



जगद्गुरु रामानन्दाचार्य राजस्थान संस्कृत विश्वविद्यालय,

ग्राम-मदारु, पोस्ट-भांकरोटा, जिला-जयपुर 302026

ई-मेल : jrrsu@Yahoo.com

## खुली प्रतियोगी बोली दस्तावेज

(Short-Term Online Open Competitive Bidding Document)

एकल प्रक्रम द्वि-भाग बोली

(Single Stage- Two Parts Bid)

(भाग-1 तकनीकी बोली तथा भाग-2 वित्तीय बोली)

(Part 1 Technical Bid and Part 2 Financial Bid)

**For the Online Job Work of Pre & Post  
Exam Works including Counselling**

*[Handwritten signatures and initials in blue ink]*

## विषयवस्तु सारणी

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# जगद्गुरु रामानन्दाचार्य राजस्थान संस्कृत विश्वविद्यालय

मदाऊ, भांकरोटा-मुहाना लिंक रोड़, जयपुर (राज.) - 302026

वेबसाइट [www.jrsanskrituniversity.ac.in](http://www.jrsanskrituniversity.ac.in) ई-मेल [jrrsu@rajasthan.in](mailto:jrrsu@rajasthan.in) टेलीफ़ैक्स 0141-2850551-75

क्रमांक प.0/जरारासंवि/पी.एस.एस.टी. सैल/2025 1609

दिनांक:- 25/6/25

बोली आमंत्रण सूचना संख्या-03/2025-26

Unique Bid Number (UBN):.....

विश्वविद्यालय में PSST/PSAT/PSSST-2025 हेतु प्रतिष्ठित, अनुभवी तथा अधिकृत कंपनियों/फर्मों/एकल स्वामित्व आदि से विश्वविद्यालय की ओर से खुली प्रतियोगी बोलीनिम्न प्रकार आमंत्रित की जाती है-

क्र. सं.	उपापन की सेवा का विवरण	राशि रूपयों में			बोलियों की विधिमान्यता कालावधि
		अनुमानित लागत एक वर्ष हेतु	बोली दस्तावेज का मूल्य	बोली प्रतिभूति	
1	For the online job work of Pre & Post Exam works including Counselling (Schedule of Workके अनुसार)	400000 (अक्षरे राशि रूपये चार लाख मात्र)	राशि रूपये 1000 + 180 (GST)	02 प्रतिशत अनुमानित बोली मूल्य (राशि रूपये 8000/-)	90 days

- यह बोली एक वर्ष की अवधि के लिये है, जिसे आपसी सहमति से RTPP Act के प्रावधानों अनुसार बढ़ाया जा सकता है। परंतु कालावधि के दौरान अपेक्षित सेवाओं की किसी न्यूनतम मात्रा की गारंटी नहीं दी जायेगी।
- बोली लगाने वाले/प्राधिकृत हस्ताक्षरी उनकी दोनों बोलियों (तकनीकी बोली तथा वित्तीय बोली) को पृथक-पृथक सील बन्ध लिफाफे में (simultaneously) प्रस्तुत करेंगे।
- सम्पूर्ण बोली दस्तावेज मय बोली लगाने वालों के लिए अनुदेश, संविदा की शर्तें, अर्हता और मूल्यांकन की कसौटी व प्रक्रियाएँ, बोली के प्रारूप, सेवाएं जो उपलब्ध करायी जानी हैं, विनिर्देश और आपूर्ति अनुसूची, बोली दस्तावेजों में परिवर्तन (Corrigendums), युक्तिका (Addendums) आदि राज्य लोक उपापन पोर्टल <http://sppp.raj.nic.in>; और विश्वविद्यालय की शासकीय वेबसाइट [www.jrsanskrituniversity.ac.in](http://www.jrsanskrituniversity.ac.in) पर देखे व डाउनलोड किये जा सकते हैं।
- बोली दस्तावेजों का मूल्य, बोली प्रतिभूति के लिये डिमाण्ड ड्राफ्ट अथवा विश्वविद्यालय परिसर में स्थित इण्डियन बैंक की मदाऊ शाखा IFSC Code IDIB000R530 खाता संख्या 21099915439 में जमा करवाकर जमा रसीद बोलियां प्रस्तुतीकरण के लिए नियत समय और तारीख के पूर्व JRRSU कार्यालय में भौतिक रूप से प्रस्तुत करने होंगे। जो बोलीदाता चाहें वे उपरोक्त राशियाँ विश्वविद्यालय के उपरोक्त खाते में Online जमा कराकर रसीद कुलसचिव, जगद्गुरु रामानन्दाचार्य राजस्थान संस्कृत विश्वविद्यालय, ग्राम-मदाऊ, पोस्ट-भांकरोटा, जिला-जयपुर 302026 को स्पीड पोस्ट, व्यक्तिशः निर्धारित समय एवं तिथि से पूर्व पहुंचाना सुनिश्चित करेंगे। इसके अभाव में बोली स्वीकार्य नहीं की जायेगी।
- JRRSU न्यूनतम दर वाली बोली को स्वीकार करने के लिए बाध्य नहीं है। JRRSU बोली लगाने वालों के प्रति किसी उत्तरदायित्व को उपगत किये बिना, किसी बोली को स्वीकार या अस्वीकार करने, और बोली प्रक्रिया को रद्द करने और संविदा के अधिनिर्णय से पूर्व किसी भी समय, समस्त बोलियों को अस्वीकार करने का अधिकार सुरक्षित रखता है।
- बोली लगाने वालों को उनके द्वारा प्रस्तुत सूचना के समर्थन में तथा JRRSU द्वारा चाहे गये अन्य आवश्यक दस्तावेज प्रस्तुत करने होंगे।
- बोलीदाता/प्राधिकृत हस्ताक्षरी ऑनलाइन डाउनलोड किये गये बोली दस्तावेज के प्रत्येक पृष्ठ पर तथा वांछित दस्तावेजों पर भी अपनी मोहर लगाकर हस्ताक्षर करेंगे और प्रत्येक पृष्ठ पर पृष्ठ संख्या अंकित करेंगे। तत्पश्चात उसके अनुरूप ही Annexure 7 को अपने लैटर पैड पर पूर्ण व सही रूप से भरेंगे। ऐसे हस्ताक्षरयुक्त व पृष्ठ संख्या अंकित किये हुये-बोली दस्तावेज, वांछित दस्तावेज प्रस्तुत करेंगे।
- बोलियों के मूल्यांकन और संविदा के अधिनिर्णय में राज्य सरकार द्वारा अधिसूचित और बोली दस्तावेजों में यथा-वर्णित कीमत और/या क्रय अधिमान पर विचार किया जायेगा।
- बोली दस्तावेजों, बोली दस्तावेज में वर्णित सेवाओं, अन्य सूचना इत्यादि के संबंध में विस्तृत जानकारी कार्यालय समय में कार्यालय में उपस्थित होकर विश्वविद्यालय के पी.एस.एस.टी.अनुभाग से ली जा सकती है।
- सशर्त बोलियां अस्वीकार किये जाने योग्य होंगी।

*(Signatures)*

### 11. मूल्य

क.सं	विवरण	राशि रूपयों में	भुगतान
1	बोली दस्तावेजों का मूल्य ( Non refundable)	1000/- + 180 (GST)	कुलसचिव, जगद्गुरु रामानन्दाचार्य राजस्थान संस्कृत विश्वविद्यालय, जयपुर के पक्ष में डिमाण्ड ड्राफ्ट या बिन्दु संख्या 06 के अनुसार Online खाते में जमा कराकर

### 12. महत्वपूर्ण तिथियाँ

क.सं	विवरण	नियत तिथि और समय
1	बोली प्रकाशन	27.6.2025 4. PM
2	बोली प्रस्तुतीकरण प्रारंभ ( Bid Submission Start )	27.6.2025 4. PM
3	प्री. बिड बैठक	28.6.2025 12 PM
4	बोली प्रस्तुतीकरण अंत ( Bid Submission End )	07.07.2025 4 PM
5	बोली दस्तावेजों का मूल्य तथा प्रक्रिया फीस के लिये अंतिम तिथि और समय	07.07.2025 4 PM
6	तकनीकी बोली खोलना ( Technical Bid Opening )	8.07.2025 12 PM
7	वित्तीय बोली खोलना ( Financial Bid Opening)	विभागीय वेबसाइट पर अवगत करा दिया जाएगा।
8	संपर्क ई-मेल का पता	कुलदीप तिवारी, कम्प्यूटर प्रोग्रामर Mob. 9928700607 jrrsu@yahoo.com

13. बोली जारी करने के उपरान्त सभी संशोधन आदि sPPP व विभागीय वेबसाइट पर ही प्रकाशित किये जाएंगे। बोलीदाताओं को परामर्श दिया जाता है कि संबंधित अद्यतन जानकारी के लिए उक्त वेबसाइट व पोर्टल को देखते रहें।

प्रतिलिपि निम्नांकित की आवश्यक कार्यवाही हेतु प्रेषित है:-

1. एक क्षेत्रीय दैनिक समाचार पत्र में प्रकाशन हेतु शाखा प्रभारी को प्रेषित है।
2. SPPP and [www.jrrsanskrituniversity.ac.in](http://www.jrrsanskrituniversity.ac.in) पर प्रकाशन हेतु कम्प्यूटर प्रोग्रामर एवं सहायक लेखाधिकारी द्वितीय को प्रेषित है।
3. उपापन समिति के सभी सदस्यों को उक्तानुसार निर्धारित दिनांक एवं समय पर कुलसचिव महोदय के कक्ष में उपापन समिति की बैठक में उपस्थित होने हेतु।
4. विभागीय नोटिस बोर्ड पर चस्पा करने हेतु प्रेषित है।

कुलसचिव



## Section- I बोली लगाने वालों के लिए अनुदेश(Instructions to Bidders-ITB)

**Important Instruction:-**The law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" [hereinafter called the Act] and the "Rajasthan Transparency Public Procurement Rules, 2013" [hereinafter called the Rules] under the said act are in force for the procuring entities of the state. The said act and rules shall be applicable for this procurement and are available on the website of State Public Procurement Portal <http://sppp.raajasthan.gov.in>. The bidders are advised to acquaint themselves with the provisions of the act and the rules before participating in the bidding process. If any discrepancy between the provisions of the act and the rules and of this bidding document is found at any point of time, the provisions of the act and the rules shall prevail.

क्र.सं.	बोली लगाने वालों के लिए अनुदेशों का विवरण
1	विहित बोली आमंत्रित करने वाले नोटिस के समर्थन JRRSU यह बोली दस्तावेज जारी करता है।
2	No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government, as per Section 11 of the RPPP Act and Rule 80 of the RPPP Rules. The bidder shall have to give a declaration regarding compliance with the Code of Integrity prescribed in the act, the rules and stated above in this clause along with its bid, in the format specified bidding forms.
3	उपापन संस्था बोलीदाताओं के लिए हित का विरोध ऐसी स्थिति को माना गया है जिसमें एक पक्षकार के ऐसे हित हों जो उस पक्षकार के पदीय कर्तव्यों या उत्तरदायित्वों, संविदागत बाध्यताओं के पालन, या लागू विधियों और विनियमों के दस्तावेजों में यथा-वर्णित हित का विरोध नहीं होना चाहिए।
4	बोलीदाता के द्वारा सत्यनिष्ठा संहिता का भंग-राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 के अध्याय 4 के उपबंधों पर प्रतिकूल प्रभाव डाले बिना, किसी बोलीदाता या, यथास्थिति, भावी बोलीदाताओं के द्वारा सत्यनिष्ठा संहिता के किसी उपबन्ध के भंग की दशा में उपापन संस्था उक्त अधिनियम की धारा 11 की उप-धारा (3) और धारा 46 के उपबंधों के अनुसार समुचित कार्रवाई कर सकेगी।
5	कोई बोलीदाता नैसर्गिक व्यक्ति, प्राइवेट संस्था, सरकारी स्वामित्व वाली संस्था, कम्पनी अथवा अन्य वैधानिक इकाई के रूप में हो सकता है।
6	A bidder and all parties constituting the bidder shall have the nationality of India.
7	राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 की धारा 46 के अधीन विवर्जित बोली लगाने वाला किसी उपापन प्रक्रिया में भाग लेने का पात्र नहीं होगा-(क) किसी भी उपापन संस्था या राज्य सरकार द्वारा विवर्जित(debar) किया गया हो; या (ख) यदि JRRSU द्वारा विवर्जित किया गया हो।
8	(i) फर्म के गठन आदि में किसी भी परिवर्तन की सूचना बोलीदाता द्वारा JRRSU को लिखित में दी जायेगी तथा इस परिवर्तन से संविदा के अधीन किसी भी दायित्व से, फर्म के पहले सदस्य को मुक्त नहीं किया जावेगा। (ii) संविदा के संबंध में फर्म में किसी भी नए भागीदार/भागीदारों को बोलीदाता द्वारा फर्म में तब तक स्वीकार नहीं किया जायेगा जब तक वह इसकी समस्त शर्तों को मानने के लिये बाध्य नहीं हो जाते एवं JRRSU को इस संबंध में लिखित नामा प्रस्तुत नहीं कर देते। प्राप्ति स्वीकृति के लिए बोलीदाता की रसीद या बाद में उपरोक्त रूप में स्वीकार की गयी किसी भागीदारी की रसीद उन सब को बाध्य करेगी तथा वह संविदा के किसी प्रयोजन के लिए पर्याप्त रूप से उन्मुक्ति (डिस्वार्ज) होगी।
9	बोलीदाताका राजस्थान अनुबंधित श्रमिक (नियमन एवं उन्मूलन) अधिनियम, 1970, कर्मचारी भविष्य निधि अधिनियम, 1952, कर्मचारी राज्य बीमा अधिनियम, 1948, राजस्थान दुकान एवं वाणिज्यिक संस्थान अधिनियम 1958 या इण्डियन पार्टनरशिप एक्ट 1932 के अन्तर्गत या इण्डियन कम्पनी एक्ट 1956 के अन्तर्गत पंजीयन होना आवश्यक है। बोलीदाताओं द्वारा तकनीकी बोली के साथ उक्त पंजीयन सबूत संलग्न किया जायेगा। यदि कोई लागू नहीं है तो सकारण अंकित किया जाए।
10	कोई बोलीदाता एक ही बोली प्रस्तुत कर सकेगा। यदि कोई बोली लगाने वाला एक ही बोली प्रक्रिया में एक से अधिक बोलियाँ प्रस्तुत करता है, तो उसकी समस्त बोलियाँ अस्वीकार किये जाने योग्य होगी। इस बोली में कोई बोलीदाता सभी प्रकार के कार्य/आपूर्ति की बोलियाँ एक साथ प्रस्तुत कर सकता है। इस प्रकार प्रस्तुत बोली को एक से अधिक बोली नहीं समझा जावेगा।
11	बोलीदाताओं का GST में पंजीयन अनिवार्य है (संलग्न करें)।
12	बोलीदाता के पास आयकर विभाग द्वारा जारी PAN होना आवश्यक है। बोलीदाताओं द्वारा बोली के साथ उक्त PAN की प्रति संलग्न की जायेगी।
13	बोलीदाता फर्म का कार्यालय जयपुर में होना अनिवार्य है। बोलीदाता को इस आशय का सहमति पत्र या कार्यालय होने का साक्ष्य पेश करना होगा।
14	The bidding document consists of parts 1, 2 and 3, which include all the sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITB Clause 2.3 [Amendment of Bidding Document]. Part 1: Bidding Procedures

	<p>अनुभाग. I बोली लगाने वालों के लिए अनुदेश (Instructions to Bidders) (ITB)</p> <p>अनुभाग. II अर्हता और मूल्यांकन की कसौटी (Evaluation and Qualification Criteria)</p> <p>अनुभाग. III बोली के प्रारूप (Bidding Form)</p> <p>Part 2: Supply Requirements</p> <p>अनुभाग IV आपूर्ति की अनुसूची (Schedule of Supply) (SS)</p> <p>Part 3: Contract</p> <p>अनुभाग. V संविदा की शर्तें और संविदा प्रारूप (Conditions of Contract &amp; Contract Form)</p> <p>अ संविदा की सामान्य शर्तें (General Conditions of Contract) (GCC)</p> <p>ब संविदा की विशेष शर्तें (Special Conditions of Contract) (SCC)</p> <p>स संविदा का प्रारूप (Contract Form)</p> <p>The Notice Inviting Bid (NIB) issued by JRRSU shall also be a part of the bidding document.</p>	
15	JRRSU is not responsible for the completeness of the bidding document and its addenda if these were not downloaded correctly from the websites	
16	The bidder is expected to examine all instructions, forms, terms, and qualifications in the bidding document. Failure to furnish all information or authentic documentation required by the bidding document may result in rejection of the bid.	
17	बोलीदाता के लिए यह समझा जाएगा कि उसने प्रदाय किये जाने वाली सेवा की शर्तों, विनिर्देशों, आदि की सावधानीपूर्वक जाँच कर ली है। यदि उसे इन शर्तों, विनिर्देशों आदि के किसी भाग के अभिप्राय के बारे में कोई संदेह हो तो वह बोली प्रस्तुत करने से पूर्व, उसे JRRSU को भेजेगा तथा स्पष्टीकरण प्राप्त करेगा।	
18	The bidder or his authorized representative is invited to attend the pre-bid conference. The purpose of the pre-bid conference will be to clarify issues and to answer questions on any matter related to this procurement that may be raised at that stage. Anyone interested in participation in the bid process may attend the pre-bid meeting with prior intimation and proper authorization. Firms may get the doubts clarified in the meeting before submitting their bids.	
19	The bidders are requested to submit questions in writings such as, to reach JRRSU before the pre-bid conference.	
20	Minutes of the pre-bid conference, including the text of the questions raised, and the responses given, without identifying the source, will be placed on the SPPP/e-proc/JRRSU's website. Any modification to the bidding document that may become necessary as a result of the pre-bid conference shall be made by JRRSU exclusively through the issue of an addendum/Corrigendum (part of bidding document).	
21	Non-attendance of the pre-bid conference will not be a cause for disqualification of a bidder.	
22	Any addendum/Corrigendum issued shall be part of the bidding document and shall be uploaded on the SPPP/ JRRSU's website for prospective bidders to download.	
23	At any time prior to the deadline for submission of the bids, the procuring entity su motu (स्वप्रेरणा पर), may also amend the bidding document, if required, by issuing addenda (युक्तिका) /corrigendum which will form part of the bidding document. All addenda/corrigendum will be issued in electronic form only.	
24	To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the procuring entity may, at its discretion, extend the deadline for the submission of the bids, under due intimation to the bidders by uploading it on the websites of SPP Portal/eproc/JRRSU.	
25	<p>The technical bid shall contain the following:</p> <ol style="list-style-type: none"> <li>Technical bid submission sheet and technical bid containing the filled up bidding forms (Section-III) and declarations related to technical bid and code of integrity;</li> <li>Proof of payment of price of bidding document, bid security</li> <li>Written confirmation authorizing the signatory of the bid to commit the bidder.</li> <li>Documentary evidence establishing the bidder's eligibility to bid;</li> <li>Documentary evidence establishing the bidder's qualifications to perform the contract if its bid is accepted;</li> <li>any other document required in the Annexure 7</li> <li>any other document considered necessary by the bidder to strengthen the bid submitted.</li> </ol>	



26	The online financial bid shall contain the financial bid submission sheet, in accordance with <b>Price Schedule for the Service</b> . The Prices should not be disclosed with the technical bid.
27	बोलीदाता के द्वारा इकाई दरें तथा मूल्य भारतीय रुपये में ही उद्धृत (quoted) की जानी होगी। समस्त भुगतान भारतीय रुपये में ही किया जाएगा।
28	<b>The price and service charge to be quoted in the bid submission sheet shall be the total price including all incidental expenses/charges for each category of the requisite manpower services excluding GST. No extra cost on such account shall be admissible; however GST as applicable will be payable extra by JRRSU.</b>
29	All items in the schedule of supply must be specified/ listed and priced separately in the financial schedules. If a financial schedule shows items specified/ listed but not priced, these may be marked as "Not Quoted".
30	The bidder shall pay the minimum rates/wages prescribed by the state government from time to time during the bidder's performance of the contract.
31	बोली लगाने वालों के द्वारा प्रस्तुत बोली, बोली दस्तावेजों में विनिर्दिष्ट कालावधि के दौरान विधिमान्य रहेगी। लघुतर कालावधि के लिए विधिमान्य कोई बोली गैर प्रत्युत्तरदायी (non-responsive) के रूप में JRRSU द्वारा अस्वीकार की जायेगी।
32	बोलियों की विधिमान्यता की कालावधि के अवसान के पूर्व, JRRSU विशेष परिस्थितियों में, बोली लगाने वालों से अतिरिक्त विनिर्दिष्ट समायावधि के लिए बोली की विधिमान्यता की कालावधि का विस्तार करा सकेगी।
33	<b>बोली प्रतिभूति (bid security)-</b> बोलीदाता द्वारा अनुमानित लागत का 2 प्रतिशत बोली प्रतिभूति जमा करवाई जानी अनिवार्य है।
34	बोली में कोई भी संशोधन (amendments) जैसे कि अंतरालेखन (interlineations), उद्घर्षण (erasures) या लिप्तलेखन (overwriting) केवल तब विधिमान्य (valid) होगा जब वे बोली हस्ताक्षरित करने वाले व्यक्ति द्वारा हस्ताक्षरित या आध्यक्षरित किये गये हों।
35	बोली आमन्त्रित करने वाले नोटिस में विनिर्दिष्ट समय और तारीख या विस्तारित समय तक बोलियां भौतिक रूप से प्रस्तुत की जायेंगी।
36	JRRSU shall not consider any fees, etc that arrives after the deadline for submission of bid.
37	Bidder may withdraw, substitute, modify after the bid has been submitted or re-submit its bid proposal or its bid (technical and/or financial cover) prior to the deadline specified by the procuring entity.
38	यदि बोली खोलने वाले प्राधिकारी के कार्यालय में बोली को खोलने की अंतिम तारीख कार्य दिवस नहीं है तो बोली अगले कार्य दिवस पर खोली जायेगी।
39	तकनीकी बोलियों का मूल्यांकन पूर्ण करने के बाद केवल तकनीकी रूप से सफल/अर्हक बोलीदाताओं की वित्तीय बोली तथा खोली जायेगी।
40	बोली प्रक्रिया को प्रभावित करने के किसी भी प्रयास को अनुचित माना जाएगा व बोलीदाता का प्रस्ताव अस्वीकृत किया जा सकेगा।
41	बोलियों की परीक्षा, मूल्यांकन, तुलना और अहर्ता में सहायता के लिए बोली मूल्यांकन समिति, स्वविवेक से, किसी बोली लगाने वाले को उसकी बोली के संबंध में स्पष्टीकरण देने के लिए कह सकेगी। स्पष्टीकरण के लिए समिति का अनुरोध और बोली लगाने वालों का प्रत्युत्तर लिखित में होंगे।
42	किसी बोली लगाने वाले के द्वारा उसकी बोली के संबंध में प्रस्तुत किये गये किसी स्पष्टीकरण पर, जो समिति के किसी अनुरोध के जवाब में प्रस्तुत नहीं किया गया हो, विचार नहीं किया जायेगा।
43	वित्तीय बोलियों के मूल्यांकन में समिति द्वारा खोजी गयी किन्हीं गणितीय त्रुटियों की शुद्धि को पुष्टि करने के सिवाय बोली की कीमतों या सार में कोई परिवर्तन अनुज्ञात नहीं किया जायेगा।
44	किसी अनर्हित बोली लगाने वाले को अर्हित बनाने या किसी गैर-प्रत्युत्तरदायी प्रस्तुतीकरण को प्रत्युत्तरदायी बनाने वाले परिवर्तनों को सम्मिलित करते हुए अर्हता सूचना या प्रस्तुतीकरण में कोई सारभूत परिवर्तन अनुज्ञात नहीं किया जायेगा।
45	यदि तकनीकी या वित्तीय बोली सारभूत रूप से प्रत्युत्तरदायी है तो, बोली मूल्यांकन समिति, बोली में किन्हीं गैर-अनुरूपताओं का अधित्यजन कर सकती है (कारण अभिलिखित करते हुये) जिसके कारण कोई तात्त्विक विचलन या लोप न होता हो। ऐसी बोली सारभूत रूप से प्रत्युत्तरदायी समझी जायेगी।
46	यदि तकनीकी या वित्तीय बोली सारभूत रूप से प्रत्युत्तरदायी है तो बोली मूल्यांकन समिति बोली लगाने वाले को आवश्यक सूचना या दस्तावेज जैसे कि संपरीक्षित लेखा विवरण, पेन इत्यादि युक्तियुक्त कालावधि के भीतर प्रस्तुत करने का अनुरोध कर सकेगी। बोली लगाने वाले के अनुरोध का पालन करने में असफल होने के परिणामस्वरूप उसकी बोली को अस्वीकार किया जा सकेगा। बोली मूल्यांकन समिति बोली लगाने वाले से प्राप्त सूचना या दस्तावेजों के आधार पर गैर-सारवान,

