

JAI NARAIN VYAS UNIVERSITY, JODHPUR

Tender Sr. No.....

Year: - 2015

Name of Firm/Company/Concern:

Name of Owner with Mobile No:



TENDER DOCUMENT

FOR

Supply of Printed Degree with Security Features.

| | |
|---|------------------------------|
| Tender Cost: | Rs 500/- |
| Earnest Money: | Rs 96,000/- |
| Last Date & Time for Submitting Completed Tenders: | 13 .07.2015 at 1 p.m. |
| Opening Date & Time of Tender: | 13.07.2015 at 3 p.m. |



JAI NARAIN VYAS UNIVERSITY, JODHPUR

No. JNVU/Exam/2015/6392

Dated: 19.06.2015

TENDER NOTICE

Sealed tenders are invited from the experienced Wholesalers Dealers/ Printers who are capable of supplying computer processed Laser Printed Degree in bilingual with security features. The Wholesalers Dealers/ Printers should have in house requisite infrastructure and experience of at least five years of University/Board level work. Tender forms may be obtained on any working day on payment of cost of Rs. 500/- in cash from University Cash Counter (Central Office) between 11.00 A.M. to 4.00 P.M. or the tender documents can also be downloaded from the university website www.jnvuonline.in and the tender for Rs. 500/- has to be paid by the Demand Draft in favour of Registrar, Jai Narain Vyas University payable at Jodhpur and should be submitted alongwith tender documents.

University is not bound to accept the lowest tender and may reject any tender in full or part of the Tender without assigning any reason. Earnest money has to be paid by demand draft in favour of Registrar, J.N.V. University, Jodhpur payable at Jodhpur enclosed with the tender documents.

| Brief description of the work | Approx. cost of work | E.M.D. (in Rs.) @ 2% of Approx. cost | Last date and Time for Submitting completed tenders | Opening date and time of tenders |
|---|----------------------|--------------------------------------|---|----------------------------------|
| Supply of Computer processed Laser Printed Degree with security features of size A-4 (8.25"x11.25") on 175 G.S.M. paper (the detail of paper is given in the specification as provided in Annexure IV) Approximate number of degrees to be printed is 2.50 lacs | Rs. 48 Lac | Rs. 96,000/- | 13 July, 2015 At 1 P.M. | 13 July, 2015 At 3 P.M. |

1. Tenders are to be submitted on prescribed Tender Form which have been obtained by paying requisite tender fees in the name of Firm. Tenders not

submitted on prescribed form will be rejected. The tenders fees is non-refundable.

2. Tenders received after the prescribed time and date shall be rejected.
3. Tenders will not be considered without Earnest Money.
4. The firm submitting the tenders will have to submit invariably a Sales Tax Registration Certificate and latest Sales Tax Clearance Certificate from the Commercial Taxes Officer concerned without which the Tender will not be considered.
5. Tenders should be submitted in a sealed envelope marked “Tender for Supply of Computer processed Laser Printed Degree with security features of size A-4 (8.25”x11.25”) on 175 G.S.M. paper” should reach on or before 13.07.2015 at 1 P.M. either personally or by registered post at Examination Section of Jai Narain Vyas University, Jodhpur. The Tenders will be opened on 13.07.2015 at 3 P.M. before purchase committee in the presence of any intending tenderer or their authorized representative who may be present.
6. Degrees sample paper must be enclosed otherwise Tender will not be accepted.
7. The rate quoted by Firm/Company/Concern in the Financial Bid shall be valid up to One Year from the Date of issue of Work Order. If the work is satisfactory then the period can be extended with mutual understanding for one more year.

REGISTRAR



JAI NARAIN VYAS UNIVERSITY, JODHPUR

TECHNICAL BID

TENDER FORM

| | | | |
|---------------------------------|----------------------|---------------|----------|
| Last Date & Time for submitting | | Tender Cost | 500/- |
| Complete Tenders | 13.07.2015 at 1 P.M. | Earnest Money | 96,000/- |
| Opening Date | 13.07.2015 at 3 P.M. | | |

Subject:-Tenders are invited for supply of Computer processed Laser Printed Degree with security features of size A-4 (8.25"x11.25") on 175 G.S.M. paper

1. Name and Address of the Firm/Company/Concern:-

.....
.....

E-mail add:

Phone with Std. Code:Mob.No.

Fax No.....

2. Registration No.

3. Pan No. of the Firm.....

4. Local Office, if any.....

5. Whether Office is Owned/Leased or rented.....

6. **Work Address (Firm/Company/Concern):-**

- E-mail Address:**
- Phone with Std. Code:****Mob. No.**
- Fax No.**.....
7. **Reference: Tender Notice No.** **Date**.....
8. **Tender Fees of Rs. 500/- (Rupees Five Hundred only) has been deposited by us through Cash Receipt/D.D. No. Date.....and Photocopy of the same is enclosed herewith.**
9. **A Earnest money of Rs. 96,000/- (Rupees in words Ninety Six Thousand Only) is enclosed herewith in the form has been deposited by D. D. No..... Dated..... Name of Bank.....in favour of Registrar, J.N.V. University, Jodhpur.**
10. **We agree to abide by the terms and conditions mentioned in the Tender Notice issued by J.N.V. University, Jodhpur Dated06.2015. We also agree to abide by all other conditions mentioned in the Performa enclosed, on each page of which we have put our signature in token of our acceptance of the terms mentioned therein.**
11. **Vat/Sales Tax Registration and Clearance Certificate: No Dealer who is not registered under the Vat/Sales Tax Act prevalent in the State where his business is located shall submit the tender. The Vat/Sales Tax Registration Certificate should be quoted and the latest Sales Tax Clearance Certificate from Commercial Tax Officer of the Circle concern shall be submitted without which the Tender is liable to rejection.**
12. **All Experience Certificates have been enclosed with Technical Bid Envelope.**
13. **The rate quoted by Firm/Company/Concern in the Financial Bid shall be valid up to One Year from the Date of issue of Work Order. If the work is satisfactory then the period can be extended with mutual understanding for one more year.**

14. Person/Official; to be contacted in case any clarification is required.

Name:..... Designation:.....

Qualification:

Contact No.:-

Office (with STD Code).....

Residence:

.....

Mob. No.

E-mail Address:

15. The Technical Bid is to be put in a separate envelope subscribing it as “Technical Bid” and Financial Bid is to be put in a separate envelope subscribing it as “Financial Bid” and both envelope should be put in a single large envelope subscribed it as “Supply of Computer processed Laser Printed Degree with security features of size A-4 (8.25’x11.25’”) on 175 G.S.M. paper”. Tender will be opened on dated 13.07.2015 at 3 P.M.

16. Envelope of “Technical Bid” shall be opened first. The Firm/Company/Concern found technically fit & sound for doing the job mentioned in this Tender shall only be considered for opening of “Financial Bid” envelope. All the envelopes should be individually sealed.

DECLARATION BY TENDERER

1. I/We here by declare that I/we have quoted rates in Financial Bid after careful study of Terms and Conditions of Tender Documents.

2. I/We declare that I/We are bonafide Manufacturer/ Whole Salers/ Sole Distributer/Authorised Dealers/ Sole Selling/Marketing Agent/ Printer in the Goods/Stores/Equipments for which I/We have Tendered.

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

**SIGNATURE OF TENDERER
WITH SEAL**

Name:

Address:.....

.....

.....

Mob. No.....



To be submitted in the
Envelope marked
“Technical Bid”

ANNEXURE-2

JAI NARAIN VYAS UNIVERSITY, JODHPUR

TECHNICAL BID

Information regarding Infra Structure available with Firm/Company/Concern who is Tendering for supplying of Computer processed Laser Printed Degree with security features of size A-4 (8.25”x11.25”) on 175 G.S.M. paper:-

1. Availability of Machines :-

(I) Computers

| S.No. | No. of Computers | Make and other Description | Detail of DTP Software & Font used for Making Art Work | Working Capacity Hrs./Day |
|-------|------------------|----------------------------|--|---------------------------|
| | | | | |
| | | | | |

(II) Printers

| S.No. | Type of Printers | Number of Printers | Working Capacity Hrs/Day | Ownership/ Leased |
|-------|------------------|--------------------|--------------------------|-------------------|
| | | | | |

(III) Scanners

| S.No. | Type of Scanners | Number, Make & Tech. Specification | Speed | Working Capacity Hrs/Day | Ownership/ Leased |
|-------|------------------|------------------------------------|-------|--------------------------|-------------------|
| | | | | | |

(IV) Laser Printers

| S.No. | Name and make of Laser Printer | Size (A3/A4) | No. of Laser Printer Available | Speed per Hrs/Day | Ownership/ Leased |
|--------------|---------------------------------------|---------------------|---------------------------------------|--------------------------|--------------------------|
| | | | | | |

(V) Other facilities (Give descriptions)

(1) U.P.S.

(2) C.V.T.

(3) Other Machines.....

