

SECTION I
INVITATION FOR TENDER

Annual rate contract for supply of photocopy machine

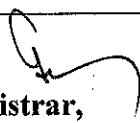
The Raj Rishi Bhartrihari Matsya University, Alwar invites bids from eligible bidders for the Selection of service providers for Printing and supply of Degree Certificates only.

Interested eligible Bidders may obtain further information from the **University website**.

1. The bid document can be downloaded from the university website <https://rrbmuniv.ac.in/>
2. Bids shall be submitted in hard copy in two parts “**Technical Bid**” and “**Financial Bid**”.

Estimated cost of the Tender	Rs. 6.00 LAKH
EMD @ 2 % of the value of the contract	Rs. 12000/- Through D.D.in favor of Registrar, Raj Rishi Bhartrihari Matsya University, Alwar.

I	Date of Publication/Uploading	19-11-2025
II	Date of Downloading of tender document	20-11-2025
III	Last Date of submission of tender document	27-11-2025 (01:00 PM)
V	Opening of Technical Bid and Meeting for scrutiny of technical bids	27-11-2025 (02:00 PM)
VI	Opening of Financial Bid of only eligible technically qualified bidders as determined by the Committee.	
VII	Place of the opening of bids	RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY ALWAR, RAJASTHAN
VIII	Address for communication	Registrar, Raj Rishi Bhartrihari Matsya University , Alwar


Registrar,

Raj Rishi Bhartrihari Matsya University, Alwar

RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

Bid Document

No..RRBMU/A4 GAD/2025/1259.

Date 18/11/2025.

1. Name of Work : Annual rate contract for supply of one photocopy machine
2. N.I.B No. : 05/2025-2026
3. Estimated Cost : 6.00 Lakh
4. Earnest Money : 12000/-
5. Tender Fee : 500/-
6. Period of Completion of
7. Last Date and Time of Submission of Technical bid (DD & Document Deposit) and Financial bid..... 27.11.25 Up to 1.00 PM
Date And Time of Opening of bid 27.11.25 At 2.00 PM

(A) EMD 12000/- Rs.

Bank Demand Draft/ Banker's Cheque Detail/:

Number:Dated: Bank Name:

(In Favour of Registrar Raj Rishi Bhartrihari Matsya University , alwar)

(B) Tender Fee 500/- Rs.

Bank Demand Draft/ Bankers's Cheque Detail/Receipt number:

Number:Dated: Bank Name:

(In Favour of Registrar Raj Rishi Bhartrihari Matsya University, Alwar)

Tender Document downloaded from the RRBMU web-site Address: www.rrbmu.ac.in and www.sppp.rajasthan.gov.in And Cost of the Bid Form shall be deposited by the Bidder Separately as applicable by way of Demand Draft along with the earnest money directly.

8. RRBMU Reserve the right to accept or reject any or all the Tenders without assigning any reason at Any stage.

9. Name & Complete Add. Of Bidder:

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10. Telephone/Fax No.

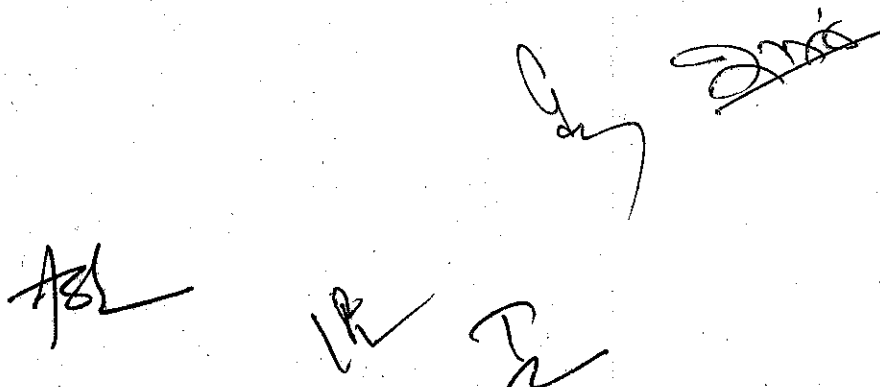
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RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

