



## College of Community and Applied Sciences

Maharana Pratap University of Agriculture and Technology, Udaipur

☎: Office: +91-0294-2471914, 29466679(O), 9414169257(M) Email: deanchsc@yahoo.co.in

No. CCAS/Accts/Tender/2023-24/804

Dated: 25.08.2023

### NOTICE INVITING LIMITED BIDS No. 5

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 **"Peon"** 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 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 | Approximate Quantity | Estimated Cost | Bid Security Amount |
|------|-----------------------------------|----------------------|----------------|---------------------|
| 1.   | <b>Peon</b>                       | 3                    | 290000/-       | 5800/-              |

#### IMPORTANT BID DATA

|    |   |   |
|----|---|---|
| 1. | Procuring Entity's address for Bid Submission, clarification, and Opening of Bids | Dean, <b>College of Community and Applied Sciences</b> Administrative Block<br>Udaipur - 313001<br>Office: +91-0294-2471914, 2470679(O), 9414169257(M)<br>Email: deanchsc@yahoo.co.in |
| 2. | Deadline for Bid submission   | Date : 01.09 .2023 Time: 11.00 AM   |
| 3. | Bid opening   | Date : 01.09.2023 Time: 12.30 PM  |
| 4. | Tender Form Fees  | Rs. 500.00 DD or Banker's Cheque in favour of Dean College of Community and Applied Sciences. (Cheque will not be accepted)   |
| 4. | Bid Security Amount   | DD or Banker's Cheque in favour of Dean College of Community and Applied Sciences. (Cheque will not be accepted)  |
| 5. | Bid Should remain Valid Upto  | 07 Days from the last date of submission of Bids  |
| 6. | BID Ref. No   | CCAS/Main Store/2023/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 Bidder 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.

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.

  
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AND APPLIED SCIENCES  
MPUAT, UDAIPUR

  
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**FORMAT OF QUOTATION**

| S.N. | Brief Description of the Goods/ Services/Works with Specifications<br>(including installation requirements, if any) | Unit | Quoted Unit Rate in Rs.<br>(In Figures and Words) | Taxes<br>(if not included )<br>and their rate |
|------|---|------|---|---|
| 1    | 2   | 3    | 4   | 5   |
| 1.   | <b>Peon</b><br>8 <sup>th</sup> pass. Experience of office work  | 01   | 8000.00<br>(Fixed)*                               | Total Amount(Rs.)<br>8000.00 (Fixed)*         |
| 2.   | सेवा भुल्क(Commission Rate)   |      |   |   |
| 3.   | टी.डी.एस.(TDS Rate)   |      |   |   |
| 4.   | जी.एस.टी. भुल्क(GST Rate as per Rules)<br>Not Applicable/ Applicable (Yes / No.)                                    |      |   |   |
| 5.   | अन्य भुल्क  |      |   |   |

**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. \_\_\_\_\_

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