



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
Kayad Road, Ajmer

**SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER COMPUTER
STATIONERY OF SIZE A-4 8¼" X 11¼" ON F.O.R. M.D.S. UNIVERSITY,
AJMER FOR THE YEAR 2023 and 24**

Important information regarding Bid

1. Download start date of Tender Form : From -29.01 2024---1.00 p.m.
onwards
 2. Last date/Time of upload of the : 19/02/2024..upto 12.00 Noon
Tender/Submission of Bid
 3. Pre-bid meeting : 12/ 02/ 2024 - at 1.00 p.m.
 4. Last date of hard copy submission of : upto 20/02/ 2024at 1.00 p.m
Bid Security & documents etc.
 5. Date and time of opening of the : 20/02/2024 at 2.00 p.m.
Technical Bid of Tender
- Estimated Cost of Bid : Rs. 15.00 lakh
- Bid Security Money (EM) : Rs. 30,000/-
- Price of Tender Documents : Rs. 1000/-
- Price of E-Tendering process fee : Rs. 500/-


REGISTRAR



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No. F.20 (10)/ Degree/ MDSU/2023/ 17002

Dated: 27/1/24

E. BID NOTICE 95

E-bids are invited from the reputed suppliers/printers for the **SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER COMPUTER STATIONERY OF SIZE A-4 8 1/4 " X 11 1/4" ON F.O.R. MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER** in Sealed Single Stage Two – envelopes unconditional Bids for the University examination of the year 2023 and 2024, who are capable of supplying as aforesaid in bilingual having in-house requisite infrastructure and having experience minimum three years out of last five years of printing security documents in any Government/Semi Government/ University/Education Board level work. Estimated value of work is **Rs. 15.00 lakh**. Only well reputed IBA & RBI or Security Printing registered manufacturer can apply) Bid document can be downloaded from the Websites www.mdsuajmer.ac.in and Rajasthan State Public Procurement Portal Website <http://sppp.raj.nic.in> & <http://eproc.rajasthan.gov.in> Bid Form Cost and Bid Security (E.M.) should be deposited physically with separate Demand Draft/Banker Cheque in the favour of Registrar, M.D.S. University, Ajmer. The D.D. of Processing Fee should be in favour of M.D. RISL payable at Jaipur.

Brief description of the Work	Approx. cost of Work	Bid Security (in Rs.) @ 2% of Approx. cost	Bid Form Cost (Rs.)	Processing Fee (Rs.)	Online Bid submission end date & time	Last date & time of hard copy of D.D.etc. submission	Technical Bid opening date & time
SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8 1/4" X 11 1/4" OF 175 G.S.M. FOR 2 LAKHS 50 THOUSAND SHEETS APPROX. ON F.O.R. BASIS FOR THE YEAR 2023 and 2024	Rs. 15.00 Lakh	Rs. 30,000/-	1000	500	29/1/24	20/2/24	20/2/2024

1. Tenders will not be considered without Processing Fee, Bid Security Money and Bid Form Cost.
2. Pre Bid Meeting will be held as prescribed in mentioned "Important information regarding Bid" in the office of M.D.S. University, Ajmer.

Tel. No.- 0145-2787057

UBN no.....


REGISTRAR

No. F20 (10)/ Degree/ MDSU/2022/ 17004 - 17008

Dated: 27/1/24

Copy for information & necessary action to the following:-

1. Web Administrator, MDS University, Ajmer with request to display the tender on University Website www.mdsuajmer.ac.in . A C.D. is enclosed herewith for his consideration.
2. The Nodel Officer (A.C.P.), MDS University, Ajmer to upload on Sppp and eproc for MDSU, Ajmer. A duly signed and dispatched bid sheet, BOQ, NIT and Tender Document.
3. Dy. Registrar (GAD) MDS University, Ajmer with the request to get the Tender Notice of Degree published in the Rajasthan Patrika all Rajasthan Edition and Dainik Bhaskar Ajmer Edition and in one National level News Paper.
4. Asstt. Registrar (A&F), MDS University, Ajmer.
5. P.S. to V.C./P.A. to Registrar/P.A. to C.O.F., MDS University, Ajmer.


DY. REGISTRAR (DEGREE)





MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

Tel. No. 0145-2787057, 2787264 email ID : registrar@mdsu@gmail.com

NOTICE INVITING E-BIDS

No.F. () Exam (Degree)/MDSU/2023/ 17003

Date: 27/11/24

1. Sealed Single Stage Two – envelopes unconditional E-Bids are invited from the reputed suppliers/printers for the **SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER COMPUTER STATIONERY ON F.O.R. BASIS TO MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER:-**

S.NO.	Name of Article	Amount of Bid Security (in Rs.)	Validity period of Bids
1	SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8¼" X 11¾" Of 175 G.S.M. FOR 2 LAKHS 50 THOUSAND SHEETS APPROX. ON F.O.R. BASIS FOR THE YEAR 2023 and 2024	2% Of Estimated Cost of Rs. 15.00 lacs i.e. Rs. 30,000/-	90 days

2. Purchase preference as per Instructions to Bidders shall be admissible in evaluation and amount of contract.
3. The Bidders shall enclose the specifications, catalogue and other characteristics of the product offered. They shall also include details of their backup services offered etc.
4. Bidding document can be seen and downloaded from the Websites www.mdsuajmer.ac.in and Rajasthan State Public Procurement Portal Website <http://sppp.raj.nic.in> & <http://eproc.rajasthan.gov.in> Bid Form Cost and Bid Security (E.M.) should be deposited physically with separate Demand Draft/Banker Cheque in the favour of Registrar, Maharshi Dayanand Saraswati University, Ajmer. The D.D. of Processing Fee should be in favour of M.D. RISL payable at Jaipur.
5. **Instructions for submission of Technical Bid (Envelope – 1)**
- a) As mentioned in Technical Bid check list, Bid should be submitted online only. Bid Security (except Concessional amount or Bid Security Declaration where applicable) in the form of deposit through Demand Draft/Banker's Cheque with original affidavit (Enclosure No.1) and authority letter (valid power of attorney) and Form B (Enclosure No. 2) by MSME units must be submitted personally or by post physically in sealed envelopes bearing the reference to NIB and warning as: BID FOR NIB. NO. F. () Exam (Degree) / MDSU/2022/..... **SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8¼" X 11¾" Of 175 G.S.M. FOR 2 LAKHS 50 THOUSAND SHEETS APPROX. FOR THE YEAR 2023 and**

Handwritten signature

2024 NOT TO BE OPENED BEFORE as mentioned/prescribed in important information "regarding Bid" so as to reach the office of the Registrar, M.D.S. University, Ajmer up prescribed date as mentioned in important information regarding Bid by post or by hand at the office of the Registrar, M.D.S. University, Ajmer.

- b) If required by the Bidder training may be given by DOIT, Yojna Bhawan. Bidder may contact E-Procurement cell, 1st Floor, Yojna Bhawan, Jaipur. Help Desk Phone 0141-2743455 Email cao.spfc.rajasthan.gov.in Website <http://eproc.rajasthan.gov.in> and the University.
 - c) Bid form & handwritten rates would not be accepted manually.
 - d) Please read carefully the steps of submitting Bid online.
6. Bids received after the specified time and date shall not be accepted.
 7. **Financial Bid (Envelope No. 2) will be submitted online only.**
 8. The Technical Bids shall be opened in the office of Registrar, Maharshi Dayanand Saraswati University, Ajmer same as mentioned in the presence of the Bidders or their representatives who wish to be present.
 9. M.D.S. University, Ajmer reserves the right to reject any tender without assigning any reason thereof.
 10. The Bidders shall have to submit a valid GST clearance certificate of year 2022-2023 and copy of GST return filed for March, 2023 from the concerned Commercial Taxes Officer and the 'PAN', issued by Income Tax Department.
 11. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
 12. Notarised affidavit of Rs. 100/- on Non-Judicial Stamp as enclosed (enclosure No. 1)& 1-A) must be submitted with Technical Bid.
 13. For MSME Firms copy of license of industries department and affidavit in form 'B' (enclosure No. 2) must be submitted with Technical Bid.

E-Tender form can be downloaded from the website <http://eproc.rajasthan.gov.in> Tender shall be accepted only online (e-procurement). D.D. for E-tendering process fee Rs. 500/- in favour of **Managing Director, RISL, Jaipur**. Tender Form Fee Rs. 1000/- and EMD amount (Bid Security) 2% of estimated cost drawn in favour of **Registrar, Maharshi Dayanand Saraswati University, Ajmer** must be deposited in the office of **Registrar, Maharshi Dayanand Saraswati University, Ajmer** before Submission time of Tender. Tender without appropriate EMD (Bid Security) shall not be accepted. The Technical Bid (Envelope No. 1) & Financial Bid (Envelope No. 2) shall be uploaded separately. Financial Bid of Bidder who qualifies in technical bid would only be downloaded later on the date to be intimated by **Registrar, M.D.S. University, Ajmer**. This tender shall be processed through e-procurement portal of Govt. of Rajasthan. In case of any failure in this process the Maharshi Dayanand Saraswati University, Ajmer will not be responsible.

