



राजस्थान विश्वविद्यालय
University of Rajasthan

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क्रमांक: संस्थापन- 1/2024/ 3345

दिनांक: 23/11/24

खुली निविदा विज्ञापित संख्या 01/2024

शिक्षकों की सीधी भर्ती एवं सी.ए.एस. के तहत पदोन्नति कार्य हेतु राजस्थान सरकार के वित्त पोषित विश्वविद्यालयों से सेवानिवृत्त 01 आचार्य की विषय विशेषज्ञ के रूप में सेवाओं की लगभग 09 माह हेतु आरटीपीपी एक्ट 2013 के तहत दिनांक 02.12.2024 (सांय 4.30 बजे तक) तक सील बन्द लिफाफे में आवेदन आमंत्रित किये जाते हैं। कार्य, नियम एवं शर्तें आदि की विस्तृत जानकारी के लिये विश्वविद्यालय की वेबसाईट www.uniraj.ac.in पर देखें। (अनुमानित लागत- 9.00 लाख रुपये)

UBN No:- URA2425 SSOB00154

NIB: URA2425 A0057.

कुलसचिव

Registrar
University of Rajasthan
JALPOUR

UNIVERSITY OF RAJASTHAN

Jawahar Lal Nehru Marg

Jaipur– 302004, India



TENDER DOCUMENT

for

Consultancy service for Selection procedure

at the Registrar, University of Rajasthan, Jaipur.

Mode of Bid Submission	OFFLINE (Tender)
Procuring Entity	Registrar, University of Rajasthan, Jaipur-302004
Bid reference no.	
Bid amount (Approx cost in Rs.)	9.0 Lacs
Start date of the offline submission	23.11.2024 Time 02.00 P.M.
Last date & time of offline submission of bids	02.12.2024 at 04.30 P.M.
Date & time of opening of offline bids	02.12.2024 at 04.30 P.M.

- Cost of Tender Document:Rs. 100/- (Rs.One hundred Only)
- Bid EMD: Rs. 18,000/-

Registrar

University of Rajasthan,

Jaipur

University of Rajasthan

JAIPUR

GUIDELINES FOR NOTICE INVITING BIDS

- 1). The Registrar, University of Rajasthan, Jaipur, invites tenders for the **Consultancy service for Selection procedure** from the competent firm/company/Individual who meet the minimum eligibility criteria as specified in this bidding document.
- 2). The complete bidding document has been published on the websites www.uniraj.ac.in and <http://sppp.raj.nic.in> for the purpose of downloading.
- 3). A single stage two envelopes (**one technical bid and one financial bid**) selection procedure shall be adopted.
- 4). **Bidders (authorized signatory) shall submit their offer in offline mode only both for Technical and Financial Proposals at the office of procuring entity Registrar, University of Rajasthan, Jaipur as prescribed in NIT.** Further, the Demand Draft (DD)/ Banker's Cheque for Tender Fee and EMD should also be submitted in offline mode at the same office in a separate envelop.
- 5). The department will not be responsible for any delay in offline submission due to any reason.
- 6). No contractual obligation whatsoever will arise from the RFP/Bidding unless or until and a formal contract is signed and executed between the procuring entity and the successful bidder.
- 7). UoR disclaims any factual or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information furnished herein are intended only to help bidders to prepare a logical bid-proposal.
- 8). Financial Bid will be opened only of Technically qualified bidders only.
- 9). The successful bidder must be submit 5% amount of Quoted price as performance security.
- 10). The procuring entity reserves the right to accept or reject any bid and to cancel the bidding Process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders.
- 11). Bidder must be submitted complete bid document duly signed.
- 12). The provisions of "The Rajasthan Transparency in Public Procurement Act 2012"& "The Rajasthan Transparency in Public Procurement Rules 2013" will also apply.

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Registrar
University of Rajasthan,
Jaipur

UNIVERSITY OF RAJASTHAN JAIPUR

Name of the work:

Consultancy services for the work related to the "selection process of teachers under direct recruitment" and "promotion under CAS (for working teachers)" in the University of Rajasthan, Jaipur

A Professor retired from any State Funded University, who is fully acquainted with the above work, is to be appointed as "Consultant" for the routine work in office timings as per terms and conditions mentioned below to carry out the following scope of work.

Service to be provided:

The retired Professor so appointed will (i) monitor the work related to the "selection process of teachers under direct recruitment" and "promotion under CAS (for working teachers)" in the University of Rajasthan, Jaipur (ii) submit the progress report time to time before the authorities; and (iii) liaison with the offices of the Government of Rajasthan and others as per direction of the Registrar/HVC.

Eligibility:

1. The applicant should be a retired professor from a state funded university of Rajasthan.
2. Working experience in the University of Rajasthan should be preferred.

Terms & conditions:

1. The period of the "Consultancy Services" will be 09 months, which may be extended on mutual consent as per RTPP rules.
2. The monthly fixed amount not more than Rs. 1,00,000/- will be paid to him as "Consultancy Charges".
3. The deduction of TDS, if any, under Income Tax will be made as per rules.
4. The incumbent should attend the office regularly and timely in all working days of the University.
5. The aforesaid assignment can be terminated at any time by giving one month's notice from either side.
6. Selection Procedure: - A Selection Committee will be constituted by the University of Rajasthan to examine the documents of the applicant. Successful applicants (Documentally as per terms & conditions) will be called for interview.
7. The Distribution of marks of Selection will be as follow:-
 1. Qualification - 25 Marks
 2. Experience - 25 Marks
 3. Interview - 50 MarksTotal= 100 Marks
8. Interview date will be intimated separately.
9. TA/DA shall be Payable as per University of Rajasthan Rules.
10. Most suitable candidate to be recommended by Selection Committee will be offered to accept the offer. Committee decision will be final and last.
11. Successful applicant will have to execute an agreement on Non-Judicial Stamp paper of Rs 500/- within a period of ten days on own cost of Non-Judicial Stamp Paper & deposit Performance Security @ 5% of work order in favour of Registrar, University of Rajasthan,



Jaipur through BC/BG/FD. In case of Selected Candidate will be retired Professor of University of Rajasthan, then Performance security he/she shall be exempted against his/her Pension.

12. University of Rajasthan Jaipur reserve the right to reject any application without assigning any reason thereof.
13. The selection process shall be subject to the provisions of the Rajasthan Transparency in public Procurement Act 2012 & Rules-2013 mode there under.
14. Legal Jurisdiction: - All legal proceedings, if necessary arise to institute may be any of the Applicant shall have to be lodged in courts situated in Jaipur City Only.

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

AGREEMENT

Agreement made this _____ day _____ of two thousand _____ between _____ (hereinafter called the Firm/Company/Individual) of the one part and the Registrar, university of Rajasthan, Jaipur. (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/Individual 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/Individual 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/Individual 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 fulfill 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 9 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. And the agreement can be extended as per RTPP Rule after mutual consent.

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/Individual 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.

**Registrar, University of Rajasthan, Jaipur
on behalf of the University of Rajasthan, Jaipur**

FIRM/COMPANY/INDIVIDUAL

Witness : 1.

Witness : 2.

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 or any material benefit either directly or indirectly in procurement process or the 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 behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process:
- (e) Not indulge in any coercion including impairing or harming or threatening to do 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 conflict of interest, if any: and 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 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 the purposes of the Bid; or
 - d. Have a relationship with each other, directly or through Common third parties, that puts in a position to have access to information about or influence on the Bid of another Bidder, or Influence the decisions of the procuring Entity regarding the bidding process. or
 - e. The Bidder participates in more than one Bid in a bidding process. Participation by a bidder in more than one bid in 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.

Signature of Bidder

R. J. Vas

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

In relation to my/our Bid submitted to.....
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 to 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 officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- 4- I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statement or misrepresentations as to my/our qualifications to enter into 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.

Signature of bidder

Date:

Name:

Place:

Designation:

Address:

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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-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 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 of 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.

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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.

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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

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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 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 Condition of contract.
- iii. In case of procurement of good 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

RJ Jas

COMMERCIAL BID
(In Separate Envelope)

Tender Inviting Authority: Registrar, University of Rajasthan, Jaipur			
Name of Work: Consultancy Service for Selection Procedure			
NIB. NO. Dated-			
Bidder Name:			
PRICE SCHEDULE (This Commercial Bid must not be modified /replaced by the bidder and the same should be put in the separate envelope after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name, Description of the quoted item and Respective Values only)			
S.No	Name of the Service	Quantity	Rate per month (including all charges & taxes)
1	Consultancy Service	1	

Total Monthly Rate In Words

Dated:

Signature of Firm/Company/Individual

Name:

Full Address:

Mobile No. :

Note:

- 1- All the costs should be quoted in Indian Rupees and should be fixed on lump sum basis. No escalation of cost will be allowed under any circumstances.
- 2- Bidder must quote for every column of the price schedule.
- 3- University shall not pay separately any specific statutory taxes/ service charges to any authority.
- 4- No hidden charges will be allowed , if any
- 5- Grand Total should be written both in words and figure.

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**UNIVERSITY OF RAJASTHAN
JAIPUR**

APPLICATION FORM

1. Name :
2. Address :
3. DOB Certificate :
4. Pan Card No. :
5. Aadhar Card No. :
6. Qualification :
7. Work Experience Detail :
8. PPO No. :
9. Medical Fitness Certificate :

I agree to provide the consultancy services as Retd. Professor / Stenographer as per scope of work & accept all Terms & Condition of Tender Document.

* Applicant should submit self-attested documents regarding serial 1 to 9.

Signature of Applicant

R. J. Das

Tender Document Fee Detail

Bidder's Name:

Address :.....

.....

.....

Phone:**Fax:**.....

Email:.....

(1.) Tender Fee:

Bank Demand Draft/ Banker's Cheque Detail:

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

for Rs. 100 only (Rs. Five hundred only) in favour of **Registrar, University of Rajasthan, Jaipur**, payable at Jaipur.

(2.) EMD: Rs. 18,000/- (As per RTPP Rules-2013 Rule 42)

Bank Demand Draft/ Banker's Cheque Detail:

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

Rs. Eighteen Thousand only in favour of **Registrar, University of Rajasthan, Jaipur**, payable at Jaipur.