



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

PRESCRIBED TENDER FORM

NOTE:

Tender must be submitted strictly in accordance to all terms and conditions of the tender-notice, tender form of the university, otherwise the tender shall not be considered and shall be rejected out-right as the counter (firm's own) terms and conditions are not accepted in any case. Bidder should read these terms and conditions very carefully and comply strictly while submitting their tenders. If a bidder has any doubt regarding the interpretation of any of the terms and conditions or specifications mentioned in these documents, he should get this clarification before submitting the tender from to the Comptroller, The decision of the Comptroller regarding the interpretation of the conditions and specifications shall be final and binding on these tenders (bids).

TWO SETS OF THIS TENDER FORM CONTAINING THE FOLLOWING ENCLOSURES ARE BEING SENT:

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Submit Technical bid and financial bid separately as per details given under special terms and conditions Para (1) in sealed envelopes failing which Tender will be rejected.

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

Encl. As above

COMPTROLLER

DETAILS ABOUT THE TENDERER:

(To be filled in by the tenderer)

Name of the Bidding Company/Firm	
Name of contact person (Authorized Bid Signatory)	
Correspondence Address Mobile No.	
Telephone Number (Land Line) & Fax	
Website & E-mail Address	
EMD Bank Draft/Pay Order payable at Comptroller, MLSU, Udaipur. (Cheques /FDR are not acceptable)	Amount Rs..... DDno.....Dated:..... Bank
Tender fee Rs. 590/- Bank Draft/Pay Order payable at Comptroller, MLSU,Udaipur. (Cheques /FDR are not acceptable)	DDno.....Dated:..... Bank

DECLARATION

I/We hereby declare that I/We have read all the General, Special 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 HIS FIRM'S RUBBER STAMP**



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

No. F. MLSU/Ten./Printer/2019-20/566

Dated- 13.01.2020

Tender Notice

Sealed tenders under two bid systems i.e. technical and financial are invited on or before 21.01.2020 at 2:30 pm, from OEM/Authorized dealer/Distributor of OEM for supply of Heavy duty laser Printer. The estimated cost would Rs. 2.50 Lacs. 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 or www.sppp.rajasthan.gov.in on the requisite fee Rs. 590/- and EMD Rs. 5000/- in form of D.D.

COMPTROLLER

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MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

Pre-Qualification/Eligibility Criteria

S.No.	Basic Requirement	Specific Requirements	Documents to be submitted
1	Legal Entity	The bidder should be a proprietorship firm registered under the Rajasthan Shops & Commercial Establishments Act or a similar act of any other State/Union, as applicable OR A company registered under India Companies Act 1956 OR A partnership firm registered under Indian Partnership Act 1932	Copy of valid Registration Certificates/ copy of certificate of incorporation
2	Financial: Turn over from related work	The turnover of bidder company should be more than Rs. 5 lacs in each year for the last three financial years.	Audited copies of Balance Sheet and Profit & Loss Account of last three Financial years 2016-17, 2017-18, 2018-19 OR Certificate from CA with CA's Registration No. & Seal
3	Technical Capability	(i) i) The bidder should be an established, reputed and reliable firm in the field of sales of printer. (ii) Bidders should have their own Engineer and technical staff at Udaipur. (iii) There should be a service centre at Udaipur city since last five years for which brand bidder is quoting laser printer.	(i) Order copy of Govt organizations/Universities/reputed firms where they have supplied enterprises level laser printers. (ii) List of Engineers/technical employees of firm along with their qualifications. (iii) Proof of service centre at Udaipur.
4	Tax registration	The bidder should have registered number of (i) GST (ii) Income Tax PAN	Copy of GST registration and PAN card.



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General TERMS AND CONDITIONS OF BID

NOTE: Bidders should read these conditions carefully and comply strictly while sending their bids. If a bid has any doubt regarding the interpretation of any of the conditions or specification mentioned in the bid notice, he should before submitting the bid, refer these to the undersigned and obtain clarification. The decision of the University regarding the interpretation of the conditions and specifications shall be final and binding on the Bidders.

1. Definition

- (i) The term '*the contract*' shall mean the invitation to the bid the instructions to the Bidders the bid acceptance of bid hereinafter defined and those general conditions and special condition that may be added.
- (ii) The term *the contractor* or *bidder* shall mean the person, firm or company with whom the order for supply is placed. In the case of the person, it shall be deemed to include his successors, heir and legal representatives where the context so admits.
- (iii) The term *delivery* shall mean delivery by the dates and the places specified in the bid form and/or order/issued after the acceptance letter from time to time of stores which are acceptable by the Indenting officer/the **Comptroller, Mohanlal Sukhadia University** or the central stores purchase committee of the university and not the submission of stores which are not to the required standard.
- (iv) The term *Purchase Committee* shall mean the a Committee constituted by the M.L.Sukhadia University.
- (v) The term *bid* means tender and *bidder* means tenderer/contractor.
- (vi) The terms 'Bid deposit' and 'Earnest money deposit' have same meaning.

2. The bids should be the sent **Comptroller, Mohanlal Sukhadia University, Udaipur 313001 (Rajasthan)** under a registered A.D. cover or speed post etc. in a double envelope, duly sealed and marked with the item name of the bid, bid Code No., due date so as to reach him before the due date and time. If bids are delivered by hand, a receipt should be obtained. Any bid received after the due date and time shall not be considered.

The bids will be opened on the date and time mentioned in the bid documents before the members of a committee appointed for this purpose by the Comptroller of MLS University Udaipur in the office of the Comptroller office of MLS University, Udaipur.

Bidders are at liberty to be present or authorise not more than one representative to be present at the time of opening of bids on the above mentioned date and time.

3. No dealer who is not registered under the sales tax act prevalent in the state where his business is located may be eligible to bid. The sales tax registration number should be quoted and sales tax clearance certificate from the commercial/sales tax officer of the circle concerned should be submitted without which bid is liable to rejection.
4. Bid will have to submit invariably an income tax clearance certificate from the income tax officer of the circle concerned along technical bid.
5. The bid should be filled in blue ink or typed. No bid, filled in pencil shall be considered.
6. (i) Rates must be written both in words and figures. There should no alterations or overwriting in the bid and information given in the bid should be in unambiguous language. Where any alteration is made, it should be



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made clearly and should be dated and initialed by the Bidder failing which such quotation will be ignored. No paper shall be detached from the bid form.

(ii) Rates quoted must be F.O.R Railway station and should include all charges and taxes. Current rate of Central/Rajasthan Sales Tax, Excise duty must be mentioned in financial bid as specified.

(iii) If any time during the period of contract the contractor reduces the sale price of such stores to any other person at a price lower than the price approved under the bid, he shall forthwith notify such reduction or sale to the **Comptroller, Mohanlal Sukhadia University** and the price payable under the contract for the stores supplied after the date of coming into force of such reduction in sale shall be correspondingly reduced. The successful Bidder shall furnish certificate to the effect that the provision of this clause has been fully complied with in respect to supplies made or billed for up to the date of certificate. The successful Bidders shall furnish this certificate to **Comptroller, Mohanlal Sukhadia University** at the beginning and in every six month thereafter during the currency of the contract and at the end of the contract period that they had complied with this clause of the conditions.

7. The Bidder is not expected to quote for more than one quality where the specification are fairly clear and not more than two in any case. If any bid will quote for more than two qualities, his rates may not be considered at all in respect of those items.
8. Bid and offers of the firm shall be valid for a period of six months from the date of opening of financial bids.
9. (i) Bids hereby are explicitly warned that individual signing the bid must specify as follows:-
 - (a) Whether signing as *Sole Proprietor of the firm*".
 - (b) Whether signing as a *Registered active partner of the firm*".
 - (c) Whether signing for the firm, i.e. per procuracyem".
 - (d) In the case of Companies and Registered firms whether signing as Secretary, Manager, Partner, Director, etc. and how individuals so signing are authorised to do so. A copy of the document under which such authority is given should be submitted with the bid, if a copy has not already been sent Comptroller, MOHANLAL Sukhadia University, Udaipur - 313001 (Rajasthan).
- (ii) Except specified places, Bidder should sign the bid form at the end of the first and last pages of the bid as a token of his acceptance of all the terms and conditions of the bid. He should also sign at each page of the bid on which rates are quoted and also at all the specified places.
- (iii) If the Bidder resiles from his offers or puts new terms after opening of the bid, his earnest money is liable to be forfeited.
- (iv). The submission of more than one bid for the one and same category and under different names is prohibited. If it is discovered that this condition has been violated, the bid will be rejected or contract will be cancelled and the earnest money (Bid deposit) or security deposit(s) will be forfeited by the University.
10. The bid must be accompanied by an Earnest Money (bid deposit) as demanded in the NIB without which it will not be considered and rejected outright. The bid form fee and earnest money should be remitted in any one of the following forms:-
 - (i) Deposit Receipt of the recognised banks, which should be made in the name of to Comptroller, MOHANLAL Sukhadia University, Udaipur 313001 (Rajasthan).
 - (ii) Bank Drafts, of any scheduled bank in the name of Comptroller, MOHANLAL Sukhadia University, Udaipur 313001 (Rajasthan). (payable at Udaipur)



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(iii) Cheque and FDR are not acceptable in any case.

N.B (a) It is emphasized that no bid will be considered without earnest money (bid deposit) and if it is not in the form specified above. Request for adjustment of previous security/earnest money or deduction of amount from the earnest money from pending bills will not be considered.

(b) the earnest money will be refunded to an unsuccessful Bidder after final acceptance of the bid for these firms, whose bids are accepted. Earnest money will be retained as security for the full period of contract and it will be refunded within six months after the expiry of contract, provided there is no complaint from any of the purchasing officers in University.

11 Successful Bidders will have to execute an agreement in the prescribed form with the Comptroller, Mohanlal Sukhadia University on a non-judicial stamp paper of Rs. 500/- which will be purchased by the contractor in his name and on his own cost, within period specified in the letter from the date on which the acceptance of the bid is communicated to him.

12. The contractor will be held responsible for goods being sufficiently and properly packed for transport by rail or road transport so as to ensure their being free from loss and breakage till the delivery of goods at the stores of the purchasing officer. All packing cases, containers and other allied material shall be supplied free of cost by the contractor and the same will not be returned to him. If he so desires, the contractor may insure valuable goods and loss or damage, breakage, leakage or shortage discovered at the destination by the consignee, the contractor shall be liable to make the same good at his own cost. The contractor may keep or depute any of his representatives to watch any damage or loss discovered at the destination to verify the same if he so likes for his satisfaction.

13. The successful bidder shall not assign or sublet the contract or any part thereof to any other party.

14. (i) All goods must be sent freight paid. If goods are sent without freight paid, a penalty of 10% of the freight and Rs. 2000/- as handling charges will be recovered from the supplier's bills.

(ii) RRs or GRS should be sent under a Registered cover. No RR or GR will be accepted if it is sent by V.P.P or through bank.

(iii) Each bale or package shall contain a packing note quoting the acceptance order or supply order No date and showing its contents in detail.

(iv) Payment for the supply shall be due and payable by the purchasing officer to whom supply is made when the goods is delivered strictly in accordance of the supply ordered and when the goods are found to the standard required.

(v) All the goods supplied shall be of the best quality to the specification, trade mark laid down for them and in strict accordance and equal to the approved standard samples and in case of any material of which there are no standard approved samples shall be of the very best quality and description obtainable in India. The decision of the Purchasing officer, the Central Stores Purchase Committee of the university shall be final as the standard quality of goods and binding upon the bids and in case any of the articles supplied not being approved they shall be liable to be rejected and any expense or loss caused to supplier as a result of rejection of supplies, shall be entirely on contractor's account.

(vi) The rejected articles must be removed by the bid from the destination where they lie within 30 days from the date of rejection notice. The officials will take reasonable care of such materials but will not be responsible for any loss or damage that may occur to it while it is on their premises.



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15.(i) The material ordered will have to be supplied with in normally six weeks for General equipments, one month for the computer & accessories, electronic items, software, etc. from the date of placing the order to the concerned authority of Mohanlal Sukhadia University.

- (ii) The material will have to be delivered at the University Stores Premises in case of local dealers.
- (iii) The Purchasing Officer on the request of contractor may at his discretion allow extension of time for the period which he considers proper or may refuse.
- (iv) The supply of an order marked URGENT will be started immediately and will be completed in fully by the contractor within 15 days from the date of issue of order.
- (v) In case the supply is not made according to the order in full within the period mentioned in the order the earnest money will be forfeited.
- (vi) When the Bidder is unable to complete the supply within either the specified or extended period the purchasing officer shall be entitled to purchase the goods from elsewhere without notice to the Bidder but on his (i.e. Bidder's) account and risk, the goods or any part thereof which the Bidder has failed to supply, or if not available the best and nearest available substitute thereof or to cancel the contract and the Bidder shall be liable to pay for any loss or damage which the purchasing officer may sustain by reason or such failure on the part of Bidder. But the Bidder 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 sums accruing to the Bidder under this or any other contract within the university. If recovery is not possible from the bill and Bidder fails to pay the loss or damage within one month of the demand, the recovery shall be made under the Rajasthan Public Demand Recovery Act, 1952 or any other law for the time being in force.

While making the risk purchasing the purchasing officer may exercise his own discretion and if possible resort to limited bid system issuing short term notice irrespective of the valuation of the bid. In all cases, where order are cancelled due to non supply of goods, it will be treated as a breach of the contract and the purchasing officer shall take action accordingly.

Note: It is clarified that purchasing officer may resort to risk purchase without granting any extension as provided in earlier condition.

- (vii) When the contractor is unable to complete the supply within the specified or extended period, the Comptroller, Mohanlal Sukhadia University shall be entitled to forfeit the earnest money/security money in full or any part as he may deem fit, if no risk purchase have been made as provided above.

When the earnest money/security money in full part is proposed to be forfeited, a show cause notice will be given to the contractor to show cause within 10 days for not making the supplies in time and why the earnest money/security money in full or in part set should not be forfeited.

- 16.(i) The quantities for the various items in the bid are approximate and the subject to variation. The supplies will have to be made according to requirements as and when orders are placed throughout the contract period.
- (ii) If order are placed in excess of the quantities shown in the bid form, the contractor will be bound to meet the required excess supply upto 25% of the bided quantity besides that notified in the bid, on the same rates and conditions. If the contractor fails to do so the purchasing officer shall be free to arrange for the balance supply by re-BID or otherwise and the extra cost incurred, shall be recoverable from the defaulting contractor. If the contractor fails to pay it within one month of the demand, the recovery shall be made under the Rajasthan Public Demand Recovery Act., 1952 or any other law for the time being in force.



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- (iii) If the purchases of the items approved are not made at all or purchases are made less than the quantity indicate in the bid the will not be entitled to any claim or compensation whatsoever on his account.
- 17.(i) All articles supplied shall strictly conform to the specification laid down in the bid form. The decision of the purchasing officer /central stores purchase committee whether the articles supplied confirm to the specification and are in accordance with the bid shall be final and binding on the contractor.
- (ii) The contractor for the supply can be repudiated at any time by the Comptroller, Mohanlal Sukhadia University, if the supplies are not made to his satisfaction after giving an opportunity to the contractor of being heard and the reason of repudiation shall be recorded by the Comptroller, Mohanlal Sukhadia University.
18. Any increase in excise duty or other similar tax if imposed by the central or state government after due date of bid will be paid extra. Similarly any reduction in them after the due date will be paid less to the contractor.
19. Remittance charges on payment made to the firms will be borne by the firms or the contractor.
20. Bidders are requested to send with their bids printed descriptive literature, catalogue, photo literature of the articles if any for convincing about the quality and usage of the articles but direct/indirect canvassing on the part of Bidders or their representatives after the submission of the bid shall disqualify their bids.
21. The Comptroller, Mohanlal Sukhadia University reserves the right to accept any bid not necessary to lowest, reject any bid without assigning any reason and accept any bid for all or any one or more items or the articles for which bid has been given.
22. It is made clear that bid must be submitted accurately in accordance with the condition of the bid and the necessary documents must be invariably be enclosed where demanded. In the event of non-submission of these essential documents, the bid shall not be considered and shall be treated as rejected without notice or any reference.
- The following documents when furnished must hold good for the entire period of the bid, failing which these will be considered as invalid documents:-
- (a) Documents to prove the capacity of the Bidder as: manager/proprietor/partner/managing partner/director/secretary/sole distributor/manufacture.
- (b) Documents to prove the bid as registered with the director general of supplies & disposals, New Delhi or national small scale industries corporation.
- (c) Sales tax & income tax clearance certificates.
- All documents be submitted in original or copies of the original documents can be acceptable only if these are attested by the "notary public" or "Govt. gazetted officers." Self attested or unattested copies of such documents will not be considered valid.
23. The Bidder should not quote their own conditions while submitting the bids. Any counter condition or counter proposals submitted by the Bidder will not be considered at all. If the Bidder imposes condition which are in addition to or in conflicting with the conditions mentioned herein, his bid is liable to summary rejection. The firms intending to get their counter or extra conditions accepted should not submit bid at all. In other words, the firm who agrees to the contents of all the conditions of the bid, need to submit the bid and when once the bid is submitted it will be considered that the Bidder agrees to all the terms and the conditions of the bid.
24. Legal proceedings, if any, arising out of this bid shall have to be lodged in courts situated in Udaipur and not elsewhere.



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25. Bidder are expected to satisfy themselves that they will be able to supply the articles quoted by them in full in all circumstances, in case their bids are accepted. No plea that the manufacturer has either stopped the manufacturing or has increased the prices or that the items is not being imported due to certain difficulties, will be considered. The successful Bidder will be bound to supply the ordered articles in all circumstances and on the approved rates only.
26. Bid must be submitted on the appropriate bid forms only which can be obtained on payment basis from the Comptroller, Mohanlal Sukhadia University, Udaipur as specified in the beginning of this document. The bid form can also be downloaded from the University web-site and appropriate bid form fee should be paid. The cost of bid forms will not be returned in any case. The whole set of bid form should be submitted after quoting the prices of each items in the space provided. No items should be left blank, if the Bidder does not wish quote for some items, words :NO QUOTATION" against such items should be mentioned. Bidder should keep one copy of the bid form, out of the two supplied to him as his office copy.
27. Where a particular make or size is stated in the bid form no alternative should be suggested which will be ignored and the Bidder shall be assumed to have quoted for the items and their specification mentioned in the bid form.
28. Separate covering letter or communication should be sent for separate category of the bids and bids should be submitted separately for each category. Bids received in mixed with more than one category may not be considered.
29. The decision of the Comptroller, Mohanlal Sukhadia University, Udaipur in all matters to the bid will be final and binding upon the Bidders.
30. No, sooner the Bidders are informed of the acceptance of the bid than the approved bidder shall have to deposit the security money at the rate of 5% of the total value of the quality of the articles mentioned in the bid. No extra amount of security money shall be demanded from the bidder for such approved articles below Rs.1,00,000/-.

The earnest money deposited at the time of submission of bid will be automatically converted into security money and if the amount of security is more than the earnest money deposited than the remaining amount of security money will have to be remitted by the contractor. Similarly if the amount of security money comes less then the earnest money deposited, then the required security money be kept and the rest may be refunded.

31. The Bidder shall on intimation of acceptance of the bid form the Comptroller, Mohanlal Sukhadia University, Udaipur 313001, Rajasthan shall submit an agreement bond on non-judicial stamp of Rs.500/-for prompt supplies, within period specified in the letter and also deposit the amount of security money if required under above terms and condition along with the agreement bond failing which the earnest money deposited with the bid will be forfeited.

I/We certify that I/We have read the general terms and conditions of the bid and that I/We agree to confine to these conditions.

**SIGNATURE OF AUTHORISED SIGNATORY
RUBBER STEM OF THE FIRM**



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SPECIAL TERMS AND CONDITIONS

1. Bid should be sent to the Comptroller, Mohanlal Sukhadia University, Udaipur (RAJ.) 313001, under a Registered cover or by speed post etc. in a double cover envelope duly sealed and marked the item No., Item Name and bid No, Due Date so as to reach this office on or before due date and time. There must be two envelopes inside the outer single envelope containing bids submitted by the bidder as follows:

(i) TECHNICAL bid in a sealed envelope containing all technical documents compliance of specification and supporting documents. Kindly put company/firms stamp/ on all documents. PLEASE DO NOT ENCLOSE/QUOTE PRICE/COST WITH THE TECHNICAL BID DOCUMENTS. TECHNICAL BID WILL BE REJECTED IF THE FIRM QUOTES RATES WITH ANY TECHNICAL BID DOCUMENT.

(ii) FINANCIAL BID should be in a separate sealed envelope containing prescribed financial bid form. All rates must be quoted without any corrections. Bids without all the above documents will be rejected and no further communication will be entertained by the University.

The last dates of receiving the tender on 21.01.2020 at 2.30 p.m. and shall be opened the same date a 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 document; 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 security equal to 5% of the value of the order placed with them and execute an agreement with the University on a non-judicial stamp paper (Rs. 500/-) for supply, installation, maintenance, service as per bid rules. The 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/Act 2012 and 2013-GSR97.

- 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.



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iv. When the Bidder does not deposit the security money after the purchase order is issued by University.

7. Forfeiture of security deposit: Security deposit shall be forfeited in the following cases and also in accordance to RTPP rules/Act 2012 and 2013-GSR97.

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 six months from the date of opening the financial bid. If the rates quoted is not valid for the above period, Bidder should mention the same explicitly in their offer. However, in the event of downward trend in the rate, university reserve the right to negotiate the rate or reduce the validity of the rate.

9. Comptroller, Mohanlal 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.

10. In case the rates quoted by all the Bidders are very high, or do not suit to the University, negotiation can be conducted with all qualified Bidders for reducing the quoted rates.

11. The contract can be repudiated at any time by the Comptroller, Mohanlal 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.

12. 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.

13. Legal proceedings if any arising on this bid shall have to be lodged in the courts situated in Udaipur and not elsewhere.

14. 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 mentioned herein his bid is liable to summarily rejection. The firms intending any conditions shall not be considered in any case.

15. RATES MUST BE QUOTED IN THE FINANCIAL BID FORM ONLY. Rates must be quoted in the bid form. Bidder should not quote the rates like open bid type. Rates quoted at any place other than financial bid form will not be considered.

16. 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.

17. Bidder are required to mention clearly the components and rate of sales tax, excise and other taxes along with total cost in the bid form.

18. If the Bidders fails to deliver the goods within the period specified in the purchase order, the purchase officer shall make following deductions (or as per latest Govt. orders in this regard)



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- (a) Delay upto 1/4th of the time period of supply : 2.5%
- (b) Delay 1/4th and above but less than 1/2 of supply period: 5%
- (c) Delay 1/2 and above but less than 3/4th of the supply period: 7.5%
- (d) Delay more than 3/4th 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 fails 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 required to 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 installation of the items. Purchase orders costing more than Rs 50,000/- will be signed by the Comptroller, Mohanlal Sukhadia University, Udaipur.

21. Bidders are required to quote only for products/equipment for which spare parts/maintenance service etc available in Indian market for a period of at least 5 Years.

22. All Bidders are required to fill the enclosed performa for Technical and general information form and technical literatures of all item quoted. Bidders are required to show the specifications mentioned in the bid form in their technical literature sheets by marking the relevant specifications.

23. Quoted laser printer must suitable for (a) TR printing on A3 size papers and (b) Mark sheets printing on pre-printed marks sheets of customize size (7"x8" and 7"x10").

24. Printing speed should not be slow down while printing bulk mark sheets and should also have provision to refill cartridge.

25. Purchase is being made as per Rajasthan Transparency in Public Procurement Act/Rules, 2012 and also 2013 (GSR97), Finance (G&T) Department dated 24.1.2013.

26. **Provision of Rajasthan Transparency in Public Procurement Act 2012 (Act No.21 of 2012) RTPP Rules 2013 Govt. of Rajasthan shall be applicable with regard to delay in supplies and other residue eventuates.**

OFFERS WITHOUT MANUFACTURERS PRINTED TECHNICAL LITERATURE OR TECHNICAL LITERATURE CERTIFIED BY THE MANUFACTURER MAY BE REJECTED.

- (a) ENCLOSE Product Catalog/Brochures with Detailed Technical Specifications. If the technical specifications are not provided, the offer may be rejected.
- (b) Mention Make & Model No. of the Product in the bid form.
- (c) The manufacturer of the Heavy Duty Laser Printer must be a reputed firm. The firm must have a good network of dealers, maintenance centres/service centres all over the country. The manufacturer must have been in the business for during last five years and the manufacturer must be ISO Certified.
- (d) Bidder must have an authorised service centre facility, if required.

I/We hereby declare that I/We read carefully all the above mentioned SPECIAL 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

No. MLSU/Tender/Printer/2019-20/

Dated:

TECHNICAL BID FORM

Please submit technical bid with supporting documents along with EMD in a separate envelope.

S.No.	Particulars	Information to be provided by the Bidder	Check (Yes/No)
1	Name of the Bidder with complete address and Telephone/ Mobile number		
2	Earnest Money Deposit in favour of Comptroller, MLSU, Udaipur	Tender form fee. Amount DD No. EMD Amount DD No.	
3	Registration Number & Date of establishment of the firm.	copy of registration should be attached as a proof.	
4	The company should have executed at least five orders of laser printer of Rs. 5 lacs or more to government/reputed organizations during last three years.	Attach the copy of the orders.	
5	The turnover of bidder company should more than Rs. 3.00 lacs in each year for the last three financial years.	Attach the copy of balance sheets.	
6	GST, PAN, SSI/MSME Registration and PF & ESIC registration number of the firm.	Enclose Photocopy.	
7	Detail list of qualified Engineer and technical staff deployed at company service centre at Udaipur	Attach list with qualification and experience.	
8	Whether your firm has been blacklisted by any Government/PSU/Board/University etc. undertaking on non Judicial stamp of Rs. 50/- is must	Submit an undertaking.	
9	Bank details.	Attach copy of cancel cheque.	
10	Please mention name(s) of at least three your prestigious customers with their phone nos.	Attach list.	
11	Company service centre at Udaipur city since last five years.	Attach proof (company letter).	
12	Are you authorized dealer of company for which you have quoted?	Attach proof (company letter).	
13	Is quoted printer suitable for printing on customize paper size (7"x8" & 7"x10") (for printing on pre printed mark sheet (100 GSM))?	Sample marks sheet size and quality may be seen at Secrecy, MLSU.	

This is to certify that I/We have read all the terms and condition of the Bid and agree to abide by the same. We have also read eligibility conditions to participate in the bid, details of the work to be carried out and other details made available with this form and understood them. The information provided in this technical bid form is true and correct.

Signature of the Authorised Signatory
Rubber Stamp of the firm

Date:



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COMPLIANCE OF THE SPECIFICATIONS (To be attached with Technical Bid)

Supply of heavy duty Laser Printer

(The bidder must write Yes/No against each specification of the equipment. In case of any deviation kindly mention explicitly)

(a) Item-1 : Laser Printer (Print, copy and Scan)

Parameters	Specifications	Make & Model	Compliance (Yes/No)
Printer Technology	Laser		
Output	Black and White		
Print speed	25-30 PPM		
Function	Print, Scan and copy		
Port	1 Hi-Speed USB 3.0,1 Gigabit Ethernet 10/100/1000T network		
Connectivity, standard	1 Hi-Speed USB 3.0,1 Gigabit Ethernet 10/100/1000T network		
Duplex Printing	Automatic		
Duty Cycle (monthly)	Upto 1,00,000 pages		
Media type supported	A3, A4, A5,A6,B4, B5, Legal, envelopes, customize size (7"x8" & 7"x10") etc		
Processor speed	Minimum 1.05 GHz		
Memory standard	2 GB		
Hard Disk	Minimum 1 TB		
Input power	220V to 240V nominal, (+/-10%) 50 - 60Hz nominal (+/- 3Hz), 6 A		
Power supply type	Internal (built-in) power supply		
Operating humidity range	30 to 70%RH		
Compatible Operating System	Linux(Fedora, Red Hat Enterprise, SUSE), OS MAC, UNIX, Windows 10 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions etc		
Display	Minimum 7.0 inch Color having tilt/adjustable with touch screen		
Print			
Print speed, black (Normal, A4)	Minimum 25 PPM		
Two sided speed	Minimum 18 PPM		
Resolution (black)	Minimum 1200 x 1200 dpi		
Print from USB	Support (pen drive port)		
First print out time	Up to 10.5 second		
Paper trays, standard with wheel mounted stand	2 (sheets minimum 500)		
Bypass tray	Minimum 100 sheets		



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Paper handling output, standard	500-sheet output feeder, two-sided printing		
Media type support	Paper (plain, light, bond, recycled, heavy, extra heavy, pre-printed, pre-punched, colored, rough, heavy rough), custom size, labels, letterhead, envelope, heavy envelope		
Copy			
Resolution	Up to 600 x 600 dpi (Reading), Up to 1200x1200 (Printing)		
Simplex copy speed	Up to 25 PPM		
Duplex copy speed	Up to 20 PPM		
Magnification/Reduction	25 to 400%		
First-Copy-Out Time	As fast as 6.8 seconds		
Multiple copies	Up to 999		
Scan			
Capability	Black & white, Color scanning		
Simplex Input Speed (Normal, A4)	Upto 55 ipm (B&W), 55 ipm (Colour)		
Duplex Input Speed (Normal, A4)	Upto 26 ipm (B&W), 26 ipm (Colour)		
Resolution	Upto 600 x 600 dpi		
Bit Depth	24-bit color / 8-bit grayscale		
Scan file format	PDF, JPEG, TIFF, XPS etc		
Warranty	1 year comprehensive warranty (on site)		
Concurrency/Multitasking	Print and scan both work continue at a time		
Accounting	Up to 500 General Accounts		
Tonner yield	Minimum 30000 prints		
Security	256 bit encryption of HDD, Immediate disk over write secure print, secure scan		
Installation	Vendor will have to install the printer on site to demonstrate all features on compatible operating system		
Service centre of quoted printer company	Service centre at Udaipur city since last five years (address)		



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(b) Item 2 : Laser Printer (Print only)

Printer Technology	Laser (Laser jet Enterprises)	Make & Model	Compliance (Yes/No)
Output	Black and White		
Print speed	>=35 PPM		
Function	Print only		
Resolution	Up to 1200 x 1200 dpi		
Connectivity, standard	1 Hi-Speed Device USB 2.0; 2 Hi-Speed USB 2.0 Host; 1 Gigabit/Fast Ethernet 10/100/1000 Base-TX network		
Output capacity	Up to 500 sheets		
Paper handling input, standard	100-sheet multipurpose feeder, 550-sheet input feeder		
Operating humidity range	10 to 80% RH		
Print speed black (normal, A4)	35 PPM or higher		
Print speed duplex (A4)	17 PPM or higher		
First page out black (A4, ready)	As fast as 5.4 sec		
Duty cycle (monthly, A4)	Up to 1,00,000 pages		
Internal Storage	Minimum 1TB		
Duplex printing	Automatic		
Memory	2 GB		
Processor speed	Minimum 1.0 GHz		
Media sizes supported	A3, A4, A5, A6, B5,B6, custome size (7"x8" & 7"x10") etc		
Compatible Operating Systems	Linux(Fedora, Red Hat Enterprise, SUSE), OS MAC, UNIX, Windows 10 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions.		
Warranty	1 year comprehensive warranty (on site)		
Installation	Vendor will have to install the printer on site to demonstrate all features on compatible operating system		
Service centre of quoted printer company	Service centre at Udaipur city since last five years (address)		

This is to certify that I /We have read all the terms and condition of the tender and agree to abide by the same. I/We have also read eligibility conditions to participate in the tender, details of the work to be carried out and other details made available with this bid Form. I/we agree with the above compliance of the specifications.Further,



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1. Quoted laser printers are suitable for (a) TR printing on A3 size papers and (b) Mark sheets printing on pre-printed marks sheets of customize size (7"x8" and 7"x10") of 100 GSM.
2. Printing speed will not be slow down while printing bulk mark sheets.

Signature of the Authorised Signatory
Rubber Stamp of the firm

Date:



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Financial Bid Form

1. Name and address of the Bidder:

LOWEST BID BE DECIDED ON THE BASIS OF RATE QUOTED BY TECHNICALLY QUALIFIED BIDDER FOR INDIVIDUAL ITEMS.

The rates for purchase of Heavy Duty Laser Printer are as under:-

Sr. No.	Name of Items	Quantity per unit	Rates Excluding GST	GST %
1	Laser Printer (Print, copy and Scan) as per specification given in scope of work			
2	Laser Printer (Print only) as per specification given in scope of work			

**COMPTROLLER
MLSU, UDAIPUR**

I/WE hereby declare that I/WE have read all the GENERAL 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**



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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:-



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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.



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

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

Annexure D : Additional Conditions of Contract

1. Correction of arithmetical errors

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

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

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

2. Procuring Entity's Right to vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed 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 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 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 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.



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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:
Place:

Signature of bidder
Name :
Designation :
Address :

Annexure C : Grievance Redressal during Procurement Process

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

(1) Filing an appeal

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

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