



# University of Kota, Kota

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

NIB No.: F. ( ) / Exam. / UOK / 2024 / 10736

Date: 11/1/2024

## Notice Inviting Bid (NIB) NIB No. 25/2023-24

University of Kota, Kota hereby invites **Open Competitive** e-bids from experienced, technically and financially sound & reputed bonafide bidders, fulfilling eligibility criteria, through **Two Bid System** (technical bid and financial bid separately) as per the Rajasthan Transparency in Public Procurement (RTPP) Act, 2012 & RTPP Rules, 2013 for "Supply of Goods and Hiring of Services for Examination related Works". The bidders may participate in online bid process on <http://eproc.rajasthan.gov.in> and the bid may be downloaded from 02.00 PM of the 12/01/2024 and last date of submission of the bid is 23/01/2024 up to 05:00 PM. The bid documents, technical conditions and other details of the same may be seen on <https://eproc.rajasthan.gov.in>, <https://sppp.rajasthan.gov.in> and the University website <https://www.uok.ac.in>. Corrigendum, if required, shall be published on the above-mentioned websites/portals only.

### IMPORTANT INSTRUCTIONS TO BIDDERS: -

1. Bidding schedule regarding procurement of goods/items and/or hiring of services is mentioned below:

S. No.	Particulars	Date	Time
1.	Start date and time of downloading of bid document	12/01/2024	02:00 PM
2.	Last date and time of online submission of bid document	23/01/2024	05:00 PM
3.	Last date and time of submission of tender fee, tender processing fee and bid security in form of DDs at University of Kota in physical form	24/01/2024	05:00 PM
4.	Date and time of online opening of technical bid	25/01/2024	02:00 PM
5.	Date and time of online opening of financial bid	It will be intimated separately.	

#### Note:

- Bid(s) received after the specified time and date shall not accepted and opened in any condition.
- In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.

2. The interested bidders may submit their online bids along with following separate Demand Drafts:

S. No.	Particulars	Amount (in INR)	DDs will be drawn in Favour of	Payable at
1.	Bid Fee (Non-refundable)	Rs. 1000/- (Rupees One Thousand Only)	Registrar, University of Kota, Kota	Kota
2.	Bid Security / Earnest Money Deposit (EMD)	Rs. 650000/- (Rupees Six Lakh Fifty Thousand Only)	Registrar, University of Kota, Kota	Kota
3.	Bid Processing Fee (Non-refundable)	Rs. 2000/- (Rupees One Thousand Only)	Managing Director, RISL	Jaipur

Note: Bid Security deposit will not carry any interest.

3. General instructions for online submission of e-Bids:
- (i) To participate in the e-bidding process, the bidders will have to procure Digital Signature Certificate (DSC) as per Information Technology Act, 2000 using which they can sign their electronic bids.
  - (ii) The bidders, who are interested in the bidding process, can download bidding document from the websites of e-procurement system (<https://eproc.rajasthan.gov.in>) or state public procurement portal (<https://sppp.rajasthan.gov.in>) or University of Kota (<https://www.uok.ac.in>).
  - (iii) Bidders, who wish to participate in the e-bidding process, will have to be registered on <http://eproc.rajasthan.gov.in>.
  - (iv) The bid(s) shall only be submitted through online bidding process of e-procurement system (<https://eproc.rajasthan.gov.in>).
  - (v) Bidders will submit their offers online in electronic formats both for technical and financial proposals.
  - (vi) Before electronically submitting the bids, it should be ensured that all the bid papers including conditions of contract are digitally signed by the Bidder.
  - (vii) Scanned copies of the DDs should also be uploaded along with the online bid. The BGs should be 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.
  - (viii) No extension in deposition of e-bid will be allowed. Therefore, all the bidders are advised not to wait of the last date and submit their e-bids at the earliest. The procuring entity will not be responsible for any last-minute rush on the e-procurement website.
  - (ix) The bid(s) shall not be accepted personally, however, DDs for bid fee, bid security, bid processing fee, performance security, *etc.* should be submitted physically in the office of procuring entity before scheduled date and time as mentioned in the NIB.
  - (x) Before the last date of the submission of e-bid, the procuring entity may amend any of the e-bid conditions, as may be desired and if such an amendment is absolutely necessary. The amended e-bidding document will be made available on the websites of the e-Procurement System, State Public Procurement Portal and the University of Kota, Kota.
  - (xi) Bidder should submit e-bid duly furnishing the required information as per bidding document. The e-bid proposal should be strictly in conformity with prescribed terms and conditions of the bidding document. Proposals, which deviate from the terms and conditions of the bidding document, are liable to be rejected. Conditional e-bid proposals will not be accepted.
4. The law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" {hereinafter called the RTPP Act} and the "Rajasthan Transparency in Public Procurement Rules, 2013" {hereinafter called the RTPP Rules} under the said Act have come into force which are available on the State Public Procurement Portal website (<https://sppp.rajasthan.gov.in>). Therefore, the bidders are advised to acquaint themselves with the provisions of the RTPP Act and the RTPP Rules before participating in the bidding process.



5. Two bid system (opening and evaluation of technical bid and financial bid separately) will be adopted by strictly following the RTTP Act and RTTP Rules for the procurement of goods, articles, items, instruments, equipment, services, *etc.* from the successful bidder(s).
6. Bidders are advised to read all the Terms & Conditions of the bid carefully before participating in the online bidding process.
7. All the required DDs and samples of the goods / stationery must be reached originally in the office of the procuring entity (Registrar, University of Kota, Kota) on or before last date and time. Without required fee (bid fee, bid processing fee, bid security) and samples, the bid will not be considered.
8. All self-attested documents must be submitted in Hindi or English language. If the documents are not in Hindi or English, then the documents should be translated in Hindi or English and also be attested by the authorized translator. Translated copy along with copy of original document must be submitted.
9. In the e-bidding process, the bid forms shall be filled electronically and to be submitted online. Bid filled physically shall not be considered. Signature of the bidder is essentially required on each page of the e-bidding document as a token of acceptance of all the terms and conditions of the bidding document.
10. Erasures or overwriting shall not be allowed on any page of any document. The bidding document as well as all the supporting documents must be signed with the full name and seal of the bidder before uploading them on the website of the e-procurement system.
11. Rate shall be written both in words and in figures. There should not be errors and/or overwriting. Corrections, if any, should be made clearly and initialed along with dates. The bidder should mention elements of statutory taxes such as Central/State GST which should be shown separately as per BOQ/financial bid format. If any discrepancy is found in the rates quoted in the figures and words, then rate quoted in words will be treated as valid rates. Bidder will not be allowed to correct such mistake after opening of the e-Bid.
12. All the rates quoted for the goods/items/services must be Free on Road (FOR) for the University of Kota, Kota (Rajasthan) and should include all the charges, duties, levies, taxes, *etc.* except statutory taxes such as Central/State GST as per BOQ/financial bid format and customs/excise duties and their clearance charges (if applicable in case of imported goods / items / instruments / services). No cartage or transportation charges will be paid by the University of Kota, Kota. Delivery of the goods / items shall be given as per delivery schedule.
13. e-Bid will be liable for outright rejection, if any rate is disclosed or any discount/special offer is mentioned by the bidder at any other place than the financial bid.
14. Since, the goods, items, instruments, equipment, services, *etc.* are being purchased for the University use only and not for commercial purposes or for sale or re-sale, or use for manufacturing purposes. Therefore, goods, articles, items, instruments, equipment, *etc.* are exempted from the payment of octroi to the municipalities. Hence, no payment of octroi shall be admissible and expenses in this regard, if any, shall be borne by the bidder.



*Bid Document for Supply/Hiring of  
Examination related Goods/Services  
University of Kota, Kota (Rajasthan)*

15. The procuring entity shall disqualify a bidder if it finds at any time that the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation or materially inaccurate or incomplete. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so.
16. The procuring entity is not bound to accept the lowest price bid. The lowest price bid may be rejected and/or a higher price bid may be accepted on the basis of higher quality of the works, goods, articles, items, instruments, equipment, *etc.*
17. The procuring entity reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids or any of the bids or any part of the any bid at any time prior to award of contract, without thereby incurring any liability to the bidders.
18. Complete procurement process including opening of bids, negotiation with bidders, issuing award of contract or letter of acceptance or letter of intent or purchase orders to the successful bidder(s), an agreement between the successful bidder(s) and the University of Kota, *etc.* will be executed in the office of the procuring entity of the University.
19. The successful bidder(s) shall be deemed to have carefully examined the terms & conditions, specifications, size, make, and drawings, *etc.* of the goods, articles, items, instruments, equipment, *etc.* to be supplied. If he/she has any doubt as to the meaning of any portion of these conditions or of the specification, drawing, *etc.*, he/she shall, before signing the contract, refer the same to the procuring entity and get clarification.
20. The contractor/successful bidder shall not assign or sublet his contract or any substantial part thereof to any other agency and the contractor/successful bidder will have to start the online work within 15 days from the data of issue of work order.
21. Any bidder or prospective bidder who has been participated in the procurement process may file an appeal to the first and/or second appellate authority in the prescribed format against any decision, action or omission of the procuring entity.
22. In case of any query regarding procurement, the bidder(s) may contact to the procuring entity of the University (Phone: 0744-2472934, e-mail: registrar@uok.ac.in).

  
Registrar