



**College of Community and Applied Sciences**  
**Maharana Pratap University of Agriculture and Technology, Udaipur**  
 ☎: Office: +91-0294-2471914, 2470679(O), 9414169257(M) Email: deanchsc@yahoo.co.in

No. CCAS/Accts/Tender/2022-24/ 584

Dated: 22.08.2023

**NOTICE INVITING LIMITED BIDS**

Sealed Bids, in prescribe format, are invited on behalf of the Dean, College of Community and Applied Sciences, Maharana Pratap University of Agriculture and Technology, Udaipur (Rajasthan) for the procurement of “महाविद्यालय प्रशासनिक भवन एवं विभाग के गार्डन रख-रखाव का कार्य” as detailed in the Schedule of Supply. The Bidders or their representative may be present in the bid opening. This bidding document may also be downloaded from our [deanchsc@yahoo.co.in](mailto:deanchsc@yahoo.co.in) and [www.mpuat.ac.in](http://www.mpuat.ac.in)

**Brief Description of the Goods/ Services/Works:**

(Please Refer to the Schedule of Supply (Annexure-2) for Detailed Specifications and Special Conditions, if any)

S.N.	Name of the Goods/ Services/Works	Estimated Cost	Bid Security Amount
1.	महाविद्यालय प्रशासनिक भवन एवं विभाग के गार्डन रख-रखाव का कार्य: समस्त छोटे बड़े गार्डन में लगी हुई लोन की घास, पेड़, पौधे, गमले में लगे प्लॉट की समस्त कटाई, सफाई के कार्य को करने हेतु।	1,00,000	2000/-

**IMPORTANT BID DATA**

1.	Procuring Entity's address for Bid Submission, clarification, and Opening of Bids	Dean, College of Community and Applied Sciences Administrative Block Udaipur - 313001 Office: +91-0294-2471914, 2470679(O), 9414169257(M) Email: deanchsc@yahoo.co.in
2.	Deadline for Bid submission	Date : 29.08.2023
3.	Bid opening	Date: 29.08.2023 Time: 11.00 AM
4.	Bid Security Amount	DD or Banker's Cheque in favour of Dean College of Community and Applied Sciences. (Cheque will not be accepted) Time: 12.30 PM
5.	Bid Should remain Valid Upto	07 Days from the last date of submission of Bids
6.	BID Ref. No	CCAS/Main Store/2022-23/LB-.....

**GENERAL TERMS & CONDITIONS:**

**1. Bid Preparation and Submission:**

- 1.1 The bid/quotation must be submitted on official letter head of the bidder in the enclosed format (Annexure-2) and signed by the Bidder and must be properly sealed in an envelope. On the envelope “Bid for the Supply of [Name of Item/Services.]”, “Due date of Opening” and Bid Ref. No. must be clearly marked. If the bid is not sealed and marked as required, the Procuring Entity shall assume no responsibility about its consequences including misplacement and premature opening of the Bid.

**2. Validity of Quotation:**

- 2.1 Quotation shall remain valid for acceptance for a period not less than 30 days after the deadline date specified for submission.

**3. Bid prices**

- 3.1 The rates quoted by the bidder shall be in Indian Rupees only and shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 3.2 All taxes like Central/ Rajasthan Sales Tax/ VAT, Service Tax, SGST & CGST etc. to be charged extra should be shown separately (along with their rate) failing which the rates

quoted by the bidder shall be assumed to be inclusive of all taxes and levies.

- 3.3 All rates quoted must be FOR destination and should include all incidental charges.
- 3.4 The goods quoted should be as per the required specifications. Any deviations should be mentioned in the quotations.
- 3.5 Wherever applicable, the Make and Model No. of goods offered and their technical leaflet/brochure must invariably be enclosed, failing which the bid may be rejected.

#### 4. Award of Contract/Supply Order

- 4.1 The Purchaser will award the contract/Supply Order to the bidder whose quotation has been determined to be substantially responsive, conform to the terms & conditions, and specifications and who has offered the lowest evaluated quotation price.
- 4.2 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

#### 5. General

- 5.1 Quantities given are approximate and the final order may be placed for more or less quantities.
- 5.2 The bids for the items, wherever indicated, will not be accepted without samples.
- 5.3 In all future references the Bid No. must be invariably mentioned.
- 5.4 Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 5.5 eBidder has to mention their RST/CST/VAT/TIN No. in their quotations otherwise their bids are liable to be rejected.
- 5.6 Payment shall be made against printed, pre-receipted, and pre-stamped invoice/bill mentioning RST/CST/VAT/TIN No. /GST No. as applicable.

#### विशेष:

1. महाविधालय में बने हुए समस्त छोटे बड़े गार्डन में लगे लोन की घास, पेड़, पौधे, गमले में लगे प्लॉट की समस्त कटाई, सफाई को समय समय पर नियमित करनी होगी। इसके लिए एक व्यक्ति प्रतिदिन महाविधालय समय में रखना होगा। अधिक कार्य होने पर उनकी व्यवस्था को स्वयं सफल निविदाकर्ता को करनी होगी। उसका अतिरिक्त भुगतान देय नहीं होगा।
2. महाविधालय में बने हुए समस्त छोटे बड़े गार्डन में ऋतु अनुसार नये पेड़, पौधे, गमले में लगे प्लॉट को महाविधालय द्वारा खरीद कर उपलब्ध करवाने पर आपके द्वारा उनको लगाने तथा उनकी नियमित देखभाल को करना होगा।
3. महाविधालय के मेन गेट से ले कर अधिष्ठाता के भवन तक सड़क के दोनों तरफ जंगली घास, पेड़, पौधे की सफाई सप्ताह में एक बार नियमित करनी होगी एवं एवं सड़क के दोनों तरफ लगे हुए पेड़ों की नियमित देखभाल को करनी होगी।
4. महाविधालय में बने हुए समस्त छोटे बड़े गार्डन में लगे लोन की घास, पेड़, पौधे, गमले में लगे प्लॉट में महाविधालय के पानी की सप्लाई व्यवस्था के द्वारा नियमित पानी देने एवं नियमित देखभाल को करनी होगी।
5. यदि किसी भी गार्डन में लगे लोन की घास, पेड़, पौधे, गमले में लगे प्लॉट सुखा या कार्य में लापरवाही में स्वीकृत निविदाकर्ता की निविदा को निरस्त करने तथा अमानत राशि नहीं देने का पूर्ण अधिकार अधिष्ठाता को होगा।
6. स्वीकृत निविदाकर्ता के द्वारा बिल को प्रतिमाह देने से पूर्व कार्य संतोषपद होने की प्रतिमाह की सूचना को बिल के साथ लगानी होगी, उसके आधार पर ही भुगतान को किया जायेगा।

Copy:

1. Dr. .... Convener, Procurement Committee (with a soft copy in pdf format) to kindly arrange to upload the Bid Document on the College website and the State Procurement Portal today itself.
2. The S.O. (A/C)
3. The Tenders Notice Board.

DEAN/DDO  
COLLEGE OF COMMUNITY  
AND APPLIED SCIENCES  
MPUAT, UDAIPUR

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**FORMAT OF QUOTATION**

S.N.	Brief Description of the Goods/ Services/Works with Specifications (including installation requirements, if any)	Unit	Quoted Unit Rate in Rs. (In Figures and Words)	Taxes (if not included and their rate)
1	2	3	4	5
1.	महाविद्यालय प्रशासनिक भवन एवं विभाग के गार्डन रख-रखाव का कार्य: समस्त छोटे बड़े गार्डन में लगी हुई लोन की घास, पेड़, पौधे, गमले में लगे प्लॉट की समस्त कटाई, सफाई के कार्य को करने हेतु।	समस्त कार्य की राशि प्रतिमाह		

**DECLARATION**

- (a) I/We declare that I am/ we are Manufacturers/ Whole sellers/ Sole distributor/ Authorized dealer/ bonafide dealers in the Goods and Related Services or Services/Works for which I/We have Bid.
- (b) I/We agree to supply the above goods/Services in accordance with the technical specifications within the period specified in the Bidding Documents. I/We further agree that our rates, if approved, shall remain valid for further 3 months from the Last Date of Submission of Quotations.
- (c) We also confirm that the normal commercial Warrantee/Guarantee of .....months shall apply to the offered goods.
- (d) I/We have not been debarred by the State Government or the Procuring Entity.
- (e) If this declaration is found to be incorrect or I/We fail to supply the goods/services, then without prejudice to any other action that may be taken, the Supply Order/Bid, if any to the extent accepted, may be cancelled and I/We may be debarred from participating in future bids as per rules.

**Signature of Bidder**

Name: \_\_\_\_\_

Contact No. \_\_\_\_\_

TIN No./GST No. \_\_\_\_\_ Not Applicable \_\_\_\_\_

Enclosed DD vide No. \_\_\_\_\_ Date \_\_\_\_\_ Rs. \_\_\_\_\_