



**कृषि विश्वविद्यालय कोटा**  
**AGRICULTURE UNIVERSITY KOTA**  
 बोरखेडा, बांरा रोड, कोटा 324001 (राज.)  
 Borkhera, Baran Road, Kota 324001 (Raj.)

Tel : 0744-2321206  
 Email:  
 comptroller@aukota.org

No. F.02( )/Store/AUK/Electronic item/2025/ 4499-504

Date: 23/06/2025

**खुली निविदा सूचना**

कृषि विश्वविद्यालय, कोटा में **Supply and installation of Color Photocopier Machine** हेतु विनिर्माताओं /अधिकृत विक्रेताओं से लिये जाने हेतु सीलबन्द निविदाएँ आमन्त्रित की जाती हैं। निविदादाताओं द्वारा निविदा फार्म व शर्तें [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) तथा <https://aukota.org/Tenders> से भी प्राप्त की जा सकती हैं।

क्र. सं.	कार्य का विवरण	संख्या	अनुमानित मूल्य (रु.)	अमानत राशि 2% (रु.)	निविदा शुल्क (रु.)	निविदा प्रपत्र प्राप्त/ जमा करने की दिनांक	निविदा खोलने की दिनांक
1	Supply and installation of Color Photocopier Machine	2 Nos	6,00,000/-	12,000/-	500/-	23.06.2025 से 01.07.2025 04:00pm	02.07. 2025 11:00am

निविदा शुल्क एवं अमानत राशि वित्त नियंत्रक, कृषि विश्वविद्यालय, कोटा के बैंक खाता संख्या **687801700343 (IFSC: ICIC0006878)** में RTGS/NEFT द्वारा ऑनलाइन जमा करें। निविदादाता/संवेदक निविदा फॉर्म फीस ऑनलाइन उक्त खाते में जमा कराकर विश्वविद्यालय से प्राप्त कर सकते हैं या SPPपोर्टल/वेबसाइट पर उपलब्ध फार्म का उपयोग कर सकते हैं। किसी भी निविदा को स्वीकृत/अस्वीकृत करने का अधिकार विश्वविद्यालय में निहित होगा। यदि किसी कारणवश निविदा खुलने की दिनांक को अवकाश रहता है या अपरिहार्य कारणों से बोली नहीं खोली जाती है तो अगले दिन या विश्वविद्यालय द्वारा निर्धारित तिथि को निविदा खोलने की कार्यवाही की जावेगी। किसी भी निविदा को बिना कारण बताए निरस्त करने का अधिकार विश्वविद्यालय के पास सुरक्षित रहेगा।

वित्त नियंत्रक

**प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु:**

1. निजी सचिव, माननीय कुलपति महोदय, कृषि विश्वविद्यालय, कोटा
2. कुलसचिव महोदय, कृषि विश्वविद्यालय, कोटा
3. आहरण वितरण अधिकारी, कृषि विश्वविद्यालय, कोटा
4. प्रभारी अधिकारी, भण्डार, कृषि विश्वविद्यालय, कोटा
5. सदस्य क्रय समिति .....
6. सूचना पट्ट, कृषि विश्वविद्यालय, कोटा

वित्त नियंत्रक



## Technical Specifications


### Supply and installation of Color Photocopier Machine

GENERAL SPECIFICATIONS (Color Photocopier Machine)		Compliance Yes/No
Minimum range of specifications		
Type of Machine	Print/Scan/Copy (MF)	
Print Technology	Laser	
Type of Printing	Color	
Paper size	Max. SRA3(12"x18"); Min A6(5.5"x8.5")	
Paper weight	Up-to 300 GSM	
Speed	Min 25 CPM/PPM (A4 size)	
Speed In A3 size	Min 14 CPM/PPM	
RAM	Min 4 GB OR ABOVE	
Hard Disk/SSD	Min 128 GB OR ABOVE	
Number of Main Paper Tray	Min Two Tray	
Each Main Paper Tray Capacity	Min 550 sheets each	
Bypass Tray Facility:	Yes	
Bypass Tray Capacity	Min 100 sheets	
Total Tray Capacity	1200 Sheets	
Original Document Feeder Type	DADF/RADF	
DADF/RADF Capacity	Min 100 Sheets	
Zoom Range	25% to 400%	
print/copy dpi	1200*1200 DPI	
Scan Method	Push And Pull	
Scan dpi	600 Dpi	
Scanning Speed per minute	Min 80 OPM/IPM	
Networking Feature Availability	Yes(Wired and Wireless)	
Type of Network Interface	Ethernet, Wireless and any other	
Duplex	Yes	
Control Panel	Touch screen	
Onsite warranty	Min 1 Years	
OEM Authorization	Mandatory	
OEM Service Support in Kota	Mandatory	
Cost of Printing per page B/W		
Cost of Printing per page Color		
Device Make and Model		

**Note:**

1. Bidder have to mention the detailed specifications and make of the respective item with highlighting required specifications in the tender document .
2. Name & address of the firm : .....

.....

  
**CONTROLLER**





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**नियम व शर्तें:-**

01. कार्य की अवधि कार्यादेश तिथि से 7 दिन रहेगी। निर्धारित अवधि के बाद कार्य किए जाने पर सामान्य वित्तीय एवं लेखा नियम II के नियम 58 के तहत कार्यवाही की जायेगी।
02. बोली स्वीकृति हेतु सक्षम अधिकारी न्यूनतम बोली को स्वीकार करने हेतु बाध्य नहीं है। किसी भी बोली को या उसके किसी निर्बंध/अंश को बिना कारण बताये अस्वीकार किया जा सकता है।
03. बोलीदाता को उक्त सभी आइटम का मैक अंकित करना होगा।
04. बोलीदाता को बिड एवं संलग्न दस्तावेजों पर हस्ताक्षर करना अनिवार्य है।
05. किसी भी वाद की स्थिति में न्याय क्षेत्र कोटा होगा।
06. बोलीदाता के पास कंपनी का वैध Authorization/Distributor/Dealer होना आवश्यक है।
07. बोलीदाता को सम्बन्धित कार्य का न्यूनतम 1 वर्ष का अनुभव होना आवश्यक है।
08. बोलीदाता को वर्णित कार्य विश्वविद्यालय स्तर पर क्रियान्वयन सुनिश्चित करना होगा।
09. बोली में दरें स्पष्ट अंकित करें। किसी भी कटिंग/ओवरराइटिंग पर लघु हस्ताक्षर करें अन्यथा बोली मान्य नहीं होगी।
10. दरें समस्त करों सहित देनी हैं। अन्य चार्जेंज अस्वीकार्य हैं।
11. फर्म का जी.एस.टी. रजिस्ट्रेशन होना आवश्यक है। आयकर/जीएसटी कर की नियमानुसार कटौती की जायेगी।
12. फर्म को उक्त शर्तों से संबंधित आवश्यक दस्तावेज संलग्न करना आवश्यक होगा।
13. बोली दो सील बन्द लिफाफों में प्रस्तुत करें, प्रथम लिफाफे में तकनीकी बिड अंकित करें तथा द्वितीय लिफाफे में वित्तीय बिड अंकित करें। दोनों लिफाफों को एक बड़े लिफाफे में रखें जिस पर Supply and installation of Color Photocopier Machine हेतु निविदा अंकित कर वित्त नियंत्रक, कृषि विश्वविद्यालय, कोटा कार्यालय में जमा करावें।
  - a. तकनीकी बिड में
    - i. GST Certificate
    - ii. PAN Card Copy
    - iii. Authorization Certificate
    - iv. Bid/ Tender form and attachments duly signed by bidder
    - v. Tender Fee/EMD/Bid Security Document
    - vi. Compliance Report
    - vii. Experience of such work
  - b. वित्तीय बिड (निर्धारित प्रारूप में)
14. अन्य शर्तें एवं उपबंध RTPP Act 2012 & Rules 2013, GF&AR के नियम लागू होंगे।



### SPECIAL TERMS & CONDITIONS

1. Tender must be submitted strictly in accordance with the terms & conditions and specifications of the Tender document and the tenderer should not quote their own / counter condition while submitting their tender documents otherwise the tender will be liable to be rejected. Once the tender is submitted, it will be considered and construed that the tenderer agrees to all the terms & conditions of the tender.
2. Rates must be quoted upto the indentor destination.
3. The rates shall remain firm and fix during the contract period and no increase shall be allowed.
4. Validity of the tenders/offers shall be 90 days from the date of opening of the tender.
5. The tenderer is not allowed to withdraw or modify his offer or add any condition after opening of the tender, otherwise his earnest money / bid security is liable to be forfeited.
6. University reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reason and accept one or more tender for all or any one or more items for which tender has been submitted.
7. The tender must be submitted accurately in accordance with the conditions of the tender and all the enclosures (duly signed and stamped) otherwise the tender will be rejected.
8. In case of any doubt regarding tender document/work, feel free to contact at Administrative office of the University before the last of submission.
9. If the purchase order(s) is/are not executed in time and/or the satisfaction, the contract approval can be repudiated at any time by the University, AU, Kota. After giving an opportunity to the Tenderer for being heard.
10. Not with standing anything contained herein before in these special terms & conditions the University reserves to itself the right to take action against the defaulting suppliers or against the supplier/agent(s) for any kind of misbehavior or for any breach of the contract what-so-ever by way of working imposes of any penalty forfeiting of security money, cancellation of order, cancellation of the agreement and ban on future business dealing. (as per RTPP Act, 2012)
11. Rates must be quoted in form of tender-rates in appropriate column only. Rates may not be quoted otherwise. Rate must be typed or inked written, if there is discrepancy in words and figures. The words shall be taken into consideration.
12. Successful tenderers will have to execute an agreement in the prescribed form with Comptroller, Agriculture University, Kota on a non-judicial stamp of Rs. 500/- which will be purchased by the successful Tenderer in his name and at his cost, within a period of seven days from the date on which the acceptance of the tender is communicated to him.
13. Successful tenderer has to deposit 5% of bid amount as security deposit. No interest shall be given to this amount and will be refunded after completion of contract period. i.e. one year.
14. In case the tenderer is an authorized Stockiest/Dealer/Agent/Suppliers or the Manufacture for supply of tendered items; Photostate attested copies of the supporting documents (received from Manufacture) must be submitted along with the tender.
15. If the tenderer requires extension of time in supply on account of any hindrances, he /she apply in writing but he should not apply after the prescribed delivery period. University with of without liquidated damages may extend the supply period. If with liquidated damages than the recovery on the basis of following percentage of value of unsupplied material shall be done.
  - A. Delay upto one fourth period of the prescribed delivery period: 2.5%



- B. Delay exceeding one fourth but not exceeding half of the prescribed delivery period: 5.0%  
C. Delay exceeding half but not exceeding three fourth of the prescribed delivery period: 7.5%  
D. Delay exceeding three fourth but not exceeding the period equal to the prescribed delivery period: 10.0%
16. The supplied items/equipments should have at least one year or more(offered by the OEM with the device) onsite warranty. If any problem arises then the problem should be resolved within 2-3 days.
17. Remaining provision shall be as per RTPPR-2013 (Rajasthan Transparency in Public Procurement Rules-2013) to be seen on website of Finance department [www.financerajasthan.gov.in](http://www.financerajasthan.gov.in).

  
**COMPTROLLER**

I/We hereby declare that I/ We have read carefully all the above mentioned special Terms & Conditions and I/We agree to confirm these.

**SIGNATURE OF THE TENDERER  
WITH HIS FIRM'S RUBBER STAMP**



## DECLARATION BY TENDERER

I/ We declare that I am/We are bonafide/ Manufacturers/ Whole Sellers/ Sole Distributor/ Authorized dealer/ dealers/sole selling/ Marketing agent in the Goods/ Sources/ equipments for which I/ We have tendered.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**Signature of the tenderer**  
**With his firm's rubber stamp**

Name & address of the firm : .....

.....

.....

Contact No. : .....

e-mail : .....



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

**Annexure B : Declaration by Bidders regarding Qualifications**

**Annexure C : Grievance Redressal during Procurement Process**

**Annexure D : Additional Conditions of Contract**

अतः प्रशासनिक विभाग अपने अधीन समस्त विभागों, कार्यालयों एवं संगठनों से उक्त निर्देशों की कठोरता से पालना सुनिश्चित करावें।

संलग्न: **Annexure A to D**

शासन सचिव, वित्त (बजट)

**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 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 coercion including 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 interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, 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 purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical 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 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 statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Signature of bidder

Place:

Name :

Designation:

Address:

#### **Annexure C : Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is \_\_\_\_\_

The designation and address of the Second Appellate Authority is \_\_\_\_\_

#### **(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 thereunder, 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:



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

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

- (2) The officer to whom an appeal is filed 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 First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

**(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 participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

**(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 payment of fee.



- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or 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 appeal**

- (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.