REGISTRAR

INTRODUCTION

1. The number of the Invitation to Bid is No.F.()Exam(Degree)/MDSU/2023/ dated FOR THE SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8¼" X 11¾" OF 175 G.S.M. FOR 2 LAKHS 50 THOUSAND SHEETS APPROX. ON F.O.R. BASIS FOR THE YEAR 2023and 2024
2. The Procuring Entity Maharshi Dayanand Saraswati University, Ajmer.
3. The Goods to be procured are PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8¼" X 11¾" OF 175 G.S.M. FOR 2 LAKHS 50 THOUSAND SHEETS APPROX. ON F.O.R. BASIS FOR THE YEAR 2023 and 2024
4. (i) The price of the Bidding Document Rs. 1000/- by way of Demand Draft/Banker's Cheque in favour of the Registrar, M.D.S. University, Ajmer payable at Ajmer.
(ii) E-tender Processing Fees Rs. 500/- by way of Demand Draft/Banker's Cheque in favour of the Managing Director, RISL, Jaipur payable at Jaipur.
5. For clarification purpose only the Procuring Entity's address is Registrar, Maharshi Dayanand Saraswati University, Kayad Road, Ajmer – 305009.
Tel. No. 0-145-2787057, 2787264
email ID : registrarmdsu@gmail.com
6. The Pre-Bid conference as prescribed in mentioned "Important information regarding Bid"
7. The language of the Bid is English & Hindi
8. The bidder shall online submit documents with its Bid Mentioned in the Technical Bid Check list.
(Enclosure No. 3)
9. The Bid validity period shall be 90 days from the dead line for submission of Bids
10. Bid Security (EMD)
 - (a) Bid Security/Bid Security Declaration shall be required. (refer bid condition no. 5)
 - (b) The amount of Bid Security shall be 2% of estimated cost Rs. 15.00 lacs approximate quantity 2. lakhs 50 thousand sheets Bid Security Declaration if required & Demand Deaft/Banker's Cheque in favour of Registrar, M.D.S. University, Ajmer payable at Ajmer must reach As prescribed in mentioned "Important information regarding Bid"
11. Authorization Legal Power of Attorney/Board Resolution Letter of Authorization written on the Letter Head by the Bidder.

- 12. Downloading of Bids As prescribed in mentioned "Important information regarding Bid" from Rajasthan Govt. portal www.eproc.rajasthan.gov.in
- 13. Submission of Bids Electronic submission of Bid is mandatory Upto as prescribed in mentioned "Important information regarding Bid" Rajasthan Govt. portal www.eproc.rajasthan.gov.in
- 14. Opening of Technical Bids As prescribed in mentioned "Important information regarding Bid" Rajasthan Government portal www.eproc.rajasthan.gov.in at M.D.S. University, Kayad Road, Ajmer 305009.

- 15. Tendered quantity may be increased/decreased at the time of award/Purchase order.
- 16. Quantity can be divided among more than one Bidders.
- 17. The period within which the contract agreement as Enclosure No. 4 is to be executed and performance Security is to be submitted is 15 days from the date of issue of award of contract letter (refer condition No. 30)

- 18. (a) The Designation and Address of
 First Appellate Authority -- Vice-Chancellor, MDS University, Kayad Road, Ajmer.
- (b) The Designation and Address of
 Second Appellate Authority -- Sec. Deptt. of Hr. Education, Jaipur

I/we(Name of the person) in the capacity of(Designation) as bidder have read the introduction, NIB and all the conditions of the Bid annexed hereto, carefully and agree to abide by all the conditions and have digitally signed and serially numbered all the pages in token of acceptance thereof, details of the bidding firm/company are as below:

Name of the Firm/Company : _____

Office Address (with PIN code) : _____

Factory Address (with Pin code) : _____

Firm's Registration No. : _____

Telephone Nos.

Office : _____

Residence : _____

Factory : _____

E-mail I.D. : _____

Mobile No. : _____

Statutory Details

GST Number : _____
Income Tax PAN : _____
Central Excise Registration No. : _____
Bid Security DD/BC No. & Amount : _____
Name of Banker & RTGS No. : _____

Name of Signatory (IN BLOCK LETTERS)

Signature with seal

Designation

Date: _____

Place: _____

(Attach relevant documents copy where-ever necessary and strike out whichever is not applicable)



MAHARSHI DAYANAND SARASWATI UNIVERSITY
Kayad Road, Ajmer - 305009

1. निविदादाता द्वारा निम्नलिखित राशि महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर में नियमानुसार जमा करानी होगी:-

क्र.सं.	शुल्क विवरण	शुल्क राशि	भुगतान का प्रकार	पक्ष में देय
1.	निविदा शुल्क	रु. 1,000/-	डिमाण्ड ड्राफ्ट/ बैंकर्स चैक	Registrar, M.D.S. University, Ajmer
2.	अमानत राशि	2% of Estimated Cost Rs. 15.00 lacs i.e. Rs. 30,000/- Approx. Quantity 2.50 lakh sheets	डिमाण्ड ड्राफ्ट/ बैंकर्स चैक	Registrar, M.D.S. University, Ajmer
3.	ई-टेन्डरिंग प्रक्रिया शुल्क	रु. 500/-	डिमाण्ड ड्राफ्ट/ बैंकर्स चैक	Managing Director, RISL, Jaipur

2. निविदा में सभी संशोधन निविदा जारी करने के उपरान्त eproc.rajasthan.gov.in वेबसाइट पर ही जारी किये जावेंगे। निविदादाताओं द्वारा वेब (ई-मेल) पर संशोधनों/स्पष्टीकरण को प्राप्त नहीं करने के सम्बन्ध में किसी भी दावे को स्वीकार नहीं किया जायेगा।

3. ई-टेन्डरिंग के लिये निविदा दाता हेतु निर्देश

- अ. निविदा में भाग लेने वाले निविदादाताओं को इन्टरनेट वेब साइट eproc.rajasthan.gov.in पर रजिस्टर करवाना होगा। ऑन लाइन निविदा में भाग लेने के लिए डिजिटल सिग्नेचर सर्टिफिकेट (DSC, Type-II) इन्फोरमेशन टेक्नॉलोजी एक्ट - 2000 के तहत प्राप्त करना होगा, जो इलेक्ट्रॉनिक निविदा में साइन करने हेतु काम आयेगा। निविदा दाता उपरोक्त डिजिटल सिग्नेचर सर्टिफिकेट, सी.सी.ए. (CCA) द्वारा स्वीकृत एजेन्सी से प्राप्त कर सकते हैं। जिन निविदा दाताओं के पास E-Procurement Portal के लिए पूर्व में वैध डिजिटल सिग्नेचर सर्टिफिकेट है, उन्हें नया डिजिटल सिग्नेचर सर्टिफिकेट लेने की आवश्यकता नहीं है।
- ब. निविदा दाताओं को निविदा प्रपत्र इलेक्ट्रॉनिक फॉर्मेट में उपरोक्त वेबसाइट पर डिजिटल साइन के साथ प्रस्तुत करना होगा।
- स. इलेक्ट्रॉनिक निविदा प्रपत्रों को जमा कराने से पूर्व निविदादाता यह सुनिश्चित कर लेवे कि निविदा प्रपत्रों से सम्बन्धित सभी आवश्यक दस्तावेजों की स्कैन कॉपी निविदा प्रपत्रों के साथ अटैच कर दी गयी है।
- द. कोई भी टेण्डर इलेक्ट्रॉनिक फॉर्मेट में जमा कराने में किसी कारण से विलम्ब हो जाता है तो उसकी जिम्मेदारी म.द.स. विश्वविद्यालय, अजमेर की नहीं होगी।
- य. टेण्डर के प्रपत्रों में आवश्यक सभी सूचियों को सम्पूर्ण रूप से भरकर ऑन लाईन दर्ज करें।
- र. ऑन लाईन निविदा भरते समय सम्बन्धित निर्देशों का पालन नहीं करने के परिणामस्वरूप निविदा प्रक्रिया में उत्पन्न किसी भी प्रकार की बाधा के लिए म.द.स. विश्वविद्यालय, अजमेर की जिम्मेदारी नहीं होगी।



MAHARSHI DAYANAND SARASWATI UNIVERSITY
Kayad Road, Ajmer – 305009

**SUPPLY Of PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8¼" X 11¾"
Of 175 G.S.M. FOR 2 LAKHS 50 THOUSAND SHEETS APPROX. ON F.O.R. BASIS FOR
THE YEAR 2023and 2024**

Scope of Work

Supply of –

- (1) All Degrees/Certificates Formats Printed on Four Colours on Front Side and Single Colour on back side in the size of A-4 8¼" X 11¾". PRE-PRINTED (SECURITY BASED) DEGREE SHEETS OF 175 G.S.M. having Security Features as mentioned on page 12 to 14 of tender document. Thickness of paper can vary \pm 5% and will be admissible. Authentication letter from manufacturer : quality of paper including 5 sample sheets of mentioned size and specifications.
- (2) The Degree/Certificate formats in four colour with the specified VARIABLE security features has to be designed by the University . The design element must specify the VARIABLE Security features as specified.
- (3) The variable bilingual data shall be available in excel/XML or ASCII FORMAT. The data need to be merged as per the approved template.
- (4) It is possible that the variable data shall be available only in English Language. The variable data need to be translated in Hindi and has to be posted on WEBSITE of M.D.S. University, Ajmer/another weblink, as per the choice of University for validation and feedback for a specified period.
- (5) The firm shall supply to the University two checklists/updated list for checking and shall carry out the corrections carefully before printing the degrees.
- (6) Once validation is completed and the corrections fall in, the data has to be corrected by the agency before it goes to print.
- (7) The data provided will be merged with the static pre-approved template with all security features as per the list given.
- (8) The FINAL PDF files need to be shared with the University before print. Once the PDF shown are cleared by the University as final sign off, the DEGREE FORMATS have to be printed as per the samples provided in either of the category A and B.
- (9) The printed degrees formats will be put in good quality polythene bags and then packed in gunny bags/shrink wraps. The packets will be prepared as per the college/institution name given by the University.
- (10) The firm shall check thoroughly the printed document and reports before sending these to the University and certify that the documents and reports have been printed as per instructions and direction of the University and there are no mistakes.
- (11) The firm shall also supply the dispatch statement college wise and examination wise.

- (12) The Data List/Information for printing degrees and other required printed material shall be collected by the firm from the Controller of Examination or officers authorized for the purpose. Printed degrees and material shall be delivered to the M.D.S. University, Ajmer as per the directives of the Controller of Examination. No extra charges (other than the approved rates) for transportation will be paid.
- (13) Duly packed packets of the degrees will have to be delivered by the firm to the M.D.S. University, Ajmer.
- (14) The firm shall preserve the data till further instructions by the University in this regard.
- (15) The firm shall establish a local office in the University Campus at the space provided by the University for day to day data verification and data updation work. No extra charges will be paid for error rectification work.

General Terms and Conditions of Tender

(1) Eligibility Criteria:

- a) The Company/Firm should be registered in India under the Companies Act, 1956/2013 or Indian Partnership Act 1932/1956.
- b) The Firm should be ISO 9001 & ISO 27001 Certified.
- c) The firm should be IBA & RBI or Security Printing registered firm having printing experience of Security Documents of University/ Education Boards.
- d) The Firm should have minimum Three Years Work Experience out of previous five years of Complex Variable Data Printing Jobs and should have total average annual turnover of Rs. 30.lakhs in the last preceding 3 years
- e) The Firm should have experience of Bar Code Printing.
- f) The Firm should not have been defaulted on any bank/institutions loans in the past.
- g) The Firm should not have been defaulted in payment of statutory dues or liabilities.
- h) The Firm should not have been blacklisted/debarred/ineligible/convicted by any govt. agency/department/ University at any point of time.
- i) The Firm should have 24 x 7 supports for digital printing equipments from the OEM's (Original Equipment Manufacturers)
- j) The Firm should be able to offer e-mail blasting & sms blasting, if required by the University.
- k) The firm should have minimum 3 years experience of printing and satisfactory supply of degrees/certificates of State/Central Universities / Education Board during last five years.

(1-A) Technical Specifications of the Degree Paper with Security Features

(i) Technical Specifications

All degree/certificate Printed in 4 colour on front side and single colour on back side in the size of A-4 8¼" X 11¼". PRE-PRINTED (SECURITY BASED) DEGREE SHEETS OF 175 G.S.M. having Security Features as mentioned on page 12 to 14 of tender document. Thickness of paper can vary \pm 5% and will be admissible. Authentication letter from manufacturer : quality of paper including 5 sample sheets of mentioned size and specifications.

(ii) Security Features

i. Invisible Print:-

The Text printed would not be visible to the naked eye and cannot be copied by using computerized scanners or colour copiers. The matter would become visible only under certain range of ultra violet rays from U.V. Light Detector.

- ii. **Penetrating Ink for Serial No.:-**
Serial Numbering will be printed on the Degree Certificates using Penetrating Ink. Numbering printed in black ink in the front will be visible in the back side of the Degree certificates in red ink and thus can not be erased or tempered with. Alpha numbering or Gothic numbering style can be printed in this manner.
- iii. **Bar Code Printing:-**
Bar Code will be printed on the Degree Certificate to match with the numerical numbering printed in the Degree Certificate and this Bar Coded Number can be deciphered through hand held Scanner. This sort of Bar Code may not be printed by others of copied.
- iv. **Void Pentograph:-**
By this method, if copy of the Degree Certificate is taken through a Xerox machine, the word "Copy" or "Duplicate" will be visible, though in the original Degree Certificates such words printed in the design itself can not be seen.
- v. **Micro Lettering:-**
Invisible printing of University's name will have to be done which can be clearly seen with the help of an eye glass. The place of such printing will be kept secrete.
- vi. **Computer Based Security Border:-**
Fine Decorative border will be given in the Degree Certificate through Computer Based Mathematical Calculations which can not be easily copied by others.
- vii. **Priematic Print:-**
The Degree Certificate will have to be printed multi shaded colours as in rainbow and the look will be fine so that it is difficult to be copied by others.
- viii. **Blind Embossing:-**
University's logo will be embossed on on-line basis through a special method while the Degree Certificate is printed.
- ix. **Secure Printing:-**
Special effect printing of some secret word will be printed by the Firm which can not be seen or visible through naked eye but can only be seen with the help of a special type Film. This Film will be handed over to the University by the Firm.

- x. **MDSU Water Mark:-**
MDSU is to be printed on the both sides of the word ' अजमेर ' which would become visible only under the certain range of white light from U. V. Light Detector.
- xi. **Spelling Mistake:-**
The word 'AJMER' would be printed with spelling mistake as 'AMJER' once in the Degree Certificate at a certain place.
- xii. **Back Ground Base Security Flower:-**
The three-three flowers would be printed with a special ink adjacent to the borders of both the sides of a Degree Certificate which would seen glow when they seen from U.V. Light Detector but they will not glow in a photo copy of that Degree Certificate.
- xiii. **U.V. Hologram of University Logo(U-Verify):-**
The University Hologram image will not be visible to the naked eye and that can not be copied by using computerised scanner or colour copier. Such image flash matter or picture printed can be seen only under certain range of U.V. rays by using U.V. Detector.

Note:-

1. **The Heading of the University i.e. MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER (महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर) is to be inscribed in the straight line on the format of Degrees.**
 2. **Floroscent Monogram of the University is to be inscribed just below of the heading of University in place of bottom left side on the Format of Degrees.**
- l) BOND of INK on the MEDIA must be GUARANTEED for Lifetime. Fusion of Ink on the media must be ONLY by High temperature to achieve the above-mentioned BOND. An **undertaking** on Non-Judicial Stamp is required to be given by the agency complying with this process.
- m) The Company should have its OWN MANUFACTURING FACILITY with DIGITAL PRINTING EQUIPMENT, for which a VALID TIN number, GST, Registration Number and Company's MOA, IBA Registration Certificate should be required as bare minimum documents.
- n) The Equipment name, on which the Collaterals will be printed, must be specified and a copy of the **Invoice** of the equipments MUST be attached, as a proof of the Ownership of the equipment.

- o) The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. A **Notarised Undertaking** by the owner of the company shall be required to ascertain the above fact.
- p) All equipment, Software and allied process must be under one roof and must be owned by the company bidding for this tender.
- q) Printing Process MUST be One Pass carrying all security features in One SINGLE PASS PROCESS, printing, static data, variable data, static and variable security features with hidden security feature, MUST be printed in one pass.
- r) Bidder must have serviced or executed similar jobs for at least three Central/State owned universities for which the proofs shall be required for executing the REFERENCE CHECK & Credibility of the company. All details are required in complete, such as – Name of the university/complete address and the contact details with their Landline and Mobile Numbers, copy of work orders etc.
- s) The applying agency must attach the list of State/Central Universities of Approx. same size as Maharshi Dayanand Saraswati University, Ajmer or bigger size with complete contact details and name of persons, which have been fed by the agency.
- t) The Samples as per specifications are required to be submitted in the Technical Bid with all other technical documents.
- u) The amount of Bid Security money i.e. Rs. 2% shall be deposited in DD/Bankers cheque only in favour of Registrar, Maharshi Dayanand Saraswati University, Ajmer payable at Ajmer. Money deposited earlier, if any, on account of earnest money, will not be considered.
- v) The Company bidding for this E-bid should have total average annual turnover of Rs.30 lakhs in the last 3 years Last three years' C.A. Certificate must be attached as PROOF. Copy of Income Tax Returns filed in last three Financial Years and C.A. Certificate about last 3 years turnover must also be attached.
- w) All of Above Clauses and information provided shall be subject to an AUDIT and Validation by M.D.S. UNIVERSITY, AJMER, at any point of time, before, during or after the RFQ PROCESS. If at all any information or feedback is found to be wrong or malafide, MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.

- (2) **Certification** :- The work contain the standard recommended in ISO 9001 & ISO 27001 as amended time to time.
- (3) **Quantity** :- Estimated cost of the work Rs. 15.00 lacs mentioned in the Tender notice, is approximate and tentative. It is subject to variation. The Quantity of Degrees is subject to permissible variation. The University reserves the right to change the quantity anytime during the contract..

