



# RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

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

Phone : 0144-2730321, 2730327, 2980046 FAX : 0144-2730321

Website: [www.rrbmuniv.ac.in](http://www.rrbmuniv.ac.in),

NO.

Date:

## Bid Inviting Notice

(NIB No 02/2021-22)

RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR hereby invites E-bid for Supply of printed Degrees and Certificates for the year exam 2020. The bid may be downloaded from **06/01/2022 (05:00 PM)** and last date of submission of the bid is 12/01/2022 **(11.00AM)** Details of the same may be seen on [http.sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in) or <http://eproc.rajasthan.gov.in> or University website [www.rrbmuniv.ac.in](http://www.rrbmuniv.ac.in)

**Registrar**



# RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

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

## Notice Inviting E-Tender for Printing and Supply of Degrees/Certificates

**NO:-**

**Date:**

Online tenders under two bid system i.e technical and financial bids are invited from reputed security printing firms for supply of printed Degrees and certificates, approximately **40 thousand** in number. Interested firms may download the tender documents, detailed technical specifications and terms & conditions from the university website [www.rrbmuniv.ac.in](http://www.rrbmuniv.ac.in) from **06/01/2022 (05.00 PM)**. The last date of receiving the tender will be **12/01/2022 up to 11.00 AM** and same is to be opened on **12/01/2022 up to 01.00 PM**. Bidders can participate in the online bidding process by registering on website <http://eproc.rajasthan.gov.in> from **06/01/2022** Details are also available on the university website [www.rrbmuniv.ac.in](http://www.rrbmuniv.ac.in).

The bidder shall comply with the terms & conditions as given with the tender documents. The terms & conditions shall apply, read carefully and sign each paper else tender will be rejected. The university will not be responsible for any postal delay. The university reserves all the right to reject or accept any or all tender in part or full without assigning any reason thereof.

Note:

- (1) Bidders (authorized signatory) shall submit their offer on-line in electronic format both for technical and financial proposals. However, DD for tender fee, RISL processing fees and bid security should be submitted physically to the Registrar office of the tendering authority as prescribed in the tender notice and a scanned copy of the same should also be uploaded along with technical bid/cover.
- (2) In case any of the bidders fails to physically submit the Demand Draft or Tender fee, bid security and RISL processing fee up to **12.00 PM** on **12/01/2022** the bid shall not be accepted. The Demand Draft for tender fee and EMD should be drawn in favour of **Registrar ,Raj Rishi Bhartrihari Matsya University,Alwar** payable at Alwar whereas the Demand Draft of Rs 1000/- towards RISL processing fee should be drawn in favor of **"Managing Director, RajComp Infoservices Ltd" payable at Jaipur** from any scheduled commercial bank.
- (3) To participate in online bidding process, bidders must procure a Digital Signature Certificate Type III as per Information Technology Act-2000 using which they can digitally sign their electronic bids.
- (4) Bidders are advised to refer "Bidders Manual Kit" available at E-procurement Web site for further details of the e-tendering process.
- (5) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids without assigning any reasons thereof.
- (6) The provisions of RTTP Act 2012 and rules thereto shall be applicable for this procurement.
- (7) In case holiday happens on the opening of the bids, the same shall be opened on next working day.

**Registrar**

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FIRM'S RUBBER STAMP

## **BID PROCESS**

### **Two-stage selection procedure shall be adopted which will proceed as follows:**

The first stage proposal will consist of Technical bid and the second stage will be the Financial bid. Financial bids of only technically qualified bidders based on evaluation of the Technical bid shall be opened.

Earnest money deposit will be as described later in this document.

Bid validity will be as described later in this document.

Each Bidder shall submit only one bid and the bid must be delivered according to schedule.

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# RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

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## E-Tender Document For Printing of Degrees/Certificates

Mode of Bid of Submission	On line (E-Tender)
Procuring Entity	Registrar ,Raj Rishi Bhartrihari Matsya University, Alwar
Date & Time of Start of on line submission	:- 06/01/2022, 05.00 PM
Last date & Time of submission of technical bid	:- 12/01/2022, 11:00 AM
Date & Time of Open of Technical bid	:- 12/01/2022, 1.00 PM

- Cost of E-Tender Document and fee in favour of **Registrar ,Raj Rishi Bhartrihari Matsya University, Alwar** , - Rs. 1000/- (DD/Bankers Cheque)
- E-Tendering processing fee in favour of MD, RISL, Jaipur - Rs. 1000/- (DD/Bankers Cheque)
- EMD Rs.20,000 in favour of Registrar ,Raj Rishi Bhartrihari Matsya University, Alwar

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## Tender Document Fee Detail

Bidder's Name : .....

