



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

**PRESCRIBED TENDER FORM FOR FABRICATION OF PRINTED EXAMINATION ANSWER  
BOOKS ON THE TERMS AND CONDITIONS UNDER TENDER-CODE : MLSU/E-TEN/  
AJ/ANS.BOOKS/2017-18**

**TENDER NOTICE NO MLSU/E-Tender/AJ/ANS.BOOKS/2017-18 DATED**

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**

1. Tender-Notice	2
2. Schedule of important dates for the tender	3
3. Pre-Qualification/Eligibility Criteria	4
4. Terms & conditions of the work	5
5. Work description	10
6. Deliverables	12
7. Technical Bid Form	13
8. Annexure-I to prepare previous work orders	15
9. Instruction of Online Bid Submission	16
10. Annexure A to D	18

**COMPTROLLER  
M.L.SUKHADIA UNIVERSITY, UDAIPUR.**



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

No. MLSU/E-TENDER/AJ/ANS.BOOKS/2017-18

Date: .....

## E-TENDER NOTICE

E-tenders under two bid system i.e technical and financial bids are invited on or before 01.01.2018 at 5:00 PM, from reputed firms experienced in printing & fabricating of answer books with OMR coversheets for two academic years. Bidders can participate in the online bidding process by registering on website <http://eproc.rajasthan.gov.in> from 04.12.2017 at 4:00 pm. Details are also available on the university web site [www.mlsu.ac.in](http://www.mlsu.ac.in)

Item	Estimated cost	EMD	Tender fee
Fabrication and supply of 25 lacs stitched Answer books with barcoded OMR cover sheet and hollowcraft stickers and 8 lacs barcoded OMR Answer sheets	130.00 lacs	Rs 2.60 lacs	Rs 1000 + Rs 1000/- processing Fee

## COMPTROLLER

### Note:-

- (1) Bidder (authorized signatory) shall submit their offer on-line in electronic format both for technical and financial proposals. However, DD for tender fee, RISL processing fees and bid security should be submitted physically 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 submit the Demand Draft for Tender fee, bid security and RISL processing fee up to 2:00 pm on 02.01.2018 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 1000/- towards RISL processing fee should be drawn in favor of "Managing Director, RajComp Infoservices 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, Safecrypt, Ncode 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.

## COMPTROLLER

M.L.S. University, Udaipur

(Ph. No. 0294-2470621)

E-mail [compt@mlsu.ac.in](mailto:compt@mlsu.ac.in)

Fabrication of Answer Book



## MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

### Important Dates for Tender

S.No.	Events	Date
1.	Date of Issue of Notice Inviting Tender (NIT)	01.12.2017
2	Start Date & Time for downloading of Tender documents	04.12.2017 at 4:00 pm
3	Website for downloading Tender Documents	<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
4	Pre-bid meeting venue, Date & time	06.12.2017 at 3:00 pm
5	Tender document submission start Date &Time	07.12.2017 at 5:00 pm
6	Last Date & Time of downloading of Tender	1.1.2018 at 5:00 pm
7	Last Date & Time for online submission of Tender	1.1.2018 at 5:00 pm
8	Date & Time for receipt of DDs towards Tender cost, Tender processing Fee , EMD and tender documents	02.01.2018 at 2:00 pm
9	Date &Time for online opening of Technical Bid	02.01.2018 at 3:30 pm
10	Date &Time for online opening of Financial Bid	To be announced after evaluation of technical bids



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

## Pre-Qualification/Eligibility Criteria

Sno	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be a proprietor ship 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 turn over of Rs 2 crores in any of the last three financial years. 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 2014-15, 2015-16 2016-17 OR 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 should have past experience of fabricating and supplying at least 8 lakhs Answer books with OMR cover and OMR sheets to any Universities/Boards during the period of last five years.  (iii) 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 OMR cover answer books with Barcoded OMR from Registrar/ Head of the Institution. (ii) One sample each of the OMR cover answer book and OMR sheet 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 Vicechancellor / Registrar/COE or equivalent from three institutions or organizations to whom the bidder has supplied OMR covered answer books/OMR sheets etc.	List of Name, address, telephone number/E-mail address



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

## TERMS & CONDITIONS FOR FABRICATION OF PRINTED EXAMINATION OMR COVERED ANSWER BOOKS AND OMR SHEETS

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 answer book with barcoded OMR cover sheet supplied to any universities/board as per work order or certificate uploaded on the E-tender site.
- (c) One sample of OMR answer sheet supplied to any university /board as per work order or certificate uploaded on the E-tender site.
- (d) One sample of Hollowcraft sticker
- (e) One sample of Plastic bag to be used for OMR answer sheet packing

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 OMR Covered answer books, OMR answer sheets, 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 Infoservices 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 whose EMD, Tender Fee and Processing Fee shall not be considered and will be rejected. Earnest Money should be deposited only in form of crossed Bank draft/ Banker Cheque in the name of Comptroller, M.L.S.U., 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 Answer Books.
4. Since all the items to be procured from a single supplier, the bidder will be required to quote for all the items specified in the work description/Financial bid. The lowest bid will be calculated on the basis of the total cost for all the items. If any bidder is found not quoted for supply of any item, their bid will be cancelled.
5. 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.
6. This contract will be valid for a period of **TWO YEAR** from the date of issue of order. However, the work for the year 2019 will be executed only in case of satisfactory completion of the work for the year 2018.
7. The Comptroller, M.L.Sukhadia University, Udaipur reserve the right to accept any tender, not necessarily the lowest and reject any tender without assigning any reason.
8. 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.
9. 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 opportunity to the contractor.
10. All legal proceedings which may arise relating to this contract shall be subject to the Jurisdiction of the appropriate court situated in Udaipur.
11. 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.

12. Notwithstanding any thing 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
13. The bidder should have past experience of fabricating and supplying at least 8 lakhs OMR Covered answer books and OMR sheets 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.
14. Copy of Registration Certificate must be uploaded as per showing that firm is registered for carrying of Printing work
15. The firm should not be black listed by Govt./Public Sector/Educational Institution
16. Approved Contractor is required to give 500 (Five hundred) OMR covered answer books, 500 hollow craft stickers, 500 OMR answer sheets duly fabricated/Printed as per specifications and also packed as per specifications prior to start final printing. **If the quality and specifications are found not as per specifications and/or the standard OMR reader fails to read the OMR sheet Barcodes/responses, University will cancel the offer made to the approved bidder and purchases will be made from next lowest bidder as per rules.**
17. Packing : The wrapping Paper( Craft 120 No.) for packing of these answer books will have to be used by the approved bidder himself at his own cost. Each packet/bundle is to be labeled indicating the Serial Number, Number of Pages of per Answer Book and Number of answer books contained therein and delivered to the various Exam Centers (approx 110 exam centers in south Rajashtan). Answer book should be packed in water proof material/bags (afresh) in suitable denomination. The approved supplier shall be required to supply 25 lakhs answer books with barcoded OMR cover page and 4 lakhs Barcoded OMR to various examination centers. (approx 110 examination centers).

18. Further, 120 OMR sheets (one hundred questions OMR sheets) should be packed in superior quality of plastic Bag (A sample will be available for inspection) with a label of serial number & quantity of OMR Sheets on plastic Bag and these OMR sheets should be packed (2000) in superior quality cartoons labeling suitable denominations. 04 lakhs OMR answer sheets must be delivered to various examination centres (approx 110 centres).
19. Each page shall contain 22 lines.
20. The printing of main examination Answer book 28 page shall be done in such a way as if it is a centre stitched Answer book but tailor sewing will be from top on left hand side.
21. Each Answer book will be serial numbered at the space provided on the title cover.
22. Paper used shall be 58 GSM white cream wove made from wood pulp by an 'A' Grade paper mill/ISI mark.
23. The Main examination answer books (28 page) OMR Sheets to be prepared strictly as per sample enclosed (except for additional specification given by the University).
24. The Fabricated /Prepared Main Answer books (28 page), hollow craft stickers, OMR answer sheets and envelopes should be supplied within 30 days from the date of issue of the work order.
25. Time will be the essence of the contract and for any delays in delivery of the properly fabricated Printed answer books ,OMR sheets and envelopes shall be subject to liquidated damage as follows :-
  1. For delay up to 25% of the supply period, 2<sup>1/2</sup> % of the value of the balance supply.
  2. For delay up to 50% of the stipulated supply period, 5 % of the value of the balance supply.
  3. For delay up to 75% of the stipulated supply period, 7<sup>1/2</sup> % of the value of the balance supply.
  4. For delay up to 100% of the stipulated supply period, 10 % of the value of the balance supply.
- 25 (A). Deduction in errors in barcode reading from 1<sup>st</sup> scanning of OMR reading machine:
  - a. Less than 1 % Acceptable
  - b. 1% to 2 % Penalty 10% of the cost
  - c. 2% to 5% Penalty 20% of the cost
  - d. Above 5% to 10% Penalty 30% of the cost
  - e. More than 10% total replacement of unused supplied copies and 50% deduction of used answer Books.

26. The work is of confidential nature and the contractor shall have to maintain the confidentiality of the entire work.
27. Total cost must be quoted for complete supply of all the answer books/OMR Sheets, fabricated/prepared, packed and supplied at examination centres & University Store as per specifications, quality and terms and conditions given in the tender including all charges.
28. The rates must be exclusive of all taxes but inclusive of all duties and charges. GST will be payable in the prevailing rate at the time of supply
29. The rates must be quoted F.O.R. destination various University Exam. Centres/colleges.
30. Approved bidder will have to execute an agreement in prescribed format on a non-judicial stamp of Rs. 5000/- at his own cost within seven days from receipt of the letter of acceptance of rates from this office.
31. 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.
32. 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.
- 33. The successful bidder will have to furnish a Bank Guarantee/DD for the 5% of the performance security of the bid value.**
34. GST will be deducted from the bill on prevailing rate or as per Govt. rules at the time of payment.
35. No previous earnest money deposited along with any other tender will be adjusted against this tender.
37. Partial payment will be released after completion supply of all answer Books & balance payment will be released after declaration of results of that year.
38. Provisions of Rajasthan Transparency in Public Procurement Act, 2012, RTPP Rules 2013 Govt.of Rajasthan shall also be applicable.

**COMPTROLLER**

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:

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

Fabrication/ printing and supply of main Examination answer books with OMR coversheet and Barcoded OMR Answersheets as per work description given below and sample given by the university:

A sample of the answer books and OMR Sheets 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 finalize in consultation with the approved agency, but the size, thickness, number of pages, printing work and stitching etc shall remain in same.

## **(A) ANSWER BOOKS WITH BARCODED OMR COVER PAGES AND HOLLOWCRAFT STICKER**

- (1) Fabrication and printing of examination Answer Books 28 pages (14 sheets) (28 cm x 21 cm), **60 gsm** with a 120gsm Barcoded OMR cover page. The barcode must be printed vertical to enable reading by Standard Barcode readers. The OMR cover page must be stitched neatly with the answer book and design of the OMR cover page with perforation to divide the cover page OMR in to three parts. Part-I will have a design to read student information with a serial number and corresponding Barcode. Part-II will have a design to read marks awarded by the examines with a barcode to link the student information in Part-I. In the part-III portion space must be provided to write student information which can be covered by a hollowcraft sticker of size (size 8 cm x 10 cm). Information to the students must be printed on backside of the OMR coversheet.

One Hollowcraft sticker (size 8 x 10 cm size with self adhesive boarders) per answer book must be supplied. A bundle of 100 answer books and a bundle of 100 hollowcraft stickers must be packed using wrapping paper (Craft 120 No.). A label giving starting and ending serial number and bundle number must be pasted over the packet

- (2) Quality of the paper of Answer Book sheets must be white cream wove made from wood pulp by an “A” grade paper mill /ISI mark all the pages of answer book shall be serially numbered from 1 to 28 with a University logo and 22 black lines printed on each page to write answers.
- (3) The answer book must be printed such that each answer book must have unique barcode printed in vertical orientation with horizontal lines which must be 100% readable with standard OMR readers. The quality of printed barcodes, timer marks must be such that there is no error while reading information from OMR using standard OMR readers.
  - a. Bar codes should be printed with original toner. So that barcode is not faded in 2-3 years and multiple scanning may be possible.
  - b. No errors are acceptable in bar codes.
  - c. The bar code should be readable by any machine.

The printing of OMR cover with bar codes should be as per specifications mentioned in 120 G3 series OMR **specifications Issue 1<sup>st</sup> Sept. 2013** The serial number and corresponding barcode must be unique and should not occur repeated in any of the answer books. The OMR cover page must be prepared using paper of 120 GSM (size 28cmx 21cm white by an “A” grade paper mill/ ISI Mark.

**(B) Supply of BARCODED OMR Answer Sheets**

1. Single Bar Coded OMR answer sheet consisting of a main portion suitable for OMR scanning with size 28 cm x21 cm of 100 GSM. The orientation of the OMR should be vertical with horizontal lines.
2. The OMR will have space for writing students information both in letters as well in bubbles. The multiple choice questions will be answered in bubbles and for each of the one hundred questions to be answered there will be four bubbles for each question.
3. Each OMR will be serially numbered at the space provided and must have corresponding Barcodes printed on it.
4. The OMR should be Bar Coded with serial number printed below the Bar Code.
5. Detailed instructions to the candidates must be printed on backside of the OMR sheet.
6. 120 OMR sheets must be put inside thick Plastic bag which can be used to repack the OMR answer sheets. The quality of the plastic bag must be good and a sample will be available for inspection at the university.

**TRANSPORTATION:**

**Both (A) Answer books with hollowcraft stickers and (B) OMR answer sheets (C ) must be supplied at the Examination Centres**

Supply of answer books with hollow craft stickers, OMR answer sheets and should include transportation cost to all examination centers as mentioned in the tender conditions. Number of Answer books and OMR to be supplied to examination centers will be provided to the supplier. Approximate number of examination centers is 110 and are located mainly in the district head quarters. The examination centers are located in the district of Udaipur, Chittorgarh, Pratapgarh, Banswara, Dungarpur, Sirohi and Rajsamand.



## MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

### Deliverables

Sno	Item	Qty	Supply period
1	Stitched Answer book with Barcoded OMR cover sheet as per work description 12 lacs 2018 and remaining for 2019	25 lacs	Thirty days from date of purchase order
2	Hollowcraft sticker to be supplied with Answer books as per work description 12 lacs 2018 and remaining for 2019	26 Lacs	Thirty days from date of purchase order
3	OMR answer sheets with Barcode and packed as per work description	8 lacs	Thirty days from date of purchase order
4	Extra hollowcraft sticker to be supplied in a separate packet as per work description	4 lacs	Thirty days from date of purchase order



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

## 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
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	Tender fee. Amount: DDNo. Processing Fee: Amount: DD 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 Coverpage 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
11	Attach details using annexure-I of main work orders of the Universities for supply of Answer books	
12	Whether your firm has been blacklisted by any Government/PSU/Board/University.	Enclosure Page No.

Fabrication of Answer Book

	Submit an undertaking	
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 2014-2015	Turnover Rs
	Financial Year 2015-2016	Turnover Rs
	Financial Year 2016-2017	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).	
20	Other information enclosed	
21	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.

Signature

Name and Address of the Bidder

**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.			



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

## 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](http://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/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, 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, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) It 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.

## **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) 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 thereunder, 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 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 there of relating to the matter.
- (c) After hearing the parties, perusal or 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.