



VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

RAWATBHATA ROAD KOTA 324021 (Rajasthan)

E-Bid 34 dated 06-02-2026 for

Rate Contract for Hiring of Service for Sorting of Answer Books, Coding and Providing Data of Awarded Marks after Decoding Work

NOTICE INVITING E-BIDS

NIB No. :- 34

Date :- 06-02-2026

Sealed Single Stage Two-envelopes unconditional Bids are invited ON-LINE on behalf of the, **CONTROLLER OF EXAMINATIONS, VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA** for the procurement of Service as listed below from registered Bidders.

S.NO.	Name of Article	Scope of Work	Total Estimated Cost in Rs.	Validity Period of Bids	Work Period
1.	Sorting of Answer Books, Coding and Providing Data of Awarded Marks after Decoding Work	As Per Bid Document	30.00 Lakhs	90 days	One Year from the date of issue of work order
Mode of Bid Submission		On-line E-tender			
Tendering Authority		CONTROLLER OF EXAMINATIONS VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA, RAWATBHATA ROAD KOTA - 324021 (RAJASTHAN)			
Date of availability of Bid for downloading online on e-proc.		From 07-02-2026 to 16-02-2026			
Submission of Bid (online)		Start Date : From 16-02-2026 upto 05:00 pm			
Date of Submission of FEES Envelope at office		16-02-2026 upto 04:00 pm			
Date & Time of Opening of Technical Bid (online)		At 17-02-2026 at 11:00 am			
Cost of Tender form		Rs. 1000/- (Rs. One Thousand Only)			
Processing fee		Rs. 500/- (Rs. five Hundred Only)			
BID SECURITY		Rs. 60,000/- (Rs. Eighty Thousand Only)			

1. Online Bid is to be submitted duly digitally signed in electronic format only on website <http://eproc.rajasthan.gov.in>.
2. **Detailed Bid document, terms & condition can be seen and downloaded from website <http://eproc.rajasthan.gov.in> and also seen in <http://sppp.raj.gov.in> and www.vmo.ac.in.**
3. The Bidders may enclose the specifications, catalogue and other characteristics of the service offered. They shall also include details on their backup service offered, warranties, etc.
4. The Bidder will have to deposit (i) the DD/Banker's Cheque of prescribed cost of tender form Rs. 1000/- and BID SECURITY Rs. 60,000 **separately** In favour of **VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA payable at KOTA;**
(ii) The prescribed Processing Fee Rs. 500/- of RISL by way of DD/Banker's Cheque in favour of **Managing Director, Raj-Comp Info Service Ltd. (RISL), payable at Jaipur**

5. The Tender cost, Earnest Money and e-tender processing fees of RISL, in Envelope is to be deposited at Office of the Controller of Examinations, VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA, RAWATBHATA ROAD, KOTA - 324021 (RAJASTHAN) bearing the reference to NIB and warning as: “D.D. for Tender Cost, Processing Fees and Bid Security OR NIB No. 34 Dated 06-02-2026”
6. Technical Bid received after the specified time and date shall not be accepted and returned unopened.
7. The Bids shall be opened at date in the presence of the Bidders or their representatives who wish to be present. Conditional tenders will not be accepted.
8. Bidder, who wishes to participate in this tender, will have to register on <http://eproc.rajasthan.gov.in> (bidder registered earlier need not to get registered again). To participate in online tenders, Bidder will have to procure Digital Signature Certificate as per requirement under information Technology Act-2000 using which they can sign their electronic bids. Bidders can contact e-Procurement Cell, Department of IT& C, Government of Rajasthan on the following address:- **e-Procurement Cell, RISIL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur, e-mail: eproc@rajasthan.gov.in**
9. Bidder are also advised to refer “Bidders Manual” available under “downloads” section on <http://eproc.rajasthan.gov.in> for further details about the e- tendering process.
10. **Submission of bid (online)**
 - (i)**Cover-1:-**Up load the scanned copy of DD/pay Order towards Cost of tender document, processing fee of RISIL and BID SECURITY and All Non-financial information in the Formats as per bid conditions.
Technical Bid documents are to be submitted online duly signed by Authorized Signatory).
 - (ii) **Cover-2:-** Price bid as per format attached.
NOTE:- The financial bid (price bid) is to be submitted as per format Annexure- B uploaded on <http://eproc.rajasthan.gov.in> . Financial Bid of only those bidders will be opened who qualify in their technical bid.
11. **All the required information shall be furnished strictly in the prescribed formats only. Any information indicated other than the prescribed formats shall not be entertained.** The bid shall be evaluated on the basis of information furnished in the prescribed formats only.
12. **All other terms and conditions not specified in the BID shall be according to RTPP ACT 2012 and RTPP rules 2013.**
13. **Correspondence for enquiries and clarifications:-**
All correspondence in respect of the tender and submission of the Tender shall be addressed to:
The Controller of Examinations VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA;
14. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
15. Bidders should read all the terms and conditions carefully and comply strictly while sending their bids.