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(क्रम संख्या 05,06,07,08 व 11-16 पर अंकित प्रपत्र को हस्ताक्षरित कर अलग सीलबन्द लिफाफे में रखा जावे एवं लिफाफे पर तकनीकी बिड लिखा जावे। क्रम संख्या 10 पर अंकित प्रपत्र में निविदादाता अपनी दरें प्रस्तुत करें एवं इसे अलग सीलबन्द लिफाफे में रखकर वित्तीय बिड अंकित करें। तकनीकी बिड के लिफाफे एवं वित्तीय बिड के लिफाफो को एक अलग सीलबन्द लिफाफे में रखकर विश्वविद्यालय में जमा करावे।)

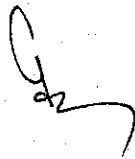
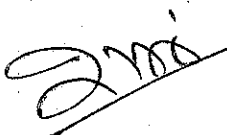
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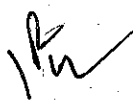
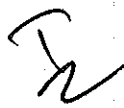
RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

Declaration

I/We agree to abide by all the Condition mentioned in the notice invite Bid Number issued by Registrar RRBMU Alwar and also the further condition of the said Bid notice given in the attached sheet All the pages of which have been signed by me/us in token of acceptance of terms mentioned there in.

Signature of the Bidder

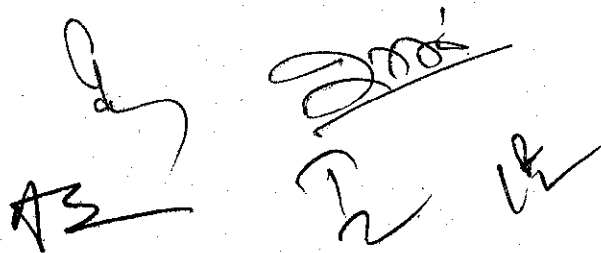
RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

Name of Work : Annual rate contract for supply of photocopy machine

N.I.B. No. : 05/2025-2026

Instruction to Bidder :-

1. The bid document downloaded from the RRBMU web-site Address: www.rrbmu.ac.in and www.sppp.rajasthan.gov.in It Should be ensured that all the Bid papers including condition of contract are signed by bidder. The Bid will be received at the office of Registrar Raj Rishi Bhartrihari Matsya University, Alwar upto **1.00 PM Till dated 27.11.25** and It will be open in the office of registrar **same day at 2.00PM** in the presence of such bidder their representatives who wish to be present here.
2. Bidder will have to deposit earnest money and tender fee through D.D./Banker's cheque issued in favour of Registrar RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR
3. Bidders are advised to give their offers duly signed on each pages of Bid document with the proof of depositing earnest money.
4. RRBMU Alwar who reserves the right to reject any/or all the Bid received without assigning any reasons.
5. No refund of Bid is claimable for Bidders, which has accepted or Bid documents returned or Bid not submitted.
6. The Bid form work shall remain open for acceptance for the period of 90 days from the dated of opening of Bid. If any Bidder withdraws his offers before the expiry of the said period, makes modification in the terms & condition of Bid within the said period which are not acceptable to the department or fails to supply the work in the specified period, the department shall without prejudice to any other right or remedy, be at liberty to forfeit the entire amount of earnest money absolutely.
7. All Bid in which any of the prescribed are not fulfilled or which have in vitiated by errors in calculation, totalling or other discrepancies or which



contain overwriting in figure or words or corrections not initialled and rated will be liable to rejection.

8. Any Bid received other than on prescribed form shall not be entertained. The Bid form can also be downloaded from the website and this shall be entertained. Cost of the Bid form downloaded from the website sppp.raj.gov.in shall be deposited by the Bidder separately as applicable by way of Demand Draft along with the earnest money.
9. The Bids should be accompanied with –
- (a) GST Registration Number.
 - (b) Pan card.
 - (c) Declaration of manufacturer/dealer/supplier/service provider.
 - (d) Declaration in form SR-11.
 - (e) Earnest money DD.
 - (f) Tender Fee DD.
 - (g) Appendix A,B,C, D

Signature of Bidder


REGISTRAR
Raj Rishi Bhartrihari Matsya University
Alwar









RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

NIB No. 05/2025-2026

Date of opening : -

Name of Item /work: Annual rate contract for supply of photocopy machine

Condition of Contract

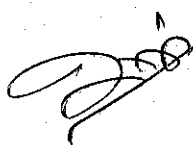
1. The rates offered in Bid will be firm and fix. No any charges will be given like cartage, octroi, Transport, packing charges etc.
2. **F.O.R.** – The Material/Goods/service shall be deliver at store/university premises or as per instruction given by RRBMU Alwar (Raj.)
3. **Delivery Period** – The Material/Goods shall be deliver within the period of 03 days/or as per instructed time, falling which the recovery shall be made on the basis of following percentage of value of goods as under :-
 - (a) Delay up to one fourth period of the prescribed delivery period – 2.5%
 - (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 - 7.5%
 - (d) Delay exceeding three fourth of the prescribed period – 10%
4. **Security** – The successful Bidder will to deposited security equal to **5%** of the value of material/goods/Service i.e. rupees with agreement. However the earnest money deposited at the time of the Bid will adjusted towards security.
5. **Agreement** –The successful Bidder will execute agreement on rupees **500/- N.J.** Stamp Paper within the period of **07 days**.
6. **Validity Period** – Approved rates is valid for the period of one year from the date of approval of Bid.
7. **General Terms & Conditions:** - All other General Terms & Conditions will be as per Rajasthan Transparency in Public Procurement Rules.
8. **Successful bidder will manufacture and supply the material as per specification mentioned in bid document.**

Signature Bidder



REGISTRAR

**Raj Rishi Bhartrihari Matsya University
Alwar**

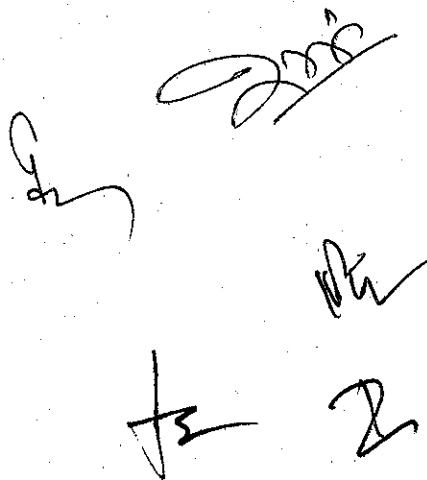


Declaration by Bidders

I/We declare that I am/we are Bonafide /Manufacturers/Whole Sellers/ Sole distributor/ Authorised Dealer/ Dealers/ Sole Selling/ Marketing agent/suppliers in the goods/Stores/service/ Equipment's for which I/We have tendered.

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

Signature of the Bidder

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RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR (वित्तीय बिड)(पृथक सील बंद लिफाफे में)

निविदा संख्या -

निविदा लागत - 6.00 लाख

निविदा प्राप्त/खोलने की तिथि:- 27-11-25

कार्य का नाम - **Annual rate contract for supply of photocop machine**

क्र० सं०	Photocopy machine (Cannon/Ricoh/Sharp/Brother/HP) Including all taxes, Transport charge and fixing charges	Estimated value of per Photocopy machine	निविदा दाता द्वारा प्रस्तुत करें (सभी कर सहित) प्रति फोटोकॉपी मशीन
1.		1.00 Lakh	
2.			
3.			

Rate must be quoted for reputed brands mentioned above which fulfill following specification of photocop machine:-

- Network ready printer, Network protocol TCP/IP
- Duplex, print, scan, copy
- Memory - 4 GB
- Paper capacity : 1100 sheets minimum (2100 sheets maximum)
- Sheet tray : minimum 2 sheet Tray and pass tray
- Warm up time : 20 sec
- Paper type: A4, A3, A6 etc.
- Engine speed : for A4 Paper - 28ppm and A3 paper - 17ppm
- Resolution : scan - 600*600 dpi
- Print - 1200*600 dpi
- Interface - USB, wireless LAN
- Support OS - win11 and Below version
- Colour control Display with touch panel
- Zoom Range upto : 400% (Copy)

निविदादाता के हस्ताक्षर

कुलसचिव

राजर्षि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर

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 behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any 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:-

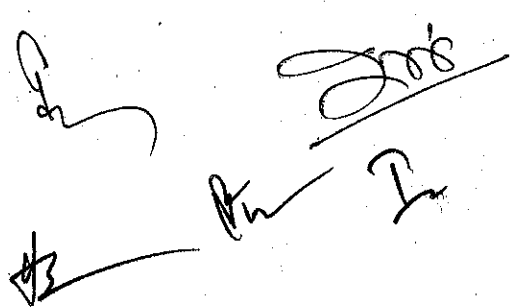
The Bidder participating in a bidding process must not have a Conflict of Interest.

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
- 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.

SIGNATURE OF THE TENDERER WITH FIRM'S

RUBBER STAMP

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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 ofin response to
their Notice Inviting Bids No.....DatedI/We hereby declare under Section 7 of
Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as 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:

Signature of bidder

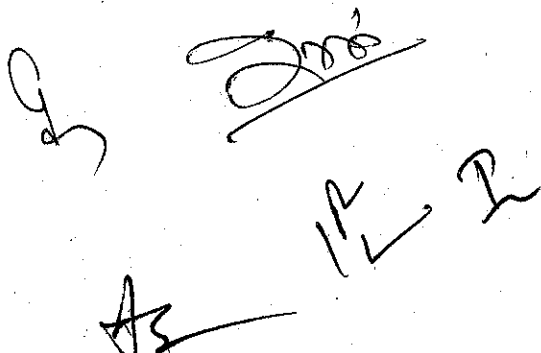
Place:

Name:

Designation:

Address:

SIGNATURE OF THE TENDERER WITH
FIRM'S RUBBER STAMP

Handwritten signatures and initials, including a large signature at the top, a signature 'AS' at the bottom left, and initials 'PLR' in the center.

Annexure C: Grievance Redressal during Procurement Process

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.

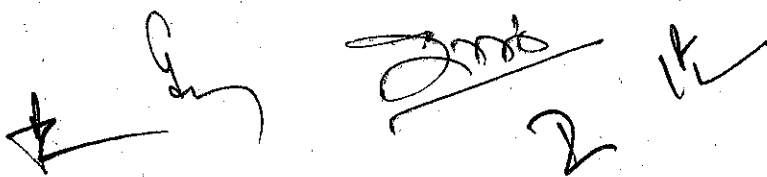
(5) Form of Appeal

- (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 Filling Appeal

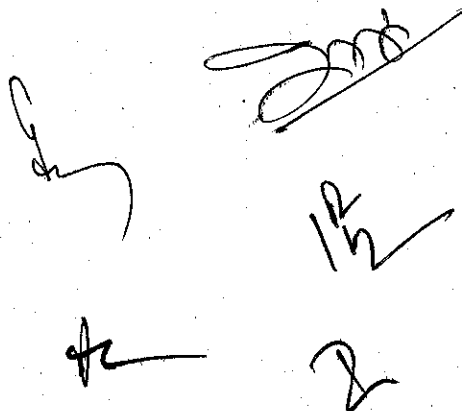
- (a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal



- (a) The First Appellate Authority or Second Appellate Authority, as the case may be 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 of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall, -Hear all the parties to appeal present before him; and 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.

SIGNATURE OF THE TENDERER WITH
FIRM'S RUBBER STAMP

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

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

2. Procuring Entity's Right to vary Quantities.

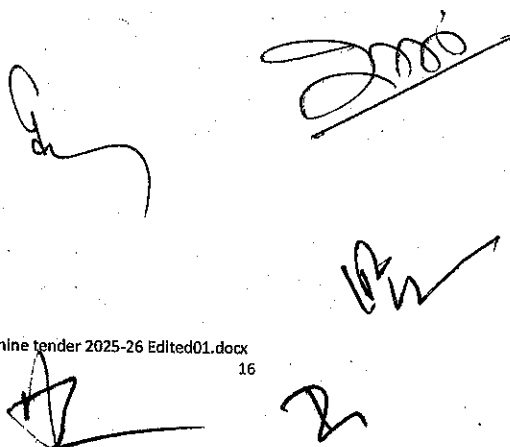
- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall 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 fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the 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.

SIGNATURE OF THE TENDERER
WITH
FIRM'S RUBBER STAMP

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