

**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR****(A State Funded University of Rajasthan)**

Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru

Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)

[www.alujaipur.ac.in](http://www.alujaipur.ac.in)email: [registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

F.No. 5(4)Exam-Secy./ALU / 2025-26 / 2687

Dated: 04/09/2025

**"Notice Inviting E-Bid"****Bid Document For "Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work."**

Dr. Bhimrao Ambedkar Law University, Jaipur hereby invites online Bids for the procurement of following works/services as per details given below from competent & experienced bidders. Sealed Bids must be uploaded up to 2.00 PM on 29-09-2025.

S. No	Description of work/ Services	Estimated Value	Bid Security	Tender Fee	RISL Processing Fee	Duration of Work	Validity period of bid
1	2	3	4	5	6	7	8
1	"Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work."	Rs. 240.00 lakhs	Bid security of Rs. 4.80 lakh by Demand Draft/ Bankers Cheque in favor of "Registrar, Dr. Bhimrao Ambedkar Law University, payable at Jaipur.	Rs. 2000/-	Rs. 2000/-	Two Years	90 Days

**Bidding Submission Process: -**

1. The bidders who are interested in bidding can download bid documents form <https://www.eproc.rajasthan.gov.in>. The bid document can be seen on <https://www.alujaipur.ac.in> and <https://www.sppp.rajasthan.gov.in> website also
2. Bids are to be submitted online in electronic format on website <https://www.eproc.rajasthan.gov.in>.
3. Bidders who wish to participate in this bid will have to register on <https://www.eproc.rajasthan.gov.in>.
4. Bidders will have to procure Digital Signature Certificate (Type II of Type III) as per Information Technology Act. 2000 using which they can sign their electronic bids. or they may contact e-Procurement Cell, Department of IT&C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not to procure a new Digital Certificate.

Date:

Registrar, ALU Jaipur

**REGISTRAR**Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal



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5. The Bidding comprises of two-part system. The Technical Bid and the Financial Bid. Manually submitted bid not to be accepted.
6. Bidder shall submit their offer on-line in electronic formats both technical and financial proposal. **Demand Drafts for Bid Document fee, E-bid processing fee and Bid Security in original shall be submitted manually in the office to the Tendering Authority within the prescribed time.** However, the scanned copies of Demand Draft shall be uploaded along with the online bid.
7. If Bid Fee, RISL e-bid processing fee and bid security declaration are not submitted in separate envelope within the prescribed time, then the bid shall be rejected.
8. Before electronically submitting the bids, it should be ensured that all the bid papers including conditions of the contract are digitally signed by the bidder.
9. Any information provided in support of the bids must be properly annexed, numbered and duly signed. No page should be removed/ detached from this Tender document.
10. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day.
11. Validity of the tender shall be 90 days from the date of opening of Technical Bid.
12. Contract period for "**Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work.**" shall be of two years and extendable for one more year as per RTPP Act 2012 and Rules 2013 based on performance with mutual consent.
13. In case of any query, please contact at COE Office, ALU, Jaipur or Mail to [coe@alujaipur.ac.in](mailto:coe@alujaipur.ac.in)

  
**REGISTRAR**  
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Dr. Bhimrao Ambedkar Law University  
Jaipur

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## INTRODUCTION

Dated :

1	Subject matter of procurement	Rate Contract for "Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work." Open Competitive Bid /2025-26/
2	Name & Address of the Procuring Authority.	Dr. Bhimrao Ambedkar Law University, Jaipur. Plot No. 8, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil-Sanganer, Dist-Jaipur 303007.
3	Estimated Cost of Work	Rs. 240.00 lakhs
4	(i) The price of the Bidding Document	Rs. 2000/- by way of Demand Draft/Banker's Cheque in favor of <b>Registrar, Dr. Bhimrao Ambedkar Law University, payable at Jaipur.</b>
	(ii) E- tender Processing Fees	Rs. 2000/- (Bankers Cheque /DD in Favor of <b>MD, RISL, Jaipur</b> )
5	For Clarification Purposes only, the Procuring Entity's address	Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur. E-Mail Address :- <a href="mailto:registrar@alujaipur.ac.in">registrar@alujaipur.ac.in</a>
6	The Pre-Bid Meeting	NO
7	The Language of the Bid is	English & Hindi
8	The Bidder shall submit with its Bid	Mentioned at Technical Bid Check list (Annexure-IV)
9	Publishing Date	09-09-2025
10	Document downloading start date & Time	09-09-2025 from 11.00 am
11	Bid document download end date & Time	29-09-2025 upto 1.00 pm
12	End date and Time for Online submission of bid.	29-09-2025 upto 2.00 pm
13	The Bid Validity period shall be	90 days from the date of opening of technical bid.
14	Bid Security	Bid Security of Rs. 4,80,000/- by way of Demand Draft/Banker's Cheque in favor of <b>Registrar, Dr. Bhimrao Ambedkar Law University, payable at Jaipur.</b>
15	Authorization	Power of attorney/board resolution letter of authorization written on the letter head by the bidder.
16	Downloading of bids	Online: <a href="https://www.sppp.raj.nic.in">https://www.sppp.raj.nic.in</a> and <a href="https://www.alujaipur.ac.in">https://www.alujaipur.ac.in</a> , <a href="https://www.eproc.rajasthan.gov.in">https://www.eproc.rajasthan.gov.in</a>

Date:

Registrar, ALU Jaipur

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Jaipur

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17	Submission of Banker's Cheque/ Demand Draft for Bid document Fee, Bid Security & declaration, E-processing Fee	Date: 29-09-2025 upto 3.00 PM Place: office at Plot No. 8, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil-Sanganer, Dist-Jaipur 303007. (All three DDs should be submitted in a separate envelope marked with fee details)
18	Opening of Technical bids	Date: 29-09-2025 upto at 4.00 pm Place: office at Plot No. 8, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil-Sanganer, Dist-Jaipur 303007.
19	Date/ Time/ Place of Financial Bid Opening	To be informed separately to the technically qualified bidders.

20. Tendered quantity may be increased or decreased at the time of award/work order or during the course of agreement as per RTPP Act and Rules.
21. The period within which the contract agreement is to be executed and Performance Security is to be submitted in 10 days from the date of issue of letter of acceptance/work order.
22. The Designation and Address of  
First Appellate Authority

Vice-Chancellor,

Dr. Bhimrao Ambedkar Law University, Jaipur.

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 agreed 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 pincode

Telephone Nos.

Office

Residence

E-Mail. ID

Mobile No.

Statutory Details

GST Number

Income Tax PAN

Name of Signatory (IN BLOCK LETTERS)

Designation

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

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

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

Date:

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## Definitions and Acronyms

ALU	Dr. Bhimrao Ambedkar Law University, Jaipur
UNIVERSITY	Dr. Bhimrao Ambedkar Law University, Jaipur
BIDDER	The eligible Bidder who will participate in Procuring process
EMD	Earnest Money Deposit (Bid Security)
COE	Controller of Examinations
GAD	General Administrative Department
PURCHASER	Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur
PROCURING ENTITY	Dr. Bhimrao Ambedkar Law University, Jaipur
RFP	Request for Proposal /Bid Document/ BID
Service Provider	The bidder who will be finally selected and, in whose name, the work order will be released
Exam Section	An office of Controller of Examination/Deputy / Assistant Registrar (Examination) in the ALU.
Secrecy Section	An office of Examination Cell Headed by the Controller of Examination / Deputy / Assistant Registrar (Secrecy) in the ALU.
NIB	Notice Inviting Bid
PSD	Performance Security Deposit
CA	Competent Authority (Vice- Chancellor)
BA	Bidding Authority (Dr. Bhimrao Ambedkar Law University, Jaipur)
PC	Procurement Committee

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**ANNEXURE -I**

**GENERAL TERMS AND CONDITIONS**

**Sub: Notice Inviting Tender for "Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work" of Dr. Bhimrao Ambedkar Law University, Jaipur.**

1. **Parties:** The parties to the contract are the contractor (the bidder) to whom the work has been awarded) and the Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur.
2. **Addresses:** For all purpose of the contract including arbitration thereunder, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by registered post with Acknowledgement Due to the Dr. Bhimrao Ambedkar Law University, Plot No. 08, Dehmikalan, JDA Institutional Scheme, Bagru, Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan). The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.
3. **Bid Security Deposit:** Bid Security of **Rs 4.80 lakh** by Demand Draft/ Bankers Cheque in the favor of **Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur.**
  - 3.1 No request for transfer of any pervious deposit of earnest money or security deposit or adjustment against any pending bill held by the Dr. Bhimrao Ambedkar Law University, Jaipur in respect of any previous work will be entertained.
  - 3.2 Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid banker cheque/demand draft will be forfeited by the University.
  - 3.3 The tender without Bid security declaration will be summarily rejected.
- 4 **Preparation and submission of Bidder:**

