



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

No. CCAS/Accts/Tender/2024/ **503**

Dated: 15.07.2024

REQUEST FORMAT QUOTATION

Sealed Bids, in prescribe format, are invited on behalf of the Dean, **College of Community and Applied Sciences**, Maharana Pratap University of Agriculture and Technology, Udaipur (Rajasthan) for the procurement of **“Income Tax Ret. & Deposited, GST/CGST and from तथा बकाया करो को नियमित प्रतिमाह जमा करवाने इत्यादि के कार्य हेतु”** as detailed in the Schedule of Supply. The Bidders or their representative may be present in the bid opening. This bidding document may also be downloaded from our websites www.mpuat.ac.in And www.sppp.nic.in or the website of State Public Procurement Portal www.sppp.nic.in.

Brief Description of the Goods/ Services/Works:

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

S. No.	Name of the Goods/ Services/Works	Approximate Quantity	Estimated Cost
1.	Income Tax Ret. & Deposited, GST/CGST and from तथा बकाया करो को नियमित प्रतिमाह जमा करवाने इत्यादि के कार्य हेतु	Completed Job work For All Work Per Month	98,000/-

IMPORTANT BID DATA

1.	Procuring Entity's address for Bid Submission, clarification, and Opening of Bids	Dean, College of Community and Applied Sciences Administrative Block Udaipur - 313001 Office: +91-0294-2471914, 2470679(O), Email: deanchsc@yahoo.co.in	
2.	Deadline for Bid submission	Date : 22.07.2024	Time: 11.00 AM
3.	Bid opening	Date : 23.07.2024	Time: 12.30 PM
4.	Bid Security Amount	5% for Estimated Cost DD only in Favour of Dean College of Home Science.	
5.	Bid Should remain Valid Upto	07 Days from the Last date of submission of Bids	
6.	BID Ref. No	CCAS/Main Store/2024-25/RFQ-.....	

GENERAL TERMS & CONDITIONS:

1. Bid Preparation and Submission:

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

2. Validity of Quotation:

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

3. Bid prices

- 3.1 The rates quoted by the bidder shall be in Indian Rupees only and shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.

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- 3.2 All taxes like Central/ Rajasthan Sales Tax/ VAT, Service Tax, etc. to be charged extra should be shown separately (along with their rate) failing which the rates quoted by the bidder shall be assumed to be inclusive of all taxes and levies.
- 3.3 All rates quoted must be FOR destination and should include all incidental charges.
- 3.4 The goods quoted should be as per the required specifications. Any deviations should be mentioned in the quotations.
- 3.5 Wherever applicable, the Make and Model No. of goods offered and their technical leaflet/brochure must invariably be enclosed, failing which the bid may be rejected.
4. **Award of Contract/Supply Order**
- 4.1 The Purchaser will award the contract/Supply Order to the bidder whose quotation has been determined to be substantially responsive, conform to the terms & conditions, and specifications and who has offered the lowest evaluated quotation price.
- 4.2 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
5. **General**
- 5.1 Quantities given are approximate and the final order may be placed for more or less quantities.
- 5.2 The bids for the items, wherever indicated, will not be accepted without samples.
- 5.3 In all future references the Bid No. must be invariably mentioned.
- 5.4 Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 5.5 Bidder has to mention their RST/CST/VAT/TIN No. in their quotations otherwise their bids are liable to be rejected.
- 5.6 Payment shall be made against printed, pre-receipted, and pre-stamped invoice/bill mentioning RST/CST/VAT/TIN No. /GST No. as applicable.

विशेष

1. प्रत्येक माह की 10 तारीख तक निविदाकर्ता/कार्यालय कर्मियों के द्वारा महाविद्यालय से Income Tax, GST, CGST Etc. के आवश्यक दस्तावेज (बैंक में जमा करवाये टैक्स के चालान, रसीद) को लाने ले जाने होंगे, जिसका कोई शुल्क देय नहीं होगा।
2. सभी प्रकार के चालान को जारी करवाने का कार्य सफल निविदाकर्ता का होगा।
3. सभी प्रकार के Income Tax, GST, CGST Etc. के चालान की प्रविष्टी की सूचना आपको आपके दिए फोरमेट अथवा महाविद्यालय के फोरमेट में प्रस्तुत की जायेगी, जिसकी समस्त एन्ट्री को सफल निविदाकर्ता के द्वारा Income Tax, GST एवं सम्बन्धित विभाग की पोर्टल पर स्वयं करनी/करवानी होगी एवं जमा की सूचना को महाविद्यालय में प्रस्तुत करनी होगी।
4. प्रत्येक माह/तीन माह/छः माह/बारह माह की समस्त कुल Income Tax, GST, CGST etc. की गणना को करने के बाद महाविद्यालय के समस्त करदाताओं के फार्म 16 एवं अन्य प्रमाण पत्र को आपके द्वारा जारी करके महाविद्यालय में प्रस्तुत करने होंगे।
5. आपके द्वारा महाविद्यालय के कार्य आदेश की अनुपालना में जमा धरोहर राशि देय नहीं होगी एवं प्रत्येक माह के प्रस्तुत बिल में से कार्य में देरी अथवा किसी भी विभाग से महाविद्यालय को प्राप्त होने वाली पेलेन्टी को सफल निविदाकर्ता के द्वारा जमा करवानी होगी।
6. इस निविदा को निरस्त करने का पूर्ण अधिकार महाविद्यालय के अधिष्ठाता को होगा एवं सफल निविदाकर्ता को मान्य होगा।

Copy:

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

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FORMAT OF QUOTATION

(To be submitted on the Letter head of the Bidder)

S. N.	Brief Description of the Goods/ Services/Works with Specifications (including installation requirements, if any)	Unit	Quoted Unit Rate in Rs. (In Figures and Words)	Taxes (if not included) and their rate
1	2	3	4	5
1.	Income Tax Ret. & Deposited, GST/CGST and from तथा बकाया करो को नियमित प्रतिमाह जमा करवाने इत्यादि के कार्य हेतु	Completed Job work For All Work Per Month		
2.	इस निविदा मे दिये गये कार्य एवं समस्त विशेष नियम एवं शर्तों को फर्म/निविदाकर्ता के द्वारा मानने को सहमत है।			हाँ/नहीं

DECLARATION

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


Signature of Bidder

Name: _____

Contact No. _____

TIN No./GST No. _____

Enclosed DD vide No. _____ Date _____ Rs. _____


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