



# Rajasthan Technical University, Kota

Rawatbhata Road, Akelgarh Kota – 324010

Website: www.rtu.ac.in, Tel.: 0744-2473003, Fax No. 0744-2473003

RTU/F(62)/GAD/53/PRINTING WORK/14<sup>th</sup> Convocation/2024-25/ 8964 Dated: 18/3/25

## NIB No.12/2024-25 BID INVITING NOTICE

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

S. No.	Name of goods/services	Specifications /scope of work	Estimated Cost Rs.	Tender Fee Rs.	Bid Security Rs.
1.	Designing and Printing of Convocation Booklets and Invitation Cards, Flex for 14 <sup>th</sup> Convocation, 2025 to be held on 24 <sup>th</sup> -25 <sup>th</sup> March, 2025	As per tender documents	Rs. 230000/-	Rs. 500/-+ GST@18% Total Rs. 590/-	Rs. 4600.00

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

Date and time of downloading of bid document from SPPP Portal/University web site	From 18.03.2025 (10:00 AM)
Date and time of submission of bid along with Tender Fee and Bid Security	20.03.2025 up to (05:00 PM)
Date and time of opening of Bid in the office of Registrar, RTU Kota	21.03.2025 at 11:30 AM

### Instructions to bidders:-

1. The bid documents, terms and conditions may be seen and downloaded from the web site www.sPPP.rajasthan.gov.in & www.rtu.ac.in.
2. The interested bidders may submit their bids along with separate Demand Draft drawn in favour of "Rajasthan Technical University, Kota" payable at Kota towards Tender Fee Rs. 590/- (Non-Refundable) and Bid Security Rs. 4600.00 (Refundable).
3. Bidder may also online deposit the above fees into following bank a/c of university on or before the above mentioned date, failing which bids shall not be considered. In case on online payment of above fees, the bidder should have to attach the self certified copies of successful payment receipts with technical bid.

Bank Account Name	Rajasthan Technical University, Kota
Name of Bank	Punjab National Bank
Account No.	1943012100001046
IFSC Code	PUNB0600900
Branch	RTU, Kota

4. Bids without Tender fee and Bid Security shall not be considered.
5. The Technical Bid and Price Bid shall be submitted in separate envelopes.
6. 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.
7. 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.
8. RTU, Kota is not bound to accept the lowest bid and may reject any bid or any part of the bid without assigning any reason there for.
9. Bids received after the prescribed time and date will not be considered.
10. Validity: - 90 days from the opening of bid.
11. In case of any query, the undersigned (Procurement Entity) may be contacted at 0744-2473003 or e-mail at gad@rtu.ac.in & registrar@rtu.ac.in.

Registrar  
Procurement Entity



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Website: www.rtu.ac.in, Tel.: 0744-2473003, Fax No. 0744-2473003

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

1.	Bid for (Name of goods/services for which the tender is submitted)	Designing and Printing of Convocation Booklets and Invitation Cards, Flex for 14 <sup>TH</sup> Convocation, 2025 to be held on 24 <sup>th</sup> -25 <sup>th</sup> March, 2025
2.	Name and address of the firm submitting the tender (Photo ID Proof shall be attached)	..... ..... .....
3.	Addressed to Procurement Entity	<b>Registrar</b> Rawatbhata Road, Akhelgarh, Kota-324010 Contact No. 0744-2473003 Email id- registrar@rtu.ac.in
4.	The tender fee amounting to Rs.....has been deposited vide Demand Draft Number.....Dated...../UTR No.....dated.....	
5.	The Bid Security amounting to Rs..... has been deposited vide Demand Draft Number.....Dated...../UTR No.....dated.....	
6.	<b>Eligibility Criteria:-</b> <b>1. Turnover:-</b> The average turnover of the bidder must be more then Rs. 3.00 Lacs for last three financial years i.e. 2022-22 to 2023-24, Copies of certified audited balance sheets and profit & loss accounts duly signed by CA must be enclosed. Where CA audit is not mandatory for the bidder under the Income Tax Act, 1961, In this case bidder should submit a turnover certificate duly certified by the Chartered Accountant for the above years. <b>2. Experience:-</b> The bidder should have minimum 2 year experience of executing the same nature of work i.e. for designing and printing of invitation cards, booklets, flex, banners. Annual reports etc to any State/Central University/Board/Govt. Undertaking/Govt. Department during the F.Y. 2019-20 to 2023-24. <b>3.</b> The bidder should not have been blacklisted by any Government Department / University/Board. An undertaking should be submitted by the Bidder on Non-Judicial Stamp Paper of Rs. 100 along with the technical bid in the prescribed format as enclosed here with tender documents.	
7.	Copy of PAN Card Number, GST Registration must be enclosed by the bidder (Copy enclosed).	
8.	Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed is also enclosed.	

