



RAJASTHAN TECHNICAL UNIVERSITY, KOTA

Akelgarh, Rawatbhata Road, KOTA -324010

Website: www.rtu.ac.in Tel.: 0744-2473003 Mail ID registrar_rtu@yahoo.co.in

GSTIN No. 08AAALR0232K4Z0

No. F (05)/ARC/STORE/2019/ 5688

Date:- 23/7/2019

NIT No. 02 /2019-20

NOTICE INVITING BID

Rajasthan Technical University (RTU), Kota invites BID under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for supply of following goods/items from experienced, technically and financially sound & reputed bidders fulfilling eligibility criteria as described in the bid document as appended below:-

S. No.	Name of work	Estimated Cost Rs.	BID Security Rs.	Tender Fee Rs.	Last date of submission of BID	Date of opening of BID	Contract Period
1.	ARC for supply of General Stationary Items	7,00,000/-	14,000/-	1,000/-	05.8.2019	06.8.2019	One Year

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

Start date and time of downloading/submission of BID documents	From 25.7.2019 (10:00 AM)
End time of submission of bid along with BID Security and Tender fee	Up to 05.8.2019 (05:00 PM)
Date and time of opening of Technical BID	06.8.2019 (03:00 PM)
Date and time of opening of Price BID in the office of Registrar, RTU, Kota	Shall be informed separately to the responsive bidders

Instructions to Bidders:-

- The detailed scope of work as well as terms and conditions for "ARC for supply of General Stationary Items" have been given in the BID documents which may be downloaded from www.sppp.rajasthan.gov.in. and University website www.rtu.ac.in
- The Interested bidders may submit their bids in sealed envelope titled for "ARC for supply of General Stationary Items" along with separate Demand Drafts drawn in favor of "Rajasthan Technical University" payable at "Kota" towards the cost of tender Fee (non- refundable) and BID Security as above on or before 05.8.2019 up to 5:00 PM, failing which Bids shall not be considered
- The Bids will be opened on the same date and time before purchase committee in the presence of bidder or their authorized representative who may be present.
- In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.
- Bids received after the prescribed time and date will not be considered.
- The bidders shall have to submit GST Registration Number along with copy of the same without which the Bids will not be considered.
- Validity: 90 days from the opening of Technical Bid.
- In case of any query, the undersigned (Procurement Entity) may be contacted by at 0744-2473003 or e-mail at registrar_rtu@yahoo.co.in and registrar@rtu.ac.in.
- Corrigendum if any will be published on these website only.

Registrar
(Procurement Entity)

राजस्थान तकनीकी विश्वविद्यालय
कोटा



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GSTIN No. 08AAALR0232K4Z0

NIT No. 02 /2019-20

TECHNICAL BID

(SR FORM 15, RULE 68 OF GFAR-II)

1.	BID for (name of goods/services for which the BID is submitted)	Annual Rate Contract (ARC) for supply of General Stationary Items
2.	Name and address of the firm submitting the BID (Photo ID Proof shall be attached)	
3.	Address of Procurement Entity	Address: Registrar, RTU, Rawatbhata Road, Akelgarh, Kota- 324010 Contact No : 0744-2473003 E-Mail Id: registrar_rtu@yahoo.co.in
4.	The Tender fee amounting to Rs..... has been deposited vide Demand Draft Number..... Dated.....	
5.	The BID Security amounting to Rs..... has been deposited vide DD Number..... Dated.....	
6.	Eligibility Criteria:-	
6.1	Turnover (Audited Profit & Loss a/c and Balance sheet for the last three years shall be attached):- Financial Year (i) 2017-18 (ii) 2016-17 (iii) 2015-16 Average Annual Minimum Turnover should be of. Rs.5.00 Lacks (Audited & certified copies of B/S, P&L a/c should be attached.)	
6.2	Experience certificate of satisfactorily supply of General Stationery Items to the Govt. / undertaking/ State University/Autonomous body/Any reputed Institutions/Colleges/Organizations etc. (Certificate issued by the competent authority should be attached):- (i) (ii) (iii) (iv)	
7	Bidder should have their office/go down in Rajasthan state (Address of office should be attached.)	
8.	Copy of Pan Card Number/GST Number should be attached. (i) PAN Number (copy enclosed) (ii) GST Number (copy enclosed)	
9.	Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed shall also to be enclosed.	

Enclosures:-

- Copy of Photo ID Proof, PAN Card, GST Registration number
- Copy of Audited Profit & Loss a/c and Balance sheets of last three years
- Work experience certificate issued by the competent authority.
- Form A, B, C & D
- Bid Security and Tender Fee as above

Signature of the bidder with Seal

Date:.....

Place:.....



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GSTIN No. 08AAALR0232K4Z0

NIT No. 02 /2019-20

PRICE E-BID

(SR FORM 15, RULE 68 OF GFAR-II)

1.	BID for (name of goods/services for which the BID is submitted)	Annual Rate Contract (ARC) for supply of General Stationary Items
2.	Name and address of the firm submitting the BID (Photo ID Proof shall be attached)	
3.	Addressed to Procurement Entity	Address: Registrar, RTU, Rawatbhata Road, Akelgarh, Kota- 324010 Contact No : 0744-2473003 E-Mail Id: registrar_rtu@yahoo.co.in

S. No.	Description of Goods & Items	Estimated Units	Rate per unit (Excluding GST)	GST Rate	Rate per unit (With GST)	Sample Required Yes/No
1.	(A) Gum Paste, 700 ml Make: Camel /Kores	220 Nos.				No
	(B) Gum Paste 300 ml Make: Camel /Kores	180 Nos.				
2.	(A) U-Pin (Paper Clips) 35mm Streamline Shape, Packet of 100 Pcs.	100 Pkt.				Yes
	(B) U-Pin (Paper Clips) 32mm Streamline Shape, Packet of 100 Pcs.	50 Pkt.				
3.	Pencil Carbon Paper (Blue) Make: Kores size 210 x 330 mm, 100 sheet in each box	40 Box				No
4.	File Pad Size 10" x 15" having board of 2.8mm thickness with paper pasted on both side & 4" wide flap of binding cloth cover with 34" long width tap of 1/2" width (till move) to be inserted in between straw & paper.	1000 Nos.				Yes
5.	White Paper Envelopes (per hundred in each packet) (All Envelope with pre-printed)	2000 Pkt.				Yes
	(A) Pre-Printed Envelope 9"x 4" (White Orient)					
	(B) Pre-Envelope 9"x 4" (Window) White	11200 Pkt.				
	(C) Pre-Printed Envelope 11"x 5" (White Orient)	3000 Pkt.				
	(D) Pre-Envelope 11"x 5" (Window) White	2200 Pkt.				
	(E) Pre-Envelope 9"x 4" (Window) White	7000 Pkt.				
6.	(A) Pre-Printed Envelope 10"x 14" (Yellow Laminated)	10000 Nos.				Yes
	(B) Envelope A4 Size (Yellow Laminated)	1600 Nos.				
	(C) Envelop Size 10"x 8" (Yellow Laminated)	300 Nos.				
	(D) Envelop Size 20"x 20" (Yellow Laminated)	100 Nos.				
7.	Pre-Printed Envelopes: Craft paper 100 gsm, with fresh cotton cloth of Following Sizes. Cloth lining 20x16. Properly machine pasted throughout. Size:- 6x12	5000 Nos.				Yes
8.	Pre-Printed Envelopes: Craft paper 100 gsm, with fresh cotton cloth of Following Sizes. Cloth lining 20x16. Properly machine pasted throughout. Size: 9x4	11000 Nos.				Yes
9.	Pre-Printed Envelopes: Craft paper 100 gsm, with fresh cotton cloth of following Sizes. Cloth lining 20x16. Properly machine pasted throughout. Size:- 10"x14"	5000 Nos.				Yes
10.	Pre-Printed Envelopes: Craft paper 100 gsm, with fresh cotton cloth of following Sizes. Cloth lining 20x16. Properly machine pasted throughout. Size:-11"x5"	5000 Nos.				Yes
11.	Pre-Printed Pocket Envelopes 1" Pocket in craft paper 100 GSM, cotton lining 20x16. Properly machine pasted throughout. Size:- 10"x12"	5000 Nos.				Yes
12.	Pre-Printed Pocket Envelopes 2" Pocket in craft paper 100 GSM, cotton lining 20x16. Properly machine pasted throughout. Size:- 10"x12"	5000 Nos.				Yes

