

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**P&S BRANCH**

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STANDARD BIDDING DOCUMENT FOR PURCHASE OF PAPER ITEMS ON  
BEHALF OF REGISTRAR, MAHARSHI DAYANAND UNIVERSITY, ROHATAK

PART1: COMPLETE BIDDING DOCUMENT

**Name of work: Purchase of Paper Items.**

**PRESS NOTICE**

<b><u>M. D. UNIVERSITY, ROHTAK</u></b> <b><u>Notice Inviting E-Tender</u></b>	
<b>Name of work</b>	<b>Purchase of Paper Items</b>
<b>Tender Docs Fee + E Service Fees</b>	<b>Rs. 4000/- + 1000/- = 5000/-</b>
<b>Earnest Money</b>	<b>2% of the quoted rate of Paper Items</b>
<b>Time Limit</b>	<b>03 to 04 Weeks</b>
<b>Tenders to be received till: 05.00 P.M. on dated 23.02.2016</b>	
<b>i) The tenders will be received only through E-tendering for further details visit website <a href="https://haryanaeprocurement.gov.in">https://haryanaeprocurement.gov.in</a></b>	
<b>(ii) Cost of Bid document (to be paid manual) is Rs. 4,000/- (non refundable) for each bid to be deposited through Demand Drafts in favour of "Finance Officer", M.D.U., Rohtak, payable at Rohtak.</b>	
<b>(iii) Willing Contractors shall have to pay is Rs. 1000/- the e- Service Fees in form of Demand Draft in favor of "Society for IT initiative fund for e - Governance" payable at Chandigarh.</b>	
<b>(iv) Earnest money of the tender (to be paid manual) is 2% of the quoted rate of Paper Items to be deposited through Demand Drafts in favor of "Finance Officer", M.D.U., Rohtak, payable at Rohtak.</b>	

**REGISTRAR**

The Bidders can download the tender documents from the Portal: <https://haryanaeprocurement.gov.in>.

Earnest Money and Document Fee Deposit have to be deposited through **Demand Drafts in favor of “Finance Officer, M.D.U., Rohtak, payable at Rohtak** respectively.

Willing Contractors shall have to pay the e- Service Fees of Rs.1000/- in form of **Demand Draft in favour of “Society for IT initiative fund for e-Governance” payable at Chandigarh.**

However, the details of the EMD, Tender document Fee & E-Service Fee are required to be filled/ provided scan copies at the time of online Bid Preparation Stage; the Bidders are required to keep the EMD, Tender document fee & E- Service fee details ready beforehand. The contractual Agencies can submit their tender documents as per the dated mentioned in the key dates below:-

### Key Dates

Sr. No.	M.D.U. Stage	Rohtak	Contractor Stage	Start Date and Time	Expiry Date and Time
1.			Tender Document Download and Bid Preparation & Submission	04.02.2016 (10:00 A.M.)	23.02.2016 (05:00 P.M.)
2.			Manual Submission of Specification of Item, Tender Document Fee, EMD, E-Service Fee etc.	24.02.2016 (10:00 A.M.)	24.02.2016 (05:00 P.M.)
3.	Technical Opening/ Technical Evaluation/ Opening of Financial Bid			25.02.2016 (10:00 A.M.)	25.02.2016 (05:00 P.M.)

### Important Note:

- 1) The bidders have to complete „Bid Preparation & Submission“ stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as „bids not submitted“.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of „Bid Preparation & submission stage“ (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

## **Instructions to Bidder on Electronic Tendering System**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### **1. Registration of bidders on eProcurement Portal:-**

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

### **2. Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:

#### **M/s Nextenders (India) Pvt. Ltd.**

O/o. DS&D Haryana,  
SCO – 09, IInd Floor,  
Sector – 16,

Panchkula – 134108

E-mail: [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com)

**Help Desk: 1800-180-2097 (Toll Free Number)**

2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the

firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3. Opening of an Electronic Payment Account:**

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

### **4. Pre-requisites for online bidding:**

In order to bid online on the portal <https://haryanaeprocurement.gov.in>, the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

### **5. Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>

### **6. Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

### **7. Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

### **8. Bid Preparation (Technical & Financial) Online/offline Payment of Tender Document Fee, eService fee, EMD fees.**

8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

**The electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually.**

Hence, the bidders have to provide information and credentials related to manual payment submission at single portal e - Procurement system, under Technical Envelope of the respective tenders.

8.2 The bidders shall **upload** their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

The bidders shall **quote** the prices in price bid format.

**NOTE:-**

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the "Home Page" of the eProcurement website at <https://haryanaeprocurement.gov.in>, and click on the available link "How to...?" to download the file.



**Incharge (P&S),  
M.D.U., Rohtak**

**OTHER TERMS AND CONDITIONS GOVERNING THE E-TENDER FOR THE SUPPLY OF PAPER ITEMS DURING THE YEAR 2015-16.**

1. Every tender shall be accompanied by the earnest money equal to 2% of the involved Value. The money should be deposited through a Bank Draft in favour of Finance Officer, Maharshi Dayanand University, Rohtak, payable at the State Bank of India, Maharshi Dayanand University, Rohtak.
2. The tender received without earnest money, or after due date shall not be entertained except with the special approval of the Registrar.
3. Supplies shall be executed within the time specified in the supply order. In the event of the supplier failing to supply the material with in time, he shall be liable to pay as compensation an amount equal to one percent or such small amount as the Registrar may decide on the said amount of the contract, for every day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10 percent of the total amount of contract. An appeal against these orders shall however lie with the Vice-Chancellor whose decision shall be final.
4. In case the contractor backs out of his contract, the earnest money deposited by him shall be forfeited besides any other action as may be considered necessary by the Vice-Chancellor.
5. All the charges including packing, forwarding and installation, VAT/Excise Duty (in percentage) and other levies should be specified in the tender. The charges etc. not specified in the tender shall not be paid. Please note that University does not issue form 'C' or 'D'.
6. The quantity of material/supplies shall be subject to increase or decrease on the tendered rates. This increase or decrease shall be communicated by the University within 90 days of acceptance of the tender.
7. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
8. The University is exempted from payment of octroi charges on the articles purchased for the welfare of the students. The rates may please be quoted keeping this point in view.
9. 100 % payment will be made on receipt and inspection of goods to ensure the specifications and their good conditions. No advance payment or payment against documents negotiated through Bank shall be made.
10. The Rates accepted by the University shall be applicable upto 90 days.
11. The tenders shall be opened by the Purchase Committee in the presence of contractor/supplier and the committee reserves the right for negotiation thereafter if considered necessary. The Current Price List duly authenticated by the Principals with dated signature & seen alongwith literature/pamphlets may be supplied alongwith the offer.
12. The Registrar reserves the right to reject or accept any/all offer(s) without assigning any reason.
13. In case, other information/clarification is required, the undersigned may be contacted at Telephone No. 01262-266953 on any working day (Monday to Friday) during office hours (09:00 A.M. to 05:00 P.M.).
14. Terms & Conditions printed on quotations/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms & conditions contained in the order.

15. **Sample of the Item must be submitted to the P & S Branch before the date of Technical Opening.**
16. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotation or invoices of the Manufacturers/Distributors/Dealers/Suppliers etc. shall be invalid and shall have no legal sanctity.



**Incharge (P&S),  
M.D.U., Rohtak**

**List of Items:-**

<b>Sr. No.</b>	<b>Description</b>	<b>Qty.</b>		<b>Unit</b>	<b>Rate to be quoted by the Contractor</b>	<b>Total Amount in Figures (Rs.)</b>
1	Bilt Classic Paper in 23"x36"/60GSM/16Kg	10000	Reams	Per Ream		
2	JK/BP/ Imported Art Paper 23"x36"/170GSM/45.200 Kg	130	Reams	Per Ream		
3.	BP/JK S.S. Maplitho 23"x36"/90GSM/24 kg	200	Reams	Per Ream		

**List of Technical Documents:-**

<b>Sr. No.</b>	<b>Description</b>	<b>Bidders Response (Yes/No)</b>
1.	Copy of PAN/TAN Card	
2.	Copy of latest Income Tax Return	