University of Kota, Kota

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

Technical Bid Form

Part-A: Bid Details

S. No.	Particulars	Details
1.	NIB No. & Date	NIB No. 17/2026-27 Date 19/08/2026
2.	Name of the Bid	Rate Contract for Supply of Goods and Hiring of Services for University Examinations and related Works
3.	Period of Contract	All examinations of the academic sessions 2026-27 and 2027-28.
4.	Estimated Bid Value	Rs. 4.50 Crore (Rupees Four Crore and Fifty Lakh only).
5.	Bid Document Fee *(Non-Refundable)*	DD No. & Date : …………………………… Bank Name : …………………………….. Branch Address: ……………………………
6.	Bid Security / Earnest Money Deposit (EMD)	DD No. & Date: …………………………… Bank Name : …………………………….. Branch Address: ……………………………
7.	Bid Processing Fee *(Non-Refundable)*	DD No. & Date : …………………………… Bank Name : …………………………….. Branch Address: ……………………………
8.	Download bid documents / corrigendum, *etc.* from the websites	https://eproc.rajasthan.gov.in, https://sppp.rajasthan.gov.in, https://www.uok.ac.in
9.	Submission of bid online at	https://eproc.rajasthan.gov.in
10.	Bid Covers	Two (1: Technical Bid, 2: Financial Bid)
11.	Bid Validity	Bids submitted by the bidders shall remain valid up to the **ninety days** from the opening of technical bid. However, it may be extended as per the provisions of RTPP Act and RTPP Rules.
12.	Procuring Entity and Contact Details	Registrar, University of Kota, Kota Phone: 0744-2472934, E-mail: registrar@uok.ac.in

Note:

- *The cost of the project is an estimated cost only. The actual cost of the project may be lower or higher than the estimated cost.*
- *This contract will be effective from the date of signing of the contract and will be continued for the period/sessions mentioned above unless it is terminated earlier by the University in accordance with its terms and conditions. In case of period of contract mentioned above for University Examinations, it may be reduced/changed also as per the requirement of the University and the bidder will have no claim on it.*
- *The University of Kota reserves all the rights to extend the contract period on mutually agreed terms and conditions at its sole discretion, subject to any obligations under law of the University. If work is found satisfactory, the agreement may also be extended as per RTPP rules on the same terms and conditions.*

Part-B: Bidder's Details

S. No.	Particulars	Details *(To be filled by the Bidder)*	***Page No.***
1.	**Name and Address of the Bidder/Firm/Company**		
	(A) Registered Head Office		
	Address:		
	Name of Person:		
	Telephone/Mobile:		
	E-mail:		
	(B) Rajasthan Office *(if any)*		
	Address:		
	Name of Person:		
	Telephone/Mobile:		
	E-mail:		
	(C) Kota Office *(if any)*		
	Address:		
	Name of Person:		
	Telephone/Mobile:		
	E-mail:		
2.	Nature of the Firm whether Proprietorship / Partnership/Company/Government/Public/Private		
	In case of Proprietorship Firm: Name, Father's Name and Residential Address of the Proprietor (*Enclose the Registration Certificate*)		
	In case of Partnership Firm: Name, Father's Name and Residential Address of all the Partners (*Enclose the Registration Certificate*)		
	In case of Company: Registration No. of the Company/Society Name and Address of the Directors of the company (*Enclose the Registration Certificate*)		
	In case of SSI/MSME/Society: Registration No. of the SSI/MSME/Society (*Enclose the Registration Certificate*)		
3.	**Bank Details of the Bidder/Firm/Company:** Name of Bidder/Firm/Company/Society in Bank Account Number Type of Account Bank Name and Address IFS Code *(Enclose copy of the cancelled cheque or first page of passbook)*		
4.	Contact Person of the Bidder/Firm/Company/Society with Telephone, Mobile No. and e-mail ID *(Enclose the ID proof)*		
5.	Name of Person (with mobile number)/Power of Attorney who will apprise to the University about the status of the work/services *(Enclose the details of person/power of attorney)*		
6.	Number of years of actively engaged in the University examinations and related works *(Enclose at least one oldest and one recent work*		

	order, completion certificate, experience certificate, etc.)		
7.	Bidder's Authorization Letter *(As per Annexure-1)*		
8.	Affidavit/declaration of not being blacklisted or debarred on non-judicial stamp of Rs. 50/- *(Enclose the Affidavit)*		
9.	PAN Card of the Bidder/Firm/Company *(Enclose the copy of the PAN Card)*		
10.	GST Registration Number of the Bidder *(Enclose the copy of the GST Registration)*		
11.	Average annual turnover of last any three financial years (between F.Y. 2022-23 to 2025-26) *(As per Annexure-2)* *(Copy of CA certificate along with UDIN clearly defining the turnover, audited financial statements e.g. balance sheets, profit & loss statements, etc.)*		
12.	Compliance of Code of Integrity and No Conflict of Interest *(As per Annexure-A)*		
13.	Declaration by the Bidder regarding Qualifications *(As per Annexure-B)*		
14.	Grievance Redressal during Procurement Process *(As per Annexure-C)*		
15.	Additional Conditions of Contract *(As per Annexure-D)*		

Part-C: Work Experience Details:

S. No.	Name of Organization	Brief description of the University Examination related works & services	Value of Work/ Services (in Rs.)	Date & period of Work Order	Satisfactory work experience certificate, whether enclosed (Yes/No)	Page No.
1.						
2.						
3.						
4.						
5.						

Part-D: Infrastructure and Manpower Strength

1. **Technical Infrastructure:**

S. No.	Name of Technical Infrastructure / Equipment	Detailed Information	Page No.
1.	Server Location		
2.	Server Security		
3.	Server Owning Company		
4.	Server Uptime Certificate		
5.	Bandwidth available to Company		
6.	Licensed Software		
7.	Other technical infrastructure, *if any*		

2. **Physical Infrastructure:**

S. No.	Name of Technical Infrastructure / Equipment	Total Qty in working condition	Owned/ Leased/ Rented	Model No. / Technical Specification	Page No.

1.	Computers				
2.	Line Printers				
3.	Laser Printers				
4.	Simple Scanners				
5.	OMR Sheet Scanners				
6.	Devices for Fictitious Number Printing				
7.	Devices used for Degree Printing				
8.	Other physical infrastructure, *if any*				

3. Experienced and Skilled Professionals

S. No.	Name of Employee	Post	Qualification	Total Experience	Page No.
1.					
2.					
3.					
4.					
5.					

Part-E: Self-assessment Scores

S. No.	Parameters for Evaluation	Score Claimed by the Bidder / Firm	Name of Supporting Document attached	Page No.
1.	**Legal Entity** *(How long the legal entity has been registered)*			
2.	**Duration of Operation** *(In the domain of the University Examinations and related Works)*			
3.	**Average Annual Turnover** *(Average annual turnover in last three financial years)*			
4.	**Work Experience** *(Projects implemented in at least three central / state Govt. universities / HEIs / organizations / boards / PSUs, etc.)*			
5.	**Technical Infrastructure** *(Server location and its security, capacity, etc. bandwidth to cater student's services)*			
6.	**Physical Infrastructure** *(Computers, printers, normal and OMR sheet scanners, devices used for fictitious number printing and degree printing, etc.)*			
7.	**Manpower Strength** ● Qualified IT developers / technical staff on company rolls ● Support Staff on company rolls			
Total Score Claimed (*Out of Max. Score 140*)				

Note:

- *All the information mentioned in the Part-A (fee details), Part-B, Part-C, Part-D and Part-E are essentially required for evaluation of the technical bid.*
- *The bidder(s) may be disqualified if all the information required as above-mentioned parts of the technical bid evaluation form is not provided.*

Signature & Seal of the Bidder

Minimum Eligibility Criteria of the Bidder

The bidders participating in this e-bid for ***"Rate Contract for Supply of Goods and Hiring of Services for University Examinations and related Works"*** must fulfill following eligibility criteria:

1. **Legal Entity:**
   - The bidder must be a well-established company registered in India under the Indian Companies Act or a registered firm, SSI, MSME, society *etc.* to carry the business relating to the University examinations. The registration of bidder must be at least five years old.
   - Registration certificate of the firm/company/SSI/MSME must be enclosed by the bidder at the time of submission of the bid.

2. **Duration of Operation:**
   - The bidder must be actively engaged in the university examinations and allied services from the last five years as on the bid closing date.
   - At least one oldest and one recent work order, work completion certificate, experience certificate, *etc.* must be enclosed by the bidder at the time of submission of the bid.

3. **Average Annual Turnover:**
   - The bidder must have an average annual turnover of rupees equal to or more than three crores in the any last three financial years (between F.Y. 2022-23 to 2025-26).
   - CA certificate along with UDIN clearly defining the turnover, audited financial statements *e.g.* balance sheets, profit & loss statements, *etc.* must be enclosed by the bidder as supporting documents.

4. **Work Experience:**
   - University examinations and related works must be executed successfully by the bidder for at least three different Central/State Government universities/ Higher education institutions/Organizations/Boards/PSUs, *etc.* during last five years of a value specified irrespective of the project duration here as: -
     - The minimum value of the project of each University/Institution/ Organizations/Boards/PSUs must be Rs. 2.0 crores and the total value of all these three projects must be at least Rs. 6.0 crores.

