



# VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawatbhata Road, Kota-324021 Rajasthan

## Examination

(Website- [vmou.ac.in](http://vmou.ac.in))



NIB no. 24 dated 29-12-2025

## NOTICE INVITING E-BID

Notice for two BID System E-Tender/Bid under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 are invited from the bidders having experience of same work for the bids is as under:-

1.	Scope of Work	Transportation of Confidential material and blank answer copies
2.	Estimated Cost	80 Lacs
3.	Tender Form Cost (non refundable)	Rs. 2000/-
4.	RISL Processing Fees	Rs. 1500/-
5.	Bid Security	Rs. 1,60,000/-
6.	Date & Time of Online availability of Tender Document on E-Proc	From 30-12-2025 to 08-01-2026 upto 11:00 am
7.	Last Date & time of uploading of bids on E-Proc	08-01-2026 upto 11:00 am
8.	Last date of Physical submission of original tender fees DD, processing fees DD, Bid Security DD Properly packed envelope with Seal & signed must be reached at office of Controller of Examinations VMOU, Kota Room No 01	07-01-2026 upto 04:00 pm
9.	Date & Time of opening the Technical Bid	08-01-2026 at 12:00 noon
10.	Date of opening the Financial Bid of the Technically qualified Bidders only	To be informed Separately
11.	Bid Validity Period	90 Days from the date of opening of Technical Bid

### **Terms & Conditions:-**

1. This tender is floated for services of Transportation of Confidential material and blank answer copies. Quantity may increase/decrease, as per requirement of University.
2. Tender Documents can be obtained by downloading it from website [www.vmou.ac.in](http://www.vmou.ac.in), [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) & <http://eproc.rajasthan.gov.in> .
3. Bidder can only participate using online tendering process must have a valid DSC to upload the tender
4. Bidder shall submit their offer online on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) within stipulated time and date mentioned herein above. **Bids shall not be accepted personally.**
5. Corrigendum if any will be published on, [www.vmou.ac.in](http://www.vmou.ac.in), [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) & <http://eproc.rajasthan.gov.in> .
6. Conditional tenders will not be accepted and will be treated as invalid.
7. Bidder must not be black listed anywhere and self declaration has to be submitted with bid document .
8. In case of any query, the undersigned (Procurement Entity) may be contacted at e-mail [exam@vmou.ac.in](mailto:exam@vmou.ac.in) during office hours or personally.
9. In the event of the specified date being a holiday, activities assigned on that date may be carried out on next working day on the same time & place .
10. The rates quoted should be F.O.R VMOU, Kota Head Quarter and other places as specified in bid document inclusive of all incidental charges. G.S.T. should be mentioned separately.
11. Losses or damages in transit will be the responsibility of the supplier.
12. The undersigned is not bound to accept the lowest rate tender and may reject any tender or any part thereof without assigning any reason.
13. No advance payment will be made.
14. The bidder who has offered the lowest cost for the whole work shall be considered the most economic offer.
15. Income tax and other taxes will be deducted from the bills as per Govt. Rules.
16. Tender should be submitted in prescribed form only and completed in all respects. Incomplete tender will be rejected.
17. The nature of work is confidential and sensitive. Therefore, it is essential that the Tenderer/ Firm members exhibit utmost integrity and are well experienced.

**-Sd-**  
**Controller of Examinations**

From:  
M/s.....  
.....  
.....

To  
Controller of Examinations  
Vardhman Mahaveer Open University  
Kota-324021

Subject :- Tender Document for Transportation of Confidential material and blank answer copies at VMOU  
Kota .

Reference: Your tender Notification NIB no. 24 Date: 29-12-2025

Sir,

With reference to the above we have read and understood the terms and conditions of tender documents and  
agree to accept the same. We hereby sign & seal on every page of the document.

Necessary documents with self attestation are enclosed for ready reference.

Your sincerely  
Bidder 's Seal & Signature



# VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

(Office of the Controller of Examinations Rawathbhata Road, Kota -324021 Rajasthan)

Website : [www.vmou.ac.in](http://www.vmou.ac.in)



## Technical Bid

(Transportation of Confidential material and blank answer copies of VMOU Kota)  
(To be filled by the Bidder)

1. NIB No. : 24 Date 29-12-2025
2. Name of Bidder : .....
3. Full Office address : .....
4. Contact. No. : .....
5. Email Id : .....
6. Firm bank account no. : ..... Name of Bank .....  
IFSC Code. ....
7. Nature of firm : whether the firms ownership is sole proprietorship or partnership
8. Name & Contact No. of person authorized to Sign the bid & Contract (declaration should be attached).  
.....