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13.	Pre-Printed Pocket Envelopes 1" Pocket in craft paper 100 GSM, cotton lining 20x16. Properly machine pasted throughout. Size:- 14"x16"	5000 Nos.				Yes
14.	Pre-Printed Pocket Envelopes 2" Pocket in craft paper 1008GSM, cotton lining 20x16. Properly machine pasted throughout. Size:- 14"x16"	5000 Nos.				Yes
15.	Cello Tape (PVC) (A) Cello Tape 65mtr (1/2 ") Make: Wonder/ MyGlue	100 Nos.				No
	(B) Cello Tape 65mtr (1") Make: Wonder/ MyGlue	100 Nos.				
	(C) Cello Tape 65mtr (2") Make: Wonder MyGlue	2250 Nos.				
	(D) Cello Tape 65mtr (3") Make: Wonder/ MyGlue	50 Nos.				
16.	Brown Tape (PVC) (A) Brown Tape 65mtr (1") Make: Wonder/ MyGlue	300 Rolls.				No
	(B) Brown Tape 65mtr (2") Make: Wonder/ MyGlue	3350 Rolls.				
17.	Colored Flag (Page marker) Make: de'smat	250 Pkt.				No
18.	(A) Chalk White (Dustless) (Good quality)	500 Pkt.				Yes
	(B) Chalk Color (Dustless)) (Good quality)	100 Pkt.				
	(C) Chalk white (writing chalk for green board)) (Good quality)	500 Pkt.				
19.	Colored Dak Pad: Size 10" x 15" (Covered), Make: Neelgagan	300 Nos.				No
20.	Duster Black Board (Green Board)	200 Nos.				Yes
21.	Register for C. L. (2 Qr) Gatta binding Horizontal Make: Kamal/Sonu	60 Nos.				No
22.	Register Dispatch, (8 Qr) canvas binding Make: Kamal /Sonu	50 Nos.				No
23.	Register CSR, (2 Qr) (Horizontal) Gatta Binding Make: Kamal /Sonu	50 Nos.				No
24.	Register DSR, (2 Qr) (Horizontal) Gatta Binding Make: Kamal /Sonu	50 Nos.				No
25.	Register Receipt, (8 Qr) canvas binding Make: Kamal/Sonu	50 Nos.				No
26.	Register Ruled, (4 Qr) page 192, 13X8 Super White Make: Kamal/Sonu	420 Nos.				No
27.	Register Ruled, Page 92, 13 x 8 (2 Qr) Super White Make: Kamal/Sonu	220 Nos.				No
28.	Register Ruled (6 Qr), Super White Make: Kamal/Sonu	70 Nos.				No
29.	Register Ruled (8 Qr), Super White Make: Kamal/Sonu	100 Nos.				No
30.	Register Ruled, Page 144, 13 x 8 (3 Qr) Super White Make: Kamal/ Sonu	50 Nos.				No
31.	Ball Pen Blue, Red and Black (Use & Throw) Make: Universal Rainbow/Equivalent (20 in each packet)	50 Pkt.				No
32.	Ball Pen Blue and Red , (butter flow) Make: Reynolds	1600 Nos.				No
33.	Trimax Gel Pen (Black, Blue, Red & Green), Make: Cello	150 Nos.				No
34.	Ball Pen (Zipper Blue), 0.7mm ball point Make: Cello	300 Nos.				No
35.	Box File full size (Index file) Make: Nayan	300 Nos.				No
36.	File Folder Plastic (Box type ordinary)	100 Nos.				Yes
37.	Plastic Folder L Clip (Steel)	100 Nos.				Yes
38.	Folder Plastic Document (Stainless steel Clip) Make: Solo A-4/ PI 301/Icon 421	550 Nos.				No
39.	(A) Paper Clips (25 mm size)	05 Pad				Yes
	(B) Paper Clips (25 mm size)	05 Pad				
	(C) Paper Clips (50 mm size)	05 Pad				
40.	Pad for Zerox Requisition Slip (Note Pad)	100 Pad				Yes
41.	Rough Pad, Make: Kamal No.2 or equivalent (40 Leaf)	250 Nos.				No
42.	Sharpener good quality (Pencil Cutter) Make: Apsara	220 Nos.				No
43.	Metal box Stamp pad (Purple ink) Kores Make: Kores/Asoka/Luxur size 110X70mm self-inking	160 Nos.				No
44.	Plastic box Stamp Pad (Purple ink Medium size), 110X70 mm self-inking Make: Faber Castle/Asoka/Luxur	50 Nos.				No
45.	Cello Tape Stand, Size: Medium	05 Nos.				No
46.	Tags for File (good quality) (100 tags in each bunch)	500 Bunch				Yes
47.	Pencil Eraser (Non Dust) Make: Apsara/Faber Castle	650 Pkt.				No
48.	Plastic Table Tray for Dak Make: Ratan/Cello/Milton	40 Nos.				No
49.	Scale Plastic 12" good quality (20 Nos.) Make: Apsara/Natraj	25 Pkt.				No
50.	Scale Metal 12" good quality (20 Nos.) Good quality	60 Pkt.				Yes

51.	Paper Weight (Plastic) Good quality	100 Nos.				Yes
52.	Permanent Marker (Black) Make: Luxur/Camlin (5 Nos. in each packet)	100 Pkt.				No
53.	White Board Marker Black Make: Camlin/Luxur (5 Nos. in each packet)	150 Pkt.				No
54.	(A) Marker pen red Make: Luxur/Camlin	50 Nos.				No
	(B) Marker pen blue Make: Luxur/Camlin	50 Nos.				
	(C) Marker pen black Make: Luxur/Camlin	50 Nos.				
55.	CD Marker Pen (Black/Red) (OHP) Make: Camlin/Cello (5 Nos. in each packet)	100 Pkt.				No
56.	(A) Punching Machine Big, Double Hole, Make: Kangaro-(DP 800)	50 Nos.				No
	(B) Punching Machine small Double Hole, Make: Kangaro-(DP 280)	160 Nos.				
57.	Pin Cousin Plastic for Magnetic container (All Pin Box)	100 Nos.				Yes
58.	Refill Gel Pen (Trimax) Make: Cello	100 Nos.				No
59.	Fiber Clip Board Size 10"x15" Make: Navneet/Camlin	150 Nos.				No
60.	Rubber Band Number 400 (100 in each Pkt.) Make: Parnami	50 Pkt.				No
61.	(A) Cash-Book -02 Qr. (Cloth Binding) Make: Kamal/Sonu	50 Nos.				No
	(B) Cash-Book -04 Qr. (Cloth Binding) Make: Kamal/Sonu	50 Nos.				
	(C) Cash-Book -08 Qr. (Cloth Binding) Make: Kamal/Sonu	50 Nos.				
62.	Shorthand Book	50 Nos.				Yes
63.	Fluid Correcting Pen (Whitener) Make: Camlin/Cello	320 Nos.				No
64.	High Lighter Pen Make: Faber-Castle (4 Nos. in each packet)	50 Pkt.				No
65.	Bold marker Lite Make: Stic/Cello/ Camlin (5 Nos. in each packet)	50 Pkt.				No
66.	T-All pin (Each Pkt.- 50 gram) Make: Zebra	150 Pkt.				No
67.	All Pin round head: Needle Point Pin (Each Pkt.- 100 gm) Make: Zebra	500 Pkt.				No
68.	File Lace 24" (good quality) (100 tags in each bunch)	700 Bunch				Yes
69.	Lock 60 mm, 7 Levers Make: Harrison/Jainson (setoff 3 Keys)	50 Nos.				No
70.	Label Sheet Size: A4ST16-100S99.1X33.9mm 2 across 16 Labels per sheets, self-Adhesive label sheet Make: De'smat	100 Pkt.				No
71.	(A) Pencil HB, (10 Nos. in each box) Make: Natraj /Apsara	180 Box				No
	(B) Pencil ordinary (10 Nos. in each box) Make: Natraj /Apsara	50 Box				
	(C) Pencil for Shorthand (10 Nos. in each box Make: Kohinoor	30 Box				
72.	Poker with Plastic Handle	200 Nos.				Yes
73.	Paper Cutter (Size Length. 5", Blade width 10mm) Make: Nataraj	400 Nos.				No
74.	Pin-cushion Make: Omega	50 Nos.				No
75.	(A) Fevi Stik super – 8 gm Make: Fevicol	100 Nos.				No
	(B) Fevi Stik super – 15 gm Make: Fevicol	150 Nos.				
	(C) Fevi Stik super – 20 gm Make: Fevicol	100 Nos.				
76.	(A) Attendance Register – 2" Qr. (Cloth Binding) Make: Kamal/Karishma	110 Nos.				No
	(B) Attendance Register – 4" Qr. (Cloth Binding) Make: Kamal/Karishma	50 Nos.				
	(C) Attendance Register – 6" Qr. (Cloth Binding) Make: Kamal/Karishma	50 Nos.				
77.	Stapler Pin (in each box 20 Pkts.)	2800 Pkt.				No
	(A) No.10-1M Make: Kangaro/ Kores					No
	(B) No. 24/6 Make: Kangaro/ Kores	1300 Pkt.				
	(C) Big Size Stapler Pin No. HP45 Make: Kangaro/Kores	120 Pkt.				
78.	Stapler Make: Kangaro					No
	(A) For Stapler Pin No. 10-1M	200 Nos.				
	(B) For Stapler Pin No. 24/6	100 Nos.				
	(C) For Big Size Stapler Pin No. HP45	110 Nos.				
79.	Record File No – 150 (Both covers are in separate mode) (With printing & Matter provide by university) Handmade paper quality	5000 Nos.				Yes
80.	Inward Register on Ledger Paper 8" Qr (Cloth Binding) Make: Kamal/Sonu	50 Nos.				No
81.	Outward Register on Ledger Paper 8" Qr (Cloth Binding) Make: Kamal/Sonu	50 Nos.				No
82.	Ledger Book 2" Qr (Cloth Binding) Make: Kamal/Sonu	10 Nos.				No
83.	Ledger Book 4" Qr (Cloth Binding) Make: Kamal/Sonu	10 Nos.				No

84.	Ledger Book 6" Qr (Cloth Binding) Make: Kamal/Sonu	10 Nos.				No
85.	Peon Book on Ledger Paper 160 Page Make: Lucky	110 Nos.				No
86.	Note Slip Book spiral binding Size – 9"x6" (50 pages) Good quality	80 Nos.				Yes
87.	Note Slip Book Size – 8"x5" (20 pages) Good quality	50 Nos.				Yes
88.	Calculator (Electronic) 10digit Make: Citizen/Casio	25 Nos.				No
89.	Stamp pad ink without oil (30ml) Make: Kores/Ashoka	100 Nos.				No
90.	File Cover With Lace 24" Make: Neelgagan 650R or equivalent. Printed Rajasthan Technical University, Kota With University logo.	6500 Nos.				Yes
91.	Form Medical Bill (Below Rs.1000/-) (100 sheets)	30 Pad				Yes
92.	Form Medical Bill (Above Rs.1000/-) (100 sheets)	20 Pad				Yes
93.	Form TA Bill :GA 95 Printed good quality (100 sheets)	300 Pad				Yes.
94.	Pad for Cash Imprest (100 sheets)	100 Pad				Yes
95.	Ruling paper sheets (In packets of 500 sheets) size 16"x26"/2	300 Packets				Yes
96.	Centimetre Graph (Neelgagan) Pkt. of 50 sheets	50 Pkt.				Yes
97.	Semilog Graph Paper (Pkt of 100 Sheets)	50 Pkt.				Yes
98.	Drawing Sheets Full Size	3000 Nos.				Yes
99.	Chapari (Sealing Wax) (Standard LAC) Special Quality	50 Pkt.				Yes
100.	Envelop size 12"x16" (Yellow color)	400 Nos.				Yes
101.	Duster Cloth	500 Nos.				No
102.	Dak Pad (Covered)	50 Nos.				No

Note – GST shall be paid extra by the University, as applicable by the Govt. from time to time.

Enclosures:-

1. DD against Tender fee, BID security fee shall be enclosed with the Technical BID, without which BID shall not be considered. Technical Bid and Price Bid should be kept in separate sealed envelopes, both envelopes shall be kept in a sealed envelopes titled for **ARC for supply of General Stationary Items**.
2. Copy of GST Registration and PAN shall be enclosed with the Technical Bid.
3. The bidder must sign and submit the terms and conditions as well as annexure A, B, C and D with the Technical Bid.
4. All other levies/charges i.e., Transportation/loading/unloading/insurance etc. shall be borne by the bidder.
5. Supplier should ensure at his level that the supplied items are of original make and in good quality/condition. Make should be of as per the BID document.
6. Any discount i.e. quantitative discount and others may also be mentioned in details.
7. Goods will be delivered within a stipulated period as mentioned in the conditions of BID.
8. The rates quoted above are valid up to the contract period i.e. One year from the date of agreement. The contract period may be extended for one more year with mutual consent as per conditions of the contract.

Signature of the bidder with Seal

Place:.....
Date:.....



RAJASTHAN TECHNICAL UNIVERSITY, KOTA

Akelgarh, Rawatbhata Road, KOTA -324010

Website: www.rtu.ac.in Tel.: 0744-2473003

Conditions for BID & Contract

Note:-Bidders should read these conditions carefully and comply strictly while submitting their BIDs.

1. **BIDs by bona-fide dealers:-**Bidders shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration.
2. Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the Registrar, RTU, Kota and such change shall not relieve any former member of the firm, etc. from any liability under the contract.
 - a.) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Registrar, RTU, Kota a written agreement to this effect. The Contractor's receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge or any of the purpose of the contract.
3. Rate shall be written both in words and figures. There should not be errors and/or overwriting. Corrections if any should be made clearly and initialed with dates.
4. All rates quoted must be FOR excluding Goods and Service Tax. GST/other statutory taxes as applicable shall be borne by the university.
5. **Validity:** - Tender shall be valid for a period of three months from the date of opening of technical bid.
6. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make, and drawings, etc. of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing etc., he shall, before signing the contract, refer the same to the purchase officer and get clarification.
7. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
8. **Specifications:-**
 - (i) All article supplied shall strictly **RTU, Kota** conform to the Specifications, trade mark laid down in the BID form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
 - (ii) The supply of articles marked with asterisk/at serial number, shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the purchase committee whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the bidders.
 - (iii) **Warranty/Guarantee Clause:-** The bidder would give guarantee that the goods/stores/articles would continue to conform to the description, make and quality as specified for a period of one year from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of one year the said goods/stores/articles be discovered not to conform to the description, make and quality aforesaid or have determined (and the decision of the purchase committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality on such rejection the

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goods/stores/articles will be at the sellers risk and all the provisions relating to rejection of goods, etc., shall apply. The bidder shall if so called upon to do, replace the goods, etc. or such portion thereof as is rejection by the purchase committee, otherwise the bidder shall pay damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the purchase committee in that behalf under this contract or otherwise.

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

9. **Inspection:-**

- (a) The University inspection committee/UPC authorized shall have time to inspect and examine the materials and workmanship of the goods/equipment's/machineries during manufacturing process or afterwards as may be decided.
 - (b) The BID shall furnish complete address of the premises of his office, go down and workshop where inspection can be made together with name & address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business a letter of introduction from their bankers will be necessary.
10. **Samples:-** Bidders for articles marked within the schedule for samples shall be accompanied by two set of samples of the articles Bided properly packed & signed. Such samples should be submitted personally in the office. A receipt will be given for each sample by the officer receiving the samples.
11. Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
12. Approved samples would be retained free of cost and shall not be returned. The RTU, Kota shall not be responsible for any damage, wear and tear or loss during testing, examination, etc during the period these samples are retained. The RTU, Kota shall in no way make arrangements to return the samples.
13. Samples not approved, shall be collected by the unsuccessful bidder. The RTU, KOTA will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
14. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in RTU, KOTA reputed testing house like MSME Testing Station, Jaipur and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such test.
15. **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 officer for reference and record.

16. **Testing Charges:-** Testing Charges shall be borne by the **RTU, KOTA**. In case urgent testing is desired to be arranged by the bidder or in case of test result showing that supplies are not up to the prescribed standards or specifications, the testing charges shall be payable by the bidder.
17. **Rejection:-**
 - (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the purchase committee.
 - (ii) If, however, due to exigencies of **RTU, KOTA**, such replacement either in whole or in part, is not considered feasible, the purchase committee 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.
18. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Registrar shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder's risk and on his account.
19. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail, road and air, delivery of the material in good condition to the consignee at destination. In the event of loss, damage, breakage or leakage or any shortage the bidder shall be liable to make goods such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
20. The contract for the supply can be repudiated at any time by the Registrar, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.
21. Direct & indirect canvassing on the part of the bidder or his representative will be a disqualification.
22. (i) **Delivery Period:-** The bidder whose BID is accepted shall arrange supplies within a period of 15 days from the date of supply order issued by the University authorised Head of offices/ DDO, **RTU, KOTA** from time to time under ARC.
(ii) **Extent of Qty.-** Repeat orders:- If the orders are placed in excess of the quantities shown in the BID notice, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender provided that the repeat orders are up to 50% of the quantity originally purchased and the period is not more than one month from the date of expiry of last supply. If the bidder fails to do so, the Registrar, RTU, Kota shall be free to arrange for the balance supply by limited BID or otherwise and the extra cost incurred shall be recoverable from the bidder.
(iii) If the purchase officer does not purchase any of the Bided articles or purchase less than the quantity indicated in the BID form, the bidder shall not be entitled to claim any compensation.
23. **Bid Security:-**
 - (a) BID shall be accompanied by an B.S. of Rs. @ 2% of est. cost of the item without which Bidders will not be considered. The amount should be deposited in either of the following forms in favor of **Rajasthan Technical University, Kota**. (i) Bank Drafts/Bankers Cheque of the scheduled Bank.
 - (b) **Refund of B.S.:** The B.S. of unsuccessful bidder shall be refunded soon after final acceptance of BID.
 - (c) **Partial exemption from B.S.:-** Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of earnest money in respect

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of items for which they are registered as such subject to their furnishing registration certificate in original or Photostat copy or a copy thereof duly attested by any Gazette Officer from the Director of Industries Rajasthan , at the rate of 0.5% of the estimated value of the BID shown in NIT.

- (d) The Central Government and Government of Rajasthan undertakings need not furnish any amount of earnest money/B.S..
 - (e) The earnest money/security deposit lying with the Department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest Money/security money for the fresh BID. The earnest money may however, be taken into consideration in case Bidders are re-invited.
24. **Forfeiture of B.S.:-** The B.S. will be forfeited in the following cases:
- (a) When bidder withdraws or modifies the offer after opening of BID but before acceptance of tender.
 - (b) When bidder does not execute the agreement if any, prescribed within the specified time.
 - (c) When the bidder does not deposit the security money after the supply order is given.
 - (d) When he fails to commence the supply of the items as per supply order within the time prescribed.
25. **Agreement and Security Deposit:-**
- (a) Successful bidder will have to execute an agreement in the Form SR-17 and deposit security equal to 5% of the value of the stores for which Bidders are accepted within 07 days from the date of dispatch on which the acceptance of the BID is communicated to him.
 - (b) The BID security deposited at the time of BID will be adjusted towards security amount. The Security amount shall in no case be less than BID security.
 - (c) No interest will be paid by the department on the Security money
 - (d) The security money shall be refunded after one month of the final supply of the items as per purchase order in case of one time purchase and two months in case delivery is staggered, after the expiry of contract on satisfaction completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied that there are no dues outstanding against the bidder.
26. The form of Security Money shall be as below:
- (i) Cash/Bank Draft/Bankers Cheque.
 - (ii) Post-office Savings Bank Pass book duly pledged.
 - (iii) National Savings Certificate, Defence Savings Certificates, Kisan Vikas Patras, or any other script /instrument under National Savings Scheme for promotion of small savings, if the same can be pledged. These certificates shall be accepted at surrender value.
 - (iv) Bank guarantee issued by any of scheduled bank.
27. (i) Firms Registered with the Director of Industries Rajasthan in respect of stores for which they are registered, subject to their furnishing the registration in original from the Director of Industries or a Photostat copy or a copy thereof duly attested by any Gazetted Officer will be partially exempted from earnest money and shall pay security deposit at the rate of 1% of the estimated value of BID.
- (ii) Central Government and Government of Rajasthan Undertaking will be exempted from furnishing security amount.
28. **Forfeiture of Security Deposit:-** Security amount in full or part may be forfeited in the following cases:
- (a) When any terms and conditions of the contract is breached.
 - (b) When the bidder fails to make complete supply satisfactorily.
 - (c) Notice of reasonable time will be given in case of forfeiture of

security deposit. The decision of the purchase officer in this regard shall be final.

29. 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.

30. **Insurance:-**

- (i) The goods will be delivered at the destination in perfect condition. The supplier, if he so desires, may be insured the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot etc.) The insurance charges will be borne by the supplier and state will not be required to pay such charges incurred.
- (ii) The articles may also be got insured at the cost of the purchaser, if so desired by the purchaser. In such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.

31. **Payments:-**

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

- 32 (i) The time specified for delivery in the 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 supply order from the Head of office / DDO of RTU, Kota

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

Delay up to one fourth period of the prescribed delivery period	2.5%
Delay exceeding on front but not exceeding half of the prescribed period	5%
Delay exceeding half but not exceeding three fourth of the prescribed period	7.5%
Delay exceeding three fourth of the prescribed period	10%

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

- 32.2 The maximum amount of liquidated damage shall be 10%

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

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

32.5 **Risk & Cost clause:-**

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

- (i) A notice in writing to rectify, or otherwise that the work being performed is

inefficient or otherwise implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter of if the supplier shall delay or suspended the execution of the work so that either in the judgment of the competent authority, he will be unable to perform the work by the satisfaction of RTU, KOTA or has already failed to complete the work by the time.

(ii) If the supplier commits breach of the terms & conditions the contract.

