



# **VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA**

**Rawathbhata Road, Kota -324021**

**(Examination Department)**

**NIB No. 35/2024-25 Date 13.12.2024**

Vardhman Mahaveer Open University, Kota invites sealed bids under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for following works from Registered, Reputed & Experienced bidders under single stage two part bidding system i.e. Technical Bid and Financial Bid as described in the bid documents as appended below :-

Sr. No.	Name of work	Scope of Work	Estimated Cost Rs.	Bid Security Rs.	BID fee Rs.	Date of Availability of BID Document on SPPP	Last Date & time of Submission of BID	Date & time of Opening of BID	Contract Period
1.	Preparation & Supply of Gold Medal	दो इंच व्यास का स्वर्ण पदक 25 ग्राम चांदी वजन मय गाढ़ी स्वर्ण पोलिश तैयार करना है, जिस पर वि.वि. का लोगो व वि. वि. का नाम सामने के भाग पर एवं विद्यार्थी का नाम, कार्यक्रम का नाम, स्कॉलर नम्बर व उत्तीर्ण परीक्षा का माह व वर्ष पीछे वाले भाग पर खुदाई द्वारा अंकित किया जाएगा। चांदी की शुद्धता लगभग 98 प्रतिशत होनी चाहिए। प्रत्येक पदक के ऊपर रिंग का हुक भी अलग से लगा होगा।	03.50 Lacs	Rs. 7000/-	500/-	18.12.2024 to 24.12.2024	24.12.2024 Up 04:00 PM	26.12.2024 at 1:00PM	1 Year

## **Instructions to Bidders:-**

1. The detailed scope of work as well as terms and conditions for “Preparation & Supply of Gold Medal” have been given in the BID documents which may be downloaded from [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) or website [www.vmou.ac.in](http://www.vmou.ac.in).
2. The interested bidder may submit their bid in sealed big envelope super scribing “Preparation & Supply of Gold Medal”. This big envelope will contain two separate envelopes. One for eligibility documents with DD of cost of bid & DD of Bid security. Other second envelope will contain only financial bid (Price Bid) both will be sealed and marked.
3. The bid will be submitted to the office of Controller of Examinations VMOU Rawatbhata Road, Kota before scheduled date & time. After that bid will not be accepted Tender will be deposited in tender Box in Room No.13 by the Bidder & By Registered Post.
4. Price bids shall be opened of the responsive bidders only who are found responsive in Eligibility criteria and the responsive bidders shall be intimated for opening of price bids separately by his personal mail as provided by the bidder in the Eligibility criteria.
5. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.
6. VMOU, Kota is not bound to accept the lowest bid and may reject any bid or any part of the bid without assigning any reason therefore.
7. Bids received after the prescribed time and date will not be considered.
8. Validity: - 90 days from the opening of bid.
9. In case of any query, the undersigned (Procurement Entity) may be contacted at 0744-2471040 or e-mail at [exam@vmou.ac.in](mailto:exam@vmou.ac.in)

10. Corrigendum if any, will be published on the same websites only.
11. Conditional bids are not accepted.
12. Bidder will have to follow Labour Act. & their provisions if applicable.
13. Other Rules and regulations will be of RTPP Act. 2012 & Rule 2013, GF&AR and departmental rules and regulations will be followed by bidder.

- Sd -

Controller of Examinations



## Envelope - I

### VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawathbhata Road, Kota -324021

पात्रता मानदण्ड हेतु वांछित सूचना/प्रपत्र  
(Preparation & Supply of Gold Medal)

NIB No. 35/2024-25

निम्न दस्तावेजों के अभाव में निविदा विचार योग्य नहीं मानी जायेगी :-

1.	Name and address of the bidder	..... ..... ..... Email ID..... Mobile No.....
2.	The Bid fee amounting to Rs 500/- has been submitted vide Demand Draft Number..... Dated.....in favour of Vardhman Mahaveer Open University, Kota payable at Kota.	
3.	The Bid security amounting to Rs. 7000/- has been submitted vide Demand Draft No. .... dated ..... In favour of Vardhman Mahaveer Open University, Kota payable at Kota.	
4.	फर्म के लेटर पेड पर निविदा दाता को किसी भी राजकीय/अर्धशासकीय/स्वायत्तशासी संस्था द्वारा ब्लैक लिस्ट नहीं किये जाने का स्वहस्ताक्षरित घोषणापत्र।	
5.	वस्तु एवं सेवा कर ( जी.एस.टी ) के पंजीकरण की प्रति।	
6.	किसी भी राजकीय विभाग/विश्वविद्यालय/संस्थान में विगत 03 वर्षों में समान प्रकृति के कार्य अनुभव का विवरण (सन्तोषजनक कार्य/अनुभव प्रमाण पत्र की प्रति संलग्न करनी होगी)	
7.	आय कर (पैन नम्बर) की प्रति।	
8.	Annexure A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed is also enclosed. (Page No. 05 to 9)	
9.	Terms and conditions duly signed by the bidder. (Page No. 03 to 04)	

*All above required documents are attached herewith duly signed by me and are true.*

Date:.....  
Place:.....

Signature of the bidder with Seal



# **VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA**

Rawathbhata Road, Kota -324021

## **Price Bid**

(Preparation & Supply of Gold Medal)

1. NIB No:- 35 Date 13.12.2024
2. Name of Bidder and Address: -

.....  
.....

S.No.	Description of work	Qty. (approx.)	Rate per Gold Medal etc( in Rs.)	GST applic able to be paid (in RS.)	Total amount with GST to be paid (in Rs.)
1.	दो इंच व्यास का स्वर्ण पदक 25 ग्राम चांदी वजन मय गाढ़ी स्वर्ण पोलिश तैयार करना है, जिस पर वि.वि. का लोगो व वि. वि. का नाम सामने के भाग पर एवं विद्यार्थी का नाम, कार्यक्रम का नाम, स्कॉलर नम्बर व उत्तीर्ण परीक्षा का माह व वर्ष पीछे वाले भाग पर <b>खुदाई</b> द्वारा अंकित किया जाएगा। चाँदी की शुद्धता लगभग 98 प्रतिशत होनी चाहिए। प्रत्येक पदक के ऊपर रिंग का हुक भी अलग से लगा होगा।	91 (approx.)			
<b>कुल</b>					

Amount in words Rs.

### **Important Instructions to bidders:-**

1. Lowest Bid L<sub>1</sub> will be calculated on the basis of total rate quoted by the bidder for the works mentioned at S.No. 01.
2. The bidder is to be quoted the basic rate per **Preparation & Supply of Gold Medal** in Price Bid in prescribed format. Bidder will Show the GST amount in the bill of work separately.
3. The estimated quantity of total **Preparation & Supply of Gold Medal** during the contract period for one year ,which may be increased or decreased as per Result of the students.

Date:.....

Place:.....

Name & Signature of the bidder with Seal



**बोलीदाताओं के लिये आवश्यक निर्देश व शर्तें**

1. निविदादाता/फर्म द्वारा तकनीकी निविदा के साथ निविदा शुल्क रु. 500/- का डी.डी. जमा करना होगा अन्यथा निविदा पर विचार नहीं किया जावेगा।
2. निविदादाता/संवेदक को समान प्रकृति के कार्य का किसी राजकीय विश्वविद्यालय/स्वायत्तशासी संस्था/राजकीय विभाग/उपक्रम में विगत 03 वर्ष का संतोषप्रद कार्य का अनुभव प्रमाण पत्र जो कि अधिकृत अधिकारी द्वारा जारी किया हुआ हो, संलग्न करना होगा।
3. सफल निविदादाता को दरें अनुमोदित होने के उपरान्त 15 दिन में नियमानुसार कार्य सम्पादन प्रतिभूति राशि जमा कराते हुए निर्धारित मूल्य के मुद्रांक (स्टाम्प) पर अनुबन्ध निष्पादित करना हागे।
4. निविदा निम्नानुसार देनी होगी:-
  - 4.1 **प्रथम लिफाफा (तकनीकी बिड)**— सभी अनिवार्य शर्तों की पूर्ति करते हुए।
  - 4.2 **द्वितीय लिफाफा (वित्तीय बिड)**—इसमें निर्धारित प्रारूप में अपनी दरें देनी होगी।  
उक्त प्रथम एवं द्वितीय लिफाफों को एक बड़े लिफाफे में बंद कर भिजवाया जावे। पहले तकनीकी निविदा का लिफाफा (नं. प्रथम) खोला जावेगा, तथा इसमें योग्य पाये जाने वाले संवेदकों का हीलिफाफा नम्बर 2 खोला जायेगा।
5. निविदादाता को दो इंच व्यास का स्वर्ण पदक 25 ग्राम चांदी वजन मय गाढ़ी स्वर्ण पोलिश तैयार करना है, जिस पर वि.वि. का लोगो व वि. वि. का नाम सामने के भाग पर एवं विद्यार्थी का नाम, कार्यक्रम का नाम, स्कॉलर नम्बर व उत्तीर्ण परीक्षा का माह व वर्ष पीछे वाले भाग पर **खुदाई** द्वारा अंकित किया जाएगा। चाँदी की शुद्धता लगभग 98 प्रतिशत होनी चाहिए। प्रत्येक पदक के ऊपर रिंग का हुक भी अलग से लगा होगा।
6. प्रत्येक पदक को एक रेशमी रिबन जिस पर “वर्धमान महावीर खुला विश्वविद्यालय, कोटा, ” मुद्रित हो, सहित मखमली डिबिया जिसकी कीमत भी सकल दर में शामिल होगी, में आपूर्ति करनी होगी।
7. पदक में प्रत्युक्त धातु की जाँच मान्यता प्राप्त संस्थान/ प्रयोगशाला से कराई जायेगी एवं रिपोर्ट प्राप्त होने पर ही बिल का भुगतान किया जावेगा। उपरोक्त शुद्धता/मापदण्डों के अनुसार स्वर्ण पदक न पाये जाने पर प्रयोगशाला में भेजने व अन्य संबंधित व्यय फर्म द्वारा वहन किया जावेगा। यदि पदक की चाँदी के भार एवं शुद्धता में कोई कमी पाई गई तो विश्वविद्यालय द्वारा लगाई गई शास्ती अंतिम होगी।
8. गोल्ड मेडल का आकार 5 सेंटीमीटर डायामीटर के अन्तर्गत होगा।
9. पदकों की आपूर्ति विश्वविद्यालय में स्वयं के खर्चे पर करनी होगी।
10. विश्वविद्यालय के मोनोग्राम की डाई स्वयं के खर्चे से बनानी होगी, जिसे फर्म द्वारा गोल्ड मेडल के साथ विश्वविद्यालय को सुपुर्द करना होगा।
11. अनुबन्ध सम्पादन उपरान्त आपूर्ति आदेश जारी होने एवं परीक्षा नियंत्रक से सूची प्राप्त होने तथा प्रूफअनुमोदन की दिनांक से 15 दिवस की अवधि में पदक तैयार कर **वर्धमान महावीर खुला विश्वविद्यालय, कोटा,** को आपूर्ति करनी होगी।
12. किसी भी विवाद की स्थिति में विश्वविद्यालय के कुलपति का निर्णय अंतिम होगा तथा दोनों पक्षों को मान्य होगा।
13. किसी भी न्यायिक विवाद की स्थिति में न्याय क्षेत्र कोटा होगा।
14. उक्त कार्य के लिये विश्वविद्यालय द्वारा किसी भी प्रकार की अग्रिम राशि देय नहीं होगी।
15. प्रदायक चाहे तो वस्तुओं का किसी भी प्रकार से होने वाली हानि आदि के लिये बीमा अपने स्तर पर स्वयं के खर्चे पर करवा सकता है।
16. विश्वविद्यालय के प्राधिकृत प्रतिनिधि किसी भी समय पर प्रदायक के भूगृह आदि में जा सकता है और किसी भी समय पर पदक की जाँच और परीक्षण करने के लिये सक्षम होगा। निविदादाता को अपने कार्यालय, गोदाम, वर्कशॉप एवं अधिकृत व्यक्ति का नाम व पूरा पता मय मोबाइल नम्बर उपलब्ध करवाना होगा।

17. बिल मे से टीडीएस की कटौती नियमानुसार की जावेगी।
18. अस्वीकृत वस्तुओं को अस्वीकृति की तारीख से 15 दिवस के भीतर उनके स्थान से निविदा देने वाले द्वारा अवश्य हटा लिया जाना चाहिए।
19. लिफाफे के ऊपर "स्वर्ण पदक हेतु निविदा " अंकित कर बन्द लिफोफ मे भेजे।
20. समस्त अन्य प्रकार के कर/टैक्स निविदादाता को वहन करना होगा।
21. गोल्ड मेडल की संख्या घटाई या बढ़ाई जा सकती है।
22. अन्य शर्तें राजस्थान लोक उपापन में पारदर्शिता नियम 2013 एवं सामान्य वित और लेखा नियमों के अनुसार होगी।
23. शेष शर्तें विश्वविद्यालय के नियमानुसार होगी।

**परीक्षा नियंत्रक**

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

हस्ताक्षर मय सील  
( संवेदक )

नाम :-

स्थान :-

दिनांक :-

## 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 correction including impairing or harming 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 not 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 obligations, 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 regarding 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 a 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.

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

**Annexure B**

**Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

In relation to my/our Bid submitted to **VMOU Kota** for procurement of **Preparation & Supply of Gold Medal** in response to their Notice Inviting Bids No 35/2024-25 dated 13.12.2024 . 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 directors 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

Name:

Designation:

Address:



**Annexure C**  
**Grievance Redressal during Procurement Process**

The designation and the address of the first Appellate Authority is **Hon'ble Vice-Chancellor, VMOU, Kota**. The designation and the address of the Second Appellate Authority is **Secretary, Higher Education, Government of Rajasthan, Jaipur**.

**(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 filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor 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 participation 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 payment 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 Authority, 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 bidder  
Name:  
Designation:  
Address:

**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 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 expressed in words is related to an arithmetic error, in which case in 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 Supplier 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 Supplier.

**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 fro 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, in such cases, 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:

Signature of bidder

Place:

Name:

Designation:

Address: