



कृषि महाविद्यालय, कोटा
COLLEGE OF AGRICULTURE,
KOTA



Dr. S.K. Jain
DEAN

(कृषि विश्वविद्यालय, कोटा)
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उम्मेदगंज, कैथून रोड, कोटा - 324 001 (राज.)
Ummedganj, Kaithoon Road, Kota- 324 001 (Raj.)

F. 14 () /DEAN/ COA/Kota/Tender/ Proc. Photocopier/2026-27/2275-86

Date : 14. Aug. 2026

खुली निविदा सूचना

कृषि महाविद्यालय, कोटा में "Supply and Installation of Photocopier Machine" क्रय हेतु खुली निविदा के लिए सद्भावी निर्माताओं/फर्म/कम्पनी/पंजीकृत सप्लायरों से आपूर्ति हेतु ऑफलाइन खुली निविदाएँ आमंत्रित की जाती हैं। निविदा से संबंधित समस्त विवरण कृषि विश्वविद्यालय, कोटा की वेबसाइट www.aukota.org एवं स्टेट प्रोक्योरमेंट पोर्टल <http://sppp.rajasthan.gov.in> पर देखा जा सकता है।

बोली क्रम संख्या	कार्य का नाम	बोली की लागत (रुपयों में)	बोली प्रतिभूति (धरोहर राशि) 2% (रुपयों में)	निविदा फार्म उपलब्ध होने की दिनांक	निविदा फार्म विक्रय की अंतिम दिनांक एवं समय	निविदा फार्म जमा करने की दिनांक व समय	निविदा खोलने की दिनांक व समय	कार्य की अवधि
01	Supply and Installation of Photocopier Machine	498000 / -	9960 / -	14-08-2026 05:00 PM	24-08-2026 11:00 AM	24-08-2026 11:59AM	24-08-2026 03:00 PM	15 दिन

बोली फॉर्म शुल्क व बोली प्रतिभूति (धरोहर राशि) जमा कराने के संबंध में विवरण निम्न प्रकार है-

क्र.स	शुल्क विवरण	शुल्क	भुगतान का प्रकार
1.	बोली शुल्क	500 / -	DEAN, COLLEGE OF AGRICULTURE, KOTA GENERAL ACCOUNT के बैंक खाता संख्या 687801701952 (IFSC: ICIC0006878) में RTGS/NEFT द्वारा ऑनलाइन जमा करें। राशि जमा कराने का दस्तावेज बिड के साथ संलग्न करें।
2.	बोली प्रतिभूति (धरोहर राशि)	9960 / -	

Sujaeef
अधिष्ठाता

कृषि महाविद्यालय, कोटा

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु निम्न को प्रेषित है:-

1. निजी सचिव माननीय कुलगुरु महोदया, कृषि विश्वविद्यालय, कोटा।
2. कुलसचिव, कृषि विश्वविद्यालय, कोटा।
3. वित्त नियंत्रक, कृषि विश्वविद्यालय, कोटा।
4. कोषाधिकारी, कृषि विश्वविद्यालय, कोटा।
5. समन्वयक, निविदा समिति/ लेखाशाखा/ प्रभारी, केन्द्रीय भण्डार कृषि महाविद्यालय, कोटा
6. नोडल अधिकारी, वेबसाइट को भेजकर निवेदन है कि बोली को विश्वविद्यालय की वेबसाइट, पर अपलोड करने का श्रम करें।
7. नोडल अधिकारी, वेबसाइट, कृषि महाविद्यालय, कोटा को भेजकर निवेदन है कि बोली को महाविद्यालय की वेबसाइट पर अपलोड करने का श्रम करें।
8. समस्त नोटिस बोर्ड, कृषि महाविद्यालय/कृषि विश्वविद्यालय, कोटा।
9. रक्षित पत्रावली।

