



University of Kota, Kota

Near Kabir Circle, MBS Road, Kota (Rajasthan)-324005

Ref. No.: F. () / UIPER / UOK / 2026 / 9450

Date: 8-1-2026

Notice Inviting Bid (NIB)

NIB No.: 26/ 2025-26

University of Kota, Kota invites bids from experienced, technically and financially sound and reputed manufacturers or their authorized distributors/bonafide dealers through open tender (technical bid and financial bid separately) as per the Rajasthan Transparency in Public Procurement (RTPP) Act, 2012 & RTPP Rules, 2013 for "*Supply and Fixing of Sign Boards, LED Boards, Notice Boards, Name Plates, Number Plates, Photo Frames, etc. along with their required accessories of the cost of Rs. 4.00 Lakh for the University Institute of Pharmaceutical Education and Research at Dhanwantari Bhawan (Pharmacy Building) of the University of Kota, Kota*". The bid documents, technical conditions and other details of the same may be seen on <https://sppp.rajasthan.gov.in> and University website <https://www.uok.ac.in>. Corrigendum, if required, shall be published on the above-mentioned websites/portals only.

Important dates for downloading/obtaining and submitting the tender are as follows:

S. No.	Particulars	Details
1.	Date and time of downloading of bid document from university website www.uok.ac.in or State Public Procurement Portal of Govt. of Rajasthan https://sppp.rajasthan.gov.in or bid document may obtained from the office of the Registrar, University of Kota, M.B.S. Marg, Near Kabir Circle, Kota-324005.	08.01.2026 to 15.01.2026
2.	Last Date and time of submission of bid in the office of Registrar, University of Kota, M.B.S. Marg, Near Kabir Circle, Kota-324005 in two separate sealed envelopes: (i) First envelope subscribed as " TECHNICAL BID ENVELOPE " containing original Demand Drafts drawn in favour of "Registrar, University of Kota, Kota" payable at Kota. One DD towards the Tender Fee (Non-refundable) of Rs. 500/- and another DD towards Bid Security / Earnest Money of Rs. 8000/- along with all supporting documents fulfilling the eligibility criteria as specified in tender document. (ii) Second envelope subscribed as " FINANCIAL BID ENVELOPE (H-SCHEDULE) " shall contain financial bid only. (iii) Both the envelopes shall be put in one envelope.	15.01.2026 (02:00 PM)
3.	Date and time of opening of Technical Bid.	15.01.2026 (03.00 PM)
4.	Date and time of opening of Financial Bid.	After evaluation of Technical Bid

Important Instructions:

1. Bidders are advised to read all the Terms & Conditions of the bid carefully before participating in the bidding process.

2. The bid in two separate sealed envelopes, one containing original DDs as well as all the required documents for technical bid and another containing quoted price only for financial bid must be reached physically in the office of Procurement Entity *i.e.* Registrar, University of Kota, Kota, MBS Marg, Near Kabir Circle, Kotaon or before last date and time as mentioned in the tender failing which bid shall not be considered.
3. The technical bids will be opened on the specified date and time before the committee in the presence of bidder or their authorized representative who wish to be present. Financial bids of only those bidders will be opened who are declared responsive by the committee after evaluation of the technical bids. 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. Bidders shall have to submit PAN, GST Registration Number and other documents as required in the bidding document without which the bids will not be considered.
5. All self-attested documents must be submitted in Hindi or English language. If the documents are not in Hindi or English, then the documents should be translated in Hindi or English and also be attested by the authorized translator. Translated copy along with copy of original document must be submitted.
6. Signature of the bidder is essentially required on each page of the bidding document as a token of acceptance of all the terms and conditions of the bidding document.
7. Any change in the constitution of the firm, *etc.*, shall be notified forthwith by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, *etc.*, from any liability under the contract.
8. No new partner(s) 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 submit a written agreement in the office of the procuring entity 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.
9. Bid will be liable for outright rejection, if any rate is disclosed or any discount/special offer is mentioned by the bidder at any other place than the financial bid.
10. Complete procurement process including opening of bids, negotiation with bidders, issuing award of contract or letter of acceptance or letter of intent or purchase orders to the successful bidder(s), an agreement between the successful bidder(s) and the University of Kota, *etc.* will be executed in the office of the procuring entity of the University.
11. The successful bidder(s) shall be deemed to have carefully examined the terms & conditions, specifications, size, make, and drawings, *etc.* of the goods, articles, items, instruments, equipment, *etc.* to be supplied. If he/she has any doubt as to the meaning of any portion of these conditions or of the specification, drawing, *etc.*, he/she shall, before signing the contract, refer the same to the procuring entity and get clarification.
12. The contractor/successful bidder shall not assign or sublet his contract or any substantial part thereof to any other agency.
13. Any bidder or prospective bidder who has been participated in the procurement process may file an appeal to the first and/or second appellate authority in the prescribed format against any decision, action or omission of the procuring entity.
14. In case of any query regarding procurement, the bidder(s) may contact to the procuring entity of the University/Registrar Office (Phone: 0744-2472934, e-mail: registrar@uok.ac.in).



Registrar