



## राजस्थान विश्वविद्यालय, जयपुर


क्रमांक : एफ-9/सा.प्र./ई-प्रोक्यूरमेंट सैल/2024/

दिनांक :

### ई-निविदा की संक्षिप्त सूचना

राजस्थान विश्वविद्यालय द्वारा आयोजित परीक्षा में प्रयुक्त उत्तर पुस्तिकाओं की रद्दी कागज की नीलामी एवं निस्तारण हेतु ऑन लाईन निविदाये आमंत्रित की जाती है। अतः इच्छुक फर्म/कम्पनी/निविदादाता दिनांक 20.01.2024 को अपराह्न 1:30 बजे तक ई-प्रोक्यूरमेंट पोर्टल पर ई-निविदा अपलोड कर सकते हैं तथा निविदा प्रपत्र एवं शर्तों का विवरण <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in> एवं [www.uniraj.ac.in](http://www.uniraj.ac.in) देख एवं डाउनलोड की जा सकती है।

UBN No. URA2324GLOB00174 dated 9/1/24  
NIB: URA2324A0059

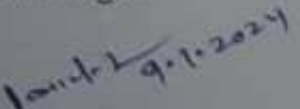
  
कुलसचिव  
राजस्थान विश्वविद्यालय, जयपुर

क्रमांक : एफ-9/सा.प्र./ई-प्रोक्योरमेंट सैल/2024/ 26714-719

दिनांक : 09/01/24

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु निम्न को प्रेषित है :-

1. निदेशक, इन्फोनेट सेंटर को प्रेषित कर लेख है कि उपरोक्त संक्षिप्त सूचना विश्वविद्यालय की वेबसाइट पर अपलोड कराने की व्यवस्था करावें।
2. नोडल ऑफिसर, ई-प्रोक्योरमेंट प्रकोष्ठ, रा.वि.वि., जयपुर को प्रेषित कर लेख है कि उक्त संक्षिप्त सूचना एवं निविदा प्रपत्र <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in> एवं [www.uniraj.ac.in](http://www.uniraj.ac.in) पर अपलोड करवाने का श्रम करें।
3. जनसम्पर्क अधिकारी, रा.वि.वि., जयपुर को प्रेषित कर लेख है कि उक्त निविदा संक्षिप्त सूचना एक दैनिक समाचार पत्र राजस्थान पत्रिका/दैनिक भास्कर (राज्य के समस्त संस्करण किसी एक समाचार पत्र में प्रकाशित करवाने का श्रम करें) तथा इण्डियन एक्सप्रेस नई दिल्ली एडिशन में एक बार प्रकाशित करवाने का श्रम करें।
4. निजी सचिव, कुलपति/कुलसचिव/वित्त नियंत्रक एवं वित्तीय सलाहकार, रा.वि.वि., जयपुर।

  
उप कुलसचिव (सा.प्र.)



## राजस्थान विश्वविद्यालय, जयपुर

क्रमांक : एफ-9/सा.प्र./ई-प्रोक्यूरमेंट सैल/2024/96713

दिनांक : 09/01/24

### ई-निविदा की संक्षिप्त सूचना

राजस्थान विश्वविद्यालय द्वारा आयोजित परीक्षा में प्रयुक्त उत्तर पुस्तिकाओं की रद्दी कागज की नीलामी एवं निस्तारण हेतु ऑन लाईन निविदाये आमंत्रित की जाती है। अतः इच्छुक फर्म/कम्पनी/निविदादाता दिनांक 20.01.2024 को अपरान्ह 1:30 बजे तक ई-प्रोक्यूरमेंट पोर्टल पर ई-निविदा अपलोड कर सकते हैं तथा निविदा प्रपत्र एवं शर्तों का विवरण <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in> एवं [www.uniraj.ac.in](http://www.uniraj.ac.in) देख एवं डाउनलोड की जा सकती है।

UBN No. .... dated .....

कुलसचिव

राजस्थान विश्वविद्यालय, जयपुर

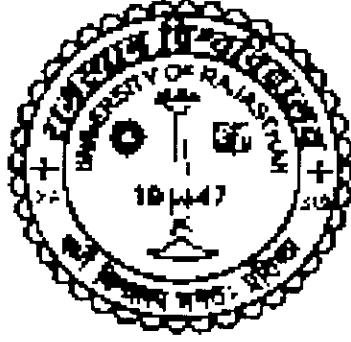
University of Rajasthan, Jaipur  
Jawahar lal Nehru marg, Jaiupr-302004

Ph.: 0141-2706813/0141-2710978

E-Mail:www.uniraj.ac.in

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BID FORM



NIB NO. : ..... dated .....

राजस्थान विश्वविद्यालय द्वारा आयोजित परीक्षा मे प्रयुक्त उत्तर  
पुस्तिकाओं की रद्दी कागज की नीलामी एवं निस्तारण हेतु निविदा

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1-1

# राजस्थान विश्वविद्यालय, जयपुर

राजस्थान विश्वविद्यालय द्वारा आयोजित परीक्षा मे प्रयुक्त उत्तर पुस्तिकाओं की रद्दीकी नीलामी एवं निस्तारण हेतु  
निविदा

निविदा संख्या	G.Ad./Eprocurement Cell/2024/ 26713 Dated : 09/01/24
निविदा कार्य की लागत	180.00 लाख (अनुमानित)
निविदा उपलब्ध होने की दिनांक	10.01.2024
निविदा पूर्व की बैठक(Pre-Bid Conference)की दिनांक एवं समय बिड डाउनलोड Starting Date	Pre-Bid Conference 16.01.2024 at 3:00 P.M. Bid Starting Date 10-01-2024
निविदा प्रस्तुत करने की अन्तिम तिथि एवं समय Bid Submission end date	20-01-2024 upto 1.30 P.M.
तकनीकी निविदा खोले जाने की तिथि एवं समय	20-01-2024 at 3.00 P.M. in HRDC Hall
निविदा फार्म सामने अंकित वैब साईट से भी डाउनलोड की जा सकती है।	<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> <a href="http://www.uniraj.ac.in">www.uniraj.ac.in</a> , <a href="http://www.eproc.in">www.eproc.in</a> <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a>
निविदा की वैधता अवधि	<b>90 days from the date of opening of Bid</b>
Name of the Company/Firm:	
Name of Contact Person	
Address of Company / Firm for Correspondence:	
Office Telephone No.:	
Office Fax No.	
Office E-Mail Address:	

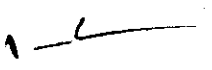
निविदा शुल्क : 1000/- कुलसचिव, राजस्थान विश्वविद्यालय के नाम तथा Processing Fees रु. 2000/-MD-RISL जयपुर के नाम देय होगा। Bid Security राशि 3,60,000/- रुपये कुलसचिव, राजस्थान विश्वविद्यालय के नाम देय होगा।

नोट :-राजस्थान के लघु उद्योगों की दशा मे राजस्थान लोक उपायन में पारदर्शिता नियम, 2013 के नियम 42 के अनुसार बोली प्रतिभूति (Bid Security) राशि में नियमानुसार रियायत/छूट देय होगी।

विषय सारणी

BID INDEX (NIB NO..... )

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## अध्याय-1

### निविदा आमंत्रण सूचना (Notice Inviting Bid (NIB) for uploading on websites)

1. Single stage, two-envelopes unconditional E-bids are invited for the auction and disposal of used answer books from eligible firms on behalf of the Registrar, University of Rajasthan, Jaipur providing as below :-

(Amount in Rs.)

S. No.	Description of Services	Estimated Quantity (Qtls.) ValueRs.	Bid Security	Bid form fees	E-Tendering Process Fee
1	राजस्थान विश्वविद्यालय द्वारा आयोजित परीक्षा में प्रयुक्त उत्तर पुस्तिकाओं की रद्दी कागज की नीलामी एवं निस्तारण का कार्य	5000 Quintals 180.00 Lakhs	3.66 Lakh	1000/-	2000/-

2. Important dates of Biding process: -

S. No.	Date of bid downloading document	Date and time of pre-bid meeting	Last date and time for downloading of bid document	Last date and time for receipt of hardcopy, for EMD, Teder fee, Pro. fee etc	Date and time of bid opening (Technical Bid)
1.	10.01.2024	16.01.2024 3.00 P.M. (at HRDC Hall UOR)	20.01.2024 1.30 P.M.	20.01.2024 upto 2.00 PM	20.01.2024 3.00 P.M.

3. A pre-bid meeting/conference will be held as per above schedule i.e., at 3.00 PM on dated 16.01.2024 in the HRDC Hall, University of Rajasthan, Jawahar Lal Nehru Marg, Jaipur to clarify the issues and to answer questions on any matter that may be raised at that stage. After pre-bid meeting necessary changes in bid conditions can be done. Bid should be submitted On-line on website <http://eproc.rajasthan.gov.in> after pre-bid meeting including all the clarifications/modifications/ amendments. Corrigendum/addendum shall be the integral part of terms & conditions of bid which shall be duly signed and attached with the bid document by the bidder.
4. The bid is for the contract of auction of use answer book papers.
5. The confidentiality of used answer books is the essence of this contract and bidders are informed to strictly follow the University instruction along with submission of affidavit in format **(BF-III)**
6. Detailed terms and conditions of bid may be downloaded/seen on the website [www.eproc.rajasthan.nic.in](http://www.eproc.rajasthan.nic.in), [www.sppp.raj.gov.in](http://www.sppp.raj.gov.in) and [www.uniraj.ac.in](http://www.uniraj.ac.in), or in the office of the Registrar/Comptroller of Finance, & Financial Advisor, UOR, Jaipur.
7. The Bid form fee Rs. 1000.00 downloaded from the website, Bid Security 3.60 Lakh and processing fee of Rs.2000.00 of D.D./Banker cheque in favour of Registrar, University of Rajasthan, Jaipur payable at Jaipur. The bid document cost, processing fee and bid

security shall be deposited physically along with technical bid submissions sheet in the office of Registrar, University of Rajasthan, Jaipur by D.D./Banker cheque before the last date and time of bid submission.

8. Bids uploaded after the specified time and date shall not be accepted / opened.
9. The technical bids shall be opened at 3.00 PM on dated 20.01.2024 or as amended in the presence of the bidders or their representatives, who wish to be present.
10. The bid shall only be submitted through e-procurement portal <https://eproc.rajasthan.gov.in>. of Govt. of Rajasthan. Bids shall not be accepted in physical form in any condition.
11. The University of Rajasthan is not bound to accept the highest bid and may reject any or all bids without assigning any reason there for.
12. The bidders shall have to submit a valid GST Registration No. and the 'PAN' No. issued by Income Tax Department (copy of both document may be enclosed).
13. It is clarified that the information required in bidding document should be submitted only in enclosed format without any change or modification in its formats. Bids submitted with changed or modified annexure/ formats may be rejected.
14. Information of award of contract will be communicated to all participating bidders on the website [www.uniraj.ac.in](http://www.uniraj.ac.in) and [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in). Please note that individual bidder will not be intimated.
15. Enclose gross average annual turnover statement (**BF-IV**) certified by CA.
16. Enclose declaration by the bidder regarding Qualifications (**BF-II**).
17. The bidding process shall be subject to the provisions of the Rajasthan Transparency in Public Procurement Act 2012 and Rajasthan Transparency in Public Procurement Rules 2013 made there under.

**Note:** -If any amendment/clarification is carried out in the scope of work and bid terms & conditions following pre-bid meeting or any other information, the same will also be uploaded on the University website [www.uniraj.ac.in](http://www.uniraj.ac.in) and [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) and [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) will not be published in news papers. It will not be intimated to individual bidder. In case any inconvenience is felt, please contact over telephone number i.e. 0141-2706813/0141-2710978 or queries may be e-mailed on address [www.registraruor@yahoo.com](mailto:www.registraruor@yahoo.com) & [www.accountsuorjaipur@yahoo.in](mailto:www.accountsuorjaipur@yahoo.in)

  
Registrar  
University of Rajasthan  
Jaipur

## अध्याय-2

### खण्डन/त्याग घोषणा (Disclaimer)

The information contained in this bid document for proposed procurement or subsequently provided to the Bidder(s), in documentary or any other form by or on behalf of the Registrar, University of Rajasthan, Jaipur or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this bid and such other terms and conditions subject to which such information is provided to the Bidder.

Whilst the information in this bid has been prepared in good faith and contains general information in respect of the proposed procurement, the bid is not and does not purport to contain all the information which the Bidder may require.

Neither the Registrar, University of Rajasthan, Jaipur, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed procurement, or makes any representation or warranty, express or implied, with respect to the information contained in this bid or on which this bid is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and liability therefore is hereby expressly disclaimed.

This document is not an agreement and is not an offer or invitation by the Registrar, University of Rajasthan, Jaipur, Rajasthan. (hereinafter referred to as "Procuring Entity") or its representatives to the prospective Bidders or any other person. The purpose of this bid document is to provide interested parties with information to assist the formulation of their Proposal/offer. The information contained in this bid document is selective and is subject to updating, expansion, revision, and amendment. Each recipient must conduct its own analysis of the information contained in this bid document or to connect any inaccuracies therein that may be in this bid document and is advised to carry out its own investigation into the proposed procurement, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed procurement and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed procurement.

This bid document includes certain statements, estimates and targets with respect to the procurement. Such statements, estimates and targets reflect various assumptions made by the management, officers, and employees of the procuring entity, (and the base information on which they are made) which may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this bid document is, or should be relied on as, a promise, representation, or warranty. Bid document and the information contained therein is meant only for those applying for this procurement, it may not be copied or distributed by the recipient to third parties, or used as information source by the Bidder or any other in any context, other than applying for this proposed procurement.

The Procuring Entity is, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this bid document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the bid document and any assessment, assumption, statement or information contained therein or deemed to form part of this bid document or arising in any way for participation in this Bidding process.



The Procuring Entity also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this bid document.

The Procuring Entity may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this bid document.

The issue of this bid document does not imply that the Procuring Entity is bound to select a bidder or to appoint the Selected Bidder or Bidder, as the case may be, for the procurement and the Procuring Entity reserves the right to reject all or any of the Bidders or Bids at any point of time without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Procuring Entity or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Procuring Entity shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.

Any information/documents including information/ documents pertaining to this bid or subsequently provided to Bidder and/or Selected Bidder and information/documents relating to the Bidding process; the disclosure of which is prejudicial and/or detrimental to, or endangers, the implementation of the procurement is not subject to disclosure as public information/documents.

  
Registrar  
University of Rajasthan  
Jaipur

1-6

## अध्याय-3

### निविदादाता हेतु दिशा-निर्देश (Instructions to Bidders)

Before filling up of bid form, kindly go through the following instructions carefully so that your bid may not be considered invalid:

1. Kindly go through the terms and conditions, annexure and other forms of the document carefully and meticulously.
2. It is expected from all bidders that they will ensure that documents to be used in bid set will be given to a reliable person only, and that only a fully reliable person shall be authorized for DSC. So that the confidentiality of our bid/ rates is maintained up to bid opening & that your documents are put to any misuse.
3. Complaints lodged in UOR, Jaipur should bear signature, name, Id proof and mobile number of the complainant. This is important as UOR, Jaipur has received many complaints in the past on letter heads of certain companies who later on denied to have made the complaint upon their verification. Rather, a few companies have asked UOR, Jaipur to take action against that person who has fraudulently made use of their letter heads. Therefore, unauthenticated complaints may not be acted upon.
4. In case you are given any assurance of any advantage in UOR, Jaipur by anybody or if you are directly or indirectly threaten or intimated of harming your bidding & subsequent work in UOR, Jaipur, please inform immediately about the same to Registrar/CF&FA, UOR, Jaipur. It would be better if evidence of such unfair activity of such person is produced so that action can be taken against such person/institution and their details can be put on the website.
5. It is advisable for you to authorize only those persons for University bid who are employed in your firm on salary basis.
6. Certificates/Licenses/Documents which are required should be complete and updated.
7. Bid form can be downloaded from "<https://eproc.rajasthan.gov.in>." The bid form fee @ Rs. 1000.00 downloaded from the website, Bid security @ Rs. 3,60,000/- and processing fee of Rs.2000.00 of R.I.S.L. shall be submitted in the form of D.D./Banker cheque in favour of Registrar, University of Rajasthan, Jaipur respectively (payable at Jaipur). The Bid form fee, processing fee and Bid Security shall be deposited physically in the office of Registrar, University of Rajasthan, Jaipur before the last date and time of bid submission.
8. Bid form fees RISL processing fee and bid security should be submitted separately for each bid. Bid form fees is non-refundable.
9. The average gross annual turnover of the bidder shall be as per **format** for last three years. The turn over statement (**BF-IV**) duly certified and signed by Chartered Accountant shall be submitted along with bid, failing which the bid shall be rejected.
10. Bid form must conform the terms & conditions of the bid documents.
11. Bid received after prescribed date and time will not be considered.
12. A pre-bid meeting will be held as per above schedule i.e., at 3.00 PM on dated 16.01.2024 in the HRDC Hall, University of Rajasthan, JLN Marg, Jaipur-302004 to clarify the issues and to answer questions on any matter that may be raised at that stage. After pre-bid meeting necessary changes in bid conditions can be done. Bid should be submitted on-line after pre-bid meeting including all the clarifications/modifications/amendments. Corrigendum/addendum shall be the integral part of terms & conditions of bid which shall be duly signed and attached with the bid document by the bidder.
13. Correspondence with the University regarding these bids by the authorized signatory of the firm shall only be entertained.
14. Bids received after the specified time and date shall not be accepted and shall be not opened.

15. The technical bids shall be opened at 3.00 PM on dated 20.01.2024 or as amended in the presence of the Bidders or their representatives who wish to be present.
16. The University of Rajasthan, Jaipur is not bound to accept the lowest bid and may reject any or all bids without assigning any reason thereof.
17. The bidders shall have to submit a valid 'GST Registration Certificate and GST clearance certificate/affidavit from the concerned Department and the 'PAN' issued by Income Tax Department.
18. It is clarified that the information required in bidding document should be submitted without any change or modification in its formats. Bids submitted with changed or modified annexure/ formats may be rejected.
19. You are required to prepare a single PDF file for the entire bid document and then it should be uploaded on the website "<https://eproc.rajasthan.gov.in>". Bid document if not prepared as single PDF file, the website may not accept second and onward parts of the bid.
20. The declaration of technical bid in respect of responsive/non responsive bidders shall be uploaded on websites [www.uniraj.ac.in](http://www.uniraj.ac.in), [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) and <https://eproc.rajasthan.gov.in>. Similarly, information regarding Financial Bid (L-1) shall also be provided to bidders on above websites. Individual bidders may not be informed separately.
21. निविदा प्रक्रिया का संक्षिप्त विवरण :-
  1. यह निविदा एक स्तरीय दो भाग (Single Stage-2 Part Part-I Technical Bid cover-A and Part-II Financial Bid cover-B) ऑनलाईन वेबसाइट सिस्टम आधारित है।
  2. निविदा ऑनलाईन "<https://eproc.rajasthan.gov.in>" वेबसाइट पर भरी गई ही मान्य होगी।
  3. वित्तीय निविदा केवल ऑनलाईन ही स्वीकार्य है।
  4. तकनीकी तथा वित्तीय निविदा का प्रत्येक पृष्ठ निविदादाता के अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षरित तथा फर्म की मोहर लगा होना चाहिये।
  5. निविदा एव संलग्न प्रपत्र हिन्दी अथवा अंग्रेजी (English) भाषा में होने चाहिये। अन्य भाषा में प्राप्त निविदा अथवा प्रपत्रों/दस्तावेजों को विचार हेतु अयोग्य माना जायेगा।
  6. निविदादाता निविदा प्राप्त करने, भरने, विभाग के समक्ष प्रस्तुत करने तथा स्पष्टीकरण, यदि कोई हो, प्रस्तुत करने के दौरान होने वाले समस्त खर्च स्वयं वहन करेगा। इस हेतु विभाग द्वारा कोई भी राशि देय नहीं होगी।
  7. निविदादाता से यह अपेक्षित है कि उसे साइट, निविदा की शर्तों एवं अन्य समस्त स्थानीय कानूनों एवं परिस्थितियों का पूर्ण ज्ञान होगा। ऐसा न होने पर होने वाले नुकसान और/अथवा अन्य प्रभाव के लिये निविदादाता स्वयं जिम्मेदार होगा तथा विभाग किसी प्रकार के दखल/क्षतिपूर्ती के लिये उत्तरादायी नहीं होगा।
22. निविदा प्रस्तुत किये जाने की आखिरी दिनांक के पश्चात 90 दिवस तक वैध रहेगी।
23. The bidding process shall be subject to the provisions of the Rajasthan Transparency in Public Procurement Act and Rules made there under.

**Note:-** If any amendment is carried out in the bid specifications and terms & conditions following pre-bid meeting, the same will be uploaded on the departmental website "[www.uniraj.ac.in](http://www.uniraj.ac.in), [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) and will not be published in news papers. In case any inconvenience is felt, please contact on telephone number i.e. 0141-2706813/0141-2710978 or queries may be e-mailed on address "[www.registraruor@yahoo.com](mailto:www.registraruor@yahoo.com) & [www.accountsuorjaipur@yahoo.in](mailto:www.accountsuorjaipur@yahoo.in)

  
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## अध्याय-4

### कार्य का विवरण (Scope of Work)

विश्वविद्यालय में विभिन्न परीक्षाओं के प्रयुक्त की गई उत्तर पुस्तिकाओं के रद्दी कागज की नीलामी एवं निस्तारण कार्य का विवरण निम्नानुसार है:-

1. सफल निविदादाता द्वारा विश्वविद्यालय परिसर के भण्डारों में रखी प्रयुक्त उत्तर पुस्तिकाओं के कागज की रद्दी की इस बाबत विश्वविद्यालय द्वारा गठित समिति के समक्ष भण्डारों में ही तुलाई की जाकर उठाया जायेगा।
2. रद्दी कागज के 50 किलोग्राम की प्लास्टिक बोरों में भराई की जाकर उठाया जायेगा।
3. सफल निविदादाता को रद्दी कागज उठाने से पहले विश्वविद्यालय को नीलामी राशि का पूर्ण भुगतान करना होगा।
4. सफल निविदादाता को उत्तर पुस्तिकाओं की गोपनीयता को बनाये रखना होगा तथा वह किसी भी स्थिति में इसे सार्वजनिक नहीं करेगा।
5. इस रद्दी कागज की लुगदी बनाने हेतु उपयोग करेगा तथा इस बाबत विश्वविद्यालय को 500 रु. के स्टाम्प पेपर पर शपथ पत्र प्रस्तुत करेगा। **B.F.-III**
6. उत्तर पुस्तिकाओं के वजन की अनुमानित मात्रा 5000 क्विंटल आंकी गई है जो इससे कम या ज्यादा भी हो सकती है।
7. उत्तर पुस्तिकाएँ जहाँ हैं एवं जैसी स्थिति में हैं के आधार पर स्वीकार करनी होगी तथा इनकी तुलाई में ठेकेदार आना-कानी नहीं करेगा जो तलघर-प्रथम एवं द्वितीय में भण्डारण किया हुआ है।

  
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## अध्याय-5

### निविदा का आंकडा-पत्रक (Bid Data Sheet)

Point No.	Description
<b>1.</b>	<b>Introduction</b>
1.1	NIB No..... dated .....
	The Procuring Entity is:- <b>Registrar, University of Rajasthan, Jawahar Lal Nehru Marg, Jaipur-302004</b>
1.2	The auction contract is for Sale of used answer books
1.3	The contract period shall be 28 days from the date of work order
<b>2.</b>	<b>Bidding document</b>
2.1	Bids are invited from eligible firms.
2.2	The price of the bidding document is:- Rs. 1000.00 & E-Tender processing Fee Rs. 2000.00 in favour of MD, RISL, Jaipur
2.4	Bid Security:- 3.60 Lakh on Estimated Value Rs180.00 Lakhs
2.5	The Pre-bid meeting will be held at 3.00 PM on dated 16.01.2024 in HRDC Hall, University of Rajasthan, JLN Marg, Jaipur-302004
2.6	Last date for Issuance of Bid Document:- on dated 20.01.2024 up to 1.30 P.M.
2.7	Last date & Time for submission of Bids:-on dated 20.01.2024 up to 2.00 P.M. Last date & Time for submission of Bid Document including Cost of Bid Fee, Bid Security Amount, processing fees etc.: -on dated 20.01.2024 up to 2.00 P.M. Date & Time of opening of (Technical Bid) Bids:-on dated 20.01.2024
2.8	Joint venture/bidding and sub-letting will not be allowed.
	Address for Correspondence and Clarifications:- Registrar/CF&FA University of Rajasthan, J.L.N. Marg, Jaipur (Rajasthan) 302004 Tel. No. 0141-2706813/0141-2710978 Email Address:- www.uniraj.ac.in
<b>3.</b>	<b>Preparation of Bids</b>
3.1	The Bidder shall submit with its Technical Bid Submission Sheet <b>(BF-I)</b> the following documents: 1. Bid Security, Bid document cost and RISL processing fee (DD / Banker Cheque or declaration for Bid Security) 2. Declaration by the Bidder Regarding Qualifications <b>(BF-II)</b> 3. The average gross annual turnover of the bidder shall be as per <b>format</b> for last three years. <b>(BF-IV)</b> 4. Bidders shall have to submit a valid GST Registration Certificate and GST certificate from the concerned Officer and the 'PAN' issued by Income Tax Department. 5. Under taking / Affidavit regarding confidentially <b>(BF-III)</b> 6. Any other required as mentioned in Technical Bid submission letter.
3.2	The Bidder shall submit Financial Bid only online on portal as per Financial Bid <b>(BF- VII)</b>
3.3	Alternative Bids are not permitted.

Point No.	Description
3.4	The currency of the Bid shall be the Indian Rupee.
3.5	The Bid validity period shall be 90 days from the opening of Technical Bid.
3.6	The scanned copy of complete Bid document filled and signed on each page as per ITB and other requirements shall be electronically uploaded on website <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a> within the prescribed Bid submission period. <b>Please note that physical submission of bid document shall not be accepted.</b>
3.7	Any Authorisation to sign on behalf of the Bidder shall consist of Power of Attorney by the Bidder (BF-VI) or the change in bidder shall be resolved by the firm / company which shall be immediately communicated to the University.
<b>4.</b>	<b>Submission and Opening of Bids</b>
4.1	The address of Procuring Entity's :- Registrar/CF&FA University of Rajasthan, J.L.N. Marg, Jaipur (Rajasthan) 302004 Tel. No. 0141-2706813/0141-2710978 Email Address:- <a href="http://www.uniraj.ac.in">www.uniraj.ac.in</a>
4.2	The deadline for Bid submission is: Date: 20.01.2024 Time: 1.30 P.M.
4.3	The Bid opening shall take place at: Syndicate Hall, University of Rajasthan, J.L.N. Marg, Jaipur (Rajasthan) 302004 Tel. No. 0141-2706813/0141-2710978 Email Address:- <a href="http://www.uniraj.ac.in">www.uniraj.ac.in</a> Technical bids received till the scheduled date and time will be opened by a Procurement Committee constituted by University of Rajasthan, Jaipur in the presence of bidders. The date of opening of financial bid will be communicated separately through website.
<b>5</b>	<b>Award of Contract</b>
5.1	(1) Work completion period is 28 days which can be reduced or increased with or without compensation by the University authorities.  (2) The quantity/ units can be divided among more than one Bidder at the price of the lowest evaluated Bid as per provision of parallel contract.
5.2	The period within which the contract agreement is to be executed and auction value is to be deposited within 15 days of approval by the University.
<b>6</b>	<b>Redressal Grievances during Procurement Process</b>

Point No.	Description
6.1	<p>(1) The designation and address of First Appellate Authority is: - Vice-Chancellor, University of Rajasthan, JLN Marg, Jaipur-302004 or as decided by the Govt. of Rajasthan. Telephone No. 0141-2707863</p> <p>(2) The Designation and address of the Second Appellate Authority is Principal Secretary/Secretary, Department of Higher Eductaion, Govt. of Rajasthan, Secretariat, Jaipur or as decided by the Govt. of Rajasthan.</p>
6.2	<p><b>Name &amp; Address of the Bidder:</b></p> <p><b>Name and Designation</b>.....  <b>M/S</b> .....</p> <p>.....  <b>Telephone No.</b>.....</p> <p><b>Telegram Code</b> ..... <b>Fax No.</b> .....</p> <p><b>Mobile No</b> .....</p> <p><b>E-mail address</b> .....</p>

  
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## अध्याय-6

### पात्रता एवं मूल्यांकन के मानदण्ड (Qualification and Evaluation Criteria)

निविदादाता/फर्म/संस्थान इत्यादि की पात्रता एवं मूल्यांकन के मानदण्ड निम्न प्रकार रहेंगे :-

#### (अ) निविदादाता/फर्म की पात्रता

1. निविदादाता फर्म कम्पनी/एकल प्रोपराइटर/संस्थान इत्यादि हो सकते हैं। निविदा फर्म के निदेशकों/प्रोपराइटरों/साझेदारों/ मालिक/कम्पनी सचिव के अतिरिक्त किसी अन्य व्यक्ति के द्वारा भरी जाने की अवस्था में उस व्यक्ति का निविदा भरने हेतु फर्म के निदेशकों/प्रोपराइटरों/साझेदारों/ मालिक/कम्पनी सचिव के द्वारा अधिकृत किया जाने वाले दस्तावेज की प्रति (Authorisation of Bidder by the Firm/Power of Attorney etc.) **BF-VI** प्रस्तुत करनी होगी जो फर्म के निदेशकों/प्रोपराइटरों/साझेदारों/ मालिक/कम्पनी सचिव के द्वारा सत्यापित होनी चाहिए।
2. **पंजीकरण:-**
  1. निविदादाता के पास राजस्थान दुकान एवं वाणिज्य संस्थान अधिनियम, 1958 के तहत पंजीकरण का प्रमाण पत्र होना चाहिए। अथवा इसके समकक्ष अधिनियम के तहत अन्य राज्य/केन्द्र में पंजीकृत होना चाहिए। अथवा निविदादाता कम्पनी अधिनियम, 1956 के तहत पंजीकृत होना चाहिए। पंजीकरण प्रपत्र की स्वयं द्वारा सत्यापित प्रति संलग्न करनी चाहिये जिसके अभाव में निविदा निरस्त की जा सकेगी।  
नोट:- ( किसी भी पंजीकरण के लागू नहीं होने की दशा में निविदादाता को स्वयं प्रमाणित घोषण पत्र लैटर हैड पर अनिवार्य रूप से निविदा प्रपत्र के साथ संलग्न करना होगा )
  2. ठेकेदार/निविदादाता/फर्म किसी भी सक्षम प्राधिकारी (राज्य/केन्द्र) से अधिकृत जी.एस.टी. एवं आयकरसे संबंधित विभाग में पंजीकृत होनी चाहिये। फर्म को निविदा के साथ आवश्यक रूप से उक्त पंजीकरण प्रपत्र की स्वयं द्वारा सत्यापित प्रति संलग्न करनी चाहिए जिसके अभाव में निविदा निरस्त की जा सकेगी।
3. **कार्यानुभव :-** ठेकेदारों/निविदादाताओं को विश्वविद्यालयों, राजकीय कार्यालयों, अर्द्धशासकीय कार्यालयों, की कागज रद्दी/कागज से कॉपियाँ अन्य संबंधित के व्यापार कार्य करने का पिछले तीन वर्ष का अनुभव होना चाहिये। इस संबंध में निविदादाता द्वारा किसी एक वर्ष कार्यादेश की प्रति मय संतोषजनक सेवा प्रमाण पत्र प्रस्तुत करना अनिवार्य होगा इसके अभाव में निविदा निरस्त की जा सकती है।
4. **कम्पनी/एजेन्सी/फर्म का प्रारूप :-** बोलीदाता कम्पनी/एजेन्सी/फर्म का पिछले तीन वर्षों में औसत राशि न्यूनतम रूपसे 25.00 लाख का टर्नओवर रहा हो तथा सी.ए. (C.A.) द्वारा प्रमाणित विवरण पत्र संलग्न करावें।


#### (ब) निविदा का मूल्यांकन :- निविदा का मूल्यांकन निम्नानुसार होगा :-

5. तकनीकी निविदा, निविदा-सूचना में प्रकाशित अंतिम तिथि एवं समय तक प्राप्त होने वाली समस्त ऑनलाईन निविदाएं क्रय समिति एवं फर्मों के उपस्थित प्रतिनिधियों के समक्ष खोली जायेंगी।
6. तकनीकी निविदाएं खुलने के बाद इनको तकनीकी रूप से मूल्यांकन किया जायेगा। आवश्यक समझने पर निविदादाताओं से उनके द्वारा प्रस्तुत तकनीकी निविदा में प्रस्तुत किये गये किसी भी प्रपत्र/दस्तावेज पर स्पष्टीकरण भी मांगा जा सकता है जिसे निविदादाताओं को तय समय सीमा में विभाग के समक्ष प्रस्तुत करना होगा। निविदादाताओं द्वारा दिये गये स्पष्टीकरण को स्वीकार अथवा अस्वीकार करने का अधिकार क्रय समिति का होगा। निविदादाता स्पष्टीकरण के जवाब में कोई भी नवीन दस्तावेज प्रस्तुत नहीं करेगा। ऐसा करने पर नवीन दस्तावेज मान्य नहीं होगा।
7. सफल तकनीकी निविदाओं की वित्तीय निविदा ऑनलाईन सूचना अनुसार निर्धारित समय एवं स्थान पर खोली जायेगी। निर्धारित समय पश्चात् किसी प्रकार का आपत्ति अभ्यावेदन स्वीकार नहीं होगा।
8. गणितीय गलतियों के सुधार के पश्चात् नियमानुकूल संशोधित दरों के आधार पर निविदाओं का आंकलन किया जायेगा।

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9. सफल निविदादाता को कार्यादेश दिया जावेगा। जो कार्यादेश को 3 दिवस में स्वीकार करने कि सहमति देगा। निर्धारित राशि जमा करवाते हुए रू. 1000/- के स्टॉप पेपर पर अनुबंध प्रस्तुत करना होगा। अनुबंध एवं राशि तय समय सीमा में प्रस्तुत करनी होगी।

