



Dr. Harish Verma  
COE

परीक्षा नियंत्रक कार्यालय  
CONTROLLER OF EXAMINATIONS  
कृषि विश्वविद्यालय, कोटा  
AGRICULTURE UNIVERSITY, KOTA

बोरखेडा, बारा रोड, कोटा 324001 (राज.)  
Borkhera, Baran Road, Kota 324001 (Raj.)



Tel. No. 0744-2340638,  
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क्रमांक. एफ. ( ) / कृवि.वि.को/प.नि./2026/ 309-12

दिनांक:- 08/05/2026

खुली निविदा सूचना संख्या 01, 2026-27

कृषि विश्वविद्यालय, कोटा के अधीन इकाई, परीक्षा नियंत्रक कार्यालय के लिये सैद्धान्तिक एवं प्रायोगिक उत्तर पुस्तिकाओं की आपूर्ति हेतु आगामी 12 माह के लिये विनिर्माताओं/अधिकृत विक्रेताओं/सदभावी आपूर्तिदाताओं से वार्षिक दर संविदा करने हेतु निम्न प्रकार मोहरबन्द निविदाएं आमन्त्रित की जाती हैं। निविदा प्रपत्र निर्धारित शुल्क जमा कर कार्यालय समय में किसी भी कार्य दिवस को अन्तिम दिनांक 18.05.2026 तक दोपहर 01.00 PM बजे तक परीक्षा नियंत्रक कार्यालय से प्राप्त किये जा सकते हैं। पूर्ण रूप से भरी हुई निविदाएं कार्यालय में दिनांक 18.05.2026 को 02.00 PM बजे तक जमा करायी जा सकती हैं। प्राप्त निविदायें उसी दिन अपरान्ह 03:00 PM पर उपस्थित निविदादाताओं के समक्ष खोली जावेगी। अमानत राशि व निविदा शुल्क का डी.डी./आर. टी.जी.एस/एन.ई.एफ.टी/ऑनलाईन, परीक्षा नियंत्रक, कृषि विश्वविद्यालय, कोटा के पक्ष में खाता संख्या 043501000566 ICICI Bank, Branch Nayapura, Kota IFSC-ICIC0006878 में जमा करके देय निविदा फार्म के साथ प्रमाण संलग्न करना अनिवार्य होगा। किसी भी निविदा/समस्त निविदाओं को स्वीकृत/अस्वीकृत करने का अधिकार विश्वविद्यालय में निहित होगा। निविदादाताओं द्वारा निविदा फार्म व शर्तें <http://sppp.rajasthan.gov.in> तथा विश्वविद्यालय की वेबसाइट <http://aukota.org> से भी प्राप्त की जा सकती हैं। यदि निविदायें उक्त वेबसाइट से डाउनलोड की हैं तो निविदा प्रपत्र जमा कराने के साथ ही विदित राशि जमा कराना या निविदा के साथ संलग्न करना अनिवार्य है अन्यथा निविदाओं पर विचार नहीं किया जायेगा।

क्र. सं.	सामग्री का नाम	अनुमानित मूल्य	अमानत राशि	निविदा शुल्क
1.	सैद्धान्तिक एवं प्रायोगिक उत्तर पुस्तिकाएं	5,00,000/-	10,000/-	500/-

परीक्षा नियंत्रक

प्रतिलिपी: निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

1. श्रीमान निजी सचिव कुलगुरु महोदया, कृषि विश्वविद्यालय, कोटा।
2. श्रीमान कुलसचिव महोदया, कृषि विश्वविद्यालय, कोटा।
3. श्रीमान वित्त नियंत्रक, कृषि विश्वविद्यालय, कोटा।
4. सदस्य क्रय समिती।
5. सूचना पट्ट, कृषि विश्वविद्यालय, कोटा।

परीक्षा नियंत्रक



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दिनांक:- 08/05/2026

TENDER/ BID DOCUMENT

M/s.....

Sub: Tender/Bid form for supply of Theory and Practical Examination Answer Sheets (copies) (Rate Contract).

Ref: Our NIT No. 01/2026

Dear Sir,

With reference to our NIT cited above, please find enclosed herewith the following: -

**Technical Bid (To be Sealed in Envelop-1)**

1. Tender/Bid form for supply of Theory and Practical Examination answer sheets (copies). - Tender Notice No. 1/2026
2. Special and general terms and conditions for supply of Theory and Practical Examination answer sheets (copies).
3. Format of Agreement
4. Declaration by the Tenderers/Bidder and Annexure A to D

**Financial Bid: Form for quoting the rates (To be Sealed in Envelop-2)**

The tender bid form along with terms and conditions duly completed and signed must accompanied with a demand draft towards earnest money / bid security and be submitted to this office by 18.05.2026 up to 02.00 PM.

**Please Note: -**

1. No tenders will be entertained without earnest money/ bid security.
2. On envelope, the category of tender i.e. tender for Theory and Practical Examination answer sheets (copies) due date on 18.05.2026 up to 02.00 PM etc. must have been explicitly mentioned.
3. (I). If the tender form, special and general terms & conditions are down loaded from the University website <http://aukota.org/> or SPPP (State Public Procurement Portal), then tenderer has to enclose a DD/RTGS/NEFT/Online of Rs. 500/- (Rs. Five Hundred Only) in favor of the *Controller of Examination, Agriculture University, Kota* Account No. 043501000566 ICICI Bank, Branch Nayapura, Kota IFSC- ICIC0006878 along with tender form in addition to earnest money.  
(II.) If taken by post from university office the amount will be deposited by DD/RTGS/NEFT/Online of Rs. 550/- (Rs. Five Hundred Fifty Only) as tender form fee (Non-refundable) failing which the tender shall not be considered.  
(III.) Tender form may also be obtained physically from office of the Controller of Examination, Agriculture University, Kota administrative office by depositing Rs. 500/- by DD/RTGS/NEFT/Online in favor of the Controller of Examination, Agriculture University, Kota.
4. Tenders/ Bid must be submitted in double cover. The inner cover must be sealed.

Encl: as quoted above

Yours faithfully

Controller of Examinations



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**PRESCRIBED TENDER/BID FORM FOR SUPPLY OF THEORY AND PRACTICAL EXAMINATION  
ANSWER SHEETS (COPIES) FOR 12 MONTHS IN REFERENCE TO OUR NIT No 01/2026**

Note: Tender /Bid must be submitted strictly in accordance with all the terms & conditions of the Tender-Notice and in the tender bid form issued by the University, otherwise the tender/ bid shall not be considered and shall be rejected outrightly. Counter conditions shall not be accepted. Tenderers/Bidder /Suppliers should read these conditions very carefully and comply strictly before submitting their tender bid. If a tenderer bidder has any doubts regarding the interpretation of any of the conditions or specifications mentioned in these documents he should, before submitting the tender/ bid, refer these to the University and obtain clarification. The decision of the University regarding interpretation of the conditions and specification shall be final and binding on the tenderer's/bidder.

There are two sets of tender forms containing the following documents: -

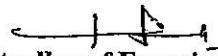
**Technical Bid (To be Sealed in Envelop-1)**

1. Tender/Bid form for supply of Theory and Practical Examination answer sheets (copies). - Tender Notice No. 1/2026
2. Special and general terms and conditions for supply of Theory and Practical Examination answer sheets (copies)
3. Format of Agreement
4. Declaration by the Tenderers/Bidder and Annexure A to D

**Financial Bid: Form for quoting the rates (To be Sealed in Envelop-2)**

Please retain one set for your record and submit one complete set duly filled in, signed and stamped on every page along with the earnest money / bid security remittance evidence, failing which, the tender will be rejected.

Encl: As above.

  
Controller of Examinations

Details about the tenderer/bidder: To be filled in by the tenderer:

1. Name & complete address of the Tenderer/bidder:.....  
.....
2. Earnest money/ bid security deposited in form of:..... Bank  
DD/RTGS/NEFT/Online No. ....dated..... for Rs. 10,000/- (Cheques/FDR  
and cash are not acceptable in any case).

I/We declare that I/We have read all the terms and conditions & specifications of the work mentioned in all the above documents of the tender-form and I/We agree to confirm to these.

Dated:

**SIGNATURE OF THE TENDERER**

(With seal/Stamp)



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**SPECIAL TERMS & CONDITION FOR SUPPLY OF THEORY AND PRACTICAL  
EXAMINATION ANSWER SHEETS (COPIES) RATE CONTRACT MANUFACTURERS  
AUTHORISED DEALERS**

1. Properly sealed BIDs are invited from the bonafide suppliers for supply of THEORY AND PRACTICAL EXAMINATION ANSWER SHEETS (COPIES) required for the use of various units of the University after approval by Vice Chancellor of the university.
2. BIDs should be submitted on prescribed BID form enclosed here with to the Controller of Examinations, Agriculture University, Kota and should reach on or before 18.05.2026 up to 02.00 PM The BID should be submitted in a bigger envelope containing two envelopes; one containing

**A.) Technical Bid "Envelop Marked-Technical Bid"**

- i. GSTIN Certificate
- ii. Turnover Certificate
- iii. Authorization Certificate if Applicable
- iv. Bid/ BID form and attachments duly signed by BIDDER/ Bidder
- v. Earnest money/ bid security deposit documents
- vi. Sample of the item

**B. Financial Bid "Envelop Marked - Financial Bid"**

- i. Rate Quotation in BID form's format specifically attached with the bid document and duly sealed and marked "BID FOR SUPPLY OF THEORY AND PRACTICAL EXAMINATION ANSWER SHEETS (COPIES) NOT TO BE OPENED BEFORE 18.05.2026 at 03.00 PM". The BIDs will be opened in the meeting hall of university in the presence of BIDDERS or their authorized representative who may wish to be present on 18.05.2026 at 03.00 PM. In case the BID is handed over personally at the university office then a receipt should be obtained. Further BIDDER may also send BID form by Registered Post. However, the University will not be responsible for any postal delay. Any BID received after the due date and time shall not be considered at all.
3. BIDs without Earnest money/bid security shall not be considered.
  4. BID must be submitted strictly in accordance with the terms & conditions and specifications of the BID document and the BIDDER should not quote their own / counter condition while submitting their BID documents otherwise the BID will liable to be rejected. Once the BID is submitted, it will be considered and construed that the BIDDER agrees to all the terms & conditions of the BID.
  5. **BID must be submitted strictly in accordance with specifications as under:**

Item No.	Specifications of the Items (Name, Make, Size, Model & weight etc.)
1.	Answer Books (theory Examination Copy) 14 Papers (28 pages) with Cover Page (Size- 8.5'' X 11'') White Paper 70 GSM Paper All Pages Printed with Center Pin Binding, Folding, Printing (Instructions are attached with Technical Bid)
2.	Answer Books (Practical Examination Copy) 8 Papers (16 pages) with cover Paper Cover Page (Size- 8.5'' X 11'') White Paper 70 GSM Paper All Pages Printed with Center Pin Binding, Folding, Printing. (Instructions are attached with Technical Bid)