   Note: *The project means the work successfully completed in response to the work order issued through a particular open bid.*

   - Each project must cover at least pre- and post-examination functional modules.
   - Relevant work orders, satisfactory work certificate and successful completion certificates or client's ongoing progress performance report/certificate mentioning the amount of the project, experience certificates, *etc.* must be enclosed by the bidder.

5. **Technical Infrastructure:**
   Bidder must have sufficient technical infrastructure for following:
   - Server security
   - Server location
   - Licensed software
   - Server owning company
   - Hosting server uptime at least 95% and the complaint about non-functionally must

be restarted within half an hour utmost
- Bandwidth to cater the services to at least fifty thousand students per day.

6. **Physical Infrastructure:**
   - The bidder must have adequate number of computers, line printers, laser printers, normal scanners, OMR sheet scanners, *etc*.
   - The bidder must have adequate number of fictitious number printing devices with a capacity to put fictitious roll numbers at least fifty thousand answer books per day.
   - The bidder should have proper facilities for the processes of degree printing along with all other infrastructure facilities which are required for examination in the University.
   - **High-end facilities: -**
     - Latest multi-core processors (e.g., modern Intel i9 or Xeon) and high-speed RAM to handle complex data processing without lag.
     - Specialized Hardware: Devices specifically engineered for "fictitious number printing" and secure degree production, which require greater precision and security than standard commercial printers.
     - Production Printing Systems: High-volume, industrial-grade printers capable of continuous operation with consistent quality, often incorporating specialized security features for sensitive documents like degrees
     - Reliability & Scalability: Systems designed for 24/7 operation with built-in redundancy (like RAID storage) to prevent data loss and ensure the facility can handle peak workloads.

7. **Manpower Strength:**
   - The bidder must have at least 20 technically experienced, skilled and professionally qualified personnel with a relevant degree like MCA, MTech, *etc.* working on roll which are required for development, functional consulting, implementation, support and all other activities essential for this proposal.
   - The bidder must have at least 40 supporting staff with a relevant degree like PGDCA, BCA, BE, BTech, *etc.* and other equivalent diplomas/degrees which are required to support technically experienced to execute all the university examinations and allied services.
   - The list of employees along with details of their qualifications has to submit by the bidder on letterhead with joining letter or any other document which prove that they are employees of the bidder / firm / company.

8. **Bonafide Bidder:**
   - Only bonafide bidders will be allowed to participate in the procurement process.
   - The bidders must furnish a declaration regarding qualifications along with other necessary documents which are required for participation in the bidding process and deciding the eligibility for the bidders.

9. **Authorization:**
   - An authorization letter in prescribed format must be submitted by the bidder/firm/ company regarding a person/official authorized to sign the bid and to deal all the matters with the University.
   - The bid must be signed by an authorized signatory of the firm/ company with proper Power of Attorney/Board Resolution.

10. **Tax Registration**:
    - The bidder must have registered under the GST Act prevalent in the State where his/her business is located to participate in the bidding process.
    - The bidder shall have to submit PAN and GST Registration number along with other required documents at the time of submission of the bid.

11. **Blacklisting/Debarment:**

- The bidder should not be blacklisted or debarred by any central/state government university/higher education institution / organization / board / PSU, *etc*. A self-declaration on the bidder's letterhead must be submitted in this regard.
  A notarized affidavit of not being blacklisted or debarred by any central/state government university/higher education institution / organization / board / PSU, *etc*. should also be enclosed on a stamp paper of Rs.1000/-.

12. Third-Party Integrations

Firm must provide integrations with different gateways, portals, *etc.* like:

- Payment Gateways
- University Website
- Admission Portal
- Registration Portal
- Affiliation Portal
- Examination Portal
- Research Portal
- Digital Locker (DigiLocker, *etc.*)
- National Academic Depository (NAD)
- Academic Bank of Credits (ABC)
- Single Sign-On (SSO)
- Data received from third party, if required
- Any other portal / agency, if required for integration

Signature & Seal of the Bidder

Conditions for Disqualification of the Bids/Bidders

The bid/bidder is liable to be disqualified in the following cases:

1. Any bid received after deadline for the submission of the bids will be declared as late bid and will be rejected and returned unopened to the bidder at the University discretion.
2. The proposal is received without EMD, bid document fee and bid processing fee.
3. The proposal is received in incomplete form or bidder has quoted only a part of the bid.
4. In case any one bidder submits multiple proposals then all such bids will be rejected and the bidder will be disqualified also.
5. The proposal is not submitted in accordance with the procedure and formats prescribed in the bid document. Such type of the proposals will be treated as non-conforming proposals and will be rejected also.
6. The bidder fails to meet the minimum eligibility criteria as mentioned in the bid document and submits the proposal with its own conditions.
7. The technical bid contains any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid or financial bid is enclosed with the technical bid.
8. During validity of the proposal or its extended period, if any, the bidder increases the quoted prices.
9. Information submitted by the bidder is found to be incomplete/misrepresented/ incorrect/false at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extended period also, if any, then the bidder will be disqualified.
10. The bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid process.
11. While evaluating the proposals, if it comes to the University's knowledge expressly or implied that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the bidders so involved are liable to be disqualified for this Contract as well as for a further period of five years from participation in any of the bid floated by the University.
12. The bidder fails to deposit the performance security or fails to enter into a contract within 15 days of the date of issue of letter of intent or within such extended period, as may be specified by the University.

Signature & Seal of the Bidder

Parameters and Scores for Technical Bid Evaluation

Quality and Cost-Based Selection (QCBS) Method

1. The technical bids will be evaluated on the basis of QCBS method. Various parameters, maximum scores and supporting documents required for evaluation of the technical bid are summarized here in the table as:

S. No.	Parameters for Evaluation	Particulars / Details	Maximum Score	Supporting Documents Required
1.	**Legal Entity** *(How long the legal entity has been registered)*	Equal to or more than 5 years old but upto10 years old	10	Registration certificate of well-established company, firm, SSI, MSME, society, *etc.*
		More than 10 years and up to 15 years old	15	
		More than 15 years old	20	
2.	**Duration of Operation** *(In the domain of the University examinations and related services)*	Equal to or more than 5 years old but up to 10 years old	10	At least one oldest and one recent work order, work completion certificate, experience certificate, etc.
		More than 10 years and up to 15 years old	15	
		More than 15 years old	20	
3.	**Average Turnover** *(Average annual turnover in last three financial years)*	Equal to or more than Rs. 3.0 Crore but up to Rs. 5.0 Crore	10	CA certificate along with UDIN clearly defining the turnover, audited financial statements *e.g.* balance sheets, profit & loss statements, *etc.*
		More than Rs. 5.0 Crore but up to Rs. 10.0 Crore	15	
		More than Rs. 10.0 Crore	20	
4.	**Work Experience** *(Projects implemented in at least three central / state Govt. universities / higher education institutions / organizations / boards / PSUs, etc.)*	Total cost of the projects executed successfully equal to or more than 6.0 Crore but up to 10.0 Crore with a minimum value of each project not less than Rs. 2.0 Crore	10	Relevant work orders, successful completion certificates or client's ongoing progress performance report/certificate mentioning the amount of the project, experience certificates, *etc.*
		Total cost of the projects executed successfully must be more than 10.0 Crore but up to 15.0 Crore with a minimum value of each project not less than Rs. 2.0 Crore	15	

		Total cost of the projects executed successfully must be more than 15.0 Crore with a minimum value of each project not less than Rs. 2.0 Crore	20	
5.	**Technical Infrastructure** *(Server location, security, uptime, capacity, etc.)*	Server location in India, server security certificate, server uptime capacity up to 95% and bandwidth to cater the services to about fifty thousand students per day	10	Supporting documents for server location, server security and capacity, *etc.*
		Server location in India, server security certificate, server uptime capacity more than 95% but less than 100% and bandwidth to cater the services to more than fifty thousand but less than one lakh students per day	15	
		Server location in India, server security certificate, server uptime capacity up to 100% and bandwidth to cater the services to more than one lakh students per day	20	
6.	**Physical Infrastructure** *(Computers, printers, scanners, devices, etc.)*	Computers, printers, normal and OMR sheet scanners, devices used for fictitious number printing and degree printing	10	Supporting documents for Physical Infrastructure
		All high-end facilities* along with computers, printers, normal and OMR sheet scanners, devices used for fictitious number printing and degree printing, *etc.*	20	
7.	**HR Team and Manpower Strength** ● *Qualified IT Developers / Technical staff on company role* ● *Support Staff on company rolls*	Minimum 20 Technically Qualified Professionals and 40 Support Staff	10	Self-Certification by HR Head with Year-wise EPF & ESIC Statements of employee or documentary proof
		Minimum 30 Technically Qualified Professionals and 60 Support Staff	15	
		Minimum 40 Technically Qualified Professionals and 80 Support Staff	20	
Minimum Score			**70**	
Maximum Score			**140**	

2. Technically qualified bidders will be decided on the basis of parameters mentioned in the minimum eligibility criteria, technical bid form and self-assessment scores. Therefore, the bidder who fulfils the minimum eligibility criteria, all the requirements mentioned in

the technical bid form and non-zero value for each parameter in the self-assessment score will be treated as technically qualified bidder.

