



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

## TENDER DOCUMENT FOR SUPPLY OF PRINTING AND SUPPLY OF STUDENT/EMPLOYEE IDENTITY CARD IN REFERENCE TO TENDER NOTICE NO.MLSU/TEN/AQ/2018-19/468 DATED 25.07.2018

THIS TENDER DOCUMENT CONTAINS THE FOLLOWING SUB-DOCUMENT IN TWO SETS. TENDERER HAS TO SUBMIT ONE SET COMPLETE IN ALL RESPECT DULY SIGNED AND SEALED ALONGWITH EARNEST MONEY REMITTANCE DOCUMENT(S)AND SHOULD RETAIN ONE SET FOR HIS RECORD.

### SET OF TENDER FORM CONTAINING THE FOLLOWING ENCLOSURES:-

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**Submit financial bid as per detail & as given under terms and conditions in sealed envelopes failing which tender will be rejected.**

Please retain one set for your record and submit one complete set duly filled in signed and stamped along with earnest money.

Enclosed :- as above

**Comptroller,  
MLSU, Udaipur**

### Details about the tenderer.

To be filled in by the tenderer

Name of the Bidding in Company/Firm	
Contract Person(Authorized Bid Signatory)	
Correspondence Address	
Mobile No.	
Telephone No.(Land Line) & Fax	
Website & E-mail Address	
a. EMD bank Draft/Pay order payable at Udaipur(Cheque /FDR are not acceptable)	Amount Rs. 8,000.00 DDNO. _____ Dated _____ Bank _____
b. Tender form fee	Rs. 590/-

### DECLARATION

I / We hereby declare that I / We have read all Terms and conditions and scope of work & specifications of the tender items of the University and I /we agree to confirm to these.

**Signature of the Tenderer**  
With its Firm's Rubber Stamp



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

No. F. MLSU/Tender/ID card/AQ/2018-19/468

Dated : 25.07.2018

## Short term - Tender Notice

Sealed tenders are invited on or before **02.08.2018 at 2:30 pm**, from reputed firms for Printing and Supply of Student/ Employee Identity Card. The tender will be opened on same day at 3:00 pm in presence of representatives of the firms. Tender form and other details can be downloaded from University website [www.mlsu.ac.in](http://www.mlsu.ac.in) or [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) on the requisite fee of Rs. 590/- (500 fee + 18% GST) in form of DD.

S.No.	Item	Estimate Cost (Rs.)	EMD (Rs.)
1	Printing and Supply of Student/ Employee Identity Card	4.00 lacs	8,000/-

**COMPTROLLER**



**TERMS AND CONDITIONS**

1. Tenders should be submitted on prescribed tender form to the Comptroller, Mohanlal Sukhadia University, Udaipur and should reach on 02.08.2018 at 2:30 pm and same will be opened on 02.08.2018 at 3:00 pm.
2. The inner and outer bid envelopes shall
  - i. bear the name and address of the Bidder.
  - ii. should be addressed to the bidding authority
  - iii. bear the specific identification of this bidding process pursuant to NIB and any additional information as specified in the bidding documents, and
  - iv. bear a warning not to open before the time and date for bid opening, in accordance with the NIB
3. In case the bids are not received from sufficient number of firms upto the stipulated day and time, last date for receiving and opening the bids can be extended by the University.
4. **Refund of Earnest Money/ Security Deposits**
  - i. The earnest money of unsuccessful bids shall be refunded soon after final acceptance of bids.
  - ii. The security deposit shall be refunded within one month of the completion of supply of the items as per purchase order in case it is one time purchase and two months in case the delivery is staggered. It will, however be refunded on the expiry of guarantee/ warranty period where there is condition of guarantee/ warranty.
5. The successful Bidders shall be required to deposit an amount of performance security equal to 5% of the tender value in the form of DD/Bank Guarantee in favour of the Comptroller, MLSU, Udaipur and execute an agreement with the University on a non-judicial stamp of Rs. 500/- for supply of material as per bid rules. The performance Security deposit shall be refunded after six months of the expiry of the agreement/contract subject to its successful completion to the satisfaction of the purchasing officer.
6. **Forfeiture of Earnest Money:** The earnest money shall be forfeited in the following cases and also in accordance to RTPP rules 2012
  - i. When the Bidder withdraws or modifies the offer after opening of bid/before acceptance of bids.
  - ii. When he does not execute the agreement, if any prescribed within the specified time.
  - iii. When he fails to commence the supply of the items as per purchase order within the time prescribed.
  - iv. When the Bidder does not deposit the security money after the purchase order is issued by University.
7. **Forfeiture of performance security deposit:** Performance Security deposit shall be forfeited in the following case also in accordance to RTPP rules 2013.
  - i. When any terms and conditions of the contract is infringed.
  - ii. When the Bidder fails to make complete supply satisfactorily.