Address : .....

.....

.....

Phone : : .....

Fax : : .....

Email : : .....

(A) Tender Fee :

Bank Demand Draft/Banker's Cheque Detail :

Number: ..... Dated: ..... Bank Name: .....

For Rs. 1000/-only (Rs. Two thousand Five Hundred only) in favour of:-

***Registrar ,Raj Rishi Bhartrihari 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

(C) EMD :

Bank Demand Draft/Banker's Cheque Detail :

Number: ..... Dated: ..... Bank Name: .....

For Rs 20,000/-only (Rs.Twenty thousand only) in favour of Registrar ,Raj Rishi Bhartrihari Matsya University,Alwar

Name & Signature of Bidder with seal

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## **Guidelines For Notice Inviting Bids**

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

Registrar

Raj Rishi Bhartrihari Matsya University ,  
Alwar

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## Notice Inviting E-Bid

### Schedule of E-Bid

Nature of work and Estimated Cost	Printing & Supply of Degrees/Certificates Estimated Cost- 10 <b>Lakh</b>
Cost of the bid document (non-refundable)	Rs. 1000/- Demand Draft/Banker's Cheque in favour of <b>Registrar ,Raj Rishi Bhartrihari Matsya University,Alwar</b>
Document download and online submission start Date & Time	<b>06/01/2022, 05:00 PM</b>
Document download end Date & Time	<b>12/01/2022, 11:00 AM</b>
Place of Information about the work and bid document	<b>Registrar ,Raj Rishi Bhartrihari Matsya University, Alwar</b>
Processing Fee	DD/Banker's Cheque in favour of MD RISL, Jaipur Rs. 1000/-
Last Date & time for on-line submission of bids (Technical & Financial)	<b>12/01/2022, 11:00 AM</b>
Last Date & time for off-line submission of	<b>12/01/2022, 12:00 PM</b>
tender fees/EMD (DD/Banker's Cheque)	(at the office of the <b>Registrar ,Raj Rishi Bhartrihari Matsya University,Alwar</b> , personally & by post
Technical Bid Opening of Date, Time & Venue	<b>12/01/2022, 1.00 PM</b> Office of the <b>Registrar ,Raj Rishi Bhartrihari Matsya University, Alwar.</b>
Date & Time of opening of financial bids	Date will be intimated later to all technically qualified bidders
Website of downloading tender document	<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> and Our University website is <a href="http://www.rrbmuniv.ac.in">www.rrbmuniv.ac.in</a>
Corrigendum's Addendums etc.	
Bid Validity	90 days
Earnest Money	<b>Rs. 20000/-</b>
Note:-	

1. Bidders are advised to study the Tender Document the Rajasthan Transparency in public Proc. Act 2012 and Rules 2013 carefully. Submission of bid shall be deemed to have been done after careful study and examination of the bid documents. Act & Rules with full understanding of its implication.

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2. The procuring entity reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders.
3. Bidders must ensure compliance to terms & conditions mentioned as technical bid and enclose required documents/certificates carefully to avoid their disqualification.
4. The University shall not be responsible for any delay in electronic submission (uploading) of the Bids/Documents.

**Registrar**

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## **Evaluation and Qualification**

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

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## PRE-QUALIFICATION CRITERIA

Basic Requirement	Specific Requirement	Documents required
System Vendor	The vendor must be a well established manufacturing company/firm with a large market share in the field of sophisticated software, equipments and laboratories The furnishing / aids / fixtures etc. vendor must have a long track record of at least 10 years in development of such items.	Printed verifiable Profile of the Vendor with address of their Sales offices and service centres located in different parts of the globe with information about their market share in the field of sophisticated software, equipments and laboratories furnishing/aids/fixtures etc. with the original seal of the vendor.
Turnover	An <b>average</b> annual turnover should not be less than <b>one</b> crore. for the last three financial year	Attach Balance sheet and Profit & Loss certificate duly audited/certified by CA and copy of <b>ITR</b> for the last three financial year.
Experience	An annual supply of the respective supply of items must be of equal amount or more for the last three financial year	Attach satisfactory supply certificate from the concerned institute

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## GENERAL TERMS AND CONDITIONS

NOTE: Tenderer should read these conditions carefully and comply strictly while sending their tenders. If a tenderer has any doubt regarding the interpretation of any of the conditions or specifications mentioned in the tender notice, these should be referred to the undersigned to obtain clarification before submitting the tender. The decision of the University regarding the interpretation of the conditions and specifications shall be final and binding on the tenderer.

