



# AGRICULTURE UNIVERSITY, JODHPUR

JODHPUR 342304, Rajasthan, India

कृषि विश्वविद्यालय, जोधपुर

जोधपुर 342304 राजस्थान, भारत



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F.3 ( ) /Proc. /Au/Jodhpur/ 2025-26 / 289

Date : 06/08/25

## खुली बोली सूचना संख्या 09/2025-2026

कृषि विश्वविद्यालय, जोधपुर द्वारा पंजीकृत फर्मों से RTPP Act 2012 & Rules 2013 के अंतर्गत परामर्शी सेवाएं (वित्तीय वर्ष 2025-26 का लेखांकन कार्य टेली पर) लिये जाने हेतु सील बंद लिफाफों में खुली बोली सूचना के अंतर्गत रु. 02.00 लाख की खुली निविदाएं आमंत्रित की जाती है:-

निविदा का विवरण	अनुमानित लागत (लाखों में)	धरोहर राशि (रु.)	निविदा शुल्क (अप्रतिदेय)	निविदा डाउनलोड प्रारम्भ की दिनांक व समय	निविदा जमा करने एवं कॉलम सं. 3 व 4 में अंकित शुल्क जमा करने की अन्तिम दिनांक व समय	तकनीकी निविदा खोलने की तिथि व समय
1	2	3	4	5	6	7
Accounting Work F.Y. 2025-26	2.00 लाख	4000	590.00	06-08-25 सायं 04:00 बजे	13-08-25 सायं 03:00 बजे	13-08-25 सायं 04:00 बजे

आवश्यक शर्तें एवं निर्देश:-

1. निविदा जमा करने कॉलम संख्या 3 व 4 में दर्शायी गई धरोहर राशि व निविदा शुल्क जमा करने की अन्तिम दिनांक व समय संख्या 06 अनुसार रहेगी।
2. विभिन्न निविदाओं के संबंध में विस्तृत शर्तें एवं अन्य विवरण के पूर्ण स्पेशिफिकेशन कार्यालय समय में वेबसाइट [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) (पोस्टल अधिनियम) पर देखा जा सकता है।
3. किसी भी प्रकार के स्पष्टीकरण अथवा शुद्धिकरण की नवीनतम जानकारी हेतु निविदा प्रपत्र डाउनलोड करने वाले निविदादाता नियमित रूप से उक्त वेबसाइट का अवलोकन करते रहे।
4. राज्य में राजस्थान लोक उपापन पारदर्शिता अधिनियम 2012 व नियम 2013 प्रभावशील है। अतः निविदा पर उक्त अधिनियम व नियम के सभी प्रावधान प्रभावशील होंगे।
5. सशर्त निविदा स्वीकार नहीं होगी।
6. समस्त विवादों का न्यायिक क्षेत्र जोधपुर (राजस्थान) रहेगा।

7. निविदा प्रक्रिया दो लिफाफा पद्धति के तहत संपादित की जायेगी। निविदादाता को तकनीकी बिड लिफाफा A में तथा वित्तीय बिड लिफाफा B में भली भांति मुहर बंद कर एक बड़े लिफाफे में रखकर प्रस्तुत करनी होगी। तकनीकी बिड, वित्तीय बिड के लिफाफे व मुख्य लिफाफे पर निविदा का नाम अंकित कर तकनीकी बिड/वित्तीय बिड अंकित करना होगा। तकनीकी बिड के लिफाफे में Prequalification से संबंधित समस्त दस्तावेज व निविदा दस्तावेजों पर सील साईन सहित रखें। तकनीकी बिड में सफल पाये जाने वाले निविदादाताओं की ही वित्तीय बिड खोली जायेगी।
8. प्रस्ताव प्रस्तुत करने वाली फर्म को वित्तीय बिड हेतु निर्धारित प्रपत्र – ब के अनुसार अपनी दरें प्रस्तुत करनी होगी। निर्धारित प्रपत्र में दरें प्रस्तुत नहीं करने पर प्रस्ताव पर विचार नहीं किया जायेगा।



बित नियंत्रक,  
कृषि विश्वविद्यालय जोधपुर

## Scope of Work for FY 2025-26

1. विश्वविद्यालय के वित्त नियंत्रक कार्यालय एवं अधिनस्थ 25 इकाईयों की समस्त बैंक खातों की रोकड़ पुस्तिकाओं में दर्ज प्राप्ति एवं भुगतान का विवरण समस्त परियोजना अनुसार लेखांकन कार्य टेली सोफ्टवेयर में संधारित करना।
2. विश्वविद्यालय द्वारा हो रहे भुगतानों की party wise accounting टेली सोफ्टवेयर पर संधारित करना।
3. अन्य प्राप्तियां तथा भुगतान का लेखा संधारण।

## Prequalification

1. The bidder shall be a GST registered entity.
2. The bidder must have GST certificate for the last 03 years.
3. The registered office must be in Jodhpur, Rajasthan.
4. The Bidder must have ample experience in accounting services and also expert in operating accounting software.
5. The bidder at least have qualified PG/MBA finance/CA-Inter person and he/she has min. 5 years of post-qualification experience in the field of accounting.
6. The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.
7. The bidder should not be black listed by any Government entity in India.
8. The Firm should not be black listed by any Government entity & The bidder should not be defaulter under any law/act in India. NJS of ₹ 100 must be submitted to this office as per tender documents.



बोलीदाता के हस्ताक्षर मय मोहर

**अन्य शर्तें:-**

1. **Scope of Work** में उल्लेखित कार्य हेतु एक वर्ष के लिए दर आमंत्रित की जाती है। जिसको कार्य संतोषप्रद होने पर आपसी सहमती से आगामी 01 वर्ष के लिए बढ़ाया जा सकेगा।
2. कार्य संतोषप्रद नहीं होने पर एक माह के नोटिस पर कार्य समाप्ति आदेश जारी करने हेतु वित्त नियंत्रक, कृषि विश्वविद्यालय, जोधपुर अधिकृत होंगे।
3. कार्यों के भुगतान हेतु बिल 03 प्रतियों में तिमाही आधार पर बिल भुगतान हेतु प्रस्तुत किया जायेगा।
4. विपत्रों में कार्य का सत्यापन/प्रमाणीकरण संतोषप्रद पूर्ण किये जाने के पश्चात् ही भुगतान की कार्यवाही की जावेगी।
5. फर्म के अधिकृत प्रतिनिधि द्वारा विपत्रों पर स्कोप ऑफ वर्क/कार्य आदेश अनुसार समस्त अपेक्षित कार्यों को समयबद्ध/निर्धारित दिनांक तक संतोषप्रद पूर्ण किया जाने का प्रमाण पत्र अंकित करना होगा।
6. अंकित दरों के अलावा अन्य किसी प्रकार का भुगतान नहीं किया जावेगा।
7. निर्धारित दिनांक तक प्रस्तुत/जमा कराये जाने वाली सूचनाओं के विलम्ब से दाखिल/अपलोड/जमा कराने पर किसी प्रकार की शास्ति का भुगतान विश्वविद्यालय द्वारा नहीं किया जायेगा। ऐसी किसी भी शास्ति राशि का समायोजन फर्म के देय भुगतान से किया जायेगा।
8. किये गये कार्यों की सूचना/विवरण की सॉफ्ट/हार्ड कॉपी विभाग में समय पर प्रस्तुत करनी होगी।
9. विश्वविद्यालय के कार्यों हेतु उपयोग में लिये जा रहे पासवर्ड, आई.डी. आदि मांगे जाने पर उपलब्ध कराये जाने होंगे तथा कार्य अवधि समाप्ति से पूर्व इस कार्यालय को उक्त सूचनायें सुपुर्द की जावेगी।
10. किसी भी प्रकार की जानकारी प्राप्त करने हेतु निर्धारित तिथि से पूर्व कार्यालय समय में कार्यालय में जानकारी प्राप्त की जा सकती है।
11. उक्त शर्तों के अनुरूप कार्य करने हेतु संलग्न वित्तीय प्रपत्र में दरें प्रस्तुत की जावें।
12. निविदा में सफल फर्म को 500 रुपये के नॉन ज्यूडिशियल स्टाम्प पर अनुबंध सम्पादित करना होगा।



बोलीदाता के हस्ताक्षर मय मोहर





## AGRICULTURE UNIVERSITY, JODHPUR

JODHPUR 342304, Rajasthan, India

कृषि विश्वविद्यालय, जोधपुर

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### खुली बोली

#### तकनीकी बोली प्रपत्र (अ)

1. बोली प्रस्तुत करने वाली व्यक्ति/फर्म का नाम :—.....
2. बोलीदाता का नाम :—.....
3. ई-मेल :—.....
4. मोबाईल नम्बर/दूरभाष संख्या :—.....
5. आयकर स्थायी खाता संख्या :—.....
6. बैंक खाता संख्या :—.....
7. जीएसटी पंजीकरण संख्या (रजिस्ट्रेशन संलग्न):—.....
8. बोली प्रपत्र शुल्क 590/— बैंकर चैक/डीडी संख्या.....दिनांक..... जो  
COMPTROLLER, AGRICULTURE UNIVERSITY, JODHPUR के नाम देय  
हो।
9. बिड सिक्योरिटी राशि : 4,000/— बैंकर चैक/डीडी संख्या..... दिनांक.....  
जो COMPTROLLER , AGRICULTURE UNIVERSITY, JODHPUR के नाम  
देय हो।
10. अनुज्ञापत्र का विभाग द्वारा जारी प्रमाण पत्र संख्या :— .....
11. बिड की सभी शर्तें स्वीकार होने पर सभी पृष्ठों पर हस्ताक्षर कर संलग्न करे।
12. फर्म को ब्लैक लिस्टेड नहीं होने के संबंध में 100 रुपये के नॉन ज्युडिसीयल  
स्टाम्प पर अन्डरटेकिंग प्रस्तुत करनी होगी।
13. मैं राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012 एवं नियम 2013 की  
पूर्ण पालना करने हेतु बाध्य रहूंगा, चाहे उसकी पूर्ण शर्तें बिड प्रपत्र में अंकित  
की गयी है अथवा नहीं की गई है।

बोलीदाता के हस्ताक्षर मय मोहर

### वित्तीय बोली प्रपत्र – (ब)

कृषि विश्वविद्यालय, जोधपुर द्वारा पंजीकृत फर्मों से RTPP Act 2012 & Rules 2013 के अंतर्गत परामर्शी सेवाएं (वित्तीय वर्ष 2025–26 का लेखांकन कार्य टेली पर) लिये जाने हेतु सील बंद लिफाफों में खुली बोली सूचना हेतु वित्तीय बोली प्रपत्र

1. बोलीदाता का नाम :—.....
2. बोलीदाता का पता :—.....
3. मोबाईल नं. :—.....
4. ई-मेल :—.....

कार्य का नाम	दर (सभी करो सहित)
1. विश्वविद्यालय के वित्त नियंत्रक कार्यालय एवं अधिनस्थ 25 इकाईयों की समस्त बैंक खातों की रोकड़ पुस्तिकाओं में दर्ज प्राप्ति एवं भुगतान का विवरण समस्त परियोजना अनुसार लेखांकन कार्य टेली सोफ्टवेयर में संधारित करना।	
2. विश्वविद्यालय द्वारा हो रहे भुगतानों की party wise accounting टेली सोफ्टवेयर पर संधारित करना।	
3. अन्य प्राप्तियां तथा भुगतान का लेखा संधारण।	



बोलीदाता के हस्ताक्षर मय मोहर

**Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward 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 investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions 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.

- i. 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 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 all Bids in which the Bidder is involved. However, this does not limit the inclusion 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.





**Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

In relation to my/our Bid submitted to for procurement of ..... in response to their Notice Inviting Bids No. .... 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:



Signature of bidder

Place:

Name :

Designation:

Address:



**Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is **Registrar, Agriculture University, Jodhpur**

The designation and address of the Second Appellate Authority is **Vice Chancellor, Agriculture University, Jodhpur**

**(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 thereunder, 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:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided 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 filed 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 endeavour 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 First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding 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.

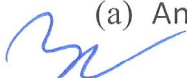
**(4) Appeal not to lie in certain cases :**

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.

**(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 authorised representative.

**(6) Fee for filing appeal**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, 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 fixed for 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.





## Additional Conditions of Contract

### **1. Correction of arithmetical errors**

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

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

### **2. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) 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.
- (iii) 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 fails to do so, the Procuring 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.





**1. Dividing quantities among more than one 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.