(VI) Technical Security Features Available with the Firm/ Company/ Concern (As per the enclosed description Annexure-4)

1.

| S.No. | Security Features | | Yes | No |
|--------------|--|--|---------------|-----------|
| 1. | Invisible Print | | | |
| 2. | Penetrating Ink Serial No. | | | |
| 3. | Bar Code Printing | | | |
| 4. | Void Pentograph | | | |
| 5. | Micro Lettering | | | |
| 6. | Computer Based Security Border | | | |
| 7. | Priematic Print | | | |
| 8. | Blind Embossing | | | |
| 9. | Secure Printing | | | |
| 10. | JNVU water Mark | | | |
| 11. | Spelling Mistake | | | |
| 12. | Back Ground Base Security Flower | | | |
| 13. | U.V. Hologram of University Logo(U-Verify) | | | |
| | (IV) Registration with R. B. I. or Security Printing | | Yes/No | |
| | (If Yes, Please enclose Certificate with Technical Bid) | | | |

2. Security Printing Machines

| S.No. | Security Printing Machines Make and Other Description | Number of Machines | Working Capacity Hrs./Day |
|--------------|--|---------------------------|----------------------------------|
| | | | |
| | | | |

Note:- Please mention clearly that Security Printers are approved by I. B. A. or not. (Certificate of Indian Bank's Association enclosed or not. In today's scenario R.B.I. doesn't give certificate.)

3. Available Man Power

| S.No. | Personnel | Full Time | Part Time | Experience |
|--------------|------------------|------------------|------------------|-------------------|
| | | | | |

4. Experience of the Firm/Company/Concern(Experience if any, please enclose Experience Certificate and Work Satisfactory Report)

| S.No. | Name of Board/University/Similar Organization/ Bank | Year | Such Nature of Work |
|--------------|--|-------------|----------------------------|
| | | | |
| | | | |

5. Annual Turnover of the Last Three Years and One Year Audited Balance Sheet enclosed

| S.No. | 2011-12 | 2012-13 | 2013-14 |
|--------------|----------------|----------------|----------------|
| | | | |

6. Enclose D.D. of Scheduled Bank for Rs. for Earnest Money.

7. Enclose:-

- (1) Vat/Sales Tax Registration and Clearance Certificate.**
- (2) Attested copy of Partnership Deed in case of Partnership Firm.**
- (3) Registration Number and Year of Registration in case Partnership Firm is registered with Registrars of Firms.**
- (4) Registration issued by Registrar of Company in case of Company.**
- (5) Address of Residence and Office, Telephone No./Mob. No. in case of Sole Proprietorship.**
- (6) Pan Number(Income Tax)**

- Note:- (1) If information given in the Technical Bid Form is incomplete to assess the Technical capability of the Firm/ Company/ Concern to undertake the work offers from that Firm/Company/Concern shall be rejected.**
- (2) If space found short, separate sheet be enclosed.**
- (3) Technical Specifications may be conferred and checked from a Technical Officer/Technical Committee.**

**SIGNATURE OF TENDERER
WITH SEAL**

Name:

Address:.....

.....

.....

Mob. No.....



ANNEXURE-3

JAI NARAIN VYAS UNIVERSITY, JODHPUR

FINANCIAL BID

1. Firm/ Company/ Concern Name and Address:-
M/s.....
.....
.....
2. Reference Tender Notice No.....Dated.....
3. Rates are to be quoted on per degree basis (This includes the cost of paper and printing with security features) keeping in mind the approximately 2.50 Lacs degrees to be printed. (Please note carefully that Rates quoted should not be changed or modified by way of cutting or overwriting or by using white fluid).
 - (I) Computer processed Laser Printed Degree with security features of size A-4 (8.25"x11.25") on 175 G.S.M. paper with following Thirteen Security Features (as per enclosed description Annexure-4):-
 1. Invisible Print
 2. Penetrating Ink for Serial No.
 3. Bar Code Printing
 4. Void Pentograph
 5. Micro Lettering
 6. Computer Based Security Border
 7. Priematic Print
 8. Blind Embossing
 9. Secure Printing
 10. JNVU Water Mark
 11. Spelling Mistake
 12. Back Ground Base Security Flower
 13. U.V. Hologram of University Logo(U-Verify)

Rates are to be quoted on per degree basis of Computer processed Laser Printed Degree with security features of size A-4 (8.25"x11.25") on 175 G.S.M. paper. (This includes the cost of paper and printing with security features). The approximate 2.50 lacs degrees to be printed for various years. The number of degrees may be increase/decrease in the subsequent years.

| Required Sheets Category | Rates Per Candidate Per Degree (as per specification Annexure IV) in <i>Figures</i> including all Taxes & F.O.R. Jai Narain Vyas University, Jodhpur. | Rates Per Candidate Per Degree (as per specification Annexure IV) Rs. in <i>Words</i> including all Taxes & F. O. R. J. N. V. University, Jodhpur. |
|---|---|--|
| Computer processed Laser Printed Degree with security features of size A-4 (8.25"x11.25") on 175 G.S.M. paper | | |
| | | |
| | | |
| | | |
| | | |

- (I) **Comparison of Rates:** In comparing the rates tendered by Firm/Company/Concern outside Rajasthan and those in Rajasthan, the element of Rajasthan Sales Tax/VAT shall be excluded whereas that of central Sales Tax/VAT shall be included.
- (II) While comparing the rates in respect of Firms within Rajasthan, the element of Rajasthan Sales Tax shall be included.
- (III) Rates should be quoted in rupees in words and figures including all Taxes and F. O. R. J.N.V. University, Jodhpur.

**SIGNATURE OF TENDERER
WITH SEAL**

Name:

Address:.....

.....

.....

Mob. No......



JAI NARAIN VYAS UNIVERSITY, JODHPUR

Specification of Computer processed Laser Printed Degree with security features of size A-4 (8.25”x11.25”) on 175 G.S.M. paper

Size:-

A-4 8.25”X 11.25”

Weight:-

175 G.S.M.

Security Features are as following:-

1. Invisible Print:-

The Text printed would not be visible to the naked eye and can not be copied by using computerized scanners or colour copiers. The matter would become visible only under certain range of ultra violet rays from U.V. Light Detector.

2. Penetrating Ink for Serial No.:-

Serial Numbering will be printed on the Degree Certificates using Penetrating Ink. Numbering printed in black ink in the front will be visible in the back side of the Degree certificates in red ink and thus can not be erased or tempered with. Alpha numbering or Gothic numbering style can be printed in this manner.

3. Bar Code Printing:-

Bar Code will be printed on the Degree Certificate to match with the numerical numbering printed in the Degree Certificate and this Bar Coded Number can be deciphered through hand held Scanner. This sort of Bar Code may not be printed by others of copied.

4. Void Pentagraph:-

By this method, if copy of the Degree Certificate is taken through a Xerox machine, the word “Copy” or “Duplicate” will be visible, though in the original Degree Certificates such words printed in the design itself can not be seen.

5. Micro Lettering:-

Invisible printing of University’s name will have to be done which can be clearly seen with the help of an eye glass. The place of such printing will be kept secrete.

6. **Computer Based Security Border:-**

Fine Decorative border will be given in the Degree Certificate through Computer Based Mathematical Calculations which can not be easily copied by others.
7. **Priematic Print:-**

The Degree Certificate will have to be printed multi shaded colours as in rainbow and the look will be fine so that it is difficult to be copied by others.
8. **Blind Embossing:-**

University's logo will be embossed on on-line basis through a special method while the Degree Certificate is printed.
9. **Secure Printing:-**

Special effect printing of some secret word will be printed by the Firm which can not be seen or visible through naked eye but can only be seen with the help of a special type Film. This Film will be handed over to the University by the Firm.
10. **JNVU Water Mark:-**

JNVU is to be printed on the both sides of the word **stklkj** which would become visible only under the certain range of white light from U. V. Light Detector.
11. **Spelling Mistake:-**

The word "JODHPUR" would be printed with spelling mistake as "JDOHPUR" once in the Degree Certificate at a certain place.
12. **Back Ground Base Security Flower:-**

The three-three flowers would be printed with a special ink adjacent to the borders of both the sides of a Degree Certificate which would seen glow when they seen from U.V. Light Detector but they will not glow in a photo copy of that Degree Certificate.
13. **U.V. Hologram of University Logo(U-Verify):-**

The University Hologram image will not be visible to the naked eye and that can not be copied by using computerised scanner or colour copier. Such image flash matter or picture printed can be seen only under certain range of U.V. rays by using U.V. Detector.

14. **The photograph of the particular stamp size the candidates should be placed at appropriate location in the degrees of 2013 and onwards.**

Note:-

1. **The Heading of the University i.e. JAI NARAIN VYAS UNIVERSITY, JODHPUR is to be inscribed in the straight on the format of degrees.**
 2. **Floroscent Monogram of the University is to be inscribed just below of the heading of University in place of bottom left side on the Format of Degrees.**
15. **The details of the paper on which the degree should be printed is as follows:
Printing of Degree on printable tear resistant and water repellent Paper of size of 8.25"x11.25" weight 175 GSM, which should be acceptable to in house printing for Variable Data by digital laser printers. The paper should show good tear resistance having value of tensile strength in Machine Direction at 110N/15mm and Cross Direction at 85N/15mm. The elongation of the paper in Machine Direction to be at 2.5% and in the Cross Direction to be at 6.5% and should be such that it has the feel of paper and not of a plastic or film.**
16. **The matter on the degree will remain same as that as on the existing degree.**
17. **Complete vigilance by the Press/Security will have to be maintained by the press and in case of any pilferage of the degree, the sole responsibility will be of the press.**



TERMS AND CONDITIONS FOR SUPPLY OF COMPUTER PROCESSED LASER PRINTED DEGREE WITH SECURITY FEATURES OF SIZE A-4 (8.25”X11.25”) ON 175 G.S.M. PAPER”

The following main points may please be kept in view while submitting the rates for processing the jobs of various Degrees for various Exams:-

1. Capacity and Experience of the Firm/Concern/Company:-

- (i) Firm should have in house data feeding capacity including Photo Image signatures scanning for about 20-25 thousand records per day of the length 225 to 275 characters.
- (ii) The Firm/Concern/Company must have for at least five years of experience of Any University for processing of Printing of Degrees of 2 or 3 lacks candidates.
- (iii) The Firm/Concern/Company will have to submit a certificate along with the Tender from higher authority of the concerning University that the Computing Firm/Concern/Company has successfully and efficiently completed their jobs maintaining full secrecy and time schedule and the Firm/Concern/Company is quite reliable and capable for performing the Examination jobs.
- (iv) The Firm /Concern/Company should mention the year of their establishment, staff strength (i.e. System Analyst, Technical Staff etc.) along with the configuration of the system and computing machines installed at their center with backup power facilities available. All these informations are to be given in the Performa enclosed with Technical Bid.
- (v) The Firm/Concern/Company will have to depute one technical person exclusively for the purpose to deal with the University for the entire job.

2. Details and Specifications of the work:-

- (i) The University will provide Main/Supplementary/R.E. data on CD for printing relevant reports/Check Lists/ Updated Lists.
- (ii) The University will require all reports in two copies as per the format enclosed in the list for main and supplementary examinations. The Degrees will be printed in **Bi-Lingual Hindi and English**. The Firm/Concern/Company has to check thoroughly the printed document and reports before sending it to the University and certify that the documents and reports have been printed as per instructions and directions of the University and there are no mistakes.

- (iii) The Tenderer (Contractor) shall not assign or sublet his contract or part thereof to any other agency.
- (iv) The Firm/Concern/Company has to supply converted Data of all Examinations on CD to the University without any extra cost. The Firm/Concern/Company will supply the Data in required format and language with the relevant programme so that the University can reproduce those duplicate documents in future as per its requirements.
- (v) The Firm/Concern/Company should have Internet/E-mail account and file transfer protocol (FTP) site of regular message and Data communication to and from University and firm.
- (vi) Toner/Ink should be used original by the Firm and it should be Fixed Properly on the Degree Paper.

3. Agreement and Security Deposit:-

- (i) Successful Tenderer will have to enter in to an agreement(on Rs. 2000/- Non- Judicial Stamp Paper at his own cost) form and deposit **Security Deposit** amounting to 5% of the total cost of the work allotted i.e. Rs. 2, 40,000/-, for the due performance of the contract within 7 days from the date of work order.
- (ii) Only the successful Tenderer is required to deposite **Security Deposit** in terms of **Demand Draft**.
- (iii) The **Earnest Money** and **Security Deposit** will be returned after two months from the date of satisfactory completion of the agreed contract and final payment. **No Interest will be paid on this amount.**
- (iv) The contractor shall pay the expenses of completing and stamping the agreement. If successful Tenderer fails to deposit Security Deposit or execute agreement within the prescribed period, such failure will be treated as a breach of terms and conditions and will result in the forfeiture of the **Earnest Money**.
- (v) The Security Deposit shall be forfeited if the Tenderer quote rates wrongly and/or the work is found not acceptable.

5. ITCC and STCC Certificates:-

Vat/Service Tax Registration Number along with Vat/Service Tax Clearance Certificate from Service Tax Officer concerned, without which the Tender will not be considered.

6. Filling of Rates:-

All the rates in Annexure-C “Financial Bid” are required to be quoted including all taxes, freight and surcharge etc.

1- LFkkuh; fufonknkrk@vFkok ckgjh fufonknkrk dh voLFkk ea vknf' kr r\$ kj dh xbz mi kf/k; ka dh vki firZ Ørk ds dk; kÿ; fLFkr xknke@Hk.Mkj @mi kf/k 'kk[kk ea fufonknkrk Lo; a ds [kpš ij djskA

7. **Award of Work:-**

1. The University reserves the right to accept/reject any Tender in full or part thereof without assigning any reasons and is not bound to entrust the job to the lower tenderer.
2. The University may distribute the Complete Processing Work to different computing Firm/ Concern/ Company/ Companies (more than one) and it would not be necessary that the work of all the examination be assigned to a single Firm/Concern/Company.

8. **Termination of the Contract:-**

1. The contract may be terminated at any time due to failure to process the data/ reports or violation of any terms and conditions by the successful firm or the work being found unsatisfactory by the University. As a result, the security amount deposited by the Firm/ Concern/ Company will be forfeited and the work allotted would be withdrawn. Remaining work would be allotted at the risk and cost of the original allottee.
2. Any controversy or claim arising out of or breach thereof will be settled by the Hon'ble Vice Chancellor of the University. The decision of the Hon'ble Vice Chancellor will be final and binding. In case of any dispute, all legal proceeding shall be lodged in courts situated in Jodhpur (Raj.) or The Rajasthan High Court Jodhpur (Raj.) only.

9. **Payment Procedure:-**

1. No advance payment shall be made. No payment shall be made before completing the job in all respect and reconciliation of the work. Payment will be made on the basis of the number of correct Degrees printed and supplied.
 2. The Firm/Concern/Company will have to produce the bill in triplicate to the University for Payment.
10. The Complete STR (System Test Run) will be done (without any extra payment) for fresh or modified schemes introduced by the University for said years from time to time.
11. The University agrees that approved Firm/Concern/Company's liability, if any, arising out of or in any way related to its performance of the services provided herein including errors which may be attributable to malfunction of approved Firm/Concern/Company controlled machines operators programmes, programmers or programmes provided under this agreement is limited to money damages which shall not exceed the total amount paid by University for that portion of the services containing errors for which approved Firm/Concern/Company is responsible.
12. **Penalty for Lapse/Mistakes:** - Following penalties will be imposed on the Firm/ Concern/Company due to major Lapses/Mistakes:-
- (1) **Correction:** - Corrections made in checklist but imposed on the Firm/Concern/ Company has not updated will be treated as major **Lapses/ Mistakes**.
 - (2) **Credibility:** Any Lapse/Mistake which affects the schedule of work and credibility of the University would be treated as Major Lapse/Mistake.
 - (3) Rs. 1500/- per Major Lapse/Mistake in the jobs will be deducted.

13. **Penalty for Delay:-** For delivery of printed degrees reports and documents, the time period shall be given as under:-
1. (A) For Laser Printing A-4 equivalent size 15000 Degrees Per Day.
(B) Reports and documents will be supplied by the Firm/Concern/Company as per schedule given in work order.
 2. The Grace Period of up to one day however be allowed in case of breakdown of machine. No other reasons or excuse would be considered for delay.
 3. No updation/correction charges shall be payable to the Firm/Concern/Company.
 4. Firm/Concern/Company shall agree that in case of mistake, which may turn out to be intentionally, besides penalty as per terms and conditions contained in Tender then the University shall be free to take further legal action according to grievances of the mistakes.
 5. For delay the Penalty will be as per GF & AR.
 6. The University shall provide comprehensive manual having guidelines of printing Degree method and reports generation including various report formats.
 7. Inspection of work by the Inspection Committee or the authorized officer shall be carried out whenever necessary.
 8. The work is of strictly Confidential Nature as such the approved Firm/Concern/ Company shall be required to maintain adequate secrecy in processing of the job.
 9. The Data/List/Information for printing of Degrees and other required printed material shall be collected by the Firm/Concern/Company from Examination Section, J.N.V. University, Jodhpur and Printed Degrees and Printed Material shall be delivered by the Tenderer in the Examination Section of J.N.V. University, Jodhpur for which no extra payment for transportation will be paid.
 10. The Firm/Concern/Company should nominate a person who shall apprise to Registrar about the status of work daily, if required to do so, and should be available on Phone whenever required.
 11. The Terms and conditions not specifically mentioned above shall be as per GF & AR and Rajasthan Transparency in Public Procurement Act 2012, Rules 2013 of Government of Rajasthan.

Registrar
Jai Narain Vyas University
Jodhpur

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Note:-

1. Any kind of Tax shall not be payable by the University.
2. Tenders should be accompanied by a sample of stationery with complete specifications intended to be used for preparing printing of lists/formats of reports, check list/ update list/dispatch statement college wise/exam wise etc.

