



**PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI UNIVERSITY,  
SIKAR (RAJ.)**

## **E- Tender FOR**

**SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF  
DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE  
PRINTED DEGREES**

Bid No. 02 – Exam/01/2021-22/

**Download of Tender Form** : From 18-11-2021 3.00 p.m. onwards

**Last Date/ Time of upload of the Tender** : 29-11-2021 up to 5.00 p.m.

**Last Date/ Time of Deposit of the Tender  
with original DD etc.** : 30-11-2021 up to 5.00 p.m.

**Date and time of opening of the  
Technical Bid** : 01-12-2021 at 3.00 p.m.

**Price of Tender Documents** : Rs. 1000/-  
**E-Tender Processing Fee** : Rs. 500/-  
(In Favour of MD RISL, Jaipur)

**Pandit Deendayal Upadhyaya Shekhawati University, Sikar**

Tel. No. : 01572- 232401, 01572- 232411 email ID :[reg.shekhauni@gmail.com](mailto:reg.shekhauni@gmail.com)

**NOTICE INVITING FOR E-BIDS**

**NIB. NO. 2**

**Bid/2021-2022/ 22061**

**Date 16.11.2021**

1. Sealed Single Stage Two- envelopes unconditional Bids are invited for the

**SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES** from the reputed suppliers/ printers on F.O.R. basis at the **Pandit Deendayal Upadhyaya Shekhawati University, Sikar.** as listed below:-

S. NO.	Name of Article	Estimated cost	Amount of Bid Security (In Rs.)	Validity period of Bids
1	SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES- APPROX 68000 FOR THE YEAR 2019 & 96000 FOR THE YEAR 2020 TO DELIVER AT THE UNIVERSITY ON F.O.R. BASIS.	35 lac	70000/-	90 days

2. Price preference and/ or purchase preference as per Instructions to Bidders shall be admissible in evaluation and amount of contract.
3. The Bidders shall enclose the specifications, catalogue and other characteristics of the product offered. They shall also include details on their backup services offered etc.
4. Bidding Document can be seen at website [www.shekhauni.ac.in/](http://www.shekhauni.ac.in/) <http://sppp.raj.nic.in> and Tender form may be downloaded from website [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in). The price of Bidding Document, processing fee and Bid security amount is to be paid along with submission of the Bid.
5. **Instructions for submission of Technical Bid**  
As mentioned in Technical Bid check list evaluation criteria by Bidder should be submitted by Personally or by post . Bid Security (except Concessional amount or Bid Security Declaration where applicable) in the form of deposit through Demand Draft/ Banker's cheque shall be submitted personally or by post in sealed envelopes bearing the reference to NIB and warning as:" Bid FOR NIB No. 02 SUPPLY OF THE PRINTED DEGREES SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES- APPROX 68000 FOR THE YEAR 2019 & 96000 FOR THE YEAR 2020 TO DELIVERED AT THE UNIVERSITY ON F.O.R. BASIS.  
NIB. NO.02 NOT TO BE OPEN BEFORE 01-12-2021 at 3.00 p.m., so as to reach the office of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar upto 30.11.2021 of 5.00 p.m.
6. Bids received after the specified time and date shall not be accepted.
7. The online Bids shall be opened in the office of **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar** as on 01-12-2021 at 3.00 p.m. in the

*Handwritten signature/initials*

- presence of the Bidders or their representatives who wish to be present.
8. **Pandit Deendayal Upadhyaya Shekhawati University, Sikar** reserves the right to reject any tender without assigning any reason thereof.
  9. The Bidders shall have to submit a valid latest GST clearance certificate from the concerned Commercial Taxes Officer and the 'PAN', issued by Income Tax Department.
  10. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.

Tender form can be downloaded from the website [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in) Tender document etc. shall be accepted by personally or by post. Tender form fee Rs. 1000/- & EMD amount Rs. 70000/- (Bid Security) drawn in favour of **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar** & processing fee Rs. 500/- In favour of M.D. RISL, Jaipur must be deposited in the office of **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar** before 30-11-2021 at 5.00 P.M. Tender without appropriate EMD (Bid Security) shall not be accepted. The Technical Bid & Financial Bid shall be uploaded separately. Financial Bid of Bidder who qualifies in technical bid would be opened later on, the date will be intimated by **Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar**. In case of any failure in this process the **Pandit Deendayal Upadhyaya Shekhawati University, Sikar** will not be responsible.

  
**Registrar**

**Pandit Deendayal Upadhyaya Shekhawati University, Sikar**

Tel. No. : 01572- 232401, 01572- 232411 email ID :[reg.shekhauni@gmail.com](mailto:reg.shekhauni@gmail.com)

NIB. 02 /Degree Tender/Exam 1/2021-22 [2206]

Dated:16.11.2021

**E-BID NOTICE**

Online Bids are invited from REPUTED SUPPLIERS/ PRINTERS upto 29-11-2021 till 5.00 p.m. for **SECURITY FEATURE ENABLED DEGREE SHEETS AND PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER**. Details may be seen in the Bidding Document on our website [www.shekhauni.ac.in](http://www.shekhauni.ac.in), <http://sppp.raj.nic.in> Tender form can be downloaded from website [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in)

**Registrar**

NIB. 02 /Degree Tender/Exam 1/2021-22

Dated: 16.11.2021

Copy forwarded for information & necessary action to:-

- 1- The Comptroller of Finance, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
- 2- Nodal Officer website, Pandit Deendayal Upadhyaya Shekhawati University, Sikar to float the above tender notice and the enclosed tender document on the University website.
- 3- P.S. to Vice-Chancellor/Registrar, PDUSU, Sikar.



**Controller of Examination**

## INTRODUCTION

1.	E-BID No.	: NIB No.02 Exam/01/ 2021-22/ SECURITY FEATURE ENABLED DEGREE SHEETS AND PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER
2.	The Procuring Entity	: Pandit Deendayal Upadhyaya Shekhawati University, Sikar
3.	The Goods to be procured are	: SECURITY FEATURE ENABLED DEGREE SHEETS WITHOUT PHOTO AND PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER
4.	The price of the Bidding Document	: Rs. 1000/- by way of Demand Draft/Banker's Cheque in the name of 'Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar
5.	For <b>clarification purposes</b> only, the Procuring Entity's address is	: Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar Katrathal, SIKAR - 332024 Tel. 01572- 232401, 01572- 232411 email ID : reg.shekhauni@gmail.com
6.	The language of the Bid is	: English & Hindi
7.	The bidder shall submit with its Bid	: Mentioned at Technical Bid Check list
8.	The Bid validity period shall be	: 90 days from the dead line for submission of Bids
9.	Bid Security (EMD)	: (a) Bid Security/Bid Security Declaration shall be required (b) The amount of Bid Security shall be (refer bid condition no. 5) Bid Security Declaration if required & Demand Draft/ Banker's Cheque in the name of 'Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar, must reach up to 5.00 pm on 29-11-2021.
10.	Authorization	: Power of Attorney/ Board Resolution Letter of Authorization written on the Letter Head by the Bidder.
11.	Downloading of Bids	: from Rajasthan Government's portal <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a>



12	Submission of Bids	: 29-11-2021 at 5.00 P.M.
13	Opening of Bids	: 01-12-2021 at 3.00 P.M.  (Pandit Deendayal Upadhyaya Shekhawati University, Sikar -332024)

15. Tendered quantity may be increased/ decreased at the time of award/Purchase order.

16. Quantity can be divided among more than one Bidder.

17. The period within which the contract agreement is to be executed and performance Security is to be submitted is 07 days from the date of issue of purchase order (refer condition No. 9)

18. (a) The Designation and Address of

First Appellate Authority

-- Vice Chancellor PDUSU

(b) The Designation and Address of

Second Appellate Authority

Secretary Higher Education  
-- Rajasthan

I/ We..... (Name of the person) in the capacity of.....

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

Name of Firm/Company : \_\_\_\_\_

Office Address (with PIN code) : \_\_\_\_\_

Factory Address (with PIN code) : \_\_\_\_\_

**Telephone Nos.** : \_\_\_\_\_

Office : \_\_\_\_\_

Residence : \_\_\_\_\_

Factory : \_\_\_\_\_

E- mail ID : \_\_\_\_\_

Mobile : \_\_\_\_\_

**Statutory Details**

GST Number : \_\_\_\_\_

Income Tax PAN : \_\_\_\_\_

Central Excise Registration No. : \_\_\_\_\_

Bid Security DD/BC No. & Amount : \_\_\_\_\_

Name of Banker : \_\_\_\_\_

Signature

Name of Signatory (IN BLOCK LETTERS)

\_\_\_\_\_

Designation

\_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

*Handwritten signature*

# Pandit Deendayal Upadhyaya Shekhawati University, Sikar

निविदादाता द्वारा निम्नलिखित राशि पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर में नियमानुसार जमा करानी होगी:-

क्र.स.	शुल्क विवरण	शुल्क	भुगतान का प्रकार	देय
1.	निविदा शुल्क	1000/-	डिमाण्ड ड्राफ्ट/बैंकर्स चैक	कुलसचिव, पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर
2.	प्रोसेसिंग फीस	500/-	डिमाण्ड ड्राफ्ट/बैंकर्स चैक	एम.डी. आर.आई.एस.एल., जयपुर
3..	अमानत राशि	70000/-	डिमाण्ड ड्राफ्ट/बैंकर्स चैक	कुलसचिव, पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर

- उपरोक्त राशि निविदा शुल्क, अमानता राशि एवं टेन्डरिंग प्रक्रिया शुल्क का बैंक ड्राफ्ट/बैंकर्स चैक के माध्यम से निविदादाता द्वारा कुलसचिव, पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर कार्यालय में दिनांक 30.11.2021 सांय 5.00 बजे तक जमा कराना आवश्यक है।
- निविदा में सभी संशोधन निविदा जारी करने के उपरान्त [sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in) वेबसाइट पर ही जारी किये जावेंगे। निविदादाताओं द्वारा (ई-मेल) पर संशोधनों/स्पष्टीकरण को प्राप्त नहीं करने के संबंध में किसी भी दावे को स्वीकार नहीं किया जावेगा।



## INVITATION FOR BIDS (IFB) & Guide LINES FOR E-Bid Notice Inviting

### Tender (NIT)

- 1) Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar Invites tenders for manufacturing and SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES from reputed suppliers/ printers on F.O.R. basis, who meet the minimum eligibility criteria as specified in this bidding document.
- 2) The complete bidding document has been published on the website [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) or <http://sppp.raj.nic.in> or <http://www.shekhauni.ac.in> for the purpose of downloading.
- 3) Bidders who wish to participate in this bidding process must register on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)
- 4) To participate in online bidding process, bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency. i.e.TCS, safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- 5) On line E-Tendering procedure shall be adopted.
- 6) Bidder (authorized signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, DD for Tender Fees. RISL. Processing Fees and EMD should be submitted physically at the office of procuring entity as prescribed in NIT and scanned copy of same should also be uploaded along with the technical bid cover.
- 7) Department will not be responsible for delay in online submission due to any reason, for this Bidders are requested to upload the complete bid well advance in time so as to avoid 11 th hour issues like slow speed; choking of website due to heavy load or any other unforeseen problems.
- 8) Bidders are also advised to refer "Bidders manual Kit" available at e-Proc website for further details about the e-tendering process.
- 9) Training for the bidders on the usage of e-Tendering System (e-procurement) is also being arranged by RISL on regular basis. Bidders interested for training may contact e-Procurement Cell. RISL, Jaipur. For booking the training slot. The Help desk No. of RISL is 0141-4022688.
- 10) No contractual obligation whatsoever shall arise from the RFP/bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidders.
- 11) Department disclaim any factual/ or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein are intended only to help the bidders to prepare a logical bid-proposal.
- 12) The Provisions of The Rajasthan Transparency in Public Procurement Act. 2012 & The Rajasthan Transparency in Public Procurement rules 2013 will also apply.

**Registrar**

Pandit Deendayal Upadhyaya Shekhawati  
University, Sikar



# Pandit Deendayal Upadhyaya Shekhawati University, Sikar

## SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES AT UNIVERSITY ON F.O.R. BASIS

### Scope of Work

#### Supply of –

- (1) DEGREES on Non Tearable 100 percent RECYCLED environment friendly Media (Size 8.25" x 11 .69" and printed on 280 GSM Ivory Card with 4 + 0 color scheme) duly printed with variable data and specified VARIABLE security features.
- (2) The Degree/Certificate/template in four colors with the specified VARIABLE security features has to be designed by the Tenderer. Minimum 03 Good designs need to be submitted with the tender. The design element must specify the VARIABLE Security features as specified.
- (3) The variable bilingual data shall be available in excel / XML or ASC II FORMAT. The data need to be merged as per the approved template.
- (4) It is possible that the variable data shall be available only in English language. The variable data need to be translated in Hindi and has to be posted on WEBSITE of Pandit Deendayal Upadhyaya Shekhawati University /another web link, as per the choice of university for validation and feedback for a specified period.
- (5) The firm shall supply to the University two checklists/updated list for checking and shall carry out the corrections carefully before printing the degrees.
- (6) Once validation is complete and the corrections fall in, the data has to be corrected by the agency before it goes to print.
- (7) The data provided will be merged with the static pre approved template with all security features as per the list given.
- (8) The Final Data base and PDF files need to be shared with the University before print and final data and PDF files shall be provided on portable hard disc in duplicate. Once the PDF shown are cleared by the University as final sign off, the Degrees have to be printed as per the samples provided within specified time.
- (9) The firm shall also prepare a college-wise list of degrees being sent to individual college/University in a suitable format having all the details of students so as to be able to take RECEIVING SIGNATURE form each student at the time of handing over the degree to the student Thereafter, the printing degrees along with college-wise list in three copies prepared as above, will be put in good quality polythene bags and then packed in gunny bags/shrink wraps. The packets will be prepared as per the college/institution name given by the university.
- (10) The firm shall check thoroughly the printed document and reports before sending these to the University and certify that the documents and reports have been printed as per instructions and direction of the University and there are no mistakes.
- (11) The firm shall prepare fresh TABULATION REGISTER (TR) for the degrees printed by them giving all the details of individual students and degree for the record purpose and submit to the Controller of Examination, Pandit deendayal Upadhyaya



Shekhawati University, Sikar.

(12) Supply of security feature enabled degree sheets, printing of data on degree sheets using laser printer and supply of the printed degrees- approx. 68000 for the year 2019 & 96000 for the year 2020 to deliver at the university on F.O.R. basis.

(13) Duly packed packets of the degrees will have to be delivered by the firm to the University:

Supply of security feature enabled degree sheets, printing of data on degree sheets using laser printer and supply of the printed degrees - approx. 68000 for the year 2019 & 96000 for the year 2020 to delivered at the university.

A handwritten signature in black ink, consisting of a vertical line on the left and a series of loops and curves on the right, resembling the initials 'HW'.

## Terms and conditions of Tender

### (1) Eligibility Criteria and Technical Specifications:

- a) The Firm should be registered in India.
- b) The Firm should be ISO 9001 & ISO 27001 Certified.
- c) The Firm should have minimum 3 Years Work Experience of Complex Variable Data Printing Jobs and should have average minimum turnover of Rs. 01.00 Crore in last 3 years.
- d) The Firm should have Experience of Bar Code Printing.
- e) The Firm should not have defaulted on any bank/institutions loans in the past.
- f) The Firm should not have defaulted in payment of statutory dues or liabilities.
- g) The Firm should not have been blacklisted by any govt. agency/department/ University at any point of time.
- h) The Firm should have 24 x 7 supports for digital printing equipments from the OEM's (Original Equipment Manufacturers).
- i) The firm should have at least three years' experience of printing of degrees.
- j) Degree specifications:- Degree shall be printed on Non Tearable 100 percent RECYCLED environment friendly media (size 8.25" x 11 .69" and printed on 280 GSM ivory card with 4 + 0 color scheme) duly printed with variable data and specified variable security features as below mention:  
Security features in printing job: -
  1. Anti copy printing.
  2. Anti Scanning printing.
  3. Guilloche Pattern Design.
  4. Encrypted QR Code.
  5. Watermark Logo
  6. Invisible Ink printing.
  7. Barcode printing carrying the UDN Number as variable data of the student.
  8. Micro TEXT printing carrying variable data of student.
  9. High Resolution Border.
  10. Printing of two layer lenticular image with hidden VC Key No. and Name of V.C.
  11. Security feature thread embedded in the paper with the name of the University.
- k) BOND of INK on the MEDIA must be GUARANTEED for Lifetime. Fusion of Ink on the media must be ONLY by High temperature to achieve the above-Mention BOND. An undertaking is required to be given by the agency complying with this process.
- l) The Firm/ Company should have its OWN MANUFACTURING FACILITY with DIGITAL PRINTING EQUIPMENT, for which a VALID number, Registration Number and Company's MOA should be required as bare minimum documents.



- m) The Equipment name, on which the Collaterals will be printed, must be specified and a copy of the Invoice of the equipments MUST be attached, as a proof of the Ownership of the equipment.
- n) The Manufacturing Facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility. An Undertaking by the owner of the company shall be required to ascertain the above fact.
- o) All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.
- p) Printing Process MUST be One Pass carrying all security features in One SINGLE PASS PROCESS, printing, static data, variable data, static and variable security features with hidden security feature, MUST be printed in one pass.
- (q) Bidder must have serviced or executed similar jobs for at least three reputed universities/institutions for which the proofs shall be required for executing the REFERENCE CHECK & Credibility of the company. All details are required in complete, such as - Name of the university/complete address and the contact details with their Landline and mobile Numbers, copy of work orders etc.
- (r) The applying agency must attach the list of reputed universities/ institutions of approx. same size as Pandit Deendayal Upadhyaya Shekhwati University, Sikar with complete contact details and name of persons, which have been fed by the agency.
- s) The Samples as per specifications are required to be submitted in the Technical Bid with all other technical documents.
- t) The amount of earnest money i.e. Rs. 70000/- shall be deposited in DD/Bankers cheque only in favour of the Registrar, Pandit Deendayal Upadhyaya Shekhwati University, Sikar payable at Sikar. Money deposited earlier, if any, on account of earnest money, will not be considered.
- u) The Company bidding for this RFQ should have average minimum annual turnover of Rs 01.00 Crore during for the last three years. Last three years Audited Balance Sheet must be attached as PROOF. Copy of Income Tax Returns filed in last three financial years must also be attached.
- v) All of Above Clauses and information provided shall be subject to an AUDIT and Validation by Pandit Deendayal Upadhyaya Shekhwati University, Sikar, at any point of time, before, during or after the RFQ PROCESS. If at all any Information or feedback is found to be wrong or malafide, Pandit Deendayal Upadhyaya Shekhwati University, Sikar RESERVES the Right to REJECT the BID without assigning any reason whatsoever and the Bidder will have No Right to Claim any damages of any Nature.
- (2) Certification: - The work contains the standard recommended in ISO 9001 & ISO 27001 as amended time to time.
- (3) Quantity: - Estimated cost of the work, Rs. 35 Lacs mentioned in the Tender notice, is approximate and tentative. It is subject to variation. The Quantity of Degrees is subject to permissible variation. The University reserves the right to change the specification, size, design and quantity anytime during the contract.



(4) **RATE:** Single Rate should be quoted on the basis of per degree including Transportation charges for the delivery of the packets of printed degrees to the University.

(5) **E.M.D. (Bid security.)-** Bid security shall be 2% of the estimated value of offered quantity. In case of Small Scale Industries of Rajasthan it shall be 0.5% of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction; it shall be 1% of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids. A bid securing declaration shall be taken from Departments' of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government. Bid securing declaration shall necessarily accompany the sealed bid. The bid security may be given in the form of DD, a banker's cheque or demand draft.

Tender without appropriate EMD Shall not be accepted. The Bid Security must remain valid Thirty days beyond (or extended) validity period of the bid.

The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.

(6) **Forfeiture of Bid security :** The bid security taken from a bidder shall be forfeited in the following cases, namely:-

- a) when the bidder withdraws or modifies its bid after opening of bids;
- b) when the bidder does not execute the agreement, if any, after placement of supply / work order within the specified period;
- c) when the bidder fails to commence the supply of the goods or service or execute work as per supply / work order within the time specified;
- d) when the bidder does not deposit the performance security within specified period after the supply / work order is placed; and
- e) if the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of these rules.

(7) **Performance security.-** The amount of performance security shall be 5% of the amount of supply order. In case of Small Scale Industries of Rajasthan it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order. Performance security shall be furnished within 07 days from the date of issue of purchase order in any one of the following forms-

- a) Bank Draft or Banker's Cheque of a scheduled bank;
- b) Performance security shall remain valid for a period of sixty days beyond the date of completion of contractual obligations of the bidder.

This shall be returned after successful completion of the contract. In case non fulfillment of the contract, security amount so deposited can be forfeited in full or in part. Decision of the Vice-Chancellor in this regard shall be final. No Interest shall be paid on such deposit. No adjustment of any previous balance against EMD or any other deposit will be allowed.

- (8) Payment: 100% payment shall be made to supplier by Pandit Deendayal Upadhyaya Shekhawati University, Sikar through Cheque/RTGS/ Demand Draft at party's cost on receipt of verified bills regarding Quantity and quality by our respective Purchase Section. Payment shall be made for the quantity delivered at various colleges. Supplier shall invariably submit dispatch statement and the receipt of the printed degrees by the respective College(s)/University office.
- (9) Pandit Deendayal Upadhyaya Shekhawati University, Sikar reserves the right to conduct sudden/ random inspection of the supplied goods to check the quality of supplied item at unit/Rc or any place even after the final payment. If quality of supplied goods is not found up to the mark, rejected materials can be destroyed at the level of Pandit Deendayal Upadhyaya Shekhawati University, Sikar. The suitable deduction shall be made from the bill. The decision of the University will be final and binding to the supplier firm. In this regard claim of any supplier shall not be accepted.
- (10) Calculation of LD: If supplies are taken at more than one place during one supply schedule then total supplies received at various places during the period of supply schedule shall be considered for calculating Liquidated Damages.
- (11) Technical bid must be uploaded separately & Financial Bid (Offered quantity & rate) shall be uploaded separately.
- (12) The Financial Bid of Tenderer who qualifies in Technical Bid will be opened later on the date to be intimated by Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
- (13) Tenderer should enclose certified copy of the entire required document as per checklist enclosed with Tender form.
- (14) Tenderer should enclose certificate specifying categories of his industry viz. micro, small, medium etc.
- (15) The supplier shall have to strictly adhere to timely supply schedule. In case of non maintaining supply as per schedule and shortage of material and material, may be procured from any source at any point of time at the risk and cost of the supplier.
- (16) Repeat Order (Right to vary quantity)- At the time of award of contract, the quantity of goods, works or services originally specified in the bidding documents may be increased. It shall be without any change in the unit prices or other terms and conditions of the bid and the bidding documents at the time of award/purchase order.
- (17) Cancellation: In case Pandit Deendayal Upadhyaya Shekhawati University, Sikar does not require part or entire ordered quantity, due to any reason, it may cancel the part or entire order during the period

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of contract and/or any extended period, for which no claim of the supplier shall be entertained.

- (18) The University reserves the right to reject the Tenders of suppliers whose report have been found unsatisfactory any time during the supply contract or tenderers who have been black listed for any reason anytime during the supply contract.
- (19) SSI Unit: - The tenderer would necessarily enclose copy of permanent registration as SSI unit from the competent authority.
- (20) Supplier should be a reputed supplier/printer company.
- (21) Any duty, taxes etc. paid at the time of purchase shall be refunded to us in the event of the same being held to be not payable.
- (22) Tenderer shall ensure the standards as per the given specifications.
- (23) No counter condition shall be accepted.
- (24) Inspection: The Pandit Deendayal Upadhyaya Shekhawati University, Sikar will carry out sudden inspection of the Factory/ Workshop of the Tenderer before or during the supply contract without prior intimation. If the factory is found un-functional or the details of the Plant & Machinery if found otherwise than as mentioned in the tender his EMD/ Security deposit shall be forfeited.
- (25) The supply schedule for quantities shall be given from time to time as per requirement.
- (26) Tender shall be valid for a period of 90 days from the dead line for submission of Bids. After a tender has been accepted, the rate shall remain valid throughout the period for which tenders are invited.
- (27) In case of dispute regarding interpretation of any terms and condition in the Tender Document the same should be got clarified by the Bidder before submitting the Bid. Decision of the University shall be final and binding on all the Bidders. Any request for changing of any conditions/quoted price or inclusion of any documents etc. after submitting the Tender Document unless called for by written fax/e-mail shall not be entertained.
- (28) Dividing quantities among more than one bidder at the time of award.- As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the bidder, whose bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the bidder, whose bid is accepted and the second lowest bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the bidder, whose bid is accepted if such condition is specified in the bidding documents. Counter offer to first lowest bidder (L1), in order to arrive at an acceptable price,





shall amount to negotiation However, any counter offer thereafter to second lowest bidder (L2), third lowest bidder (L3) etc., (at the rates accepted by L1) in case of splitting of quantities, as pre- disclosed in the bidding documents, shall not be deemed to be a negotiation.

- (29) Execution of agreement.- The bidder shall execute the agreement on a non judicial stamp of specified value at its cost.
- (30) Date of receipt of material at the destination shall be considered for calculating recovery of liquidated damages.
- (31) Digitally signed scanned copy of Tender documents, DD of Rs. 1000/- of Tender document, DD of earnest money 70000/- and other relevant documents shall be uploaded separately. Envelope and BOQ (offered quantity and rate) shall be uploaded separately in Online-tender (E-procurement).
- (32) Instructions of circular No. 3/2013 Dated 04-02-2013 issued by the Finance (G&T) Department, Govt. of Rajasthan with enclosed Annexures shall apply.

**Annexure A** : Compliance with the Code of Integrity and No Conflict of Interest

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

**Annexure C** : Grievance Redressal during Procurement Process

**Annexure D** : Additional Conditions of Contract

**Annexure E** : Bid-Security Declaration

**Annexure F** : Online Technical Bid Submission Sheet

- (33) Bid shall be uploaded with below mentioned documents:-

(a) Scanned copy of Tender Document

(b) Scanned copy of D.D. of E.M.D, Processing fees, Tender form fee

- (34) Income Tax and other taxes shall be deducted at source from suppliers bills, if applicable and no reimbursement of the same shall be made by Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Special Note: If any bidder is aggrieved with the any decision, action of the tendering officer, he may file an appeal to Vice-Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar, as per order dated 05-07-2013 of Finance Department, Rajasthan.



Registrar

## Declaration

I/We have carefully read the above (1 to 34) terms and conditions. We shall abide by these terms and conditions. In case of default, our earnest money may be forfeited and the University may take any action as it may deem proper.

Place :

Date :

**Signature & seal of the tenderer /Bidder**

A handwritten signature in black ink, consisting of a vertical line on the left, a horizontal line crossing it, and a series of loops and strokes extending to the right.

## CONDITIONS OF CONTRACT

- (1) The Tenderer shall have to carefully study and understand the conditions, specifications, size, make etc. of the goods to be supplied. If he has any doubt about the meaning of any terms, conditions or specifications etc. he should refer to the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar and get clarification. The decision of the University regarding interpretation of the conditions and specifications shall be final and binding on the Tenderers.
- (2) Tenderers are hereby explicitly warned that the Individuals signing the Tender must specify as follows:-
  - a) Whether signing as sole proprietor of the firm?
  - b) Whether signing as registered active partner of the firm?
  - c) Whether signing for the firm on the basis of power of attorney?
  - d) In case of companies and registered firms whether signing as secretary, manager, Partner, Director, etc. will submit an authorization from the company to do so. A copy of any document under which such authority is given should be forwarded with the tender if a copy has not already been sent to the company.
- (3) Only such Tenderers who are bonafide reputed supplier/printer into the printing works for which they tender shall be eligible.
- (4) The Bidder who is not registered under the GST Act, prevalent in the State where his business is located, may not be eligible for Tender. The GST Registration numbers should invariably be quoted.
- (5) If a Tenderer imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his Tender may be rejected.
- (6) The unit rates must not under any circumstances be altered and the rates must be entered in figures as well as in words.
- (7) (a) The rates quoted should be F.O.R. inclusive of all duties, taxes and charges. However the tenderers should indicate whether supply will be made from within or outside Rajasthan.  
(b) Any increase in Excise Duty or any other Tax imposed by Central Government or State Government after the due date of the Tender will be paid extra. Similarly any reduction in the Excise Duty or any other Tax after the due date of the Tender will be paid less to the Party.
- (8) The Tenderer shall not Assign or Sublet his contract or any part thereof to any other Agency.
- (9) The Tenderer should Sign the Tender Form at the end of each page as token of his acceptance of all the terms and conditions of the Tender.



- (10) No request for adjustment of outstanding claim of any kind against the company towards EMD/SD will be entertained and failure to deposit the EMD/SD in full will always result in cancellation of the Tender acceptance.
- (11) The Tenderer shall be responsible for the proper packing of Degrees so as to avoid damages under normal conditions of transport and delivery of the material in good conditions to the consignee at destination.
- (12) The Tenders should be submitted along with Samples.
- (13) The quantities shown in the Tender Notice are approximate and subject to variation. The supplies shall have to be arranged according to requirements as and when orders are placed throughout the contract period.
- (14) The time specified for **SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO THE UNIVERSITY ON F.O.R. BASIS** be deemed to be the essence of the contract and the successful tenderer shall arrange supply work within that period on receipt of work/supply order from the University.
- (15) (i) Should the contractor fail to execute the order/contract within the period specified in the Tender Form, and if such failure to deliver/complete in prescribed time as aforesaid have arisen from, any unforeseen cause such as strike, fire, accident, act of GOD resulting in stoppage of work in the factory, of the manufacturer or similar reasons which the Vice-Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar may find valid for an extension of the time he may extend the period without charging any agreed liquidated damages. His decision shall be final regarding the sufficiency or otherwise of ground for extension of time.
- (ii) Should the Tenderer fail to execute the order/contract within the period specified in the Tender Form, the Vice-Chancellor may at his discretion allow extension of time, subject to recovery from the tenderer as liquidated damages and not by way of penalty, as sum equal to the following percentage of the value of goods which the tenderer has failed to supply for the period of delay as stated below :-
- a) Delay upto one fourth period of the prescribed delivery period - 2.5%.
  - b) Delay exceeding one fourth but not exceeding half of prescribed delivery period - 5%.
  - c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period - 7.5%.
  - d) Delay exceeding three fourth but not exceeding the period equal to the prescribed delivery period - 10%.

Notes:

- a) Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.
- b) The maximum amount of Liquidated Damages shall be 10%.
- c) When the Successful Tenderer is unable to complete the order/contract within the specified or extended period the University shall be entitled to accept



supply and get the work done from the open market without notice to the Tenderer, but at his risk and cost i.e. Tenderer's Account and risk. The goods or any part thereof which the Tenderer has failed to supply or if not available, the best and nearest available substitute thereof or to cancel the contract and the Tenderer shall be liable for any loss or damage which the University sustained by reason of such failure on the part of the tenderer. But the tenderer shall not be entitled to any gain on such purchase made against default. The recovery of such loss or damage shall be made from any sum accruing to the Tenderer under this or any other contract with the University. If recovery is not possible from the bills and the contractor fails to pay the loss or damage within one month, the recovery shall be made under any law for the time being in force or from any other Bills outstanding with the University.

- (16) When the Security Deposit in full or in part is proposed to be forfeited, a notice will be given to the Tenderer to explain within 10 days as to why the Security Deposit should not be forfeited for failure to complete the supplies in time.
- (17) In the event of any breach of conditions of the contract at any time on the part of the contract, the contract may be terminated summarily by the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar with such conditions as may be deemed fit.
- (18) Remittance charges on payment made to firms except through cheques will be borne by the supplier unless specifically agreed by the University.
- (19) Direct or indirect canvassing on the part of tenderers or their representatives will disqualify them.
- (20) In case of any dispute arising in contract, the matter will be referred to Sole Arbitrator appointed by Vice-Chancellor whose decision shall be final and binding on both the parties.
- (21) (i) The University reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept any tender for all or any one or more of the goods for which the tender has been given.
- (ii) If the tenderer resiles from his offer or offers new terms after opening of the tender, his EMD is liable to be forfeited.
- (iii) The submission of more than one tender and under different names is prohibited.
- (iv) Any relationship or business connection that may exist between the Tenderer and any official of the Pandit Deendayal Upadhyaya Shekhawati University, Sikar should be declared. If this information is found to have been suppressed, then Contract, if any, entered into may be cancelled forthwith without notice and compensation and any amount which may have been deposited Forfeited and Credited to the company.
- (22) Specifications (if any) items for which tenders are invited have been specified in this document.
- (23) Maximum One month's will be allowed for the delivery of material/printed Degrees from the date of PDFs approved by the University) Therefore period of delivery of material beyond 30 days will attract penalty clauses.



- (24) Supply of converted data (in required format and language with relevant programme) of all examinations on two CD to the University without any extra cost.
- (25) Before finalizing the Tender/Purchase the premises of the tenderer may be inspected by the University Committee.
- (26) The negotiations may be held to reduce the rates. Increase in the rates after negotiations will not be entertained and in that case the rates quoted by it in original tender will be considered. However, the decision of the Vice Chancellor, which shall be based on the recommendation of the Tender Committee in such cases, would be final and binding on tenderer.
- (27) The data process and application development team members' credentials and their experience will have to be submitted by the successful bidder.
- (28) Before undertaking the printing job the firm shall submit an undertaking along with the tender regarding maintaining secrecy and adhering to the time schedule.
- (29)(a) No updating/correction charges shall be payable to the firm by the University.  
  
(b) The firm shall agree that in case of mistake(s) which may turnout to be intentional, the University shall be free to take further legal action according to gravity of the mistake(s) in addition to the penalty as per terms and conditions contained in the tender.
- (30) All legal proceedings, arising out of this contract shall be subject to the jurisdiction of the courts situated at Sikar City only.

Registrar

#### DECLARATION

I/We declare that I/we have quoted rates after careful study of all the terms and conditions (1 to 35) of the tender and conditions (1 to 31) of the contract I/We are fully eligible to participate in the bid. I/We have provided all information and proofs thereof as required in the tender documents/check lists without any counter conditions. I/We accept and shall abide by these terms and conditions and accept the decision of the University. I/We have signed on each page of the tender documents in token of acceptance of the terms and conditions of the tender and the contract.

Place:

Date :

Signature of the Tenderer/Bidder  
With seal



## **Annexure A : Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### **Conflict of Interest:-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
  - a. have controlling partners/ shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

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# Annexure B: Declaration by the Bidder regarding Qualifications

## Declaration by the Bidder

In relation to my/our Bid submitted to ..... for procurement of .....in response to their Notice Inviting Bids No ..... Dated ..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date: \_\_\_\_\_ Signature of bidder  
Place: \_\_\_\_\_ Name:  
Designation:  
Address:





## **Annexure C : Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is \_\_\_\_\_

The designation and address of the Second Appellate Authority is \_\_\_\_\_

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

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

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

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

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

### **(5) Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

Doc1



(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

**(6) Fee for filing appeal**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(7) Procedure for disposal of appeal**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
- (i) hear all the parties to appeal present before him; and
  - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.



**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012**

Appeal No .....of .....  
Before the ..... (First / Second Appellate Authority)

**1. Particulars of appellant:**

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

**2. Name and address of the respondent(s):**

(i)

(ii)

(iii)

**3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:**

**4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:**

**5. Number of affidavits and documents enclosed with the appeal:**

**6. .... Grounds of appeal:**

.....  
..... (Supported by an affidavit)

**7. .... Prayer:**

.....  
.....

Place .....

Date .....

Appellant's Signature



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

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

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

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

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

### **2. Procuring Entity's Right to Vary Quantities**

(i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.

(ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

(iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.



राजस्थान सरकार  
वित्त (सामान्य वित्तीय एवं लेखा नियम) विभाग



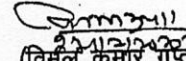
क्रमांक : एफ.2(1)वित्त/जीएण्डटी-एसपीएफसी/2017 जयपुर, दिनांक : 23.12.2020

परिपत्र

वित्त विभाग की अधिसूचना क्रमांक एफ. 2(1)वित्त/जीएण्डटी - एसपीएफसी/2017 दिनांक 18.12.2020 द्वारा आरटीपीपी नियम, 2013 के नियम 42(2) में संशोधन करते हुए आमंत्रित की जाने वाली आगामी बोलियों के संदर्भ में दिनांक 31.12.2021 तक बिड सिक्यूरिटी राशि प्राप्त नहीं करने एवं इसके स्थान पर बिड सिक्यूरिटी के संबंध में घोषणा पत्र (Declaration) प्राप्त करने का प्रावधान किया गया है।

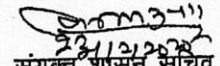
चूंकि उक्त नियमों में बिड सिक्यूरिटी राशि के स्थान पर बिड सिक्यूरिटी के संबंध में घोषणा पत्र (Declaration) प्राप्त करने का नवीन प्रावधान किया गया है। अतः समस्त उपापन संस्थाओं के उपयोगार्थ बिड सिक्यूरिटी के संबंध में लिए जाने वाले घोषणा पत्र (Declaration) का मानक प्रारूप संलग्न प्रेषित है। राजस्थान स्टाम्प अधिनियम, 1998 की धारा 3 सपठित अनुसूची के अनुच्छेद 4 के अनुसार घोषणा पत्र (Declaration) पर 50/- रुपये स्टाम्प ड्यूटी देय है तथा इस स्टाम्प ड्यूटी की राशि पर नियमानुसार 30 प्रतिशत सरचार्ज देय है। अतः समस्त उपापन संस्थाओं को निर्देशित किया जाता है कि बिड सिक्यूरिटी के संबंध में प्रस्तुत किए जाने वाले घोषणा पत्र (Declaration) पर उक्तानुसार राजस्थान राज्य में स्टाम्प ड्यूटी एवं सरचार्ज का भुगतान सुनिश्चित करावें।

संलग्न- उपरोक्तानुसार

  
(विमल कुमार गुप्ता)  
संयुक्त शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, राज्यपाल/प्रमुख सचिव, मुख्यमंत्री/विशिष्ट सहायक समस्त मंत्रीगण/राज्य मंत्रीगण ।
2. उप सचिव, मुख्य सचिव/निजी सचिव, समस्त अति. मुख्य सचिव/प्रमुख शासन सचिव/ शासन सचिव/विशिष्ट शासन सचिव ।
3. सचिव, राजस्थान विधानसभा, राजस्थान, जयपुर ।
4. सचिव, लोकायुक्त सचिवालय, राजस्थान, जयपुर ।
5. सचिव, राजस्थान लोक सेवा आयोग, अजमेर ।
6. रजिस्ट्रार, राजस्थान उच्च न्यायालय जोधपुर/जयपुर ।
7. प्रधान महालेखाकार ए एण्ड ई राजस्थान जयपुर ।
8. प्रधान महालेखाकार ऑडिट राजस्थान जयपुर ।
9. समस्त संयुक्त शासन सचिव/उप शासन सचिव/सचिवालय के समस्त अनुभाग/विभाग ।
10. समस्त विभागाध्यक्ष/जिला कलक्टर/संभागीय आयुक्त ।
11. रजिस्ट्रार, राजस्थान सिविल सेवा अपील अधिकरण, जयपुर ।
12. समस्त वित्तीय सलाहकार/मुख्य लेखाधिकारी ।
13. समस्त कोषाधिकारी ।
14. समस्त उपापन संस्थाएं ।
15. तकनीकी निर्देशक वित्त विभाग को भेजकर लेख है परिपत्र को वित्त विभाग की वेबसाइट पर प्रकाशित करवाने की व्यवस्था करावें।
16. रक्षित पत्रावली।

  
23/12/2020  
संयुक्त शासन सचिव



## Form of Bid-Securing Declaration

Date :  
Bid No. :  
Alternative No. :

To :  
-----  
-----

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration. We accept that we are required to pay the bid security amount specified in the Term and Condition of Bid, in the following cases, namely :-

- (a) when we withdraw or modify our bid after opening of bids;
- (b) when we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- (c) when we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (d) when we do not deposit the performance security within specified period after the supply/work order is placed; and
- (e) if we breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if :-

- (i) we are not the successful Bidder;
- (ii) the execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- (iii) thirty days after the expiration of our Bid.
- (iv) the cancellation of the procurement process; or
- (v) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed :-----

Name :-----

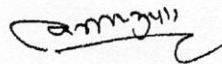
In the capacity of :-----

Duly authorized to sign the bid for and on behalf of :

Dated on        day of

Corporate Seal -----

[Note: In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that is submitting the bid.]



## Online Technical Bid Submission Sheet

NIB. No. 02/ Exam/01/2021-2022 (2206)

Date 16.11.2021

To,  
The Registrar,  
Pandit deendayal Upadhyaya  
Shekhawati University Sikar.

We, the undersigned, declare that:

- a. We have examined and have no reservations to the Bidding Document. We offer to supply in conformity with the Bidding Document and in accordance with the supply schedule given from time to time for supply of printed degrees.
- b. Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. If our Bid is accepted, we commit to obtain a Performance Security in the amount of 5% of the Contract Price or Performance Security Declaration for the due performance of the Contract.
- d. We are not participating, as Bidders, in more than one Bid in this bidding process, in the Bidding Document.
- e. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has/have not been debarred by the State Government or the Procuring Entity.
- f. 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.
- g. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- h. We agree to permit the Procuring Entity or its representative to inspect our premises/ accounts and records and other documents relating to the bid submission and to have them inspected audited by auditors appointed by the Procuring Entity.
- i. We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity for Bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document in this procurement process and in execution of the Contract;
- j. We have the entire infrastructure necessary to introduce the following security

features in the degrees —

1. Anti copy printing.
2. Anti Scanning printing.
3. Guilloche Pattern Design.
4. Encrypted QR Code.
5. Watermark Logo
6. Invisible Ink printing.
7. Barcode printing carrying the UDN Number as variable data of the student.
8. Micro TEXT printing carrying variable data of student.
9. High Resolution Border.



10. Printing of two layer lenticular image with hidden VC Key No. and Name of V.C.  
11. Security feature thread embedded in the paper with the name of the University.



राजस्थान सरकार  
वित्त (सामान्य वित्तीय एवं लेखा नियम) विभाग



क्रमांक : एफ.2(1)वित्त/जीएण्डटी-एसपीएफसी/2017 जयपुर, दिनांक : 23.12.2020

### परिपत्र

वित्त विभाग की अधिसूचना क्रमांक एफ. 2(1)वित्त/जीएण्डटी - एसपीएफसी/2017 दिनांक 18.12.2020 द्वारा आरटीपीपी नियम, 2013 के नियम 42(2) में संशोधन करते हुए आमंत्रित की जाने वाली आगामी बोलियों के संदर्भ में दिनांक 31.12.2021 तक बिड सिक्यूरिटी राशि प्राप्त नहीं करने एवं इसके स्थान पर बिड सिक्यूरिटी के संबंध में घोषणा पत्र (Declaration) प्राप्त करने का प्रावधान किया गया है।

चूंकि उक्त नियमों में बिड सिक्यूरिटी राशि के स्थान पर बिड सिक्यूरिटी के संबंध में घोषणा पत्र (Declaration) प्राप्त करने का नवीन प्रावधान किया गया है। अतः समस्त उपापन संस्थाओं के उपयोगार्थ बिड सिक्यूरिटी के संबंध में लिए जाने वाले घोषणा पत्र (Declaration) का मानक प्रारूप संलग्न प्रेषित है। राजस्थान स्टाम्प अधिनियम, 1998 की धारा 3 सपठित अनुसूची के अनुच्छेद 4 के अनुसार घोषणा पत्र (Declaration) पर 50/- रुपये स्टाम्प ड्यूटी देय है तथा इस स्टाम्प ड्यूटी की राशि पर नियमानुसार 30 प्रतिशत सरचार्ज देय है। अतः समस्त उपापन संस्थाओं को निर्देशित किया जाता है कि बिड सिक्यूरिटी के संबंध में प्रस्तुत किए जाने वाले घोषणा पत्र (Declaration) पर उक्तानुसार राजस्थान राज्य में स्टाम्प ड्यूटी एवं सरचार्ज का भुगतान सुनिश्चित करावें।

संलग्न- उपरोक्तानुसार

(विमल कुमार गुप्ता)  
संयुक्त शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, राज्यपाल/प्रमुख सचिव, मुख्यमंत्री/विशिष्ट सहायक समस्त मंत्रीगण/राज्य मंत्रीगण ।
2. उप सचिव, मुख्य सचिव/निजी सचिव, समस्त अति. मुख्य सचिव/प्रमुख शासन सचिव/ शासन सचिव/विशिष्ट शासन सचिव ।
3. सचिव, राजस्थान विधानसभा, राजस्थान, जयपुर ।
4. सचिव, लोकयुक्त सचिवालय, राजस्थान, जयपुर ।
5. सचिव, राजस्थान लोक सेवा आयोग, अजमेर ।
6. रजिस्ट्रार, राजस्थान उच्च न्यायालय जोधपुर/जयपुर ।
7. प्रधान महालेखाकार ए एण्ड ई राजस्थान जयपुर ।
8. प्रधान महालेखाकार ऑडिट राजस्थान जयपुर ।
9. समस्त संयुक्त शासन सचिव/उप शासन सचिव/सचिवालय के समस्त अनुभाग/विभाग ।
10. समस्त विभागाध्यक्ष/जिला कलक्टर/संभागीय आयुक्त ।
11. रजिस्ट्रार, राजस्थान सिविल सेवा अपील अधिकरण, जयपुर ।
12. समस्त वित्तीय सलाहकार/मुख्य लेखाधिकारी ।
13. समस्त कोषाधिकारी ।
14. समस्त उपापन संस्थाएं।
15. तकनीकी निदेशक वित्त विभाग को भेजकर लेख है परिपत्र को वित्त विभाग की वेबसाईट पर प्रकाशित करवाने की व्यवस्था करावें।
16. रक्षित पत्रावली।

23/12/2020  
संयुक्त शासन सचिव



**CONTRACT AGREEMENT**  
**(To be Submitted on 1000/- on Non-Judicial Stamp Paper)**

This Agreement is made on the \_\_\_ day of \_\_\_\_\_ 2022 between **Pandit Deendayal Upadhyaya Shekhawati University, Sikar - 332024.**

**FIRST PARTY**

AND

M/s \_\_\_\_\_ having its office \_\_\_\_\_  
(Hereinafter referred to as the eligible '**Bidder**') on the terms and conditions set forth hereunder:

**SECOND PARTY**

The expression of first and second party shall mean and include their Representatives, Heirs, Successors, Legal Representative Administrators, Nominees & Assigns etc.

2. That the duration of this contract shall be one year from \_\_\_\_\_. Pandit Deendayal Upadhyaya Shekhawati University, Sikar reserves the right to increase the quantity on same rate, terms & conditions & further extend the duration up to 50 percent of the quantity of the value of original contract as per requirement of Pandit Deendayal Upadhyaya Shekhawati University, Sikar. Supply schedule may be issued in aforesaid period.
3. That the tender form has been submitted by the Bidder accepting all the terms and conditions enumerated therein as well as those in the Purchase Order, provision of which would have superseding effect in case of any contradiction in any condition of the tender and that of the Purchase Order.
4. The conditions of the tender and contract for E-tender enclosed to the NIB. NO. 02 Bid/2020-2021/ dated 16.11.2021 and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
5. Supply Order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Pandit Deendayal Upadhyaya Shekhawati University, Sikar and appended to this agreement shall also form part of this agreement.
6. Payment: 100% payment shall be made to supplier by the University through Cheque/RTGS/ Demand Draft at party's cost on receipt of verified bills regarding Quantity and quality by our respective Warehouse checked and verified by the Purchase Section. Payment shall be made for the quantity of the printed degrees delivered at the specified locations. Supplier shall invariably submit dispatch statement and the receipt of the goods delivered at the respective University office.
7. The Bidder shall be responsible for proper dispatch so as to avoid damage in transportation and deliver material in good condition to the University. In the event of any loss, damages, breakages or any shortages found by the checking / inspecting staff at the University the same shall be debited to the tender.
8. The Pandit Deendayal Upadhyaya Shekhawati University, Sikar reserves the right to reduce or altogether cancel the approved quantity of supply. The Pandit Deendayal Upadhyaya Shekhawati University, Sikar shall not be liable for any claim by the Bidder in such an event.



9. Pandit Deendayal Upadhyaya Shekhawati University, Sikar reserves the right to conduct sudden/ random inspection of the supplied printed degrees to check the quality of supplied item at unit/Rc or any place even after the final payment. If qualities of supplied goods are not found up to the mark, the Degrees can be destroyed at the level of Pandit Deendaya Upadhyaya Shekhawati University; Sikar/the suitable deduction shall be made from the bill. The decision of the Pandit Deendayal Upadhyaya Shekhawati University, Sikar will be final and binding to the supplier firm. In this regard claim of any supplier shall not be accepted.
10. Arbitration Clause. : In case of any dispute arising in contract, the matter will be referred to Sole Arbitrator appointed by Vice-Chancellor, Pandit Deendayal Upadhyaya Shekhawati University, Sikar whose decision shall be final and binding on both the parties.
11. The venue of the arbitration shall be Sikar only and jurisdiction for any matter/dispute arising out of or concerning or connected with such arbitration and contract shall be Sikar only.
12. That this Agreement shall bind the above party and their respective heirs, representatives & assigns. In witness thereof the Pandit Deendayal Upadhyaya Shekhawati University, Sikar and the Bidder have here unto set and subscribed their respective signatures in the presence of following witnesses:-

For M/s. \_\_\_\_\_  
Authorized Signatory

Registrar  
Pandit Deendayal Upadhyaya Shekhawati  
University, Sikar

Witness

1. \_\_\_\_\_  
2. \_\_\_\_\_

Witness

1. \_\_\_\_\_  
2. \_\_\_\_\_

The bidder shall execute the agreement (within 07 days of issuing supply order) on a non judicial stamp of specified value at its cost.



## TECHNICAL BID

(To be submitted in the envelop marked Technical Bid)

(Information to be provided along with the Tender Documents & requisite EMD (Bid security.) Without Bid security the Tender shall not be considered for Financial Bid

I. Addressed to:

- a. Name of the tendering authority      Registrar  
b. Address      Pandit Deendayal Upadhyaya  
c. Telephone      Shekhawati University, Sikar-332024  
01572- 232401, 01572- 232411

II. NIT Reference: \_\_\_\_\_

Dated: \_\_\_\_\_

III. Other related details:-

1.	Name of Bidder				
2.	Name & Designation of authorized Signatory				
3.	Registered Office Address				
	Telephone Nos.		Telephone		
	Mobile		Email:		
4.	Rajasthan Center (if any)	Address			
		Phone	Fax:		
		Contact Person			
5.	Sikar Center (if any)	Address			
		Phone	Fax:		
		Contact Person			
6.	Year of Establishment				
7.	Nature of the Firm Company Firm		Company	Firm	
	Put Tick (√) mark		Government	Public	Private
8.	No. of Years providing service				
9.	Is the office owned/leased or rented. (Copy of Ownership / Lease Deed registered with competent authority)				

10.	<b>GST Registration No. (Sales Tax Dept.)</b> (Enclose Copy of Certificate GST)	
11.	<b>Pan No.</b> (Enclose Copy of PAN No.)	
12.	<b>Whether firm is agreeable to the Terms &amp; Conditions mentioned in the Tender.</b>	
13.	<b>Whether Registered with the Industries Department</b> (Enclose Copy of Permanent SSI Unit Certificate or equivalent)	
14.	<b>GST clearance certificate/GST return from the concerning commercial taxes Officer</b> (Enclose copy of Certificate year for June 2021)	
15.	<b>Production Capacity (Per day and Per Month)</b> (Attach Evidence)	
16.	<b>Sample of each item of stationary intended to be used for printing. Mention the brand and GSM of the Paper.</b>	
17.	Attached 3 year's work/supply order and work execution certificate of printing variable data and degrees.	
18.	<b>Printed Samples with all security features of DMCs and Degree as per specifications</b>	
	<b>Undertaking for Print Unit being electronically and physically secured for confidential data</b>	
20	<b>Previous Experience</b> (Attach documents)	
21	<b>Any other details in support of your offer</b>	
22	<b>Attach proof to substantiate your claims as per conditions mentioned at page 11 &amp; 12</b>	

*HW*

IV. Following documents are attached towards the proof of earnest money deposited in favor of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar.

S.No.	EMD Amount	DD/Banker's Cheque Issuing Bank Name	No. with Date
1.			

V. Average Annual Turnover during last three years (as stated in the eligibility criteria, attach audited balance sheet clearly showing at least Rs. 100.00 Lacs onward Turnover

2017-18	2018-19	2019-20	Total Turnover (in Rs.)	Average Turnover (in Rs.)

VI. List of State owned Universities where the firm has executed work orders of similar nature with the contact details and copies of POs

S. No.	Year	Name of Organization	Brief Description of the work

*Handwritten signature*

**VII. Details of Technical Infrastructure**

S. No.	Name of Equipment	Total No. available in working condition	(is it owned or leased)	Model No. / Technical Specification
1.	Digital Press			
2.	Printer			
3.	Computer			

**VIII. Details of Technical staff available with firm**

S. No.	Name	Post	Qualification	Total experience of Examination work
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**IX. Declaration(On Rs/-100 Non-Judicial stamp paper): -**

**It is solemnly declared that:-**

1. Our firm/company has not been defaulter in any banks/ institutions loans.
2. Our firm/company has not defaulted in payment of any statutory dues/ liabilities.
3. Our firm/company has not been blacklisted by any govt. agency/deptt./university.

**For and on behalf of (Name of the Bidder)**

**Duly signed by the Authorized Signatory of the Bidder. (Name, title and address, of the authorized signatory)**



## SCHEDULE OF RATES/ OFFER BY BIDDER

Tender Dated: 16.11.2021 Quantity demanded 68000 &amp; 95000 (approx.)

<b>Tender Inviting Authority</b> : Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar	
<b>Name of Work/Item</b> : <b>SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES TO THE UNIVERSITY</b>	
<b>Bid No.</b> 02:	Exam/01/2021-22
<b>Bidder Name</b> :	

## PRICE SCHEDULE

SI. NO.	SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES AT THE UNIVERSITY on F.O.R. Basis	Basic Rate Per Degree including All Tax (Except GST).	GST (in %)	Basic rate including all taxes with GST per Degree
1	SUPPLY OF SECURITY FEATURE ENABLED DEGREE SHEETS, PRINTING OF DATA ON DEGREE SHEETS USING LASER PRINTER AND SUPPLY OF THE PRINTED DEGREES- APPROX. 68000 FOR THE YEAR 2019 & 95000 FOR THE YEAR 2020 TO DELIVERED AT THE UNIVERSITY ON F.O.R. BASIS.	Without Photo of the Candidate		

Place:

Signature of Tenderer/Bidder with seal

Dated:



## DECLARATION

I/we have read all the contents/terms and conditions given in the tender document entitled supply of security feature enabled degree sheets, printing of data on degree sheets using laser printer and supply of the printed degrees to various colleges. I/We abide by all the terms and conditions of the tender document.

I/We hereby declare that our firm/company/concern is registered for the above supplies/work/service. We are in the business of the above work/supplies which can be verified from our office record and copies of certificates/work orders. We have all technical infrastructures/know how/experience. We have not been black listed by any Government (Central/State), Board/University/Public Undertaking/Banks etc.

In case of any information being found false/misleading at any time during the work or even after, the University may take any action against my/our firm. I/We shall abide by the decision taken by the University in this regard.

Place:

**Signature of Tenderer/Bidder with seal**

Dated:

A handwritten signature in black ink, appearing to be 'HW' with a vertical line through it, slanted to the right.



## CHECK LIST FOR TECHNICAL BID

		Yes / No
1	Have you attached certificate of registration	
2	Have you attached certificate regarding ISO 9001 & ISO 27001	
3	Have you attached 3 year's work experience certificate of printing variable data and degrees.	
4	Have you attached certificate of experience in Bar code printing.	
5	Have you attached self declaration regarding not being defaulter in banks/institutions loans.	
6	Have you attached self declarations for not having defaulted in payment of statutory dues/liabilities?	
7	Self declaration regarding not being blacklisted by any Govt. Agency/Deptt./Univ.	
8	Have you ensured submitting of Demand Drafts of EMD and Cost of tender and processing fee ?	
9	Have you attached supporting documents to prove that the Firm/ company is having its own manufacturing facility with digital printing equipment?	
10	Have you attached certificate/proof of GST Number/ PAN Number	
11	Have you attached invoices of the digital printer, that shows the Firm/ company's ownership also.	
12	Have you attached undertaking regarding physical & electronic security of the manufacturing facility?	
13	Have you attached undertaking regarding ownership of equipments, software & processes?	
14	Have you ensured submitting required samples?	
15	Have you attached balance sheets of last 3 years?	
16	Have you attached proof of your average turnover being more than 100.00 Lacs annual in last 3 years?	
17	Have you attached Income Tax returns of last 3 years?	
18	Have you attached certificate specifying category of your industry (Micro/ Small/ Medium)	
19	Have you attached copy of permanent registration/Required as SSI unit (if applicable)	
20	Have you attached GST clearance	
21	Have you attached evidence of your production capacity?	

*Handwritten signature*