3. If a bidder who obtains total scores less than minimum required 70 scores out of maximum 140 scores during technical bid evaluation process then the bidder shall be treated as non-responsive bidder and shall not be considered for opening of the financial bid.

4. On the basis of the scores obtained by the technically qualified and responsive bidders, a **merit list of the top five bidders** will be prepared by the University, in case the total number of technically qualified/responsive bidders is more than five.

5. The financial bids of the top five or lesser number (in case of total number of technically qualified and responsive bidders will be less than five) of technically qualified and responsive bidders will be opened to finalize the successful bidder/firm/company on the basis of lowest one (L1) price/quotation. The L1 price will be a sum of all the quoted prices of university examinations and related works as mentioned in the bid document.

6. Further needful action will be taken by the University with the successful bidder/firm/ company for the University examinations and allied services.

*** High-end facilities means: -**

- Latest multi-core processors (e.g., modern Intel i9 or Xeon) and high-speed RAM to handle complex data processing without lag.
- Specialized Hardware: Devices specifically engineered for "fictitious number printing" and secure degree production, which require greater precision and security than standard commercial printers.
- Production Printing Systems: High-volume, industrial-grade printers capable of continuous operation with consistent quality, often incorporating specialized security features for sensitive documents like degrees
- Reliability & Scalability: Systems designed for 24/7 operation with built-in redundancy (like RAID storage) to prevent data loss and ensure the facility can handle peak workloads.

Signature & Seal of the Bidder

Requirements for Supply of Goods and Hiring of Services for University Examinations and related Works

The e-bids are invited with proven experience in implementing, customizing and maintaining University Examinations and related Works. The complexity of the working environment at the university necessitates standardized project planning and execution, online works, project monitoring, status updates, students' registration, examination and verification, grievances, MIS, *etc.*

- The system will enable processing, analyzing, reporting, retrieving, managing and rearranging the data and information of university examinations and related works in a much easier way
- Process standardization in the University to bring examinations and related works.
- Facilitate paperless working and provide decision support mechanism.
- Controls and approvals to reduce the work disposal time.
- Seamless integration of student information across the institute *viz.* integration between admission, registration and examination.
- Provide support for specially-abled persons
- Issue of e-certificates, if required.
- Provide facility for secure payment gateways for online payment transactions involved in various processes like registration, examination, migration, *etc*.
- Provide facility for interface with the third-party applications in the University and extract data in various formats.

Support Team:

- The bidder must ensure availability of a dedicated Support Team, as per the requirement, comprising of:
    - Functional Consultants
    - Qualified Support Staff
- The bidder should have at least 2 persons comprising of 1 technical and 1 support staff as mentioned in the bid document or as per the requirement of the University. If required, the technical and supporting staff may be reshuffled in other module or clubbed with other modules also.

Help Desk:

- A 24 x 7 helpline center is to be established by the successful bidder at the University campus to resolve the all grievances of the students in the stipulated time period.
- The Help Desk should be functional on all the working days of the University.
- The Help Desk shall generate detailed reports on status of the complaints logged.
- The Help Desk shall guide the University stakeholders as well as applicants on effective usage of the system.
- The University reserves the rights to monitor the quality of support services and may impose penalties or withhold the payments in case of non-compliance with service-level obligations.

Signature & Seal of the Bidder

Scopes of Work and Technical Specifications

1. **Functional Scopes of Work:**
Following functional scopes of the work will be implemented and maintained under the University:
    - 1.1 Examination Management
    - 1.2 Student Fee Management
    - 1.3 Grievance Management
    - 1.4 Student Verification Management
    - 1.5 Mobile Apps Management
    - 1.6 MIS Management

1.1 **Examination Management:**
Module should handle examination related all the activities of approximately 2.50 Lakh students of its on-campus teaching departments and affiliated colleges.

1.1.1 **Online Work:**

1. Design, development, implementation, execution, maintenance and hosting of student friendly online application forms for all kinds of examinations such as main, semester, supplementary, due paper, *etc.* of around 500 types of examinations.
2. The MIS developed by the firm shall include duly approved name of the examinations, name of the papers, paper codes, name of the subjects, college types and other required fields as approved by the Controller of Examination as per the schedule decided by the University.
3. Design, development, implementation, execution, maintenance and hosting of student friendly online application forms for regular and non-collegiate students by authorities of UTDs and affiliated colleges to upload information and download various reports, statements, *etc.* wherever necessary and as per the directions of the Controller of Examination.
4. Storing photographs, signatures, *etc.* of the candidates in JPG or in desired format after ensuring that proper quality of picture has been uploaded and images of mark sheet, migration certificate, *etc*. have also been uploaded.
5. Design, creation of database, maintenance and updating with data security in duly approved manner as per the scheme of examination, MIS and as per the directions of the Controller of Examination.
6. Printing of challans as per requirement of the bank/e-Mitra and as per the office of the Controller of Examination with proper fees by giving unique challan number with online payment gateway services provided by the University approved service providers for direct transfer of the money to the University Account shall be responsibility of the firm.
7. Provision of Devnagari script (Unicode) shall be given in the system by the firm for name of candidates, father’s and mother’s name in application forms, databases, marksheets, pdf printouts to be taken by the students, tabulation registers and all the statements, wherever specified by the Controller of Examination.

8. Design, development, implementation, execution, maintenance and hosting of application to facilitate the working of examination centers as per requirements of the University. The firm will create the login account and password of each examination center/college/university department. List of examination centers/colleges/university departments and other required information will be provided by the Controller of Examination and the firm will be responsible for admin account data safety and security.
9. The following reports of concerned examination center must be available for viewing, downloading and printing through examination center login panel: -
   - (i) Roll list
   - (ii) Alphabetic list
   - (iii) Registration summary
   - (iv) Sitting arrangement and numerical return
   - (v) Result of students
   - (vi) Tabulation registers(TRs) of the students
   - (vii) Any other required document or report as specified by the University with provision for examination in the approved format.
   - (viii) The facility to upload scanned documents, if required
10. For online examination work, the firm will provide separate website which should not host any other application other than University of Kota, Kota examination work.
11. Examination website will be available for whole year or for a period as specified by the University, whichever is later.
12. There should be no advertisement or other matter on the website other than University of Kota, Kota.

1.1.2 **Pre-examination Work:**

1. Preparation of database from the 'dbf' files of the updated data through online examination forms for the students of UG/PG first year/first semester classes. Data of students of all other UG/PG second year / third year / fourth year, *etc*. / second semester, third semester, *etc*. up to the last semester classes along with photographs and signature of students shall be also be prepared by the firm by taking data from online examination forms filled by the students of these classes and from the data which will be provided by the University.
2. Feeding/scanning of barcodes/form numbers of the online forms and manual forms received by the University within three days as and when sent by the university office.
3. Allotment of students' unique ID to the admitted students in the UG/PG first year/first semester classes.
4. Printing of the checklists as per the scheme of examinations in two copies within three days of scanning of the data.
5. Updating of the data and providing updated lists within seven days.
6. Generation of roll numbers after getting all the forms, checklists and updating list as per direction of the University.
7. Form checking as per scheme and posting of roll numbers on the physical forms.
8. Providing numerical return-college wise/examination center wise/consolidated in six copies as and when required.
9. Providing question paper (QP) statement in subject wise / date wise / college wise / examination center wise / consolidated and QP dispatch

advice in date wise / examination center wise, in six copies for each examination, as per the instructions given by the University.

10. Providing registration summary, all types of roll lists for theory &practical, flying statement, *etc.* in two copies.
11. Online the admission cards and provide them along with roll numbers in two copies (one for candidates and one for examination centre).
12. The statement of student's number appearing at each centre of examination in each paper of examination for a particular class.
13. For the UG/PG first year/first semester candidates who are not already enrolled in this University and have filled enrolment/eligibility forms for getting themselves enrolled with this University, enrolment shall be done by the firm and the firm shall prepare the checklist, updating of data from corrected checklist, preparation of corrected final checklist, preparation of enrolment registers, enrolment/eligibility certificates.
14. Printing of enrolment register along with soft copy within 15 days from the commencement of the examination. Firm shall print enrolment/eligibility certificates and enrolment registers on 15cm x 12cm size map litho paper, as per content and format approved by the University. The firm should also provide the complete data of enrolment in 'dbf' files in pen drive, in triplicate, and also in external hard disk.
15. Firm shall provide examination-wise statement showing total number of boys and girls registered in various categories *viz.* Gen., SC, ST, OBC, MBC, PH, Minority, *etc.* in soft copy and also in hard copy, when asked to do so.
16. Examination fee statement for the forms received within the 15 days from the commencement of the examination.
17. Supply of pre-scanned OMR sheets of 25cmx19cm (scannable on OpScan range scanner) for Elementary Computer Application, General English, General Hindi and Environmental Studies, Disaster Management, Sports Philosophy, *etc.* papers with litho code numbering/barcode.
18. Centre wise attendance sheet, in triplicate, for each paper of examination where coding is done and also for Elementary Computer Application, General English, General Hindi and Environmental Studies, Disaster Management, Sports Philosophy, *etc.* papers as and when required by the University.
19. Supply of OMR award sheets college wise/centre wise with actual roll numbers for all practical subjects and such theory paper examination where coding is not used or preparing a portal for taking these marks online.
20. Supply of centre wise, date and session wise stickers of written answer books' packets as per approved format and provide date wise collection list giving unique number to each packet (in three copies) before starting of the examination.
21. Punching of data of packets collected, coding of answer books, displacing of coded answer book packets, receiving of evaluated answer book and award sheets, updating of award sheets and make available through restricted access login, providing various reports for university administration for overall monitoring of the process and consolidated view of the progress in the post-examination.
22. Reconciliation of Bank/e-Mitra statements/data with fee collected and identification of application received without fee.
23. Supply of OMR sheets as per coding of answer books or programme for

online filling of the awards.

