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कृषि महाविद्यालय, उम्मेदगंज-कोटा
(कृषि विश्वविद्यालय, कोटा)
COLLEGE OF AGRICULTURE UMMEDGANJ-KOTA
(Agriculture University Kota)
Ummadganj Farm, Kaithoon Road, KOTA - 324 001



No. F.() / DEAN/COA/2024/ 3590-96

Date: 23.02.2024

Cost of Tender form Rs.500/-

To be sealed in envelop no.1

TECHNICAL BID

Name of the Firm _____ Full address _____

Mobile _____

Fax. _____ landline _____

1. Amount of Earnest money to be deposited in the form of DD/Pay order@ 2% of Estimated cost of item/s D.D. No. _____ Dated _____ in the favour of "Dean, College of Agriculture, Kota.
2. Detail of tender form fee (Rs. 500/) -----
3. Signed tender form (accepting terms and conditions).
4. Authorization/ manufacturing/registration certificate.
5. GST registration certificate /Registered through company act
6. Technical bid should also contain product brochure with make and full specification and information.
7. Details of Items required

S.N.	Name & Specification of Item	Approx. cost (Rs.)	Earnest Money (Rs.)
1.	Multi-functional Colour heavy duty Photocopier machine (01 Nos.): 10 inch touch panel display, resolution 1200DPI, Leaser Print technology, original image in paper size: A3 & A4, RAM 5GB, Hard Disk minimum 512GB, Speed 25 copy/min, with scanning, wi-fi networking, duplex and banner printing features, document feeder DADF/RADF type, minimum two Paper tray with capacity more than 500 paper in each, extra by pass tray capacity 100 with 300GSM paper, ISI/BIS/ISO marked, Continuing coping capacity more than 5000, warmup time 20sec., with minimum three years onsite warranty including installation and commissioning	2.50	5000
2.	Interactive Digital panel (01 Nos.): Size: 75inch, Resolution: 4K (3840x2160 pixel), Response time: less than 10micro second, RAM: minimum 4GB, on board Memory: Minimum 8GB, Input port: 2 HDMI, 4USB, Audio port: 1, Optical slot: 1 HDMI, Output: 1 audio, Panel life: more than 48000hrs., Processor: Quad core, Network: 10/100mbps Ethernet, Wi-fi and Bluetooth, inbuilt two speaker: each 16W or higher, Surface hardness: 9H or above, Platform: Android 11 or higher, Operating System: window, Linux, Mac and Android, Account Management System and Device Management Service with broadcast pre-installed app must be from the same OEM, as special feature, BIS/ISI/ISO/ROHS certified, with minimum three years onsite warranty including installation and commissioning	1.25	2500

Signature

SPECIAL TERMS & CONDITIONS FOR SUPPLY OF ITEMS AT COLLEGE OF AGRICULTURE, UMMEDGANJ-KOTA (RAJ) IN REFERENCE TO OUR NIT NO. COA/KOTA/ Tender/2024/..... DATED 23.2.24

1. Sealed tenders are invited from bonafied reputed supplier for supply and installation of items required by College of Agriculture, Ummmedganj-Kota.
2. **Brand /model name must be mentioned in technical bid. Without brand & model name bid will be treated as cancel. The item should be preferably BIS/ISI/ISO marked.**
3. Tender should be submitted on prescribed tender form in two parts (Technical and Financial bid) to the College of Agriculture, Ummmedganj-Kota and should reach on or before **04.03.2024** upto **01.00 PM**. The Tender should be submitted in a bigger envelope containing two envelopes; one containing Technical bid and the other containing the Financial bid and duly sealed and marked "Tender for supply and installation of items" The tender will be opened at College of Agriculture, Ummmedganj-Kota in the presence of tenderers or their representative who wish to be present on **04.03.2024 at 03.00 pm**. The University/College shall not be responsible for any postal delay. Further any tender received after due date and time shall not be considered.
4. **The items/model quoted should be publicly reputed/branded.**
5. **The firm have to provide free services (excluding items) for maintenance of supplied items for a period of three years from the date of installation.**
6. **Successful bidders have to demonstrate about the items before the committee.**
7. The Technical bid must be accompanied with an earnest money as per tender in the form of Demand Draft/ Pay Order in the name of The Dean, College of Agriculture, Ummmedganj-Kota payable at Kota failing which it will be liable to rejected. Cheques / F.D.R. are not accepted in any case. The earnest money will be converted in security Deposit for successful tenderer. Remaining security deposit will be required.
8. The bidders required to attach the brochure showing the specification and diagrammatic representation about the items quoted.
9. Tender must be submitted strictly in accordance with the terms & condition and specification of the tender documents and the tenderer should not quote their own/counter condition while submitting their tender documents otherwise the tender will liable to be rejected. Once the tender is submitted, it will be considered and constructed that the tenderer agrees to all the terms & conditions of the tender.
10. The rates should be quoted in the prescribed tender form (Financial Bid) enclosed herewith only. The rate should be quoted inclusive of all taxes, if extra than mentioned separately. Rate Quoted should be in words and figure. Rates should be typed or ink written.
11. Rates must be quoted upto the indenter destination: The material will have to be supplied to College of Agriculture, Ummmedganj-Kota/ other units of AU, Kota.
12. No Payment is permissible beyond the tendered rate on any ground.
13. Validity of the tenders / offers would be upto 30.06.2024 from the date of opening of the tender.
14. The tenderer is not allowed to with draw or modify his offer or add condition after opening of the tender, otherwise his earnest money/bid security is liable to be forfeited and imposed penalty as per provision RTPR Act 2012.
15. University reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reason and accept one or more tender for all or any one or more items for which tender has been submitted.
16. The tender must be submitted accurately in accordance with the condition of the tender and all the enclosure (Duly signed and stamped) otherwise tender will be rejected.
17. If the purchase order is/are not executed in time and/or the satisfaction, the Contract approval can be repudiated at any time by The Dean, College of Agriculture, Ummmedganj -Kota after giving an opportunity to the tenderer for being heard.

18. Notwithstanding anything contained herein before in these special terms & condition the University reserves to itself the right to take action against the defaulting suppliers or against the supplier / agent (s) for any kind of misbehavior or for any breach of the contract what-so-ever by way of working imposes of any penalty forfeiting of security money, cancellation of order, cancellation of the agreement and ban on future business dealing as per RTPR Act-2012.
19. Tenderer should be able to supply materials within **15 days** of receiving order.
20. Rates must be quoted in appropriate Column only. Tender amount should be mentioned in words & figure if any discrepancy occurs in word and figure then **word shall be taken into consideration**.
21. The ordered materials will have to supplied within 10 days from the date of placing the purchase order the urgent marked purchase order(s) will have to supplied executed immediately with in the period as mentioned in the order (s). Validity of the order can be extended by the purchaser (s) failing which risk Purchase may be made from the other supplier(s) and Difference paid to or any pertinent letter from any purchaser (s) of any of the unit.
22. Payment of the bills shall be made only after goods are delivered and installed at the 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 installment will be considered.
23. In case ordered good are not submitted according to the specification tenderer has to replace it at his own cost failing which and not supplying in time enable the procuring entity that the security deposit will be forfeited and excess amount if any, incurred by the university will also be recovered from tenderer.
24. If the tenderer fails to deliver the items with in the period specified in the tender form, the procuring entity may at his discretion allow the extension of time subject to recovery from the tenderer to agreed, liquidated damages and not by way of penalty, a sum equal to the following percentage of the value of stores which the tenderer has filed to supply for period of delay as stated below:
 - A. Delay upto one forth period of the delivery period : 2.5%
 - B. Delay exceeding one forth but not exceeding half of the prescribed delivery period: 5.0%
 - C. Delay exceeding half but not exceeding three forth of the prescribed delivery period: 7.5%
 - D. Delay exceeding three forth but not exceeding the period equal to the prescribed delivery period: 10%
25. Tenderer must be produce registration certificate under GST in concerning department.
26. University may apply penalties as per RTPP act 2012 any /other provision applying in above contract are governed by the RTPPR-2013 (Rajasthan Transparency in Public Procurement Rules 2013)
27. Successful tenderer has to deposit security @ **5%** of the ordered value submitted at the time of tender. The amount is to be deposited in the office of indenter in the form of **Demand Draft or Pay order. The security money (5%) will be retained by the college till warranty period.** Cheque and FDR are not acceptable for earnest money and security deposit. No interest will be paid against security money.
28. **Registration of Firm under Jurisdiction of Kota.**
29. All provision of GST Act will be applied.
30. The items/model quoted by publicly reputed/branded companies/firms will be preferred.
31. The firm have to provide free services (excluding items) for maintenance of supplied items for a period of two years from the date of installation.