- (4) **RATE :-** Single Rate should be quoted (in envelope 2 as per Annexure G) on the basis of per degree including Transportation charges with loading and unloading charges for the delivery of the packets of printed degrees to the Degree Section of the M.D.S. University, Ajmer. GST will be paid extra by University as applicable.
- (5) **Earnest Money Deposit (E.M.D) (Bid Security) :-** Bid Security shall be 2% of the estimated value of offered quantity. In case of Small Scale Industries of Rajasthan, it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction, it shall be 1% of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids. A bid securing declaration shall be taken from Departments of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government. Bid securing declaration shall necessarily accompany the sealed bid. The bid security may be given in the form of a banker's cheque or demand draft.
- Tender without appropriate EMD (Bid Security) shall not be accepted. The Bid Security must remain valid Thirty days beyond (or extended) validity period of the bid.
- The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
- (6) **Forfeiture of Bid Security :-** The bid security taken from a bidder shall be forfeited in the following cases, namely:-
- a) when the bidder withdraws or modifies its bid after opening of bids;
 - b) when the bidder does not execute the agreement, if any, after placement of supply/work order within the specified period;
 - c) when the bidder fails to commence the supply of the goods or service or execute work as per supply/work order within the time specified.;
 - d) when the bidder does not deposit the performance security within specified period after the supply/work order is placed; and
 - e) if the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of these rules.
- (7) **Performance Security :-** The amount of performance security shall be 5% of the amount of contract order. In case of Small Scale Industries of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of contract order. Performance security shall be furnished within 15 days from the date of issue of award of contract letter in any one of the following forms-
- a) Bank Draft or Banker's Cheque of a scheduled bank.
 - b) Amount more than Rs. 10.00 Lac can be deposited by way of Demand Draft/Banker's Cheque/Bank Guarantee. Performance security shall remain valid for a period of sixty days beyond the date of completion of contractual obligations of the bidder.

This shall be returned after two years of successful completion of the contract. In case non fulfillment of the contract, security amount so deposited can be forfeited in full or in part. Decision of the Vice-Chancellor via Purchase Committee in this regard shall be final. No interest shall be paid on such deposit. No adjustment of any previous balance against EMD or any other deposit will be allowed.

- (8) **Payment:-** payment shall be made to supplier by the M.D.S. University, Ajmer after the completion of the said Degree Printing work through Cheque/RTGS/Demand Draft at party's cost on receipt of verified bills regarding Quantity and quality after satisfactory testing reports from Govt. owned/approved testing facility regarding quality of Degree Paper and efficacy of the Security Features and safe & timely delivery of printed degrees to the Degree Section of Maharshi Dayanand Saraswati University, Ajmer. Payment shall be made for the quantity delivered at Maharshi Dayanand Saraswati University, Ajmer. The supplier shall invariably submit dispatch statement and the receipt of the printed degrees by the University Office.
- (9) Maharshi Dayanand Saraswati University, Ajmer reserves the right to conduct sudden/random **inspection** of the supplied goods to check the **quality** of supplied item at the University or any place even after the final payment. If quality or supplied goods is not found up to the mark rejected materials can be destroyed at the level of Maharshi Dayanand Saraswati University, Ajmer. The suitable deduction shall be made from the bill. The decision of the University will be final and binding to the supplier firm. In this regard any claim of supplier shall not be accepted.
- (10) **Calculation of LD:-** If supplies are taken at more than one supply schedule, then total supplies received during the period of supply schedule shall be considered for calculating Liquidated Damages. Date of receipt of material at the destination shall be considered for calculating recovery of liquidated damages.
- (11) **Technical Bid** (envelope-1) must be uploaded separately & **Financial Bid** (envelope-2) (Offered quantity & rate) shall be uploaded separately. **Financial Bid** will be submitted online only.
- (12) The Financial Bid of Tenderer who qualifies in Technical Bid will be opened later on the date to be intimated by Maharshi Dayanand Saraswati University, Ajmer.
- (13) Tenderer should enclose certified copy of all the required documents as per checklist enclosed with Tender Form.
- (14) Tenderer should enclose certificate specifying categories of his industry viz. micro, small, medium etc.
- (15) The supplier shall have to strictly adhere to timely supply schedule. In case of non maintaining supply as per schedule then University may procure that remaining supply from any source at any point of time at the risk and cost of the supplier.
- (16) **Repeat Order (Right to vary quantity) :-** At the time of award of contract or during contract period, the quantity may be increased up to 50% of the quantity of goods or services originally specified in the bidding documents. It shall be without any change in the unit prices or other terms and conditions of the bid and the bidding documents at the time of award/purchase order.

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- (17) **Cancellation :-** In case Maharshi Dayanand Saraswati University, Ajmer does not require part or entire ordered quantity, due to any reason, it may cancel the part or entire order during the period of contract and/or any extended period, for which no claim of the supplier shall be entertained.
- (18) The University reserves the right to reject the Tenders of Bidders whose report have been found unsatisfactory or who makes any breach of the code of integrity at any time during the supply contract or tenderers who have been debarred/black listed for any reason at anytime during the supply contract.
- (19) **MSME/SSI Unit :-** The tenderer would necessarily enclose copy of permanent registration as MSME/SSI unit from the competent authority. Purchase preference will be applicable as per RTPP Rules. **Form 'B' for MSME Units is mandatory to submit with bid.**
- (20) Supplier should be a reputed supplier/printer company.
- (21) Any duty, taxes etc. paid at the time of purchase shall be refunded to University in the event of the same being held to be not payable.
- (22) Tenderer shall ensure and strictly adhere to the standards as per the given specifications.
- (23) No counter condition shall be accepted.
- (24) **Inspection :-** The Maharshi Dayanand Saraswati University, Ajmer will carry out sudden inspection of the Factory/Workshop of the Tenderer before or during the supply contract without prior intimation. If the factory is found un-functional or the details of the Plant & Machinery if found otherwise than as mentioned in the tender, its (firm) EMD/Security deposit shall be forfeited and other measures will be taken as per RTPP Act and Rules.
- (25) The supply schedule for quantities shall be given from time to time as per requirement.
- (26) **Quoted Rate of Tender shall be valid for a period of 90 days from the dead line for submission of Bids.** After a tender has been accepted, the rate shall remain valid throughout the contract period for which tenders are invited.
- (27) In case of dispute regarding interpretation of any terms and condition in the Tender Document, the same should be got clarified by the Bidder before submitting the Bid. Decision of the University shall be final and binding on all the Bidders. Any request for changing of any conditions/quoted price or inclusion of any documents etc. after submitting the Tender Document unless called for by written email shall not be entertained.
- (28) The liability to get Import License and any other legal permission (if required) will be sole responsibility of the Bidder.
- (29) **Dividing quantities among more than one bidder at the time of award/during the contract period:-** 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 in 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 if such condition is specified in the bidding documents.

Counter offer to first lowest bidder (L1), in order to arrive at an acceptable price, shall amount to negotiation. However, any counter offer thereafter to second lowest bidder (L2), third lowest bidder (L3) etc, (at the rates accepted by L1) in case splitting of quantities, as pre-disclosed in the bidding documents, shall not be deemed to be a negotiation.

- (30) **Execution of agreement** :- The bidder shall execute the agreement on a Government of Rajasthan non-judicial stamp of Rs. 500/- at its cost within 15 days of issue of Authentication/Award Letter.
- (31) **Contract Period** :- Validity of approved rates will be applicable one year from the date of agreement. The provisions of **price fall clause** as per RTPP Act and Rules will be applicable.
- (32) Digitally signed scanned copy of Tender documents, DD of Rs. 1000/- of Tender document, DD of Rs. 500/- for E-tendering process fees, DD of earnest money and other relevant documents shall be uploaded separately. Envelope and BOQ (Offered quantity and rate) shall be uploaded separately in Online-tender (E-procurement).
- (33) Instructions of circular No. 3/2013 Dated 04-02-2013 issued by the Finance (G&T) Department, Govt. of Rajasthan with enclosed Annexures A, B, C, D shall apply.
- Annexure A** : Compliance with the Code of Integrity and No Conflict of Interest
- Annexure B** : Declaration by Bidders regarding Qualifications
- Annexure C** : Grievance Redressal during Procurement Process
- Annexure D** : Additional Conditions of Contract
- Annexure E** : Manufacturer's Authorisation
- Annexure F** : Technical Bid submission sheet (Envelope-1)
- Annexure G** : Financial Bid – Schedule of Rates/offer by Bidder(Envelope-2)
- (34) Bid shall be uploaded with below mentioned documents:-
- (a) Scanned copy of Tender Document and other affidavits/undertakings mentioned in Tender Documents.
- (b) Scanned copy of D.D. of E.M.D., Processing fees, Tender Form fee
- (35) Income Tax and GST etc. other taxes shall be deducted at source from suppliers bills, if applicable and no reimbursement of the same shall be made by Maharshi Dayanand Saraswati University, Ajmer.
- Special Note: If any bidder is aggrieved with the any decision, action of the tendering officer, he may file an appeal to Vice-Chancellor, Maharshi Dayanand Saraswati University, Ajmer as per order dated 04.02.2013 of Finance Department, Rajasthan.
- (36) The tenderer shall have to carefully study and understand the conditions, specifications, size, make etc. of the goods to be supplied. If he has any doubt about the meaning of any terms, conditions or specifications etc., he should refer to the Registrar Maharshi Dayanand Saraswati University, Ajmer and get clarification. The decision of the University regarding interpretation of the conditions and specifications shall be final and binding on the Tenderers.

