DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR
(A State Funded University of Rajasthan)
Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru
Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)
www.alujaipur.ac.in email: registrar@alujaipur.ac.in

F. No. 5(7)EXAM(Secy.)/ALU/2026-27/3930 Dated : 21/10/2026

**NOTICE INVITING E-BID**

डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर द्वारा आयोज्य परीक्षाओं हेतु **Tender Document for "Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, JAIPUR HQs at Jaipur after completion of daywise University Examinations"** का कार्य मोहरबन्द निविदादाताओं से खुली ई–निविदा दिनांक 02.11.2026 को सांयः 02.00 बजे तक आमंत्रित की जाती है। विस्तृत निविदा सूचना एवं शर्तें, अनुमानित लागत, बिड प्राप्त करने एवं भरी हुई बिड प्रस्तुत करने की दिनांक, बिड शर्तें आदि का सम्पूर्ण विवरण वेबसाईट http://www.sppp.rajasthan.gov.in, http://www.eproc.rajasthan.gov.in एवं विश्वविद्यालय की वेबसाईट http://www.alujaipur.ac.in पर देखा जा सकता है।

UBN : ----------

कुलसचिव
डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय,
जयपुर

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DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR

Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

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F. No. 5(7)EXAM(Secy.)/ALU/2026-27/ Date:

# "Notice Inviting E-Bid"

**"Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations"**

Dr. Bhimrao Ambedkar Law University, Jaipur hereby invites online Bid for the procurement of following works/services as per details given below from competent & experienced bidders. Sealed Bids must be uploaded up to 2.00 PM on 02.11.2026.

| S. No | Description of work/ Services | Estimated Value | Bid Security | Tender Fee | RISL Processing Fee | Duration of Work | Validity period of bid |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | **Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations.** | Rs. 45.00 Lakh | Bid Security of Rs.90,000/- by Demand Draft/ Bankers Cheque in the Favor of **"Dr. Bhimrao Ambedkar Law University, Jaipur"** | Rs. 2000/- | Rs. 500/- | Two Years | 90 Days |

**Bidding Submission Process: -**

1. The bidders who are interested in bidding, can download bid document from https://www.eproc.rajasthan.gov.in. The bid document can be seen on https://www.alujaipur.ac.in and https://www.sppp.rajathan.gov.in also.
2. Bids are to be submitted online in electronic format on website https://www.eproc.rajasthan.gov.in.
3. Bidders registered at https://www.eproc.rajasthan.gov.in. can only be participate in the Bid process.
4. Bidders will have to procure Digital Signature Certificate (Type II of Type III) as per Information Technology Act. 2000 using which they can sign their electronic bids. or they may contact e-Procurement Cell, Department of IT&C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not to procure a new Digital Certificate.
5. The Bid comprises of two-part system, the Technical Bid and the Financial Bid. Manual Bid will not be accepted.
6. Bidder shall submit their offer on-line in electronic formats both technical and financial proposal. **Demand Drafts for Bid Document fee, e-bid processing fee and Bid Security Declaration in**

Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

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DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR

**original shall be submitted manually in the office to the Tendering Authority within the prescribed time**. However, the scanned copies of Demand Draft and Bid Security Declaration shall be uploaded along with the online bid.

7. Bid Fee, RISL E-Bid processing fee and Bid security are not submitted within the prescribed time, then the bid shall be rejected.
8. Before submitting the Bid electronically, it must be ensured that all the Bid papers including conditions of the contract are digitally signed by the Bidder.
9. Any information provided in support of the Bid must be properly annexed, numbered and duly signed. No page should be removed/ detached from this Tender document.
10. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day.
11. Validity of the tender shall be 90 days from the date of opening of Technical Bid.
12. Contract period for **"Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations"** shall be of two years which can be extendable further for one more year as per RTPP Act 2012 and Rules 2013 with mutual consent.
13. In case of any query, please contact at COE Office, ALU, Jaipur or Mail to coe@alujaipur.ac.in

**REGISTRAR**

**REGISTRAR**
Registrar, ALU, Jaipur
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## INTRODUCTION

| | | |
|---|---|---|
| **Dated :** | | |
| 1 | Subject matter of procurement | Rate Contract for **"Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations."** Open Competitive Bid / 2026-27 |
| 2 | Name & Address of the Procuring Authority. | Dr. Bhimrao Ambedkar Law University, Jaipur. Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil- Sanganer, Distt. Jaipur-303007 (Rajasthan) |
| 3 | Estimated Cost of Work | Rs. 45.00 Lakh |
| 4 | (i) The price of the Bidding Document | Rs. 2000/- by way of Demand Draft/Banker's Cheque in favour of '**Registrar *Dr. Bhimrao Ambedkar Law University, Jaipur***'. |
| | (ii) E- tender Processing Fees | Rs. 500 /- (Bankers Cheque /DD in Favor of MD, RISL ,Jaipur) |
| 5 | For Clarification Purposes only, the Procuring Entity's address | Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur. TEL. Number :- 0141-2941442 E-Mail Address :- registrar@alujaipur.ac.in |
| 6 | The Pre-Bid Meeting | No |
| 7 | The Language of the Bid is | English & Hindi |
| 8 | The Bidder shall submit with its Bid | Mentioned at Technical Bid Check list (Annexure-V & VI) |
| 9 | Publishing Date | **23.10.2026** |
| 10 | Document downloading start date & Time | **23.10.2026 from 01.00 p.m.** |
| 11 | Bid document download end date & Time | **02.11.2026 upto 01.00 p.m.** |
| 12 | End date and time for online submission of Bid | **02.11.2026 upto 02.00 p.m** |
| 13 | The Bid Validity period shall be | 90 days from the date of opening of technical bid. |
| 14 | Bid Security | Bid Security 2% of estimated cost (**Rs. 90,000/-**) by way of Demand Draft/Banker's Cheque in favour of 'Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur'. |
| 15 | Authorization | Power of attorney/board resolution letter of authorization written on the letter head by the bidder. |
| 16 | Downloading of Bid | Online: https://www.sppp.raj.nic.in and https:// www.alujaipur.ac.in, https://www.eproc.rajasthan.gov.in |
| 17 | Submission Date of Banker's Cheque/ Demand Draft for Bid document Fee, Bid Security declaration, E-processing Fee & Hard Copy of Bid | Date: 02.11.2026 upto 03.00 p.m. Place: office at Dr Bhimrao Ambedkar Law University, Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil- Sanganer, Distt. Jaipur-303007 (Rajasthan) |

Name and Signature of the Bidder with Seal

Registrar, ALU Jaipur

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JAIPUR

| | | |
|---|---|---|
| 18 | Opening of Technical Bid | Date: 02.11.2026 upto 04.00 p.m.<br>Place: office at Dr Bhimrao Ambedkar Law University, Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil- Sanganer, Distt. Jaipur-303007 (Rajasthan) |
| 19 | Date/ Time/ Place of Financial Bid Opening | Informed separately to the technically qualified bidders |

20. Tendered quantity may be increased or decreased at the time of award/ work order or during the course of agreement as per RTPP Act and Rules.
21. The successful Bidder shall execute the contract agreement and deposit the performance security within 15 days from the date of issue of letter of acceptance/work order.
22. The Designation and Address of : ***Vice-Chancellor,***
First Appellate Authority ***Dr. Bhimrao Ambedkar Law University, Jaipur.***

I/We.....(Name of the person) in the capacity of ..... (Designation) as bidder have read the introduction, NIB and all the conditions of Bid annexed hereto carefully and agreed to abide by all the conditions and have digitally signed and serially numbered all the pages in token of acceptance thereof , details of the bidding firm/company are as below:

Name of firm/company : _____
Office Address (with pin code) : _____
Workshop Address (With pin code) : _____
_____
Telephone Nos. : _____
Office : _____
Residence : _____
Workshop : _____
Fax (with STD Code) : _____
E-Mail. ID : _____
Mobile : _____
Statutory Details
GST Number : _____
Income Tax PAN : _____
Bid Security Declaration : _____

Signature

Name of Signatory (IN BLOCK LETTERS) _____

Designation

Date : _____ _____

Place: _____

(Attach sheets where-ever necessary and strike out whichever is not applicable)

Registrar, ALU Jaipur

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## Definitions and Acronyms

| | |
|---|---|
| ALU | Dr. Bhimrao Ambedkar Law University, Jaipur |
| UNIVERSITY | Dr. Bhimrao Ambedkar Law University, Jaipur |
| BIDDER | The eligible Bidder who will participate in Procuring process |
| B.S. | Bid Security |
| COE | Controller of Examination |
| GAD | General Administrative Department |
| PURCHASER | Dr. Bhimrao Ambedkar Law University, Jaipur |
| PROCURING ENTITY | Dr. Bhimrao Ambedkar Law University, Jaipur |
| RFP | Request for Proposal /Tender Document/ BID |
| SUPPLIER | The bidder who will be finally selected and, in whose name, the work order will be released. |
| Exam Section | An office of Controller of Examination/Deputy / Assistant Registrar (Examination) in the ALU. |
| Secrecy Section | An office of Examination Cell Headed by the Controller of Examination / Deputy / Assistant Registrar(Secrecy) in the ALU. |
| NIB | Notice Inviting Bid |
| PSD | Performance Security Deposit |

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**ANNEXURE –I**

**Subject: Notice inviting Tender Document for "Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations."**

**General Terms & Conditions**

The bidders must note the following points carefully before submission of the bid.

*Note :* **Time and secrecy is the essence of this tender.**

1. **Parties: -** The parties to the contract are the contractor (the tenderer) to whom the work has been awarded) and the Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur.
2. **Addresses:-** For all purpose of the contract including arbitration thereunder, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by registered post with Acknowledgement Due to the Dr. Bhimrao Ambedkar Law University, Jaipur. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.
3. The envelopes containing the bid must be Marked **Bid for Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations**.
4. Technical Bid and Financial Bid should be submitted separately in prescribed annexure on-line on the website as mentioned in NIB within scheduled date & time.
5. Financial bids of only those bidders who qualify the technical bid shall be opened on the date mentioned in the NIB.
6. The University reserves the right to reject or accept any bid or part without assigning any reason thereof.
7. Bidders are required to read the document carefully before filling bids electronically. At the time of submission, every page duly numbered must be sealed and signed by the authorized signatory. Bid must be submitted electronically as well as hard copy. The tender document may be downloaded or seen on the web site mentioned herein above NIB.
8. Any information provided in support of the bids must be properly annexed, numbered and duly signed. No page should be removed/ detached from this Tender Document.
9. Any ambiguous conditions quoted in the application may lead to summarily rejection of the Bid.
10. Bids shall be valid for 90 days from the date of opening of technical bid.
11. To participate in online bidding process, bidders must procure a Digital Signature Certificate (DSC Type III) as per information technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency i.e. TCS, Safe crypt, N code etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
12. Interested bidders are required to get Digital Signature Certificate & pass-word under IT Act 2000 to sign & submit their offer online on the website www.eproc.rajasthan.gov.in on or before the scheduled dates mentioned in NIB.
13. The Technical Bid must be sealed in separate envelopes.
14. Bid Security Money (B.S.): - A Demand Draft/bankers cheque for Rs. 90,000/- (Rupees Ninety thousand only) only in the name of **Registrar**, **Dr. Bhimrao Ambedkar Law University, Jaipur payable at Jaipur** must be enclosed along with technical bid as bid security, without which no tender shall be considered.

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Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

15. D.D. of tender fee of Rs. 2000/- (Rupees Two Thousand only) must also be enclosed with Bid in the name as mentioned in sr. no. 14 above. For RISL fee, DD of Rs. 500/- in favour of MD, RISL, Jaipur payable at Jaipur must be enclosed with Bid.
16. University will provide details from time to time about the time schedule for examination, list of examination Centres, registered numbers of students in each subject etc.
17. Examination Centres are normally from amongst the affiliated colleges of ALU, JAIPUR, the list of which shall be provided to Bidder. All the Centres are situated in Rajasthan State. Kms. of cites shall be considered as per Kms. fixed for road travels by the Government and details as mentioned in below point no. 18.
18. Packets of Answer Books and other confidential material have to be collected from the examination centres within 5 hours of the completion of the examination on particular day, if examination shift ends latest by 02.00 p.m. and number of examination centres are not more than two in the same City. If number of examination centres are more than two or examination shift ends after 02.00 p.m., the confidential material have to be collected from the examination centres on immediate next working day and have to be delivered within 24, 48, 72 hours and 96 hours of Jaipur, places within 250 K.M.s from Jaipur and places more than 250 K.M.s and upto 500 K.M.s from Jaipur and places more than 500 K.M.s from Jaipur Headquarter respectively at the ALU Jaipur. Kilometers of Cities shall be considered as per K.M.s fixed for road travels by the Govt. If number of examination centres in same City are three to five, then 60 Kilometers should be added in the road distance decided by Government chart and if number of examination centres in same City are more than five than 80 Kilometers should be added in the road distance decided by the Govt. chart and accordingly above time of delivery will be calculated.
19. The Bidder has to ensure the safe, secure transportation of answer books packets and other material in sealed condition to the University in all weather conditions. Vehicles which will be used for picking the material must be properly secured & covered from all sides of Iron sheet Box type for maintaining security and confidentiality.
20. University consignment handled by the Bidder is of highly confidential nature and is not subjected to any inspection by any authority other than University official authorized for the purpose by the COE only. The authorization will be provided by COE, ALU.
21. Before receiving the packets from the Centres, the Bidder has to ensure that the answer books of different subjects are packed separately by the Examination Centres and forms (as specified by Controller of Examination Office) are properly filled and pasted on each packet, before handing over to Bidder.
22. The packet pickers have to be provided proper photo identity cards by the firm & the detail will have to be submitted in Exam office, ALU, JAIPUR and their credentials are to be established by agency before assigning confidential task and shared with ALU.
23. Vehicle should have proper registration, fitness etc. with R.T.O. & insurance with authorized agency. The driver must have proper & valid driving License of proper category.
24. In any case of any dispute/ interpretation of rules / terms & conditions etc. the matter shall be placed before Hon'ble Vice Chancellor, ALU, Jaipur for final decision and shall be binding for both the parties.
25. Any legal proceeding, if necessary, arises to *institute* may by any of the parties shall have to be lodged in courts situated in Jaipur and not elsewhere.
26. In case of natural calamity/ situation beyond control of the Bidder, the extension may be granted for the delayed period (as mentioned in sr. no. 17) with or without compensation, which shall be decided by the University taking into account the gravity of situation. i.e., on merit.
27. Insurance: The material will be delivered at the destination (in ALU, Jaipur) in perfect condition. The Bidder has to get the material insured against loss by the destructions or damage, fire, flood under exposure to weather or otherwise (war, rebellions, riot etc.). The insurance charges will be borne by the

