samples if sent by train etc. should be dispatched freight paid and the R/R or G.R. should be sent under a separate registered cover.

15. Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the tenderer and serial number of the item, of which it is a sample in the schedule.

16. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The University of Kota, Kota shall not be responsible for any damage, wear and tear or loss during testing, examination, etc during the period these samples are retained. The sample shall be collected by the tenderer on the expiry of stipulated period. The UOK shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by the UOK and no claim for their cost, etc., shall be entertained.

17. Samples not approved , shall be collected by the unsuccessful tenderer. The UOK will not be responsible for any damage, wear and tear, or loss during testing, examination,

- etc, during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
18. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical , tests shall be carried out in UOK reputed testing house like MSME Testing Station, Jaipur and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such test.
 19. Drawl of samples:- Incase of tests, samples shall be drawn in four sets in the presence of tenderer or his authorized representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the officer for reference and record.
 20. Testing Charges:- Testing Charges shall be borne by the UOK . In case urgent testing is desired to be arranged by the tenderer or in case of test result showing that supplies are not up to the prescribed standards or specifications , the testing charges shall be payable by the tenderer.
 21. Rejection:-
 - (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the tenderer at his own cost within the time fixed by the purchase committee .
 - (ii) If, however , due to exigencies of UOK, such replacement either in whole or in part, is not considered feasible, the purchase committee after giving an opportunity to the tenderer of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
 22. The Rejected articles shall be removed by the tenderer within 15 days of intimation of rejection, after which Registrar shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the tenderer's risk and on his account.
 23. The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road pr air and delivery of the material in good condition to the consignee at destination. In the event of loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make goods such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
 24. The contract for the supply, can be repudiated at any time by the Registrar, if the supplies are not made to his satisfaction after giving an opportunity to the tenderer of being heard and recording of the reasons for repudiation.
 25. Direct & indirect canvassing on the part of the tenderer or his representative will be a disqualification.
 26. (i) Delivery Period:- The tenderer whose tender is accepted shall arrange supplies within a period of 45 days from the date of supply order/by as under:-

S.No.	Items	Qty.	Delivery period(as per schedule to be attached with supply order)
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 - (ii) Extent of Qty.- Repeat orders:- If the orders are placed in excess of the quantities shown in the tender notice, the tenderer shall be bound to meet the required supply.

Repeat orders may also be placed on the rate and conditions given in the tender provided that the repeat orders are up to 25% of the quantity originally purchased and the period is not more than one month from the date of expiry of last supply. If the tenderer fails to do so, the Registrar shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the tenderer.

- (iii) If the purchase officer does not purchase any of the tendered articles or purchase less than the quantity indicated in the tender form, the tenderer shall not be entitled to claim any compensation.

27. Bid Security

- (a) Tender shall be accompanied by an B.S. of Rs. @ 2% of estm. cost of the item without which tenders will not be considered. The amount should be deposited in either of the following forms in favour of, REGISTRAR, University of Kota, KOTA. (i) Bank Drafts/Bankers Cheque of the scheduled Bank.
- (b) Refund of B.S.: The B.S. of unsuccessful tenderer shall be refunded soon after final acceptance of tender.
- (c) Partial exemption from B.S.:- Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photostat copy or a copy thereof duly attested by any Gazetted Officer from the Director of Industries Rajasthan , at the rate of 0.5% of the estimated value of the tender shown in NIT.
- (d) The Central Government and Government of Rajasthan undertakings need not furnish any amount of earnest money/B.S..
- (e) The earnest money/security deposit lying with the 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.

28. Forfeiture of B.S.:- The B.S. will be forfeited in the following cases:

- (a) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- (b) When tenderer does not execute the agreement if any, prescribed within the specified time.
- (c) When the tenderer does not deposit the security money after the supply order is given.
- (d) When he fails to commence the supply of the items as per supply order within the time prescribed.

29. Agreement and Security Deposit:-

- (a) Successful tenderer will have to execute an agreement in the Form SR-17 and deposit security equal to 5% of the value of the stores for which tenders are accepted within 15 days from the date of dispatch on which the acceptance of the tender is communicated to him.
 - (b) The earnest money deposited at the time of tender will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.
 - (c) No interest will be paid by the department on the Security money.
 - (d) The form of Security Money shall be as below:
 - a. Cash/Bank Draft/Bankers Cheque.
 - b. Post-office Savings Bank Pass book duly pledged.
 - c. National Savings Certificate, Defence Savings Certificates, Kisan Vikas Patras, or any other script /instrument under National Savings Scheme for promotion of small savings, if the same can be pledged. These certificates shall be accepted at surrender value.
 - d. Bank guarantee issued by any of scheduled bank.
 - (E) The security money shall be refunded after one month of the final supply of the items as per purchase order in case of one time purchase and two months in case delivery is staggered, after the expiry of contract on satisfaction completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied that there are no dues outstanding against the tenderer.
- 29.2 (i) Firms Registered with the Director of Industries Rajasthan in respect of stores for which they are registered , subject to their furnishing the registration in original from the Director of Industries or a Photostat copy or a copy thereof duly attested by any Gazetted Officer will be partially exempted from earnest money and shall pay security deposit at the rate of 1% of the estimated value of tender.
- (ii) Central Government and Government of Rajasthan Undertaking will be exempted from furnishing security amount.
- 29.3 **Forfeiture of Security Deposit:-** Security amount in full or part may be forfeited in the following cases:
- (a) When any terms and conditions of the contract is breached.
 - (b) When the tenderer fails to make complete supply satisfactorily.
 - (c) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the purchase officer in this regard shall be final .
- 29.4 The expenses of completing and stamping the agreement shall be paid by the tenderer and the University shall be furnished free of charge with one executed stamped counter part of the agreement.
30. Insurance:-
- (i) The goods will be delivered at the destination in perfect condition. The supplier, if he so desires, may be insured the valuable goods against loss

by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot etc.) The insurance charges will be borne by the supplier and state will not be required to pay such charges incurred.

- (ii) The articles may also be got insured at the cost of the purchaser, if so desired by the purchaser. In such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.

31. Payments:-

- (i) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply satisfactorily and on submission of bill in proper form by the tenderer to the Registrar in accordance with GF & AR all remittance charges will be borne by the tenderer.
- (ii) In case of disputed items, 10 to 25% of the amount shall be with held and will be paid on settlement of the dispute.
- (iii) Payments in case of those goods which need testing shall made only when such tests have been carried out, test results received conforming to the prescribed specification.

32.1 (i) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of the firm order from the purchase officer.

(ii) Liquidated Damages:- In case of extension in the delivery period with liquidated damage the recovery shall be made on the basis of following percentage of value of stores which the tenderer has failed to supply:-

Delay up to one fourth period of the prescribed delivery period	2½%
Delay exceeding on front but not exceeding half of the prescribed period	5%
Delay exceeding half but not exceeding three fourth of the prescribed period	7½%
Delay exceeding three fourth of the prescribed period	10%

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

32.3 The maximum amount of liquidated damage shall be 10%

32.4 If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, from the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

32.5 Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the tenderer.

32.6 Risk & Cost clause :-

The competent authority of UOK without prejudice to his right against the approved supplies in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of the contract or otherwise , by notice in writing absolutely determined the contract in any of the cases.

- (i) A notice in writing to rectify, or otherwise that the work being performed is inefficient or otherwise implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter of if the supplier shall delay or suspended the execution of the work so that either in the judgment of the competent authority, he will be unable to perform the work by the satisfaction of UOK or has already failed to complete the work by the time.
 - (ii) If the supplier commits breach of the terms & conditions the contract.
 - (iii) When the supplier has made himself liable for action under any of the cases aforesaid , the competent authority, shall exercise power:-
 - (a) To determine or rescind the contract , as aforesaid , upon such determination or rescission , the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of UOK.
 - (b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original SP, if the whole work had been executed by him of the amount of which excess, the decision of the COE/UOK shall be final and conclusive and shall be borne and paid by the original SP that may be deducted from any money due to him by the UOK or from his bid security, performance security. However the original SP shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material , equipments or entered into any engagements or made advances on account of execution/performance of contract.
33. Recoveries:- Recoveries of liquidated damages, short supply breakage, rejected articles shall ordinary be made from bills . Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR act or any other law in force.
34. Tenderers must make their own arrangement to obtain import licence, if necessary.

35. If a tenderer imposes conditions , which is in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Registrar.
36. The Registrar reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or any one or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/supplier.
37. The tenderer shall furnish the following document at the time of execution of agreement:-
 - (a) Attested copy of partnership deed in case of partnership firms.
 - (b) Registration number and year registration in case partnership firm is registered with Registrar of firms.
 - (c) Address of residence and office, telephone numbers in case of sole proprietorship.
 - (d) Registration issued by Registrar of Companies in case of company.
38. If any dispute, arise out of the contract with regard to the interpretation meaning and branch of the terms of the contract, the matter shall be referred to by the parties to the Head of the University (HVC) who will appoints his senior most officer as the sole Arbitrator of the dispute who will not be related to his contract and whose decision shall be final.
39. All legal proceeding , if necessary arise to institute may by any of the parties (University of Kota or Contractor) shall have to be lodged in courts situated in Kota, Rajasthan and not elsewhere.
40. All other/remaining general terms & conditions shall be applicable as laid down in Rajasthan transparency in public procurement rules 2013.

