

# Tender Document



Name of work: - “Supply & Fixing of Sand stone Benches in the campus of University of Kota, Kota”

Ref:- NIB NO:- 29/2024-25

**Bid Submitted by**

Name:- -----

Address:- -----

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Contact No. :- -----

Email ID:- -----

# Instructions to bidder

## These shall be read carefully before submitting the BID

1. The bid documents, terms and conditions may be seen and downloaded from the web site [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in), or [www.uok.ac.in](http://www.uok.ac.in). or may be obtained from office of the REGISTRAR UNIVERSITY OF KOTA, KOTA **MBS Marg, Near Kabir Circle, Kota.** during period (dates) and working hours as specified in the NIB.
2. The Interested bidders are required to submit their bids in two envelope system.
  - a. **First envelope subscribed as “TECHNICAL BID ENVELOPE” containing** along with all supporting documents fulfilling the Minimum eligibility criteria as stipulated under at clause 12.
  - b. **Second Envelope shall contain financial bid only .This Envelope shall be subscribed as “FINANCIAL BID ENVELOPE”& shall be properly sealed.**
  - c. **BOTH THE ENVELOPE SHALL BE PUT IN SINGLE ENVELOPE.**
3. **This single envelope mentioned above containing two separate sealed envelopes, one containing technical bid documents & other containing financial bid only must be submitted physically in tender box placed in the office of Procurement Entity i.e. REGISTRAR University of Kota, Kota, MBS Marg, Near Kabir Circle, Kota. on or before last date and time as mentioned in notice inviting bid failing which bids shall not be considered.**
4. Penalty provision should be as per GF & AR Part-II Rule 58.
5. Defective supply must be replaced by the bidder at his on cost otherwise it must be recovered from the bidder.
6. 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.
7. University of Kota may reject NIB at any stage of tender process without assigning any reason therefore.
8. Bids received after the prescribed time and date will not be considered.
9. The bidders shall have to submit GSTN Registration number without which the bids will not be considered.
10. **Bid Validity: - 60 days from the opening bid.**
11. In case of any query, may be contact at 0744-2472934 or **e-mail ID:-** Registrar@uok.ac.in
12. **MINIMUM ELIGIBLTY CRITERIA-----**

The bids of those bidders shall only be considered as responsive who have submitted following documents in technical bid envelope -----

- a) **The bidders shall have to submit copy of GSTN Registration certificate and number in technical bid envelope (without which the bids will not be considered.)**
- b) **The bidders shall have to submit Copy PAN CARD and number in technical bid envelope (without which the bids will not be considered.)**
- c) Copy of Registration with any Engg. Govt. Deptt./ Govt Under taking in appropriate category which shall be live till the completion of contract.
- d) **Annexure A to D & special terms and conditions of tender documents shall be signed on each page by the bidder and put in technical bid envelope.**

**13. Documents to be put in by the bidder-----**

- a) copy of GSTN Registration certificate and number
- b) copy PAN CARD and number
- c) Copy of Registration with any Engg. Govt. Deptt./ Govt. Under taking which shall be live till the completion of contract
- d) Annexure A to D & special terms and conditions of tender documents shall be signed by the bidder and put in technical bid envelope.

**14. Documents to be put in "Financial bid envelope" by the bidder-----**

**Financial offer only, properly signed with seal in the same format as specified in the bid document as BOQ/H-SCHEDULE. Financial offer shall be including GST &All other taxes levied by the Govt. time to time. Bidder shall submit only one bid multi bids will not be entertained by the university.**

**15.** The given quantities in BOQ are tentative & may vary. Payment shall be made on actual quantity of work executed on approved rates as per requirement during the year and there is no guarantee for minimum Qty. of any item to be executed ,hence bidder shall quote self sustainable rates accordingly ,no claim on account of execution of lesser qty or lesser work amount will be entertained by the university.

1. The Technical bid shall be opened on the **day 04 / 01/2025** at 04.00 **P.M.** (in the same office) in the presence of bidders who wish to be present. Time & date of opening the financial bid of technically qualified bidders, as above, will be intimated by the university.
2. **The date and time of opening of the price bid along with names of successful tenders in pre-qualification will be subsequently displayed on the university website i.e.UOK.ac. & sppp in only and no individual communication to tenders will be made.**

**16.** The given quantities in BOQ are tentative & may vary. Payment shall be made on actual quantity of work executed on approved rates as per requirement during the year and there is no guarantee for minimum Qty. of any item to be executed ,hence bidder shall quote self sustainable rates accordingly ,no claim on account of execution of lesser qty or lesser work amount will be entertained by the university.

**Procurement Entity**

**Ref:- NIB NO:- 29/2024-25**

**Special Terms & Conditions**

1. 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.
2. 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.
3. Bids received after the prescribed time and date will not be considered.
4. The bidders have to submit GSTN Registration number, PAN Card
5. Validity: - 60 days from the opening of bid.
6. Quoted rates shall be including GST and all other applicable taxes
7. Bidder must not be debarred from any procurement entity with in period of 3 years till date.

**Registrar  
University of Kota, Kota**

Signature of bidder  
With name & Seal

**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 intent to gain unfair advantage in the procurement process.
- (e) Not indulge in any correction 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.

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

**Declaration by the Bidder regarding qualifications**

In relation to my/our Bid submitted to UOK for procurement of “**Supply & Fixing of Sand tone Benches in the campus of University of Kota, Kota**”in response to their Notice **Inviting Bid No. 29 /24-25**

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

### **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 Additional Chief Secretary (Higher Education, Govt. Rajasthan)

#### **(1) Filing an appeal**

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to first Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

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

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

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

**(3)** If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the first Appellate Authority, as the case may be.

#### **(4) Appeal not to lie in certain cases**

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

- (a) Determination of need of Procurement
- (b) Provisions limiting 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 by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date of fix hearing, the First Appellate Authority or second Appellate Authority , as the case may be-

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

(ii) Peruse or inspect documents , relevant records or copies thereof relating 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



**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 quality, the unit price shall prevail and the total price shall be corrected, unless in the opinion in 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 a 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 accepted the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing 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 fail 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, Kota

MBS Marg, Near Kabir Circle, Kota

Ph No.- Ph No.-0744-2472934 e-mail ID:- Registrar@uok.ac.in.



## **DOCUMENTS TO BE PUT IN “TECHNICAL BID ENVELOPE”**

**Ref:- NIB NO:- 29/2024-25**

1.	Bid for (Name of work for which the tender is submitted).	<b>“Supply &amp; Fixing of Sand stone Benches in the campus of University of Kota, Kota”</b>
2.	NIB Dispatch No & Date.	No. 8361 Date : 27/12/2024
3.	Address of Procurement Entity.	Registrar, University of Kota, Kota Contact No 07442472934 Email Id :- Registrar@uok.ac.in
4.	Copy of Registration with any Engg. Govt. Deptt./Govt. Under taking. (Copy shall be enclosed).	
5.	PAN Card No. (Copy shall be enclosed).	
6.	GST registration no. (Copy shall be enclosed).	
7.	Annexure A, B, C, D and SPECIAL CONDITIONS duly signed on each page shall be enclosed.	

Enclosures :-

- (i) Copy of Photo ID Proof, PAN Card, GST registration Copy, Copy of Registration with any Engg. Govt. Deptt./Govt. Under taking.
- (ii) Annexure A, B, C, D and SPECIAL CONDITIONS duly signed on each page

Signature of the bidder with Seal & Mob. No.



# University of Kota, Kota

MBS Marg, Near Kabir Circle, Kota

Ph No.- Ph No.-0744-2472934 e-mail ID:- Registrar@uok.ac.in.



Ref:- NIB NO:- 29/2024-25

## FINANCIAL BID

Name of work: : “Supply & Fixing of Sand stone Benches in the campus of University of Kota, Kota”

Tender Amount : 96,000.00

Date of downloading of tender : 28/12/2024 to 04/01/2025 up to 02.00 PM.

### Last Date of deposit of technical bid

& financial bid : 04/01/2025 at 3.00 P.M.

Date of Opening of technical bid : 04/01/2025 at 4.00 P.M.

Date of opening of financial bid : To be announced after evaluation of technical bid

Work Completion Period : 15 days

### BOQ/H' – SCHEDULE

S.No.	Items with specifications	Quantity	Unit	Unit/Rate (to be quoted in Rs.)	Amount (Rs.)
01.	“Supply & Fixing of Sand stone Benches in the campus of University of Kota, Kota” <b>Specifications:</b> Supply & Fixing of Sand stone Benches : 60inch x 16inch x 3inch Top sandstone and 18 inch x 4 inch Base Sandstone Including Loading & Unloading.	11 Nos.	Each		
	Total Amount				

**Note---Quoted rates shall be in conjunction of enclosed special terms & conditions, agreement and annexure A to D and these will be part of agreement & quoted rates shall be inclusive of GST and other applicable taxes by the Govt. Conditional tenders will not be accepted.**

Total quoted amount in figure Part-A -----

Total-----

Total quoted amount in words Part-A -----

Total-----

I/We agree to execute the work as per above quoted rates & amount and enclosed terms & condition & general rules & Directions.

**Signature of Contractor**

**With seal, Name, address & Mob. No.**