### 9. Details of Demand Drafts.

I: D.D for Bid fee in favor of Vardhman Mahaveer Open University, Kota Payable at Kota.

Rs: 2000/- D.D. No. - ..... Date : .....  
Name of Bank: ..... Drawn on: .....

II: DD for RISL Processing Fee in favor of Managing Director RISL, Jaipur Payable at Jaipur.

Rs: 1500/- D.D. No. - ..... Date : .....  
Name of Bank : ..... Drawn on: .....

III: D.D for Bid security in favour of Vardhman Mahaveer Open University, kota Payable at kota.

Rs: 160000/- D.D. No. - ..... Date: .....  
Name of Bank: ..... Drawn on: .....

IV: PAN No. & GST No. : Enclose signed copy of PAN & GST Registration.

10. Tender Form with Annexure A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed shall be enclosed.
11. Whether the bidder has office (collection centre)at each divisional head quarter level (details to be enclosed).
12. Self declaration on letterhead with Sign & Seal of firm for Bidder not to be black listed anywhere.
13. Terms & Condition of Bid & Contract shall be enclosed with Sign & Seal of Bidder.
14. Bidder shall submit registration certificate of his firm.
15. Bidder shall submit experience certificate of minimum 03 years for the services/works done for providing services for "Transportation of Confidential material and blank answer copies" in state/central universities/boards.
16. Bidder shall submit the proof of documents for registration of minimum 08 covered vehicle in the name of firm or proprietor.
17. Proposal may come from the bidder having the minimum average annual turnover Rs. 50.00 lacs during last three Financial years i.e. (2022-23, 2023-2024 and 2024-2025) Bidder must submit last three financial year C.A. Certificate with C.A.'s registration Number/Seal Clearly Stating the 'Average Annual Audited Turnover' of the Bidder. Audit Report of Concerning Fin. Years should be attached.

**Note: Bidder shall upload all signed & Scanned Copies with technical bid as above .**

### Declaration

I/we hereby certify that the information furnished in the above tender is true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false or incorrect at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof.

Date:

Place:

Signature & Seal of the bidder



## VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawathbhata Road, Kota -324021



### General TERMS & CONDITIONS OF BID & CONTRACT

**Note:-**Bidders should read these conditions carefully and comply strictly while submitting their tenders.

1. **Tenders by bona-fide dealers:-**Tenders shall be submitted by firms having experience of similar work. They shall, therefore, furnish a declaration.
2. Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the Registrar and such change shall not relieve any former member of the firm, etc. from any liability under the contract.
- a. No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Registrar a written agreement to this effect. The Contractor's receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge or any of the purpose of the contract.
3. Rate shall be written both in words and figures. There should not be errors and/or overwriting. Corrections if any should be made clearly and initialed with dates.
4. All rates quoted must be FOR VMOU, Kota and other places as specified in bid documents including all incidental charges. G.S.T. should be mentioned.
5. **Validity:** - Tender shall be valid for a period of 90 days from the date of opening of the Technical bid.
6. The approved supplier shall be deemed to have carefully examined the conditions, specifications, make etc. of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, etc., he shall, before signing the contract, refer the same to the Procuring entity and get clarification.
7. The Contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
8. **Specifications:-**
  - a. The equipment offered shall be in accordance with the minimum Technical Specification as provided in bid document. The university reserve the right to select the specification and other features as per its actual requirement.
  9. The Contractor/firm will adopt all safety measures /precautions while executing the work/supply. In case of any accident /causality of any personnel, involved in work/supply the complete responsibility will be borne by the contractor/firm himself and University will not be held responsible for any claim/compensation.
10. **Force Majeure:** In no event shall either Party have any liability for failure to comply with this Agreement, if such failure results directly from the occurrence of any contingency beyond the reasonable control of the Party, including, without limitation, strike or other labor disturbance, riot, major power failure, war, natural calamities including but not limited to floods, earthquakes, fire, volcanic eruptions, epidemics, National Emergency, interference by any government or governmental agency, embargo, seizure, or enactment or abolition of any law, statute, ordinance, rule, or regulation (each a " Force Majeure Event"). In the event that either Party is unable to perform any of its obligations under this Agreement because of a Force Majeure Event, the Party who has been so affected shall as soon as may be, after coming to know of the Force Majeure Event, inform the other Party and shall take reasonable steps to resume performance as soon as may be after the cessation of the Force Majeure Event. If the period of nonperformance due to a Force Majeure Event exceeds thirty (30) days, the Party whose ability to perform has been so affected may, by giving written notice, terminate this Agreement.
11. **Evaluation:-**
  - a. The Tenders will be evaluated as per VMOU requirement. If considered necessary, the decision in this regard by the Committee would be final and binding to the bidder.
  - b. The decision of VMOU arrived at in this regard shall be final and representation of any kind shall not be entertained on the above.
12. **Rejection:-** Mishandling, ill time transportation shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the purchase committee.
13. (i) **Delivery Period:** - The bidder whose tender is accepted shall arrange **transportation of confidential material and blank answer copies to and from exam centres situated in Rajasthan** within a period of 6 days from the date of completion of examination.  
(ii) **Extent of Qty.-** Repeat orders:- If the orders are placed in excess of the quantities shown in the tender notice, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender provided that the repeat orders are up to 50% of the quantity originally purchased. If the bidder fails to do so, the University shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.  
(iii) If the University does not give the order as per estimated cost indicated in the tender form, the bidder shall not be entitled to claim any compensation.
14. **Performance Security and Agreement within 7 Days:-**
  - a. Successful bidder will have to execute an agreement in the form SR-17 and deposit performance security equal to 5% of the ordered value of the work for which tenders are accepted within 7 days from the date of dispatch on which the acceptance of the tender is communicated to him.
  - b. No interest will be paid by the department on the performance security money.
  - c. The form of performance security money shall be as below:
    - i. Bank Draft/Bankers Cheque.
    - ii. Post-office Savings Bank Pass book duly pledged.

- iii. National Savings Certificate, Defence Savings Certificates, Kisan Vikas Patras, or any other script /instrument under National Savings Scheme for promotion of small savings, if the same can be pledged. These certificates shall be accepted at surrender value.
- iv. Bank guarantee issued by any of scheduled bank. (validity must be beyond 60 days of warranty period.)
- d. The Performance security money shall be refunded after the expiry of contract on satisfactory completion of the same or after the expiry of the period of guarantee/warranty if any.

**15. Forfeiture of Performance Security Deposit:-** Security amount in full or part may be forfeited in the following cases:

- a. When any terms and conditions of the contract is breached.
- b. When the bidder fails to make transportation of confidential material and blank answer copies satisfactorily.
- c. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the purchase Committee in this regard shall be final.

16. (i) The firms registered as MSME firm in Rajasthan as manufacturer of tendered items, subject to furnishing the registration in original or a Photostat copy or a copy thereof duly attested by any Gazetted Officer will be partially exempted from Bid Security money and security deposit as per rules.

- a. Central Government and Government of Rajasthan Undertaking will be exempted from furnishing security amount as per rule.

17. The expenses of completing and stamping the agreement shall be paid by the bidder and the University shall be furnished free of charge with one executed stamped counter part of the agreement.

**18. Payments:-**

- a. Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply, Installation & Commissioning satisfactorily and on submission of bill in proper form by the bidder to the Office of Controller of Examinations VMOU in accordance with GF & AR all remittance charges will be borne by the bidder.
- b. In case of disputed items, **15% of the amount** shall be withheld and will be paid on settlement of the dispute.
- c. Payments in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification. If test results found less than the prescribed parameters the amount will be deducted in the ratio of test results and parameters separately.

19. **Recoveries:** - Recoveries of liquidated damages, short supply breakage, rejected articles shall be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department.

20. If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection.

21. **The university reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/supplier.**

22. The bidder shall furnish the following document at the time of execution of agreement:-

- a. Attested copy of partnership deed in case of partnership firms.
- b. Registration number and year registration in case partnership firm is registered with Registrar of firms.
- c. Address of residence and office, telephone numbers in case of sole proprietorship.
- d. Address of residence and office, telephone numbers in case of sole proprietorship.

23. If any dispute, arise out of the contract with regard to the interpretation meaning and Breach of the terms of the contract, the matter shall be referred to by the parties to the Head of the University (HVC) who will appoints his senior most officer as the sole Arbitrator of the dispute who will not be related to his contract and whose decision shall be final.

24. All legal proceeding, if necessary arise to institute may by any of the parties (VMOU, Kota or Contractor) shall have to be lodged in courts situated in **Kota, Rajasthan and not elsewhere**.

25. **The bid and contract shall be governed by the Rajasthan transparency in public procurement Act 2012 and rules 2013 and GF & AR.**

26. In the event of inconsistency found between these terms and conditions and provisions as laid down in **RTPP Rules, 2013, the later shall be meant to final.**

27. **In case, documents/undertaking submitted by the bidder is found false later on, the concerned bidder shall be wholly responsible for all the consequences arising out of them.**

28. All Taxes as per Govt. Rule will be deducted from bills at the time of payment.

29. The procuring entity reserve the right to accept or reject any bid and to cancel the bidding process and reject all bids without assigning any reason at any time .

30. **At any time prior to the deadline for presenting bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents as per RTPP Rule 47 of 2013 .**

31. First appeal authority is Honorable Vice Chancellor & Second appeal authority is Principal Secretary, Higher & Technical education, Rajasthan Govt.

-Sd-  
Controller of Examinations

**Declaration**

I have read the above terms and conditions of contract carefully and I shall be abide by the same.

Date:

Place:

Signature & Seal of the bidder



वर्धमान महावीर खुला विश्वविद्यालय, कोटा राजस्थान का एकमात्र राजकीय मुक्त विश्वविद्यालय है जिसका कार्यक्षेत्र समूचा राजस्थान है। प्रत्येक संभाग स्तर पर विश्वविद्यालय का क्षेत्रीय केन्द्र स्थापित है तथा 108 अध्ययन केन्द्र संचालित हैं। विश्वविद्यालय कलेन्डर वर्ष में 02 बार परीक्षाओं का आयोजन करता है। सामान्यतः प्रथम परीक्षा जून-जुलाई माह में तथा द्वितीय परीक्षा दिसम्बर-जनवरी माह में आयोजित होती है। परीक्षाये पूरे राजस्थान में स्थित विभिन्न केन्द्रों पर करवाई जाती है।

विश्वविद्यालय द्वारा उक्त विवरणानुसार आयोजित करवाई जाने वाली परीक्षाओं हेतु प्रश्न-पत्र, रिक्त उत्तर पुस्तिका व अन्य सामग्री को परीक्षा केन्द्रों तक पहुँचाने, परीक्षा उपरान्त उत्तर पुस्तिकाओं का संग्रहण कर मुख्यालय पर लाने, विश्वविद्यालय द्वारा नियुक्त समन्वयकों/जाँच कर्ताओं को उत्तर पुस्तिकाये पहुँचाने तथा जाँच उपरान्त पुनः समन्वयकों/जाँच कर्ताओं से संग्रहण कर मुख्यालय तक पहुँचाने बाबत यह निविदा की जा रही है। यह कार्य अत्यंत गोपनीय व संवेदनशील प्रकृति का कार्य है। अतः इच्छुक बोलीदाताओं से अनुरोध है कि पूर्ण निविदा शर्तों का अध्ययन करने के बाद ही निविदा भरे। कोई शंका हो तो किसी भी कार्य दिवस में परीक्षा नियंत्रक से स्पष्टीकरण प्राप्त कर लेवे। निविदा में अनुभवी फर्म द्वारा ही भाग लिया जाना अपेक्षित है।

### **निविदा की विशेष शर्तेः—**

1. निविदादाता के पास स्वयं के नाम अथवा फर्म के नाम पर कम से कम 08 बन्द बोर्डी वाहन पंजीकृत होने आवश्यक है। निविदादाता द्वारा इस सन्दर्भ में तकनीकी निविदा के साथ 08 वाहनों के संबंधित आवश्यक दस्तावेज संलग्न करने होगे यथा पंजीयन, फिटनेस प्रमाण-पत्र व बीमा आदि।
2. फर्म द्वारा उपलब्ध करवाये गये वाहन का आर.टी.ओ. (परिवहन विभाग) में पंजीकरण होना व बीमा एवं फिटनेस अनिवार्य है। वाहन चालक के पास अधिकृत ड्राइविंग लाइसेन्स होना अनिवार्य है। साथ ही परीक्षा के कार्य के लिये उपयोग में लिये जाने वाले वाहनों में जी.पी.एस. की सुविधा का होना अनिवार्य है।
3. फर्म का गत 03 वर्षों के दौरान औसत टर्नओवर 50.00 लाख रुपये होना चाहिये। इसके लिये बोलीदाता C.A. का प्रमाण-पत्र (मय UIDN) एवं ऑडिट रिपोर्ट संलग्न करनी होगी।
4. निविदादाता को Transportation of Confidential material and blank answer copies से संबंधित केन्द्रीय/राजकीय विश्वविद्यालय/बोर्ड में कार्य करने का न्यूनतम 03 वर्षों का अनुभव होना चाहिये। निविदादाता द्वारा इस सन्दर्भ में आवश्यक दस्तावेज (संबंधित संस्था के अधिकृत प्राधिकारी द्वारा जारी कार्यपूर्णता प्रमाण-पत्र) तकनीकी निविदा के साथ संलग्न करने होगे। कार्य संतोषजनक होना चाहिये।
5. संवेदक को विश्वविद्यालय द्वारा आयोजित परीक्षा की समाप्ति के उपरान्त राजस्थान के विभिन्न जिले व तहसीलों में स्थित परीक्षा केन्द्रों से 48 घण्टे के अंदर उत्तर पुस्तिकाओं को एकत्रित करना होगा। इस सन्दर्भ में फर्म को परीक्षा केन्द्रों की सूची उपलब्ध करवा दी जावेगी। परीक्षा केन्द्रों की संख्या घटाई/बढ़ाई जा सकती है।
6. संवेदक को विश्वविद्यालय द्वारा आयोजित परीक्षा की समाप्ति के उपरान्त राजस्थान के विभिन्न जिले व तहसीलों में स्थित परीक्षा केन्द्रों से 48 घण्टे के अंतराल में उत्तर पुस्तिकाये एकत्रित करनी होगी। 06 कार्यदिवस के अंदर कोटा रिस्थित विश्वविद्यालय के मुख्यालय में पहुँचानी आवश्यक होगी। उदाहरण के लिये—

परीक्षा कि तिथि	समग्री एकत्रित कर मुख्यालय पहुँचाने का समय
दिनांक 01.10.2025 से 06.10.2025	दिनांक 12.10.2025
दिनांक 07.10.2025 से 12.10.2025	दिनांक 18.10.2025
दिनांक 13.10.2025 से 18.10.2025	दिनांक 24.10.2025
दिनांक 19.10.2025 से 24.10.2025	दिनांक 30.10.2025
दिनांक 25.10.2025 से 30.10.2025	दिनांक 05.11.2025

इस कम में संग्रहण केन्द्र का 10 दिवस का सी.सी.टी.वी. (मुख्य उत्तर पुस्तिकाओं का संग्रहण कर विश्वविद्यालय पहुँचाने तक का) फुटेज परीक्षा नियंत्रक के कार्यालय में सुपुर्द करनी होगी।

7. संवेदक को विश्वविद्यालय द्वारा आयोजित परीक्षा हेतु परीक्षा की तिथि से न्यूनतम 02 दिवस पूर्व में गोपनीय तरीके से बन्द वाहन में प्रश्न-पत्र पहुँचाने होगे।
8. संवेदक को विश्वविद्यालय द्वारा आयोजित परीक्षा हेतु निर्देशानुसार परीक्षा की तिथि से पूर्व में रिक्त उत्तर पुस्तिकाये पहुँचानी होगी।