DEAN

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

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

	Ph : 0744- 2941655; Email : coakota@aukota.org/deancoa2018@gmail.com, कृषि महाविद्यालय, उम्मेदगंज-कोटा (कृषि विश्वविद्यालय, कोटा) COLLEGE OF AGRICULTURE UMMEDGANJ-KOTA (Agriculture University Kota) Ummadganj Farm, Kaithoon Road, KOTA - 324 001	
	Dr. M. C. Jain DEAN & Faculty Chairman	

No. F. () / DEAN/COA/2024/ 3590-96

Date: 23.02.2024

To be sealed in envelop -2

FINANCIAL BID

1. Name of the Firm _____
2. Full address _____
Mobile _____
3. Amount of Earnest money to be deposited in the form of DD/Pay order@ 2% of Estimated cost: Rs.3.75 lacs D.D. No. _____ Dated _____ in the favour of "DEAN, COA, Kota".
4. Last Date and Time for receipt of tender: Time -01.00 PM Date: 04.03.2024
5. Date and Time for opening: Time -03.00 PM Date: 04.03.2024
6. Place of opening: College of Agriculture, Ummadganj- Kota,
7. Period for supply & installation of item: 15 days from date of receipt of work order

Details of Items required

S. N.	Name & Specification of items	Rate with GST in figure/unit	Rate with GST in word / unit	Remark
1.	Multi-functional Colour heavy duty Photocopier machine (01 Nos.): 10 inch touch panel display, resolution 1200DPI, Leaser Print technology, original image in paper size: A3 & A4, RAM 5GB, Hard Disk minimum 512GB, Speed 25 copy/min, with scanning, wi-fi networking, duplex and banner printing features, document feeder DADF/RADF type, minimum two Paper tray with capacity more than 500 paper in each, extra by pass tray capacity 100 with 300GSM paper, ISI/BIS/ISO marked, Continuing coping capacity more than 5000, warmup time 20sec., with minimum three years onsite warranty including installation and commissioning			
2.	Interactive Digital panel (01 Nos.): Size:75inch, Resolution: 4K (3840x2160 pixel), Response time: less than 10micro second, RAM: minimum 4GB, on board Memory: Minimum 8GB, Input port: 2 HDMI, 4USB, Audio port: 1, Optical slot: 1 HDMI, Output: 1 audio, Panel life: more than 48000hrs., Processor: Quad core, Network: 10/100mbps Ethernet, Wi-fi and Bluetooth, inbuilt two speaker: each 16W or higher, Surface hardness: 9H or above, Platform: Android 11 or higher, Operating System: window, Linux, Mac and Android, Account Management System and Device Management Service with broadcast pre-installed app must be from the same OEM, as special feature, BIS/ISI/ISO/ROHS certified, with minimum three years onsite warranty including installation and commissioning			

I/We hereby certify that the above rates have been quoted after pursuing all the general and special terms and conditions of the tender. I/We agree to confirm these conditions and signed on all the term and conditions in token of confirmation and acceptance, I/We also bear the responsibility for installation, commissioning, transportation, demonstration and training to user at my/our cost.

Signature of the Tenderer
(With Firm's Rubber Stamp)

AGRICULTURE UNIVERSITY, KOTA
GENERAL TERMS AND CONDITIONS OF TENDER

NOTE:- Tenderers should carefully read these conditions and comply strictly while submitting their tenders. If a tenderer has any doubt regarding the interpretation of any of the conditions or specifications mentioned in the Tender Form/Notice, he should refer these to the DEAN, College of Agriculture, Ummedganj-Kota and obtain clarification before submitting the tender. Decision of University regarding the interpretation of the conditions and specifications shall be final and binding on the tenderer.

1. DEFINITIONS:

- (i) The term 'the contract' shall mean the invitation to tender, the instructions to the tenderers, acceptance of tender hereinafter defined and those general conditions and special conditions related to the tender.
 - (ii) The term 'the contractor' shall mean the person, firm, company or anybody to whom the order for the supply is placed. In the case of person, it shall be deemed to include his successors, heir and legal representatives where the context so requires.
 - (iii) The term 'delivery' shall mean delivery by the stipulated dates and the places specified in these conditions or special terms and conditions and/or supply order issued in this regard.
 - (iv) The term 'Central Stores Purchase Committee' shall mean the Stores Purchase Committee constituted by the Agriculture University, Kota
2. The tenders should be sent to the DEAN, College of Agriculture, Ummedganj-Kota under a Registered & Cover in a double envelope duly sealed and marked "Tender for.....(specify) due on..... so as to reach office of DEAN, College of Agriculture, Ummedganj-Kota before the due date and time. If tenders are delivered by hand, a receipt should be obtained. Any tender received after prescribed time shall not be considered.
- The tenders will be opened onat..... before the Committee constituted for the purpose by the University in the office of the Comptroller or as specified in the NIT/special terms & conditions. Tenderers may be present in person or may authorize one representative to be present at the time of opening of the tenders.
3. Tenderer who is not registered under the Sales Tax Act prevalent in the State where his business is located shall not be eligible to participate in the tender. The Sales Tax Registration Number should be quoted and a Sales Tax Clearance Certificate from the Commercial/Sales Tax Officer of the Circle concerned should be submitted without which the tender is liable to be rejected.
4. The tender should be filled in ink or typed. Tender filled by pencil shall not be considered.
5. (i) Rates must be written both in words and figures. If there is any variation in words & figures, the lower of the two shall be considered. There should be no erasure, alteration or overwriting in the tender. Where any alteration is made, it should be initialed with date by the tenderer failing which such tender may be rejected. No paper shall be detached from the tender document.
- (ii) Rates must be quoted F.O.R. Destination at the Indentor Office or at specified places mentioned in the special terms & conditions and should include all charges and taxes except Central/Rajasthan Sales Tax/VAT. However, effective rate of tax at the time of filling of the tender be shown separately.
6. The tenderer is not expected to quote for more than one product where the specifications are fairly clear and not more than two in any case. If any tenderer will quote for more than two products, his offer may not be considered in respect of those items.
7. (i) Tenders shall be valid for a period of four months from the date of opening of the tender for the purpose of communicating the acceptance of tender offer.
- (ii) After a tender has been accepted, the rates shall remain valid throughout the period for which tenders are invited.

- (iii) If at any time during the period of contract the contractor reduces the sale price of Tendered items/equipment to any other purchaser at a price lower than the price approved under the contract, he shall forthwith inform such reduction or sale to the Dean, College of Agriculture, Ummedganj-Kota and the price payable under the contract for the Tendered items/equipment supplied after the date of coming into force of such reduction in sale shall stand correspondingly reduced. The successful tenderer has to furnish certificate to the effect that the provision of this clause has been fully complied with in respect of supplies made or billed for upto the date of certificate. The successful tenderers shall furnish this certificate to the Dean, College of Agriculture, Ummedganj-Kota at the beginning and at the end of each six-monthly period thereafter during the currency of the contract and at the end of the contract period that they had complied with this clause of the contract. In case of breach of this condition the tenderer may be black listed and debarred in future.
8. (i) Tenderers shall specifically mention their capacity while submitting the tender.
- Whether signing as a "Sole Proprietor".
 - Whether signing as a "Partner" of the firm.
 - Whether signing as Secretary, Manager, Director etc. in the case of Companies Authorization of this effect be submitted with the tender.
- (ii) Tenderers should sign the tender form at the end of each page as a token of his acceptance of all the terms and conditions of the tender and should also sign the page on which rates are quoted.
- (iii) If the tenderer resiles from his offers or add new terms & conditions after opening of the tender, his earnest money is liable to be forfeited.
- (iv) The submission of more than one tender for the one and same category and under different names is prohibited. If it is discovered at any time that this condition has been violated, the tender submitted by such firms shall be rejected or contract(s) shall be cancelled and the earnest money or security deposit(s) shall be forfeited.
9. The tender must be accompanied by Earnest Money as per the NIT, without which tender will not be considered and rejected outright. The earnest money shall be in form of Demand Draft/Banker Cheque of a scheduled bank.
10. Successful tenderer has to deposit security @ 5% of the ordered value in addition to earnest money submitted at the time of tender. The amount is to be deposited in the office of indenter in the form of **Demand Draft, Bankers Cheque**. However, in lieu of Bank Draft/ Banker Cheque, Bank guarantee may be considered where the value of total ordered value exceeds Rs. 10.00 Lacs. Cheque and FDR are not acceptable for earnest money and security deposit. No interest will be paid against security money.
11. It is emphasized that no tender will be considered without earnest money. Request for adjustment of previous security/earnest money or deduction of earnest money amount from pending bills shall not be considered.
12. The earnest money will be refunded to all unsuccessful tenderer after finalization of the tender. Earnest money of successful tenderer will be retained as security for the full period of contract and it will be refunded within six months after the expiry of contract period provided there is no complaint from any of the indenting (purchasing) officers.
13. Successful tenderers will have to execute an agreement in the prescribed form with Dean, College of Agriculture, Ummedganj-Kota on a non-judicial stamp of Rs. 100/- which will be purchased by the successful Tenderer in his name and at his cost, within a period of seven days from the date on which the acceptance of the tender is communicated to him. The acceptance shall be treated as complete on positing the letter of acceptance in the post office (U.P.C.) by the University.
14. The contractor shall be responsible for goods being sufficiently and properly packed for transport by rail or road transport so as to ensure their being free from loss and breakage till the delivery of goods at the stores of the indenting (Purchasing) Officer. If the contractor so desires, he may insure valuable goods. For loss or damage, breakage, leakage or shortage discovered by the Intendor, the contractor shall be liable to make good the same at his own cost. The tenderer may present himself or depute any of his representatives to watch any damage or loss discovered at the destination to verify the same if desired.

15. The successful tender shall not assign or sub-let the contract or any part thereof to any other party.

16. (i) Two sets of the samples of items of the various categories of tenders should be submitted on or before the due date and time of receipt of the tender, WHERE SAMPLE IS REQUIRED along with separate challan in duplicate in the proforma mentioned below, in the office of the Comptroller, Agriculture University, Kota. Without samples the tender will not be considered for such items. The samples submitted in the past shall not be considered. The samples sent should be of the same quantity as asked for.

FORM OF CHALLAN FOR SAMPLES

Name & address of firm..... Tender Notice
No.....category (if any)..... Due date.....