  
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## अध्याय-7

### अनुबन्ध की सामान्य एवं विशेष शर्तें (General & Special Conditions of Contract)

निविदा हेतु सामान्य नियम एवं शर्तें निम्नानुसार रहेंगे।

1. नीलामी सुरक्षा राशि 3.60 लाख रु. होगी जो कुलसचिव, राजस्थान विश्वविद्यालय के नाम डी. डी. अथवा बैंकर चैक के माध्यम से जमा करवानी होगी।
2. निविदाओं के साथ उत्तर-पुस्तिकाओं की रद्दी के लिए नीलामी अमानत राशि रूपये 3.60 लाख, राशि का बैंक ड्राफ्ट/बैंकर चैक कुलसचिव, रा.वि.वि., जयपुर के नाम सा.प्र. स्टोर में जमा कराना आवश्यक है। अमानत राशि के अभाव में निविदा पर विचार नहीं किया जायेगा।
3. उत्तर-पुस्तिकाओं की रद्दी के लिए स्वीकृत निविदाकार की दरें अनुमोदित होने के बाद लिखित सूचना मिलने के तीन कार्यदिवस में 25 प्रतिशत राशि तथा 4 से 15 कार्यदिवस में शेष 75 प्रतिशत राशि जमा कराने के पश्चात् ही रद्दी उठाने की अनुमति दी जायेगी। उक्त राशि उपरोक्तानुसार जमा नहीं होने पर जमा अमानत राशि रु. 3.60 लाख जब्त कर ली जाएगी, जिसकी पृथक से सूचना/जानकारी देना आवश्यक नहीं होगा।
4. स्वीकृत निविदाकारों को पत्र प्राप्ति के तीनदिवस अथवा अनुमत दिवस में उत्तरपुस्तिकाओं के लिए 500/- के स्टाम्प पेपर पर अनुबन्ध/शपथ पत्र प्रस्तुत करना होगा।
5. उत्तरपुस्तिकाओं की रद्दी के स्वीकृत फर्मों को आदेश प्राप्ति के 28 दिन में रद्दी उठाना अनिवार्य है अन्यथा कार्य सम्पादन नहीं करने पर नीलामी अमानत राशि जब्त कर ली जायेगी।
6. रद्दी का नमूना संबंधित अनुभाग-सैलर द्वितीय/तृतीय में किसी भी कार्य दिवस में देखा जा सकता है। कुल रद्दी की मात्रा अधिक एवं कम भी हो सकती है।
7. उत्तरपुस्तिकाओं की रद्दी के पैकेट काटने, निकालने, भरने का कार्य ठेकेदार स्वयं के मजदूरों से कराएगा, जिसका कोई अतिरिक्त भुगतान नहीं किया जाएगा तथा बारदाना स्वयं लेकर आयेगा।
8. स्वीकृत निविदाकार के द्वारा कागज की रद्दी खुली नहीं भरी जायेगी इस हेतु 50 किलो ग्राम भरत के बोरों का प्रयोग किया जायेगा। जिसका वास्तविक वजन कम किया जायेगा। उत्तर पुस्तिकाओं की रद्दी का वजन विश्वविद्यालय परिसर में भण्डार के स्थान पर ही इस बाबत गठित समिति के समक्ष किया जायेगा।
9. ट्रैलर व वाहन बन्द बॉडी के होंगे।
10. वाहन में भरी जाने वाली रद्दी प्रातः 7:00 बजे से सांय 7:00 बजे तक ही तौली जायेगी तथा इसके पूर्व एवं पश्चात् रद्दी तौलना संभव नहीं होगा।
11. धरोहर राशि गोपनीयता सम्बन्धी शपथ पत्र (BF-III) प्रस्तुत करने के बाद ही लौटाई जायेगी।
12. रद्दी उठाने के लिये ट्रक/वाहन विश्वविद्यालय में प्रातः 7:00 बजे के पश्चात् लाना होगा।
13. स्वीकृत निविदाकार को रद्दी का तौल विश्वविद्यालय द्वारा नियुक्त नीलामी समिति के सदस्यों की उपस्थिति में विश्वविद्यालय परिसर में ही करवाना होगा। आवश्यकता होने पर तौल एक से अधिक काँटों पर भी करवाया जा सकता है।
14. शास्ति लगाना-संबंधित/स्वीकृत फर्म को लिखित आदेश मिलने के 28 दिन की अवधि में सम्पूर्ण रद्दी उठानी होगी, अन्यथा विलम्ब से उठाई गयी रद्दी पर निम्न दर से जुर्माना राशि वसूल की जायेगी:-
  - I. 1/4 अवधि के लिये 2.5 प्रतिशत
  - II. 1/4 से अधिक 1/2 अवधि के लिए 5 प्रतिशत
  - III. 1/2 से अधिक व 3/4 अवधि के लिए 7.5 प्रतिशत
  - IV. 3/4 से अधिक अवधि के लिए अधिकतम 10 प्रतिशत

उपरोक्त जुर्माना राशि 28 दिवस पश्चात् रहे शेष कार्य पर जुर्माना लगाते हुए गणना की जाकर समायोजित हो सकेगी तथा जुर्माने की गणना किमत के अनुसार की जायेगी।

15. धरोहर निम्न परिस्थितियों में जब्त की जाएगी एवं वैधानिक कार्यवाही भी की जा सकती है :-
- जब निविदा प्रपत्र की शर्तों का उल्लंघन किया जाता हो।
  - निविदादाता द्वारा सम्पूर्ण रद्दी निर्धारित अवधि में नहीं उठाने पर।
  - प्रदान की गयी रद्दी पूरी मात्रा में नहीं उठाने पर।
  - निर्देशानुसार समय-समय पर माल नहीं उठाने, तौल में अधिक अंतर एवं अनुचित विवाद की स्थिति में।
  - कोई भी फर्म एक वस्तु के लिए एक से अधिक निविदा प्रस्तुत नहीं करेगी जिस नाम से निविदा क्रय करेगी उसके लिये ही अधिकृत होगी एवं जिस फर्म की निविदा स्वीकृत होगी माल उसी फर्म को उठाना होगा अन्य किसी व्यक्ति/फर्म को सबलैट/बेचा नहीं जा सकता।
16. ठेकेदार को उत्तरपुस्तिकाओं की रद्दी राजस्थान प्रान्त से बाहर बेचने/गोपनीयता भंग नही होने/रास्ते में नही गिराने/लुगदी का प्रमाण पत्र आदि का शपथ पत्र लिखित में रु. 500/- के नॉन ज्यूडिशियल स्टाम्प पेपर पर देना होगा तथा जहां माल बेचा जाएगा वहाँ का विवरण प्रस्तुत करने पर ही धरोहर राशि लौटाई जायेगी। उक्त नियमों का पालन नही करने पर यथा उचित कानून के तहत कार्यवाही की जायेगी।
17. कार्यालय/संबंधित अधिकारी द्वारा बुलाने पर ठेकेदार को कार्यालय में स्वयं उपस्थित होना पड़ेगा तथा आवश्यक/उचित सलाह/निर्देशों की पालना करनी होगी।
18. रा.वि.वि., जयपुर निविदाकारों की दरों से संतुष्ट नहीं हों तो उन्हें किसी अथवा समस्त निविदाओं को निरस्त करने का पूर्ण अधिकार है।
19. निविदादाताओं द्वारा बिक्री कर पंजीयन (टिन नं.) एवं पैन (PAN) नम्बर एवं जी.एस.टी. (GST) नम्बर देना अनिवार्य है, अन्यथा निविदा निरस्त कर दी जायेगी।
20. निविदा जमा एवं खोलने के दिन अवकाश या कार्यालय बन्द होने की स्थिति में उक्त कार्य अगले कार्य दिवस में होंगे।

**21. Correction of arithmetic 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:

- 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;
- 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.
- 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 clause (a) and (b) above.
- If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

**22. Procuring entity's right to vary quantity / units:**

- The units originally indicated in the bidding document may vary without any change in the unit prices and other terms and conditions of the bid and the conditions of contract.
- If the University of Rajasthan, Jaipur gives work order less than the quantity indicated in the bidding documents the bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.

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- III. If the Bidder fails to deliver, the University of Rajasthan, Jaipur shall be free to arrange/procure the works and the extra cost incurred shall be recovered from the Service Provider.

**23. Dividing quantities among more than one bidder :**

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 as lowest.

**24. Grievance redressal during procurement process:**

- (i) The designation and address of First Appellate Authority is: - Vice-Chancellor, University of Rajasthan, Jaipur or as decided by the Govt. of Rajasthan.
- (ii) The Designation and address of the Second Appellate Authority is Secretary/Principal Secretary, Higher Education Department, Govt. of Rajasthan, Secretariat, Jaipur or as decided by the Govt. of Rajasthan.

(iii) **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 of 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 ground on which he feels aggrieved:-

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

Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.

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

- (iv) 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.

(v) **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) Provision 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.
  
- (vi) **Form of Appeal**
  - (a) An appeal under Para (1) or (3) above shall be in the Form **(BF-V)** 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.
- (vii) **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.
- (viii) **Procedure for disposal of appeal**
  - (a) The first appellate authority or second appellate authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
  - (b) On the date fixed for hearing, the first appellate authority or second appellate authority, as the case may be, shall,
    - (i) Hear all the parties to appeal present before him; and
    - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
  - (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties free of cost.

The order passed under sub-clause (c) above shall be placed on the State Public procurement Portal.

## **25. 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 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 any-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 part or to its property to influence the procurement process;
- f) Not obstruct any investigation or audit of a procurement process;
- g) Disclose conflict of interest, if any; and
- h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

**Conflict of Interest:-**

The Bidder participating in a bidding process must not have a conflict of interest. A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in conflict of interest with one or more parties in 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

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.

26. The agreement may be terminated at any time on default in service or without assigning any reasons by the University.

