



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर

वेबसाईट: www.shekhauni.ac.in ई-मेल: reg.shekhauni@gmail.com

File No : 22710

Date : 05/01/2022

Notice Inviting Bids (Format of NIB for Publication on State Public Procurement Portal/University Website)

OFFICE OF THE REGISTRAR, PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI
UNIVERSITY, SIKAR

NOTICE INVITING BIDS

NIB No: GAD/09/2021-22

1. Open -Tendering unconditional sealed bids are invited on behalf of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar for the procurement of stationery items as per 'G' Schedule, from whole sellers/Bonafide dealers upto 01.00 PM of 17.01.2022.

S/No	Name of Work	of	Estimated Cost	Site of Work	Cost of Bidding Document	Amount of Bid Security	Validity period of Bids	Completion period of supply
1.	Supply of Stationery Items		8 Lacs	PDUSU, Sikar	1000/-	2%	90 days	10 Days

2. Bidding Document containing Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria, Bidding forms, Procuring Entity's Requirements, General Conditions of Contract, Contract Forms, etc. can be seen at or obtained from the office of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar during office hours on working days up to one day before the date of opening of Bids, by paying a non-refundable price of Rs. 1000/- in the form of banker's cheque or Demand Draft of a Scheduled Bank in India. Alternatively, these may be seen and downloaded from the website of State Public Procurement Portal <http://www.sppp.raj.nic.in> or our website <http://www.shekhauni.ac.in> and the price of Bidding Document may be paid along with user charges/ processing fee, if any, at the time of submission of the Bid.

3. Technical and Financial Bids, duly signed on all pages and serially numbered, properly bound, Technical Bid accompanied with the Bid Security, in the form of deposit through Demand Draft/ Banker's cheque in the specified format, from a Scheduled Bank in India, submitted personally upto 01.00 PM 17.01.2022 to Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar, all the envelopes bearing the reference to NIB and warning as:

"TECHNICAL/ FINANCIAL BID FOR NIB No. GAD/03/2021-22 for supply stationery items will be opened before 17.01.2022 at 03.00 PM", at the office of the Procuring Entity.

4. Bids received after the specified time and date shall not be accepted.

5. The Technical Bids shall be opened at 03.00 PM on dated 17.01.2022 in the office of the Procuring Entity (Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar) or an officer authorised by him in the presence of the Bidders or their representatives who wish to be present.

6. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.

7. The Bidders shall have to submit a valid GST clearance certificate from the concerned commercial taxes officer and the PAN issued by the income tax department.



Registrar
Pandit Deendayal Upadhyaya
Shekhawati University, Sikar



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर (राज)

वेबसाईट: www.shekhauni.ac.in ई-मेल: reg.shekhauni@gmail.com दूरभाषनं: 01572232411

क्रमांक :प.11()/सा.प्रा./स्टेशनरी/ 22710

दिनांक : 05/01/2022

Tender Document
For
"Supply of Stationery Items"

Details of work	Supply of stationery items.
NIT No.	GAD/09/2021-22
Mode of Bid Submission	Open Tender
Estimated Cost	8 Lacs
Procuring Entity	Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar 332024
Last date & time of submission of Technical Bid & Financial Bid	17.01.2022 upto 01.00 PM

Cost of Tender Document and fee in favour of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar Rs. 1000 /-

Smy

General Instructions For Bidders.

1. The bidders are requested to submit their Proposals prior to last date of submission to avoid Non-submission of their Proposals up to prescribed date & time. The last date of submission of Proposals will not be extended.

2. The Bidder will have to deposit: Envelope-1: i.e (i) The prescribed EMD and cost of tender and Technical bid documents by way of DD/Banker's Cheque in favour of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar and Envelope-2: Duly signed document with their Rates in G-schedule.

Note : The financial Proposals (Price Proposals) is to be submitted on original G-Schedule Attached in original bid document.

3. The Proposals will be opened on schedule date in the presence of bidders who wish to be present. Please note that in case DD/BC (payable at Sikar) of requisite amount towards cost of Earnest Money & Tender document cost are not found as per requirements proposal will not be opened of that Tenderer/Bidder.

