

**RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY
GWALIOR (M.P)**

**TENDER No.:- 01 / Mark Sheet(2nd Call)/2020-21-RMTMU DATE: - 12 -08-2020
LIMITED TENDER NOTICE
Print of Mark Sheet**

Tender Document Cost: 1000/- (one thousand

only) RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR (M.P)

invites bids for **Print**

of Mark Sheet for university at Gwalior from reputed and financially sound firms; those are in the business for the last five years and capable **to print of Mark Sheet** on credit basis. Tender document can be obtained from the office of **RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR (M.P)** on a payment of Rs. 1000.00 by cash or bank draft in favor of **Registrar RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR (M.P** between

11:00 AM to 2:00 PM till 02-09-2020 .Last date of submission of tender document shall be 04-09-2020 at 3:30 PM. Tender document can be downloaded from the RMTMU website www.rmtmusicandartuniversity.com .

The interested parties can submit tender in a sealed cover super scribed "Tender for **Print of Mark Sheet**" addressed to Registrar **RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR** reserve the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

Registrar

TENDER No.:- 02 / Mark Sheet /2020-21-RMTMU

DATE: - 12 -08-2020

To

M/s.....

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SUBJECT: TENDER ENQUIRY FOR Print of Mark Sheet

I am directed to invite you to submit sealed Tenders quoting your competitive rates against **Print of Mark Sheet** at RMTMU as per the detailed out in the Schedule of the limited tender Enquiry.

1. Contracts concluded on the basis of tender enquiry shall be governed by the terms and conditions

Set out in the tender enquiry.

2. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders Submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders Submitted without accompanying the EMD shall be rejected summarily. Tender Document can be downloaded from the RMTMU website

www.rmtmusicandartsuniversity.com in and cost of tender document Rs. 1000/- is to be paid by means of pay Order/Demand Draft in favor of Registrar **RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR**

3. Tender contained in a sealed envelope should be sent latest by 3.30 PM 04-09-2020 tender will be opened on the 07.09.2020 at 3.00 pm in the presence of such tenderers who wish to be present to witness the tender opening.

4. The RMTMU reserves the right to accept or reject any or all tender without assigning any reasons thereof.

Yours faithfully,

Registrar.

ANNEXURE-4
Financial Bid

Format

S.no	Name of Material	Number	Rate	Net price
1	2	3	4	6
1	Enrollment –in 03 copies			
2	Roll number – in 03 copies			
3	Roll list in 03 copies with carbon copy			
4	Cross list 02 copies with carbon copy and after verification final list in 03 copies			
5	Mark Sheet printing and Result (only Roll no.)			

NOTES :

- 1. The rates shall be submitted on the above given format along with sample paper used for printing.**
2. Prices/Rates against all items should be quoted excluding Taxes. Taxes if any shall be indicated Separately.
3. Selected Firm/Agency should deliver the items at university campus at free of cost.
4. The RMTMU will not be bound to accept the lowest quotation and contract can be placed on Any other supplier whose Quality wise work are found superior or as per the requirements of RMTMU. The decision of the RMTMU shall be final in this regard.

**SIGNATURES OF TENDERING FIRM
WITH SEAL NAME OF THE
AUTHORIZED SIGNATORY:
(IN BLOCK LETTERS)**

**CAPACITY/POSITION IN COMPANY:
IN WHICH TENDER IS SIGNED COMPLETE POSTAL ADDRESS**

OF COMPANY: PIN CODE:

TELEPHONE Nos. :

LANDLINE MOBILE FAX

NO.

Registrar

IMPORTANT INFORMATION

1. **PURCHASER:** RMTMU
 2. **CONSIGNEE:** REGISTRAR
 3. **PERIOD OF CONTRACT:** Till *one year* from the date of conclusion of Contract.
 4. **FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
 5. **NON TRANSFERABILITY:** This tender is non-transferable.
 6. **TERMS & CONDITIONS:** tendering firm shall have to be complied with Terms & Conditions as set out in this Tender Document). Offers not complying with such terms & conditions shall be ignored /rejected and at the discretion of this Authority.
 7. **EARNEST MONEY:** An amount of Rupees Rs. 25000/- only has to be submitted DEPOSIT by way of Demand Draft in favor of **REGISTRAR RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR**
Payable at GWALIOR,. Payment by another mode shall not be acceptable. Offers received without EMD Shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering Firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date May be forfeited .It's at the discretion of RMTMU. EMD is refundable without any interest to the firm or Supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned Within one month from the date of selection of final bidder.
 8. **PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/Email/Letterhead/Quotations will not be accepted and ignored straightaway.
 9. **TENDER FEE:** Tendering firms are required to furnish a non –refundable tender form fee of Rs. 1000/ (Rupees five hundred only) in the form of DD. Tender Document can also be Downloaded from RMTMU

websitewww.rmtmusicandartsuniversity.com

Firms using Tender Document downloaded from RMTMU website will be submit DDRs1000/(Nonrefundable)in favors of Registrar RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR
 10. **LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
 11. **RMTMU's RIGHTS:** RMTMU reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
 12. **LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking . All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in GWALIOR only.
- Note: - Contract agreement is to be signed at RMTMU, Gwalior. Contract agreement by post shall Not be entertained.**

Signatures of the bidder

TERMS AND CONDITIONS

1. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No, and Service Tax No. with their tender.
4. Tenders received without Tender Fee, EMD will not be considered at all.
- 5 Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in RMTMU will stand automatically extended up to 1500 hours of the next working day in the Government offices.
6. Late/delayed tenders received in RMTMU due to any reason whatsoever will not be accepted under any circumstances.
7. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender.
8. The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque, Tender Fee Coupon/DD, Registration Certificate, copies of Supply Orders and successful execution of the Contract for past, performance, Copy of PAN No, Income Tax return, Sale Tax registration or copy of Constitution of firm/company
The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices. Both the covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be sealed. Both the covers shall be opened simultaneously on the original tender opening date itself.

Sample paper for printing as per tender be deposited separately with the tender.

9. The sealed tender should be sent to Registrar .RMTMU GWALIOR M.P by speed post /Registered post RMTMU
10. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to REGISTRAR, RMTMU and his decision shall be binding to both the parties.
11. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in GWALIOR only.
12. Authorized Signatory/ Signing of Tender:
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed 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.

NOTES:

- i.) 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 or affirmed by all the partner admitting execution of the partnership agreement or the general.
- 13 The tenderers should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE

REMOVED /DETACHED FROM THE TENDER DOCUMENT.

14. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
 15. Payment Terms: 100% payment shall be released within 20 days on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
 16. Dispatch Instructions: Stores are required to be delivered at the **RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY, Needem road, naka chandrawadni, GWALIOR** Without any extra charges to the consignee's premises.
 17. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
 18. **GUARANTEE/ WARRANTY:**
The supplier shall guarantee that the **Print of Mark Sheet** supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry.
 20. All firms are required to submit the following along with their quotation failing which their offer will be ignored:
 - a) Name and full address of their Banker with their Account Number.
 - b) List of organization/offices to whom the bidding firm has made supply for the last 3 years.
 - c) Performance statement for the last 3 years in respect of confidential work, must be submitted in the format enclosed at Annexure-"1" to this tender document.
 - d) Financial status of the firm- enclosed tax returns for last three years.
- Sales Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of sales tax .They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-"C". In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.
21. **TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).**
 22. The decision of the RMTMU shall be final as to the quality of the **Mark Sheet** and in case of **Mark Sheet** supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier
 23. **Liquidated Damages:** In case the firm does not complete the supply within delivery period,(05 Days) action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 2 % per week of the price of **Mark Sheet** which the contractor has failed to deliver within the period fixed for delivery of **Mark Sheet**. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of **Mark Sheet** required.
 24. The RMTMU reserves the right to reject any or all the quotations without assigning any reason.

Signatures of the bidder

ANNEXURE-1

PERFORMANCE STATEMENT FOR THE LAST THREE YEAR Name of the Firm.....

Contract no	Description of Stores	Quantity Value	Original Delivery Period	Quantity supplied within original DP	Last supply position	Present position with reasons for delay

Signature of Bidder

ANNEXURE-2

DECLARATION

From:-M/s

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To

Registrar
RAJA MAN SINGH TOMAR MUSIC & ART
UNIVERSITY GWALIOR

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and Conditions of this Tender. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Registrar RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR after we are informed but in any case not later 7 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

(Signature of the Tenderers)

Name:

Designation with Seal of the Firm

Dated.