The bid should be submitted in two parts namely:  
Firstly, Technical Bid (in form given in Annexure-III) and Secondly Financial Bid (in Form given in Annexure-IV) and each should be submitted electronically.  
The Financial bid of only technically qualified bidders shall be opened. The date & time for opening of financial bid will be informed separately to the technically qualified bidders.
- 5 **Signing of Bid:** Individual signing the Bid or other documents connected with contract must specify whether he signs as:
  - (a) A "Sole proprietor" of the concern or constituted attorney of such sole proprietor.
  - (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

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- (c) Directors or Principal officer duly authorized by the board or Directors of the Company if it is a Company.
- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the Bid.
- (2) In the case of partnership firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the Bid form or any documents forming part of the Bid on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The Bidder should sign and affix his/his firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer by the Bidder will be deemed as a contract **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.**
- 6 **Technical Bid:** The Technical bid should be submitted electronically in form given in annexure-III. Bankers Cheque/Demand Draft of Rs. 2000/- for tender document fee in favour of Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur and the Bankers Cheque /Demand Draft of Rs. 2000/- for Processing fees in favor of MD, RISL, Jaipur, Bid Security fee of **Rs 4.80 lakh** by Demand Draft/ Bankers Cheque in the favor of **Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur**, all these instruments should be submitted in a separate envelope. Along with registration particulars, copy of PAN number & GST Registration certificate issued in favor of the firm, other information sought for in the Annexure-II.
- 7 **Financial Bid:** The Financial Bid should be submitted electronically in the BOQ given in Annexure-IV, which is attached separately in financial part B of Bid document. Hard copy shall not be accepted in any circumstance. The Financial Bid of those Bidders who are found technically qualified, will be opened electronically on a specified date and time to be intimated to the respective qualified Bidders.
- 7.1 Terms of payment as stated in the tender Document shall be final.
- 7.2 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
- 8 **Validity of the Bids:** 90 days  
The bids shall be valid for a period of 90 days from the date of opening of technical bid.
- 9 **Opening of Tender:**  
The Bidder is at liberty either himself or authorize, not more than one representative to be present at the time of opening of the tender. The representative attending the opening of the

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tender on behalf of the Bidder should bring with him a letter of authority from the Bidder and proof of identification.

- 10 **Criteria for Evaluation of Tender:** The Technical Bids will be opened by the **Bid Processing /Procurement Committee** of the Dr. Bhimrao Ambedkar Law University, Jaipur in the presence of such Bidders or their representatives who may wish to be present.

10.1 The Financial Bids of only technically qualified Bidders will be opened. These Bidders will be informed separately after technical evaluation and will be opened in the presence of Bidder or their representatives whose technical Bids are accepted and who wish to be present.

- 11 The contract shall commence from the day of issuance of work order. The Contract will be for **Two years** initially and extendable for **one more** year as per RTPP Act & Rule, if performance/ services are found satisfactory. The contract so awarded can be terminated by Dr. Bhimrao Ambedkar Law University, Jaipur at any time without any notice or conveying any reason thereof.

- 12 **Right of Acceptance:** The Dr. Bhimrao Ambedkar Law University, Jaipur reserves all rights to reject any tender including of those Bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the competent Authority of the Dr. Bhimrao Ambedkar Law University, Jaipur in this regard shall be final and binding.

**The Tendering Authority reserves the right to open Financial Bid even if one Bidder qualifies the Technical Bid or only one Bid is received in response to the Tender Notice. However, in the case of one Bid the power to negotiate with the Bidder will be reserved with the Tendering Authority.**

12.1 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotations.

12.2 **Communication of Acceptance:** - Successful Bidder will be informed as early as possible of the acceptance of their tender by way of e-mail or telephonically followed by hard copy of letter.

- 13 **Work Performance security Deposit:** 5% of Estimated Cost of the Tender/Agreement value and the same shall be deposited by the successful bidder in mode of Demand Draft/Bankers Cheque/ FDR/ Bank Guarantee in the favor of **Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur** within 10 days of issuing of work order.

- 14 The Demand Draft/Bankers Cheque/ FDR/ Bank Guarantee of work performance security can be forfeited by order of the competent authority of the Dr. Bhimrao Ambedkar Law University, Jaipur in the event of any breach or negligence or non- observance of any terms/ condition of contract or for unsatisfactory performance or for non- acceptance of the work order. On expiry of the contract, such portion of the said banker Cheque/Demand Draft as may be considered by the Dr. Bhimrao Ambedkar Law University, Jaipur sufficient to cover any incorrect or excess payments made on the bills to the firm, shall, be retained until the final audit report on the account of firm's bill has been received and examined.

Date:

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On the acceptance of the Bid, the Bidders or their authorized representative shall have to execute an Agreement on non-judicial stamp of **Rs.1000/-** as given in annexure-VI within 10 days of issuing work order.

**15 Penalty:**

15.1 In case of breach of any conditions of the contract and for all type of losses caused including excess cost due of Scanning work and marking of fictitious roll numbers on answer books in the event of Contractor fails to provide services. The office shall make deductions at the cost borne by the University for getting work done through other sources for Scanning work and marking of fictitious roll number of answer books from the bills presented by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him by the Dr. Bhimrao Ambedkar Law University, Jaipur.

15.2 The powers of the Competent authority of the Dr. Bhimrao Ambedkar Law University, Jaipur under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided or forfeiture of security deposit mentioned under clause 15 above.

**16 LIQUIDATED DAMAGES.**

**16.1**

16.1.1 In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentage of value of works which the Bidder has failed to execute:

- |   |      |
|---|------|
| a. Delay upto one fourth period of the prescribed delivery period.                              | 2½ % |
| b. Delay exceeding one fourth but not exceeding half of the prescribed delivery period.         | 5%   |
| c. Delay exceeding one fourth but not exceeding three fourth of the prescribed delivery period. | 7½ % |
| d. Delay exceeding three fourth of the prescribed delivery period.                              | 10%  |

Note:

- I. Fraction of a day in reckoning period of delay in execution shall be eliminated if it is less than half a day.
- II. The maximum amount of agreed liquidated damages shall be 10%.
- III. If the bidder requires an extension of time in completion of contractual execution of work on account of occurrence of any hindrance, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

16.1.2 Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrance beyond the control of the Bidder.

16.2 Deductions will be made as under on the recommendation of COE and approved by procuring entity:

Date:

  
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a. Missing scan of page(s), blurred scanning of page(s), wrong/ duplicate/ mismatching of marking of fictitious roll no. on answer books shall be deducted @ double amount of approved rate of each answer book.

b. Loss of answer book(s): Rs. 5000/- per answer book.

**17 Disclaimer:** The family member of employees of the Dr. Bhimrao Ambedkar Law University, Jaipur are not allowed to participate in this tender.

Family members mean:

(i) Spouse

(ii) Sons and daughters including steps, weather married or not.

(iii) Parent including steps.

(iv) Any other relation who is wholly dependent on employee.

**18 Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Dr. Bhimrao Ambedkar Law University, Jaipur in that event and the Security Deposit in the form of Bankers Cheque/Demand Draft shall be forfeited.

**19 Sub-let of Work:** The Firm shall not assign or sublet the work or any part of it to any other person or party. If it is found that work has been assigned to third party than powers to cancel the contract shall vest in the University.

**20 The Bid is not transferable.**

**21 Terms of payment:**

21.1 Neither payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work nor does the University take any responsibility for any kind of loan/mortgage taken by the firm or contractor, as the case may be, from anywhere.

21.2 All payments shall be made by way of CHEQUE/NEFT/RTGS only after deducting appropriate taxes as declared by Government from time to time.

21.3 Dr. Bhimrao Ambedkar Law University, Jaipur shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties imposed by the Dr. Bhimrao Ambedkar Law University, if any.

21.4 The term 'payment' mentioned in this para includes only the "**Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work**" of Dr. Bhimrao Ambedkar Law University, Jaipur arising on account of this contract and nothing else.

21.5 Bill of payment may be raised by firm after completion of a particular Class wise/ Course wise work.

21.6 Wherever applicable, payment shall be made in part payments.

21.7 No advance for Scanning work and marking fictitious roll number answer books shall be given by Dr. Bhimrao Ambedkar Law University, Jaipur.

