



University of Kota, Kota

कोटा विश्वविद्यालय, कोटा

Bid Inviting Notice

NIB NO. 12/2017-18

Date: 22.06.2017

University of Kota, Kota hereby invites E-bid for ARC for **hiring of Vehicles for examination/official work for the year 2017-18**. The bid may be downloaded from 23.06.2017 (05.00 PM) and last date of submission of the bid is 21.07.2017 (05.00 PM) . Details of the same may be seen on <http://sppp.rajasthan.gov.in> or <http://eproc.rajasthan.gov.in> or University website www.uok.ac.in

Registrar



University of Kota, Kota

कोटा विश्वविद्यालय, कोटा

MBS Marg, Kabir Circle, Vivekanand Nagar, Kota

Ph No.-0744-2470053 e-mail ID:- fo.uok2003@gmail.com

NIB NO. 12/2017-18

Date: 22.06.2017

"NOTICE INVITING BID (ON LINE)"

University of Kota, Kota invites e-bid under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for ARC for hiring of following goods/services from experienced, technically and financially sound & reputed bidders fulfilling eligibility criteria through e-tendering system as described in the bid documents as appended below:-

S.No.	Name of goods/services	Specifications/scope of work	Estimated cost	Bid Security	Tender fee	RISL Processing fee
1	ARC for hiring of Vehicles for examination/official work for the year 2017-18	As per BOQ	Rs. 55.00 lakh	Rs 1,10,000	Rs. 1000/-	Rs. 1000/-

Important dates for downloading and submitting the e-tender are as follows:-

Date and time of downloading of bid document	23.06.2017 (11.00 AM)
Date and time of on-line submission of bid	23.06.2017 (11.00 AM) to 20.07.2017 (5.00 PM)
Last date of physical submission of Bid Security, Tender fee and RISL processing fee	21.07.2017 (11:30 AM)
Date and time of on-line opening of Prequalification/Technical Bid	21.07.2017 (03:00 PM)
Date and time of on-line opening of Price Bid in the office of Comptroller, University of Kota, Kota	To be informed separately

Instructions to bidders:-

1. The bid documents, terms and conditions may be seen and downloaded from the web site www.eproc.rajasthan.gov.in, www.sppp.raj.nic.in, www.uok.ac.in.
2. The Interested bidders may submit their on-line bids along with separate Demand Drafts drawn in favour of "Registrar, University of Kota, Kota" payable at Kota towards the cost of Tender Fee (non-refundable) & Bid Security. However, Processing Fee (Non-refundable), a demand draft shall be in favor of "Managing Director, RISL" payable at Jaipur.
3. The above demand drafts must reach physically in the office of Procurement Entity, University of Kota, Kota on or before last date & time of opening of technical bid as mentioned above, failing which bids shall not be considered.
4. Bidders, having digital signature certificate (DSC) as per IT Act, 2000 to sign their electronic Bids, shall submit their offer on-line on www.eproc.rajasthan.gov.in with in stipulated time and date mentioned herein above. Bids shall not be accepted personally. The Bids will be opened on the same

- date and time before purchase committee in the presence of bidder or their authorized representative who may be present.
5. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.
 6. University of Kota, Kota is not bound to accept the lowest bid and may reject any bid or any part of the bid without assigning any reason therefore.
 7. Bids received after the prescribed time and date will not be considered.
 8. The bidders shall have to submit Sales Tax Registration number along with copy of Sales Tax Clearance Certificate from the Commercial Taxes Officer concerned without which the bids will not be considered.
 9. SSI Units of Rajasthan (In case of supply of Goods) are partially exempted from the payment of Bid Security on the basis of registration issued by the Director of Industries or their representative and shall pay Bid Security @ 0.5% of the estimated value of the bid.
 10. Validity: - 90 days from the opening of Technical bid.
 11. Period of Annual Rate Contract is one year from the date of issuing of work order. However, ARC contract period may be extended for further one year with mutual consent on same rates and terms/conditions as per rules.
 12. In case of any query, the undersigned (Procurement Entity) may be contacted at 0744-2470053 or e-mail to fo.uok2003@gmail.com

(Registrar)
Procurement Entity

University of Kota, Kota



कोटा विश्वविद्यालय, कोटा
MBS Marg, Kabir Circle, Vivekanand Nagar, Kota
Ph No.-0744-2470053 E-mail ID:- fo.uok2003@gmail.com

TECHNICAL BID

NIB No. 12/2017-18 Date 22.06.2017

ARC for hiring of vehicles for examination/official work for the year 2017-18

1.	Address of Procurement Entity	Registrar, University of Kota, Kota Contact No 07442472934 Email id - fo.uok2003@gmail.com
2.	Name and address of the bidder/firm submitting the tender (Photo ID Proof shall be attached)	
3.	PAN Card No. (Copy shall be enclosed)	
4.	Service tax registration no. (Copy shall be enclosed)	
5.	The tender fee amounting to Rs.1000/- has been deposited vide Demand Draft in favor of Registrar, University of Kota	Demand Draft Number..... Bank Date.....
6.	The Bid Security amounting to Rs. 1,10,000/- has been deposited vide Demand in favor of Registrar, University of Kota	Demand Draft Number..... Bank Date.....
7.	The RISL Processing Fee amounting to Rs.1000/- in favor of Managing Director RISL, Jaipur	Demand Draft Number..... Bank Date.....
8.	Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed shall be enclosed.	
9.	Eligibility criteria:- (1) An annual average turnover during last three years worth Rs.55 Lakhs (Fifty Five Lakhs) is essential. Copy of the balance-sheet certified by the C.A. must be enclosed. (2) Experience- The bidder must have experience of supplying the vehicles on hiring basis in the Government/Semi-Government/Autonomous bodies Copy of experience certificate/	

	satisfactory services issued by the competent authority must be enclosed.	
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Note:- I have read the terms & conditions as well as understood the scope of work complete in all respect given in tender documents and I shall abide by the same.

Signature of the
bidder with Seal

Date:.....

Place:.....

Terms & Conditions of Bid & Contract

1. सेवाप्रदाता द्वारा उपलब्ध करवायी जाने वाली टैक्सी/वाहन अच्छी कन्डीशन की तथा लम्बी यात्रा हेतु उपयुक्त होना चाहिए।
2. वाहन चालक के पास वैध लाइसेंस होना आवश्यक है तथा उसको वाहन के साथ परिवहन विभाग द्वारा वांछित आवश्यक समस्त दस्तावेज यथा वाहन की आर.सी., बीमा प्रमाण पत्र इत्यादि रखने होंगे।
3. विश्वविद्यालय के सक्षम अधिकारियों यथा कुलसचिव, वित्त नियंत्रक, परीक्षा नियंत्रक द्वारा वांछित वाहन की सूचना पर वाहन निर्धारित तिथि, स्थान एवं समय पर उपलब्ध कराने होंगे।
4. विश्वविद्यालय परिसर में वाहन पहुंचाने की तारीख एवं समय (जिस पर विश्वविद्यालय प्रतिनिधि के हस्ताक्षर होंगे) से 24 घंटे की अवधि पूर्ण होने पर ही एक दिन माना जायेगा, भले ही तिथि एवं वार परिवर्तन हो गया हों।
5. **टोल की रसीद भी बिल के साथ प्रस्तुत करनी होगी। जिसका व्यय विश्वविद्यालय द्वारा वहन किया जायेगा।**
6. विश्वविद्यालय के अधिकृत व्यक्ति के अतिरिक्त अनाधिकृत व्यक्ति/वस्तु को किसी भी स्थिति में वाहन में प्रविष्ट नहीं करावें।
7. संवेदक की जमा सुरक्षा राशि संविदा के संतोषप्रद क्रियान्वित की अवधि पूर्ण होने के बाद ही लौटाई जाएगी। इस जमा राशि पर किसी भी प्रकार का ब्याज देय नहीं होगा।
8. सामान्यतः वाहन राजस्थान राज्य में स्थित शहरों/करबों में ही भेजे जायेगे किन्तु आवश्यकता पडने पर सक्षम स्वीकृति से वाहन राज्य से बाहर भी भेजे जा सकते हैं।
बाहर के परमिट का खर्च स्वयं ठेकेदार को वहन करना होगा।
9. किसी स्थान विशेष की विश्वविद्यालय प्रायोजनार्थ यात्रा में यदि किलोमीटर रीडिंग असामान्य रूप से परिवर्तित होना/अधिक होना पाया जाता है तो किलोमीटर का निर्धारण पी.डब्ल्यू.डी./रोडवेज द्वारा प्रकाशित मानचित्र में अंकितानुसार निर्धारित किया जाकर वाहन किराया का भुगतान उसी अनुरूप किया जा सकेगा।
10. रिस्क एण्ड कॉस्ट— यदि टैक्सी समय पर आपूर्ति नहीं की गई अथवा टैक्सी किसी भी कारणवश खराब होने एवं गन्तव्य स्थान पर नहीं पहुंचने पर क्षतिपूर्ति के रूप में फर्म द्वारा देय बिल में से रु. 1000/- (रु. एक हजार मात्र) प्रतिदिन/प्रति वाहन की दर से कटौती की जा सकेगी तथा विश्वविद्यालय द्वारा वाहन की वैकल्पिक व्यवस्था करने की अवस्था में अन्तर राशि की वसूली संवेदक से की जावेगी।
11. संवेदक द्वारा वैध वाणिज्यिक वाहनों की ही आपूर्ति करनी होगी।
12. निविदादाता फर्म का आयकर पेन कार्ड एवं सेवाकर पंजीयन होना चाहिये। स्रोत पर आयकर की नियमानुसार कटौती की जावेगी।

13. विधिक करों यथा सर्विस टैक्स/जी.एस.टी. (जो भी लागू हों) एवं टोल टैक्स का व्यय विश्वविद्यालय द्वारा वहन किया जायेगा। अतएव बोलीदाता द्वारा बी.ओ.क्यू./वित्तीय निविदा में दरें टैक्स रहित अंकित की जावे।
14. वित्त विभाग, राजस्थान सरकार के परिपत्र क्रमांक एफ.9(1)एफडी.1(1)बजट/2015 दिनांक 15.07.2015 से अनुमोदित दरों एवं शर्तों (समय-समय पर यथा संशोधित) पर मासिक किराये पर संविदा वाहन की आपूर्ति संवेदक से वैकल्पिक आधार पर ली जा सकेगी।
15. समस्त विधिक कार्यवाही का क्षेत्र कोटा स्थित न्यायालय होगा।
16. किसी भी प्रकार के विवाद, संशय, निविदा के निबंधन/शर्तों के निर्वचन के संबंध में मतभिन्नता की स्थिति में प्रकरण माननीय कुलपति महोदय, को.वि.कोटा के समक्ष प्रस्तुत किया जायेगा एवं माननीय कुलपति का निर्णय अन्तिम एवं स्वीकार्य होगा।
17. निविदा के सम्बन्ध में यदि कोई संशोधन किया जाना आवश्यक हुआ तो संशोधन (Corrigendum) विश्वविद्यालय की वेबसाइट,स्टेटपोर्टल एवं ई-प्रोक्यूरमेन्ट पोर्टल पर प्रकाशित किया जायेगा।
18. बी ओ क्यू में वर्णित लोकल जर्नी का तात्पर्य कोटा नगर निगम का कार्यक्षेत्र तथा बून्दी शहर एवं विश्वविद्यालय के गोद लिये गये गांव डूंगरज्या आदि 100 किमी की यात्रा है।
19. अन्य शर्तें/निर्देश RTPP Act 2013 के नियमानुसार लागू होगी।

दिनांक:

निविदादाता के हस्ताक्षर मय सील

Condition of tender & contract (SR Form 16)

(See rule 68, GF & AR Part II, Govt. of Rajasthan)

Note:- Tenderers should read these conditions carefully and comply strictly while submitting their tenders.

1. Tenders by bona-fide dealers:- Tenders shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration.
2. Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the Registrar and such change shall not relieve any former member of the firm, etc. from any liability under the contract.
 - a. No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Registrar a written agreement to this effect. The Contractor's receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge or any of the purpose of the contract.
3. Tender forms shall be filled electronically & submit on line. No tender filled physically shall be considered. The tenderer shall sign the tender form on each page and at the end in token of acceptance of all the terms and conditions of the tender.
4. Rate shall be written both in words and figures. There should not be errors and/or overwriting. Corrections if any should be made clearly and initialed with dates.
5. Validity:- Tender shall be valid for a period of three months from the date of opening of technical bid.
6. The Contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
7. Bid Security
 - (a) Tender shall be accompanied by an B.S. of Rs. @ 2% of estm. cost of the item without which tenders will not be considered. The

amount should be deposited in either of the following forms in favour of, REGISTRAR, University of Kota, KOTA. (i) Bank Drafts/Bankers Cheque of the scheduled Bank.

- (b) Refund of B.S.: The B.S. of unsuccessful tenderer shall be refunded soon after final acceptance of tender.
- (c) Partial exemption from B.S.:- Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photostat copy or a copy thereof duly attested by any Gazetted Officer from the Director of Industries Rajasthan , at the rate of 0.5% of the estimated value of the tender shown in NIT.
- (d) The Central Government and Government of Rajasthan undertakings need not furnish any amount of earnest money/B.S..
- (e) 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.

8. Forfeiture of B.S.:- The B.S. will be forfeited in the following cases:

- (a) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- (b) When tenderer does not execute the agreement if any, prescribed within the specified time.
- (c) When the tenderer does not deposit the security money after the supply order is given.
- (d) When he fails to commence the supply of the items as per supply order within the time prescribed.

9. **Agreement and Security Deposit:-**

- (a) Successful tenderer will have to execute an agreement in the Form SR-17 and deposit security equal to 5% of the value of the stores for which tenders are accepted within 07 days from the date of dispatch 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 form of Security Money shall be as below:
 - a. Cash/Bank Draft/Bankers Cheque.
 - b. Post-office Savings Bank Pass book duly pledged.
 - c. 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.
 - d. Bank guarantee issued by any of scheduled bank.
 - e. The security money shall be refunded after one month of the final supply of the items as per purchase order in case of one time purchase and two months in case delivery is staggered, after 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 that there are no dues outstanding against the tenderer.
- 10. **Forfeiture of Security Deposit:-** Security amount in full or part may be forfeited in the following cases:
 - (a) When any terms and conditions of the contract is breached.
 - (b) When the tenderer fails to make complete supply satisfactorily.
 - (c) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the purchase officer in this regard shall be final .
- 11. The expenses of completing and stamping the agreement shall be paid by the tenderer and the University shall be furnished free of charge with one executed stamped counter part of the agreement.
- 12. **Risk & Cost clause :-**

The competent authority of UOK 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 UOK 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 UOK.
 - (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 COE/UOK 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 UOK or from has 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 , equipments or entered into any engagements or made advances on account of execution/performance of contract.
13. The tenderer shall furnish the following document at the time of execution of agreement:-
- (a) Attested copy of partnership deed in case of partnership firms.
 - (b) Registration number and year 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.
14. If any dispute, arise out of the contract with regard to the interpretation meaning and branch of the terms of the contract, the matter shall be referred to by the parties to the Head of the University (HVC) who will appoints his senior most officer as the sole Arbitrator of the dispute who will not be related to his contract and whose decision shall be final.
 15. All legal proceeding , if necessary arise to institute may by any of the parties (University of Kota or Contractor) shall have to be lodged in courts situated in Kota, Rajasthan and not elsewhere.
 16. All other/remaining general terms & conditions shall be applicable as laid down in Rajasthan transparency in public procurement rules 2013.

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

Date:

Place:

Signature & Seal of the bidder

Annexure -I
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 corruption including impairing 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 have a conflict of interest.

A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligation, or compliance with applicable laws and regulations.

- I. A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to;
 - a. Have Controlling partners/shareholders in common; or
 - b. Receive or have received any direct or indirect subsidy from any of them; or
 - c. Have the same legal representative for 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 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 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.

Place :

Date

Signature of the Bidder with seal

Annexure -II
Declaration by the Bidder regarding qualifications

In relation to my/our Bid submitted to
for procurement of in response to
their Notice Inviting Bids No. 12/2017-18. Dated 22.06.2017 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 Biding 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 directions 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:

Place:

Signature of bidder with seal Name

Designation

Annexure III

Grievance redressal during procurement process

The designation and the address of the first appellate authority is Hon'ble V.C. UOK, Kota.