24. Scanning, uploading and e-mail the OMR seats to the students for checking answers and for keeping as record with students.

1.1.3 **Post-examination Work:**

1. Preparations of compilation marks lists after compiling the data for students for Part-I/II/III in case of UG examination and previous/final in case of PG examination and for semester I/II/III/IV/V/VI/VII/VIII/IX/X in case of UG examination and I/II/III/IV for PG examination.
2. Evaluation through double scanning of OMR answer sheets of compulsory subject *i.e.* Elementary Computer Application, General Hindi, General English and Environmental Studies, Disaster Management, Sports Philosophy, *etc.* subjects.
3. Posting of marks awarded by the examiners on OMR award sheets through double scan or on manual award sheets through double punching or development of portal for taking marks ONLINE and preparation of bills of the examiner evaluating the answer books.
4. Practical/Internal marks are also to be taken ONLINE and to prepare bills for the external examiners as per rules and prescribed format.
5. Sending e-mails to centers about regular students of their centre.
6. Providing exception reports.
7. Preparation of the results as per the scheme.
8. Printed Press Release to be sent in triplicate.
9. Providing data to the University for posting of results on the internet. Results will also be uploaded by the firm on the University website.
10. Preparation of TRs in three copies within 15 days from the declaration of the result along with hard bound TRs in two copies as per directions of the Controller of Examination. Also provide TRs in two soft copies.
11. Supply of TR’s/marksheets and provisional certificate college wise in case of regular students and centre wise in case of non-college students.
12. Marksheets with photographs, as per prescribed format, on laser printer of individual candidate printed on pre-numbered marksheets with QR codes of A4 size or any other size as per decided by the University. A marksheets number will also be generated which will be printed both in marksheets and in TRs. The abbreviation of the result codes should be mentioned in the bottom of the marksheet.
13. Marksheets should have at least ten security features including UV mark sign. Marksheets with QR codes security features mentioned in marksheet will be as per decided by the University.
14. Preparation of provisional certificates with QR codes of final year/last semester candidates of A4 size or any other size as per decided by the University.
15. Sending result on registered mobile number and e-mail directly to the students.
16. Provide all information via SMS to registered mobile numbers of students regarding form filling, exam schedule, practical examination.
17. Providing online support to the students to track the status of their results.
18. Statistical summary/subject wise statistics in three copies as per the directions of the Controller of Examination.
19. Preparation of merit list of first 100 candidates for each examination after revaluation.
20. Preparation of data in prescribed format, in three copies, for printing of

the degrees. Data in soft copy will also be provided by the firm.

21. Providing statement, in three copies, regarding roll numbers (paper wise) securing highest marks for displaying answer books *i.e.*name of examination, marks secured, roll numbers, fictitious number, examination number, *etc.*
22. Providing class wise TRs for Result Late (RL) candidates within 7 days from the declaration of the results.
23. Providing paper-wise absentee lists of candidates.
24. Preparation of TRs, mark sheets, *etc.* for the RL candidates and absentee candidates on weekly basis.
25. Preparation of data for supplementary candidates for students where supplementary examinations are scheduled.
26. Providing all the information *e.g.* TRs, merit lists, highest marks, *etc.* in pen drives.
27. Preparation of consolidated marksheet of final year/last semester with name of the papers and with code numbers of the relevant syllabus.
28. Preparation of migration certificates on demand by the students through online request.
29. An MIS be generated by the firm and the firm will report to the Controller of Examination.
30. Providing all the data in an external hard disk.

1.1.4 **Coding Work:**

1. Generation of fictitious roll number (code number) and packet number for each paper of such examination where coding of roll number on the answer books is to be done. Range of the fictitious number and packet number will be provided by the competent authorities of the University.
2. Examination wise and paper wise supply of coding number allotment register. The University may not continue with coding system in case of compulsory papers.
3. Printing of fictitious roll numbers (code number) at four specified places on the cover page of each written theory paper answer book through own automatic machine / manually (for small no. of copies) in the University premises. code number will have to be put on the cover page of at least 50,000 answer books per day or within two days from the receipt of the packet of answer books from examination section whichever is earlier and the packet of coded answer books will have to be handed over to examination section within three days of the receipt of written answer books from the examination section.
4. Place for coding and all other examination works as deemed to be fit would be provided rent free by the University on its campus with free electricity.
5. Water supply, maintenance, security, *etc.* would be the responsibility of the firm. Installation of IP_6-compatible HD CCTV cameras around 16-20 in number along with 55-inch Smart TV will be provided by the firm as per the direction of the Controller of Examination. Access points of these cameras will be given in the chamber of the Controller of Examination to maintain the confidentiality and secrecy of the work for proper and sufficient surveillance.
6. If air conditioning is required, the firm will install it at its own cost, however, permission will be given by the University.
7. Collection of packets of written answer books from examination section for coding and delivery of coded packets containing not more

than 300 answer books for UG examination and 200 answer books for PG examination or as per direction of the Controller of Examination.

8. Tearing of part of the cover page of written answer books carrying original and fictitious roll numbers.
9. Preservation of the answer book cover page flap images at least for two years.
10. Provide external hard disk with soft data of fictitious generated record.
11. Supply of examination wise/paper wise answer book opening register.
12. Supply of blank OMR award sheets bearing fictitious roll number corresponding to the packet number or provide online facility for award filling.
13. Supply of good quality jute/heavy cloth bags or good quality non-woven fabric bags for answer books sized 18"x24" and 30"x36" long bags with inner polythene or non-woven fabric bags and a transparent polythene pocket of 4"x6" size on the bag for packing answer books.
14. Supply of good quality polythene packet with following materials:
    - A. OMR blank award sheets bearing fictitious roll number of corresponding packet. Each OMR award sheet should carry fictitious roll number of 30 candidates or provide online facility for award filling.
    - B. Three good quality craft paper/cloth lined envelopes for OMR sheet (one craft paper envelope (33x18cm) for foil, one craft envelope (33x10cm) for counter foil and one cloth lined (36x20cm) outer envelope as per the samples available in the office or if online facility is used provide envelopes as per the requirement.
    - C. Stickers for placing in the transparent pocket of jute bag with following information printed on it:
        - (a) Packet number
        - (b) Examination name
        - (c) Paper code with nomenclature of paper
        - (d) Roll numbers (from --- to ---)
        - (e) Number of answer books
    - D. One polythene lined envelope for flaps each packet with following information printed on it:
        - (a) Packet number
        - (b) Examination name
        - (c) Paper code with nomenclature of paper
        - (d) Roll numbers (from --- to ---)
        - (e) Number of answer books
    - E. Collection of packets of answer book flaps carrying original and fictitious roll number from the coding place and feed them with following information:
        - (a) Subject code
        - (b) Fictitious roll number
        - (c) Actual roll number of the candidate
        - (d) Packet number
    - F. In case, ONLINE marks are taken, the LOGIN ID, password and instructions for the packet to be dispatched along with required stationery and one envelope to be sent to receive signed award sheet printed online.
    - G. Providing fictitious roll number related to exception report and its clearance.
    - H. If University decides to go for online marks filling, the firm has

to make arrangement as per the requirement of online marks filling.

I. The firm must have its working office having two trained computer operators in Kota after getting work order.

J. The firm should develop the portal for printing of duplicate marksheets/provisional certificate/migration certificate for all the examination years for which university supplies the data. The conversion of data for this purpose will be done by the firm.

K. Coding work would be done in the university premises (place will be provided by the university).

1.1.5 **Revaluation Work:**

1. Hosting of data along with the challan of each candidate for submission of revaluation form as per the terms and conditions framed by the University.
2. Development of software to receive forms along with the challan of the candidates whose results are declared at a later stage.
3. Printing of class wise checklists of all the forms received online/manual.
4. Updating of all the data as per the checklist corrections.
5. Preparation of list paper wise and packet wise for fetching copies for revaluation.
6. Preparation of OMR award sheets with old fictitious roll numbers where coding is used or preparing portal for taking these marks online.
7. Preparation of OMR award sheet with new fictitious roll numbers where coding is not used or preparing portal for taking these marks online or marks may be taken online.
8. The firm shall supply cloth lined envelope/cloth bags/jute bags (as per requirement of the University) of proper strength for packing & carrying up to 30 answer books for being sent to examiners (size of bags may vary for carry number of answer-books).
9. The firm shall also provide address tags for the paper wise lots of answer books. The address tags shall be put on bundles of answer books to be sent to the examiners.
10. The firm shall also supply craft paper envelopes/tat cloth bags for packing of foils and counter foils by the examiners, duly printed with the information required by the University along with cloth lined printed envelope containing address of the Controller of Examination.
11. Picking of answer books from seller and making packets of thirty answer books per packet for assessment.
12. Supply box type envelopes for packing of the examiner wise/paper wise flaps of the answer books and receipt of flaps. Preparations of database for actual roll numbers and fictitious roll numbers. Firm shall also put fictitious roll numbers on revaluation flap.
13. Firm provide flaps and database with actual roll numbers and fictitious roll numbers.
14. Exception report, if any, when awards are received.
15. Preparation of revaluation result as per the scheme.
16. Preparation of TRs and marksheets.
17. Preparation of Form-77, statement of change and no change letter with student’s address (formats will be provided by examination section).
18. The firm shall arrange delivery of the letter and marksheets with stickers of address of candidates for dispatch of original marksheets at university.