4. The Bidders should provide complete information at the time of submission of Proposals. If asked to furnish some more clarification/confirmation/document, they shall be required to furnish the same within specified time, failing which the case shall be finalized /decided on the basis of available information/documents. The responsibility of ignorance of their Proposals on account of delay in furnishing of desired information/documents shall be of the bidder.

5. All the required information shall be furnished strictly in the prescribed Formats only. Any information indicated other than the prescribed Formats shall not be entertained. The Proposals shall be evaluated on the basis of information furnished in the prescribed Formats only.

6. On the basis of Rate Quoted in G-Schedule by the bidders. Contract will be awarded to the Successful bidder whose rates will be the lowest of all items and in case of rates of different items are lowest of different Bidders. Contract may be awarded to item wise lowest bidders as per samples submitted by bidders as will be decided by procurement committee.

7. All required stationery items should be supplied within time given in work order at FOR destination office / at the address given below:

All correspondence in respect of the tender and submission of the Tender shall be addressed to:

Registrar

Pandit Deendayal Upadhyay Shekhawati University, Sikar.

PIN - 322024



TERMS AND CONDITIONS OF TENDER
AND CONTRACT

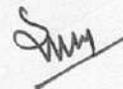
Note: Tenderer should read these conditions carefully and comply strictly before sending their tenders.

1. Tenders must be enclosed in a properly sealed envelope according to the directions given in the tender notice.
2. **"Tenders by bona-fide dealers/ whole sale dealers:"** Tenders shall be given only by bona-fide dealers / whole sellers in the goods/items. They shall, therefore, furnish a declaration.
3. **GST Registration and Clearance Certificate :** The GST Registration Number should be quoted and a latest GST clearance certificate shall be submitted.
4. **Income Tax Clearance Certificate :** Bidders will have to submit latest ITR.

5. Tender forms shall be filled in ink or typed. No tender filled in pencil shall 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. Rate 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 initialled with dates. **The rates should mention element of GST separately in relevent column.**

7. All rates quoted must be FOR Destination Office and should include all incidental charges except GST which should be shown separately. The rates should include all taxes, etc., and cartage or transportation charges. The delivery of the goods shall be given at the premises of PDUSU, Sikar.

8. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make etc., of the goods to be supplied. If he has any doubt as to the meaning of any portion of these conditions or of the specification etc., he shall, before signing the contract, refer the same to the Procuring Entity and get clarifications.
9. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
10. **Specifications**
 - (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. In the price bid documents the tenderer must mention rates in G- Shedule items wise and quoting the rate it would be clearly mentioned make/brand of concerned specification intended to deliver in concerned column. Samples of items must be deposited to the office of procurements entity at the time of tender submission. Submitting samples the tenderer/bidder should marked all samples as requisite.



(ii) The supply of articles conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supply shall be of the very best quality and description. The decision of the Procurement 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 Contractor/supplier.

(iii) **Warranty/Guarantee clause** : The Contractor/supplier would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for Contract, the Procurement Entity 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 a quality, on such, rejection the goods/articles/stores will at sellers risk and all the provisions relating to rejection of goods, etc., shall apply.

The Contractor/supplier shall if so called upon to do, replace the goods, etc., or such portion thereof as is rejection by the Procurement Entity, otherwise the Contractor/supplier 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.

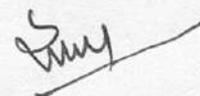
11. **Samples : Tenders** for articles marked within the schedule shall be accompanied by sample of the articles tendered properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by POST etc, should be despatched freight paid.

Each sample shall be marked suitably either by written on the sample or on a slip or durable paper securely fastened to the sample, the name of the bidder and *serial* number of the item, of which it is a sample in the schedule.

12. Approved samples would be retained free of cost by the University. Samples not approved shall be collected by the unsuccessful bidder within 3 days of tender approval. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.

13. The Contractor/supplier shall be responsible for the proper packing so as to avoid, damage under normal conditions of transport and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or *any* shortage the Contractor/supplier 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.

14. 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. Quantity as mentioned in G-Schedule can be more or less as per university requirement Bidders claim regarding whole quantity as per G-Schedule will not be entertained.



15. Direct or indirect canvassing on the part of the bidder or his representative *will* be a disqualification.

16. **Earnest Money & Tender document cost:** Tender shall be accompanied by an earnest money of Rs 16000/- (Rs. Sixteen Thousand only) & of Rs. 1000/- (Rs. One thousand only) for tender document cost without which tenders will not be considered. The amount should be deposited in the forms of Bank Drafts/Bankers Cheque of the scheduled Bank in favour of **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.**

(i) **Refund of earnest money:** The earnest money of unsuccessful bidder *shall* be refunded soon after final acceptance of tender.

(ii) **NO exemption from EMD**

(iii) **Forfeiture of earnest money:** The earnest money *will* be forfeited *in* the following cases: (a) when bidder withdraws or modified the offer after opening of tender but before acceptance of tender. (b) When successful bidder does not execute the agreement if any, prescribed within the specified time. (c) When the successful bidder does not deposit the security deposit money with agreement.

17. **(1) Agreement and security deposit:**

(i) Successful bidder will have to execute an agreement within a period of 7 days of contract approval communicated to him and should required to be deposited security deposit amount equal to 5% of the **value of Estimated cost** of the items for which rate contracts are accepted in favor of successful bidders with submission of agreement.

(ii) The earnest money deposited at the time of tender may be adjusted towards security deposit amount, on written consent of the successful bidder.

(iii) No interest will be paid by the department on the security deposit money.

(iv) The forms of security deposit money shall be as Bank Draft/Bankers Cheque.

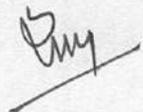
(v) The security deposit money shall be refunded after the completion of contract on satisfactory completion of the contract and after satisfied that there are no dues outstanding against the bidder.

(2) Forfeiture of Security Deposit : Security deposit amount in full or part may be forfeited in the following cases :-

(i) When any terms and conditions of the contract is breached.

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

(iii) Notice of reasonable time will be given *in* case of forfeiture of security deposit. The decision of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar *in* this regard shall be final.



18. Payments :

- (i) Advance Payment will not be made in any case.
- (ii) In case of disputed items, 50% of the amount shall be with held and will be paid on settlement of the dispute.
- (iii) 100% Payment will be made on satisfactory supply as per the supply order and verified by the concerned for complete receiving of supply as per order in full and perfect conditions as per the supply orders.

19. Delivery period: The Contract and the contractor shall arrange supplies within the period of 10 days.

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

- (a)
 - (i) Delay up to one fourth period of the prescribed delivery period -2.5%
 - (ii) Delay exceeding one fourth but not exceeding half of the prescribed period -5%
 - (iii) Delay exceeding half but not exceeding three fourth of 7.5% the prescribed period.
 - (iv) Delay exceeding three fourth of the prescribed period -10%
- (b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- (c) The maximum amount of liquidated damages shall be 10%
- (d) 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.
- (e) 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.

21. 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.



22. If a bidder imposes any condition which are 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 Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.

23. The Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar 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.

I/we abide by all the terms and conditions of this tender and accepted by me/us.

Tenderer
(Signature with Seal)

A handwritten signature in black ink, appearing to be 'S. Singh', is written above a horizontal line.

BID DESCRIPTIONS: DETAILS OF THE TENDERER

S. No	PARTICULARS	
01	Name of the bidder Firm/Agency	
02	Address of the Firm/Agency	
03	Phone/ Mobile No.	
04	Registration No. of the firm/Agency	
05	Registration Certificate of the bidder firm/ agency (Attach Proof)	
06	Permanent Account Number under Income Tax Act (Attached Proof)	
07	G.S.T. Number (Attach Proof)	
08	Details of Fee (a) DD No. & Amount of Tender Fee (b) Bid Security DD No & Amount of Bid Security	
09	Whether Agency has been blacklisted by any of the Department/ Organizations (Attach Undertaking on the letter head of the firm duly signed and Stamped) as annexure	
10	Duly signed & Stamped original bid document	
11	Turn over of last 3 years and audited annual final accounts concerned	
12	Experience certificate of supplying to government either central or state, Autonomous bodies i.e boards and Universities in last 3 years.	
13	Tenderer must fulfill all annexures enclosed in bid documents as required (A to G)	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertakes myself/ ourselves to abide by the same.