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mi cl/k&6

fufonk , oal fonk dh 'krā

fi lVM/1%aki uh; fplgka l fgr½ fMxh i s j dEl; Wj LVskujh , oaystj fAfVak rdudh l smikf/k epzk ds dk; Zgr%

fVli .kh% fufonkdj dksufonk eavius dks/sku nrs l e; fuEu 'krā dks cgr /; ku i w d i <uk pkfg; A

- 1- fufonk ml ds [kyus dh fnuk d l s, d o"l ds fy, ošk jgsxA
- 2- fufonkdj Qel ds l fio/kku@fu; e@l j puk eafdl h Hh idkj ds ifjorū dh l puk fufonkdj Qel dks vfoyEc fo'ofok | ky; dks fyf[kr ea djuh gsch , o, d sfdl h Hh idkj ds ifjorū l sfufonkdj Qel ds i w l i r fuf/k@l nL; viuh ftEenkhj l sePr ugha gsk ik; xA
- 3- fufonkdj Qel dk dkbZ Hh u; k l k>nkj ¼ d vFlok , d l svf/kd½ fufonk , oal fonk dh 'krā ds vuq lk fd; s x; s djkj ea rc rd 'krfey ugha fd; k tk l dsk tc rd fd og@os l Hh fufonk , oal fonk dh 'krā ds vuq lk dk; Zdjus ea l gefr l Ecl/kh fo'ofok | ky; l s djkj dj yrA

4- okjUVh@xkjUVh dh 'krā

fufonkdj Qel dks bl clor xkjUVh nuh gsch fd ink; dh xbz l Ei w l l kexh l i q nkh dh fnuk d l s de l s de 40 o"lā dh vof/k ea uk rls cnjakh hyh i Melk½ gh gsch vlg uk gh dVxh@QVxhA ; fn , d k gsk gS rls bl ds fy, fufonkdj Lo; a ftEenkhj gsch vlg bl idkj dh gfu dks ijk djus ds fy, fufonkdj dks [kjk l kexh dscnys ea u; h l kexh cny dj nuh gsch ft l ds fy; sfo'ofok | ky; } kjk dkbZ vfrfjDr jkf" k nš ugha gsch vFlok fufonkdj Qel dks l i q nkh dh x; h [kjk l kexh dh ml l e; i p f y r c k t k j e w ; d s c j k c j dh j k f " k fo'ofok | ky; dks ykS/kuh gschA

5- fufonk Hkj uk%

- 1- fufonk ea fn; s x; s funz kka ds vuq kj rdudh o folkh; fcM ; FkSpr : lk l s v y x & v y x egjclh fy Ql Qs ea clh d j d s H k s t k t l u k p k f g ; A
- 2- fufonk mu Qelā } k j k gh nh tkuh gS tks mu o L r y h @ l k e k u @ l k t & l T t k @ v R ; k / k u d v l w l e f V d e ' l h u k a m i ; Q r v u l k o o r d u d h d q k y J f e d l q ; k v k r n R k F k f l D ; f j V h f p l g e f n r d j u s d s f y , j f t L V M @ v u e k f n r i n k ; d g k f t l d s f y , f u f o n k n h t k j g h g s o k L r o e a 0 ; o l k ; d j j g k g k A
- 3- fufonkdj viuh fufonk vFlok ml ds l k j H k r f d l h H k x d k s u k r k s f d l h v l ; , t w l h d k s l k ā l d s k v l g u k g h f d l h d k s v k x s f u f o n k i j n s l d s k A
- 4- v u e k f n r i n k ; d s l E c l / k e a ; g l e > k t k ; s k f d m l u s i n k ; f d ; s t k u s o k y s l k e k u l E c l / k h ' k r ā f o l r r f o o j . k j v k d k j e d v l g j [k f p = v k f n d h l k o / k u h i w d t l p d j y h g ā ; f n m u d k s b u ' k r ā ; k f o l r r f o o j . k j [k f p = k a v k f n d s l E c l / k e a d k b z l u n g g k s r k s m l s l f o n k i j g L r k (k j d j u s l s i w l g k ; d d y l f p o ¼ j h (k k) t ; u k j k ; . k 0 ; k l f o ' o f o | k y ;] t k k i j l s i n r k N d j y u h p k f g , , o a l i " v h d j . k i k r d j y u k p k f g , A

5- fufonkdj dks vius dk; kÿ;] xknke rFkk odZkkW ds Hkk&xgkfn dk ijk irk fuf'pr : lk l snuk
pkfg, tgla tkdj fujh(k.k fd;k tk l ds vjg ml 0; fDr dk uke vjg irk Hkh vo'; nuk gksck ftl l s
bl dk; ZgrqI Ei dz fd;k tkoA

6- fufonk L; kgh l sHkjh gksuh pkfg, A i sUl y ; k vU; Fkk Hkjh gpZfdl h Hkh fufonk ij fopkj ughafd;k
tk; xkA fufonk ea dkbZ ifjorU rFkk ifjo/kU ughafd;k tkuk pkfg, A dkbZ Åijh y[ku %/kojjkbZVx½
l Qn ¶yM l s ughadh tkuh pkfg; A ; fn dkbZ **Correction** gks rks mlgaLi "V : lk l svyx l s
vdr dh tkuh pkfg; s rFkk dkVk Qka h ij y?kqgLrk{kj fd; s tkus pkfg; A

7- fufonkdj dks fufonk vjg djkj dh 'krkã vjg ifrcU/ka¼ ayXU Li l fQds kUl ½ dh Lohdfr ds izhd ds Lo: lk fufonk
ii = ds iR; d i"B ds vUlr ea gLrk{kj djus pkfg; A

8- fufonkdj] fufonk ds l kFk vijgk; Z: lk l soV@fcdhdj] jftLV³ku iek.k&i = rFkk
l EcfU/kr uohure oV@ fcdhdj@okf.kt; dj vf/kdkjh dk fcdhdj 'kkd'ku iek.k&i =
iLr¶ djæsf l dsfcuk fufonk ij fopkj ughafd;k tk l dsxkA

6- njka dk vdu%

1- njka dh bdkb; ka ea fdl h Hkh fLFkr ea dVax@vkojjkbVax ugha fd;k tkuk pkfg; s vjg nja 'kknka ds l kFk vaela
ea Hkh vo'; fy[th tkuh pkfg; A ; fn dkbZ 'kfj'; ka djuh gkarsLi "V : i l s dh tkuh pkfg; a , oafnukad l fgr
mu ij fufonkdj ds y?kqgLrk{kj gksus pkfg; A

2- l elr mrdffkr nja dk; kñs k ea dgs vuq kj vFkok fufnZV LFkku ds xknke ij , Q-vksvkj- gksuh pkfg; s vjg muea
l elr dj 'kkfey gksus pkfg; A LFkkuh; ink; dka ds ekeys ea Hkh njka ea l elr HkkMk 'kkfey gksuk pkfg; A
t; ukjk; .k 0; kl fo'ofok |ky;] tkski j }kjk ink; d dks dkbZ xkMh&HkkMk ; k ifjogu 0; ; ughafn; k tk; xkA
fVllk.kM&jktLFkku ds ckgj dh rFkk jktLFkku dh Qela }kjk Tks eW; vf/kekurk ds fy, gdnkj ugha gsmrdffkr
njka dh nyuk djrs l e; jktLFkku fcdh dj@oV dh njade dj nh tk; xh rFkk dñh; fcdh dj@oV dh
nja tkMh tk; xhA

7- vekur@c; kuk jkf'k %**Earnest Money**%

1- fufonk ds l kFk vekur@c; kuk jkf'k %**Earnest Money**% l Lrkfor vki frZ vknk dseW; ds 2 Åfr'kr ds cjkj dh jkf'k
ds : lk; s 96]000@&%/kjs : lk; s fN; kuosgtkj ek=½ tek gksus pkfg; sftl ds fcuk fufonkvla ij fopkj ugha
fd;k tk; xkA mi jDr jkf'k dyl fpo] t; ukjk; .k 0; kl fo'ofok |ky;] tkski j] ds i{k ea, oa tkski j] ea ns gkA
vekur@c; kuk jkf'k %**Earnest Money**% fMek.M M¶V }kjk tek djok; h tkuh pkfg; %

mijkDr vekur@c; kuk jkf'k ½ **Earnest Money** ½ fufonk ds vflre : lk ea Lohdkj fd; s tkus ds ckn foQy fufonkdj dks iR; fiR dj nh tk; sxh tcfD l Qy fufonkdj ds ekeys ea bl s ifrHfir ds, d Hkkx ds: lk ea ml ds fuonu ij eku yh tk; sxh] vU; Fkk ykS/k nh tk; sxhA

2- y?kqm | kx dh dby osgh fufonk; a Lohdkj dh tk; sxh ftu oLrq/ka dsfy, mudh bdkbz dks jktLFkku jkT; ea jkT; l jdkj }kjk iathdr fd; k x; k gA , l -, l -vkbZ ; fuV@QeZ fufonk ds l kfk ml ds ; fuV iathdr fd; s tkus ds nLrkost dh iekf.kd ifrfyi iLrq djA , l siek.k&i= ds vykok ; fuV dh okf'kd {terij mRi knu ds iek.k&i= dh ifr Hh iLrq dh tk; avl; Fkk buds vHko ea mudh fufonkvla ij fopkj ugha fd; k tk; sxhA y?kqm | kx bdkbz ¼ l -, l - vkbZ ; fuV ½ dk okNuh; iek.k&i= l {ke l Ukk dk iLrq djus ij gh fu; eku dj vekur@c; kuk jkf'k ¼ **Earnest Money** ½ ea fu/kkZjr ifr'kr dh NW nh tk; sxhA