The process mentioned in item number 13-18 of revaluation keeps on repeating till the last result is declared.

19. Preparation and supply of final database, after merging all the revaluation results, corrections supplementary results for further use in next examination.
20. Preparation and supply of final year passed students data for awarding degree in an excel sheet in Hindi (Devnagari script) and English.
21. All formats will approve by the Controller of Examination.
22. After closing of online revaluation applications, opening of online re-totaling/scrutiny forms only in those papers for which candidates are interested to scrutinize their answer books and not applied earlier in those papers for revaluation. Firm shall provide all the required information/database as desired by the Controller of Examination.

1.1.6 **Supplementary Examination Work:**

1. Hosting of examination forms with pre-generated roll numbers and centers for supplementary candidates on internet as done for the main examination.
2. Generation of challan bearing the same number as of form number.
3. Collection of manual forms received in the University and giving them the new roll numbers and centre.
4. Rest work will be done as per the pre- and post-examination works as done for main examination.
5. Opening of online re-totaling/scrutiny forms after the supplementary results. Firm shall provide all the required information/database as desired by the Controller of Examination.

1.1.7 **Degree Printing Work:**

1. Supply of the printed degrees of approximately 70000 students per year for two academic sessions staring from 2026-27 along with three part printed list within thirty days after the approval of proof by the examination section.
2. Design of format of the degree and list of the name of the candidates, in Hindi and English, will be provided by the University.
3. Technical specifications of degree paper:
   - (i) Non-tearable synthetic durable paper having size 31cm x 23½ cm with at least 220±5µ thickness.
   - (ii) Brightness should be 90-95% or higher.
   - (iii) Free from chemical and humid effects.
   - (iv) Magnifying glass and when Xerox is taken in darker mode, the 'COPY' will prominently appear on the Xerox copy.
   - (v) BOND of INK on the MEDIA must be GUARANTEED for Lifetime. Fusion of ink on the media must be ONLY by High temperature to achieve the above-mentioned BOND. An undertaking is required to be given by the agency complying with this process.
   - (vi) Security Features:

(1) High Resolution Border	(19) Fine Line Relief
(2) Common Seal	(20) Magic Patch
(3) QR Code	(21) Hidden Currency Strip
(4) Bar Code with MICR Numbering	(22) Invisible Signatures
	(23) Invisible Logo of the University at One Place
(5) University Logo with Fluorescent Ink	(24) Vice Chancellor's

(6) Examination Section Box at Back (7) Blind Embossing (8) Void Pantograph (9) Micro Hidden (10) Duel Hidden (11) UV Invisible Ink (12) UV Fibers in Printing (13) Invisible Printing (14) Nano Printing (15) Prismatic Printing (16) Microline Printing (17) Reverse Micro Printing (18) Rainbow Colour	Signature with Scan Effect (25) QR code data to be collected from NSDL representative (If University deposited the student's data) (26) Hidden Identity Feature with Static Data using Clear/Transparent Ink. (27) Correlation Mark carrying Variable Data (must be readable on film).

Note:
Examination related all the works *i.e.* online work, pre- & post-examination work, coding work, revaluation work, supplementary examination work, degree printing, NAD & ABC related works, students' services/helpline *etc*., the technical specifications of the stationery to be used as per scope of works are given below:

S. No.	Name of Work / Stationery	Technical Specifications
1.	Alphabetic List	60 GSM
2.	Checklist	60 GSM
3.	Registration Summary	60 GSM
4.	Nominal Roll Number	60 GSM
5.	Roll List	60 GSM
6.	Attendance Sheet	60 GSM
7.	Sitting Arrangement	60 GSM
8.	Admit Cards / Hall Tickets	60 GSM
9.	Numerical Return	60 GSM
10.	Question Paper (QP) Statement	60 GSM
11.	Revaluation Requisition Sheet	60 GSM
12.	Tabulation Register (TR)	80 GSM
13.	Provisional Certificate	80 GSM
14.	Enrolment Register	100 GSM
15.	Eligibility Certificate	100 GSM
16.	OMR Sheet	100 GSM
17.	Mark Sheet	120 GSM
18.	Degree Sheet	210 GSM

1.1.8 **National Academic Depository (NAD) and Academic Bank of Credits (ABC) related Work:**

1. Preparing the data as per need of NAD and ABC (presently, as per the requirement of DigiLocker or any other platform/application introduced by in future) in the required format like XML, dbf,","separated files or another required format.
2. Validating/checking/correcting the data before uploading on NAD and ABC.
3. Uploading the required courses/documents/templates/data/PDF on NAD and ABC as per their need.

1.1.9 **Students' Service/Helpline Center:**

1. Two toll free mobile numbers and customer care unit will be provided by the firm for nine hours (09:00 am to 06:00 pm) per day for all the days (except Sundays and National holidays) in the University premises to help of the students for filling online application forms, deposition of various types of fees, downloading and printing admit cards, *etc.* as per the directions of the Controller of Examination.
2. Student's complaint registration number should be generated and a message of the same will be sent to the students via SMS/e-mail.
3. Proper record of all complaint lodged and resolved shall be kept by the successful bidder/firm which will be inspected by the University authorities at any time. After the resolve complaint, a message will also be sent to the concerned student via SMS/e-mail.
4. Additional Facilities:
   - (i) Taking online request for printing of
     - (a) Duplicate marksheet
     - (b) Migration certificate
     - (c) Provisional certificate
     - (d) Preparation of transcript
   - (ii) Accepting fee for above documents online
   - (iii) Provision for dispatch of above documents by post.
   - (iv) Printing of above documents for the data available on internet.
   - (v) For data which are not available online, providing the request / receipt to the section for preparing them manually.
   - (vi) E-signed of the documents available on the portal, if instructed by the University.
   - (vii) Printing of other required certificates/documents, if required.

1.2 **Student Fee Management:**

This module should help the users to setup and define fee structure of any complexity with creation of different fee heads. Fee collection, exemption, adjustments, fine or refund activities should take care of in this module by using following activities for approximately 2.50 Lakh students:

- Session creation
- Fee pattern/allocation
- Fee collection (application fee, examination fee, migration fee, documents verification fee, documents issuing fee, *etc.*)
- Fee collection reports: Date wise, Head wise, Bank wise, cash, *etc.*
- Fee Receipt (Bank, Cash, Demand Draft, adjustable and other receivable)
- Fee arrears
- Fee refund
- Fees concession
- Fee adjustment
- Fee forfeit
- Forfeit refundable
- Received fund
- Installment details
- Student ledger reports, balance and dues reports, bank payment reports
- Student complete details (dues, receipt, fund, refund, bank, *etc.*)
- Search refundable amount
- Miscellaneous head, if required.

1.3 **Students Grievance Management:**

This module should help the University to handle complaints of approximately 2.50 Lakh students studying in UTDs and its affiliated colleges in a transparent and efficient way. Accept complaints online, forward to relevant HOD/department, auto-generation of complaint number makes tracking easier, send reminders for grievance redressal and may keep the identity of the complainer secret.

1.4 **Student Verification Management:**

It should be a global platform that enables the University to perform verification of credentials online of approximately 2.50 Lakh students. The platform should act as a single gateway for employers, governments, background screening companies to request verifications/ certifications. The platform should allow the University and its staff to manage credential verification requests promptly and more easily. Verification portal services should include governments, background screening companies for using the platform.

1.5 **Mobile Apps Management:**

Mobile App for various stakeholders of the University with an approximately number of 2.50 Lakh students and staff. Automation software should be provided with relevant following services on mobile and handheld devices:

Student can access:

- Profile
- Fee details
- Attendance
- Results
- University's Notices, etc.
- Uploading of required Documents, etc.

1.6 **MIS Management:**

Management of departmental and faculty profiles. Data collection and report preparation for UGC, AQAR, NAAC, AICTE, NIRF, AISHE, PCI, BCI, NCTE, annual reports, *etc*. in MS Word/Excel/PDF/CSV files as per requirement of the University. Students, teachers and stakeholders feedback mechanism as per the guidelines of regulatory bodies like UGC, AICTE, NCTE, PCI, BCI, *etc.* SMS/e-mail integration: Reminders, alerts, notifications, *etc.* Recruitment panel for teaching and non-teaching staff.

Signature & Seal of the Bidder

General Terms & Conditions for Contract

Note:

- *All the Terms and Conditions of the Rajasthan Transparency in Public Procurement (RTPP) Act, 2012and RTPP Rules, 2013 will be strictly followed during the procurement of goods or hiring of any item, service, etc.*
- *In case of any ambiguity, decision will be taken by the University as per RTPP rules and provisions laid down by the Government of Rajasthan.*
- *Bidders should read all the terms and conditions carefully and comply strictly while sending their bids.*

1. Eligibility of Bidders:

(i) A bidder may be a natural person, private entity, government-owned entity or, where permitted in the bidding documents, any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture. In the case of a Joint Venture: -

(a) All parties to the Joint Venture shall sign the bid and they shall be jointly and severally liable; and

(b) A Joint Venture shall nominate a representative who shall have the authority to conduct all business for and on behalf of any or all the parties of the Joint Venture during the bidding process. In the event the bid of Joint Venture is accepted, either they shall form a registered Joint Venture company/firm or otherwise all the parties to Joint Venture shall sign the Agreement.

(ii) A bidder should not have a conflict of interest in the procurement in question as stated in RTPP rule 81 and the bidding documents. The procuring entity shall take appropriate actions against the bidder in accordance with section 11 and Chapter IV of the Act, if it determines that a conflict of interest has flawed the integrity of any procurement process. All bidders found to have a conflict of interest shall be disqualified.

(iii) A bidder debarred under section 46 shall not be eligible to participate in any procurement process undertaken by-

(a) Any procuring entity, if debarred by the State Government; and

(b) A procuring entity if debarred by such procuring entity.

(iv) In case of procurement of goods, bidder must be a manufacturer, distributor or bonafide dealer in the goods and it shall furnish necessary proof for the same in the specified format. Where applicable, proof of authorization by the manufacturer or country distributor in India, shall be enclosed.

(v) 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 relive any former member of the firm, *etc.*, from any liability under the contract.

(vi) 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.

2. Bid Security:

(i) Bid security shall not be taken in case of petty procurement valuing up to rupees ten thousand and procurement by the methods of limited bidding under clause (b) and (c) of sub-section (1) of section 30 of the Act, request for quotations, spot purchase, single source procurement and competitive negotiations.

(ii) In case of open competitive bidding, two-stage bidding, rate contract, electronic reverse auction, bid security shall be two percent or as specified by the State Government of the estimated value of subject matter of procurement put to bid. In case of Small-Scale Industries of Rajasthan, it shall be half percent of the quantity offered for supply and in case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction (BIFR), it shall be one percent of the value of bid. Concessional bid security may be taken from registered bidders as specified by the State Government. Every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids.

(iii) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

(iv) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the sealed bid.

(v) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.

(vi) The bid security may be given in the form of cash, a banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank or deposit through eGRAS. The bid security must remain valid thirty days beyond the original or extended validity period of the bid

(vii) The bidding documents may stipulate that the issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity. In cases of International Competitive Bidding, the bidding documents may in addition stipulate that the bid security shall be issued by an issuer in India.

(viii) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.

(ix) The bank guarantee presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.

(x) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.

(xi) The Bid security taken from a bidder shall be forfeited in the following cases, namely: -

(a) When the bidder withdraws or modifies its bid after opening of bids;

(b) When the bidder does not execute the agreement, if any, after placement of supply / work order within the specified period;

(c) When the bidder fails to commence the supply of the goods or service or execute work as per supply / work order within the time specified;
(d) When the bidder does not deposit the performance security within specified period after the supply / work order is placed; and
(e) If the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of the Rules.

(xii) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.

(xiii) The procuring entity shall promptly return the bid security after the earliest of the following events, namely: -
(a) The expiry of validity of bid security;
(b) The execution of agreement for procurement and performance security is furnished by the successful bidder;
(c) The cancellation of the procurement process; or
(d) The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

3. Period of Validity of Bids:

(i) Bids submitted by the bidders shall remain valid during the period specified in the bidding documents. This period should normally be not more than ninety days, but depending on the nature of the procurement it may be more. A bid valid for a shorter period shall be rejected by the procuring entity as non-responsive.

(ii) Prior to the expiry of the period of validity of bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of bid but in such circumstances bid security shall not be forfeited.

(iii) Bidders that agree to an extension of the period of validity of their bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its bid.

4. Purchase Preference in Evaluation:

If applicable, purchase preference shall be given to the Micro, Small and Medium Enterprises of Rajasthan in the evaluation of bids and award of contract as per notification of the Finance Department, Govt. of Rajasthan which was published on 19-11-2015 and other notifications, circulars issued from time to time by the Finance Department, Govt. of Rajasthan.

5. Acceptance of the Successful Bid and Award of Contract:

(i) The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of bid, if any, financial implications, trials, sample testing and test reports, *etc.*, shall accept or reject the successful bid. If any member of the bid evaluation committee, has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.

(ii) Decision on bids shall be taken within original validity period of bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.

(iii) Before award of the contract, the procuring entity shall ensure that the price of successful bid is reasonable and consistent with the required quality.

(iv) A bid shall be treated as successful only after the competent authority has approved the procurement in terms of that bid.

(v) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding documents and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding documents for the subject matter of procurement.

(vi) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its bid has been accepted.

(vii) As soon as a bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.

(viii) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or Letter of Intent shall constitute a binding contract.

(ix) The bid security of the bidders whose bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

6. Procuring Entity's right to accept or reject any or all bids:

The Procuring entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the bidders. Reasons for doing so shall be recorded in writing.

7. Right to vary Quantity:

(i) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.

(ii) Repeat orders for extra items or additional quantities may be placed, if it is provided in the bidding documents, on the rates and conditions given in the contract if the original order was given after inviting open competitive bids. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under-

(a) 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and

(b) 50% of the value of goods or services of the original contract.

(iii) If the bidder fails to do so, the procuring entity shall be free to arrange for the balance supply by limited bid or otherwise and the extra cost incurred shall be recoverable from the bidder.

8. Dividing Quantities among more than one bidder at the time of Award:

As a general rule all the quantities of the subject matter of procurement shall be procured from 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 if such condition is specified in the bidding documents. Counter offer to first lowest bidder (L_1), in order to arrive at an acceptable price, shall amount to negotiation. However, any counter offers thereafter to second lowest bidder (L_2), third lowest bidder (L_3) etc., (at the rates accepted by L_1) in case of splitting of quantities, as pre- disclosed in the bidding documents, shall not be deemed to be a negotiation.

9. Performance Security:

(i) Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.

(ii) The amount of performance security shall be 5% of the amount of supply order in case of procurement of goods and services and 10% of the amount of work order in case of procurement of works. In case of Small-Scale Industries of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order

(iii) Performance security shall be furnished in any one of the following forms-

(a) Deposit though eGRAS;

(b) Bank Draft or Banker's Cheque of a scheduled bank;

(c) National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;

(d) Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the RTTP rule 42 for bid security;

(e) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the Fixed Deposit Receipt that the bidder furnishes an undertaking from the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

(f) In case of procurement of works, the successful bidder at the time of signing of the contract agreement, may submit option for deduction of performance security from each running and final bill @ 10% of the amount of the bill.

(iv) Performance security furnished in the form as specified in clauses of the RTPP Rules shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.

(v) Performance security shall be furnished by the successful bidder within the fifteen days from the date of award of contract in any one of the forms which are mentioned in the RTPP Rules 2013.

(vi) No interest will be paid on the Performance Security.

(vii) Performance security may be forfeited in fully or partly, in the following cases:
  - (a) When any terms and conditions of the contract are breached.
  - (b) When the bidder fails to make supply satisfactorily.

10. Execution of Agreement:

(i) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.

(ii) The successful bidder shall sign the procurement contract on non-judicial stamp of Rs. 500/- (Rupees Five Hundred only) within a period of fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.

(iii) If the bidder, whose bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder asper the provisions of the RTPP Act and the RTPP Rules 2013. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the bidding documents.

11. Code of Integrity:

(i) All the officers or employees of the procuring entity shall, -
  - (a) Maintain an unimpeachable standard of integrity both inside and outside their office;
  - (b) Act in accordance with the provisions of the Act, these rules, guidelines issued under the Act and instructions;
  - (c) Not allow any bidders to have access to information on a particular procurement, before such information is available to the public at large;
  - (d) Not intentionally use unnecessarily restrictive or "tailored" specifications, terms of reference or statements of work that can discourage competition;
  - (e) not solicit or accept any bribe, reward or gift or any material benefit of any directly or indirectly promise of future employment from anyone, who has sought or is seeking procurement from the procuring entity;
  - (f) Not have a financial interest in any bidder(s) responding to a procuring entity's bidding process and any person having financial interest in any bidder shall not participate in that procurement process;
  - (g) Not disclose proprietary and source selection information, directly or indirectly, to any person other than a person authorized to receive such information;
  - (h) Treat all bidders in a fair and equitable manner in line with the principle of fairness, integrity and transparency in the procurement process;
  - (i) Provide all bidders identical information at the same time, during the bidding process;
  - (j) Apply the same criteria of evaluation as specified in the bidding documents, bidder registration documents or pre-qualification documents and under no

circumstances new evaluation criteria shall be introduced during the evaluation process;

(k) Not entertain any favour, recreation, presents, services, etc. from the bidders or prospective bidders;

(l) Protect the interests of the procuring entity under all circumstances while dealing with information and information sources;

(m) Maintain confidentially of all bids;

(n) Ensure that the selection of bidder is as per the bidding documents and is not influenced by personal reasons attributable to concerned officials in any manner; and

(o) Disclose conflict of interest, if any.

(ii) Any person/bidder participating in 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 information 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 anticompetitive behaviour 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 coercion 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.

12. Conflict of Interest:

(i) A conflict of interest for procuring entity or its personnel and bidders 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.

(ii) The situations in which a procuring entity or its personnel may be considered to be in conflict of interest includes, but not limited to, following: -

(a) A conflict of interest occurs when procuring entity's personnel's private interests, such as outside professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official.

(b) Within the procurement environment, a conflict of interest may arise in connection with such private interests as personal investments and assets, political or other outside activities and affiliations while in the service of the procuring entity, employment after retirement from the procuring entity's service or the receipt of a gift that may place the procuring entity's personnel in a position of obligation.

(c) A conflict of interest also includes the use of procuring entity's assets, including human, financial and material assets, or the use of procuring entity's office or knowledge gained from official functions for private gain or to prejudice the position of someone procuring entity's personnel does not favour.

(d) A conflict of interest may also arise in situations where procuring entity's personnel is seen to benefit, directly or indirectly, or allow a third party, including family, friends or someone they favour, to benefit from procuring entity's personnel's actions or decisions.

13. Breach of Code of Integrity by the Bidder:

Without prejudice to the provisions of the RTPP Act, in case of breach of any provision of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate action in accordance with the provisions specified in the RTPP Act 2012 and RTPP Rules 2013.

14. Termination of Contract:

(i) In case the Firm fails or neglects or refuses to faithfully perform any of the covenants on his part herein contained, it will be lawful for the University to forfeit the amount deposited by the firm as security deposit and cancel the contract without giving one month's notice.

(ii) The University reserves the right to terminate without assigning any reasons there for the contract/agreement, either wholly or partly, by giving one month's notice to the Firm.

(iii) The Firm will not be entitled for any compensation what so ever in respect of such termination of the contract/agreement by the University.

15. Debarring the Firm:

In the event of failure by the Bidder at any stage of e-Bid process, the e-Bid security or performance security or bills of supply will be forfeited apart from cancellation of award of contract and the firm/bidder may be debarred for the said product for a particular period.

16. Specifications:

(i) All article supplied shall strictly conform to the specifications, trade mark laid down in the tender 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 1, 2, 3, *etc*., shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the suppliers shall be of the best quality and description. The decision of the procuring entity 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.

17. Warranty/Guarantee:

(i) The bidder would give guarantee that the goods, stores, articles, items, instruments, etc. would continue to conform to the description and quality as specified for a period of one year from the date of delivery/installment/commencement of the said goods, services, stores, articles, items, instruments, equipment, *etc.* to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods, stores, articles, items, instruments, etc., if during the aforesaid period of one year, the said goods, services, stores, articles, items, instruments, etc. be discovered not to confirm to the description and quality aforesaid or have determined (and the decision of the procuring entity in that behalf will be final and conclusive) the purchaser will be entitled to reject the said goods, stores, articles, items, instruments, etc. or such portion thereof as may be discovered not to conform to the said description and quality on such rejection the goods, stores, articles, items, instruments, etc. will be at the seller's 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 procuring entity, 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 procuring entity in that behalf under this contract or otherwise.

(ii) In case of machinery and equipment also, guarantee will be given as mentioned in the tender and the bidder shall replace the parts, if any, during the guarantee period and remove any manufacturing defect, if found, during the guarantee period so as to make machinery and equipment operative. The bidder shall also replace machinery and equipment in case it is found defective which cannot be put to operation due to manufacturing defect, *etc*.

(iii) In case of machinery and equipment specified by the procuring entity, the bidder shall be responsible for carrying out annual maintenance and repairs on the terms & conditions as may be agreed. The bidder shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipment whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model, he/she will give sufficient notice to the procuring entity who may like to purchase spare parts from them to maintain the machinery and equipment in perfect condition.

(iv) If applicable, the bidder(s) shall quote percentage rates separately for Annual Maintenance Contract (AMC) / Comprehensive Maintenance Contract (CMC) for two years for the goods, services, items, instruments, equipment, machineries along with rate of spare parts also as per the BOQ. Quoted AMC/CMC charges will be applicable after completion of warranty / guarantee period.

18. Inspection:

(i) The procuring entity or his duly authorized representatives shall, at all reasonable time, have access the supplier's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods / equipment / machineries during manufacturing process or afterwards as may be decided.

(ii) The bidders shall furnish complete address of the premises of his/her office, go down 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.

19. Samples:

(i) If required, random samples shall be tested/examined by the University or from the authorized testing houses, laboratories, *etc*. For this purpose, the tendered articles/goods/items/equipment marked within the schedule shall be accompanied by two sets of articles 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 freight paid and the R/R or GR should be sent under a separate registered cover. Samples for catering/food items should be given in a plastic box or in polythene bags at the cost of the tenderer.

(ii) 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.

(iii) Approved samples would be retained free of cost up to the period of six months after the expiry of the contract. The University of Kota, 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 University of Kota, 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 University of Kota, Kota and no claim for their cost, *etc.*, shall be entertained.

(iv) Samples not approved, shall be collected by the unsuccessful bidder. The University of Kota, 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.

20. Drawl of Samples:

In case of tests, samples shall be drawn in four sets in the presence of bidder or his/her 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. In such cases, the result of laboratory will be final.

21. Testing Charges:

Testing Charges shall be borne by the University of Kota, Kota. In case urgent testing is desired to be arranged by the bidder or in case of test result showing that supplies are not up to the prescribed standards or specifications, the testing charges shall be payable by the bidder.

22. 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 procuring entity.

(ii) However, due to exigencies of the University of Kota, Kota work, such replacement either in whole or in part, is not considered feasible, the procuring entity shall record the reasons after hearing of the bidders and shall deduct a suitable amount from the approved rates. The deduction so made shall be final.

(iii) The rejected articles shall be removed by the bidder within fifteen days of intimation of rejection, after which procuring entity 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.

23. Supply:

(i) The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or 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.

(ii) Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in University of Kota, Kota reputed testing house like MSME Testing Station, Jaipur and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such test.

(iii) The contract for the supply, can be repudiated at any time by the Procurement Entity, 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.

24. 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 the University of Kota will not be required to pay such charges, if 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

25. Delivery Period:

The bidder whose bid is accepted shall arrange supplies or execute the work within a period of 60 days from the date of the issue of the letter of acceptance or letter of intent or purchase order or supply order for the Indian goods/services or 90 days from the date of the opening of the Letter of Credit (LC) for foreign goods and the installation must be ensured within 90 days from the date of the issue of the letter of acceptance or letter of intent or purchase order for Indian goods or 120 days from the date of the opening of the LC for foreign goods.

26. Charges on Late Delivery:

(i) The time specified for delivery in the bidding document 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: -

(a)	Delay up to one fourth period of the prescribed delivery period.	2½%
(b)	Delay exceeding one fourth but not exceeding half of the prescribed delivery period.	5.0%
(c)	Delay exceeding half but not exceeding three fourth of the prescribed delivery period.	7½%
(d)	Delay exceeding three fourth of the prescribed delivery period	10%

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

(iii) The maximum amount of liquidated damage shall be 10%.

(iv) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he/she 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.

(v) 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.

27. Indemnification:

(i) The successful bidder shall indemnify against all the claims which may arise in supply of inferior, unsatisfactory and low-quality items / goods supplied which not conform the prescribed specifications. For first time, penalty for inferior / low quality / unsatisfactory items will be 5% of entire supply and for second time it will be 10% or higher percentage (whichever is decided by the University) of entire supply. There after the University of Kota, Kota will take appropriate decision to continue or discontinue the contract.

(ii) The successful bidder will have to replace all the inferior, unsatisfactory and low-quality items / goods within seven days from the date of delivery.

(iii) If failure in supply, then procuring entity shall be free to arrange for the urgent required items from alternative sources and the extra cost incurred shall be recoverable from the successful bidder.

28. Inspection of Goods at University:

(i) For general purchase of goods, stores, articles, items, instruments, equipment, etc., the University Inspection Committee shall inspect and examine the goods, stores, articles, items, instruments, equipment, etc., regarding specifications and related matter as prescribed in the tender document and in the letter of acceptance or letter of intent or purchase order or supply order.

(ii) If procurement of goods, articles, items, instruments, equipment, etc. is for the Teaching Department of the University, then inspection and examination of specifications and related matter shall be executed by the Departmental Technical Committee of the concern Department of the University.

(iii) In case of doubts in any specific test, same may be got conducted in any laboratory established under prevailing act and law. If the material is found below specifications or defective. The University will take appropriate action against firm as per agreement.

29. Payments:

(i) Advance payment will not be made except in rare and special cases. In case of advance payment being made, it will be made after agreement or against proof of dispatch and to the extent as prescribed in financial powers by rail/reputed goods transport companies, etc., and prior inspection, if any. The balance if any will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the bidder.

(ii) In case of the goods / items / instruments are being purchased from foreign manufacturers / principals, the 90% amount of the total cost of the goods / items / instruments / equipment shall be paid through our Bankers by opening of Letter of Credit in case of import of items at site subject to the submission of Performance based Bank Guarantee (PBG) and Performance Security with due adjustment of bid security / EMD by the bidder. Remaining 10% amount of the total cost of the instrument will be paid after completing the process of satisfactory installation, training and commencement of the instrument. PBG and performance security deposit would be remitted as per the rules.

