



VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Office of Comptroller Rawatbhata Road, Kota-324021 Rajasthan
(Website- vmou.ac.in)



No/VMOU/S&P/2026-27/13

Date: 30.06.2026

UBN No. - VMU2627GLRC00014

NOTICE INVITING E-BID

Notice for two Part BID System E-Tender/Bid under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 are invited from reputed and registered firms/Agencies for Two Year Rate Contract for Supply of Stationery & General Items. Schedule of the bids are as under:-

1.	Name of Work	Two Year Rate Contract for Supply of Stationery & General Items
2.	Estimated Cost	Rs. 44.00 Lakh
3.	Bid Form Cost	Rs. 1000/-
4.	RISL Processing Fees	Rs. 500/-
5.	Bid Security	Rs. 88,000/-
6.	Date & Time of Online availability of Tender Document on E-Proc	03.07.2026 (10:00AM) to 20.07.2026 (5:00PM)
7.	Last Date & time of uploading of bids on E-Proc	20.07.2026 (5:00PM)
8.	Last date of Physical submission of original tender fees DD, processing fees DD, Bid Security DD Properly packed envelop with Seal & signed must be reached at office of Incharge, Purchase & Store, VMOU, Kota Room No 114	20.07.2026 (up to 5:00PM)
9.	Date & Time of opening the Technical Bid	21.07.2026 (3:00PM)
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. Tender Documents can be obtained by downloading it from website www.vmou.ac.in, www.sppp.rajasthan.gov.in & <http://eproc.rajasthan.gov.in>.
2. Bid will be uploaded on <http://eproc.rajasthan.gov.in> by the bidder well before the bid submission last date & time (as per server system clock.) The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
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 with in 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, www.sppp.rajasthan.gov.in & <http://eproc.rajasthan.gov.in>.
6. Conditional tenders will not be accepted.
7. Self declaration submit on letterhead with Sign & Seal of firm for Bidder not to be black listed any where at present & during last three years as per Annexure-I has to be submit with Technical bid document.
8. In case of any queries, Central Store of University may be contacted. All queries must be submitted in writing before bid submission end date.
9. In the event of the specified dates being a holidays activities assigned on that date may be carried out on next working day on the same time.

- Sd -
Comptroller

From:

M/s.....

.....

.....

To

Comptroller

Vardhman Mahaveer Open University

Kota-324021

Subject :- Two Year Rate Contract for Supply of Stationery & General Items .

Reference: Your tender Notification No.

Date:-----

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 Comptroller Rawathbhata Road, Kota -324021 Rajasthan)
Website : www.vmou.ac.in

Technical Bid

(Two Year Rate Contract for Supply of Stationery & General Items)
(To be filled by the Bidder)

1. NIB No. : 13/2026-27 Date 30.06.2026
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/joint
venture/consortium

8. Details of Demand Drafts.

- I: D.D for Bid fee in favour of Vardhman Mahaveer Open University, kota Payable at kota.
Rs.: 1000/- D.D. No. - Date :
Name of Bank : Drawn on:
- II: DD for RISL Processing Fee in favour of Managing Director RISL, Jaipur Payable at Jaipur.
Rs.: 500/- 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.: 88000/- D.D. No. - Date :
Name of Bank : Drawn on:
- IV: PAN No. & GST No. : Enclose signed copy of PAN & GST Registration.
9. Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed shall be enclosed.
 10. Self declaration submit on letterhead with Sign & Seal of firm for Bidder not to be black listed any where at present & during last three years as per Annexure-I has to be submit with Technical bid document .
 11. Terms & Condition of Bid & Contract shall be enclosed with Sign & Seal of Bidder.
 12. Bidder shall be submit copy of last 3 Financial years i.e. 2022-23, 2023-24, 2024-25/2025-26 till bid submission end date Audit Report and Turnover Certificate (with UDIN No.) duly Certified by C.A. .
 13. फर्म द्वारा फर्म के Shop Act में Registration की प्रति निविदा के साथ संलग्न करनी होगी जो संविदा अवधि में Valid होना चाहिए। यदि Registration की validity संविदा/अनुबंध अवधि में समाप्त होती है तो समाप्तिसे पूर्व पुनर्नवीनीकरण करके प्रस्तुत करना होगा अन्यथा संविदा/अनुबंध निरस्त किया जा सकेगा।

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



वर्धमान महावीर खुला विश्वविद्यालय, कोटा

क्रय एवं भण्डार अनुभाग, रावतभाटा रोड, कोटा – 324021

Supply of Stationery & General Items

1. किसी भी न्यूनतम दर वाली निविदा को स्वीकृत करने के लिए विश्वविद्यालय बाध्य नहीं है। RTPP Act 2012 Section 26 अंतर्गत उपापन प्रक्रिया का रद्दकरण किया जा सकता है।
2. स्वीकृत निविदादाता को स्वीकृत कार्य आदेश की 5% कार्य निष्पादन प्रतिभूति (Work Performance Security) राशि का डिमान्ड ड्राफ्ट अथवा RTPP Rule 75 अंतर्गत मान्य जमा प्रकारों जो वर्धमान महावीर खुला विश्वविद्यालय कोटा के नाम से देय होगा अनुबंध करने से पूर्व जमा करना होगा।
3. स्वीकृत निविदादाता को दरें स्वीकृति की सूचना विश्वविद्यालय से प्राप्त होने पर अधिकतम 15 दिवस में कार्यालय में उपस्थित होकर RTPP Rule 2013 के नियम 76 के अनुसार रु. 500/- के Non judicial स्टाम्प पर अनुबंध सम्पादित करना होगा।
4. निविदा में फर्म द्वारा अंकित कोई/किसी प्रकार की शर्तें मान्य नहीं होगी।
5. फर्म को बिल दो प्रतियों में मय मूल कार्यादेश के साथ भुगतान हेतु प्रस्तुत करना होगा।
6. फर्म द्वारा कार्यादेश में अंकित अवधि के अन्दर विश्वविद्यालय के केन्द्रीय भण्डारगृह को आपूर्ति करनी होगी अन्यथा बिल से नियमानुसार पेनल्टी काटी जायेगी।
7. यदि फर्म द्वारा कोई छूट प्रदान की जाती है तो उसे निविदा प्रपत्र में स्पष्ट रूप से अंकित किया जावे। सशर्त निविदा मान्य नहीं होगी।
8. निविदा/निविदा प्रपत्र में अंकित अनुमानित लागत तथा सामग्री की मात्रा में कमी तथा बढ़ोतरी की जा सकती है। जिसका भुगतान स्वीकृत दरों पर किया जावेगा। न्यूनतम आपूर्ति मात्रा निर्धारित नहीं है तथा इस हेतु कोई क्षतिपूर्ति देय नहीं होगी।
9. सामग्री/स्टेशनरी की दरें सभी कर सहित अंकित की जावे।
10. वि.वि. द्वारा समय समय पर मांग के आधार पर ही कार्यादेश जारी किये जावेंगे।
11. निविदा शर्तों पर यदि फर्म द्वारा उक्त शर्तों पर सहमति हेतु मय मोहर के हस्ताक्षर नहीं किये जाते हैं तो निविदा स्वीकार नहीं की जावेगी।
12. अनुमोदित दरें दो वर्ष के लिये मान्य होगी जिसे RTPP Rule 2013 के नियम 29 प्रावधानानुसार विशेष परिस्थिति में आपसी सहमति से 3 माह बढ़ाया जा सकेगा।
13. मुद्रित लिफाफों की आपूर्ति कार्य आदेश जारी होने की दिनांक से न्यूनतम 30 दिवस तथा अन्यसामग्री की आपूर्ति कार्य-आदेश जारी होने की दिनांक से न्यूनतम 15 दिवस में विश्वविद्यालय के मुख्यालय स्थित केन्द्रीय भण्डार, (कमरा न. 06 में) वमखुवि, रावतभाटा रोड, कोटा पर आपूर्ति करनी होगी। जिसके लिए अलग से कोई भुगतान देय नहीं होगा।
14. किसी प्रकार का विवाद उत्पन्न होने पर न्याय क्षेत्र कोटा रहेगा।
15. लिफाफों का सेम्पल निविदा में दरें अंकित करने से पूर्व केन्द्रीय भण्डार में कार्यालय समय में देखा जा सकता है।
16. सामग्री कार्यादेश के अनुसार आपूर्ति की जाएगी, टूटी-फूटी, कटी-फटी एवं क्षतिग्रस्त सामग्री को स्वीकार/प्राप्त नहीं किया जायेगा। Defecture Supply GF & AR Part II Rule 5 व SR Form 16 अनुसार अपने व्यय पर विहित समय में Replace करनी होगी अन्यथा बाजार से क्रय प्रचलित बाजार दरों पर की जा सकेगी जिसकी वसूली अनुमोदित प्रदायकर्ता से की जायेगी।
17. (Item wise) न्यूनतम दर दाता की दर उस सामग्री के लिए अनुमोदित की जाएगी। सकल न्यूनतम दरदाता से RTPP Rule 69 अंतर्गत L2 अथवा L3 items हेतु Negotiation किया जा सकेगा।
18. राजकीय नियमानुसार बिलो से टैक्स कटौती की जावेगी।
19. यदि अनुबंध अवधि के दौरान अनुबंधित फर्म द्वारा अनुमोदित दरों से कम दर पर कहीं भी आपूर्ति करना पाया जाता है तो फर्म को कम दर के अनुसार भुगतान किया जावेगा।
20. वर्तमान GST Rates में कोई संशोधन सरकार द्वारा किया जाता है तो वह लागू किया जावेगा।
21. आवश्यकतानुसार लिफाफों की GSM Testing करवाई जा सकती है। निर्धारित GSM नहीं पाए जाने पर Condition of Tender & Contract की शर्त संख्या 14 के अनुसार कटौती की जावेगी।
22. **Right to vary quantity**

(1) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.

(2) Orders for extra items may be placed by the procuring entity in accordance with the Schedule of Powers as prescribed by the Finance Department, upto 5% of the value of the original contract, if allowed in the bidding documents. The fair market value of such extra items payable by the procuring entity to the contractor shall be determined by the procuring entity in accordance with guidelines prescribed by the administrative department concerned.

(3) Orders for additional quantities may be placed, if allowed in the bidding documents, on the rates and conditions given in the contract and the original order was given after inviting open competitive bids. Delivery or completion period may also be proportionately increased. The limits of orders for additional quantities shall be as under :-

- a) 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
- b) 50% of the value of goods or services of the original contract.

Provided that in exceptional circumstances and without changing the scope of work envisaged under the contract, a procuring entity may procure additional quantities beyond 50% of the quantity of the individual items as provided in the original work order with prior approval of the Administrative Department concerned as follows :-

- (i) the procuring entity shall obtain prior approval for revised requirements from the competent authority for reasons to be recorded in writing. Wherever necessary, due to the quantum of orders for additional quantities, the procuring entity shall obtain prior and revised technical, financial and administrative sanctions from the competent authorities;
- (ii) that the additional quantities so procured shall be part and parcel of the work being executed;
- (iii) that the limit of 50% of the value of original contract shall not be exceeded in any case.

23. समस्त प्रावधान RTPP Act 2012 व RTPP Rules 2013 अनुसार शासित होंगे जिन्हें वित्त विभाग की Website www.financerajasthan.gov.in पर देखा जा सकता है।

24. फर्म द्वारा फर्म के Shop Act में Registration की प्रति निविदा के साथ संलग्न करनी होगी जो संविदा अवधि में Valid होना चाहिए। यदि Registration की validity संविदा/अनुबंध अवधि में समाप्त होती है तो समाप्ति उपरांत पुनर्विनीकरण करके प्रस्तुत करना होगा अन्यथा संविदा/अनुबंध निरस्त किया जा सकेगा।

मेरे द्वारा उपरोक्त निर्देशों एवं शर्तों का अध्ययन कर लिया गया है और मैं अपनी सहमति व्यक्त करता हूँ।

हस्ताक्षर निविदादाता

VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawathbhata Road, Kota -324021

CONDITION OF TENDER & CONTACT

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

1. **Tenders by bona-fide dealers:-**Tenders shall be given only by bona-fide dealers in 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 Comptroller 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 (V.M.O.U., Kota)
5. **Validity:** - Tender shall be valid for a period of 90 days from the date of opening of bid.
6. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make, and drawings, 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, drawing etc., he shall, before signing the contract, refer the same to the purchase officer 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:-**
 - (i) All article supplied shall strictly VMOU, Kota conform to the specifications, trade mark laid down in the tender form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
 - (ii) The supply of articles marked with asterisk/at serial number, shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the purchase committee whether the articles supplied conform to the specifications and are in accordance with the samples , if any, shall be final and binding on the bidders.
 - (iii) **Warranty/Guarantee Clause:-** The bidder would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of one year from the date of delivery of the said goods/stores/articles to be purchased and that not with standing the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of one year the said goods/stores/articles be discovered not to confirm to the description and quality aforesaid or have determined (and the decision of the purchase committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality on such rejection the goods/stores/articles will be at the sellers risk and all the provisions relating to rejection of goods, etc., shall apply. The bidder shall if so called upon to do, replace the goods, etc. or such portion thereof as is rejection by the purchase committee, otherwise the bidder shall pay damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the purchase committee in that behalf under this contract or otherwise.
9. **Inspection:-**
 - (a) The University inspection committee/UPC authorized shall have time to inspect and examine the materials and workmanship of the goods/equipments/machineries during manufacturing process or afterwards as may be decided.
 - (b) The tender shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name & address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business, a letter of introduction from their bankers will be necessary.
10. **Samples:-** Tenders for articles marked within the schedule shall be accompanied by two set of samples of the articles (**if required**) tendered properly packed & signed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by train etc. should be dispatched freight paid and the R/R or G.R. should be sent under a separate registered cover.
11. Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
12. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The VMOU, Kota shall not be responsible for any damage, wear and tear or loss during testing, examination, etc during the period these samples are retained. The sample shall be collected by the bidder on the expiry of stipulated period. The VMOU, Kota shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by the VMOU, KOTA and no claim for their cost, etc., shall be entertained.
13. Samples not approved, shall be collected by the unsuccessful bidder. The VMOU, KOTA will not be responsible for any damage, wear and tear, or loss during testing, examination, etc, during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.

14. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out by VMOU, KOTA from reputed testing house like MSME Testing Station, Jaipur and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such test. **If GSM/TPI and Size printing & Pasting comes below the standard then deduction of amount will be done in proportionate from the total cost of envelopes as under :-**

a. In Case of where indicated 'GSM'.

Then for less value of GSM in percentage from specified value the deduction proportionately will be done from 70% value of particular size of Item & for other defects such as pasting & size penalty will be deducted from 30% value of particular size of Item.

b. In case of where indicated GSM with Printing.

As Per above 'A'.

c. In Case of where indicated GSM/TPI.

If GSM & TPI comes below the standard then deduction of amount will be done as follows:-

i. For less value of GSM in % from specified value the deduction will be done from 35% value of particular size of envelope in proportionately.

ii. In less value of TPI in % from specified value the deduction will be done from 35% value of particular size of envelope in proportionately.

iii. For other defects such as pasting, printing & Size penalty will be deducted from 30 % value of particular size of envelope.

15. **Drawl of samples:-** Incase of tests, samples shall be drawn in four sets in the presence of bidder or his authorized representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the officer for reference and record.

16. **Testing Charges:-** Testing Charges shall be borne by the VMOU, KOTA. In case urgent testing is desired to be arranged by the bidder the testing charges shall be payable by the bidder.

17. Rejection:-

(i) 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.

(ii) If, however, due to exigencies of VMOU, KOTA, such replacement either in whole or in part, is not considered feasible, the purchase committee after giving an opportunity to the bidder of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

18. The Rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which University shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder's risk and on his account.

19. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road pr air and delivery of the material in good condition to the consignee at destination. In the event of loss, damage, breakage or leakage or any shortage the bidder shall be liable to make goods such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.

20. The contract for the supply can be repudiated at any time by the University, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.

21. Direct & indirect canvassing on the part of the bidder or his representative will be a disqualification.

22. (i) **Delivery and Installation Period:-** The bidder whose tender is accepted shall arrange supplies and installation of items according to given Supply Work Order issued by the university from time to time under ARC.

(ii) **Right to vary quantity**

(1) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.

(2) Orders for extra items may be placed by the procuring entity in accordance with the Schedule of Powers as prescribed by the Finance Department, upto 5% of the value of the original contract, if allowed in the bidding documents. The fair market value of such extra items payable by the procuring entity to the contractor shall be determined by the procuring entity in accordance with guidelines prescribed by the administrative department concerned.

(3) Orders for additional quantities may be placed, if allowed in the bidding documents, on the rates and conditions given in the contract and the original order was given after inviting open competitive bids. Delivery or completion period may also be proportionately increased. The limits of orders for additional quantities shall be as under :-

a) 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and

b) 50% of the value of goods or services of the original contract.

Provided that in exceptional circumstances and without changing the scope of work envisaged under the contract, a procuring entity may procure additional quantities beyond 50% of the quantity of the individual items as provided in the original work order with prior approval of the Administrative Department concerned as follows :-

(i) the procuring entity shall obtain prior approval for revised requirements from the competent authority for reasons to be recorded in writing. Wherever necessary, due to the quantum of orders for additional quantities, the procuring entity shall obtain prior and revised technical, financial and administrative sanctions from the competent authorities;

- (ii) that the additional quantities so procured shall be part and parcel of the work being executed;
- (iii) that the limit of 50% of the value of original contract shall not be exceeded in any case.

23. Bid Security:-

- (a) The Bid Security amounting 2% of Tender Value is Rs 44.00 lakh i.e. Rs. 88,000/- has been submitted vide Demand Draft in favour of Vardhman Mahaveer Open University, Kota payable at Kota.
- (b) Partial exemption from B.S.:- Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photostat copy or a copy thereof duly attested by any Gazetted Officer from the Director of Industries Rajasthan, at the rate of 0.5% of the estimated value of the tender shown in NIT.
- (c) The Central Government and Government of Rajasthan undertakings need not furnish any amount of earnest money/B.S..
- (d) The earnest money/security deposit lying with the Department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.

24. 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 if any, prescribed within the specified time.
- (c) When the bidder does not deposit the security money after the supply order is given.
- (d) When he fails to commence the supply of the items as per supply order within the time prescribed.

25. Agreement and Security Deposit:-

- (a) Successful bidder will have to execute an agreement in the Form SR-17 and deposit Performance security equal to 2.5% of the value of the stores for which tenders are accepted 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.
- (c) The form of Performance Security shall be as below:
 - a. Bank Draft/Bankers Cheque.
 - b. Post-office Savings Bank Pass book duly pledged.
 - c. 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.
 - d. Bank guarantee issued by any of scheduled bank.
- (E) The security money shall be refunded after one month of the final supply of the items as per purchase order in case of one time purchase and two months in case delivery is staggered, after the expiry of contract on satisfaction completion of the same 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.
- 27. (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.

(ii) Central Government and Government of Rajasthan Undertaking will be exempted from furnishing security amount.

28. 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 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.

29. 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.

30. Insurance:-

- (i) The goods will be delivered at the destination in perfect condition. The supplier, if he so desires, may be insured the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot etc.) The insurance charges will be borne by the supplier and state will not be required to pay such charges incurred.
- (ii) The articles may also be got insured at the cost of the purchaser, if so desired by the purchaser. In such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.

31. Payments:-

- (i) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply satisfactorily and on submission of bill in proper form by the bidder to the University in accordance with GF & AR all remittance charges will be borne by the bidder.

- (ii) In case of disputed items, 10 to 25% of the amount shall be with held and will be paid on settlement of the dispute.
- (iii) 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.

32 (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%

32.1 Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

32.2 The maximum amount of liquidated damage shall be 10%

32.3 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.

32.4 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.

32.5 Risk & Cost clause:-

The competent authority of VMOU, KOTA without prejudice to his right against the approved supplies in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of the contract or otherwise, by notice in writing absolutely determined the contract in any of the cases.

(i) A notice in writing to rectify, or otherwise that the work being performed is inefficient or otherwise implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter of if the supplier shall delay or suspended the execution of the work so that either in the judgment of the competent authority, he will be unable to perform the work by the satisfaction of VMOU, KOTA or has already failed to complete the work by the time.

(ii) If the supplier commits breach of the terms & conditions the contract.

(iii) When the supplier has made himself liable for action under any of the cases aforesaid , the competent authority, shall exercise power:-

(a) To determine or rescind the contract, as aforesaid, upon such determination or rescission, the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of VMOU, KOTA.

(b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original SP, if the whole work had been executed by him of the amount of which excess, the decision of the COE/VMOU, KOTA shall be final and conclusive and shall be borne and paid by the original SP that may be deducted from any money due to him by the VMOU, KOTA or from has bid security, performance security. However the original SP shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material, equipments or entered into any engagements or made advances on account of execution/performance of contract.

33. 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. In case recovery is not possible recourse will be taken under Rajasthan PDR act or any other law in force.

34. Bidders must make their own arrangement to obtain import licence, if necessary.

35. 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. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Dy. Registrar.

36. 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.

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

- Attested copy of partnership deed in case of partnership firms.
- Registration number and year registration in case partnership firm is registered with Registrar of firms.
- Address of residence and office, telephone numbers in case of sole proprietorship.
- Registration issued by Registrar of Companies in case of company.

38. If any dispute, arise out of the contract with regard to the interpretation meaning and branch 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.

39. 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.

40. 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).
41. Bidder should submit their Authorization letter/ Distributor certificate.
40. **The bid and contract shall be governed by the Rajasthan transparency in public procurement Act 2012 and rules 2013.**
41. **Annual Rate Contract for the subject matter of procurement shall be made for two year from the date of issue of letter of intent; however, the contract period may be extended as Per RTPP Rule 2013.**

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

घोषणा—पत्र

निविदा की समस्त जानकारी/शर्तों का मैंने/हमने अच्छी तरह अध्ययन कर लिया है। मैं/हम यह भी प्रमाणित करते हैं कि मैं/हम उक्त कार्य हेतु रजिस्टर्ड है वास्तव में चाहा गया व्यवसाय किया जाता है तथा वांछित मशीन/उपकरण/ प्रशिक्षित कार्मिक उपलब्ध है तथा “अधिनियम” की धारा 46 एवं “नियम” 39 के अनुसार राज्य सरकार या इस उपापन संस्था से निविदा जमा की अंतिम दिनांक के 3 वर्ष पूर्व तक अपात्रता के लिये विवर्जित (Debarred) नहीं हैं।

यदि यह घोषणा असत्य पायी जाए तो नियमानुसार कार्यवाही की जा सकती है, मेरी/हमारी बोली प्रतिभूति/एवं कार्य निष्पादन प्रतिभूति को पूर्ण रूप से समपहृत कर लिया जा सकेगा तथा खुली बोली को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द किया जा सकेगा।

बोलीदाता के हस्ताक्षर नाम मय सील

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 an intent to gain unfair advantage in the procurement process.
- (e) Not indulge in any corruption 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;
 - e. Have Controlling partners/shareholders in common; or
 - a. Receive or have received any direct or indirect subsidy from any of them; or
 - b. Have the same legal representative for purpose of the bid; or
 - c. 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
 - d. 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
 - e. 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
 - f. 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, V.M.O.U., KOTA, Kota for procurement of “***ARC for Supply of Stationery & General Items.***” in response to their Notice Inviting Bid No. 13/2026-27 Dated 30.06.2026 . 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 to the matter

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

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 Declaration shall be executed.

2. Procuring Entity's Right to vary Quantities.

- i. At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit 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 or more Bidders 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 vital 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

VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Office of Comptroller Rawatbhata Road, Kota-324021 Rajasthan

(Website- vmou.ac.in)

BOQ (To be submitted on-line)

1. Name of Work:-Supply Of Stationery & General Items.
2. NIB No:- 13/2026-27 Date:-30.06.2026
3. Name of Bidder and Address: -
.....

S.No.	Description of Goods & Items	Per Unit	Rates including All Taxes per Unit (In Figures)	Rates including All Taxes per Unit (InWords)
1	Gum Paste 700 ml	Per Nos.		
2	Pencil Carbon Paper (Blue) size 210 x 330 mm Cores per packet 100 sheet	Per Packet		
3	File Pad Size 10" x 15" having board of 28 or with paper pasted on both side & 4" wide flap of binding cloth cover with 34" long with tap of 1/2" width (till move) to be inserted in between straw & paper. (AP Nayan)	Per Hundred		
4	Register (standard make) (A) - Two Quire (B) - Three Quire (C) - Four Quir (D) - Six Quir (E) - Eight Quir	Per Nos. Per Nos. Per Nos. Per Nos. Per Nos.		
5	<u>TNPL</u> Xerox Paper Ream 70 GSM Containing 500 sheets in a ream (A) - Size A-4 210 x297 mm (B) - Size Legal 215 x345 mm (C) Ream Eco Color Half 75 GSM (in all available Colors)	Per Nos. Per Nos. Per Nos.		
6	<u>JK</u> Xerox Paper Ream 70 GSM Containing 500 sheets in a ream (A) - Size A-4 210 x297 mm (B) - Size Legal 215 x345 mm (C) Ream Eco Color Half 75 GSM (in all available Colors)	Per Nos. Per Nos. Per Nos.		
7	<u>My Choice</u> Xerox Paper Ream 70 GSM Containing 500 sheets in a ream (A) - Size A-4 210 x297 mm (B) - Size Legal 215 x345 mm (C) Ream Eco Color Half 75 GSM (in all available Colors)	Per Nos. Per Nos. Per Nos.		
8	<u>Green Century</u> Xerox Paper Ream 70 GSM Containing 500 sheets in a ream (A) - Size A-4 210 x297 mm (B) - Size Legal 215 x345 mm (C) Ream Eco Color Half 75 GSM (in all available Colors)	Per Nos. Per Nos. Per Nos.		
9	PVC Taps Roll Transparent (1) width 1" & 30 miters (2) width 2" & 30 miters	Per Nos. Per Nos.		
10	PVC Taps Roll Brown (1) width 2" & 50 miters. Long.	Per Nos.		

	(2) width 2" & 100 miters. Long. (3) width 3" & 100 miters. Long.	Per Nos. Per Nos.		
11	PVC Taps Roll Transparent (1) width 2" & 50 miters. Long. (2) width 2" & 100 miters. Long. (3) width 3" & 100 miters. Long.	Per Nos. Per Nos. Per Nos.		
12	Stamp Pad (Ashoka/Faber Castell) (A) Size : 110mm X 70mm (B) Size : 160mm X 97mm	Per dozen Per dozen		
13	Pen Drive 32 GB 64 GB 128 GB	Per Nos. Per Nos. Per Nos.		
14	C. L. Register (OneDasta) (Standard Make)	Per piece		
15	Pilot Pen (A) Pilot Pen Hi tec point 0.5 (B) Pilot Pen v.5	Per dozen Per dozen		
16	Uniball (eye) Fine Pen Original	Per dozen		
17	Ball Pen (Use & Throw) Blue and Red	Per PKT (20 pcs)		
18	Ball Pen 045 Fine Curbure	Per piece		
19	Scale One ft. Plastic	Per PKT (10PCS)		
20	Paper vat (PVC) Size 5(L)x5(W)x2.5(H) CM	Per piece		
21	Permanent Marker Black (Reynold/Doms/Camlin)	Per PKT (10PCS)		
22	White Board Marker Black/Red/Blue/Green (Reynold/Doms/Camlin) Multi Colour White Board Marker Ink (Black, Blue, Green,Red)	Per PKT (10PCS) Per piece		
23	White Board Duster (with Dual Marker Holder)	Per piece		
24	Marker pen CD (OHP) (Reynold/Doms/Camlin)	Per PKT (10PCS)		
25	Punching Machine (Small)	Per piece		
26	U-Pin (100gram) Classic 35mm (Office Clip)	Per PKT (10 Unit)		
27	Cash-Book 02 Qr. (Standard Make) (Cloth Binding) Cash-Book 04 Qr. (Standard Make) (Cloth Binding)	Per piece Per piece		
28	Whitener pen (Reynold/Doms/Camlin)	Per PKT (10 PCS)		
29	Hy-Lighter Pen (Faber Castell/Reynold/Doms/ Camlin) (superior)	Per PKT (10 PCS)		
30	T-Allpin Each PKT- 50 gram (Oddly Plastic PKT)	Per PKT (10 PCS)		
31	File Lase (Dori) 24P No- 924 (White)	Per Bunch (100 pcs)		
32	File Tag (White/Red)	Per Bunch (15 Gruass)		
33	Page Marker Slip 3 piece (25x75)	Per Packet		
34	Pencil Camel/Natraj/Doms (2-HB)	Per PKT (10 PCS)		
35	Pokhar with Plastic Handle	Per Dozen		
36	Paper Cutter (Small) Paper Cutter (Big)	Per Nos. Per Nos.		
37	Pin-cussion- (	Per piece		
38	Fevi Stik – 15 gram Fevi Stik – 22 gram	Per piece Per piece		
39	1. Attendance Register - 02Qr. (Cloth Binding) 2. Attendance Register - 04Qr. (Cloth Binding) 3. Attendance Register - 06Qr. (Cloth Binding)	Per piece Per piece Per piece		

40	Stapler Pin (Per box each box 20 pkts.) (A) – Kangaroo 10 (B) – Kangaroo 24/6	Per Box Per Box		
41	Stapler (A) – Kangaroo NO 10 (B) – Kangaroo 24/6	Per dozen Per dozen		
42	Office File No – 50 (With printing & Matter provide by university) (A) F/S Size 14x10 inch paper quality 500 gsm (B) Document Index File Multicolor A4 Full Scape	Per piece Per piece		
43	Inward Register on Ledger Paper 8 Qr. Standard Make (Cloth binding)	Per Nos.		
44	Outward Register on Ledger Paper 8 Qr. Standard Make (Cloth binding)	Per Nos.		
45	Peon Book on Ledger Paper 160 Page (Cloth binding)	Per Nos.		
46	Spiral Note Book No. 33 Size – 9x6 Inch (Per Book)	Per Nos.		
47	Note Slip Book Binding Size – 8”x5” Inch (20 pages)	Per Nos.		
48	Calculator (Electronic) 12digit (Citizen/casio/Original city 500Japan)	Per Nos.		
49	Pen & Gel Achiver	Per dozen		
50	Gel Pen (Red/Blue)	Per dozen		
51	RoritoTeramax Pen(Refillable fluid ink System)	Per dozen		
52	Address Sticker (14 Sticker in single A-4 Size sheet) (Desmat Make)	Per Packet (100 Sheet)		
53	Folders			
	L-Folder (A4 Size)	Per piece		
	SPS File Folder, Transparent Poly Plastic A4/Foolscap Documents	Per piece		
	Eleven Rings Plastic File Folder With Handle and 13 Pockets A4 Size	Per piece		
	Jute File Folder (Multicolor, A4 Size)	Per piece		
	<u>Specification For Degree Folder (Double Flap):-</u> Closed Folder size 12.5x9.5 inch Opened Folder size 12.5x19 inch For Outer Cover:- Read colour Cover quality foam leather Rexine degree folder for A4 Size degree File Folder corner should be Cover & 4 corner For Inside:- Good quality velvet cloth for A4 size degree & inside 8 corner For in Between:- Good quality approx 2.5 mm thick mill board or card board/2lbs stiff board. For Printing:- Outside screen-printing with University logo, as per VMOU instructions.	Per piece		
	<u>Specification For Degree Folder (Double Flap):-</u> Closed Folder size 13.5x10 inch Opened Folder size 13.5x21 inch For Outer Cover:-Chhary /Brown Cover quality foam leather rxinedegree folder for A4 Size degree. For Inside:- Good quality matty cloth/Leathercloth and one side chain pocket & second side leather pocket one Small and one big duly pasted/stitched for A4 size degree. For in Between:- Good quality approx 3 mm thick mill board or card board/2lbs stiff board. For Printing:- Outside screen-printing with University logo, as per VMOU instructions	Per piece		
	<u>Specification For Degree Folder (Double Flap):-</u> Closed Folder size 13.5x10 inch Opened Folder size 13.5x21 inch	Per piece		

	For Outer Cover:-ChharyColour quality leather rxinedegree folder for A4 Size degree. For Inside:- Good quality valvet cloth and one side 3pocket & one id cover & second side velvet pocket pasted/stitched for A4 size degree. For in Between:- Good quality approx 3 mm thick mill board or card board/2lbs stiff board. For Printing:- Outside screen-printing with University logo, as per VMOU instructions			
54	White Paper envelops(Safety Envelope) (All Envelope One Side printing, Matter provide by university)			
	(A) - Size 9" x 4" (70 Gsm) Maflitho)	Per Thousand		
	(B) - Size 11" x 5" (70 Gsm) Maflitho)	Per Thousand		
	(C) - Size 11" x 8" (95 Gsm) Maflitho)	Per Thousand		
	(D) Size 12" x 9" (95 Gsm) Maflitho)	Per Thousand		
55	White Paper envelops (Safety Envelope) (All Envelope Without printing)			
	(A) - Size 9" x 4" (70 Gsm) Maflitho)	Per Thousand		
	(B) - Size 11" x 5" (70 Gsm) Maflitho)	Per Thousand		
	(c) - Size 11" x 8" (95 Gsm) Maflitho)	Per Thousand		
	(D) Size 12" x 9" (95 Gsm) Maflitho)	Per Thousand		
56	Plastic Lamination Envelop Make AP Nayan (Yellow) (All Envelope Without printing.)			
	Size 9"x 4"	Per Thousand		
	Size 9"x 8"	Per Thousand		
	Size 8"x 10 "	Per Thousand		
	Size 11"x 5 "	Per Thousand		
	Size 12"x 6 "	Per Thousand		
	Size 10"x 12 "	Per Thousand		
	Size 16"x 12"	Per Thousand		
57	Fresh Cloth Line envelops superior quality & fine cloth (135 Gsm Kraft paper with 30 TPI Cloth) (All Envelope One Side printing, Matter provide by university)			
	(A) - Size 11" x 5" with flap with printing	Per thousand		
	(B) - Size 11" x 5" with flap without printing	Per thousand		
	(C) - Size 8" x 10" with flap with printing	Per thousand		
	(D) - Size 8" x 10" with flap without printing	Per thousand		
	(E) Size 12" x 10" x 4.5" with flap with printing Box type	Per thousand		
	(F) - Size 12" x 10" with flap with printing	Per thousand		
	(G) - Size 16" x 12" with flap with printing	Per thousand		
	(H) -Size 16" x 12" with flap without printing	Per thousand		
	(I) – Size 12" x 16" x 2.5" (Box Type) with flap with printing	Per thousand		
	(J) – Size 12" x 16" x 4.5" (Box Type) with flap with printing	Per thousand		
	(K) - Size 12" x 16" x 5.5" (Box Type) with flap with printing	Per thousand		
	(L) – Size 13"x9"x4" (Box Type) with flap with printing	Per thousand		
	(M)- Size 8" x 10" with flap with Both Side printing	Per thousand		
58	Window White Paper Envelops (70 GSM) Size : 22.8 X 10cm (9" X 4")	Per thousand		
59	(1) Sutli Plastic (2) Sutli Jute	Per kg Per kg		

60	(1) Rubber Band 04 inch (Parnami)	Per 400 Grm		
61	Plastic Bucket 20Ltr. (Cello)	Per Nos		
62	A. All-out rifl 60 Night (Ultra) All-Out Machine	Per Nos. Per Nos.		
63	Dust bin without cover - 06 Ltr. Dust bin without cover - 07Ltr. Dust bin without cover - 12Ltr. Covered Dust bin - 25Ltr. Covered Dust bin - 40Ltr. Covered Dust bin - 60Ltr. Covered Dust bin - 80Ltr.	Per piece Per piece Per piece Per piece Per piece Per piece Per piece		
64	Phenyl GENDA/Bangal Camical Black- 01Ltr. Phenyl GENDA/Bangal Camical Black- 05Ltr.	Per piece Per piece		
65	Phenyl pills per kg. (Bengal Chemical)	Per Kg		
66	Pencil Cell (1) Nippo -(AA) (Pencil) (Packet in 20No.) (2) Dura Cell – AA (pencil) (Packet in 8No.) (3) Dura Cell – AAA (pencil) (Packet in 4No.)	Per Packet Per Packet Per Packet		
67	Soap (150gm.)	04 piece Per Set		
68	Washing Powder - 01 kg	Per packet		
69	Cleaning powder - 01kg	Per packet		
70	Toilet Cleaner (500 ML)	Per Nos.		
71	ACID TOILET (01 LTR)	Per Nos.		
72	Plastic Jug - 05 Ltr.	Per Nos.		
73	Table Glass- 08mm width (As per University) Per Sq. Ft.	Per sq. ft.		
74	Hit Flying Insect Killer - Mosquito & Fly Killer Spray (700ML)	Per Nos.		
75	Odonil Bathroom Air Freshener Blocks 300g (75gx4)	Per Packet		
76	Handwash Refill (675 ml)	Per Piece		
77	Dust bin With Iron Stand (Branded) Capacity – 80 ltr, wheel material – rubber, structure – open top, lid type – flat lid, color – multicolor, handle type – back handle, number of wheels – 2 wheels	Per piece		
78	Dust bin With Iron Stand (Branded) Capacity – 100 ltr, wheel material – rubber, structure – open top, lid type – flat lid, color – multicolor, handle type – back handle, number of wheels – 2 wheels	Per piece		
79	Dust bin With Iron Stand (Branded) Capacity – 120 ltr, wheel material – rubber, structure – open top, lid type – flat lid, color – multicolor, handle type – back handle, number of wheels – 2 wheels	Per piece		
80	AYTOP 2 in 1 dehydrated Self- wringing floor cleaning Mop	Per piece		
81	Cotton Mop Refill with clip for Floor Cleaning/Pocha	Per piece		
82	Wiper 16 silicone wiper 3.75ft heavy ro'use marbles, tiles. Bathroom, smooth surfaces	Per piece		
83	Plastic Mug, 1.5 liters, Medium, Aqua Green	Per piece		
84	Mineral Water Bottle 250/300 ml 500 ml	Per piece Per piece		

	1000 ml	Per piece		
85	Glass Water Bottle 500 ml 1000 ml	Per piece Per piece		
86	Steel Water Bottle (hot/cold 8 hrs) (1 ltr capacity)	Per piece		
87	Plastic Doormat Size – 1'6"x 2'11" (Rectangular) Size – 1'6"x 2'6" (Rectangular)	Per piece Per piece		
88	Doormat Jute Heavy Duty Size – 1'6"x 2'11" (Rectangular) Size – 1'6"x 2'6" (Rectangular)	Per piece Per piece		
89	Borosilicate Glasses	Per piece		
90	Wall Clock	Per piece		
91	Notice Board	Price Per. Sq. Feet		
92	White Board	Price Per. Sq. Feet		
93	Scissor (Full Size)	Per piece		
	Scissor (Medium Size)	Per piece		
94	Heavy Duty Stapler Machine	Per piece		
95	Room Freshener	Per piece		
96	Door Locks	Per piece		
97	Fabric Canvas Bag Bag Size: 8.5" x 13.5" x 18.5" Full-round belt: 1.5" Transparent open pockets on both sides with drawstrings 10 no. full chains with 2 locks	Per piece		
98	Fabric Canvas Bag Bag Size: 8.5" x 13.5" x 11" Full-round belt: 1.5" Transparent open pockets on both sides with drawstrings 10 no. full chains with 2 locks	Per piece		

Signature of the Bidder with seal