### Enclosures:-

- (1) Demand drafts of Tender Fee, Bid Security Fee shall have to submit as per scheduled date and time.
- (2) Self Attested copies of Photo ID Proof, PAN Card, GST Registration Certificate.
- (3) Self Attested copies of Audited Books of Accounts or Turnover Certificate duly certified by a Chartered Accountant.
- (4) Self attested copies of work order issued by the competent authority.
- (5) Original Undertaking regarding blacklisted on Non-Judicial Stamp Paper of Rs. 100/-.
- (6) Complete Tender Document and Annexure A, B, C & D duly seal and signed by the bidder.

Date.....  
Place.....

Signature of the  
bidder with Seal

(Registrar)



# Rajasthan Technical University, Kota

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## CONDITIONS OF TENDER & CONTRACT (SR FORM 16, Rule 68 of GFAR-II)

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

1.	Bids must be enclosed in a properly sealed envelope according to the direction given in the Bid Notice.
2.	<b>“Bids by bona-fide dealers:</b> - Bids shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration in the Annexure-B as prescribed in RTPP Rules, 2013.
3.	(i) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the Procurement Entity and such change shall not relieve any former member of the firm, etc. from any liability under the contract. (ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Procurement Entity a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient to discharge for any of the purpose of the contract.
4.	<b>GST Registration Certificate:</b> - No Dealer, who is not registered under the GST Act prevalent in the State where his business is located shall tender. The GST Registration Number should be quoted without which the tender is liable to rejection.
5.	In case of e-tendering, tender forms shall be filled electronically & to be submitted on-line. Tender filled physically shall not be considered. The bidder shall sign the tender form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
6.	Rates shall be written both in words and figures. There should not be errors and/or over writings. Corrections, if any, should be made clearly and initiated with dates. The bidder should mention element of statutory taxes such as GST, Entry Tax etc. separately.
7.	All rates quoted must be FOR and should include all incidental charges except statutory taxes such as GST, Entry Tax etc. which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Rajasthan Technical University, Kota and the delivery of the goods shall be given as per delivery schedule. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates, therefore, should be exclusive of octroi and local tax.
8.	<b>Purchase Preference:-</b> Purchase preference notified by the State Government and as mentioned in the bidding documents shall be considered in the evaluation of bids and award of contract. Purchase preference will be given to the goods produced or manufactured by MSME as per provisions laid down in RTPP Rules, 2013.
10.	<b>Validity:</b> - Tender shall be valid for a period of three months from the date of opening of Technical Bid.
11.	The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before signing the contract, refer the same to the Procurement Entity and get clarification.
12.	The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
13.	<b>Specifications:-</b> (i) All article supplied shall strictly conform to the specifications, trade mark laid down in the tender 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 <b>serial number .....</b> , shall in addition, conform strictly to the approved samples and in case of other material where there are no

	<p>standard or approved samples, the supplier shall be of the very best quality and description. The decision of the Procurement Entity/Purchase Committee whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the Bidders.</p> <p>(iii) <b>Warranty / Guarantee Clause:</b> - The bidder would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of .....days / months from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of days/months, the said goods/stores/ articles be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Procurement Entity in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/ articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods, etc., shall apply. The bidder shall if so called upon to do, replace the goods, etc. or such portion thereof as is rejection by the Procurement Entity, otherwise the bidder shall pay such damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Procurement Entity in that behalf under this contract or otherwise.</p> <p>(iv) In case of machinery and equipment also, guarantee will be given as mentioned in clause (iii) above and the bidder shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipments operative. The bidder shall also replace machinery and equipments in case it is found defective which cannot be put to operation due to manufacturing defect, etc.</p> <p>(v) In case of machinery and equipment specified by the Procurement Entity the bidder shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The bidder shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Procurement Entity who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.</p>
14.	<p><b>INSPECTION:-</b></p> <p>(a) The Procurement Entity or his duly authorized representative shall at all reasonable time have access to the suppliers premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipments / machineries during manufacturing process or afterwards as may be decided.</p> <p>(b) The tenderer shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business, a letter of introduction from their bankers will be necessary.</p>
15.	<p><b>Samples:-</b> Tenders for articles marked within the schedule shall be accompanied by two set of samples of the articles tendered properly packed &amp; signed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by train etc. should be dispatched freight paid and the R/R or G.R. should be sent under a separate registered cover.</p>
16.	<p>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.</p>
17.	<p>Approved samples would be retained free of cost up to the period of six months after the expiry of the contract. 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 sample shall be collected by the bidder on the expiry of stipulated period. The RTU, Kota shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by the RTU and no claim for their cost, etc., shall be entertained.</p>

18.	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.
19.	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 laboratories, reputed testing house like Shri Ram Testing House, New Delhi 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.
20.	<b>Drawl of Samples:</b> - 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.
21.	<b>Testing Charges:</b> - 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.
22.	<b>Rejection:-</b> (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the Procurement Entity. (ii) If, however, due to exigencies of RTU work, such replacement either in whole or in part, is not considered feasible, the Procurement Entity after giving an opportunity to the bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
23.	The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Procurement Entity shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder's risk and on his account.
24.	The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
25.	The contract for the supply can be repudiated at any time by the Procurement Entity, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.
26.	Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.
27.	(i) <b>Delivery Period:- The bidder whose tender is accepted shall arrange supplies /services within a period of 3 days from the date of supply/work order.</b> (ii) <b>Extent of quantity – Repeat orders:</b> - If the orders are placed in excess of the quantities shown in the tender notice, the bidder shall be bound to meet the required supply. Repeat orders for extra items or additional quantities may be placed on the rate and conditions given in the tender. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under:- (a) 50% of the quantity of the individual items and 50% of the value of original contract in case of works and; (b) 50% of the value of goods or services of the original contract; (c) <b>If the bidder fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.</b> (iii) If the Procurement Entity does not purchase any of the tendered articles or purchases less than the quantity indicated in the tender form, the bidder shall not be entitled to claim any compensation.

28. **Bid Security (B.S.):-**

(a) Tender shall be accompanied by Bid Security of @ 2% of estimated cost of the item, without which tenders will not be considered. The amount should be deposited in either of the following forms in favour of Rajasthan Technical University, Kota:-

(i) Bank Draft/Bankers Cheque/Bank Guarantee in specified format of the scheduled Bank/Cash.

(ii) Bid Security must remain valid 30 days beyond the original or extended validity period.

(b) **Refund of Bid Security:** - The Bid Security of unsuccessful bidder shall be refunded soon after final acceptance of tender i.e. after deposit of performance security & signing of Agreement.

(c) **Partial exemption from Bid Security:** - Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of Bid Security in respect 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 Gazetted Officer from the Director of Industries Rajasthan, at the rate of 0.5% of the estimated value of the tender shown in NIT.

(d) The central Government and Government of Rajasthan undertakings need not furnish any amount of Bid Security. However, they shall have to furnish a bid securing declaration as per rule 42 of RTPP Rules, 2013.

(e) The Bid Security/Performance Security money deposit lying with the Department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards Bid Security/ Performance Security money for the fresh tenders. The Bid Security may however, be taken into consideration in case tenders are re-invited.

29. **Forfeiture of Bid Security:-** The Bid Security will be forfeited in the following cases:

(a) When bidder withdraws or modifies its bids after opening of bids;

(b) When bidder does not execute the agreement if any, after placement of supply/work order within specified time;

(c) When the bidder fails to commence the supply of the goods or service or execute work as per supply/work order within the time specified;

(d) When the bidder does not deposit the performance security within specified period after the supply/work order is placed; and

(e) If the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of RTPP rules.

30. **(1) Agreement and Performance Security deposit (Rule 75 & 76 of RTPP Rules, 2013):-**

(i) A successful bidder shall sign the procurement contract in the Form SR-17 within 15 days from the date of dispatch on which the letter of acceptance or letter of intent is dispatched to him. The bidder shall have to execute the agreement on a non-judicial stamp of Rs. 500/- at its cost along with performance security @ 5% of the work order cost.

(ii) The Bid Security money deposited at the time of bid will be adjusted towards Performance Security amount. The Performance Security amount shall in no case, be less than Bid Security money.

(iii) No interest will be paid by the department on the Performance Security money.

(iv) Performance security shall be furnished in any one of the following forms:-

a. Bank Draft or Banker's Cheque of a scheduled bank;

b. National Saving Certificates and any other script/instrument under National Saving Schemes for promotion of small saving issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master.

c. Bank guarantee/s of a scheduled bank.

d. Fixed Deposit Receipt (FDR) of a Scheduled Bank.

(v) The Performance security furnished in the form specified in clause (a) to (d) shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.

(vi) The Performance Security to be refunded within one month of the final supply of the

items as per purchases order in case of one time purchase and two months in case delivery is staggered, after the expiry of contract on satisfaction completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied there are no dues outstanding against the bidder.

(2) (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 Bid Security money and shall pay Performance Security deposit at the rate of 1% of the estimated value of bid.

(ii) Central Government and Government of Rajasthan Undertakings will be exempted from furnishing Performance security amount. However, they shall have to furnish a performance security declaration as per Rule 75 of RTPP Rules, 2013.

**(3) Forfeiture of Performance Security Deposit:-** Performance Security amount in full or part may be forfeited in the following cases:-

(a) When any terms and conditions of the contract are breached.

(b) When the bidder fails to make complete supply satisfactorily.

(c) Notice of reasonable time will be given in case of forfeiture of performance security deposit. The decision of the Procurement Entity in this regard shall be final.

(4) The expenses of completing and stamping the agreement shall be paid by the bidder and the department shall be furnished free of charge with one executed stamped counter part of the agreement.

31. **Insurance:-**

(i) The goods will be delivered at the destination godown in perfect condition. The supplier, if he so desires, may be insured the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot, etc.). The insurance charges will be borne by the supplier and state will not be required to pay such charges, if incurred.

(ii) The articles may also be got insured at the cost of the Purchaser, if so desired by the purchaser. In such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.

32. **Payments:-**

(i) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply satisfactorily and on submission of bill in proper form by the bidder to the Procurement Entity in accordance with GF&AR, all remittance charges will be borne by the bidder.

(ii) In case of disputed items, 10 to 25% of the amount shall be with held and will be paid on settlement of the dispute.

(iii) Payment in case of those goods which need testing shall made only when such tests have been carried out, test results received conforming to the prescribed specification.

33. (i) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the Procurement Entity.

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

(1.)

a.	Delay up to one fourth period of the prescribed delivery period	2½%
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	7½%
d.	Delay exceeding three fourth of the prescribed period	10%

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

(3.) The maximum amount of liquidated damages shall be 10%.