(iii) Unless otherwise agreed between the parties, payment for the delivery of the stores / goods / articles / items will be made on completion of supply satisfactorily and on submission of bill in proper form by the bidder to the University of Kota. All remittance charges will be borne by the bidder.

(iv) In case of disputed items, a suitable amount *i.e.* 10% or higher percentage (whichever is decided by the University) of the amount shall be withheld and will be paid on settlement of the dispute.

(v) Payments in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.

30. Risk and Cost Clause:

The competent authority of the University without prejudice to his/her 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 seven 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 the University of Kota, 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 the University of Kota.

(b) To get the work done through other service provider (SP) 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 University of 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 University of Kota or from has 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, equipment or entered into any engagements or made advances on account of execution/performance of contract.

31. Recoveries from Suppliers:

(i) Recoveries of liquidated damages, short supply breakage, rejected articles shall ordinary be made from bills. Such amount may also be recovered from any other untied dues & security deposits available with the University of Kota.

(ii) The University of Kota may also be withheld amount to the extent of short supply, breakages, rejected articles unless these are replaced satisfactorily.

(iii) In case of failure in satisfactory replacement by the supplier, the amount of liquidated damages shall be recovered from his/her dues and security deposits available with the University.

(iv) The balance, if any, shall be demanded from the supplier and when recovery is not possible, the University of Kota shall take recourse to law in force.

(v) Any recovery on account of LD charges/ risk & cost charges in respect of previous rate contracts/supply orders placed on them by the University of Kota can also be recovered from any sum accrued against this e-Bid after accounting for untied sum or due payment sum lying with the University of Kota against previous rate contract/supply orders. Firm will submit details of pending amount lying with the University of Kota but decision of the University of Kota regarding authenticity of sum payable will be final.

32. Price Fall Clause:

(i) The prices under a rate contract will be subject to price fall clause. The price charged for the supply of goods / items under the contract by the successful Bidder will in no event exceed the lowest price at which the successful Bidder sells the supply of goods / items of identical description to any other person in the state during the period of contract.

(ii) If at any time during the said period, the contractor reduces the sale price of such supply of goods / items sells such supply of goods / items to any other person at a price lower than the price chargeable under the contract he will forthwith notify such reduction of sales to the University of Kota and the price payable under the contract for the supply of goods / items supplied after the date of coming into force of such reduction of sale will stand correspondingly reduced. The successful Bidder will furnish certificate in the manner required by the University of Kota to the effect that the provision of this clause has been duly complied with respect to supplies made or billed for up to the date of certification.

(iii) If at any time during the period of contract, the price of bided items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder will be bound to inform ordering authority immediately about it. Ordering authority, empowered to do so, will unilaterally affect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree for such reduction of rates.

33. The Firm shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event or Force Majeure for purpose of this clause. "Force Majeure" means an event beyond the control of the Firm and not involving the Firm's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, was or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the firm shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the firm shall continue to perform its obligations under the contract as far as reasonably practical, and shall not seek all reasonable alternative means for performance not prevented by the Force Majeure event.

34. If a bidder imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, his/her 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 issued to the bidder by the University.

35. No suit, prosecution or any legal proceedings will lie against e-bid inviting authority or any person for anything that is done in good faith or intended to be done in pursuance of e-Bid.

36. In case of any dispute arising between the bidders and the procuring entity, the procurement entity will act as the arbitrator, and the decision of the arbitrator will be final and binding on all the parties concerned.

37. All legal proceeding, if necessary, arise to institute may by any of the parties (University of Kota or Contractor) shall have to be lodged in courts situated in Kota, Rajasthan and not elsewhere.

38. All terms & conditions shall be applicable as laid down in RTPP Act 2012 and RTPP Rules 2013 amended from time to time and will be final if any contradiction arises in any of terms and conditions mentioned in the bid document.

Note: I have read all the terms and conditions of the contract carefully and I shall be abided by the same in the event of successful bidder.

Date:
Place:

Signature & Seal of the Bidder

Annexure-A

Compliance with Code of Integrity and Conflict of Interest

Code of Integrity: -

Any person participating in 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 information 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 anticompetitive behaviour 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 coercion 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.

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 from 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 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 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:

Name &Signature of the Bidder with Seal

<u>Annexure-B</u>

Declaration by the Bidder regarding Qualifications

(To be submitted by the bidder on his Letter Head)

In relation to my/our bid submitted to …………………………………………. for procurement of ……………………………………………. in response to their Notice Inviting Bids No. ………………………………………. Dated …………………. 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 been 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 the Bidder with Seal
Name:
Designation:
Address:

Annexure-C

Grievance Redressal during Procurement Process

The designation and the address of the First Appellate Authority:

Vice-Chancellor, University of Kota, Kota

The designation and the address of Second Appellate Authority:

Additional Chief Secretary, Higher Education, Government of 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 thereunder, 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 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 Filling 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 issue notice accompanied copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date of fixed for 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 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.

FORM No. 1
[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

(To be submitted by the bidder on his Letter Head)

Appeal No ………of ……………
Before the ………………………… (First / Second Appellate Authority)

1. Particulars of appellant:
   (i) Name of the appellant:
   (ii) Official address, if any:
   (iii) Residential address:
2. Name and address of the respondent(s):
   (i)
   (ii)
   (iii)
3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal:
6. Grounds of appeal:
   …………………… ……………………………………………………………………
   (Supported by an affidavit)
7. Prayer: ……………………………………………………………………………….

Place: …………
Date: ………… **Appellant's Signature**

Annexure-D

Additional Conditions of Contract

1. **Correction of Arithmetic Errors:**
   Provided that a Financial Bid is substantially responsive, the 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 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 expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

   If the Bidder that submitted the lowest evaluated bid which does not accepted the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.
2. **Procurement Entity's Right to Vary the Quantity:**
   (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 prices 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 documents 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 procuring 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 from 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 Bidders, 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: **Name & Signature of the**
Place: **Bidder with Seal**

Annexure-1

Bidder's Authorization Letter

(To be submitted by the bidder on his Letter Head)

To
The Registrar
University of Kota
Kota.

Subject : Authorization Letter
Reference : NIB Ref. No. ____________________ Dated ________

I/We -- (Name/Designation) hereby declare / certify that -- (Name/Designation) is hereby authorized to sign relevant documents on behalf of the company/firm in dealing with Tender.

He/She is also authorized to attend meetings & submit technical & commercial information / clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/her verified signatures are as under.

Thanking You.

Verified Signature

Authorized Signatory
Designation
Name of the Bidder
Seal of the Organization

Date:
Place:

<u>Annexure-2</u>

Annual Turnover of the Bidder

(To be submitted by the Bidder which will be issued by the Auditor/CA on his Letter Head)

To
The Registrar
University of Kota
Kota.

Subject : Average Annual Turnover
Reference : NIB Ref. No. _____________________ Dated ________

The annual turnover of M/s. …………………………………………… …………… …………….. ……………….. ……………. …………………….. ………… ……….. for the last three years each from supply of ……………………………………………….. are given below and certified that the statement is true and correct.

S. No.	Last Three Financial Years	Turnover in Lakh (in INR)
1.		
2.		
3.		
	Total Turnover (in INR)	

Average of Three-Year Annual Turnover per Annum in Lakh (in INR):

Date:
Place:

Signature & Seal of Auditor/
Charted Accountant
Name:
Address:
Membership No.:
Mobile No.:

University of Kota, Kota

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

Financial Bid Form

BOQ

(To be submitted online)

1. Name of Work: - Rate Contract for Supply of Goods and Hiring of Services for University Examinations and related Works for academic sessions 2026-27 & 2027-28.
2. NIB No: - 17/2026-27
3. Name of the Bidder/Company: - ____

S. No.	Name of the work/Item description	Approx. No. of Students per Exam/Sem	Approx. No. of Students during the contract period	BASIC Unit Rate per Student per Exam/sem. In Figures To be entered by the Bidder (in INR)	GST (If applicable in Percentage)	Total Amount without GST (in INR)	Total Amount with GST (in INR)
1.	University Examinations and related works (Pre and Post work, as detailed mentioned in the bid document)	2.50 Lakh	10.00 Lakh				

Note:

- *This BOQ temple is as sample template only. The bidders are requested not to edit or change any items mentioned in the BoQ.*
- *The rates and taxes will not be filled online in this form. They must be filled by the bidders online in the excel sheet of the BoQ only.*
- *The bidders will enter name of the firm, rates and GST only in the excel sheet of the BoQ. For this purpose, the BoQ shall be downloaded from the e-procurement website and after filling the rates of the goods/items/services, as per the technical specifications prescribed in the bid document, the BoQ will be uploaded by the bidders on the e-procurement website.*
- *Financial bids will be opened and evaluated only of those bidder(s) whose technical bid(s) will be eligible/qualified and satisfy all the criteria which are mentioned in the techno-commercial bid evaluation process.*
- *Any request for revision in the rates due to price fluctuations in International and Domestic Markets or for any other reason during the contract period will not be entertained in any condition. However, lower price will be in conformity with price fall.*

Signature & Seal of the Bidder