



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

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

Phone No: 01262-274460

E-mail: conduct@mdurohtak.ac.in

SHORT TERM E-TENDER NOTICE

E-tender on behalf of Controller of Examinations is invited subscribed as "TENDER" for **"PURCHASE OF 40 (FORTY) BIOMETRIC MACHINES HAVING BATTERY SYSTEM FOR SCANNING THE FINGURE PRINT-CUM-PHOTO"** on the basis of good quality and technology from the Reputed Service Providers latest by 12.06.2017 upto 3.00 p.m. as per details given on website along-with Earnest Money (EMD) equal to 2% of the quoted rates on the total amount paid through online mode and a separate fee of Rs.1,000/- as Tender Fee in account of Finance Officer, M.D. University, Rohtak will also be deposited through online mode. The E-tender will be opened on 12.06.2017 at 4.00 p.m. Bidders shall have to pay the E-Service fee of Rs.1000/- through online mode in favour of "Society for IT initiative fund for e-Governance" payable at Chandigarh. For more details may visit on website www.mdurohtak.ac.in / <https://haryanaaprocurement.gov.in>.

Last date of receipt of tender bids : 12.06.2017 upto 3.00 p.m.
Tenders complete in all respect be addressed to : Controller of Examinations
: M.D. University, Rohtak
Date of opening of Technical Bids : 12.06.2017 at 4.00 p.m.

NOTE: The tenders will be received only through e-Tendering and offline tender documents received in university without filling / completing the E-Tendering online application will be instantly rejected.

Controller of Examinations

18/06/17

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STANDARD BIDDING DOCUMENTS FOR "PURCHASE OF 40 BIOMETRIC MACHINES HAVING BATTERY SYSTEM FOR SCANNING THE FINGURE PRINT-CUM-PHOTO" ON BEHALF OF CONTROLLER OF EXAMINATIONS, M.D. UNIVERSITY, ROHTAK

PART-1: COMPLETE BIDDING DOCUMENTS

Name of work: "PURCHASE OF 40 BIOMETRIC MACHINES HAVING BATTERY SYSTEM SECANNING THE FINGURE PRINT-CUM-PHOTO".

PRESS NOTICE

M.D. UNIVERSITY, ROHTAK Short Term Notice Inviting E-Tender	
Name of Work	"PURCHASE OF 40 BIOMETRIC MACHINES HAVING BATTERY SYSTEM SECANNING THE FINGURE PRINT-CUM-PHOTO"
Tender Docs Fee + E-Service Fees	Rs. 1,000+1000=2000/-
Cost Earnest Money	Approximately Rs.8.00 Lac 2% of the rate quoted by the Contractor (i.e. approximately Rs.16,000/-)
Time Limit	7 days
Tenders to be received till : 3.00 p.m. on dated 12.06.2017	
i) The tenders will be received only through E-tendering for further details visit website https://haryanaeprocurement.gov.in	
ii) Cost of Bid documents / Processing Fee (to be paid through online) Rs.1,000/- (non-refundable) in favour of " Finance Officer, M.D. University, Rohtak ", payable at Rohtak	
iii) Willing Contractors shall have to pay Rs.1000/- as e-Service fee will be deposited through line in favour of " Society for it initiative fund for e-Governance " payable at Chandigarh.	
iv) The Earnest Money of the tender (to be paid through online) is 2% of the rate quoted by the Agency for "PURCHASE OF 40 BIOMETRIC MACHINES HAVING BATTERY SYSTEM SECANNING THE FINGURE PRINT-CUM-PHOTO"	

Controller of Examinations

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DETAIL NOTICE INVITING TENDER

E-Tender is invited for purchase of below mentioned items in single state two cover system i.e. Request for Technical Bill (online Bid under PQQ / Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Name of work	Appx. Cost (Rs.)	EMD to be deposited by Bidder	Tender Document Fee & E-Service Fee (Rs.)	Start Date & time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Dated & time of Bid Preparation & Submission
1.	"PURCHASE OF 40 BIOMETRIC MACHINES HAVING BATTERY SYSTEM SECANNING THE FINGURE PRINT-CUM-PHOTO"	8.00 Lac.	16,000/-	Rs.1,000/- for Tender Document Fee & Rs. 1000/- for e-Service fee	05.06.2017	12.06.2017 (2.00 p.m.)	12.06.2017 (3.00 p.m.)

1. Detailed notice inviting tender / estimate drawing can be seen in the office of the undersigned during office hours.
2. Bidding documents available on website www.mdurohtak.ac.in / <https://haryanaeprocurement.gov.in>
3. Newly enlisted contractor/societies/suppliers/manufacturers should bring with them proof of their enlistment in appropriate class.
4. The Bidders would submit bid through e-tendering only on the website <https://haryanaeprocurement.gov.in>

Under the process, the Pre-qualification / Technical online bid application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ / Technical & Commercial Envelope. Eligibility and qualification of the applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants who PQQ / Technical Applications are responsive to eligibility and qualifications requirements as per Tender documents.

1. **The payment for Tender Document fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts ad the payment for EMD can be made online directly through NET BANKING/RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. Of Haryana) and also mentioned under the Tender Document.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **The will be required to make online payment of Rs.16,000/- (2% of the bid cost) towards EMD fee under the stipulated time frame shall not be allowed to submit the bids for the respective event / Tenders.**

Handwritten signatures and date: 02/06/17

3. The interested bidders must remit the funds at least T+1 working days (Transaction day + One working day) in advance i.e. on or before (12.06.2017 upto 2.00 p.m.); and made payment via NET BANKING/RTGS / NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events / Tenders at <https://haryanaeprocurement.gov.in>

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – No refundable) of Rs.1,000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway is an online interface between bidders & online payment authorization networks.

The payment for document fee / e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department State	Bidder's Stage	Start date & time	Expiry date & time
1		Tender Document Download and Bid Preparation / Submission	05.06.2017	12.06.2017 (3.00 p.m.)
2	Technical Bid Opening		12.06.2017 at 4.00 p.m.	
3	Financial Bid Opening		12.06.2017 at 4.00 p.m.	

***Hardcopy of the Technical Documents may be submitted in the office Controller of Examinations, M.D. University, Rohtak before the Technical Bid Opening.**

Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' state on scheduled time as mentioned above, if any Applicant / Bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application / Bid status will be considered as 'Application / Bids not submitted.
- 2) Applicant / Bidder can rework on his / her bids even Application / bid status after completion of his / her all activities for e-bidding.
- 3) Applicant / Bidder can rework on his / her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ / Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/Agency wherever required shall be opened online in the presence of such bidders / Agency who either themselves or through their representatives choose to be present. The bidder can submit bids online in two separate envelopes:-

Envelope 1: Technical Bid

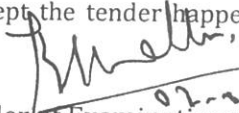
The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

Conditions:-

- 1- DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
- 2- Conditional tenders will not be entertained & are liable to be rejected.
- 3- In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- 4- The MDU, Rohtak reserve the right to reject any tender or all the tenders without assigning any reasons.
- 5- The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
- 6- The tender without earnest money/bid security will not be opened.
- 7- The Jurisdiction of court will be at Rohtak.
- 8- The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- 9- The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tenders withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, during the fix validity period, the earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing i.e. from last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.


02-26-17
Controller of Examinations
M.D. University, Rohtak

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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 e-Procurement Portal:-

All the bidders intending to participate in the tender's process 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.
- 2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5 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).
- 2.6 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.
- 2.7 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.
- 2.8 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 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

Handwritten signatures and initials at the bottom of the page, including a signature that appears to be 'Bans' and other illegible marks.

4 **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 e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

5 **Download of Tender Documents:**

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

6 **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.

7 **Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

i) **Online Payment of Tender Document Fee + e-Service fee:**

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 shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

ii) **PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

8. **ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of etenders and for undertaking training purpose, the Intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-chandigarh@nextenders.com for on-time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

Important Note:-

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.



Schedule for Training:

Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, Faridabad Contact no. 8743042801 / 9310335475	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, Hisar Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh -160020 For Support- 1800-180-2097, 0172-2582008-2009

For Support Call – 1800-180-2097

Haryana e-Procurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays

NOTE:- 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>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment



- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.
The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

- The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.
- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
 - ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
 - iii. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
 - iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
 - v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
 - vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

D) Over-the-Counter (OTC)

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash(if amount is ≤ ₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal displays the details of payment. Bidders clicks on "print _challan" and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e- Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as "verification successful" in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

ELIGIBILITY CRITERIA

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright.

1. MDU invite Bid from OEM and its authorized single representative of OEM .The OEM may authorise Maximum three representatives for bidding this tender. If OEM authorise more than three representatives for bidding this tender, then all bid of that particular OEM brand will be rejected. As per Annexure A (in Original).
2. The bidder should be a Company/Firm/Consortium of companies or Firms registered (minimum 3 year old) in India.
3. The Bidding firm has to be a single entity. Consortium or any kind of association of firms is not allowed.
4. The Minimum Annual Financial Turnover should be **10 Lakhs** or more in any of the last three financial years (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant), etc. (2012-13, 2013-14 and 2014-15).
5. The Bidding firm will have to submit the copy of Permanent Account No. (PAN) under Income Tax Act.
6. The Bidding firm will have to submit the proof of Registration for Sales Tax,, State or Central Excise Duty etc.
7. Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same.
8. In case the date of issue / receipt of tender is declared / happens to be a public holiday, the tenders will be issued / received on the next working day.
9. Conditional Tenders are liable to be rejected.
10. The OEM & bidder must submit an undertaking on its letter head that they have not been blacklisted by any State Government/ Central Govt / PSU Department in India Self-declaration is required as per Annexure B.
11. Bidder should have executed single contract for supply of minimum 100 devices within last three years to any private or government organization supported by work order/ client satisfaction report.
12. The bidding firm shall also append the following declaration with the tender:-

DECLARATION

I/We (Name) of the firm_____ do hereby solemnly affirm and declared that the facts stated in the Technical Bid are correct and true to the best of my / our knowledge and believe and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/We will be liable for legal action under Section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code as the case may be.

Place: _____

Dated _____

Signature of the Tenderer
with full name and address
with seal & stamp

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TERMS & CONDITIONS

1. VAT / TAX inclusive
2. Two bids system shall be followed. Accordingly, the Bidding firm shall submit Technical Bid / Financial Bid in two separate sealed envelopes and both these envelopes shall then be sealed in the third envelope. The envelope must be marked as:-
 - (i) Technical Bid
 - (ii) Financial Bid
3. Incomplete tender / conditional tenders and tenders without Earnest Money, Tender Fee & e-Service fee, will not be accepted.
4. The e-tenders shall be opened in the office of Controller of Examinations, M.D. University, Rohtak on 12.06.2017 after 4.00 p.m. by the Committee in the presence of supplier and the Committee reserves the right for negotiation thereafter if considered necessary.
5. Rates should be carefully filled-up both in words and figures without any cutting, erasing or overwriting.
6. In case the bidding firm / agency quoting the lowest rates declines to accept the offer, the Earnest Money of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future
7. In case supplier backs out of his contract, his Earnest Money (EMD) shall be forfeited, and such other action will be taken as deemed fit.
8. The bidder has to submit 100% compliance report as per Annexure 'A', 'B' & 'C'. In case of non-compliance, bid will be rejected.
9. The Earnest Money (EMD) of the unsuccessful Bidding firm shall be returned on completion of all the process.
10. Demonstration will be made by you on 12.06.2017, if required, or as and when as per our requirement.
11. The material may be supplied to the Asstt. Registrar (Conduct), M.D. University, Rohtak. All correspondence regarding the orders should be addressed to the consignee.
12. The Goods should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.
13. The material will be accepted subject to the approval of the Head of the Institution / Inspection Committee.
14. The supplies shall be executed within the time specified in the supply order which may be extended by the Registrar on other application of the supplier explaining reasons/circumstances due to which time limit could not be adhered to. In the event of the supplier failing to supply the material within 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 the contract. An appeal against these orders shall however lie with the Vice Chancellor whose decision shall be final.
15. If the supplies are not made within the stipulated period, the time is not extended, the supplier will be liable to pay compensation equal to 1% or such small amount of the total amount of contract as the Registrar / C.O.E., M.D. University, Rohtak, may be decided for every day that the quantity remains incomplete, provide that the entire amount of compensation shall be exceed 10% of the total amount of contract.
16. All the charges including packing, forwarding and installation, taxes and other levies should be specified in the tender. The charges etc. not specified in the tender shall not be paid.
17. The Goods which are not according to the specifications & are, thus not accepted shall be lifted by the supplier at his own cost.
18. The supply shall be increased / decreased within 90 days of the placement of the Supply Order.
19. The Warranty / AMC (from the date of delivery) of Biometric Machines (Devices) for One year will be given by the Supplier to the University.
20. The supply shall be increased / decreased within 90 days of the placement of the Supply Order.

