

RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR

(Temporary Office: Girls Hostel Building, Babu Shobha Ram Government Arts College Campus, Alwar)



E- BID DOCUMENT

FOR

PRE & POST EXAMINATION WORK – 2016-17

Mode of Bid Submission	: On line (E-Bid)
Procuring Entity	: RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR, 301001
Last date & time of On-line submission of Technical & Financial Bid	: 16-11-2016 Up To 2.00 P.M.
Date & Time of opening of On-Line Technical. Bid	: 17-11-2016 On 11.00 A.M.

- Cost of E-Bid Document and fee in favour of Registrar, RRBMU, Alwar Rs. 2500/- (DD/Banker's Cheque)
- E-Bid Processing Fee in favour of MD, RISL, Jaipur, Rs. 1000/- (DD/Banker's Cheque)

Name & Signature of Bidder with Seal



Bid Document Fee Detail

Bidder's Name: _____

Address: _____

Phone: _____ **Fax :** _____

Email: _____

(A) E-Bid Fee:

Bank Demand Draft/ Banker's Cheque Detail:

Number: _____ **Dated** _____ : _____ **Bank Name:** _____

for **Rs. 2500/-** only (Rs Two Thousand Five Hundred Only) in favour of Registrar, RAJ
RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR.

(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



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Name & Signature of Bidder with Seal



GUIDELINES FOR NOTICE INVITING E-BIDS

1. Registrar, Raj Rishi Bhartrihari Matsya University, Alwar invites tenders for services and supply for University Pre & Post Examination work 2016-17, 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 <http://sppp.raj.nic.in> for the purpose of downloading.
3. Bidders who wish to participate in this bidding process must register on the website <http://eproc.rajasthan.gov.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, safecrypt, 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 (authorized signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, DD for E-Bid fee, RISL, Processing Fee and EMD should be submitted physically at the office of procuring entity as prescribed in NIT and scanned copy of the same should also be uploaded along with the technical bid cover.
7. University will not be responsible for delay in online submission due to any reason, for this bidders are requested to upload the complete bid well in advance in time so as to avoid 11th hour issues 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 (e-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. No contractual obligation whatsoever shall arise from the RFP/bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
11. University disclaims any factual or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein are intended only to help the bidders to prepare a logical bid-proposal.
12. The provisions of “The Rajasthan Transparency in Public Procurement Act, 2012 & The Rajasthan Transparency in Public Procurement Rules 2013” will also apply.

Name & Signature of Bidder with Seal



CHAPTER – 1
NOTICE INVITING E-BID

Name of work : PRE & POST EXAMINATION WORK 2016-17

SCHEDULE OF E-BID

Reference Number : 37/2016-17

Dated : 25-10-2016

Nature of project	On Line Examination Work
Name of the Items(s) and estimated cost	Pre & Post Examination work 2016-17 Rs. 20 Lakhs
Cost of the Bid Document (Non-refundable)	Rs. 2,500/- Demand Draft Banker's Cheque in favour of Registrar, RRBM University, Alwar
Publishing date and time (Online)	26-10- 2016 On 05:00 PM
Documents Download Start Date & Time	27-10- 2016 On 11:00 AM
Documents Download End Date & Time	14-11- 2016 Up To 02:00 PM
Place of Information about the work and bid documents	Registrar, RRBM University, Alwar
Processing Fees	Demand Draft/Bankers Cheque in favour of MD. RISL Jaipur Rs. 1,000/-
Last Date & Time for On-Line submission of Bids (Technical and Financial)	16-11- 2016 Up To 02:00 PM
Last Date & Time for Offline submission of Hard Copies of Bids (Technical and Financial) and E-Bid Fees/EMD (Demand Draft/Bankers Cheque) at the office of the Registrar, Raj Rishi Bhartirihari Matsya University, Alwar (Personally or by Post)	16-11- 2016 Up To 02:00 PM
Technical Bid Opening of Date, Time & Venue	17-11- 2016 On 11:00 AM RRBM University, Alwar
Date & Time of opening of Financial Bids	Date will be intimated later to all technically qualified Bidders
Websites of submitting E-Bid Document Corrigendum's Addendums etc.	http://eproc.rajasthan.gov.in
Bid Validity	120 Days
Earnest Money	2% of estimated cost

Note :-

- (i) Bidders are advised to study the E-Bid Document the Rajasthan Transparency in Public Proc. Act. 2012 and Rules 2013 carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the bid Document Act. & Rules with full understanding of its implication.
- (ii) 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.
- (iii) Bidders must ensure compliance to enclose required documents carefully to avoid their disqualification.
- (iv) The University shall not be responsible for any delay in electronic submission (uploading) of the Bids/Documents.

Registrar

Name & Signature of Bidder with Seal



CHAPTER – 2
NOTICE INVITING E-BIDS

**OFFICE OF THE REGISTRAR,
RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY,
ALWAR,
Phone No.: 0144-2730321
Fax No.: 0144-2730321
Email Address: rrbmuniv.exam@gmail.com**

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

1. Two types (Technical & Financial Bids) unconditional online electronic E-bids are invited on behalf of the RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR, for the procurement of Pre & Post Exam. Work as listed below, from the bidders upto - -2016 Up To (2:00 PM)

S. No.	Name of item (s)	Estimated Cost of item(s) (Rs.)	Amount of Bid Security (Rs.)	Validity Period of Bids
1	Pre & Post Exam. Work – 2016-17	20 Lakhs	2% Rs. 40,000/-	120 days

2. Bidding Document containing Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria, Bidding forms, Procuring Entity's Requirements, General Conditions of Contract, Contract Data/ Special Conditions of Contract, Contract Forms, etc. can be seen at the website or obtained from the website of <http://eproc.rajasthan.gov.in> and <http://sppp.raj.nic.in>. The price of Bidding Document be paid along with user charges/processing fee, at the time of submission of the Bid.

Name & Signature of Bidder with Seal



E-Bid document prepared in accordance with the procedure enumerated in “**Instructions to Bidders**” should be submitted electronically.

3. The Bids are being invited electronically, the procedure for submission of Bids including payment of price of Bidding documents, user charges/ processing fee, Bid Security, etc. shall be as provided on the State Public Procurement Portal <http://sppp.raj.nic.in> or <http://eproc.rajasthan.gov.in>
4. Bids submitted electronically after the specified date and time shall not be accepted.
5. The online submitted Technical Bids shall be opened **17-11-2016 at 11:00 A.M.** in the office of the Procuring Entity (Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR) by the procuring committee in the presence of the Bidders or their duly authorised representatives who wish to be present.
6. In case due date happens to be holiday, the E-Bid will be accepted and opened on the next working day. The time will remain the same.
7. The procuring entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
8. The bidders shall have to submit a valid ‘VAT’ clearance certificate from the concerned Commercial Taxes Officer and the ‘PAN’ issued by Income Tax Department.
9. Required documents in E-Bid shall be submitted electronically except samples and demand drafts.

Registrar

Name & Signature of Bidder with Seal



CHAPTER – 3

GENERAL CONDITIONS

- I. E-Bid for RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR exam related work All UG, PG & Other examinations.

(Services & Supply of goods for University Examination related work including online work, Pre & Post Examination work, Coding, Supplementary Examination, Revaluation work, Management information system (MIS) for entire Examination work Preparation of final database and bilingual database of passed out students etc).

- II. Name and postal address of the firm submitting the E-Bid.

- III. Addressed to: The Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR.

- IV. Reference: E-Bid No.

- V. The E-Bid fee amounting to Rs, 2500/- (Two Thousand Five Hundred) has been deposited/ enclosed in the form of DD No.

