



**E- tender Pool/ 2020-2021**

**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

**MLSU/E-Tender Pool/2020-21/ 21**

**DATE:-14.08.2020**

**Notice Inviting Bid**

Bids for **PROVIDING HIRING OF TAXI SERVICE** “ AS AN WHEN REQUIRED” of are invited from interested bidders up to 26.08.2020 at 05.00 pm. Other particulars of the bid may be visited on the procurement portal (<http://eproc.rajaasthan.gov.in> , <http://sppp.raj.nic.in>) of the state; and University web site [www.mlsu.ac.in](http://www.mlsu.ac.in)

**UBN NO. SUU2021A0013**

**COMPTROLLER**



**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

**PRESCRIBED TENDER FORM FOR PROVIDING HIRING OF TAXI SERVICE “AS AN WHEN REQUIRED” CODE NO. E-Tender Pool/2020-2021 IN REFERENCE TO TENDER NOTICE NO. 21 dated 14.08.2020**

**Note :-** Online Tender under two bid system(technical and financial) must be uploaded strictly in accordance with all the terms and conditions of the University, otherwise the tender shall not be considered and shall be rejected outright. Counter conditions shall not be accepted. Bidders should read these conditions very carefully and comply strictly before uploading their tender. If a bidder has any doubts regarding the interpretation any of the conditions or specifications mentioned in these documents he should, before submitting the tender, refer these to the Comptroller and obtain clarification. The decision of the Comptroller regarding interpretation of the conditions and specification shall be final and binding on the bidders.

**CONTENTS OF TENDER DOCUMENTS**

<b><u>S.NO.</u></b>	<b><u>DESCRIPTION OF CONTENTS</u></b>	<b><u>PAGE NO.</u></b>
<u>1</u>	<u>E- Tender Notice</u>	<u>2</u>
<u>2</u>	<u>Schedule of important dates for the tender</u>	<u>3</u>
<u>3</u>	<u>Special terms and conditions</u>	<u>4 to8</u>
<u>4</u>	<u>Financial conditions</u>	<u>9</u>
<u>5</u>	<u>Performa for technical bid/ financial bid</u>	<u>10</u>
<u>6</u>	<u>Eligibility Criteria</u>	<u>11</u>
<u>7</u>	<u>Annexure A to D</u>	<u>12-15</u>
<u>8</u>	<u>Instructions for Online Bid submission</u>	<u>16-17</u>

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**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

**MLSU/E-Tender Pool/2020-21/ 21**

**DATE:-14.08.2020**

**E- Tender**

Bids for **PROVIDING HIRING OF TAXI SERVICE “ AS AN WHEN REQUIRED”** of are invited from interested bidders up to 26.08.2020 at 05.00 pm. Other particulars of the bid may be visited on the procurement portal (<http://eproc.rajaasthan.gov.in> , <http://sppp.raj.nic.in>) of the state; and University web site [www.mlsu.ac.in](http://www.mlsu.ac.in)  
UBN NO.

Work Description	Estimated cost	Earnest Money	Tender fee	
			FORM	PROCECESSING
<b>PROVIDING HIRING OF TAXI SERVICES “ AS AN WHEN REQUIRED”</b>	20.00lacs	40000.00	Rs. 472/- fee hrough DD only	Rs. 500/-- fee through DD only

**UBN SUU2021A0013**

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Note :-

- 1) Bidder (authorized signatory) shall submit their offer on-line in electronic format both for technical and financial proposals. However, DD for tender fee, RISL processing fees and bid security should be submitted physically at the office of the tendering authority as prescribed in the tender notice and a scanned copy of the same should also be uploaded along with technical bid cover.
- 2) In case any of the bidder fails to physically submit the Demand draft for tender fee, bid security and RISL processing fee up to 2:30 pm on date 27.08.2020 its technical bid shall not be opened. The demand draft for bidding document fee and bid security should be drawn in favor of COMPROLLER,MLSU,UDAIPUR payable at UDAIPUR whereas the Demand draft of Rs. 500/- towards RISL processing fee should be drawn in favor of “MANAGING DIRECTOR,RAJCOMP INFOSERVICES LTD.” Payable at JAIPUR from any scheduled commercial bank.”
- 3) To participate in online bidding process, bidders must procure a Digital signature certificate(Type-III as per Information Technology Act-2000) using which they can digitally sign their electronic bids, Bidders can process the same from any CCA approved certifying Agency such as TCS, safe crypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also the bidder must register on website <http://eproc.rajaasthan.gov.in> (bidders already registered need not do so).
- 4) Bidders are advised to refer “Bidders Manual Kit” available at E-procurement web site for further details of the e-tendering process.
- 5) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids.
- 6) The provisions of RTPPA Act,2012 and rules there to shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the bidding document with the RTPPA act,2013 AND GF& AR and Rules thereto , the later shall prevail.

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**Important Dates for Tender**

S.No.	Events	Date
1.	Date of Issue of Notice Inviting Tender (NIT)	14.08.2020
2	Start Date & Time for downloading of Tender documents	17.08.2020 at 04 :00 PM
3	Website for downloading Tender Documents	<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
4	Tender document submission Date and Time	17.08.2020 at 04:00PM
5	Last Date & Time of downloading of Tender	26.08.2020 at 3:00 PM
6	Last Date & Time for online submission of Tender	26.08.2020 at 5:00 PM
7	Date & Time for receipt of DDs towards Tender processing fee EMD .	27.08.2020 at 2:30 PM
8	Date &Time for online opening of Technical Bid	27.08.2020 at 3:00 PM
9	Date &Time for online opening of Financial Bid	To be announced later

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**Special Terms and Conditions**

**1- Pre- condition for applying**

In case of company, Registration Certificate issued by Registrar of Companies along with Memorandum of Association (MOA) and Article of Association (AOA) should be submitted.

In case of society, cooperative society, Registration Certificate issued under societies Registration Act, Cooperative Societies Act along with copy of bye laws be submitted. In case of partnership firm, Registration Certificate issued by Registrar of Firms along with power of attorney in favour of one partner duly signed by all the partners of the firm. Any other equivalent document in case of any other registered entity.

GST Registration Certificate in the name of Bidders.

- 2- The contract shall be valid for a period of one year from the date of issuing order and acceptance of the contract. The University reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for one more year on mutual consent and at the discretion of the Comptroller of Mohanlal Sukhadia University, Udaipur.
- 3- The bidder should have five years experience of similar work in any of the Department/Autonomous Institutions/ Universities/ Public Sector Undertaking of the Government of India or any State Government or Public Sector Banks or Local Bodies/Municipalities/etc.
- 4- The bidder will have to provide the replacement of taxi/ driver in case of any eventualities. The University has the right to ask the bidder for removal of taxi/driver, who is not found competent or disciplined.
- 5- The vehicles should be in good running conditions. The vehicles provided should not be older than three years i.e models prior to 2017.
- 6- In case of breakdown of any vehicle, the bidder shall replace the breakdown vehicle within one hour failing which The Comptroller, MLSU,Udaipur has the right to hire vehicle from any other source at the expenses of the bidder.



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- 7- The bidder shall provide names, addresses and mobile numbers of the drivers along with their driving license number and copies with provide the taxi/driver which on date to (E\_mail Address [Compt@mlsu.ac.in](mailto:Compt@mlsu.ac.in))
- 8- The bidder shall not deploy any driver who has not completed eighteen years of age. The bidder shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the contractor, there will not be any liability on part of the University.
- 9- The University is under no legal obligation to provide employment to any of the personnel of the bidder during the period of agreement and after expiry of agreement period and the University recognized no employer – employee relationship between the University and the personnel deployed by the contractor/agency.
- 10- Any person who is in Government service or is an employee of this University should not be made partners to the contract by the bidder directly or indirectly in any manner whatsoever.
- 11- The bidder shall indemnify the University against all the damages/charges for which the University may be held liable or to pay on account of the negligence of the bidder or his staff or any person under his control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The University shall not be responsible financially or otherwise for any injury to the driver or person deployed by the bidder during the course of performing the duties.
- 12- The University reserves the right to terminate the contract without assigning any reason.
- 13- Vehicle provided to the University should bear commercial taxi cab Registration Numbers & should have been essentially registered in Rajasthan Transport Department and also should have comprehensive insurance and drivers so provided with the vehicles shall have commercial LMV driving license and badges. The copy of the registration certificate of commercial vehicle will be provided by the bidder before deployment of vehicles.



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- 14- The vehicles should conform to the pollution norms prescribed, if any by the Road Transport/ Pollution Control Department of Government of Rajasthan.
- 15- The bidder shall provide vehicles as per requirement of the department including public holidays.
- 16- The vehicle and driver shall remain available all the time as per duty roster and shall not leave place of duty without permission.
- 17- The bidder shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than three years old that i.e. model older than 2017.
- 18- Operation and function of vehicles and drivers shall be governed by motor vehicles Act//Motor vehicles Rules and Rajasthan motor vehicles rules and these shall be the responsibility of the contractor.
- 19- The mileage as well as time shall be calculated from the initial pick up point of the day. The closing time and mileage shall be the last destination where the official journey ends for the day subject to protector of slip with details.
- 20- No advance payment will be made.
- 21- Rate should be quoted for hiring on monthly & on kilometer basis and should be inclusive of all expenditure and taxes.
- 22- The bills in triplicate should be submitted to the Officer Incharge, Pool, MLSU, Udaipur on monthly basis after verification from concerned deptt./person(s)
- 23- The University will deduct Income tax at source under section 194-C of income tax act from the bidder at the prevailing rates of such sum as income tax on the income comprised therein.
- 24- The vehicle shall carry a first aid box.
- 25- The driver shall not smoke and drink during working period.
- 26- The driver shall behave in civilized and orderly disciplined manner.
- 27- The driver shall not drive the vehicle in contravention of the provisions of the notified speed limits.
- 28- If the holder of a license fails to comply with the terms and conditions as mentioned under these rules or any employee of licensee is guilty of any misbehavior or misconduct



**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

with any passenger travelling then the licensing authority will be free to suspend or revoke the license or and forfeit the paid security of deposit or appropriate portion of it looking to the seriousness of the offence.

- 29- The State Government at any time may attach additional conditions to be followed by the licensee and may also direct the licensee to furnish such returns as directed by it from time to time.
- 30- The University have right to get taxi 24 hours basis.
- 31- The vehicles minimum 250 kilometer per day as which is required rates as per Performa fill the finalizes contract basis.
- 32- The performance security amount DD should be submit in favor of COMPTROLLER, MLSU, UDAIPUR payable at Udaipur (Rajasthan).
- 33- Without earnest money bid will not be accepted in any case.
- 34- If complaint received from the University employee or department against bidder exceed seven in number the University reserve all rights to dismiss the contractor and to forfeit deposit Security/ performance security.
- 35- The vehicles may be used for any purpose, such as carrying paper, Answer books, Barcode and other examination material etc.
- 36- Legal proceeding, if any arising out of this bidder shall have to be lodged in court situated in Udaipur and not elsewhere.
- 37- For any disputed matter to be settled under **Arbitration Act, the Arbitration** will be appointed by Vice – Chancellor.
- 38- The matter arising regarding agreement can't be challenged in any civil court, by the bidder before observing alternative measures available.
- 39- All road permits or licenses or any other relevant authorization from competent authority, as required for running the vehicles shall be obtained by the Contractor at his own cost. All road rules pertaining to different States should be followed by the Contractor.
- 40- It shall be the responsibility and obligation of the bidder to ensure safety & security of the consignments and persons entrusted to him for the time schedule stipulated. Any destruction, deterioration, or damage or breakage caused to the articles entrusted to the bidders on carriage shall be made good by the bidder only.





