



Mohanlal Sukhadia University, Udaipur

NOTICE INVITING E-BID

F. No. MLSU/E-TENDER/2023-24/74 DATE: 13.03.2024

BIDDING DOCUMENT

(For Procurement of Fabrication and Supply of Printed Examination
Practical Answer Books)

Single Stage Online Bid under Two Cover Systems

Last Date for Bid Submission is 01-04-2024

Comptroller
Mohanlal Sukhadia University, Udaipur (Rajasthan)
Email id: compt@mlsu.ac.in
Phone No: 0294-2470621



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Email: compt@mlsu.ac.in

PRESCRIBED TENDER FORM FOR FABRICATION AND SUPPLY OF PRINTED EXAMINATION PRACTICAL ANSWER BOOKS ON THE TERMS AND CONDITIONS UNDER TENDER CODE: 2023-24 TENDER NOTICE NO. F. No. MLSU/E-TENDER/2023-24/74 DATE: 13.03.2024

Note : - Tender must be submitted strictly in accordance with all the terms & conditions of the Tender-Notice and mentioned in the tender form issued by the University, otherwise the tender shall not be considered and shall be rejected outright. Counter conditions shall not be accepted. Bidders should read these conditions very carefully and comply strictly before submitting their tender. If a bidder has any doubts regarding the interpretation of any of the conditions or specifications mentioned in these documents he should, before submitting the tender, refer these to the Comptroller and obtain clarification. The decision of the Comptroller regarding interpretation of the conditions and specification shall be final and binding on the bidders.

The tender document consists following

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**COMPTROLLER
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR.**



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Email: compt@mlsu.ac.in

E-TENDER NOTICE

F. No. MLSU/E-TENDER/2023-24/74 DATE: 13.03.2024

E-Bid under two cover system i.e technical and financial bids are invited on or before 01.04.2024 at 06:00 PM, from reputed firms experienced in fabricating& supply of printed Practical examination answer books for one year. Bidders can participate in the online bidding process by registering on website <http://eproc.rajasthan.gov.in> from 14.03.2024 at 09:00 AM. Details are also available on the university web site www.mlsu.ac.in

Item Name	Estimated cost in Rs.	EMD 2%	Tender fee
Fabrication and supply of 2 lacs stitched Practical Answer books	15 lacs	Rs 30,000	Rs 1000/- + RISL processing Fee Rs 500/-

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Note:-

- (1) Bidder (authorized signatory) shall submit their offer on-line in electronic format both for technical and financial proposals. However, DD/NEFT/RTGS for tender fee, RISL processing fees and bid security should be submitted physically/Speed post at the office of the tendering authority as prescribed in the tender notice and a scanned copy of the same should also be uploaded along with technical bid cover.
- (2) In case any of the bidder fails to physically/Speed post submit the Demand Draft for Tender fee, bid security and RISL processing fee up to 11:00 AM on 02.04.2024 its bid shall not be accepted. The Demand Draft for bidding document fee and bid security should be drawn in favor of COMPTROLLER, MLSU, payable at Udaipur where as the Demand Draft of Rs.500/- towards RISL processing fee should be drawn in favor of “Managing Director, RajComp Info services Ltd” payable at Jaipur from any scheduled commercial bank.
- (3) To participate in online bidding process, bidders must procure a Digital Signature Certificate (Type-III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can process the same from any CCA approved certifying Agency such as TCS, Safe crypt, Node etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not to procure a new DSC. The Bidders must also register on <http://eproc.rajasthan.gov.in> (bidders already registered need not do so)
- (4) Bidders are advised to refer “Bidders Manual Kit” available at E-procurement Web site for further details of the e-tendering process.
- (5) The procuring entity reserves the complete right to cancel the bid process and reject any part or all of the bids.
- (6) The provisions of RTPP Act, 2012 and RTPP Rules 2013 thereto shall be applicable for this procurement.

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Mohanlal Sukhadia University, Udaipur



IMPORTANT DATES FOR E-TENDER

S. No.	Events	Date and Time
1	Date of Issue of Notice Inviting Tender (NIT)	13 .03.2024
2	Start Date & Time for downloading of Tender documents	14.03.2024 at 09:00 AM
3	Website for downloading Tender Documents	http://eproc.rajasthan.gov.in
4	Tender document submission start Date &Time	14.03.2024 at 09:00 AM
5	Last Date & Time of downloading of Tender	01.04.2024 at 06:00 PM
6	Last Date & Time for online submission of Tender	01.04.2024 at 06:00 PM
7	Date & Time for receipt of DDs towards Tender cost, Tender processing Fee , EMD and tender documents (Hard copy) to Comptroller Office MLSU	02.04.2024 at 11.00 AM
8	Pre- Bid Meeting at Comptroller Office MLSU Offline mode	22.03.2024 at 12:00 noon
9	Date &Time for online opening of Technical Bid	02.04.2024 at 02:00 pm
10	Date &Time for online opening of Financial Bid	To be announced after evaluation of technical bids

*** All the Corrigendum/Information Provide on website <http://eproc.rajasthan.gov.in> & University web site www.mlsu.ac.in.



**TERMS & CONDITIONS FOR FABRICATION AND SUPPLY OF PRINTED PRACTICAL EXAMINATION
ANSWER BOOKS**

1. The Bidder will be required to upload following documents
 - (a) Scanned copies of Tender Fee, Processing Fee and EMD
 - (b) Brief Overview about the Bidder and their business (Max. Two Pages)
 - (c) Documents to prove eligibility/Qualification of the Bidder for submission of Bid
 - (d) Technical Bid form with supporting documents as mentioned in it
 - (e) Financial Bid as per format

and

Required to submit following in the physical form in a sealed envelope to the Comptroller, MLSU, Udaipur so as to reach on or before the scheduled date and time of opening Technical bid.

- (a) Original crossed demand drafts of Earnest Money, Tender fee and Processing fee prepared as described below
- (b) One sample each of the Practical answer books supplied to any universities/board as per work order or certificate uploaded on the E-tender site.

The samples submitted should reflect the quality of the material to be supplied and should have same or better quality of specimen of the materials required by the university. The approved supplier will be finally required to provide practical answer books, as per specifications and quality mentioned in the tender. The samples submitted by the bidder will be used by the committee only to assess whether the bidder understands the quality and specifications of the work/materials to be delivered.

2. Original Crossed Demand Drafts in favor of the COMPTROLLER , MLSU, Udaipur towards Earnest Money, Tender Fee and Processing fee in favor of “Managing Director, RajComp Info services Ltd” payable at Jaipur as given in the Tender Notice must be submitted on or before the prescribed date and time to the Comptroller, MLSU, Udaipur. Those who submit these Bank instruments through Speed post/Courier should ensure that these documents reach at the Office of the Comptroller on or before prescribed date and time. The University shall not be responsible for any delay or delivery of the document at any other locations. Bids, if any, submitted by a bidder who’s EMD, Tender Fee and Processing fee shall not be considered and will be rejected.

- Earnest Money should be deposited only in form of Bank draft in the name of Comptroller, Mohanlal Sukhadia Udaipur. Cheques, F.D.R. and Cash are not accepted in any case.
3. Only bidders who satisfy the Pre-qualification/Eligibility criteria need to submit their bid. The documents as mentioned in the Pre-qualification/Eligibility conditions must be uploaded on the E-tender site as proof to assess capability of the Bidder to manufacture & supply of Practical Answer Books.
 4. If the bidder resiles from his offer or offers his own (counter) terms & conditions after opening of the tenders, his earnest money shall be liable to be forfeited.
 5. This contract will be valid for a period of one year from the date of issue of order. however; it can be extended on mutual agreement.
 6. The Comptroller, Mohanlal Sukhadia University, Udaipur reserve the right to accept any tender, not necessarily the lowest and reject any tender without assigning any reason.
 7. The bids must be submitted strictly in accordance with conditions of the tender and all the enclosures (duly signed and stamped) must be uploaded on the e-portal site as demanded, otherwise the tender may be rejected.
 8. The contract can be repudiated at any time by the Comptroller, Mohanlal Sukhadia University, Udaipur if the work is not executed in time and /or to satisfaction after giving an order to the contractor.
 9. All legal proceedings which may arise relating to this contract shall be subject to the Jurisdiction of the appropriate court situated in Udaipur.
 10. The bidder(s) should not quote their own (means counter) conditions while submitting the tender. Any counter- condition or counter proposals submitted by the bidder will not be considered at all. If a bidder imposes conditions mentioned herein his tender shall be liable to summary rejection. The firm intending to get their counter or extra conditions accepted should not submit the tender and when once the tender is submitted it will be construed that the bidder agrees to all the terms and conditions of the tender.
 11. Notwithstanding anything contained herein before in these special terms & conditions, the University reserves itself the right to take action against the defaulting bidder for any kind of misbehavior or for any breach of the Contract what-so-ever by way of imposing of penalty, forfeiting of security money, cancellation of order , cancellation of the agreement, blacklisting and such other action according to the University rules
 12. The bidder should have past experience of fabricating and supplying practical answer books to any Universities/Boards during the period of last five years. A satisfactory supply report from Registrar/Controller of examination of the organization concerned must be submitted as proof to assess capability of the Bidder to manufacture & supply of Answer Books.

13. Copy of Registration Certificate must be uploaded as per showing that firm himself is registered for carrying of Printing work
14. The firm should not be black listed by Govt./Public Sector/Educational Institution
15. Each Answer book will be serial numbered at the space provided on the title cover.
16. **Paper used shall be 64 GSM cream wove minimum 45% virgin bamboo/wooden made paper with water mark of 28cmx21cm, mills as Centaury/Orient paper/Star paper /J. K. Paper/H.P.C./Ballarpur/Shreyan paper Mill” white colour back Ground Brightness minimum 81%-85%, University Logo Provide by the University.**
17. The Practical examination answer books (except for additional specification given by the University).
18. **The Fabricated /Prepared Practical Answer books and envelopes should be supplied within 20 days from the date of issue of the work order.**
19. Time will be the essence of the contract and for any delays in delivery of the properly fabricated Printed practical answer books shall be subject to liquidated damage as follows :-
 1. Penalty 1% per day delay of tender value highest 10% percent.
20. The work is of confidential nature and the contractor shall have to maintain the confidentiality of the entire work.
21. Total cost must be quoted for complete supply of all the answer books/fabricated/prepared, packed and supplied at University Store as per specifications, quality and terms and conditions given in the tender including all charges.
22. The rates must be inclusive of all duties, taxes and charges.
GST will be payable in the prevailing rate at the time of supply
23. The rates must be quoted F.O.R. destination at University Store.
24. Approved bidder will have to execute an agreement in prescribed format on a non-judicial stamp at his own cost within seven days from receipt of the letter of acceptance of rates from this office.
25. Proof will have to read and corrected by the Bidder at his own cost and arrangements according to MSS and according to Instructions of the Controller of Exam/Deputy Registrar (Exam.) from time to time, if necessary.
26. T.D.S./ GST will be deducted from the bill @ 2.00% or as per Govt. rules at the time of payment by the concerning DDO's.
27. **The successful bidder will have to furnish a Bank Guarantee/DD for the 5% of the performance security of the order value.**
28. GST will be paid as per prevailing Govt. rule.
29. No previous earnest money deposited along with any other tender will be adjusted against this tender.