	गैर-अनुरूपताओं या लोपों का परिशोधन कर सकेगी।
47	कोई सारभूत प्रत्युत्तरदायी बोली वह है जो बिना किसी सारवान विचलन या लोप के बोली दस्तावेजों की अपेक्षाओं (terms, conditions, and specifications) की पूर्ति करती है। कोई सारवान विचलन या लोप वह है, जो (a) यदि स्वीकार किया जाता है तो, (i) Schedule of Supply में विनिर्दिष्ट सेवाओं की परिधि, गुणवत्ता या सम्पादन को किसी सारभूत रूप से प्रभावित करेगा, या (ii) बोली दस्तावेजों से असंगत, प्रस्तावित संविदा के अधीन उपापन संस्था के अधिकारों या बोली लगाने वाले की बाध्यताओं को किसी सारभूत रूप से सीमित करेगा, या (b) यदि परिशोधित (rectified) किया गया है तो प्रत्युत्तरदायी बोलियां प्रस्तुत करने वाले अन्य बोली लगाने वालों की प्रतियोगी स्थिति को अनुचित रूप से प्रभावित करेगा।
48	बोली मूल्यांकन समिति, यह पुष्टि करने के लिए कि Schedule of Supply की समस्त अपेक्षाओं को बिना किसी सारवान (material) विचलन या लोप के पूरा कर लिया गया है, विशिष्ट रूप से बोली के तकनीकी पहलुओं का परीक्षण करेगी।
49	Price and/ or Purchase Preference, if applicable, shall be given in accordance with the policy of State Government notified / prevalent at the time of issue of NIB.
50	यदि एक से अधिक फर्मों की वित्तीय दरें समान पाई जाती हैं तो उनके तीन साल के टर्न ओवर के औसत के आधार पर उपापन समिति द्वारा निर्णय लिया जायेगा। यदि टर्नओवर भी समान हो तो अधिकतम कार्यानुभवी फर्म को वरीयता दी जायेगी।
51	The evaluation of the total price of a bid shall be the price quoted in Financial Bid for Online work specified in Price Schedule
52	JRRSU shall determine to its satisfaction that the bidder that is selected as the lowest bidder is qualified to perform the contract satisfactorily. JRRSU shall disqualify a bidder if it finds at any time that- (i) the information submitted, concerning the qualifications of the bidder was false or constituted a misrepresentation; or (ii) the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete.
53	(Negotiation) एकल स्रोत उपापन या प्रतियोगी बातचीत द्वारा उपापन की पद्धति के सिवाय, जहां तक संभव हो, बोली-पूर्व प्रक्रम के पश्चात् कोई बातचीत नहीं की जायेगी। मांगे जाने वाले समस्त स्पष्टीकरण बोली-पूर्व अवस्था में ही मांगे जायेंगे। तथापि, बातचीत केवल न्यूनतम या अधिकतम लाभप्रद बोली लगाने वाले से निम्नलिखित परिस्थितियों में की जा सकेगी :- (क) जब उपापन की विषयवस्तु के लिए बोली लगाने वालों के द्वारा मिलकर समूह कीमतें (रिंग प्राइस) कोट की गयी हो; या (ख) जब कोट की गयी दरों में बड़े पैमाने पर अन्तर हो और प्रचलित बाजार दरों से बहुत अधिक प्रतीत हों।
54	बोली मूल्यांकन समिति को बातचीत करने की पूर्ण शक्तियां होंगी। बातचीत के विस्तृत कारण और परिणाम कार्यवाही में अभिलिखित किये जायेंगे। न्यूनतम या सर्वाधिक लाभप्रद बोली लगाने वाले को या तो संदेश वाहक या रजिस्ट्रीकृत पत्र अथवा ई-मेल (यदि उपलब्ध हो) के द्वारा सूचना दी जायेगी। बातचीत के लिए बुलाने के लिए न्यूनतम सात दिवस का समय दिया जायेगा। अत्यावश्यकता की दशा में बोली मूल्यांकन समिति, कारण अभिलिखित करने के पश्चात्, समय कम कर सकेगी, बशर्ते न्यूनतम या सर्वाधिक लाभप्रद बोली लगाने वाले को सूचना प्राप्त हो गयी हो और बातचीत करने के लिए उसने सहमति दे दी हो।
55	बातचीत (Negotiation) बोली लगाने वाले के द्वारा किये गये मूल प्रस्ताव को प्रभावहीन नहीं करेगी। बोली मूल्यांकन समिति के पास मूल प्रस्ताव पर विचार करने का विकल्प होगा यदि बोली लगाने वाला मूल रूप से कोट की गयी दरों में बढोतरी करने का विनिश्चय करता है या कोई नवीन निबंधन या शर्तें अधिरोपित करता है।
56	न्यूनतम या सर्वाधिक लाभप्रद बोली लगाने वालों से दरें असंतोषजनक प्राप्त होने की दशा में, बोली मूल्यांकन समिति न्यूनतम या सर्वाधिक लाभप्रद बोली लगाने वाले को एक लिखित प्रति प्रस्ताव देने का चयन कर सकेगी और यदि यह उसके द्वारा स्वीकार नहीं किया जाता है तो बोली को अस्वीकार करने और बोलियां पुनः आमंत्रित करने का विनिश्चय कर सकती है या वही प्रति-प्रस्ताव दूसरे न्यूनतम या सर्वाधिक लाभप्रद बोली लगाने वाले को पहले और तत्पश्चात् तीसरे न्यूनतम या सर्वाधिक लाभप्रद बोली लगाने वाले को और इसी प्रकार उनकी प्रारंभिक स्थिति के क्रम में देने और संकर्म/प्रदाय आदेश उस बोली लगाने वालों को अधिनिर्णित किया जा सकेगा जो प्रतिप्रस्ताव स्वीकार करता है। यह प्रक्रिया मात्र आपवादिक मामलों में ही उपयोग में लायी जानी चाहिये।
57	यदि बातचीत (Negotiation) के पश्चात् भी दरें अत्यधिक उंची मानी जायें तो नवीन बोली आमंत्रित की जायेगी।
58	JRRSU बोली लगाने वालों के प्रति किसी उत्तरदायित्व को उपगत किये बिना, किसी बोली को स्वीकार या अस्वीकार करने, और बोली प्रक्रिया को रद्द करने और संविदा के अधिनिर्णय से पूर्व किसी भी समय, समस्त बोलियों को अस्वीकार करने का अधिकार सुरक्षित रखती है। ऐसा करने के कारण लेखबद्ध किये जायेंगे।
59	यदि JRRSU परिस्थितियों में परिवर्तन के कारण उपापन की कोई विषयवस्तु उपाप्त नहीं करती है या बोली दस्तावेजों में विनिर्दिष्ट परिमाण से कम उपाप्त करती है तो बोली लगाने वाला बोली दस्तावेजों में अन्यथा उपबंधित के सिवाय, किसी भी दावे या प्रतिकर का हकदार नहीं होगा।
60	निविदा के अन्तर्गत प्रदत्त कार्यदेश में आवश्यकता पड़ने पर मात्रा व समयावधि में आरटीपीपी नियमानुसार अभिवृद्धि/कमी की जा सकती है।
61	कोई बोली तब ही सफल मानी जायेगी जब सक्षम प्राधिकारी ने उस बोली के निबंधनों में उपापन को अनुमोदित कर दिया हो। संविदा अधिनिर्णय किये जाने के पूर्व, उपापन संस्था यह सुनिश्चित करेगी कि सफल बोली की कीमत उचित और अपेक्षित गुणवत्ता के प्रति सुसंगत है।
62	बोली की विधिमान्यता की कालावधि के अवसान के पूर्व, उपापन संस्था सफल बोली लगाने वाले को सूचित करेगी कि उसकी बोली स्वीकार कर ली गयी है।
63	यदि स्वीकृति के औपचारिक पत्र Letter of Intent (LOI) के जारी किये जाने में समय लगने की संभावना हो तो तब तक बोली लगाने वाले को आशय पत्र प्रेषित किया जा सकेगा। किसी प्रस्ताव का स्वीकार किया जाना तब पूर्ण मान लिया जायेगा जैसे ही