- (37) Tenderers are hereby explicitly warned that the individuals signing the Tender must specify as follows:-
- a) Whether signing as sole proprietor of your business?
 - b) Whether signing as registered active partner of the firm?
 - c) Whether signing for the firm on the basis of power of attorney?
 - d) In case of companies and registered firms whether signing as secretary, manager, Partner, Director, etc. will submit an authorization from the company to do so. A copy of any document under which such authority is given should be forwarded with the tender if a copy has not already been sent to the University.
- (38) Only such Tenderers who are bonafide reputed supplier/printer into the printing works for which they tender shall be eligible.
- (39) The Bidder who is not registered under the GST Act and any other registration (if any) prevalent in the State where his business is located, may not be eligible for tendering. The GST Registration numbers should invariably be quoted.
- (40) If a Tenderer imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his Tender may be rejected.
- (41) The unit rates must not under any circumstances be altered and the rates must be entered in figures as well as in words.
- (42) (a) The rates quoted should be F.O.R. inclusive of all duties, taxes and charges excluding GST. However, the tenderers should indicate whether supply will be made from within or outside Rajasthan.
- (b) Any increase in GST imposed by Central Government or State Government after the due date of the Tender will be paid extra. Similarly any reduction in the GST after the due date of the Tender will be paid less to the Party.
- (c) The rates approved shall remain valid for the entire duration of the completion of supply of printed degrees formats of the year 2023 and 2024 i.e. contract period.
- (43) The Tenderer shall not Assign or Sublet his contract or any part thereof to any other Agency.
- (44) The Tenderer should Sign the Tender Form at the end of each page as token of his acceptance of all the terms and conditions of the Tender.
- (45) No request for adjustment of outstanding claim of any kind against the tenderer towards EMD/SD will be entertained and failure to deposit the EMD/SD in full will always result in cancellation of the Tender acceptance.
- (46) The Tenderer shall be responsible for the proper packing of Degrees and for transit insurance on his own cost, so as to avoid damages under normal conditions of transport and delivery of the material in good conditions to the consignee at destination.
- (47) The Tenders should be submitted along with duly certified Samples.
- (48) The quantities shown in the Tender Notice are approximate and subject to variation. The supplies shall have to be arranged according to requirements as and when orders are placed throughout the contract period.

- (49) The time specified for SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8¼" X 11¾" Of 175 G.S.M. FOR 2 LAKHS 50 THOUSAND SHEETS APPROX. ON F.O.R. BASIS FOR THE YEAR 2023 and 2024 be deemed to be the essence of the contract and the successful tenderer shall arrange supply work within that period on receipt of work/supply order from the University.
- (50) (i) Should the contractor fail to execute the order/contract within the period specified in the Tender Form, and if such failure to deliver/complete in prescribed time as aforesaid arisen from, any unforeseen cause such as strike, fire, accident, act of GOD resulting in stoppage of work in the factory of the manufacturer or similar reasons which the Vice-Chancellor, Maharshi Dayanand Saraswati University, Ajmer may find valid for an extension of the time he may extend the period without changing any agreed liquidated damages. His decision shall be final regarding the sufficiency or otherwise of ground for extension of time.
- (ii) Should the Tenderer fail to execute the order/contract within the period specified in the Tender Form, the Vice-Chancellor may at his discretion allow extension of time, subject to recovery from the tenderer as liquidated damages and not by way of penalty, as sum equal to the following percentage of the value of goods which the tenderer has failed to supply for the period of delay as stated below:
- Delay upto one fourth period of the prescribed delivery period - 2.5%.
 - Delay exceeding one fourth but not exceeding half of prescribed delivery period - 5%.
 - Delay exceeding half but not exceeding three fourth of the prescribed delivery period - 7.5%.
 - Delay exceeding three fourth but not exceeding the period equal to the prescribed delivery period - 10%.

Notes:

- Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.
- The maximum amount of Liquidated Damages shall be 10%.
- When the Successful Tenderer is unable to complete the order/contract within the specified or extended period, the University shall be entitled to accept supply and get the work done from the open market without notice to the Tenderer, but at his risk and cost i.e. Tenderer's Account and risk. The goods or any part thereof which the Tenderer has failed to supply or if not available, the best and nearest available substitute thereof or to cancel the contract and the Tenderer shall be liable for any loss or damage which the University sustained by reason of such failure on the part of the tenderer. But the tenderer shall not be entitled to any gain on such purchase made against default. The recovery of such loss or damage shall be made from any sum accruing to the Tenderer under this or any other contract with the University. If recovery is not possible from the bills and the contractor fails to pay the loss or damage within one

month, the recovery shall be made under any law for the time being in force or from any other Bills outstanding with the University.

- d) According to the work order, if the Degree Paper and printing is as per the prescribed criteria, if it is difference GSM between ± 0 to 5%-Degree sheets it will be acceptable. If it is more than this, the degree printed sheets by the firm will not be acceptable and the new Degree sheets of 175 G S M will have to be given through the firm at their own expenses as per the prescribed criteria, otherwise action will be taken as per Rules as RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT.

- (51) When the Security Deposit in full or in part is proposed to be forfeited, a notice will be given to the Tenderer to explain within 10 days as to why the Security Deposit should not be forfeited for failure to complete the supplies in time.
- (52) In the event of any breach of conditions of the contract at any time on the part of the contract, the contract may be terminated summarily by the Registrar, Maharshi Dayanand Saraswati University, Ajmer with such conditions as may be deemed fit.
- (53) Remittance charges on payment made to firms except through cheques will be borne by the supplier unless specifically agreed by the University.
- (54) Direct or indirect canvassing on the part of tenderers or their representatives will disqualify them.
- (55) In case of any dispute arising in contract, the matter will be referred to the Sole Arbitrator appointed by the Vice-Chancellor whose decision shall be final binding on both the parties.
- (56) (i) The University reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reason and accept any tender for all or any one or more of the goods for which the tender has been given.
- (ii) If the tenderer resiles from his offer or offers new terms after opening of the tender, his EMD is liable to be forfeited.
- (iii) The submission of more than one tender and under different names is prohibited.
- (iv) Any relationship or business connection that may exist between the Tenderer and any official of the Maharshi Dayanand Saraswati University, Ajmer should be declared. If this information is found to have been suppressed, then Contract, if any, entered into may be cancelled forthwith without notice and compensation and any amount which may have been deposited Forfeited and Credited to the company.
- (57) Specifications (if any) items for which tenders are invited have been specified in this document.
- (58) **Supply period:-** Maximum Three months will be allowed for delivery of each year's material/printed Degrees from the date of PDFs approved by the University. Therefore, period of delivery of material beyond 90 days from the date of approval of PDFs will attract penalty clauses.
- (59) Supply of converted data (in required format and language with relevant programme) of all examinations on two CD to the University without any extra cost.

- (60) Before finalizing the Tender/Purchase the premises of the tenderer may be inspected by the University Committee.
- (61) The negotiations may be held to reduce the rates. Increase in the rates after negotiations will not be entertained and in that case the rates quoted by it in original tender will be considered. However, the decision of the Vice-Chancellor, which shall be based on the recommendation of the Purchase Committee in such cases, would be final and binding on tenderer.
- (62) The data process and application development team members' credentials and their experience will have to be submitted by the successful bidder.
- (63) Before undertaking the printing job the firm shall submit an undertaking along with the tender regarding maintaining secrecy and adhering to the time schedule.
- (64) The firm shall depute at least one programmer having qualification MCA/B.Tech./M.Sc. in Computer Science or equivalent qualification with experience of similar nature of work who shall be present at the time of opening of tenders for discussion and negotiations, if required.
- (65)
 - (a) No updating/correction charges shall be payable to the firm by the University.
 - (b) The firm shall agree that in case of mistake(s) which may turn out to be intentional, the University shall be free to take further legal action according to gravity of the mistake(s) in addition to the penalty as per terms and conditions contained in the tender.
- (66) All legal proceedings, arising out of this contract shall be subject to the jurisdiction of the courts situated at Ajmer City only.
- (67) All clauses of RTPP Act and Rules and other Regulations of State Government will be applicable.

REGISTRAR

DECLARATION

I/We declare that I/We have quoted rates after careful study of all the Terms and Conditions (1 to 67) of the tender/contract. I/We are fully eligible to participate in the bid. I/we have provided all information and proofs thereof as required in the tender documents/check lists without any counter conditions. I/We accept and shall abide by these Terms and Conditions and all provisions of RTPP Act and Rules. Also I/We will accept the decision of the University. I/We have signed on each page of the tender documents in token of acceptance of the terms and conditions of the tender and the contract. In case of default, our earnest money may be forfeited and the University may take any action as it may deem proper.

Place:

Date:

Signature of the Tenderer/Bidder with Seal

Annexure A : Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall –

- (i) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (ii) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (iii) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (iv) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (v) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (vi) not obstruct any investigation or audit of a procurement process;
- (vii) disclose conflict of interest, if any; and
- (viii) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

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

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Annexure B : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No. Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

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

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

CNP

Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Vice-Chancellor, MDS University, Pushar Road, Ajmer.