3- vekur@c; kuk jkf'k ½ **Earnest Money** ½ vFkok /kjkgj@ifrHfir@l j {kk jkf'k ½ **Security Deposit** ½ ij foiBk.k 0; ; ½ feVd pktZt ½ l fonkdjka }kjk ogu fd; s tk; sxhA

4- vekur@c; kuk jkf'k ½ **Earnest Money** ½ vFkok /kjkgj@ifrHfir@l j {kk jkf'k ½ **Security Deposit** ½ ij dkbZ C; kt ns ugha gksxA

5- fo' ofo | ky; ea i nza tek vekur@c; kuk jkf'k ¼ **Earnest Money** ½ o@; k /kjkgj@ifrHfir@l j {kk jkf'k ¼ **Security Deposit** ½ ; fn dkbZ gS rks bl fufonk dsfy, eku; ugha gksxA l kfk gh vekur@c; kuk jkf'k ½ **Earnest Money** ½ , o@; k /kjkgj@ifrHfir@l j {kk jkf'k ¼ **Security Deposit** ½ ds fufeUk pSd Lohdk; l ugha gksxA

8- fo' k"Vrk, &&

1- dEl; Wj LVSkujh dh fo' k"Vrk, a ; Fkk xtest] l kbt] fl D; fijVh Qhpl l vkn ifjf'k"V&4 ds vuq kj gksuh pkfg; A iz, Qr fd; s tkus oks dxxt ds l Eiy ds ikp dxxt ¼ ijh l kbt ½ fufonk ds l kfk l yXu djuk QeZ dsfy, vfuok; l gksxA bl l Eiy dxxt ij l kbt] xtest] fl D; fijVh Qhpl l dk foj.k l fgr QeZ dh ekj rFkk gLrk {kj vkn dk foj.k gksuk pkfg; A 175 xtest ½ G.S.M. ½ dk dxxt fo' ofo | ky; }kjk

pkfg x; k gS og ijs eky dk , d tS k gksuk pkfg; A ; fn fufonk ea LVSkujh dh ek=k fn [kykbZ xbz gks rks ; s ek=k, a vuokfur gS t uea of) ; k deh dh tk l drh gA LVSkujh ds ink; dh 0; oLFkk fo' ofo | ky; dh vko'; drk ds vuq kj djuh gksxA fl D; fijVh Qhpl l dh tkp dsfy; s QeZ }kjk l eLr mi dj.k fcuk fdl h vfrfjDr pktZ ds fo' ofo | ky; dks mi yC/k djokus gksxA

2- l EiwZ mi k/k dk dxxt , d l eku gksuk vko'; d gA fl D; fijVh cStxm.M dk jax dxxt ds vuq kj gksxA mi k/k dk dxxt dk ueuk fo' ofo | ky; ea vkdj nFkk tk l drk gA

3- ink; dh x;h l Ei wZ l kexh ml ds fy, fu/WZjr foLrr foq.kj 0;ki kj fplg ds vuq kj l oikke fdLe dh rFk Lohdr i elkf.kr uewka l s i jh&i jh rjg ey [kkrh gbl gkuh plfg; s vls fdl h ,d h l kexh dsekeys eaft l dsfy, dkbz i elkf.kd ; k Lohdr uewugha gi LVSkujh dk ink; Hkjr ea i ktr l oZSB izdkj dh fdLe dk gkuh plfg; A l kexh dh fdLe ds l Ecl/k ea Lohdr nusokys i k/kdkjh dk fu.kz; vflre gsk rFk fufonckj ds fy; seku; gskA ink; dh x;h fdl h ,d h l kexh ekeys ea tks vupktr ugha dh tkos vls ftlga vLohckj dj fn; k tk; s; k cnyok; h tkos vls ,d h l kexh ds ink; la dh vLohdr vFkok cnyokus ds dkj.k dkbz 0; ; gsk ; k ink; dha dks dkbz gfu gsk rks og i wZ: lk l s fufonckj ds ftEes gskA fufonk ,oa l fionk dh 'krka ds vuq kj i wZ ek=k dh l lykz ugha djus vFkok vkr'kd l lykz djus dh fLFkr ea fufonckj }kjk tek dj;k; h x;h /kjgjj@ifrrHkr @l jkk jkf'k

Security Deposit ½, oa vekur @c; kuk jkf'k **Earnest Money** ½ tCr dj yh tk; sx o fufonk Lohdr dh 'krZ l ; k 9 ds fclnq l ; k ½ l s 5½ ea vdrkuq kj dk; bkg dh tkos hA

4 ; fn vupktr fdLe] ed] l kbt ; k ifjeki ds **Annexure-4** vyk l kexh dk vl; Fk ink; gsk gS rks ml s vLohckj dj fn; k tk; sk rFk ink; d dks fcu fdl h vfrfjDr eW; dsuf'pr l e; ds Hkrj ml s cnyok gskA ; fn l koZfud dk; @fgr ds dkj.k l kexh dk cnyk tkuk l Eku u gsk rks ,d h l kexh dk eW; ; Fk spr : lk l s de dj fn; k tk; skA drk f/kdkjh }kjk fu; r fd; s x; seW; vflre gskA

5- ; fn fufonckj LVSkujh dh l lykz fu/WZjr Li s l fQds kUl vFkok vupktr uewka ds vuq kj fu/WZjr l e; ds Hkrj ; k of.kr l e; ds Hkrj i jh u dj ik; s rks drk v f/kdkjh dks; g gd gsk fd og fufonckj dks l upk fn; s fcu fufonckj ds fgl kc ea vls ml dh tks [ke ij ; g eky ; k ml dk dkbz Hkx tks fufonckj l lykz u dj ik; k gsk vls dgha l s Hk [kjh ya ; k ; fn eky mi yC/k u gsk rks ml seky ds cnyok ea l cl s vPNk rFk i kl gh mi yC/k gkus oky eky [kjh ya k l fionk dks jna dj ns rFk fufonckj drk v f/kdkjh dks fufonckj }kjk foQy djus ds dkj.k gkus oky gfu dk upl ku dk nk; h gskA i jUr q fufonckj] 0; fDrde ds QyLo: lk fd; s x; sdz ij gkus okys ykk dk gdnkj ugha gskA fdUrq, d h gfu ; k upl ku dh ol nyh bl l fionk ; k fdl h vl; l fionk ds v/khu ns jkf'k ea l sol ny dj yh tk; sx hA

6- fo' ofo |ky; }kjk fn; s x; s Li s l fQds kUl ; k vl; dkj.k la l s vLohdr LVSkujh dks vLohdr dh rkjh [k l s 15 fno l ds vlnj muds l Fku l s fufonk nusokys }kjk vo'; gVf fy; k tkuk plfg; A l Ecl/kr dekj h ,d s l keku dk; Fk spr /; ku j [kA fdUrq ,d s l keku dks Hk&Xig vfn ea j [kus l s gkus oky gfu@deh@fkr ds fy; sos fdl h Hk fLFkr ea mRRnk; h ugha gskA vLohdr LVSkujh dks QeZ }kjk vl; fdl h Hk iz.kstu ea mi; sx ugha fd; k tk l dskA

vLohdr LVSkujh fo' ofo |ky; ifrfuf/k dh ekStmxh ea gh u"V dh tkos hA u"V dh xbz vLohdr LVSkujh ckor dy l fpo dks fyf [kr ea l fpr djuk gskA

7- ; g QeZ dh ftEenkh gSfd fo' ofo |ky; }kjk Ni kbz tkus oky fi VM LVSkujh vVz od [Mkb] fl D; qj Vh dkm br; kfn fdl h Hk fLFkr ea dk; Z l ekfir ds ckn QeZ vFkok vl; dkbz Hk 0; fDr rdudh : lk l s cckj gbl rFk fo' ofo |ky; }kjk vLohdr gbl LVSkujh ,oa epz k l kexh dk mi; sx ugha dj l dskA QeZ }kjk fo' ofo |ky; ifrfuf/k dh ekStmxh mi fLFkr ½ ea tyokdj u"V fd; k tk; sk rFk bl rjg dh l kexh dk dkbz Hk VpMk tyus l s 'kks ugha jgs rFk bl grq fo' ofo |ky; ifrfuf/k ,oa QeZ dk ifrfuf/k ds gLrk [kj ; Dr bl vk'k; dk iek.k&i = Hk QeZ }kjk fo' ofo |ky; dks fn; k tk; skA

9. fufonk dh Lohdfr%

1- fdl h Hkh fufonk dks Lohdkj djus ea t; ukjk; .k 0; kl fo'ofok |ky;] tskkij dsfy; s; g vko'; d ugha gsfed og fufure fufonk gkA fo'ofok |ky; ds iki fdl h Hkh fufonk dks iwZvFlok vka'd : lk l sfucok dkbz dkj.k crk; s Lohdkj@vLohdkj djus dk vf/kdkj l jf{kr gA

2- l kkl; r; k fiM fMxh isj ds epz.k dk dk; Zfdl h Hkh , d Qel dksfn; k tk; skj fdUr qij fLFkr ds vuq kj Rofjr %Urgency % vko'; drk dks ns[krs gq bl dk; Z dks , d l s vf/kd Qel dks vko'Vr fd; k tk l drk gA

3- l Qyre fufonk dks vius [kps ij fufonk Lohdkj djus dh l puk feyus ds 15 fnol eami d/ %?k ds vuq kj fu/Mfjr ik: lk eafu; ekuq kj : lk; s 2000@&v(kjs: lk; snks gt kj ek=1/2 ds ukM T; qMf'k; y LVkElk isj ij dj kj fu"i knr djuk iMxkA rFkk l fonk dh ; Fkkor fdz kUofr dsfy, i Lrkfor vki frZ vkn'sk ds eW; ds 5 ifr'kr ds cjkj vFkr jkf'k : lk; s 240]000@&1/4 lk; s nks yk[k pkyhl gt kj ek=1/2 dh jkf'k /kjkgj@ifrHkr@l j{kk jkf'k %Security Deposit% d l MMV] tek j l hn }kj k tek dj kuh gskA ; fn fufonk dj fufgr dkyof/k ea l j{kk jkf'k %Security Deposit% tek dj kdj dj kjukek fu"i knr djus ea foQy jgrk gsrks bl idkj foQy jgus dks fucl/kula rFkk 'krk dks Hkx gskuk ekuk tk; sk o /kjkgj@ifrHkr@l j{kk jkf'k %Security Deposit% l ond dks mi ; q r l e; dk ukSVI ndj iwZ-%; k vakr% tCr dj yh tk; sk rFkk vkfFkd n.M Hkh yxk; k tk l dskA bl l Ecl/k eadrk vf/kdkjh dk fofu'p; gh vire gskA rni jkur fcuk ukSVI vl; fufonk dks vki frZ vkn'sk nus dk vf/kdkj drk vf/kdkjh dks gskA

4- fucl/kula rFkk 'krk dks Hkx djus; k l fonk dks l rkski n <x l sijik ugha djus ij drk vf/kdkjh }kj iwZ-%; k vakr% /kjkgj@ifrHkr@l j{kk jkf'k %Security Deposit% tCr dj yh tk; sk rFkk vkfFkd n.M Hkh yxk; k tk l dskA bl l Ecl/k eadrk vf/kdkjh dk fofu'p; gh vire gskA /kjkgj@ifrHkr@l j{kk jkf'k %Security Deposit% fuEufyf[kr dkj.k l s tCr dh tk l drh gA

1/2 fufonk , oa l fonk dh 'krk dks mYyaku djus ija

1/2 dk; khs k ds vuq lk dk; Z uk djus ija

1/2 viwZ dk; Z djus ij ; k dk; Z ijk ugha djus ija

5- vekur@c; kuk jkf'k %Earnest Money% fuEufyf[kr dkj.k l s tCr dh tk l drh gA

1/2 tc fufonknkrk fufonk [kysus ds ckn fdUr q fufonk Lohdkj djus l iwZ l rko dks okfi l ys yrk gsrFkk ml eami kurj.k %Modification% djrk gA

(II) fufonknkrk fofufnZV l e; ds Hkrj fofgr dj kj fu"i knr ugha djrk gA

(III) fufonknkrk vkn'sk i kfr ds i'pkr ifrHkr jkf'k tek ugha djrk gA

(IV) tc og fofgr l e; ds Hkrj l lykbZ vkn'sk ds vuq kj enta dh l lykbZ i k jElk djus ea vl Qy jgrk gA

6- ; g fd QeZ dk dk; Zl eklr gks tkus ij rFkk Hkqrku gks tkus ds ckn l rksktud flFkr ik; s tkus ij dk; Zl eklr gks dh rkjh[k l s N% ekg dh vof/k ds ckn gh ifr'kr jk'k QeZ }kjk eks tkus ij ykS/kbZ tk; xhA bl jk'k ij dk bZC; kt ns ugha gkskA

10- vki fr'kr

- 1- fufonkdj ftl dh fufonk Lohdkj dh xbZ gS vki fr'kr vksk dh rkjh[k l smYys[kr vof/k ds Hkhrj mi kf/k dkxt ds ink; dh 0; oLFkk djskA
 - 2- efr dh tkusokyh fi&fiM mi kf/k ds vkV odZ ds iD vki fr'kr vksk tkjh gks dh rkjh[k l s 10 fnoI dh vof/k ea vuEkn gsrq iLr dh djuh gkskA
 - 3- vkV odZ ds vuEkn dh rkjh[k l s vkV odZ ds vuEkn ukud kj 10 mi kf/k; k okN l kbt ea **Annexure -4** ds vuq kj fl D; ijv Ohpl ZRfkk th, l -, e %G.S.M.½ dh tkp fjikVZ l fgr 10 fnoI ea vuEkn gsrq iLr dh djuh gkskA bu 10 mi kf/k; ka dks vuEkn vkV odZ ,oa **Annexure -4** ds vuq kj ik; s tkus ij vuEkn ckn buea l s vuEkn 2 mi kf/k; ka QeZ dks ykS/kbZ tk; xh vS QeZ }kjk bu vuEkn mi kf/k; ka ds vuq lk dk; kZk ea vdr rkn ea l Ei wZ mi kf/k; ka 30 fnoI ea vki fr'kr djuh gkskA
 - 4- fi&fiM mi kf/k 'hvt dh ek=k ea deh@of) iachr Nk=ka dh l ; k ds vk/kj ij ; fn vko'; d gk rks dh tk l drh gA
 - 5- ; fn fufonkdj] fufonk ik: lk eafofunZV dkyof/k ds Hkhrj eky dh l i qnkh u dj ik; s rks dz vf/kdkjh vi us foodkuq kj eky dh l i qnkh dh vof/k fufonkdj l s djkuq kj ij fu/kkZj r upl kuh tks 'kkLr ugha gks dh ol nyh v/; /khu c=k l dskA ; g ol nyh ml l keku ds eW; ds ifr'kr dh jk'k ds cjkj fuEkuq kj rFkk l Eefr ea gPZ uhp cryk; h x; h njh ds fy; s gkskA
- 1- fu/kkZj r l i qnkh dh dkyof/k ds 1@4 rd dh dkyof/k dh njh ds fy, 2-5 ifr'krA
 - 2- 1@4 l s vf/kd ij l r fu/kkZj r l i qnkh dh dkyof/k ds 1@2 rd dh dkyof/k dh njh ds fy, 5 ifr'krA
 - 3- 1@2 l s vf/kd ij l r fu/kkZj r l i qnkh dh dkyof/k ds 3@4 rd dh dkyof/k dh njh ds fy, 7-5 ifr'krA
 - 4- 3@4 l s vf/kd ij l r fu/kkZj r l i qnkh dh dkyof/k ds cjkj dh dkyof/k l s vf/kd dkyof/k dh njh ds fy; s 10 ifr'krA

fVli .k%&

1- I lykbl ea gplz njh dh dkykof/k dh l a.kuk djrs le ; , d fnu dh fhklu dks ughafxuk tk; skj ; fn og 1@2 fnu l sde gA

2- ifjfu/kkzjr uqll kuh dh vf/kdre jkf'k 10 ifr'kr glsx fdUrq; fn vki firZ ds foyEc ds dkj .k fo'of o|ky; dh ifr"Bk dks vk?kk yxrk gS vlg dk; Z iHkfor glrk gS rks ; g dVks'h vki firZ ds eW; dh 10 ifr'kr , o@vFkok 50]000@&: lk; s ea l s tks Hkh vf/kd gks dh tk l dsxA , d h fLFfr ea QeZ dks Cyd fyLV Hkh fd; k tk l dsxA

3- ; fn ink; d dkbz ck/k mri lu gkus ds dkj .k l fonkred ink; iwlZ djus dk le; c<kus dh vi\$kk djs rks og bl ds fy; sm l ikf/kdjh dks ft l us ink; dk vks'k fn; k gS ck/k mri lu gkus ij rjllr fyf[kr ea vkonu djxi yfdu ink; iwlZ djus dh rkjh[k ds lk'plr ugha yfdu ink; dh vko'; drk dks ns[krs gq ; g vko'; d ugha gsk fd ink; d dks le; vof/k c<kus dh Lohdfr nsgh nh tk; schA

4- I EiwlZ iyq[k dkxt dh Xyst l kb/ ea crk; s x; s Li l fQds ku ds vuq kj gh fiw glaxA vUkyM l kb/ ij fiw gkus rFkk Li l fQds ku ds vuq kj fiw u gkus ij nqjk fiw djus gskj ft l dk dkbz vfrfjDr Hkqrku ns ugha gskA bl grq [kjkc gplZ LVSkujh dk 0; ; fufonk kj dks 0; ; djuk gsk o i dYVh Hkh dh tk; schA