Item No.	Brief Description of the sample	Quality of samples	Number of samples submitted against each quality
(ii)	Samples must be submitted fully sealed and should bear label with the particulars as mentioned below:-		
	(a) Name and full address of the firm.		
	(b) Tender Notice No., Tender Code, Item Number and due date of the tender		
	(c) Brief description of the sample.		
(iii)	Samples without challans in triplicate will not be accepted.		
(iv)	Outside firms are requested to send form of challan in duplicate along with the samples and Railway parcel should be sent as "Fully Paid Home Delivery Parcel", so that the samples are received in the office of the Dean, College of Agriculture, Ummedganj-Kota on or before the due date of receipt of tender. The consignee is in no way responsible for getting the parcels from the Railway Premises.		
(v)	In case the samples are sent by Railway parcel the R.R. should be posted by Registered post to the Dean, College of Agriculture, Ummedganj-Kota.		
(vi)	Approved samples will be retained by the University without payment of cost upto a period of six months after the expiry of contract period. The University shall not be responsible for any damage, wear and tear or loss during testing, examination etc. during the period these samples are retained. The samples shall be collected by the contractor on the expiry of stipulated period. The University shall in no way make arrangements to return the samples thereafter by Railway or other mode of transport even if the contractor agrees to pay the cost of such transport. The samples not collected within 3 months after the stipulated date shall be forfeited by the University and no claim for their cost etc. shall be entertained.		
(vii)	Samples of unapproved items shall be collected by the tenderer (if any) to the extent samples are not destroyed or consumed during testing and examination. The University shall in no way make arrangement to return the samples by Railway or other mode of transport.		
(viii)	Samples should be strictly according to the specification given in the tender form otherwise they will not be considered.		
(ix)	No change in marking on samples will be allowed after submission of the sample.		
17. (i)	All goods (approved supplies) must be sent freight paid. If goods are sent freight to pay, the freight together with an administration charge of 10% of the freight charges will be recovered from the supplier's bills.		
(ii)	RRs or GRs should be sent under a registered cover. No. RR or GR will be accepted if it is sent by V.P.P. or through bank.		
(iii)	Each bale or package shall contain a packing note quoting the acceptance order or supply order no. date and details of contents.		
(iv)	In case the supply is called for by the Purchasing Officer by Railway Passenger train, half of the Railway Freight will be borne by the Purchasing Officer.		

- (v) Payment for the supply shall be due and payable by the Purchasing Officer to whom supply is made when the goods are delivered strictly in accordance with the supply order and is found to be having required standard quality or tallys with the sample.
 - (vi) All the goods supplied should be of the best quality as per the specification, trade mark laid down for them and in strict accordance with the approved standard samples. The decision of the Purchasing Officer of University shall be final as to the quality of the goods and binding upon the approved supplier. In case, any of the articles supplied are not approved these shall be liable to be rejected and any expenses incurred or loss caused the University or to the supplier as a result of rejection of supplies, shall be entirely on approved suppliers account.
 - (vii) The rejected articles must be removed by the tenderer, from the destination where they lie within a period of 30 days from the date of rejection notice. The officials will take reasonable care of such materials but will not be responsible for any loss or damage that may occur to these articles while it is on their premises.
- 18.(i) The material ordered will have to be supplied within a period as specified or of 4 weeks from the receipt of supply order. The material will have to be delivered at the Premises of Indenting Officer at the cost & risk of approved supplier. If the ordered goods are not supplied in the stipulated period, the intending officers may extend the time of delivery with liquidated damages as per general terms and conditions.

The rate of liquidated damages for delayed supply is as under: -

S. No.	Period of delay	Rate of liquidated damages on the value of the stores/equipments failed to supply in the prescribed delivery period
1.	Delay upto one fourth period of the prescribed delivery period	2.5%
2.	Delay exceeding one fourth but not exceeding half of the prescribed delivery period	5.0%
3.	Delay exceeding half but not exceeding three fourth of the prescribed delivery period	7.5%
4.	Delay exceeding three fourth but not exceeding the period equal to the prescribed delivery period	10%

However, if the reason for the delay is beyond the control of the approved supplier, the issue may be referred through Intending Officer to the University for granting extension without liquidated damages. The approved supplier has to ensure that the ordered goods/items have been delivered at FOR destination i.e. at the office of intending officer or at the place mentioned in supply order. Approved supplier is also responsible for proper packaging and mode of requisite transport. Packaging cost, transportation cost and transit risk (upto delivery) is to be borne by the approved supplier. For valuable goods insurance and other charges are also to be borne by the approved supplier.

- (ii) The supply against an order marked URGENT will be made immediately and will be completed in full by the contractor within 30 days or time indicated whichever is less from the date of issue of order.
- (iii) In case the supply is not made according to the supply order in full within a period specified from the date of order, the earnest money will be forfeited.
- (iv) When the tenderer is unable to complete the supply within the specified period or the extended period (when supply period is extended) the Purchasing Officer shall be entitled to purchase the goods from open market at the risk and cost of the approved supplier without any notice to the tenderer. The goods in full or any part thereof which the tenderer has failed to supply, the tenderer shall be liable to pay the loss or damage which the Purchasing Officer may suffer by reasons of such failures on the part of tenderer. But the tenderer shall not be entitled to any gain on such purchase made against default. The recovery of such loss or damage shall be made from any sums payable to the tenderer under this or any other contract within the University. If recovery is not possible from the bill and tenderer fails to pay the loss or damage within one month of the demand, the recovery shall be made under the Rajasthan Public Demand Recovery Act, 1952 or any other law for the time being in force.