**FORM No. 1**

[See rule 83]

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

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

Before the ..... (First / Second Appellate Authority)

1. Particulars of appellant:
- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential address:



2. Name and address of the respondent(s):
  - (i)
  - (ii)
  - (iii)
3. Number and date of the order appealed against and name and designation of the officer / authority 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. Grounds 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 and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;



- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (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 Securing Declaration 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 prices or other terms and 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 Supplier fails 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 quantity of the subject matter of



procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

परिपत्र क्रमांक: एफ.1(8)वित्त/साविलेनि/2011पार्ट II

दिनांक :1.3.2013

जैसा कि आपको विदित है राजस्थान राजपत्र में जारी अधिसूचना दिनांक 24.01.2013 द्वारा राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 (Rajasthan Transparency in Public Procurement Act, 2012) एवं राजस्थान लोक उपापन में पारदर्शिता नियम, 2013 (Rajasthan Transparency in Public Procurement Rules, 2013) राज्य में दिनांक 26.01.2013 से प्रभावी हो गये हैं। समस्त उपापन संस्थाएँ (Procurement Entities) जिसमें राज्य सरकार के समस्त विभाग, सरकार के स्वामित्वाधीन या नियंत्रणाधीन कोई भी राज्य पब्लिक सेक्टर उद्यम, संविधान द्वारा स्थापित या गठित कोई भी निकाय जिसके व्यय की पूर्ति राज्य की समेकित निधि से की जाती है, राज्य विधान मण्डल के किसी अधिनियम द्वारा स्थापित या गठित कोई निकाय या बोर्ड या निगम या प्राधिकरण या सोसायटी या न्यास या स्वायत्त निकाय या राज्य सरकार के स्वामित्वाधीन या नियंत्रणाधीन कोई निकाय, सम्मिलित है, के द्वारा सामग्री, सेवा, संकर्म (Works) के उपापन (Procurement) के मामलों में उक्त अधिनियम एवं नियमों की अक्षरशः पालना सुनिश्चित किया जाना आवश्यक है।

परिपत्र संख्या 3/2013 दिनांक 4.2.2013 को परिपत्र जारी कर अन्य दिशा-निर्देश के साथ अधिनियम के अध्याय-III तथा नियमों के अध्याय VII के तहत अपील अधिकारी नियुक्त कर दिनांक 15.2.2013 तक सूचना प्रेषित करने का अनुरोध किया गया था।

खेद का विषय है कि आज दिनांक तक भी ज्यादातर विभागों से सूचना प्राप्त नहीं हुई है। अतः पुनः अनुरोध है कि अधिनियम की धारा 3 (2) में उल्लिखित समस्त विभाग/संगठन अपने स्तर पर प्रथम अपील अधिकारी का निर्धारण कर वित्त विभाग को दिनांक 15 मार्च, 2013 तक सूचित करें। यहां यह उल्लिखित करना उपयुक्त होगा कि प्रथम अपील अधिकारी उपापन संस्था से एक स्तर उच्च होना आवश्यक है। द्वितीय अपील अधिकारी राज्य सरकार



To,  
The Comptroller,  
Agriculture University Kota

**FINANCIAL BID**

Sub: Tender for Supply and installation of Color Photocopier Machine.  
Ref: Your Tender Notice No. ....

Sir,

In response to the above-referred Tender Notice, we are submitting our offer for Supply and installation of Color Photocopier Machine – The details are as under:

1. Name of the Tenderer : .....
2. Address of the Tenderer : .....
3. Phone/Mobile No. : .....
4. The rates for the above mentioned tender are as under:

Sr. No.	Item descriptions	Quantity	Rate/item (Including All taxes)		Total (Including All taxes)
			In figures	In words	
1.	Supply and installation of Color Photocopier Machine	2 No.			
Total (In words)					

- Prices Quoted should include complete Supply and Installation
- Taxes if not given separately, considered to be inclusive.

I/We hereby declare that I/ We have read carefully all the above mentioned Special Terms & Conditions of the tender items required and I/We agree to confirm these.

**Signature of the tenderer**  
**With his firm's rubber stamp**