



(बीकानेर तकनीकी विश्वविद्यालय बीकानेर का संघटक महाविद्यालय)
GOVT. MAHILA ENGINEERING COLLEGE, AJMER

(A Constituent College of Bikaner Technical University, Bikaner)

Nasirabad Road, Makhupura, Ajmer - 305002

Website: www.gweca.ac.in

Email: principal@gweca.ac.in

Ph. No.: 0145-2695535

Fax No.: 0145-2695102

Reference No. 2024-25/ECE/5405

Date: 07-02-2025

NOTICE INVITING LIMITED BID (OFFLINE)

NIB No. WEA2425A0001 LBN No. WEA2425SLB00001 Date 07/02/2025 DD/MM/YYYY

Sealed single stage unconditional bids are invited at Government Mahila Engineering College Ajmer(GMECA) for " GMECA Stationery Shop" as mentioned below from manufacturer's/ distributors/ authorized dealers/ registered bidders/ bonafide dealers/ service providers/experienced, technically and financially sound and reputed bidders fulfilling eligibility criteria and terms and conditions as described in the bid document under Rajasthan Transparency in Public Procurement Act 2012 and Rules 2013 for supply of following Goods/services/works from as appended below. The following bid/tender duly filled is to be submitted through Hard Copy of documents(Offline) upto 12 Feb. 2025 (11.00 AM)

S.No.	Name of work/services	Specifications	Estimated Cost (in Rupees)	Bid Security (in Rupees)	Bid Price (in Rupees)	Duration of work
01	GMECA Stationary Shop	As per Bid terms & conditions	60000	1200	500	01 Year*

*May be extended to one more year, 3 months at a time on satisfactory performance, if required.

Other particulars of the bids may be visited from the procurement portal www.sppp.rajasthan.gov.in, website www.gweca.ac.in. All future amendments and other notifications about this bid shall be available on the e-procurement portals.

Agivadi
Principal

Govt. Mahila Engineering College Ajmer (GMECA)



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Date: 07/02/2025

LIMITED BID DOCUMENT
RULE 16 OF RTPP RULES, 2013

Government Mahila Engineering College Ajmer(GMECA) invites sealed bids in prescribed format through Limited bidding process under Rajasthan Transparency in Public Procurement Act 2012 & Rules 2013 for supplying of following Goods/services from experienced, technically and financially sound and reputed bidders fulfilling eligibility criteria and terms and conditions as described in the bid document as appended below:

S.No.	Name of Goods/services	Estimated Cost in Rupees	Security Deposit(EMD) in Rupees	Bid Price in Rupees
01	GMECA Stationary Shop	60000	1200	500

Note: The bidders or their representatives may be present in the Bid opening. This bidding document may also be downloaded from our website www.gweca.ac.in or the website of State Public Procurement Portal www.sppp.rajasthan.gov.in

SECTION 1

IMPORTANT BID DATA:

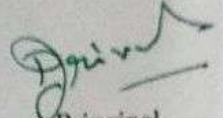
Procuring Entity address for Bid submission, clarification and opening of Bids	Principal, Mahila Engineering College Ajmer, Nasirabad Road, Makhupura, Ajmer Tel. No. 01452695535 Email: principal@gweca.ac.in
Date of issue of Bid document	07 Feb. 2025
Last Date & Time of submission of Bid document	18 Feb. 2025 (11:00 AM)
Date & Time of Opening of Bid	18 Feb. 2025 (12:50 Noon)
Bid Security Amount	Rs 1200/- DD or Banker's cheque In favour of Principal, Mahila Engineering College Ajmer (Cheque will not be accepted)

Instructions to bidders (ITB):-

The bidders must note the following points carefully before submitting the bids:-