37. Payment will be released supply of all answer Books as per the terms and conditions and satisfactory report of COE.
Payment will be released after declaration of results of that year.
38. Provisions of Rajasthan Transparency in Public Procurement Act, 2012, RPPP Rules 2013 Govt. of Rajasthan shall also be applicable.
39. Tenderer may please quote their unconditional rates. The price quoted at the time of submission of tender should remain valid for 90 days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.
40. **Evaluation of Financial Bid as Package: University Purchase “Fabricating & Printing of Practical Examination answer Books cover sheets as a Package with L-1 Bidder.**
41. University follows the Government rule with MSME, NSIC, with EMD Exemption.

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I/we hereby declare that I/we read carefully all the above mentioned Special Terms & Conditions and I/we agree to confirm these.

Signature and seal of the Bidder

Date:



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

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PRE-QUALIFICATION/ELIGIBILITY CRITERIA

S no.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be a proprietorship firm registered under the Rajasthan Shops & Commercial Establishments Act or a similar act of any other State/Union, as applicable OR A company registered under India Companies Act 1956 OR A partnership firm registered under Indian Partnership Act 1932	Copy of valid Registration Certificates/ copy of certificate of incorporation
2	Financial: Turn over from Examination related work	The Bidder should have a minimum annual average turnover of Rs.15 Lakh of the last three financial years. (2020-21, 2021-22 and 2022-23) The bidder should be in a profitable position for all these three years.	Audited copies of Balance Sheet trading and Profit & Loss Account of last three Financial years 2020-21, 2021-22 and 2022-23OR Certificate from CA with CA's Registration No. & Seal
3	Technical Capability	(i)The bidder should be an established, reputed and reliable firm in the field of Printing & Answer Book Fabrication Work. (ii)The bidder must have sufficient Infrastructure to print and fabricate Answer books.	(i) Copy of work orders or satisfactory completion of supply certificate giving quantity of answer books from Registrar/ Head of the Institution. (ii) One sample each of the answer book supplied in a sealed envelope must be submitted to the Comptroller, MLSU, Udaipur before the date of opening of technical bid. (iii) List of Printing machines and other equipments with make and printing speed/hr
4	Tax registration and Clearance	The bidder should have registered number of (i) GST(ii) Income Tax PAN	Copy of GST registration and PAN card
5	References	Name and address of Vice-chancellor/ Registrar/COE or equivalent from institutions or organizations to whom the bidder has supplied.	List of Name, address, telephone number/E-mail address
6	Provide Purchase order/Bills paper of given paper Mills and authorization letter from given paper Mills last 3 year	Paper 64 GSM cream wove minimum 45% virgin bamboo/wooden made paper with water mark of 28x21cm, mills as Centaury/ Orient paper/Star paper /J. K. Paper/ H.P.C./Ballarpur/Shreyan paper Mill" white colour back Ground Brightness 81%-85%,.	Purchase order copy, Bills copy,



**DETAILED WORK DESCRIPTION FOR FABRICATION AND SUPPLY OF
PRINTED EXAMINATION ANSWER BOOKS**

SPECIFICATIONS OF PRACTICAL ANSWER BOOKS

Fabrication/printing and supply of main Examination answer books as per work description given below and sample given by the university. A sample of the answer books will be available for inspection at the university and will be provided with work order and the firm will be required to get their sample approved by the university. The design of the answer books will be finalized in consultation with the approved agency but the size, thickness, number of pages, printing work and stitching etc shall remain in same. Following are the specifications of the answer books:

1. Paper used shall be 64 GSM cream wove paper made from virgin pulp/ wooden made paper, mills as Centaury/ Orient paper/Star paper /J.K. Paper/ H.P.C./Ballarpur/Shreyans paper Mill. Brightness should be minimum 81%-85%,
2. Number of pages in each answer book shall be 20 (10 sheets).
3. Size of answer book should be 28.0 cm x 21.0 cm (width x height).
4. Single color, ISI approved black printing ink should be used.
5. Thread stitching is to be done on left hand side.
6. Mohanlal Sukhadia University logo to be printed on each page.
7. Inner ruled pages must have page numbering.
8. 1.5"-2.0" margin on top of the page and app. 1" margin in the end of page.
9. Margin at 1" on left hand side by a double vertical line.
10. All pages will be crossed ruled with ruling app. 1 cm interval in light black colour.
11. Number of lines in a page should be 22.
12. First page will be printed as per the sample provided by the University.
13. Serial number to be printed on the first page of the answer book. Series of serial number shall be provided by the office of Controller of Examination.
14. Paper must be good quality so that the ink and writing should not be visible on back side.
15. Answer books are to be packed in bundle of 200 in good quality polypropylene water proof bags (as mentioned in terms and conditions) packing after wrapping it with butter cover papers. Serial number of answer books should be printed on top of the bag and all the bags should be serially numbered.

TRANSPORTATION: Answer books must be supplied at the various Examination Centres /Colleges. Supply of answer books should include transportation cost to all examination Centres/Colleges (constitute and affiliated) as mentioned in the tender conditions. The examination Centres/Colleges are located in the district of Udaipur, Chittorgarh, Salumber, Sirohi and Rajsamand. Firm will have to supply all the answer books to various affiliated and constitute colleges/centres as per list provided by office of the Controller of Examination **within 20 days from the date of issue of the work order.** No additional charges/levy shall be given by the University to approved firm for delivery of answer books. Transportation charges shall be borne by the firm only.



DELIVERABLES

S No.	Item	Quantity	Supply period
1	Stitched Practical Answer book	2 lacs	twenty days from date of purchase order



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Email: compt@mlsu.ac.in

TECHNICAL BID FORM

(To be submitted with enclosures. Technical bid without document to support the claim by the bidder will be rejected. Please number all documents and enter page number of documents)

S. No.	Particulars	Information	Page No
1.	Name of the Bidder		
2.	Address of the bidder for correspondence		
3.	Name of contact person with Mobile number and E-mail address		
4.	Land Line number and FAX Number		
5.	Earnest Money Deposit in favour of Comptroller, MLSU, Udaipur(Acceptable by NEFT/RTGS in Given Bank Account no.	Tender fee. Amount: DD No./NEFT/RTGS No..... Processing Fee: Amount: DD No./ NEFT/RTGS No..... EMD: Amount: DD No.....	
6.	As per eligibility criteria (1) only Individual organization is eligible to submit bid. No consortium or subletting of the work to any other firm is allowed. Do you agree and satisfy this condition		
7.	Enclose Certificate of Incorporation/ Articles of association/ Partnership Deed, etc.	Annexure Page Nos. from..... To.....	
8.	Number of years' experience in Printing Work		
9.	Number of Years' experience in Fabrication of Answer books		
10.	Name and address of the university/Institution for which answer book and barcoded OMR supplied. (Certificate from COE/Registrar of the University explicitly mentioning that the Firm has fabricated and supplied Answer books with barcoded OMR Cover page and Qty of Answer books supplied)	Name of University Year of work: No. of answer books supplied Work completion Certificate from University enclosed or not (YES/NO) Page Nos	

Fabrication of Answer Book

11.	Attach details using annexure-I of main work orders of the Universities for supply of Practical Answer books		
12.	Whether your firm has been blacklisted by any Government/ PSU/ Board/ University. Submit an undertaking on non-judicial stamp of Rs. 100/- is must	Enclosure Page No.	
13.	Annual Reports / audited Balance Sheet, trading account and Profit & Loss Account of the Bidder for the last three Financial Years clearly mentioning the revenues and net worth of the Bidder for these years.	Enclosure page nos.	
	Financial Year 2020-21	Turnover Rs.	
	Financial Year 2021-22	Turnover Rs.	
	Financial Year 2022-23	Turnover Rs.	
14.	GST Registration No	Enclosure page no.	
15.	Copy of PAN Card.	Enclosure page no.	
16.	Do you agree to complete the work in the specified period. Enclose an undertaking		
17.	Do you give guarantee that serial number of each answer book barcoded will be unique and readable by standard OMR readers without error.		
18.	Do you give guarantee that serial number of each OMR answer sheet barcoded will be unique and readable by standard OMR readers without error.		
19.	Attach details of infrastructure		
20.	Have you quoted for all the items in the Financial Bid. (Tenderer is required to quote for all items in the financial failing which bid will be rejected).		
21.	Other information enclosed		
22.	Enclose one copy of the Terms and conditions of the Tender document signed on every page		

CERTIFICATE

This is to certify that we have read details of the work to be carried out, deliverables, time period for delivery/implementation, Penalty clauses/damages to be paid in case of delays and mistakes, loss of data, failure of server etc., terms and conditions of the tender etc given in the tender document and hereby agree to abide by the same. We have submitted/downloading all the requisite documents in technical bid form, with necessary page number.

Signature

Name and Address of the Bidder



ANNEXURE-I

Details of main work orders of the Universities regarding Supply of answer books and OMR answer sheets (Enclose work orders)

Year of Examination	Name of the education board / University	No. of answer books & OMR	Total value of work order (Rs)	
	1.			
	2.			
	3.			
	4.			
	5.			
Examination year	1.			
	2.			
	3.			
	4.			
	5.			
Examination year	1.			
	2.			
	3.			
	4.			
	5.			



INSTRUCTIONS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the State Govt. Procurement Portal for e Procurement at www.eproc.rajasthan.gov.in

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site thro their user ID/password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III certificate with signing key usage) issued by SIFY/TCS/Code/e Mudra or any Certifying Authority recognized by CCA India on e Token/Smart Card, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading/getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender sit, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the e-token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘any tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if

- permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
 - 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
 - 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
 - 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
 - 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
 - 19) The details of DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
 - 20) The bidders has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
 - 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of nay irrelevant files, the bid will be rejected.
 - 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified/ replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
 - 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time(as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
 - 24) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
 - 25) The time setting fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
 - 26) All the data being entered by the bidders would be encrypted using PKI encrypted techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/ bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document.
- 31) The bidder should upload the letter of Transmittal (on company letterhead) as per Performa enclosed.

COMPTROLLER
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR



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 ;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any 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;
- (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 obligation, 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 specification 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.



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 a specified in the Biding 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 Qualification to enter in to a procurement contract within a period of three years preceding the commencement of this procurement process. Or not have been otherwise disqualification pursuant to debarment proceeding;
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 :



Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority.....

The designation and address of the second Appellate authority is.....

(1) Filling 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 proceeding:

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 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 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 authorized 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 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.



Annexure D: 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; 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 the amount in figures shall prevail subject to (i) and (ii) above.

If 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 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 compensations except otherwise provided in the Condition of Contract.

(iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the 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.

3. 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 Bidder in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.



AGREEMENT FORMAT

(To be executed on a non-judicial stamp of Rajasthan state)

An agreement made this.....day ofbetweenhereinafter called as „the Supplier“), which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the *Comptroller Mohanlal Sukhadia University, Udaipur (Rajasthan)* herein after called „the Procuring Entity“ which expression shall, where the context so admits, be deemed to include his successors in office and assigns, of the other part.

WHEREAS the Procuring Entity invites Bids for certain Goods and Related Services ,viz.

.....and has accepted a Bid by the Supplier for the supply of those Goods and Related Services for the sum of.....(Amount in figures and words)

(Hereinafter „the Contract Price“).

NOW THIS AGREEMENT WITNESSTH ASFOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as a part of this Agreement,viz.
 - (a) The Procuring Entity’s Notification to the Supplier of Award of Contract;
 - (b) The Bid Submission Sheet and the Price Schedule including negotiated price, if any, submitted by the Supplier;
 - (c) The Special Conditions of the Contract;
 - (d) The General Conditions of Contract;
 - (e) The SCHEDULE OF Supply;
 - (f) Instructions to Bidders;
 - (g) The Notice Inviting Bids

In the event of any discrepancy or inconsistency within the Contract, the documents shall prevail in the order listed above

3. In consideration to the payments to be made by the Procuring Entity to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of the defects therein, the Contract Price or such other sum as

may become payable under the Provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Central and the State Government on the day, month and year first mentioned herein before.

Witness 1

Signed by:

(for the Supplier)

Name

Designation.....

Address

.....

Witness 2

Signed by:

(for the Procuring Entity)

Name

Designation.....

Address

.....



**NOTE: EMD, BID FEES AND RISL PROCESSING FEES ACCEPTABLE
THROUGH NEFT/RTGS. MUST BE PAID 01-04-2024 AT 06.00 P.M.**

If Bidder Submit Demand Draft:

The Demand Draft for bidding document fee and bid security should be drawn in favor of COMPTROLLER, MLSU, payable at Udaipur and the Demand Draft of Rs 500/- towards RISL processing fee should be drawn in favor of “Managing Director, RajComp Info services Ltd” payable at Jaipur.

(2) If bidder uses NEFT/RTGS option than he deposit bidding document fee bid security and RISL Fess in given the Bank Account details of Comptroller Mohanlal Sukhadia University, Udaipur.

Bank Account details of Comptroller Mohanlal Sukhadia University, Udaipur

Name of Account Holder: SUKHADIA UNIV. DEPOSIT A/C.

Bank Name: ICICI Bank University Campus Udaipur

Bank Account Type: Saving Account

Bank Account No: 694201001326

IFSC code: ICIC0006942



MOHANLAL SUKHAḌIA UNIVERSITY, UDAIPUR

E-Mail-Id:-compt@mlsu.ac.in

E-TENDER NOTICE


F. No. MLSU/E-TENDER/2023-24/74-75 Date: 13.03.2024


Online bids under two bid systems i.e. technical and financial are invited from reputed and experienced firms for (a) Practical Answer Books of Examination (b) OMR Scanning work. Bidder can participate in the online bidding process **from 14.03.2024 at 09.00 AM** after registering on website <http://eproc.rajasthan.gov.in>. Tender documents are also available on the University website www.mlsu.ac.in.


<u>NIB CODE</u>	<u>UBN NO.</u>
SUU2324A0061, SUU2324A0062	SUU2324GLOB00137, SUU2324GLOB00138

COMPTROLLER

Department Details:	
Department Name	Mohan Lal Sukhadia University, Udaipur
Department Type	Autonomous Body
Procuring Entity Name:	Mr. Mukesh Kumar
Procuring Entity Contact:	Email: mukeshkumar1531[at]mlsu[dot]ac[dot]in, Mobile: 9667860329
Office Address:	University Administrative Office, MLSU, Udaipur, Udaipur, (Udaipur), PIN:313001, Phone No.:2470621, Fax No.:

NIB Details:	
NIB Code	SUU2324A0061
NIB Reference no	F.No.MLSU/E-TENDER/2023-24/74
NIB Publish Date	13/03/2024
NIB Published Bids	1 / 1
NIB Document	 [English] 567.86 KB
NIB Financial Year	2023 - 2024

Bid Details:	
UBN	SUU2324GLOB00137
Bid Title	Procurement of Fabrication and Supply of Printed Examination Practical Answer Books
Bid Type	Goods
Bid Sub Type	Paper
Bid Pattern	Open Competitive Bidding
Bid Amount	₹1500000.00
Bid Required in Cover(s)	2
Bid Document	 [English] 567.86 KB
First Appeal Hearing Authority	Comptroller
Second Appeal Hearing Authority	Vice Chancellor
Critical Dates:	
Bid Uploaded Date	13/03/2024
Bid Publish Date	14/03/2024
Bid Submission End Date	01/04/2024
Bid Open Date	02/04/2024

Bid Corrigendum Details (SUU2324GLOB00137):					
S No	Description	Particulars of Corrigendum	Previous Details	Corrigendum Date	Approval / Order
1	BID DOCUMENTS			14/03/2024	 [English] 1001.73 KB



Rajasthan Tenders

eProcurement System Government of Rajasthan

Tender Details

Date : 14-Mar-2024 08:01 AM



Basic Details

Organisation Chain	Mohan Lal Sukhadia University, Udaipur Vice - Chancellor COMPTROLLER Sr. Accounts Officer		
Tender Reference Number	F.No.MLSU/E-TENDER/2023-24/74		
Tender ID	2024_MLSU_388659_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Goods	No. of Covers	3
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	DD

Cover Details, No. Of Covers - 3

Cover No	Cover	Document Type	Description
1	Fee	.pdf	TENDER FESS EMD RISL PROCESSING FEES
2	PreQual/Technical	.pdf	TECHNICAL BID DOCUMENTS
3	Finance	.xls	BOQ
		.pdf	FINANCIAL BID DOCUMENTS

Tender Fee Details, [Total Fee in ₹ * - 1,500]

Tender Fee in ₹	1,000		
Processing Fee in ₹	500		
Fee Payable To	COMPTROLLER MLSU	Fee Payable At	UDAIPUR
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	30,000	EMD Exemption Allowed	Yes
EMD Fee Type	percentage	EMD Percentage	2.0%
EMD Payable To	COMPTROLLER MLSU	EMD Payable At	UDAIPUR

[Click to view modification history](#)

Work /Item(s)

Title	Procurement of Fabrication and Supply of Printed Examination Practical Answer Books
Work Description	Procurement of Fabrication and Supply of Printed Examination Practical Answer Books
Pre Qualification Details	Please refer Tender documents.
Independent External Monitor/Remarks	NA
Tender Stage to	Yes

disclose bid details to other bidders/public domain					
Tender Value in ₹	15,00,000	Product Category	Miscellaneous Goods	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	20
Location	UDAIPUR	Pincode	313001	Pre Bid Meeting Place	COMPTRROLLER OFFICE MLSU
Pre Bid Meeting Address	COMPTRROLLER OFFICE MLSU	Pre Bid Meeting Date	22-Mar-2024 12:00 PM	Bid Opening Place	COMPTRROLLER OFFICE MLSU
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	14-Mar-2024 09:00 AM	Bid Opening Date	02-Apr-2024 02:00 PM
Document Download / Sale Start Date	14-Mar-2024 09:00 AM	Document Download / Sale End Date	01-Apr-2024 06:00 PM
Clarification Start Date	14-Mar-2024 09:00 AM	Clarification End Date	21-Mar-2024 06:00 PM
Bid Submission Start Date	14-Mar-2024 09:00 AM	Bid Submission End Date	01-Apr-2024 06:00 PM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	727.05	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	74PAB.pdf	TENDER DOCUMENTS	1001.73
	2	BOQ	BOQ_692628.xls	BOQ	280.00

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	mukeshbittuveer@gmail.com	Mukesh Kumar	Mukesh Kumar
2.	dsrathore@mlsu.ac.in	Devendra Singh Rathore	Devendra Singh Rathore
3.	dinesharkawat@mlsu.ac.in	Dinesh Harkawat	Dinesh Harkawat

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bid Details in Public Domain stage	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority	
Name	COMPTRROLLER MLSU
Address	COMPTRROLLER OFFICE MLSU UDAIPUR

Tender Creator Details	
Created By	Dinesh Harkawat
Designation	Sr. Adm. Officer

Created Date | 13-Mar-2024 10:21 PM



**Rajasthan
Tenders**