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Bidder and the university will not pay any such charges. The insurance should invariably be with Insurance Company duly registered with Insurance Regulatory and Development Authority of India (IRDAI).

28. (i) Minimum annual average turnover of the bidder in the last 3 financial year (2022-23 to 2024-25) should not below Rs. 30 Lacs for the similar work i.e. Hiring of Services for Collection of packets of written Answer Books and other related most confidential documents for which Profit & Loss a/c and Balance Sheet duly verified by Chartered Accountant, Certificate issued by the C.A. and copy of Annual Return filed in tax Department must be enclosed with the technical bid failing which the tender will be summarily rejected.
    (ii) Bidder should have atleast 5 years' continuous experience from financial year 2020-21 to 2024-25 of similar nature of most confidential work done for Chartered Accountant Institute of India (C.A. Institute) / Central or State Government Universities/ Government Education Boards costing Rs. 45.00 lacs for single work or 2 works worth Rs. 25.00 lacs each. Work must have completed satisfactorily during last five years. (Copy issued by the competent authority shall be enclosed). Above work done in piece-meal for different parties shall not be considered.
29. The bidders who are found responsive in technical bid shall be informed separately for opening of financial bid.
30. All other terms & conditions shall be applicable as laid down in RTPP Act 2012 and Rules 2013.
31. Performance security @5% of order value shall have to be deposited by the successful bidder along with agreement in accordance with the instructions given in work order.
32. Additional Performance Security Rule 75 (A) of RTPP Rule 2013- The additional Performance Security as per Rule 75 (A) provided in RTPP Rule 2013 shall also be taken form the successful bidder in case of unbalanced Bid.
33. The bidder should provide carrier vehicles which are covered and can be locked for safe transportation of answer books.
34. Bidder should have atleast 5 number of Box type covered vehicles & man power in respect to fulfilment of general terms & conditions number 17 and 18 of Bid document.
35. **Payment:** Payment shall be released after completion of work. Successful bidder can raise class wise Bill after completion of class wise examination in duplicate copy for payment. Partial completion of work claims will not be accepted. While raising bill, successful bidder must provide the weighing slip/ certificate of one Dharamkanta for empty vehicle as well as loaded vehicle for each weighing. Weighing will be done in presence of University authorised official when the sufficient quantity of answer books or confidential material is available at the University Cellor for weighing at Dharmkanta. Vehicle number must be mentioned on each slip/ certificate. Payment shall be made on the basis of weighing slip/ certificate. While weighing of empty vehicle as well as loaded vehicle, it must be done in presence of duly authorised official of the ALU. Authorised official should verify weighing slip/ certificate. Detailed list of answer books packets and other confidential material collected from each examination centre must be attached with Bill. At the time of claiming of Bill, bidder must submit a declaration on letter head of the firm that the insurance of goods as per point no. 27 were made by the firm.
36. Risk & Cost Clause:-
    Competent Authority of ALU, JAIPUR without prejudice to his right against the bidder in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of the contract or otherwise, by notice in writing absolutely determined the contract in any of the cases.

i. If bidder having been given a notice by the ALU, JAIPUR, in writing to rectify, or otherwise that the work being performed is inefficient or otherwise implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter if the bidder shall delay or suspended the execution of the work so that either in the judgment of the ALU, JAIPUR, he will be unable to perform the work by the satisfaction of ALU, JAIPUR or has already failed to complete the work by the time.

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Name and Signature of the Bidder with Seal

ii. If the bidder commits breach of the terms & conditions the contract.

iii. When the bidder has made himself liable for action under any of the cases aforesaid, the ALU, JAIPUR, shall exercise power:-

(a) To determine or rescind the contract, as aforesaid, upon such determination or rescission, the bid security, Performance security shall be liable to be forfeited and shall be absolutely at the disposal of ALU, JAIPUR.

(b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original bidder, if the whole work had been executed by him of the amount of which excess, the decision of the ALU, JAIPUR shall be final and conclusive and shall be borne and paid by the original bidder that may be deducted from any money due to him by the ALU, JAIPUR or from has bid security, Performance security. However, the original bidder shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material, equipment's or entered into any engagements or made advances on account of execution/performance of contract.

**Signature & Name of the Bidder with date & seal**

**UNDERTAKING**

I/We agree to abide by all the Terms and Conditions mentioned in the Bid documents and all the pages have been signed in token of acceptance of the same.

Date:

Place:

**Signature & Name of the Bidder with date & seal**

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**ANNEXURE –II**

## SCOPE OF WORK/COLLECTION POINTS OF MATERIAL

**(Tentative places of prescribed Examination Centres from where packets of answer books and other confidential material have to be collected)**

| S.No. | CITIES | ESTIMATED NO. OF EXAM. CENTRES |
|---|---|---|
| 1 | AJMER | 2 |
| 2 | ALWAR | 2 |
| 3 | BANSWARA | 1 |
| 4 | BEHROR | 1 |
| 5 | BHARATPUR | 2 |
| 6 | BHILAWARA | 2 |
| 7 | BHINMAL | 1 |
| 8 | BIKANER | 4 |
| 9 | BUNDI | 1 |
| 10 | CHIRAWA | 2 |
| 11 | CHITTORGARH | 2 |
| 12 | CHOMU | 1 |
| 13 | CHURU | 1 |
| 14 | DAUSA | 1 |
| 15 | DHOLPUR | 1 |
| 16 | DIDWANA | 1 |
| 17 | HANUMANGARH | 2 |
| 18 | JAIPUR | 12 |
| 19 | JALORE | 1 |
| 20 | JHALAWAR | 1 |
| 21 | JHUNJHUNU | 1 |
| 22 | JODHPUR | 3 |
| 23 | KISHANGARHBAS(ALWAR) | 1 |
| 24 | KOTA | 2 |
| 25 | KOTPUTALI | 4 |
| 26 | MAKRANA | 1 |
| 27 | NAGAUR | 1 |
| 28 | NATHDWARA | 1 |
| 29 | NOHAR | 2 |
| 30 | PALI | 2 |
| 31 | RAJSAMAND | 1 |
| 32 | SAWAI MADHOPUR | 1 |
| 33 | SIKAR | 3 |
| 34 | SIROHI | 1 |
| 35 | SRIGANGANAGAR | 5 |
| 36 | TONK | 1 |
| 37 | UDAIPUR | 2 |
| 38 | DUNGARPUR | 1 |

This list is tentative and likely to change in future.