6. BIDs without sample of answer sheets primarily be rejected. Please attach appropriate sample of the item with Technical BID.
7. The Instructions must be typed on answer sheets as attached with this tender.
8. The colour of first page and last page/Instruction page of answer sheet will be as follow.
  - Theory ----- Off White
  - Practical ----- Pink

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9. The inner colour of pages of answer sheets will be white.
10. BIDDER must have to sign each page to BID unsigned BIDs are subject do rejection prime face.
11. The rates should be quoted in the prescribed BID from enclosed herewith only. The rate should be quoted inclusive of all taxes, if extra then mentioned separately.
12. **Rates must be quoted up to the indenter destination:** The material will have to be supplied to the office of Controller of Examinations, Agriculture University, Kota situated at Kota.
13. The rates shall remain firm and fix during the contract period and no increase shall be allowed.
14. The University would pay the increased Sales Tax and other duty taxes if imposed by the Govt. during the currency of rate contract on submission of proof.
15. Validity of the BIDs/offers would be 60 days from the date of opening of the BID.
16. The approved rate shall be effective up to 12 months from the date of agreement with the bidder. This rate contract may be enhanced maximum up to 12 months with mutual consents of the both parties i.e. bidder and university.
17. The BIDDER is not allowed to withdraw or modify his offer or add any condition after opening of the BID, otherwise his earnest money / bid security is liable to be forfeited.
18. University reserves the right to accept any BID not necessarily the lowest, reject any BID without assigning any reason and accept one or more BID for all or any one or more items for which BID has been submitted.
19. **Approved BIDDER will have to execute an agreement in the prescribed format (which shall be supplied with the BID form) on a non-judicial stamp of Rs. 500/- at his own cost within fifteen days from the approval of the BID by the Hon'ble Vice Chancellor.**
20. The BID must be submitted accurately in accordance with the conditions of the BID and all the enclosures (duly signed and stamped) otherwise the BID will be rejected.
21. If the purchase order (S) is/are not executed in time and/or the satisfaction, the contract approval can be repudiated at any time by the University, AU, Kota. After giving an opportunity to the BIDDER for being heard.
22. ***BIDDER must be registered in commercial taxes deptt. Registration certificate must be enclosed otherwise BID shall not considered.***
23. Not with standing anything contained herein before in these special terms & conditions the University reserves to itself the right to take action against the defaulting suppliers or against the supplier/agent(s) for any kind of misbehavior or for any breach of the contract what-so-ever by way of working imposes of any penalty forfeiting of security money, cancellation of order, cancellation of the agreement and ban on future business dealing. (as per RPPP Act, 2012)
24. **Rates must be quoted in form of BID-rates in appropriate column only. Rates may not be quoted otherwise. Rate must be typed or inked written, if there is discrepancy in words and figures. The words shall be taken into consideration.**
25. The ordered materials will have to be supplied within 15 days from the date of placing the Purchase Order the 'Urgent' marked purchase order(s) will have to be supplied executed immediately within the period as mentioned in the order(s). Validity of the order can be extended by the purchaser(s) failing which 'Risk Purchases may be made from the other supplier(s) and difference paid to or any pertinent letter from any purchaser(s) i.e. Direct Demanding Officers of any of the unit.
26. In case the ordered goods are not submitted according to the specification BIDDER has no replace it at his own cost & it not supplied in time, the Security Deposit will be forfeited and excess amount if any, incurred by the University will also be recovered from the BIDDER.
27. ***The period of rate contract is one year from the date of signing agreement, if the performance of successful bidder is satisfactory & variation in market prices shall not be significant it may be extended for further period of one year subject to approval of Hon'ble Vice chancellor of the University.***
28. ***This is rate contract for price only without a commitment for quantity, place and time of supply. No minimum quantity is guaranteed & BIDDER has no right to claim for compensation. University reserves the right to vary quantity & BIDDER is bound to fulfill the same otherwise his rate contract is liable to rejection & items shall be purchased at BIDDER's cost.***
29. ***This rate contract may be entered with more than one bidder as per in the order of standing in BID in final evaluation by giving then counter offer of prices of the lowest bidder in order to secure prompt delivery of goods if quantity required is beyond the capacity of the lowest bidder. (Parallel Rate contract.)***

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30. *The price under this rate contract shall be subject to the price fall clause. It is a price safety mechanism in rate contracts and it provides that if the rate contract holder quotes/ reduces its price to render similar goods, at a price lower than the rate contract price to anyone in the State at any time during the currency of the rate contract, the rate contract price shall be automatically reduced with effect from the date of reducing or quoting lower price, for all delivery of the subject matter of procurement under that rate contract & the rate contract shall be amended accordingly. The firms holding parallel rate contracts shall also be given opportunity to reduce their price by notifying them the reduced price giving those fifteen days time to intimate their acceptance to the revised price. Similarly, if a parallel rate contract holding firm reduces its price during currency of the rate contract holding firms and the original rate contract holding firm for corresponding reduction in their prices. If any rate contract holding firm does not agree to the reduced price, further transaction with it, shall not be conducted.*
31. Payment of the bill shall be made only after goods are delivered at the in BID Stores and on inspection if they are found as per specification. No part payment will be entertained/accepted. No request for making supply in installments will be considered.
32. University standing purchase committee may provide the sample to lowest tendered and Parallel Rate contract holder for the supply to be strictly in order of the sample given/ specification.
33. In case the BIDDER is an authorized Stockiest/Dealer/Agent/Suppliers or the Manufacture for supply of Bided items; Photostat attested true copies of the supporting documents (received from Manufacture) must be submitted along with the BIDDER.
34. If the BIDDER requires extension of time in supply on account of any hindrances, he /she apply in writing but he should not apply after the prescribed delivery period. University with or without liquidated damages may extend the supply period. If with liquidated damages than the recovery on the basis of following percentage of value of unsupplied material shall be done.
- |  |       |
|--|-------|
| A. Delay up to one fourth period of the prescribed delivery period:                                      | 2.5%  |
| 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:                | 7.5%  |
| D. Delay exceeding three fourth but not exceeding the period<br>Equal to the prescribed delivery period: | 10.0% |
35. Remaining provision shall be as per RTPPR-2013 (Rajasthan Transparency in Public Procurement Rules-2013) to be seen on Finance Deptt. Website [www.financerajasthan.gov.in](http://www.financerajasthan.gov.in).
36. GST provision will be applicable as per circular of Government of Rajasthan.

