



# **VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA**

**Office of Comptroller Rawatbhata Road, Kota-324021 Rajasthan  
(Website- [vmou.ac.in](http://vmou.ac.in))**

No/VMOU/S&P/2024-25/54

Date: 25.02.2025

## **NOTICE INVITING BID**

Vardhman Mahaveer Open University, Kota invites sealed bids from reputed and registered firms/Agencies under RTTP Act 2012 & Rules 2013 for the “***ARC for Supply of Stationery Items***” under single stage one envelope system as given below :-

<b>NIB No.</b>	<b>Name of work</b>	<b>Estimated Cost Rs.</b>	<b>BID Security Rs.</b>	<b>BID Form Fee Rs.</b>	<b>Date of Downloading BID documents</b>	<b>Last Date of Submission of BID</b>	<b>Date of Opening of BID</b>	<b>Validity Period</b>
<b>54/2024-25</b>	<b>ARC for Supply of Stationery Items</b>	9.50 Lakh	19000/-	500/-	28.02.2025	10.03.2025 Up to 3:30 PM	11.03.2025 At 12:30 PM	90 days

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

1. The detailed scope of work as well as terms and conditions for “***ARC FOR SUPPLY OF STATIONERY ITEMS***” have been given in the BID documents which may be downloaded from [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) or University website [www.vmou.ac.in](http://www.vmou.ac.in).
2. The Interested bidders may submit their bids in a sealed single envelope superscribing “***ARC FOR SUPPLY OF STATIONERY ITEMS***” along with separate Demand Drafts drawn in favour of “Vardhman Mahaveer Open University” payable at Kota towards the cost of Bid Fee (non-refundable), Bid Security and relevant documents. The sealed envelope may be dropped in the **Tender Box in Room No. 114** or it may be sent to Comptroller, VMOU, Kota through registered post/parcel upto last date and time as stated above.
3. 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.
4. 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.
5. Bids received after the prescribed time and date will not be considered.
6. The bidders shall have to submit GST Registration Number, PAN along with copy of the same without which the bids will not be considered.
7. Validity: - 90 days from the opening of bid.
8. In case of any query, the undersigned (Procurement Entity) may be contacted at e-mail [cps@vmou.ac.in](mailto:cps@vmou.ac.in)
9. Corrigendum if any will be published on University website only.
10. Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed shall be enclosed.
11. Self declaration submit with Sign & Seal of firm for Bidder not to be black listed any where.
12. Terms & Condition of Bid & Contract shall be enclosed with Sign & Seal of Bidder.

- Sd -  
**Comptroller**



# VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawatbhata Road, Kota -324021

Central Store and Purchase Cell

## Price Bid

( "ARC for Supply of Stationery Items" )

1. NIB No and Date :- 54/2024-25 dated 25.02.2025
2. Name of Bidder :-
3. Full Address :-
4. Contact No. :-
5. Email Address :-
6. GST Registration No. :-
7. PAN No. :-
8. Work Description :-

S.No.	Description of Goods & Items	Per Unit	Rates including All Taxes per Unit ( In Figures)	Rates including All Taxes per Unit ( In Words)
1	Gum Paste Camel 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 Size 16 x 26/2 (Kamal) (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	<b>TNPL</b> Xerox Paper Ream 70 GSM Containing 500 sheets in a ream (A) - Size A-4 210 x297 mm (B) - Size Legal 215 x345 mm	Per Nos. Per Nos.		
6	<b>JK</b> Xerox Paper Ream 70 GSM Containing 500 sheets in a ream (A) - Size A-4 210 x297 mm (B) - Size Legal 215 x345 mm	Per Nos. Per Nos.		
7	<b>Mv Choice</b> Xerox Paper Ream 70 GSM Containing 500 sheets in a ream (A) - Size A-4 210 x297 mm (B) - Size Legal 215 x345 mm	Per Nos. Per Nos.		
8	<b>Green Century</b> Xerox Paper Ream 70 GSM Containing 500 sheets in a ream (A) - Size A-4 210 x297 mm (B) - Size Legal 215 x345 mm	Per Nos. Per Nos.		
9	Cello Taps (PVC) Wonder (1) Cello Taps (PVC) width 1" & 30 miters (2) Cello Taps (PVC) width 2" & 30 miters	Per Nos. Per Nos.		
10	Cello Taps (PVC) Wonder (1) Tape Roll Brown (PVC) width 2" & 50 miters. Long. (2) Tape Roll Brown (PVC) width 2" & 100 miters. Long. (3) Tape Roll Brown (PVC) width 3" & 100 miters. Long.	Per Nos. Per Nos. Per Nos.		

11	Cello Taps (PVC) Wonder (1) Tape Roll White (PVC) width 2" & 50 miters. Long. (2) Tape Roll White (PVC) width 2" & 100 miters. Long. (3) Tape Roll White (PVC) width 3" & 100 miters. Long.	Per Nos.  Per Nos.  Per Nos.		
12	<b>Stamp Pad Ashoka</b> (A) Size : 110mm X 70mm (B) Size : 160mm X 97mm	Per dozen Per dozen		
13	<b>Pen Drive Sun Disk</b> 32 GB 64 GB 128 GB	Per Nos. Per Nos. Per Nos.		
14	C. L. Register ( One Dasta ) Kamal Make	Per piece		
15	<b>Pilot Pen</b> (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 (Universal Rainbow)	Per PKT (20 pcs)		
18	Ball Pen 045 Fine Curbure (Reynold )	Per piece		
19	Scale One ft. Plastic (Oxford)	Per PKT (10PCS)		
20	Paper vat ( PVC ) Size 5(L)x5(W)x2.5(H) CM	Per piece		
21	Permanent Marker Black ( Reynold )	Per PKT (10PCS)		
22	White Board Marker Black ( Camlein )	Per PKT (10PCS)		
23	White Board Duster (with Dual Marker Holder)	Per piece		
24	Marker pen CD ( OHP ) ( Camlein )	Per PKT (10PCS)		
25	Punching Machine (Small) ( Kangaru D.P.)	Per piece		
26	U-Pin (100gram) Classic 35mm (Office Clip )	Per PKT (10 Unit)		
27	Cash-Book 02 Qr. (Kamal) (Cloth Binding) Cash-Book 04 Qr. (Kamal) (Cloth Binding)	Per piece Per piece		
28	Whitener pen Camlein	Per PKT (10 PCS)		
29	Hy-Lighter Pen (Faber-Castell) (superior )	Per PKT (10 PCS)		
30	T-Allpin Each PKT- 50 gram (Oddy 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 (dismat ) 3 piece (25x75)	Per Packet		
34	Pencil Camel (2-HB )	Per PKT (10 PCS)		
35	Pokhar with Plastic Handle	Per Dozen		
36	Paper Cutter ( Small ) Natraj Paper Cutter ( Big ) Natraj	Per Nos. Per Nos.		
37	Pin-cussion - (Omega )	Per piece		
38	Fevi Stik – 15 gram (Pidilite) Fevi Stik – 22 gram (Pidilite)	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 ( Per thousand) ( With printing & Matter provide by university ) (A) – Handmade paper quality	Per Thousand		
43	Inward Register on Ledger Paper 8 Qr. Sonu Brand (Cloth binding)	Per Nos.		
44	Outward Register on Ledger Paper 8 Qr. Sonu Brand (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 & Jell Achiver	Per dozen		
50	Jail Pen (Red/Blue)	Per dozen		
51	Rorito Teramax Pen ( Refillable fluid ink System)	Per dozen		
52	Address Sticker (14 Sticker in single A-4 Size sheet) (Desmat Make)	Per Packet (100 Sheet)		

Date:

Place:

Signature of the Bidder with seal



# वर्धमान महावीर खुला विश्वविद्यालय, कोटा

क्रय एवं भण्डार अनुभाग, रावतभाटा रोड, कोटा – 324021

## Supply of Stationery Items

1. किसी भी न्यूनतम दर वाली निविदा को स्वीकृत करने के लिए विश्वविद्यालय बाध्य नहीं है।
2. स्वीकृत निविदादाता को स्वीकृत कार्य आदेश की 5% कार्य निष्पादन प्रतिभूति (Work Performance Security) राशि का डिमान्ड ड्राफ्ट जो वर्धमान महावीर खुला विश्वविद्यालय कोटा के नाम से देय होगा अनुबंध करने से पूर्व जमा करना होगा।
3. स्वीकृत निविदादाता को दरे स्वीकृती 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. निविदादाता फर्म की दुकान होना आवश्यक है जिसका सत्यापन समिति द्वारा आवश्यकतानुसार किया जा सकता है।
5. निविदा में फर्म द्वारा अंकित कोई/किसी प्रकार की शर्तें मान्य नहीं होगी।
6. फर्म को बिल दो प्रतियों में मय मूल कार्यादेश के साथ भुगतान हेतु प्रस्तुत करना होगा।
7. फर्म द्वारा कार्यादेश की में अंकित अवधि के अन्दर विश्वविद्यालय के केन्द्रीय भण्डारगृह को आपूर्ति करनी होगी अन्यथा बिल से नियमानुसार पेनल्टी काटी जायेगी।
8. यदि फर्म द्वारा कोई छूट प्रदान की जाती है तो उसे निविदा प्रपत्र में स्पष्ट रूप से अंकित किया जावे।
9. निविदा/निविदा प्रपत्र में अंकित अनुमानित लागत तथा सामग्री की मात्रा में कमी तथा बढोतरी की जा सकती है। जिसका भुगतान स्वीकृत दरों पर ही किया जावेगा।
10. सामग्री/स्टेशनरी की दरे सभी कर सहित अंकित की जावे।
11. वि.वि. द्वारा समय समय पर मांग के आधार पर ही कार्यादेश जारी किये जावेंगे।
12. 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।
13. अनुमोदित दरे एक वर्ष के लिये मान्य होगी जिसे RTPP Rule 2013 के प्रावधानुसार विशेष परिस्थिति में आपसी सहमति से बढ़ाई जा सकेगी।
14. सामग्री की आपूर्ति कार्य-आदेश जारी होने की दिनांक से निर्धारित अवधि 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।
15. किसी प्रकार का विवाद उत्पन्न होने पर न्याय क्षेत्र कोटा रहेगा।
16. सामग्री कार्यादेश के अनुसार आपूर्ति की जाएगी, टूटी-फूटी, कटी-फटी एवं क्षतिग्रस्त सामग्री को स्वीकार/प्राप्त नहीं किया जायगा।
17. (Item wise) न्यूनतम दर दाता की दर उस सामग्री के लिए अनुमोदित की जाएगी।
18. राजकीय नियमानुसार बिलो से टैक्स कटोती 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. आवश्यकता होने पर GSM Testing करवाई जा सकती है।

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 conform 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, godwon 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 fright 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. **Drawl of samples:-** In case 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.

15. **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.

**16. 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.

17. 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.

18. 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.

19. 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.

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

21. (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) **Extent of Qty.-** Repeat orders:- If the orders are placed in excess of the quantities shown in the tender notice, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender provided that the repeat orders are up to 50% of the quantity originally purchased and the period is not more than one month from the date of expiry of last supply. If the bidder fails to do so, the Registrar shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.

(iii) If the purchase officer does not purchase any of the tendered articles or purchase less than the quantity indicated in the tender form, the bidder shall not be entitled to claim any compensation.

**22. Bid Security:-**

(a) The Bid Security amounting 2% of Tender Value is Rs 9.50 lakh i.e. Rs. 19000/- 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.

23. **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.

**24. Agreement and Security Deposit:-**

(a) Successful bidder will have to execute an agreement in the Form SR-17 and deposit Performance security equal to 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.

25. (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.

26. **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.

27. 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.

28. **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.

29. **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.

30 (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%

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

30.2 The maximum amount of liquidated damage shall be 10%

30.3 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, from the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

30.4 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.

30.5 **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 his 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.

31. **Recoveries: -**

Recoveries of liquidated damages, short supply breakage, rejected articles shall ordinarily 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.

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

33. 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.

34. 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.

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

(a) Attested copy of partnership deed in case of partnership firms.

(b) Registration number and year registration in case partnership firm is registered with Registrar of firms.

(c) Address of residence and office, telephone numbers in case of sole proprietorship.

(d) Registration issued by Registrar of Companies in case of company.

36. 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.

37. 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).

38. Bidder should submit their Authorization letter/ Distributor certificate.

39. **The bid and contract shall be governed by the Rajasthan transparency in public procurement Act 2012 and rules 2013.**

40. **Annual Rate Contract for the subject matter of procurement shall be made for one year from the date of issue of letter of intent; however, the contract period may be extended as Per RPPP Rule 2013.**

**Note:** - I have read the above terms and conditions of contract carefully and I shall abide by the same.

Date:

Place:

**Signature & Seal of the bidder**

## **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 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 Items.*” in response to their Notice Inviting Bid No. 54/2024-25 Dated 25.02.2025. 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 quality, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

#### **2. Procuring Entity's Right to vary Quantities.**

- i. At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
- iii. In case of Procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Service Provider fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Service Provider.

#### **3. Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured for the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and 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**