While making the risk purchasing the Purchasing Officer may exercise his own discretion. In all cases, where orders are cancelled due to non-supply of goods, it will be treated as a breach of the

contract and the Purchasing Officer shall take action accordingly. In all such cases tenderer will be black listed & debarred from future dealing with the University.

Note: It is clarified that Purchasing Officer may resort to risk purchase without granting any extension as provided in Condition No. 18 (i)

- (v) When the supplier is unable to complete the supply within the specified or extended period, the University shall forfeit the Earnest Money/Security Money in full or in part as it may deem fit.

When the Earnest Money/Security Money in full or in part is proposed to be forfeited, a show cause notice for a period of 10 days will be given to the supplier for not making the supplies in time and why not the Earnest Money/Security Money in full or part thereof as specified in the notice be forfeited.

- 19 (i) The quantities for the various items in the tender are approximate and subject to variation. The supplies will have to be made according to requirements as and when supply orders are placed throughout the contract period.
- (ii) If supply orders are placed in excess of the quantities shown in the tender form, the contractor will be bound to meet the required excess supply upto 50% of the tendered quantity besides that notified in the tender on the same rates and conditions. If the contractor fails to do so, the security deposit shall be forfeited & ban on future business shall be imposed. If the supplier does not communicate within 7 days of the receipt of the supply order for the excess quantity, it will be presumed that the supplier agrees to supply the ordered quantity on the approved rates.
- (iii) If the purchases of the items approved are not made at all or purchases are made for lesser quantity than that indicated in the tender, the supplier will not be entitled to claim any compensation whatsoever on this account.
20. (i) All articles supplied shall strictly conform to the specifications laid down in the tender form. The supply of articles marked with asterisk or words "SAMPLES REQUIRED" shall in conform to the approved samples. The decision of the Purchasing Officer/Comptroller/Central Stores Purchase Committee (Whether the articles supplied conform to the specifications and are in accordance with the samples) shall be final and binding on the supplier.
- (ii) If even a small percentage of supplies or any unit drawn randomly from bulk supplies does not conform to the standard of the tendered sample, than the entire supply is liable to be rejected and no excuse whatsoever (viz. manufacturing difficulties, non-availability of raw materials etc. shall be entertained) for deviation in quality will be entertained.
- (iii) If the goods or articles fail in comparison with the samples or in test they will be rejected and will have to be replaced by the supplier at his own cost & risk within the prescribed limit.
- (iv) If, however, due to exigencies of University works, such replacement either in whole or in part, is not considered feasible, the Comptroller or the Purchasing Officer (after giving an opportunity to the contractor of being heard) shall for reasons to be recorded in writing deduct suitable amount from the bill of supply. The deduction so made will be final and binding on the supplier. If the supplier fails to appear for hearing the decision of the indenting officer without hearing the supplier shall be final & binding on the supplier.
- (v) Articles which are prima facie defective or not in accordance with the accepted tendered sample shall not be stored in the University Stores or indenting officers, stores and if kept they shall be at the risk and responsibility of the supplier. The rejected articles must be removed by the supplier within a period of 3 days of the date of receipt of information of rejection after which the Purchasing Officer or the Comptroller shall have the right to dispose off such articles as deemed proper at the contractor's risk and on his account. The Purchasing Officer shall also have the right to charge rent for storage of such rejected articles from the contractor at the rate to be fixed by him. His decision regarding rent will be final and binding on the supplier.
- (vi) The contract for the supply can be repudiated at any time by the Comptroller, if the supplies are not made to his satisfaction after giving an opportunity to the contractor of being heard and the reasons of repudiation shall be recorded by the Comptroller.