The designation and address of the Second Appellate Authority is Sec. Deptt. of Hr. Education, Jaipur

(1) Filing an appeal

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

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

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

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

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

CSA

(6) Fee for filing appeal

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

(7) Procedure for disposal of appeal

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

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

Appeal No. of
Before the (First/Second Appellate Authority)

1. Particulars of appellant:

- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential Address:

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

- (i)
- (ii)
- (iii)

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

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

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

6. Grounds of appeal:

_____ (supported by an affidavit)

7. Prayer.....
.....
.....

Place:
Date:
Appellant's Signature

CSA

Annexure D : Additional Conditions of Contract

1. Correction of arithmetical errors

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

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

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

2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase shall not exceed fifty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
 - (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
 - (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.
- ### 3. Dividing Quantities among more than one bidder at the time of award (in case of procurement of goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital natures, 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 if the Bidder, whose Bid is accepted.

Signature of Bidder

Manufacturer's Authorisation

Nib. No. /...../

Bid/2023

Date

To,
The Registrar,
Maharshi Dayanand Saraswati University,
Ajmer.

WHEREAS

We, who are official _____ having work place at _____ do hereby authorize _____ to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the goods by us _____ and to subsequently negotiate and sign the Contract.

We hereby extend that the goods supplied by us shall be free from defects arising from any act or omission by us or arising in design, materials and workmanship, under normal use, with respect to the Goods offered by us in reply to this Invitation for Bids.

Name _____

in the capacity of : _____

Signed _____

Duly authorized to sign the Authorization for and on behalf of _____

Mobile/Tel: _____ Fax: _____

e-mail _____ Date _____

(Shall be submitted along with the Bid Security)

Technical Bid Submission Sheet
Bid/2023

Annexure 'F'

No. F.20 (10)/ Degree/ MDSU/2023/

Dated:

To,
The Registrar,
Maharshi Dayanand Saraswati University,
Ajmer.

We, the undersigned, declare that:

- a. I/We have examined and have no reservations to the Bidding Document. We offer to supply in conformity with the Bidding Document and in accordance with the supply schedule given from time to time for supply of printed degrees.
- b. My/Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- c. If my/our Bid is accepted, we commit to obtain a Performance Security in the amount of 5% of the Contract Price or Performance Security Declaration for the due performance of the Contract.
- d. I/We are not participating, as Bidders, in more than one Bid in this bidding process, in the Bidding Document.
- e. My/Our firm/company, its affiliates or subsidiaries, including any sub-contractors or suppliers has/have not been debarred by the State Government or the Procuring Entity.
- f. 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.
- g. I/We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- h. I/We agree to permit the Procuring Entity or its representative to inspect our premises/accounts and records and other documents relating to the bid submission and to have them inspected audited by auditors appointed by the Procuring Entity.
- i. I/We declare that I/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.
- j. I/We have all the infrastructure necessary to introduce the following security features in the degrees –
 - Security Features as per Condition No. 1.
 - Permanent Patch Mark carrying variable data in case of DEGREES/CERTIFICATES must be validated and readable on photocopy of the document.
 - VARIABLE DATA of Student in BACKGROUND image merged with static in a way that it is invisible otherwise.
 - Micro TEXT printing carrying variable data of student

- Barcode printing carrying variable data of the student
- Data in transparent Impression created by laser Beam on a specified place (STATIC)
- Photograph as variable image of every student, wherever available
- UV validation stamp carrying variable data to be carried by UV light without using UV inks
- UDI Number

Name _____
in the capacity of : _____
Signed _____
Duly authorized to sign the Authorization for and on behalf of _____
Mobile/Tel: _____ Fax: _____
e-mail _____ Date _____

(Shall be submitted along with the Bid Security)

CONTRACT AGREEMENT

(To be Submitted on Rs. 500/- on Govt. of Raj. Non-Judicial Stamp Paper)

This Agreement is made on the ----- day of ----- 2023 between Maharshi Dayanand Saraswati University, Ajmer – 305009.

FIRST PARTY

AND

M/s _____ having its office _____
(Hereinafter referred to as the eligible 'Bidder') on the terms and conditions set forth hereunder.

SECOND PARTY

1. The expression of first and second party shall mean and include their Representative, Heirs, Successors, Legal Representative Administrators, Nominees & Assigns etc.
2. That the duration of this contract shall be completion of the work of the supply of printed degrees and material of the year 2023. Maharshi Dayanand Saraswati University, Ajmer reserves the right to increase the quantity on same rate, terms & conditions & further extend the duration up to _____ as per requirement of Maharshi Dayanand Saraswati University, Ajmer. Supply schedule may be issued in aforesaid period.
3. That the tender form has been submitted by the Bidder accepting all the terms and conditions enumerated therein as well as those in the Purchase Order, provision of which would have superseding effect in case of any contradiction in any condition of the tender and that of the Purchase Order.
4. The conditions of the tender and contract for open tender enclosed to the NIB No. F() Exam(Degree)/MDSU/2023/..... 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.
5. Letter of Award No. dated..... issued by the Maharshi Dayanand Saraswati University, Ajmer and appended to this agreement shall also form part of this agreement.
6. Payment:- payment shall be made to supplier by the Maharshi Dayanand Saraswati University, Ajmer after the completion of the Degree Printing work through Cheque/RTGS/Demand Draft at party's cost on receipt of verified bills regarding Quantity and quality after satisfactory testing reports from Govt. owned/approved testing facility regarding quality of Degree Paper and efficacy of the Security Features and safe & timely delivery of printed degrees to the M.D.S. University, Ajmer, by our respective Accounts & Finance Section. Payment shall be made for the quantity delivered at Maharshi Dayanand Saraswati University, Ajmer. The supplier shall invariably submit dispatch statement and the receipt of the printed degrees by the University Office.
7. The Bidder shall be responsible for proper dispatch so as to avoid damage in transportation and deliver material in good condition to the University office. In the event of any loss, damages, breakages or any shortages found by the checking/inspecting staff at the specified unit the same shall be debited to the Bidder.

One

8. The Maharshi Dayanand Saraswati University, Ajmer reserves the right to reduce or altogether cancel the approved quantity of supply. The Maharshi Dayanand Saraswati University, Ajmer shall not be liable for any claim by the Bidder in such an event.
9. Maharshi Dayanand Saraswati University, Ajmer reserves the right to conduct sudden/random inspection of the supplied printed degrees to check the quality of supplied item at unit/Rc or any place even after the final payment. If quality of supplied goods are not found up to the mark, the Degrees can be destroyed at the level of Maharshi Dayanand Saraswati University, Ajmer , the suitable deduction shall be made from the bill/Security deposits. The decision of the Maharshi Dayanand Saraswati University, Ajmer will be final and binding to the supplier firm. In this regard claim of any supplier shall not be accepted.
10. Arbitration Clause : In case of any dispute arising in contract, the matter will be referred to Sole Arbitrator appointed by Vice-Chancellor, Maharshi Dayanand Saraswati University, Ajmer whose decision shall be final and binding on both the parties.
11. The venue of the arbitration shall be Ajmer only and jurisdiction for any matter/dispute arising out of or concerning or connected with such arbitration and contract shall be AJMER only.
12. That this Agreement shall bind the above party and their respective heirs, representatives & assigns. In witness thereof the Maharshi Dayanand Saraswati University, Ajmer and the Bidder have here unto set and subscribed their respective signatures in the presence of following witnesses:

For M/s. _____
 Authorized Signatory

Registrar
 Maharshi Dayanand Saraswati University, Ajmer

Witness
 1. _____
 2. _____

Witness
 1. _____
 2. _____

The bidder shall execute the agreement (within 15 days of issuing award letter) on a Govt. of Rajasthan non judicial stamp of Rs. 500/- at his cost.

(Envelope-1)

TECHNICAL BID

(To be submitted in the envelop marked Technical Bid)

(Information to be provided along with the Tender Document & requisite EMD (Bid Security).

Without Bid security the Tender shall not be considered for Financial Bid

I. Addressed to:

a. Name of the Tendering authority

b. Address

c. Telephone/Fax

Registrar

Maharshi Dayanand Saraswati University,

Ajmer – 305009.

0145-2787057, 2787264

II. NIB Reference: _____

Dated: _____

III. Other related details:

1.	Name of Bidder					
2.	Name & Designation of authorized Signatory					
3.	Registered Office Address					
	Telephone Nos.				Fax	
	Mobile No.				Email	
4.	Rajasthan Centre (if any)	Address				
		Phone			Fax	
		Contact Person				
5.	Ajmer Centre (if any)	Address				
		Phone			Fax	
		Contact Person				
6.	Year of Establishment					
7.	Nature of the Company/Firm		Company			Firm
			Government	Public	Private	Partnership
	Put Tick () mark					
8.	Experience (in years)					
9.	Is the office owned/leased or rented <small>(Copy of Ownership/Lease Deed registered with cooperative society)</small>					

Handwritten signature

10.	Proof of IBA & RBI or Security Printing Registration (enclose copy of Certificate)	
11.	Proof of ISO 9001 and ISO 27001 Certification (enclose copy of Certificate)	
12.	GST Registration No. (Sales Tax Dept.) (Enclose Copy of Certificate GST)	
13.	PAN No./TIN No. (Enclose Copy of PAN No./TIN No.)	
14.	Whether Firm is agreed to the Terms & Conditions mentioned in the Tender	
15.	Whether Registered with the Industries Department (Enclose Copy of Permanent SSI Unit Certificate or equivalent)	
16.	GST clearance certificate from the concerning commercial taxes officer (Enclose Copy of Certificate year 2022-23 and copy of GST return filed for March, 2023-GSTR 3 B with ARN)	
17.	Production Capacity (Per day and Per Month) (Attach Evidence)	
18.	Sample of each item of stationary intended to be used for printing. Mention the brand and GSM of the Paper with full specification	
19.	Printed Samples with all security features of Degree and Certificate as per specifications	
20.	Undertaking for Print Unit being electronically and physically secured for confidential data	
21.	Previous Experience (Attach documents)	
22.	Any other details in support of your offer	
23.	Attach proof to substantiate your claims as per condition No. 1 & 2	
24.	If Bidder is MSME Firm, attach form 'B' as mentioned at Condition No. 19	
25.	Attach Notarised Affidavit for non-debarment etc. (as enclosure No. 1 and 1-A)	

IV. (a) The price of the Bidding Document Rs. 1000/- (DD in favour of Registrar, M.D.S. University, Ajmer)

S.No.	Tender Form Fee Amount	DD/Banker's Cheque Issuing Bank Name	No. with Date
1.	Rs. 1000/-		

(b) E-tender Processing Fees Rs. 500/- (DD in Favour of M.D., RISL, Jaipur)

S.No.	Processing Fee Amount	DD/Banker's Cheque Issuing Bank Name	No. with Date
1.	Rs. 500/-		

V. Following documents are attached towards the proof of earnest money deposited in favour of the Registrar, Maharshi Dayanand Saraswati University, Ajmer payable at Ajmer.

S.No.	EMD Amount @ 2%	DD/Banker's Cheque Issuing Bank Name	No. with Date
1.			

VI. Average Annual turnover of last three years (as stated in the eligibility criteria, attach C.A. Certificate clearly showing at least Rs. 30 lakhs Average Annual Turnover during last three years).

2020-21	2021-22	2022-23	Total Turnover (in Rs.)	Average Turnover (in Rs.)

VII. List of State/Central owned Universities/Education Board where the firm has executed work orders of similar nature with the contact details and copies of Pos (minimum three years, out of last five years experience required) Copy of experience certificate must be attached.

S.No.	Year	Name of Organization	Brief Description of the work

CSP

VIII. Details of Technical Infrastructure

S.No.	Name of Equipment	Total No. available in working condition	(Is it owned or leased ?)	Model No./Technical Specification
1.	Digital Press			
2.	Printer			
3.	Computer			

IX. Details of Technical Staff available with firm/company

S.No.	Name	Post	Qualification	Total experience of Examination work
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

X. Declaration:-

It is solemnly declared that:-

1. Our firm/company has not been defaulter in any banks/institutions loans.
2. Our firm/company has not been defaulted in payment of any statutory dues/liabilities.
3. Our Firm/company has not been blacklisted/debarred by any govt. agency/ depts./ university.

For and on behalf of (Name of Bidder)

**Duly signed by the Authorized Signatory of the Bidder.
(Name, title and address, of the authorized signatory)**

CP

(Envelope-2)
ANNEXURE 'G'

FINANCIAL BID (to be submitted separately online only)
SCHEDULE OF RATES/OFFER BY BIDDER

Tender Dated: Quantity Demanded 2.50 lakhs (Approx.)

Tender Inviting Authority	:	Registrar, Maharshi Dayanand Saraswati University, Ajmer.
Name of Work/Item	:	SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8¼" X 11¾" Of 175 G.S.M. FOR 2 LAKHS 50 THOUSAND SHEETS APPROX. ON F.O.R. BASIS FOR THE YEAR 2023 and 2024
Bid No.	:	No.F. () Exam (Degree)/MDSU/2023/ dated
Bidder Name	:	

PRICE SCHEDULE

Sl.No.	SUPPLY OF PRE-PRINTED (SECURITY BASED) DEGREE PAPER SIZE A-4 8¼" X 11¾" Of 175 G.S.M. FOR 1 LAKH 40 THOUSAND SHEETS APPROX. ON F.O.R. BASIS FOR THE YEAR 2023	Total Basic Rate Per Degree (excluding GST) (in Rs.)
1	All Degree/Certificates Formats Printed on Four Colour on Front Side and Single Colour on back side in the size of A-4 8¼" X 11¾". PRE-PRINTED (SECURITY BASED) DEGREE SHEETS OF 175 G.S.M. having Security Features as mentioned on page 12 to 14 of tender document. Thickness of paper can vary ± 5% and will be admissible. Authorisation letter from manufacturer : the degree printed sheets by the firm will not be acceptable and the new Degree sheets of 175 G S M will have to be given through the firm at their own expenses as per the prescribed criteria, otherwise action will be taken as per Rules as RAJASTHAN TRANSPARENCY IN PUBLIC PROCUREMENT ACT. quality of paper including 5 sample sheets of mentioned size and specifications.	

DECLARATION

I/We have read all the contents/terms and conditions given in the tender document entitled supply of security feature enabled degree sheets, printing of data on degree sheets using laser printer and supply of the printed degrees to various colleges. I/We abide by all the terms & conditions of the tender document.

I/We hereby declare that our firm/company is registered for the above supplies/ work/service. We are in the business of the above work/supplies which can be verified from our office record and copies of certificate/work orders. We have all technical infrastructures/know how/experience. I/We have not been black listed/debarred by any Government (Central/State)/ Board/University/Public Undertakings/Banks etc.

In case of any information being found false/misleading at any time during the work or even after, the University may take any action against my/our firm. I/We shall abide by the decision taken by the University in this regard.

Place

Dated:

Signature of Tenderer/Bidder with seal
Mobile No.

C/S

(Enclosure – 3)

CHECK LIST FOR TECHNICAL BID
(To be submitted by the Bidder online only)

S.No.	Particulars	Yes/No	Date of issue of documents	Validity period of document
1.	Have you attached certificate of registration under companies' Act/Partnership Act			
2.	Have you attached certificate regarding ISO 9001 & ISO 27001 and IBA & RBI or Security Printing registration certificate.			
3.	Have you attached minimum 3 years' work experience certificate during last 5 years of printing variable data and degree/ certificates (work of similar nature)			
4.	Have you attached certificate of experience in Bar Code printing			
5.	Have you attached self declaration regarding not being defaulter in banks/institutions loans. (Enclosure No. 1)			
6.	Have you attached self declarations for not having defaulted in payment of statutory dues/liabilities. (Enclosure No. 1)			
7.	Self declaration regarding not being blacklisted by any Govt. Agency/Deptt./Univ. (Enclosure No. 1)			
8.	Have you ensured submitting of Demand Drafts of Bid Security, Cost of tender form and RISL charges.			
9.	Have you attached supporting documents to prove that the company is having its own manufacturing facility with digital printing equipment.			
10.	Have you attached certificate/proof of TIN Number/ Services Tax Reg. No./PAN Number/GST Registration No.			
11.	Have you attached company's MOA/Registered Partnership Deed			
12.	Have you attached invoices of the digital printer, that shown the company's ownership/Partnership also			
13.	Have you attached undertaking regarding physical & electronic security of the manufacturing facility			

CAP

14.	Have you attached undertaking regarding ownership of equipments, 'software & processes.			
15.	Have you ensured submitting required samples.			
16.	Have you attached balance sheets of last 5 years.			
17.	Have you attached proof of your total turnover being more than 90 lakhs in last 3 years out of previous 3 years. Attach C.A. Certificate.			
18.	Have you attached Income Tax returns of last 3 years.			
19.	Have you attached certificate specifying category of your industry (Micro/ Small/ Medium).			
20.	Have you attached copy of permanent registration as MSME/SSI unit (if applicable) (Enclosure No. 2 Form -B)			
21.	Have you attached GST clearance Certificate of year 2022-23 and latest GSTR 3 B with ARN.			
22.	Have you attached evidence of your production capacity			
23.	Have you attached the proof of supplying degrees of minimum 3 years out of last 5 years. State/Central Universities/Education Board.			

