



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



**E-TENDER FORM**  
**for**  
**Printing of Degree/Diploma/Certificate Year 2024-25**

Estimated Cost	-	Rs. 15,00,000/-
Bid Security Fees	-	Rs. 30,000/-
Cost of tender document	-	Rs. 500/-
Tender Documents Fee	-	Rs. 500/-
Online availability of the tender form-		30-12-2024 to 08-01-2025 up to 05.00p.m.
Last date of submission of DD	-	08-01-2025 upto 3.00 pm
Date of opening of Technical BID	-	09-01-2025 at 12.30 pm

Bidder has to send the processing fees of Rs.500/- in the form of the DD in favour of M.D., RISL, Jaipur payable at Jaipur only. The cost/fee of the tender document i.e. Rs.500/- and Bid security i.e. Rs.30,000/- should be sent in the form of DD in favour of Vardhman Mahaveer Open University, Kota payable at Kota only.

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

From :

M/s. ....

.....

.....

To

Controller of Examinations,  
Vardhman Mahaveer Open University  
Kota-324 021

Subject : E-Tender Document for **Printing of Degree/Diploma/Certificate Year 2024-25**  
Reference : Your Tender Notification No VMOU/Exam/Degree/2024/ 38 DATE: 27.12.2024

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 and 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**  
**Rawatbhata Road, Kota -324021**  
**Examination department**



**General conditions/instructions for submission of**

**E-Tender for “Printing of Degree/Diploma/Certificate Year 2024-25”**

1. The Sealed envelope should be addressed to Controller of Examinations, Vardhman Mahaveer Open University, Kota. The tender form may be purchased by the bidder from the office of the undersigned or could be downloaded from [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) , <https://eproc.rajasthan.gov.in> or University website [www.vmou.ac.in](http://www.vmou.ac.in) from 30-12-2024 to 08-01-2025-up to 05.00p.m. in office hours. The completely filled sealed tender form will be received last up to 05.00 p.m. on 08-01-2025. Bids received late i.e. after the expiry of the closing time will not be entertained. Tender would be opened on 09-01-25 at 12:30 PM at the office of the undersigned.
2. The tender should be sent in a big envelope titled **“Printing of Degree/Diploma/Certificate Year 2024-25”** containing two small envelopes mentioned as **“Technical Bid”** and **“Financial Bid”** respectively. The Financial Bid of the bidder will be opened only if the Technical Bid found correct and contains complete set of documents (Copies/original) as mentioned in technical Bid format.
3. Bidder may deposit **BID Security as 2% of the estimated amount i.e. Rs. 30000/-** vide Demand Draft in favour of “Vardhman Mahaveer Open University, Kota” Payable at Kota with the cost of tender document (Rs. 500/- non-refundable) that must be enclosed with the tender. In absence of the draft of BID SECURITY / cost of tender document (Rs. 500/- non-refundable) tender will be rejected.
4. After the award of contract, the successful bidder has to deposit 5% (including 2% E.M. + 3% = 5%) security deposit of the amount of order and has to execute an agreement on non-judicial stamp paper of Rs. 500/-, in the period of Seven days from the date of work order/award of contract.
5. The BID SECURITY FEES of the unsuccessful bidders will be refunded without any interest.
6. Photo copy of the Original Tender Form will not be accepted.
7. The University reserves the right to accept/reject any tender without assigning any reason thereof.
8. The bidding firm should have atleast three years of experience of printing of degree/diploma/certificate of University(ies)
9. 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.
10. 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.
11. **Finalization of any bid is the sole discretion of the University.** University reserves the right to modify the tender document or any other condition. Accordingly the quotations can be modified by the bidders.
12. G.F.&A. Rules and Transparency rules 2013, Rajasthan government will be applicable and the execution of payment/bill and deduction of penalty(if any) will be done accordingly.
- 13- Income Tax and other taxes like GST will be deducted from the bills as per Govt. rules.
- 14- **All taxes and duties should be incorporated in quoted rate. GST will be paid as applicable. The bidder must submit GST registration certificate.**
- 15- This tender form consists of general/special terms and conditions, check list of documents to be submitted, Technical Bid Format, Financial Bid format and Annexure – A to D
- 16- Tender shall be valid for a period of 90 days from the date of opening of Technical bid.