9. फर्म द्वारा कार्य हेतु अनुभवी एवं सत्य निष्ठ कार्मिक लगाने होगे। अपने कार्मिकों की सूची मय आधार कार्ड की प्रति विश्वविद्यालय को उपलब्ध करवानी होगी।
10. प्रश्न—पत्र वितरण व परीक्षा उपरान्त भरी हुई उत्तर पुस्तिकाओं के संग्रहण का कार्य फर्म द्वारा किया जावेगा। इसके लिये फर्म द्वारा अपने जिन कार्मिकों को अधिकृत किया जावेगा, उनकी सूचना विश्वविद्यालय के परीक्षा विभाग की गोपनीय शाखा को उपलब्ध करवानी होगी। उपलब्ध करवाई गई सूची के अनुसार विश्वविद्यालय द्वारा फर्म के कार्मिकों को अधिकृत कर पहचान—पत्र जारी किये जायेगे। इसकी सूचना परीक्षा केन्द्रों को भी दी जायेगी।
11. परीक्षा केन्द्र पर प्रश्न—पत्र व रिक्त उत्तर पुस्तिकाओं के वितरण व परीक्षा उपरान्त उत्तर पुस्तिकाओं व अन्य दस्तावेजों के एकीकरण के समय फर्म के कार्मिक द्वारा परीक्षा केन्द्र पर केन्द्राधीक्षक को परीक्षा नियंत्रक द्वारा जारी प्रमाण—पत्र/पहचान—पत्र प्रस्तुत करना होगा।
12. विश्वविद्यालय की गोपनीय शाखा के निर्देशों के अनुसार उत्तर पुस्तिकाओं को मूल्यांकन हेतु समन्यवक (co-ordinator) / मूल्यांकन केन्द्र (evaluation centre) / परीक्षकों तक पहुँचाना होगा तथा मूल्यांकन उपरान्त समन्यवक (co-ordinator) / मूल्यांकन केन्द्र (evaluation centre) / परीक्षकों से विश्वविद्यालय मुख्यालय पहुँचाना होगा।
13. प्रश्न—पत्र/रिक्त उत्तर पुस्तिकाओं/परीक्षा उपरान्त एकत्रित की गई उत्तर पुस्तिका व मूल्यांकन हेतु भेजी जाने वाली उत्तर पुस्तिकाओं के सुरक्षित transportation की सम्पूर्ण जिम्मेदारी फर्म की होगी।
14. संवेदक द्वारा सन्दर्भित कार्य के लिये लगाये जाने वाले कार्मिकों का पुलिस विभाग द्वारा सत्यापन करवाना अनिवार्य है। सत्यापन उपरान्त प्रति परीक्षा नियंत्रक के कार्यालय में प्रेषित करनी होगी।
15. यह कार्य अत्यन्त गोपनीय एवं संवेदनशील प्रकृति का है, जिसमें यह अपेक्षा की जाती है कि फर्म सौंपे गये कार्य का पूर्ण सत्यानिष्ठा एवं कुशलता के साथ निर्वाह करेगी अन्यथा स्थिति में शास्ति के अलावा कानूनी कार्यवाही भी की जावेगी। संवेदक की असावधानी / लापरवाही के कारण यदि परीक्षा की गोपनीयता भंग होने / विलंब या अन्य किसी कारण से परीक्षा में व्यवधान उत्पन्न होता है तो उस परीक्षा के पुनः आयोजन पर होने वाला व्यय संवेदक को वहन करना होगा तथा शास्ती विश्वविद्यालय द्वारा गुण—अवगुण के आधार पर निर्धारित की जावेगी, जो संवेदक के बिल से काटी जावेगी। परीक्षा के पुनः आयोजन पर होने वाले व्यय का निर्धारण विश्वविद्यालय द्वारा किया जावेगा। साथ ही संवेदक के विरुद्ध नियमानुसार कानूनी कार्यवाही भी की जावेगी। इस संबंध में बोलीदाता को Annexure- E पर संलग्न प्रपत्र में Notarized affidavit (नोटरी किया हुआ शपथ—पत्र) तनीकी बिड के साथ संलग्न करना होगा।
16. किसी भी विवाद की स्थिति में न्याय क्षेत्र कोटा होगा।
17. फर्म द्वारा समस्त गोपनीय सामग्री, परीक्षा उपरान्त प्राप्त भरी हुई उत्तर पुस्तिकायें मय संबंधित दस्तावेज, रिक्त उत्तर पुस्तिकाओं का बीमा करवाना होगा। यह बीमा समस्त माल की किसी भी दुर्घटना व प्राकृतिक आपदा जैसे आग, बाढ़, दंगे, आदि से हानि पहुँचने पर मुआवजा राशि प्रदान करेगा। इसका समस्त व्यय फर्म द्वारा वहन किया जावेगा।
18. फर्म द्वारा परीक्षा विभाग के निर्देशानुसार समयवद्ध रूप से कार्य पूर्ण करना होगा। देरी के कारण विश्वविद्यालय को हानि होने की स्थिति में उसकी वसूली भी फर्म से की जा सकेगी।
19. फर्म को परीक्षा नियंत्रक के निर्देशानुसार कार्य करना होगा। परीक्षा नियंत्रक द्वारा बिल प्रमाणित किये जाने तथा कार्य संतोषजनक होने का प्रमाण—पत्र लगाये जाने पर ही बिल का भुगतान किया जावेगा।
20. बोलीदाता फर्म का प्रत्येक संभाग स्तर पर संग्रहण केन्द्र (collection centre) होना चाहिये। इसके साथ में बोलीदाता ऑफिस का नाम व पते का विवरण संलग्न करेगा। यह संग्रहण केन्द्र सी.सी.टी.वी. कैमरायुक्त होना चाहिये। संवेदक द्वारा संग्रहण केन्द्र का 10 दिवस का सी.सी.टी.वी. (मुख्य उत्तर पुस्तिकाओं का संग्रहण कर विश्वविद्यालय पहुँचाने तक) का फुटेज मुख्यालय पर HDD/DVD/Pendrive में पररीक्षा नियंत्रक के कार्यालय में उपलब्ध करवानी होगी।
21. निविदा द्वारा अनुमोदित दरें 02 वर्ष तक प्रभावी रहेंगी। प्रारंभ में कार्यादेश 06 माह के लिये दिया जायेगा। कार्य संतोषजनक रहने पर आगामी अवधि का कार्यादेश दिया जावेगा।
22. परीक्षा केन्द्र द्वारा परीक्षा उपरान्त उत्तर पुस्तिकाये सौंपते समय फर्म के प्रतिनिधि को 02 प्रतियों में रसीद उपलब्ध करवाई जायेगी तथा 01 प्रति पर फर्म के प्रतिनिधि से प्राप्ति ली जावेगी। फर्म द्वारा 01 प्रति परीक्षा विभाग में पैकेट के साथ उपलब्ध करवानी होगी।
23. संवेदक द्वारा परीक्षा केन्द्र से एकत्रित उत्तर पुस्तिकाओं के पैकेट पर बारकोड स्लिप चस्पा कर मय परीक्षा केन्द्र की सूची उपलब्ध करवानी होगी।

## घोषणा

मेरे द्वारा उक्त समस्त विशेष शर्तों का अवलोकन कर लिया गया है तथा मैं उक्त शर्तों से सहमत हूँ।

निविदादाता के हस्ताक्षर व सील



Rawathbhata Road, Kota -324021

**FINANCIAL BID (BOQ To be filled online only)**

*Name of the firm-*

Transportation of Confidential material and blank answer copies of VMOU Kota के कार्य के लिये फर्म की दर निम्न प्रकार है:-

क्र. सं.	संभाग / क्षेत्रीय केन्द्र	Particulars of Works/Services (Particulars of Work)	Unit	Rate (in Rs.) per Kg. without GST	G.S.T. Amount	Total amount (in Rs.) including GST	Minimum Weight in kg to be charged by firm. Mention Weight in KG and Rate
1	अजमेर	I. विश्वविद्यालय मुख्यालय, कोटा से प्रदेश में स्थित परीक्षा केन्द्रों तक परीक्षा तिथि से पूर्व निर्देशानुसार प्रश्न-पत्र पहुँचाना।	Kg				
		II. विश्वविद्यालय मुख्यालय, कोटा से विभिन्न क्षेत्रीय केन्द्रों/परीक्षा केन्द्रों तक रिक्त उत्तर पुस्तिकाओं को पहुँचाना।					
		III. परीक्षा के उपरान्त परीक्षा केन्द्रों से उत्तर पुस्तिकाओं को संग्रहित कर विश्वविद्यालय के मुख्यालय पर पहुँचाना। (परीक्षा तिथि से अधिकतम 06 दिवस में)					
		IV. उत्तर पुस्तिकाओं के मूल्यांकन हेतु कोटा मुख्यालय से विश्वविद्यालय द्वारा नियुक्त समन्यवक (co-ordinator) / परीक्षकों तक उत्तर पुस्तिकाओं को पहुँचाना।					
		V. मूल्यांकन उपरान्त उत्तर पुस्तिकाओं को समन्यवकों/परीक्षकों से एकत्र कर विश्वविद्यालय मुख्यालय पहुँचाना।					
2	भरतपुर	I. विश्वविद्यालय मुख्यालय, कोटा से प्रदेश में स्थित परीक्षा केन्द्रों तक परीक्षा तिथि से पूर्व निर्देशानुसार प्रश्न-पत्र पहुँचाना।	Kg				
		II. विश्वविद्यालय मुख्यालय, कोटा से विभिन्न क्षेत्रीय केन्द्रों/परीक्षा केन्द्रों तक रिक्त उत्तर पुस्तिकाओं को पहुँचाना।					
		III. परीक्षा के उपरान्त परीक्षा केन्द्रों से उत्तर पुस्तिकाओं को संग्रहित कर विश्वविद्यालय के मुख्यालय पर पहुँचाना। (परीक्षा तिथि से अधिकतम 06 दिवस में)					
		IV. उत्तर पुस्तिकाओं के मूल्यांकन हेतु कोटा मुख्यालय से विश्वविद्यालय द्वारा नियुक्त समन्यवक (co-ordinator) / परीक्षकों तक उत्तर पुस्तिकाओं को पहुँचाना।					
		V. मूल्यांकन उपरान्त उत्तर पुस्तिकाओं को समन्यवकों/परीक्षकों से एकत्र कर विश्वविद्यालय मुख्यालय पहुँचाना।					
3	बीकानेर	I. विश्वविद्यालय मुख्यालय, कोटा से प्रदेश में स्थित परीक्षा केन्द्रों तक परीक्षा तिथि से पूर्व निर्देशानुसार प्रश्न-पत्र पहुँचाना।	Kg				
		II. विश्वविद्यालय मुख्यालय, कोटा से विभिन्न क्षेत्रीय केन्द्रों/परीक्षा केन्द्रों तक रिक्त उत्तर पुस्तिकाओं को पहुँचाना।					
		III. परीक्षा के उपरान्त परीक्षा केन्द्रों से उत्तर पुस्तिकाओं को संग्रहित कर विश्वविद्यालय के मुख्यालय पर पहुँचाना। (परीक्षा तिथि से अधिकतम 06 दिवस में)					
		IV. उत्तर पुस्तिकाओं के मूल्यांकन हेतु कोटा मुख्यालय से विश्वविद्यालय द्वारा नियुक्त समन्यवक (co-ordinator) / परीक्षकों तक उत्तर पुस्तिकाओं को पहुँचाना।					
		V. मूल्यांकन उपरान्त उत्तर पुस्तिकाओं को समन्यवकों/परीक्षकों से एकत्र कर विश्वविद्यालय मुख्यालय पहुँचाना।					
4	जयपुर	I. विश्वविद्यालय मुख्यालय, कोटा से प्रदेश में स्थित परीक्षा केन्द्रों तक परीक्षा तिथि से पूर्व निर्देशानुसार प्रश्न-पत्र					