**27. Dispute settlement mechanism:**

All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Vice-Chancellor, University of Rajasthan, Jaipur and the decision of the Vice-Chancellor, University of Rajasthan, Jaipur shall be final as per bid terms and conditions.

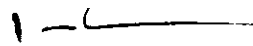
If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Vice-Chancellor, University of Rajasthan, Jaipur who will appoint his senior most Syndicate, University member as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final. All the proceedings of the dispute shall be under the provisions of The Arbitration and Conciliation Act, 1996 & amendments till date here to.

And it is hereby agreed and declared between the parties hereto that in case any question of dispute arises touching the construction or wording of any of clause herein contained on the rights, duties, liabilities of the parties hereto or any other way, touching or arising out of the present, the decision of the Vice-Chancellor, University of Rajasthan, Jaipur in the matter shall be final and binding.

**28. Legal Jurisdiction: -**

All legal proceedings, if necessary arise to institute may by any of the parties (University or Contractor) shall have to be lodged in courts situated at Jaipur in Rajasthan and not elsewhere.

  
Registrar  
University of Rajasthan  
Jaipur



## अध्याय-08.

### वित्तीय निविदा का प्रारूप (Financial Bid form)

BF-VII

#### अध्याय-08

विश्वविद्यालय द्वारा आयोजित परीक्षाओं में प्रयोग में ली गयी उत्तर पुस्तिकाओंकी नीलामी हेतु वित्तीय निविदा।

1. फर्म का नाम व पूर्ण पता .....
2. दूरभाष संख्या ..... मोबाईल नं. ....
3. दरें निम्न प्रकार है :-

विक्रय योग्य सामग्री	दर (बिना कर सहित)
(1) प्रयुक्त उत्तर पुस्तिकाओं की नीलामी मूल्य एवं निस्तारण का कार्य।	राशि प्रति क्विण्टल अंको में ..... शब्दों में .....

#### नोट :

1. उपरोक्त प्रस्तुत नीलामी दरों में जी.एस.टी. एवं अन्य किसी प्रकार का कर शामिल नहीं होगा। फर्म द्वारा देय जी.एस.टी. का पृथक से भुगतान करना होगा जो वर्तमान में 5 प्रतिशत लागू है।
2. विश्वविद्यालय भण्डार से रद्दी कागज की तुलाई, भराई एवं दुलाई इत्यादि समस्त खर्च निविदादाता को वहन करने होंगे।
3. सफल निविदादाता को कुल बोली राशि की 2 प्रतिशत TCS राशि पृथक से जमा करवानी होगी।
4. अन्य समस्त निविदा शर्तें माननी होगी।

(Online Submission)



**अध्याय-09**  
**निविदा के प्रारूप**  
**(Bidding Forms) (B F)**

**Index of Bid Form**

S. No.	Name of Bid Form	Bid Form No.	Remarks
1.	Technical Bid Submission Sheet (Cover A)	BF-I	
2.	Declaration by the Bidder regarding Qualifications	BF-II	
3.	Affidevit regarding confidentiality by the Bidder	BF-III	
4.	Average Gross Annual turn over statement	BF-IV	
5.	Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012	BF-V	
6.	Authorisation of Bidder by the Firm	BF-VI	
7.	Financial Bid Form	BF-VII	
8.	Verification of Bid	BF-VIII	

(To be submitted on Firms' letter head in Hard Copy before the time &amp; date of Bid Submission)

**Technical Bid Submission Sheet (Cover A)**

Date:.....

NIB No.....

To: Registrar/CF&amp;FA,

University of Rajasthan,

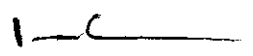
J.L.N. Marg, Jaipur (Rajasthan) Pin. 302004

Tel. &amp; Fax No. 0141-2706813/0141-2710978

Email Address:-[www.registraruor@yahoo.com](mailto:www.registraruor@yahoo.com) & [www.accountsuorjaipur@yahoo.in](mailto:www.accountsuorjaipur@yahoo.in)

We, the undersigned, declare that:

1. I/We..... *(Name, Designation and Address of Bidder)*..... having our office at..... *(Address of Firm)*..... do declare that I/We have read all the Terms & Conditions of the bid document floated by Registrar, UOR, Jaipur for the Contract for Sale of used answer books .....and agree to abide by all the Terms & Conditions set forth therein.
2. I/We declare that we are participating in this bid in the capacity of .....*(service Provider)*..... I/We enclose valid registration of firms from GST Department.  
I/We further declare that the rates offered by us shall remain valid for the entire period of the rate contract and shall reduce the rates, if the rates are reduced for any other Service Provider / Firm during this period.
3. I/We have examined and have no reservations to the Bidding Document of NIB no.....dated.....including Addenda/Clarification No.:..... We offer Cleaning Work of Campuses in conformity with the Bidding Document and in accordance with the delivery schedule specified in Section V, Schedule of Supply, the following Related Services:.....*Name the services*.....
4. Our Bid shall be valid for a period of 90 days from the date of technical bid opening in accordance with the Bidding Document, and it shall remain bidding upon us and may be accepted at any time before the expiration of that period. However, validity may also be extended with mutual consent;
5. Our firm, including any subcontractors or Service Provider for any part of the contract, have nationalities from the eligible countries;
6. I/We are not participating, as Bidders, in more than one Bid in this bidding process, in the bidding document;
7. Our firm, its affiliates or subsidiaries, including any subcontractors or Service Providers has not been debarred by the State Government or the Procuring Entity;
8. I/We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
9. I/We understand that you are not bound to accept the lowest evaluated Bid or any other bid that you may receive;



10. I/We agree to permit the Registrar, UOR, JAIPUR or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Registrar, UOR, JAIPUR;
11. I/We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity for Bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this bidding document in this procurement process and in execution of the contract;

The following documents are enclosed: -

1. DD/ Banker Cheque of Rs. 1000/- in favour of Registrar as Bid document cost.
2. DD/ Banker Cheque of Rs. 2000/- in favour of MD, RISL, Jaipur as Processing Fee.
3. DD/ Banker Cheque of Rs. 3.60 Lakh in favour of Registrar as Bid Security.

**I/we understand that our bid will liable to be declared non responsive in case of any deficiency in fulfilment of above requirements on our part.**

12. I/we accept all the terms, conditions and provisions of this bid document.

Name/Address.....  
In the capacity or.....(Designation).....  
Signed.....  
Duly authorized to sign the Bid for and on behalf of.....(Name of Firm).....  
Date.....  
Tel:.....Fax:.....e-mail:.....

*(Shall be submitted on letter head of firm)***Declaration by the Bidder regarding Qualifications**

I/We M/s. .... represented by its Proprietor/managing Partner/Managing Director/ Partner having its Registered Office at ..... and its workshop offices at ..... do declare that I/we have carefully read all the conditions of bid no. .... Dated.....including all the amendments in..... Ref. ....for Sale of used answer books for University of Rajasthan, Jaipur the year 2021-22 and accepts all conditions of bid including amendments, if any.

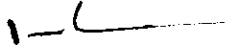
I/We agree that the Registrar, UOR, Jaipur may forfeit bid security and debar me/us for a period specifying in orders, if any information/document furnished by us is proved to be false/fabricated at the time of inspection and not complying with the terms and conditions of the bid document as presented in bid, GCC/SCC and other relevant documents.

In relation to my /our bid submitted to Registrar, University of Rajasthan, JLN Marg, Jaipur-302004 for procurements of Sale of used answer books in response to their Notice Inviting Bids No..... Dated.....I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the bidding document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in bidding document;
3. I/We are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my /our business activities suspended and not the subjected 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 statement or misrepresentations as to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:  
Place:

**Signature of bidder**  
**Name:**  
**Designation:**  
**Address:**



(निविदादाता 500 रु. के नॉन ज्यूडिशियल स्टाम्प पर प्रस्तुत करेगा)

## शपथ-पत्र

मैं प्रथम पक्ष निविदादाता श्री .....पुत्र .....  
 मोबाईल नम्बर ..... फर्म का नाम ..... पता .....  
 .....द्वितीय पक्ष कुलसचिव/वित्त नियंत्रक, राजस्थान  
 विश्वविद्यालय, जयपुर को शपथ पूर्वक लिखकर देता हूँ कि :-

1. राजस्थान विश्वविद्यालय द्वारा विभिन्न परीक्षाओं में प्रयुक्त उत्तर पुस्तिकाएँ जो मैंने नीलामी में अनुमोदित राशि भुगतान कर प्राप्त की है इनकी गोपनीयता को मैं निविदा शर्तों के अनुसार बनाये रखूँगा।
2. इन उत्तर पुस्तिकाओं की दुलाई के समय अच्छी तरह से बन्द बॉडी के वाहनों में रखूँगा तथा किसी अन्य व्यक्ति द्वारा किसी प्रकार की गोपनीय भंग न हो ऐसी सावधानी रखूँगा।
3. इन उत्तर पुस्तिकाओं को राजस्थान प्रान्त से बाहर केवल उन्हीं उपयोगकर्ताओं को बेचूँगा या स्वयं उपयोग करूँगा जहाँ इनकी लुगदी बनाई जायेगी अन्य कोई उपयोग नहीं करूँगा।
4. मैं मेरी उपरोक्त फर्म के लिए उत्तरदायी व्यक्ति हूँ तथा पूर्ण होश, हवास, बिना नशा-पता एवं किसी प्रकार के दबाव के बिना अपने स्वविवेक से यह शपथ पत्र प्रस्तुत कर रहा हूँ।

हस्ताक्षर

नाम.....

पता .....

मोबाईल नं. ....

फोटो आई.डी. कार्ड की प्रति

गवाह

1.

2.

1-6

*(On Firm's letter head)*

**Average Gross Annual turn over statement**

The Average Gross Annual Turnover of M/s.....*(Name of Firm)*.....and address ..... for the past three years are given below and certified that the statement is true and correct:-

<b>Sl. NO.</b>	<b>Financial Years</b>	<b>Turnover in Lakhs (Rs)</b>
1.	2020-21	
2.	2021-22	-
3.	2022-23	-
Total		- Rs. _____ Lakhs
Average gross annual turnover		- Rs. _____ Lakhs

Note:- Turn over for the year 2023-24 may also be considered, if the accounts are audited and certified by C.A. It is also certified that the net worth of the Firm is positive.

Date

Signature of the bidder

Signature of Auditor/Seal

Chartered Accountant  
(Name & Address)

Tel. No.

Mob. No.

1-2

(On Firm's letter head)

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

[See rule 83 of RTPP ]

Appeal No..... of.....

Before the..... (First/Second Appellate Authority)

1. Particulars of appellant:-

(i) Name of the appellant: .....

(ii) Official Address, if any: .....

(iii) Residential address: .....

2. Name and address of the respondent (S):

(i) .....

(ii) .....

(iii) .....

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

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

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

6. Ground of appeal:

.....  
.....  
.....  
.....(Supported by an affidavit)

7. Prayer:

.....  
.....  
.....

Place .....

Date .....

**Appellant's Signature**

(On the letterhead of firm and notarized)

**Authorisation of Bidder by the Firm**

To,

Registrar/CF&FA,  
University of Rajasthan,  
J.L.N. Marg, Jaipur (Rajasthan) Pin. 302004  
Tel. & Fax No. 0141-2706813/0141-2710978  
Email Address:-[www.registraruor@yahoo.com](mailto:www.registraruor@yahoo.com) & [www.accountsuorjaipur@yahoo.in](mailto:www.accountsuorjaipur@yahoo.in)

**Subject: Regarding authorisation of Bidder by the Firm.**

**Ref.: Your NIB No. ....dated.....**

**Name of works.....**

Dear Sir,

I/we.....(Name).....for M/s.....(Name of firm).....who are proven and reputable firm.....(Name of work).....having office at .....(Address of Factory / Office)..... hereby authorize Mr..... (Name & Designation of Bidder).....to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above referred Bid documents/NIB for the above Cleaning works services by us.

I/we obtain the approval of Board of Directors of our Firm in the meeting no.....held on dated.....at Agenda No.....

I/we further confirm that no individual other than Mr.....(Name & Designation of Bidder ), is authorised to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above referred Bid documents for the above goods/services delivered by our Firm.

I/we also hereby extend our full guarantee for scope of work as applicable as per Bid conditions of Contract, read with modifications/addendum, if any, in the General/Special Conditions of Contract for the services offered by the authorized Bidder/Signatory against this Bid document.

I/we also hereby confirm that we shall also be responsible for the satisfactory execution of contract placed on the authorized Firm.

This authorization shall be valid till the completion of the contract period and related services.

The attested photocopy of photo ID/Voter ID/Driving License/Any other equal document for authorised person is enclosed here.

**Yours faithfully,**

(Name & Signature of Chairman & MD)

.....  
**For M/s**

.....  
**AUTHORISED SIGNATORY OF FIRM**

Accepted by the authorized person Mr.....(Signature, Name & Address).....

1 - 2



राजस्थान विश्वविद्यालय, जयपुर  
निविदा-प्रपत्र (वित्तीय बिड)

BF-VII

**COMMERCIAL BID**

<b>Tender Inviting Authority: Registrar, University of Rajasthan, Jaipur</b>					
<b>Name of Work:</b> विश्वविद्यालय द्वारा आयोजित परीक्षाओं में प्रयोग में ली गई उत्तर पुस्तिकाओं की नीलामी हेतु वित्तीय निविदा।					
<b>NIB. NO. F-9/G.Ad./e- procurement Cell/2024/.....; Dated- .....</b>					
<b>Bidder Name:</b>	फर्म का नाम एवं पूर्ण पता.....				
	दूरभाष/मोबाईल न० .....				
<b>PRICE SCHEDULE</b>					
<small>(This Commercial Bid must not be modified /replaced by the bidder and the same should be put in the separate envelope after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name, Description of the quoted item and Respective Values only)</small>					
S.No.	Work Description	Basic Rate (excluding CGST & SGST) Each Quintal	SGST Rs.	CGST Rs.	Total Rate inclusive with GST Each Quintal
1	2	3	4	5	6
	प्रयुक्त उत्तर पुस्तिकाओं की नीलामी मूल्य एवं निस्तारण का कार्य।				

नोट :-

- उपरोक्त प्रस्तुत नीलामी दरों में जी.एस.टी. एवं अन्य किसी प्रकार का कर शामिल नहीं होगा। फर्म द्वारा देय जी.एस.टी. का पृथक से भुगतान करना होगा जो वर्तमान में 5 प्रतिशत लागू है।
- विश्वविद्यालय भण्डार से रद्दी कागज की तुलाई, भराई एवं ढुलाई इत्यादि समस्त खर्चे निविदादाता को वहन करने होंगे।
- सफल निविदादाता को कुल बोली राशि की 2 प्रतिशत टी.सी.एस. राशि पृथक से जमा करवानी होगी।
- अन्य समस्त निविदा शर्तें मान्य होगी।

(Online Submission)

*(Shall be submitted on letter head of firm)*

**Verification of Bid**

I/we.....S/o.....  
Aged.....year residing at ..... Authorized  
Bidder/Proprietor/ Partner/Director of Firm M/s..... Verify  
and confirm that the contents of bidding documents, its bidding forms BF-I to BF-XI and  
other information submitted for NIB No. .... are true and correct to the best of my  
knowledge and nothing has been concealed therein.

May God help me

Signature of Bidder.....  
Name: .....  
Address: .....  
Mobile No.....  
E-mail address.....

**Declaration by Bidder (S R-11)**

Date: \_\_\_\_\_

NIB No.: \_\_\_\_\_

Alternative No., if applicable: \_\_\_\_\_

**Declaration**

I/We a legally constituted firm ..... and represented by

..... declare that I am/ we are \* Manufacturers/ Whole Sellers/ Sole distributor/ Authorized dealer/ bonafide dealers in the Goods and Related Services for which I/ We have Bid.

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

\*Mention the capacity/status in which bidding is being done.

**CRITERIA FOR TECHNICAL EVALUATION AND QUALIFICATION**  
**(The certified copies of certificates/information should be attached with the  
 Technical Bid)**

S.No.	Technical Evaluation Sheet for Auction & Disposal of Used Answer Book Tender	Page No.
1.	Name of Firm	
2.	Tender Fees (Rs. 1000/-)	
3.	Bid Security Moneys (3.60 Lakh)	
4.	Tender Application Form on Firms Letter Head Signed and Stamped by Bidder.	
5.	Bid Signing Authorization in the name of firm on firm's letter head.	
6.	Bid Document Duly Signed with all amendments & Annexures.	
7.	Registration Certificate of Firm (Proof of Holding License under shops act and Establishment Act)	
8.	GST Registration Certificate Self Attested.	
9.	GST Cleararce Certificate upto the last quarter of current Financial Year.	
10.	PAN Card Self Attested.	
11.	GST Turn Over	
12.	Price Charging Certificate (on firm's letter head duly signed and stamped by bidder).	
13.	Self Undertaking Not Blackilisted on firm's letter head.	
14.	Declaration by Bidder SR-11 (as per Annexure-3)	
15.	SR-83	
16.	CA Certified Turn Over.	
17.	Bid Securing Declaration (as per Annexuer-6 on firm's letter head).	
18.	Declaration by Bidder (on firm's letter as per Annexure-5).	
19.	Audited Balance Sheet.	

1-6

## PRICE CHARGING CERTIFICATE

The contractor shall furnish the following certificate along with the bill for sale of used Answer Books made against the rate contract.

"I/We" certify that there has no reduction in sale price of the stores of description identical to the stores supplied to the Govt., under the contract here in and such stores have not been offered/sold by me/us to any organization including the purchase or any Dept. of State Govt. or any statutory undertaking of the Central Govt. or State Govt. as the case may be upto the date of bill/the date of completion of supplies against all supply orders placed during the currency of the contract at prices lower than the price charged to the Govt. under the contract except for qty of stores categories under sub-clause 60 (a), (b) (c) and (d).