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**ANNEXURE –III**

## ELIGIBILITY CRITERIA

1. Bidder should have atleast 5 years' continuous experience from financial year 2020-21 to 2024-25 of similar nature of most confidential work done for Chartered Accountant Institute of India (C.A. Institute) / Central or State Government Universities/ Government Education Boards costing Rs. 45.00 lacs for single work or 2 works worth Rs. 25.00 lacs each. Work must have completed satisfactorily during last five years. (Copy issued by the competent authority shall be enclosed). Above work done in piece-meal for different parties shall not be considered.
2. Minimum annual average turnover of the bidder in the last 3 financial year (2022-23 to 2024-25) should not below Rs. 30 Lacs for the similar work i.e. Hiring of Services for Collection of packets of written Answer Books and other related most confidential documents for which Profit & Loss a/c and Balance Sheet duly verified by Chartered Accountant, Certificate issued by the C.A. and copy of Annual Return filed in tax Department must be enclosed with the technical bid failing which the tender will be summarily rejected.
3. Bidder should have atleast 5 number of Iron sheet Box type covered vehicles & man power (own/engaged) in respect to fulfilment of general terms & conditions number 17, 18, 33 & 34 of Bid document.
4. Bidder should have minimum annual average net worth Rs. 50.00 lakh in financial years 2022-23 to 2024-25 (Enclose C.A. audit report). The firm will have to start the allotted work within 5 days from the data of issue of work order or as per schedule given by COE, ALU.
5. Location of the main office or sub office of the Bidder must be in Rajasthan.
6. There should be a system ensuring total security/confidentiality.
7. No information regarding executing of ALU most confidential work etc. is to be transmitted on to anyone else in any form.
8. The rates quoted per kilogram of packet of answer books and other confidential material by the Bidder shall be exclusive of all taxes, GST etc.
9. The rates per kilogram of packet of answer books and other confidential material quoted by the Bidder found eligible technically, for execution of work shall be the basis of deciding the Financial Bid of the e-Tender.
10. Bidder shall give declaration on Rs. 50/- stamp paper in the prescribed format stating that the Bidder is not black listed or no inquiry/case(s) are pending against Bidder and him, constituted/filed by Government of Rajasthan or any other State Govt./Central Govt. etc. or Central/State Government Universities/Central/State School Examination Boards or by the Court of Law.
11. Bidder should meet all the above qualification criteria by itself. Joint venture with other Companies, Bidders, partners or sub-contracting of job shall not be eligible for opening of their financial bid.
12. Bidder satisfying above criteria in the primary scrutiny will only be (eligible for opening of their financial bid.) considered.
13. University reserves the right to disqualify the Bid and no need to provide reason on that.
14. If lowest rates are quoted by more than one bidder in Financial Bid than L1 shall be decided on the basis of higher experience and number of works done as per condition no. 1 of eligibility criteria. Decision of the Procurement Entity will be final in this regard.
15. Additional Performance Security Rule 75 (A) of RTPP Rule 2013- The additional Performance Security as per Rule 75 (A) provided in RTPP Rule 2013 shall also be taken form the successful bidder in case of unbalanced Bid.

**REGISTRAR**

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JAIPUR
Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR
(A State Funded University of Rajasthan)
Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru
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**ANNEXURE –IV**

## GENERAL TERMS AND CONDITIONS

## OF TENDER AND CONTRACT FOR OPEN TENDER

**(See Rule 68, GF& AR, Govt. of Rajasthan)**

**Note: Bidders should read these conditions carefully and comply strictly while sending their tenders**

1. "Tenders by bona-fide dealers":—Tenders shall be given only by bona-fide dealers in the services. They shall, therefore, furnish a declaration in prescribed Proforma-A & B.

2. (i) Any change in the constitution of the firm, etc., shall be notified forth with by the contractor in writing to the purchase officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

   (ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.

3. GST Registration Number should be quoted and copy of the same be submitted, without which the tender is liable to rejection.

4. Rate shall be filled both in words and figures. There should not be errors and/or over-writings. Corrections if any should be made clearly and initialled with dates. The rates should mention element of the GST and other statutory Tax etc. separately.

5. **Validity:**—Tenders shall be valid for a period of 90 Days from the date of opening of Technical Bid.

6. The approved Service Provider shall be deemed to have carefully examined the conditions, specifications, etc., of the services to be provided. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the bid, refer the same to the ALU and get clarifications.

7. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.

8. The contract for the supply/services can be repudiated at any time by the Procurement Authority, if the supplies/ services are not made to his satisfaction after giving an opportunity to the Bidder of being heard and recording of the reasons for repudiation.

9. Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.

10. **Bid Security (B.S.):-**

(a) Bidders have to submit Bid Security @ 2% (Rs.90,000/-) of the estimated cost of the Bid through Demand Draft/Bankers Cheques physically in favour of "Dr. Bhimrao Ambedkar Law University, Jaipur" (Payable at Jaipur) before opening of Technical Bid without which tenders will not be considered.

(b) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of bid security.

(c) The Bid Security/Performance security lying with the Department/ office in respect of other tenders awaiting approval or rejection or on account of contracts being completed will not be adjusted towards Bid Security/ Performance Security for the fresh tenders. The Bid Security may however, be taken into consideration in case tenders are re-invited.

11. **Refund of Bid Security (B.S.):-** The Bid Security of unsuccessful bidders shall be refunded soon after final acceptance of tender following RTPP Rules, 2013.

12. **Forfeiture of Bid Security (B.S.):-** The Bid Security will be forfeited in the following cases, following the provisions of RTPP Rules 2013:

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Name and Signature of the Bidder with Seal

(i) When bidder withdraws or modifies the offer after opening of tender but before acceptance of tender, if not permitted.

(ii) When bidder does not execute the agreement in prescribed format within the specified period & time.

(iii) When the bidder does not deposit the BS after the supply order is given.

(iv) When he fails to commence the services/work as per work order within the time prescribed.

**13. Agreement and Performance Security (P.S.):-**

(i) Successful Bidder will have to execute an agreement in the Form SR- 17 on Rs. 1000/- non judicial stamp paper and deposit Performance Security equal to 5% (Rs. 2,25,000/-) of the value of the contact for which tenders are accepted within 15 days from the date of issue of letter of acceptance/work order.

(ii) The Bid Security deposited at the time of tender will be adjusted towards Performance Security and the Performance Security amount shall in no case be less than Bid Security money.

(iii) No interest will be paid by the department on the security money deposits.

(iv) The forms of P.S. shall be as below:

(a) Bank Draft/Bankers Cheque/FDR.

(b) Bank Guarantee from any of scheduled bank in prescribed format. University will get it verified from issuing Bank directly.

(v) The P.S. shall be refunded as per RTPP Rule on satisfactory completion report of the same and after satisfied that there are no dues outstanding against the Bidder.

14. **Additional Performance Security Rule 75 (A) of RTPP Rule 2013- The additional Performance Security as** per Rule 75 (A) provided in RTPP Rule 2013 shall also be taken form the successful bidder in case of unbalanced Bid.

15. **Forfeiture of Performance Security (P.S.):-** Security amount in full or part may be forfeited in the following cases

a. When any terms and conditions of the contract is breached.

b. When the Bidder fails to provide services or execute work satisfactorily.

c. Notice of reasonable time will be given in case of forfeiture of P.S. The decision of the ALU in this regard shall be final.

16. The expenses of completing and stamping the agreement shall be paid by the Bidder and the department shall be furnished free of charge with one executed stamped counter part of the agreement. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful Bidder shall arrange providing services within the period on receipt of the order from the Purchase Officer.

17. Recoveries: - Recoveries of liquidated damages, risk & cost, shall ordinary be made from bills. Amount may also be withheld to the extent of L.D. / risk & cost and in case of failure in satisfactory completion of the work assigned, an amount of risk & cost along with amount of liquidated damages shall be recovered from his dues and P.S. available with the University. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

18. If a Bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the ALU.

19. The ALU reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which Bidder has been given or distribute items of works to more than one bidder.

20. The Bidder shall furnish the following documents at the time of execution of agreement: -

i. Attested copy of partnership Deed in case of Partnership Firms.

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Registrar, ALU Jaipur

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ii. Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
iii. Address of residence and office, telephone numbers in case of Sole Proprietorship.
iv. Registration issued by Registrar of Companies in case of Company.

21. If any dispute arises out of the contract with regard to the interpretation meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department (Vice Chancellor) who will appoint his senior most deputy as the sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
22. All legal proceeding, if necessary, arise to institute may by any of the parties (Dr. Bhimrao Ambedkar Law University or Contractor) shall have to be lodged in courts situated in Jaipur, Rajasthan and not elsewhere.
23. All other/remaining general terms & conditions shall apply as laid down in Rajasthan Transparency in Public Procurement Act 2012 & Rule-2013.
24. Items shown in BOQ are approximate only which may increase or decrease as per actual quantity of the work, as actual number of students appearing in respective future examinations could not be decided at the moment of execution of tender.

**Date:** **Signature of bidder**

**Place :** **Designation with Seal**

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**ANNEXURE-V**

## CHECK-LIST

## SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

| S. N. | Description of requirement | Yes/No | Enclosed See Page Number |
|---|---|---|---|
| 1 | The Firm is registered Authority | Yes/No | |
| 2 | Partnership deed, if applicable | Yes/No | |
| 3 | Bidder should have atleast 5 years' continuous experience from financial year 2020-21 to 2024-25 of similar nature of most confidential work done for Chartered Accountant Institute of India (C.A. Institute) / Central or State Government Universities/ Government Education Boards costing Rs. 45.00 lacs for single work or 2 works worth Rs. 25.00 lacs each. Work must have completed satisfactorily during last five years. (Copy issued by the competent authority shall be enclosed). | Yes/No | |
| 4 | Minimum annual average turnover of the bidder in the last 3 financial year (2022-23 to 2024-25) should not below Rs. 30 Lacs for the similar work i.e. Hiring of Services for Collection of packets of written Answer Books and other related most confidential documents for which Profit & Loss a/c and Balance Sheet duly verified by Chartered Accountant, Certificate issued by the C.A. and copy of Annual Return filed in tax Department must be enclosed. | Yes/No | |
| 5 | Bidder should have minimum annual average net worth Rs. 50.00 lakh in financial years 2022-23 to 2024-25 (Enclose C.A. audit report). | Yes/No | |
| 6 | Number of collection and delivery vehicles. Details of Registration Certificates (R.C.) of atleast 5 Iron sheet Box type covered vehicles for carrying commercial goods. Attach copies of R.C. of owned vehicles. . | Yes/No | |
| 7 | Working experience giving details of those Customers/ Organizations for whom they have done work of this nature Providing Services for Collection of written Answer Books from the Examination Centres and delivery at prescribed premises in last 3 years with certificates from the organization in support of the same. Attach work orders and satisfactory work completion certificates. | Separate list may be attached | |
| 8 | Submit a declaration that firm is having sufficient number of office staff and collection & delivery staff for execution of work. Attach Declaration certificate on letter head duly sealed and signed by competent authority. | Separate list may be attached | |
| 9 | Nature of the Concern (i.e. Sole Proprietor or Partnership firm or a Company as a Government Department or a Public Sector Organization) – Copy of Registration Certificate be furnished. | | |
| 10 | The firm should submit a declaration that Driver staff are having valid commercial licence for driving commercial vehicles. Attach Declaration certificate on letter head duly sealed and signed by competent authority. | Separate list may be attached | |
| 11 | Numbers of skilled men power to be deployed by the agency | Separate list may be attached | |
| 12 | Technical Bid completed | Yes/No | |
| 13 | Financial Bid completed | Yes/No | |
| 14 | Acceptance of Terms and Conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document. | Yes/No | |

### Declaration by the Tenderer

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)
Name:
Seal :
Office Address :

Place :
Date :

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Name and Signature of the Bidder with Seal

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**ANNEXURE –VI**

## TECHNICAL BID

**(See clause 4 & 5 of Annexure-I of Bid document)**

I. **NIB No. ALU-EXAM/02/2026-27**

II. **Name of Work: - "Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations."**

The bidder should provide the following particulars along with relevant supporting documentation:

1. Name of the bidder/firm:
   .....
2. Mailing/ Postal address of bidder/ firm in India:
   .....
3. Telephone, Fax number and mobile, E-mail address of bidder:
   .....
4. PAN No. (Copy must be attached): .....
5. GST Regn. No. (Copy must be attached): .....
6. Name, Designation & Contact No. of the person authorized to make commitments to Dr. Bhimrao Ambedkar Law University, Jaipur: .....
7.

| *Job* | **Specification** | **Enclosure No. and Page Number** |
|---|---|---|
| *7.1* | Bidder should have atleast 5 years' continuous experience from financial year 2020-21 to 2024-25 of similar nature of most confidential work done for Chartered Accountant Institute of India (C.A. Institute) / Central or State Government Universities/ Government Education Boards costing Rs. 45.00 lacs for single work or 2 works worth Rs. 25.00 lacs each. Work must have completed satisfactorily during last five years. Above work done in piece-meal for different parties shall not be considered.<br>Details of past experience of those Customers/ Organizations for whom Bidder have executed the **work** of p**roviding services for Collection of written Answer Books from the Examination Centres and delivery at prescribed premises** in last 5 years with certificates from the organization in support of the same. Attach work orders and satisfactory work completion certificates. | |
| *7.2* | Minimum annual average turnover of the bidder in the last 3 financial years (2022-23 to 2024-25) should not below Rs. 30 lacs for the similar nature of work i.e. Hiring of Services for Collection of packets of written Answer Books and other related most confidential documents for which Profit & Loss a/c and Balance Sheet duly verified by Chartered Accountant. Certificate issued by the C.A. must be enclosed with the technical bid. | |
| **7.3** | Bidder should have minimum annual average net worth Rs. 50.00 lakh in financial years 2022-23 to 2024-25. Attach C.A. Audit Report/Certificate. | |

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Registrar, ALU Jaipur

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| | | |
|---|---|---|
| **7.4** | Bidder should have atleast five (5) Iron sheet Box type covered vehicles in the name of Bidder or its Proprietor for collection and delivery purposes in respect to fulfilment of general terms & conditions number 33 & 34 of Bid document. Details of Registration Certificates (R.C.) of atleast 5 Iron sheet Box type covered vehicles for carrying commercial goods. Attach copies of R.C. of owned vehicles. | |
| **7.5** | Submit a declaration that firm is having sufficient number of office staff and collection & delivery staff for execution of work. Attach Declaration certificate on letter head duly sealed and signed by competent authority. | |
| **7.6** | The firm should submit a declaration that Driver staff are having valid commercial licence for driving commercial vehicles. Attach Declaration certificate on letter head duly sealed and signed by competent authority. | |
| **7.7** | Nature of the Concern (i.e., Sole Proprietor or Partnership firm or a Company as a Government Department or a Public Sector Organization) – Copy of Registration Certificate must be furnished. | |
| **7.8** | Is the office owned / leased / rented | |
| **7.9** | Copy of Income Tax Return of last three Financial Years 2022-23 to 2024-25 must be submitted. | |
| **7.10** | Copy of GST Return of last three Financial Years 2022-23 to 2024-25 must be submitted. | |
| **7.11** | ब्लेक लिस्ट / अयोग्य न होने तथा अन्य सक्षमताएं पूरी करने का शपथ–पत्र **(On 50/- Non Judicial stamp paper, Notarized)** as per Proforma-D | |
| **7.12** | एस.आर. 11 प्रारूप पत्र (On Bidder firm letter head) as per Proforma-E | |
| **7.13** | Financial Bid as per Annexure- VII and fill according to uploaded BOQ **(To be uploaded online only)** | |
| **7.14** | CHECK-LIST (Summary of Compliance to requirement of Tender) duly filled with page numbering. Annexure- V | |
| **7.15** | Proforma - B (On Bidder firm letter head) हस्ताक्षरित | |
| **7.16** | Annexure- A,B,C,D हस्ताक्षरित | |

**Enclosures:-**

1) D.D. against Bid Security, Tender fee & RISL fee:-

| Sr. No. | Fee | DD No. | Date | Amount | Name of Bank | Remarks |
|---|---|---|---|---|---|---|
| (i) | Tender Fee | | | | | Scanned Copies of DDs must be attached |
| (ii) | Bid Security | | | | | |
| (iii) | RISL Processing Fee | | | | | |

2) Experience Certificates
3) CA Audit Report / balance sheet
4) Annexure A TO G duly signed by the bidder
5) Copy of PAN Card & GST registration

**Date:-**
**Place:-**

**Name & Signature of Tenderer with date & seal**

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Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

**III. Verification:**

1. We confirm that we shall abide by all the terms and conditions contained in the application for pre-qualification.
2. All the details mentioned above are true and correct and if the ALU, JAIPUR observes any misrepresentation of facts on any matter at any stage ALU, JAIPUR has the right to reject the proposal and disqualify us from the process.
3. We shall be obliged to enter a confidentiality agreement with COE for secrecy.

**Date:-**

**Place:-**

**Name & Signature of**
**Tenderer with date & seal**

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**ANNEXURE –VII**

1. **NIB No. ALU-EXAM/02/2026-27**

- **Name of Work: - "Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations."**
- **Name of Tenderer :** _____
- **Address :** _____

  _____
- **Tel./Mobile No. :-** _____

**Financial Bid**

| S. No. | Particulars of work- | Rate Per Kilogram (in Rs.) | |
|---|---|---|---|
| | | In figures | In words |
| 1. | **For Hiring of services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, Jaipur after completion of day-wise University Examinations.** | | |
| 2. | **GST and Other Taxes, if any (Such as statutory taxes)** | | |
| 3. | **Grand Total (Rs.)** | | |

NOTE:-
1. Quoted Rates shall be inclusive of all charges i.e., Collection from Examination Centres, loading, unloading, toll tax, insurance of goods/ vehicles etc. However, GST/ any other applicable tax shall be quoted separately, if any.

**Place:**
**Date:**

**Name & Signature of the Tenderer with Seal**

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Registrar, ALU Jaipur

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**Proforma- A**

**Affidavit cum Declaration (Duly Notarised)**
**(To be submitted on Rs. 100/- Stamp Paper)**

I .....Designation..... do hereby declare that the Bidder..... is a Bona-fide Service Provider and not black listed and no enquiries/cases are pending against us by Government of Rajasthan or any other State Govt./Central Govt. etc. or Central/State Government Universities/Central/State School Examination Boards or by the Court of Law, since inception of the Bidder/Company. I further undertake that if above declaration proves to be wrong/incorrect or misleading, our Bid/contract stands to be cancelled/terminated and University may initiate legal action as per law against the Bidder and authorised person of the Bidder.

Date :

Place : **Seal & Signature of Bidder**

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Registrar, BRU Jaipur

Name and Signature of the Bidder with Seal

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**Proforma- B**

## SELF-DECLARATION
**(Declaration by Bidder regarding Qualifications)**
**{To be filled by the Bidder}**

**Declaration by Bidder**

I/We relation to my/our bid submitted for subject conforming to the Terms and Conditions of Bid Document in response to the Notification No. ..... dated ..... as an Owner/Partner/Director/Auth. Signatory of ..... I/We hereby declare that: -

a) I/We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity.
b) 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.
c) 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 its business activities suspend and not the subject of legal proceedings for any of the foregoing reasons.
d) I/We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
e) I/We do not have a conflict of interest as specified in any Act, Rules and this bidding document which materially affects the fair competition.
f) I/We are having unblemished record and is not declared ineligible for corrupt & Fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/UT.
g) I/We do not have any previous transgressions with any entity in India or any other country during the last three years.
h) I/We do not have any debarment by any other Procuring Entity.
i) I/We have complied and shall continue to comply with Code of Integrity as specified in Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
j) I/We have not modified, changed etc. any word/line/para/text/ mentioned in the Bid downloaded from website(s) /received to us, as mentioned in the Bid otherwise, we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text form the original bid.
k) I/We have submitted only one Bid.
l) I/We shall not sublet the contract if awarded to us.
m) I/We also hereby declare that in no case the information collected in shall not go/be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us.
If this declaration is found to be incorrect in any form, then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Date :
Place :

Seal & Signature of the Bidder

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JAIPUR
Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

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**Proforma- C**

## AGREEMENT

**(on Rs. 1000/- non judicial stamp paper)**

1. An agreement has been made this.....day of ..... between .....(herein after called "the approved Service Provider", which expression shall, where the context so admits, be deemed to include heirs, successors, executers and administrators) of the one part and the Dr. Bhimrao Ambedkar Law University (herein after called the "ALU" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

2. Whereas the approved Service Provider has agreed with the ALU to provide services to the ALU, Jaipur, at its head office as well as branches offices throughout Rajasthan, all those articles 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 column.....of the set schedule.