Signature of the Tenderer

Place:

Date

Name of the Tenderer

Name of the Firm/agency

Seal of the Firm/Agency



Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall –

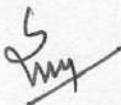
- i. Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- ii. Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- iii. Not indulge in any collusion, Bid rigging or anti-competitive behaviour 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 intent to gain unfair advantage in the procurement process;
- v. Not indulge in any coercion 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;
- 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 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 purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions 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 specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge consultant for the contract.

Signature of Bidder with Seal



फर्म द्वारा शपथ पत्र
(100 /- के नॉन ज्यूडिशियल स्टाम्प पेपर पर)

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 specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/Our business activities suspended and not the subject of legal proceedings 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 conduct or the making of false statements 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 proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

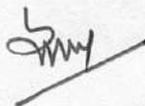
Place:

Signature of bidder :

Name :

Designation :

Address :



Grievance Redressal during Procurement Process

The Designation and address of the First Appellate Authority is Authorised member of BOM, PDUSU SIKAR.

The Designation and address of the Second Appellate Authority is Vice-Chancellor, PDUSU SIKAR.

(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:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

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

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

(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 First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding 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 authorised representative.

(6) Fee for filing appeal

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

(7) Procedure for disposal of appeal

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

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

Appeal No. of

Before the (First/Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

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

(ii)

(iii)

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

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

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

6. Grounds of appeal :

.....

..... (Supported by an affidavit)

7. Prayer :

.....

.....

.....

Place

Date



Additional Conditions of Contract**1. Correction of arithmetical errors**

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

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;
- 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 the amount in figures shall prevail subject to (i) and (ii) above.
- iv. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

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 prices or other terms and 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 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

S. M. J.

Dividing quantities among more than one 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.

Smy

निविदादाताओ द्वारा घोषणा

मै/हम घोषणा करता हूँ/करते हैं कि मैने/हमने जिन मालों स्टोर्स, उपकरणों के लिये बिड दी हैं उनका/उनके/मै/हम बोनाफाईड निर्माता/थोक विक्रेता/सोल वितरक/प्राधिकृत डीलर/सोलसेलिंग/विपणन/एजेन्ट हूँ/हैं।

यदि यह घोषणा असत्य पायी जाये तो किसी भी अन्य कार्यवाही, जो की जा सकती हैं, पर प्रतिकूल प्रभाव डाले बिना मेरी/हमारी कार्य सम्पादन प्रतिभूति को पूर्ण रूप से सम्पहत कर लिया जावेगा तथा बिड को जिस सीमा तक उसको स्वीकार किया गया हैं उसको रद्द कर दिया जायेगा।

निविदादाता के हस्ताक्षर
मय पूर्ण नाम व पता
(सील सहित)



Financial Bid undertaking

Dear Sir,

We, the undersigned bidder, having read & examined in detail, the bidding document, the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to supply/ work as mentioned in the scope of the work, Bill of Material, Technical specifications, service level standards & in conformity with the said bidding document for the same.

I/We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are quoted as required in the price-bid.

I/We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

I/We hereby declare tht in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.

I/We agree to abide by this bid for a period of 90 days opening technical bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Untill a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract to the best of our knowledge and belief. We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all the terms & condition as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date :

Authorized Signatory :

Name :

Designation



UNDERTAKING

(On the letter Head of the firm duly signed and stamped)

It is certified that our firm/ agency/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/agency as on the last date of submission of the Bids.

Place:

Date

Signature of the Tenderer

Name of the Tenderer

Name of the Firm/Agency

Seal of the Firm/Agency

A handwritten signature in black ink, appearing to be 'Dmy', is written above a single diagonal line that extends from the bottom left towards the top right.



पंजित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर (राज)

NIB No : GAD/09/2021-22

G - SCHEDULE

S /NO	Item with Description	MAKE/BRAND	Approx Quantity	OFFERED MAKE /BRAND NAME	UNIT	Rate (excluding GST) with all other charges	GST in % if applicable
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
1.	A4 SIZE COLOR PAPER GREEN/PINK/YELLOW (500 PAGES)	ODDY/JK/ ORIENT	30 RIM				
2.	BOX FILE (INDEX FILE)	PHOO/GALOPPIA	300				
3	CALCULATOR SCIENTIFIC TYPE STANDARD SIZE	CASIO/ORPAT/ CITIZEN	30				
4	CELLO TAPE 1 INCH WHITE (30 MTR) (48MM X 65MM)	WONDER/ESSAR/PREM IER	100				
5	CELLO TAPE 2 INCH WHITE (30 MTR) (48MM X 65MM)	WONDER/ESSAR/ PREMIER	300				
6	CELLO TAPE 2 INCH BROWN (30 MTR) (48MM X 65MM)	WONDER/ESSAR/ PREMIER	300				
7	CONFERENCE PAD WITH PRINTING (AS SAMPLE) 15 SHEETS	SUPERIOR QUALITY	2000				
8	EXECUTIVE BOND PAPER70 GSM (PACK OF 500 SHEETS)	EXECUTIVE/JK/ ORIENT	20				
9	ENVELOP 26X11 WITH LAMINATION WHITE / BROWN	SUPERIOR QUALITY	4000				
10	ENVELOP 29X12 WITH LAMINATION BROWN/WHITE	SUPERIOR QUALITY	4000				
11	FILE COVER 14X9.5 WITH PRINTING	JINDAL/MILMED/ CUBIC	2000				
12	FILE PAD 15x10	SUPERIOR QUALITY	1000				
13	GLUE STICK 15 GRAM	YOUVA/ PIDILITE/ODDI	100				
14	GLUE STICK 30 GRAM	YOUVA/ PIDILITE/ODDI	200				

2/11/21

SER NO	PRODUCT WITH DESCRIPTION	MAKE	Approx Quantity	OFFERED MAKE /BRAND NAME	UNIT	Rate (excluding GST) with all other charges	GST in % if applicable
15	PLASTIC MEETING FOLDER WITH PRINTING	SUPERIOR QUALITY	2000				
16	PAPER STICKY COLOUR FLAG 3 COLOUR (1"x3") 50x3 COLOUR FLAG	ODDY/DESMAT	100				
17	PAPER CUTTER PLASTIC WITH 1.8 CM WIDE BLADE PUSH BUTTON ONE TOUCH	NATRAJ/AJANTA	200				
18	PEN CELLO FINE GRIP (BLUE/BLACK/RED) (PACK OF 10 NOS)	CELLO/REYNOLDS	4000				
19	PEN CORRECTION FLUID (WHITENER) 20 ML	FABER CASTEL /LUXOR	100				
20	HIGHLIGHTER (DIFFERENT COLOUR) (Pack of 10 Pen)	FABER CASTEL/LUXOR	300				
21	PEN PILOT (HI-TECH 0.5) (BLUE/BLACK/RED/GREEN) (PACK OF 10 NOS)	LUXOR	300				
22	PEN PILOT V5 HI TECH POINT BLUE/BLACK/RED /GREEN) (PACK OF 10 NOS)	LUXOR	300				
23	RECEIVED /DISPATCH REGISTER - 60 GSM (ORIENT PAPER) (320 /400 PAGES)	SUPERIOR QUALITY	20				
24	PERMANENT MARKER (GENERAL TYPE)	LUXOR/FABER CASTLE	200				
25	PERMANENT MARKER (OHP & CD) BP-30	LUXOR/FABER CASTLE	200				
26	PHOTOCOPY PAPER (A-4 SIZE) - 75 GSM	JK/ORIENT/ODDY	1000 RIM				
27	PHOTOCOPY PAPER (FS SIZE) - 75 GSM	JK/ORIENT/ODDY	300 RIM				
28	PLASTIC FILE FOLDER WITH PRINTING (TRANSPARENT L TYPE)	SUPERIOR QUALITY	500				
29	PLASTIC SUTLBE BUNDLE (100 MTR)	SUPERIOR QUALITY	100				

Stamp

SER NO	PRODUCT WITH DESCRIPTION	MAKE	Approx Quantity	OFFERED MAKE /BRAND NAME	UNIT	Rate (excluding GST) with all other charges	GST in % if applicable
30	POKER (STAINLESS STEEL)	SUPERIOR QUALITY	50				
31	PUNCH MACHINE DP-480 (DOUBLE HOLE PUNCH)	SUPERIOR QUALITY	30				
32	PUNCH MACHINE DP-600 (DOUBLE HOLE PUNCH)	SUPERIOR QUALITY	20				
33	REGISTER RULED ORDINARY LONG TYPE 120 PAGES	YOUVA/JINDAL/ NAVEET	150				
34	REGISTER RULED ORDINARY LONG TYPE 220 PAGES	YOUVA/JINDAL/ NAVEET	150				
35	REGISTER RULED ORDINARY LONG TYPE 320 PAGES	YOUVA/JINDAL/ NAVEET	100				
36	REGISTER RULED ORDINARY LONG TYPE 400 PAGES	YOUVA/JINDAL/ NAVEET	50				
37	RUBBER BAND (MEDIUM SIZE) PACK OF 200 GRAM	SUPERIOR QUALITY	200				
38	SCALE STEEL 12 INCH	KORES/AJANTA	50				
39	SCISSOR 6"	SUPERIOR QUALITY	20				
40	SCISSORS 8"	SUPERIOR QUALITY	20				
41	SPIRAL TYPE WRITING PAD (40 PAGES)	SUPERIOR QUALITY	400				
42	STAMP PAD	FABERCASTLE/LUXOR /ASHOKA	200				
43	STAMP PAD INK (50 ML)	CAMLIN/LUXOR/ ASHOKA	200				
44	STAPLER HD -10 SMALL SIZE	SUPERIOR QUALITY	100				
45	STAPLER HD-45 BIG SIZE	SUPERIOR QUALITY	50				
46	STAPLER PIN-10 NO.	SUPERIOR QUALITY	400				
47	STAPLER PIN 24/6 NO.	SUPERIOR QUALITY	200				

SMV

SER NO	PRODUCT WITH DESCRIPTION	MAKE	Approx Quantity	OFFERED MAKE / BRAND NAME	UNIT	Rate (excluding GST) with all other charges	GST in % if applicable
48	TAG COTTON 12 INCH (GREEN) (100 INI BUNDLE)	SUPERIOR QUALITY	100				
49	WHITE BOARD MARKER (GREEN/BLACK/RED/BLUE)	FABER CASTLE/CAMLIN	100				
50	WRITING PAD (SIZE 5.5"X8.5") (40 PAGES)	SUPERIOR QUALITY	50				
51	ENVELOPE COTH/ LAMINATION WITH PRINTING (38x28 CM)	SUPERIOR QUALITY	5000				
52	ENVELOPE CLOTH/LAMINATION WITH PRINTING (30x15 CM)	SUPERIOR QUALITY	7000				
53	ENVELOPE FOR QUESTION PAPER, CLOTH/LAMINATION WITH PRINTING (29x12 CM)	SUPERIOR QUALITY	8000				
54	ENVELOPE FOR ANSWER KEY CLOTH/LAMINATION WITH PRINTING (29x12 CM)	SUPERIOR QUALITY	5000				
55	ENVELOPE CLOTH WITH PRINTING (33x25 CM)	SUPERIOR QUALITY	6000				
56	ENVELOPE 14x18 CLOTH/LAMINATION WITH PRINTING (48x31 CM)	SUPERIOR QUALITY	2000				
57	FORM 102E/103E/104E/2E/17E/42E/29E	SUPERIOR QUALITY	5000 PER FORM				
58	QUESTION PAPER SHEET /RULED SHEET 21x34 CM	SUPERIOR QUALITY	15000				
59	AWARD SHEET	SUPERIOR QUALITY	10000				
60	ENVELOPE A4 SIZE CLOTH WITHOUT PRINTING	SUPERIOR QUALITY	500				
61	SEALING WAX (PACK OF 6 WAX STICKS)	ASHOKA/STANDERD	50				

Note : Items S/No 7, 11,15,28 and 51 to 59 are to be supplied after printing material name of University etc. So sample of printing material etc may be obtained from procuring entity.

Registrar

Amf

Tenderer