(iii) When the supplier has made himself liable for action under any of the cases aforesaid, the competent authority, shall exercise power:-

(a) To determine or rescind the contract, as aforesaid, upon such determination or rescission, the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of RTU, KOTA.

(b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original SP, if the whole work had been executed by him of the amount of which excess, the decision of the Registrar/RTU, KOTA shall be final and conclusive and shall be borne and paid by the original SP that may be deducted from any money due to him by the RTU, KOTA or from his bid security, performance security. However the original SP shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material, equipment's or entered into any engagements or made advances on account of execution/performance of contract.

33. **Recoveries:** - Recoveries of liquidated damages, short supply breakage, rejected articles shall ordinary be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR act or any other law in force.

34. Bidders must make their own arrangement to obtain import license, if necessary.

35. If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his BID is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of BID issued by the Registrar.

36. The Registrar reserves the right to accept any BID not necessarily the lowest, reject any BID without assigning any reasons and accept BID for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/supplier.

37. The bidder shall furnish the following document at the time of execution of agreement:-

(a) Attested copy of partnership deed in case of partnership firms.

(b) Registration number and year registration in case partnership firm is registered with Registrar of firms.

(c) Address of residence and office, telephone numbers in case of sole proprietorship.

(d) Registration issued by Registrar of Companies in case of company.

38. If any dispute, arise out of the contract with regard to the interpretation meaning and branch of the terms of the contract, the matter shall be referred to by the parties to the Head of the University (HVC) who will appoints his senior most officer as the sole Arbitrator of the dispute who will not be related to his contract and whose decision shall be final.

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39. All legal proceeding if necessary arise to institute may by any of the parties (RTU, Kota or Contractor) shall have to be lodged in courts situated in Kota, Rajasthan and not elsewhere.
40. All other/remaining general terms & conditions shall be applicable as laid down in Rajasthan transparency in public procurement Act 2012 and Rules 2013.
41. a) Annual Rate Contract for the subject matter of procurement shall be made for one year from the date of agreement made. However, the contract period may be extended for further one year more with mutual consent as per provisions laid down in RTPP Rules, 2013
b) Successful bidder should supply the ordered material in requisite quantity placed by different Head of offices /DDO's of RTU within the stipulated period issued time to time.

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

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Signature & Seal of the bidder

Place:

Date:

Annexure -A

Compliance with the code of integrity and no conflict of interest

Any person participating in a procurement process shall-

- (i) 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.
- (ii) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- (iii) Not indulge in any collusion, BID rigging or anti-competitive behavior to impair the transparency, fairness, and progress of the procurement process.
- (iv) Not misuse any information shared between the procuring entity and the Bidders with an intent to gain unfair advantage in the procurement process.
- (v) Not indulge in any corruption including impairing or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process.
- (vi) Not obstruct any investigation or audit of a procurement process.
- (vii) Disclose conflict of interest, if any, and
- (viii) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must have a conflict of interest.

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

- (a) 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;
- (b) Have Controlling partners/shareholders in common; or
- (c) Receive or have received any direct or indirect subsidy from any of them; or
- (d) Have the same legal representative for purpose of the bid; or
- (e) Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring entity the bidding process; or
- (f) The Bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor, not otherwise participating as Bidder, in more than one Bid; or
- (g) 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
- (h) 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 Bidder with seal

Place:

Date:

Annexure -B

Declaration by the Bidder regarding qualifications

In relation to my/our BID submitted to **Registrar RTU, KOTA**, Kota for procurement of **ARC for supply of General Stationary items** in response to their Notice Inviting BID No.....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 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 directions and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding document, which material affects fair competition;

Place:

Date:

Signature of bidder with seal

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 **Hon'ble V.C. RTU, Kota.**

The designation and the address of second Appellate Authority is Additional Chief Secretary (Higher Education Govt. Rajasthan)

(1) Filing an appeal

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to first Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

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

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

(2) The officer to whom an appeal is filled under para (1) shall deal with the appeal as expeditiously as possible and shall 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 participating of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process ;
- (e) Applicability of the provisions of confidentiality

(5) Form of appeal

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

(6) Fee for Filing Appeal

- (a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non refundable.

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- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- (7) **Procedure for disposal of appeal**
- (a) The first Appellate Authority or Second Appellate, as the case may be upon filing of appeal, shall issued notice accompanied 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,-
- (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.

Signature of the Bidder with seal

Place:

Date:

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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 quality, 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 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 Service Provider 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 Service Provider.

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

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

Signature of the Bidder with seal

Place:

Date: