



कृषि विश्वविद्यालय कोटा AGRICULTURE UNIVERSITY KOTA

बोरखेडा, कोटा 324001 (राज.)
Borkhera, Post Box No. 20 GPO Nayapura,
Kota 324001 (Raj.)



Tel : 0744-2321205
Fax : 0744-2321203
Email: Centralstore@aukota.org

F.02(5/3)/AU/Kota/Store/Stationery/2022-23/ 10262-71

Date : 25.11.24

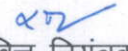
खुली बोली सूचना संख्या 02/2024-25

कृषि विश्वविद्यालय, कोटा के प्रशासनिक भवन में स्टेशनरी व अन्य संबंधित सामग्री आपूर्ति हेतु विनिर्माताओं/अधिकृत विक्रेताओं/सदभावी आपूर्तिदाताओं से खुली बोली आमन्त्रित की जाती है।

क्र. सं.	कार्य का नाम	बोली की लागत (लाखों में)	बोली फार्म शुल्क	बोली प्रतिभूति (धरोहर राशि) (रूपयों में)	फार्म उपलब्ध होने की प्रारंभ व अंतिम दिनांक व समय	बोली फार्म जमा करने की अंतिम दिनांक व समय	बोली खोलने की दिनांक व समय
1.	स्टेशनरी व अन्य संबंधित सामग्री आपूर्ति	1.90 लाख	500/-	3,800/-	27.11.2024 को प्रातः 12:00 बजे से	06.12.2024 को 12:00 बजे तक	06.12.2024 को दोपहर 03:00 बजे तक


बोली दाता आवश्यक निविदा प्रपत्र व शर्तें <http://sppp.rajasthan.gov.in> तथा विश्वविद्यालय की वेबसाइट <http://aukota.org> से प्राप्त करके भरें तथा निर्धारित प्रपत्र शुल्क व प्रतिभूति Comptroller, Agriculture University, Kota के बैंक खाता संख्या 687801700343 (IFSC:ICIC0006878) में RTGS/NEFT द्वारा ऑनलाईन जमा करते हुए इसका साक्ष्य बोली प्रपत्र के साथ संलग्न करें।

किसी भी बोली/समस्त बोलीयों को स्वीकृत/अस्वीकृत करने का अधिकार विश्वविद्यालय में निहित होगा।


वित्त नियंत्रक

प्रतिलिपी: निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है

1. निजी सचिव माननीय कुलपति महोदय, कृषि विश्वविद्यालय, कोटा।
2. कुलसचिव, कृषि विश्वविद्यालय, कोटा।
3. नोडल अधिकारी को विश्वविद्यालय वेबसाइट व एसपीपीपी पोर्टल पर प्रकाशन हेतु।
4. सदस्य क्रय समिति.....।
5. प्रभारी अधिकारी, भण्डार/ भण्डारपाल, कृषि विश्वविद्यालय, कोटा।
6. सूचना पट्ट, कृषि विश्वविद्यालय, कोटा/अधीनस्थ ईकाईयां


वित्त नियंत्रक



Central Store

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Date : 25-11-2024

BID DOCUMENT

M/s.

.....

.....

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

Ref: Our NIB No. 02/2024-25

Dear Sir,

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

1. BID documents for supply of STATIONERY AND OTHER RELATED ITEMS.
2. Special terms and conditions for supply of STATIONERY AND OTHER RELATED 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 up to 2:00 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

Yours faithfully,

COMPROLLER



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F.02(5/3)/AU/Kota/Store/Stationery/2022-23/102 62-71

Date : 25.11.24

PRESCRIBED BID FORM FOR SUPPLY OF STATIONERY AND OTHER RELATED ITEMS ARTICLES
OUR NIB No. 02/24-25

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. /24-25
2. Special terms and condition for supply of STATIONERY AND OTHER RELATED 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.


COMPTROLLER

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

1. Name & complete address of the
BIDDER:

2. Earnest money/ bid security deposited ONLINE

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)



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Date : 25.11.2024

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

1. Properly sealed BIDs are invited from the bonfire suppliers for supply of STATIONERY AND OTHER RELATED ITMES required for the use of various units of the University after approval by vice chancellor of the university.
2. BIDs should be submitted on prescribed BID form enclosed here with to the Comptroller, Agriculture University, Kota and should reach on or before 12:00 PM Up to 03.00 P.M. The BID should be submitted in a bigger envelope containing two envelopes; one containing
 - 64 Technical Bid "Envelop Marked-Technical Bid"
 - i. GSTIN Certificate
 - ii. Turnover Certificate
 - iii. Authorization Certificate if Applicable
 - iv. Bid/ BID form and attachments duly signed by BIDDER/ Bidder
 - v. Earnest money/ bid security deposit documents
 - vi. 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 RELATED ITEMS NOT TO BE OPENDED BEFORE 12:00 PM at 3:00 PM". The BIDs will be opened in the meeting hall of university in the presence of BIDDERS or their authorized representative who may wish to be present on 06-12-2024 At 03.00 PM. In case the BID is handed over personally at the university office then a receipt should be obtained. Further BIDDER may also send BID form by Registered Post. However the University 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 all the constituent units of the AU, Kota situated at Kota and other stations specified in the supply in the supply order.
8. **The rates shall remain firm and fix during the contract period and no increase shall be allowed.**
9. The University 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 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 by the Hon'ble Vice Chancellor.**
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. ***BIDDER must be registered in commercial taxes depts. Registration certificate must be enclosed otherwise BID shall not be considered.***
18. Notwithstanding 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 whatsoever 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 RTTP Act, 2012)
19. **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.**
20. 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.
21. In case the ordered goods are not submitted according to the specification BIDDER has no replace it at his own cost & if 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.
22. ***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 Hon'ble Vice Chancellor of University.***
23. ***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.***
24. ***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.)***
25. ***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.

26. 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.
27. 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.
28. 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.
29. 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%
30. 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.
31. GST provision will be applicable as per circular of Government of Rajasthan


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 BIDDER
WITH HIS FIRM'S RUBBER STAMP

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 procumbent 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 from 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 :

Signature of the Bidder with Seal

Date :

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 have 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 .at 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 is figure shall prevail subject to (0 and (ii) above. If the Bidder that the submitted the lowest evaluated Bid does not accepted the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid securing 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 of services originally specified in the Bidding document may be increased or decreased by a Specified percentage but such increased or decreased 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 the Bidding document due to change in circumstance, the Bidder shall not be entitled for any claim of compensation except otherwise provide in the conditions of contract.
- III. In case of procurement of Good of services additional quantity may be procured by packing a repeat order on the rate and conditions of the original order.

IV. However the additional quantity shall not be more than 25% present of the value of Goods of the original contract and shall be within one month form the dated 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 rules all the quantities of the subject matter of predicament shall be procured form 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 delvers the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, is 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:

27 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 RELATED OTHER 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 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. 3.00 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 tendered 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)

In witness whereof the parties hereto have set their hands on the..... day of2023

Signature of the approved supplier.



Date:

Signature for and on behalf of University
Designation

Witness No. 1

Witness No. 1

Witness No. 2

Witness No. 2



Central Store

कृषि विश्वविद्यालय कोटा AGRICULTURE UNIVERSITY KOTA

बोरखेडा, कोटा 324001 (राज.)
Borkhera, Post Box No. 20 GPO Nayapura,
Kota 324001 (Raj.)



Tel : 0744-2321205
Fax : 0744-2321203
Email: Centralstore@aukota.org

F.02(5/3)/AU/Kota/Store/Stationery/2022-23/ 10262-71

Date : 25 11-2024

FINANCIAL BID

(to be submitted in separate envelop)

To,
The Comptroller,
Agriculture University Kota

Sub: BID for supply of Stationery Articles

Ref: Your Tender Notice No.24-25

Sir,

In response to the above-referred BID Notice, we are submitting our FINANCIAL BID offer for Supply of Stationery 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

Item No.	Particulars of the Items (Name, Make, Size, Model & weight etc.)	BRAND/MAKE	Unit	Rate (to be quoted ALL INCLUSIVE)
1	2	3	4	5
1.	Supply Paper Ream thick white 500 sheets in a ream Original Mill packed all required size A Grade Mill, Please mentioned the name of Mill and Brand if any (rate per kg.) 70 GSM		Per Ream	
2.	Ledger Paper Ream 500 sheets in a ream, Original Mill packed All required size A Grade Mill, Please mentioned the name of Mill and Brand if any 80 GSM A-4		Per Ream	
3.	Ledger Paper Ream 500 sheets in a ream, Original Mill packed All required size A Grade Mill, Please mentioned the name of Mill and Brand if any 80 GSM A-3		Per Ream	
4.	Ledger Paper Ream 500 sheets in a ream, Original Mill packed All required size A Grade Mill, Please mentioned the name of Mill and Brand if any 80 GSM FS		Per Ream	
5.	Supply paper Color (Various Colors) 500 sheets in a ream Original Mill packed All required size 18 x 22 A Grade Mill, Please mentioned the name of Mill and Brand if any (rate per kg.)		Per Ream	
6.	Map litho paper white Original mill packed (70 GSM) Rate may quote per Kg. A Grade Mill, Please mentioned the name of Mill and Brand if any		Per Ream	
7.	Bond paper 500 sheets in ream original mill packed A Grade Mill, Please mentioned the name of Mill and Brand if any, all size		Per Ream	

	80 GSM 457X558 mm Excel Bond			
8.	Bond paper 500 sheets in ream original mill packed A Grade Mill, Please mentioned the name of Mill and Brand if any, all size 80 GSM 457X558 mm Executive Bond	Per Ream		
9.	Bond paper 500 sheets in ream original mill packed A Grade Mill, Please mentioned the name of Mill and Brand if any, all size 80 GSM 457X558 mm Sunlit Bond	Per Ream		
10.	Bond paper 500 sheets in ream original mill packed A Grade Mill, Please mentioned the name of Mill and Brand if any, all size Bond Paper 70 GSM, size 210x297 mm	Per Ream		
11.	Ruled Paper ranging from 60 GSM to 80 GSM all Size brand names (Rate per Kg.)	per Kg.		
12.	Photo Copier paper thick superior quality white (500 sheet in a Ream) mill packed only A Grade Mill, Please mentioned the name of Mill and Brand if any 70 GSM A-4 size 210X297 mm	Per Ream		
13.	Photo Copier paper thick superior quality white (500 sheet in a Ream) mill packed only A Grade Mill, Please mentioned the name of Mill and Brand if any 70 GSM A-3 size 297X426 mm	Per Ream		
14.	Photo Copier paper thick superior quality white (500 sheet in a Ream) mill packed only A Grade Mill, Please mentioned the name of Mill and Brand if any 70 GSM F-S size 215X345 mm	Per Ream		
15.	Photo Copier paper thick superior quality white (500 sheet in a Ream)			

	mill packed only A Grade Mill, Please mentioned the name of Mill and Brand if any 75 GSM A-4 size 210X297 mm		Per Ream	
16.	Photo Copier paper thick superior quality white (500 sheet in a Ream) mill packed only A Grade Mill, Please mentioned the name of Mill and Brand if any 75 GSM A-3 size 297X426 mm		Per Ream	
17.	Photo Copier paper thick superior quality white (500 sheet in a Ream) mill packed only A Grade Mill, Please mentioned the name of Mill and Brand if any 75 GSM F-S size 215X345 mm		Per Ream	
18.	Cloth Lined envelopes: Cloth lined envelopes made of only superior quality paper & super fine new Cloth (Size in inches) 10"X4 1/2"		Per Hundred	
19.	Cloth Lined envelopes: Cloth lined envelopes made of only superior quality paper & super fine new Cloth (Size in inches) 11"X5"		Per Hundred	
20.	Cloth Lined envelopes: Cloth lined envelopes made of only superior quality paper & super fine new Cloth (Size in inches) 12"X10"		Per Hundred	
21.	Cloth Lined envelopes: Cloth lined envelopes made of only superior quality paper & super fine new Cloth (Size in inches) 15"X11"		Per Hundred	
22.	Cloth Lined envelopes: Cloth lined envelopes made of only superior quality paper & super fine new Cloth (Size in inches) 18"X14"		Per Hundred	
23.	Cloth Lined envelopes: Cloth lined envelopes made of only superior quality paper & super fine new Cloth (Size in inches) 16"X12"		Per Hundred	
24.	Cloth Lined envelopes: Cloth lined envelopes made of only superior		Per Hundred	

	quality paper & super fine new Cloth (Size in inches) 9 1/2" X 4 1/2"			
25.	Cloth Lined envelopes: Cloth lined envelopes made of only superior quality paper & super fine new Cloth (Size in inches) 12" X 6"	Per Hundred		
26.	Laminated envelopes (100 gms) 9" X 4"	Per Hundred		
27.	Laminated envelopes (100 gms) 11" X 5"	Per Hundred		
28.	Laminated envelopes (100 gms) 12" X 10"	Per Hundred		
29.	Laminated envelopes (100 gms) 15" X 11"	Per Hundred		
30.	Laminated envelopes (100 gms) 14" X 10"	Per Hundred		
31.	Laminated envelopes (100 gms) 16" X 12"	Per Hundred		
32.	PENCIL CARBON PAPER (Sapphire) Size 201 X 330 mm	Per Pkt		
33.	PENCIL CARBON PAPER (Sapphire) Double Full Scale Size	Per Pkt		
34.	Rubber Band	Per Kg.		
35.	Drawing Pencil	Per Pkt.		
36.	File pads size 10" X 15" having Board of 28oz with paper pasted on both side duly printed wide flap of binding cloth cover with 34" long white top of 1/8" width (till move) to be inserted in between straw and paper	Per Piece		
37.	Office File made with handmade paper with green Lace standard size and fabrication duly together with other necessary matter which is generally printed size 24 cms. Width & 38/40 cms length.	Per Piece		
38.	Office File made with card sheet with green Lace standard size and fabrication duly printed together with other necessary matter which is generally printed size 24 cms. Width & 38/40 cms length.	Per Piece		
39.	Ruled Register (13 Sheets in a Quire) with printed on cover page Made of Superior paper	Per Piece		

40.	Ruled Register (13 Sheets in a Quire) with "AU" printed on cover page Made of Superior paper 1 Qr.		Per Piece	
41.	Ruled Register (13 Sheets in a Quire) with printed on cover page Made of Superior paper 2 Qr.		Per Piece	
42.	Ruled Register (13 Sheets in a Quire) with printed on cover page Made of Superior paper 3 Qr.		Per Piece	
43.	Ruled Register (13 Sheets in a Quire) with printed on cover page Made of Superior paper 4 Qr.		Per Piece	
44.	Ruled Register (13 Sheets in a Quire) with printed on cover page Made of Superior paper 5 Qr.		Per Piece	
45.	Ruled Register (13 Sheets in a Quire) with printed on cover page Made of Superior paper 6 Qr.		Per Piece	
46.	Gum Past White Superior Quality in Plastic Phials with Screw Cap Bottle 700 ml		Per Piece	
47.	Gum Past White Superior Quality in Plastic Phials with Screw Cap Bottle 150 ml		Per Piece	
48.	T-Shaped All Pin Still Superior Perfect pointed 100 gm weight		Per Packet	
49.	Clips 100 Nos./pkt. 30 mm highly plate triangular plastic coated		Per Packet	
50.	Clips 100 Nos./pkt. 35 mm highly plate triangular plastic coated		Per Packet	
51.	Staff Attendance Register size 37x25 cms 14 Sheets		Each	
52.	Staff Attendance Register size 37x25 cms 28 Sheets		Each	
53.	Staff Attendance Register size 37x25 cms 35 Sheets		Each	
54.	Coloured Cello Tape length may please be mentioned 1/2 Inch width		Per Packet (12 each)	
55.	Coloured Cello Tape length may please be mentioned 1 Inch width &		Per Packet (12 each)	

	length			
56.	Transparent Tape white super quality 1/2 Inch width & length may please be mentioned		Per meter	
57.	Transparent Tape white super quality 3/4 Inch width & length may please be mentioned		Per meter	
58.	Transparent Tape white super quality 1 Inch width & length may please be mentioned		Per meter	
59.	Dispatch Register ledger paper with university name printed 100 Page		Each	
60.	Dispatch Register ledger paper with university name printed 200 Page		Each	
61.	Dispatch Register ledger paper with university name printed 300 Page		Each	
62.	Inward Register ledger paper with university name printed 100 Page		Each	
63.	Inward Register ledger paper with university name printed 200 Page		Each	
64.	Inward Register ledger paper with university name printed 300 Page		Each	
65.	Peon Book ledger paper with university name printed 100 page		Each	
66.	Peon Book ledger paper with university name printed 200 page		Each	
67.	Sealing wax superior quality (per kg)		Per Kg.	
68.	Slip pad Ruled 100 page each		Each	
69.	Slip pad Ruled 50 page each		Each	
70.	Slip pad Ruled 25 page each		Each	
71.	Slip pad Ruled 10 page each		Each	
72.	Stapler Pin Packet 10 no.		Per packet	
73.	Stapler Pin Packet 24 no.		Per packet	
74.	Stapler machine 10 no.		Per piece	
75.	Stapler machine 24 no.		Per piece	
76.	Gum Stick 8 gm weight		Per Piece	

77.	Gum Stick 15gm weight			Per Piece	
78.	Transparency for OHP A-4 Size 210X297 mm Thickness 100 micron			Per Packet	
79.	OHP Marker Pen Set			Per Packet	
80.	Sketch Pens of 12 Piece			Per Packet	
81.	Four Folder File Cover			Per Piece	
82.	Erase-Ex Pen			One Piece	
83.	Khaki Tap 2"			Per Roll	
84.	Gel Pen blue/black/red			Per Piece	
85.	Plastic Mug 1 Ltr.			Each	
86.	Measuring Tape (50 mtr. & 30 mtr.) Freeman's			Each	
87.	File Cover Plastic			Each	
88.	Stamp Paid 110x70 mm			Each	
89.	Highlighter Pen			Pkt.	
90.	Pen drive 8 GB			Per piece	
91.	16 GB			Per piece	
92.	32 GB			Per piece	
93.	64 GB			Per piece	
94.	Plastic Folder (L Shaped)			Per Pkt.	
95.	Thumb Pin			Per Pkt.	
96.	Paper Tray 45X30 cm			Per Pkt.	
97.	Clip Board			Per Piece	
98.	Toilet Soap good brand			Per Piece	
99.	Toilet cleaner good brand			Per Piece	
100	Dustbin (covered) 10 ltr			Per Piece	

101	Dustbin (covered) 5 ltr		Per Piece	
102	Door Mate 2X 1 1/2		Per Piece	
103	Buckets PVC 15 ltr.		Per Piece	
104	Buckets PVC 10 ltr.		Per Piece	
105	Sutli for stitching gunny		Per Kg.	
106	AAA Pencil Cell		Per Piece	
107	AA Pencil Cell		per piece	
108	Ring binder File superior quality best brand big		per piece	
109	Ring binder File superior quality best brand small		per piece	
110	Jute (जुट) File Folder (Genis)		Per Pkt	
111	Plastic File Folder		per piece	
112	Pilot Pen (Blue, Red And Green) V.5		per piece	
113	Ball Pen Montex		per piece	
114	Permanent Marker		per piece	
115	Pin Cushion		Per Pkt	
116	Bill Tag File tag		Per Pkt	
117	Jute bag simple		Per piece	
118	Jute bag 1 chain		Per piece	
119	Jute bag 3 chain		Per piece	
120	Ball pen skyler metal		Per piece	
121	White board marker pen (Blue, Black, Red, Green) Superior quality easily erasable		Per piece	