The designation and the address of second Appellate Authority is finance Committee, UOK , Kota

(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 id found to be acceptable.

- (2) The officer to whom an appeal is filled under para (1) shall deal with the appeal as expeditiously as possible and shall endeavourer 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 participating 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 payments 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.

(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 , as the case may be upon filing of appeal, shall issued notice accompanied ny 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 th 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.

Signature of the Bidder with seal

Annexure-IV

Additional conditions of contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, that 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 in figures shall prevail subject to (i) and (ii) above.

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 Security Deceleration shall be executed.

2. Procuring Entity's Right to vary Quantities.

- i. At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
- iii. In case of Procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Service Provider fails to

do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Service Provider.

3. Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured for 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 visit nature, 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.

Signature of the Bidder with seal

UNIVERSITY OF KOTA
M.B.S Marg, Kabir Circle, Kota
Price Bid
(supply of Taxi/Mini Bus/Loading Vehicle)

1. NIT No.-F4()/GAD/UOK/2017/12

Dated 22.06.2017

2. Name of Bidder:-

3. Full Address:-

4. Telephone No.:-

5. Work Description :-

S. No.	Type of Vehicles	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
01	Swift Dezire/Indgo/Zest & equivalent (AC) for first 100 k.m. (per day minimum) (Local Journey) (Fix Rate)			
02	Swift Dezire/Indgo/Zest & equivalent (AC) above 100 k.m. (per day minimum) (Local Journey) (Rate Per K.M.)			
03	Swift Dezire/Indgo/Zest & equivalent (Non AC) for first 100 k.m. (per day minimum) (Local Journey)			
04	Swift Dezire/Indgo/Zest & equivalent (Non AC) above 100 k.m. (per day minimum) (Local Journey) (Rate Per K.M.)			
05	INNOVA (AC) for first 100 k.m. (per day minimum) (Local Journey) (Fix Rate)			
06	INNOVA (AC) above 100 k.m. (per day minimum) (Local Journey) (Rate Per K.M.)			
07	INNOVA (NON AC) for first 100 k.m. (per day minimum) (Local Journey) (Fix Rate)			
08	INNOVA (NON AC) above 100 k.m. (per day minimum) (Local Journey) (Rate Per K.M.)			
09	Tavera(AC) for first 100 k.m. (per day minimum) (Local Journey) (Fix Rate)(Fix Rate)			
10	Tavera(AC) above 100 k.m. (per day minimum) (Local Journey) (Rate Per K.M.)			
11	Tavera (NON AC) for first 100 k.m. (per day minimum) (Local Journey) (Fix Rate)			
12	Tavera (NON AC) above 100 k.m. (per day minimum) (Local Journey) (Rate Per K.M.)			
13	Swift Dezire/Indgo/Zest & equivalent (A.C.)			

	(Minimum 250 K.M./above per day (24 Hours) (Out Station Journey) (Rate Per K.M.)			
14	Swift Dezire/Indgo/Zest & equivalent (NON AC) (Minimum 250 K.M./above per day (24 Hours) (Out Station Journey) (Rate Per K.M.)			
15	INNOVA (AC)(Minimum 250 K.M./above per day (24 Hours) (Out Station Journey) (Rate Per K.M.)			
16	INNOVA (NON AC) (Minimum 250 K.M./above per day (24 Hours) (Out Station Journey) (Rate Per K.M.)			
17	Tavera(AC) (Minimum 250 K.M./above per day (24 Hours) (Out Station Journey) (Rate Per K.M.)			
18	Tavera (NON AC) (Minimum 250 K.M./above per day (24 Hours) (Out Station Journey) (Rate Per K.M.)			
19	Mini Bus (Minimum 250 K.M./above per day (24 Hours) (Rate Per K.M.)			
20	Pick UP (Minimum 250 K.M./above per day (24 Hours) (Rate Per K.M.)			

Note:-Please quoted the rates are inclusive all types of taxes i.e. service tax, toll plaza, parking charges etc.

Signature of the Bidder with seal