  
Controller of Examinations

I/We hereby declare that I/ We have read carefully all the above mentioned Special Terms & Conditions and I/We agree to confirm these.

SIGNATURE OF THE BIDDER  
WITH HIS FIRM'S RUBBER STAMP

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## AGREEMENT

1. An agreement made this ..... day of between M/s.....(hereinafter called "the approved Supplier", which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the *Agriculture University, Kota* of the State of Rajasthan, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved supplier has agreed with the University to supply the at its Head Office as well as at branches offices throughout Rajasthan, all those supply of stationary items set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and contract appended herewith and at the rates set forth in order no..... Date.....
3. And whereas the approved supplier has deposited a sum of Rs. ....vide Demand Draft No..... dated: .....as security deposit/ performance security.
4. Now these Presents witness:
  - I. In consideration of the payment to be made by the University through Cheque at the rates set forth in the order.....Date.....the approved supplier will duly supply the said stationary items set forth in supply order issued by this office & Subordinate offices thereof in the manner set forth in the conditions of the tender and contract.
  - II. *The conditions of the tender and contract for open tender enclosed to the tender notice No..... dated.....are also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.*
  - III. Letters No.....received from tenderer and letters No. .... issued by the University and appended to this agreement shall also form part of this agreement.
  - IV.
    - A. The University do hereby agree that if the approved supplier shall duly supply the said articles in the manner aforesaid observe and keep the said terms and conditions, the University will through..... pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.
    - B. The mode of Payment will be as specified below: -
      1. After 7 days from submission of supply bill & satisfactory completion of supply as per order
      2. The delivery shall be effected and completed within the period mentioned in the supply order:
5. In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores which the tenderer has failed to supply: -
  1. Delay upto one fourth period of the prescribed period. 2.5 %
  2. Delay exceeding one fourth but not exceeding half of the prescribed period. 5.0 %
  3. Delay exceeding half but not exceeding three fourth of the prescribed period. 7.5 %
  4. Delay exceeding three fourth of the prescribed period. 10.0 %

### Note:-

- I. Fraction of a day in reckoning period of delay in supply shall be eliminated if it is less than half a day.
- II. The maximum amount of agreed liquidated damages shall be 10%.
- III. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

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- IV. Delivery period may be extended with or without liquidated damages if the delay in the supply is on account of hindrances beyond the control of the tenderer.
- 6 Estimated supply cost in currency of rate contract period in Rs. 5.00 Lacs but no minimum quantity /cost in guaranteed and no compensation shall be paid for this Tenderer have to fulfil the work on tendered/ approved rate in place, time and period as given by officer at various units of "Agriculture University, Kota".
  - 7 Rate contract may be extended for further one year if the performance is found satisfactory and market prices shall not fluctuate significantly & after approval of Hon'ble Vice-Chancellor.
  - 8 Security deposit/ Performance security shall be refunded soon after successful completion of Rate Contract. No interest shall be given on this & after.
  - 9 Security deposit/ Performance Security shall be 5% of order of supply value. Earnest money will adjusted towards this if tendeder wishes so and remaining shall be submitted in the form of D.D. on the same day of the agreement. Failing which empower the university to forfeit the earnest money and cancel the tender. If tenderer wants to refund the earnest money, he shall submit the security in full.
  - 10 All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the University and the decision of the University shall be final.
  - 11 In case any matter is silent, it shall be governed by RTPPR-2013 (Rajasthan Transparency in Public Procurement Rules, 2013 to be seen on Finance Department website [www.financerajasthan.gov.in](http://www.financerajasthan.gov.in))

In witness whereof the parties hereto have set their hands on the..... day of .....20.....

Signature of the approved supplier.

Signature for and on behalf of University  
Designation

Date:

Witness No. 1

Witness No. 1

Witness No. 2

Witness No. 2

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क्रमांक. एफ. ( ) / कृषिविको/प.नि./2026/ 309-12

दिनांक:- 08/05/2026

**DECLARATION BY TENDERERS**

I/ We declare that I am/We are bonafide/ Manufacturers/ Whole Sellers/ Sole Distributor/ Authorized dealer/ dealers/sole selling/ Marketing agent in the Goods/ Sores/ equipments for which I/ We have tendered.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**Signature of the Tenderer**

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**Annexure A : Compliance with the Code of integrity and No. Conflict of interest**

Any person participating in procurement process shall-

- (a) Not offer any bribe reward or gift or any material benefits either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- (c) Not indulge in any collusion, bid rigging or anti - competitive behavior to impair the transparency fairness and progress of the procurement process.
- (d) Not misuse any information share between the procuring entity and the bidders with 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 part or to its property to influence the procurement process.
- (f) Not obstruct any in investigation or audit of a procurement process.
- (g) Disclose conflict of interest if any and;
- (h) Disclose any pervious transgression with any entity in India or any other county during the last three year or 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 interest that could improperly influence that party performance of official duties or responsibilities' contractual obligations or compliance with applicable laws and regulation.

- I. 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/ share holder in common; or
  - b. Receive or have received any direct or indirect subsidy form any to Them or;
  - c. Have the same legal representative for purpose of the bid; or
  - d. Have the relationship with each other directly or through common third Parties that put them in a position to have access to information about or influence the decisions of the producing entity regarding the bidding process;
  - e. The bidder participates in more than one bid in bidding process participation by a bidders in more than one bid will result in the disqualification of all bids in which the bidders in involved. However, this does not limit the Inclusion of the same subcontractor, not otherwise participating as a Bidders, in more than one bid; or
  - f. The bidders or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods, works or Services that are a subject of the bid; or
  - g. Bidders or any of the affiliates has been hired (or is proposed to be hired) by the procuring entity as engineer-in- change/consultant for the contract.

Place :

Signature of the Bidder with Seal

Date :





**Annexure B : Declaration by the Bidders regarding Qualifications**

**Declaration by the Bidders**

In relation to my/our Bid submitted to.....for procurement of..... in response to their notice inviting Bids No.....Dated..... I/we hare by declare under section 7 of Rajasthan Transparency in public procurement act, 2012, that;

1. I/we possess the necessary professional, technical, financial and managerial Recourse and competence required by the bidding 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 specified in the bidding document.
3. I/we are not insolvent in receivership, bankrupt or being wound up, not have my/our affair administered 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 foraging reasons.
4. I/we are not having and our directors and officers not have been convicted of any Criminal offence related to my/our professional conduct or the making of false Statement or misrepresentation as to my/our qualifications to enter in to a Procurement contract within a period of three year 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 specified in the act, Rules and the bidding Document, which materially affects fair competition.

Dated:

Place:

Signature of Bidder

Name:

Designation:

Address:

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### Annexure C: Grievance Redresses during procurement Process

The Designation and address of the first appellate authority is Vice-Chancellor, Agriculture University, Kota.

The designation and address of the Second appellate authority Board of Management.

**(1) Filing an appeal: -**

If any bidders or prospective bidders is aggrieved that any decision action or omission of the procuring entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to first appellate authorities as specified in the bidding document within a period of ten days from the dated of such Decision of action, omission as the case may be clearly giving the specific ground or ground on which he feels aggrieved:-

Provide that after the declaration of a Bidder as successful the appeal may be filed who has participated in procurement proceeding:

Provide further that in case Procuring entity evaluates the technical Bid Before the opening of the financial Bids, an appeal related to the matter of financial Bids may be filed only by a Bidder whose technical Bids is found to be acceptable.

(2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the dated 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 under passed by the first appellate authority the Bidder or prospective Bidder the procuring entity as the case may, be file a second appeal to second appellate authority specific in the Bidder Document in this be help within fifteen days from the expiry of the period specified in Para (2) or of the dated of receipt of the order passed by the first appellate authority as the case may be.

**(4) Appeal not to lie in certain case**

No appeal shall lie against any decision of the procuring entity relating to the following matter namely: -

- a) Determination of need of procurement;
- b) Provisions limiting participation of Bidders in the Bid Process;
- c) The decision of whether or not to enter into negotiations;
- d) Cancellation of the 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 fact 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 filing appeal: -**

- a) Fee for first appeal shall be rupees 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 of banker's cheque of a scheduled Bank in India payable in the name of appellate concerned.

**(7) Procedure for Disposal of appeal: -**

- a) The first appellate authority or second appellate authority, as may case may Be, upon filing of appeal, shall issue notice accompanied by copy of appeal, Affidavit and document, if any to the respondents and fix dated of hearing.
- b) On the dated fixed for hearing the first appellate authority or second appellate authority, as the case may be shall;
  - (i) Here all the parties to appeal present before him and;
  - (ii) Peruse or inspect document, relevant record or copies there of relating to be matter.
- c) After hearing the parties perusal or inspection of document and relevant record or copies there of 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 fee of cost.
- d) The order passed under sub-clause © above shall also be placed on the state public procurement portal.

**Annexure D : Additional Conditions of Contract**

**1. Correction of arithmetical errors**

Provided the financial Bid is substantially responsive, the procuring entity will correct arithmetical errors during evolution of financial Bid 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 a error in a total corresponding to the addition or subtraction of subtotals the subtotal shall prevail, and the total shall be corrected; and
- III. If there is a discrepancy between words and figures the amount in word shall prevail, unless the amount expressed in word is related to an arithmetic error in which case the amount in figure shall prevail subject to (i) and (ii) above. If the Bidder that the submitted the lowest evaluated Bid 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 exculpated.

**2. Procuring Entity's Right to vary Quantities: -**

- I. At the time of award to contract the quantity of goods, work or services originally specified in the Bidding document may be increased or decreased by a specified percentage but such increased or decreased 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 and conditions of the Bid and the conditions of contract.
- II. If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding document due to change in circumstance, the Bidder shall not be entitled for any claim of compensation except otherwise provide 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 rate and conditions of the original order. However, the additional quantity shall not be more than 25% present 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 suppliers 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 more than one 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 case, 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 rate of the Bidder, whose Bid is accepted.

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Memorandum of appeal under the Rajasthan Transparency in public procurement Act, 2012

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 dated of the order appalled 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 proposed to be represented by a representative

The name and postal address of the representative:

5. Number of affidavits and document enclosed with the appeal:

6. Ground of appeal:

.....  
.....(Supported By an affidavit)

7. ....Prayer

Place.....

Dated.....

Appellant Signature

SR FORM-17

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Dr. Harish Verma  
COE

परीक्षा नियंत्रक कार्यालय  
CONTROLLER OF EXAMINATIONS

कृषि विश्वविद्यालय, कोटा

AGRICULTURE UNIVERSITY, KOTA

बोरखेडा, बारा रोड, कोटा 324001 (राज.)  
Borkhera, Baran Road, Kota 324001 (Raj.)



Tel. No. 0744-2340638,  
Mobile: 70146 01475  
Email: coeauk@aukota.org

क्रमांक. एफ. ( ) / कृवि वि/प.नि./2026/ 309-12

दिनांक:- 08/05/2026

FINANCIAL BID

To  
The Controller of Examinations  
Agriculture University Kota

Sub: Tender for supply of Theory and Practical Examination answer sheets (copies).  
Ref: Your Tender Notice No. 01/2026

Sir,

In response to the above-referred Tender Notice, we are submitting our offer for supply of Stationer Articles.  
The details are as under:

1. Name of the Tenderer.....
2. Address of the Tenderer.....
3. Phone No.....
4. Fax No.....

1. The rates for the supply of the Stationery Articles are as under:

Item No.	Particulars of the Items (Name, Make, Size, Model & weight etc.)	Rate per Unit	Approximately Qty.	Rate to be quoted	Taxes
1	2	3	4	5	6
1.	Answer Books (theory Examination Copy) 14 Papers (28 pages) with Cover Page (Size- 8.5" X 11") White Paper 70 GSM Paper All Pages Printed with Center Pin Binding, Folding, Printing. Colour of first page and last page/Instruction page will be off white and inner pages will be white (Instructions are attached with Technical Bid)	Per Copy	45,000/- (Forty Five Thousand)		
2.	Answer Books (Practical Examination Copy) 8 Papers (16 pages) with cover Paper Cover Page (Size- 8.5" X 11") White Paper 70 GSM Paper All Pages Printed with Center Pin Binding, Folding, Printing. Colour of first page and last page/Instruction page will be pink and inner pages will be white (Instructions are attached with Technical Bid)	Per Copy	45,000/- (Forty Five Thousand)		

- Taxes if not given separately, considered to be inclusive.

I/We hereby declare that I/ We have read carefully all the above-mentioned Special Terms & Conditions of the tender items required and I/We agree to confirm these.

SIGNATURE OF THE TENDERER  
WITH HIS FIRM'S RUBBER STAMP

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कृषि विश्वविद्यालय, कोटा  
AGRICULTURE UNIVERSITY, KOTA  
( छात्र द्वारा भरा जाना है )

पुनर्मूल्यांकन हेतु  
For Re-evaluation

(To be filled in by the candidate)

परीक्षा का नाम  
Name of Examination : .....  
पाठ्यक्रम का शीर्षक  
Title of Course : .....  
पाठ्यक्रम नं.  
Course No. : .....  
परीक्षा का दिन व दिनांक  
Day & Date of Examination : .....  
सत्र वर्ष  
Session : .....  
सत्र  
Semester : .....  
पूरक उत्तर पुस्तिकाओं की संख्या जो उपयोग में ली गई  
Number of Supplementary Answer Book Used : .....

प्र.सं. (Q. No.)	प्राप्तांक (Marks Obtained)
योग Total	
अंकों में In Figures	
शब्दों में In Words	

समस्त इन्द्राज जांच लिये गये हैं  
All entries have been checked

परीक्षक के हस्ताक्षर  
(Signature of Examiner)

पर्यवेक्षक के हस्ताक्षर  
(Signature of Invigilator)

नोट : निर्देश पिछले पृष्ठ पर दिये गये हैं।  
Note : Instructions are given over leaf

(छात्र द्वारा भरा जाना है) To be filled in by the candidate

परीक्षा का नाम (Name of Examination) : .....  
छात्र का अनुक्रमांक (Candidate Roll No.) : .....(Class).....  
अंकों में (In Figures) : .....  
शब्दों में (In Words) : .....  
छात्र नामांकन संख्या (Candidate's Enrolment No.) : .....  
पाठ्यक्रम का शीर्षक (Title of Course) : .....  
पाठ्यक्रम नं. (Course No.) : .....  
परीक्षा का दिन व दिनांक (Day & Date of Examination) : .....  
सत्र वर्ष Session : .....  
सत्र (Semester) : .....

परीक्षक द्वारा भरे जाने वाले अंक  
Marks to be filled in by the Examiner

प्राप्तांक Marks to be filled in by the Examiner							
प्र.सं. Q No	a	(b)	2	3	4	5	योग Total
Marks Obtained							

प्राप्तांकों का योग

Total of  
Marks Obtained

अंकों में (In Figures) : .....  
शब्दों में (In Words) : .....  
.....

परीक्षक के हस्ताक्षर  
(Signature of Examiner)

P.T.O

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## छात्रों के लिए निर्देश

1. पर्यवेक्षक व उड़न दस्ते के सदस्यों को पूरा अधिकार है कि वह परीक्षार्थी की परीक्षावधी में जांच / तलाशी ले।
2. छात्रों को प्रश्नपत्र में दिये गये निर्देशों का ध्यान पूर्वक अध्ययन कर लेना चाहिए और फिर उत्तर पुस्तिका में उत्तर लिखना प्रारम्भ करें।
3. किसी भी छात्र को परीक्षा प्रारम्भ होने के आधे घण्टे के बाद ही परीक्षा भवन को छोड़ने की अनुमति प्रदान की जावेगी। वस्तुनिष्ठ परीक्षा प्रणाली के अर्न्तगत परीक्षा में बैठने वाले छात्रों को परीक्षा आरम्भ होने के एक घण्टे के बाद ही परीक्षा भवन छोड़ने की अनुमति प्रदान की जावेगी।
4. उत्तर पुस्तिका के मुख्य पृष्ठ पर अपना अनुक्रमांक एवं नामांकन संख्या लिखना आवश्यक है, इसके पहले कि वह उत्तर पुस्तिका में प्रश्नपत्र के उत्तर लिखना प्रारम्भ करें।
5. उत्तर पुस्तिका में प्रत्येक प्रश्न का सही नम्बर लगावें।
6. उत्तर पुस्तिका के दोनों तरफ शुद्धता पूर्वक लिखें। किसी भी प्रकार का रफ अथवा गणितीय कार्य यदि किया तो उसे काट दें ताकि परीक्षक को किसी प्रकार का भ्रम अथवा असुविधा न हो।
7. उत्तर पुस्तिका के प्रत्येक पृष्ठ पर प्रत्येक लाइन पर लिखें ताकि पृष्ठों का अनावश्यक दुरुपयोग न हो।
8. उत्तर पुस्तिका के किसी भी स्थान पर अपना नाम नहीं लिखे। केवल समाप्त (THE END) सभी प्रश्नों के उत्तर समाप्त करने के पश्चात् अन्त में लिखें।
9. परीक्षा भवन, उत्तर पुस्तिका पर्यवेक्षक को दिये बिना नहीं छोड़े।
10. किन्हीं दो पृष्ठों के बीच खाली पृष्ठ नहीं छोड़े।
11. उत्तर पुस्तिका का कोई पृष्ठ फाड़े अथवा मोड़े नहीं। परीक्षार्थी द्वारा काटे गये कार्य का परीक्षण नहीं किया जायेगा।
12. परीक्षा भवन में किसी प्रकार की लिखित सामग्री अथवा पुस्तक ले जाना वर्जित है।
13. जो प्रश्न अलग उत्तर पुस्तिका में किये जाने हैं उन्हें अलग उत्तर पुस्तिका में ही करें। अन्यथा सम्बंधित परीक्षक द्वारा उनकी जांच नहीं की जायेगी।
14. जो छात्र किसी प्रकार की अनैतिकता अथवा परीक्षा भवन में बात करते पाये जायेंगे उनके खिलाफ कठोर कार्यवाही की जायेगी।
15. किसी प्रश्न का दो बार उत्तर लिखना छात्र द्वारा धोखा माना जायेगा।
16. जब तक पहली उत्तर पुस्तिका खत्म नहीं हो जाती दूसरी उत्तर पुस्तिका प्रदान नहीं की जायेगी।

## INSTRUCTIONS TO THE CANDIDATES

1. The Invigilator and the members of the flying squad are empowered to take search of the examinees during the examination.
2. Candidates should read the question paper and the instructions carefully before they begin to write the answers.
3. A student will be allowed to leave the examination hall only after half an hour from the commencement of examination and students appearing with objective type question paper will be allowed to leave examination hall after one hour from the commencement of examination.
4. Write on the cover of the answer book the Roll No., Enrolment No. and this must be done every day before they begin to write their answer.
5. Every answer should be properly and rightly numbered in answer book.
6. Write legibly on both sides of the leaf in the answer book. Any rough drafting or calculations, etc., if made, should be crossed out so that it will not be read by the examiner.
7. Write legibly on each ruled line and do not waste pages unnecessarily.
8. Do not write your name in any part of the answer book. Only write "THE END" at the end of the last answer.
9. Do not leave the examination hall without handing over your answer book to the invigilator.
10. Do not leave blank pages between any two answers.
11. No page (s) should be torn out of the answer book or folded. Answer crossed out by them will not be examined by the examiner.
12. No written paper or book is to be brought in the examination hall.
13. Questions required to be answered in separate answer book should be answered in separate answer book. Otherwise they will not be examined by the Examiner concerned.
14. Candidates attempting to use unfair means or talking to one another will be dealt severely.
15. Candidates answering a question twice shall be deemed to have been treated as cheated.
16. No second Answer book will be issued to them if their first answer book is completely full.

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कृषि विश्वविद्यालय, कोटा  
AGRICULTURE UNIVERSITY, KOTA

प्रायोगिक परीक्षा उत्तर-पुस्तिका  
Practical Examination Answer-Book

स्नातक व स्नातकोत्तर परीक्षाओं के लिये (For Undergraduate & Postgraduate Examinations)  
छात्र द्वारा भरा जाना है (To be filled in by the Student)

अनुक्रमांक / पंजियन संख्या .....

(Roll No. / Registration No.)

कक्षा (Class) .....

~~छात्र का नाम (Name of Candidate) .....~~

~~पिता का नाम (Father's Name) .....~~

पाठ्यक्रम नं. (Course No.) .....

