कोटा विश्वविद्यालय,कोटा
University of Kota, Kota

MBS Marg, Kabir Circle, Kota
Ph No.-0744-2472934 e-mail ID:- registrar@uok.ac.in

NIT NO. F 4( )GAD-EXAM/UOK/2023/ 10832 **Date: 13/01/2023**

(NIB No. - 28/2022-23)

"NOTICE INVITING BID (ON LINE)"

University of Kota, Kota invites e-tender/ bid under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for supply/hiring of following goods/services from experienced, technically and financially sound & reputed bidders fulfilling eligibility criteria through e-tendering system as described in the bid document as appended below:-

S. N.	Name of goods/services	Specifications/ scope of work	Estimated cost	Bid Security	Tender fee	RISL Processing fee
1.	Printing and Supply of Degrees/Certificates for Exam-2020	As per BOQ	Rs. 18.00 Lakh	Rs. 36000/- (2% of the Estimated cost)	Rs. 1000/-	Rs. 500/-

Important dates for downloading and submitting the e-tender are as follows:-

Date and time of downloading of bid document	14/01/2023 (11.00 AM) to 23/01/2023 (05.00 PM)
Date and time of online submission of bid	14/01/2023 (11.00 AM) to 23/01/2023 (05.00 PM)
Last date of physical submission of Bid Security, Tender fee and RISL processing fee along with printed samples of Degree	24/01/2023 (05.00 PM)
Date and time of online opening of Prequalification/Technical Bid	25/01/2023 (02:00 PM)
Date and time of online opening of Price Bid in the office of Registrar, University of Kota, Kota	To be informed separately

Instructions to bidder:-

1. The bid documents, terms and conditions may be seen and downloaded from the web site www.eproc.rajasthan.gov.in, www.sppp.rajasthan.gov.in or university website www.uok.ac.in.
2. The Interested bidders may submit their on-line bids along with separate Demand Drafts drawn in favour of "Regsitrar, University of Kota, Kota" payable at Kota towards the cost of Tender Fee (non-refundable) and RISL Processing Fee (Non-refundable) demand draft shall be in favour of "Managing Director, RISL" payable at Jaipur. A separate Demand Draft of Bid Security (Refundable) shall be in favour of Registrar, University of Kota, Kota.
3. The above demand drafts along with printed samples of Degree must reach physically in the office of Procurement Entity, University of Kota, Kota on or before last date as mentioned above failing which bids shall not be considered.
4. Bidders, having digital signature certificate (DSC) as per IT Act, 2000 to sign their electronic Bids, shall submit their offer online on www.eproc.rajasthan.gov.in with in stipulated time and date mentioned herein above. Bids shall not be accepted personally. The Bids will be opened on the same date and time before purchase committee in the presence of bidder or their authorized representative who may be present.
5. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.
6. University of Kota, Kota is not bound to accept the lowest bid and may reject any bid or any part of the bid without assigning any reason therefore.
7. Bids received after the prescribed time and date will not be considered.
8. The bidders shall have to submit GST Registration number without which the bids will not be considered.
9. Validity: - 90 days from the opening of Technical bid.
10. In case of any query, the undersigned (Procurement Entity) may be contacted at 0744-2472912/2472934 or e-mail at registrar@uok.ac.in

(Registrar)

University of Kota, Kota

कोटा विश्वविद्यालय, कोटा

MBS Marg, Kabir Circle, Vivekanand Nagar, Kota

Technical Bid form

Printing and Supply of Degree/Certificate for Exam – 2020

S. N.	Description	Detail	Whether Enclosed (Write Yes/No)	Page No. 1,2,3…
1.	NIT Dispatch No & Date	NIB No 28/2022-23 Date: 13/01/2023 Bid for Printing and Supply of Degrees/ Certificates for Exam-2020		
2.	Address of Procurement Entity	Registrar, University of Kota, Kota Contact No 07442472934/2472912 Email id - registrar@uok.ac.in		

TECHNICAL BID Part-A

1.	Name and address of the bidder submitting the tender (Photo ID Proof shall be attached)			
2.	PAN Card No. (Copy shall be enclosed)			
3.	GST No. (Copy shall be enclosed)			
4.	Bidder must have average annual turn over of Rs. 1.00 crore during last three financial years i.e. 2019-20 2020-21 & 2021-22 (Copies of audited balance sheets duly attested by C.A. Shall be uploaded)			
5.	The bidder must have executed the same nature of work with preparation of minimum 50 thousand degree/certificates within last 03 years for any state University. Work order and certificate for satisfactory completion of work issued by competent authority shall be enclosed)			
6.	The tender fee amounting to Rs. 1000/- has been submitted vide Demand Draft in favour of Registrar, University of Kota	Demand Draft Number……. Bank ……. Dated……		
7.	The Bid Security amounting to Rs. 36000/- to be deposited vide Demand Draft in favour of Registrar, University of Kota	Demand Draft Number……. Bank ……. Dated……		
8.	The RISL Processing Fee amounting to Rs.500/- has been deposited vide Demand Draft in favor of Managing Director RISL, Jaipur	Demand Draft Number……. Bank ……. Dated……		
9.	Whether the printed samples of Degree sent along with DDs			

10.	Details of infrastructure / machines available with the firm (if it is manufacturer firm)			
11.	Experience of working in this technology i.e. Durable Polyfiber paper with watermark/other Security features. (Please enclose copies of relevant certificates)			
12.	Technologies to be used in preparation of Watermark / Security features.			
13.	In case of suppliers, experience of dealing in supply of Durable Polyfiber paper for degrees (Please enclosed relevant orders/certificates)			
14.	Whether firm is agreeable to the terms & conditions mentioned in the tender.			
15.	Name of the programmer with his qualifications.			
16.	Name of the person who will apprise the University about the status of the work along with his phone & Mobile number.			
17.	Whether registered with the Directorate of Small Scale Industries, If so give Registration No.			
18.	**Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed shall be enclosed, otherwise the bid shall be rejected.**			

Signature of the bidder with Seal

Date:……

Place:…….

कोटा विश्वविद्यालय, कोटा

महाराव भीमसिंह मार्ग, कबीर सर्किल के पास, कोटा

Technical Conditions

1. The bidder shall be a registered security printer with valid certification.
2. The bidder shall furnish 10 printed samples of the degree along with Bid Security and Bid Fee and Bid Processing Fee on or before last date as mentioned failing which the bids shall not be considered.
3. Non-tearable synthetic durable paper having size 31cm x 23 ½ cm with at least 200 micron ± 5%. Free from chemical and humid effects.
4. **Security Features**
   (1) UV invisible ink
   (2) Micro line printing
   (3) Reverse micro printing
   (4) Void pantograph
   (5) Micro Hidden
   (6) Duel Hidden
   (7) High resolution border
   (8) Common seal
   (9) Blind embossing
   (10) Invisible printing
   (11) QR Code
   (12) Bar Code with MICR numbering
   (13) Exam section box at back
   (14) Rainbow colour
   (15) Fine line relief
   (16) University logo with fluorescent ink
   (17) VC Signature with scan effect
   (18) Prismatic printing
   (19) Nano printing
   (20) Magic patch
   (21) UV fibres in printing
   (22) Hidden currency strip
   (23) Invisible signatures
   (24) QR code data to be collected from NSDL representative (If University deposited the student's data)
   (25) Invisible logo of the University at one place
   (26) Hidden Identity feature with static data using clear/transparent ink.
   (27) Correlation mark carrying variable data (must be readable on film)
5. Magnifying glass and when Xerox is taken in darker mode, the 'COPY' will prominently appear on the Xerox copy.
6. BOND of INK on the MEDIA must be GUARANTEED for Lifetime. Fusion of ink on the media must be ONLY by High temperature to achieve the above-mentioned BOND. An undertaking is required to be given by the agency complying with this process.
7. The bidder shall submit the documents with supply order of similar material to any universities.
8. The bidder shall have the in house facilities for the entire processes of Degree printing.
9. The Printed Degrees along with three part printed list on A4 size paper will be supplied to the Degree Section, Examination Block, University of Kota, Kota.
10. The price quotation must be inclusive of all charges e.g. packing, forwarding, freight, transit insurance, taxes etc.
11. The rates submitted by the bidder shall be valid for further extension of one year.
12. The supply of the printed degrees as per the format provided by the University shall be made within 30 (Thirty) days of time after the approval of proof by exam section.
13. List of degrees and various formats of the candidates to be submitted in duplicate as per direction of the Controller of Exam.

Signature of the bidder with Seal

University of Kota, Kota

Degree Features

1. Non-tearable synthetic durable paper having size 31cm x 23½ cm with at least 200 micron ±5%. Free from chemical and humid effects.
2. **Security Features**
   (1) UV invisible ink
   (2) Micro line printing
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   (27) Correlation mark carrying variable data (must be readable on film)

Signature of the bidder with Seal

University of Kota, Kota

कोटा विश्वविद्यालय,कोटा

MBS Marg, Kabir Circle, Kota

Ph No.-0744-2472912/2472934e-mail ID:-registrar@uok.ac.in

GENERAL CONDITIONS OF BID & CONTRACT

Note: - Bidders should read these conditions carefully and comply strictly while sending their bids.

1.	Bids must be enclosed in a properly sealed envelope according to the direction given in the Bid Notice.
2.	**"Bids by bona-fide dealers**: - Bids shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration in the Annexure-B as prescribed in RTPP Rules, 2013.
3.	(i) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the Procurement Entity and such change shall not relieve any former member of the firm, etc. from any liability under the contract. (ii) 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 Procurement Entity a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient to discharge for any of the purpose of the contract.
4.	**GST Registration and Clearance Certificate: -** No Dealer who is not registered under the GST Act prevalent in the State where his business is located shall bid. The GST Registration Number should be quoted and a tax clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the bid is liable to rejection.
5.	In case of e-biding, bid forms shall be filled electronically & to be submitted online. Bid filled physically shall not be considered. The bidder shall sign the bid form at each page and at the end in token of acceptance of all the terms and conditions of the bid.
6.	Rates shall be written both in words and figures. There should not be errors and/or over writings. Corrections, if any, should be made clearly and initiated with dates. The bidder should mention element of statutory taxes such as RGST/CGST, Entry Tax etc. separately as per BOQ/financial bid format.
7.	All rates quoted must be FOR and should include all incidental charges except statutory taxes such as Central/Rajasthan GST, Entry Tax etc. 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.
8.	**Purchase Preference:-** Purchase preference will be given to the bidders as per the provisions of RTPP Act 2012 &RTPP Rules 2013, as amended from time to time.
9.	**Validity: -**Bid 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 conditions or of the specification, drawing, etc., he shall, before signing the contract, refer the same to the Procurement Entity 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 conform to the specifications, trade mark laid down in the bid 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 supplies shall be of the best quality and description. The decision of the Procurement Entity/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 Bidders. (iii) **Warranty/Guarantee Clause: -** The bidder would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for **a period of ……..** days/months from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid **period of ……days**/months, the said goods/stores/ articles be discovered not to confirm to the description and quality aforesaid or have determined (and the decision of the Procurement Entity 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/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods, etc., shall apply. The bidder shall if so called upon to do, replace the goods, etc. or such portion thereof as is rejection by the Procurement Entity, otherwise the bidder shall pay such damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Procurement Entity 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 bidder 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 bidder 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 equipment specified by the Procurement Entity the bidder shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The bidder 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 Procurement Entity who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.
13.	**INSPECTION:-** (a) The Procurement Entity or his dully authorized representative shall at all reasonable time have access to the suppliers premises and shall have the power at all reasonable 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 bider shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and 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: -**Bids for articles marked within the schedule shall be accompanied by two set of samples of the articles bided properly packed & signed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample 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. Samples for

	catering/food items should be given in plastic box or in polythens bags at the cost of the bidder.
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 bidder and serial number of the item, of which it is a sample in the schedule.
16.	Approved samples would be retained free of cost up to 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 bidder on the expiry of stipulated period. The University of Kota, Kota 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 University of Kota, Kota and no claim for their cost, etc., shall be entertained.
17.	Samples not approved, shall be collected by the unsuccessful bidder. The University of Kota, Kota 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 University of Kota, Kota laboratories and reputed testing house like MSME Testing Station, Jaipur etc. 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 bidder or his authorized representative and properly sealed in their presence. One 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 University of Kota, Kota. In case urgent testing is desired to be arranged by the bidder 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 bidder.
21.	**Rejection:-** (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the Procurement Entity. (ii) If, however, due to exigencies of University of Kota, Kota work, such replacement either in whole or in part, is not considered feasible, the Procurement Entity after giving an opportunity to the bidder 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 bidder within 15 days of intimation of rejection, after which Procurement Entity 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 bidder's risk and on his account.
23.	The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or 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 bidder 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 Procurement Entity, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.
25.	Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.

26.	(i) **Delivery Period: - The bidder whose bid is accepted shall arrange supplies/services within a period of 30 days from the date of supply/work order.** (ii) **Extent of quantity – Repeat orders: -** If the orders are placed in excess of the quantities shown in the bid notice, the bidder shall be bound to meet the required supply. Repeat orders for extra items or additional quantities may be placed on the rate and conditions given in the bid. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under:- (a) 50% of the quantity of the individual items and 50% of the value of original contract in case of works and; (b) 50% of the value of goods or services of the original contract; (c) **If the bidder fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited bid or otherwise and the extra cost incurred shall be recoverable from the bidder.** (iii) If the Procurement Entity does not purchase any of the bided articles or purchases less than the quantity indicated in the bid form, the bidder shall not be entitled to claim any compensation.
27.	**Bid Security (B.S.):-** (a) Bid shall be accompanied by Bid Security @ 2% of estimated value of the bid, without which bids will not be considered. The amount should be deposited in either of the following forms in favour of University of Kota, Kota:- (i) Bank Draft/Bankers Cheque/ Bank Guarantee in specified format of the scheduled Bank/Cash. (ii) Bid Security must remain valid 30 days beyond the original or extended validity period. (b) **Refund of Bid Security: -** The Bid Security of unsuccessful bidder shall be refunded soon after final acceptance of bid i.e. after deposit of performance security & signing of Agreement. (c) **Partial exemption from Bid Security: -** In case of Small Scale Industries of Rajasthan, the bid security will 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. (d) The central Government and Government of Rajasthan undertakings need not furnish any amount of Bid Security. However, they shall have to furnish a bid securing declaration as per rule 42 of RTPP Rules, 2013. (e) The Bid Security/Performance Security money deposit lying with the Department/office in respect of other bids awaiting approval or rejected or on account of contracts being completed will not be adjusted towards Bid Security/Performance Security money for the fresh bids. The Bid Security may however, be taken into consideration in case bids are re-invited.
28.	**Forfeiture of Bid Security:-** The Bid Security will be forfeited in the following cases: (a) When bidder withdraws or modifies its bids after opening of bids; (b) When bidder does not execute the agreement if any, after placement of supply/work order within specified time; (c) When the bidder fails to commence the supply of the goods or service or execute work as per supply/work order within the time specified; (d) When the bidder does not deposit the performance security within specified period after the supply/work order is placed; and (e) If the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of RTPP rules.
29.	Agreement and Performance Security deposit (Rule 75 & 76 of RTPP Rules, 2013):- (1) (i) A Successful bidder shall sign the procurement contract in the prescribed format and deposit performance security. The amount of performance security shall be 2.5% of the amount of supply order in case of procurement of goods and services. In case of Small-Scale Industries of Rajasthan, it shall be 0.5% and in case of sick industries,

	other than Small Scale Industries, whose cases are pending before the BIFR, it shall be 1.0% of the amount of supply order (applicable up to 31/03/2023, as per the Rajasthan Transparency in Public Procurement(Second Amendment) Rules, 2022 [Finance (G&T) Department Notification published in Rajasthan Gazette Extraordinary on 12 Jan. 2022]. The bidder shall have to execute the agreement on a non-judicial stamp of Rs. 500/- at its cost. (ii) Performance security shall be furnished by the successful bidder within the 15 days from the date of award of contract. (iii)No interest will be paid by the department on the Performance Security money. (iv) Performance security shall be furnished in any one of the following forms:- a. Bank Draft or Banker's Cheque of a scheduled bank; b. National Saving Certificates and any other script/instrument under National Saving Schemes for promotion of small saving issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master. c. Bank guarantee/s of a scheduled ban. d. Fixed Deposit Receipt (FDR) of a Scheduled Bank. (V)The Performance security furnished in the form specified in clause (a) to (d) shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period. (vi)The Performance Security to be refunded within one month of the final supply of the items as per purchases 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 there are no dues outstanding against the bidder. (2) Central Government and Government of Rajasthan Undertakings will be exempted from furnishing Performance security amount. However, they shall have to furnish a performance security declaration as per Rule 75 of RTPP Rules, 2013. (3) Forfeiture of Performance Security Deposit:- Performance 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 bidder fails to make complete supply satisfactorily. (c) Notice of reasonable time will be given in case of forfeiture of performance security deposit. The decision of the Procurement Entity in this regard shall be final. (4) The expenses of completing and stamping the agreement shall be paid by the bidder and the department shall be furnished free of charge with one executed stamped counter part of the agreement as per provisions of RTPP Act 2012 & Rules 2013.
30.	**Insurance:-** (i) The goods will be delivered at the destination godown 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 University of Kota will not be required to pay such charges, if 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 bidder to the Procurement Entity in accordance with relevant provisions of BF&AR, GF&AR and RTPP Act 2012 & Rules 2013, as amended from time to timeand all remittance charges will be borne by the bidder.

(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) Payment 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. **Liquidated Damages:-**

(a) (i) The time specified for delivery in the bid form shall be deemed to be the essence of the contract and the successful bider 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 bider 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%

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

(c) The maximum amount of liquidated damage shall be 10%

(d) 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, fro the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

(e) 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 bider.

33. 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(SP) 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 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 has 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.
34.	**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. Any recovery on account of LD charges/ risk & cost charges in respect of previous rate contracts/supply orders placed on them by the University of Kota can also be recovered from any sum accrued against this e-Bid after accounting for untied sum or due payment sum lying with the University of Kota against previous rate contract/supply orders. Firm will submit details of pending amount lying with the University of Kota but decision of the University of Kota regarding authenticity of sum payable will be final.
35	**Price Fall Clause:-** (i) The prices under a rate contract will be subject to price fall clause. The price charged for the supply of goods / items under the contract by the successful Bidder will in no event exceed the lowest price at which the successful Bidder sells the supply of goods / items of identical description to any other person in the state during the period of contract. (ii) If at any time during the said period, the contractor reduces the sale price of such supply of goods / items sells such supply of goods / items to any other person at a price lower than the price chargeable under the contract he will forthwith notify such reduction of sales to the University of Kota and the price payable under the contract for the supply of goods / items supplied after the date of coming into force of such reduction of sale will stand correspondingly reduced. The successful Bidder will furnish certificate in the manner required by the University of Kota to the effect that the provision of this clause has been duly complied with respect to supplies made or billed for up to the date of certification. **(iii)** If at any time during the period of contract, the price of bided items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder will be bound to inform ordering authority immediately about it. Ordering authority empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree for such reduction of rates.
36.	Bidders must make their own arrangements to obtain import licence, if necessary.
37.	If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his bid 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 bid issued by the Procurement Entity.
38.	The Procurement Entity reserves the right to accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/supplier.
39.	The bidder shall furnish the following documents at the time of execution of agreement:- i. Attested copy of partnership deed in case of partnership firms. ii. Registration number and year registration in case partnership firm is registered with Registrar of Firms. iii. Address of residence and office, telephone numbers in case of sole proprietorship. iv. Registration issued by Registrar of Companies in case of company.
40.	If any dispute, arise out of the contract with regard to the interpretation meaning and breach of the terms of the contract, the matter shall be referred to by the parties to the Head of the University (HVC) who will appoint his senior most officer as the sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
41.	All legal proceeding, if necessary arise to institute may by any of the parties (University of Kota, Kota or Contractor) shall have to be lodged in courts situated in Kota and not elsewhere.
42.	All other/remaining relevant general terms & conditions shall be applicable as laid down in GF&R Rajasthan Transparency in Public Procurement Act 2012 and RTPP Rules 2013 as amended from time to time, and other relevant rules applicable in University of Kota, Kota.

Note:- I have read the above terms and conditions of contract carefully and I shall be abide by the same in the event of successful bidder.

Date:

Place: Signature & Seal of the Bidder

Annexure-A

Compliance with Code of Integrity and Conflict of Interest

Code of Integrity: -

Any person participating in 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 information 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 anticompetitive behaviour to impair the transparency, fairness and progress of the procurement process;

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

(e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;

(f) not obstruct any investigation or audit of a procurement process;

(g) disclose conflict of interest, if any; and

(h) disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest: -

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

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

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 from 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 to information about or influence on the Bid of another Bidder, or influence the decision 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 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.

Date:
Place:

Signature of the Bidder with Seal
Name:
Designation:
Address:

Annexure-B

Declaration by the Bidder regarding Qualifications

(To be submitted by the bidder on his Letter Head)

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 been 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 the Bidder with Seal
Name:
Designation:
Address:

Annexure-C

Grievance Redressal during Procurement Process

The designation and the address of the First Appellate Authority:

Hon'ble Vice-Chancellor, University of Kota.

The designation and the address of Second Appellate Authority:

Additional Chief Secretary, Higher Education, Government of Rajasthan.

1. Filing an Appeal:

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued 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:

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 id 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 payment 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 Filling 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 issue notice accompanied copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date of fixed for hearing, the First Appellate Authority or second Appellate Authority, as the case may be shall, -

(i) hear all the parties to appeal present before him; and

(ii) Peruse or inspect documents, relevant records or copies thereof relating 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.

Date:
Place:

Signature of the Bidder with Seal
Name:
Designation:
Address:

Annexure-D

Additional Conditions of Contract

1. **Correction of Arithmetic Errors:**
Provided that a Financial Bid is substantially responsive, the procuring entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

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

If the Bidder that submitted the lowest evaluated Bid does not accepted 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. **Procurement Entity's Right to Vary the Quantity:**
(i) At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed **twenty percent**, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms & 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 documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
(iii) In case of procurement of goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fail to do so, the procuring entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. **Dividing quantities among 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 from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large andit 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 procuredis of critical and vital nature, in such cases, the quantity may be divided between theBidders, whose Bid is accepted and the second lowest Bidder or even more Bidders inthat order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Date:
Place:

Signature of the Bidder with Seal
Name:
Designation:
Address:

UNIVERSITY OF KOTA

M.B.S Marg, Kabir Circle, Kota

BOQ

(For Printing & Supply of Degree/Certificates)

1. Name of Bidder:-
2. Full Address:-
3. Telephone No.:-
4. NIT No.- F4( )/GAD/UOK/2023/…….. Date ……
5. Work Description :- Rate for Printing & Supply of Degree/Certificates for the year 2020 examination

S. No.	Description of items	Qty.	Rate per Unit in Rs. (Including all charges)	GST (In Rs.)	Total Amount (In Rs.)
01	Rates per printed degree/certificate good quality white Non-tearable synthetic durable paper having size 31cm x 23½cm with at least 200 micron ±5%. Free from chemical and humid effects, UV invisible ink, Micro line printing, Reverse micro printing, Void pantograph, Micro Hidden, Duel Hidden, High resolution border, Common seal, Blind embossing, Invisible printing, QR Code, Bar Code with MICR numbering, Exam section box at back, Rainbow colour, Fine line relief, University logo with fluorescent ink, VC Signature with scan effect, Prismatic printing, Nano printing, Magic patch, UV fibres in printing, Hidden currency strip, Invisible signatures, QR code data to be collected from NSDL representative (If University deposited the student's data), Invisible logo of the University at one place, Hidden Identity feature with static data using clear/transparent ink, Correlation mark carrying variable data (must be readable on film) etc. (Rates per degree/certificate separately to be quoted inclusive of all charges e.g. packing, forwarding, freight, transit insurance, octroi, F.O.R. University degree section, inclusive of all other taxes except GST etc.)	73 Thousand			

Signature of the bidder with Seal