



Department of Economics
University of Rajasthan, Jaipur

Tender Notice


NIB Ref No.: DE/2024/7162.....

Date: 21-11-2024

Bids for the National Conference **RHTHEI-2024 Conference** for the procurement of food and beverages are invited from interested bidders upto **28-11-2024 at 1:00 pm**. Other particulars of the bid may be visited on the procurement portal <http://sppp.rajasthan.gov.in> and www.uniraj.ac.in

UBN Number: URA 2425550 B00153

NIB: URA 2425 A0056


Head 21-11-24

Department of Economics
University of Rajasthan, Jaipur
Professor & Head
Department of Economics
University of Rajasthan, Jaipur

Copy to:

1. Director, Infonet Centre, University of Rajasthan.
2. P.R.O., University of Rajasthan.
3. Notice board, Department of Economics, University of Rajasthan.
4. Computer Centre, University of Rajasthan.

UNIVERSITY OF RAJASTHAN
JawaharLal Nehru Marg,
Jaipur – 302 004, India



BID DOCUMENT
FOR
SUPPLY OF FOOD (Breakfast/Lunch/Dinner/Tea etc/)
ITEMS AS PER LIST ENCLOSED

| | |
|---|---|
| Mode of Bid Submission | Off line (Sealed Envelope) |
| Procuring Entity | Head, Department of Economics, University of Rajasthan, Jaipur- 302004 |
| Estimated Cost of Bid | Rs. 2,95,000/- |
| Last date & time of submission of complete Bid Form | 28.11.2024 Up to 01:00 PM |
| Date & Time of opening of Bid | 28.11.2024, 02:00 PM |

Cost of Bid Document : Rs. 500/- (Rs. Five Hundred Only)

Demand Draft/Banker's Cheque in favour of Head, Department of Economics, University of Rajasthan, Jaipur

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.

Bid Document Fee Detail

Bidder's Name: _____

Address: _____

Phone: _____ **Fax :** _____

Email: _____

(1.) Bid document Fees:

Bank Demand Draft/ Banker's Cheque Detail:

Number: _____ **Dated:** _____ **Bank Name:** _____

For **Rs. 500/-** only (Rs. Five Hundred Only) in favour of **Head, Department of Economics, University of Rajasthan, Jaipur**, payable at Jaipur

(2.) Bid Security:

Rs. 5900/- (Rs. Five Thousand Nine Hundred Only) or as per page one in favour of **Head, Department of Economics, University of Rajasthan, Jaipur**



BID FORM

TECHNICAL BID

Please ensure that your response clearly answers all the questions. If you use additional schedules or documentation to support your response, make sure that they are clearly cross-referenced to the relevant question.

I) Addressed to:

- a) Name of the Tendering Authority : Head
Department of Economics, University of
Rajasthan, Jaipur
- b) Address : University of Rajasthan, Jaipur – 302 004
- c) Telephone/Fax : 0141-2711070

II) NIT Reference with date :

III) Other related details

| | | | | | |
|-----|---|----------------|--------|---------|-------------|
| 1. | Name of Bidder | | | | |
| 2. | Name & Designation of authorised signatory | | | | |
| 3. | Registered Office Address | | | | |
| 4. | Telephone No. | | Fax | | |
| 5. | Mobile | | Email | | |
| 6. | Website | | | | |
| 7. | Jaipur Centre (if any) | Address | | | |
| | | Telephone No. | | | |
| | | Contact Person | | | |
| 8. | Year of Establishment | | | | |
| 9. | Nature of the Firm/ Company | Government | Public | Private | Partnership |
| | Put Tick (✓) Mark | | | | |
| 10. | No. of years providing service | | | | |
| 11. | GST Registration No. (Enclose copy of Certificate) | | | | |

Handwritten signature

| | | |
|-----|--|--|
| 12. | PAN No. (Enclose Copy of PAN.) | |
| 13. | Whether Firm/Company is agreed to the Terms & Conditions mentioned in the Tender | |
| 14. | Whether registered with the Industries Departments (Enclose copy of Permanent SSI Unit/MSME Certificate or equivalent) | |
| 15. | Previous Experience (Attach Certificate) | |
| 16. | Turnover (Attach C.A. Certificate) | |
| 17. | FSSAI Certificate | |

IV) Following documents are attached towards the proof of Earnest money deposited in favour of the Registrar, University of Rajasthan, Jaipur payable at Jaipur

| S.No. | Details of Bid document Fees/Bid Security | DD/Banker's Cheque Issuing Bank Name | No. with Date |
|-------|---|--------------------------------------|---------------|
| | 1. Bid document Fees (Rs.): 2. Bid Security (Rs.): | | |

CRITERIA FOR TECHNICAL EVALUATION AND QUALIFICATION

(The certified copies of certificates/information should be attached with the Technical Bid)

- 4.1 Duly signed tender document.
- 4.2 This Invitation for Bids is open to all Firms/Authorized Dealers/Bonafide Dealers in response to this NIB
- 4.3 Detail of Bidder/Firm/Company
- 4.4 Address and Contact Details
- 4.5 DD/Banker's Cheque for Bid document Fees.
- 4.6 Bid Security.
- 4.7 Registration Certificate of SSI Unit, if any
- 4.8 Self-Declaration for unblemished record
- 4.9 GST Registration Certificate
- 4.10 Copy of GSTR-9 (2023-24)
- 4.11 Copy of PAN Card
- 4.12 Copies of certificates of incorporation of the Firm/Registration of Partnership, Company, Proprietary Certificate etc.
- **FSSAI Certificate**
- 4.13 **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.

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.
- 4.14 **Turnover:-** Last 3 years Average Turnover of Firm Rs. 4.00 Lakh which Certified by C.A.



निविदा प्रपत्र

निविदा सूचना क्रमांक:.....

दिनांक : 21/11/2024

विषय— SUPPLY OF FOOD (Breakfast/Lunch/Dinner/Tea etc/)

- 1) निविदा प्रपत्र बेचने की अंतिम तिथि व समय 28-11-2024 मध्यान्ह 1:00 बजे।
- 2) निविदादाता द्वारा मैं विभाग निविदा प्रस्तुत करने की तिथि 28-11-2024 व समय सांय 1:00 बजे।
- 3) निविदा प्रस्ताव उपस्थित निविदादाता/प्रतिनिधियों के समक्ष खोलने की तिथि व समय 28-11-2024समय 02:00 बजे।
- 4) निविदा प्रस्तुत करने वाली फर्म का नाम व पता:.....

डाक का पता (अ) कार्यालय/दुकान

निविदा **Head Department of Economics, University of Rajasthan, Jaipur** को सम्बोधित करते हुये प्रस्तुत की जावेगी।

- 5) मैं/हम राजस्थान विश्वविद्यालय, जयपुर (राजस्थान) द्वारा जारी की गयी निविदा क्रमांकदिनांकमें वर्णित सभी शर्तों/संलग्न शीट में दी गयी उक्त सूचना के अतिरिक्त शर्तों का हमारे द्वारा स्वीकार किये जाने के प्रमाण मैं हमने हस्ताक्षर कर दिए हैं।
- 6) सप्लाई की जाने वाले नाश्ता व खाने की सूची (मेन्यू) एवं मात्रा संलग्न सूची में अंकित है सामग्री प्रदान करने का स्थान (FOR) राजस्थान विश्वविद्यालय, जयपुर का ही स्थान होगा।
- 7) खाद्य सामग्री में उच्च क्वालिटी के शुद्ध देसी घी तथा एगमार्क मसाले एवं ब्राण्डेड सामग्री ताजा सब्जियों का उपयोग करना अनिवार्य होगा।
- 8) निविदादाता द्वारा प्रस्तुत की गई निविदा में पृष्ठ संख्या अंकित करते हुये संदर्भित दस्तावेज (DOCUMENTS) का विवरण संख्या सहित अंकित करना होगा।

निविदा/संविदा की शर्तें

नोट – निविदादाताओं को इन शर्तों को सावधानी पूर्वक पढना चाहिये तथा निविदा भेजते समय इसकी पूर्णरूपेण पालना करनी चाहिये, इन शर्तों के प्रत्येक पृष्ठ पर हस्ताक्षर होना आवश्यक है अन्यथा निविदा

पर विचार नहीं किया जायेगा। इस निविदा/अनुबंध के क्रम में की जाने वाली क्रय/सेवा व सभी आपूर्ति पर राजस्थान लोक उपापन पारदर्शिता अधिनियम नियम 2012 एवं 2013 तथा सामान्य वित्तीय एवं लेखा नियम, प्रावधान प्रभावी होंगे। यह प्रपत्र अनुबंध का हिस्सा होगा।

- 1) निविदादाताओं को निविदा सूचना, निविदा फॉर्म में दिए गये निर्देशों के अनुसार सम्बोधन तथा मुहर बंद लिफाफों में पृथक्-पृथक् (तकनीकी एवं वित्तीय बोली) प्रस्तुत करना चाहिये।
- 2) निविदाएँ अधिकृत फर्म/केटर्स द्वारा ही दी जायेगी। अतः वे एस. आर-११ में घोषणा प्रस्तुत करेंगे। (GF&AR Pt.II Para 48(VII) परिशिष्ट-अ)
- 3) (१) निविदादाता को जी.एस.टी. पंजीयन प्रमाण पत्र प्रस्तुत करना होगा।
(२) PAN Card की छायाप्रति प्रस्तुत की जायेगी।
(३) Valid Food Licence की स्वप्रमाणित प्रति संलग्न करनी होगी अथवा Food Licence का उत्तरदायित्व संवेदक का होगा।
- 4) निविदादाता को निविदा के साथ कार्यालय पते के विवरण सम्बन्धी प्रमाण-पत्र लगाना आवश्यक होगा।
- 5) आदेशित सामग्री/सेवा की मात्रा में आवश्यकतानुसार कमी या वृद्धि हो सकती है जिसकी व्यवस्था निविदादाता को समायोजित करनी होगी तथा इस सम्बन्ध में समस्त अधिकार
Head Department of Economics, University of Rajasthan, Jaipur के पास सुरक्षित रहेंगे।
- 6) निविदा के साथ संलग्न सूची में वर्णित प्रत्येक आइटम की एकल दरें ही मानी होगी, एक से अधिक दरें देने पर सम्बन्धित आइटम की दर अमान्य होगी।
- 7) निविदादाता द्वारा प्रस्तुत वित्तीय निविदा में जी.एस.टी. व अन्य समस्त कर सहित दरें सम्मिलित होंगे।
- 8) निविदा प्रारूप स्याही से या टंकण से भरा जावेगा। पेंसिल से भरी गई किसी भी निविदा पर विचार नहीं किया जावेगा। निविदादाता, निविदा के प्रत्येक पृष्ठ पर हस्ताक्षर करेगा तथा अंत में निविदा की समस्त शर्तों को स्वीकार करने के प्रमाण पत्र में हस्ताक्षर करेगा।
- 9) दरें नियम स्थान पर शब्दों व अंकों दोनों में लिखी जायेगी। इसमें कोई त्रुटियाँ (Errors) एवं/उपरी लेखन (Over Writing) नहीं होना चाहिये। यदि कोई शुद्धियाँ करनी आवश्यक हो तो वे स्पष्ट रूप से की जानी चाहिये एवं दिनांक सहित उन पर लघु हस्ताक्षर किये जाने चाहिये।
- 10) निविदादाता द्वारा प्रस्तुत दरों में, अंको एवं शब्दों में अंतर नहीं होना चाहिये। अंतर होने की स्थिति में जो भी दर कम होगी, उन पर विचार किया जायेगा।

- 11) निविदा में वर्णित सामग्री की सभी इकाई की दरों के योग के आधार पर एक ही फर्म/केटर्स को दिया जायेगा।
- 12) निविदाये उनके खोले जाने की तिथि से 90 दिन की अवधि तक के लिये वैद्य मानी होगी।
- 13) आपूर्तिकर्ता अपनी संविदा को या किसी सारवान भाग को किसी अन्य एजेंसी के लिये नहीं सौपेगा या उप-भाड़े (सब-लैट) पर नहीं देगा तथा निविदा जिस नाम से बेची जायेगी उसी से ही स्वीकार की जावेगी।
- 14) (अ) संयोजक यदि निविदाकारों की दरों/सैम्पल से संतुष्ट नहीं हो तो उन्हें अन्य फर्मों/केटर्स से बातचीत करने का अधिकार है तथा किसी/समस्त निविदाओं को बिना कारण बताये निरस्त करने का भी पूर्ण अधिकार होगा।
(ब) सप्लाई की गयी वस्तुये/सेवा निविदा के निर्धारित विनिर्देश, ट्रेडमार्क एवं स्पेशिफिकेशन के पूर्णरूप होगी तथा निर्धारित उचित गुणवत्ता एवं मेन्यू के अनुरूप होगी जिसका निरीक्षण सामग्री प्राप्त होने के समय किया जायेगा।
- 15) सप्लाई/तैयार खाद्य सामग्री (नाश्ता, लंच एवं डिनर) तथा केटरिंग सेवा जब भी प्राप्त किया जायेगा, कि वे निविदा स्पेशिफिकेशन के अनुरूप होंगे।
- 16) निरीक्षण या परीक्षण के दौरान, जो नाश्ता/खाना/सेवा निर्धारित मापदण्डों के अनुरूप नहीं पायी जायेंगी तो उन्हें रद्द कर दिया जायेगा तथा निविदादाता को इसी खाद्य सामग्रियों को निविदादाताओं द्वारा नियत/निर्धारित समय के भीतर अपनी स्वयं की लागत पर बदलना होगा।
- 17) अनुबंध/निविदा की शर्तों का उल्लंघन करने पर बिना नोटिस दिए अनुबंध निरस्त किया जा सकेगा। अनुबंध की अवधि में यदि कोई विवाद होता है तो उस विवाद को निर्णित करने के सम्बन्ध में **Head Department of Economics, University of Rajasthan, Jaipur** का निर्णय अंतिम होगा, जो निविदादाता को मानना होगा।
18. निविदादाता खाने-पीने की उचित व्यवस्था करने के लिये उत्तरदायी होगा। किसी भी प्रकार की हानि, दुर्घटना के लिए उत्तरदायी होगा।
19. संलग्न सूची के अनुसार निविदा की दरें अनुबंध निष्पादन/आदेश प्रदान करने की तिथि से तीन महीने तक के लिये मान्य होंगे।
20. आपूर्तिकर्ता द्वारा खाद्य सामग्री की आपूर्ति/सेवा विभागीय आवश्यकता/मांग के अनुरूप आदेश के अनुसार आदेशित अवधि के अंदर की जायेगी।

21. आपूर्तिकर्ता को खाद्य सामग्री एवं व्यवस्था के साथ कैंटरिंग, बैरे, मिनरल वाटर, फर्नीचर एवं अन्य खाना तैयार करने की जरूरी सामग्री की व्यवस्था/सर्विस स्वयं को करनी होगी तथा इनके लिए अलग से कोई पेमेंट नहीं किया जायेगा एवं बिल का भुगतान वास्तविक उपस्थिति के अनुसार ही होगा।
22. धरोहर/अमानत राशि का समपहरण : अमानत/धरोहर राशि का निम्नलिखित मामलों में समपहरण कर लिया जायेगा-
- (i) जब निविदादाता निविदा खोलने के बाद किन्तु निविदा को स्वीकार करने से पूर्व प्रस्ताव को वापस लेता है अथवा रुपान्तरण करता है।
 - (ii) जब निविदादाता विनिर्दिष्ट समय के भीतर विहित किसी करार को, यदि कोई हो, निष्पादित नहीं करता है।
 - (iii) जब निविदादाता प्रदायगी के लिये आदेश देने के बाद प्रतिभूति राशि जमा नहीं करता हो।
 - (iv) निविदादाता द्वारा निविदा की शर्तों का उल्लंघन करने पर।
 - (v) निविदादाता द्वारा सम्पूर्ण सप्लाई/सेवा/व्यवस्था संतोषजनक ढंग से करने में असफल रहने पर।
 - (vi) यदि निविदादाता इन नियमों के अंतर्गत विनिर्दिष्ट बोली लगाने वाले के लिये निहित सत्यनिष्ठा की संहिता के किसी उपबन्ध को भंग करता है।
23. (1) करार एवं प्रतिभूति निक्षेप:
- (i) सफल निविदादाता को सप्लाई आदेश प्राप्त के दो दिवस में नाश्ता व खाना देने व व्यवस्था करने के लिये रुपये 500/- के स्टाम्प पेपर पर अनुबंध करना होगा।
 - (ii) स्वीकृत निविदादाता को, जिन नाश्ता व खाना के लिये निविदाये स्वीकार की गई है उनके निविदा मूल्य की राशि के 5% कार्य सम्पदा प्रतिभूति (Performance Security) के रूप में बैंक ड्राफ्ट/बैंकर चेक जमा करना आवश्यक होगा।
- बैंक ड्राफ्ट/बैंकर चेक के रूप में प्राप्त प्रतिभूति राशि पर **Head Department of Economics, University of Rajasthan, Jaipur** द्वारा कोई ब्याज का भुगतान नहीं किया जावेगा।
24. परिनिर्धारित क्षति (पैनल्टी), कम प्रदाय, रद्द की गई खाद्य वस्तुओं के लिये वसूली साधारण रूप से बिलों से रोकी जायेगी। कम सप्लाई, टूट-फूट रद्द किये गये मालों की सीमा तक राशि को भी रोका जा सकेगा तथा यदि सप्लायर संतोषजनक ढंग से उनको नहीं बदलता है तो परिनिर्धारित

क्षति (पैनल्टी) के साथ वसूली, उसकी देय राशि, क्लेम्स एवं विभाग के पास उपलब्ध प्रतिभूति निक्षेप से की जायेगी।

25. निविदादाता करार को निष्पादित करते समय निम्नलिखित दस्तावेज प्रस्तुत करेगा-
- यदि भागीदारी फर्म हो तो पार्टनरशीप डीड की एक अभिप्रमाणित प्रति।
 - यदि भागीदारी फर्म, रजिस्ट्रार ऑफ फर्म्स के पास पंजीकृत हो तो पंजीकृत संख्या एवं उसका वर्ग सहित दस्तावेजों की अभिप्रमाणित प्रति।
 - एक मात्र स्वामित्व के मामले में आवास तथा कार्यालय का पता, टेलीफोन नम्बर।
 - कम्पनी के मामले में कम्पनी के रजिस्ट्रार के द्वारा जारी किया गया प्रमाण-पत्र।
26. यदि संविदा के निर्वचन आशय या संविदा की शर्तों में उल्लंघन के सम्बन्ध में कोई विवाद उत्पन्न है, तो **Head Department of Economics, University of Rajasthan, Jaipur** का निर्णय निविदादाता को मानी होगा।
27. भुगतान-
- I. राशि का भुगतान दिए गये आदेश के अनुरूप नाश्ता व खाना एवं सेवा पूर्ण तथा सही हालत में प्राप्त होने पर दिया जायेगा।
 - II. भुगतान निविदादाता क्रेता अधिकारी को उचित प्रारूप में सामान्य वित्तीय एवं लेखा नियमों के अनुसार बिल प्रस्तुत करने पर किया जायेगा तथा सभी प्रेक्षण प्रभार निविदादाता द्वारा वहन किये जायेंगे।
 - III. नियमानुसार देय भुगतान के स्रोत पर कर कटौती की जायेगी तथा इस हेतु निविदा के पैन/आयकर प्रमाण-पत्र की संख्या अंकित करना अनिवार्य होगा।
 - IV. निविदादाता द्वारा अंकित की गई दर में सभी प्रकार के कर एवं व्यय, निविदा ड्रोन के अनुसार सम्मिलित होंगे।
28. समान विधिक कार्यवाही यदि संस्थित किया जाना आवश्यक हो, तो किसी भी पक्षकार द्वारा या निविदादाता द्वारा जयपुर स्थित न्यायालय में पेश किया जायेगा।
29. निविदा गत तीन वर्षों में ब्लेक लिस्ट/सप्लाई में डिफाल्टर नहीं होना चाहिये। इस आशय का प्रमाण पत्र फर्म द्वारा प्रस्तुत किया जायेगा।
30. निविदा जमा एवं खोलने के दिन अवकाश/कार्यालय बंद होने पर उक्त कार्य पूर्व निर्धारित समय पर अगले कार्य दिवस में सम्पन्न होंगे।

मैं/हम घोषणा करता हूँ/करते हैं कि मैंने/हमने उपर्युक्त समस्त शर्तों को सावधानी पूर्वक पढ़ एवं समझ लिया है, जो हमे स्वीकार्य है, जिसकी सहमति के रूप में निविदा के प्रत्येक पृष्ठ पर हस्ताक्षर कर दिए हैं।

संलग्न - सामान की सूची

हस्ताक्षर निविदाकार

अमानत/धरोहर राशि रु.....

फर्म का नाम.....

बैंक ड्राफ्ट/बैंकर्स चेक संख्या.....

दिनांक.....

बैंक का नाम.....

पूर्ण पता.....

.....
फोन/मो.न.....

पैन.न.....

वित्तीय निविदा प्रपत्र

Ref. No. DE/2024/

Date:

Department of Economics, UOR, JAIPUR द्वारा **Head Department of Economics, University of Rajasthan, Jaipur** में उपयोग में आने वाली नाश्ता, खाना व सेवा की आपूर्ति एवं व्यवस्था करने हेतु विभिन्न केटर्स/फर्म से आपूर्ति की मुहरबंद निविदाएं निम्न विवरणानुसार आमंत्रित की जाती हैं।

| S.No. | Date | Item | Menu | Approx. Persons | Approx. Tender Amount per unit excluding all taxes /GST | Approx. Tender Amount per unit including all taxes /GST |
|-------|--------------|-----------------|---|-----------------|---|---|
| 1. | 05-12- 2024 | Breakfast | Tea, Coffee, Cornflakes, Vegetable Sandwiches, Idli Sambhar | 200 | | |
| | | High Tea | Poha, Dry Mithai (Moti Pak), Aaloo-Kofta, Khman, Wafers, Veg-Sandwich (grilled) | 300 | | |
| | | Lunch | Dal Fry (In Desi Ghee), Seasonal Vegetable, Paneer Sabji, Mutter Pulao, Dahi-Bara, Ras malai, , moong daal ka halwa, (In Desi Ghee), Two Types of Roti (Tandoori and Tawa), Papad, Green Salad, Butter salashes, and Pickles. | 300 | | |
| | | Tea with snacks | Tea, coffee, mathadi, biscuits | 250 | | |
| 2. | 06-12- -2024 | Breakfast | Tea, Coffee, Milk, Cornflakes, Bread/Toast, Butter and Jam, bakery Biscuits, Poha, Wafers, Veg-Cutlet, Jalebi (In Desi Ghee). | 250 | | |
| | | Tea with snacks | Tea, coffee, pakode, biscuits | 250 | | |
| | | Lunch | Ker-Sangri Sabji, bajra roti, Gudgulab jamun, Chole ki sabji, Seasonal Vegetable, malai kofta, Veg-biriyani, bundi raita, Two Types of Roti (Tandoori and Tawa), Papad, Green Salad, Butter salashes, and Pickles | 300 | | |
| | | Tea with snacks | Tea, coffee, wafers, biscuits | 250 | | |
| 3. | | Total | | | | |

नोट:-

1. सभी आइटमों दरों के कुल राशि के आधार पर निविदादाता फर्म/कैंटर्स का चयन किया जायेगा।
2. आपूर्तिकर्ता को नाश्ता एवं खाने की सामग्री एवं व्यवस्था के साथ केटरिंग उच्च क्वालिटी की केटलरी, बैरे, मिनरल वाटर, फर्नीचर, एवं अन्य खाना तैयार करने की जरूरी सामग्री की व्यवस्था/सर्विस स्वयं को करनी होगी, तथा इनके लिए अलग से कोई पेमेन्ट नहीं किया जायेगा।

हस्ताक्षर निविदाकार

फर्म का नाम.....

.....

पूर्ण पता.....

.....

(SR-11)

एस.आर. प्रारूप-11

निविदादाता द्वारा घोषणा

मैं/हम घोषणा करता हूँ/करते हैं कि मैंने/हमने जिन मालों/सामानों/उपकरणों के लिये निविदा दी है, उनका/उनके मैं/हम वास्तविक केटर्स/फर्म/एवं उत्पादनकर्ता हूँ/हैं।

यदि यह घोषणा असत्य पायी जाए तो किसी भी अन्य कार्यवाही, जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना मेरी/हमारी प्रतिभूति को पूर्ण रूप से समपहस्त (forfeited) कर लिया जा सकेगा तथा निविदा को जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

हस्ताक्षर निविदादाता

फर्म का नाम.....

पूर्ण पता.....

.....

.....

(नोटेरी से प्रमाणित करवाया जावे)

मेन्यू

| S. No. | Date | Item | Menu | Approx. Persons | Approx. Tender Amount per unit excluding all taxes /GST | Approx. Tender Amount per unit including all taxes /GST |
|--------|--------------|-----------------|---|-----------------|---|---|
| 1 | 05-12-2024 | Breakfast | Tea, Coffee, Cornflakes, Vegetable Sandwiches, Idli Sambhar | 200 | | |
| | | High Tea | Poha, Dry Mithai (Moti Pak), Aaloo-Kofta, Khman, Wafers, Veg-Sandwich (grilled) | 300 | | |
| | | Lunch | Dal Fry (In Desi Ghee), Seasonal Vegetable, Paneer Sabji, Mutter Pulao, Dahi-Bara, Ras malai, , moong daal ka halwa, (In Desi Ghee), Two Types of Roti (Tandoori and Tawa), Papad, Green Salad, Butter salashes, and Pickles. | 300 | | |
| | | Tea with snacks | Tea, coffee, mathadi, biscuits | 250 | | |
| 2 | 06-12- -2024 | Breakfast | Tea, Coffee, Milk, Cornflakes, Bread/Toast, Butter and Jam, bakery Biscuits, Poha, Wafers, Veg-Cutlet, Jalebi (In Desi Ghee). | 250 | | |
| | | Tea with snacks | Tea, coffee, pakode, biscuits | 250 | | |
| | | Lunch | Ker-Sangri Sabji, bajra roti, Gudgulab jamun, Chole ki sabji, Seasonal Vegetable, malai kofta, Veg-biriyani, bundi raita, Two Types of Roti (Tandoori and Tawa), Papad, Green Salad, Butter salashes, and Pickles | 300 | | |
| | | Tea with snacks | Tea, coffee, wafers, biscuits | 250 | | |
| Total | | | | | | |

Appendix A: Dispute Resolution Mechanism

Any dispute arising from the Contract shall be resolved amicably, as far as possible. The levels of the Dispute Resolution mechanism shall be as follows:

- I. Amicable resolution between representatives of Parties to the Contract
- II. If a question, difference or objection arise sin connection with or out of the contract agreement or the meaning of operation of any part the reoffer the rights, duties or liabilities of either party have not been settled by amicable resolution through mutual discussions, it shall be referred to the appropriate Empowered Dispute Resolution



Committee for decision, if the amount of the claim is more than Rs.50000/-. Dispute Resolution Mechanism will have the following Committees at the levels of Head of the Department and Administrative Secretary of the Department:

1. Head of the Department Level Committee: to address disputes in contracts of value upto Rupees One Crore:
The Committee shall Constitute.

- I. V. C.
- II. Comptroller Finance
- III. Registrar as Member Secretary

2. Administrative Secretary Level Committee: to address disputes in contracts of value of more than Rupees One Crore:

The Administrative Department Level Committee shall comprise of Administrative Secretary of the Department, Representative of Finance Department not below the rank of Deputy Secretary, Law Secretary or his nominee, not below the rank of Joint Legal Remembrancer, Registrar, Member-Secretary.

- III. Arbitration will be applicable in case of disputes arising in contracts of value of more than Rupees. 10 Crore which remain unresolved through the Dispute Resolution Committee.

- IV. All legal proceedings, if necessary arise to institute by any of the parties shall have to be lodged in courts situated Jaipur in Rajasthan and not elsewhere.

- V - Procedure of reference to the Dispute Resolution Committee:

The Supplier shall present his representation to the UOR, JAIPUR along with a fee equal to two percent of the amount of dispute; not exceeding Rupees One lakh, within three months of occurrence of the Dispute. The Procuring Entity shall prepare a reply of representation and shall represent its stand before the concerned Dispute Resolution Committee. From the side of the Supplier, the claim case may be presented by himself or through a representative. After hearing both the parties, the Dispute Resolution Committee shall pronounce its decision which shall be final and binding both on the Supplier and the UOR, JAIPUR.



Annexure A : Compliance with the Code of Integrity and No: Conflict of Interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift of any material benefit either directly or indirectly in exchange for unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) No indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and process of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with and intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any coercion indulge impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

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

1. A Bidder may be considered to be in a 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 a relationship with each other, directly or through common third parties, that puts another bidders, 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 specifications of the Goods, Works or Services 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.



Annexure B: Declaration by the Bidder regarding Qualifications Declaration by the Bidder

In relation to my/our Bid submitted to ----- for procurement of --
----- 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 of the Union and the State Government or any local authority as specified in the 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 officers, not have my/our business activities suspended and not the subject of legal proceeding for any of the forgoing 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 statements or misrepresentations as to my/our qualification to 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

Signature of bidder

Place:

Name:

Designation:

Address



Annexure C: Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is - Vice-Chancellor, University of Rajasthan, Jaipur or as decided by the Govt. of Rajasthan.

The designation and address of the Second Appellate Authority is Secretary/ Principal Secretary, Higher Education Department, Govt. of Rajasthan Secretariat, Jaipur or as decided by the Govt. of Rajasthan.

1-Filling 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 the First Appellate Authority as specified in the bidding document, within a period of ten days from the date of such decision, action, or omission, as the case may be, clearly giving the specific ground or grounds 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:

providing further that in case a procuring Entity evaluates the Technical Bids before the opening of the Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- 2- The officer to whom an appeal is filed under para (a) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within a period of 30 days of the date filling of the appeal.
- 3 If the officer designated under para (a) fails to dispose of the appeal within the period specified in para(B) 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 the Second Appellate Authority specified in the bidding document in this behalf within fifteen days from the expiry of the specified in para(b) or date of receipt of the order passed by the first Appellate Authority, as the case may be.

4-Appeal not be 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) Provision limiting participation of Bidders in the bidding process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provision of confidentiality.

5- From and procedure of filing an appeal

- (a) An appeal under para(1) or (3) shall be in the annexed Form along with as many copies as there are respondents 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.
- (b) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post of Authorised representative.

6- Fee for filing 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.

7- Procedure for disposal of appeals

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date 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 to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

From No. 1

(See rule 83)

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

Appeal No..... of
Before the..... (First/Second Appellate Authority)

1. Particular 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 the order appealed against and name and designation of the officer/authority who 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:

6. Ground of appeal:
.....
.....
.....(Supported by an affidavit).

7. Prayer.....
.....
.....
.....

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

Appellant's Signature



Annexure D : Additional Conditions of Contract

1. Correction of arithmetical 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:

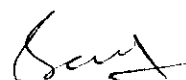
- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- ii. If there 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 1 and 2 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 securing Declaration shall be executed,

2. Procuring Entity's Right to Vary Quantities

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. At the time of award of contract, the quantity of good, work 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 and conditions of the Bid and the condition of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than quantity specified into the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Condition of contract.
- iii. In case of procurement of goods or services, additional quantity may be procured by placing a repeat order on the rate and

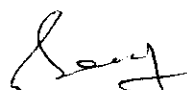


condition of the original order. However, the additional quantity shall not be more than 25% of the value of the goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fail to do so, the procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the supplier.

3. Dividing quantities among more than one 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 from the Bidder, whose Bid is accepted. However, when it is considered that the quantities 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 case, the quantity may be divided between the Bidders in that order, in a fair, transparent and equitable manner at the rate of the Bidder, whose Bid is accepted.

Signature of Bidder

A handwritten signature in black ink, appearing to be 'Soy' or similar, written in a cursive style.

SELF DECLARATION

Ref. :

Date :

To,

Head
 Department of Economics
 University of Rajasthan
 Jaipur (Rajasthan)
 Pin - 302004.

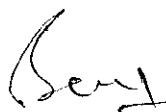
Dear Sir,

In response to the Bid No. _____ Date _____ as
 Owner/Partner/Director of

1. I/We hereby declare that our Agency _____ is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or of a particular period of time.
2. I/We M/s. _____ (Name of the Company) are not blacklisted in any Department of Government of Rajasthan/Government of India/by any University/Public Enterprises.
3. I/We further undertake that our partner M/s. _____ (Name of Firm/Company) having office are also not blacklisted in any Department of Government of Rajasthan Government of India/ by any University/Public Enterprises.
4. I/We hereby declare that there are no pending cases against M/s.

 (Name & Address of Bidder) with Government of Rajasthan or any other court of law.

5. I/We hereby declare that Bidder's company or Director/Owner of the Company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on 1st April, 2013.

Name of the Bidder:**Signature:****Seal of the Organization:**


BIDDER'S AUTHORISATION CERTIFICATE

To,

Head
Department of Economics
University of Rajasthan
Jaipur (Rajasthan)
Pin - 302004.

<Bidder's Name> _____ <Designation>

_____ is hereby authorised to sign relevant documents on behalf of the
Company in dealing with Tender of reference <Tender No./Date> _____.
He is also authorised to attend meetings and submit Technical and Commercial Information as
may be required by you in the course of processing above said tender.

Thanking You.

Authorised Signatory

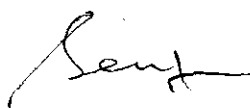
Name :

Seal :

The specimen signature of the authorized person is as :

Attested by the

Authorized Signatory



(Non-Judicial Stame Paper of Rs. 500/-)
AGREEMENT

Agreement made this _____ between _____ of two thousand _____ the
_____ (hereinafter called the University) of the other part

WHEREAS the Firm/Company has tendered for (hereinafter called "The Tendering Authority") as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted and the Firm/Company has deposited with the Tendering Authority the sum of Rs. _____ (Rupees _____ only) as security for the fulfillment of the Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows :

The Firm/Company has accepted the contract on the terms and conditions set out in the tender notice no. _____ dated _____ as well in the acceptance of tender no. _____ dated _____ which shall hold good during period of this agreement.

Upon breach by the Firm/Company of any of the conditions of the agreement the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the university of Rajasthan to claim damages for antecedent breaches thereof on the part of the Firm/Company and also to reasonable compensation for the loss occasioned by the failure of the Firm/Company to fulfil the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive of the amount of such compensation payable by the Firm/Company to the University.

Upon the determination of this agreement whether by efflux ion of time or otherwise the said deposit shall after the expiration of _____ months from the date of such determination be returned to the Firm/Company but without interest and after deducting there from any such due by the Firm/Company to the University under the terms and conditions of this agreement.

This agreement shall remain in force until the expiry of 12 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one months notice in writing without compensating the Firm/Company.

In witness whereof the said _____ hath set his hand hereto and the Tendering Authority has on behalf of the University of Rajasthan affixed his hand and seal thereto the day and year first above written.

The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the Tendering Authority to the Bidder as hereinafter mentioned the Bidder hereby covenants with the Tendering Authority to provide the services and to remedy defects therein conformity in all respects with the provisions of the contract.

The Tendering Authority hereby covenants to pay the Bidder in consideration of the provision of the services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to obtain services from else other organization after giving due notice to the Bidder on the amount and at the risk of the Bidder without cancelling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

In the event of action to be taken, the Firm/Company shall be liable for any losses, which the Tendering Authority may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

In addition to the recourse available in the bidding documents or the contract, the bidding process shall also be subject to the provisions of the Rajasthan Transparency in Public Procurement Act, 2012 and Rules, 2013 made there under. All terms and conditions of the bid shall be an integral part of the contract.

FIRM/COMPANY

Convener RHTHEI 2024
Conference

Head
Department of Economics
University of Rajasthan, Jaipur

Department of Economics
University of Rajasthan, Jaipur

Witness :1

Witness :2