3. And whereas the approved Service Provider has deposited a sum of Rs.....in.....
   a. Bank Draft/Banker Cheque no.....dated.....
   b. Bank guarantee of any of the scheduled banks in the prescribed format.

4. Now these presents witness:
   a. In consideration of the Payment to be made by the ALU through.....at the rates set forth in the schedule hereto appended approved Service Provider will duly perform the said services set forth in .....and .....thereof in the manner set forth in the conditions of the bid and contract.
   b. The conditions of the bid and contract for open tender enclosed to the tender notice number.....dated.....and 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.
   c. Letter nos.....received from the bidder and letters nos.....received by the ALU and appended to this agreement shall also form part of this agreement.
   d. (i) The ALU do hereby agree that if the approved Service Provider shall duly perform the said services in the manner aforesaid observe and keep the said terms and conditions, the ALU will pay or cause to be paid, to the approved Service Provider at the time and the manner set forth in the said conditions, the amount payable for the work.
      (ii) The mode of payment any of the : NEFT/ RTGS/ DD/ CHEQUE/ any other mode decided.

5. Collection of the confidential material and delivery thereon shall be affected and completed within the period noted in point no. 18 & 19 of General Terms and Conditions of Bid Document.

1. In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentage of value of stores which the tenderer has failed to supply:-

| | | |
|---|---|---|
| (a) | Delay upto one fourth period of the prescribed delivery period. | 2½ % |
| (b) | Delay exceeding one fourth but not exceeding half of the prescribed delivery period. | 5% |
| (c) | Delay exceeding one fourth but not exceeding three fourth of the prescribed delivery period. | 7½% |
| (d) | Delay exceeding three fourth of the prescribed delivery period. | 10% |

Note :-

I. Fraction of a day in reckoning period of delay in supplies 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 hindrance, 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.

2. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrance beyond the control of the tenderer.

REGISTRAR
DR. BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR
Registrar, ALU, Jaipur

Name and Signature of the Bidder with Seal

3. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the HVC, ALU and the decision of the HVC, ALU shall be final and binding for both the parties.
4. For all legal disputes the jurisdiction shall be Jaipur only.
5. Bid document and it's all terms and conditions, Work order issued by the university will be part of this agreement.

In witness whereof the parties hereto have set their hands on the .....day of.....202.....

**Signature of the approved**

**Service Provider**

**Date:**

**Witness No 1**

**Witness No 2**

**Signature for and on behalf of ALU**

**Designation**

**Date:**

**1. Witness**

**2. Witness**

REGISTRAR
DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR
Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR
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www.alujaipur.ac.in email: registrar@alujaipur.ac.in

**Proforma- D**

**(On 50/- Non Judicial stamp paper)**

## ब्लेक लिस्ट/अयोग्य न होने तथा अन्य सक्षमताएं पूरी करने का प्रमाण पत्र

मैं / हम घोषणा करता हूँ / करते हैं कि:–

1. हमारी फर्म को किसी भी राजकीय विभाग / राजकीय संस्थान / राज्य वित्त पोषित विश्वविद्यालय / राज्य शिक्षा बोर्ड द्वारा परीक्षा उपरांत उत्तर पुस्तिकाओं के सुरक्षित संग्रहण एवं गंतव्य तक पारवहन को संतोषप्रद रूप से पूर्ण नहीं करने के लिए कोई शास्ति आरोपित नहीं की गई है एवं न ही ब्लेक लिस्ट / अयोग्य घोषित किया गया है।
2. यह कि इस बोली हेतु हमारी फर्म आवश्यक वृत्तिक, तकनीकी, वित्तीय और प्रबंधकीय स्त्रोत तथा उपापन संस्था द्वारा जारी किये गये बोली दस्तावेजों द्वारा अपेक्षित सक्षमता धारित करती है।
3. यह कि हमारी फर्म द्वारा केन्द्र सरकार अथवा राज्य सरकार अथवा यथास्थिति किसी स्थानीय प्राधिकारी को संदेय समस्त करो का भुगतान किया जा चुका हैं और कोई भी कर बकाया नहीं है।
4. यह कि हमारी फर्म दिवालिया, रिसीवर के अधीन, शोधन अक्षम नहीं हैं, न ही किसी न्यायालय या किसी न्यायिक अधिकारी द्वारा प्रशासित कार्यकलाप रखती हैं न ही फर्म का कार्यकलाप निलंबित हैं और न पूर्वगामी कारणों में से किसी के लिये भी विधिक कार्यवाहियों के अध्यधीन है।
5. यह कि हमारे वृति आचरण या उपापन प्रक्रिया के प्रारम्भ के पूर्ववर्ती 3 वर्ष की किसी कालावधि के भीतर कोई उपापन संविदा किये जाने के लिये अपनी अहर्ताओं के बारे में मिथ्या कथन करने या दुर्व्यपदेशन संबंधी किसी दांडिक अपराध के संबंध में हमारी फर्म अथवा फर्म के निदेशक और अधिकारी दोष सिद्ध नहीं हुए हैं ना ही विवर्जन कार्यवाहियों के अनुसरण में अन्यथा निरर्हित हुए है

यदि यह घोषणा असत्य पाई जाए तो किसी भी अन्य कार्यवाही, जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी / हमारी प्रतिभूति को पूर्ण रूप में समपहरण (Forfeit) किया जा सकेगा तथा बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

**बोलीदाता के हस्ताक्षर मय मोहर**

REGISTRAR
DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR

Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR
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**Proforma- E**

एस.आर. 11

## बोलीदाताओं द्वारा घोषणा

मैं /हम घोषणा करता हूँ / करते हैं कि मैने / हमने जिन सेवा के लिए बोली दी है, उनका / उनके, मैं /हम सेवाप्रदाता हूँ /है ।

यदि यह घोषणा असत्य पाई जाए तो किसी भी अन्य कार्यवाही, जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी/हमारी प्रतिभूति को पूर्ण रूप में समपृहत किया जा सकेगा तथा बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

**बोलीदाता के हस्ताक्षर मय मुहर**

**बोली दाता का नाम :**.....
**पूर्ण पता :**.....
.....
.....
**मोबाईल नम्बर :**.....
**ई–मेल :–**.....

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**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, 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 ingestion or audit of a procurement process; (g) disclose conflict of interest, if any; and
(g) disclose any previous transgression 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.
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 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 dis qualification 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.

**Date:**

**Place :**

**Signature of bidder**
**Designation with Seal**

REGISTRAR
DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

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**Annexure-B**

**Declaration by the Bidder regarding Qualifications**
**Declaration by the Bidder**

Declaration to my/our Bid submitted to_____ for procurement of .....in response to the Bid Notification for **Hiring of Services for Collection of packets of written Answer Books and other related most confidential documents from assigned Examination Centres spread across the state of Rajasthan and delivery at ALU, JAIPUR HQs at Jaipur after completion of Day wise University Examinations** No. F.5(1)/SECY/ALU/2024-25/……..... 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**
**Designation with Seal**

**Place :**

REGISTRAR
DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR
Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

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**Annexure-C**

## Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is : **Vice-Chancellor, Dr. Bhimrao Ambedkar Law University, Jaipur.**

The designation and address of the Second Appellate Authority is : **Secretary, Higher Education Deptt., Government of Rajasthan, Jaipur.**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under. He me 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:

1. 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:
   a. 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 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 receipt of the order passed by First Appellate Authority, as the case may be.
4. **Appeal not 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) Cancelation 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 from 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 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 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, up 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 hear all the parties to appeal present before him: and peruse or inspect documents, relevant records or copies thereof relating to the matter.

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DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR
Registrar, ADU Jaipur

Name and Signature of the Bidder with Seal

(c) After hearing the parities, 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.

**Date:**
**Place :**

**Signature of bidder**
**Designation with Seal**

REGISTRAR
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Registrar, ALU Jaipur

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**Annexure-D**

## Additional Conditions of Contract

1. **Correction of arithmetical errors**

   Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

   (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit 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 is 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 word is related to an arithmetic error, in which case the amount in figures shall subject to (1) and (2) above.

   If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors. Its Bid shall Be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. **Procuring Entity's Right to vary Quantities**

   (i) 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.

   (ii) 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 50% of the value of Goods of the original contract. If the Supplier fails to do so, the procuring Entity shall be free to arrange for the balance supply be 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.

**Date:**

**Place :**

**Signature of bidder**
**Designation with Seal**

REGISTRAR
DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR

Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

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**Annexure E**

## TECHNICAL SPECIFICATION LETTER

To

REGISTRAR,
Bhimrao Ambedkar Law University,
Jaipur(Raj).

We, The undersigned, declare that-

1. We have examined and have no reservations to the Bidding Document, including Addendum No.
2. We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. If our bid is accepted, we commit to submit Performance security in the amount of 5% percent of the Contract Price for the due performance of the Contract;
5. We are not participating, as bidder in more than one bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
6. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
7. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
9. We agree to permit the Procuring Entity or their representatives to inspect our accounts and records and other documents, infrastructure, equipment's, machinery, hardware, software etc. relating to the bid submission and to have them audited by auditors appointed by them;
10. Work will be performed as per instructions given to us. This will be done within the time period mentioned.
11. We declare that we have complied with and shall continue to comply with the provisions of the Code of integrity including Conflict of Interest as specified for bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
12. Other comments, if any:

**Date:**

**Signature of bidder**
**Designation with Seal**

**Place :**

REGISTRAR
DR. BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR
Registrar, BALU Jaipur

Name and Signature of the Bidder with Seal

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**Annexure - F**

**CERTIFICATE OF CONFORMITY/NO DEVIATION (to be filled by the bidder)**

To,

REGISTRAR,
Dr. Bhimrao Ambedkar Law University
Jaipur.

**CERTIFICATE**

This is to certify that, the specifications of subject matter of bid document which I/ We have mentioned in the technical bid, and which I/We shall supply if I/We am/ are awarded with the work, are in conformity with the minimum specifications of the Commodity/Goods/Item/Works/Services mentioned in the bidding document and that there are no deviations of any kind from the required specifications.

Also, I/We have thoroughly read the bidding document, RTPP ACT, 2012 and there to Rules, 2013 and amendment(s) issued by signing this certificate we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/We also certify that the price I/we have quoted is inclusive of all the cost/service factors involved in subject matter/scope of bid document, to meet the desired Standards set out in the bidding Document.

I/We also certify that the price I/We have quoted is inclusive of all the cost/service factors involved in subject matter/scope of bid document, to meet the desired Standards set out in the bidding Document.

I/We declare that work/items/services etc. Rendered shall be conforming to the specifications mentioned in the Bid Document and to the norms/guidelines/circulars.

Thanking you,

**Date:**

**Signature of bidder**
**Designation with Seal**

**Place :**

Registrar, Al.U. Jaipur

REGISTRAR
DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR

Name and Signature of the Bidder with Seal

DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR
(A State Funded University of Rajasthan)
Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru
Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)
www.alujaipur.ac.in email: registrar@alujaipur.ac.in

**Annexure - G**

## SELF-DECLARATION

**(Declaration by Bidder regarding Qualifications)**

**{to be filled by the bidder}**

**Date:-**

To,

REGISTRAR,
Bhimrao Ambedkar Law University
Jaipur.

**Declaration by Bidder**

In relation to my/our bid submitted for subject matter conforming to standards/guidelines/T&C of Bid Document in response to the Notification No. _____ dated _____ as an Owner/Partner/Director/Auth. Signatory/ Manufacturers/Whole Sellers/ Sole distributor/Authorised dealer/Bonafide dealers of, I/We hereby declare that: -

1. We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. 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. 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 its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. We do not have a conflict of interest as specified in RTPP Act, RTPP Rules and this bidding document which materially affects the fair competition.
6. We are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by and State /Central government/ PSU/UT.
7. We do not have any previous transgressions with any entity in India or any other country during the last three year.
8. We do not have any debarment by any other Procuring Entity.
9. We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
10. We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
11. We agree to extend the validity of bid submitted on the communication of the PE on the same terms and condition. In case of price fall that shall be passed on to the PE.

REGISTRAR
DR.BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR

Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal

12. We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text form the original bid.
13. We agree to submit appropriate Performance security within time period specified in the bidding document otherwise we know that Procuring Entity have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period conditionally.
14. We have submitted only one bid.
15. We shall not sublet the contract if awarded to us.

If this declaration is found to be incorrect in any form, then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules there to prescribed by GoR, my/our Performance security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

**Date:**

**Signature of bidder**
**Designation with Seal**

**Place :**

REGISTRAR
DR. BHIMRAO AMBEDKAR LAW UNIVERSITY
JAIPUR

Registrar, ALU, Jaipur

Name and Signature of the Bidder with Seal