(Name of Bank)..... dated

- VI. We agree to abide by all the terms & conditions mentioned in E-Bid Notice Number Dated..... Issued by RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR and also the further condition of the said E-Bid Notice given in the attached sheets (All the pages of which have been signed by us in token of our acceptance of the terms & conditions mentioned therein).

- VII. The rates for the entire work including services/supply are mentioned in the Financial Bids submitted online in the prescribed Format. (Cover-B)

Name & Signature of Bidder with Seal



- VIII. The rates Quoted must be valid for atleast 1 exam. session 2016-17. The period can be extended for another two or three session with mutual consent, subject to satisfactory performance.
- IX. Bank Draft/Bankers Cheque No. Drawn on (Name of the Bank)..... Date for Rs. 40,000 as earnest money is enclosed.
- X. The Sales Tax/VAT Registration Number and Sales Tax/VAT Clearance Certificate are being submitted herewith.
- XI. PAN Certificate.
- XII. Service Tax Certificate.
- XIII. Entry Tax Certificate (if applicable).
- XIV. Declaration of manufacturer/Dealer etc. is also enclosed.

Signature of Bidders

Name & Signature of Bidder with Seal



CHAPTER – 4

ई-बिड्स के लिये निविदादाता हेतु निर्देश

- अ. निविदा में भाग लेने वाले निविदादाताओं को इन्टरनेट वेब साइट eproc.rajasthan.gov.in पर रजिस्ट्रेशन करवाना होगा। ऑन लाइन निविदा में भाग लेने के लिए डिजिटल सिग्नेचर सर्टिफिकेट (DSC, Type-III), इन्फोरमेशन टेक्नोलॉजी एक्ट- 2000 के तहत प्राप्त करना होगा जो इलेक्ट्रॉनिक निविदा में साइन करने हेतु काम आयेगा। निविदा दाता उपरोक्त डिजिटल सिग्नेचर सर्टिफिकेट, सी. सी. ए. (CCA) द्वारा स्वीकृत एजेन्सी से प्राप्त कर सकते हैं। जिन निविदा दाताओं के पास E- Procurement Portal के लिए पूर्व में वैध डिजिटल सिग्नेचर सर्टिफिकेट है, उन्हें नया डिजिटल सिग्नेचर सर्टिफिकेट लेने की आवश्यकता नहीं है।
- ब. निविदा दाताओं को निविदा प्रपत्र इलेक्ट्रॉनिक फॉर्मेट में उपरोक्त वेबसाइट पर डिजिटल साइन के साथ प्रस्तुत करना होगा।
- स. इलेक्ट्रॉनिक/ऑनलाईन निविदा प्रपत्रों को जमा कराने से पूर्व निविदादाता यह सुनिश्चित कर लेवे कि निविदा प्रपत्रों से संबंधित सभी आवश्यक दस्तावेजों की स्कैन कॉपी निविदा प्रपत्रों के साथ अटैच कर दी गयी हैं।
- द. कोई भी टेण्डर इलेक्ट्रॉनिक फॉर्मेट में जमा कराने में किसी कारण से विलम्ब हो जाता है तो उसकी जिम्मेदारी राज ऋषि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर की नहीं होगी।
- य. टेण्डर के प्रपत्रों में आवश्यक सभी सूचियों को संपूर्ण रूप से भरकर ऑन लाईन दर्ज करें।
- र. ऑनलाईन निविदा भरते समय संबंधित निर्देशों का पालन नहीं करने के परिणामस्वरूप निविदा प्रक्रिया में उत्पन्न किसी भी प्रकार की बाधा के लिए राज ऋषि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर, की नहीं होगी।

Name & Signature of Bidder with Seal



CHAPTER – 5

INSTRUCTIONS TO THE BIDDERS

Note : Bidders should read these conditions carefully and comply strictly while submitting online their tenders.

1. Bidders must submit online 2 Bids (Technical bid and Financial bid).
2. Tenders by bona-fide dealers:- Tenders shall be given only by bona-fide dealers in the goods/services. They shall, therefore, furnish a declaration in the SR FORMS 11.
3. (i) Any change in the constitution of the firm, etc., shall be notified forthwith by the bidder in writing to the purchase officer 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 purchase officer a written agreement to the effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
4. VAT/Sales Tax Registration and Clearance Certificate: No Dealer who is not registered under the VAT/Sales Tax Act prevalent in the State where his business is located shall submit tender. The Sales Tax/VAT Registration Number should be quoted and a Sales Tax/VAT clearance certificate from the commercial taxes officer of the Circle concerned shall be submitted without which the E-Bid is liable to be rejected.
5. E-Bid forms shall be submitted online only. The bidder shall sign electronically the E-Bid form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
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 rates to be quoted in the bid submission sheet shall be the total price of the Bid excluding any Taxes. Taxes if any shall be shown separately. The firm will have to bear all types of taxes.
7. All rates quoted must be FOR destination and should include all incidental charges. Central/Rajasthan Sales Tax, Service Tax 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 and the delivery of the goods/services shall be given at the premises of Purchase Officer.

Name & Signature of Bidder with Seal



8. (i) **Comparison of Rates** : 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 VAT/Sales Tax shall be excluded whereas that of Central Sales Tax shall be included.
- (ii) While comparing the rates in respect of firm within Rajasthan the element of Rajasthan VAT/Sales Tax shall be included.
9. **Validity**: Work order shall be valid for a period of one exam 2016-17 only and to be extendable by mutual consent for further two or three more session i.e. 2017-18, 2018-19 and 2019-20, as the case may be, if performance of bidder is satisfactory.
10. The approved supplier shall be deemed to have carefully examined the Scope of work and conditions of the work/service goods to be supplied. If he has any doubts as to the meanings of any portion of these conditions or of the work/service. He shall, before submitting the bid refer the same to the Purchase Officer and get clarifications.
11. The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.
12. **Inspection**:
- (a) The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the service provider premises and shall have the power at all reasonable time to inspect and examine the work and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be decided.
- (b) The bidder shall furnish complete address of the premises of his office and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.
13. **Samples**: Articles marked within scope of work as specified in the E-Bid document shall be accompanied by two set of samples along with list of the articles tendered properly packed. 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.
14. Each sample shall be marked suitably either by written on the sample or on a slip or durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is sample in the schedule.
15. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The University 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 shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited and no claim for their cost, etc., shall be entertained.

Name & Signature of Bidder with Seal



16. Samples not approved shall be collected by the unsuccessful bidder. The University 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.
17. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Whenever necessary or prescribed or practical, tests shall be carried out in Government laboratories.
18. **Drawl of Samples:** In case of tests, samples shall be drawn in four sets in the presence of bidder 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 office for reference and record.
19. **Testing charges:** Testing charges shall be borne by the University. In case urgent testing is desired to be arranged by the bidder or in case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the bidder.
20. **Rejection :**
 - (i) Articles/Services 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 Purchase Officer.
 - (ii) If, however, due to exigencies of work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer 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.
21. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Purchase Officer 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.
22. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
23. The contract for the supply can be repudiated at any time by the Purchase Officer, 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.

Name & Signature of Bidder with Seal



24. Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.
25. (i) **Delivery period:** The bidder whose bid is accepted shall arrange providing services as stipulated from time to time, as directed by competent authorities of the University.
- (ii) If the Purchase Officer does not purchase any of the tendered articles/services or take services less than the quantity indicated in the E-Bid form, the bidder shall not be entitled to claim any compensation.
26. **Bid Security:**
- (a) Technical Bid shall be accompanied by bid security of Rs. 40,000/-, without which tenders will not be opened. The amount should be deposited in either of the following forms in favour of The Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR payable at Alwar Bank Drafts/Bankers Cheque of the scheduled Bank.
- (b) **Refund of bid security:** The earnest money of unsuccessful bidder shall be refunded soon after final acceptance of tender.
- (c) **Partial exemption from earnest money :** Firms which are registered with Director of Industries Rajasthan as SSI, 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 Photo 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 E-Bid shown in NIT i.e. Rs. 10,000/-.
- (d) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of earnest money.
- (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.
- (f) No interest will be paid on BID Security by the University in any case
27. **Forfeiture of earnest money:** The earnest money will be forfeited in the following cases:
- (i) When bidder withdraws or modifies the offer after opening of E-Bid but before acceptance of tender.
- (ii) When bidder does not execute the agreement if any, prescribed within the specified time.
- (iii) When the bidder does not deposit the security money after the supply order is given.
- (iv) When he fails to commence the supply of the items as per supply order within the time prescribed.

Name & Signature of Bidder with Seal



28. **(1) Agreement and Performance security deposit:**
- (i) Successful bidder will have to execute an agreement in the Form 17 within a period of 7 days of receipt of order and have to deposit security equal to 5% of the value of the services within 7 days from the date of dispatch on which the acceptance of the E-Bid is communicated to him.
 - (ii) The earnest money deposited at the time of E-Bid will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.
 - (iii) No interest will be paid by the University on the security money in any case.
 - (iv) The security money shall be in the form of Demand Draft in favour of the Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR for a period of 3 Years from the date of issue of the work order.
 - (v) The security money shall be refunded within 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 the period of guarantee if any, whichever is later and after being satisfied that there are no dues outstanding against the bidder.
- (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 and undertaking will be partially exempted from earnest money and shall pay security deposit at the rate of 1% of the estimated value of tender, i.e. Rs. 20,000/-
- (ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.
- (3) The expenses of completing and stamping the agreement shall be paid by the bidder and the University shall be furnished free of charge with one executed stamped counter part of the agreement.
29. All goods must be sent FOR to RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR.
30. **Insurance :**
- (i) The goods will be delivered at the destination godown in perfect condition. The supplier, if he so desires, may get insured the valuable goods against loss by theft, destruction or damage, by fire, flood under exposure to weather or otherwise viz. war, rebellion, riot, etc. The insurance charges will be borne by the supplier and University will not be required to pay such charges, if incurred.

Name & Signature of Bidder with Seal



- (ii) The articles/services 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) Advance Payment will not be made except in rare and special cases. In case of advance payment being made, it will be against proof of despatch and to the extent as prescribed in financial powers by rail/reputed goods transport companies, etc., and prior inspection, if any. The balance, if any, will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the bidder.
- (ii) Unless otherwise agreed between the parties payment for the delivery of the stores/services will be made on submission of bill in proper form by the bidder to the Purchase Officer in accordance with G.F.&A.R. All remittance charges will be borne by the bidder.
- (iii) In case of dispute items/ Court cases, 10% to 25% of the amount shall be withheld and will be paid on settlement of the dispute.
- (iv) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- (v) Random checking of awards shall be made by the University after declaration of result by using counter foil.

32.(1) The time specified for delivery in the E-Bid form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.

Payment schedule will be as under:

Completion of Pre-exam work (Supply of Admit cards/Centre material)	25% of the amount of work order.
Completion of Post-exam work (Declaration of results, Supply of TRs, Mark-Sheets and Provisional Certificates)	50% of the amount of the work order.
Completion of all allotted work	Remaining amount of the work order minus penalties/deductions.

Name & Signature of Bidder with Seal



Liquidated damages: In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of Stores which the bidder has failed to supply: -

- (a) delay up to one fourth period of the prescribed delivery period 2 ½%
 - (b) delay exceeding one fourth but not exceeding half of the prescribed period 5%
 - (c) delay exceeding half but not exceeding three fourth of the prescribed period 7 ½%
 - (d) delay exceeding three fourth of the prescribed period. 10%
- (2) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- (3) The maximum amount of liquidated damages shall be 10%
- (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, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (5) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/services is on account of hindrances beyond the control of the bidder.
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 University. In case recovery is not possible in this manner, recourse will be taken to PDR Act or any other laws in force.
34. Bidder must make their own arrangements to obtain import license, if necessary.
35. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his E-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 E-Bid issued by the Purchase Officer.
36. The Purchase Officer reserves the right to accept any E-Bid not necessarily the lowest, reject any E-Bid without assigning any reasons and accept E-Bid for all or anyone or more of the articles for which E-Bid has been given or distribute items of stores to more than one firm/supplier.
37. The bidder shall furnish the following documents with the Technical Bid:-
- (i) Attested copy of Partnership Deed in case of Partnership Firms.
 - (ii) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
 - (iii) Legal Agreement between the parties with the lead firm taking full responsibility of managing the Project in case of a Consortium.

Name & Signature of Bidder with Seal



- (iv) Address of residence and office, telephone Numbers in case of sole Proprietorship with I Card as EPIC/Adhar.
- (v) Registration issued by Registrar of Companies in case of Company.
38. If any dispute arises 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 Vice-Chancellor and his decision shall be final.
39. All legal proceedings, by any of the parties (University or Contractor) shall have to be lodged in courts situated in Alwar city and not elsewhere.
- 40. Sealing and Marking of Bids**
- a) The selected S&SP may submit their RFP response by post or by hand delivery in one large single envelope.
- b) The envelope shall:-
- Bear the name and complete address along with telephone/ mobile number of bidder;
 - Bear complete address of the procuring entity with telephone number, if any;
 - Bear a warning not to be opened before the time and date for bid opening, in accordance with the IFB.
- c) If the envelope is not sealed and marked as required, the procuring entity shall assume no responsibility about its consequences.
- 41. Cost & Language of Bidding**
- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.
- 42. Authenticity of Bid**
- Only authorized bid documents that has been either downloaded from the website or purchased from the University will be taken as authentic bid.
- 43. Alternative/ Multiple Bids**
- Alternative/ Multiple Bids shall not be considered at all.
- 44. Receipt and Custody of Bids**
- a) Document related to bids i.e. various DD's and samples of items shall be received by hand delivery, by courier or by post in the specified format up to the specified time and date and at the specified place, by the person authorized by the procuring entity.
- b) The person authorized to receive the bids shall provide a receipt signed by him with date and time of receipt of bid to the person, who delivers the bid.

Name & Signature of Bidder with Seal



- c) If the bid has been received in unsealed, in torn or damaged condition through post or by personal delivery shall be so marked and signed on the cover by the person receiving the same and get signed on it by the person delivering it and put in a fresh cover and reseal, if so warranted. All such entries shall be attested by the receiving person.

45. Correction of Arithmetic Errors in Financial Bid

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 of 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 is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- iv. 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.

46. Negotiations

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

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

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

Name & Signature of Bidder with Seal



48. Procuring Entity's Right to vary 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 and conditions of the Bid and conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

49. Dividing Quantities among more than one bidder at the time of Award

Since the work of Pre and Post examination 2016-17 is of critical and vital nature, the order may be divided at discretion of the RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR between the bidder whose bid is accepted and the second lowest bid or even more bidders in that order in a fair, transparent, equitable manner at the rates of the bidder whose bid is accepted. counter offer to first lowest bidder L-1 , in order to arrive at an acceptable price , shall amount to negotiation. However, any counter offer there after to second lowest bidder (L-2), third lowest bidder (L-3) etc. (at the rates accepted by (L-1) in case of splitting of quantities as pre- disclosed in the bidding documents, shall not be deemed to be negotiation. In this connection decision of the Vice-Chancellor or the Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR will be final and binding.

50. Risk & Cost factor

Due to any circumstances , if the firm unable to perform the work or show inability to continue the work , then without explaining any reason university reserves the right to engage new firm to complete the work at the risk and cost of the firm. In this situation no payment will be made to this firm and their security deposit shall also be forfeited. This firm will provide all data to new firm in soft copy without any cost.