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कृषि महाविद्यालय, कोटा में वित्तीय वर्ष 2026-27 में Supply and Installation of Photocopier Machine हेतु खुली निविदा

तकनीकी बिड

तकनीकी बिड अलग लिफाफे में जिस पर "Supply and Installation of Photocopier Machine" के लिए तकनीकी बिड लिखा हो तथा वित्तीय बिड अलग लिफाफे में जिस पर "Supply and Installation of Photocopier Machine" के लिए वित्तीय बिड लिखा हो, अलग- अलग सीलबंद करें तथा दोनों लिफाफों को एक बड़े लिफाफे में जिस पर "Supply and Installation of Photocopier Machine" के लिए बिड लिखा हो में रख कर महाविद्यालय कार्यालय समय में अंतिम दिनांक से पूर्व जमा करावें



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तकनीकी बिड भरने हेतु अनुदेश

1. सभी शर्तों को ध्यानपूर्वक पढ़ें तथा कोई संदेह हो तो महाविद्यालय से संपर्क कर स्पष्टीकरण प्राप्त कर लें।
2. कोई भी बोलीदाता बोली से संबंधित आपत्तियां निर्धारित अपील फीस के साथ RTPP नियमों के प्रावधानों के तहत ही दर्ज करा सकता है। बिना फीस के किसी आपत्ति का जवाब नहीं दिया जायेगा।
3. बोली को प्रभावित करने हेतु अनावश्यक आपत्तियां करने वाले बोलीदाता की बोली पर विचार नहीं किया जायेगा।
4. बोली के अंतिम निर्णय होने से पूर्व अनावश्यक रूप से आपत्तियां न भेजी जावें।
5. प्रत्येक प्रपत्र को पहले ध्यानपूर्वक पढ़ें तथा निर्देशानुसार भरकर हस्ताक्षर करें। कोई भी प्रपत्र अधूरा भरा होने, हस्ताक्षर न होने अथवा अन्य कमी होने पर आपकी बोली अमान्य कर दी जाएगी।
6. संलग्न दस्तावेजों की पेज नम्बरिंग कर उसकी पृष्ठ संख्या सम्बंधित Annexure में लिखें ताकि समिति को चेक करने में आसानी हो।
7. तकनीकी बिड के साथ लगाया गया कोई भी दस्तावेज मिथ्या, कूटरचित या भटकाने वाला पाये जाने पर तकनीकी बिड अस्वीकार कर दी जाएगी।
8. तकनीकी बिड के साथ बोली शुल्क तथा बोली प्रतिभूति राशि जमा कराये जाने का दस्तावेज आवश्यक रूप से संलग्न करें।
9. इस बोली पर सामान्य वित्तीय लेखा नियम, राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 एवं नियम 2013 प्रभावी होंगे।
10. तकनीकी बिड के साथ संलग्न वित्तीय बिड प्रपत्र केवल जानकारी के लिए है। इसमें कोई राशि नहीं भरे।

[Signature]



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(“फोटोकॉपी मशीन” क्रय हेतु फर्म का विवरण)

बोलीदाता फर्म/संस्था का नाम	
संस्था का पता	
संस्था के संपर्क सूत्र	टेलीफोन नंबर— मोबाईल नंबर— ईमेल एड्रेस— वेबसाईट एड्रेस—
संस्था के अधिकृत हस्ताक्षरी (authorised signatory) का नाम व संपर्क नंबर	
बाहरी बोलीदाता होने पर स्थानीय डीलर/सबडीलर का नाम व पता	

बोलीदाता/अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर

नाम

फर्म की मोहर

Annex-I

See



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तकनीकी बिड के साथ संलग्न किए जाने वाले दस्तावेजों का विवरण

क्र.सं	दस्तावेज का विवरण	संस्था द्वारा भरा जाने वाला विवरण/ अभ्युक्ति	संलग्न पृष्ठ संख्या
1.	बोली फार्म की कीमत जमा कराने का विवरण		
2.	बोली प्रतिभूति (EMD) जमा का विवरण		
3.	Declaration By Bidder		
4.	तकनीकी शर्तें मय हस्ताक्षर		
5.	प्रपत्र ए बी सी एवं डी हस्ताक्षरित		
6.	वस्तु एवं सेवा कर (GST) प्रमाण पत्र		
7.	पैन कार्ड की प्रति		
8.	Compliance Sheet Properly Filled		
9.	Annual Turnover Certificate (Audited By CA) of Last three Years (Minimum 2 Lakhs Per Annum)		
10.	Authorization Certificates issued by the OEM		
11.	Tender Specific MAF (Manufacturer Authorization Form)		
12.	Brochures/Drawing/Design of offered Products		
13.	Experience of supplying & installation of Photocopier Machine to State/ Central department/ University/ ICAR Institutes/ IITs etc atleast once in last two years. Attach supply order and Certificate of Satisfactory supply.		
14.	Other Documents If Any		

बोलीदाता/अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर

नाम

फर्म की मोहर

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GENERAL TERMS & CONDITION FOR SUPPLY & INSTALLATION OF PHOTOCOPIER MACHINE **IN REFERENCE TO BID**

- Offline bids are invited from the Bonafide suppliers for **supply & installation of photocopier machine** required for the use of the University for the period of 12-month w.e.f the date of agreement after approval by Vice Chancellor of the University.
- The rates should be quoted in the prescribed bid form available online. A sample format is attached for reference purpose with this bid.
- The bid must be accompanied with a Bid security of Rs. 9960/- deposited as per direction given failing which they will be liable to be rejected.**
- BID must be submitted strictly in accordance with the terms & conditions and specifications of the BID document and the BIDDER should not quote their own / counter condition while submitting their BID documents otherwise the BID will liable to be rejected- Once the BID is submitted it will be considered and construed that the BIDDER agrees to all the terms & conditions of the BID.
- The bidder should have its GST Number- otherwise the bid will not be accepted.**
- Rates must be quoted upto the indenter destination.**
- The rates shall remain firm and fix during the contract period and no increase shall be allowed.
- The University would pay the increased GST and other duty taxes if imposed by the Govt - during the rate contract on submission of proof.
- Validity of the BIDs/offers would be 90 days from the date of opening of the BID.
- The approved rate shall be effective up to 12 months from the date of approve.
- The BIDDER is not allowed to withdraw or modify his offer or add any condition after opening of the BID otherwise his earnest money is liable to be forfeited.
- College reserves the right to accept any BID not necessarily the lowest reject any BID without assigning any reason and accept one or more BID for all or any one or more items for which BID has been submitted.
- Approved BIDDER will have to execute an agreement in the prescribed format (which shall be supplied with the BID order) on a non-judicial stamp of Rs- 500/& at his own cost within given time from the approval of the BID in the Dean, College of Agriculture, Ummedganj, Kota.
- The BID must be submitted accurately in accordance with the conditions of the BID and all the enclosures (duly signed and stamp pad) otherwise the BID will be rejected.
- 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 College of Agriculture, Ummedganj, Kota. After giving an opportunity to the Controller (BIDDER) for being heard.
- 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.
- The ordered material will have to be supplied within 15 days from the date of placing the Purchase Order the 'Urgent' marked purchase order (s) will have to be supplied executed immediately within the period as mentioned in the order (s). Validity of the order can be extended by the purchaser (s) failing which 'Risk Purchases may be made from the other supplier (s) and difference paid to or any pertinent letter from any purchaser (s) i.e. the Direct Demanding Officers of any of the unit.**
- In case the ordered goods are not submitted according to the specification and for not supplied in time, the Security Deposit will be forfeited and excess amount if any, incurred by the College of Agriculture, Ummedganj, Kota will also be recovered from the contractor.
- The price under this rate contract shall be subject to the price fall clause. It is a price safety mechanism in rate contracts and it provides that if the rate contract holder quotes/ reduces its price to render similar

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goods, at a price lower than the rate contract price to anyone in the State at any time during the currency of the rate contract, the rate contract price shall be automatically reduced with effect from the date of reducing or quoting lower price, for all delivery of the subject matter of procurement under that rate contract & the rate contract shall be amended accordingly. The firms holding parallel rate contracts shall also be given opportunity to reduce their price by notifying them the reduced price giving those fifteen days time to intimate their acceptance to the revised price. Similarly, if a parallel rate contract holding firm reduces its price during currency of the rate contract holding firms and the original rate contract holding firm for corresponding reduction in their prices. If any rate contract holding firm does not agree to the reduced price, further transaction with it, shall not be conducted.

20. **Payment of the bill shall be made only after goods are delivered at the Stores of the college and on inspection after installation, if they are found as per specification. No part payment will be entertained/accepted.**
21. Successful bidders have to deposit Performance Security of 5% of work order amount.
22. In case the BIDDER is an authorized Stockiest/Dealer/Agent/Suppliers or the MFG. for supply of BIDDING items; Photostat attested true copies of the supporting documents (received from MFG.) must be submitted along with the BIDDER.
23. If the BIDDER fails to deliver the goods within the period specified in the BID form, the Comptroller may at his discretion allow the extension of time subject to recovery from the BIDDER to agreed, liquidated damages and not by way of penalty, a sum equal to the following percentage of the value of stores which the BIDDER has filed to supply for period of delay as stated below:-

A. Delay up to 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%
24. College of Agriculture, Ummedganj, Kota may apply penalties as per RTPP act 2012. Any/ Other provisions applying in above contract are governed by the RTPPR-2013 (Rajasthan Transparency in Public Procurement Rules) 2013- Provisions related with circulars and notifications regarding Photocopier Machine tender will be also applicable.
25. Any bidder can file objections related to the bid only under the provisions of the RTPP rules with the prescribed appeal fee. Any objection submitted without the fee will not be considered.
26. The bid of a bidder who raises objections with the intention of affecting the bid will not be considered.
27. All Disputes are under jurisdiction of Kota district.

Sejand
DEAN



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SPECIAL TERMS & CONDITIONS

1. All specifications are general in nature.
2. Higher specifications and minor deviation in specification may be allowed but decision of technical cum procurement committee will be final.
3. Brand and model number strictly be mentioned in compliance sheet any discrepancy in model no. While technical check shouldn't be allowed.
4. Any work performed after the stipulated period will be dealt with under Rule 58 of the General Financial and Accounting Rules II.
5. Quote the rates clearly in the bid. Any cutting/overwriting should be marked with a thumbprint otherwise the bid will not be accepted.
6. Rates are inclusive of all taxes. Other charges are unacceptable.
7. The authority competent to accept bids is not bound to accept the lowest bid. Any bid or any of its terms/parts may be rejected without assigning any reason.
8. Other terms and conditions as per RTTP Act 2012 & Rules 2013, GF&AR rules will apply.
9. Please offer or quote best items for given tech. Specifications and prices.
10. If bidder is quoting branded product, please submit brochure with technical bid document.
11. It is mandatory for the bidder to sign the bid and accompanying documents.
12. Committee may select only one product offered by bidders or may reject all the offers of any product not found satisfactory.
13. If, for any reason, the scheduled date for opening the tender happens to be a holiday, or if the bids are not opened due to unavoidable circumstances, the tender opening process will be conducted on the following day or on a date determined by the University.
14. The College of Agriculture, Ummedganj, Kota reserves the right to cancel any tender without assigning any reason.
15. The signing authority reserves the right to extend tender opening and closing date, on recommendation of the tender committee.
16. If any query, please contact in the college during office hours.
17. No pre bid meet is being arranged.


DEAN

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 BIDDER
WITH HIS FIRM'S RUBBER STAMP

DECLARATION BY BIDDER

(On Firm's letter Head)

I/We declare that I am/We are bonafide Firm/ Manufacturers/ Authorized dealer/ Supplier/ Company/ Proprietor in the supply & installation of **PHOTOCOPIER MACHINE** etc. for which I/We have bid.

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

I accept all terms and conditions of the bid.

Signature of the BIDDER



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 करावे।

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:

Sur

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

**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

Residential address

2. Name and address of the respondent (s):\

i.

ii.

iii.

3. Number and date of the order appalled 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 proposed to be represented by a representative The name and postal address of the representative:

5. Number of affidavits and document enclosed with the appeal:

6. Ground of appeal:

.....
.....(Supported By an affidavit)

7. Prayer

Place.....

Dated.....

Appellant Signature



कृषि महाविद्यालय, कोटा
COLLEGE OF AGRICULTURE, KOTA
(कृषि विश्वविद्यालय, कोटा)

(Agriculture University, Kota)

Dr. S.K. Jain
DEAN

उम्मेदगंज, कैथून रोड, कोटा - 324 001 (राज.)
Ummedganj, Kaithoon Road, Kota- 324 001 (Raj.)



Tel : 0744-2941655
Email:coakota@aukota.org

F. 14 () /DEAN/ COA/Kota/Tender/ Proc. Photocopier/2026-27/2275-26

Date : 14. Aug. 2026

SR FORM-17

AGREEMENT

1. An agreement made this day of between M/s.....(hereinafter called "**the approved Supplier**", which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the **College of Agriculture, Kota** (Agriculture University, Kota) of the State of Rajasthan, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved supplier has agreed with the College to supply the at its Head Office as well as at branches offices throughout Rajasthan, all those supply & installation of **PHOTOCOPIER MACHINE** items set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and contract appended herewith and at the rates set forth in order no..... Date.....
3. And whereas the approved supplier has deposited a sum of Rs.....vide Demand Draft No..... Dated.....as security deposit/ performance security.
4. Now these Presents witness:
 - I. In consideration of the payment to be made by the University through Cheque at the rates set forth in the order.....Date.....the approved supplier will duly supply & installation of said **PHOTOCOPIER MACHINE** items set forth in supply order issued by these office & Subordinate offices thereof in the manner set forth in the conditions of the tender and contract.
 - II. **The conditions of the tender and contract for open tender enclosed to the tender notice No..... dated.....are also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.**
 - III. Letters No.....received from tenderer and letters no. Issued by the College and appended to this agreement shall also form part of this agreement.
 - A. The College do hereby agree that if the approved supplier shall duly supply the said articles in the manner aforesaid observe and keep the said terms and conditions, the College will through..... pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.
 - B. The mode of Payment will be as specified below:-
 1. After 7 days from submission of supply bill & satisfactory completion of supply as per order
 2. The delivery shall be effected and completed within the period mentioned in the supply order:
5. In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores which the tenderer has failed to supply :-
 1. Delay upto one fourth period of the prescribed period. 2½%
 2. Delay exceeding one fourth but not exceeding half of the prescribed period. 5%
 3. Delay exceeding half but not exceeding three fourth of the prescribed period. 7½%
 4. Delay exceeding three fourth of the prescribed period. 10%

Note:-

- I. Fraction of a day in reckoning period of delay in supply shall be eliminated if it is less than half a day.
- II. The maximum amount of agreed liquidated damages shall be 10%.

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कृषि महाविद्यालय, कोटा
COLLEGE OF AGRICULTURE, KOTA
(कृषि विश्वविद्यालय, कोटा)
(Agriculture University, Kota)



Dr. S.K. Jain
DEAN

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Tel : 0744-2941655
 Email: coakota@aukota.org

F. 14 () /DEAN/ COA/Kota/Tender/ Proc. Photocopier/2026-27/22.7.26 Date : 14. Aug. 2026

- III. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- IV. Delivery period may be extended with or without liquidated damages if the delay in the supply is on account of hindrances beyond the control of the tenderer.
- 6 Estimated supply cost in currency of rate contract period in Rs.Lacs but no minimum quantity /cost in guaranteed and no compensation shall be paid for this Tenderer have to fulfill the work on tendered/ approved rate in place, time and period as given by this office.
- 7 Rate contract may be extended for further one year if the performance is found satisfactory and market prices shall not fluctuate significantly & after approval of Hon'ble Vice-Chancellor of AU, Kota.
- 8 Security deposit/ Performance security shall be refunded soon after successful completion of Rate Contract. No interest shall be given on this & after.
- 9 Security deposit/ Performance Security shall be 5% of order of supply value. Earnest money will be adjusted towards this if tenderer wishes so and remaining shall be submitted in the form of D.D. on the same day of the agreement. Failing which empower the university to forfeit the earnest money and cancel the tender. If tenderer wants to refund the earnest money, he shall submit the security in full.
- 10 All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the College/ University and the decision of the University shall be final.
- 11 In case any matter is silent, it shall be governed by RTPPR-2013 (Rajasthan Transparency in Public Procurement Rules, 2013 to be seen on Finance Department website www.financerajasthan.gov.in)
- 12 Conditions mentioned in Technical bid are the part of this agreement and if any issue arises about this the decision of the university shall be final.

In witness whereof the parties hereto have set their hands on the..... day of2026.....

Signature of the approved supplier.

Signature for and on behalf of College

Designation

Date:

Witness No. 1

Witness No. 1

Witness No. 2

Witness No. 2

Seer



कृषि महाविद्यालय, कोटा
COLLEGE OF AGRICULTURE, KOTA
(कृषि विश्वविद्यालय, कोटा)



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F. 14 () /DEAN/ COA/Kota/Tender/ Proc. Photocopier/2026-27/ 2275-26 Date : 14. Aug. 2025

Technical specification cum compliance sheet for Photocopier Machine

Item No.1: PHOTOCOPIER MACHINE COLOR		Compliance Yes/No
<u>Make and Model (to be filled by tenderer):</u>		
Type of Machine	A3 Color (MF)	
Function	Multifunction (Print, Scan, Copy)	
Print Technology	Laser	
Type of Printing	B/W, Color	
Paper size	(12"x18"), A3, A4, legal, letter, Indian legal Min A6(5.5"x8.5")	
Print Speed(A4)	Min 26 PPM or more	
Print Speed (A3)	Min 15 PPM or more	
Duplex	Yes (Automatic)	
RAM	Min 2 GB or above	
Hard Disk/SSD	Min 64 GB or above	
Processor	1.6 GHz Dual core or Higher	
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 or more	
Total Tray Capacity	1200 Sheets or more	
Original Document Feeder Type	DADF/RADF	

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कृषि महाविद्यालय, कोटा
COLLEGE OF AGRICULTURE, KOTA
(कृषि विश्वविद्यालय, कोटा)

(Agriculture University, Kota)

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F. 14 () /DEAN/ COA/Kota/Tender/ Proc. Photocopier/2026-27/2275-26 **Date : 14 Aug. 2026**

DADF/RADF Capacity	Min 100 Sheets or more	
Paper weight	Up to 300gsm	
Zoom Range	25% to 400%	
print/copy dpi	1200*1200 DPI or more	
Scan Method	Push And Pull	
Scan dpi	600 Dpi or more	
Scanning Speed per minute	Min 70 ipm or more	
Scan Type	PDF, JPEG or more	
Networking Feature Availability	Yes (Wired and Wireless)	
Connectivity	USB, Ethernet, Wireless LAN and any other	
Control Panel	Touch screen, Min. 7 Inch color display or higher	
Warranty	Min 03 Years (onsite) comprehensive or more	
OEM Authorization	Mandatory	
OEM Service Centre & Support in Kota	Mandatory	
OEM/ Company supplied Compatible Trolley Stand with lockable wheels		
Cost of Printing per page B/W (excluding paper)		
Cost of Printing per page Color (excluding paper)		
Cost of genuine OEM Cartridge/ toner (Please specify for all i.e. color, cyan, magenta, yellow, black etc and all other consumables)		

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कृषि महाविद्यालय, कोटा
COLLEGE OF AGRICULTURE, KOTA
(कृषि विश्वविद्यालय, कोटा)

(Agriculture University, Kota)

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DEAN

उम्मेदगंज, कैथून रोड, कोटा - 324 001 (राज.)
 Ummedganj, Kaithoon Road, Kota- 324 001 (Raj.)



Tel : 0744-2941655
Email: coakota@aukota.org

F. 14 () /DEAN/ COA/Kota/Tender/ Proc. Photocopier/2026-27/2271-85 **Date : 14. Aug. 2026**

applicable to the offered model)		
Yield of Cartridge/ toner (Please specify for all i.e. color, cyan, magenta, yellow, black etc and all other consumables)		
Genuine Drum Cost (Please specify for all i.e. color, cyan, magenta, yellow, black etc and all other consumables)		
Drum Life (Please specify for all i.e. color, cyan, magenta, yellow, black etc and all other consumables)		
Waste toner container Cost		
Waste toner container Yield		
Cost of Maintenance Kit & Life (applicable on quoted model)		
Tender Specific MAF		
Device Make and Model		

*** NOTE:** The bidder shall declare all consumables, replacement components and maintenance items required for normal operation of the offered machine during its rated life, along with OEM unit cost and OEM-rated page yield/life. No consumable or replacement component affecting running cost shall be omitted.

Sur



Dr. S.K. Jain
DEAN

कृषि महाविद्यालय, कोटा
COLLEGE OF AGRICULTURE, KOTA
(कृषि विश्वविद्यालय, कोटा)

(Agriculture University, Kota)

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F. 14 () /DEAN/ COA/Kota/Tender/ Proc. Photocopier/2026-27/2275-86

Date : 14. Aug. 2021

FINANCIAL BID FORMAT

**(TO BE SEALED IN SEPARATE COVER MARKED AS
“FINANCIAL BID”)**



कृषि महाविद्यालय, कोटा
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Tel : 0744-2941655
 Email:coakota@aukota.org

F. 14 () /DEAN/ COA/Kota/Tender/ Proc. Photocopier/2026-27/2275-86

Date : 14.07.2026

Financial Bid
(वित्तीय बिड)

To,
 The Dean
 College of Agriculture, Kota
 Sub: Supply and Installation of Photocopier Machine-reg.
 Sir,

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

1. Name of the Tenderer :
2. Address of the Tenderer :
3. Phone/Mobile No. :

बोली की लागत (रुपयों में)	बोली प्रतिभूति (धरोहर राशि) 2% (रुपयों में)	निविदा फार्म उपलब्ध होने की दिनांक	निविदा फार्म विक्रय की अंतिम दिनांक एवं समय	निविदा फार्म जमा करने की दिनांक व समय	निविदा खोलने की दिनांक व समय	कार्य की अवधि
498000 / -	9960 / -	14.08.2026 05:00 PM	24.08.2026 11:00 AM	24.08.2026 11:59AM	24.08.2026 03:00 PM	15 दिवस अथवा कार्यदिशानुसार

The rates for the above mentioned tender are as under

S.No	Item Description	Approx. Rate In Rupees (Per Unit)	Quantity/ Unit	Rate (inclusive of all taxes, FOR, installation & Demonstration) quoted per Unit (in Rs.)	
				In Figure	In words
1.	Photocopier Machine	249000/-	02		

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 BIDDER
WITH HIS FIRM'S RUBBER STAMP

See