



VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawatbhata Road, Kota -324021

Examination department

TENDER
TENDER FORM
for
Printing of Marksheets

Estimated Cost of Tender	- Rs.330000.00
Bid Security	- Rs. 6600.00
Tender Document fees	- Rs. 500.00
Availability of the tender form	16.07.2026 from 10:00 AM to 22.07.2026 up to 5:00 PM
Last Date for submission of Tender the form at the Office of the undersigned	22.07.2026 up to 5:00 PM.
Date of opening the technical bid	23.07.2026 at 12:00PM.

The cost/fees of the tender document i.e., Rs. 500.00 and Bid Security i.e., Rs. 6600.00 should be sent in the form of the D.D. in favour of Vardhman Mahaveer Open University, Kota payable at Kota only. The D.D.'s will be received in Room no. 14, Examination Hall, V.M.O.U., Kota. Kindly contact the undersigned for any queries related to tender.

Email I.D – exam@vmou.ac.in


Controller of Examinations

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

Examination department

General conditions/instructions for submission

of Tender for "Printing of Marksheets"

1. The bidder must send the Demand Draft of cost of the Tender form Rs 500.00 and Bid Security Rs.6600.00 in favour of Vardhman Mahaveer Open University, Kota, payable at Kota only, on or before 22.07.2026 up to 5:00 PM. With Tender Document in Sealed Envelope at the office of the undersigned in the Sealed envelope titled "Bid Security, Tender form fees of Tender for "Printing of Marksheets". University will not be responsible for any kind of delay. If the bidder fails to deposit or send Bid Security in the given period of time, then University will straight away reject the bid of the concerned.
2. The tender would be held in two bid system titled "Technical Bid" and "Financial Bid". Technical Bid and Financial Bid shall be submitted in prescribed form and completed in all respects. Financial Bids will be opened only of those bidders, who qualify the Technical Bid as per the Technical Bid format.
3. After the award of contract, the successful bidder has to deposit 5% (Including 2% E.M +3%=5%) Bid security deposit of the amount as prescribed in work order. The Bid Security will be forfeited if the tender is withdrawn; (a) at any time prior to its rejection, or (b) before or after its acceptance is communicated to the Bidder as per rule 42 of RTPP 2013
4. After acceptance of tender the successful bidder has to execute an agreement on non - judicial stamp paper of Rupees 500/- within maximum 15 days from the date of order or as mentioned in work order. The Performance security deposit of the firm will be returned after completion of the validity of agreement in view of satisfactory work
5. The Bid Security of the unsuccessful bidders will be refunded without any interest after award of contract.
6. The University reserves the right to accept/reject any tender without assigning any reason thereof.
7. Judicial Jurisdiction of all the disputes will be Kota only.
8. All the pages/documents of the quotation should bear the dated signature of the bidder. All the entries by the bidder should be in one ink & legibly written. Any over-writing corrections & cuttings should bear date initials of the bidder. Corrections should be made by writing-again instead of shaping or over-writing.
9. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
10. **Finalization of any bid is the sole discretion of the University.**
11. G.F.& A. rules and Rajasthan Transparency in Public Procurement Rules, 2013, Rajasthan government will be applicable and the execution of payment/bill and deduction of penalty(if any) will be done accordingly. Rules can be seen on FINANCE DEPT website www.financerajasthan.govt.in
12. Income Tax and other taxes like GST will be deducted from the bills as per Govt. rules.
13. **All taxes and duties should be incorporated in quoted rate. The bidder must submit GST registration certificate.**
14. This tender form consists of general/special terms and conditions, check list of documents to be submitted, Technical Bid, Financial Bid and Annexure – A to D. Incomplete tender will be rejected.
15. However, if the tender cannot be opened on the date of opening/ receiving of the tenders, the same shall be shifted on the next working day with same time and place.

16. Bidder should submit Self attested copy of Registration of firm and PAN Card of firms/proprietor/all the partner/company.
17. If deemed necessary before finalizing the Tender the premises of the bidder may be inspected by the Inspection Committee.
18. The rates once accepted by the university will hold well till the completion of the agreement. No increase or decrease will be considered on any account at any time.
19. The commission if any, charged by the Banker of the Bidder, shall be borne by the Bidder himself.

Special Terms and conditions :-

1. Format for Marksheet will be provided by the university.
2. No outsourcing of any work or a part of the work is allowed.
3. **In GSM specification of paper $\pm 2.5\%$ variance will be admissible. In case, supplied mark sheets are found to have GSM less than 2.5%, than penalty will be imposed as per the decision of High Power Committee / Vice-Chancellor of VMOU, Kota and will be treated as final. Penalty provision must be defined of defecture supply and must be replaced by bidder at his own cost with in 7 days of intimation as per GF & AR Pt II SR FORM 16 Part 2,3**
4. **DELIVERY:** The delivery period will be of 30 days from the date of work order at the office of Controller of Examinations, V.M.O.U., Kota.(F.O.R)
5. **All blank Marksheets shall be printed on 100 GSM Maplitho paper (size 21.5 x 18 cm²) on both sides (front and back) with at least Five Security Features as given below:**
 - (i) **Anti Copy and Anti Scanning Printing**
 - (ii) **Water Mark logo in background**
 - (iii) **Invisible ink printing**
 - (iv) **Barcode Printing**
 - (v) **Micro Text Printing**
 - (vi) **Numbering with Penetrating ink**
6. Bidder must quote 05 security features he will provide.
7. Printing process must pass security features.
8. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.

Payment terms:

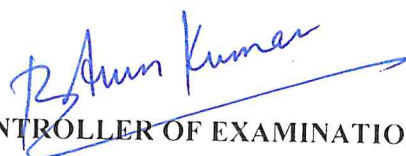
1. The bidder has to supply the marksheet at F.O.R. within 30 days from the date of issue of work order.
2. The payment will be done on the basis of GSM testing report after GSM testing from M.S.M.E, Jaipur. If the paper is found to be non-Compliant on Inspection, the Charges incurred will be borne by the supplier and the th Supply will be rejected.
3. The time period provided for supply of marksheet up to a quantity of one lac will be 30 days from the date of issue of work order. For any quantity above one lac, the time period will be extended proportionately.
4. Time period of 30 days from the date of issue of work order includes the approval of proof reading, printing and delivery will be at F.O.R.
5. (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 on front 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%

- 5.1 Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- 5.2 The maximum amount of liquidated damage shall be 10%
- 5.3 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, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- 5.4 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.

All of Above clauses and information provided shall be subject to a audit and validation by the university at any point of time, before, during or after the tender process, if at all any Information or feedback is found to be wrong or mala-fide, VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA reserves the right to REJECT the BID without assigning any reason whatsoever and the Bidder will have no right to claim any damages of any nature/ED.


CONTROLLER OF EXAMINATIONS

DECLARATION

I hereby declare that I have read all the general and special terms and conditions quoted above and agree to be abide by them.

Signature for firm
 Authorised Signatory with seal



VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA
Rawatbhata Road, KOTA -324021
Examination department

Technical Bid (Part-1)
Details to be filled for the tender for
"Printing of Marksheets"

- 1- GST No. - _____
- 2- Name of firm : _____
- 3- Address of firm : _____
Phone Mobile No. : _____
- 4- Bid Security Rs00 D.D. no. ----- Dt.-----
 Name of Bank: _____
- 5- Firm Registration No. _____
- 6- PAN NO. : _____
- 7- Affidavit stating that bidder is not blacklisted by any government department etc. or prosecuted for misconduct by any court of law.
- 8- Copy of the experience certificate regarding printing marksheet job from the clientele of the bidder.
- 9- Annexure A,B,C & D (as per condition no. 16) should be submitted by the bidder with Technical Bid.
- 10- Checklist of the documents .

Check list of documents

S. N	Documents to be submitted	Document Write Yes or no	If then mention Page no.
1.	copy of GST No./Service Tax no.		
2.	copy of PAN No.		
3.	D.D. towards Bid Security Deposited		
4.	D.D. towards tender fees.		
5.	Affidavit regarding that bidder is not blacklisted by any government department etc. or prosecuted for misconduct by any court of law.		
6.	Annexure A,B,C & D (as per condition no. 16)		
7.	Undertaking for Print Unit being electronically and physically secured for confidential data		
8.	Printed Samples with atleast five security features of marksheet quoting the detailed information of features.		

Note: Sample of marksheet with paper may be seen in the office of C.E.

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.

Authorised signatory with seal



VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA
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Format of Financial Bid for the tender of

“Printing of Marksheets”
PART-II

Name of the firm:-

The rate of our firm, for the following will be:-

Description of work	Qty.	Rates in Figure in Rupees (including all taxes, transit charges, etc.) [per marksheet]	Rates in word in Rupees (including all taxes, transit charges, etc.) [per marksheet]
Printing of blank Marksheet in four colours on front side, single colour on back side in the size of 21.5 x 18 cm ² on 100 GSM Maplitho Paper with atleast five Security Features of A4 size.	Approximate 3.00 lac		

Note :-

1. Rates are valid for one year from date of work order;
2. The time limit of agreement as per RTPP Rules, 2013

Authorized Signatory
Seal of the Firm

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 "Printing of Marksheets" in response to their Notice Inviting Bid No. Dated I/We hereby declare under section 7 of Rajasthan Transparency in Public Procurement Act , 2012, that:

1. I/We possess the necessary professional, technical , financial and managerial resources and competence required by the Biding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receiwership, 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 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 Filling 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

Annexure E

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 अधिकृत है वास्तव में निविदा में चाहा गया व्यवसाय किया जाता 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