Signature of Bidder  
with Rubber Stamp

**SELF DECLARATION**

Ref. :

Date :

To,

The Registrar,  
University of Rajasthan  
Jaipur (Rajasthan)  
Pin - 302004.

Dear Sir,

In response to the Bid No. \_\_\_\_\_ Date \_\_\_\_\_ as  
Owner/Partner/Director of

- \_\_\_\_\_
1. I/We hereby declare that our Agency \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or of a particular period of time.
  2. I/We M/s. \_\_\_\_\_ (Name of the Company) are not blacklisted in any Department of Government of Rajasthan/Government of India/by any University/Public Enterprises.
  3. I/We further undertake that our partner M/s. \_\_\_\_\_ (Name of Firm/Company) having office are also not blacklisted in any Department of Government of Rajasthan Government of India/ by any University/Public Enterprises.
  4. I/We hereby declare that there are no pending cases against M/s.

\_\_\_\_\_ (Name & Address of Bidder) with Government of Rajasthan or any other court of law.

5. I/We hereby declare that Bidder's company or Director/Owner of the Company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on 1st April, 2013.

**Name of the Bidder:**

**Signature:  
Seal of the  
Organization:**

## अध्याय-10

### अनुबन्ध के प्रारूप (Contract Forms) (CF)

#### Table of contents

S.No.	Description	Pages
1.	नीलामी स्वीकृति आदेश (Letter of auction Acceptance) (CF-1)	
2.	अनुबन्ध-पत्र (Agreement Form) (CF-II)	

## नीलामी स्वीकृति आदेश

राजस्थान विश्वविद्यालय द्वारा प्रयुक्त उत्तर पुस्तिकाओं के रद्दी कागज की नीलामी एवं निस्तारण के कार्य हेतु निविदा संख्या ..... दिनांक ..... जारी की गई थी। आप द्वारा प्रस्तुत प्रस्तावों की दरें सक्षम स्तर से स्वीकृत की गई हैं।

आप द्वारा प्रस्तुत उत्तर पुस्तिकाओं के रद्दी कागज की दरें रु. .... प्रति क्विंटल राजस्थान विश्वविद्यालय द्वारा स्वीकार की गई है। अतः आप निविदा शर्तों अनुसार कुल राशि (5000 क्विंटल x ..... ) का निर्धारित अवधि 3 दिवस में कुल राशि का 25 प्रतिशत हिस्सा जमा कराते हुए संलग्न अनुबन्ध पत्र में अनुबन्ध सम्पादित करने का कष्ट करावें।

**कुलसचिव**  
राजस्थान विश्वविद्यालय, जयपुर



## राजस्थान विश्वविद्यालय, जयपुर

### अनुबन्ध-पत्र

1. यह करार आज दिनांक ..... को एक ओर ..... (जिसे इसमें इसके पश्चात् "अनुमोदित क्रेता" कहा गया है) जिस अभिव्यक्ति में जहां संदर्भ के अनुकूल हो, उसके वारिस, उत्तराधिकारी निष्पादक तथा प्रशासक सम्मिलित समझे जाएंगे, दूसरी ओर राजस्थान विश्वविद्यालय, जयपुर के कुलसचिव (जिन्हें इसमें इनके पश्चात् "विश्वविद्यालय" कहा गया है) जिस अभिव्यक्ति में, जहां संदर्भ के अनुकूल हो, उनके उत्तराधिकारी तथा अभिहस्ताकिती सम्मिलित समझे जाएंगे, के बीच सम्पन्न किया गया है।
2. चूंकि अनुमोदित क्रेता राजस्थान राज्य के राजस्थान विश्वविद्यालय, जयपुर को उनके मुख्यालय/कार्यालय पर इसके साथ संलग्न निविदा प्रपत्र में उल्लेखित प्रयोग में ली गई उत्तर पुस्तिकाओं के पत्र तथा संविदा प्रतिबंधों में दी गई शर्तों/रीति के अनुसार उल्लेखित दरों से क्रय करने के लिए विश्वविद्यालय के साथ सहमत हो गया है।
3. चूंकि अनुमोदित क्रेता ने ..... की रकम नकद रसीद संख्या ..... दिनांक ..... डिमाण्ड ड्राफ्ट संख्या ..... दिनांक ..... द्वारा उपयुक्त करार के यथावत पालन करने के लिए राशि जमा करा दी है।
4. अब यह लेख निम्ननांकित का साक्ष्य है :-
  1. राजस्थान विश्वविद्यालय, जयपुर द्वारा कुलसचिव के जरिए इसके साथ संलग्न निविदा प्रपत्र में उल्लेखित दरों से किए जाने वाले संदायों में अनुमोदित क्रेता ..... (फर्म का नाम) संलग्न निविदा प्रपत्र में उल्लेखित प्रयोग में ली गई उत्तर पुस्तिकाओं की रद्दी संबंधी संविदा तथा निविदा की शर्तों एवं प्रतिबंधों में बतलाई गई रीति से यथावत रूप से क्रय करेगा।
  2. निविदा और संविदा की शर्तें जो निविदा सूचना ..... दिनांक ..... के साथ संलग्न थी और इस इकरार के साथ भी संलग्न है, इस करार का अंग समझी जावेगी और इस करार को निष्पादित करने वाले पक्ष इनसे बाध्य होंगे।
  3. राजस्थान विश्वविद्यालय, जयपुर एतद् द्वारा यह करार करता है कि यदि अनुमोदित क्रेता उपयुक्त रीति से उक्त शर्तों तथा प्रतिबंधों को मानेगा और उनका पालन करेगा तो राजस्थान विश्वविद्यालय, जयपुर कुलसचिव के जरिये अनुमोदित क्रेता को उक्त प्रतिबंधों में उल्लेखित रीति से तथा समय पर प्रत्येक सामान के लिए देय रकम का संदाय करेगी या करवायेगी।
  4. इस करार के अन्तर्गत कार्यादेश की तारीख से उत्तरपुस्तिकाओं की रद्दी 28 दिन (अवकाश के दिनों सहित) के भीतर उठानी होगी।
5. यदि निविदाकार करार में विनिर्दिष्ट कालावधि के भीतर माल नहीं उठाता है तो विक्रेता विश्वविद्यालय अपने विवेकानुसार माल उठाने की अवधि निविदाकार से करारानुसार परि-निर्धारित नुकसानी जो शास्ती नहीं होगी की वसूली के अध्यक्षीन बढ़ा सकेगा। यह वसूली निम्नानुसार होगी :-
 

1. 1/4 अवधि के लिये	2.5 प्रतिशत
2. 1/4 से अधिक 1/2 अवधि के लिए	5 प्रतिशत
3. 1/2 से अधिक व 3/4 अवधि के लिए	7.5 प्रतिशत
4. 3/4 से अधिक अवधि के लिए अधिकतम	10 प्रतिशत
5. राजस्थान विश्वविद्यालय, जयपुर एतद् द्वारा यह करार करता है कि यदि अनुमोदित क्रेता उपर्युक्त रीति से उक्त शर्तों तथा प्रतिबंधों को मानेगा और उनका पालन करेगा तो राजस्थान विश्वविद्यालय,

जयपुर कुलसचिव के जरिए अनुमोदित क्रेता को क्रय किए गए सामान की डिलेवरी निम्न प्रकार से करेगा :-

“विक्रय की जाने वाली सामग्री की डिलीवरी यथा भरे हुए ट्रक/ट्रकों के सम्पूर्ण माल की अदायगी नगद/ड्राफ्ट आर.टी.जी.एस./एन.एफ.टी. के द्वारा कार्यालय में पूर्व जमा कराने पर ही दी जायेगी।” क्रेता द्वारा सम्पूर्ण माल की कीमत चुका कर यथा नियमानुसार उठाने के पश्चात ही उसके लिखित प्रार्थना पत्र प्रस्तुत करने पर नीलामी सुरक्षा राशि लौटा दी जावेगी। जिसमें करार के उपबंध सं. 5 के तहत गणनीय शास्ती अथवा अन्य वसूल योग्य राशि यदि कोई हो, की कटौती की जा सकेगी।

6. इस करार के संबंध में उत्पन्न होने वाले समस्त विवाद तथा इस करार के निर्वचन संबंधी समस्त प्रश्न विश्वविद्यालय द्वारा विनिश्चय किए जाएंगे तथा विश्वविद्यालय का विनिश्चय अंतिम होगा। जिसके साक्ष्य में इसके दोनों पक्षों ने दिनांक ..... को अपने हस्ताक्षर किए हैं।

अनुमोदित क्रेता के हस्ताक्षर

तारीख

साक्षी संख्या-1

साक्षी संख्या- 2

विश्वविद्यालय के लिए तथा की ओर से

हस्ताक्षर पदनाम

तारीख

साक्षी संख्या-1

साक्षी संख्या-2