51. Forfeiture of Security Deposit:

- a) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-

Name & Signature of Bidder with Seal



- a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply & service satisfactorily.
 - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the RFP document.
- b) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited. The decision of the Purchase Officer in this regard shall be final.
- c) No interest shall be payable on the PSD.

52. Issue of work order:

The E-Bid committee/technical committee duly authorised by the University will visit the premises of the firm, after receiving the satisfactory report, the work order may be issued. University reserved right not to award work order without assigning any reason thereof.

53. Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the selected bidder.
- b) The selected bidder shall sign the procurement contract within 7 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
- c) If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the RFP document and Act.
- d) The agreement shall be execute on non- judicial stamp paper of rupees one thousand or as per the final value of contract, whichever is higher, as the case may be.
- e) The cost of stamp paper will be bear by the bidder.
- f) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.

54. Confidentiality

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

Name & Signature of Bidder with Seal



55. Cancellation of procurement process

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

56. Code of Integrity for Bidders

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

57. 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 of any material benefit either directly or indirectly in exchange for unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) No indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and process of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with and intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any coercion indulge impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:- The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interest that could improperly influence that party's performance of official duties of responsibilities, contractual obligations, or compliance with applicable laws and regulations.

1. A Bidder may be considered to be in a Conflict of Interest with one or more parties in a bidding process if , including but not limited to:
 - a. Have controlling partners/shareholders in common; or
 - b. Receive or have received any direct or indirect subsidy from any of them; or
 - c. Have the same legal representative for purpose of the Bid; or
 - d. Have a relationship with each other, directly or through common third parties, that puts another bidders, or influence the decisions of the Procuring Entity regarding the bidding process; or

Name & Signature of Bidder with Seal



- e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder in more than one Bid; or
- f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as Engineer-in-charge/consultant for the contract.

58. Grievance Redressal during Procurement Process

The designation and address of the first Appellate Authority is Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR & Second Appellate Authority is Vice-Chancellor, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR.

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved; Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings; Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

Name & Signature of Bidder with Seal



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

(3) Appeal not to lie in certain cases

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

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

(4) Form of Appeal

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

(5) Fee for filing appeal

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

(6) Procedure for disposal of appeal

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

Name & Signature of Bidder with Seal



CHAPTER-6

SELF-DECLARATION

(Declaration by Bidder regarding Qualifications)

{to be filled by the bidder}

To,

The Registrar,
Raj Rishi Bhartrihari Matsya University,
Alwar

Declaration by Bidder

In relation to my/ our bid submitted for subject matter conforming to ECI standards/ guidelines/T&C of Bid Document in response to the NIB Ref. No. _____ dated _____ as an Owner/ Partner/ Director/ Auth. Signatory/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorised dealer/ Bonafide dealers of _____, I/ We hereby declare that: -

- a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- d) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- e) We do not have a conflict of interest as specified in RTPP Act, RTP Rules and this bidding document which materially affects the fair competition.
- f) We are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.

Name & Signature of Bidder with Seal



- g) We do not have any previous transgressions with any entity in India or any other country during the last three years
- h) We do not have any debarment by any other Procuring Entity
- i) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- j) We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- k) We agree to extend the validity of bid submitted on the communication of the PE.
- l) We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/ para/text from the original bid.
- m) We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Procuring Entity have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period unconditionally.
- n) We have submitted only one bid.
- o) We shall not sublet the contract if awarded to us.
- p) We also hereby declare that in no case the information collected in Parishisht-A, shall not go / be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us with in Act and Procurement Rules along with Laws of Land will also be applicable, if not sufficient.

If this declaration is found to be incorrect in any form then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Bidding Organization: -

Date : _____

Place : _____

Name & Signature of Bidder with Seal



CHAPTER – 7

SCOPE OF WORK

The detailed Scope of Work of the E-Bid is in three parts A, B & C as hereunder:

Part-A :

I. Online Work:

1. Design, development, implementation, execution, maintenance and hosting of student friendly application for online filling of application form for all kind of examinations such as main exam./suppl. exam./revaluation. (For about 01 Lakh students and above 100 types of examinations). The Management Information System developed by the firm shall include duly approved names of examination, name of the papers, paper codes, subjects, colleges, types and other fields as approved by Controller of Examination (as per schedule decided by the University)
2. For regular students Design, development, implementation, execution, maintenance and hosting of student friendly application for online filling of application form by authorities of affiliated colleges to upload information & download various reports and statements wherever necessary and as per direction of Controller of Examinations.
3. Storing photograph, signature etc. of the candidates in JPG or desired format after ensuring that proper quality picture has been uploaded by analyzing picture.
4. Design, creation of Database, maintenance and updation with data security in duly approved manner as per directions of Controller of Examination and as per the approved scheme for examination Management Information System.
5. Printing of challan as per the bank's/E-Mitra requirement and as instructed by the office with proper fees by giving unique challan number. Necessary Integration with Online Payment Gateway services provided by Service Provider approved by University for direct transfer of money to the University Account shall be responsibility the firm will have to comply directions from CE in this regard.
6. Provision for Devnagri script in the system for Name of candidates, fathers name & mothers name in application forms, databases in Unicode, mark-sheets, pdf printout to be taken by students, tabulation registers, and all statements wherever specified by CE.

Name & Signature of Bidder with Seal



7. Design, Development, Implementation, execution, maintenance and hosting of applications to facilitate the working of examination centres as per the RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR requirements, panel with admin capability. List of examination centres will be provided by the University. Firm will create the login account and password to each examination centre and admin account. Data safety & security shall be the responsibility of the firm.
8. The following reports of concerned examination centre must be available for viewing, downloading, printing through examination centre login panel –
(i) Roll list (ii) Registration Summary (iii) Alphabetic list (iv) Seating arrangement statement paper (v) result of regular students of center, (vi) tabulation register of the regular students of the centre and (vii) any other document or reports as specified by the university with provision for submission of online absentee statement of each paper of each program of examination in the approved format. The facility to upload scanned documents, if required.

II. **Pre Examination Work:**

1. Feeding/Scanning of barcodes/Form no. of the forms and manual forms received through university. (Within three days as and when sent by the University office)
2. Allotment of Unique student ID to the students admitted in First semester/Part-I/ Previous of a course.
3. Printing of the checklist as per the scheme in two copies (Within three days of scanning of the Data).
4. Updating of the data and providing updated list (Within seven days)
5. Generation of Roll no after getting all the forms, check list and updation list. As per direction of the University.
6. Providing basic Roll List as per direction of RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR.
7. Providing Numerical Return - College wise/examination centre wise/consolidated in 6 copies as and when required.
8. Providing Q.P. statement subject wise/college wise/examination centre wise and consolidated in 6 copies as and when required.
9. Roll list in 3 copies.
10. Registration summary in 3 copies.
11. Admission card online in two copies (one for candidates and one for exam. centre) and intimate to the candidates through SMS on mobile no. regarding their centre and roll numbers allotted to them.