1. Bidder (authorized signatory) shall submit their offer on-line in electronic format both for technical and financial proposals. However, DD for tender fee, RISL processing fees and bid security should be submitted physically at the office of the tendering authority as prescribed in the tender notice and a scanned copy of the same should also be uploaded along with technical bid/cover.
2. In case any of the bidders fails to physically submit the Demand Draft for Tender fee, bid security and RISL processing fee upto **12.00 PM on 12/01/2022 the bid shall not be accepted**. The Demand Draft for bidding document fee and bid security should be drawn in favor **Registrar ,Raj Rishi Bhartrihari Matsya University,Alwar** whereas the Demand Draft of Rs 1000/- towards RISL processing fee should be drawn in favor of "Managing Director, RajComp Infoservices Ltd" payable at Jaipur from any scheduled commercial bank.
3. To participate in online bidding process, bidders must procure a Digital Signature Certificate Type III as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can process the same from any CCA approved certifying Agency such as TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also the bidder must register on <http://eproc.rajasthan.gov.in> (bidders already registered need not do so).
4. Bidders are advised to refer "Bidders Manual Kit" available at E-procurement Web site for further details of the e-tendering process.
5. The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids.
6. The provisions of RTPP Act 2012 and rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail.
7. TECHNICAL BID must be submitted as per instructions given on the e tender site. After uploading the files as required for submission of e-tender files, the firms should submit the following bank drafts from any scheduled commercial bank in the office of the **Registrar ,Raj Rishi Bhartrihari Matsya University, payable at Alwar** on or before the prescribed date and time.
  - (i) The cost of the Tender form Rs 1000/- in the form of a Crossed Bank draft in the name of **Registrar ,Raj Rishi Bhartrihari Matsya University, payable at Alwar**
  - (ii) The e-tender processing fee of Rs 1000/- in the form of a Crossed Bank draft in the name of **MANAGING DIRECTOR, RajComp Infoservices Ltd., payable at Jaipur**
  - (iii) The Earnest Money Deposit of Rs. 20,000 in the form of a Crossed Bank draft in the name of **Registrar ,Raj Rishi Bhartrihari Matsya University,Alwar**
8. The bid from those bidders who have failed to submit information as given in the Eligibility criteria as well as that given on the e-tender web site will be rejected and their financial bid also will be rejected. Technical Bid must contain following documents
9. Technical Bid will be opened on the prescribed due date of the tender by downloading all files in the presence of representatives of the bidders. All tenders without EMD will be rejected. The date of opening of financial bid will be either declared in the meeting or will be informed separately.

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10. The technical bid received from the bidders will be opened and will be examined by a technical committee. The Financial of the firms satisfying eligibility conditions and who have quoted for items as per specifications only will be opened. Decision of the committee constituted for this purpose will be final.
11. In case the bids are not received from sufficient number of firms up to the stipulated day and time, last date for receiving and opening the tenders can be extended by the University.
12. If the tenderer resiles from his offers and puts forward new terms after opening of the tender, his earnest money is liable to be forfeited.
13. The submission of more than one tender for the one and same category and under different names is prohibited. If, at any time it is discovered that this condition has been violated, all the tenders of the firm shall be rejected or contract (s) cancelled and the earnest money or security deposit(s) will be forfeited to the University.
14. Refund of Earnest Money: The earnest money of unsuccessful bidders shall be refunded soon after final acceptance of tender/ bid.
15. The successful bidders (Approved supplier) shall be required to deposit an amount of security equal to 5% of the value of the order placed with them in the form of a crossed demand Draft or Bank Guarantee from a scheduled bank. The approved supplier shall be required to execute an agreement with the University on a non-judicial stamp paper of **Rs 500/-** to supply and install the equipment/items and demonstrate the performance as per terms and conditions of the tender as per specifications of the equipment/items.
16. Forfeiture of Earnest Money: The earnest money shall be forfeited in the following cases :-
  - i. When the bidder withdraws or modifies the offer after opening of tender/ bid but before acceptance of the tender/ bid.
  - ii. When he does not execute the agreement, if any, prescribed within the specified time.
  - iii. When he fails to commence the supply of the items as per purchase order within the time prescribed.
  - iv. When the bidder does not deposit the security money after the purchase order is given.
17. Forfeiture of security deposit: Security deposit shall be forfeited in the following cases
  - i. When any terms and conditions of the contract is infringed;
  - ii. When the bidder fails to provide services/carry out work satisfactorily.

Notices will be given to the bidder with reasonable time before earnest money or security deposit is deposited is forfeited.

18. The tendered rates must be valid for atleast a period of six months from the date of opening the tender. If the rates quoted are not valid for the above period, the tenderer should mention the same explicitly in their offer. However, in the event of downward trend in the rate, university reserves the right to negotiate the rate or reduce the validity of the rate.
19. **The Registrar ,Raj Rishi Bhartrihari Matsya University,Alwar** reserves the right to accept any tender, not necessarily the lowest, reject any tender without assigning any reason and accept any tender for all or any one or more items for which tender has been submitted.
20. In case the rates quoted by all the tenderers are very high, or do not suit the University, negotiation can be conducted as per rules.
21. The contract can be repudiated at any time by the **Registrar ,Raj Rishi Bhartrihari Matsya University,Alwar** if the Purchase order is not executed in time and/or to satisfaction after giving an opportunity to the contractor (tenderer) for being heard.
22. The tender must be submitted accurately in accordance with the conditions of the tender and all the enclosures (duly signed and stamped) must be attached along with the tender as demanded. Otherwise the tender will be rejected.
23. Legal proceedings, if any, arising on this tender shall have to be lodged in the courts situated in ALWAR and not elsewhere.

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24. The tenderers should not quote their own (meaning counter) conditions while submitting the tender. Any counter conditions or counter proposals submitted by the tenderes will not be considered at all and the tender is liable to be summarily rejected. The firms intending any conditions shall not be considered in any case.
25. RATES MUST BE QUOTED as per format of the files provided for quoting the rate. Rates must be quoted against each item in the tender form. Tenderer should not quote the rates like an open bid type. Rates quoted at any place other than the financial bid file will not be considered.
26. After placing the order, the approved firm will be required to supply the equipment ordered within the stipulated time period.
27. If the tenderers fails to provide the equipment within the period specified in the purchase order, the purchase officer shall make following deductions
  - (a) Delay upto 1/4th of the time period of supply : 2.5%
  - (b) Delay 1/4th and above but less than 1/2 of supply period: 5%
  - (c ) Delay 1/2 and above but less than 3/4th of the supply period: 7.5%
  - (d) Delay more than 3/4th of the time period of supply : 10%
28. The approved tenderer shall not assign or sublet the contract or any part thereof to any other party.
29. The University reserves the right to accept any tender not necessary the lowest, reject any tender without assigning any reason and accept any tender for all or any one or more items or the articles for which tender has been given.
30. It is made clear that tender must be submitted accurately in accordance with the condition of the tender and the necessary documents must be invariably be enclosed where demanded. In the event of non-submission of these essential documents, the tender shall not be considered and shall be treated as rejected without notice or any reference.

*Registrar ,  
Raj Rishi Bhartrihari Matsya University,  
Alwar*

I/We hereby declare that I/We have carefully read all the above mentioned TERMS AND CONDITIONS.  
I/We agree to these.

Dated: .....

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# RAJ RISHI BHATRIHARI MATSYA UNIVERSITY, ALWAR

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

## Performa of Technical Bid for Degree work

1. Name of Tenderer:

.....

.....

.....

2. Name of Proprietor/Sole Authority:

.....

& Phone Number

.....

3. Year of Establishment of the firm:

.....

4. Address:

.....

5. Whether firm is agreeable to the terms

& conditions mentioned in the tender. :

.....

6. Name of the programmer with his

.....

qualifications:

.....

7. Name of the person who will apprise

.....

the University about the status of the

.....

work alongwith his phone & Mobile

.....

number:

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## Performa of Technical Bid for Degree work

1. Details of infrastructure / machines .....  
available with the firm. ....
2. Experience of working in this technology .....  
i.e. Durable Polyfiber paper with .....  
watermark/other Security features. ....  
(Please enclose copies of relevant certificates)
3. Technologies to be used in preparation of .....  
Watermark / Security features. ....
4. In case of suppliers, experience of dealing .....  
in supply of Durable Polyfiber paper for degrees .....  
(Please enclosed relevant orders/certificates)
5. Whether registered with the Directorate of Small.....  
Scale Industries, If so give Registration No. ....
6. GST Registration No. & circle .....  
Where Assessment is made .....
7. PAN No. & IT Circle .....
8. Draft /Bankers Cheque No./Date & the .....  
issuing Bank or receipt No and date for .....  
the Earnest money.
9. Audited Statements for the past three years .....