15/6
Bms



21. Payment will be made after delivery.
22. No advance payment will be made and 100% payment will be made when the Goods have been received by the University, inspected by its inspections unit and accepted by it.
23. Sales Tax / Excise Duty will be paid extra as applicable under govt. rules if so quoted by the Supplier / Contractor in the tender / quotation subject to the Certificate in the bill of cost as follows:-

"Certified that the Sales Tax / Excise Duty charged in this bill is liable under Govt. Rules."

24. Other Terms & Conditions are as per Terms & Conditions specified in the notice inviting tenders.
25. The Registrar reserves the right to reject or accept any offer without assigning any reasons.
26. All disparities / disputes are subject to the jurisdiction of Court at Rohtak as per Terms & Conditions of the Agreement which will be duly executed between the University and the Supplier .
27. The rates accepted by the University shall be applicable up to 31.07.2017 and the supplier shall have to make supply during the period as and when required.
28. The e-tenders shall be opened in the office of Controller of Examinations, M.D. University, Rohtak on 12.06.2017 at 4.00 p.m. by the Committee in the presence of contractor/supplier and the Committee reserves the right for negotiation thereafter if considered necessary.
29. The Registrar reserves the right to reject or accept any offer without assigning any reasons.
30. All disputes subject to Rohtak jurisdiction.


02-06-17
CONTROLLER OF EXAMINATIONS


The above terms & conditions of the University mentioned at Sr. No.1 to 30 are acceptable.

Signature of the Authorized signatory of the firm
With seal / stamp of the firm

Manufacturer's Authorization Certificate

Ref No.: _____

Date: xx/xx/2017

To:

Whereas _____ who are official manufacturer of _____ having factories at _____ do hereby authorize _____ to submit a Bid in relation to the Invitation for Bids with bid no. _____ indicated above, the purpose of which is to provide the following the hardware i.e. _____ manufactured by us _____ and to subsequently negotiate and sign the contract.

Name _____

In the capacity of: _____

Signed _____

Duly authorized to sign the Authorization for and on behalf of _____

Date _____

Wsf
BMS

RWS

Undertaking (on agency letterhead)

This is to certify that M/s _____, address
_____ has not ever been blacklisted from any **by any School / Board /
University / Organization / Government Agency, etc.** for any reason at any point of time and no legal
case / proceedings is pending against the Agency as on date.

WJ
[Signature]

[Signature]

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Technical Details for providing Android Tablet with Integrated Biometric scanner.

1. ABOUT THE FIRM:

i)	Name and Address of the Agency	
ii)	Contact Person with Phone No. Mobile No. Email Id.	
iii)	Month & Year of establishment	
iv)	Type of firm / organization (Proprietary / Private / Public / Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover : during(Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	2012-13
		2013-14
		2014-15
vii)	Income Tax No. (PAN No. / TIN No.)	
	Sale Tax Registration No. (attach photocopies of Income Tax clearance certificate)	
viii)	Quality Certification No / License if any	
	Details of Issuing Authority	
	Validity of Certificate	
ix)	Activities of the organization:	
x)	Since when engaged in providing Biometric Services/ Devices	
xi)	Experience in Domain Expertise	

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person:

Telephone No.:

Email Id:

Mobile No.:

Authorized Signatory
(With full name, designation and stamp)