



University of Kota, Kota

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

Ref. No.: F. () / GAD-Exam / UOK / 2026 / 7925

Date: 19-8-2026

Notice Inviting Bid (NIB) No.: 17/2026-27

University of Kota, Kota hereby invites online unconditional **Open Competitive** e-bids from the experienced, technically & financially sound and reputed bonafide bidders, which are fulfilling the eligibility criteria, under **Two Envelop System** (i.e. opening and evaluation process of technical bid and financial bid will be done separately) as per the Rajasthan Transparency in Public Procurement (RTPP) Act, 2012 & RTPP Rules, 2013 for "**Rate Contract for Supply of Goods and Hiring of Services for University Examinations and related Works for the academic sessions 2026-27 & 2027-28**" of an estimated cost of Rs. **4.50 Crore**. The bidders may participate in the online bid process on <http://eproc.rajasthan.gov.in> and the bid may be downloaded from **02:00 PM** of the **20/08/2026** and the last date of submission of the e-bid is **10/09/2026** up to **01:00 PM**. The bid document and other details of the same may be seen on <https://eproc.rajasthan.gov.in>, <https://sppp.rajasthan.gov.in> and the University website <https://www.uok.ac.in>. Corrigendum, if required, shall be published on the above-mentioned websites/portals only.

Important Dates/Bidding Schedule:

S. No.	Particulars	Date	Time
1.	Start date and time of downloading of the bid document	20/08/2026	2:00 PM
2.	Last date and time of online submission of the bid document	10/09/2026	1:00 PM
3.	Last date and time of submission of tender fee, tender processing fee and bid security in form of the DDs at the University of Kota in physical form	10/09/2026	1:00 PM
4.	Date and time of online opening of the technical bids	10/09/2026	3:00 PM
5.	Date and time of online opening of the financial bids	It will be intimated separately.	

Note:

- Bid(s) received after the specified date and time shall not accepted and opened in any condition.
- 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.

Fee Details:

S. No.	Particulars	Amount (in INR)	DDs will be drawn in Favour of	Payable at
1.	Bid Document Fee (Non-Refundable)	2000/-	Registrar, University of Kota	Kota
2.	Bid Security/ Earnest Money Deposit (EMD)	9.00 Lac	Registrar, University of Kota	Kota
3.	Bid Processing Fee (Non-refundable)	2000/-	Managing Director, RISL	Jaipur

Note: Bid Security/Earnest Money Deposit (EMD) will not carry any interest.

Important Instructions to the Bidders

1. The law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" {hereinafter called the RTPP Act} and the "Rajasthan Transparency in

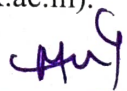
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Public Procurement Rules, 2013" {hereinafter called the RTPP Rules} which are available on the State Public Procurement Portal (<https://sppp.rajasthan.gov.in>) have come into force for this contract/project. Therefore, the bidders are advised to acquaint themselves with the provisions of the RTPP Act and the RTPP Rules before participating in the bidding process.

2. Two Envelop system (*i.e.* opening and evaluation of technical bid and financial bid separately) will be adopted for this contract/project by strictly following the RTPP Act and RTPP Rules for the procurement of goods, articles, items, instruments, equipment, services, *etc.* from the successful bidder(s).
3. The bidders are advised to read all the *Terms & Conditions* of the bid carefully before participating in the online bidding process. Submission of the bid shall be deemed to have been done after careful study and examination of the whole bid document with full understanding of its implications also.
4. The response to this bid document should be full and complete in all respects. Failure to furnish all information as required in the bid document or submission of the proposal not substantially responsive to the bid document in all respects will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the bid security/EMD also.
5. Demand Drafts (DDs) for bid document fee (non-refundable) and bid security/EMD (refundable) will be drawn in favour of the "*Registrar, University of Kota*" payable at Kota and DD for bid processing fee (non-refundable) will be drawn in favour of the "*Managing Director, RISL*" payable at Jaipur. The bid security/EMD will not carry any interest.
6. All the required DDs must be reached originally in the office of the procuring entity *i.e.* Registrar, University of Kota, Kota on or before the last date and time of the bid submission. Without required fees (*i.e.* bid document fee, bid security/EMD and bid processing fee) and samples, if required, the bid will not be considered in any condition.
7. All the 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 along with the bid.
8. Erasures or overwriting shall not be allowed on any page of any the bid document. Initials will be made by the authorized person of the bidder/firm/company before uploading of the bid document, if erasures or overwriting have been made in the bid document.
9. Each page of the bid document and all the supporting documents must be signed with the full name and seal of the bidder before uploading them on the website of the e-procurement system. The signature of the bidder on each page of the e-bidding document is a token of acceptance of all the terms and conditions of the bidding document by the bidder.
10. It shall be responsibility of the bidder to re-check that each page of the requisite document uploaded, as a part of the bid, is stamped and duly signed by an authorized signatory.
11. In the e-bidding process, the technical and financial bid forms shall be filled electronically only and to be submitted online by adopting two steps:
 - Step-A: Submission of the fees and technical bid along with required supporting documents.
 - Step-B: Submission of financial/commercial bid.
12. General instructions for online submission of the e-bids:
 - (i) To participate in the e-bidding process, the bidders will have to procure Digital Signature Certificate (DSC) as per Information Technology Act, 2000 using which they can sign their electronic bids. The bidders can process the same from any CCA approved certifying agency such as TCS, SafeCrypt, Node, *etc.* The bidders who already have a valid DSC need not procure a new DSC.

- (ii) The bidders, who are interested in participating in the online bidding process, can download the bid document from the e-procurement portal (<https://eproc.rajasthan.gov.in>) or Rajasthan State public procurement portal (<https://sppp.rajasthan.gov.in>) or from the University website (<https://www.uok.ac.in>).
 - (iii) The bidders, who wish to participate in the e-bidding process, will have to be registered on the e-procurement website (<https://eproc.rajasthan.gov.in>).
 - (iv) The bidders are advised to refer "*Bidder's Manual Kit*" available at e-procurement portal (<https://eproc.rajasthan.gov.in>) for further details of the e-bidding process.
 - (v) The bidders will submit their offers online at the e-procurement portal in electronic formats for their technical and financial proposals.
 - (vi) Before electronically submitting the e-bids, it should be ensured that all the bid papers including conditions of contract are digitally signed by the bidder.
 - (vii) Scanned copies of the DDs should also be uploaded along with the online bid. The bank guarantees should be valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty, maintenance and defect liability period, *etc.*
 - (viii) No extension in deposition of e-bid will be allowed. Therefore, all the bidders are advised not to wait of the last date and submit their e-bids at the earliest. The procuring entity will not be responsible for any last-minute rush on the e-procurement portal.
 - (ix) DDs for bid document fee, bid security, bid processing fee, performance security, *etc.* should be submitted physically in the office of the procuring entity before scheduled date and time as mentioned in the bid.
 - (x) Before the last date of the e-bid submission, the procuring entity may amend any of the e-bid conditions, as may be desired and if such amendment is absolutely necessary. The amended bid document will be made available on the websites of the e-procurement and state public procurement portals as well as on the University website also.
 - (xi) The bidder should submit e-bid duly furnishing the required information as per the bidding document. The e-bid proposal should be strictly in conformity with prescribed terms and conditions of the bidding document. Proposals, which deviate from the terms and conditions of the bidding document, are liable to be rejected.
13. The bids filled physically and also submitted physically shall not be considered in any condition.
 14. Conditional e-bid proposals will not be accepted and consortium/group bidding will not be allowed also. If it is found/observed at any time of the work/project, the University has right to cancelled their bids at any stage of the work/project.
 15. All the rates quoted for the goods/items/services must be Free on Road (FOR) for the University of Kota, Kota (Rajasthan) and should include all the charges, duties, levies, taxes, *etc.* except statutory taxes such as Central/State GST and customs/excise duties and their clearance charges (if applicable in case of imported goods/items/instruments/services). No cartage or transportation charges will be paid by the University. Delivery of the goods/items shall be given as per the delivery schedule.
 16. Since, the goods/items/instruments/equipment/services are being purchased for the University use only and not for commercial purposes or for sale/re-sale or use for manufacturing purposes. Therefore, goods/items/instruments/equipment/services are

- exempted from the payment of *octroi* to the municipalities. Hence, no payment of *octroi* shall be admissible and expenses in this regard, if any, shall be borne by the bidder.
17. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by and/or on behalf of the University. Any notification of preferred bidder status by the University, shall not give rise to any enforceable rights by the bidder.
 18. The procuring entity reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids or any of the bids or any part of the any bid at any time prior to award of the contract without thereby incurring any liability to the bidders. In the event of termination of the bid, the EMDs of all bidders shall be returned without any interest.
 19. The procuring entity is not bound to accept the lowest price bid. The lowest price bid may be rejected and/or a higher price bid may be accepted on the basis of higher quality of the works, goods, articles, items, instruments, equipment, *etc.*
 20. Complete procurement process including opening of bids, negotiation with bidders, issuing award of the 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 will be executed in the office of the procuring entity of the University.
 21. The successful bidder shall be deemed to have carefully examined the terms & conditions, specifications, size, make and drawings, *etc.* of the goods, services, articles, items, instruments, equipment, *etc.* to be supplied. If the successful bidder has any doubt, the bidder shall, before signing the contract, refer the same to the procuring entity and get clarification.
 22. The successful bidder shall not assign or sublet the contract to any other agency and the successful bidder will have to start the work as per the directions of the University and complete the entire work in the stipulated time period.
 23. 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.
 24. The successful bidder must comply with the IT Act and Data Security Rules issued by the Governments time to time.
 25. Any dispute, arising there out of this bid, shall fall under the jurisdictions of the Courts of law at Kota.
 26. In case of any query regarding procurement, the bidder(s) may contact to the procuring entity of the University (Phone: 0744-2472934, e-mail: registrar@uok.ac.in).


Registrar
(Procurement Entity)