-Sd-
CONTROLLER OF EXAMINATIONS

SCOPE OF WORK

“Vardhman Mahaveer Open University, Kota is an open distance learning state open university that conducts Term End Examinations twice a year (i.e. June and December Term End Examinations) with other examinations. The jurisdiction of the university is all over Rajasthan and therefore, university has Regional Centres at Ajmer, Bharatpur, Bikaner, Jaipur, Jodhpur, Udaipur and Kota. Hence, the exam centres of the university are all over Rajasthan. During T.E.E., the main answer books are collected from the exam centres on routine basis and brought back to Head Quarter (HQ), Kota. At HQ, these answer copies have to be sorted as per paper code/subject code and packed in bundles after coding as per the requirement. Thereafter these are sent for the evaluation (sending of copies for evaluation work will be done by the university)

After these copies are evaluated, these have to be brought back to university and arranged properly subject wise/ paper wise in examination department as directed by Controller of Examinations or authorized staff. Thereafter, the re-evaluation work will be start in which the awarded marks have to be hidden by pasting brown tape (or same) on copies (पि ह फि कस क क; ङ) and handed over to the examination department for re-evaluation. These re-evaluated answer copies are to be arranged at the place of respective subject/ paper code.

During the period of rate contract answer copies of the RTI have also to be identified and given to the Office of the undersigned for which no extra charge will be paid.”

The above scope of work includes the following terms and conditions:-

1. Firm will make necessary arrangement of manpower to receive the answer books brought to VMOU by authorized transportation. It will maintain a digital record of the answer copies received and appraise discrepancy (if any) and resolve discrepancy (when necessary) to the In-Charge of the Evaluation Cell.
2. It shall place the received answer books properly and systematically in store so that there is no ambiguity in identifying the answer books at the time of sorting of answer books.
3. Wherever a large quantity of answer books of a particular course (paper) is made available to the Firm by the Evaluation Cell, it will sort the answer copies after verification from the absentee statement available within the Answer Books/ or as provided by Evaluation Cell. Any discrepancy shall be brought to the notice of the In-Charge, Evaluation Cell.
4. After the sorting of answer books of a course (paper) is finished, coding of each and every answer book shall be done. Coding will pertain to maintaining the secrecy of Scholar Number/Roll number. Thus each answer book shall be sent for evaluation bearing a coded number instead of the actual Scholar Number/Roll number. The record of the same shall be securely maintained by the Firm ensuring all confidentiality.
5. The Firm will then prepare a bundle of 300 nos. of the sorted answer books. In case the quantity of answer books of a particular course (paper) is less than 300 nos., the Firm will prepare one bundle of the entire sorted answer books.
6. **The firm shall sort and prepare bundles as above mentioned to the extent of a minimum 10% of handed over answer books per day, the entire quantity of answer books made available to it by the Evaluation Cell shall be sorted, coded and tied in bundles. The daily quantity for work to be done by the firm will be as per example below:-**

For example if evaluation cell handed over 1.00 lac copies to the firm on 01st than the firm has to deliver the 10% of the copies i.e. 10000 copies per day from the next day onwards. However, if next 50000 answer books are handed over to the firm on 5th, than according to 10% of total answer books remaining(remaining from previous quantity handed over 60000) 15000 copies is to be delivered by the firm

daily. The firm shall maintain daily record of handed over and taken over answer books by evaluation cell. The same can be tallied in bill.

7. Since Examiners of answer books shall award marks online against the code generated for each answer book, the firm shall provide a digital copy of code generated for each answer book of a particular course (paper) to the Computer Cell of Examination Division.
8. The coded answer copies tied in bundles and packed in bags will be sent to Coordinators appointed for the purpose / Examiners by the Controller of Examinations (CoE) The CoE will also make arrangements regarding the availability of code of each answer copy to the Examiner for online award of marks and receiving online the award of marks from the Examiners.
9. These awards will be given to the Firm for De-Coding and making available in digital form the marks awarded to each Scholar Number/Roll Number. The Computer Cell of Examination Division will process the result thereafter.
10. The Firm will make arrangements of receiving the evaluated answer books brought from the Coordinators/Examiner by the authorized transporter and ensure that all the copies have been received from the appointed Coordinators/ Examiners. It will maintain a digital record of the answer copies received and appraise the same to the In-Charge of the Evaluation Cell.
11. Proper and systematic arrangement of the physically received evaluated answer books shall be done by the Firm in the storing place earmarked for the purpose by the Evaluation Cell so that no problem is faced in extracting the answer books for reevaluation and R.T.I. cases.
12. For REVALUATION WORK also the Firm is required to do the sorting, coding and de-coding work as mentioned above. All allotted work shall be completed on day to day basis. Firm will maintain a separate record of daily work.
13. When REVALUATION WORK is over the answer books will be placed in Exam store as per directions from Controller of Examinations.
14. For RTI related information pertaining to Answer Books also the Firm shall complete the work of providing to the Evaluation In-Charge the required copy(ies) on day to day basis.
15. Firm will work in the premises of University and space provided for the purpose.
16. After MOU with the Firm, Examination Section of VMOU will issue a work order for the work.
17. **Penalty- If bidder fails to deliver the daily quantity of work done as mentioned in point no. 07, than 10% penalty will be imposed on the pending quantity on the bill amount by the university. For example if bidder fails to deliver total 10% of answer books daily, than the panlty will be imposed on remaining quantity.**
18. Firm must have at least three years' experience in last ten years of handling same works at least in one government Universities /Boards of the state.
19. In case of any irregularity, discrepancy or leak/breach of confidentiality, legal action may be initiated against the Firm by the University in addition to forfeiture of amount deposited by the Firm as Security Deposit and firm shall be blacklisted also.
20. Any loss of answer-books, responsibility and accountability will be of the firm, if found on part of the Firm.
21. Firm will arrange all bundle-tying materials for answer books.
22. Firm will arrange computer and technical accessories for maintaining records of receipts of answer books from Exam Centres brought by authorized transporter, dispatch details of answer copies for evaluation given to authorized transporter, coding and decoding. Stationery and Code-stamping machines shall also be arranged by the Firm.
23. All the work done by the firm will be in university campus only.
24. The bidder may visit the office of the undersigned for clarification or explanation of work in office timings.

OTHER TERMS & CONDITIONS

1. VMOU will provide sufficient spaces and electricity at free of cost.
2. Staff provided by the firm should be as per Labor Act. /Circulars issued by Govt. time to time.
3. Being very confidential work bidder will provide the list of deployed employees with their police verification certificate. The same process will be adopted for exchange employee. No employee will be replaced without the permission of Controller of Examinations. An Attendance register will be maintained by the bidder.
4. Payment Clause:-
 - (i) Payment will be made after submitting an invoice in three copies.
 - (ii) Penalty will be deducted from the firm as per penalty clause, if applicable.

5. Eligibility of Bidders:

- i. The bidders who have minimum Three years experience of similar work in past 10 years i.e. from 2015 to till date in at least one Govt. Universities/ Boards of State.
- ii. The bidders who have 20 Lac average annual turnover for any of the last three financial years in past five financial years i.e. 2020-21, 2021-22, 2022-23, 2023-24, 2024-25 can only apply. 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 Financial Years should be attached .
- iii. A bidder may be natural person private entity, government-owned entity or, where permitted in the bidding documents any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture.

In the case of a Joint Venture:-

- (a) All parties to the Joint Venture shall sign the bid and they shall be jointly and severally liable; and
- b) A Joint Venture shall nominate a representative who shall have the authority to conduct all business for and on behalf of any or all the parties of the Joint Venture during the bidding process. In the event the bid of Joint Venture is accepted, either they shall form a registered Joint Venture company/firm or otherwise all the parties to Joint Venture shall sign the Agreement.
- iii. A bidder should not have a conflict of interest in the procurement in question as stated in RTPP rule 81 and the bidding documents. The procuring entity shall take appropriate actions against the bidder in accordance with section 11 and Chapter IV of the Act, if it determines that a conflict of interest has flawed the integrity of any procurement process. All bidders found to have a conflict of interest shall be disqualified.
- iv. A bidder debarred under section 46 shall not be eligible to participate in any procurement process undertaken by-
 - a) any procuring entity, if debarred by the State Government; and
 - b) A procuring entity if debarred by such procuring entity.
- v. Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- vi. No new partner(s) 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 submit a written agreement in the office of the procuring entity 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.

6. Bid Security:

- (i) Bid security shall be **two percent** or as specified by the State Government of the estimated value of subject matter of procurement put to bid. In case of Small-Scale Industries of Rajasthan, it shall be **half percent** of the amount of bid value and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction (BIFR), it shall be **one percent** of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids.
- (ii) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
- (iii) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the sealed bid. (envelopes)
- (iv) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- (v) Refund of B.S.: The B.S. of unsuccessful bidder shall be refunded soon after final acceptance of tender.
- (vi) **Forfeiture of B.S.:-**The B.S. will be forfeited in the following cases:
 - (a) When bidder withdraws or modifies the offer after opening of tender but before acceptance of tender.
 - (b) When bidder does not execute the agreement within the specified time.
 - (c) When the bidder does not deposit the performance security after the acceptance of bid.
 - (d) When he fails to start the work within the given time.

7. Agreement and Performance Security:-

- (i) Successful bidder will have to execute an agreement in the Form SR-17 on Judicial Stamp paper of Rs. 500/- and deposit Performance security equal to 5% of the value of the bid for which tenders are accepted within 15 days from the date of dispatch.
- (ii) The Bid security deposited at the time of tender will be adjusted towards Performance security amount.
- (iii) No interest will be paid by the department on the Performance Security Bid.
- (iv) The form of Security Money shall be as below:
 - (a) Bank Draft/Bankers Cheque.
 - (b) Post-office Saving Bank Pass book duly pledged.
 - (c) National Savings Certificate, Defence Savings Certificates, KisanVikas 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.
 - (d) Bank guarantee issued by any of scheduled bank.
- (v) The performance security money shall be refunded after one month of expiry of contract on satisfaction completion of the work or after the expiry of the

period of guarantee if any whichever is later and after satisfied that there are no dues outstanding against the bidder.

8. (i) Firms Registered with the Director of the Industries Rajasthan in respect of service for which they are registered subject to their furnishing the registration in original from the Director of Industries or a Photostat copy or a copy thereof duly attested by any Gazetted officer will be partially exempted from security and shall pay security deposit at the rate of 1% of the estimated value of tender.
(ii) Central Government and Government of Rajasthan Undertaking will be exempted from furnishing security amount.
9. Forfeiture of Performance Security:- Security amount in full or part may be forfeited in the following cases:
 - a. When any terms and conditions of the contract is breached by the bidder.
 - b. When the bidder fails to perform satisfactory work.
 - c. Notice of reasonable time will be given to forfeit Performance Security.
 - d. Any other reason.
10. **CONTRACT PERIOD:** Would be valid for a period of one year. The same may be extended or curtailed by the University at the sole discretion of VMOU, Kota by the approval of competent authority.
11. If services of bidder are unsatisfactory the procuring entity may terminate the contract at any time such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity.
12. Maintenance of the equipment/machinery will be owned by the bidder.
13. **Code of Integrity**
 - (1) Any person participating in the 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 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 benefits or avoid an obligation;
 - c. not include in any collusion, Bid rigging or anti-competitive 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 to 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.
14. Each Bidder shall submit only one Bid except in case of alternative bids, if permitted.
15. No Bidder who is not registered under the GST Act shall bid. The Registration Number must be coated and a Clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the Bid is liable to be rejected.
16. The procuring Entity is not responsible for the completeness of the Bidding Document and its addenda, if they were not obtained directly from the procuring Entity or not download correctly from the procuring Entity's website/ State Public Procurement Portal.
17. Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all Bidders who have obtained the Bidding Document directly from the

procuring Entity. It shall also be upload on the website of State Public Procurement Portal/ e-proc.rajasthan.gov.in for prospective bidders to download.

18. The period within which the contract agreement is to be executed and Performance Security is to be submitted will be intimated to the Bidder by the procurement Entity.
19. The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial bids. This date should generally be not later than fifteen days from the date of issue of letter.
20. Technical tender should necessarily have following documents with firm's stamp and official signature :-
 - (a) Scanned copy of required draft as such Cost of Tender From Processing Fee and Earnest Money Deposit Original Demand Drafts must reach to the department up to the last date of submission of Bid.
 - (b) Self attested copy of PAN Card of proprietor/all the partners/company.
 - (c) Self attested copy of GST of proprietor/all the partners/company.
 - (d) Experience certificate as per clause.
 - (e) Average annual turnover details for any of the last three financial years in past five financial years i.e. 2020-21, 2021-22, 2022-23, 2023-24, 2024-25 can only apply. 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 Financial Years should be attached.

Technical Tender submitted without the above documents shall be rejected without reservation along with the commercial tender & will remain unopened.

21. The prices quoted by the Bidder shall be fixed and No change on any ground during the period of contract will be accepted.
22. Tender shall not be considered valid, if
 - (a) It is not received on or before the date and time fixed for the purpose.
 - (b) More than one rate quoted for one item.
 - (c) The tender is conditional and inconsistent with any of the terms and conditions of the Tender Form.
 - (d) The Bidder submits more than one Tender or authorizes the submission of more than one Tender on its behalf by one or more authorized person(s)/Company(s)
 - (e) All documents furnished by the Bidders are not self attested.
 - (f) All required Demand Drafts & Sample Sheets not received upto by
 - (g) Original Certificate required in clause 6(f), & 6(g)Procurement (RTPP)
23. Alternative Bids and Conditional Bid shall not be considered.
24. The price to be quoted in the Bid Submission sheet shall be the total price of the Bid.
25. All the terms and conditions of the Rajasthan Transparency in Public Act, 2012 and RTPP Rules, 2013 will be strictly followed during the procurement of goods or hiring of any item, service, etc.
26. Any dispute related to this tender and arising out of terms and conditions thereof, the all will be subject to Kota judicial jurisdiction only.

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CONTROLLER OF EXAMINATIONS



VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA,
RAWATBHATA ROAD KOTA - 324021 (RAJASTHAN)

Financial Bid Format

“Rate Contract Hiring of Services for Examination related Works and Coding”

Bill of Quantity (BOQ)

S.N.	Description of the Work	UNIT	Basic Unit Rate (in INR) Per Answer Book including all the charges	GST (in INR) Per Answer Book	Grand Total including GST (in INR)
1.	Preparation of Answer Books for Term End Examinations as per the instructions (Includes the following work)- (i). Sorting of Answer books as per their paper code. (ii). Finding the discrepancies & Resolving it. Placing received Answer books at proper place as per direction of C.E. or his authorized staff. (iii). Coding each Answer book & preparing bundles of 300 Copies per course/paper (or a lesser number of answer book per bundle wherever the number of answer books received of a course/paper is less than 300) for evaluation. (iv) De-Coding each evaluated Answer Book & providing data in soft copy & Hard Copy. (v). Placing the Answer books at the Proper place as per Direction of C.E. / authorized staff.	Per Answer Book			
2.	Preparation of Answer Books for Re-evaluation & Challenge evaluation as per the instructions (Includes the following work)- Collecting Copies for Re-evaluation Coding & De-coding the Answer books, providing re-evaluation, data in Soft & Hard copy putting the Answer books at their proper place & sequence. Fetching the answer books for challenge evaluation, improvement and other purposes placing them at their proper place after being returned.	Per Answer Book			

Note:

- All the above work will be performed at VMOU Campus Kota, Rajasthan.
- Rate will be quoted both in Figure & words
- The prices quoted by the Bidder shall be fixed and No change on any ground during the period of contract will be accepted.



VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA,
RAWATBHATA ROAD KOTA - 324021 (RAJASTHAN)

TECHNICAL BID FORMAT

BIDDERS ELIGIBILITY (FOLLOWING INFORMATION ARE ESSENTIAL TO FURNISH)

S.NO.	Particulars	Details <i>(to be filled by the Bidder)</i>	Encloser. No.
1.	Name and Address of the Bidder/Firm/Company (Enclose the address proof)		
	(A) Registered Head Office		
	Address:		
	Name of Person:		
	Telephone:		
	Mobile:		
	E-mail:		
2.	Contact Person of the Bidder/Firm/Company with Telephone, Mobile No. and e-mail ID <i>(Enclose the ID proof)</i>		
3.	Name of Person (with Mobile No.) who will apprise to the University about the status of the work		
4.	Bank Details of the Bidder/Firm/Company: Account Number Account Type Bank Name and Address IFSC Code <i>(Enclose copy of the supporting documents)</i>		
5.	Year of Establishment		
6.	No. of Years Providing such/Services		
7.	Office is Owned /Leased/Rented		
8.	Nature of the Firm whether Proprietorship/Partnership/Company/ Government/Public/Private		
9.	In Case of Proprietorship Firm: Name, Father's Name and Residential Address of the Proprietor <i>(Enclose the Registration Certificate)</i>		
10.	In Case of Partnership Firm: Name, Father's Name and Residential Address of the Partners <i>(Enclose the Registration Certificate)</i>		
11.	In Case of Company: Registration No. of the Company Name and Address of the Directors of the company <i>(Enclose the Registration Certificate)</i>		
12.	Submission of prescribed bid fee		
13.	Submission of prescribed bid security		

14	Submission of prescribed bid processing fee		
15	Required Experience Certificate		
16	C.A audited statement of Turnover		
17	Signature of the bidder on each page of the bid		
18	Bid is unconditional and the bidder has agreed to given the required performance security.		
19	GST Registration certificate		
20	PAN No.		

Signature of Bidder
With seal

Certificate

I/we have read and understand all the terms conditions of the Bid and accept the same. All the information given by me/us in the bid are correct in our knowledge and i/we are responsible for wrong information if found in the bid document VMOU is authorize to take necessary action against me/us/firm.

Signature of Bidder
With seal

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, 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 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.

- 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 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 have 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

Annexure -B

Declaration by the Bidder regarding qualifications

In relation to my/our Bid submitted to Controller of Examinations VMOU, KOTA, Kota for procurement of **“Rate Contract for hiring of services for Sorting of answer Books, Codeing and Providing Data of Awarded Marks after Decoding work”** in response to their Notice Inviting Bid No./.....-.. Date ..-..-..... 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 Education Govt. Rajasthan)

(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 filled 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 payments 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 issued notice accompanied ny 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 th 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 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 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