1. The envelope containing the bid must be marked "BID FOR GMECA STATIONARY SHOP"
2. The detailed scopes of work as well as terms and conditions for "GMECA STATIONARY SHOP" have been given in bid document which may be downloaded from www.sppp.rajasthan.gov.in or from the college website www.gweca.ac.in.
3. The interested bidders may submit their bids along with separate Demand Draft towards the cost of Bid price (non-refundable) and Security deposit (EMD) drawn in favour of Principal, Govt. Mahila Engineering College Ajmer payable at Ajmer. Security Deposit (EMD) of the unsuccessful bidders will be returned/refunded soon after signing the contract with the successful bidder and EMD of the successful bidders will be adjusted towards Performance security.
4. The above demand draft along with Bids must reach physically in the office Principal, Govt. Mahila Engineering College Ajmer on or before last date and time as mentioned above failing which bids shall not be considered.
5. In the event of specified dates being a holiday, the activities assigned on that day may be carried out on the next working day at the same time excluding online submission of the bid.
6. Bids received after the prescribed time and date will not be considered.
7. Govt. Mahila Engineering College Ajmer reserve the right to accept any bid or reject any bids without assigning any reason thereof and without incurring any liability, whatsoever in favour of the bidder(s).
8. Validity of the rates shall be 90 days from the date of opening of financial bid.
9. Any information provided in support of the bids must be properly annexed, numbered and duly signed.
10. Any ambiguous condition quoted in the application may lead to summarily rejection of the quotation.
11. Bidders are required to read the document carefully before filling the bids. At the time of submission, every page duly numbered must be signed by the authorized signatory.
12. Single stage one envelope selection procedure shall be adopted that will proceed as follows:
 - (a) The proposal will consist of Technical and Financial Bid. A decision as to whether or not a bidder will be qualified will be based on the evaluation made by the tender evaluation committee based on Bidders's experience and reputation and scrutiny of documents submitted by the bidder in support thereof.
 - (b) Each bidder shall submit only one bid and bid must be delivered according to schedule.

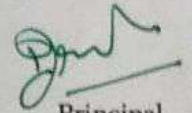
13. In case of any query arises regarding the interpretation of the scope of work, T & C in the bid document, Principal GMECA will be the final authority to make the decision. The Principal may be contacted at 0145-2695535 or mail to principal@gweca.ac.in. The contact detail of convener of committee: e-mail- skagrawal@gweca.ac.in.


Principal

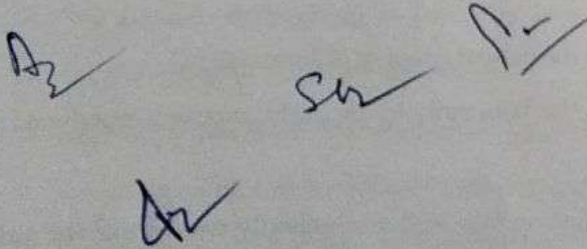
Govt. Mahila Engineering College Ajmer (GMECA)

Copy to following for information and necessary action

1. Principal, Govt. Mahila Engineering College Ajmer
2. Webmaster, For uploading bid document on college website
3. Nodal officer Procurement for uploading bid document on www.sppp.rajasthan.gov.in
4. Notice Board


Principal

Govt. Mahila Engineering College Ajmer (GMECA)

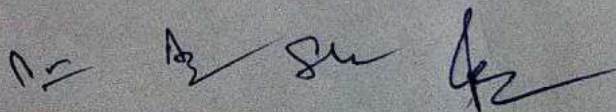


(To be submitted on Letter head of Firm/Company)
TECHNICAL BID SUBMISSION SHEET

To
The Principal,
Govt. Mahila Engineering College Ajmer
Ajmer (Rajasthan)

We the undersigned declare that:

1. We have examined and have no reservations to the Bidding document.
2. We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified for the following Goods and related services.
3. Our Bid shall be valid for a period of 90 days for the date fixed for the Bid submission deadline in accordance with the Bidding document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our Bid is accepted, we commit to obtain a Performance security in the amount of 05 percent of the Contract Price or shall submit the Performance security declaration, as the case may be, for the due performance of the contract.
5. We are not participating as Bidder in more than one bid for supply of the subject matter of procurement in this bidding process.
6. Our firm including our suppliers have not been debarred by the state government or the Procuring entity or a regulatory authority under any applicable law.
7. We understand that this bid together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
9. We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them.



10. We declare that we have complied with and shall continue to comply with the provisions of the Code of integrity including conflict of interest as specified for bidders in Rajasthan Transparency in Public Procurement Act 2012, the Rajasthan Transparency in Public Procurement Rules 2013 and this bidding document during the procurement process and execution of the contract till completion of all our obligations under the contract.

11. Other comments, if any:

Name _____

In the capacity of _____

Signed _____

Date _____

Duly authorized to sign the bid for and on behalf of: _____

Complete address _____

Tel _____ Fax _____ Email _____

Handwritten signatures and initials:
 1. *[Signature]*
 2. *[Signature]*
 3. *[Signature]*
 4. *[Signature]*

(SR FORM 15, RULE 68 OF GF&AR)

The bidder should provide the following particulars along with relevant supporting documentation:

1	NIB Number and Date	
2	Bid for (name of goods/services/work) for which the bid is submitted	
3	Name of the bidder/Firm	
4	Address of the firm submitting the bid (Photo ID Proof shall be attached)	Address: Contact No..... Email Id.....
5	Address of the procurement Entity	Govt. Mahila Engineering College Ajmer Nasirabad Road, Makhupura, Ajmer Pin: 305002
6	PAN No. (Copy of PAN card shall be attached)	
7	GST No. (Copy of GST registration certificate shall be attached)	
8	The Bid price (Tender Fee) amounting to Rs. 500/- has been deposited vide	Demand Draft No..... Bank Name..... Date.....
8.1	The Security deposit (EMD) amounting to Rs. 1200/- has been deposited vide	Demand Draft No..... Bank Name..... Date.....
9	Eligibility Criteria:-	
9.1	The bidder shall give undertaking (Performa is attached) that his Company is neither blacklisted by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law.	
9.2	The firm should be registered under the Income Tax, GST and other required Statutory registrations.	
9.3	Annexure 1, A, B, C, D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed is also enclosed	

[Handwritten signatures and initials]

Each Bidder shall submit the photo copy of the following self-attested documents:

1. GST registration certificate, PAN Card and NSIC certificate if applicable.
 2. Demand drafts of Bid fee (Tender fee) & Bid security (EMD)
 3. Annexure 1, A, B, C, D duly signed by the bidder
 4. Complete bid document duly sealed and signed by the bidder
- A We confirm that we shall abide by all the terms and conditions contained in the application for pre-qualification.
- B All the details mentioned above are true and correct and if the Govt. Mahila Engineering College Ajmer observes any misrepresentation of facts on any matter at any stage, Govt. Mahila Engineering College Ajmer has the right to reject the proposal and disqualify us from the process.

Date:-

Place: -

Name & Signature of Bidder with date & seal

[Handwritten signatures and initials]

तकनीकी निविदा
Stationary Shop संचालन हेतु

फोटो

दिनांक:

1. निविदा दाता का नाम (हिन्दी में)
(अंग्रेजी में)
2. पिता का नाम
3. वर्तमान पता
4. स्थायी पता
5. मोबाइल नं०
6. ऐजेंसी का रजिस्ट्रेशन नं०
7. पेन नं०
8. कृपया निर्दिष्ट करना होगा कि निविदादाता- प्रोपराईटर/प्राइवेट लिमिटेड/ साझेदारी फर्म है।
(भागीदार का नाम)
9. निविदा की लाईसेंस शुल्क :
न्यूनतम लाईसेंस शुल्क(किराया)रु. 5000/- मात्र
(प्रतिमाह बिजली अतिरिक्त)

मुझे निविदा दस्तावेज के नियम और शर्तों की पूरी समझ है। मैं टेंडर में दी गई दरों पर बिक्री/ सेवाएं देने के लिये सहमत हूँ।

दिनांक:-

निविदादाता के हस्ताक्षर मय मोहर

स्थान:-

निविदादाता का नाम

Handwritten signature and initials

1. निविदा दाता का नाम.....

2. ई.एम.डी का विवरण

बैंक ड्राफ्ट नं०..... राशि..... दिनांक

जारीकर्ता बैंक.....

3. इस क्षेत्र के अनुभव का विवरण.....

क्र.सं.	वर्ष	संगठन	कार्य की प्रकृति

4. निविदा दाता के पास बुनियादी सुविधा उपलब्ध होनी चाहिये।

फोटो स्टेट मशीन	: हां	<input type="checkbox"/>	नहीं	<input type="checkbox"/>
कम्प्यूटर	: हां	<input type="checkbox"/>	नहीं	<input type="checkbox"/>
प्रिंटर	: हां	<input type="checkbox"/>	नहीं	<input type="checkbox"/>
लेमीनेशन मशीन	: हां	<input type="checkbox"/>	नहीं	<input type="checkbox"/>
स्टेशनरी सामग्री	: हां	<input type="checkbox"/>	नहीं	<input type="checkbox"/>
डिजिटल कैमरा	: हां	<input type="checkbox"/>	नहीं	<input type="checkbox"/>
स्पाईरल बाईंडिंग मशीन	: हां	<input type="checkbox"/>	नहीं	<input type="checkbox"/>
स्केनर	: हां	<input type="checkbox"/>	नहीं	<input type="checkbox"/>

अन्य कोई जानकारी(यदि हो तो संलग्न करें)

दिनांक:

स्थान:

निविदादाता के हस्ताक्षर

निविदादाता का नाम.....

(Handwritten signatures)

Section 2-Schedule of Supply/Services

Specifications/conformance to standards, designs and drawings etc.Installation/commissioning, Mandatory operation and Maintenance, Training etc.(Scope of services)

भाग 2- सप्लाई /सेवा शेड्यूल

कार्य का नाम: राजकीय महिला अभियांत्रिकी महाविद्यालय, अजमेर में Stationary shop के संचालन हेतु
महाविद्यालय प्रशासन द्वारा निर्धारित मूल्य सूची

सलग्नक 1

क्र.सं.	कार्य का नाम		राशि
1	फोटो कॉपी एक तरफ दो तरफ	प्रति पेज प्रति पेज	1 रु 2 रु
2	लेमिनेशन	A4	15 रु
3	पासपोर्ट साइज फोटोग्राफ	4 फोटो 16फोटो	30रु 60रु
4	कम्प्यूटर प्रिंट आउट A-4(B/W)(Laser Printer/ PhotoCopy Machine) हिन्दी टाईप एवं प्रिंट आउट अंग्रेजी टाईप एवं प्रिंट आउट थीसेस/ प्रोजेक्ट रिपोर्ट	एक पेज प्रति पेज प्रति पेज प्रति पेज	5रु 15रु 15रु 12रु
5	स्टेशनरी सामान *	बिल के अनुसार	Minimum 10% Below MRP
6	मोबाईल रिचार्ज	बिल के अनुसार	MRP/ Below MRP
7	बाईडिंग स्पाईरल बाईडिंग हार्ड बाईडिंग	50 पेज तक 50 पेज तक	Per file Per file
8	स्केनिंग एण्ड प्रिंटिंग	प्रति पेज	50 पेज
9	रंगीन प्रिंट आउट	प्रति पेज	10 रु

निविदा की उपरोक्त समस्त दरें मुझे स्वीकार हैं

मैं उपर दी गई वस्तुओं की सूची में तय की गई दरों पर सेवायें उपलब्ध कराऊंगा।

हस्ताक्षर

निविदादाता मय मोहर

नाम निविदादाता

(Handwritten signatures and marks)

*Example List of Stationery items

S.No	Name of Item
01.	कैमेस्ट्री फाईल
02.	फाईल पेपर/ प्लेन फाईल पेपर
03.	प्रेक्टिकल फाईल(कैमेस्ट्री + फिजिक्स)
04.	ड्राईंग बुक (बडी/छोटी/ स्पाइरल)
05.	स्कैच बुक(स्पाइरल)
06.	शीट पेपर A-4, A-3
07.	रजिस्टर नोट बुक(300 पेज/ अन्य)
08.	स्पाइरल नोट बुक (280 पेज/ अन्य) A-4
09.	स्पाइरल डायरी (160 पेज/ अन्य)
10.	रजिस्टर (240 पेज/ 172 पेज/ अन्य)
11.	नोट बुक (240 पेज/ 172 पेज/ अन्य)
12.	रफ रजिस्टर
13.	सेमी रफ रजिस्टर
14.	मिनी ड्राफ्टर
15.	शीट बॉक्स होल्डर
16.	मास्टर सर्कल एवं रोलर स्कैल
17.	Clip(All Types)
18.	सेट स्कॉयर
19.	स्टिक फाईल(प्लास्टिक)
20.	फाईल कवर
21.	मार्कर
22.	स्कैच पेन
23.	रेस्टिक(पच्ची चिपकने वाली)
24.	पेंसिल
25.	शार्पनर
26.	श्रवर
27.	ग्लू स्टिक
28.	कटर
29.	वाइटनर
30.	हाईलाईटर
31.	पेंसिल (निडिल) HB, H1, H2, H3
32.	स्कैल (15 सेमी/ 30 सेमी)
33.	पोस्टर कलर
34.	स्टेपलर (छोटा/ बडा)
35.	स्टेपलर पिन
36.	कम्पास
37.	इन्सट्रुमेंट सेट
38.	टैप (सफेद ट्रांस पेरेंट/ कलर)

39.	डबल टेप
40.	कैची
41.	पेन (सभी प्रकार के)
42.	शीट (ऑफ वाइट) बडी
43.	कार्ड शीट (ब्लैक)
44.	कवर पेपर (ब्राउन)
45.	ड्राईंग कवर
46.	ड्राईंग शीट
47.	ट्रांसपेरेंट बॉक्स
48.	कलर फुल पेपर A-4
49.	किल्प बोर्ड
50.	चॉक
51.	पेंसिल कलर
52.	एक्रिलिक कलर
53.	ब्रश(पेंट)
54.	सैंड पेपर

Section 3- अनुबंध की शर्तें

राजकीय महिला अभियांत्रिकी महाविद्यालय, अजमेर में Stationary shop के संचालन हेतु अनुबंध के लिये नियम और शर्तें

1. संविदा उच्चतम लाईसेंस शुल्क के आधार पर प्राचार्य, महिला अभियांत्रिकी महाविद्यालय, अजमेर की अनुमति से दी जायेगी। निविदा को बिना किसी कारण बताये स्वीकार या अस्वीकार किया जासकता है। ठेकेदार को अमानत राशि टेंडर के साथ जमा करानी होगी, जो कि टेंडर के अस्वीकृत होने पर पुनः लौटा दी जायेगी।
2. ठेकेदार को टेंडर के साथ अमानत राशि के रूप में 1200 का बैंक ड्रॉपट जमा कराना होगा। जो कि प्राचार्य महिला अभियांत्रिकी महाविद्यालय, अजमेर के नाम होगा। अमानत राशि का डिमांड ड्राफ्ट तकनीकी बोली के रूप रखा जायेगा।
3. सफल निविदादाता को सिक्थोरिटी के जमा कराने होंगे, जो प्राचार्य, राजकीय महिला अभियांत्रिकी महाविद्यालय, अजमेर के नाम होगी। ई.एम.डी. को सिक्थोरिटी डिजिट में समायोजित कर लिया जायेगा।
4. टेंडर स्वीकृत होने पर फोटो स्टेट/कम्प्यूटर/ स्टेशनरी/ जॉब वर्क महाविद्यालय द्वारा तय समय सीमा के भीतर शुरू करना अनिवार्य होगा। ऐसा नहीं होने पर अमानत राशि लौटाई नहीं जायेगी और दूसरे नये टेंडर को स्वीकृत कर लिया जायेगा।
5. यह अनुबंध बारह माह का होगा। संतुष्ट होने पर यह अगले ग्यारह माह के लिये उन्हीं नियमों एवं शर्तों पर, किराया राशि के अलावा बढ़ाया भी जा सकता है। किराया राशि 10 प्रतिशत की दर से स्वतः ही बढ़ेगा।
6. ठेकेदार को प्राचार्य के निर्देशों के अनुसार फोटो स्टेट/ कम्प्यूटर/ स्टेशनरी/जॉब वर्क प्रातः 8:00 सायं 06:00 बजे तक कर्मचारियों/ विद्यार्थियों/ आगंतुकों के लिये समय-समय पर सुविधा उपलब्ध करानी होगी।
7. बिना पूर्व लिखित अनुमति के सेंटर को किसी भी कार्य दिवस में बंद नहीं किया जायेगा।
8. ठेकेदार को अधिकृत सामान बेचने की अनुमति होगी जो सूची में सलंगन है। ठेकेदार अन्य किसी को सेंटर सबलेट नहीं कर सकेगा।
9. विभिन्न प्रकार की सामग्री की दरें सलंगन सूची के अनुसार होगी। किसी भी वृद्धि दर के पूर्व महिला अभियांत्रिकी महाविद्यालय, अजमेर की अनुमति की आवश्यकता होगी।
10. प्राचार्य, अथवा कोई अधिकृत व्यक्ति किसी भी समय सेंटर का निरीक्षण कर सकता है और कोई भी सामग्री जो योग्य नहीं लगे उसे अस्वीकार कर सकता है।
11. ठेकेदार सेंटर के आस-पास की साफ- सफाई के लिये बाध्य होगा। सेंटर में हुए कचरे को अन्यत्र फेंकने की जिम्मेदारी सेंटर संचालक की होगी। महाविद्यालय का कर्मचारी सेंटर से सम्बंधित कोई भी कार्य नहीं करेगा।

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12. ठेकेदार आवश्यक फीस, टैक्स (जो लागू हों) देने के लिये बाध्य होगा।
 13. ठेकेदार को सेंटर परिसर का चार्ज लेने से पहले एक 500/- रु के नॉन-जुडिशियल स्टाम्प पेपर पर लिखित एग्रीमेंट करना पड़ेगा।
 14. ठेकेदार और महिला अभियांत्रिकी महाविद्यालय, अजमेर के बीच कोई विवाद होने पर प्राचार्य का निर्णय अंतिम निर्णय माना जायेगा तथा न्याय क्षेत्र अजमेर होगा।
 15. ठेकेदार के पास सेंटर में पर्याप्त उपकरण उपलब्ध होने चाहिये।
 16. ठेकेदार किसी नाबालिग को सेंटर के कार्य के लिये नहीं रख सकेगा।
 17. महाविद्यालय को अधिकार है कि वह आवश्यकता होने पर किसी अन्य जगह भी सेंटर खोल सकता है।
 18. ठेकेदार को सुझाव/ शिकायत बॉक्स रखना होगा जो लॉक होगा। वे सभी (सुझाव / शिकायत) प्राचार्य कार्यालय प्राप्त करेगा।
 19. मासिक लाइसेंस (किराया), बिजली व्यय व अन्य बकाया राशि प्रत्येक माह की 07 तारीख तक जमा कराना आवश्यक है अन्यथा 7 दिन के नोटिस पर सेंटर बन्द करने का अधिकार महाविद्यालय के पास सुरक्षित रहेगा।
 20. ठेकेदार को बिजली बिल और चार्जज कमर्शियल रेट जो कि विद्युत वितरण निगम, अजमेर द्वारा बताई जायेगी और एक सब-मीटर सेंटर में महाविद्यालय द्वारा लगा दिया जायेगा।
 21. निविदादाता का स्टेशनरी दुकान संबंधी पंजियन होना चाहिए।
 22. उधार बिक्री एवं चोरी से हुए नुकसान की जिम्मेदारी महिला अभियांत्रिकी महाविद्यालय, अजमेर की नहीं होगी।
 23. असंतोषजनक स्थिति होने पर प्राचार्य महिला अभियांत्रिकी महाविद्यालय, अजमेर को यह अधिकार है की वह एक महिने का नोटिस देकर अनुबंध समाप्त कर सकते हैं।
 24. महाविद्यालय सम्पदा को नुकसान पहुंचाने पर सेंटर संचालक को प्राचार्य द्वारा तय की गई भरपाई राशि जमा करानी होगी।
 25. निविदाओं को निविदा सूचना में दिए गए निर्देशों के अनुसार समुचित रूप से मुहरबंद लिफाफे में बंद किया जाना आवश्यक है।
 26. फोटो स्टेट का कार्य आवश्यकतानुसार महाविद्यालय एवं स्टाफ तथा विद्यार्थियों के लिये किया जायेगा बाहरी व्यक्ति का कार्य निषिद्ध होगा।
 27. फोटो स्टेट मशीन/ कम्प्यूटर की व्यवस्था निविदादाता द्वारा की जायेगी। इसका संचालन मय कागज, टोनर, ऑपरेटर एवं रखरखाव निविदादाता द्वारा स्वयं के स्तर के व्यय पर किया जायेगा।
 28. कार्यालय से संबंधित कार्यों की गोपनीयता के लिये निविदादाता बाध्य होगा। गोपनीयता भंग करने पर महाविद्यालय प्रशासन द्वारा कार्यवाही की जायेगी।
 29. महाविद्यालय कार्यालय के कार्य हेतु प्राचीकृत अधिकारियों द्वारा सील सहित जारी पर्ची लेकर फोटो स्टेट की जायेगी जिसका भुगतान प्रतिमाह बिल मय पर्ची के प्रस्तुत करने पर पारित होने के पश्चात् भुगतान बैंक द्वारा किया जायेगा।
 30. सभी मशीनों का समस्त रखरखाव निविदादाता को करना होगा। मशीन खराब होने की स्थिति में एक दिवस के भीतर ठीक करवानी होगी।
 31. निविदादाता महाविद्यालय परिसर में अवांछित व्यक्तियों को नहीं बैठने देगा और न ही अवांछित कार्य करेगा, अन्यथा महाविद्यालय प्रशासन को को किसी भी समय अनुबंध को भंग करने का सम्पूर्ण अधिकार सुरक्षित होगा तथा निविदादाता को परिसर तुरंत खाली करना होगा।
 32. सामान्य वित्तीय एवं लेखा नियमों की शर्तों की पालना करनी होगी।
 33. निविदादाता महाविद्यालय समय में उपरोक्त कार्य हेतु महाविद्यालय परिसर में स्थित कमरे का निरीक्षण कर सकते हैं।
- मैं घोषणा करता हूँ कि मेरे द्वारा उपरोक्त सभी शर्तें पढ़ ली गई हैं एवं मुझे समस्त शर्तें मान्य हैं।

दिनांक :

स्थान :

[Handwritten signature]

Stationary Shop संचालन हेतु वित्तीय निविदा प्रपत्र

फोटो
निविदादाता

दिनांक:

1. निविदादाता/फर्म का नाम (हिन्दी में) :
(अंग्रेजी में) :
2. पिता का नाम :
3. वर्तमान पता :
4. स्थायी पता :
5. आधार कार्ड नं. :
6. मोबाईल नं. :
7. एजेंसी का रजिस्ट्रेशन नं. (यदि कोई हो तो) :
8. कृपया निर्दिष्ट करना होगा कि निविदादाता-प्रोपराईटर/प्राईवेट लिमिटेड/साझेदारी फर्म है। (भागीदार का नाम) :
9. Stationary Shop का न्यूनतम शुल्क प्रतिमाह ₹ 5000 (प्रारम्भिक बोली) मात्र / बिजली अतिरिक्त

मुझे निविदा दस्तावेज के नियम और शर्तों की पूरी समझ है। मैं टेंडर में दी गई दरों पर बिक्री/ सेवाएं देने के लिये सहमत हूँ।

क्र.सं.	उपलब्ध कराये जाने वाले सेवा का व्यय विवरण	छात्रों एवं स्टाफ की अनुमानित संख्या	प्रस्तावित किराया राशि रुपये प्रति माह
1	स्टेशनरी भवन/कमरे का मासिक किराया	1000	
कुल योग राशि रुपये:-			

दिनांक.....

हस्ताक्षर निविदादाता मय मोहर)

स्थान.....

निविदादाता का नाम

[Handwritten signatures]

On Rs 500 non-judicial stamp

Annexure-1

DRAFT OF AGREEMENT
(SR FORM-17 RULE 68 OF GFAR-II)

1. An agreement has been made this.....day of.....between.....
(herein after called—the "The Approved Service Provider", which expression shall, where the context so admits, be deemed to include heirs, successors, executors and administrators) of the one part and the Govt.Mahila Engineering College Ajmer (hereinafter called the —MECA) which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved Service Provider has agreed with the MECA to provide services to the MECA,Ajmer at its head office as well as branches offices throughout Rajasthan, all those articles set for thin the schedule appended here to in the manner set for thin the conditions of the Bid and contract appended herewith and at the rates set forth in column.....of the said schedule.
3. And whereas the approved Service Provider has deposited a sum of
Rs.....in.....
 1. Cash/Bank Draft/Challan No./Banker Cheque No.....dated.....
 2. Bank guarantee of any of the scheduled banks in the prescribed format.
4. Now these presents witness:
 - (1) In consideration of the payment to be made by the MECA,Ajmer through.....at the rates set forth in the schedule hereto appended approved Service Provider will duly perform the said services set forth in.....and.....thereof in the manner set forth in the conditions of the bid and contract.
 - (2) The conditions of the bid and contract for open Bid enclosed to the Bid notice number.....dated.....and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
 - (3) Letter nos.....received from the bidder and letters nos.....received by the MECA, Ajmer and appended to this agreement shall also form part of this agreement.
 - (4) i. The MECA, Ajmer do hereby agree that if the approved Service Provider shall duly perform the said services in, the manner aforesaid observe and keep the said terms and conditions, the MECA, Ajmer will through.....pay or cause to be paid, to the approved Service Provider at the time and the manner set forth in the said conditions, the amount payable for the work.
ii. The mode of payment will be as specified below:
 1.
 2.

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5. The delivery shall be affected and completed within the period noted below from the date of work order:-

S. No	Items Quantity	Delivery period

6. In case of extension in the execution period with liquidate damage; the recovery shall be made on the basis of following percentages of the SLR:

I

1	Delay upto one fourth period of the prescribed delivery period	2.5%
2	Delay exceeding one fourth but not exceeding half of the prescribed delivery period	5%
3	Delay exceeding half but not exceeding three fourth of the prescribed delivery period	7.5%
4	Delay exceeding three fourth of the prescribed delivery period	10%

- II Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

- III. The maximum amount of liquidated damage shall be 10%.

- IV. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

- V. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Principal, MECA, Ajmer and the decision of the Principal, MECA, Ajmer shall be final and binding for both the parties.

8. For all legal disputes the jurisdiction shall be Ajmer only.

In witness whereof the parties hereto have set their hands on the.....day of.....202.....

Signature of the approved Service Provider

Signature for and on
behalf of MECA
Designation

Date:

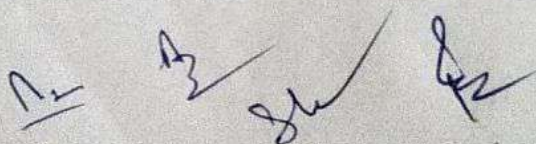
Date:

Witness No 1

Witness No 1

Witness No 2

Witness No 2



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 or to otherwise influence the 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 correction 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 obligations, or compliance with applicable laws and regulations.

- (i) A Bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to;
 - a. Have controlling partners/shareholders in common; or
 - b. Receive or have received any direct or indirect subsidy from any of them; or c. Have the same legal representative for purpose of the Bid; or
 - d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision 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 Service 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.

Date:
bidder Place:

Signature of
Name:
Designat
ion
Address:

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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 ofin response to their Notice Inviting Bid No.....
.... Dated

I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

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

Date:

bidder Place:

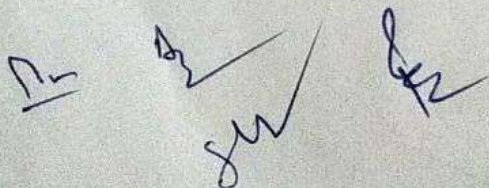
Signature of

Name:

Designat

ion:

Address:



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Annexure-C

Grievance Redressal during Procurement Process

The designation and the address of the first Appellate Authority is **Principal, MECA, Ajmer**.
The designation and the address of the Second Appellate Authority is Registrar, Bikaner Technical University, Bikaner.

(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 there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

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

Providing 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 filled only by a Bidder whose Technical Bid is found to be acceptable.

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

(3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder 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.

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

(6) Fee for Filing Appeal

(a) Fee for first appeal shall be 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 of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-

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

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

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

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

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

[Handwritten signatures]

Annexure-D

UNDERTAKING

1. I the undersigned certify that I have gone through the terms and conditions mentioned in the bid document and undertake to comply with all the terms and conditions mentioned in the bid document.
2. The rates/discount quoted will be valid and binding upon me for the entire period of contract/validity.
3. I hereby undertake to supply the items/render the services as per specifications /scope of work given in the bid document /purchase order within stipulated period, if I qualify in the bidding process.
4. I give the rights to the Govt. Mahila Engineering College Ajmer to forfeit the security deposit (EMD) paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the bid document.
5. I hereby declare that my Company is neither blacklisted by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law.
6. I further certify that I am competent officer in my firm/company to make this declaration.
7. Further I am aware that if any of the information given by me is found to be wrong in future then legal action can be taken against me and my bid will be considered as canceled.

(Signature of the Bidder)

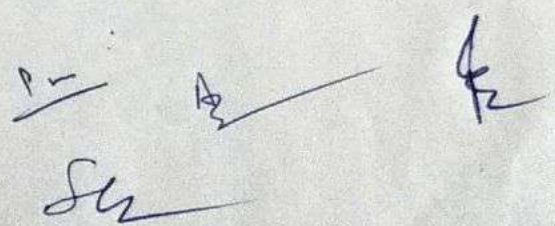
Name

Designation

Seal

Date:

Address:

The block contains three handwritten signatures or initials in blue ink. The first is a stylized 'P' with a horizontal line. The second is a signature that appears to be 'A' followed by a flourish. The third is a signature that appears to be 'K' followed by a flourish. Below these, there is a large, bold signature that appears to be 'S' followed by a flourish.