**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

- 41- If the bidder fails to supply the required number of vehicles in time, University reserves the right to fix up any other agency who can render immediate service and the extra freight paid over the Contract rate shall be recovered from the bills pending to be paid to the bidder who fails to supply such vehicles. If such instances are repeated frequently, the matter will be viewed seriously and action will be initiated for breach of contract.
- 42- If University required GPS installment on the vehicle, bidder shall to have install GPS system
- 43- The successful bidder shall have to produce the bill with original receipts of the Toll tax and Border Tax for verification of the route otherwise bill will not be entertained in any case.
- 44- Successful Bidder have to complete the driver log book(As- Name of User/signature/Starting-Ending km and total KM) and have to submit it with the bills otherwise bill will not be entertained.

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I / We declare that I/ We have read and understand all the terms and conditions of the tender. I/ We will be bound to obey their term and conditions.

Signature with Stamp  
(Successful Bidder)



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**FINANCIAL CONDITIONS**

- 1- Tender must be accompanied with an Bid security of Rs. 40,000/- in the form of demand draft/ pay order in the name of COMPTROLLER, M.L.S.UNIVERSITY, UDAIPUR payable at Udaipur failing which their Tender will be rejected. Cheques/F.D.R./Cash are not accepted in any case.
- 2- Online bid Tender must be submitted strictly in accordance with the terms and conditions and Specifications of the TENDER document and the bidder should not quote their own/counter conditions while submitting their tender documents otherwise the tender will liable to be rejected. Once the tender is submitted it will be considered and constructed that the bidder agrees to all the terms and conditions of the tender.
- 3- The rates quoted in the BOQ should be exclusive of applicable tax such as toll tax, border tax , service tax, GST tax. The bidder shall have to submit the original receipt of the toll tax with the bill, where toll tax is applicable on the rout of performed journey.
- 4- In case the rates quoted by the bidders are very high or do not suit to the University then negotiation may be under taken for reducing the quoted rates.
- 5- The Comptroller, Mohanlal Sukhadia University, Udaipur reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reason and accept one or more tender for all or any one or more items for which tender has been submitted.
- 6- Performance Security: The approved bidder (s) have to furnish Performance Security Deposit of Rs.60,000/- within 15 days from the date of the work order in the form of Bank guarantee/DD in favor of Comptroller, M.L.S. University,Udaipur.
- 7- Approved bidder will have to execute an agreement in the prescribed format (which shall be supplied with the work order) on a non-judicial stamp of Rs.1000/-at his own cost within fifteen days from the receipt of the work order.
- 8- If the bidder withdraw from his offer or offers his own new (Counter) terms & conditions after opening of the bidder's his bid-security is liable to be forfeited.
- 9- The bidder must be submitted accurately in accordance with the conditions of the tender and with all the enclosures (duly signed and stamped) otherwise the tender will be rejected.
- 10- The contract can be repudiated at any time by the Comptroller, Mohanlal Sukhadia University, Udaipur if the services order(s) is/are not provided in time and/or to the satisfaction after giving an opportunity to the contractor (Bidder) for being heard.
- 11- Not with standing anything contained herein before in this special terms and conditions by University reserves to itself the right to take action against the defaulting suppliers or against the supplier/ agent(s) for any kind of misbehavior or for any breach of the contact whatsoever by way of working imposes of any penalty forfeiting of Bid-security, cancellation of order, cancellation of the agreement and blacklisting and such other action which the University deem fit.
- 12- Rates must be quoted in the form of tender rates in appropriate column only. Rates may not be quoted like open bid rates. Open bid rates will not be considered.
- 13- The T.D.S. will be deducted from the bill as per Govt. rules at the time of payment by the concerning DDO's if applicable
- 14- Provision of Rajasthan Transparency in Public Procurement Rules 2013 (Rule 2013 and GF &AR) Govt. of Rajasthan as amended from time to time shall be applicable with regards to delay in supplies and other residue eventuates.

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**CHECK LIST OF TECHNICAL – BIDS**

**QUESTIONNAIRE:-**

Pre-Qualifications

(Forming part of the Contract to be filled in by the Bidder)

1	Name of the traveling agency		Page No.
2	Address of the Official premises		
3	Telephone No. /Mobile No./ email_ Address		
4	PAN No./TAN. No./GST NO.		
5	Registered as	Public limited Co / Pvt Ltd / Partnership / others ./ Specify	
6	Name of your important clients attach separate sheet Please	Please attach separate sheet	
7	Are you registered travelling agency for last five years (Please enclose copy if registration)		
8	Have you previously carried out carrying of confidential material in any Govt. sect./PSU/University. (Attach copy of order)		
9	Turn-Over [Average turnover t20 Lacs in any last three financial year] Please enclosed CA attested certificate		
10	Do you have at least 4 packed container Vehicle/Parcel van with provision of lock and sealing (submit of copy of RC)		
11	Have you ever black listed/ debarred from tender by any Govt. office/ Autonomous bodies. Under taking Judicial stamp of Rs. 100/-		

I, we hereby certify that to the best of my/our knowledge the particulars furnished above are true. Please treat the above information as confidential and should not be divulged to unauthorized persons.

Signature & seal of the Bidder

Place :

Date :

Witness with their address

1)

2)



**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

**PRE-QUALIFICATION /ELIGIBILITY CRITERIA**

S.NO.	BASIC REQUIREMENT	SPECIFIC REQUIREMENTS	DOCUMENTS TO BE SCANNED
1	LEGAL ENTITY	The bidder should be proprietorship firm registered under the Rajasthan shops and commercial establishment act or 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 certificate / copy of certificate of incorporation
2	FINANCIAL : TURN OVER FROM TRAVELING WORK	The average turnover of bidder company should more than Rs. 20 lacs in the last three financial years(Attach the copy of balance sheet)	
3	TECHNICAL CAPABILITY OF TRAVELING WORK	i) The bidder should be an established, reputed and reliable firm in the field of traveling ii) The bidder must have sufficient Infrastructure to traveling. iii) The firm should have experience of traveling last three year	
4	RTO REGISTRARION OF VEHICLES	The vehicle should being made available registered under be Rajasthan Motor Vehicle Act.	
5	FULLY INSURED VEHICLES	The bidder should own vehicle fully insured as per Rajasthan Motor Act	
6	REGISTERED GOVT. TAX DEPARTMENT (IF REQUIRE)	The bidder should have registered number of i) GST ii) INCOME TAX (PAN)	



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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 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 sub contractor , 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.



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**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 a specified in the Biding 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 disqualification 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 :



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**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.



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**(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 there of relating to the matter.
- (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;





**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

- 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.



**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

**Instructions for Online Bid submission**

Instructions to the Bidders to submit the bids online through the State Govt. Procurement Portal for e Procurement at [WWW.eproc.rajasthan.gov.in](http://WWW.eproc.rajasthan.gov.in)

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site thro their user ID/password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III certificate with signing key usage) issued by SIFY/TCS/Code/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading/getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender sit, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the e-token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘any tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) It there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.



**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
- 19) The details of DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidders has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of nay irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time(as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 24) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time setting fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encrypted techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/ bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document.
- 31) The bidder should upload the letter of Transmittal (on company letterhead) as per Performa enclosed.

**COMPTROLLER  
MOHANLAL SUKHADIA  
UNIVERSITY, UDAIPUR**



E- tender Pool/ 2020-2021

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

E- tender Pool/ 2020-2021

**TENDER FORM**

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

**SUB:- TENDER FOR PROVIDING HIRING OF TAXI SERVICES.**

**REF:- YOUR TENDER NOTICE NO. E- tender Pool/ 2020-2021/21  
DATED 13.08.2020**

Sir,

In response to the above referred Tender Notice. We are submitting our offer **FOR PROVIDING HIRING OF TAXI SERVICES. Code NO. E- tender Pool / 2020-2021 /21 DATE 13.08.2020**

The details are as below/under:-

1. Name of the Bidder	
2. (a) Address of the Bidder	
(b) Phone No.	
(c) Fax No:	
(d) E.mail. ID	
(e) Bid-security of Rs. 40,000/- Deposited in form of	
Bank/DD/PO No. & Date	