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24/6/16

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act. No.25/1975)
NAAC Accredited 'A' Grade

No. P&S/16/ 1125

Dt. 24/6/16

To

The Director,
University Computer Centre,
M.D. University, Rohtak.

Sub:- Request for uploading DNIT on website.

Sir,

As per decision of CPC and orders of the Vice Chancellor, the detailed e-tender notice for supply of Furniture & Paper items is to be given on the University Website also beside giving wide publicity in the newspapers. The press release has already been sent to the Director, P.R.O for publication with the indication that the detailed terms & conditions etc. may also be seen on the University Website www.mdurohtak.ac.in.

A E mail/Pen Drive containing the detailed terms & conditions of the tender has been prepared and enclosed herewith under the title, "website tender for furniture & paper items". You are requested to load the same on the University Website at the earliest, please.

Yours Sincerely

Officer on Spl. Duty
Purchase & Store Br.

Encl: As above

On S...
24/6

CD



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(A State University established under Haryana Act. No.25/1975)
NAAC Accredited 'A' Grade

No, P&S/16/

Dated

E-TENDER NOTICE

e-tender on behalf of Registrar dt. _____ subscribed as "e-tender for Paper Item" are invited with two separate Demand Drafts (i) Tender Fee of Rs.1000/- (ii) 2% of the cost of Paper Item involved as Earnest Money, in favour of Finance Officer, M. D. University, Rohtak for supply of Paper, latest by 13-07-16 upto 05:00 p.m. For details may visit on <https://haryanaeprocurement.gov.in/> www.mdurohtak.ac.in.


REGISTRAR

Commercial Envelope

ANNEXURE-A

NIQ FOR A4 size Photocopier paper 75 GSM 2.3Kg

Sr. No.	Item	Description	Qty. required		Unit	Rates to be quoted by contractor	Total amt. in words
1	Copier paper A4 size Mill packed	Spectra/Century(Star),/Copy Power (BP)/JK (Sparkle)75GSM/2.3 kg	7000	Reams	Per reams		

Technical Envelope

List of Technical Documents:-

Sr. No.	Description	Bidders Response (Yes/No)	Remarks
1	Copy of PAN Card		
2	Copy of latest Income Tax Return		
3	List of institutions where this item has been supplied in the last three years minimum 3000 Reams.		



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NAAC Accredited 'A' Grade

No. P&S/16/
Dated

P&S BRANCH

Phone: 01262-266953

E-mail: ar.ps@mdurohtak.ac.in

STANDARD BIDDING DOCUMENT FOR PURCHASE OF 7000 Reams- A4 SIZE PHOTOCOPIER PAPER 75 GSM/2.3Kg Mill packed ON BEHALF OF REGISTRAR, MAHARSHI DAYANAND UNIVERSITY, ROHTAK.

PART1: COMPLETE BIDDING DOCUMENT

Name of work: Purchase of 7000 Reams A4 Size Photocopier Paper 75 GSM/2.3 Kg Mill packed in MDU, Rohtak.

PRESS NOTICE

M. D. UNIVERSITY, ROHTAK Notice Inviting E-Tender	
Name of work	Purchase of Paper Item
Tender Docs Fee + E Service Fees	Rs.1000/- + 1000/- = 2000/-
Earnest Money	2% of the quoted rate of Paper Item
Time Limit	02 to 03 Weeks
Tenders to be received till: 05:00 P.M on dated 13 /07 /2016	
i) The tenders will be received only through E-tendering for further details visit website https://haryanaepprocurement.gov.in	
(ii) Cost of Bid document (to be paid Manual) is Rs.1,000/- (non refundable) for each bid to be deposited through Demand Drafts in favour of "Finance Officer", M.D.U., Rohtak, payable at Rohtak.	
(iii) Willing Contractors shall have to pay is Rs.1000/- the e- service fees in form of Demand Draft in favour of "Society for IT initiative fund for e- Governance" payable at Chandigarh.	
(iv) The Earnest Money of the tender (to be paid manual) is 2% of the quoted rate of A4 size Photocopier paper to be deposited through Demand Draft in favour of "Finance Officer", M.D.U, Rohtak, payable at Rohtak.	

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 date mentioned below:-

Key Dates

Sr. No.	M.D.U. Rohtak Stage	Contractor Stage.	Start Date & Time	Expiry Date & Time
1.		Tender Document Download and Bid Preparation & Submission	24-06-2016	13-07-2016 upto 5:00 P.M
2.		Manual Submission of Specification of Item, Tender Document Fee, EMD, E-Service Fee etc. in Purchase & Store Branch.	14-07-2016 from 9:00 A.M	14-07-2016 upto 2:00 P.M
3.	Technical Opening/ Technical Evaluation/ Opening of Financial Bid		14-07-2016 from 3:30 P.M	14-07-2016 5:00 P.M

Important Note:-

- 1) The bidders shall have to complete Bid Preparation & Submission" stage on scheduled date & 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 before 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

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.


OSD (P&S)

M.D.U., Rohtak



DNIT FOR PAPER ITEM.



The Paper item as per Annexure 'A' are required to be purchased for this University. You are requested to kindly quote your rates for the same. The terms & conditions for quoting/tendering the rates given in enclosed page may also be kept in view and signed. Your tender will interalia be subject to the following conditions:-

1. Every tender shall be accompanied by the tender fee of Rs.1000/- and earnest money equal to 2% of the cost involved value. The money should be deposited through Bank Draft in favour of Finance Officer, Maharshi Dayanand University, Rohtak.
2. The sealed tender, complete in all respects, must reach the Office of the undersigned latest by _____ (date) by _____ (time). The same shall be opened on _____ at _____ in the office of OSD (P&S). The quotes or their authorized representatives are allowed to attend the meeting of the Tender Opening Committee at their own costs.
3. The Tender received after due date and time or incomplete shall be rejected outrightly.
4. The following charges and terms may be spelt out in your offer clearly:-
 - i. F.O.R
 - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'.
 - iii. Payment terms.
 - iv. Delivery period.
 - v. Guarantee/Warranty period.
 - vi. After-sales service.
 - vii. Installation charges, if any.
 - viii. Validity period of the tender.
 - ix. Bank Draft charges, if any.
 - x. Misc. charges such as Packing & Forwarding charges; Insurance charges, etc., if any.
5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
6. Charges not mentioned in the tender shall not be paid.
7. FOR shall be M.D. University, Rohtak or Offices situated at Outstations as the case may be. The rates quoted Ex-Godown can be rejected.
8. The offer/rates must be valid for a period of atleast three months from the date of opening of tender.
9. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
10. The quantity may increase or decrease without any notice. The increase or decrease shall be communicated by the University within 90 days of acceptance of tender.
11. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
12. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.

13. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the OSD (P&S) with the approval of CPC, only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D.University, Rohtak whose decision shall be final.
14. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debaring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
15. As a general policy, the University tries to make 100% payment within 15 days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
16. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
17. The samples of the material, if necessary and possible, shall be supplied with the tender. The unapproved samples shall be collected on receipt of information failing which the same shall be dispatched by Goods Carrier on your risk with the condition of "**Freight to Pay**". Samples **costing less than** Rs. 100.00 shall not be returned to the **quotes**. However, if the **quotes** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
18. The acceptance of the tender shall rest with the undersigned who does not bind himself to accept the lowest tender and reserves the right to reject any or all items of tender without assigning any reason therefore. The undersigned also reserves the right to accept tender in part i.e. any item or any quantity and to reject it for the rest.
19. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97- Central Excise dated 1 March, 1997 and Notification No. 51/96-Customs dated 23.7.1996 vide Registration No. TU/V/RG-CDE(244)/2015 dated September, 1,2015 upto 31-08-2020. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.
20. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
21. In case, any 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 (9 a.m. to 5.00 p.m.).
22. The Sub Committee reserves the right for negotiation thereafter if considered necessary.
23. No tender documents will be issued and rates are to be offered on Company's Letter Pad.
24. The rates should be quoted for required specifications. The technical specification and samples of paper required must accompany the tender. The decision of the University will be final with regard to the quality of paper to be purchased.

25. The tender should be submitted only if the material is readily available in your stock or can be supplied within 15 days after the order is placed.
26. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the tender or invoices of the manufacturers/distributors/ dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
27. Terms and conditions printed on tender/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 and conditions contained in the order.

Signature _____
Name of the firm with seal/stamp _____
Affix Rubber Stamp of the firm


OSD (P&S)
M. D. University, Rohtak




MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act. No:25/1975)

NAAC Accredited 'A' Grade

No. P&S/16/

Dated

P&S BRANCH

Phone: 01262-266953

E-mail: ar.ps@mdurohtak.ac.in

STANDARD BIDDING DOCUMENT FOR PURCHASE OF 7000 Reams- A4 SIZE PHOTOCOPIER PAPER 75 GSM/2.3Kg Mill packed ON BEHALF OF REGISTRAR, MAHARSHI DAYANAND UNIVERSITY, ROHTAK.

PART1: COMPLETE BIDDING DOCUMENT

Name of work: Purchase of 7000 Reams A4 Size Photocopier Paper 75 GSM/2.3 Kg Mill packed in MDU, Rohtak.

PRESS NOTICE

M. D. UNIVERSITY, ROHTAK Notice Inviting E-Tender	
Name of work	Purchase of Paper Item
Tender Docs Fee + E Service Fees	Rs.1000/- + 1000/- = 2000/-
Earnest Money	2% of the quoted rate of Paper Item
Time Limit	02 to 03 Weeks
Tenders to be received till: 05:00 P.M on dated <u>13 /07/2016</u>	
i) The tenders will be received only through E-tendering for further details visit website https://haryanaeprocurement.gov.in	
(ii) Cost of Bid document (to be paid Manual) is Rs.1,000/- (non refundable) for each bid to be deposited through Demand Drafts in favour of "Finance Officer", M.D.U., Rohtak, payable at Rohtak.	
(iii) Willing Contractors shall have to pay is Rs.1000/- the e- service fees in form of Demand Draft in favour of "Society for IT initiative fund for e - Governance" payable at Chandigarh.	
(iv) The Earnest Money of the tender (to be paid manual) is 2% of the quoted rate of A4 size Photocopier paper to be deposited through Demand Draft in favour of "Finance Officer", M.D.U, Rohtak, payable at Rohtak.	


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 date mentioned below:-

Key Dates

Sr. No.	M.D.U. Rohtak Stage	Contractor Stage	Start Date & Time	Expiry Date & Time
1.		Tender Document Download and Bid Preparation & Submission	24-06-2016	13-07-2016 upto 5:00 P.M
2.		Manual Submission of Specification of Item, Tender Document Fee, EMD, E-Service Fee etc. in Purchase & Store Branch.	14-07-2016 from 9:00 a.m.	14-07-2016 upto 2:00 p.m
3.	Technical Opening/ Technical Evaluation/ Opening of Financial Bid		14-07-2016 from 3:30 P.M	14-07-2016 5:00 P.M

Important Note:-

- 1) The bidders shall have to complete Bid Preparation & Submission" stage on scheduled date & 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 before the stipulated time frame of the Bidder Stage.