Notice will be given to the Bidder with reasonable time before earnest money or security deposit deposited by defaulter bidder is forfeited.

8. The bid rates must be valid for a period of one year from the date of issuing the order further the validity of rates can be extended on mutual consent.
9. Bidder must have attached the sample of Identity Card with the tender documents.
10. The Comptroller, M.L. Sukhadia University, Udaipur reserve the right to accept any bid, not necessarily the lowest, reject any bid without assigning any reason and accept any bid for all or any one or more items for which bid has been submitted.
11. The TDS shall be deducted on prevailing rate if applicable.
12. In case the rates quoted by all the Bidders are very high, or do not suit to the University, negotiation can be conducted for reducing the quoted rates.
13. The contract can be repudiated at any time by the Comptroller, M.L. Sukhadia University, Udaipur if the Purchase order is not executed in time and or to satisfaction after giving an opportunity to the contractor (bidder) for being heard.
14. The bid must be submitted accurately in accordance with the conditions of the bid and all the enclosures (duly signed and stamped) must be attached along with the bid as demanded otherwise the bid will be rejected.
15. Legal Proceedings if any arising on this bid shall have to be lodged in the courts situated in Udaipur and not elsewhere.
16. The Bidder should not quote their own (means counter) conditions while submitting the bid. Any counter conditions or counter proposals submitted by the bidder will not be considered at all. If a Bidder imposes conditions in contravention to the conditions mentioned herein his bid is liable to summarily rejection. The firms mentioning any conditions shall not be considered in any case.
17. RATES MUST BE QUOTED IN THE TENDER FORM ONLY. Rates must be quoted inclusive all taxes and charges against each item in the bid form. Bidder should not quote the rates like open bid type. Rates quoted at any place other than bid form will not be considered.
18. Rate must be quoted F.O.R. destination and as per financial bid form requirement.  
The Ordered material will have to be delivered at the purchaser's office/godown/store at the suppliers cost and arrangement.
19. Bidder must have PAN/TIN /GST Registration details. A copy of requisite documents to be attached.
18. If the Bidders fails to deliver the goods within the period specified in the purchase order, (7 days from the date of order) the purchase officer shall make following deductions (or as per latest cost orders in this regard)
  - (a) Delay upto 1/4<sup>th</sup> of the time period of supply: 2.5%
  - (b) Delay 1/4<sup>th</sup> and above but less then 1/2 of supply period: 5%
  - (c) Delay 1/2 and above but less than 3/4<sup>th</sup> of the supply period: 7.5%
  - (d) Delay more than 3/4<sup>th</sup> of the time period of supply 10%If the delay is more than 30 days from the period of supply mentioned in the order, department/ purchasing officer may deduct amount after evaluating loss due to the delay.

19. If the items supplied by the Bidder fail during the warranty period, the supplier is required to repair/ replace faulty devices or components. If the ITEMS show frequent

- failure and requires frequent repair during warranty period, the supplier is replace the system free of cost.
20. University will not accept any advance payment terms of the Bidder. University will prefer complete payment against satisfactory supply of the items. Purchase order costing more than Rs. 50,000/- will be normally countersigned by the Comptroller M.L.S. University, Udaipur.
  21. All the services must be provided efficiently and all information related to security must be kept confidential.
    - a) 5% security must be deposited.
    - b) The material is to be supplied within 7 days from date of receipt of order.
    - c) Size specifications and quality will have to be strictly adhered.
    - d) Quantities given are approximate and not final. Order may be placed for more or less quantities.
    - e) The undersigned reserves the right of accepting or rejecting any tender or otherwise without assigning any reason thereof.
  22. Provision of Rajasthan Transparency in Public Procurement Act 2012 (Rules 2013) Govt. of Rajasthan shall be applicable with regard to delay in supplies and other residue eventuates.

