

Vishvakarma Skills University, JAIPUR

Tel. No.: 0141-2702118 email id: vsu.jaipur@rajasthan.gov.in

NO. Degree Bid/Exam.VI-B/2023 | 1655

Date: 20.06.2024

BID NOTICE

Bids are invited from REPUTED SUPPLIERS/ PRINTERS upto 01.07.2024 till 3.00 PM for **RATE CONTRACT OF SECURITY FEATURE ENABLED DEGREE SHEETS AND PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER**. Details may be seen in the Bidding Document on our website www.vsuraj.ac.in, <http://sppp.raj.nic.in>



Registrar

NO. Degree Bid/Exam.VI-B/2023 | 1656 — 60

Date: 20.06.2024

Copy forwarded for information & necessary action to: -

- 1- Convener, Bid Committee, Vishvakarma Skills University, Jaipur.
- 2- Web site operator, Vishvakarma Skills university, Jaipur to upload the above notice & Bid document on <http://sppp.raj.nic.in>
- 3- Comptroller of Finance & Financial Advisor, Vishvakarma Skills University, Jaipur.
- 4- Estb, Vishvakarma Skills University, Jaipur to publish the above Bid notice in one leading regional news papers and on Notice Board.
- 5- P.S. to Vice-Chancellor/Registrar/Controller of Examination, Vishvakarma Skills University, Jaipur.


Controller of Examination

VISHVAKARMA SKILLS UNIVERSITY

Rajeev Gandhi Vidhya Bhawan,
Shiksha Sankul, JLN Marg,
Jaipur-302017, India



FOR

RATE CONTRACT FOR SUPPLY OF NON-TEARABLE SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO UNIVERSITY

निविदा संख्या	1655 Dt. 20.06.2024
उपापन संस्था	कुलसचिव, vsu, Jaipur
निविदा उपलब्ध होने की दिनांक	24.06.2024 10:00 AM
निविदा प्रस्तुत करने की अन्तिम तिथि एवं समय Bid Submission end date	01.07.2024 03:00 PM
तकनीकी निविदा खोलने की तिथि एवं समय	01.07.2024 04:00 PM
निविदा फार्म प्राप्ति वेबसाईट (डाउनलोड भी कर सकते हैं)	www.sppp.rajasthan.gov.in vsuraj.ac.in
निविदा की अनुमानित लागत	Rs. 7.00 Lakh Apx.
निविदा शुल्क राशि	Rs. 1000/- Bankers Cheque/DD in favour of Registrar, Vishvakarma Skills University, Jaipur
Bid Security	2% of estimated cost/Form of bid Security declaration
Name of the Company/Firm	Vishvakarma Skills University, Jaipur
Name of Contact Person	Registrar, Vishvakarma Skills University, Jaipur
Address of Company/Firm for Correspondence:	Registrar, Vishvakarma Skills University, Jaipur
Office Telephone No.:	0141-2712118, 2702117
Office E-Mail Address:	vsu.jaipur@rajasthan.gov.in

NOTICE INVITING BID (NIB)

NO. Degree Bid/ 1655

Date 20.06.2024.

1. Sealed Single Stage Two- envelopes unconditional Bids are invited for the **Rate of Contract for Supply of Security Feature enabled Degree Sheets, Printing of Data on Degree Sheets using Laser Printer and supply of the printed Degrees to VSU one year** from the reputed suppliers/ printers on Vishvakarma Skills University, Jaipur **01.07.2024 upto 03.00 PM** as listed below: -

S. NO.	Name of Article	Estimated Cost	Amount of Bid Security (in Rs.)	Fees for Bid document	Validity period of Bids
1	Supply of Security Feature enabled Degree Sheets, Printing of Data on Degree Sheets using Laser Printer and supply of the printed Degrees to various Colleges on F.O.R. Basis	Rs. 7.00 Lakh	2% of Estimated Cost Rs.	1000/-	90 days of submission of Bids

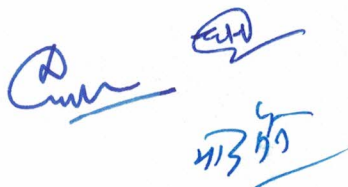
2. Important Dates of bidding process: -

S.No.	Date & Time of Start of Sale of bid documents	Last date & time for sale of bid document	Last date & time for Submission of bid	Date & time of bid opening (Technical bid)
1	24.06.2024, 10:00 AM	01-07-2024, 2:00 PM	01-07-2024, 3:00 PM	01-07-2024, 4:00 PM

3. The Bidders shall enclose the specifications, catalogue and other characteristics of the product offered. They shall also include details on their backup services offered etc.
4. Bidding Document can be seen at website www.vsraj.ac.in/ <http://sppp.raj.nic.in> Bid form may be seen and downloaded from website www.vsraj.ac.in The price of Bidding Document is to be paid before submission of the Bid.
5. Instructions for submission of Technical Bid
- (1) As mentioned in Technical Bid check list evaluation criteria by Bidder should be submitted only. Bid Security (except Concessional amount or Bid Security Declaration where applicable) in the form of deposit through e-GRAS/ Demand Draft/ Banker's cheque shall be submitted personally or by post in sealed envelopes bearing the reference to NIB and warning as: "BID FOR NIB. NO. Exam/01/ Supply of Security Feature enabled Degree Sheets, Printing of Data on Degree Sheets using Laser Printer and supply of the printed Degrees to various Colleges on F.O.R. Basis / Year 2023/ NOT TO BE OPENED BEFORE 01-07-2024 so as to reach the office of the Registrar, Vishvakarma Skills University, Jaipur upto 01-07-2024 3:00 PM by post or by hand at the office of the Registrar, Vishvakarma Skills University, Jaipur.

Name & Signature of Bidder with Seal

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6. Bids received after the specified time and date shall not be accepted
7. The Bids shall be opened in the office of **Registrar, Vishvakarma Skills University** at 01.07.2024 on 04.00 p.m. in the presence of the Bidders or their representatives who wish to be present.
8. **Vishvakarma Skills University, Jaipur** reserves the right to reject any Bid without assigning any reason thereof.
9. The Bidders shall have to submit a valid GST clearance certificate from the concerned Commercial Taxes Officer and the 'PAN', issued by Income Tax Department.
10. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.


Bid form fee Rs. 1000/- & Bid Security 2% of estimated cost or Form of bid security declaration (BF-II) drawn in favour of **Registrar, Vishvakarma Skills university, Jaipur** must be deposited in the office of **Registrar, Vishvakarma Skills university, Jaipur** before Submission time of Bid. Bid without appropriate Bid Security shall not be accepted. The Technical Bid & Financial Bid shall be submitted separately. Financial Bid of Bidder who qualifies in technical bid would only be opened later on, the date to be intimated by **Vishvakarma Skills University, Jaipur**.



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निविदादाता हेतु दिशा-निर्देश
(Instructions of Bidders) (ITB)

Before filling up of bid form, kindly go through the following instructions carefully so that your bid may not be considered invalid:

1. Kindly go through the terms and conditions, annexure and other forms of the document carefully and meticulously.
2. It is expected from all bidders that they will ensure that documents to be used in bid set will be given to a reliable person only, and that only a fully reliable person shall be authorized for Signing bid. So that the confidentiality of our bid/ rates is maintained up to bid opening & that your documents are put to any misuse.
3. It is advisable for you to authorize only those persons for University bid who are employed in your firm on salary basis.
4. Certificates/Licenses/Documents which are required should be complete and updated.
5. Bid form can be downloaded from www.sppp.rajasthan.gov.in and www.vsuraj.ac.in The bid form fee @ Rs. 1000.00 downloaded from the website, bid security Form of bid security declaration (BF-II) (as applicable) Shall be submitted in the form of D.D./Banker cheque in favour of Registrar, Vishvakarma Skills University, Jaipur respectively (payable at Jaipur). The Bid form fee and Bid Security shall be deposited physically in the office of Registrar, Vishvakarma Skills University, Jaipur before the last date and time of bid submission.
6. Bid form fees RISL processing fee and bid security should be submitted separately for each bid. Bid form fees /RISL fees is non-refundable.
7. The average gross annual turnover of the bidder shall be as per **format** for best three years out of last five years. The turn over statement (**BF-IV**) duly certified and signed by Chartered Accountant shall be submitted along with bid, failing which the bid shall be rejected.
8. Bid form must confirm the terms & conditions of the bid documents.
9. Bid received after prescribed date and time will not be considered.
10. Correspondence with the University regarding these bids by the authorized signatory of the firm shall only be entertained.
11. The technical bids shall be opened 01-07-2024 at 04:00 PM on dated or as amended in the presence of the Bidders or their representatives who wish to be present.
12. The Vishvakarma Skills University Jaipur is not bound to accept the lowest bid and may reject any or all bids without assigning any reason thereof.
13. The bidders shall have to submit a valid 'GST Registration Certificate and GST clearance certificate/affidavit from the concerned Department and the 'PAN' issued by Income Tax Department.
14. It is clarified that the information required in bidding document should be submitted without any change or modification in its Bid Formats (BF-II), Bids submitted with changed or modified annexure/ formats may be rejected.
15. The declaration of technical bid in respect of responsive/ non-responsive bidders shall be uploaded on websites **website www.vsuraj.ac.in** Similarly, information regarding Financial Bid (L-1) shall also be provided to bidders on above websites. Individual bidders may not be informed separately.

Name & Signature of Bidder with Seal


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16. निविदा प्रक्रिया का संक्षिप्त विवरण :-

- (1) यह निविदा एक स्तरीय दो भाग (Single Stage-2 Part Part-I Technical Bid cover-A and Part-II Financial Bid cover-B)
 - (2) तकनीकी तथा वित्तीय निविदा का प्रत्येक पृष्ठ निविदादाता के अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षरित तथा फर्म की मोहर लगा होना चाहिये।
 - (3) निविदा एव संलग्न प्रपत्र हिन्दी अथवा अंग्रेजी (English) भाषा में होने चाहिये। अन्य भाषा में प्राप्त निविदा अथवा प्रपत्रों/दस्तावेजों को विचार हेतु अयोग्य माना जायेगा।
 - (4) निविदादाता निविदा प्राप्त करने, भरने, विभाग के समक्ष प्रस्तुत करने तथा स्पष्टीकरण, यदि कोई हो, प्रस्तुत करने के दौरान होने वाले समस्त खर्च स्वयं वहन करेगा। इस हेतु विभाग द्वारा कोई भी राशि देय नहीं होगी।
 - (5) निविदादाता से यह अपेक्षित है कि उसे साइट, निविदा की शर्तों एवं अन्य समस्त स्थानीय कानूनों एवं परिस्थितियों का पूर्ण ज्ञान होगा। ऐसा न होने पर होने वाले नुकसान और /अथवा अन्य प्रभाव के लिये निविदादाता स्वयं जिम्मेदार होगा तथा विभाग किसी प्रकार के दखल/क्षतिपूर्ती के लिये उत्तरादायी नहीं होगा।
 - (6) निविदा प्रस्तुत किये जाने की आखिरी दिनांक के पश्चात 90 दिवस तक वैध होनी चाहिये। उक्त अवधि से अल्प वैधता वाली निविदा निरस्त योग्य मानी जायेगी।
17. The bidding process shall be subject to the provisions of the Rajasthan Transparency in Public Procurement Act-2012 and Rules-2013 made there under.


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कार्य का विवरण
(Scope of Work)

TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK FOR SUPPLY OF NON-TEARABLE SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO UNIVERSITY (FOR ONE YEAR RATE CONTRACT)

- (1) All degree certificate Printed in 4 colours on front side and single colour on back side in the size of 9.75 inches x 14.00 inches. A synthetic uncoated paper made up of silica with polyolefin which in mono layer sheet of 243 GSM or 350 micron which in microporous in nature appearance and is water resistant, static dissipative high tear endurance, chemical resistance edgeless lamination with good smudge and scuff resistance, tear resistance. Thickness of paper can vary $\pm 5\%$ and will be admissible. Authorisation letter from manufacturer: Quality of paper including 5 sample sheets of mentioned size and specifications.

Security Features


- UV invisible ink
- Micro Line printing
- Reverse Micro printing
- Void pantograph
- Micro Hidden
- Duel Hidden
- High resolution border
- Penetrating number
- Gold foil printing
- Common seal/embossing
- Invisible printing
- Picture in text
- Q.R. Code/Barcode
- Exam section box at back
- Rainbow colour
- Fine line relief
- Fluorescent logo
- UV validation stamp carrying variable data using UV Printing
- QR code data to be collected from NSDL representative (If University deposited the student's data)
- Thermo chromic Ink image
- Invisible logo of the University at one place
- Anti Copy feature at the center in which University name is encrypted when seen through Magnifying glass and when Xerox are taken in darker mode, the 'COPY' will prominently appear on the Xerox copy.
- Hidden Identity feature with variable data using clear/transparent ink
- Correlation mark carrying variable data (must be validated and readable on photocopy of the document)


- (2) The variable bilingual data shall be available in excel / XML or ASCII FORMAT. The data need to be merged as per the approved template
- (3) It is possible that the variable data shall be available only in English language. The variable data need to be translated in Hindi and has to be posted on WEBSITE of University of Rajasthan/another weblink, as per the choice of university for validation and feedback for a specified period.
- (4) The firm shall supply to the University two checklists/updated list for checking and shall carry out the corrections carefully before printing the degrees.
- (5) Once validation is complete and the corrections fall in, the data has to be corrected by the agency before it goes to print.
- (6) The data provided will be merged with the static pre-approved template with all security features as per the list given.
- (7) The FINAL PDF files need to be shared with the University before print. Once the PDF shown are cleared by the University as final sign off, the DEGREES have to be printed as per the samples provided in either of the category A and B.

Handwritten signature and stamp in blue ink, including a circular stamp and the text '4/2/20'.

- (8) The printed degrees will be put in good quality polythene bags and then packed in gunny bags/shrink wraps.
- (9) The firm shall supply final degree data in prescribe format for Digi-Locker upload.
- (10) The firm shall check thoroughly the printed document and reports before sending these to the University and certify that the documents and reports have been printed as per instructions and direction of the University and there are no mistakes.
- (11) The firm shall also supply the dispatch Statement examination wise.
- (12) The Data List/Information for printing degrees and other required printed material shall be collected by the firm from the Controller of Examinations or officers authorized for the purpose. Printed degrees and material shall be delivered to the University as per the directives of the Controller of Examinations. No extra charges (other than the approved rates) for transportation will be paid.
- (13) Duly packed packets of the degrees will have to be delivered by the firm to the VSU Jaipur.
- (14) The firm shall preserve the data for minimum five years from the date of work order issued by the University in this regard.
- (15) Printing of earlier issued degrees shall be done by the firm as per the corrected data provided by the University time to time. The payment of such cases will be made accordingly by the University as per approve rates.
- (16) The firm shall print the degrees is various format as per requirement of University time to time.
- (17) The validity of approve rates will be for one year from the date of letter of acceptance.


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निविदा का आंकडा पत्रक
(Bid Data Sheet) (BDS)

(1)	The number of the Invitation to Bid is	No. Degree Bid Exam. VI-B/ 2023/----- dated Security Feature Enabled Degree Sheets and Printing of Data on Degree Sheets Using Laser (Rate contract for one year)
(2)	The Procuring Entity	Vishvakarma Skills University, Jaipur
(3)	The Goods to be procured	Security Feature Enabled Degree Sheets with Candidate Photo/Without Photo and Printing of Data on Degree Sheets Using Laser Printer
(4)	(i) The price of the Bidding Document	Rs. 1000/- by way of Demand Draft/Banker's Cheque in the name of 'Registrar, Vishvakarma Skills University, Jaipur' Payable at Jaipur
(5)	For clarification purposes only, the Procuring Entity's address is	Registrar, Vishvakarma Skills University, Rajeev Gandhi Bhawan Siksha sankul JLN Marg, Jaipur-302017 Tel. 0141- Fax:0141- email ID: vsu.jaipur@rajasthan.gov.in
(6)	The language of the Bid is	English & Hindi
(7)	The bidder shall submit with its Bid	Mentioned at Technical Bid Check list
(8)	The Bid validity period shall be	90 days or the date of Grace Pass date of the Senate Meeting from the dead line for submission of Bids
(9)	Bid Security (BS)	(a) Bid Security as per chapter 8 of bid document. (b) The amount of Bid Security shall be 2% of estimated cost Rs. 7.00 Lakhs approximate per year or Form of Bid Security Declaration if required & Demand Draft/ Banker's Cheque in the name of 'Registrar, Vishvakarma Skills University, Jaipur' payable at Jaipur, must reach up to 2:00 PM on.
(10)	Authorization	Power of Attorney/ Board Resolution Letter of Authorization written on the Letter Head by the Bidder.
(11)		
(12)	Submission of Bids	Upto 3:00 PM on 01.07.2024 in the office of Register.
(13)	Opening of Bids	At 4.00 p.m. on 01.07.2024 on Rajasthan (Vishvakarma Skills University, Rajeev Gandhi Bhawan Siksha sankul JLN Marg, Jaipur-302017)

Name & Signature of Bidder with Seal

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- (14) Bided quantity may be increased/ decreased at the time of award/Purchase order.
- (15) Quantity can be divided among more than one Bidders.
- (16) The period within which the contract agreement is to be executed and performance Security is to be submitted is 15 days from the date of issue of purchase order.
- (17) (i) The Designation and Address of
 First Appellate Authority -- Vice-Chancellor, Vishvakarma Skills
 University, Jaipur
- (ii) The Designation and Address of
 Second Appellate Authority -- Secretary/Principal Secretary, Deptt. Of
 Skill, Govt. of Rajasthan, Jaipur

I/We (Name of the person) in the capacity of (Designation) as bidder have read the introduction, NIB and all the conditions of Bid annexed hereto carefully and agree to abide by all the conditions and have digitally signed and serially numbered all the pages in token of acceptance thereof, details of the bidding firm/company are as below:

Name of Firm/Company : _____
 Office Address (with PIN code) : _____
 Factory Address (with PIN code) : _____

Telephone Nos. : _____
 Office : _____
 Residence : _____
 Factory : _____
 Fax (with STD code) : _____
 E- mail ID : _____
 Mobile : _____

Statutory Details
 GST Number : _____
 Income Tax PAN : _____
 Central Excise Registration No. : _____

Bid Security DD/BC No. & Amount: _____
 Name of Banker & RTGS No. : _____

Signature

Name of Signatory (IN BLOCK LETTERS) _____

Designation _____

Date: _____

Place : _____


(Attach sheets where-ever necessary and strike out whichever is not applicable)




पात्रता के मानदण्ड
(Qualification Criteria)

- 1- The bidder may be a proprietor/firm/company/printer etc. and should furnish a copy of registration certificate in support thereof.
- 2- Income Tax payment certificates for the last year should also be provided by the firm.
- 3- The firm should have a gross average annual turnover of at least 50 Lakhs for three financial years out of last five financial years.
- 4- The bidders shall have to submit a valid GST Registration No. along with copy of GST Clearance Certificate, if Audited, and the 'PAN' No. issued by Income Tax Department (copy of both document may be enclosed.)
- 5- Bidder shall submit gross average annual turnover statement (BF-IV) certified by CA.
- 6- The work contains the standard recommended in ISO 9001 & ISO 27001 as amended time to time.
- 7- The firm should have at least three years' experience of printing as per scope of work and special conditions (BF-V)
- 8- Bidder shall submit declaration by the bidder regarding Qualifications (BF-III)
- 9- निविदा के योग्यता मापदण्ड (Eligibility Criteria) का आंकलन उपापन समिति द्वारा किया जावेगा तथा योग्यता मापदण्ड में निविदादाता को सफल होना अनिवार्य है।


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अनुबन्ध की सामान्य शर्तें
(General Conditions of Contract) (GCC)

- (1) **Bid Security:** - Bid security shall be 2% of the estimated value of offered quantity. In case of Small-Scale Industries of Rajasthan, it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction, it shall be 1% of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids. A bid securing declaration shall be taken from Departments' of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government. Bid securing declaration shall necessarily accompany the sealed bid. The bid security may be given in the form of cash, a banker's cheque or demand draft or Form of Bid-Securing Declaration (BF-II).

Bid without appropriate Bid security shall not be accepted. The Bid Security must remain valid Thirty days beyond (or extended) validity period of the bid.

The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.

- (2) **Forfeiture of Bid security:** The bid security taken from a bidder shall be forfeited in the following cases, namely: -

- a) when the bidder withdraws or modifies its bid after opening of bids;
- b) when the bidder does not execute the agreement, if any, after placement of supply / work order within the specified period;
- c) when the bidder fails to commence the supply of the goods or service or execute work as per supply / work order within the time specified;
- d) when the bidder does not deposit the performance security within specified period after the supply / work order is placed; and
- e) if the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of these rules.

- (3) **Performance security.** - The amount of performance security shall be 5% of the amount of supply order. In case of Small-Scale Industries of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order. Performance security shall be furnished within 15 days from the date of issue of LOA in any one of the following forms-

- a) Bank Draft or Banker's Cheque of a scheduled bank;
- b) Amount more than Rs.10.00 Lac can be deposited by way of DD/B.C./Bank Guarantee. Performance security shall remain valid for a period of sixty days beyond the date of completion of contractual obligations of the bidder.

This shall be returned after successful completion of the contract. In case non-fulfillment of the contract, security amount so deposited can be forfeited in full or in part. Decision of the Vice-Chancellor in this regard shall be final. No Interest shall be paid on such deposit. No adjustment of any previous balance against EMD (Except this Bid EMD) or any other deposit will be allowed.

- (4) **Quantity:** - Estimated cost of the work, Rs. 7.00 Lakhs mentioned in the Bid notice, is approximate and tentative. It is subject to variation. The Quantity of Degrees is subject to

Name & Signature of Bidder with Seal

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permissible variation. The University reserves the right to change the specification, size, design and quantity anytime during the contract.

- (7) **RATE:** - Single Rate should be quoted on the basis of per degree including Transportation charges for the delivery of the packets of printed degrees the University.
- (8) **Payment:** - Payment shall be made to supplier by Vishvakarma Skills University through Cheque/RTGS/ Demand Draft at party's cost on receipt of verified bills regarding Quantity and quality by our respective Purchase Section. Payment shall be made for the quantity delivered at University. Supplier shall invariably submit dispatch statement and the receipt of the printed degrees University office.
- (9) Vishvakarma Skills University reserves the right to conduct sudden/ random inspection of the supplied goods to check the quality of supplied item at unit/ Rc or any place even after the final payment. If quality of supplied goods is not found up to the mark, rejected materials can be destroyed at the level of Vishvakarma Skills University. The suitable deduction shall be made from the bill. The decision of the University will be final and binding to the supplier firm. In this regard claim of any supplier shall not be accepted.
- (10) **Calculation of LD:** - If supplies are taken at more than one place during one supply schedule then total supplies received at various places during the period of supply schedule shall be considered for calculating Liquidated Damages.
- (11) Technical bid must be uploaded separately & Financial Bid (Offered quantity & rate) shall be uploaded separately.
- (12) The Financial Bid of Bidders who qualifies in Technical Bid will be opened later on the date to be intimated by Vishvakarma Skills University.
- (13) Bidders should enclose certified copy of all the required document as per checklist enclosed with Bid form.
- (14) Bidders should enclose certificate specifying categories of his industry viz. micro, small, medium etc.
- (15) The supplier shall have to strictly adhere to timely supply schedule. In case of non-maintaining supply as per schedule and shortage of material and material, may be procured from any source at any point of time at the risk and cost of the supplier.
- (16) Repeat Order (Right to vary quantity)- At the time of award of contract, the quantity of goods, works or services originally specified in the bidding documents may be increased. It shall be without any change in the unit prices or other terms and conditions of the bid and the bidding documents at the time of award/purchase order.
- (17) Cancellation: In case Vishvakarma Skills University does not require part or entire ordered quantity, due to any reason, it may cancel the part or entire order during the period of contract and/or any extended period, for which no claim of the supplier shall be entertained.
- (18) The University reserves the right to reject the Bids of suppliers whose report have been found unsatisfactory any time during the supply contract or bidders who have been black listed for any reason anytime during the supply contract.
- (19) **SSI Unit/MSME:** - The bidders would necessarily enclose copy of permanent registration as SSI unit/MSME from the competent authority.
- (20) Supplier should be a reputed supplier/printer company.
- (21) Any duty, taxes etc. paid at the time of purchase shall be refunded to us in the event of the same being held to be not payable.
- (22) Bidders shall ensure the standards as per the given specifications.
- (23) No counter condition shall be accepted.
- (24) **Inspection:** - The Vishvakarma Skills University will carry out sudden inspection of the Factory/ Workshop of the Bidders before or during the supply contract without prior intimation. If the factory is found un-functional or the details of the Plant & Machinery if found otherwise than as mentioned in the Bid his EMD/ Security deposit shall be forfeited.
- (25) The supply schedule for quantities shall be given from time to time as per requirement.

- (26) Bid shall be valid for a period of 90 days from the dead line for submission of Bids. After a Bid has been accepted, the rate shall remain valid throughout the period for which Bids are invited.
- (27) In case of dispute regarding interpretation of any terms and condition in the Bid Document the same should be got clarified by the Bidder before submitting the Bid. Decision of the University shall be final and binding on all the Bidders. Any request for changing of any conditions/quoted price or inclusion of any documents etc. after submitting the Bid Document unless called for by written fax shall not be entertained.
- (28) Dividing quantities among more than one bidder at the time of award. - As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the bidder, whose bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the bidder, whose bid is accepted and the second lowest bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the bidder, whose bid is accepted if such condition is specified in the bidding documents. Counter offer to first lowest bidder (L1), in order to arrive at an acceptable price, shall amount to negotiation. However, any counter offer thereafter to second lowest bidder (L2), third lowest bidder (L3) etc., (at the rates accepted by L1) in case of splitting of quantities, as pre- disclosed in the bidding documents, shall not be deemed to be a negotiation.
- (29) Execution of agreement. - The bidder shall execute the agreement on a non-judicial stamp of specified value at its cost within 15 days of work orders.
- (30) Date of receipt of material at the destination shall be considered for calculating recovery of liquidated damages.
- (31) Sealed signed scanned copy of Bid documents, DD of Rs. 1000/- of Bid document, DD of earnest money and other relevant documents shall be submitted separately. Envelope and BOQ (offered quantity and rate) shall be presented separately in given.
- (32) The provisions of purchase preference rules shall be applicable for MSME Units of Rajasthan. The MSME/SSI Unit of Rajasthan shall submit Format of affidavit for EM-II (BF-X) for purchase preference rules.
- (33) **Correction of arithmetic errors:**

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

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and.
 - (iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.
 - (iv) If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.
- (34) **Procuring entity's right to vary quantity / units:**

Name & Signature of Bidder with Seal

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- I. The units originally indicated in the bidding document may vary without any change in the unit prices and other terms and conditions of the bid and the conditions of contract.
- II. If the Vishvakarma Skills University, Jaipur gives work order less than the quantity indicated in the bidding documents the bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
- III. If the Bidder fails to deliver, the Vishvakarma Skills University, Jaipur shall be free to arrange/procure the works and the extra cost incurred shall be recovered from the Service Provider.

(35) Dividing quantities among more than one bidder:

As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the bidder, whose bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the bidder, whose bid is accepted and the second lowest bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the bidder, whose bid is accepted as lowest.

(36) Period of contract: - This Rate contract will be valid for one year and extension as per RTPP Act & Rule may be applicable after both parties mutual concern for another one year.

(37) Grievance redressal during procurement process:

- (i) The designation and address of First Appellate Authority is: - Vice-Chancellor, Vishvakarma Skills University, Jaipur or as decided by the Govt. of Rajasthan.
- (ii) The Designation and address of the Second Appellate Authority is Secretary/Principal Secretary, Skills, Govt. of Rajasthan, Secretariat, Jaipur or as decided by the Govt. of Rajasthan.

(iii) 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 of 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 ground on which he feels aggrieved:-

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

Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.

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

- (iv) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the first appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to second appellate authority specified in the bidding document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.

(v) Appeal not to lie in certain cases

No appeal shall lie against any decision of the procuring entity relating to the following matters, namely: -

Name & Signature of Bidder with Seal

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- (a) Determination of need of procurement;
- (b) Provision 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.
- (vi) **Form of Appeal**
 - (a) An appeal under Para (1) or (3) above shall be in the Form (BF-VII) along with as many copies as there are respondents in the appeal.
 - (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
 - (c) Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or authorized representative.
- (vii) **Fee for filling appeal**
 - (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
 - (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of appellate authority concerned.
- (viii) **Procedure for disposal of appeal**
 - (a) The first appellate authority or second appellate authority, as the case may be, upon filling of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
 - (b) On the date fixed for hearing, the first appellate authority or second appellate authority, as the case may be, shall, -
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
 - (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 free of cost.

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

(38) 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 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 any-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any part 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

Name & Signature of Bidder with Seal

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The block contains a handwritten signature in blue ink, followed by the date '4/2/15' also written in blue ink.

- 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.

A Bidder may be considered to be in conflict of interest with one or more parties in bidding process if, including but not limited to:

- a. Have controlling partners/shareholders in common; or
- b. Receive or have received any direct or indirect subsidy from any of them; or
- c. Have the same legal representative for purposes of the Bid; or
- d. Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Services that are the subject of the Bid; or

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.

- (39) The agreement may be terminated at any time on default in service or without assigning any reasons by the University.

(40) Dispute settlement mechanism:

All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Vice-Chancellor, Vishvakarma Skills University, Jaipur and the decision of the Vice-Chancellor, Vishvakarma Skills University, Jaipur shall be final as per bid terms and conditions.

If any dispute arises 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 Vice-Chancellor, Vishvakarma Skills University, Jaipur who will appoint his senior most University member as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final. All the proceedings of the dispute shall be under the provisions of The Arbitration and Conciliation Act, 1996 & amendments till date here to.

And it is hereby agreed and declared between the parties hereto that in case any question of dispute arises touching the construction or wording of any of clause herein contained on the rights, duties, liabilities of the parties hereto or any other way, touching or arising out of the present, the decision of the Vice-Chancellor, Vishvakarma Skills University, Jaipur in the matter shall be final and binding.

Name & Signature of Bidder with Seal

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(41) Legal Jurisdiction: -

All legal proceedings, if necessary arise to institute may by any of the parties (University or Contractor) shall have to be lodged in courts situated at Jaipur in Rajasthan and not elsewhere.



AAO-II



Controller of examination



CF&FA

Vishvakarma Skills University
Jaipur



Registrar

Vishvakarma Skills University
Jaipur

अनुबन्ध की विशेष शर्तें

(Special Conditions of Rate Contract) (SCC)

1. The Firm should have Experience of Bar Code Printing for 3 years.
2. The Firm should not have defaulted on any bank/institution's loans in the past.
3. The Firm should not have defaulted in payment of statutory dues or liabilities.
4. The Firm should not have been debarred by any govt. agency/department/ University at any point of time.
5. The Firm should have 24 x 7 supports for digital printing equipments from the OEM's (Original Equipment Manufacturers).
6. The Printer should be able to offer e-mail blasting & sms blasting, if required by the University.
7. The firm should have at least three years' experience of printing of
 - (1) All degree certificate Printed in 4 colours on front side and single colour on back side in the size of 9.75-inch x 14.00 inches. A synthetic uncoated paper made up of silica with polyolefin which in mono layer sheet of 243 GSM or 350 micron which in microporous in nature appearance and is water resistant, static dissipative high tear endurance, chemical resistance edgeless lamination with good smudge and scuff resistance, tear resistance. Thickness of paper can vary $\pm 5\%$ and will be admissible. Authorisation letter from manufacturer: Quality of paper including 5 sample sheets of mentioned size and specifications.
 - (2) **Security Features**

The security features to be printed/used in degrees, diplomas and merit certificates:-

 - 2.1 Printing process must be carry all security features in one SINGLE PASS PROCESS, printing static data, variable data static and variable security features with transparent or any hidden security features. MUST be printed in one pass and 4+1 printing in multi colour. Four colours on front side and single colour on back side.
 - 2.2 Hidden identify feature with variable data.
 - 2.3 Eraser protection feature.
 - 2.4 Colour photography of student having invisible security layer, if provided by the university.


Security Plates and Originals are engraved by us conditionally that they must either main in our custody or be defaced prior to removal.
 - 2.5 Alpha numeric QR code. Quick Read code carrying variable data.
 - 2.6 Alpha numeric Bar code carrying variable data.
 - 2.7 UV validation stamp carrying variable data, readable by UV light, Variable data of the student must be printed in invisible ink to glow under UV light with 100% visibility.
 - 2.8 Laser Do-text printing, as security feature readable by 60-X Magnifying Lens (Micro Printing/Magic Text/Nano Printing).
 - 2.9 The collateral will have transparent security Impression of static data like University Name, University Logo. It is visible as the sharpest text & not scannable.
 - 2.10 The collateral will have transparent security impression of the University or Student data (White Ink).




- 2.11 Lenticular orienting correlation: Special security feature which can be read by the decoder or more clear having more information and this special feature can be read with lenticular decoder.
 - 2.12 Degree, Diploma/Merit Certificates must be printed with laser beam technology.
 - 2.13 High resolution border printed in Neon ink.
 - 2.14 MICR No check.
 - 2.15 Lakshman Rekha having variable data of the student.
 - 2.16 University Logo in colour print.
 - 2.17 Laser generated University Logo as Water mark.
 - 2.18 Serial no. printed on each degree as on currency style.
 - 2.19 UV signature of Vice-Chancellor at back side.
 - 2.20 Water mark of University seal at back side.
 - 2.21 U.V. fibres in Media.
 - 2.22 Anti-copy feature.
 - 2.23 Non scannable Student info.
 - 2.24 Hidden currency strip.
8. BOND of INK on the MEDIA must be GUARANTEED for Lifetime. Fusion of Ink on the media must be ONLY by High temperature to achieve the above-mentioned BOND. An undertaking is required to be given by the agency complying with this process.
 9. The Company should have its OWN MANUFACTURING FACILITY with DIGITAL PRINTING EQUIPMENT, for which a VALID TIN number, GST, Registration Number and Company's MOA should be required as bare minimum documents.
 10. The Equipment name, on which the Collaterals will be printed, must be specified and a copy of the Invoice of the equipments MUST be attached, as a proof of the Ownership of the equipment.
 11. The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company shall be required to ascertain the above fact.
 12. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this Bid.
 13. Printing Process MUST be One Pass carrying all security features in One SINGLE PASS PROCESS, printing, static data, variable data, static and variable security features with hidden security feature, MUST be printed in one pass.
 14. Bidder must have serviced or executed similar jobs for at least two state owned/ Deemed universities during last five years for which the proofs shall be required for executing the REFERENCE CHECK & Credibility of the company. All details are required in complete, such as - Name of the university/complete address and the contact details with their Landline and mobile Numbers, copy of work orders etc. (Total amount minimum 30.00 lakh) detail should be filled in BF-V.
 15. The Samples as per specifications are required to be submitted in the Technical Bid with all other technical documents.
 16. The amount of Bid security i.e. Rs. 2% shall be deposited in DD/ Banker's cheque E-Grace Form of bid security declaration only in favour of the Registrar, Vishvakarma Skills University, Jaipur payable at Jaipur. Money deposited earlier, if any, on account of earnest money, will not be considered.

17. The Company bidding for this RFQ should have average gross annual turnover of Rs 50 Lakhs during the best three years out of last five year Last three years Audited Balance Sheet must be attached as PROOF. Copy of Income Tax Returns filed in last three Financial years must also be asked for verification.
18. All of Above Clauses and information provided shall be subject to an AUDIT and Validation by VISHVAKARMA SKILLS UNIVERSITY, at any point of time, before, during or after the RFQ PROCESS. If at all any Information or feedback is found to be wrong or malafide, VISHVAKARMA SKILLS UNIVERSITY the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.


AAO-II


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Vishvakarma Skills University
Jaipur


Registrar
Vishvakarma Skills University
Jaipur

**वित्तीय निविदा का प्रारूप
(Financial Bid from)**

Tender Dated: Quantity Demanded 1000 (approx.)

Scope of Work - Supply of Security Feature Enabled Degree Sheets, Printing of Data on Degree Sheets Using Laser Printer and Supply of the Printed Degrees to VISHVAKARMA SKILLS UNIVERSITY.

All degree certificate Printed in 4 colours on front side and single colour on back side in the size of 9.75-inch x 14.00 inches. A synthetic uncoated paper made up of silica with polyolefin which in mono layer sheet of 243 GSM or 350 micron which in microporous in nature appearance and is water resistant, static dissipative high tear endurance, chemical resistance edgeless lamination with good smudge and scuff resistance, tear resistance. Thickness of paper can vary $\pm 5\%$ and will be admissible. Authorisation letter from manufacturer: Quality of paper including 5 sample sheets of mentioned size and specifications. (BF-IX)

क्र. सं.	कार्य का विवरण (Scope of Work)	कार्य की बुनियादी दर (प्रति उपाधि) रुपये में (Rs. Basic Rate Amount per Degree)	जी.एस.टी. प्रतिशत में (GST Amount in Rs.)	जी.एस.टी. राशि रुपये में (Rs. Total GST Amount in Rs.)	प्रति उपाधि की कुल राशि रुपये में (Rs. Total Bid Amount in Rs.) (3+6)
1.	2.	3.	4.	5.	6.
1.	(A) With Photo of the Candidate				
	(B) Without Photo of the Candidate				
	Total (A) in words				
	Total (B) in words				
	(A)+(B) = G. Total				

नोट :

- Any change in GST Shall be applicable during the currency of contract.
- The rates quoted above includes all kind of taxes and charges etc.
- No additional payment shall be claimed by the Bidder on any account.
- The lowest bidder shall be decided by calculating the lowest of A&B rates.

(Separately)

DECLARATION

I/we have read all the contents/terms and conditions given in the Bid document entitled supply of security feature enabled degree sheets, printing of data on degree sheets using laser printer and supply of the printed degrees to various colleges. I/We abide by all the terms and conditions of the Bid document.

I/We hereby declare that our firm/company/concern is registered for the above supplies/work/service. We are in the business of the above work/supplies which can be verified from our office record and copies of certificates/work orders. We have all technical infrastructures/know how/experience. We have not been debarred by any Government (Central/State), Board/University/Public Undertaking/Banks etc.

In case of any information being found false/misleading at any time during the work or even after, the University may take any action against my/our firm. I/We shall abide by the decision taken by the University in this regard.

Place:

Signature of Bidders/Bidder with seal

Dated:

Name & Signature of Bidder with Seal

निविदा के प्रारूप
(Bidding Forms) (BF)

S.No.	Name of Bid Form	Bid Form No.	Remarks
1	Technical Bid Submission Sheet (Cover A)	BF-I	
2	Form of Bid-Securing Declaration	BF-II	
3	Declaration by the Bidder regarding Qualifications	BF-III	
4	Average Gross Annual turn over statement	BF-IV	
5	Work experience of Firm	BF-V	
6	Format of affidavit for EM-II	BF-VI	
7	Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012	BF-VII	
8	Authorisation of Bidder by the Firm	BF-VIII	
9	Financial Bid Form	BF-IX	
10	Verification of Bid	BF-X	

(To be submitted physically by Firms' on letter head in Hard Copy before the time & date of Bid Submission)

Technical Bid Submission Sheet (Cover A)

Date.....

NIB No.....

To: Registrar, Vishvakarma Skills University, Jaipur

J.L.N. Marg, Jaipur (Rajasthan) Pin. 302017

Tel. & Fax No. 0141-2706813/0141-2710978

Email Address: - www.vsujaipur@rajasthan.gov.in

We, the undersigned, declare that:

1. I/We..... (Name, Designation and Address of Bidder)..... having our office at..... (Address of Firm) do declare that I/We have read all the Terms & Conditions of the bid document floated by Registrar, VSU, Jaipur for the Contract for preparing of Degrees and agree to abide by all the Terms & Conditions set forth therein.
2. I/We declare that we are participating in this bid in the capacity of (service Provider)..... I/We enclose valid Dealer and registration of firms from GST Department.
I/We further declare that the rates offered by us shall remain valid for the entire period of the rate contract and shall reduce the rates, if the rates are reduced for any other Service Provider / Firm during this period.
3. I/We have examined and have no reservations to the Bidding Document of NIB No..... dated..... including Addenda/ Clarification No We offer preparing of Degrees in conformity with the Bidding Document and in accordance with the delivery schedule specified in Section V, Schedule of Supply, the following Related Services'.....Name the services.....
4. Our Bid shall be valid for a period of 90 days from the date of technical bid opening in accordance with the Bidding Document, and it shall remain bidding upon us and may be accepted at any time before the expiration of that period. However, validity may also be extended with mutual consent;
5. If our Bid is accepted, we commit to submit a Performance Security in the amount of 5% percent of the contract price or as specified in Bid Document for the due performance of the contract;
6. Our firm, including any subcontractors or Service Provider for any part of the contract, have nationalities from the eligible countries;
7. I/We are not participating, as Bidders, in more than one Bid in this bidding process, in the bidding document;
8. Our firm, its affiliates or subsidiaries, including any subcontractors or Service Providers has not been debarred by the State Government or the Procuring Entity;
9. I/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;
10. I/We understand that you are not bound to accept the lowest evaluated Bid or any other bid that you may receive;
11. I/We agree to permit the Registrar, VSU, JAIPUR or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Registrar, VSU, JAIPUR;
12. I/We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity for Bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this bidding document in this procurement process and in execution of the contract;

13. My/our preparing of Degrees (Name of work).....fully comply with the scope of work as per Bid.
14. The following documental are enclosed: -
1. DD/ Banker Cheque of Rs. 1000/- in favour of Registrar as Bid document cost.
 2. DD/ Banker Cheque of Rs. 14,000/- in favour of Registrar as Bid Security or Form of bid security declaration

I/we understand that our bid will liable to be declared non-responsive in case of any deficiency-in fulfilment of above requirements on our part.

15. I/we accept all the terms, conditions and provisions of this bid document.

Name/Address

In the capacity or (Designation).....

Signed

Duly authorized to sign the Bid for and on behalf of (Name of Firm).....

Date.....

Tel..... Fax..... e-mail.....

Form of Bid-Securing Declaration

Date:

Bid No.:

Alternative No.:

To,

Registrar, Vishvakarma Skills University,
Rajiv Gandhi Bhawan, shiksha sankul
J.L.N. Marg, Jaipur (Rajasthan) Pin. 302017

Sir,

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Term and Condition of Bid, in the following cases, namely: -

- (a) when we withdraw or modify our bid after opening of bids;
- (b) when we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- (c) when we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (d) when we do not deposit the performance security within specified period after the supply/work order is placed; and
- (e) if we breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if: -

- (i) we are not the successful Bidder;
- (ii) the execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- (iii) thirty days after the expiration of our Bid;
- (iv) the cancellation of the procurement process; or
- (v) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed: -----

Name: -----

In the capacity of: -----

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

Dated on..... day of.....

Corporate Seal.....

[Note: In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners **of the Joint Venture that is submitting the bid.**]

*(Shall be submitted on letter head of firm)***Declaration by the Bidder regarding Qualifications**

I/We M/s. represented by its Proprietor/managing Partner/ Managing Director/ Partner having its Registered Office at..... and its workshop offices at..... do declare that I/we have carefully read all the conditions of bid no..... Dated..... including all the amendments in..... Ref..... for preparing of Degrees contract for Vishvakarma Skills University, Jaipur and accepts all conditions of bid including amendments, if any.

I/We agree that the Registrar, VSU, Jaipur may forfeit bid security and or performance security and debar me/us for a period specifying in orders, if any information/document furnished by us is proved to be false/fabricated at the time of inspection and not complying with the terms and conditions of the bid document as presented in bid, GCC/SCC and other relevant documents.

In relation to my /our bid submitted to Registrar, Vishvakarma Skills University, JLN Marg, Jaipur-302004 for procurements of preparing of Degrees(name of work / service)..... in response to their Notice Inviting Bids No..... Dated..... I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 that

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the bidding document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in bidding document;
3. I/We are not insolvent, in receivership, bankrupt or being wound up, not have my/ our affairs administered by a court or a judicial officer, not have my /our business activities suspended and not the subjected of legal proceedings for any of the foregoing reasons;
4. I/We do not have and our directors and officers not have been convicted of any criminal offence related to my /our professional conduct or the making of false statement or misrepresentations as to my/ our professional conduct or the making of false statements 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 proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:
Place:

Signature of Bidder
Name:
Designation:
Address:

(On Firm's letter head)

Average Gross Annual turn over statement

The Average Gross Annual Turnover of M/s..... (Name of Firm)..... and address for the best three years out of last five years are given below and certified that the statement is true and correct: -

S. No.	Financial Years	Turnover in Lakhs (Rs.)
1.	2019-20	
2.	2020-21	
3.	2021-22	
4.	2022-23	
5.	2023-24	
	Total	Rs..... Lakhs

Average gross annual turnover for three years out of last five years Rs. 50.00 lakhs.

Note: Turn over for the year 2023-24 may also be considered, if the accounts are audited and certified by C.A. It is also certified that the net worth of the Firm is positive.

Date**Signature of the bidder**

**Signature of Auditor/ Seal
Chartered Accountant
(Name & Address)**

Tel. No.

Mob. No.

(On Firm's letter head)
Format of affidavit for EM-II
 (T&C No. 6 (v), 11 (iii))

(On Non-Judicial Stamp Paper of Rs. 10/-)

I/We.....(Name).....S/o.....(Name).....
 Aged..... Yrs..... residing at (Address)..... Proprietor/
 Partner/Authorized Director of M/s..... (Name of MSME Unit)..... do
 hereby solemnly affirm declare that:

(a) My/Our above noted enterprise M/s..... (Name of Firm)..... has been
 issued acknowledgement of Entrepreneurial Memorandum Part-II by the District Industries
 Centre..... (Name & Address with District & State)..... The
 acknowledgement No. is dated..... and has been issued for Manufacture
 of following service/items.

- (i) -----
- (ii) -----
- (iii) -----
- (iv) -----
- (v) -----

(b) My/Our above noted acknowledgement of Entrepreneurial Memorandum Part-II has not
 been cancelled or withdrawn by the Industries Department and that the enterprise is
 regularly manufacturing the above items.

(c) My/Our enterprise is having all the requisite plant and machinery and is fully equipped to
 manufacture the above noted items.

Place.....
 Date.....

Signature of Proprietor/Director
 Authorized Signatory with Rubber
 Stamp and date

(On Firm's letter head)

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

(See rule 83 of RTPPP)

Appeal No..... of.....

Before the (First/Second Appellate Authority)

- 1. Particulars of appellant: -
 - (i) Name of the appellant:
 - (ii) Official Address, if any:
 - (iii) Residential address:
- 2. Name and address of the respondent (S):
 - (i)
 - (ii)
 - (iii)
- 3. Number and date of the order appealed against and name and designation of the officer/authority that passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
- 4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
- 5. Number of affidavits and documents enclosed with the appeal (BF-VI)
- 6. Ground of appeal:

.....

.....

.....

.....(Supported by an affidavit)
- 7. Prayer:

.....

.....

.....

Place:.....
Date.....

Appellant's Signature

(On Firm's letter head)

Authorisation of Bidder by the Firm

To,

Registrar/FC,
Vishvakarma Skills University, Jaipur
Rajiv Gandhi Bhawan, Shiksha sankul
J.L.N. Marg, Jaipur (Rajasthan) Pin. 302017
Tel. & Fax No. 0141-2706813/0141-2710978
Email Address: - www.vsujaipur@rajasthan.gov.in

Subject: Regarding authorisation of Bidder by the Firm.
Ref.: Your NIB No. dated
Name of works

Dear Sir,

I/we (Name)..... for M/s (Name of firm) who are proven and reputable firm..... (Name of work)..... having office at..... (Address of Factory / Office)..... hereby authorize Mr..... (Name & Designation of Bidder)..... to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above referred Bid documents/NIB for the above preparing of Degrees by us.

I/we obtain the approval of Board of Directors of our Firm in the meeting no held on dated.....at Agenda No.....

I/we further confirm that no individual other than Mr.....(Name & Designation of Bidder), is authorised to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above referred Bid documents for the above goods/services delivered by our Firm.

I/we also hereby extend our full guarantee for scope of work as applicable as per Bid conditions of Contract, read with modifications/addendum, if any, in the General/Special Conditions of Contract for the services offered by the authorized Bidder/Signatory against this Bid document.

I/we also hereby confirm that we shall also be responsible for the satisfactory execution of contract placed on the authorized Firm.

This authorization shall be valid till the completion of the contract period and related services.

The attested photocopy of photo ID/Voter ID/Driving License/Any other equal document for authorised person is enclosed here.

Yours faithfully,

(Name & Signature of Chairman & MD)

For M/s

AUTHORISED SIGNATORY OF FIRM

Accepted by the authorized person Mr..... (Signature, Name & Address)

वित्तीय निविदा का प्रारूप

Bid Dated:

Scope of Work - Supply of Security Feature Enabled Degree Sheets, Printing of Data on Degree Sheets Using Laser Printer and Supply of the Printed Degrees to Vishvakarma Skills University.

(All degree certificate Printed in 4 colours on front side and single colour on back side in the size of 9.75-inch x 14.00 inches. A synthetic uncoated paper made up of silica with polyolefin which in mono layer sheet of 243 GSM or 350 micron which in microporous in nature appearance and is water resistant, static dissipative high tear endurance, chemical resistance edgeless lamination with good smudge and scuff resistance, tear resistance. Thickness of paper can vary \pm 5% and will be admissible. Authorisation letter from manufacturer: Quality of paper including 5 sample sheets of mentioned size and specifications) (BF-IX)

क्र. सं.	कार्य का विवरण (Scope of Work)	कार्य की बुनियादी दर (प्रति उपाधि) रूपये में (Rs. Basic Rate Amount per Degree)	जी.एस.टी. प्रतिशत में (GST Amount in Rs.)	जी.एस.टी. राशि रूपये में (Rs. Total GST Amount in Rs.)	प्रति उपाधि की कुल राशि रूपये में (Rs. Total Bid Amount in Rs.) (3+6)
1.	2.	3.	4.	5.	6.
1.	(A) With Photo of the Candidate				
	(B) Without Photo of the Candidate				
	Total (A) in words				
	Total (B) in words				
	(A)+(B) = G. Total				

नोट :

- Any change in GST Shall be applicable during the currency of contract.
- The rates quoted above includes all kind of taxes and charges etc.
- No additional payment shall be claimed by the Bidder on any account.
- The lowest bidder shall be decided by calculating the lowest of A&B rates.

(Separately)

DECLARATION

I/we have read all the contents/terms and conditions given in the Bid document entitled supply of security feature enabled degree sheets, printing of data on degree sheets using laser printer and supply of the printed degrees to various colleges. I/We abide by all the terms and conditions of the Bid document.

I/We hereby declare that our firm/company/concern is registered for the above supplies/work/service. We are in the business of the above work/supplies which can be verified from our office record and copies of certificates/work orders. We have all technical infrastructures/know how/experience. We have not been black listed by any Government (Central/State), Board/University/Public Undertaking/Banks etc.

In case of any information being found false/misleading at any time during the work or even after, the University may take any action against my/our firm. I/We shall abide by the decision taken by the University in this regard.

Place:

Dated:

Signature of Bidders/Bidder with seal

Name & Signature of Bidder with Seal

(Shall be submitted on letter head of firm)

Verification

I/we..... S/o..... Aged.....
year residing at..... Authorized
Bidder/Proprietor/Partner/Director of Firm M/s..... Verify and confirm
that the contents of bidding documents, its bidding forms BF-I to BF-XI and other information
submitted for NIB No..... are true and correct to the best of my knowledge and nothing
has been concealed therein.

May God help me.

Signature of Bidder.....
Name :.....
Address:.....
Mobile No.....
E-mail address.....