Date:

Registrar, ALU Jaipur

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**22 Responsibility and Duties:**

- Only limited internet access to be provided to agency/agency personnels for downloading/ uploading of scanned answer books at the assigned server for Onscreen evaluation purpose. For no other purpose internet access would be provided or can be used by agency or its staff. No gadgets i.e., mobile phone, tablet and smart devices will be allowed with agency workers/employees while working.
- Firm has to format the system/disk before starting the work of scanning.
- Firm has to format the system/disk after completion of work. Declaration on firm letter head should be given to this effect at the time of start and completion of work.

**23 Confidentiality:** The agency must keep all matters confidential relating to the proceedings and files of the University and highest level of secrecy must have to be ensured during the work. This clause is basic for this assignment. **NDA (Non-Disclosure Agreement)/Confidentiality agreement on Stamp of Rs.1000 to be signed with agency to ensure data confidentiality. It should be executed along with agreement.**

**24** If any difference arises concerning this Agreement, its interpretation on the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for Conciliation do not yield any results within a period of 10 days, either of the parties may make a request to the other party for submission of the dispute for decision to the Vice- Chancellor Dr. Bhimrao Ambedkar Law University. The decision taken by Vice-Chancellor shall be applicable and final.

**25 Termination of Assignment:**

The University can terminate the assignment any time without assigning any reason.

Date:

  
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**ANNEXURE –II**

**PARAMETERS AND TECHNICAL SPECIFICATION FOR EXECUTING THE WORK**

**Sub : Notice Inviting Tender for "Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work" of Dr. Bhimrao Ambedkar Law University, Jaipur.**

**PART – I**

**PARAMETER AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK**

**1. Scope of Work**

- **Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work** of different examinations conducted/will be conducted by the University for the academic sessions/years 2024-25 (partial), 2025-26, 2026-27 and if term of work order remains then the work of 2027-28 (partial) from the award of work order.
- Scanning of Answer Books in PDF format, one pdf document per answer book in 150dpi with maximum size of 3MB to 6MB with file name as the fictitious number OR the splitting of the answer books pdf and creation of answer-book specific folders with fictitious number as folder name and saving all pages in JPEG/JPG format with page numbers as the file name i.e. (1.jpg, 2.jpg or jpeg format and so on). The separate jpeg files to be in the following dimensions: 1200x960 pixels. **University reserves the rights to ask service provider to provide data in any of the format (PDF/JPEG/JPG), as per the requirement.**
- To provide services of sufficient number of skilled man power for scanning of answer books with required number of systems and Advance Overhead Book Scanners atleast 35 to 40 at university premises.
- To provide services of sufficient number of skilled man power (data entry operators) for double punching and decoding of data from fictitious to Roll numbers at university premises.
- To provide services of sufficient number of class III and class IV man power for handling of filled answer books bundles (lifting of bundles from ground floor to second floor), opening of the same, coding work, tearing of flaps and other allied works at university premises.
- To provide services of a supervisor minimum having graduate qualification to handle and supervise the work at university premises.
- To provide atleast one security person for restricting entry and exit at the work place, frisking of staff on daily basis etc. at university premises.

**2. Responsibility and Duties:**

- To do all work and provide sufficient manpower as mentioned in scope of work.

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- Internet facility should be provided by the University to agency for scanning work.
- No gadgets i.e. mobile phone, tab and smart devices etc. will be allowed with agency employees/ staff while working. Internet facility shall be provided by the university through static IP address for downloading/uploading of scanned answer books and preparation of data at assigned server for onscreen evaluation purpose.
- NDA (Non-disclosure agreement)/ Confidentiality agreement on Stamp of Rs. 1000/- to be signed with agency to ensure data confidentiality and should be submitted alongwith agreement.
- Firm has to format the system/disk before starting the work of scanning.
- Manpower of Class III, Class IV, Data Entry operators', Advance Overhead Book Scanners, computers, hard disk etc. should be arranged/provided by agency in sufficient number as per the quantum of work and daily average work performance limit.
- There should be a system ensuring total security/confidentiality.
- No information regarding candidates/ Fictitious roll numbers, scanned answer books etc. is to be transmitted on to anyone else in any form.
- Fictitious Coding work/scanning of answer sheets should be done in the university premises (work space/ electricity/ furniture/ internet etc. to be provided by the university).
- Marking of fictitious roll no (Code Number) and packet number for each paper of such examinations where coding of roll numbers on the answer books is to be done by agency. Range of the fictitious number & packet number will be prepared by the agency in consultation with the secrecy section officials of the University.
- Supply of coding number allotment examination wise/ paper wise will be provided by the agency to secrecy section of the University.
- Printing / punching of code number (fictitious roll numbers) at 3-4 specified places on the cover page of each written theory answer book through own machine(s) in the University premises. Code numbers will have to be put on the cover page at least 20000 answer books per day or within such days as informed by secrecy section officials from the receipt of the packets of answer books from examination section, whichever is earlier.
- After tearing of flaps, packets of coded answer books shall be taken for scanning work by the agency at its own and after completion of scanning work, it must be handed over to examination secrecy section.
- Packets of scanned answer books should be packed in cloth/poly-fibre/ Non-woven fabric (atleast 120 GSM) re-usable bags duly tightened with plastic strip in subject wise code wise, examination date wise manner by the agency.
- Agency shall arrange such packets through its own staff at designated place and in racks as per instructions of university. Flaps shall also be provided separately in same manner. Approximate 150-200 answer books may be packed in each packet. Flaps shall also be packed in subject wise class wise. If small packets of any subject is prepared then it may be packed in paper envelope/ above type of bags.

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- Firm has to format the system/disk after completion of work. Declaration on firm letter head should be given to this effect at the time of start and completion of work.

**3. Technical Specifications:**

- 3.1. **For scanning purpose of answer books, cutting/ tearing of left edge (spine/stitched portion) of answer books is strictly not permitted.**
- 3.2. Advance Overhead book scanners are to be used for high-speed scanning with auto page separation and professional software to create PDF/JPEG/JPG. Scanners should be able to scan pages at a very high speed, nearly 2-5 seconds per page and should be able to scan A3/ A4 sized pages.
- 3.3. The firm has to scan pages at 150 dpi in pdf and convert them into JPEG/JPG (dimensions 1200 x 960 pixels) readable format. All pages must be clearly readable.
- 3.4. Each Advance Overhead Book Scanners has to be able to scan on an average of 150 answer books per day. Total 4500-5000 answer books are to be scanned through all scanners per day on an average basis. Each day scanning may increase or decrease but average should be maintained.
- 3.5. Scanning of Answer Books in PDF format, one pdf document per answer book in 150 dpi with maximum size of 3MB to 6MB with file name as the fictitious number OR the splitting of the answer books pdf and creation of answer-book specific folders with fictitious number as folder name and saving all pages in JPEG/JPG format with page numbers as the file name i.e. (1.jpg, 2.jpg or jpeg format and so on). The separate jpeg files to be in the following dimensions: 1200x960 pixels. **University reserves the rights to ask service provider to prepare/provide data in any of the format (PDF/JPEG/JPG), as per the requirement.**
- 3.6. The final pdf/jpg/jpeg files would have to be dimensionally re-sized as per the specifications provided by the University.
- 3.7. The agency must verify all the scanned Answer Books database as per the following parameters before handing over the database of scanned answer books to the University for Onscreen evaluation of answer books:
  - a. Number of Scanned Pages are matched with the actual number of pages of answer books.
  - b. All Scanned Pages are clearly legible.
  - c. All Pages are completely scanned.
  - d. The files created are not corrupt and can be opened at any platform.
  - e. All Pages are properly aligned. The pages of the answer books are in landscape form. The scanning activity has been carried out in such a manner that the orientation of the answer books is retained same.
- 3.8. After uploading of database of scanned answer books, each answer book is to be checked for quality control and their fictitious number is to be punched on the system.
- 3.9. Answer books with errors are to be re-scanned and re-uploaded on the system as and when it reported at any stage (by Pre-post working agency, evaluator and University etc.).
- 3.10. Subject wise range with start and last number of fictitious codes has to be entered on the system.

