
 <b>Zonal Director Research</b>	<p align="center"><b>AGRICULTURAL RESEARCH STATION, UMMEDGANJ, KOTA</b>  <b>(Agriculture University Kota)</b>          Ummadganj Farm, Post Box No-7, G.P.O. Nayapura,          Kaithoon Road, Kota - 324001          Phone No : 0744 - 2844306 Email : zdrarskota@gmail.com</p>	
No.F. 16 ()/ZDR/ARSK/2024/ <b>3688-92</b>		Date: 22.11.2024

### खुली निविदा सूचना

कृषि अनुसंधान केन्द्र, उम्मेदगंज, कोटा, पर स्टेशनरी व अन्य सामग्री आपूर्ति हेतु विनिर्माताओं / अधिकृत विक्रेताओं / सदभावी आपूर्तिदाताओं से लिये जाने हेतु मुहरबन्द खुली निविदा आमन्त्रित की जाती है।

क्र. सं.	कार्य का नाम	निविदा की अनुमानित लागत (रु.)	निविदा फार्म शुल्क	धरोहर राशि (रु.)	फार्म उपलब्ध होने की प्रारंभ व अंतिम दिनांक व समय	निविदा फार्म जमा करने की अंतिम दिनांक व समय	निविदा खोलने की दिनांक व समय
1.	स्टेशनरी व अन्य सामग्री आपूर्ति	300000/-	500/-	6000/-	22.11.2024 को प्रातः 11:00 बजे से 09.12.2024 दोपहर 11.00 बजे तक	09.12.2024 को दोपहर 12:00 बजे तक	09.12.2024 को दोपहर 1:00 बजे

निविदादाता फार्म व शर्तें <http://sppp.rajasthan.gov.in> तथा विश्वविद्यालय की बेवसाइट <http://aukota.org> से प्राप्त करके भरे तथा निर्धारित निविदा फार्म शुल्क व धरोहर राशि Zonal Director Research, ARS, Ummadganj-Kota RF के नाम डी.डी./पे ऑर्डर द्वारा जारी कर निविदा फार्म के साथ संलग्न करें।


किसी भी बोली को स्वीकृत/अस्वीकृत करने का अधिकार अद्योहस्तारक्षरकर्ता में निहित होगा।

  
 क्षेत्रीय निदेशक अनुसंधान

प्रतिलिपी: निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है

1. वित्त नियंत्रक, कृषि विश्वविद्यालय, कोटा
2. निदेशक अनुसंधान, कृषि विश्वविद्यालय, कोटा
3. स्थापना शाखा, लेखा शाखा, केन्द्रीय भण्डार, कृषि अनुसंधान केन्द्र, कोटा।
4. सूचना पट्ट, कृषि अनुसंधान केन्द्र, कोटा

  
 क्षेत्रीय निदेशक अनुसंधान

 Zonal Director Research	<p><b>AGRICULTURAL RESEARCH STATION, UMMEDGANJ, KOTA</b> <b>(Agriculture University Kota)</b> Ummedganj Farm, Post Box No-7, G.P.O. Nayapura, Kaithoon Road, Kota - 324001 Phone No : 0744 – 2844306   Email : <a href="mailto:zdrarskota@gmail.com">zdrarskota@gmail.com</a></p>	
No.F. 16 (1)/ZDR/ARSK/2024/ -		Date: 22.11.2024

### **BID DOCUMENT**

M/s. ....

.....

.....

Sub: BID form for supply of STATIONERY AND OTHER ITEMS.

Dear Sir,

With reference to your NIT cited above, please find enclosed herewith the following:-

1. BID documents for supply of STATIONERY AND OTHER ITEMS.
2. Special terms and conditions for supply of STATIONERY AND OTHER ITEMS.
3. General terms and conditions of BID.
4. COMPLIANCE SHEET
5. Form for quoting the rates.

The BID form along with terms and conditions duly completed and signed must accompanied with a demand draft towards earnest money / bid security and be submitted to this office by.....

Please Note:-

1. No BIDs will be entertained without earnest money/ bid security.
2. On envelope, the category of BID (i.e. BID for STATIONERY AND OTHER ITEMS due date on 09.12.2024 up to 12:00 PM. etc. must have been explicitly mentioned.
3. BIDs must be submitted in double cover. The inner cover must be sealed.

Encl: as quoted above

  
**Zonal Director Research**

**PRESCRIBED BID FORM FOR SUPPLY OF STATIONERY AND OTHER ITEMS ARTICLES**

Note: BID must be submitted strictly in accordance with all the terms & conditions of the BID-Notice and in the BID form issued by the University; otherwise the BID shall not be considered and shall be rejected outright. Counter conditions shall not be accepted. BIDDERS/ Suppliers should read these conditions very carefully and comply strictly before submitting their BID. If a BIDDER has any doubts regarding the interpretation of any of the conditions or specifications mentioned in these documents he should, before submitting the BID, refer these to the University and obtain clarification. The decision of the University regarding interpretation of the conditions and specification shall be final and binding on the BIDDER.

There are two sets of BID forms containing the following documents:-

1. BID Notice No.
2. Special terms and condition for supply of STATIONERY AND OTHER ITEMS
3. General terms and conditions of BID
4. TECHNICAL SPECIFICATION CUM COMPLIANCE SHEET
5. Form for quoting the rates

Please retain one set for your record and submit one complete set duly filled in, signed and stamped on every page along with the earnest money/bid security remittance evidence, failing which, the BID will be rejected.

Encl: As above.

**Zonal Director Research**

Details about the BIDDER: To be filled in by the BIDDER:

1. Name & complete address of the BIDDER:

.....  
.....

2. Earnest money/ bid security deposited .....

I/We declare that I/We have read all the terms and conditions & specifications of the work mentioned in all the above documents of the BID-form and I/We agree to confirm to these.

**Dated:**

**SIGNATURE OF THE BIDDER  
(With seal/Stamp)**





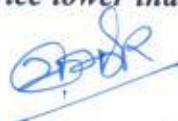
**SPECIAL TERMS & CONDITION FOR SUPPLY OF STATIONERY AND OTHER  
ITEMS RATE CONTRACT MANUFACTURERS AUTHORISED DEALERS**

1. Properly sealed BIDs are invited from the bonfire suppliers for supply of STATIONERY AND OTHER ITMES.
2. BIDs should be submitted on prescribed BID form enclosed here with to the Zonal Director Research, Ummedganj, Kota and should reach on or before 09.12.2024 Up to 12.00 P.M. The BID should be submitted in a bigger envelope containing two envelopes; one containing
  - A. Technical Bid "Envelop Marked-Technical Bid"
    - i. GSTIN Certificate
    - ii. Bid/ BID form and attachments duly signed by BIDDER/ Bidder
    - iii. Earnest money/ bid security deposit documents
    - iv. Compliance sheet duly filled and signed
  - B. Financial Bid "Envelop Marked – Financial Bid"
    - i. Rate Quotation in BID form's format specifically attached with the bid document and duly sealed and marked "BID FOR SUPPLY OF STATIONERY AND OTHER ITEMS NOT TO BE OPENDED BEFORE 09.12.2024 at 1:00 PM". The BIDs will be opened at ARS, Kota in the presence of BIDDERS or their authorized representative who may wish to be present on 09.12.2024 at 01.00 PM. In case the BID is handed over personally at the office then a receipt should be obtained. Further BIDDER may also send BID form by Registered Post. However, the office will not be responsible for any postal delay. Any BID received after the due date and time shall not be considered at all.
3. BIDs without Earnest money/bid security shall not be considered.
4. 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.
5. BIDDER must have to sign each page to BID unsigned BIDs are subject do rejection prime face
6. The rates should be quoted in the prescribed BID from enclosed herewith only. The rate should be quoted inclusive of all taxes, if extra then mentioned separately.
7. **Rates must be quoted up to the indenter destination: The material will have to be supplied to Agricultural Research Station, Ummedganj, Kota in the supply order.**
8. **The rates shall remain firm and fix during the contract period and no increase shall be allowed.**
9. The office would pay the increased Sales Tax and other duty taxes if imposed by the Govt. during the currency of rate contract on submission of proof.
10. Validity of the BIDs/offers would be up to 60 days from the date of opening of the BID.
11. The approved rate shall be effective up to 12 months from the date of agreement with the bidder. This rate contract may be enhanced maximum up to 12 months with mutual consents of the both parties ie bidder and university.
12. The BIDDER is not allowed to withdraw or modify his offer or add any condition after opening of the BID, otherwise his earnest money / bid security is liable to be forfeited.





13. University 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.
14. **Approved BIDDER will have to execute an agreement in the prescribed format (which shall be supplied with the BID form) on a non-judicial stamp of Rs. 500/- at his own cost within fifteen days from the approval of the BID .**
15. The BID must be submitted accurately in accordance with the conditions of the BID and all the enclosures (duly signed and stamped) otherwise the BID will be rejected.
16. 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 BIDDER for being heard.
17. 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)
18. **Rates must be quoted in form of BID-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.**
19. The ordered material will have to be supplied within 10 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. Direct Demanding Officers of any of the unit.
20. In case the ordered goods are not submitted according to the specification BIDDER has no replace it at his own cost & it not supplied in time, the Security Deposit will be forfeited and excess amount if any, incurred by the University will also be recovered from the BIDDER.
21. *The period of rate contract is one year from the date of signing agreement, if the performance of successful bidder is satisfactory & variation in market prices shall not be significant it may be extended for further period of one year subjected to approval of Higher Authority of University.*
22. *This is rate contract for price only without a commitment for quantity, place and time of supply. No minimum quantity is guaranteed & BIDDER has no right to claim for compensation. University reserves the right to vary quantity & BIDDER is bound to fulfill the same otherwise his rate contract is liable to rejection & items shall be purchased at BIDDER's cost.*
23. *This rate contract may be entered with more than one bidder as per in the order of standing in BID in final evaluation by giving then counter offer of prices of the lowest bidder in order to secure prompt delivery of goods if quantity required is beyond the capacity of the lowest bidder. (Parallel Rate contracted.)*
24. *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 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.*

25. Payment of the bill shall be made only after goods are delivered at of indenter Stores and on inspection if they are found as per specification. No part payment will be entertained/accepted. No. request for making supply in installments will be considered.
26. **University standing purchase committee may provide the sample to lowest tendered and Parallel Rate contract holder for the supply to be strictly in order of the sample given/ specification.**
27. In case the BIDDER is an authorized Stockiest/Dealer/Agent/Suppliers or the Manufacture for supply of Bided items; Photostat attested true copies of the supporting documents (received from Manufacture) must be submitted along with the BIDDER.
28. **If the BIDDER 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 or 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 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%
29. **Remaining provision shall be as per RTPPR-2013 (Rajasthan Transparency in Public Procurement Rules-2013) to be seen on Finance Deptt. Website [www.financerajasthan.gov.in](http://www.financerajasthan.gov.in).**
30. GST provision will be applicable as per circular of Government of Rajasthan
31. GST and TDS deducted as per rules.



**ZONAL DIRECTOR RESEARCH**

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

I/ We declare that I am/we are bonfire/ Manufacturers/ Whole Sellers/ Sole Distributor/ Authorized dealer/ dealers/sole selling/ Marketing agent in the Goods/ Sores/ equipments for which I/ We have Bided.

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 BID if any to the extent accepted may be cancelled.

**Signature of the BIDDER**





### **Annexure A : Compliance with the Code of integrity and No. Conflict of interest**

Any person participating in procurement process shall-

- (a) Not offer any bribe reward or gift or any material benefits 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 share between the procuring entity and the bidders with 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 part or to its property to influence the procurement process.
- (f) Not obstruct any in investigation or audit of a procurement process.
- (g) Disclose conflict of interest if any and;
- (h) Disclose any previous transgression with any entity in India or any other country during the last three year or any other procuring entity.

#### **Conflict of interest:-**

The bidder participating in a bidding process must not have a conflict of interest. A conflict of interest is considered to be a situation in which a party has interest that could improperly influence that party performance of official duties or responsibilities' contractual obligations or compliance with applicable laws and regulation.

- I. 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/ share holder in common; or
  - b. Receive or have received any direct or indirect subsidy form any to Them or;
  - c. Have the same legal representative for purpose of the bid; or
  - d. Have the relationship with each other directly or through common third Parties that put them in a position to have access to information about or Influence the decisions of the producing entity regarding the bidding process;
  - e. The bidder participates in more than one bid in bidding process participation By a bidders in more than one bid will result in the disqualification of all bids in which the bidders in involved. However this does not limit the Inclusion of the same subcontractor, not otherwise participating as a Bidders, in more than one bid; or
  - f. The bidders 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 a subject of the bid; or
  - g. Bidders or any of the affiliates has been hired (or is proposed to be hired) by The procuring entity as engineer-in- change/consultant for the contract.

Place :

Date :

Signature of the Bidder with Seal





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

**Declaration by the Bidders**

In relation to my/our Bid submitted to.....for procurement of..... in response to their notice inviting Bids No.....Dated..... I/we hare by declare under section 7 of Rajasthan Transparency in public procurement act, 2012, that;

1. I/we possess the necessary professional, technical, financial and managerial Recourse 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 affair administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foraging reasons.
4. I/we are not having 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 misrepresentation as to my/our qualifications to enter in to a Procurement contract within a period of three year preceding the commencement Of this procurement process or not have been otherwise disqualified pursuant to Debarment proceeding.
5. I/we do not have a conflict of interest as specified in the act, Rules and the bidding Document, which materially affects fair competition.

Dated:

Place:

Signature of Bidder

Name:

Designation:

Address:



### **Annexure C: Grievance Redresses during procurement Process**

The Designation and address of the first appellate authority is **Vice-Chancellor, Agriculture University, Kota.**

The designation and address of the Second appellate authority **Board of Management.**

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

If any bidders or prospective bidders is aggrieved that any decision action or omission of the procuring entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to first appellate authorities as specified in the bidding document within a period of ten days from the dated of such Decision of action, omission as the case may be clearly giving the specific ground or ground on which he feels aggrieved:-

Provide that after the declaration of a Bidder as successful the appeal may be filed who has participated in procurement proceeding:

Provide further that in case Procuring entity evaluates the technical Bid 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 Bids 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 dated 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 under passed by the first appellate authority the Bidder or prospective Bidder the procuring entity as the case may, be file a second appeal to second appellate authority specific in the Bidder Document in this be help within fifteen days from the expiry of the period specified in Para (2) or of the dated of receipt of the order passed by the first appellate authority as the case may be.

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

No appeal shall lie against any decision of the procuring entity relating to the following matter 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 the 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 fact 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 authorized 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 of banker's cheque of a scheduled Bank in India payable in the name of appellate concerned.

**(7) Procedure for Disposal of appeal:-**

- a) The first appellate authority or second appellate authority, as may case may Be, upon filing of appeal, shall issue notice accompanied by copy of appeal, Affidavit and document, if any to the respondents and fix dated of hearing.
- b) On the dated fixed for hearing the first appellate authority or second appellate authority, as the case may be shall;
  - (i) Here all the parties to appeal present before him and;
  - (ii) Peruse or inspect document, relevant record or copies there of relating to be matter.
- c) After hearing the parties perusal or inspection of document and relevant record or copies there of 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 fee of cost.
- d) The order passed under sub-clause © above shall also be placed on the state public procurement portal.



## **Annexure D : Additional Conditions of Contract**

### **1. Correction of arithmetical errors**

Provided the financial Bid is substantially responsive, the procuring entity will correct arithmetical errors during evolution of financial Bid 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 a error in a total corresponding to the addition or subtraction of subtotals the subtotal shall prevail, and the total shall be corrected; and
- III. If there is a discrepancy between words and figures the amount in word shall prevail, unless the amount expressed in word is related to an arithmetic error in which case the amount in figure shall prevail subject to (i) and (ii) above. If the Bidder that has 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 security declaration shall be exculpated.

### **2. Procuring Entity's Right to vary Quantities:-**

- I. At the time of award to contract the quantity of goods, 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 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 circumstance, the Bidder shall not be entitled for any claim of 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 rate and conditions of the original order. However the additional quantity shall not be more than 25% percent 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 suppliers 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 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 case, 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 rate of the Bidder, whose Bid is accepted.





**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 dated 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



## 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 *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 University to supply the at its Head Office as well as at branches offices throughout Rajasthan, all those supply of STATIONERY AND OTHER ITEMS items set forth in the schedule appended hereto in the manner set forth in the conditions of the BID 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 the said UPS inverter items set forth in supply order issued by this office & Subordinate offices thereof in the manner set forth in the conditions of the BID and contract.
  - II. *The conditions of the BID and contract for open BID enclosed to the BID 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 BIDDER and letters no. .... Issued by the University and appended to this agreement shall also form part of this agreement.
  - IV.
    - A. The University 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 University 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 BIDDER 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%.
- 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 BIDDER.
- 6 Estimated supply cost in currency of rate contract period in Rs. 5.00 Lac but no minimum quantity /cost in guaranteed and no compensation shall be paid for this BIDDER have to fulfil the work on Bided/ approved rate in place, time and period as given by officer at various units of "Agriculture University, Kota".
- 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.
- 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 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 BID. If BIDDER 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 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](http://www.financerajasthan.gov.in))

In witness whereof the parties hereto have set their hands on the..... day of .....2023.

**Signature of the approved supplier.**

**Signature for and on behalf of University  
Designation**

**Date:**


**Witness No. 1**

**Witness No. 1**

**Witness No. 2**

**Witness No. 2**



 <b>Zonal Director Research</b>	<b>AGRICULTURAL RESEARCH STATION, UMMEDGANJ, KOTA</b> <b>(Agriculture University Kota)</b> Ummedganj Farm, Post Box No-7, G.P.O. Nayapura, Kaithoon Road, Kota - 324001 Phone No : 0744 – 2844306 Email : <a href="mailto:zdrarskota@gmail.com">zdrarskota@gmail.com</a>	
No.F. 16 ( )/ZDR/ARSK/2024/		Date:22.11.2024

**FINANCIAL BID**

**(to be submitted in separate envelop)**

To,

The Zonal Director Research,  
Agricultural Research Station, Kota

Sub: BID for supply of Stationery Articles

Sir,

In response to the above-referred BID Notice, we are submitting our FINANCIAL BID offer for supply of Stationer Articles. The details are as under:

1. **Name of the BIDDER**.....
2. **Address of the BIDDER**.....
3. **Phone No**.....
4. **Fax No**.....

SIGNATURE  
OF BIDDER

  
 \_\_\_\_\_



1. The rates for the supply of the Stationery Articles are as under:

S. No.	Items Name with specification	Brand/ Make	Rate/unit	Rate (to be quoted ALL TAX INCLUSIVE)
1	Supply A 4 (70 GSM) paper ream thick white 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
2	Supply A 4 (75 GSM) paper ream thick white 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
3	Supply A 4 (80 GSM) paper ream thick white 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
4	A3 (75 GSM) paper ream thick white 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
5	Legal (75 GSM) paper ream thick white 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
6	Supply A 4 paper color (various color) 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
7	Executive A4 (80 GSM) Bond paper white 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
8	Executive A4 (90 GSM) Bond paper white 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
9	Executive A4 (100 GSM) Bond paper white 500 sheets in a ream original mill packed (Please mentioned the name of mill and brand)		Per Piece	
10	Paper envelop superior quality white 6x3½" rate per hundred		Rate per hundred	
11	Paper envelop superior quality white 9x4" rate per hundred		Rate per hundred	
12	Paper envelop DLP superior quality white 6x4" rate per hundred		Rate per hundred	
13	Paper envelop superior quality white 6½ x3¾" rate per hundred		Rate per hundred	
14	Paper envelop superior quality white 11x5" rate per hundred		Rate per hundred	
15	Paper envelop superior quality white 12x8" rate per hundred		Rate per hundred	
16	Paper envelop superior quality white 12x10" rate per hundred		Rate per hundred	
17	Paper envelop superior quality white 14x10" rate per hundred		Rate per hundred	
18	Paper envelop superior quality white 14x4.5" rate per hundred		Rate per hundred	
19	Paper envelop superior quality white 16x12" rate per hundred		Rate per hundred	
20	Cloth lined envelop made only superior quality 11x5" rate per hundred		Rate per hundred	
21	Cloth lined envelop made only superior quality 12x10" rate per hundred		Rate per hundred	
22	Cloth lined envelop made only superior quality 15x11" rate per hundred		Rate per hundred	



23	Cloth lined envelop made only superior quality 18x14" rate per hundred		Rate per hundred	
24	Cloth lined envelop made only superior quality 16x12" rate per hundred		Rate per hundred	
25	Cloth lined envelop made only superior quality 9½x4½" rate per hundred		Rate per hundred	
26	Cloth lined envelop made only superior quality 12x6" rate per hundred		Rate per hundred	
27	Laminated Paper envelop 9x4"		Rate per hundred	
28	Laminated Paper envelop 11x5"		Rate per hundred	
29	Laminated Paper envelop 12x10"		Rate per hundred	
30	Laminated Paper envelop 15x11"		Rate per hundred	
31	Laminated Paper envelop 14x10"		Rate per hundred	
32	Laminated Paper envelop 16x12"		Rate per hundred	
33	Pencil Carbon Paper (Sapphire) size 201x330mm		Per Pkt	
34	Thread Ball		Per Pkt	
35	Rubber band		Per Kg.	
36	Drawing pencil		Per Pkt	
37	Gum Pest in plastic phials with screw cap bottle 700 ml		Per piece	
38	Gum Pest in plastic phials with screw cap bottle 150 ml		Per piece	
39	Gum stick 8 gm weight		Per piece	
40	Gum stick 15 gm weight		Per piece	
41	Ball point pen (MRP 5.00 Rs.)		Per piece	
42	Ball point pen (MRP 10.00 Rs.)		Per piece	
43	Ball point pen (MRP 20.00 Rs.)		Per piece	
44	Gel Pen (MRP 5.00 Rs.)		Per piece	
45	Gel Pen (MRP 10.00 Rs.)		Per piece	
46	Gel Pen (MRP 20.00 Rs.)		Per piece	
47	Permanent Marker Pen superior quality with its original make and products		Per piece	
48	White Board writing Pen superior quality with its original make and products		Per piece	
49	OHP marker pen set		Per pkt	
50	Erase-Ex pen		Per piece	
51	Highlighter Pen		Per piece	
52	Four folder file cover		Per piece	
53	Field cap good quality		Per piece	
54	Staff Attendance Register size 37x25 (14 sheets)		Per piece	





55	Staff Attendance Register size 37x25 (28 sheets)		Per piece	
56	Staff Attendance Register size 37x25 (35 sheets)		Per piece	
57	Colored tap 1 inch		Per piece	
58	Colored tap 1 ½ inch		Per piece	
59	Colored tap 2 inch		Per piece	
60	Transparent tap shite super quality 1 inch		Per piece	
61	Transparent tap shite super quality 2 inch		Per piece	
62	Transparent tap shite super quality 2.5 inch		Per piece	
63	Dispatch register ledger paper with university name printed 100 page		Per piece	
64	Dispatch register ledger paper with university name printed 200 page		Per piece	
65	Dispatch register ledger paper with university name printed 300 page		Per piece	
66	Inward register ledger paper with university name printed 100 page		Per piece	
67	Inward register ledger paper with university name printed 200 page		Per piece	
68	Slip pad ruled 10 page each		Per piece	
69	Slip pad ruled 25 page each		Per piece	
70	Slip pad ruled 50 page each		Per piece	
71	Slip pad ruled 100 page each		Per piece	
72	Stapler pin packet 10 no.		Per pkt	
73	Stapler pin packet 24 no.		Per pkt	
74	Stapler 10 no.		Per piece	
75	Stapler 24 no.		Per piece	
76	OHP transparent sheet A-4 size 100 micron		Per pkt	
77	Measuring tap (30 mtr)		Per piece	
78	Measuring tap (50 mtr)		Per piece	
79	Measuring tap (100 mtr)		Per piece	
80	File cover plastic		Per piece	
81	Plastic Folder good quality (L shape)		Per piece	
82	Jut file folder (Genis)		Per piece	
83	Stamp pad small		Per piece	
84	Stamp pad big		Per piece	
85	Pen drive 32gb		Per piece	
86	Pen drive 64gb		Per piece	
87	Pen drive 128gb		Per piece	
88	Thumb pin		Per pkt	



89	Alpine T type still (100 gram weight)		Per pkt	
90	U Pin steal		Per pkt	
91	Binder Clips		Per pkt	
92	Drawing pin		Per pkt	
93	Duster Cloth		Per piece	
94	Towel Napkin		Per piece	
95	Towel		Per piece	
96	Pocha cloth		Per piece	
97	Fevistick		Per piece	
98	Cardboard Index file		Per piece	
99	Ring file plastic		Per piece	
100	Spring file		Per piece	
101	Doc file		Per piece	
102	Bill tag		Per pkt	
103	Scale		Per piece	
104	Double Side Tape 2 inch		Per piece	
105	Room fresher		Per piece	
106	Lamination sheet		Per pkt	
107	Bathroom freshener		Per piece	
108	All out		Per piece	
109	AAA Pencil cell		Per piece	
110	AA Pencil cell		Per piece	
111	Field dairy		Per piece	
112	Punching machine small		Per piece	
113	Punching machine big		Per piece	
114	Calculator with name of brand		Per piece	
115	Scissors		Per piece	
116	Wall watch		Per piece	
117	Paper cutter		Per piece	
118	Tap dispenser		Per piece	
119	Sharpener		Per piece	
120	Sticky notes		Per piece	
121	Water bottle plastic (01 ltr) good quality		Per piece	
122	Water bottle steel (01 ltr) good quality		Per piece	
123	Water bottle glass (01 ltr) good quality		Per piece	



124	Poker		Per piece	
125	Tea Cups		Per piece	
126	Water Glass		Per piece	
127	Dustbin covered 05 ltr		Per piece	
128	Dustbin covered 10 ltr		Per piece	
129	Hand wash		Per piece	
130	Flex kwik (20 g)		Per piece	
131	Fevi kwik (20g)		Per piece	
132	Toilet cleaner good brand		Per piece	
133	Pen holder		Per pkt	
134	Bill tag		Per pkt	
135	Lamination pouch		Per pkt	
136	Oridini		Per piece	
137	Log book (driver)		Per piece	
138	File less		Per bundle	
139	Baste cotton		Per piece	
140	Salary posting register		Per register	
141	Paper tray		Per piece	
142	Cash book		Per Book	
143	File cover with less		Per piece	
144	Paper weight		Per piece	
145	Index file		Per file	
146	Visitor Register/Dairy		Per piece	
147	Photo Glossy paper rim (130 GSM)		Per Rim	
148	Photo Glossy paper rim (150 GSM)		Per Rim	
149	Photo Glossy paper rim (180 GSM)		Per Rim	

- RATES SHOULD BE QUOTED ALL 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 BIDDER  
WITH HIS FIRM'S RUBBER STAMP