Note: Technical details should be supported by relevant documentary evidences.

Place:

Date:

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## Financial Bid

Rates for the work be quoted per degree for work mentioned as under :-

<u>Description of work</u>	<u>Rate quoted by firm (per degree)</u>	
	<i>In figures</i>	<i>In words</i>
<p>Rates per printed degree/certificate good quality white Polyethylene Terpathalate sheets extremely tear, water and chemical resistant, approximate weight 260 GSM/200 Micron with opacity of 97 percent to be used for preparation of degrees of size of 29.69 cm x 21 cm (A4) for each degree with security features which includes: high resolution border, Lenticulare image, Void Pantograph, Blind Embossing, Water Mark, <i>Raj Rishi Bhartrihari Matsya University, Alwar</i> monogram, Prismatic and nano printing, Magic Text, Barcode Printing with MICR numbering etc.</p> <p>(Rates per degree/certificate separately to be quoted inclusive of all charges e.g. Hindi Name conversion of Student Data, packing, forwarding, freight, transit insurance, octroi, F.O.R. University degree section, inclusive of all other taxes etc.)</p>		

Please Quote the Schedule of rate in the Price Bid ie.BOQ given in the format E Tender.

The Annexure only of reference.

GST shall be applicable as per prevalent rate and rule will be provided by the Bidder for the verification at the time of sumitting the bill.

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## Technical Conditions

1. The bidder shall be a registered security printer with valid certification.
2. The bidder shall furnish 10 printed samples of the degree.
3. The printer shall print Degree on size of **29.69 cm x 21 cm** (A4) preprinted 'A' grade good quality white Polyethylene Terphthalate sheets extremely tear, water and chemical resistant, approximate weight 260 GSM/200 Micron.
4. The opacity of the paper should be about about 97 percent.
5. The paper shall have extremely tear, water and chemical resistance.
6. The bidder shall submit the paper duly stamped by the original manufacturer of the material.
7. The printed Degrees shall have security features, which include: high resolution border, Lenticulare image, Void Pantograph, Blind Embossing, Water Mark, *Raj Rishi Bhartrihari Matsya University, Alwar* monogram, Prismatic and nano printing, Magic Text, Barcode Printing with MICR numbering etc.
8. The bidder will convert Degree data from English to Hindi and get verified by University before final printing.
9. The bidder shall submit the documents with supply order of similar material to any universities.
10. The bidder shall have the in house facilities for the entire processes of Degree printing.
11. The Printed Degrees alongwith three part printed list on A4 size paper will be supplied to the Degree Section, Examination Block, *Raj Rishi Bhartrihari Matsya University, Alwar*
12. The price quotation must be inclusive of all charges e.g. packing, forwarding, freight, transit insurance, taxes etc.
13. The rates submitted by the bidder shall be valid for further extension of two years.
14. The supply of the printed degrees as per the format provided by the University shall be made within fifteen days of time after the date of the issue of the order.
15. List of degrees and various formats of the candidates to be submitted in duplicate as per direction of the Controller of Exam.

**Quantity: 40Thousand**

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## **Annexure A: Compliance with the code of Integrity and No Conflict of Interest.**

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any correction including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### **Conflict of Interest:-**

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

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

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

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**Annexure B: Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

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

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Biding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding Document, which material affects fair competition;

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

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## **Annexure C: Grievance Redressal during Procurement Process**

The designation and the address of the first Appellate Authority is **Finance Officer Matsya University, Alwar.**

The designation and the address of the first Appellate Authority is Hon'ble Vice Chancellor, **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 there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

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

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

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

### **(4) Appeal not to lie in certain cases**

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

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

### **(5) Form of Appeal**

- (a) An appeal under Para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

### **(6) Fee for Filing Appeal**

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

### **(7) Procedure for disposal of appeal**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal, shall issued notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

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

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## **Annexure D: Additional Conditions of Contract**

### **1. Correction of arithmetical errors**

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

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

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

### **2. Procuring Entity's Right to vary Quantities.**

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

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

As a general rule all the quantities of the subject matter of procurement shall be procured for the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

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