

प्राविधिक शिक्षा मण्डल, राजस्थान, जोधपुर

W-6, गौरव पथ, रेजिडेंसी रोड, जोधपुर (राज.) फोन नं.- 0291.2430440/2636572

क्रमांक :- एफ()/प्राशिमं/खुली बोली /2022-23/ 5928

दिनांक : 8 DEC 2022

-: खुली बोली सूचना संख्या 07/2022-23 :-

राजस्थान के राज्यपाल की ओर से अधोहस्ताक्षरकर्ता द्वारा प्राविधिक शिक्षा मण्डल कार्यालय के प्रयोजनार्थ संलग्न सूची Annexure 'P' के अनुसार लिफाफों एवं फाईल कवर की प्रिंटिंग सहित आपूर्ति के लिए पंजीकृत मुद्रक फर्मों से निम्नानुसार बोलियां आमंत्रित की जाती हैं:-

क्र० सं०	बोली का नाम	अनुमानित लागत (रु.)	बोली प्रतिभूति (Bid Security) (रु.)	बोली शुल्क (अप्रतिदेय) (रु.)	बोली प्रपत्र विक्रय की प्रारंभ दिनांक व समय	बोली प्रपत्र बिक्री की अंतिम तिथि व समय	बोली प्रस्तुत करने की अंतिम तिथि व समय	तकनीकी बोली खोलने की तिथि व समय	वित्तीय बोली खोलने की तिथि व समय
1	लिफाफों एवं फाईल कवर की प्रिंटिंग सहित आपूर्ति	3.3 लाख	6600	200	14.12.2022 10.00AM से	22.12.2022 10.30AM तक	22.12.2022 11.30AM	22.12.2022 12.30AM	23.12.2022 03.00PM

शर्त :-

- बोली दो चरणों में एक साथ प्रस्तुत की जायेगी। प्रथम तकनीकी बिड एवं द्वितीय वित्तीय बिड। संलग्न परिशिष्ट 'अ' में समस्त बोली दस्तावेजों के साथ तकनीकी बिड पृथक लिफाफे में प्रस्तुत करनी होगी। तकनीकी बिड में सफल होने वाली बोली दाता की वित्तीय बिड परिशिष्ट 'ब' खोली जायेगी। दो अलग-अलग लिफाफों में तकनीकी/वित्तीय बिड लिखकर प्रस्तुत किये जायेगें। वित्तीय बिड के लिफाफे में केवल परिशिष्ट 'ब' ही रखा जाए। तकनीकी बिड एवं वित्तीय बिड के पृथक-पृथक लिफाफों को एक बड़े लिफाफे में मुहरबंद कर प्रस्तुत किया जाने पर बोली को जमा किया जाएगा। इस बड़े लिफाफे पर खुली बोली संख्या, बोली का नाम, जमाकर्ता मुहर आदि स्पष्ट रूप से अंकित हो।
- अधोहस्ताक्षरकर्ता को किसी भी बोली को रद्द करने अथवा अस्वीकार करने का पूर्ण अधिकार होगा।
- बोली वेबसाइट से डाउनलोड कर मुहर सहित हस्ताक्षरित प्रस्तुत की जा सकती है, परन्तु 'सचिव, प्राविधिक शिक्षा मण्डल, जोधपुर' के पक्ष में जारी एवं जोधपुर में देय बोली शुल्क एवं बोली प्रतिभूति राशि के डी.डी. नियत समय से पूर्व कार्यालय में प्राप्त होने आवश्यक हैं। बोली को बिंदु संख्या 1 के अनुसार मुहरबंद लिफाफे में कार्यालय में इस हेतु निर्दिष्ट बॉक्स में जमा किया जाएगा।
- बोली की विस्तृत शर्तें राज्य सरकार के पोर्टल <http://sppp.rajasthan.gov.in> तथा इस विभाग की Website: techedu.rajasthan.gov.in पर अवलोकन की जा सकती है।
- इस उपापन संबंधी समस्त व्यय का भुगतान इस कार्यालय की बजट मद 2203-00-001-04-01-57 से प्रभारित होगा।

संयुक्त निदेशक एवं सचिव,
प्राविधिक शिक्षा मण्डल, राजस्थान,
दिनांक :

क्रमांक :- एफ()/प्राशिमं/खुली बोली /2022-23/

- निदेशक, तकनीकी शिक्षा निदेशालय, राजस्थान, जोधपुर।
- प्रभारी अधिकारी, भंडार, प्राविधिक शिक्षा मंडल, राजस्थान, जोधपुर।
- श्री सूर्यकांत, सहायक प्रोग्रामर, प्राविधिक शिक्षा मंडल, राजस्थान, जोधपुर को एसपीपीपी पोर्टल एवं विभागीय वेबसाइट पर अपलोड करने हेतु।
- नोटिस बोर्ड मंडल/निदेशालय पर चस्पा करने हेतु।

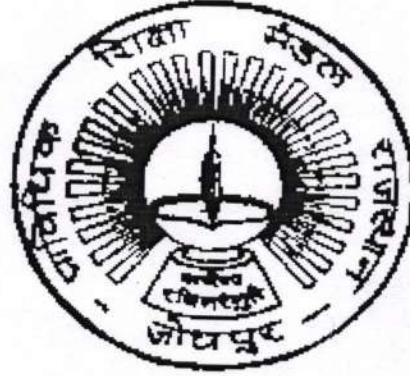

कार्यालयाध्यक्ष

राजस्थान सरकार

प्राविधिक शिक्षा मण्डल, राजस्थान, जोधपुर

डब्लू-6, गौरव पथ (रेजीडेन्सी रोड़,) जोधपुर

लिफाफों एवं फाईल कवर की प्रिंटिंग सहित आपूर्ति कार्य



बोली प्रपत्र विक्रय की प्रारंभ दिनांक व समय	14-12-2022, सुबह	10.00 बजे से
बोली प्रपत्र विक्रय करने की अंतिम दिनांक व समय	22-12-2022, सुबह	10.30 बजे तक
बोली प्रस्तुत करने की अंतिम दिनांक व समय	22-12-2022, सुबह	11.30 बजे तक
तकनीकी बोली खोलने की दिनांक व समय	22-12-2022, सुबह	12.30 बजे
वित्तीय बोली खोलने की दिनांक व समय	23-12-2022, शाम	03.00 बजे
बोली शुल्क (अप्रतिदेय)	रु 200/-	

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Government of Rajasthan
Board of Technical Education Rajasthan
W-6, Gaurav Path, Residency Road, Jodhpur
Bid Documents for Supply of Printed Envelopes and File covers

Under Notice No. 07/2022-2023

Bid Documents

S. No.	Particular	Page No.
1	Summary of Document	03
2	Check List	4
3	Directions for filling bid documents	5-6
4	SR-14 & Special Conditions	7-10
5	Bid Form (SR-15)	11
6	Conditions of Bid and contract (SR-16)	12-20
7	Annexure A,B,C,D,E,F,G,P & SR Form 17	21-34
8	Technical Bid Annexure 'H'	35
9	Financial Bid Annexure 'I'	36

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CHECK LIST

List of required Schedules/documents to be submitted

S.No.	Particulars as per specification	Description of required document	Details of documents to be attached by bidder (alongwith relevant page Nos.)
(i) COVER - I : Details of Bid Fee/Bid Security and Sample			
01	Cost of Bid Document	Proof of depositing cost of bid specification documents (DD/Banker's Cheque).	Yes/No DD/Banker's Cheque No..... Issue Date..... Bank & Branch.....
02	Details of Bid security	Proof of depositing Bid Security (DD/Banker's Cheque)	Yes/No DD/Banker's Cheque No..... Issue Date..... Bank & Branch.....
Bid Document			Page Numbers
03	Technical Bid	Detail Technical Bid in Annexure "H"	
04	Registration Certificate	Yes/No	
05	GST Registration & Clearance Certificate	Yes/No	
06	Copy of PAN Card	Yes/No	
07	Copy of EM II and as per clause 29.3(For micro & SSI unit)	Yes/No	
08	Manufacturer	Yes/No	
Other Document			
09	Turnover, CA Audited Balance Sheet & P&L A/c (if available)	2021-22 Rs. YES / NO 2020-21 Rs. YES / NO 2021-20 Rs. YES / NO Average Annual Turnover Rs.	
10	Experience of Supplying the item [Enclose copy of work order, if any]	Order no: Date Dept Yes/No Order no: Date Dept Yes/No Order no: Date Dept Yes/No Order no: Date Dept Yes/No Order no: Date Dept Yes/No Order no: Date Dept Yes/No	
11	List of Machinery (Enclosed)	YES / NO	
12	Sample	The sample will be provided by Successful firm only.(please do not enclose any sample with bid documents)	—
(iii) COVER - II : Financial Bid			
01	Financial bid	Details of Price quoted for the material offered in Financial bid/ BOQ in Annexure 'I'	Yes/No

Signature of Bidder
Seal & Designation

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चैक लिस्ट अनुसार बोली दस्तावेज़ भरने के निर्देश
(Directions for filling bid documents)

(A) 'COVER- I' एवं 'COVER- II' के दो लिफाफों में निम्नानुसार बोली दस्तावेज़ की पूर्ति की जानी है :-

क्र. सं	
1.	बोली आमंत्रण सूचना में अंकित राशि का डिमाण्ड ड्राफ्ट लगाया जायेगा।
2.	G S T Registration & Clearance Certificate लगाया जायेगा।
3.	बोली फॉर्म के प्रपत्र एस.आर. 11 में फॉर्म द्वारा यह स्पष्ट किया जाना है कि आईटम सप्लाय के सम्बन्ध में Manufacturer/Whole Seller/Sales Distributors/ Authorized Dealer/Dealer Sole Selling Agent/Marketing Agent में से किस श्रेणी में आता है, श्रेणी अंकित करें।
4.	Variations in specifications (in Annexure 'H') बोली आमंत्रण सूचना में वर्णित Specification के अनुरूप ही सामग्री प्रदाय की जायेगी। अतः Specification में कोई अन्तर नहीं है इसकी पूर्ण संतुष्टि कर लें।
5.	बोली पत्र S.R. 15 बोली प्रपत्र के अन्दर वर्णित S.R. 15 को पूर्ण भरा जाकर बोली दस्तावेज़ की दरों वाला प्रपत्र को 'Cover-I' लिफाफे में सम्पूर्ण Taxes को पृथक दर्शाते हुए FOR दरें Destination पर दी जानी हैं।
6.	S.R. 16 को मूल ही संलग्न किया जाना है।
7.	Samples 1. बोली सफल पाए जाने पर बोली दस्तावेज़ में वर्णित आईटम के Sample देने हेतु बोलीदाता को अपनी सहमति देनी आवश्यक है। चैक लिस्ट के सभी column की पूर्ति उपरान्त बोलीदाता को फॉर्म की मुहर सहित हस्ताक्षर करने हैं। 2. दरों वाला प्रपत्र मूल ही पृथक से 'Cover II' अंकित लिफाफे में प्रस्तुत किया जाना है। संलग्न किये जाने वाले दस्तावेज़ पृष्ठांकित करते हुए फॉर्म की सील सहित हस्ताक्षर किये जाने हैं।

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(B) 'COVER I' व 'CoverII' लिफाफों को प्रस्तुत करने के संबंध में निर्देश:-

(i) लिफाफा – 'COVER I' के दस्तावेज

- 01 बोली दस्तावेज के साथ दिये गये प्रपत्र यथा S.R.-11, S.R.-15, S.R.-16, Check List, Bid Security. के D.D./Banker's Cheque, Catalogue, Annexure "H" इत्यादि।
- 02 बोली प्रपत्र मय Catalogue के प्रत्येक पृष्ठ पर हस्ताक्षर मय रबड़ मोहर होने चाहिये।
- 03 G S T रजिस्ट्रेशन सर्टिफिकेट, पैन कार्ड की प्रति, एस.एस.आई. यूनिट होने के प्रमाण पत्र की फोटो प्रति, निर्माता से अधिकृत विक्रेता का प्रमाण पत्र मूल अथवा प्रमाणित प्रति।
- 04 सूची (Annexure 'H') में दिये गये Specification के अनुसार आपूर्ति करने हेतु चैक लिस्ट में YES अंकित करें। दर स्वीकृत होने के उपरान्त निर्धारित समय में कार्यालय द्वारा उपलब्ध करवाएँ गए नमूना अनुसार सैम्पल अनुमोदित कराना होगा।

(ii) लिफाफा – 'COVER II' में दस्तावेज डालें

- 01 संलग्न दरों के प्रारूप (Annexure 'I') में आपकी ऑफर दरें अंकित करें। ऑफर दर में G.S.T कर की देयता पृथक से प्रदर्शित करें।

(iii) मुख्य लिफाफा

(जिसमें 'Cover I' एवं COVER II' के दोनों लिफाफों को रखा जाएगा)

- 01 उचित आकार के मुख्य लिफाफे में 'Cover I' एवं COVER II' अंकित दोनों लिफाफे रखे जाकर बोली दस्तावेज जमा करवाए जाएंगे।
- 02 मुख्य लिफाफा पूर्णतया सीलबंद होगा, जिस पर इस बोली का समुचित विवरण अंकित कर बोलीदाता फर्म की मुहर अंकित की होनी चाहिए।
- 03 यह मुख्य लिफाफा बोली दस्तावेज जमा किए जाने हेतु निर्दिष्ट लाकड बॉक्स में बोलीदाता के समक्ष डाला जाएगा, जो इस कार्यालय में उचित स्थान पर स्थित होगा। इस बॉक्स में मुख्य लिफाफे के रखे जाने से पूर्व उपापन संस्था के सक्षम विभागीय प्राधिकारी द्वारा दिनांक एवं समय अंकित करते हुए हस्ताक्षर से प्रमाणित किया जाएगा।

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GOVERNMENT OF RAJASTHAN
BOARD OF TECHNICAL EDUCATION RAJASTHAN, JODHPUR

No :- F ()BTER/Proc/Open Bid/2022-23/

Dated :

M/s

.....

.....

**Subject : Bid Document for Supply of Printed Envelopes and File covers Under Open bid
Notice No.07/2022-23**

Dear Sir,

Please find enclosed following document as desired vide letter under reference :

01. Copy of N.I.B., S.R.-11.

02. Terms & Condition of open Bid. (S.R.-16)

03. Detailed Technical Specification of item estimated quantity there of

clarifications and guidelines to be followed while submitting Bid as follows:-

A. 'Cover "I"' Envelope must contain :

01. Attested copy of GST Registration Certificate, PAN Card, Check list, Bid Security etc.
02. Declaration regarding Bonafide Dealer (S.R.-11) (Annexure -E)
03. Terms and conditions of Bid (S.R.-16) & Bid form(SR 15)
04. Annexure- A, B, C, D, G & P
05. Turnover, Audited Balance Sheet &P&L A/c , Experience of Supply, List of Machinery
06. Technical Bid (Annexure "H")

B. 'Cover "II"' Envelope (Financial/Price Bid/BOQ must contain :

- 01 Details of Price quoted of the material offered in Price bid/BOQ(Annexure 'I'). GST tax amount must be shown separately.

C. Main Envelope

1. Both envelope marked with heading 'Cover-I' & 'Cover-II' must be submitted in a proper sized sealed envelope. All details of NIB must be marked on the main envelope in bold letters. The bidder must duly stamp it.

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GENERAL DETAILS

NIB No.	:	Open Bid 07/2022-2023
Cost of Bid Specification	:	Rupee 200.00
Bid Security	:	Rupee 6600.00
Delivery Period	:	15 days from the date of Supply Order
Validity	:	As per supply order

IMPORTANT DATES

S.No.	Events	Date & Time	Location
01	Date of starting of sale of Bid Documents	14.12.2022 From 10.00 A.M.	http://techedu.rajasthan.gov.in and http://sppp.raj.nic.in
02	Deposit Cost of Bid Specification, Processing Fee & Bid Security by D.D.	22.12.2022 Till 11.30 A.M.	Secretary, Board of Technical Education, Rajasthan, Jodhpur
03	Last date & time of submission of bid documents	22.12.2022 Till 11.30 A.M.	Secretary, Board of Technical Education, Rajasthan, Jodhpur
04	Opening of Technical Bid	22.12.2022 12.30 P.M.	Secretary, Board of Technical Education, Rajasthan, Jodhpur
05	Opening of Financial Bid	23.12.2022 03.00 P.M.	Secretary, Board of Technical Education, Rajasthan, Jodhpur

SPECIAL CONDITIONS :

01. In case, the date fixed for opening of the bids be declared as a public holiday, the bid shall be opened on the next date on which office re-opens after such holiday(s).
02. Bids shall be valid up to three months from open of bid. Any Bid mentioning a shorter validity period than specified are likely to be rejected.
03. The bidders who are interested in bidding can download bid documents from <http://sppp.raj.nic.in> up to the stipulated date & time.
04. Furnishing of bid offer shall be strictly in the manner as prescribed in check list failing which the bid is liable for rejection.
05. Furnishing of cost of bid, Bid security/ Exemption certificate & processing fee in following manner is essential otherwise the bid will not be opened.
 - a The bidder will have to deposit prescribed cost of bid specification (Fee) by DD/Banker's Cheque payable in favour of Secretary, Board of Technical Education Rajasthan, Jodhpur up to stipulated date & time.
 - b The bidder will have to deposit prescribed Bid security by DD/Banker's Cheque payable at Jodhpur in favour of Secretary, Board of Technical Education Rajasthan, Jodhpur up to stipulated date & time.

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06. Technical and Commercial deviations, if any, shall only be mentioned in Annexure 'H' & 'I'. Mentioning of such deviations elsewhere in the offer will not be considered as deviation. The printed terms and conditions of firms, if any, attached with the bid will not be considered. The Department shall have right to accept or reject these deviations.
07. The bidders shall quote F.O.R. destination prices only, indicating the Freight inclusive of unloading and stacking and Insurance charges in Financial/Price Bid/BOQ. They will also indicate the prevailing rates of Excise Duty, Education Cess on ED, Entry Tax (if applicable) and G.S.T (inclusive only) in the quoted prices. If the Financial/Price Bid/BOQ is not filled completely, the offer is likely to be ignored and thus may not be considered.
08. Material/Equipment on order shall be required to be dispatched by Road on "Freight paid basis".
09. The complete set of documents must be then furnished in time as per checklist provided with the bid document. The checklist along with relevant page nos. shall also be submitted with the bid.
10. All bids, in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totaling or other discrepancies or which contain over writing in figures or words or corrections not initialed and dated, may be liable to rejection.
11. Payment shall be made to supplier/contractor through RTGS/NEFT for quick and safe transfer of funds across the country. The charges for transfer through RTGS/NEFT shall be on the part of supplier/ contractor. The supplier/ bidder firm shall furnish particulars to the payment making authorities of BTER in prescribed format to be provided by the purchaser. (Annexure- G)
12. No conditional bids shall be accepted and will be rejected summarily forthwith.
13. The BTER reserves the right to cancel the bid at any time without assigning any reasons. The BTER does not bind himself to accept the lowest or any bid or any part of the bidding and shall not assign any reason(s) for the rejection of any bid or a part thereof.
14. No refund of bid fee is claimable for bids not accepted or forms not submitted.
15. 100% payment of Bill will be made by Secretary, Board of Technical Education, Jodhpur only after the receipt of material and found to entire satisfaction and as per specification and good conditions mentioned there in supply order.
16. The supply will be accepted only on working day.
17. The Bids would provide Guarantee for an appropriate period from the date of delivery of the said goods in good conditions. During Course of Guarantee period, the items will have to be got be repaired/replaced FREE OF COST at Concerning Institute..
18. Quantity of items can be increased/decreased/cancelled. Department is competent to accept/refuse the Bid/Bids without quoting any reason thereof.

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19. All commercial Terms and conditions shall be as specified in the Rajasthan Transparency in Public Procurement Act, 2012, read with Rajasthan Transparency in Public Procurement Rule, 2013

Joint Director cum secretary

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GOVERNMENT OF RAJASTHAN
BOARD OF TECHNICAL EDUCATION RAJASTHAN, JODHPUR

"BID FORM" (S.R.-15)

Open bid for **Supply of Printed Envelopes and File covers**

01. Name & postal Address of the firm submitting the bid
02. Addressed to : THE Secretary, BOARD OF TECHNICAL EDUCATION RAJASTHAN, JODHPUR
03. Reference : The bid fee amounting to Rs. (Rupees) Demand Draft/Bankers Cheque/I.P.O. No..... Dated
04. We agree to abide by all the conditions mentioned in NIB No. 07/2022-2023, Date issued by THE SECRETARY, BOARD TECHNICAL EDUCATION RAJASTHAN, JODHPUR and also further conditions of the said bid Notice given in the attached sheets (all the pages of which have been signed by us in taken of our acceptance of the Terms mentioned therein)
05. The rates for the following items are as per Financial/Price bid/BOQ in cover "II"

S. No.	Name of articles with specifications	Rates (Rs.) Only Basic Price inclusive with, All other Cartage, Packing etc. may be shown. Any discount e.g. Quantitative discount & rebate etc. Trade may also be mentioned in detail. GST Should be shown separately .	Net Price	Qty.
1	2	3	4	5
		Rate should be quoted on enclosed annexure 'I'[inside envelope marked 'Cover II').		

06. Goods will be delivered within a period of 10 days from the date of issue of order.
07. The rates quoted above are valid for three months. The period can be extended with mutual Agreement as per rules.
08. Bank Draft/Bankers Cheque No. Date drawn on (Name of the Bank) for Rs. to cover Bid security is enclosed.
09. The GST Registration Number and PAN No. are submitted herewith.
10. S.R.- 14 & 16 enclosed
11. Annexure A, B, C, D, E, F, G, H, P & Check List enclosed. Enclosed : As Above

SIGNATURE OF THE BIDDER
With seal and designation



GOVERNMENT OF RAJASTHAN
BOARD OF TECHNICAL EDUCATION RAJASTHAN, JODHPUR
W-6, Residency Road, Jodhpur

e-mail : bter.jodhpur@gmail.com

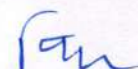
Telephone No. :0291-2430440(O)

"CONDITIONS OF BID AND CONTRACT FOR OPEN BID"

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

1. Bids are hereby invited in e-bid system for **Supply of Printed Envelopes and File covers**. Bids are to be submitted online in electronic format on related websites. The bid document/specification can be downloaded from above mentioned website
2. In case, the date fixed for opening of the bids be declared as a public holiday, the bid shall be opened on the next date on which office re-opens after such holiday(s).
- 2.1 Any change in the constitution of the firm, etc. shall be notified forthwith by the contractor/ the bidder in writing to the purchase officer and such change shall not relieve any former member of the firm, etc. from any liability under the contract.
- 2.2 No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or bind all of item and will be sufficient discharge for any of the purpose of the contract.
- 3.1 G.S.T. REGISTRATION AND CLEARANCE CERTIFICATES: No dealers who is not registered under the G.S.T. Act prevalent in the state where his business is located shall bid. The G.S.T. registration number should be quoted.
- 3.2 Attested copy of G.S.T. registration certificate (S.T.-4) should be enclosed with bid.
4. Income Tax PAN No. (Bids will have to submit photo copy of PAN CARD duly attested with the bids without which it may not be considered.)
5. 5.1 The Bidder should have an Average Annual Turnover of considerable amount per Year for last 3 Years. Copies of Audited Balance Sheet and P&L A/c for last 3 Years must be duly enclosed with the Bid to ascertain this. (if available enclose necessary copies)

Turnover of FY 2021-22 Turnover of FY 2020-21.....
Turnover of FY 2019-20..... Total Turnover (of above 3 Years).....
Average Turnover (of above 3 Years)..... (mark as Annexure 'D')
- 5.2 The Bidder must have experience of supply of items to any Education Board/University for last 2 Years. The Bidder must enclose copies of Work orders of last 2 Years in support of this. (mark as Annexure 'E')
- 5.3 The Bidder should possess Machinery for printing and Manufacturing of Envelopes and File covers. The Bidder should enclosed list of all Machinery available along with a Statement of their capacity for it. (mark as Annexure 'F')
6. Rate shall be written both in Words and Figures. There should not be errors and or



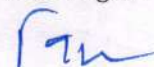
- over writing. Correction (if any), should be made clearly and initiated with dates. The Rates should mention element of the G.S.T.
7. All Rates quoted must be F.O.R. Destination and should include all incidental charges except octroi. G.S.T., which should be shown separately. In case of Local supplies the rates should include all taxes etc. and no cartage of Transportation charges will be paid by the Government and the delivery of the goods shall be given at the premises of purchase officer/F.O.R. Destination Stores as mention in bid Document.
 8. PRICE PREFERENCE: Price preference will be given to the goods produced or manufactured by industries of Rajasthan over goods produced or manufactured by industries outside Rajasthan as per 'purchase of stores (Preference to industries of Rajasthan) Rules 1995'. The bidder must enclose proper documentation for this qualification.
 9. Preference to Local Industries Registered with the Director of Industries, Rajasthan, Jaipur over the Biding Units, outside the State of Rajasthan as per the policy approved by the government will be operative. The bidder must enclose proper documentation for this qualification.
 - 9.1 Under the different situations between local bidding unit of S.S.I. Rajasthan and outside the State of Rajasthan the policy as laid down by the Government will be operative & rule amended up to date shall be applicable. (Amended vide Finance Department Order No. F-15 (1) FD/CSPO/9608/2000 Date 21/03/2000 & further).
 10. VALIDITY : Bid shall be valid for a period of three month from the date of opening of bids.
 11. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, Make and drawings, etc. of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specifications, drawing, etc. he shall before signing the contract, refer the same to the purchase officer and get clarification from the procurement entity.
 12. The Bidder shall not assign or sublet his contract or any substantial part thereof to any other agency.
 - 13.1 SPECIFICATIONS : All article supplied shall which strictly confirm to specifications. Trade mark laid down in the Bid form and wherever articles have been required according to ISI specifications. Those articles should confirm strictly to those specification and should bear such marks.
 - 13.2 The supply of articles marked with a struck/at serial number shall in addition, confirm strictly to the approved samples. The supplier shall be of the very best quality and description. The decision of the confirm to the specification and are in accordance with the samples. If any, shall be final and binding on the bidders.
 14. WARRANTY/GUARANTEE CLAUSE : The Bidder would give guarantee that the goods/stores/ articles would continuous to confirm to the description and quality as specified for a period of 12 Months / minimum from the date of delivery of the said goods/ stores/articles to be purchased and that not with standing the fact that the purchaser may have inspected and/or approved the said good/stores if during the aforesaid period of 12 months. The said goods/stores/articles to discovered to confirm to the description and quality aforesaid or have determined (and the decision of the

purchase officer in that behalf will be final and conclusive). The purchased will be entitled to reject the said goods/stores/articles or such portion there of as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provision relating to rejection of goods. etc. shall apply. The bidder shall if so called upon to do replace the goods, etc. or such portion there of as is rejection by the purchase officer, otherwise the bidder shall pay such damage as may arise by reason of the breach of the condition here in contained.

Nothing here in contained shall prejudice any other right of the purchase officer in that behalf under this or otherwise.

- 15.1 INSPECTION: The purchase officer or his duly authorized representative shall at all reasonable time have access to the suppliers premises and shall have the power at all reasonable time to inspect and examine the material and workmanship of the goods/equipments/machineries during manufacturing process or afterwards as may be decided.
- 15.2 The bidder shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose. In case of startups or those dealers who have newly entered in business a letter of introduction from their bankers will be necessary.
16. SAMPLES: Bid for articles marked within the schedule shall be accompanied by two set of samples of the articles bided properly packed. Such samples if submitted personally will be received in the office from rate approved firm.

A receipt will be given for each samples by the officer receiving the samples. Samples if sent by train, etc. should be dispatch freight paid and the R.R. or G.R. should be sent under a separate registered cover.
17. Each samples shall be marked suitable either by written on the sample or on a slip or durable paper securely, fastened to the sample the name of the bidder and serial number of the item, of which it is a sample in the schedule.
18. Approved samples would be retained free of cost up to the period of six month after the expiry of the contract. The government shall not be responsible for any damage, wear and tear or loss during testing, examination etc. During the period these samples are retained. The samples shall be collected by the bidder on the expiry of the stipulated period. The Government shall not make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by the government and no claim for their cost etc. shall be entertained.
19. Supplies when received shall be subject to inspection to ensure whether they confirm to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in government laboratories, reputed testing house. Like Shri Ram Testing house. New Delhi and the like another supplies will be accepted only where the articles confirm to the standard of prescribed specifications as a result of such tests.
20. DRAWLS OF SAMPLES : In case of tests, samples shall be drawn in four sets in the presence of bids of his authorize representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or forth will be retained in the office for reference and record.
21. TESTING CHARGES : Testing charges shall be borne by the Government. In case urgent



testing is desired to be arranged by the bidder or in case of test results showing that suppliers are not up to the prescribed standards or specifications, the testing charges shall be payable by the bidder and will be recovered from bid security/performance security.

- 22.1 REJECTION : Article not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the purchase officer.
- 22.2 If however due to exigencies of government work, such replacement either in whole or in part, is not considered feasible, the purchase officer after giving a opportunity to the bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
23. The rejected articles shall be removed by the bidder within 07 days of intimation of rejection after which purchase officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder risk and on his account.
24. The bidder shall be responsible for the proper packing so as to avoid damage under normal condition of transport by sea, rail and road or air and delivery of the material in good condition to be consignee at destination. In the event of any loss and breakage or leakage or any shortage the bid shall be liable to make good such loss and shortage found at the check/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
25. The contract for the supply, can be repudiated at any time by the purchase officer, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.
26. Direct or Indirect canvassing on the part of the bidder or his representative will be disqualification.
- 27.1. DELIVERY PERIOD

The Bidder whose bid is accepted shall arrange supplies within a period as mentioned in bid notice from the date of supply order/by as under :

S.No.	Items & Quantity	Delivery Period
1	Supply of Printed Envelopes and File covers	10 Days

- 27.2 If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.
- 27.2.1. Repeat orders for extra items or additional quantities may be placed, if it is provided in the bidding documents, on the rates and conditions given in the contract if the original order was given after inviting open competitive bids. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be under:-

* 50% of the value of goods or services of the original contract.

- 28.1 BID SECURITY: Bid shall be accompanied by an Bid security without which bids will not be considered. The amount should be deposited in either of the following

forms in favor of 'Secretary, Board of Technical Education Rajasthan, Jodhpur'.

1. Cash through e-GRAS Challan deposited under head
8443-Civil deposit
103-Security deposits
 2. Bank Drafts/Bankers Cheques of the schedule Bank.
- 28.2 REFUND OF BID SECURITY : The Bid security of unsuccessful bidders shall be refunded soon after a final acceptance of bid i.e. after issuance of award letter to the successful bidder and agreement executed.
- 28.3 PARTIAL EXEMPTION FROM BID SECURITY:-
- Micro and Small Enterprises which have obtained an acknowledgement of EM-II from the concerned District Industries Centre, shall make payment of Bid security @ 0.5% (Half Percent) of the value of the quantity offered for supply by them in respect of item(s) for which acknowledgement of EM-II has been issued to them.
- Such Enterprises shall be required to pay security deposit @1% of the value of stores ordered to be supplied on furnishing of an attested copy of acknowledgement of EM-II with an affidavit of Rs. 50/- non judicial stamp by enterprise in prescribed format. {vide FD Circular No. 24/2010 dated 19.10.2010 or FD circular thereafter}.
- 28.4 The Central Government and Government of Rajasthan under taking need not furnish any amount of Bid security.
- 28.5 The Bid security/Performance security deposit lying with the department/office in respect of other bidders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards Bid security/Performance Security Money for the fresh bidder. The Bid security may however, be taken into consideration in case bids are re-invited.
29. FORFEITED OF BID SECURITY : the Bid security will be forfeited in the following cases :
- i. When bidder withdrawls or modifies the offer after opening of bid but before acceptance of it.
 - ii. When bidder does not execute the agreement, any other formality require by Department, if any, prescribed within the specified time.
 - iii. When bidder does not deposit the security Money after the supply order is given.
 - iv. When he fails to commence the supply of the items as per supply order within the time prescribed.
 - v. When he does not provide samples within time.

AGREEMENT AND PERFORMANCE SECURITY DEPOSIT :-

- 30.1 i. Successful bidder will have to execute an agreement in the Form 17 (On non-judicial Stamp Paper of the value Rs 500/-) within a period of 07 days of issue of order and deposit performance security equal to 5 % of the value of the stores for which bidder are accepted within 07 days from the date of dispatch on which the acceptance of the bid is communicated to him.

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- ii. No interest will be paid by the department of the performance security.
 - iii. The Bid security deposited at the time of bid will be adjusted towards performance security. The performance security amount shall in no case be less than the Bid security.
 - iv. Performance security (if any) shall be furnished in any one of the following forms-
 - (a) Deposit through e-GRAS.
 - (b) Bank Draft or Banker's Cheque of a scheduled bank.
 - (c) National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master.
 - (d) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the Fixed Deposit Receipt that the bidder furnishes an undertaking from the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
 - v. Performance security furnished in the form specified in clause (b) to (d) of sub-rule {31.1(iv)} shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
 - vi. The Performance security shall be refunded within one month of the final supply of the items as per purchase order in case of one time purchase and two months in case delivery in staggered is after the expiry of the period of guarantee if any completion of the same or after the expiry of the period of guarantee if any which ever is latter and after satisfied there are no due outstanding against the bidder.
- 30.2 i. Firms register with the Director of Industries, Rajasthan in respect of stores for which they are registered subject to their furnishing the registration certificate to original form the Director of Industries or a Photo Copy thereof duly attested by any gazetted officer will be partially exempted from Bid security and shall pay deposit @ 1% of the estimated value of bid.
- ii. Central govt. & Govt. of Rajasthan undertaking will exempted from furnishing security amount.
- 30.3 FORFEITURE OF PERFORMANCE SECURITY DEPOSIT: Security amount in full or part may be forfeited in the following cases :
- a. When any Terms and conditions of the contract is breached.
 - b. When the Bidders fails to make complete supply satisfactorily.
 - c. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the purchase officer in this regard shall be final.
- 30.4 The expenses of completing and stamping the agreement shall be paid by the bidder and the department shall be: furnished free of charge with one executed stamped counter part of the agreement.

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31. i. All goods must be sent freight paid through rail or goods transport. If goods are sent freight to pay, the freight together with Departmental charge 5% of the freight will be recovered the form suppliers bills.
- ii. R.R. should be sent under registered cover through bank only.
- iii. In case supply is desired to be sent by the purchase officer by passenger train. the entire railway freight will be borne by the department.
- iv. Remittance charges on payment made shall be borne by the bidder.

32. INSURANCE

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

33. PAYMENTS :

- i. Advance payment will not be made except in rare and special case. In case of advance payment being made it will be against proof of dispatch and to the extent as prescribed in financial power by rail/reputed goods transports companies etc. and prior inspection, if any. The balance in any will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection note given to the bidder.
- ii. Unless otherwise agreed between the parties payment for the delivery of the stores will be made on submission of bill in the proper form by the bidder to the purchase officer in accordance with G.F. & A.R. all remittance charges will be borne by the bidder.
- iii. In case of disputed items. 10 to 25% of the amount shall be with held and will be paid on settlement of the dispute.
- iv. Payment in case of these goods, which need testing, shall be made only when such tests have been carried out, test results received conforming to the prescribed specifications.
- 34.1 The time specified for delivery in the Bid form shall be deemed to be the essence of the contract are the successful bidder shall arrange supplies with in the period on receipt of the firm order from the purchase office.
- 34.2 a. Delay up to the one fourth period of the prescribed delivery period. 2.5 %
- b. Delay exceeding one fourth but not exceeding half of the prescribed period. 5.0 %
- c. Delay exceeding half but not exceeding three fourth of the prescribed period. 7.5 %
- d. Delay exceeding three fourth of the prescribed period. 10 %
- 34.3 Fraction of a day reckoning period of delay in supplies shall be eliminated if it is less than half a day.

- 34.4 The maximum amount of liquidated damages shall be 10%.
- 34.5 If the supplier requires to extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the work-order for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- 34.6 Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.
35. RECOVERIES:
- Recoveries of liquidated damages short supply breakage, rejected articles shall ordinary be made from bills. Amount may also be with held to the extent of short supply breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recover from his dues and the security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act. Or any other law in force.
36. Bidders must make their on arrangement to obtain import license if necessary.
37. If a bidder imposes conditions which are the in an addition to or in conflict with the conditions mentioned in his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the purchase officer.
38. The purchase officer reserves the right to accept any bid not necessarily the lowest, reject any bid without Assessing any reasons and accept bid for all or any one or more of the articles for which bidder has been given or distribute items of stores to more than one firm/supplier.
39. The bidder shall furnish the following documents at the time of execution of agreement.
- i. Attested copy of Partnership Deed in case of partnership firms.
 - ii. Registration No and Year of registration in case partnership firm is registered with register of firms.
 - iii. Address of residence and officer telephone number in case of sale proprietorship.
 - iv. Registration issued by Registrar of companies in case of company.
40. If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the term of the contract, the matter shall be referred to by the parties to the Head of the Department who will appoint his senior most deputy at the sole arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
41. All legal proceedings, if necessary arise to the institute may by any of the parties (Government or contractor) shall have to be lodged in courts situated in Jodhpur (Rajasthan) and not elsewhere.
42. Samples: Samples should be submitted strictly within 7 days (from issuing of order) /stipulated time as and when called for. Sample will be provided at your own cost as. If sample is not provided with in time, the bid security deposited will be forfeited.
43. The Quoted Rates must be F.O.R. Concerning Institute should includes the loading,

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unloading, octroi, Rail or Truck Freight and other taxes/levies.

44. The supply will be accepted only on working day during the office working hours at the centers informed by Board.

JOINT DIRECTOR CUM SECRETARY
BOARD TECHNICAL EDUCATION RAJASTHAN

I/We have carefully read and understood above terms and conditions (from 1 to 44) of the bid and abide by them.

I/We have also certify that all the information and catalogue etc. of the bided item has been enclosed and no information has been held back by us.

SIGNATURE OF THE BIDDER
With seal and designation



COMPLIANCE WITH THE CODE OF INTEGRITY AND NO CONFLICT OF INTEREST

Any person participating in a procurement process shall –

- a) not offer any bribe reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
- b) not misrepresent or omit that mislead 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 interest.