Signature & Seal of the tenderer

Annexure -I
Compliance with the code of integrity and no conflict of interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness, and progress of the procurement process.
- (d) Not misuse any information shared between the procuring entity and the Bidders with an intent to gain unfair advantage in the procurement process.
- (e) Not indulge in any correction including impairing 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 have a conflict of interest.

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

- I. A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to;
 - a. Have Controlling partners/shareholders in common; or
 - 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 the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring entity 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 Bidder, in more than one Bid; or
 - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the goods, works or service 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.

Place :

Date

Signature of the Bidder

Annexure -II
Declaration by the Bidder regarding qualifications

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

1. I/We possess the necessary professional, technical , financial and managerial resources and competence required by the Biding 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 specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer , not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directions and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement 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 proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding document, which material affects fair competition;

Date:

Place:

Signature of bidder

Name

Designation

Address:

Annexure III

Grievance redressal during procurement process

The designation and the address of the first appellate authority is Finance Officer UOK, Kota.

The designation and the address of second Appellate Authority is Hon,ble Vice Chancellor, UOK , Kota

(1) Filing an appeal

If any bidder or prospective bidder is aggrieved that any decision , action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to 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:

Providing that after the declaration of a bidder as successful the appeal may be filled only by a bidder who has participated in procurement proceeding:

Providing 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 filled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filled under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the first Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

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

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

(5) Form of appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.

- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payments of fee.
- (c) Every appeal may be presented to first Appellate Authority or Second Appellate Authority , as the case may be, in person or through registered post or authorized representative.

(6) Fee for Filing Appeal

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

(7) Procedure for disposal of appeal

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

Additional conditions of contract

1. Correction of arithmetical errors

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

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

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

2. Procuring Entity's Right to vary Quantities.

- i. At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
- iii. In case of Procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Service Provider fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Service Provider.

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

As a general rule all the quantities of the subject matter of procurement shall be procured for the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, the quantity may be divided between the Bidder, whose Bid is accepted and the

second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

UNIVERSITY OF KOTA
M.B.S Marg, Kabir Circle, Kota

Tender Form (B) Price Bid
(For printing & supply of main answer books)

1. Name of Bidder:-
2. Full Address:-
3. Telephone No.:-
4. NIT No.-F4()/GAD/UOK/2016/8046 Date 29/11/16
5. Work Description :- (Rate of Main answer books with printing & preparation)

S.No.	Description of items (Rate of Main answer book with paper)	Unit	Qty.	Rate per Unit in Rs. (Including all taxes)
01	<p>Main answer books (New pattern consists of 40 pages) Specification: (iii) Cover Page: * Paper thickness 80 GSM (ii) Inner Pages • 58 gsm Size : 56x91/8cm. (Finished size 27cmx22cm) (Including punching, well stitched along full length, front page both side printed and duly serial numbered) (Net weight of each answer book 70 gm. (Seventy gram)</p> <p>Note:- For preparing main answer books cover page of A Grade Mill of 80 gsm should be used of HPC, Century , Orient, JK, ABC and Balarpur white maflitho makes .</p> <p>Inner page of the answer books in 58 gsm to be used of above mentioned specifications and makes. Each answer book must be perforated with a needle die(of UOK) so as to pass through and through all the pages.</p>		1500000 (Fifteen lakh)	

6. On the each answer book first cover page both side of the first page of the answer book University name, Faculty Name, Monogram, Name of Examination, Subject, Question Paper, Date, Roll No., Date , Mark Tabulation for main exam and important instructions etc. to be printed as per direction of the University in approved format.

7. On back side of front cover page of the answer book UOK and कोविको to be printed repeatedly as well as instruction for examinee(Student).
8. Stitching:- Each answer book must be thread stitched (through out the width) and equal round holl to be created by the machine on the left top corner.
9. Same serial number to be printed on main page of the answer book in two place.
10. Each answer book to be prepared as per direction in prescribed format /sample , colour , design and ruling with margin accept last cover page on the whole inner page of the answer book.
11. Packing:- Packing in each packets of main answer book 500 answer book should be packed . For Packing good quality craft paper to be used and outer side of the each packet number of answer books . Serial Number of answer books kept inside the packet should be marked .
12. Transportation:- Supply of the answer books should be at University central store(FOR Kota). Transportation directly to different colleges under Jurisdiction of the University shall be provided by the vender, if asked for .

Note:- The rates shall be quoted FOR destination i.e. different examination centers situated in the Kota division. The rates shall be inclusive of all charges i.e. packing and forwarding transportation , loading-unloading etc. However, RST/CST/entry tax (if any) shall be quoted separately.

Place

Date

Signature of the bidder with seal