I/we hereby declare that I/we read carefully all the above mentioned SPECIAL/OTHER TERMS AND CONDITIONS I/we agree to these terms and conditions.

Dated: \_\_\_\_\_

SIGNATURE OF THE BIDDER WITH  
FIRM'S RUBBER STAMP



# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

## TENDER FORM

The Comptroller,  
Mohanlal Sukhadia University,  
Udaipur (Rajasthan).

**SUB:-** TENDER FOR Printing and Supply of Student/ Employee Identity Card.

**REF:-** YOUR TENDER NOTICE No. F. MLSU/Tender/IDcard/AQ/2018-19/468 Dated: 25.07.2018

Sir,

In response to the above referred Tender Notice. We are submitting our offer **For Printing and Supply of Student/ Employee Identity Card**. The details are as below/under:-

1. Name of the Tenderer : .....
2. (a) Address of the Tenderer: .....
- .....
- (b) Phone No. ....
- (c) Mobile No: .....
- (d) E.mail. ID .....
- (e) Bid-security of Rs.8,000/-  
Deposited in form of Bank/DD/PO No. & Date -----

The rates **For Printing and Supply of Student/ Employee Identity Card**. are as under:-

<b>Printing and Supply of Student/ Employee identity card as per specifications given below</b>	<b>Rate per identity card with inclusive of all taxes and charges</b>
<ol style="list-style-type: none"> <li>1. Student/ Employee identity card with Hologram, Holder and Lan Yard and data print in multicolor, both sides laminated.</li> <li>2. Thickness of card should be 1.0 mm and made from 400 microns sheet, of size 85 mm x 55 mm and card should be of good quality and durable.</li> <li>3. Students/Employees data must be printed on both sides as approved &amp; specimen provided by the University.</li> <li>4. The supplier will be required to print the students/employee's information from database, on A4 size paper and provide for verification. Finally verified data must be printed on identity card with student/ employee photograph and barcode.</li> <li>5. The supplier will be required to print identity card information for verification within 24 hours from supply of information and identity card must be printed and supplied within 7 days after handing over the original verified student information.</li> </ol>	

I/WE hereby declare that I/WE have read all the TERMS AND CONDITIONS & FINANCIAL CONDITIONS of the tender for providing and I/We AGREE to confirm to those.

**SIGNATURE OF THE TENDERER  
WITH HIS FIRM' S RUBBER STAMPS**

## Annexure A to D

### **Annexure A : Compliance with the code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall -

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

#### **Conflict of Interest:-**

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

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

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

**Annexure B : Declaration by the Bidder regarding Qualifications:-**

**Declaration by the Bidder**

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

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

Date:

Signature of bidder

Place:

Name :

Designation :

Address :

**Annexure C : Grievance Redressal during Procurement Process**



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

**(1) Filing an appeal**

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

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

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

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

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

**(4) Appeal not to lie in certain cases**

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

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

**(5) Form of Appeal**

(a) An appeal under para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.

(b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

**(6) Fee for filing appeal**

(a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(7) Procedure for disposal of appeal**

(a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date fixed for hearing, the First Appellate Authority or second Appellate authority, as the case may be, shall ,-

(i) hear all the parties to appeal present before him; and

(ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, perusal of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the state public procurement portal.

**Annexure D : Additional Conditions of Contract**

**1. Correction of arithmetical errors**

Provided that a financial Bid is substantially responsive, the Procuring Entity will correct

arithmetical errors during evaluation of Financial Bids on the following basis:

i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

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

## **2. Procuring Entity's Right to vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. it shall be without any change in the unit prices or other terms and conditions contract.
  
- (ii) If the procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensations except otherwise provided in the Condition of Contract.
  
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

## **3. Dividing quantities among more than one Bidder at the time of award (in case of procurement of Goods)**

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