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

A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but 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 decision of the Procuring Entity regarding the Bidding process; or
- e) the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the bidder is involved. however, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f) the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or

- g) Bidder or any of its affiliates has been hired (or to proposed to be hired) by the Procuring Entity as engineer-in charge/consultant for the contract

Date :

Signature of Bidder

Place :

Name :

Designation :

Address :



DECLARATION BY THE BIDDER REGARDING QUALIFICATIONS

In relation to my/our Bid submitted to for procurement of in response to their notice inviting Bid No. Dated I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that;

01. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
02. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Documents;
03. 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;
04. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to entire to a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
05. I/we do not have conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date :

Place :

Signature of Bidder

Name :

Designation :

Address :



GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS

The Designation and address of the First Appellate Authority is **SECRETARY, BOARD OF TECHNICAL EDUCATION, RAJASTHAN**

The Designation and address of the Second Appellate Authority is **CHAIRMAN, BOARD OF TECHNICAL EDUCATION, RAJASTHAN**

01. Filing an appeal

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

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

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

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

03. If the officer designation under para (1) fails to dispose 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.

04. 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 negotiation;
- d) cancellation of a procurement process;
- e) applicability of the provisions of confidentiality.

Fan

05. 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.

06. Fee of filing appeal

- a) Fee for first appeal shall be rupees two thousand five hundred and 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.

07. 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) here all the parties to appeal present before him; and
 - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Date:

Place:

Signature of Bidder

Name :

Designation:

Address:

fan

MEMORANDUM OF APPEAL UNDER THE RAJASTHAN TRANSPARENCY IN PUBLIC
PROCUREMENT ACT, 2012

Appeal No. of

Before the (First/Second Appellate Authority)

01. Particulars of appellant :

(i) Name of Appellant :

(ii) Official address, if any :

(iii) Residential address :

02. Name and address of the respondent(s) :

(i)

(ii)

(iii)

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

04. If the Appellant proposes to be represented by a representatives, the name and postal address of

the representative :

05. Number of affidavits and documents enclosed with the appeal :

06. Ground of appeal :

.....
..... (supported by an affidavit)

07. Prayer :

.....
.....

Place :

Date :

Appellant's Signature

[Signature]

ADDITIONAL CONDITIONS OF CONTRACT

01. 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 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.

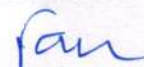
If the Bidder that submitted the lowest evaluated Bids does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

02. Procuring Entity's Right to Vary Quantities :

- (i) At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. it shall be without any change in the unit prices or other terms and conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply, if the suppliers 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 Suppliers.

03. Dividing quantities among more than one Bidder at the time of award (In case of Procurement of Goods) :

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in



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

Date :

Signature of Bidder

Place :

Name :

Designation:

Address:



"DECLARATION BY THE BIDDERS" (S.R. 11)

I, We declare that I am / We are bonafide/ Manufacturer/Whole Sellers/Sole Distributors/Authorized Dealer/ Dealers /Sole Selling /Marketing Agent in the Good/Stores/Equipments for which I/We have Bided. (STRIKE OFF WHICHEVER IS NOT APPLICABLE)

If, this Declaration is found to be incorrect then without prejudice to any other action that may be taken, My/Our Security may be forfeited in full and the Bid if any to the extent accepted may be cancelled.

SIGNATURE OF THE BIDDER

With seal and designation



"G.S.T. DECLARATION"

I, Certify that the goods on which G.S.T. has been charged have not been exempted under the G.S.T. or G.S.T. Rules, or the Rules made there under and the amount charged on account of Sales. Tax is not more than what is payable under the relevant provisions of the G.S.T. Act or the Rules made there under.

Certify that we M/s
.....

are registered as Manufacturer in the (State or Union Territory) under G.S.T. Registration No.

SIGNATURE OF THE BIDDER

With seal and designation

Ran

REAL TIME GROSS SETTLEMENT (RTGS) / NATIONAL
ELECTRONIC FUND TRANSFER (NEFT)

From: M/s.

To,

The Secretary,
Board of Technical Education Rajasthan,
Jodhpur.

Sub:- RTGS / NEFT Payments.

We refer to remittance of our payments using RBI's RTGS/NEFT. Our payments may be made through the above system to our under noted account at our cost :-

Name of Firm	:	
Full Address	:	
Mobile Number	:	
mail ID for Payment Information	:	
PAN Number	:	
Bankers Name	:	
Branch Name	:	
9 Digit Code of Bank (Appearing on the MICR Cheque issued by the Bank)	:	
Account Type with Code	:	
Account Number (as appearing on Cheque Book)	:	
IFSC Code for RTGS	:	

Signature of supplier with Stamp & Address

fan

List of different types of printed envelopes and file covers

S. No.	Item Description	Specifications	Estimated quantity
1.	Confidential envelope गोपनीय - 3	Size - (28cm*12cm) (Brown colour)	4000
2.	Confidential envelope गोपनीय - 5	Size - (30cm*15cm) (Brown colour) (कपडालगे)	4000
3.	Confidential envelope गोपनीय - 6	Size - (33cm*18cm) (Brown colour) (कपडालगे)	4000
4.	Confidential envelope गोपनीय - 9	Size - (28cm*23½cm) (Brown colour) (कपडालगे)	5000
5.	Confidential envelope गोपनीय - 10	Size (47.5cm*30.2cm) Star craft paper (100 GSM)	1000
6.	Confidential envelope गोपनीय - 11	Size - (51cm*31cm) Thickness-8.5 cm Box type Star craft paper (100 GSM)	1000
7.	Confidential envelope गोपनीय - 15	Size (44.4cm*30.2cm) (with inner lamination)	3000
8.	Confidential envelope गोपनीय - 15(A)	Size (39.3cm*24.7cm) (with inner lamination)	3000
9.	Window envelope	Size - (26cm*11cm) 100 GSM	3000
10.	सामान्य लिफाफा डाक प्रयोजनार्थ	Size - (31cm*12cm)	3000
11.	Brown Envelopes	Size - (10inch*14inch) 100 GSM (Broun colour) (कपडालगे)	1000
12.	Brown Envelopes	Size - (16inch*12inch) 100 GSM (Broun colour) (कपडालगे)	1000
13.	File covers	Size (10inch*14inch)	500

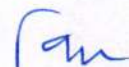
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AGREEMENT (See Rule 68)

(On non-judicial Stamp Paper of Rajasthan Government of the value as per S.R.-16)

An agreement made this ----- day of ----- between -----
----- (hereinafter called "the approved 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 Government of the State of Rajasthan (herein after called "the Government" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

02. Whereas the approved supplier has agreed with the Government to supply to the _____ of the State of Rajasthan at its Head Office as well as at branches offices throughout Rajasthan, all those articles set forth in the schedule appended hereto in the manner set forth in the conditions of the bid and contract appended herewith and at the rates set forth in column _____ of the said schedule.
03. And whereas the approved supplier has deposited a sum of Rs. _____ in _____.
- (1) Cash/Bank Draft/Challan No./Banker Cheque No. _____ dated _____.
- (2) Post Office Savings Bank Pass Book duly hypothecated to the Departmental authority.
- (3) National Savings Certificates/Defence Savings Certificates, Kisan Vikas Patras, or any other script/instrument under National Saving Schemes for promotion of Small Savings, if the same can be pleased under the relevant rule. (The certificates being accepted at surrender value) as security for the due performance of the aforesaid agreement which has been formally transferred to the departmental authority.
04. Now these Presents witness:
- (01) In consideration of the payment to be made by the Government through _____ at the rates set forth in the Schedule hereto appended the approved supplier will duly supply the said articles set forth in _____ and _____ thereof in the manner set forth in the conditions of the bid and contract.
- (02) The conditions of the bid and contract for open bid enclosed to the bid notice No. _____ dated _____ and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
- (03) Letters Nos. _____ received from bidder and letters nos. _____ issued by the Government and appended to this agreement shall also form part of this agreement.
- (04) (a) The Government do hereby agree that if the approved supplier shall duly supply the said articles in the manner aforesaid observe and keep the said terms and conditions, the Government will through _____ pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.



(c) The mode of Payment will be as specified below:-

1. _____ 2. _____ 3. _____

05. The delivery shall be effected and completed within the period noted below from the date of supply order :-

S. No.	Items Quantity	Delivery period
--------	----------------	-----------------

06. (1) (i) In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores which the bidder has failed to supply :-

- | | |
|--|-------|
| a. Delay up to the one fourth period of the prescribed delivery period. | 2.5 % |
| b. Delay exceeding one fourth but not exceeding half of the prescribed period. | 5.0 % |
| c. Delay exceeding half but not exceeding three fourth of the prescribed period. | 7.5 % |
| d. Delay exceeding three fourth of the prescribed period. | 10 % |

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

(ii) The maximum amount of agreed liquidated damages shall be 10%

(iii) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

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

07. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Government and the decision of the Government shall be final. In witness whereof the parties hereto have set their hands on the..... day of 20.....

Signature of the approved supplier.

Signature for and on behalf of Governor
Designation

Date:

Date:

1. Witness

1. Witness

2. Witness

2. Witness

Technical Bid for Open Bid No. 07 /2022-2023**Supply of Printed Envelopes and File covers**

S. No.	Item Description	Specifications	Estimated quantity	Specify variation in Specification (if any)
1.	Confidential envelope गोपनीय - 3	Size - (28cm*12cm) (Brown colour)	4000	
2.	Confidential envelope गोपनीय - 5	Size - (30cm*15cm) (Brown colour) (कपडालगे)	4000	
3.	Confidential envelope गोपनीय - 6	Size - (33cm*18cm) (Brown colour) (कपडालगे)	4000	
4.	Confidential envelope गोपनीय - 9	Size - (28cm*23½cm) (Brown colour) (कपडालगे)	5000	
5.	Confidential envelope गोपनीय - 10	Size (47.5cm*30.2cm) Star craft paper (100 GSM)	1000	
6.	Confidential envelope गोपनीय - 11	Size - (51cm*31cm) Thickness-8.5 cm Box type Star craft paper (100 GSM)	1000	
7.	Confidential envelope गोपनीय - 15	Size (44.4cm*30.2cm) (with inner lamination)	3000	
8.	Confidential envelope गोपनीय - 15(A)	Size (39.3cm*24.7cm) (with inner lamination)	3000	
9.	Window envelope	Size - (26cm*11cm) 100 GSM	3000	
10.	सामान्य लिफाफा डाक प्रयोजनार्थ	Size - (31cm*12cm)	3000	
11.	Brown Envelopes	Size - (10inch*14inch) 100 GSM (Broun colour) (कपडालगे)	1000	
12.	Brown Envelopes	Size - (16inch*12inch) 100 GSM (Broun colour) (कपडालगे)	1000	
13.	File covers	Size (10inch*14inch)	500	

Terms & Condition :-

1. Rates will be F. O. R.
2. Delivery Period 10 days
3. G.S.T. Extra
2. Subject to Jurisdiction at Jodhpur

Signature of Bidder
(Along with stamp of bidder firm)



BOARD OF TECHNICAL EDUCATION RAJASTHAN JODHPUR**"To be submitted in envelope marked 'COVER-II'"****Financial Bid****Supply of Printed Envelopes and File covers (as per BTER sample and Specification)**

S. No.	Item Description	Specifications	Estimated quantity	Net Price Per item (Including All other levies: Excise duty, Entry Tax, Octroi (if any); Packing, transportation, loading, unloading cartage, packing & all other expenses/charges etc up to supply at the BTER store)
1.	Confidential envelope गोपनीय - 3	Size - (28cm*12cm) (Brown colour)	4000	
2.	Confidential envelope गोपनीय - 5	Size - (30cm*15cm) (Brown colour) (कपडालगे)	4000	
3.	Confidential envelope गोपनीय - 6	Size - (33cm*18cm) (Brown colour) (कपडालगे)	4000	
4.	Confidential envelope गोपनीय - 9	Size - (28cm*23½cm) (Brown colour) (कपडालगे)	5000	
5.	Confidential envelope गोपनीय - 10	Size (47.5cm*30.2cm) Star craft paper (100 GSM)	1000	
6.	Confidential envelope गोपनीय - 11	Size - (51cm*31cm) Thickness-8.5 cm Box type Star craft paper (100 GSM)	1000	
7.	Confidential envelope गोपनीय - 15	Size (44.4cm*30.2cm) (with inner lamination)	3000	
8.	Confidential envelope गोपनीय - 15(A)	Size (39.3cm*24.7cm) (with inner lamination)	3000	
9.	Window envelope	Size - (26cm*11cm) 100 GSM	3000	
10.	सामान्य लिफाफा डाक प्रयोजनार्थ	Size - (31cm*12cm)	3000	
11.	Brown Envelopes	Size - (10inch*14inch) 100 GSM (Broun colour) (कपडालगे)	1000	
12.	Brown Envelopes	Size - (16inch*12inch) 100 GSM (Broun colour) (कपडालगे)	1000	
13.	File covers	Size (10inch*14inch)	500	

Date:

Signature of Bidder
(Along with stamp of bidder firm)