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- 3.11. Question Paper should be uploaded by the agency and if needed, the Question Paper scheme should be created on the software by the agency.
  - 3.12. Agency has to provide database files in JPEG/JPG/PDF format or in any format required by the University with fictitious numbers as their name.
  - 3.13. Sufficient number of Skilled manpower to be deployed with Advance Overhead Book Scanners, PC and hard disk by the agency. Manpower should be increased or decreased looking to the quantum of work, space available and timeline given by secrecy section officials of the University.
  - 3.14. Collection of written answer book packets from the examination section for coding and delivery of coded and scanned answer books in packets containing approx. 150-200 answer books in one packet.
  - 3.15. Tearing of part of the cover page of written answer books carrying original/fictitious roll numbers.
  - 3.16. Double punching of Roll numbers against assigned fictitious roll numbers through teared flaps and preparation of database and matching it. 100% accuracy is required in this process. So, the firm should ensure that no wrong entry could be made. Record must be verified through online absentee records, physical attendance sheets or other records.
  - 3.17. Soft copy of accurate punched data of Fictitious roll numbers and original roll numbers to be submitted to the University or confidential firm doing result preparation work.
  - 3.18. Answer book pages mean ruled inner pages. While scanning of answer book, bidder should scan ruled inner pages, front cover page, front back page, last page front and back both. Payment will be made for the scanning of ruled pages (36 pages) only.
- 4. Technical Experience:**
- 4.1. Bidder must have atleast three years' work experience of **Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work** in any state funded University/ any State funded Education Board which is related to conduct of examinations for every year of 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).
  - 4.2. Bidder must have atleast three years' work experience of scanning of atleast 1,50,00,000 pages of answer books and preparation of database every year in any state funded University/ any State funded Education Board which is related to conduct of examinations for the last 3 consecutive years 2021-22, 2022-23, 2023-24. Scanning experience of any other category (except answer books of state funded university/ state funded education board examination) shall not be counted. (Satisfactory work performance certificate issued by the State funded University/ State funded Education Board).
  - 4.3. Bidder must have work experience of Scanning of Answer Books without cutting of Spine (left edge) in any State Funded University/ any State Funded Education Board which is related to conduct of examinations for average 2,00,000 answer books every year for the last 3 Years (2021-22, 2022-23, 2023-24). (Satisfactory work performance certificate issued by

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the State funded University/ State funded Education Board).

- 4.4. Bidder must have atleast three years' work experience of fictitious coding work of atleast 20 Lakhs answer books every year in any state funded University/ any State funded Education Board which is related to conduct of examinations for every year of 2019-20, 2020-21, 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).
- 4.5. Capacity to put fictitious roll numbers on an average basis of 20,000 answer books per day. Number of electronic coding machines (1 or 2) and manual coding machines (25-30). (Attach purchase bills in the name of firm or bidder of these machines).
- 4.6. Bidder must have at least 40 Advance Overhead Book Scanners. Scanners should be able to scan pages at a very high speed, nearly 2-5 seconds per page and should be able to scan A3/ A4 sized pages. (Purchase bills of Advance Overhead book scanners in the name of bidder to be provided. Also attach copy of brochure of scanner having details of scanning speed capacity i.e. number of pages per minute. (Enclose copy)
- 4.7. Bidder must have atleast five years' work experience in confidential work of post examinations (Data processing and result preparation) for atleast 1.00 lakh examinees every year of 2019-20, 2020-21, 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).
- 4.8. Bidder must have a latest valid ISO 9001:2015 and ISO 27001 or onward Certification and valid registration. It must be valid upto date of filing of tender by respective bidder or for more period.
- 4.9. The average annual Gross Turnover of the bidder should be Rs. 120 lakhs or more for the last three financial years i.e., 2021-22, 2022-23, 2023-24. (Enclose Chartered Accountant (C.A.) Certificate).
- 4.10. **Experience of the bidder shall be acceptable only of such Work Orders which were issued in the bidder's name. Sub-letting or work-experience in any other firms name, if any, shall not be accepted as valid work experience for considering technical qualifications.**

Note: The University may, at its discretion, undertake a pilot project involving the scanning of a limited number of answer books through the spine-cutting method. This exercise shall be conducted solely for the purpose of assessing and comparing the operational efficiency, quality, and overall feasibility of this method against the existing system, and for studying the respective advantages and disadvantages of both approaches within the scope of the tender. This will be executed by the same bidder on same terms, conditions and same rates, if University desirous to do so.

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## ANNEXURE-III

### TECHNICAL BID

1.	Name of the Bidder/Concern firm:	
2.	Office Address (with Tel.& Mob. Number)	
3.	PAN Registration Number along with copy	
4.	GST Registration Certificate of the bidder along with copy	
5.	Bidder must have atleast three years' work experience of <b>Marking fictitious roll number on answer books, double punching of flaps &amp; its tearing, scanning of answer books and preparation of database for onscreen evaluation work</b> in any state funded University/ any State funded Education Board which is related to conduct of examinations for every year of 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	
6.	Bidder must have atleast three years' work experience of <b>Scanning of atleast 1,50,00,000 pages of answer books and preparation of database</b> every year in any state funded University/ any State funded Education Board which is related to conduct of examinations for the last 3 consecutive years 2021-22, 2022-23, 2023-24. Scanning experience of any other category (except answer books of state funded university/ state funded education board examination) shall not be counted. (Satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	
7.	Bidder must have work experience of <b>Scanning of Answer Books without cutting of Spine (left edge)</b> in any State Funded University/ any State Funded Education Board which is related to conduct of examinations for an average of 2.00 lakh answer books every year for the last 3 Years (2021-22, 2022-23, 2023-24). (Satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	
8.	Bidder must have atleast three years' work experience of <b>Fictitious coding work of atleast 20 Lakhs answer books</b> every year in any state funded University/ any State funded Education Board which is	

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	related to conduct of examinations for every year of 2019-20, 2020-21, 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	
9.	Bidder must have atleast five years' work experience in <b>Confidential work of post examinations (Data processing and result preparation) for atleast 1.00 lakh examinees</b> every year of 2019-20, 2020-21, 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	
10.	Capacity to put fictitious roll numbers on an average basis of 20,000 answer books per day. <b>Number of electronic coding machines (1 or 2) and manual coding machines (25-30) owned by bidder.</b> (Attach purchase bills in the name of firm or bidder of these machines).	
11.	Bidder must have atleast <b>40 Advance Overhead Book Scanners. Scanners should be able to scan pages at a very high speed, nearly 2-5 seconds per page and should be able to scan A3/ A4 sized pages.</b> (Purchase bills of Advance Overhead book scanners in the name of bidder to be provided. Also attach copy of brochure of scanner having details of scanning speed capacity i.e. number of pages per minute. (Enclose copy)	
12.	The <b>average annual Gross Turnover of the bidder should be Rs. 120 lakhs or more</b> for the last three financial years i.e., 2021-22, 2022-23, 2023-24. (Enclose Chartered Accountant (C.A.) Certificate).	
13.	Nature of the Concern (i.e., Sole Proprietor or Partnership firm or a Company as a Government Department or a Public Sector Organization) – Copy of Registration Certificate must be furnished.	
14.	Copy of Income Tax Return of last three Financial Years 2023-24, 2022-23, 2021-22 must be submitted.	
15.	Copy of GST Return of last three Financial Years 2023-24, 2022-23, 2021-22 must be submitted.	
16.	Copy of Balance Sheet and Profit & Loss Account of last three Financial Years 2023-24, 2022-23, 2021-22 duly certified by C.A. must be submitted.	
17.	Bidder must have a latest valid ISO 9001:2015 and ISO 27001 or onward Certification and valid registration. It must be valid upto date of filing of tender by respective bidder or for more period.	

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18.	Number of skilled manpower to be deployed by the agency for university work solely.	Separate list may be attached
19.	Availability of cell phone & Details of supervisor to supervise the work at university premises.	
20.	ब्लेक लिस्ट / अयोग्य न होने तथा अन्य सक्षमताएं पूरी करने का शपथ-पत्र (On 50/- Non Judicial stamp paper, Notarized) as per Annexure-VIII	
21.	एस.आर. 11 प्रारूप पत्र (On Bidder firm letter head) as per Annexure-IX	
22.	Financial Bid as per Annexure- V and fill according to uploaded BOQ (To be uploaded online only)	
23.	CHECK-LIST (Summary of Compliance to requirement of Tender) duly filled with page numbering. Annexure- IV	
24.	Annexure- X to XII (On Bidder firm letter head) हस्ताक्षरित	
25.	Annexure- A,B,C,D हस्ताक्षरित	
26.	Tender Document Fee Rs. 2000/- E-Tender Processing Fees Rs. 2000/- Bid Security Amount Rs. 4.80 Lakh (Give Demand Draft/Banker's Cheque details)	

(See Clause 6 of Annexure-I of Tender Document)

Place :

Date :

(Signature of Bidder with seal)

Name:

Seal :

Office Address :

Date:

Name and Signature of the Bidder with Seal

  
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Sr. No	Description of requirement	Yes/No Attachment	Enclosed See Page Number
1.	The Firm is Registered Authority	Yes/No	
2.	Nature of the Concern (i.e., Sole Proprietor or Partnership firm or a Company as a Government Department or a Public Sector Organization)– Copy of Registration Certificate must be furnished.	Required documents must be attached	
3.	Partnership deed, if applicable	Yes/No	
4.	Bidder must have atleast three years' work experience of Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work in any state funded University/ any State funded Education Board which is related to conduct of examinations for every year of 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	Separate list with required documents must be attached	
5.	Bidder must have atleast three years' work experience of scanning of atleast 1,50,00,000 pages of answer books and preparation of database every year in any state funded University/ any State funded Education Board which is related to conduct of examinations for the last 3 consecutive years 2021-22, 2022-23, 2023-24. Scanning experience of any other category (except answer books of state funded university/ state funded education board examination) shall not be counted. (Satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	Separate list with required documents must be attached	
6.	Bidder must have work experience of Scanning of Answer Books without cutting of Spine (left edge) in any State Funded University/ any State Funded Education Board which is related to conduct of examinations for an average of 2.00 lakh answer books every year for the last 3 Years (2021-22, 2022-23, 2023-24). (Satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	Separate list with required documents must be attached	

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7.	Bidder must have atleast three years' work experience of fictitious coding work of atleast 20 Lakhs answer books every year in any state funded University/ any State funded Education Board which is related to conduct of examinations for every year of 2019-20, 2020-21, 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	Separate list with required documents must be attached	
8.	Bidder must have atleast five years' work experience in confidential work of post examinations (Data processing and result preparation) for atleast 1.00 lakh examinees every year of 2019-20, 2020-21, 2021-22, 2022-23, 2023-24. (Enclose copy of work orders and satisfactory work performance certificate issued by the State funded University/ State funded Education Board).	Separate list with required documents must be attached	
9.	Capacity to put fictitious roll numbers on an average basis of 20,000 answer books per day. Number of electronic coding machines (1 or 2) and manual coding machines (25-30). (Attach purchase bills in the name of firm or bidder of these machines).	Separate list with required documents must be attached	
10.	Bidder must have at least 40 Advance Overhead Book Scanners. Scanners should be able to scan pages at a very high speed, nearly 2-5 seconds per page and should be able to scan A3/ A4 sized pages. (Purchase bills of Advance Overhead book scanners in the name of bidder to be provided. Also attach copy of brochure of scanner having details of scanning speed capacity i.e. number of pages per minute. (Enclose copy)	Separate list may be attached	
11.	The average annual Gross Turnover of the bidder should be Rs. 120 lakhs or more for the last three financial years i.e., 2021-22, 2022-23, 2023-24. (Enclose Chartered Accountant (C.A.) Certificate).	Separate list with required documents must be attached	
12.	Copy of Income Tax Return of last three Financial Years 2023-24, 2022-23, 2021-22 must be submitted.	Required documents must be attached	
13.	Copy of GST Return of last three Financial Years 2023-24, 2022-23, 2021-22 must be submitted.	Required documents must be attached	

Date:

Registrar, ALU Jaipur

**REGISTRAR**Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR****(A State Funded University of Rajasthan)**

Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru

Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)

[www.alujaipur.ac.in](http://www.alujaipur.ac.in)email: [registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

14.	Copy of Balance Sheet and Profit & Loss Account of last three Financial Years 2023-24, 2022-23, 2021-22 duly certified by C.A. must be submitted.	Required documents must be attached	
15.	Bidder must have a latest valid ISO 9001:2015 and ISO 27001 or onward Certification and valid registration. It must be valid upto date of filing of tender by respective bidder or for more period.	Required documents must be attached	
16.	Number of skilled manpower to be deployed by the agency for university work solely.	Separate list with required documents must be attached	
17.	Availability of cell phone & Details of supervisor to supervise the work at university premises.	Separate list with required documents must be attached.	
18.	Technical Bid completed and sealed in separate envelope	Yes/No	
19.	Acceptance of Terms and Conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
20.	ब्लेक लिस्ट/ अयोग्य न होने तथा अन्य सक्षमताएं पूरी करने का शपथ-पत्र (On 50/- Non Judicial stamp paper, Notarized) as per Annexure-VIII	Yes/No	
21.	एस.आर. 11 प्रारूप पत्र (On Bidder firm letter head) as per Annexure-IX	Yes/No	
22.	Financial Bid as per Annexure- V and fill according to uploaded BOQ (To be uploaded online only)	Yes/No	
23.	CHECK-LIST (Summary of Compliance to requirement of Tender) duly filled with page numbering. Annexure- IV	Yes/No	
24.	Annexure- X to XII (On Bidder firm letter head) हस्ताक्षरित	Yes/No	
25.	Annexure- A,B,C,D हस्ताक्षरित	Yes/No	
26.	Tender Document Fee Rs. 2000/- E-Tender Processing Fees Rs. 2000/- Bid Security Amount Rs. 4.80 Lakh	Yes/No Yes/No Yes/No	

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Place :

(Signature of Bidder with seal)

Date :

Name with Seal:

Date:

Registrar, ALU Jaipur

**REGISTRAR**Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





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## ANNEXURE-V

### FINANCIAL BID

**"Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work."**

(See clause 7 of Annexure -I of Tender Document)

1. Name of the firm :- .....
2. Postal Address :- .....
3. Telephone Number :- OFFICE.....  
Res. : .....  
Mobile Number.....  
E-mail Address: .....
4. Name of Proprietor/Manager: - .....  
Who may be contacted with Telephone Number .....

S.N.	Work/Job	Offered Price per Answer Book (in Rs.)
1.	Providing services for Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work of 36 ruled pages answer book for Dr. Bhimrao Ambedkar Law University, Jaipur	
	Total Price per Answer Book (excluding applicable taxes, if any)	
	GST & other statutory taxes (if any)	
	Total Amount (in figure)	
	Total Amount (in words)	

\* Terms & condition as mentioned at Sr. No 3.18 of Annexure-II shall be applicable for payment.

#### Note :

- If university uses answer books beyond or less than 36 ruled pages, the approved rate for aforesaid **Work/Job** will be calculated on the basis of approved rate divided by 36 pages and multiplied by number of ruled pages of single answer book being used and payment will be made as per the calculated rate. Terms & condition as mentioned at Sr. No 3.18 of Annexure-II will remain same in such case also.
- Please quote the Schedule of rate given in the Price Bid i.e., BOQ given in the Format E – Tender. In no case hard copy of filled Financial Bid is to be submitted.
- This Annexure is only for reference.

Signature of the Bidder with Seal

Date:

Registrar, ALU Jaipur

**REGISTRAR**

Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal



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**ANNEXURE-VI**

Non-Judicial Stamp of Rs. 1,000/-

**AGREEMENT**

This Agreement is made at Jaipur on this .....day of .....2025 between Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur hereinafter called the party of the 1<sup>st</sup> part and M/s. ....2<sup>nd</sup> part;

Where the party of the 2<sup>nd</sup> part has agreed to render the services of "**Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work.**" to the party of the 1<sup>st</sup> part for a period of Two years with effect from the date of signing of this agreement on the terms and conditions mutually agreed upon as under;

**1. Scope of Work**

- **Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work** of different examinations conducted/will be conducted by the University in the next two academic sessions/years from the award of work order.
- Scanning of Answer Books in PDF format, one pdf document per answer book in 150dpi with maximum size of 3MB to 6MB with file name as the fictitious number OR the splitting of the answer books pdf and creation of answer-book specific folders with fictitious number as folder name and saving all pages in JPEG/JPG format with page numbers as the file name i.e. (1.jpg, 2.jpg or jpeg format and so on). The separate jpeg files to be in the following dimensions: 1200x960 pixels. **University reserves the rights to ask service provider to provide data in any of the format (PDF/JPEG/JPG), as per the requirement.**
- To provide services of sufficient number of skilled man power for scanning of answer books with required number of systems and Advance Overhead Book Scanners atleast 35 to 40 at university premises.
- To provide services of sufficient number of skilled man power (data entry operators) for double punching and decoding of data from fictitious to Roll numbers at university premises.
- To provide services of sufficient number of class III and class IV man power for handling of filled answer books bundles (lifting of bundles from ground floor to second floor), opening of the same, coding work, tearing of flaps and other allied works at university premises.
- To provide services of a supervisor minimum having graduate qualification to handle and supervise the work at university premises.
- To provide atleast one security person for restricting entry and exit at the work place, frisking of staff on daily basis etc. at university premises.