21. Any increase in Excise Duty or other similar tax if imposed by the Central or state Government after due date of Tender will be paid extra. Similarly any reduction in them after the due date will be paid less to the approved supplier.
22. Remittance charges on payment made to the firms will be borne by the approved supplier/contractor.
23. Tenderers are requested to send printed descriptive literature, catalogue, photo literature of the articles if any with their tenders offers for convincing about the quality and usage of the articles but direct/indirect canvassing on the part of tenderers or their representatives after the submission of the tender shall disqualify them.
24. The University reserves the right to accept any tender not necessary the lowest, reject any tender without assigning any reason and accept any tender for all or any one or more items or the articles for which tender has been invited.
25. It is made clear that the tender must be submitted accurately in accordance with the condition of the tender and that necessary documents must invariably be enclosed wherever demanded. In the event of non-submission of these essential documents, the tender shall not be considered and shall be treated as rejected without notice or any reference.

The following documents when furnished must hold good for the entire period of the tender, failing which these will be considered as invalid documents:

- (a) Documents to prove the capacity of the tenderer as: Manager/Proprietor/Partner/Managing Partner/Director/Secretary/Sole Distributor / Manufacturer.
- (b) Documents to prove the tenderer as registered with the Director General of Supplies & Disposals, New Delhi or National Small Scale Industries Corporation.
- (c) Sales Tax Clearance Certificates.

All the documents be submitted in original or copies of the original documents can be acceptable only if these are attested by the "Govt. Gazetted Officer". Self-attested or unattested copies of such documents will not be considered valid.

26. The tenderers should not quote their own conditions while submitting the tenders. Any counter conditions or counter proposals submitted by the tenderers will not be considered at all. If a tenderer imposes conditions which are in addition to or conflicting with the conditions mentioned herein, the tender is liable to be rejected.
27. Legal proceedings, if any arising out of this tender shall have to be lodged in Courts situated in Kota and not elsewhere.
28. Tenderers are expected to satisfy themselves that they will be able to supply the articles tendered by them in full if their tenders are accepted. No plea that the manufacturer has either stopped the manufacturing or manufacturer has increased the prices of the tendered items or the items is not being imported due to certain restrictions shall not be considered. Successful tenders will be bound to supply the ordered articles in all circumstances and on the approved rates only.
29. Tender must be submitted on the prescribed tender forms only which can be obtained from the Comptroller; Agriculture University, Kota on payment as specified in the NIT. The cost of tender forms sent or deposited in the University shall neither be refunded nor adjusted towards any subsequent tender in any case. The whole set of tender form should be submitted after quoting the prices of each item in the space provided. If the tenderer does not wish to quote for some items, words "NO QUOTATION" against such items should be mentioned. Tenderer should keep one copy of the tender form, out of the two supplied to him as his office copy.
30. Where a particular make or size is stated in the tender form, no alternative should be suggested. The alternatives suggested will be ignored and the tenderer shall be assumed to have quoted for the tendered items with specifications as mentioned in the tender form.
31. Separate covering letter or communication should be sent for separate category of tenders and tenders should be submitted separately for each category. Tenders received in mixed with more than one category may not be considered.
32. The decision of the Comptroller, Agriculture University, Kota in all matters relating to the tender will be final and binding upon the tenderers.

33. The Earnest Money deposited at the time of submission of tender will be automatically converted into Security Money and if the amount of Security Money is more than the earnest money deposited, then the remaining amount of Security Money will have to be remitted by the contractor.
34. The tender shall on intimation of acceptance of the tender offer from the Comptroller, Agriculture University, Kota shall submit an agreement bond on non-judicial stamp of Rs. 100/- within period specified in the letter and also deposit the amount of Security Money if required as per conditions No.along with the agreement bond, failing which the earnest money deposited, with the tender offer will be forfeited.

AGRICULTURE UNIVERSITY, KOTA

I/We certify that I/We have read the General Terms and Conditions of the tender and that I/We agree to abide by General Terms and Conditions.

Note -The information on above items should be sealed in envelop no.1

SIGNATURE OF TENDERER