पाठ्यक्रम का शीर्षक (Title of Course) .....

सत्र वर्ष (Session) .....

सत्र (Semester) .....

महाविद्यालय (College) .....

परीक्षा का दिन व दिनांक (Day & Date of Examination) .....

कुल प्राप्तांक (Total Marks obtained)

(I) अंकों में .....

In figures.

(II) शब्दों में .....

In words

1. .... 1. ....

परीक्षक के हस्ताक्षर (Signature of Examiner)

प्राप्तांक परीक्षक के द्वारा भरा जाएं Marks to be filled in by the Examiner		
अभ्यास संख्या Exercise No.	विवरण Particulars	प्राप्तांक Marks obtained
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
योग Total		

P.T.O.

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## छात्रों के लिए निर्देश

1. पर्यवेक्षक व उड़न दस्ते के सदस्यों को पूरा अधिकार है कि वह परीक्षार्थी की परीक्षावधी में जांच/तलाशी ले।
2. छात्रों को प्रश्नपत्र में दिये गये निर्देशों का ध्यान पूर्वक अध्ययन कर लेना चाहिए और फिर उत्तर पुस्तिका में उत्तर लिखना प्रारम्भ करें।
3. किसी भी छात्र को परीक्षा प्रारम्भ होने के आधे घण्टे के बाद ही परीक्षा भवन छोड़ने की अनुमति प्रदान की जावेगी। वस्तुनिष्ठ परीक्षा प्रणाली के अन्तर्गत परीक्षा में बैठने वाले छात्रों को परीक्षा आरम्भ होने के एक घण्टे बाद ही परीक्षा भवन छोड़ने की अनुमति प्रदान की जावेगी।
4. उत्तर पुस्तिका के मुख्य पृष्ठ पर अपना अनुक्रमांक एवं नामांकन संख्या लिखना आवश्यक है, इसके पहले कि वह उत्तर पुस्तिका में प्रश्न पत्र के उत्तर लिखना प्रारम्भ करें।
5. उत्तर पुस्तिका में प्रत्येक प्रश्न का सही नम्बर लगावें।
6. उत्तर पुस्तिका के दोनों तरफ शुद्धता पूर्वक लिखें। किसी भी प्रकार कर रफ अथवा गणितीय कार्य यदि किया हो तो उसे काट दें ताकि परीक्षक को किसी प्रकार का भ्रम अथवा असुविधा न हो।
7. उत्तर पुस्तिका के प्रत्येक पृष्ठ पर प्रत्येक लाइन पर लिखें ताकि पृष्ठों का अनावश्यक दुरुपयोग न हो।
8. उत्तर पुस्तिका के किसी भी स्थान पर अपना नाम नहीं लिखें। केवल समाप्त (THE END) सभी प्रश्नों के उत्तर समाप्त करने के पश्चात अन्त में लिखें।
9. परीक्षा भवन, उत्तर पुस्तिका पर्यवेक्षक को दिये बिना नहीं छोड़ें।
10. किन्हीं दो पृष्ठों के बीच खाली पृष्ठ नहीं छोड़ें।
11. उत्तर पुस्तिका का कोई पृष्ठ फाड़े अथवा मोड़े नहीं। परीक्षार्थी द्वारा काटे गये कार्य का परीक्षण नहीं किया जायेगा।
12. जो छात्र किसी प्रकार की अनैतिकता अथवा परीक्षा भवन में बात करते पाये जायेंगे उनके खिलाफ कठोर कार्यवाही की जायेगी।
13. परीक्षा भवन में किसी प्रकार की लिखित सामग्री अथवा पुस्तक ले जाना वर्जित है।
14. जो प्रश्न अलग उत्तर पुस्तिका में किये जाने हैं उन्हें अलग उत्तर पुस्तिका में ही करें।
15. किसी प्रश्न का दो बार उत्तर लिखना छात्र द्वारा धोखा माना जायेगा।
16. जब तक पहली उत्तर पुस्तिका खत्म नहीं हो जाती दूसरी उत्तर पुस्तिका प्रदान नहीं की जायेगी।

## INSTRUCTIONS TO THE CANDIDATES

1. The Invigilator and member of the flying squad are empowered to take search of the examinees during the examination.
2. Candidates should read the question paper and the instructions care fully before they begin to write their answers.
3. A student will be allowed to leave the examination hall only after half an hour the commencement of examination and students appearing with objective type question paper will be allowed to leave examination hall after one hour from the commencement of examination.
4. Write on the cover of the answer book the Roll No., Enrolment No. and this must be done every day before they begin to write their answer.
5. Every answer should be properly and rightly numbered in answer book.
6. Write legibly on both sides of the leaf in the answer book. Any rough drafting or calculations, etc., if made should be crossed out so that it will not be read by the examiner.
7. Write legibly on each ruled line and do not waste pages unnecessarily.
8. Do not write your name in any part of the answer book. Only write "THE END" at the end of the last answer.
9. Do not leave the examination hall without handing over your answer book to the invigilator.
10. Do not leave blank pages between any two answers.
11. No page (s) should be torn out of the answer book or folded. Answer crossed out by them will not be examined by the examiner.
12. Candidates attempting to use unfair means or talking to one another will be dealt severely.
13. No written paper or book is to be brought in the examination hall.
14. Questions required to be answered in separate answer book should be answered in separate answer book. Otherwise they will not be examined by the Examiner concerned.
15. Candidates answering a question twice shall be deemed to have been treated as cheated.
16. No second Answer book will be issued to them until their first answer book is completely filled.

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