Date:

Registrar, ALU Jaipur

**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





## DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

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### 2. Responsibility and Duties:

- To do all work and provide sufficient manpower as mentioned in scope of work.
- Internet facility should be provided by the University to agency for scanning work.
- No gadgets i.e. mobile phone, tab and smart devices etc. will be allowed with agency employees/ staff while working. Internet facility shall be provided by the university through static IP address for downloading/uploading of scanned answer books and preparation of data at assigned server for onscreen evaluation purpose.
- NDA (Non-disclosure agreement)/ Confidentiality agreement on Stamp of Rs. 1000/- to be signed with agency to ensure data confidentiality.
- Firm has to format the system/disk before starting the work of scanning.
- Manpower of Class III, Class IV, Data Entry operators', Scanners, computers, hard disk etc. should be arranged/provided by agency in sufficient number as per the quantum of work and daily average work performance limit.
- There should be a system ensuring total security/confidentiality.
- No information regarding candidates/ Fictitious roll numbers, scanned answer books etc is to be transmitted on to anyone else in any form.
- Fictitious Coding work/scanning of answer sheets should be done in the university premises (work space/ electricity/ furniture/ internet etc. to be provided by the university).
- Marking of fictitious roll no (Code Number) and packet number for each paper of such examinations where coding of roll numbers on the answer books is to be done by agency. Range of the fictitious number & packet number will be prepared by the agency in consultation with the secrecy section officials of the University.
- Supply of coding number allotment examination wise/ paper wise will be provided by the agency to secrecy section of the University.
- Printing / punching of code number (fictitious roll numbers) at 3-4 specified places on the cover page of each written theory answer book through own machine(s) in the University premises. Code numbers will have to be put on the cover page at least 20000 answer books per day or within such days as informed by secrecy section officials from the receipt of the packets of answer books from examination section, whichever is earlier.
- After tearing of flaps, packets of coded answer books shall be taken for scanning work by the agency at its own and after completion of scanning work, it must be handed over to examination secrecy section.
- Packets of scanned answer books should be packed in cloth/poly-fibre/ Non-woven fabric (atleast 120 GSM) re-usable bags duly tightened with plastic strip in subject wise code wise, examination date wise manner by the agency.
- Agency shall arrange such packets through its own staff at designated place and in racks as per instructions of university. Flaps shall also be provided separately in same manner. Approximate 150-200 answer books may be packed in each packet. Flaps shall also be

Date:

Registrar, ALU Jaipur

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packed in subject wise class wise. If small packets of any subject is prepared then it may be packed in paper envelope/ above type of bags.

- Firm has to format the system/disk after completion of work. Declaration on firm letter head should be given to this effect at the time of start and completion of work.

**3. Technical Specifications:**

- 3.1. **For scanning purpose of answer books, cutting/ tearing of left edge (stitched portion) of answer books is strictly not permitted.**
- 3.2. Advance Overhead book scanners are to be used for high-speed scanning with auto page separation and professional software to create PDF/JPEG/JPG. Scanners should be able to scan pages at a very high speed, nearly 2-5 seconds per page and should be able to scan A3/ A4 sized pages.
- 3.3. The firm has to scan pages at 150 dpi in pdf and convert them into JPEG/JPG (dimensions 1200 x 960 pixels) readable format. All pages must be clearly readable.
- 3.4. Each Advance Overhead Book Scanner has to be able to scan on an average of 150 answer books per day. Total 4500-5000 answer books are to be scanned through all scanners per day on an average basis. Each day scanning may increase or decrease but average should be maintained.
- 3.5. Scanning of Answer Books in PDF format, one pdf document per answer book in 150 dpi with maximum size of 3MB to 6MB with file name as the fictitious number OR the splitting of the answer books pdf and creation of answer-book specific folders with fictitious number as folder name and saving all pages in JPEG/JPG format with page numbers as the file name i.e. (1.jpg, 2.jpg or jpeg format and so on). The separate jpeg files to be in the following dimensions: 1200x960 pixels. **University reserves the rights to ask service provider to prepare/provide data in any of the format (PDF/JPEG/JPG), as per the requirement.**
- 3.6. The final pdf/jpg/jpeg files would have to be dimensionally re-sized as per the specifications provided by the University.
- 3.7. The agency must verify all the scanned Answer Books database as per the following parameters before handing over the database of scanned answer books to the University for Onscreen evaluation of answer books:
  - a. Number of Scanned Pages are matched with the actual number of pages of answer books.
  - b. All Scanned Pages are clearly legible.
  - c. All Pages are completely scanned.
  - d. The files created are not corrupt and can be opened at any platform.
  - e. All Pages are properly aligned. The pages of the answer books are in landscape form. The scanning activity has been carried out in such a manner that the orientation of the answer books is retained same.
- 3.8. After uploading of database of scanned answer books, each answer book is to be checked for quality control and their fictitious number is to be punched on the system.
- 3.9. Answer books with errors are to be re-scanned and re-uploaded on the system as and when it reported at any stage (by Pre-post working agency, evaluator and University etc.).

Date:

  
Registrar, ALU Jaipur  
**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

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email: [registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

- 3.10. Subject wise range with start and last number of fictitious codes has to be entered on the system.
- 3.11. Question Paper should be uploaded by the agency and if needed, the Question Paper scheme should be created on the software by the agency.
- 3.12. Agency has to provide database files in JPEG/JPG/PDF format or in any format required by the University with fictitious numbers as their name.
- 3.13. Sufficient number of Skilled manpower to be deployed with Advance Overhead Book Scanners, PC and hard disk by the agency. Manpower should be increased or decreased looking to the quantum of work, space available and timeline given by secrecy section officials of the University.
- 3.14. Collection of written answer book packets from the examination section for coding and delivery of coded and scanned answer books in packets containing approx. 150-200 answer books in one packet.
- 3.15. Tearing of part of the cover page of written answer books carrying original and fictitious roll numbers.
- 3.16. Double punching of Roll numbers against assigned fictitious roll numbers through teared flaps and preparation of database and matching it. 100% accuracy is required in this process. So, the firm should ensure that no wrong entry could be made. Record must be verified through online absentee records, physical attendance sheets or other records.
- 3.17. Soft copy of accurate punched data of Fictitious roll numbers and original roll numbers to be submitted to the University or confidential firm doing result preparation work.
- 3.18. Answer book pages mean ruled inner pages. While scanning of answer book, bidder should scan ruled inner pages, front cover page, front back page, last page front and back both. Payment will be made for the scanning of ruled pages (36 pages) only.

**4. General Specifications:**

1. Bidder must have a latest valid ISO 9001:2015 and ISO 27001 or onward Certification and valid registration. It must be valid upto date of filing of tender by respective bidder or for more period.
2. Bidder must have its own coding electronic coding machines and Advance Overhead Book Scanners. Number of electronic coding machines (1 or 2) and manual coding machines (25-30).
3. Bidder must have at least 40 Advance Overhead Book Scanners. Scanners should be able to scan pages at a very high speed, nearly 2-5 seconds per page and should be able to scan A3/ A4 sized pages.
4. The firm will provide sufficient number of unskilled, semi-skilled and skilled manpower, sufficient number of Computers, Printers and Advance Overhead Book Scanners required for scanning work of Answer books of students in the University premises. Coding work/scanning of answer books should be done in the university premises. Space, Furniture, Electricity and internet facilities will be provided by the University.

Date:

Registrar, ALU Jaipur

**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





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email: [registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

5. **Performance Security Deposit:** Bankers Cheque/Demand Draft/FDR/Bank Guarantee of 5% of Contract/Agreement/Work order Value in favor of Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur towards **Performance** Security deposit. Details of Bankers Cheque/Demand Draft/FDR/Bank Guarantee no..... dated ..... Bank name..... Amount Rs..... (in words .....).

6. The Bankers Cheque/Demand Draft/FDR/Bank Guarantee can be forfeited by order of the Dr. Bhimrao Ambedkar Law University, Jaipur in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bankers Cheque/Demand Draft as may be considered by the Dr. Bhimrao Ambedkar Law University, Jaipur to cover any incorrect or excess payments made on the bill to the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

7. **Penalty:**

7.1 In case of breach of any conditions of the contract and for all type of losses caused including excess cost due of Scanning work and marking of fictitious roll numbers on answer books in the event of Contractor fails to provide services. The office shall make deductions at the cost borne by the University for getting work done through other sources for Scanning work and marking of fictitious roll number of answer books from the bills presented by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him by the Dr. Bhimrao Ambedkar Law University, Jaipur.

7.2 The powers of the Competent authority of the Dr. Bhimrao Ambedkar Law University, Jaipur under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided or forfeiture of security deposit mentioned under clause 15 above.

8. **LIQUIDATED DAMAGES:**

8.1

8.1.1 In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentage of value of works which the Bidder has failed to execute:

- |   |      |
|---|------|
| a. Delay upto one fourth period of the prescribed delivery period.                              | 2½ % |
| b. Delay exceeding one fourth but not exceeding half of the prescribed delivery period.         | 5%   |
| c. Delay exceeding one fourth but not exceeding three fourth of the prescribed delivery period. | 7½ % |
| d. Delay exceeding three fourth of the prescribed delivery period.                              | 10%  |

Date:

Registrar, ALU Jaipur

REGISTRAR

Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





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Note :

- I. Fraction of a day in reckoning period of delay in execution shall be eliminated if it is less than half a day.
- II. The maximum amount of agreed liquidated damages shall be 10%.
- III. If the bidder requires an extension of time in completion of contractual execution of work on account of occurrence of any hindrance, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

**8.1.2** Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrance beyond the control of the Bidder.

**8.2 Deductions will be made as under** on the recommendation of COE and approved by HVC:

a. Missing scan of page(s), blurred scanning of page(s) and wrong/duplicate/ mismatching of marking of fictitious roll no. on answer books shall be deducted @ double amount of approved rate of each answer book, if error still remains after re-scanning, double punching and rechecking.

b. Loss of answer book(s): Rs. 5000/- per answer book

**8.3 The powers of the Dr. Bhimrao Ambedkar Law University, Jaipur under this condition** shall in no way affect or prejudice the powers to terminate the contract as herein provided, nor affect forfeiture of deposit mentioned under clause 6 & 7 above.

**9. Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the competent Authority shall have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the Performance Security deposit in the form of Bankers Cheque/Demand Draft shall be forfeited.

**10. Sub-let of work:** - The firm shall not assign any other person or party or firm or sublet the work or any part of work to any other person or party or firm in any condition.

**11. Terms of payment: -**


11.1 Neither payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work nor does the University take any responsibility for any kind of loan/mortgage taken by the firm or contractor, as the case may be, from anywhere.

11.2 All payments shall be made by way of CHEQUE/NEFT/RTGS only after deducting appropriate taxes as declared by Government from time to time.

11.3 Dr. Bhimrao Ambedkar Law University, Jaipur shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties imposed by the Dr. Bhimrao Ambedkar Law University, if any.

11.4 The term 'payment' mentioned in this para includes only the Scanning work and marking of fictitious roll numbers on answer books arising on account of this contract and nothing else.

Date:

  
Registrar, ALU Jaipur

**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal



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- 11.5 Bill of payment may be raised by firm after completion of a particular Class wise/ Course wise work.
- 11.6 Wherever applicable, payment shall be made in part payments.
- 11.7 No advance for Scanning work and marking fictitious roll number answer books shall be given by Dr. Bhimrao Ambedkar Law University, Jaipur.
12. If any difference arises concerning this Agreement, its interpretation on the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for Conciliation do not yield any results within a period of 10 days, either of the parties may make a request to the other party for submission of the dispute for decision to the vice- chancellor Dr. Bhimrao Ambedkar Law University. The decision taken by vice-chancellor shall be applicable and final.
13. Bid document, All the terms and conditions, Work order issued by the university will be part of this agreement.

In witness whereof we the parties to this deed on this .....day of .....2025 have put our hands and signatures to this present on the day and year first mentioned in token of execution of this deed.

For M/S

Registrar

For Dr. Bhimrao Ambedkar Law  
University, Jaipur

Witnesses:

1.

2.

Witnesses:

1.

2.

Date:

Registrar, ALU Jaipur

Name and Signature of the Bidder with Seal





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**Annexure-VII**

**NON-DISCLOSURE AGREEMENT / CONFIDENTIALITY AGREEMENT**

(To be executed on Non-Judicial Stamp of Rs. 1000/- by the Successful Bidder)

This Non-Disclosure Agreement (NDA) is made at Jaipur on this ..... day of ....., 2025 between “**Registrar, Dr. Bhimrao Ambedkar Law University, Jaipur** (hereinafter referred to as the “University”, which expression shall, unless repugnant to the context, include its successors and assigns),

**AND**

M/s ..... having its registered/office at ..... (hereinafter referred to as the “**Agency**”, which expression shall, unless repugnant to the context, include its successors and permitted assigns).

**1. PURPOSE**

The Agency understands that it may be given access to confidential information in connection with tender work relating to “Marking fictitious roll number on answer books, double punching of flaps & its tearing, scanning of answer books and preparation of database for onscreen evaluation work” and agrees to maintain strict confidentiality of such information.

**2. DEFINITION OF CONFIDENTIAL INFORMATION**

“Confidential Information” shall mean and include all data, documents, records, answer books, scanned copies, fictitious roll numbers, coding information, software, manuals, processes, reports or any other material (in physical or digital form) provided or generated during the course of contract execution which is not otherwise in the public domain.

**3. OBLIGATIONS OF THE AGENCY**

The Agency agrees:

- To maintain confidentiality of all Confidential Information received or generated.
- Not to disclose or part with such information to any person or entity, except to its authorized employees directly engaged for the purpose of contract execution.
- To use the information strictly for the purpose of execution of services under the Agreement.
- To adopt reasonable security practices and ensure that no leakage, misuse or unauthorized transmission of data occurs.
- To ensure that all its employees, staff are bound by confidentiality obligations.

**4. EXCLUSIONS**

This obligation shall not apply to information:

- Which is or becomes publicly available without breach of this Agreement;
- Which was lawfully in possession of the Agency prior to disclosure;

Date:

Registrar, ALU Jaipur

**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

**(A State Funded University of Rajasthan)**

Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru

Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)

[www.alujaipur.ac.in](http://www.alujaipur.ac.in)

email: [registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

- c. Which is rightfully obtained from a third party without restriction;
- d. Which is required to be disclosed under law, order of court/authority, subject to prior intimation to the University.

**5. OWNERSHIP**

All Confidential Information shall remain the sole property of the University. No rights, title or interest is granted to the Agency except limited use for performance of contractual obligations.

**6. TERM**

This Agreement shall remain valid during the tenure of the contract and shall continue to bind the Agency for a period of three (3) years thereafter.

**7. INDEMNITY**

The Agency shall indemnify and keep the University indemnified against all losses, damages, penalties, expenses or claims arising out of breach of confidentiality obligations.

**8. GOVERNING LAW AND JURISDICTION**

This Agreement shall be governed by the laws of India and subject to jurisdiction of the Courts at Jaipur, Rajasthan.

**9. MISCELLANEOUS**

This NDA shall form an integral part of the Tender/Contract Agreement and non-compliance shall constitute a material breach of contract, entitling the University to take action including forfeiture of Security Deposit/Performance Guarantee and termination of contract.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the .....day, .....month, and.....year as first above written.

For M/s \_\_\_\_\_

(Signature with Seal)

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

Designation: \_\_\_\_\_

For Dr. Bhimrao Ambedkar Law University, Jaipur

(Signature with Seal)

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

Designation: Registrar

Witnesses:

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

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

Witnesses:

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

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

Date:

  
Registrar, ALU Jaipur  
**REGISTRAR**

Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





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**Annexure – VIII**

**(On 50/- Non Judicial stamp paper, Notarized)**

**ब्लेक लिस्ट / अयोग्य न होने तथा अन्य सक्षमताएं पूरी करने का प्रमाण पत्र**

मैं / हम घोषणा करता हूँ / करते हैं कि:-

1. हमारी फर्म को किसी भी राजकीय विभाग / राजकीय संस्थान / राज्य वित्त पोषित विश्वविद्यालय / राज्य शिक्षा बोर्ड द्वारा उत्तर पुस्तिकाओं की स्कैनिंग एवं फिक्टीशयस रोल नम्बर अंकन सेवा को संतोषप्रद रूप से पूर्ण नहीं करने के लिए कोई शास्ति आरोपित नहीं की गई है एवं न ही ब्लेक लिस्ट / अयोग्य घोषित किया गया है।
2. यह कि इस बोली हेतु हमारी फर्म आवश्यक वृत्तिक, तकनीकी, वित्तीय और प्रबंधकीय स्रोत तथा उपापन संस्था द्वारा जारी किये गये बोली दस्तावेजों द्वारा अपेक्षित सक्षमता धारित करती है।
3. यह कि हमारी फर्म द्वारा केन्द्र सरकार अथवा राज्य सरकार अथवा यथास्थिति किसी स्थानीय प्राधिकारी को संदेय समस्त करो का भुगतान किया जा चुका है और कोई भी कर बकाया नहीं है।
4. यह कि हमारी फर्म दिवालिया, रिसीवर के अधीन, शोधन अक्षम नहीं हैं, न ही किसी न्यायालय या किसी न्यायिक अधिकारी द्वारा प्रशासित कार्यकलाप रखती हैं न ही फर्म का कार्यकलाप निलंबित हैं और न पूर्वगामी कारणों में से किसी के लिये भी विधिक कार्यवाहियों के अध्यक्षीन है।
5. यह कि हमारे वृत्ति आचरण या उपापन प्रक्रिया के प्रारम्भ के पूर्ववर्ती 3 वर्ष की किसी कालावधि के भीतर कोई उपापन संविदा किये जाने के लिये अपनी अहर्ताओं के बारे में मिथ्या कथन करने या दुर्यपदेशन संबंधी किसी दांडिक अपराध के संबंध में हमारी फर्म अथवा फर्म के निदेशक और अधिकारी दोष सिद्ध नहीं हुए हैं ना ही विवर्जन कार्यवाहियों के अनुसरण में अन्यथा निरर्हित हुए है

यदि यह घोषणा असत्य पाई जाए तो किसी भी अन्य कार्यवाही, जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी / हमारी प्रतिभूति को पूर्ण रूप में समपहत किया जा सकेगा तथा बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

**बोलीदाता के हस्ताक्षर मय मोहर**

Date:

Registrar, ALU Jaipur

**REGISTRAR**

Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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**Annexure - IX**

एस.आर. 11 प्रारूप

एस.आर. 11

**बोलीदाताओं द्वारा घोषणा**

मैं / हम घोषणा करता हूँ / करते हैं कि मैंने / हमने जिन सेवा के लिए बोली दी है, उनका / उनके, मैं / हम सेवाप्रदाता हूँ / है।

यदि यह घोषणा असत्य पाई जाए तो किसी भी अन्य कार्यवाही, जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी/हमारी प्रतिभूति को पूर्ण रूप में समपृष्ठ किया जा सकेगा तथा बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

**बोलीदाता के हस्ताक्षर मय मुहर**

बोली दाता का नाम : .....

पूर्ण पता : .....

.....

मोबाईल नम्बर : .....

ई-मेल :- .....

Date:

Registrar, ALU Jaipur

**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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**Annexure-X**

**TECHNICAL SPECIFICATION LETTER**

To,

REGISTRAR,

Bhimrao Ambedkar Law University,

Jaipur.

We, The undersigned, declare that-

1. We have examined and have no reservations to the Bidding Document, including Agenda No.
2. We declare that we fulfil the eligibility and qualification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications.
3. 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;
4. If our bid is accepted, we commit to obtain a Performance Security in the amount of percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;
5. We are not participating, as bidder in more than one bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
6. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
7. 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;
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
9. We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
10. Work will be performed as per instructions given to us. This will be done within the time period mentioned.
11. We declare that we have complied with and shall continue to comply with the provisions of the Code of integrity including Conflict of Interest as specified for bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
12. Other comments, if any :

**Date:**

**Place:**

**Signature of bidder**

**Designation with Seal**

Date:

Registrar, ALU Jaipur

Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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**Annexure - XI**

**CERTIFICATE OF CONFORMITY/NO DEVIATION (to be filled by the bidder)**

To,  
REGISTRAR,  
Dr. Bhimrao Ambedkar Law University  
Jaipur.

**CERTIFICATE**

This is to certify that, the specifications of subject matter of bid document which I/ We have mentioned in the technical bid, and which I/We shall supply if I/We am/ are awarded with the work, are in conformity with the minimum specifications of the Commodity/Goods/Item/Works/Services mentioned in the bidding document and that there are no deviations of any kind from the required specifications.

Also, I/We have thoroughly read the bidding document, RTPP ACT, 2012 and there to Rules, 2013 and amendment(s) issued (available on <https://eproc.rajasthan.gov.in>) by signing this certificate we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/We also certify that the price I/we have quoted is inclusive of all the cost/service factors involved in subject matter/scope of bid document, to meet the desired Standards set out in the bidding Document.

I/We also certify that the price I/We have quoted is inclusive of all the cost/service factors involved in subject matter/scope of bid document, to meet the desired Standards set out in the bidding Document.

I/We declare that work/items/services etc. Rendered shall be conforming to the specifications mentioned in the Bid Document and to the norms/guidelines/circulars.

Thanking you,

**Date:**  
**Place:**

**Signature of bidder**  
**Designation with Seal**

Date:

  
Registrar, ALU Jaipur  
**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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**Annexure - XII**

**SELF-DECLARATION**

**(Declaration by Bidder regarding Qualifications) {to be filled by the bidder}**

**Date:-**

**To,**

REGISTRAR,  
Bhimrao Ambedkar Law University  
Jaipur.

**Declaration by Bideer**

In relation to my/our bid submitted for subject matter conforming to standards/guidelines/T&C of Bid Document in response to the NIB Ref. No. dated as an Owner/Partner/Director/Auth. Signatory/Manufacturers/Whole Sellers/ Sole distributor/Authorised dealer/Bonafide dealers of, I/We hereby declare that: -

1. We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. 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. 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 its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. We do not have a conflict of interest as specified in RTPP Act, RTP Rules and this bidding document which materially affects the fair competition.
6. We are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by and State /Central government/ PSU/UT.
7. We do not have any previous transgressions with any entity in India or any other country during the last three year.
8. We do not have any debarment by any other Procuring Entity.
9. We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years

**Date:**

Registrar, ALU Jaipur

**REGISTRAR**

Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

10. We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
11. We agree to extend the validity of bid submitted on the communication of the PE on the same terms and condition. In case of price fall that shall be passed on to the PE.
12. We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text form the original bid.
13. We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Procuring Entity have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period conditionally.
14. We have submitted only one bid.
15. We shall not sublet the contract if awarded to us.

If this declaration is found to be incorrect in any form, then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules there to prescribed by GoR, my/our performance security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

**Date:**

**Place:**

**Signature of bidder**

**Designation with Seal**

Date:

  
Registrar, ALU Jaipur  
Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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**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, 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 ingestion or audit of a procurement process; (g) disclose conflict of interest, if any; and
- (g) disclose any previous transgression 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.

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 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 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.

**Date:**

**Place:**

**Signature of bidder**

**Designation with Seal**

**Date:**

Registrar, ALU Jaipur  
**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

**Name and Signature of the Bidder with Seal**



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

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**Annexure-B**

**Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

Declaration to my out Bid submitted to.....for procurement of.....  
.....in response to the Notice Inviting Bids Dated .....I/we hereby  
No. F.3(4)/EXAM/ALU/2025-26/.....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:**

**Place:**

**Signature of bidder**

**Designation with Seal**

Date:

  
Registrar, ALU Jaipur  
**REGISTRAR**  
Dr. Bhimrao Ambedkar Law University  
Jaipur

Name and Signature of the Bidder with Seal





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**Annexure-C**

**Grievance Redressal during Procurement Process**

The designation and the address of the first Appellate Authority is **Hon'ble Vice-Chancellor, ALU Jaipur.**

The designation and the address of the Second Appellate Authority is: **In-charge Secretary, Higher Education Department, Government of Rajasthan, Jaipur.**

**(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 there under, 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:

Providing that after the declaration of a Bidder as successful the appeal may be filled only by a Bidder who has participated in procurement proceeding:

Providing 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 filled 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 endeavor 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 Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder 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.

Date:

Registrar, ALU Jaipur

**REGISTRAR**  
**Dr. Bhimrao Ambedkar Law University**  
**Jaipur**

Name and Signature of the Bidder with Seal



**DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

**(A State Funded University of Rajasthan)**

Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru

Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)

[www.alujaipur.ac.in](http://www.alujaipur.ac.in)

email: [registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

**(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.
- (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 authorized representative.

**(6) Fee for Filling Appeal**

- (a) Fee for first appeal shall be two thousand five hundred (2,500/-) and for second appeal shall be rupees ten thousand (10,000/-), 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 of fix 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

**Date:**

**Place:**

**Signature of bidder**

**Designation with Seal**

Date:

Registrar, ALU Jaipur

REGISTRAR  
Dr. Bhimrao Ambedkar Law University  
Jaipur

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**Annexure-D**

**Additional Conditions of Contract**

**1. Correction of arithmetical errors**

Provided that a Price Bid is substantially responsive, that 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 a 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 in the amount in figures shall prevail subject to (i) and (ii) above.

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

**2. Procuring Entity's Right to vary Quantities.**

- i. 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.
- ii. 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 fail to do so, the Procurement 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.

**3. Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)**

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.

**Date:**

**Place:**

**Signature of bidder**

**Designation with Seal**

Date:

Registrar, ALU Jaipur

**REGISTRAR**

**Dr. Bhimrao Ambedkar Law University  
Jaipur**

Name and Signature of the Bidder with Seal