Place:

Date:

Signature & Seal of the bidder

## Annexure -A

### Compliance with the code of integrity and no conflict of interest

1. 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 correction including impairing 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 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 obligation, or compliance with applicable laws and regulations.

2. 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 purpose of the bid; or
- d. Have the 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 decision of the procuring entity 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 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 specification of the goods, works or service 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.

Place:

Date:

Signature of the Bidder with seal

**Declaration by the Bidder regarding qualifications**

In relation to my/our Bid submitted to Controller of Examinations VMOU, KOTA, Kota for work/services of "**Transportation of Confidential material and blank answer copies**" in response to their Notice Inviting Bid 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 Biding 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 specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer , not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directions and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement 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 proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding document, which material affects fair competition;

Date:

Place:

Signature of bidder with seal

Name:

Designation:

Address:

## Annexure C

### Grievance redressal during procurement process

The designation and the address of the first appellate authority is Hon'ble V.C. VMOU, Kota.

The designation and the address of second Appellate Authority is Principal Secretary, Higher & Technical education, Rajasthan Govt.

#### 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 filed 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 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 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 participating 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 authorized representative.

#### 6. Fee for Filing Appeal

- (a) Fee for first appeal shall be 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, 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 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 the Bidder with seal

## Annexure-D

### Additional conditions of contract

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

Provided that a Financial 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 quality, the unit price shall prevail and the total price shall be corrected, unless in the opinion in 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 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 very 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 price or other terms & 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 Service Provider 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 Service Provider.

#### **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 for 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 visit nature, 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 the Bidder with seal

### शपथ—पत्र

(100 रूपये के NJ स्टाम्प पर नोटरी किया जाकर प्रस्तुत किया जावें)

मै/हम वर्धमान महावीर खुला विश्वविद्यालय, कोटा द्वारा **Transportation of Confidential material and blank answer copies** हेतु जारी की गई निविदा क्रमांक 24 दिनांक 29.12.25 के लिये वांछित अनुभव रखता हूँ। रखते हैं।

मै/हम भली भांति जानता हूँ। जानते हैं कि यह कार्य अत्यन्त गोपनीय एवं संवेदनशील प्रकृति का है जिसमे पूर्ण सत्यनिष्ठा व गोपनीयता रखे जाने की आवश्यकता है।

मै/हम घोषणा करता हूँ। करते हैं कि हम उक्त कार्य का कार्यादेश मुझे/हमें मिलने पर पूर्ण सत्यनिष्ठा व गोपनीयता के साथ यह कार्य करूँगा/करेंगे। यदि मेरी/हमारी फर्म के कारण परीक्षा की गोपनीयता भंग होने /विलबं या अन्य किसी कारण से परीक्षा में व्यवधान होता है तो पुनः परीक्षा आयोजन पर होने वाले व्यय की भरपाई करने तथा विश्वविद्यालय द्वारा निर्धारित की जाने वाली शास्ती का भुगतान करने को सहमत हूँ/है तथा विश्वविद्यालय द्वारा मेरे/हमारे विरुद्ध कानूनी कार्यवाही की जा सकेगी।

निविदादाता के हस्ताक्षर  
मय सील

दिनांक:

स्थान: