



# VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Office of Comptroller Rawatbhata Road, Kota-324021 Rajasthan

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

No/VMOU/S&P/2026-27/03

Date: 07.05.2026

## NOTICE INVITING BID

Vardhman Mahaveer Open University, Kota invites sealed bids from the respective OEM/authorized dealers/Authorized Distributors under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for “**AMC of Sharp Photocopy Machines for Two Years**” under appropriate category fulfilling eligibility criteria prescribed in Eligibility bid under single stage two part bidding system as described in the bid documents as appended below :-

NIB No.	Name of work	Estimated Cost Rs.	BID Security Rs.	BID Form Fee Rs.	Date of Downloading BID documents	Last Date of Submission of BID	Date of Opening of BID	Validity Period
03/2026-27	<b>AMC of Sharp Photocopy Machines for Two Years</b>	2.00 Lakh	4000/-	200/-	14.05.2026	23.05.2026 Till 4:00 PM	25.05.2026 At 3:00 PM	90 days

### **Instructions to Bidders:-**

1. The detailed scope of work as well as terms and conditions for “**AMC of Sharp Photocopy Machines for Two Years**” have been given in the BID documents which may be downloaded from [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) or University website [www.vmou.ac.in](http://www.vmou.ac.in).
2. The Interested bidders may submit their bids in a sealed single envelope superscribing “**AMC of Sharp Photocopy Machines for Two Years**” along with separate Demand Drafts drawn in favour of “Vardhman Mahaveer Open University” payable at Kota towards the cost of Bid Fee Rs. 200/- (non-refundable) and bidder submit bid security amount Rs. 4000/- (refundable) and relevant documents. The sealed envelope may be dropped in the **Tender Box at Room No. 114** or it may be sent to Comptroller, VMOU, Kota through registered post/parcel upto last date and time as stated above.
3. **Tender Documents contain the following:-**
  - a. DD against BID fee, & BID Security .
  - b. Copy of GST Registration and PAN shall be enclosed with the BID.
  - c. The bidder must submit terms and conditions as well as annexure A, B, C and D (duly signed) with the BID.
4. **The Price bid shall contain Rates quoted by the bidder in prescribed format as enclosed herewith.**
5. Bid to be accepted only from Manufacturer, Authorized Dealers & Authorized Distributors. Sharp Authorization certificate should be attached with bid document.
6. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.
7. VMOU, Kota is not bound to accept the lowest bid and may reject any bid or any part of the bid without assigning any reason therefore.
8. Bids received after the prescribed time and date will not be considered.
9. Validity: - 90 days from the opening of Bid.
10. In case of any query, the undersigned (Procurement Entity) may be contacted e-mail at [cps@vmou.ac.in](mailto:cps@vmou.ac.in) .
11. Corrigendum if any will be published on above website only.
12. Conditional Tender will not be Accepted.
13. Bidder or their Authorized representative may attend at the time of opening of the tender.
14. The bidder must not to be black listed anywhere from previous 3 years (i.e. 2023-24, 2024-25, 2025-26) till Bid Submission end date, self declaration has to be submitted with bid Document.

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OIC (P&S)



**VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA**  
**Rawatbhata Road, Kota -324021**

**Central Store and Purchase Cell**

**Price Bid**

**(“AMC of Sharp Photocopy Machines for Two Years”)**

1. NIB No and Date :- 03/2026-27 dated 07.05.2026
2. Name of Bidder :-
3. Full Address :-
4. Contact No. :-
5. Email Address :-
6. GST Registration No. :-
7. PAN No. :-
8. Work Description :-

Sr. No.	Name of Dept	Model No.	No. of Photocopy Machine	Rate per copy for A.M.C. of Photocopy Machine (Inclusive Consumable Spare Parts & Services)	GST @....% (as applicable)
1.	Registrar Office	AR-5520S	1		
2.	Legal Cell	AR-5520S	1		
3.	Regional Centre, Kota	AR-5520S	2		
4.	Examination	AR-5520S	1		
5.	Faculty	AR-5520S	1		
6.	Accounts	AR-5520S	1		
7.	Examination	MX-M452N	1		
8.	Examination	MX-2614 Colored Photocopy Machine	1		

Note:- Document should be submitted with Bid .

1. DD against BID fee,&BID Security.
2. Copy of GST Registration and PAN .
3. Terms and conditions as well as annexure A,B,C and D (duly signed).
4. Sharp Authorization certificate should be attached with bid document .
5. The bidder must not to be black listed any where from previous 3 years (i.e. 2023-24, 2024-25, 2025-26) till Bid Submission end date, self declaration has to be submit with bid Document.

Date:

Place:

Signature of the Bidder with seal

# **VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA**

**Rawathbhata Road, Kota -324021**

## **CONDITION OF BID & CONTRACT**

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

1. Tenders shall be given only by Manufacturer, Authorized Dealers & Authorized Distributors of the goods. 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 including **Goods and Service Tax as GST** as applicable .
5. **OEM/Authorized Dealer/agents of Supplier:** when a firm sends quotation for an item manufactured by some different company, the firm is also required to attach, in its bid, the manufacturer's authorization certificate and also manufacturer's confirmation of extending the required warranty for that product. In cases where the manufacturer has itself submitted the bid, the bids of its authorized dealer will not be considered and EMD will be returned.
6. The OEM (Original Equipment Manufacturer) should be an ISO 9001:2008 certified company .
7. **Validity:** - Tender shall be valid for a period of **90 days** from the date of opening the bid.
8. 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 purchase officer and get clarification.
9. The Contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
10. **Specifications:-**
  - a. The equipment offered shall be in accordance with the minimum Technical Specification as provided in **Annexure A**. The university reserve the right to select the specification and other features as per its actual requirement.
  - b. The decision of the purchase committee whether the articles supplied conform to the specifications , if any, shall be final and binding on the bidders.
11. 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.
12. **Warranty:-** The equipment/goods shall have a comprehensive on-site warranty for minimum one year or in accordance with the terms of the OEM, as the case may be.
13. **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.
14. **Evaluation:-**
  - a. The Tenders will be evaluated on the basis of specification/brand/make of the product 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 VMOU reserves the right to select the tenderer on the basis of best possible features quoted. The decision of VMOU arrived at in this regard shall be final and representation of any kind shall not be entertained on the above.
15. **Rejection:-** Articles not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the purchase committee.
16. The bidder whose tender is accepted shall attend Machine within 24 hour when required .
17. **Performance Security and Agreement within 15 Days:-**
  - a. Successful bidder will have to execute an agreement in the Form SR-17 and deposit performance security equal to 5% of bid Value within 15 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.
- d. The performance security shall be refunded after the expiry of contract on satisfaction completion of the same or after the expiry of the period of guarantee if any.
18. **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 complete supply, Installation & Commissioning satisfactorily.
  - c. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the purchase officer in this regard shall be final.
19. (i) Firms Registered with the Director of Industries Rajasthan in respect of stores 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 earnest money and shall pay security deposit at the rate of 1% of the estimated value of tender.
- a. Central Government and Government of Rajasthan Undertaking will be exempted from furnishing security amount as per rule.
20. 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.
21. **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 Comptroller VMOU in accordance with GF & AR all remittance charges will be borne by the bidder.
  - b. Payments in case of those goods which need testing shall made only when such tests have been carried out, test results received conforming to the prescribed specification. If tests results found less than the prescribed parameters ,the amount will be deducted in the ratio of test results and parameters separately.
22. (i) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the purchase officer
- (ii) Liquidated Damages:- In case of extension in the delivery period with liquidated damage the recovery shall be made on the basis of following percentage of value of stores which the bidder has failed to supply:-
- |  |     |
|--|-----|
| Delay up to one fourth period of the prescribed delivery period              | 2½% |
| Delay exceeding one fourth but not exceeding half of the prescribed period   | 5%  |
| Delay exceeding half but not exceeding three fourth of the prescribed period | 7½% |
| Delay exceeding three fourth of the prescribed period                        | 10% |
- (iii) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- (i) The maximum amount of liquidated damage shall be 10%.
- (ii) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance , he shall apply in writing to the authority , which has placed the supply order, fro the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (iii) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.
23. **Recoveries:** - Recoveries of liquidated damages, short supply breakage, rejected articles shall ordinary 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.
24. 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.
25. **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.**
26. 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.

27. 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.**
28. VMOU, Kota is a Govt. university and liable to get maximum educational discount from manufacturer, please specifies it separately and provide attested copy of educational partner (if any).
29. Bidder should submit their Authorization letter/ Distributor certificate.
30. **The bid and contract shall be governed by the Rajasthan transparency in public procurement Act 2012 and 2013.**
31. 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.**
32. **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.**
33. If Bid submitted with any terms and conditions other than mentioned in the tender document shall be rejected .

**Note:** - 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

**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 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 Comptroller VMOU, KOTA, Kota for procurement of “**AMC of Sharp Photocopy Machines for Two Years**” in response to their Notice Inviting Bid No. 03/2026-2027 Dated 07.05.2026 . 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 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 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 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 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 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 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 fails 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