5- LVSkujh dh deh gkus dh fLFfr ea okhNr l q; k ea iwlZ fu/kkzjr njha ij i q%eqz k dj ; Fk'kh?kz i firZ fufonk , oal fonk dh fu/kkzjr njha o 'krkh ij djuh gskA

6- I EiwlZ dk; Z iwlZ gkus l s iwlZ fd l h Hkh iyq[k ds vKZ odZ dh lyVt ¼ fn dkbz gS rks fo'fo |ky; dh vuqfr ds fcuk u"V ugha dh tk; schA vfrfjDr LVSkujh Niokus ij lyV efdax ; k dkbz vfrfjDr pktZ ns ugha gskA

7- I Hkh iyq[k ds vKZ odZ ds Qkbuy fiw i d l hMh- , oagMZ dMh dj fo'of o|ky; ; dks nus gks ft l dk dkbz vfrfjDr 0; ; ns ugha gskA

11- Hkqrku%

1- ; nk&dnk gkus okys rFkk fo'kSk dkj .kka ds fl ok;] ftuds dkj .k vfhkfyf[kr fd; s tk; skj dkbz vfxe l ink; ugha fd; k tk; schA

2- vki firZ ds lk'plr-fo'of o|ky; dh vlg l s ij h[kk&'kk[kk l s l kexh i kfr dh j l hn dh l puki klr gkus rFkk l febr dh l rksktud fujh{k.k fj i kVZ , oal kexh dh dEl; Wj l s tlp , oayskjVh , oaf l D; kjVh QhplZ dh tlp ds lk'plr i klr tlp fj i kVZ ds l gh ik; s tkus ds lk'plr QeZ dks l EiwlZ jkf'k k Hkqrku rneq kj fd; k tk; schA yskjVh tlp l gh ugha ik; s tkus dh fLFfr ea yskjVh tlp djokus ij tks 0; ; gsk ml dks QeZ dks ogu djuk gskA l keW; r% dkxt dh xtest ¼G.S.M.½ eki n.Mka ds vuq lk ugha ik; s tkus dh fLFfr ea QeZ jk vki firZ l kexh Lohd kj ugha dh tk; schA ink; d dks fcuk fd l h vfrfjDr eW; ds fuf'pr vof/k ds Hkhrj ml s cnyuk gskA ; |fi l koZfud fgr ds dkj .k l kexh dk cnyk tkuk l Etko ugha gks rks fujh{k.k l febr dh fj i kVZ ds vk/kj ij , d h l kexh ds eW; ea; Fk'spr : lk l s dVks'h dh tk l dsxA xtest ¼G.S.M.½ ea deh ds vfrfjDr vl; en dh tlp ea dfe; k; ik; h tkus ij fo'of o|ky; dh fujh{k.k l febr@bl

iz kst ukFKZ xfBr l febr dh vuqka k ds vk/kkj ij Lk(ke ikf/dkjh }kjk fy; s x; s fu.kz ds vuq kj dVks-h , oan.M fo'ofa|ky; dsfu; ekuq kj QeZ l s gh ol nyk tk; sxA yckjVh Tllp dk 0; ; fo'ofa|ky; }kjk ogu ughafd; k tk; sxA ml s QeZ dks ogu djuk gksxA

3- vkiirZeafoYc dh fLFkr ea'krZ l q; k 10 ds fclnq l q; k 5 ds vuq kj uq l kuh jkf'k Hh QeZ ds fcy ea l s dVks-h dh tkdj ol ny dh tk; sxA

4- vk; dj fohkx dsfu; ekuq kj QeZ dks fd; s tkus okys Hkqrku ea l s L=kr ij vk; dj dh dVks-h %h-Mh, l -½ dh tk; sxA

12- vU; 'kr

1- drk vf/kdkjh vFkok ml dk ; Fkor vf/kdr ifrfuf/k dHh Hh mfr l e; ka ij ink; d ds Hk&xgkfn/fi fel st½ ea tk l dsk vj dHh Hh mfr l e; ka ij LVskujh dh o ml dh l tkov dh tkp vj fujh(k.k dsfy; s l (ke gksxA

2- fufonkdkj; k muds ifrfuf/k; ka dh vj l siR; {k@vir; {k : lk l s dh tkus okyh l a kpuk ds dkj .k fufonk vekl; dh tk l drh gA

3- ; fn fdl h Hh i {k }kjk dkuuh dk; bkg l lLFkr fd; s tkus dh vko'; drk i Ms ml fLFkr ea; g dk; bkg tkki j jktLFku%@ jktLFku mPp U; k; ky;] tkki j U; k; ky; ka eagh l lLFkr djuh gksxA

4- fufonkdkj }kjk i Lr; njka ea; fn fufonk njaykxw jgus rd dh vof/k eafdl h Hh l e; fdl h idkj dh fdl h l kexh ds cktj eW; %ekdV i bzt st½ ea deh gk tkrh gS rks fufonkdkj bl dh vfoYc l puk fo'ofa|ky; dks nsxk vFkok fo'ofa|ky; dks vU; fo'oluh; l =ka l s bl idkj jv? %k; s tkus dh tkudkj ikr gus ij fufonkdkj dks bl dh l puk nh tk; sxA ,oa fufonkdkj rnuq kj de njka ij l kexh ink; djus dsfy; s cl; gsk vj Hkqrku Hh de njka ij gh fd; k tk; sxA fdllrq cktj eW; ea c<krjh dk dbz ykHk fufonkdkj ds ugha fn; k tk; sxA

5- fdl h Hh rjg ds fookn dh fLFkr ea ekuuh; dgyifr] t; ukj; .k 0; kl fo'ofa|ky;] tkki j dk fu.kz vfire ,oanuka gh i {ka dsfy; s ekd; gksxA

6- ; g fd fn; s x; s dk; kshk ds vuq kj dk; Zgrqfd; s x; s djkjukes dh fdl h Hh mYy%au ij QeZ dks 15 fnu dk ukv l fn; k tkdj CYkd&fyLV fd; k tk l dsk vj vekur@c; kuk jkf'k %Earnest Money½ , oa/kjkgj@ifrHh@l j {k jkf'k %Security Deposit½ tCr dh tk l dsxA

7- ; fn QeZ ij dkbZ n.M fo'ofa|ky; ds dgy l fpo }kjk yxk; k tkrk gS rks QeZ }kjk ml dh vihy dgyifr] t; ukj; .k 0; kl fo'ofa|ky;] tkki j l s dh tk l drh gA

8- ; fn fufonkdkj , d h 'krZ vkjki r djrk gS tks bl ea of.kr 'krZ ds vfrfjDr gS; k muds fojkk ea gS rks , d h fdl h Hh fufonk ij fopkj ugha fd; k tk; sxA vFkr fufonk Lor% jna l e>h tk; sxA fdl h Hh l jr ea buea l fdl h Hh 'krZ dks Lohdkj fd; k gqk ugha l e>k tk; sxA tc rd fd fo'ofa|ky; }kjk tkjh fd; s x; s fufonk Lohdkr ds = eafo'k : lk l smYy%[kr u fd; k x; k gkA

13- jktLFkku ykud mikiu ea ikjnf'krk vf/fu;e] 2012 ,oa fu;e 2013 Transparency in Procurement Rules,

2013 under act 2012½ ds iHkkfor fu;eka dh ikyuk fufonknkrk dks djuh gksxA

vll; fu;e ,oa 'krftudk mYy[k Åij ugha fd;k x;k gS jktLFkku Ijdkj ds lkekU; fofkdh; ,oa y[kk fu;eka ds i to/kkula ds vuq kj gksxA

dyI fpo
t; ukjk; .k 0; kl fo'ofokj;]
tkkijA

?Wsk.kk

mijkDr l eLr 'krftudk@geus/; kuiwZ i < yh gS vls ep@geaLohdkj gA dyifr t;
ukjk; .k 0; kl fo'ofokj;] tkkij dk fu.kZ ep@geaLohdkj gksxA gekjh QeZfdl h Hkh
lLFkk@ckMZ@jkt; Ijdkj@cd }kjk cyd fyLV ugha dh x; h gA

fufonkdj ds gLrk{kj
e; Ihy

Name:

Address:.....

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Mob. No......



t ; ukjk; .k 0; kl fo' ofo | ky; tskigA

mi cl/k&7

djkj dk ik: i

¼ - 2000@& ds uklu T; mfv'k; y LVKEi isj ij½

1- ;g djkj vkt fnukad----- dls ,d vls-----vftl s bl ea bl ds lk' pkr vupekñr ink; d dgk x; k gSftl dh vftlk; fDr] ea tglal UnHkZ ds vuqch gkš ml ds ofjl] mRrjkf/kdkjh] fu"iknd rFkk izkkil d l fefyr l e>s tk; &A½ vls nñ jh vls t ; ukjk; .k 0; kl fo' ofo | ky;] tskig ds dyl fpo vftlga bl ea buds i' pkr fo' ofo | ky; dgk x; k gš ftl vftlk; fDr e] tglal UnHkZ vuqch gkš muds mRrjkf/kdkjh rFkk vftlglrkkdr l fefyr l e>s tk; &š ds chp l EiUu fd; k x; k gA

2- Pñd vupekñr ink; d t ; ukjk; .k 0; kl fo' ofo | ky;] tskig dks muds e[; ky; ij bl ds l kfk l ayXu vuq fip ea mYys[kr l elr olrq] bl ds l kfk l ayXu l fonk ds i = rFkk l fonk ds ifrcU/ka ea nñ xbl jhfr ds vuq kj rFkk mDr vuq fip ds LrEh----- mYys[kr njka l s ink; djus ds fy, fo' ofo | ky; ds l kfk l ger gls x; k gA Pñd vupekñr ink; d us jkf'k : ----- dh jde j l hn l [; k----- fnukad-----@MMV l [; k-----fnukad-----}kjk mi ; Dr djkj ds ; Fkkor ikyu djus ds fy; s /kjsj@ ifrHkr@ l j{kk jkf'k %Security Money½ ds : lk ea tek djkh gA

vc ; g y[k fuEukdr dk l k[; g& t ; ukjk; .k 0; kl fo' ofo | ky;] tskig }kjk dyl fpo ds tfj; s bl ds l kfk l ayXu vuq fip eamYys[kr njka l s fd; stlus okys l nk; ds cnysea vupekñr ink; d-----}Oel d k uke½ l ayXu vuq fip eamYys[kr mDr olrqal fonk Rfkk fufonk dh 'krä, oa ifrcU/ka eacrykbl xbl jhfr l s ; Fkkor : lk l sink; djsxA Lohdr njadZ vMj tkjh djus, oa djkj djus dh frfk l s, d o"z rd dh vof/k rd ošk jgaxh ftl svki l h djkj l sc<k; k tk l dsxA bl vof/k eadk; kÿ; pkgs rks Lohdr njka ij vfrjDr vkn'sk ns l drk gS rFkk Oel ifrZ ds fy; sck/; gkxA

fufonk vls l fonk dh 'krä tks fufonk l puk l [; k-----fnukad----- ds l kfk l ayXu Fkh vls bl djkj ds l kfk Hkh l ayXu gA, oa fufonk Lohdr i = %ki frZ vkn'sk½ bl djkj dk vx l e>h tk; axh vls bl djkj dks fu"ikñr djus okys i{k bul sck/; gkxA

3- %d½ t ; ukjk; .k 0; kl fo' ofo | ky;] tskig , rn-}kjk ; g djkj djrk gSfd ; fn vupekñr lknk; d mi ; Dr jhfr l smDr 'krä rFkk ifrcU/ka dks ekusx vls mudk ikyu djsx rks t ; ukjk; .k 0; kl fo' ofo | ky;] tskig ds dyl fpo ds tfj; s vupekñr ink; d dks mDr ifrcU/ka eamYys[kr jhfr l srFkk l e; ij iR; d l keku ds fy; s ns jde dk l nk; djsx ; k djok; xhA

%[k½ l nk; uhsfn; s x; s vuq kj fufnZV rjhds l sfd; k tk; s&%

vkn'sk of.kr l EiwZ LVSkujh fo' ofo | ky; ; }kjk vftkdr l fevr@vftkdkfj; ka ds fujh(k.k mijkDr mik/k&'kk[kk ea igpkus ds ckn rFkk fo' ofo | ky; dh vls l smik/k&'kk[kk l s LVSkujh iktfr dh j l hn dh l puk iktfr gkus rFkk l fevr dh l rksktud fujh(k.k fjikZ rFkk LVSkujh dh dEl; Wj l s tlp, oaycsjvñ, oa fl D; fjVh Qhpl Z dh tlp ds lk' pkr iktfr Tlp fjikZ l gh ik; s tkus ds lk' pkr Oel dks l EiwZ jkf'k dk Hkrku rneud kj fd; k tk; sxA l Hkh izkj dh LVSkujh ds iD, oa fiM l kexh dh vki frZ fufonk vki frZ dh 'krZ l [; k 10 ds follnq l [; k %2, oa 3½ ds vuq kj djuh gkxA bl ds ckn l e; vof/k ughac<kbZ tkosxA e; vof/k dk; Z dh izfr dh **Urgency** dks nfv'Vxr j [krsgq vko'; drkuq kj de dh tk l drh gA

4- I EimlZ iYqk dKxt dh Xyst lkbV eacrk; sX; sLi fI fOdsku ds vuq kj gh fiV glxkA vUkYsTM lkbV ij fiV glus rFk
Li fI fOdsku ds vuq kj fiV u glus ij nqjk fiV dJus glxk fTl dk dkbZ vfrfjDr Hkqrku nS ugha glxkA bl grq [kjk
gpbZ LVSkujh dk 0; ; fufonkdj dks 0; ; djuk glxk o i S YVh Hkh dh tk; sxA

5- I EimlZ dk; ZiwlZ glus l s imZ fd l h Hkh iYqk ds vUz odZ dh lyVt % fn dkbZ gS rks fo'ofO | ky; dh vuqfr ds fcuk u"V ugha
dh tk; sxA vfrfjDr LVSkujh Niokus ij lyV efdx ; k dkbZ vfrfjDr pktZ nS ugha glxkA l Hkh iYqk ds vUz odZ ds QkbuY fiV iQ
l h- Mh- , oagMZ dMh dj fo'ofO | ky; dks nus glxk fTl dk dkbZ vfrfjDr 0; ; nS ugha glxkA LVSkujh dh deh glus dh fLFfr ea o k Nr l ; k ea
imZ fu/kZjr njka ij i q% epz k dj ; Fk' kh?z vki firZ dj uh glxkA

6- ; fn fufonkdj] fufonk ik: lk eafofufnZV dkykof/k ds Hkrj eky dh l q nkh u dj ik; s rks dz v f/kd kjh vi us foodkuq kj eky
dh l q nkh dh vof/k fufonkdj l s dj kj uq kj ij fu/kZjr upl kuh tks 'k fLr ugha glxk dh ol nyh v/; /thu c<k l dskA ; g ol nyh
ml l keku dseW; ds ifr'kr dh jk'k dscjkj fuEukuq kj rFk l Eefr ea gpbZ u hps cryk; h x; h njh ds fy; s glxk

- 1- fu/kZjr l q nkh dh dkykof/k ds 1@4 rd dh dkykof/k dh njh ds fy, 2-5 ifr'krA
- 2- 1@4 l s v f/kd ij Urq fu/kZjr l q nkh dh dkykof/k ds 1@2 rd dh dkykof/k dh njh ds fy, 5 ifr'krA
- 3- 1@2 l s v f/kd ij Urq fu/kZjr l q nkh dh dkykof/k ds 3@4 rd dh dkykof/k dh njh ds fy, 7-5 ifr'krA
- 4- 3@4 l s v f/kd ij Urq fu/kZjr l q nkh dh dkykof/k dscjkj dh dkykof/k l s v f/kd dh dkykof/k dh njh ds fy; s
10 ifr'krA

fVli .kh%

1- l yk bz ea gpbZ njh dh dkykof/k dh x.kuk djs r l e; , d fnu dh fllU dks ugha fuk tk; xkj ; fn og 1@2 fnu l s de gA

2- ij fu/kZjr upl kuh dh v f/kdre jk'k 10 ifr'kr glxk fd Urq; fn vki firZ ds foyEc ds dkj.k fo'ofO | ky; dh ifr" Bk dks
vk?kr yxrk gS vjS dk; ZiHkfor gsrk gS rls ; g dVks h vki firZ dseW; dh 10 ifr'kr , o@ v fkok 50J000@&; lk; seals
tks Hkh v f/kd gsk dh tk l dskA , s h fLFfr ea QeZ dks Cyd fyLV Hkh fd; k tk l dskA

3- ; fn ink; d dkbZ ck/kk mRi lUu glus ds dkj.k l f onkRed ink; i wZ djus dk l e; c<kus dh vi fkk djs rls og
bl ds fy; s ml i k f/kd kjh dks fTl us ink; dk vkns k fn; k gS ck/kk mRi lUu glus ij rjUr fyf [kr ea vkosu djsk
y fdu ink; i wZ djus dh rkjh [k ds lk' pkr- ugha y fdu ink; dh vko'; drk dks nS krs gq ; g vko'; d ugha
glxk fd ink; d dks l e; vof/k c<kus dh Lohdfr nsgh nh tk; sxA

4- fufonk nLrkost ka ea n' kZ s x; s l Hkh fu; e@'kr B r; kfn Lohd kj fd; s t krs gA

gLrk{kj dy l fpo
t; ukjk; .k 0; kl fo'ofO | ky;]
tkki jA

okLrs-----
i k f/kdr v f/kd kjh QeZ

1- gLrk{kj l k{kh----- 1- gLrk{kj l k{kh-----

2- gLrk{kj l k{kh----- 2- gLrk{kj l k{kh-----