Place

Date

Signature of Tenderer/Bidder with seal

बोलीदाता द्वारा शपथ पत्र

(रूपये 100/- के नॉन ज्यूडिशियल स्टाम्प पेपर पर एवं नोटेरी से प्रमाणित)

1. मैं/हम, घोषणा करता हूँ/करते हैं कि, मैंने/हमने जिस सामग्री के लिए बोली दी है, उनका/उनके, मैं/हम बोनाफाईड विनिर्माता हूँ/है। यदि यह घोषणा असत्य पाई जाए तो किसी भी प्रकार की कार्यवाही की जा सकती है।
2. मैं/हम यह घोषणा करता हूँ/करते हैं कि, मेरी/हमारी संस्था को आज दिनांक तक केन्द्रीय/राज्य सरकार के विभाग/उपक्रमों/ विश्वविद्यालयों/शिक्षा बोर्डों से ब्लैक लिस्टेड/प्रतिबंधित नहीं किया गया है। यदि यह घोषणा असत्य पाई जाए तो विश्वविद्यालय द्वारा मेरे/हमारे विरुद्ध किसी भी प्रकार की कार्यवाही की जा सकेगी।
3. हम मैसर्स (फर्म का नाम एवं पता) बोली में कोटेड सामग्री के संबंध में एतद् द्वारा घोषणा करते हैं कि हमारे उक्त उत्पादों को आज दिनांक तक किसी भी केन्द्रीय/राज्य सरकार के विभाग/उपक्रमों/ विश्वविद्यालयों/शिक्षा बोर्डों द्वारा विगत तीन वर्षों के दौरान नकली/अवमानक घोषित नहीं किया गया है।
4. राजस्थान लोक उपापन में पारदर्शिता (RTTP) अधिनियम 2012 की धारा 7 (2) व 11 (विवरण निविदा प्रपत्र में संलग्न है) की पालना हेतु बाध्य रहूंगा/रहेंगे। (as Enclosure No. 1-A)
5. मैं/हम शपथपूर्वक घोषणा करते हैं कि, मैंने/हमने जिस सामग्री के क्रय हेतु तकनीकी बोली के साथ जो घोषणा पत्र/प्रमाण पत्र/अन्य सूचना संलग्न किए गये हैं, वे सत्य एवं पूर्णतया सही हैं। इनमें किसी भी तथ्य को छिपाया नहीं है, और न ही कोई कूटरचित दस्तावेज प्रस्तुत किया है। यदि ऐसा पाया जाता है, तो बिना किसी न्यायिक कार्यवाही एवं अन्य कोई कार्यवाही किये बिना मेरी/हमारी बोली जो स्वीकृत की गई रद्द कर दी जावे एवं हमारे विरुद्ध नियमानुसार कार्यवाही करने के लिए विश्वविद्यालय स्वतंत्र है।

स्थान

दिनांक

हस्ताक्षर बोलीदातानोटेरी द्वारा प्रमाणित

Gupta

राजस्थान लोक उपापन में पारदर्शिता (RTTP) अधिनियम 2012 की धारा 7 व 11 के अन्तर्गत घोषणा प्रमाण पत्र (शपथ पत्र का बिन्दु सं. 4)

मैं/हम राजस्थान लोक उपापन में पारदर्शिता अधिनियम 2012 की धारा 7 व 11 के अन्तर्गत घोषणा करता हूँ /करते हैं कि :-

- (क) आवश्यक वृत्तिक, तकनीकी, वित्तीय और प्रबंधकीय स्रोत तथा उपापन संस्था द्वारा जारी किए गए बोली दस्तावेजों, पूर्व-अर्हता दस्तावेजों या यथास्थिति, बोली लगाने वाले के रजिस्ट्रीकरण दस्तावेजों द्वारा अपेक्षित सक्षमता धारित करते हैं।
- (ख) ऐसे करों को संदत्त करने की जो बोली दस्तावेजों, पूर्व अर्हता-दस्तावेजों या बोली लगाने वाले के रजिस्ट्रीकरण दस्तावेजों में विनिर्दिष्ट किये गये अनुसार केन्द्र सरकार या राज्य सरकार या यथास्थिति, किसी स्थानीय प्राधिकारी को संदेय हैं, अपनी बाध्यता की पूर्ति करेंगे।
- (ग) दिवालिया, रिसीवर के अधीन, शोधन अक्षम नहीं होगा या परिसमापन नहीं कर रहा होगा, न किसी न्यायालय या न्यायिक अधिकारी द्वारा प्रशासित कार्यकलाप रखेगा, न अपने कारोबार के क्रियाकलाप निलंबित रखेगा और न पूर्वगामी कारणों में से किसी के लिए भी विधिक कार्यवाहियों के अध्यक्षीन होगा।
- (घ) अपने वृत्तिक आचरण या उपापन प्रक्रिया के प्रारंभ के पूर्ववर्ती तीन वर्ष की किसी कालावधि के भीतर कोई उपापन संविदा किये जाने के लिए अपनी अर्हताओं के बारे में मिथ्या कथन करने या दुर्व्यपदेशन संबंधी किसी दांडिक अपराध के संबंध में न तो स्वयं, और न उनके निदेशक और अधिकारी दोष सिद्ध हुए हैं, या विवर्जन कार्यवाहियों के अनुसरण में अन्यथा निरर्हित हुए हैं।
- (ङ) ऐसे हित, जो पूर्व-अर्हता के दस्तावेजों बोली लगाने वाले के रजिस्ट्रीकरण दस्तावेजों या बोली दस्तावेजों में विहित और विनिर्दिष्ट किये जाये, के प्रति कोई विरोध नहीं रखेंगे, जो उचित प्रतियोगिता को तात्विक रूप से प्रभावित करें।
- (च) कोई भी अन्य अर्हताएँ, जो विहित की जायें, पूर्ण करेंगे।
- (छ) किसी उपापन संस्था का कोई अधिकारी या कर्मचारी या किसी उपापन प्रक्रिया में भाग लेने वाला कोई व्यक्ति राज्य सरकार द्वारा विहित सत्यनिष्ठा संहिता के उल्लंघन में कोई कार्य नहीं करेगा।
- (ज)(i) उपापन प्रक्रिया में किसी अनुचित लाभ के आदान-प्रदान में, या तो प्रत्यक्ष रूप से या अप्रत्यक्ष रूप से, किसी रिश्वत, इनाम या दान या किसी तात्विक फायदे के किसी प्रस्ताव, याचना या स्वीकृति का या उपापन प्रक्रिया को अन्यथा प्रभावित करने का :
- (ii) किसी दुर्व्यपदेशन सहित किसी लोप का, जो गुमराह करता है या गुमराह करने का प्रयत्न करता है ताकि कोई वित्तीय या अन्य फायदा प्राप्त कर सके या किसी बाध्यता से बच सके :
- (iii) उपापन प्रक्रिया की पारदर्शिता, औचित्य और प्रगति का ह्रास करने के लिए किसी दुरभिसंधि, बोली छल या प्रतियोगी-विरोधी व्यवहार का :
- (iv) उपापन प्रक्रिया में अनुचित लाभ या वैयक्तिक लाभ के आशय से उपापन संस्था और बोली लगाने वालों के बीच सांझा की गयी सूचना के अनुचित उपयोग का :
- (v) बोली लगाने वाले और उपापन संस्था के किसी अधिकारी या कर्मचारी के बीच किसी वित्तीय या कारबार संबंधी संव्यवहारों का :
- (vi) उपापन प्रक्रिया को प्रभावित करने के लिए किसी पक्षकार या उसकी सम्पत्ति का, प्रत्यक्ष या अप्रत्यक्ष रूप से, ह्रास या अपहानि या ऐसा करने की धमकी सहित किसी प्रपीडन का :
- (vii) किसी उपापन प्रक्रिया के किसी अन्वेषण या लेखापरीक्षा की किसी बाधा का : प्रतिषेध करने,
- (झ) हित के विरोध का प्रकटीकरण करने :
- (ण) अंतिम तीन वर्ष के दौरान भारत या किसी भी अन्य देश में किसी भी संस्था के साथ किसी पूर्ववर्ती नियमभंग करने के संबंध में या किसी अन्य उपापन संस्था द्वारा किसी विवर्जन के संबंध में बोली लगाने वाले के द्वारा प्रकटीकरण करने, के उपबन्ध सम्मिलित है।
- (ट) अध्याय 4 के उपबन्धों पर प्रतिकूल प्रभाव डाले बिना, किसी बोली लगाने वाले या, यथास्थिति, भावी बोली लगाने वाले द्वारा सत्यनिष्ठा संहिता के किसी भंग की दशा में उपापन संस्था निम्नलिखित सहित समुचित अध्यापय कर सकेगी :-

- (i) उपापन प्रक्रिया से बोली लगाने वालों का अपवर्जन :
- (ii) संविदा-पूर्व बातचीत की समाप्ति और बोली प्रतिभूति का समपहरण या भुनाना :
- (iii) उपापन से संबंधित किसी अन्य प्रतिभूति या बन्धपत्र का समपहरण या भुनाना :
- (IV) उपापन संस्था द्वारा किये गये संदायों की, उन पर बैंक दर से ब्याज सहित, वसूली :
- (v) उपापन संस्था द्वारा सुसंगत संविदा का रद्दकरण और उपगत हानि के लिए प्रतिकर की वसूली
- (vi) उपापन संस्था के आगामी उपापनों में, धारा 46 के अधीन तीन वर्ष से अनधिक की कालावधि के लिए, बोली लगाने वाले को भाग लेने से विवर्जित करना।

बोलीदाता के हस्ताक्षर

Form B
Format of Affidavit
(See clause 19)

I S/o Aged Yrs. residing at
.....
..... Proprietor/Partner/Director of M/s
..... do hereby solemnly affirm and declare that :

(a) My/Our above noted enterprise M/s has been issued
acknowledgement of Entrepreneurial Memorandum Part - II by the District
Industries Center The acknowledgement No. is
dated and has been issued for manufacture of following items:
Production Capacity (Yearly)

Name of Item

- (i)
- (ii)
- (iii)
- (iv)
- (v)

(b) My/Our above noted acknowledgement of Entrepreneurial Memorandum Part - II
has not been cancelled or withdrawn by the Industries Department and that the
enterprise is regularly manufacturing the above items.
(c) My/Our enterprise is having all the requisite plant and machinery and is fully
equipped to manufacture the above noted items.

Place:
Date :

**Signature of Proprietor/
Director
Authorized Signatory with
Stamp and date**