Name & Signature of Bidder with Seal



12. Alphabetical sorted roll lists (Theory & Practical) as required.
13. The statement of student's no. appearing at each centre in each paper of exam. in a particular class
14. Generation of enrolment certificate and to make same available On-line for students and centre to download.
15. Printing of enrolment register with soft copy, within 15 days from the commencement of the exam.
16. Statistics as per the specifications of the Controller of Examinations.
17. Examination fees statement for the forms received, within 15 days from the commencement of the exam.
18. Supply of pre-scanned OMR sheets of 25x19 cms sized 100 GSM (Scanable on Opscan range Scanner) for Elementary Computer Application and Environmental studies with litho code numbering for approximately 60000 students.
19. Centre wise attendance sheet in triplicate for each paper of examination where coding is done and also for Elementary Computer Application and Environmental studies paper, as and when required.
20. Supply of OMR award sheets college wise/centre wise with actual roll numbers for all practical subjects and such theory paper examinations where coding is not used.
21. Supply of Centre wise, date and session wise written answer books packets stickers as per approved format and provide datewise collection list giving unique number to each packet (3 Copies) before starting of the examinations.
22. Punching of data of packets collected, coding of answer books done, coded answer book packet despatched, evaluated answer books received, award sheet received, award sheets updated and make available through restricted access login the various report for university administration for overall monitoring of the process and consolidated view of the progress in post examination.
23. Reconciliation of Bank/E-mitra statement/data with fee collected and identification of Application received without fee.
24. Supply of OMR Sheets as per coding of Answer books.

III Post Examination Work:

1. Preparations of compilation marks list after compiling the data for each student for Part- I/II/III in case of UG Examination and previous/final in case of PG examinations.
2. Evaluation through double scanning of OMR answer-sheets of Elementary Computer Application and Environmental studies subjects.
3. Posting of marks awarded by examiners on OMR award sheets, through double scan or on manual award sheets through double punching.

Name & Signature of Bidder with Seal



4. Providing Exception Report.
5. Preparation of the result as per the scheme.
6. Preparation of T.R. in 3 copies within 7 days from the declaration of the result. (Two binded copies in plastic coated hard binding TR's as per direction of the Controller of Examinations). Also provide two soft copies.
7. Mark sheets with photographs on laser printer of individual candidate printed on pre-numbered mark sheets of 90 gsm A-4 sized paper and as per prescribed format. A mark sheets number will also be generated which will be printed both in mark sheet and tabulation register. The abbreviations of the result codes should be mentioned in the bottom of the Mark sheet.
8. Preparation of Provisional certificates of final year candidates on 80 gsm paper (Size 20 x 20 cms)
9. Press Release.
10. (a) Providing data to the University for posting of results on the internet.
(b) Sending e-mails to centers about result of the regular students of their centre
(c) Providing online support for students to track the status of the result
(d) Sending result on registered e-mail directly to students.
11. Statistical summary as per the approved format.
12. Preparation of Merit list of first 100 candidates for each exam. after revaluation.
13. Providing statement regarding roll numbers (paper wise) securing highest marks for displaying answer books i.e.- Name of exam., paper, marks secured, roll numbers, fictitious number, examiner number etc. in 3 copies.
14. Tabulation registers for RL candidate.
15. The statement of RL candidates of each class should be supplied within 7 days from the declaration of the result.
16. Paper-wise absentee list of candidates.
17. Preparation of result T.R.'s, marks sheets etc. for the RL candidates and absentee candidates on weekly basis.
18. Preparation of data for supplementary candidates for final year students where supplementary exam is scheduled.
19. Providing all information e.g. T.R., Merit lists, Highest marks etc. in Electronic form and in CDs.
20. An MIS system be generated by the firm and firm will report to CE/Registrar/VC office.
21. Providing all the data in a removable Hard Disk.

Name & Signature of Bidder with Seal



22. Preparation of Consolidated Mark sheet of final year with name of the papers with code numbers of the relevant syllabus.
23. Preparation of Migration Certificate on demand by the students through online request.

IV Supplementary Exam. Work:

1. Hosting of examination forms with pre-generated roll no and centre, for supplementary candidates on internet as done for the main examination.
2. Generation of challan bearing the same number as of form number.
3. Collection of manual forms received in the University and giving them the new roll no/centre.
4. Rest pre and post exam work as done for main examinations.

V Revaluation

1. Hosting of data of each candidate for submission of revaluation form as per the conditions framed by the University alongwith the challan.
2. Software to be developed to receive the forms of the candidates whose result is declared at a later stage with the challan.
3. Printing of check list of all the forms received.
4. Updating of data as per the check list corrections.
5. Preparation of list paper wise/packet wise for fetching copies for revaluations.
6. Preparation of OMR award sheet with old fictitious roll numbers where coding is used.
7. Preparation of OMR award sheet with new fictitious roll numbers where coding is not used.
8. Receipt of flaps and preparations of database for actual roll numbers and fictitious roll numbers.
9. Exception Report if any when award are received.
10. Preparation of revaluation result as per the scheme.
11. Preparation of TR/Mark-sheets.
12. Preparation of Form 77 statement, change, no change letter. (Formats to be provided by examination Section)

The process mentioned in item number 9-12 of Revaluation keeps on repeating till the last result is out.

VI Preparation and supply of final database, after merging all the revaluation results, corrections, supplementary results for further use in next exam.

VII Preparation and supply of final year passed students data for awarding degree in a Excel Sheet in Hindi (Devnagri Script) and English.

VII All formats will be approved by the examination section.

Name & Signature of Bidder with Seal



Part-B :

Coding Work:

1. Generation of fictitious roll no (Code number) and packet number for each paper of such examinations where coding of roll numbers on the answerbooks is to be done. Range of the fictitious number & packet number will be provided by the competent authorities of the University.
2. Supply of coding number allotment registers examination wise/paper wise. The University may not continue with coding system in case of compulsory papers.
3. Printing of code number (fictitious roll numbers) at 3 specified places on the cover page of each written theory paper answer book through own machine/manually in the University premises. Code numbers will have to be put on the cover page of atleast 50,000 answer books per day or within two days from the receipt of the packet of answer books from examination section whichever is earlier and the packet of coded answer books will have to be handed over to examination section within three days of the receipt of written answer books form the examination section. Place for coding and all other Examination work as deemed fit would be provided rent free by the university in its campus or somewhere out side of the campus with free electricity and water supply. Maintenance, security etc. would be the responsibility of the bidder if airconditioning is required, the firm may install at its own cost however, permission will be given by the RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR.
4. Collection of written answer books packets from examination section for coding and delivery of coded packets containing not more than 300 answer books for U.G. examinations and 210 answer books for P.G. examinations to examination section.
5. Tearing of part of the cover page of written answer books carrying original/ Fictitious roll numbers.
6. Preservation of the answer books cover page flaps at least for 2 years.
7. Supply of Exam wise/Paper wise answer book opening register.
8. Supply of blank OMR award sheets bearing fictitious roll no corresponding to the packet number.
9. Supply of good quality jute/heavy cloth/ durable plastics bags for answer books sized 18"/24"/36" long bags with inner polythene and a transparent polythene pocket of 4" x 6" size on the bag for packing answer books.

Name & Signature of Bidder with Seal



10. Supply of good quality polythene packet with following material.
- A. OMR blank award sheet bearing fictitious roll no of corresponding packet. Each OMR award sheet should carry fictitious roll numbers of 30 candidates.
 - B. Three good quality craft paper/clothlined Envelopes for OMR sheet (one craft paper envelope (33x18 cm) for foil, one craft paper envelope (33x10 cm) for counter foil and one clothlined (36x20 cm) outer envelope), as per the samples available in the office.
 - C. Sticker for placing in the transparent pocket of jute bag with Following information.
 - a. Packet number.
 - b. Examination Name.
 - c. Paper code.
 - d. Number of Answer books.
 - D. One polythene lined envelope for flaps for each packet with following information printed on it.
 - a. Packet number.
 - b. Examination Name.
 - c. Paper code.
 - d. Number of Answer books.
 - E. Collection of packets of answer book flaps carrying original and fictitious roll numbers from the coding place and feed them with following information.
 - a. Subject Code.
 - b. Fictitious Roll Number.
 - c. Actual Roll No of the Candidate
 - d. Packet Number.
 - F. Providing fictitious roll number related exception report and its clearance

Name & Signature of Bidder with Seal



Part-C :

Students Service/Help Line

Toll free phone number and customer care unit (in the University premises) to be provided by the bidder 18 hours a day (6 am to Midnight) and for all the days (except Sundays and National holidays) for the help of the students/ customers for duration of filling online Application forms for main exams. Proper log of all complaint lodged and resolved shall be kept by firm and will be inspected by University authorities at any time.

Name & Signature of Bidder with Seal



CHAPTER-8

Eligibility Conditions

- (1) DD of Rs. 2500/- in the name of Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR payable at Alwar must be submitted with E-Bid.
- (2) DD of Rs. 40,000/- (10,000/- in case of SSI Units) in the name of Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR payable at Alwar be enclosed as earnest money with the E-Bid.
- (3) Financial and Technical bids must be submitted in separately online.
- (4) Bidder must have a valid ISO 9001 Certification.
- (5) Average turnover should be Rs. 30.00 Lakhs per year for last three financial years.
- (6) Minimum experience in providing services for examination work shall be minimum three years. For different type of work of experience shall be as given below. Bidder must have atleast 3 years experience of examination data processing including

Type of work related to Examination / University / PSC or any other important examining body	Minimum No. of student record handled per year in last 3 years.
Online Application	1 Lac
Pre Examination Work	1 Lac
Post Examination Work & Result Processing	1 Lac

- (7) Capacity to put fictitious roll numbers, scanning flaps, decoding etc. on atleast 50,000 answer books per day.
- (8) The firm will have to start the online work within 07days from the date of issue of work order.
- (9) For Online examination work, the firm should have a separate website which should not host any other application other than RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR exam. work.

Name & Signature of Bidder with Seal



- (10) Examination Website must be available for whole year or for the period specified by the University, whichever is later.
- (11) There should be no advertisement on the website other than that of the RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR.
- (12) Hosting server uptime must be atleast 95%. (attach documentary proof) and the complaint about non-functionally shall be restarted within half an hour atmost.
- (13) Bandwidth should be sufficient to cater services to about 50 thousand students per day.
- (14) Location of the server must be in India.
- (15) Data should be in encrypted form only and proper security of data is the responsibility of the firm.
- (16) There should be a system ensuring total security/confidentiality.
- (17) No information regarding candidates etc. is to be transmitted on to anyone else in any form.
- (18) The firm must has its working office having 10 Trained Computer Operators in Alwar after getting work order.
- (19) Coding work/Scanning of OMR sheets would be done in the university premises (Buildings to be provided by the university)
- (20) The firm will have to provide Students Service/Helpline 18 hours a day, except Sundays and National holidays, during filling online main exam. forms.
- (21) The rates quoted per student by the firm shall be inclusive of all taxes, VAT, Service Tax etc.
- (22) The rates per student quoted by the firm for execution of the work shall be the basis of deciding the E-Bid.
- (23) If work is found satisfactory, the term of agreement shall be extended to another two or three sessions i.e. 2017-18, 2018-19, 2019-20 as the case may be, on same terms and conditions.
- (24) In case of partnership firm, attested copy of partnership deed and registration certificate must be attached.
- (25) An undertaking regarding not blacklisted by any government / PSU/ Board / University and other educational institutions must be attached.

Name & Signature of Bidder with Seal



CHAPTER-9

TECHNICAL BID

(a) First Online Technical Bid which must contain the following Documents:

- i) D.D of Cost of E-Bid Document (Rs. 2500) and DD of E-Bid Processing fee (Rs. 1000/-) or the Proof of having deposited the same.
- ii) DD of Earnest Money deposit
- iii) Declaration of Bonafide Dealer
- iv) Copy of registration VAT/CST and Sales tax Clearance Certificate at least upto 31-3-2016
- v) Copy of registration of Service Tax
- vi) Copy of registration certificate of SSI unit and Undertaking thereof, (in case exemption available to SSI units are sought)
- vii) Copy of valid ISO 9001 Certification in Data Processing and data capturing through OMR Technology.
- viii) The firm should have average turnover of Rs. 30.00 Lakhs per year for the last three financial Years.

Annual turnover of the Firm during last three financial
Years

2013-14 Rs. _____

2014-15 Rs. _____

2015-16 Rs. _____

Average turnover for the last three years .Rs _____

The firm must submit copies of Audited Balance Sheets in support of the
above

- ix) Hosting server details server uptime and server bandwidth related document.

Name & Signature of Bidder with Seal



x) Infrastructure and Manpower (will be subject to verifications of authorities):-
The Firm must possess Infrastructure and experienced, qualified, skilled Manpower in-house for all the activities required to be undertaken within the ambit of this tender. No activity as such, must be outsourced or sublet. Addresses where the infrastructural facilities are located or installed must be mentioned along with Documentary Proof of Address Pre printed and Ownership of Machinery etc. for the following activities.

- 1) Data Processing
- 2) Scanning of OMR Sheets
- 3) Image Scanning
- 4) Supply of Pre Scanned OMR Sheets of 100 GSM mapolitho (All OMR sheets should be scannable on OPSCAN range scanner)
- 5) Examination related Online work
- 6) Location of the Server must be in India. Data should be in encrypted form only. Detail of Server be given.
- 7) There should be a system of ensuring total security/confidentiality. No information regarding candidates, results etc. is to be transmitted on to anyone else in any form. In case breach of trust is proved, penalty upto 2 times of the order will be imposed.

xi) Undertaking

A notarized affidavit of not being Blacklisted by any Govt. Agency, University, Board, PSU, etc must be enclosed on a Stamp paper of Rs. 100/-

Name & Signature of Bidder with Seal



CHAPTER-10

PROFORMA OF AGREEMENT

An agreement made thisday of
(Hereinafter Called) which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the -----(herein after called "the University" which expression shall, where the context so admits, be deemed to include his successors in officer and assigns) of the other part.

1. Whereas the approved supplier/service provider has agreed with the University to supply to the University at its Office all those articles/services set forth in the schedule appended hereto in the manner set forth in the conditions of the E-Bid and contract appended herewith and at the rates set forth in columns _____of the said schedule.
2. And whereas the approved supplier has deposited a sum of Rs. _____in _____.
 - (1) Bank Draft/Banker Cheque No. _____dated _____.or
 - (2) Bank Guarantee No. _____dated _____
3. Now these Presents witness:
 - (1) In consideration of the payment to be made by the University through _____at the rates set forth in the Schedule hereto appended the approved supplier will duly supply/provide the said articles/services set forth in _____and _____thereof in the manner set forth in the conditions of the E-Bid and contract.
 - (2) The conditions of the E-Bid and contract for open E-Bid enclosed to the E-Bid notice No. _____dated _____and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
 - (3) Letters Nos. _____received from bidder and letters nos. _____issued by the University and appended to this agreement shall also form part of this agreement.
 - (4) (a) The University hereby agrees that if the approved supplier/service provider duly supplies/provide the said articles/services in the manner aforesaid, observes and keeps the said terms and conditions, the University will through _____ pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.
 - (b) The mode of Payment will be as specified below:- The payment shall be as per condition of the E-Bid document through Cheque/RTGS /Demand Draft at party's cost on received of verified bills regarding the services provided.

Name & Signature of Bidder with Seal



4. The delivery of the services shall be affected and completed within the period as mentioned in the Scope of work of E-Bid document.
 5. (1) In case of extension in the delivery period with liquidated damages of services, the recovery shall be made on the basis of following percentages of value of stores/services which the bidder has failed to supply:-
 - (a) Delay upto one fourth period of the prescribed delivery period 2 ½%
 - (b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period. 5%
 - (c) Delay exceeding one fourth but not exceeding three fourth of the prescribed delivery period. 7 ½%
 - (d) Delay exceeding three fourth of the prescribed delivery period. 10%
 - (e) For individual error in Pre & Post Examination work, Coding etc. Rs. 100/- per mistake will be deducted.
- Note:** (i) Fraction of a day in reckoning period of delay in supplies/services shall be eliminated if it is less than half a day.
- ii (ii) The maximum amount of agreed liquidated damages shall be 10%
 - (iii) If the supplier requires an extension of time in completion of contractual supply of services on account of occurrence of any hindrances, he shall apply in writing to the authority which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (2) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/services is on account of hindrances beyond the control of the bidder.
6. Contract shall be valid for a period of academic session 2016-17 exams, it can be extended to another two or three sessions i.e. 2017-18, 2018-19, 2019-20 as the case may be, on same terms and conditions, if performance of bidder is satisfactory.
 7. The performance security deposit shall be in the form of Demand Draft of a Scheduled Bank in favour of the Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR. The performance security is valid for a period of 3 years from the date of issue of the work order.
 8. The firm shall ensure procurement and installation at Alwar office of two coding machines of having capacity of 6000 SPH. The firm will give an undertaking to this effect.
 9. All examination related data of the University must be retained by the firm for ever unless and till University explicitly instructs to do so.

Name & Signature of Bidder with Seal



10. It should be ensured that server 4C+ is located in India. Confidential agreement will also be co-signed by authorized signatory of 4C+. No advertisement shall be displayed in the website. Helpline will also be provided on regular basis and security certificate will be obtained from the 4C+ firm.
11. All Mark sheets will be prepared in A-4 size only.
12. The stationery material will be used not below 90 GSM. However if more GSM is required/prescribed in E-Bid document that will be provided by the firm.
13. In case of unforeseen circumstances, if the firm is unable to perform the assigned work or unable to continue the work, than without explaining any reasons. University reserves the right to engage any firm to complete the work at the risk and cost of your firm.
14. All disputes arising out of this agreement and all questions relating to the interpretations of this agreement shall be decided by the University at Alwar and the decision of the University shall be final.
15. If any legal dispute/conflict arises during the agreement period the jurisdiction of court will be Alwar city only.

In witness whereof the parties here to have set their hands on the day of 2016.

Signature of the approved supplier

Signature for and on behalf of Vice Chancellor

Date :

Date :

Witness No. 1

1. Witness

Witness No. 2

2. Witness

Name & Signature of Bidder with Seal



CHAPTER-11

TECHNICAL BID

(COVER-A)

(To be submitted in the envelop marked Technical Bid)

I. Addressed to:

- A. Name of the tendering authority** : Registrar
RAJ RISHI BHARTIRIHARI MATSYA
UNIVERISTY, ALWAR
- B. Address** : Alwar 301001
- C. Telephone** : 0144-2730321
- D. Fax No.** : 0144-2730321
- E. E-Mail ID** : rrbmuniv.exam@gmail.com
- F. Website** : www.rrbmuniv.ac.in

II. NIT Reference : _____

Dated : _____

III. Other related details :-

1.	Name of Bidder				
2.	Name & Designation of authorized Signatory				
3.	Registered office Address				
	Telephone		Fax		
	Mobile		Email		
4.	Rajasthan	Address			
	Office(if any)	Phone	Fax		
		Contact Person			
5.	Alwar Office (if any)	Address			
		Phone	Fax		
		Contact Person			
6.	Year of Establishment				
7.	Nature of the Firm Company Firm		Company		Firm
			Government	Public	Private
	Put Tick (√) mark				

Name & Signature of Bidder with Seal



8.	No. of Years providing service	
9.	Is the office owned/leased or rented	
10.	Registration No.	
11.	Pan No.	
12.	Whether firms is agreeable to the terms & Conditions mentioned in tender.	
13.	Name of the Programmer(s) with his qualifications with his Mobile Phone No.	
14.	Name of the person who will apprise the University about the status of the work with his Phone No.	
15.	Sample of each item of stationary intended to be used for printing. Mention the brand and GSM of the Paper.	
16.	Weight of paper to use for printing of above stationery.	
17.	Technology/method used for printing fictitious Number on Answer book. (Attach documents in support and provide detailed methodology as annexure)	
18.	Answer book coding capacity (answer book/day)	
19.	Location of Web Server	
20.	Uptime of Web Server (Attach Documentary Proof)	
21.	Previous Experience (Attached Documents)	
22.	Any other Details in support of your offer	

Name & Signature of Bidder with Seal



- IV. Following documents are attached towards the proof of earnest money deposited in favour of the Registrar, RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR payable at Alwar.

S.No.	EMD Amount		DD/Banker's Cheque No. with date	Name of the Bank
1.	Earnest Money	Rs.		
2.	Cost of E-Bid	Rs.		
3.	Processing fees (user charges)	Rs.		

- V. Annual Turnover during last three years (as stated in the eligibility criteria, attach proof):

2013-14	2014-15	2015-16	Total Turnover (in Rs.)

- VI. Experience of Examination data processing undertaken during last three years

S. No.	Year	Name of Organization	Brief Description of the Work (No of Student and Number of Examination)	Value (Amt. in Rs.)
1.	2013-14			
2.	2014-15			
3.	2015-16			

Name & Signature of Bidder with Seal

VII. Turnover



S. No.	Year	Turnover (Amt. in Rs.)	Value (Amt. in Rs.)
1.	2013-14		
2.	2014-15		
3.	2015-16		

VIII. Net-worth

The net worth of the Company as on **31-03-2016** is Rs. : _____

IX. Details of Technical Infrastructure

S.No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No. / Technical Specification
1.	Computer			
2.	Line Printer			
3.	Laser Printer			
4.	Scanner			
5.	OMR Sheet Scanner			
6.	Licensed software to be used(FoxPro, Pro, Visual Basic, others specify			
7.	Device used for Fictitious number printing (Attach details as separate Annexure)			
8.	Other			

Name & Signature of Bidder with Seal



X. Details of Technical staff available with firm

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

For and on behalf of (Name of the Bidder)

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

Name & Signature of Bidder with Seal



CHAPTER-12
(FINANCIAL BID)
Financial Bid Submission Sheet

Date:

NIB No.:

To,

The Registrar
Raj Rishi Bhartrihari Matsya University,
Alwar

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: _____
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the specifications, the delivery schedule and other requirements as specified in the bid, Schedule of Supply, the following Goods/Items/Material and Related Services:
- (c) The total Price for our Bid is: _____
- (d) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

Duly authorised to sign the Bid for and on behalf of: _____

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____

Name & Signature of Bidder with Seal



CHAPTER-13

FINANCIAL BID COVER LETTER FORMAT

{to be submitted by the bidder on his Letter head}

To,

The Registrar,
Raj Rishi Bhatrihari Matsya University,
Alwar

Reference: NIB No. : _____ Dated: _____

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

1. I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties as mentioned in the financial bid (BoQ).
2. I / We undertake, if our bid is accepted, to deliver the goods/Items/Material/works/services in accordance with the delivery schedule specified in the schedule of Requirements.
3. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance security as prescribed in the bidding document.
4. I / We agree to abide by this bid for a period of 90 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
6. I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We will not sublet the contract if awarded to us.
9. We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/ para/text from the original bid.
10. No other cost shall be charged from the PE after quoting rates in the bid looking to the items/material/works/services to be rendered.

Name & Signature of Bidder with Seal



11. We also hereby declare that in no case the information collected by the firm from the university in any format or system shall not go / be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us with in Act and Procurement Rules along with Laws of Land will also be applicable, if not sufficient.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard. We have submitted only solution/ goods/ Items/ material/ services/ works based proposal and understand that in case of multiple bids proposed, may lead to reject our bid for which we only are the responsible.

Date:

Signature of Authorized Signatory:

Name:

Designation:

Name & Signature of Bidder with Seal



CHAPTER-14

FINANCIAL BID

(COVER-B)

(To be submitted in the envelop marked Commercial Bid)

Name of Firm : _____

Scope of the work	Rate per candidate (Inclusive of all taxes viz. Vat, CST etc.) (excluding service Tax)				
	Rate	VAT	CST	Service Tax	Total Prices with all Taxes
Rate of execution of work including services & supply of goods per students enrolled in the Examination as per scope of work (Part-A+B+C) and terms and conditions defined on E-Bid document. Approximate number of Students 1,00,000 (One Lakh)					

- A. Service tax shall be applicable as per prevalent rate and Rule & service Tax Return will be provided by the Bidder for the verification at the time of submitting the bill.
- B. The successful bidder will execute the work as per the work defined in the bid document, however in special circumstances RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR may issue some special guidelines for the supply and services as per Scope of work, these shall have to be incorporated/ executed by the bidder without any cost and in the time period given if any.

Name & Signature of Bidder with Seal



- C. All the rates quoted are for procurement entity and all other charges/ taxes are inclusive.
- D. On the basis of project total shall be placed with successful bidder, no matching / counter offer other than the lowest project bid value, as the case may be, of rates shall be allowed as per RAJ RISHI BHARTIRIHARI MATSYA UNIVERSITY, ALWAR guidelines. However, RRMBU, Alwar reserves the right to split complete order in 2 or many depending of the volume of the work which it thinks that only one successful bidder cannot able to do it and with this it will have fall back option. \
- E. Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal <http://eproc.rajasthan.gov.in>. Bidders should not fill any information in the above format & submit physically; otherwise the bid shall be treated as nonresponsive. Bidder should submit their financial bid on eProc website / Portal only.

For and on behalf of (Name of the Bidder)

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

Name & Signature of Bidder with Seal



CHAPTER-15

PRICE SCHEDULE FOR GOODS / SERVICES

{Price schedule for services}

Name of Bidder: _____ NIB Number: _____

Item No.	Name and description of the item/ Service	Quantity and unit of measurement	Unit price	Total price for the item	Sales And Other Taxes for the Item	CST, if any	Service taxes	Total price for the item/ Service including taxes
1.	2.	3.	4.	5.	6.	7.	8.	9.
	Pre & Post Examination work as per scope of work (Part-A+B+C) and terms and conditions defined on E-Bid document.	Approximate numbers of Students 1,00,000 (One Lakh)						
Total amount in rupees in figure and words:								

Name: _____

In the capacity of _____

Name & Signature of Bidder with Seal



Signed: _____

Date: _____

Duly authorised to sign the bid for and on behalf: _____

Complete Address _____

Tel. _____ Fax: _____ E-mail: _____

Name & Signature of Bidder with Seal



FORM OF PERFORMANCE SECURITY DECLARATION

ANNEXURE-I

Date: _____ [insert date (as day, month and year)]

Contract Name and No.: _____ [insert name and number of Contract]

To,

The Registrar,
Raj Rishi Bhartrihari Matsya University,
Alwar.

We, the undersigned, declare that:

We understand that, according to your conditions, the Contract must be supported by a Performance Security Declaration as a guarantee to ensure fulfilment of our all performance obligations under the Contract for subject matter.

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of time of 07 days **[Procuring Entity to indicate here the period of time for which the Procuring Entity will declare a Bidder ineligible to be awarded a Contract if the performance Security Declaration is to be executed]** starting on the date that we receive a notification from you, by the registrar of RRBMU,alwar **[Designation of the Procuring Entity]** that our Performance Security Declaration is executed, if we are in breach of any of our performance obligation under the conditions of the Contract.

We understand this Performance Security Declaration shall expire after 60 days of completion of our all obligations under the Contract including Defect Liability, warranty/ Guarantee, operation, maintenance, etc. in accordance with the conditions of the Contract.

Signed: _____ **[insert signature of person whose name and capacity are shown]**

Name & Signature of Bidder with Seal



In the capacity of: _____ [insert legal capacity of person signing the
**Performance
Security Declaration]**

Name: _____ [insert complete name of person signing the
Declaration]

Duly authorized to sign the Contract for and on behalf of:

[Insert complete name and address of the Bidder]

Dated on day of , _____ [insert date of signing]

Corporate Seal

Note:- Performance Security Declaration shall only be dully filled in by the Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

Name & Signature of Bidder with Seal



CERTIFICATE OF CONFORMITY/ NO DEVIATION

{to be filled by the bidder}

ANNEXURE-II

To,

The Registrar,
Raj Rishi Bhartrihari Matsya University,
Alwar.

CERTIFICATE

This is to certify that, the specifications of subject matter of bid document which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the Commodity/ Goods/ Item/ Works/ Services mentioned in the bidding document and that there are no deviations of any kind from the required specifications.

2. Also, I/ we have thoroughly read the bidding document, RTPP ACT, 2012 and thereto Rules, 2013 and amendment(s) issued (available on <http://sppp.rajasthan.gov.in>) and online bidding method (given on <http://eproc.rajasthan.gov.in>) by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

3. I/ We also certify that the price I/ we have quoted is inclusive of all the cost/service factors involved in subject matter of bid document, to meet the desired Standards set out in the bidding Document.

4. I/We declare that work/items/services etc. Rendered shall be conforming to the specifications mentioned in the Bid Document and to the ECI norms/guidelines/circulars.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

Name & Signature of Bidder with Seal



PRE-BID QUERIES'FORMAT

{to be filled by the bidder}

ANNEXURE-III

Name of the Company/Firm: _____

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. (Mo.)& Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Correspondence Address	Email-ID(s)	Tel. Nos. (Mo.)& Fax Nos.

Query(ies) / Clarification(s) Sought:

S.No.	Bid Page No.	Bid Clause No.	Existing Clause Details	Query/ Clarification sought	Suggestion/
1.					
2.					
3.				
4.				

Note:-

1. Queries must be strictly submitted only in the above prescribed format (.XLS/ .XLSX/.DOC/ .DOCX) in virus free file. Queries not submitted in the prescribed format will not be considered/ responded at all by the Procuring Entity.

Name & Signature of Bidder with Seal

2. Prospective bidder may, in writing, seek clarifications from the Procuring Entity in respect of



the bidding document shall be emailed to <mention email address> and not to be uploaded on e-Proc website. **In case the soft copy of the dully filled in Pre-Bid query format, is uploaded on e-Proc website then it would not be entertained and processed.**

3. The Bidders can submit their queries on or before the scheduled last date after Pre-Bid Meeting to be held along with softcopy, which can be emailed to <mention email address> with a subject "Pre-Bid query for".

Name & Signature of Bidder with Seal



TECHNICAL BID SUBMISSION SHEET

ANNEXURE-IV

Date:

NIB No.:

Alternative No., if permitted:

To:

The Procuring Entity

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: _____
- (b) We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in Chapter-8 and Schedule of Supply, the following Goods and Related Services as per Chapter-7 Scope of works.
- (c) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;
- (e) We are not participating, as Bidder in more than one Bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
- (f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;

Name & Signature of Bidder with Seal



- (g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (i) We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
- (j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
- (k) Other comments, if any:

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

Duly authorised to sign the Bid for and on behalf of: _____

Complete Address _____

Tel:

Fax: E-mail:

Name & Signature of Bidder with Seal



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

ANNEXURE-V

Appeal No. of

Before the (Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant :

(ii) Official address, if any:

(iii) Residential address:

2. Name and address of the respondent(s):

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved.

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....

.....

.....(Supported by an affidavit)

7. Prayer:

.....

.....

Place

Date

Appellant's Signature

Name & Signature of Bidder with Seal