	लगाने वाले को आशय पत्र प्रेषित किया जा सकेगा। किसी प्रस्ताव का स्वीकार किया जाना तब पूर्ण मान लिया जायेगा जैसे ही स्वीकृति पत्र या आशय पत्र बोली दस्तावेज में दिये गये बोली लगाने वाले के पते पर डाक में डाल दिया गया हो और या ई-मेल (यदि उपलब्ध हो) द्वारा प्रेषित कर दिया गया हो। जब तक औपचारिक संविदा का निष्पादन नहीं कर दिया जाये तब तक स्वीकृति पत्र या आशय-पत्र एक नियत आबद्धकर संविदा होगी।
64	<b>Signing of contract</b> - In the written intimation of acceptance of its bid sent to the successful bidder, it shall also be asked to execute an agreement in the format given in the bidding document on a non-judicial stamp of requisite value at its cost and deposit the amount of performance security, within fifteen days from the date on which the LOA or LOI is dispatched to the bidder. Until a formal contract is executed, LOA or LOI shall constitute a binding contract.
65	If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security as the case may be, within the specified time period, JRRSU shall forfeit the bid security of the successful bidder
66	कार्य सम्पादन प्रतिभूति, वारंटी बाध्यताओं और रखरखाव और दोष दायित्व कालावधि को सम्मिलित करते हुए बोली लगाने वाले की समस्त संविदाजात बाध्यताओं के पूरा होने की तारीख से परे साठ दिनों की कालावधि के लिए विधिमान्य रहेगी।
67	<b>Forfeiture of performance security:</b> The amount of performance security in full or part may be forfeited in the following cases (i) when the bidder does not execute the agreement within the specified time period, after issue of letter of acceptance/placement of supply order; or (ii) when the bidder fails to commence the providing of the Services as per supply order within the time specified; or (iii) when bidder fails to commence or make complete supply of the services satisfactorily within the time specified; or (iv) When any terms and conditions of the contract is breached; or (v) Failure by the Bidder to pay the JRRSU any established dues under any other contract; or (vi) if the bidder breaches any provision of the code of integrity prescribed for bidders in the act and chapter VI of the rules and this bidding document. Notice of reasonable time will be given in case of forfeiture of performance security. The decision of JRRSU in this regard shall be final.
68	<b>Appeals</b> -राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 के अधीन अपील प्रथम अपीलीय अधिकारी-शासन सचिव, संस्कृत शिक्षा विभाग, राजस्थान द्वितीय अपीलीय अधिकारी-शासन सचिव, वित्त (बजट) विभाग, राजस्थान
69	Any grievance of a bidder pertaining to the procurement process shall be by way of filing an appeal to the first or second appellate authority, as the case may be, as specified in the bidding Documents, in accordance with the provisions of chapter III of the Act and chapter VII of the Rules and as given in <b>Appendix A</b> . References to the act, rules and other laws and regulations directly pertinent to the procurement proceedings, provided, however, that the omission of any such reference shall not constitute grounds for appeal or liability on the part of JRRSU



## Appendix A: Grievance Handling Procedure during Procurement Process (Appeals)

### 1. Filing an appeal

- (a) If any Bidder or prospective Bidder is aggrieved that any decision, action or omission of the JRRSU is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to the First Appellate Authority, within a period of ten days from the date of such decision, action, or omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved: Provided that after the declaration of a Bidder as successful in terms of section 27 of the Act, the appeal may be filed only by a Bidder who has participated in procurement proceedings: Provided further that in case JRRSU evaluates the Technical Bid before the opening of the Financial Bid, an appeal related to the matter of Financial Bid may be filed only by a Bidder whose Technical Bid is found to be acceptable.
- (b) After hearing the parties, the First Appellate Authority shall dispose of the appeal and pass an order within a period of 30 days of the date filing of the appeal.
- (c) If the First Appellate Authority fails to dispose of the appeal within the period 30 days of the date of filing the appeal or if the bidder or prospective bidder or the JRRSU is aggrieved by the order passed by the First Appellate Authority, the bidder or prospective bidder or the JRRSU, as the case may be, may file a second appeal to the Second Appellate Authority within fifteen days. The Second Appellate Authority, after hearing the parties, shall dispose of the appeal and pass an order within a period of 30 days which shall be final and binding on the parties. If the Second Appellate Authority is unable to dispose of the appeal within the aforesaid period, he shall record reason for the same.

### 2. Appeal not to lie in certain cases:

No appeal shall lie against any decision of the JRRSU relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the bidding process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

### 3. अपील का प्रारूप:-

- (a) धारा 38 की उप-धारा (1) या (4) के अधीन कोई अपील प्रारूप में उतनी प्रतियों के साथ होगी जितने कि अपील में प्रत्यर्थी हैं।
- (b) प्रत्येक अपील उस आदेश, जिसके विरुद्ध अपील की गयी है, यदि कोई हो, अपील में कथित तथ्यों को सत्यापित करने वाले शपथ पत्र और फीस के संदाय के सबूत के साथ होगी।
- (c) प्रत्येक अपील प्रथम अपील प्राधिकारी या, यथास्थिति, द्वितीय अपील प्राधिकारी को व्यक्तिशः या रजिस्ट्रीकृत डाक द्वारा या प्राधिकृत प्रतिनिधि के माध्यम से प्रस्तुत की जा सकेगी।

### 4. अपील फाइल करने के लिए फीस:-

- (1) प्रथम अपील के लिए फीस दो हजार पांच सौ रुपये और द्वितीय अपील के लिए दस हजार रुपये होगी जो अप्रतिदेय होगी।
- (2) फीस का संदाय किसी अधिसूचित बैंक के डिमाण्ड ड्राफ्ट के रूप में किया जायेगा जो संबंधित अपील प्राधिकारी के नाम देय होगा।

### 5. अपील के निपटारे की प्रक्रिया:-

- (1) प्रथम अपील प्राधिकारी या, यथास्थिति, द्वितीय अपील प्राधिकारी अपील फाइल किये जाने पर प्रत्यर्थी को अपील, शपथ पत्र और दस्तावेजों, यदि कोई हो, की प्रति के साथ नोटिस जारी करेगा और सुनवाई की तारीख नियत करेगा।
- (2) सुनवाई के लिए नियत तारीख को प्रथम अपील प्राधिकारी या, यथास्थिति, द्वितीय अपील प्राधिकारी,-
- (अ) उसके समक्ष उपस्थित अपील के समस्त पक्षकारों की सुनवाई करेगा; और
  - (ब) मामले से संबंधित दस्तावेजों, सुसंगत अभिलेख या उनकी प्रतियों का अवलोकन या निरीक्षण करेगा।
- (3) पक्षकारों की सुनवाई, मामले से संबंधित दस्तावेजों, सुसंगत अभिलेख या उनकी प्रतियों के अवलोकन या निरीक्षण के पश्चात्, संबंधित अपील प्राधिकारी लिखित में आदेश जारी करेगा और अपील के पक्षकारों को उक्त आदेश की प्रति निःशुल्क उपलब्ध करायेगा।
- (4) उप नियम (3) के अधीन पारित आदेश राज्य लोक उपापन पोर्टल पर भी दर्शित किया जायेगा।

(नियम 83 देखिए)

राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 के अधीन अपील का ज्ञापन  
..... की अपील सं. ....

(प्रथम/द्वितीय अपील प्राधिकारी) ..... के समक्ष

1. अपीलार्थी की विशिष्टियां :

(i) अपीलार्थी का नाम :

(ii) कार्यालय का पता, यदि कोई हो :

(iii) आवासिक पता :

2. प्रत्यर्थी (प्रत्यर्थियों) का नाम और पता :

(i)

(ii)

(iii)

3. आदेश का संख्यांक और तारीख जिसके विरुद्ध अपील की गयी है और अधिकारी/प्राधिकारी का नाम और पदनाम, जिसने आदेश पारित किया है, (प्रतिलिपि संलग्न करें) या अधिनियम के उपबंधों के उल्लंघन में उपापन संस्था के किसी विनिश्चय, कार्य या लोप का विवरण जिससे अपीलार्थी व्यथित है :

4. यदि अपीलार्थी किसी प्रतिनिधि द्वारा प्रतिनिधित्व किये जाने के लिए प्रस्ताव करता है तो प्रतिनिधि का नाम और डाक का पता :

5. अपील के साथ संलग्न किये गये शपथपत्रों और दस्तावेजों की संख्या :

6. अपील का आधार :

..... (शपथपत्र द्वारा समर्थित)

7. प्रार्थना :

स्थान : .....

तारीख : .....

अपीलार्थी के हस्ताक्षर



## Section II: Evaluation and Qualification Criteria

**A. Eligible Bids** shall be evaluated on the basis of evaluation criteria. JRRSU may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. The bidder who fails to meet one or more of the stipulated eligibility criteria shall be declared as "ineligible/non-responsive". Failure on the part of the bidder to submit such information within the stipulated time may entail cancellation of the bid of such bidder. The evaluation of the price bid will be considered of those bidders who meet the eligibility criteria.

1. आर्थिक कसौटी (**Economic Criteria**)-बोलियों के तकनीकी मूल्यांकन के पश्चात्, कीमत मूल्यांकन की कसौटी होगी। कीमत कसौटी के आधार पर प्रस्तावों का मूल्यांकन करके L1, L2, L3 इत्यादि के रूप में L1 को निम्नतम प्रस्ताव मानते हुए और तब अन्य प्रस्तावों को आरोही क्रम में चिह्नित किया जायेगा। प्रत्येक आइटम की न्यूनतम अनुमोदित दरों पर एक से अधिक बोलीदाताओं से अनुबंध किया जा सकेगा। जिनको आनुपातिक रूप से कार्यदिश दिया जा सकेगा। JRRSU also reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
2. मूल्यांकन में कीमत/क्रय अधिमान-बोलियों के मूल्यांकन और संविदा के अधिनिर्णय में राज्य सरकार द्वारा अधिसूचित नवीनतम पॉलिसी और बोली दस्तावेजों में यथा-वर्णित कीमत और या क्रय अधिमान पर विचार किया जायेगा।
3. विनिर्दिष्ट पंजीयन दस्तावेज, जिनकी स्वसत्यापित प्रति वांछित है:-

If a registered company	Memorandum of Association इण्डियन कम्पनी एक्ट 1956 के तहत वैध पंजीयन प्रमाणपत्र
If Partnership Firm	पार्टनरशिप डीड एवं इण्डियन पार्टनरशिप एक्ट 1932 के तहत वैध पंजीयन प्रमाण पत्र यदि लागू हो
If another statutory or registered body	ट्रस्ट/सोसाइटी के तहत या अन्य युक्तियुक्त प्राधिकारी से प्राप्त वैध पंजीयन दस्तावेज
एकल स्वामित्व की दशा में	Proof of Address of residence and office, telephone numbers e-mail address, if any.
Authorisation Signatory - person signing the Bid	Power of Attorney/Board Resolution/Letter of Authorisation written on the Letter Head by the Bidder, if applicable.
GSTIN	बोलीदाता को जीएसटी पंजीयन दस्तावेज प्रस्तुत करने होंगे। यदि बोलीदाता का GST के तहत पंजीयन आवश्यक नहीं हो तो, बोलीदाता को अपने लैटर हैड पर इस आशय का एक अण्डरटेकिंग बोली के साथ संलग्न करना होगा।
PAN	बोलीदाताओं द्वारा बोली के साथ उक्त PAN की प्रति संलग्न की जायेगी।

### B Qualification Criteria तकनीकी-वाणिज्यिक अर्हता के मूल्यांकन की कसौटी

**बोलीदाताओं की तकनीकी-वाणिज्यिक अर्हता** का निर्णय बोली दस्तावेजों के अनुसार बोलीदाताओं द्वारा प्रस्तुत दस्तावेजों की संवीक्षा पर आधारित होगा।

1. **Certificate of annual turnover:** Average annual turnover of Rs. 20.00 lakhs or more from providing services of Online Work etc during the last three financial Years **2021-22, 2022-23 & 2023-24**, duly signed in by the Registered chartered Accountant.
2. **Contractual Experience-** The bidder must have the satisfactory experience of two years experience of providing the same services in any central/state Government Departments/Autonomous Bodies/Boards/ Commission/Universities and PSUs. Copies of the work orders and satisfactory performance report/experience certificate



## Section III: Bidding Forms

बोली के प्रारूप

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**1. Technical Bid Submission Sheet (FORMAT OF THE COVERING LETTER)**  
(The covering letter is to be submitted by the Bidder as a part of the Bid)

The Registrar,  
J.R. Rajasthan Sanskrit University,  
Jaipur-302026

**Subject:** Bid for Hiring services of providing the online job work of Pre & Post Exam works including Counselling Services in JRRSU.

Dear Sir/Madam,

Please find enclosed my/our Bid Proposals in response to the issuance of NIB No----- Dated ----- by JRRSU for selection of Bidder for providing services of Online Work etc. arrangement for Functions, Seminars, Meetings and other activities of JRRSU on as and when required basis. I/We, the undersigned, declare that:

- (a) I/We have examined and have no reservations to the Bidding Document, including Addenda No -
- (b) I/We declare that we fulfill the eligibility and qualification criteria in conformity with the Bidding Document and offer to provide the above cited services in accordance with the specifications, the delivery schedule and other requirements as specified in Section V, Schedule of Supply.
- (c) My/Our Bid shall be valid for a period as specified in bid 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. JRRSU may solicit our consent for further extension of the period of validity.
- (d) If my/our Bid is accepted, we commit to obtain a Performance Security in the amount of 5% percent of the Contract Price for the due performance of the Contract.
- (e) My/Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities of India or other the eligible countries.
- (f) I/We are not participating, as Bidder in more than one Bid for supply of the subject matter of procurement in this bidding process, other than alternative offers, if permitted, in the Bidding Document.
- (g) My/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 JRRSU or a regulatory authority under any applicable law.
- (h) I/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.
- (i) I/We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (j) I/We agree to permit the JRRSU or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them.
- (k) I/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.
- (l) Other comments, if any -----

Date-

For and on behalf of

Signature (with seal)  
(Authorized Representative/ Signatory)  
Name of person  
Designation  
Contact No.  
(Kindly attach the authorization letter)

**Formats for Qualification Requirements**  
**Annexure- 1 Bidder's profile (or Bidding form)**

Name & Address of the Procuring authority: Registrar, JRRSU, Jaipur-302026

NIB -----Dated: -----

S. No	Description	Information
1	Name & address details of the bidder	
	Name of Bidder	
	Full Address of Registered Office: (Address of residence and office in case of sole Proprietorship)	
	Telephone No.	
	Fax NO.	
	E- mail address/website	
	Full Address of Jaipur Office	
	Telephone No.	
	Fax NO.	
	E- mail address/website	
2	Year of establishment	
3	Type of bidder -कम्पनी/ पार्टनरशिप/ Sole Proprietary/Trust/Society /Any other (please specify)	
4	Certification/Accreditation/Affiliation, if any	
5	Name & Designation of authorized signatory	
6	Name of contact person who will apprise JRRSU about the status of the work. Name ..... Designation..... Contact No..... E-Mail:.....	
7	Number of years of Experience	
8	Bank Details of the Bidder	
	Bank Name & branch	
	IFSC	
	Account No.	
	Date of Opening Account	

**9. Details of Fee**

Details of Fee	Bank Draft No./ Deposit Receipt & Date	Amount in Rupees	Drawn on Bank
1. Bid Document Fee			
2. Bid Security Fee			

10. Turnover defined as the total payments received by the bidder for contracts for the last three years.

Financial Year	Amount (Rs.Lacs)
2021-22	
2022-23	
2023-24	

Name & Address of the Client	Amount of Contract (Rs. Lacs)	Duration of Contract		Page No.
		Total Period	From To	

12. बोलीदाता/संवेदक द्वारा विभिन्न पंजीकरण इत्यादि का विवरण भी निम्नानुसार प्रस्तुत किया जावेगा:-

क्र. सं.	विवरण	रजि.सं.	वर्ष	पंजीकरण दिनांक	पृष्ठ सं.
अ	वस्तु एवं सेवा कर (GST)				
ब	पैन नम्बर(PAN)				
स	राजस्थान दुकान एवं वाणिज्यिक संस्थान अधिनियम 1958 के अन्तर्गत or Registration of firm/shop				
द	इण्डियन पार्टनरशिप एक्ट 1932/इण्डियन कम्पनी एक्ट 1956/ Public Charitable Trust Act/Societies Registration Act/Any other Registration के अन्तर्गत				

13 Additional information, if any, (Attach separate sheet, if required)

I/ We agree to abide by all the terms and conditions mentioned in this form issued by the JRRSU and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date  
Place

For and on behalf of

Signature (with seal)  
(Authorized Representative/ Signatory)  
Name of person  
Designation

Contact No.

*Handwritten signature and initials in blue ink.*



**ANNEXURE-2**  
**UNDERTAKING OF TRUTHFULNESS**

The Registrar,  
J.R. Rajasthan Sanskrit University,  
Jaipur-302026

Subject: Submission of undertaking for Hiring services of providing the online job work of Pre & Post Exam works including Counselling Services in JRRSU of JRRSU on as and when required basis vide NIB No.....Dated.....

Dear Sir/Madam,

I/We, the undersigned, am/are submitting my/our bid for providing services of online work arrangement in accordance with your NIB No.:..... Dated-----.

I/We hereby declare that all the information and statements made in this bid are true and I/we accept that any misinterpretation or false information/documentation contained in it may lead to my/our disqualification.

I/We accept all the terms and conditions of this Bid document and I/we am/are not deviating from your terms and conditions. My/Our bid is binding upon me/us. I/We understand that JRRSU is not bound to accept any bid.

Yours sincerely,

Authorized Signature in full and initials

Name and Title of Signatory: -----

Name of Bidder: -----

Address: -----  
-----

Telephone (Office): -----

Fax: -----

Email: -----



ANNEXURE-3

**SELF-DECLARATION – NO BLACKLISTING**  
(To Be Filled by the BIDDER)

The Registrar,  
J.R. Rajasthan Sanskrit University  
Jaipur-302026

**Ref:** Bid of Hiring services of providing the online job work of Pre & Post Exam works including Counselling Services in JRRSU.

Dear Sir/Madam,

In response to the NIB Ref. No.-----dated ----- for providing services of Online work etc. arrangement as an Owner/Partner/Director of -----I/We hereby declare that presently our Company/ firm -----or any of our group or associate companies, at the time of bidding, is 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/Autonomous Body or the JRRSU.

We further declare that presently our Company/ firm -----is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body or the JRRSU on the date of Bid Submission.

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

Thanking you,

Yours faithfully,

Date & Place

Authorized Signature in full and initials

Name and Title of Signatory :-----

Name of Bidder: -----

Address: -----

Telephone (Office): -----

Fax: -----

Email. -----

**Annexure-4:( If applicable)**

**Bidder's Authorization Certificate  
(On bidder's letter head)**

The Registrar,  
J.R. Rajasthan Sanskrit University,  
Jaipur-302026

**Ref:**Bid of Hiring services of providing the online job work of Pre & Post Exam works including Counselling Services in JRRSU.

Dear Sir/Madam,

I/ We -----(Name &Designation) hereby declare/ certify that -----  
----- (Name & Designation) is hereby authorized to sign relevant documents on behalf of the company/firm in dealing with NIB No-----Dated ---  
-----.

He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Date

Name of the Bidder

Place

Address:

Authorized Signatory

Signed :

Signature Verified

Seal of the Organization

*[Handwritten signatures in blue ink]*

## ANNEXURE 5 : FINANCIAL BID UNDERTAKING

{on bidders letterhead in technical bid}

The Registrar,

J.R. Rajasthan Sanskrit University,  
Jaipur-302026

Ref: Bid of Hiring services of providing the online job work of Pre & Post Exam works including Counselling Services in JRRSU.

Dear Sir/Madam,

I/We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply as mentioned in the Schedule of Supply & in conformity with the said bidding document for the same.

I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are quoted as required in the price-bid given in Price Schedule for Services to Be Offered

I / We undertake, if our bid is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Supply.

I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.

I / We agree to abide by this bid for a bid validity period of after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date

Place

For and on behalf of

Signature (with seal)

(Authorized Representative/ Signatory)

Name of person

Designation

Contact No.

*Handwritten signature and initials in blue ink.*



**Annexure 6**  
**Declaration by the Bidder regarding Qualification**  
**Under Section 7 and 11 of the ACT**

**Declaration by the Bidder**

In relation to my/our bid submitted to Registrar, JRRSU Jaipur-302026 for Bid of Hiring services of providing the online job work of Pre & Post Exam works including Counselling Services in JRRSU. wide Notice Inviting Bids No. ----- Dated ----- I/we hereby declare under Section 7 and 11 of the Rajasthan Transparency in Public Procurement Act, 2012, that:

1. We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by JRRSU;
2. We have fulfilled our obligation to pay such of the taxes payable to the Central Government or 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 our affairs administered by a court or a judicial officer, not have our business activities suspended and are 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 our professional conduct or the making of false statements or misrepresentations as to 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. We do not have a conflict of interest as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, which materially affects fair competition;
6. 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.

Date  
Palce Name

Signature of the Biider

Contact No.

Designation

Address



## Annexure 7

### List of Required Document with proof for Qualifying in Technical Bid

S. No	Description	Documents Required (Must write Page No. in Column 4 where document attached)	Page No.
1	2	3	4
1	Legal Entity		4
	If a registered company	Memorandum of Association Registration certificate	
	If Partnership Firms	Partnership Deed Valid registration certificate	
	If another statutory or registered body	Certificate of incorporation or registration issued by concerned authority.	
	Authorisation Signatory - person signing the Bid	Power of Attorney/Board Resolution/Letter of Authorisation written on the Letter Head by the Bidder	
2	Turn Over	A specific certificate about the Turn over	
3	Tax registration	Valid GSTN PAN	
4	Experience	Work satisfactory certificates	
5	Declarations and Forms		
	Technical Bid Submission Sheet	(FORMAT OF THE COVERING LETTER)	
	Annexure- 1	Bidder's Profile (Bidding Form)	
	Annexure -2	UNDERTAKING OF TRUTHFULLNESS	
	Annexure -3	SELF-DECLARATION - NO BLACKLISTING	
	Annexure -4	Bidder's Authorization Certificate	
	Annexure- 5	FINANCIAL BID UNDERTAKING	
	Annexure- 6	Declaration by the Bidder Regarding Qualification Under Section 7 and 11 of the ACT	
6	Fees Details		
	Bidding Document Fee	Scanned copy of DD/Receipt of Bank Deposit	
	Bid Security	Scanned copy of DD /Reciept of Bank Deposit	
7	Other if any		

  


## Financial Bid

Bid Inviting Authority: Registrar, J.R.Rajasthan Sanskrit University, Jaipur  
Name of Work: Bid for online job work of Pre & Post Exam works including Counselling Services in JRRSU  
on as and when required basis.

NIB No.....date.....

Name of Bidder/Bidding Firm/Bidding Company.....

### Price Schedule

The rates shall be filled up separately in given format with financial bid.

S. No.	Item Description	Quantity	Unit Price for Per Student (with taxes excluding GST)	Unit Price for Per Student (with taxes including GST)
1	2	3	4	5
1.	online job work of Pre & Post Exam works including Counselling Services	1		

1. **Note:** एल-1 का चयन मूल्य सूची के कॉलम-5 के कुल योग अनुसार किया जायेगा। दरें समान होने पर अधिकतम औसत वार्षिक टर्नओवर के आधार पर एल-1 का चयन किया जायेगा।
2. यदि आवेदित अभ्यर्थियों की संख्या महाविद्यालयों में रिक्त कुल सीटों की संख्या से कम होती है तो ऐसे में परीक्षा कार्य (Exam Work) सम्पादित नहीं किये जाने के कारण फर्म को उसके द्वारा प्रदत्त (कोटेशन में प्रदान दर) से 15% कम राशि का भुगतान किया जायेगा।

*main*  
*22/5/22*



## Section IV: Scope of Work

राज्य सरकार के द्वारा नोडल एजेंसी नियुक्त करने बाबत आदेश दिनांक 23.04.2025 के अनुसार पीएसएसटी, पीएसएसएसटी, पीएसएटी 2025 में प्राप्त आवेदनों की संख्या कुल उपलब्ध सीटों (लगभग 8000 अक्षरे -आठ हजार) से अधिक होने की स्थिति में ही पूर्व परीक्षा का आयोजन किया जावेगा। उपलब्ध सीटों से कम आवेदन प्राप्त होने की स्थिति में पूर्व परीक्षा का आयोजन नहीं किया जावेगा। पूर्व परीक्षा आयोजन नहीं होने की स्थिति में पाठ्यक्रम हेतु उपलब्ध सीटों पर अभ्यर्थियों का आवंटन पाठ्यक्रम हेतु निर्धारित अर्हता परीक्षा में प्राप्त प्राप्तांकों के आधार पर मेरिट अनुसार किया जावेगा।

तीन परीक्षाएँ पृथक पृथक आयोजित की जायेंगी, PSST 2025, PSAT2025 एवं PSSST -2025. परीक्षा राष्ट्रीय स्तर पर आयोजित की जाएगी, जिनमें से प्रत्येक के लिए निम्नलिखित कार्य किये जाने हैं-

### PRE EXAM WORK

- Website design for PSST 2025, PSAT2025 एवं PSSST - 2025 with Server space & Security.
- Uploading the various document and program schedule on website.
- Create form on the website for applicant details (Photo & Signature in .jpg format).
- In form take student Account No., Detail of Bank (Bank Name, Branch Name, IFSC Code) and Aadhar No, Educational details, Postal Details and personal Details ect.
- Database architecture will be according university's (in SQL Server).
- Make a on line module for fee collection (on-line Method) and verification through bank account detail. Shown Registration No. Student Name, Father's Name, Address and Mobile No. on Challan also.
- Create SMS responding system to send the SMS for student and colleges regarding the schedule of the fill on line form.
- SMS sent to the student as per contact no. provided by the University.
- Establish a cell to sort out the grievances of candidate (9AM to 6PM every day) and create help line number and help line e-mail address.
- Create FAQ, do's and don'ts and user Manual for user/applicant. Make a Video for How to fill the form.
- After fill the form a SMS sent to student for confirmation regarding fill the form.
- Provide various statistical reports of applicant candidates and other related reports as per required by university
- Generate checklist, Roll Number, Online Admit Card, Absentee Statement, Seating Plan, blank format for duplicate Admit card and required statistical report for examination.
- Printing examination related material as Roll List, Attendance sheet Absentee Statement, Seating Plan, blank format for duplicate Admit card and required statistical report for examination.
- Printing OMR Sheet and send to University campus.
- After examination correct the OMR sheet and scanning (double).
- Upload Answer Key on portal.
- Generate Result after matching absent statement and upload it on the website.
- Information of the result send to applicant by SMS.
- Generate Merit.

### POST EXAM WORK

## POST EXAM WORK-

- a. Display the various document related to the Counselling on web site.
- b. Design a website for online Counselling of PSST 2025, PSAT2025 एवं PSSST - 2025 to fill the college choice by the students online.
- c. Provide facility to make changes in student data by student before every counselling.
- d. Make Correction in student data if any.
- e. Inform to the applicant about Counselling program by SMS.
- f. Make a Seat Matrix per reservation rules of government of Rajasthan and PSST, PSSST and PSAT Rules by university.
- g. Registration and Cours Fee verification through bank account detail.
- h. Seat allotment for admission (Total seats near about 8000) as per reservation rules of government of Rajasthan and required by university.
- i. Collect the information of the colleges in colleges master database.
- j. Make a on line reporting system for the colleges and take the master details of the colleges as instruction by the University
- k. Counselling Phase may be extended as required maximum up to 4 phases and upward movement is also implemented.
- l. Provide various statistical reports of allotted, admitted, absentee, un-alloted candidates and other related reports as per required by university.
- m. Provide complete database of Student Fee (Applicant candidate with Fee collection, Registered Candidate and Admitted candidate with fees collection ) i.e. Transation ID, Fee Deposite Date, Registration No.
- n. Collegewise report of admitted candidate as per varoius stages.
- o. Other reports required by the University
- p. Above mentioned 8000 seats for Counselling is provisional it may be decrease or increase.
- q. All The Data Must be store by the firm for next 5 years and provide to the Univesity as per demand.

1. 20% of extra blank OMR sheet must be provided by the firm without any extra cost to the university.

2. The firm should mention its rate per candidate to complete task as mentioned. The number of candidate will be decided on the basis of Application fees received (500/-) deposited by candidates. The payment will be made to the firm at the end of the Work and after provided the complete data to the university as per university demand.

**Note:** Firm must be hold/Saved this data for next 5 years

3. Above mentioned job description are in brief. Any clarification regarding job may please be sought form the co-coordinator, PSST 2025, PSAT2025 एवं PSSST - 2025 prior to offer the rates. No excuse will be taken in consideration later on, on account of lack of information regarding job description.

4. All rates must be FOR destination and no cartage or transportation charges will be paid by the University and the delivery of the data and metrial shall be given at the premises of University or as ordered by coordinator.





## Section V A: General Conditions of Contract

### संविदा की सामान्य शर्तें

1	<p><b>Definitions</b> - The following words and expressions shall have the meanings hereby assigned to them:</p> <p>a. "अधिनियम" से राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 अभिप्रेत है।</p> <p>b. "Completion" means the fulfillment of the services by the Supplier in accordance with the terms and conditions set forth in the contract.</p> <p>c. "Contract" means the agreement entered into between JRRSU and the Supplier, together with the contract documents referred to therein, including all attachments, appendices, specifications and codes and all documents incorporated by reference therein.</p> <p>d. "Contract Documents" means the documents listed in the agreement, including any amendments thereto.</p> <p>e. "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments there to or deductions there from, as may be made pursuant to the contract.</p> <p>f. "Day" means calendar day.</p> <p>g. "GCC" से संविदा की सामान्य शर्तें अभिप्रेत हैं।</p> <p>h. "SCC" से संविदा की विशेष शर्तें अभिप्रेत हैं।</p> <p>i. "Procuring Entity" means the Entity procuring the Services, as specified in the SCC.</p> <p>j. "Rules" means the Rajasthan Transparency in Public Procurement Rules, 2013</p> <p>k. "Supplier" means the natural person private or government Entity, or a combination of the above, who's bid to perform the Contract has been accepted by JRRSU and is named as such in the agreement, and includes the legal successors or permitted assigns of the supplier.</p>
2	<p>इस संविदा में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो:</p> <p>a. words indicating one gender include all genders;</p> <p>b. words indicating the singular also include the plural and words indicating the plural also include the singular;</p> <p>c. provisions including the word "agree", or "agreement" require the agreement to be recorded in writing;</p> <p>d. "written" or "in writing" means hand-written, type-written, printed or electronically made, and resulting in a permanent record;</p> <p>e. the word "bid" is synonymous with bid and "bidder" with bidder" and the words "Bid document" with "bidding document".</p> <p>f. The marginal words and other headings shall not be taken into consideration in the interpretation of these Conditions.</p>
3	<p><b>Entire Agreement</b>- The Contract constitutes the entire agreement between the JRRSU and the Supplier and includes the GCC, SCC, bidding forms, Schedules appendices, all attachments listed in the agreement.</p>
4	<p><b>Amendment</b>- No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.</p>
5	<p><b>Non-waiver:</b></p> <p>a. Subject to GCC Sub-Clause</p> <p>b. Below, no relaxation, for bearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the contract or granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the contract, neither shall any waiver by either party of any breach of contract operate as waiver of any subsequent or continuing breach of contract.</p> <p>c. Any waiver of a party's rights, powers, or remedies under the contract must be in writing, dated, and signed by an authorised representative of the party granting such waiver and must specify the right and the extent to which it is being waived.</p>
6	<p><b>Severability:</b> If any provision or condition of the contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or</p>



	enforceability of any other provisions and conditions of the contract.
7	<b>Contract Documents-</b> Subject to the order of precedence set forth in the agreement, all documents forming the contract (and all parts thereof) are intended to be correlative, complementary, supplementary, and mutually explanatory.
8	<p><b>Code of Integrity</b> - It is required that the supplier observes the highest standards of ethics during the procurement process and performance of the Contract with strict compliance to the provisions of code of integrity specified in the act and the rules. In particular, the supplier alongwith its sub-suppliers and all their personnel-</p> <ol style="list-style-type: none"> <li>(1) उपापन प्रक्रिया में अनुचित फायदे के लिए या अन्यथा उपापन प्रक्रिया को प्रभावित करने की एवज में किसी रिश्त, इनाम या दान या प्रत्यक्ष रूप से या अप्रत्यक्ष रूप से किसी तात्विक फायदे का कोई प्रस्ताव नहीं करेगा;</li> <li>(2) सूचना का ऐसा दुरुपदेशन या लोप नहीं करेगा जो किसी वित्तीय या अन्य फायदा अभिप्राप्त करने के लिए या किसी बाध्यता से प्रविष्ट रहने के लिए गुमराह करता हो या गुमराह करने का प्रयास करता हो;</li> <li>(3) उपापन प्रक्रिया की पारदर्शिता, निष्पक्षता और प्रगति को बाधित करने के लिए किसी भी दुरभिसंधि, बोली में कूट मूल्य वृद्धि या प्रतियोगिता विरोधी आचरण में लिप्त नहीं होगा;</li> <li>(4) JRRSU और बोली लगाने वालों के बीच साझा की गयी किसी भी जानकारी का उपापन प्रक्रिया में अनुचित लाभ प्राप्त करने के आशय से दुरुपयोग नहीं करेगा;</li> <li>(5) उपापन प्रक्रिया को प्रभावित करने के लिए किसी भी पक्षकार को या उसकी सम्पत्ति को प्रत्यक्ष या अप्रत्यक्ष रूप से क्षति या नुकसान पहुंचाने, ऐसा करने के लिए धमकाने सहित किसी भी प्रपीडन में लिप्त नहीं होगा;</li> <li>(6) उपापन प्रक्रिया के किसी भी अन्वेषण या लेखापरीक्षा में बाधा नहीं डालेगा;</li> <li>(7) हित का विरोध, यदि कोई हो, प्रकट करेगा;</li> <li>(8) पिछले तीन वर्षों के दौरान भारत या किसी अन्य देश में किसी भी संस्था के साथ किसी पूर्व नियममंग को या किसी अन्य उपापन संस्था द्वारा किसी विवर्जन को प्रकट करेगा;</li> </ol> <p>Further, none of them shall indulge in corrupt, fraudulent, coercive and collusive practices. For the purpose of this clause these practices are defined as below:</p> <ol style="list-style-type: none"> <li>(I) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, any thing of value To influence improperly the actions of another party;</li> <li>(II) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit Or to avoid an obligation;</li> <li>(III) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</li> <li>(IV) "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another part.</li> </ol>
9	JRRSU shall take legal action against the Supplier under Section 11(3), 46 and chapter IV of the Act, if it breaches any provisions of the Code of Integrity, or is determined to have engaged in corrupt, fraudulent, coercive or collusive practices in competing for or in execution of the Contract.
10	The Supplier shall permit JRRSU to inspect the Supplier's Accounts and records relating to the performance of the Supplier and to have them audited appointed by auditors by the JRRSU, if so required by JRRSU.
11	<b>Language-</b> The contract as well as all correspondence and documents relating to the contract exchanged by the supplier and JRRSU, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the contract may be in another language provided they are accompanied by a self attested accurate translation of the relevant passages in the language specified in the SCC, in which case, for purposes of interpretation of the Contract, this translation shall govern.
12	The supplier shall bear all costs of translation of the governing language and all risks of the accuracy of such translation.
13	<b>Notices-</b> Any notice given by one party to the other pursuant to the contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form or electronic form with proof of receipt.
14	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
15	<b>Governing Law-</b> The contract shall be governed by and interpreted in accordance with the laws of the Central and the State Governments.
16	JRRSU shall not use such documents, data, and other information received from the supplier for any purposes unrelated to the contract. Similarly, the supplier shall not use such documents, data, and



	other information received from JRRSU for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.
17	<b>Force Majeure-</b> The supplier shall not be liable for forfeiture of its performance security, penalties, or termination for default if and to the extent that delays in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.
18	For purposes of this clause, " <b>force majeure</b> " means an event or situation beyond the control of the supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier. Such events may include, but not be limited to, acts of JRRSU in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
19	If a force majeure situation arises, the supplier shall promptly notify JRRSU in writing of such condition and the cause and effects thereof. Unless otherwise directed by JRRSU in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means at its cost for performance not prevented by the force majeure event.
20	<b>Assignment-</b> Neither JRRSU nor the supplier shall assign, in whole or in part, their obligations under this contract, except with prior written consent of the other party with recorded reasons. Such assignment shall not relieve the supplier or JRRSU of their respective obligations under the contract.
21	<b>Sub Contracting -</b> The supplier shall not sublet or assign the contract or its any part to anyone without the prior written approval of JRRSU. The supplier shall notify JRRSU in writing of all subcontracts to be awarded under the contract. Subcontracting shall in no event relieve the supplier from any of its obligations, duties, responsibilities, or liability under the contract. The capability details of such subcontractors shall be provided to JRRSU who shall evaluate and take a decision as to whether to approve it or not.
22	Subcontractors shall comply with the provisions of Biding document
23	The Supplier shall supply all the services included in the schedule of supply.
24	<b>Extensions of Time -</b> If at any time during performance of the contract, the supplier encounter's conditions impeding timely providing of services, the supplier shall promptly notify JRRSU in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the supplier's notice, JRRSU shall evaluate the situation and may at its discretion extend the supplier's time for performance, with or without penalties depending on the nature of causes of delay, by issuing an amendment of the contract.
25	Except in case of <b>Force Majeure</b> , A delay by the supplier in the performance of its supply obligations shall render the supplier liable to the imposition of panalties
26	Price adjustment shall not be applicable.
27	<b>Price-</b> दर संविदा के अधीन कीमतें, कीमत गिरने के खण्ड के अधीन होंगी। कीमत गिरने संबंधी खण्ड, दर संविदा के निबंधनों और शर्तों में सम्मिलित किया जायेगा। कीमत गिरने का खण्ड, दर संविदाओं में कीमत सुरक्षा क्रियाविधि है और यह उपबंध करता है कि यदि दर संविदा धारक, दर संविदा के चालू रहने के दौरान किसी भी समय राज्य में किसी को दर संविदा कीमत से कम कीमत पर समान माल, संकर्मों या सेवाएं देने के लिए उसकी कीमत कोट करता/कम करता है तो उस दर संविदा के अधीन उपापन की विषय वस्तु के समस्त परिदान के लिए दर संविदा कीमत, कीमत कम करने या कोट करने की तारीख से स्वतः कम हो जायेगी और दर संविदा तदनुसार संशोधित की जायेगी। समानान्तर दर संविदा धारण करने वाली फर्मों को भी कम की हुई कीमत अधिसूचित करके अपनी कीमत कम करने का अवसर देते हुए पुनरीक्षित कीमत की उनकी स्वीकारोक्ति से सूचित करने के लिए पन्द्रह दिन का समय दिया जायेगा। इसीप्रकार यदि कोई समानान्तर दर संविदा धारक फर्म, दर संविदा के चालू रहने के दौरान अपनी कीमत कम करती है तो उसकी कम की गयी कीमत अन्य समानान्तर दर संविदा धारक फर्मों और मूल दर संविदा धारक फर्म को अपनी कीमतें तत्समान कम करने के लिए संसूचित की जायेगी। यदि कोई दर संविदा धारक फर्म, कीमत कम करने से सहमत नहीं होती है तो उनके साथ आगे और संव्यवहार नहीं किया जायेगा। Except as otherwise provided in this rule all other provisions of Chapter-V shall, mutatis mutandis, apply.
28	<b>Payments -</b> The terms of payment of the contract price shall be as specified in the SCC.
29	The supplier's request for payment shall be made to JRRSU in writing, accompanied by invoices describing, as appropriate, the services performed, and by therelevant documents and upon fulfillment of all the obligations stipulated in the contract, all required certificates will be submitted along with bill.
30	Payments shall be made promptly by JRRSU, as soon as possible, after submission of an invoice or request for payment by the supplier, and JRRSU has accepted it. All remittance charges shall be borne



	by the supplier.
31	The currency in which payments shall be made to the Supplier under this Contract shall be Indian Rupees.
32	<b>Disput-</b> In case of disputed services, 10 to 50% of the amount of the Billing price of such services may be withheld and will be paid on settlement of the dispute.
33	Advance Payment will not be made.
34	<b>Taxes and Duties-</b> For services supplied, the supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted services at site to JRRSU. All taxes shall be born by the contractor. GST, if applicable, shall be paid extra by the University. The contractor shall submit proof of payment of GST of the previous month into the Govt. account along with the next monthly bill.
35	If any tax exemptions, reductions, allowances or privileges may be available to the supplier in India, JRRSU shall use its best efforts to enable the supplier to benefit from any such tax savings to the maximum allowable extent.
36	The contractor will regularly pay all the taxes collected from University into the Govt. accounts. A certificate will be submitted every month along with next monthly bill Failing which no GST amount will be paid to the contractor.
37	<b>Performance Security-</b> कार्य सम्पादन प्रतिभूति की अभ्यर्थना राज्य सरकार के विभागों और ऐसे उपक्रमों, निगमों, स्वायत्त निकायों, रजिस्ट्रीकृत सोसाइटियों, सहकारी सोसाइटियों जो राज्य सरकार के स्वामित्व या नियंत्रण या प्रबंध में हों और केन्द्रीय सरकार के उपक्रमों के सिवाय समस्त सफल बोली लगाने वालों से की जायेगी। तथापि, उनसे एक कार्य सम्पादन प्रतिभूति घोषणा ली जायेगी।
38	The performance security shall be denominated in the currency of the contract and shall be in the form of bank guarantee, bankdraft or deposited in the university account.
39	The proceeds of the <b>performance security shall be forfeited</b> and shall be payable as compensation to JRRSU on happening of any of the events mentioned below: (I) when the supplier does not sign the agreement within the specified time; after issue of letter of acceptance/placement of supply within the specified period or; (II) when the supplier fails to commence the supply of the services as per supply order within the time specified; or (III) when supplier fails to make complete supply of the services satisfactorily within the time specified; or (IV) when any terms and conditions of the contract is breached; or (V) failure by the bidder to pay JRRSU any established dues under any other contract; or (VI) if the supplier breaches any provision of the code of Integrity prescribed for bidders in the act and Chapter VI of the rules Notice of reasonable time will be given in case of forfeiture of performance security. The decision of JRRSU in this regard shall be final.
40	The performance security shall be discharged by JRRSU and returned to the supplier after the satisfactory completion of the supplier's performance obligations under the contract including any warranty, and/or maintenance obligations, unless specified otherwise in the SCC.
41	<b>Penalties</b> - if the supplier fails to deliver any or all of the services within the period specified in the contract, JRRSU shall, without prejudice to all its other remedies under the contract, deduct from the contract price, as penalties on the following basis which the supplier has failed to supply or complete: - In case of breach of any condition of the contract and for all types of losses caused including excess cost due to procuring of services from the market in the event of contractor failing to provide Service, the office shall make deductions on prorata basis from the bills preferred by the contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to paid within seven days to the credit of JRRSU. The powers of the competent authority of JRRSU under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided or forfeiture of security deposit. कार्य संतोषप्रद नहीं पाये जाने की स्थिति में विश्वविद्यालय प्रशासन के निर्णय अनुसार बिल में से बिल की 10 प्रतिशत से 50 प्रतिशत तक जुर्माना राशि कटौती की जा सकेगी। फर्म के कार्य से विश्वविद्यालय प्रशासन के संतुष्ट न होने की स्थिति में बकाया



	<p>बिलों की राशि तथा जमा अमानत राशि जब करते हुये फर्म का कार्यादेश निरस्त किया जा सकता है। ऐसी स्थिति में कार्य पुनः आवंटन करने पर अधिक भुगतान की राशि भी संवेदक से ही वसूली योग्य होगी।</p> <p>The maximum amount of penalty shall be 50% of performance security. Once the maximum is reached, the procuring entity may terminate the contract and forfeit the performance security.</p>
42	<p>Recoveries of penalties shall ordinarily be made from bills. Amount may also be withheld to the extent of such penalties and in case of failure in satisfactory services; their amount along with amount of penalties shall be recovered from dues and performance security available with the JRRSU. In case the balance of recovery is not possible recourse will be taken to Section 53 of the act or any other law in force.</p>
43	<p><b>Termination for Default - JRRSU, without prejudice to any other remedy under the provisions of the act, the rules or the contract for breach of contract, by notice of default sent to the supplier, may terminate the contract in whole or in part:</b></p> <ol style="list-style-type: none"> <li>If the supplier fails to deliver any or all of the services within the period specified in the contract, or within any extension thereof granted by JRRSU</li> <li>If the supplier fails to perform any other obligation under the Contract.</li> <li>If the supplier, in the judgment of JRRSU has breached any provision of the code of integrity, as defined in the act, the rules and 'Code of Integrity' in competing for or in executing the contract.</li> </ol>
44	<p>In the event JRRSU terminates the contract in whole or in part, JRRSU may procure, upon such terms and in such manner as it deems appropriate the Services similar to those undelivered or not performed, and the supplier shall be liable for JRRSU for any additional costs for such similar services and such additional cost shall be recovered from the dues of the supplier with JRRSU.</p>
45	<p>Dispute resolution mechanism shall be as stated in Appendix A</p>

*[Handwritten signatures and initials]*

## Appendix A: Dispute Resolution Mechanism

Any dispute arising from the contract shall be resolved amicably, as far as possible. The levels of the Dispute Resolution mechanism shall be as follows:

- I. Amicable resolution between representatives of parties to the Contract
- II. If a question, difference or objection arises in connection with or out of the contract agreement or the meaning of operation of any part thereof or the rights, duties or liabilities of either party have not been settled by amicable resolution through mutual discussions, it shall be referred to the appropriate Empowered Dispute Resolution Committee for decision, if the amount of the claim is more than Rs.50000/-.

Dispute Resolution Mechanism will have the following committees at the levels of Head of the Department and Administrative Secretary of the Department:

1. Head of the Department Level Committee: to address disputes in contracts of value upto Rupees One Crore:  
The Committee shall constitute.

I. V. C.

II. Controller, Finance

III. Registrar as Member Secretary

2. Administrative Secretary Level Committee: to address disputes in contracts of value of more than Rupees One Crore:

The Administrative Department Level Committee shall comprise administrative secretary of the department, representative of finance department not below the rank of deputy secretary, law secretary or his nominee, not below the rank of Joint Legal Remembrancer, Registrar, Member-Secretary.

III All legal proceedings, if necessary arise to institute by any of the parties shall have to be lodged in courts situated in Jaipur (Rajasthan) and not elsewhere.

IV - Procedure of reference to the Dispute Resolution Committee:

The supplier shall present his representation to the JRRSU along with a fee equal to two percent of the amount of dispute; not exceeding rupees One lakh, within three months of occurrence of the dispute. The procuring entity shall prepare a reply of representation and shall represent its stand before the concerned dispute resolution committee. From the side of the supplier, the claim may be presented by himself or through a representative. After hearing both the parties, the Dispute Resolution Committee shall pronounce its decision which shall be final and binding both on the supplier and the JRRS.



## Section V B: Special Conditions of Contract संविदा की विशेष शर्तें

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

1. अनुबन्ध विश्वविद्यालय द्वारा आयोजित की जाने वाली PSST, PSAT एवं PSSST की परीक्षाओं के लिए एक वर्ष तक की प्रवेश प्रक्रिया पूर्ण होने तक की अवधि के लिए रहेगा। कार्य की आवश्यकता/सेवा प्रदाता एजेंसी की सेवायें संतोषजनक होने पर राजस्थान लोक उपापन में पारदर्शित नियम 2013 के अनुसार एवं पारस्परिक सहमति से समयावधि को बढ़ाया जा सकेगा।
2. The contract shall commence from the date issuance of Letter of Acceptance (LoA) and shall continue till the period mention above in point no. 1 unless, it is curtailed or terminated by University owing to deficiency of service, breach of contract, etc. or change in requirements of the University or for any other reasons as stipulated in the contract to be entered into with successful bidder or unless extended further by the mutual consent of contracting agency and University.
3. The contract may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the successful bidder and University.
4. The University reserves right to terminate the contract during initial period also after giving a week's notice to the selected Service Provider (Agency).
5. The bidder will be bound by the details furnished by him/ her to University while submitting the Bid or at subsequent stage. In case, any of such documents furnished by him /her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
6. University is free to take the decision of physical verification of the firm before opening the financial bid or after opening the financial bid.
7. University is free to take the decision of DEMO by the firm before opening the financial bid or after opening the financial bid.
8. Insurance: The data/reports will be delivered at the destination office in perfect condition. The selected firm, if he so desires may insure the goods (data, web application and equipments used by firm etc.) against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz., (war, rebellion, riot, etc.,) The insurance charges will be borne by the selected firm and Tendering Authority will not pay such charges if incurred.
9. The agency will be required to compensate for mistakes committed in the work, errors in the data entered / result processed etc. or any other errors due to lapses from the part of agency, delays etc. A committee appointed by the Vice-chancellor/monitoring committee will examine the reason for mistake as well as fix responsibility.
10. University will have the right to outsource any part of the work assigned to the agency if the agency is found incapable of completing the work within the time period or not able to provide the work satisfactory and timely.
11. Income Tax may be deducted at source as per rules.
12. Change orders: The Tendering Authority may at any time, by a written order given to the bidder, make changes within the general scope of the Contract. If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any part of the work under the contract, whether changed or not changed by the order, and equitable adjustment shall be made in performance security, Contract price or delivery schedule, or both, and the contract shall accordingly be amended. Any claims by the bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the bidder's receipt of the purchaser's changed order.
13. The university will access the work done by the firm during process time to time. If the university observes negligence of thre firm or feels the doubt to complete the work within time, the work order can be rejected and may be given to other firm as per decision taken by the University.  
In this position bidder is liable to give all data and materials at that stage to the University without any hesitation/demand of payment. In the condition failure to this



**University is free to take the criminal action against the firm and firm will be liable to compensate all the losses of University.**

14. If any dispute arises out the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to the Hon'ble Vice Chancellor, J.R.Rajasthan Sanskrit University, Jaipur whom decision shall be final.
15. All legal proceedings, if necessary arises to institute may by any of the parties (JRRSU or Contractor) shall have to be lodged in courts situated in Jaipur and not elsewhere.
16. **After completion of the examination work database of the students, colleges and deposited fee in all respect must be provided to the University in soft copy and hard copy as per requirement of university.**
17. Accuracy and confidentiality are required to be ensured by the firm. Any leakage or inaccuracy shall invite heavy penalty (double the amount of the work order) and the firm will have to accept the penalty imposed by the Coordinator in such matters. At the time of discompliance the criminal action also may be taken by authority.
18. **Inspection:** The Coordinator or his duly authorized representative shall at all reasonable time have access to the suppliers premises and shall the power at all reasonable time to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be decided.
19. The bidder shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.
20. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
21. **Delivery:** The bidder whose tender is accepted shall arrange to supply the ordered data / reports in which errors detected as per specifications mentioned in this document and within time period.
22. **Payments : Payment of the work will be made to the firm on the basis of satisfactory work done as mentioned as below :-**

S.No.	Details of Work done	Percentage of Total Payment
1	After prepartion and declaration of result.	20%
2	After declaration of result and sorting complaints of the candidates/University	20%
3	After second Counselling	20%
4	After completion of the final Counselling work	20%
5	After two month of last Counselling and submission of all data and material.	20%

**Use of online documents and information:**

- a. The bidder shall not, without the Tendering Authority's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Tendering Authority in connection therewith, to any person other than a person employed by the bidder performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purpose of such performance.
- b. The bidder shall not, without the tendering authority's prior written consent, make use of any document or information enumerated in this document except for purposes of performing the contract.
- c. Any document, other than the contract itself, shall remain the property of the Tendering Authority and shall be returned (in all copies) to the purchaser on

completion of the work and during the process time to time as required by university.

**23. Rejection :**

- a. Various reports mention in the section 'Deliverables' should be stipulated format and consistent with data.
- b. Final data submitted in corrupt or unrecognizable or incomplete in terms of part fields or containing any security threats will not be accepted and will have to be resubmitted by the firm at his own cost to JRRSU
24. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by rail and road or air and delivery of the student data (CD/DVD/HDD) in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the time of checking / inspection by the consignee. No extra cost on such account shall be admissible.
25. Firm will be required to attend any problem raised at any level i.e. data capturing, data entry and submission of data. Any call will have to be attended/rectified within an hour.
26. "No Claim" Certificate: The bidder shall not be entitled to make any claim, whatsoever, against the Tendering Authority under or by virtue of or arising out of this contract nor shall the Tendering Authority entertain or consider any such claim, if made by the bidder after he shall have signed a "no claim" certificate in favour of the Tendering Authority in such forms as shall be required by the Tendering Authority after the works are finally accepted.
27. The JRRSU will be free to use data and reports submitted in any possible way. The tendering authority reserves the right to release the order for whole or part of the products as per the requirements of the Tendering authority.
28. The selected firm shall indemnify the tendering authority against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the products supplied by the selected firm.
29. The selected firm shall provide training on appropriate aspects wherever desirable that tendering authority feels necessary to such persons as nominated by the Tendering Authority.
30. Acceptance: If the data submitted to JRRSU does not match with the verified data form, JRRSU shall reject the data and firm will be responsible for rectifying the error to extent as required by JRRSU.
31. In case of demand of any data /papers by the coordinator, it will be delivered by the firm to coordinator PSST/PSAT/ PSSST -2025 or authorized person of the University.
32. The Agency shall nominate a coordinator who would be responsible for immediate interaction with the University, so that optimal services of the persons deployed by the agency could be availed without any disruption.
33. The JRRSU shall not have any liability/pay compensation towards any injury/accident to the firm's employee while carrying out the work under this contract.
34. राज्य-सरकार /विश्वविद्यालय द्वारा समय समय पर जारी निर्देशों की पूर्ण पालना एजेंसी को करनी होगी।
35. विवाद की दशा में न्यायालय कार्यवाही में क्षेत्र जयपुर होगा ।

**Section VI C: Contract Form**



## Agreement

(to be executed on a non judicial stamp of appropriate value)

An agreement made this day -----of ----- between -----  
(herein after "the supplier") which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the J.R.Rajasthan Sanskrit University (hereinafter called "theUniversity") which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

WHEREAS the University invited Bids for For the online job work of Pre & Post Exam works including Counselling and has accepted a Bid by the Supplier for the supply of those Services for the ..... (in figures and words monthly rate (herein after "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWSIn this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to-

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. The University's Notification to the Supplier of Award of Contract.
  - b. The Bid Submission Sheet and the Price Schedules including negotiated Price, if any, submitted by the Supplier.
  - c. The Special Conditions of Contract,
  - d. The General Conditions of Contract,
  - e. The Scope of Work,
  - f. Instructions to Bidders,
  - g. The Notice Inviting Bids,
  - h. All the Annexures
  - i. -----

In the event of any discrepancy or inconsistency within the Contract documents, the documents shall prevail in the order listed above.

2. In consideration of the payments to be made by the University to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the University to provide the Services in conformity in all respects with the provisions of the Contract.
3. The University hereby covenants to pay the Supplier in consideration of the provisionof the Services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the mannerprescribed by the Contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Central and the State Government on the day, month and year first mentioned herein before.

Witness:

1.

2.

Signed  
(for the supplier)

Name :

Designation

Address

Seal of the organisation

Signed  
(for the University)

Witness:

1.

2.

Name :

Designation

Address

Handwritten signatures in blue ink, including a large stylized signature and several smaller ones.