- 17- If any bidder has any objection regarding this tender, than the bidder may submit the objection in written as per RTPP Rule no. 47 in the office of the undersigned before the last date of submission.
- 18- Average Annual Turnover i.e. FY 2021-22, 2022-23, 2023-24 must be RS. 50.00 lac and above
- 19- However, if the tender isnot being opened on the date of opening/ receiving of the tenders, the same shall be shifted on the next working day at the same time and place.
- 20- The time limit of agreement may be extended as per RTPP Rules, 2013.
- 21- All disputed shall be subject to KOTA Jurisdiction.

22- **Paymentand Penalty term:-**

**a.** Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply satisfactorily and on completion submission of bill in proper form by the bidder to the procurement entity accordance with relevant provisions of GF&AR

**b.** In case, any discrepancy found in the supplied lot of Degree/Diploma/Certificates in regard to the quoted 21 features mentioned at point no. 07 on Page no. 05 of tender document, the whole lot of supplied Degree/Diploma/Certificates will be rejected and no payment will be made by the university for the same. The transit charges will be borne by the firm.

**c.** Payment of Degree/Diploma/Certificate shall be made only after necessary test will be carried out and found as per prescribed specification.

**d.** In case of violation in specific micron, the firm should reprint and supply desired quality of degree/diploma/certificate conforming to desired specification. Time period of resupply will be within 15 days of information by the university.

**e.** In case of any dispute, 10% to 25% of the amount shall be withheld and will be paid on settlement of the dispute.

22. **Delivery and Liquidated Damages :-**

a. The delivery period will be of **15 days** from the date of work order at the office of Controller of Examinations, V.M.O.U., Kota.

b. (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 fourth but not exceeding half of the prescribed period	5%
Delay exceeding half but not exceeding three fourth of the prescribed period	7.5%
Delay exceeding three fourth of the prescribed period	10%

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

d. The maximum amount of liquidated damage shall be 10%

e. 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.

f. 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.

**Special Terms and conditions :-**

1. Degree/Diploma/Certificate and Tamper proof envelope (A4 size superscripted with the address of the students) will be supplied with the data provided by the University and without variable data these may be supplied as per the requirement of the University.
2. Degree/Diploma/Certificate will be supplied with affixed hologram provided by the University.
3. For printing of Degree/Diploma/Certificate and Tamper proof envelope and CD of all information's of the students will be provided by the University to the bidders.
4. Bidder has to send all prepared Degree/Diploma/Certificate and Tamper proof envelope to University as per order. No extra payment will be made for dispatching of these items.
5. Format for Degree/Diploma/Certificate will be different & provided by the University. Printing of Degree/Diploma/Certificate may be allotted to one or more bidders.
6. No outsourcing of any work or a part of the work is allowed.
7. **Tamper proof envelope (A4 size superscripted with the Address of the students) and all Degree/Diploma/Certificate printed in Multicolour on front side and single colour on back side. Non Tearable, 200 Micron Thickness, Waterproof (100 percent) with paper size of 11.50 inch(length) x 8.20 inches(width) having security features as mentioned below:**

S.N	Name of Security Feature	S.N.	Name of Security Feature	S.N.	Name of Security Feature
01	Anti Copy Printing	08	Spelling Error	15	Blind embossing
02	Anti Scanning printing	09	Q.R. Code (Alpha Numeric)	16	Rainbow colour
03	Alpha numeric Bar Code carrying variable data.	10	University logo water mark	17	Relief Text Printing
04	Photograph of student having invisible security layer.	11	Invisible Fibers printing	18	Lakshman rekha having variable data of the student.
05	Guilloche design	12	High Resolution Border	19	UV signature of Vice-Chancellor
06	Hologram - 3D (Paste)	13	Serial no. printed on each degree as on currency style.	20	Water mark of University seal at front & back side
07	Invisible U.V. Logo printing	14	Dual Hidden Image	21	Thermo chromic Ink image

8. All equipment, software and allied process must be under one roof and must be owned by the company bidding for this tender.
9. Successful bidder will submit the bill of purchase of paper.

**-Sd-  
Controller of Examinations**

**DECLARATION**

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

**Signature  
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 Degree/Diploma/Certificate Year 2024-25”**

- 1- NIT No. - .....
- 2- Name of firm : .....
- 3- Address of firm : .....
- Phone Mobile No. : .....
- 4- Bid Security Rs 30,000.00 D.D. no. ----- Dt.-----  
Name of Bank: .....
- 5- GST no. ....
- 6- PAN NO. : .....
- 7- Annual Turnover for three consecutive financial year i.e. 2021-22, 2022-23 and 2023-24 as per the audited report of C.A alongwith ITR for last three years
- 8- Affidavit stating that bidder is not blacklisted by any government department etc. or prosecuted for misconduct by any court of law.
- 9- Copy of the experience certificate regarding printing certificate job from the clientele of the bidder.
- 10- Profile of personnel with qualification, experience, who will be carrying out the works required with the type of responsibility to be shared.

S.No.	Level	Area of Specialization	Qualification	Experience	No. of persons in company

**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**  
**Rawatbhata Road, Kota -324021**  
**Examination Department**



**Documents to be submitted with technical bid**  
**“Printing of Degree/Diploma/Certificate Year 2024-25”**

S.No.	Documents to be submitted	Document submitted Write Yes or no	If submitted then mention Page no.
1.	GST No.(Enclose proof)		
2.	Turnover Reports audited by C.A. with ITR for the last 3 consecutive financial year i.e. 2021-22, 2022-23 and 2023-24. Average Annual Turnover must be RS. 50.00 lac and above		
3.	TIN/PAN No. (Enclose photocopy )		
4.	Tender fees and BID Security Deposited		
5.	Bank Account Details		
6.	Three years experience certificate of printing of 50000 degrees/diploma/certificate per year for the last three years year i.e. 2021-22, 2022-23 and 2023-24.-for Govt. University(ies).		
7.	Undertaking for Print Unit being electronically and physically secured for confidential data.		
8.	List of Machines and their details alongwith bills of purchase of machines		
9.	Three Printed Samples with all security features of Degree/Diploma/Certificate duly marked as per Specification as per point 7 on page no. 5 & Tamper proof Envelope.		
10.	Technical Details of Infrastructure		

Note: Sample of Certificates 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**



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**Examination Department**



**Format of Financial Bid for the tender of**

**“Printing of Degree/Diploma/Certificate Year 2024-25”**  
**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 [per student Degree) with envelope (including all taxes and transportation charges)	Rates in word in Rupees [per student (Degree) with envelope ](including all taxes and transportation charges)
<b>Printing of all Degree/Diploma/Certificate Printed in Multicolour on front side and single colour on back side in the size of 11.50 inch(length) x 8.20 inches(width). Non Tearable, 200 Micron Thickness, Waterproof (100 percent)having security features as mentioned at page no. 05 point no. 07 as with tamper proof envelope of A4 Size superscripted with the address of the students.</b>	<b>Approximate 65,000.00</b>		

**Note :-**

1. Rates are valid for one year from date of work order. The time limit may be extended as per RTPP Rules, 2013.
2. The quantity may be decreased or increased as per requirement.

**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 Degree/Diploma/Certificate Year 2024-25**" in response to their Notice Inviting Bid No 38/Date 27.12.2024 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 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 id 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 my 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 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 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 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 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