



महिला अभियान्त्रिकी महाविद्यालय, अजमेर
(**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. GWECA/Proc/2025-26/08

Date: 29.11.2025

NIB No: WEA2526A0017

UBN No: WEA2526SLB
00015

LIMITED BID DOCUMENT
RULE 16 OF RTTP 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	Duration of work
01	Limited Tender for Hiring of Professional Counselling services at Mahila Engineering College Ajmer	120000	2400	500	01 Year*

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

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

Signature of Bidder

29/11/25
[Signature]



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

MAHILA ENGINEERING COLLEGE, AJMER

(A Constituent College of Bikaner Technical University, Bikaner)

Nasirabad Road, Makhupura, Ajmer - 305002

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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	29.11.2025
Last Date & Time of submission of Bid document	10.12.2025
Date & Time of Opening of Bid	10.12.2025, 11: 00 a.m.
Bid Security Amount	Rs 2400/- DD or Banker's cheque in favour of Principal, Mahila Engineering College Ajmer (Cheque will not be accepted)
Performance Security (to be submitted by the successful bidder)	Rs. 6000/- DD or Banker's cheque in favour of Principal, Mahila Engineering College Ajmer (Cheque will not be accepted)

Signature of Bidder

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[Signature]
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SECTION 2: Instructions to Bidders & Bidding Process

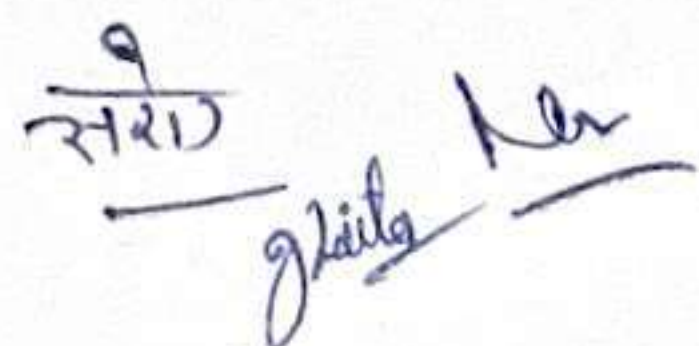
Govt. Mahila Engineering College Ajmer is issuing this offline bid and the accompanying documents for inviting bids comprising Technical Proposals(Technical Bid) and Financial Proposal(Financial Bid/BOQ) from experienced, technically and financially sound and reputed bidders as to select a firm for the supply of Professional Student Counsellor

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 "Limited Tender for Hiring of Professional Counselling services at Mahila Engineering College Ajmer"
2. The detailed scopes of work as well as terms and conditions for "Limited Tender for Hiring of Professional Counselling services at Mahila Engineering College Ajmer" 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.

Signature of Bidder


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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
14. Even single bid will be acceptable for awarding contract.

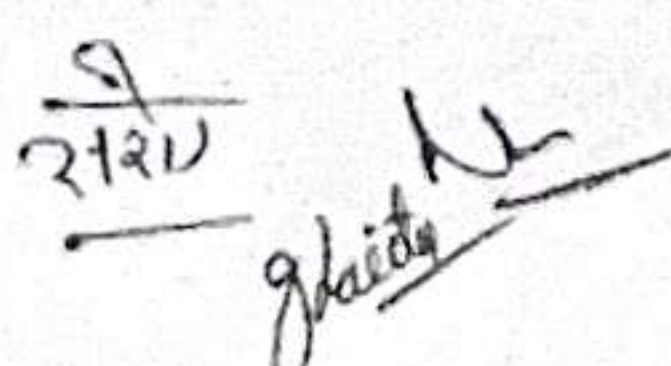

Principal

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

Signature of Bidder



(To be submitted on Letter head of Firm/Company)

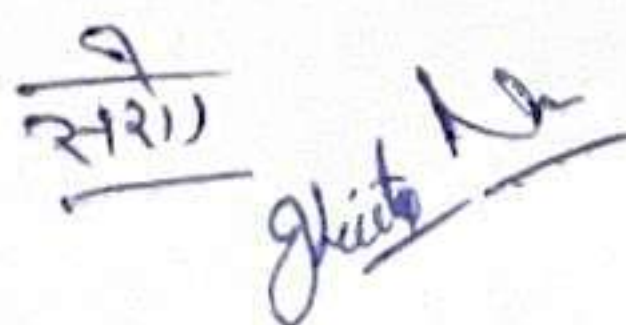
TECHNICAL BID SUBMISSION SHEET

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 has 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.

Signature of Bidder



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 _____

Signature of Bidder

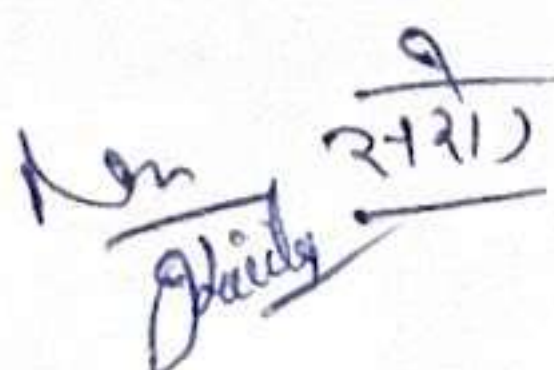
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TECHNICAL BID
(SR FORM 15, RULE 68 OF GF&AR)

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. 2400/- 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. (if applicable)	
9.3	Annexure 1, A, B, C ,D,E as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed is also enclosed	

Signature of Bidder


 27/11/20

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

1. GST registration certificate, PAN Card if applicable.
 2. Demand drafts of Bid fee (Tender fee) & Bid security (EMD)
 3. Annexure 1, A, B, C, D, E 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

Signature of Bidder

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QUALIFICATION AND EVALUATION CRITERIA FOR TECHNICAL BID

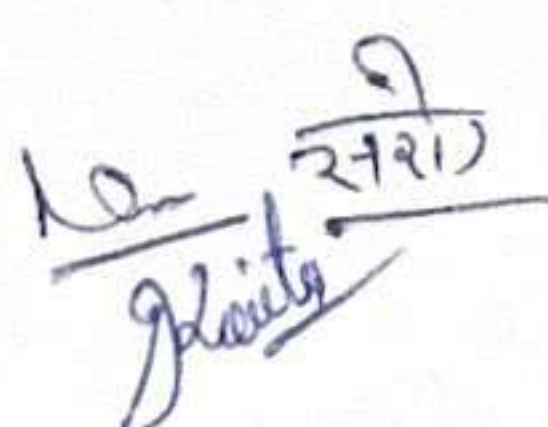
Each bidder shall have the necessary qualifications to successfully fulfil its obligation under the contract. The Principal, Govt. Mahila Engineering College Ajmer specifies the following qualification criteria:

S.No.	Particulars	Enclosed (YES/NO)
1	Attested copy of PAN & GSTIN Certificate (IF APPLICABLE)	
2	Attested copy of Registration certificate of business establishment issued by a competent authority (IF APPLICABLE)	
3	Required certificates/Licence/Documents should be complete and updated (IF APPLICABLE)	
4	Technical Bid submission sheet	
5	Annexure-A Compliance with the code of Integrity and No Conflict of Interest	
6	Annexure B Declaration by the Bidder regarding Qualifications Declaration by the Bidder	
7	Annexure-C Grievance Redressal during Procurement Process	
8	Annexure-D Additional Conditions of Contract	
9	Annexure-E (Statement of past performance)*	
10	Financial Price bid	

* Preference will be given to the bidder who has taken such assignment for the girls of age group of 16-20 years

Name & Signature of Bidder with date & seal

Signature of Bidder



FINANCIAL BID/BOQ
(SR FORM 15, RULE 68 OF GF&AR)

1. Name of the firm
2. Address & Mobile No.

1	NIB Number and Date	
2	Bid for (name of goods/services 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

S.NO.	SPECIFICATIONS	UNIT	RATE(inclusive of all charges applicable)
1	In-person counselling charges Per hour	charges Per per hour	

1. Rates quoted should be inclusive of all charges.
2. The price must be quoted in the above format and in Indian Rupees only. The bidders are to acquaint themselves of the scope of work, terms & conditions etc. of the tender document before quoting the rates.

Place:
Date:

Name & Signature of the Bidder with Seal

Signature of Bidder

Handwritten signature and date 21/11

Section 3-Schedule of Supply/Requirement of Services

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

भाग 3- सप्लाई /सेवा शेड्यूल

कार्य का नाम: Limited Tender for Hiring of Professional Counselling services at Mahila Engineering College Ajmer

1. Brief scope on On-Campus services

GMECA invites tenders from reputed and experienced counselling service providers to offer mental health support and counselling services to the students of the College. The selected service provider will be responsible for providing professional counselling services, maintaining confidentiality, and supporting the mental well-being of the students of GMECA. There is a requirement to engage wellness & mental health counseling service to help students cope up with stress and anxiety related to the issues mentioned below: -

- i. Challenges surrounding transition and change
- ii. Home sickness
- iii. Uncertainty about values and goals
- iv. Academic pressure
- v. Dealing with new academic patterns
- vi. Personal relationships with a special one and with friends
- vii. Family concerns
- viii. Issues of grief and loss
- ix. Stress, depression and anxiety
- x. Concentration difficulties
- xi. Aggression
- xii. Suicide Ideations
- xiii. Social Isolation
- xiv. Sexual Orientation
- xv. Sexual disorders
- xvi. Addiction
- xvii. Personality Development
- xviii. Lack of Motivation
- xix. Sleep Issues
- xx. Obsessive thoughts and compulsive behavior.

The scope of the service will be inclusive of (but not limited to) the following: -

- a) Psychological and stress assessment test for all students and sharing the outcome with the College authorities.
- b) Service providers are required to deploy atleast one expert/counsellor at GMECA once a week on working days or as requested by the College.

Signature of Bidder

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- c) Bidder shall confidentially handle counseling cases of all counselees. However, if required, relevant information should be provided to the College authorities.
- d) No accommodation will be provided by the College to the personnel/counsellor deployed by the bidder at the College for rendering service support.
- e) All travel and accommodation expenses in providing the service shall be borne by the bidder. The Institute will outsource the Mental and Behavioral Health Services to a company/ organization/firm which is professionally competent to provide counselling services in large multi-cultural academic institutes. The company/ organization/firm/individual will have to provide counselling services to students of the Institute, by deputing Professional Counsellors at GMECA Campus.

Specifics of Service:

The company/ organization/firm/individual has to depute professional counsellor(s)-CLINICAL PSYCHOLOGIST at GMECA initially for 03 hours a week (a session of three hours a week). This is subject to change accordingly as and when stipulated by the Institute and Government regulations.

- i) Should be having MA/MSc in psychology with at least three years of experience who has taken such assignment for the girls of age group of 16-20 years
- ii) Documentary evidence needs to be provided in terms of eligibility, appointment etc.

Reports and Time Schedule: The company/ organization/firm/individual will provide detailed monthly report on the counselling service provided. Also, in case of any emergency, the company/ organization/firm/individual will immediately report the cases to the Institute's designated official and/or its Principal and be willing to speak to the wards of the client concerned upon instructions from the institute. Monthly report should be submitted by 3rd of the following month on a regular basis.

Facilities to be provided by the Institute:

The Institute shall provide the following facilities:

1. Counselling room(s)
2. Wi-Fi internet connectivity

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Signature of Bidder

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Section 4- SPECIAL TERMS AND CONDITIONS

1. OPENING, EXAMINATION CLARIFICATION AND EVALUATION OF BIDS :

- (a) The Technical bids will be opened on the prescribed date and time as mentioned in the Bid document
- (b) GMECA will evaluate the bids. Those bids, whose technical bids fulfill the technical requirements and are responsive to the tender requirements will be considered. Those bids which are found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.
- (c) GMECA will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- (e) GMECA will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document
- (f) If a bid is not substantially responsive, it shall be rejected by GMECA and may not subsequently be made responsive by the Bidder by correction of the non-conformity. GMECA determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.
- (h) During the bid evaluation, the GMECA may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and no change in the price or substance of the bid shall be sought, offered or permitted.
- (i) GMECA will evaluate the bids that have been determined to be substantially responsive.
- (j) If a Bidder tries to directly influence GMECA or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

2. TERMS OF PAYMENT / TAX AND DUTIES

- (a) The services are sought on a subscription basis
- (b) No advance payment will be made during the Contract Period.
- (c) Monthly bills shall be submitted in duplicate to the Institute
- (d) Payment will be made once a month through RTGS/NEFT. Bill should be accompanied by the log sheets/duty charts duly endorsed and forwarded by the Nodal Officer, while claiming payment. The Contractor shall furnish the details such as Account No, Account Name, IFSC Code, Bank address etc along with the bid. At the time of payment of bills, the taxes shall be deducted as per the extant Government rules and guidelines. Any Government Orders released during the Contract period, with regard to the taxes shall be automatically applicable to the Contractor either retrospectively or prospectively, as the case may be.
- (e) Selection will be based on total amount quoted

3. TERMINATION OF THE CONTRACT

The Institute, without prejudice to any other remedy, terminate the Contract in whole or in parts in the event of the following:

- (a) If the Contractor fails to provide the service specified in the Contract or any extension there of granted by the Institute.
- (b) If the Contractor fails to perform any other obligation(s) under the contract.
- (c) The Contract can be terminated by giving THIRTY DAYS notice in advance, in writing, by either side.

Signature of Bidder

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(d) GMECA reserves the right to terminate the contract if the Contractor defaults on any of the time limits specified.

(e) Monthly charges will be payable only for the months completed before termination of the contract

Signature of Bidder

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Section 5- GENERAL TERMS AND CONDITIONS

(SR FORM-16 RULE 68 OF GFAR-II)

Note: Bidders should read the conditions carefully and comply strictly while sending their Bids.

Important Instruction:- The law relating to procurement "The Rajasthan Transparency in Public Procurement Act 2012"(herein after called the Act) and "The Rajasthan Transparency in Public Procurement Rules 2013"(herein after called the Rules) under the said act have come into force which are available on the website of Sate Public Procurement Portal (<https://sppp.rajabsthan.gov.in>). Therefore, the bidders are advised to acquaint themselves with the provisions of the act and the rules before participating in the bidding process.

1. "Bids by bona-fide dealers": -Bids shall be given only by bona-fide dealers in the services. They shall, therefore, furnish a declaration in prescribed form.
2. (i) Any change in the constitution of the firm, etc., shall be notified forth with by the contractor in writing to the purchase officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
(ii) No new partner/partners shall be accepted in the firm by the contract or in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
3. **GST Registration and Clearance Certificate:-**No Dealer who is not registered under the GST prevalent in the State where his business is located shall Bid. The GST Registration Number/TIN No. should be quoted and a GST clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the Bid is liable or ejection.
4. All rates quoted must be FOR and should include all incidental charges except statutory taxes such as GST which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Govt Mahila Engineering College Ajmer and the delivery of the goods shall be given as per delivery schedule. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates, therefore, should be exclusive of octroi, and local tax.
5. Rate shall be filled both in words and figures. There should not be errors and/or over writings. Corrections if any should be made clearly and initialled with dates. The rates should mention element of the GST separately.
6. **Validity:-**Bids shall be valid for a period of 90 days from the date of opening of Technical Bid.
7. The approved Supplier/service provider shall be deemed to have carefully examined the conditions, scope of work, etc., of the services to be provided. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the bid, refer the same to the MECA and get clarifications.
8. The contractor/service provider shall not assign or sub-let his contract or any substantial part thereof to any other agency.

Signature of Bidder

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09. The contract for the supply/services can be repudiated at any time by the Purchase Officer, if the supplies/services are not made to his satisfaction after giving an opportunity to the Bidder of being heard and recording of the reasons for repudiation.

10. Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.


11. Specifications:-

- (i) All article supplied shall strictly conform to the Specifications, trade mark laid down in the BID form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
- (ii) The supply of articles marked with asterisk/at serial number, shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the purchase committee whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the bidders.
- (iii) **Warranty/Guarantee Clause:-** The bidder would give guarantee that the goods/stores/articles would continue to conform to the description, make and : quality as specified for a period of one year from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of one year the said goods/stores/articles be discovered not to confirm to the description, make and quality aforesaid or have determined (and the decision of the purchase committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality on such rejection the goods/stores/articles will be at the sellers risk and all the provisions relating to rejection of goods, etc., shall apply. The bidder shall if so called upon to do, replace the goods, etc. or such portion thereof as is rejection by the purchase committee, otherwise the bidder shall pay damage as may arise by reason of the breach of the conditions.
- (iv) In case of machinery and equipment also, guarantee will be given as mentioned in Clause (iii) above and the bidder shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipment's operative. The bidder shall also replace machinery and equipment's in case it is found defective which cannot be put to operation due to manufacturing defect, etc.

13. Inspection

- (a) The College inspection committee /CPC authorized shall have power to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be desired.
- (b) The bidder shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name & address of the person who is to be contacted for the purpose.

Signature of Bidder

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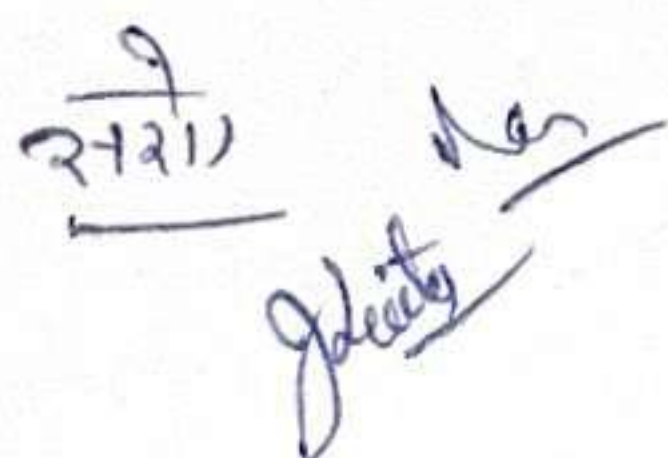
14. **Samples:** The articles marked within the schedule for samples shall be accompanied by two set of samples of the articles properly packed & signed. Such samples should be submitted personally in the office. A receipt will be given for each sample by the officer receiving the samples.
15. Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
16. Approved samples will be retained free of cost and shall not be returned. The Govt.mahila Engineering College Ajmer shall not be responsible for any damage, wear and tear or loss during testing, examination, etc. during the period these samples are retained. The GMECA, Ajmer shall in no way make arrangements to return the samples.
17. Samples not approved, shall be collected by the unsuccessful bidder. The GMECA, Ajmer will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
18. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical , tests shall be carried out in GMECA, Ajmer and in reputed testing house like MSME Testing Station, Jaipur and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such test.
19. **Draw of samples:** - In case of tests, samples shall be drawn in four sets in the presence of bidder or his authorized representative and properly sealed in their presence. One such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the officer for reference and record.
20. **Testing Charges:** - Testing Charges shall be borne by the GMECA, Ajmer. In case urgent testing is desired to be arranged by the bidder or in case of test result showing that supplies are not up to the prescribed standards or specifications , the testing charges shall be payable by the bidder.
21. **Rejection:-**
 - (i) Art Articles not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the procurement committee.
 - (ii) If, however, due to exigencies of GMECA, Ajmer, such replacement either in whole or in part, is not considered feasible, the procurement committee after giving an opportunity to the bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
22. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Registrar shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder's risk and on his account.
23. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail, road and air delivery of the material in good condition to the consignee at destination. In the event of loss, damage, breakage or leakage or any shortage the bidder shall be liable to make goods such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
24. The contract for the supply can be repudiated at any time by the Principal, if the Supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.

Signature of Bidder

२१/११
 [Signature]

25. Direct & indirect canvassing on the part of the bidder or his representative will be a disqualification.
26. (i) **Delivery Period:-** The bidder whose BID IS accepted shall arrange supplies within a period of 15 days from the date of supply order issued by the College authorized Head of offices/ DDO, GMECA, Ajmer from time to time under ARC.
- (ii) **Extent of Qty.-** Repeat orders:- If the orders are placed in excess of the quantities shown in the BID notice, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender as per provisions of procurement rules.
- (iii) If the purchase officer does not purchase any of the Bided articles or purchase less than the quantity indicated in the BID form, the bidder shall not be entitled to claim any compensation.
27. **Agreement and Performance Security (P.S.): -**
- (i) Successful Bidder will have to execute an agreement in the Form SR- 17 on Non -Judicial stamp of Rs 500/- at his own expenses and deposit performance security equal to 5% of the value of the contract for which Bids are accepted within 15 days from the date of dispatch on which the acceptance of the Bid is communicated to him.
- (ii) The B.S. deposited at the time of Bid will be adjusted towards P.S. and the P.S. amount shall in no case be less than earnest money.
- (iii) No interest will be paid by the department on the security money.
- (iv) The forms of P.S. shall be as below: —
- Bank Draft or Banker's Cheque of a scheduled bank;
 - National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small saving issued by a Post office in Rajasthan. If the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master.
 - Bank Guarantee/s of a scheduled bank; It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the rule 42 for bid security.
 - Fixed Deposit Receipt (FDR) of a scheduled bank, it shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the Fixed Deposit Receipt that the bidder furnishes an undertaking from the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit. Performance security furnished in the form specified in clause (b) to (d) shall remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the bidder.
- (v) The P.S. shall be refunded after one month of the expiry of contract on satisfaction completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied there are no dues outstanding against the Bidder.
28. **Forfeiture of P.S.:-** Security amount in full or part may be forfeited in the following cases

Signature of Bidder

21/11/2021


- a. When any terms and conditions of the contract are breached.
 - b. When the Bidder fails to provide services or execute work satisfactorily.
 - c. Notice of reasonable time (Maximum 15 days' notice) will be given in case of forfeiture of P.S. The decision of the GMECA, Ajmer in this regard shall be final.
29. The expenses of completing and stamping the agreement shall be paid by the Bidder and the department shall be furnished free of charge with one executed stamped counterpart of the agreement.
30. The time specified for delivery in the Bid form shall be deemed to be the essence of the contract and the successful Bidder shall arrange providing services within the period on receipt of the order from the Purchase Officer.
31. **Insurance:-**
 (1) The goods will be delivered at the destination in perfect condition. The supplier, if he so desires, may be insured the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot etc.) The insurance charges will be borne by the supplier and state will not be required to pay such charges incurred.
32. **Payments:-**
 (i) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply satisfactorily and on submission of bill in proper form by the bidder to the concern Head of offices/DDO, GMECA, Ajmer by which the supply order was issued. All remittance charges will be borne by the bidder.
 (ii) In case of disputed items, the amount pertains to disputed items shall be withheld and will be paid on settlement of the dispute.
 (iii) Payments in case of those goods which need testing shall made only when such tests have been carried out, test results received conforming to the prescribed specification.
33. The time specified for delivery in the BID form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the supply order from the Head of office / DDO of GMECA, Ajmer
34. **Liquidated Damages:-** In case of extension in the delivery period with liquidated damage the recovery shall be made as per provision of financial rules.

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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

Signature of Bidder

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of goods is on account of hindrances beyond the control of the bidder.

35. Risk & Cost clause:-

The competent authority of GMECA, Ajmer without prejudice to his right against the approved supplies in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of the contract or otherwise, by notice in writing absolutely determined the contract in any of the cases.

- (i) A notice in writing to rectify, or otherwise that the work being performed is inefficient or otherwise implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter of if the supplier shall delay or suspended the execution of the work so that either in the judgment of the competent authority, he will be unable to perform the work by the satisfaction of GMECA, Ajmer or has already failed to complete the work by the time.
 - (ii) If the supplier commits breach of the terms & conditions the contract.
 - (iii) When the supplier has made himself liable for action under any of the cases aforesaid, the competent authority, shall exercise power:-
 - (a) To determine or rescind the contract, as aforesaid, upon such determination or rescission, the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of GMECA, Ajmer .
 - (b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original SP, if the whole work had been executed by him of the amount of which excess, the decision of the Principal/ GMECA, Ajmer shall be final and conclusive and shall be borne and paid by the original SP that may be deducted from any money due to him by the GMECA, Ajmer or from his bid security, performance security. However the original SP shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material, equipment's or entered into any engagements or made advances on account of execution/performance of contract.
- 36. Recoveries:** Recoveries of liquidated damages, risk & cost, shall ordinary be made from bills. Amount may also be withheld to the extent of L.D./risk & cost and in case of failure in satisfactory completion of the work assigned; an amount of risk & cost along with amount of liquidated damages shall be recovered from his dues and P.S. available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
- 37.** Bidders must make their own arrangement to obtain import license, if necessary.
- 38.** If a Bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the GMECA, Ajmer
- 39.** The GMECA, Ajmer reserves the right to accept any Bid not necessarily the lowest, reject any Bid without assigning any reasons and accept Bid for all or any one or more of the articles for which Bidder has been given or distribute items of works to more than one bidder.

Signature of Bidder

24/2/20
[Signature]

40. The Bidder shall furnish the following documents at the time of execution of agreement:-

- i. Attested copy of partnership Deed in case of Partnership Firms.
- ii. Registration Number, registration certificate and year of registration in case Partnership firm is registered with Registrar of Firms.
- iii. Address of residence and office, telephone numbers in case of Sole Proprietorship and R/C of firm.
- iv. Registration issued by Registrar of Companies in case of Company.
- v. Power of Attorney if any

41. If any dispute arise out of the contract with regard to the interpretation meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department (HVC) who will appoint this representative as the sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final and abide.

42. All legal proceeding, if necessary arise to institute may by any of the parties (GMECA, Ajmer or Contractor) shall have to be lodged in courts situated in Ajmer, Rajasthan and not elsewhere.

43. All other/remaining general terms & conditions shall apply as laid down in Rajasthan Transparency in Public Procurement Rule-2013 and RTPP Act 2012.

44. The prices under rate contract shall be subject to price fall clause as per RTPP rules.

45. a) The Contract for the subject matter of procurement shall be made for one year from the date of agreement made. However, the contract period may be extended for further as per provisions laid down in RTPP Rules, 2013

b) Successful bidder should supply the ordered material in requisite quantity placed by different Head of offices /DDO's of GMECA, Ajmer within the stipulated period issued time to time.

Note: - I have read the above terms and conditions of contract carefully and I shall abide by the same in the event of successful bidder.

Place:

Signature of Bidder

with Seal

Signature of Bidder

9/2/12
Jai Singh

On Rs 500 non-judicial stamp(to be provided by successful bidder only)

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 forth in the schedule appended here to in the manner set forth in 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.

Signature of Bidder

[Handwritten signature]

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:

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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

Date:

Witness No 1

Witness No 2

Signature for and on
behalf of MECA
Designation

Date:

Witness No 1

Witness No 2

Signature of Bidder

[Handwritten signature]
24/11/2022

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:
Place:

Signature of bidder
Name:
Designation
Address:

Signature of Bidder

[Handwritten signature]
2-12-11

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

Signature of bidder

Place:

Name:

Designation:

Address:

Signature of Bidder

19-3/21/1
Shruti

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.

Signature of Bidder

Handwritten signature and date 21/2/15

- (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:

Signature of Bidder

Handwritten signature and date 24/11/2024

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:

Signature of Bidder

He
24/2/20
g. k. k.

(To be submitted on Letter head of Firm/Company)

STATEMENT OF PAST PERFORMANCE

We _____ (name of the firm) do hereby undertake that we have performed the supply of _____ as per the details given below.

S.No	Calendar Year	Order Placed by (full address of procuring entity with telephone No.)	Order No and date	Date of completion of service		Remarks indicating reasons for late delivery(if any)
				As per contract	Actual	
1	2	3	4	5	6	7
1	2022-23					
2	2023-24					
3	2024-25					

- 1. It should be submitted with technical bid.
- 2. The above information may be verified from relevant documents of bidder.

Signature of bidder

Name of bidder

Designation

Address

Signature of Bidder

Handwritten signature and text in Hindi: "मन सरोज" and "जाति"