	<p>(4.) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.</p> <p>(5.) 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.</p>
34.	<b>Recoveries:</b> - 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.
35.	Bidders must make their own arrangements to obtain import licence, if necessary.
36.	If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his tender 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 tender issued by the Procurement Entity.
37.	The Procurement Entity reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender 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.
38.	The bidder shall furnish the following documents at the time of execution of agreement:- i. Attested copy of partnership deed in case of partnership firms. ii. Registration number and year registration in case partnership firm is registered with Registrar of Firms. iii. Address of residence and office, telephone numbers in case of sole proprietorship. iv. Registration issued by Registrar of Companies in case of company.
39.	If any dispute, arise out of the contract with regard to the interpretation meaning and breach of the terms of the contract, the matter shall be referred to by the parties to the Head of the University (HVC) who will appoint his senior most deputy as the sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
40.	All legal proceeding, if necessary arise to institute may by any of the parties (Rajasthan Technical University or Contractor) shall have to be lodged in courts situated in Rajasthan and not elsewhere.
41.	The Procurement shall be governed by the Rajasthan Transparency in Public Procurement Act, 2012 and Rules, 2013.

I have read all the terms and conditions of the tender documents.



Signature & Seal of the Bidder



## घोषणा –पत्र

खुली बोली की समस्त जानकारी/शर्तों का मैंने/हमने अच्छी तरह अध्ययन कर लिया है। मैं/हम यह भी प्रमाणित करते हैं कि मैं/हम उक्त कार्य हेतु रजिस्टर्ड है वास्तव में खुली बोली में चाहा गया व्यवसाय किया जाता है तथा "अधिनियम" की धारा 46 एवं "नियम" 39 के अनुसार राज्य सरकार या इस उपापन संस्था से अपात्रता के लिये विवर्जित (Debarred) नहीं हैं।

यदि यह घोषणा असत्य पायी जाए तो किसी भी अन्य कार्यवाही, जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी/हमारी बोली प्रतिभूति/एवं कार्य निष्पादन प्रतिभूति को पूर्ण रूप से समपहत कर लिया जा सकेगा तथा खुली बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

बोलीदाता के हस्ताक्षर

नाम मय सील



# Rajasthan Technical University, Kota

Rawatbhata Road, Akelgarh Kota – 324010

Website: www.rtu.ac.in, Tel.: 0744-2473003, Fax No. 0744-2473003

## Price Bid

(See Rule 68 of GF&AR Part-II, Form No. SR-15)

1.	Nature of goods/services	:	Designing and Printing of Convocation Booklets and Invitation Cards, Flex for 14 <sup>TH</sup> Convocation, 2025 to be held on 24 <sup>th</sup> -25 <sup>th</sup> March, 2025
2.	Name and postal address of the bidder/firm with Telephone No. and e-mail address	:	..... ..... .....
3.	GST Registration No. of the firm (Copy of GST Registration certificate must be attached, if applicable)	:	
4.	PAN No. of the firm (Copy of PAN Card No. must be attached)	:	
5.	Bid to be addressed to	:	Registrar Rajasthan Technical University, Kota Rawatbhata Road, Akhelgarh, Kota-324010

6. We agree to abide by all the conditions mentioned in above reference cited Bid Notice issued by Registrar, RTU Kota and also the further condition of the said Bid Notice given in the attached sheets and all the pages of which have been signed by us in token of our acceptance of the terms mentioned therein.

7. The rates for the supply of following items are as under and the quantity to be supplied noted against each:

S. No.	Description/Specifications of Items	Qty.	Rate in Rs. (Per Unit/ Sq Ft.)	Total Amount (Rs.)
1A	<b>Printing of Convocation Booklet (including designing)</b> Size 21.5 cm X 22.5 cm <ul style="list-style-type: none"><li>Cover page 300 gsm art paper both side multicolour printed with lamination</li><li>Inner 32 Pages on 130 gsm multi colour printed on glossy paper</li><li>Cover Envelope without pocket 95 gsm multi colour printed</li></ul>	700		
1B	Cost of ± 4 inner pages on 130 gsm <b>multi colour</b> printed on glossy paper.			
2A	Printing of Speech booklet (A5 size) (if required) <ul style="list-style-type: none"><li>Covert 250 gsm in two colour</li><li>Inner 8 pages in 95 gsm single colour on glossy papaer</li></ul>	700		
2B	Cost of ± 4 inner pages on 95 gsm single colour on glossy paper (if required)			
3A	Program sheet A4 size 95 gsm single colour one side printing (if required)	700		
3B	Programme sheet A4 size 95 gsm single colour both side printing (if required)	700		

4A	<b>Printing of Invitation Cards for RTU Convocation (including designing)</b> Size 8.5 cm X 5.5 cm after fold • 300 gsm art paper (one fold) four side multi colour printed with lamination & printed envelopes.	<b>700</b>		
4A	<b>Printing of Invitation Cards for Golden Pride Dinner (including designing)</b> Size 8.5 cm X 5.5 cm after fold • 300 gsm art paper (one fold) four side multi colour printed with lamination & printed envelopes.	<b>200</b>		
5A	<b>Designing and Printing of Star Flex &amp; Banners fitting &amp; fixing (with frame)</b> (as per requirement)	<b>800</b> <b>sq. Ft.</b> (Approx)		
5B	<b>Designing and Printing of Star Flex &amp; Banners without frame</b> (as per requirement)	<b>1700</b> <b>sq. Ft.</b> (Approx)		
<b>GST @.....</b>				
<b>Total Cost Rs.</b>				

Terms & Conditions/instructions to bidder:-

1. The price bid shall be quoted inclusive of all other charges i.e. Transportation, loading, unloading etc. However, statutory taxes i.e. GST shall be payable extra as prescribed by the government.
2. **Place of delivery:** FOR at Registrar Office, RTU, Kota.
3. **Delivery Period:** Shall have to deliver within 03 days from the date of supply order.
4. **GST:** Shall be paid extra, if applicable. GST Rate ..... (Please mention).
5. The designing and printing of above items shall have to be done in the prescribed formats, colour etc as per directions of the Convener/Faculty Coordinator of the Printing Committee.
6. The final proof of the designing and printing shall be finalized by the Printing Committee in consultation with the Coordinators of 14<sup>th</sup> Convocation before starting the printing work.
7. Income tax shall be deducted from the bill amount as per provision of IT act.
8. The rates quoted above are legally valid for 90 days.
9. RTPP Rules 2013 (Read with GF&AR) shall be applicable.
10. Payment shall be made through NEFT after satisfactory receipt of material as per order, specifications.
11. **Overwriting/Cutting Attestation:** Bidders are advised to write the quoted prices in words also. Overwriting/Cutting without wordings will be treated invalid. Such changes must be attested by the Bidder.
12. Supply will be provided within a stipulated period as mentioned in the conditions of tender. Payment shall not be made for defective items and such items must be removed from the site by the contractor without any cost.
13. University reserves the right to increase or decrease the quantity of the items as per requirements.
14. Pan No. and Bank Account details of the firm must be mentioned on bill along with the Photocopy of PAN card.
15. All legal proceedings, if necessity arises to institute any, be any of the parties shall have be lodged in the courts situated at Kota.

**Undertaking:** The rates have been quoted after examining the site and various difficulties likely to be encountered during the execution of the work. I have also gone through the terms & conditions, general rules and directions carefully and agree to abide by those.

Name & Signature of Bidder with official seal

Place:

Date:

## 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 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.

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

**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 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:

Place:

Signature of bidder

Name:

Designation:

Address:

h

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## Annexure C: Grievance Redressal during Procurement Process

The designation and the address of the first Appellate Authority is **Hon'ble Vice-Chancellor, RTU Kota**. The designation and the address of the Second Appellate Authority is **Principal Secretary, Technical Education, Government of Rajasthan, Jaipur**.

### (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.
- (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.

Date:

Place:



Signature of bidder

Name:

Designation:

Address:

**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 from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large 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.

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

