



OFFICE OF THE CONTROLLER OF EXAMINATION,  
RAJASTHAN TECHNICAL UNIVERSITY,  
AKELGARH, RAWATBHATA ROAD, KOTA-324022

Ph.No. 0744-3297849

Fax: 0744-2473016

No. RTU-Exam/PUR/F(23)4.4/08-09/

Dated:

To,

M/s -----  
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NOTICE INVITING QUOTATIONS

1- Quotations are invited for the **“Job work for preparing answer books for evaluation & revaluation with fictitious code”** required for RTU-Exam Department of this Technical University as per list attached by 1.00 P.M. on 07-11-2008 (Date). The approximate cost of the work is Rs. 37.50 lacs. The covers containing the quotations must be Marked **“ QUOTATIONS FOR Job work for preparing answer books for evaluation & revaluation with fictitious code”** Due on 07-11-2008”.

2- Please note that Technical Bid & Financial Bid must be in separate sealed envelopes. On the envelopes the same may be mentioned clearly.

3- Technical Bid will be opened on 07-11-2008 at 3.00 P.M. in presence of the Tenderers who may present at that time. Tenders submitted by Registered post shall also be considered. The representative of the firm may be asked to explain the procedure for completion of task through presentation.

4- Earnest Money:- A Demand Draft/Bankers Cheque for Rs. 75000/- only in the name of **Rajasthan Technical University, Kota** may please be enclosed along with your technical bid as earnest money. Without which no tender shall be considered. For details refer to Para 14 of terms & conditions.

5- In case tender form is down loaded from website, a Bank D.D. of tender fee of Rs. 500/- must also be enclosed.

Encl:- 1. Performa for Technical bid.  
2. Performa for financial bid.  
3. General Terms & Conditions.

Assistant Registrar (Exam)

## Performa for Technical Bid

1. Name of Firm with PAN No. :
2. ADDRESS :
3. Name of authorized person :
4. Details of similar works : Enclose copy of certificate or  
undertaken in the past copy of work order.

Name of University	Year of work	Whether fictitious code used	No. of A.Bs.	No. of subjects to which total A.B. belong.

5. Details of scheme for proposed work:
  - i. Name & qualification of Supervisor:
  - ii. No. of persons with qualification proposed to be deputed for the work:
  - iii. Brief explanation of methodology to be adopted:
6. Detail of Earnest Money:- Draft/Bankers Cheque No. ----- dt. -----  
Rs.-----, Name of bank ----- (Draft/Bankers Cheque shall be  
invariably enclosed with this.)

### UNDERTAKING

1. We confirm that we will abide by all the terms and conditions contained in the application for technical bid.
2. All the details mentioned above are true and correct and if the RTU observes any misrepresentation of facts on any matter at any stage , Registrar RTU has the right to reject the proposal and disqualify us from the process.
3. We hereby acknowledge and unconditionally accept that RTU can at its absolute discretion apply whatever criteria it deems appropriate for short listing of bidders.
4. We also acknowledge that the technical bid submitted by us is valid for a period of six months, from date of opening of Technical Bid.
5. We also confirm that we have noted the contents of including various documents forming part of it and have ensured that there is no deviation in filing our offer in response to the tender. The RTU will have the option to disqualify us in case of any such deviations.
6. We understand that the bid security furnished by us may be forfeited:-
  - a. If we withdraw our participation from the tender document during the period of validity of tender.
7. Draft/Bankers Cheque of Earnest Money is enclosed. We understand that the bid is liable to rejection in absence of EMD.

Date :

Signature of Bidder with Seal.

Place:

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**GENERAL TERMS AND CONDITIONS**

**CONDITIONS OF TENDER AND CONTRACT FOR OPEN TENDER**  
**(See Rule 68, GF& AR, Govt. of Rajasthan)**

**Note: Tenderers should read these conditions carefully and comply strictly while sending their tenders**

1. Tenders must be enclosed in a properly sealed envelope according to the directions given in the tender notice.
2. "Tenders by bona-fide dealers":— Tenders shall be given only by bona-fide dealers in the job work. They shall, therefore, furnish a declaration.
3.
  - 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 contractor 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.
4. **Service Tax Registration and Clearance Certificate:**— No Dealer who is not registered under the Sales Tax Act/ VAT prevalent in the State where his business is located shall tender. The Sales Tax Registration Number/TIN No. should be quoted and a service tax/VAT clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the tender is liable to rejection.
5. **Income Tax Clearance Certificate:**— Bidders should submit an Income Tax Clearance Certificate from the Income Tax Officer of the circle concerned along with the tenders without which tender may not be considered.
6. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
7. Rate shall be written both in words and figures. There should not be errors and/or over-writings. Corrections if any, should be made clearly and initialed with dates. The rates should mention element of the Rajasthan State Sales Tax Service tax, and Central Sales Tax/VAT etc. separately.

Signatures of Bidder with Seal

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- 8. Comparison of Rates:-**  
While comparing the rates in respect of firms within Rajasthan, the element of Rajasthan Service Tax shall be included
- 9 **Validity:**—Tenders shall be valid for a period of Six months from the date of opening of tender.
10. **The approved supplier shall be deemed to have carefully examined the conditions, If he has any doubts as to the meaning of any portion of these Terms & conditions etc., he shall, before signing the contract, refer the same and get clarifications.**
11. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
12. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
13. **Extent of quantity-Repeat orders:**— If the orders are placed in excess of the quantities shown in the tender notice; the tenderer shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender provided that the repeat orders are up to 50% of the quantity originally and the period is not more than one month from the date of expiry of last supply.
14. **Earnest Money:**—
- a) Tender shall be accompanied by an earnest money of Rs 75,000/- without which tenders will not be considered. The amount should be deposited in either of the following forms in favour of, REGISTRAR, RTU, KOTA  
Bank Drafts/Bankers Cheque of the scheduled Bank.
  - b) Refund of earnest money: — The earnest money of unsuccessful tenderer shall be refunded soon after final acceptance of tender.
  - c) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of earnest money.
  - d) The earnest money /security deposit lying with the Department /office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.
15. **Forfeiture of earnest money:**— The earnest money will be forfeited in the following cases:
- i) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
  - ii) When tenderer does not execute the agreement if any, prescribed within the specified time.
  - iii) When the tenderer does not deposit the security money after the supply order is given.
  - iv) When he fails to commence the supply of the items as per supply order within the time prescribed.

Signature of Bidder with Seal

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**16.1 Agreement and security deposit:—**

- a) Successful tenderer will have to execute an agreement in the Form 17 within a period of 7 days of receipt of order and deposit security equal to 5% of the value of the work order for which tenders are accepted within 15 days from the date of despatch on which the acceptance of the tender is communicated to him.
- b) The earnest money deposited at the time of tender will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.
- c) No interest will be paid by the department on the security money,
- d) The forms of security money shall be as below :—
  - i. Cash/Bank Draft/Bankers Cheque.
  - ii. Post-office Savings Bank Pass Book duly pledged.
  - iii. National Savings Certificate, Defence Savings Certificates, Kisan Vikas Patras, or any other script/instrument under National Savings Scheme for promotion of small savings, if the same can be pledged. These certificates shall be accepted at surrender value.
- e) The security money shall be refunded within one month of the final execution of order as per work order, after the expiry of contract on satisfaction completion of the same whichever is later and after satisfied there are no dues outstanding against the tenderer.

**16.2 Forfeiture of Security Deposit: —** Security amount in full or part may be forfeited in the following cases: —

- e) When any terms and conditions of the contract is breached.
- f) When the tenderer fails to make complete supply satisfactorily.
- g) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Controller of Examination in this regard shall be final.

**16.3** The expenses of completing and stamping the agreement shall be paid by the tenderer and the department shall be furnished free of charge with one executed stamped counter part of the agreement.

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**17 Payments:—**

Advance payment will not be made

18. The University reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons.
19. The tenderer shall furnish the following documents at the time of execution of agreement:
  - a) Attested copy of partnership Deed in case of Partnership Firms.
  - b) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
  - c) Address of residence and office, telephone numbers in case of Sole Proprietorship.
  - d) Registration issued by Registrar of Companies in case of Company.
20. 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 who will appoint his senior most deputy as the sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
21. All legal proceeding, if necessary arise to institute may by any of the parties(Rajasthan Technical University or Contractor) shall have to be lodged in courts situated in Rajasthan and not elsewhere.

THE BIDDERS MUST NOTE IT CAREFULLY THAT IN THE EVENT OF ANY CONFLICTING CLAUSES IN TERMS AND CONDITIONS AND GENERAL TERMS AND CONDITIONS, THE CLAUSE MENTIONED UNDER THE HEADING"TERMS AND CONDITIONS" WILL BE APPLICABLE.

Date :

Signature of Bidder with Seal

Place: