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22/12/17

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

No. Conduct/AC-VI/2017/---9366
Dated:___22/12/2017___

To

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

Sub: **To upload the Tender Document on the University Website.**

Dear Sir,

Please find enclosed herewith the copy of the Tender Document (e-Tendering) for **"PURCHASE OF 40.00 LAC OMR ANSWER BOOKS OF 38 PAGES AND OUTSOURCING FOR SCANNING & PROCESSING WORK OF OMR TITLE PAGE"** for uploading on the University Website for wide publicity. The Tender Document is also sent on your official E-mail address for the said purpose.

You are, therefore, requested kindly to get the same upload on the University Website for wide publicity.

Yours faithfully,

Dy. Registrar (Conduct) 22/12/17

Encl: As above

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

TENDER NOTICE

E-tender on behalf of Controller of Examinations is invited subscribed as "TENDER" for **"PURCHASE OF 40.00 LAC OMR ANSWER BOOKS OF 38 PAGES AND OUTSOURCING FOR SCANNING & PROCESSING WORK OF OMR TITLE PAGE OF APPROXIMATELY 40.00 LAC ANSWER BOOKS"** on the basis of quality and technical expertise from the Reputed Firms / Service Providers latest by 18.01.2018 upto 3.00 p.m. as per details given on website along-with Earnest Money equal to 2% of the quoted rates on the total amount paid through online mode and a separate fee of Rs.15,000/- 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 18.01.2018 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://haryanaeprocurement.gov.in.

Last date of receipt of tender bids	: 18.01.2018 upto 3.00 p.m.
Tenders complete in all respect be addressed to	: Dy. Registrar (Conduct)
	: M.D. University, Rohtak
Date of opening of Technical Bids	: 18.01.2018 at 4.00 p.m.

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

Dy. Registrar (Conduct)
M.D. University, Rohtak

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
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STANDARD BIDDING DOCUMENTS FOR "PURCHASE OF 40 LAC OMR ANSWER BOOKS OF 38 PAGES AND OUTSOURCING FOR SCANNING & PROCESSING WORK OF OMR TITLE PAGE OF APPROXIMATELY 40.00 LAC ANSWER BOOKS"ON BEHALF OF CONTROLLER OF EXAMINATIONS, M.D. UNIVERSITY, ROHTAK

PART-1:   **COMPLETE BIDDING DOCUMENTS**

Name of work: "PURCHASE OF 40 LAC OMR ANSWER BOOKS OF 38 PAGES **AND** OUTSOURCING FOR SCANNING & PROCESSING WORK OF OMR TITLE PAGE OF APPROXIMATELY 40.00 LAC ANSWER BOOKS".
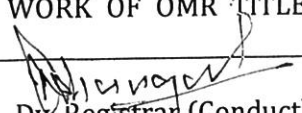
PRESS NOTICE

M.D. UNIVERSITY, ROHTAK	
Notice Inviting E-Tender	
Name of Work	1- "PURCHASE OF 40 LAC OMR ANSWER BOOKS OF 38 PAGES (36 pages + 2 pages OMR Sheet having 2 bar code detachable portion, of good quality 105 GSM paper), fabricated with 60 GSM Maplitho Paper of Virgin Pulp with 85% Brightness either of Setia, Sheryanse, Star, Century, Trident, K.R. Paper & Pulp Paper Mills duly water marked with University Insignia on each leaf in the size of 8.36"x11" after trimming." **AND** 2- OUTSOURCING FOR SCANNING & PROCESSING WORK OF OMR TITLE PAGE OF APPROXIMATELY 40.00 LAC ANSWER BOOKS"
Tender Docs Fee + E-Service Fees	Rs. 15,000+1000=16000/-
Cost Earnest Money	Approximately Rs. 5.00 Crore 2% (i.e. approximately Rs.10,00,000/-) of the rate quoted by the Agency / Contractor
Time Limit	15 to 21 days

Tenders to be received till : 3.00 p.m. on dated

i)   The tenders will be received only through E-tendering. For details, visit website https://haryanaeprocurement.gov.in

ii)   Cost of Bid documents / Processing Fee (to be paid through online) Rs.15,000/- (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 deposited through online mode 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 rates quoted by the Agency / Bidder for "PURCHASE OF 40 LAC OMR ANSWER BOOKS OF 38 PAGES" **AND** for "OUTSOURCING FOR SCANNING & PROCESSING WORK OF OMR TITLE PAGE OF APPROXIMATELY 40.00 LAC ASWER BOOKS".

Dy. Registrar (Conduct)
M.D. University, Rohtak

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 Bid (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 date & time of Bid Preparation & Submission
1.	Purchase of 40 Lac OMR Answer Books of 38 PAGES (36 pages + 2 pages OMR Sheet having 2 bar code detachable portion of good quality 105 GSM paper), fabricated with 60 GSM Maplitho Paper of Virgin Pulp with 85% Brightness either of Setia, Sheryanse, Star, Century, Trident, K.R. Paper & Pulp Paper Mills duly water marked with University Insignia on each leaf in the size of 8.36"x11" after trimming **AND** Outsourcing Work for Scanning & Processing work of the title page of OMR Sheet of approximately 40.00 lac Answer Books	5.00 Crore	10,00,000/-	Rs.15,000/- for Tender Document Fee & Rs. 1000/- for e-Service fee	28.12.2017	18.01.2018 (2.00 p.m.)	18.01.2018 (3.00 p.m.)

1. Detailed notice inviting e-tender / estimate drawing can be seen in the office of the undersigned during office hours.
2. Bidding documents are available on website www.mdurohtak.ac.in & https://haryanaeprocurement.gov.in
3. Newly enlisted bidders/contractors/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 whose 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 and 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 (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. **Bidders will be required to make online payment of Rs.15,000/- (2% of the bid cost) towards EMD fee under the stipulated time frame shall not be allowed to submit their bids for the respective Events / Tenders.**

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 **(18.01.2018 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	28.12.2017 (11.00 a.m.)	18.01.2018 (3.00 p.m.)
2	Technical Bid Opening		18.01.2018 at 4.00 p.m.	
3	Financial Bid Opening		To be decided later	

*Hardcopy of the Technical Documents may be submitted in the office Dy. Registrar (Conduct), 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 / Bid not submitted as scheduled

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 bidder / agency who either themselves or through their representatives choose to be present. The bidder can submit Bids online in two separate envelopes:-

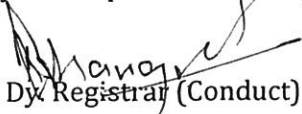Envelope 1:   Technical Bid

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 modification 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.

Dy. Registrar (Conduct)
M.D. University,
Rohtak

BIDDER'S ELIGIBILITY CONDITIONS:

1- The bidder must be registered with the Competent Authority under the appropriate Act / Rules for carrying on business relating to manufacturing of Paper / Board and other related activities.

2- The bidder should submit a proof of having an annual turn-over of Rs.5.00 crore or above relating to manufacturing / trade in paper and / or paper board during each of the last three years. Proof to be duly certified by a registered Chartered Account / Firm.

3- The bidder should have prior experience relating to manufacturing / trade in paper and / or paper board and work relating to scanning of OMR Sheets (Answer Books) for a minimum period of three years as on date in the State Government affiliating universities – proof to be enclosed.

4- The bidder is required to produce a Work Satisfaction Certificate from the State Government affiliating University which has been mentioned by the bidder for eligibility as per point No.3.

5- The individual signing the Tender or other document, in connection with the Tender must certify so as to whether he / she has signed as:-
   a. A "Sole Proprietor" of the firm or constituted attorney of such proprietor.
   b. A Partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. The alternative all the partners should sign the tender.
   c. Authorized Signatory of Pub. Ltd. Corp. or Pvt. Ltd. Co.

6- Copy of Income Tax Return filed during last three years.

7- Copy of Permanent Account No. (PAN) under Income Tax Act.

8- Proof of Registration for Sales Tax, State or Central Excise Duty etc.

9- **Only the firms which has possessed the GST No. can quote their rates for the Tender.**

10- **HSN Code must be entered in the Hard Copy while quoting the rates.**

11- Conditional Tender shall liable to be rejected.

NOTE:-

1. Two bid systems shall be followed. Accordingly, the Agency / Bidder 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 for supply of OMR Answer Books
   (ii) Financial Bid for supply of OMR Answer Books

2. The EMD of the unsuccessful agency / firm shall be returned on completion of all the process.

3. In case of any dispute relating to this contract, the matter shall be referred to the Arbitrator to be appointed by the Vice-Chancellor whose decision shall be binding on both the parties.

4. Rates should be carefully filled-up both in words and figures without any cutting, erasing or overwriting.

5. The decision of the University authority shall be final to accept or reject any Bid without assigning any reason.

6. In case the 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. Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.

8. The agency / 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 belief 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

TERMS & CONDITIONS

1. The **"Tender for purchase of 40.00 lac OMR Answer Books of 38 pages and outsourcing for Scanning & Processing work of OMR title page (Answer Book)"** will be received only through E-tendering latest by 18.01.2018 upto 3.00 p.m. For more details may visit website https://haryanaeprocurement.gov.in. Tenders received after the scheduled date, will not be accepted.

2. The Tenders duly sealed in envelop Super-scribed with "Tender for Answer Books" and outsourcing for Scanning & Processing work of OMR title page must reach the O/o Dy. Registrar (Conduct), M.D. University, Rohtak by 18.01.2018 at 3.00 p.m. and the same will be opened on 18.01.2018 at 4.00 p.m., in the presence of Tenderers / Bidders, who may wish to be present. Negotiations, if necessary, will be carried out after opening of Tenders.

3. **Only the firm(s) which has possessed the GST No. can quote their rates for the Tender.**

4. **HSN Code must be entered in the Hard Copy while quoting the rates.**

5. Incomplete Tender / Conditional Tenders and Tenders without Earnest Money, Tender Fee & e-Service fee, will not be accepted.

6. The Tender must be accompanied with the following:-

   a) Earnest money equal to 2% of the cost involved for supply of 40.00 lac OMR Answer Books AND outsourcing for Scanning & Processing work of OMR title page of (approximately 40.00 lacs Answer Books) **and Tender Fee of Rs.15,000/- (for both the bids)** through online in favour of Finance Officer, M.D. University, Rohtak payable at Rohtak. Earnest money, Tender Fee & e-Service fee through any other mode is not acceptable.

   b) Prescribed Performa of **Schedule of Specification** quoting the rates in clear terms along with a copy of the Terms and Conditions duly signed to the effect that these are acceptable.

   c) Sample of 60 GSM Map-litho Paper of Virgin pulp with 85% Brightness either of Setia, Star, Century, Trident, K.R. Paper & Pulp and Shreyans Paper Mills duly water marked with University Insignia.

   d) The Bidder should have to submit original authorization Certificate from the Paper Mill to participate in the Tender with the stipulation that Paper Mill will supply the required water-marked paper to the firm as per specification mentioned in the **"Complete Bidding Document"**.

7. In case, the supplier backs out of its contract, its **Earnest Money as well as Security Money** in the shape of Bank Guarantee shall be forfeited, and / or other action will be taken as deemed fit by the University.

8. The Earnest Money of the unsuccessful Agency / Firm shall be returned on completion of all the Tender process.

9. The firm to which, the work of fabrication of OMR Answer Books and outsourcing for Scanning & Processing work of OMR title page (Answer Book) are allotted **will have to deposit 5% of Tender Money, as Security Money (for both the Bids) in the form of BDR / Bank Guarantee / TDR for the warranty of (3 years), within 5 days of allotment of work**, in addition to Earnest Money already deposited.

10. The successful Bidder / Vendor will furnish an Affidavit on non-judicial stamp papers duly attest by the 1st Class Magistrate to the effect that they have never been debarred / black-listed by any Public or Private Institute / Organization.

11. **The firm, which are assigned the Supply-cum-Work Order for supply of Answer Books and outsourcing for Scanning and Processing work of OMR title page, shall be required to continue its supply / handling of Scanning & Processing work till the new Tender is honoured, on the same rates as applicable for the present works.**

12. The quality of paper of the Supplier may be got tested from authorized / recognized Research Laboratory and in case, the quality of paper is found poor / low according to specification, the firm will be liable for imposing any kind of penalty as decided by the Committee. Besides penalty, the Testing Fee shall also be recovered from the supplying firm.

13. The firm must state its capacity in terms of number of Printing Machines, Ruling Machines, Stitching Machines, Scanners & other equipments related to scanning work, Work Floor Area, Storage capacity etc. with the Tender Notice.

14. The material will be accepted subject to the approval by the Inspection Committee.

15. The bill, in triplicate, may be sent to the Controller of Examinations, M.D. University, Rohtak for payment.

16. The material should be packed in a good quality case(s) so as to avoid any damage, theft or pilferage in transit, in which case the responsibility shall be that of the supplier.

17. The firm shall not sublet the work of fabrication of OMR Answer Books AND outsourcing work for Scanning & Processing work of the title page of OMR Sheet allotted to it, to any other firm. Action as deemed fit shall be taken against the defaulting firm(s).

18. In case of dispute of any kind, courts at Rohtak only shall have the jurisdiction. Further, all the disputes shall be settled at Rohtak only.

19. As the work relating to the manufacturing of OMR Answer Books involves special importance and sanctity, hence, before making allotment, the reputation, quality of paper, technical expertise and capacity of firm shall be taken into account. Rates alone will not be the deciding factor. Thereafter, the University reserves the right to reject any / all the tender(s) without assigning any reason, and assign the work to any of the tenderer/s.

20. The rates for printing and manufacturing of OMR Answer Books with paper and outsourcing work for Scanning & Processing of the title page of OMR Sheet, be quoted per Answer Book in the prescribed Schedule of Specifications annexed with the Tender Document. All kind of taxes as applicable shall be extra.

21. The quantity of OMR Answer Books to be manufactured is given in the schedule of specifications. The quantity of OMR Answer Books, during the period of Contract can, however, be increased or decreased at the discretion of the Controller of Examinations. The manufacturer shall not print Answer Books more than the quantity ordered for. **"However, variation of +10% will be admissible with the condition that over & above this, the supplier will have to destroy the Paper / Answer Books in the presence of duly authorized representative of the University."**

22. The firm shall supply the goods duly manufactured as per following schedule:-
a) 10.00 lac OMR Answer Books of 38 pages (36 pages + 2 pages OMR Sheets) having 2 bar code detachable portions) in the **Last week of March, 2018.**
b) 10.00 lac OMR Answer Books of 38 pages (36 pages + 2 pages OMR Sheets) having 2 bar code detachable portions) in the **Second week of May, 2018.**
c) 20.00 lac OMR Answer Books of 38 pages (36 pages + 2 pages OMR Sheets) having 2 bar code detachable portions) of 2nd phase in the **Third week of September, 2018.**

23. Proof / revised proofs / symbolic perforation / material etc. appropriate size of OMR Answer Books will be got approved from the University's office personally by the firm by sending a special messenger to avoid delay for which two days time will be given for each trip. The firm should get the proofs, composed neatly and clearly as only two trips for proof reading are allowed. Before undertaking fabrication of entire lot, the firm shall supply 5 printed samples of OMR Answer Books strictly as per supply order.

24. The whole work is to be completed and goods be supplied in stipulated time, failing which the firm will be liable to imposition of penalty for the late execution of the job payable as under:-
a) For delay upto 10 days : 5% of the value of amount payable for each lot.
b) For delay over 10 days : 10% of the value of amount payable for each lot
(But not later than 20 days)

In case, the supply order is not honoured or the work is not completed within the prescribed time limit, the Controller of Examinations reserves the right to cancel the supply order and forfeit the entire amount of security, blacklist the firm and recover the difference of cost what so ever in getting the goods manufactured and allot the work to any other party. In case, however, the firm does not start submitting the proofs within 5 days after placing the order, action as may be deemed fit by the Controller of Examinations, will be taken against the Tenderer.

25. The firm will submit such periodical reports about the manufacturing of OMR A/ Books as may be desired by the University. The Officer / Team as deputed by the University authorities can visit the premises of the firm during the period of manufacturing to see the Progress of the Work and to ascertain that the Goods are being manufactured as per specifications.

26. If required, during the course of inspection, the inspection committee will take out sample sheets of paper of a ream / reams / reels as well as printed samples of OMR A/ Books at random for technical test, if deemed necessary by the University. In case, the paper is not found as per required specification, then, the University will take action as is deemed fit.
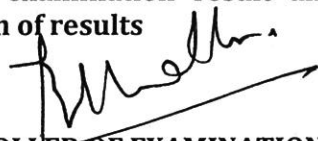
27. The firm shall be responsible for the safe custody and security of OMR Answer Books till the delivery to the University. In case, at any time, it comes to the notice of the University that OMR Answer Books have gone out or found in possession of any unauthorized person / agency from a source connected with the firm, through its connivance or negligence, the action as deemed fit by the Controller of Examinations will be taken which could be to the extent of forfeiture of whole payment and also the security deposited, blacklisting of the firm, prosecuting the firm even if it comes to the notice of the University after release of security / payment of the bill. The firm shall have to deposit amount of penalty as imposed by the Controller of Examinations with the office of the University within a fortnight from the date of issue of the letter, failing which the Registrar, M.D. University, Rohtak shall have the right to recover the amount through the Court of Law and all expenses incurred on litigation by the University, shall be borne by the firm.

28. The delivery of OMR A/ Books duly manufactured in satisfactory conditions and according to the specifications and packed in bundles in plastic bags with necessary marks on bundles as specified, will be taken at M.D. University premises after inspection. The packing, forwarding, delivery charges and loading, unloading etc. shall be borne by the firm.

29. A copy of the report showing details of defects and shortages etc. during physical checking duly signed by the inspection party will be supplied to the representative of the firm who shall be present at the time of physical checking after having obtained his signature in token of having accepted the same.

30. At random 1% checking of OMR A/Books of each lot will be carried out by the University in the presence of authorized representative of the firm, if available and total number of defective OMR Answer Books shall be worked out on proportionate basis. Say, if three defective OMR Answer Books are found in the checking of 200 OMR A/Books in a lot of 1 lac OMR Answer Books, then, the total defective OMR A/Books will be deemed as $3/200 \times 1,00,000 = 1500$ copies. This will be multiplied by per copy quoted rate and so deductions shall be made from the bill.

31. The University will accept the bill in triplicate with every instalment received along-with delivery vouchers and printed samples and will make effort for making payment after retaining 10% from each bill.

32. No advance payment will be made. The bank draft / cheque of 90% amount of each bill shall only be handed over the firm on the date of inspection of next instalment. The remaining 10% amount of each bill shall be paid along-with the final bill after settlement of accounts.

33. The completion certificate as per specimen Annexure-III with the **Term and Conditions** is also required to be given by the firm.

34. The logo used for manufacturing water marked paper should be handed over to the University immediately on completion of job and before submission of final bill. **In the event of non handling over the Logo, the supplier shall procure an Affidavit from the paper manufacturing Mill on non-judicial stamp papers duly attest by the 1st Class Magistrate to the effect that the Logo has been destroyed immediately on completion of work. This is essential in order to avoid its misused at any stage.**

35. Final bill will be entertained if it is submitted in triplicate and accompanied by:-
    a) Original MSS and approved proofs.
    b) Two printed samples
    c) Acknowledgement of delivery receipts from the official of the University.
    d) Certificate as required under clause-31 along with the final bill.
    e) Acknowledgement receipt of the University for having received the Logo from the firm.
    f) Sale Certificate from the Paper Mill to the effect that they have manufactured the paper according to the specification as mentioned in the **"Complete Bidding Document"** and supplied the paper (stating quantity) to the firm.

36. The firm will provide high speed scanners as per our requirement.
37. For carrying out the work of Scanning & Processing of OMR title page, the University will provide space & electricity only as its cost. The other things i.e. manpower, stationary and other scanning equipments like scanner etc. will be arranged by the vendor for getting the jobs done within a time, as framed.
38. All disputes are to be settled within the jurisdiction of courts at Rohtak.
39. In case, the work of the scanning & processing of title page of OMR Sheet, firm is found to be unsatisfactory then a penalty of Rs.200/- per mistake will be imposed. Further, in extreme cases of violation, its Earnest Money shall also be forfeited depending upon the extent of the violation as judged by the competent authority or any other action as decided by the authorities of the University. The 1% and above mistake will be treated / considered as extreme cases of violation.
40. Bidder will give demo / presentation before opening of the Financial Bids to qualify the bid.
41. The Financial Bids of only those bidders will be opened who qualify the process of evaluation of Technical Bids.
42. The bidder must enclose the certified copies of Satisfactory Work Execution from their clients.
43. The bidder must have executed in the past, work of similar nature and also of the comparable scale for at last two year in any Govt. Sector / University / Organization or Public Sector Undertakings.
44. Successful bidder must execute an agreement with University before taking up the job to follow up the Terms & Conditions of the Tender.
45. No advance will be made. 90% of total payment for scanning & processing work of title page of OMR Sheets, will be made after successful declaration of examination result and remaining 10% payment will be made after 3 months of declaration of results

CONTROLLER OF EXAMINATIONS

The above terms & conditions of the University mentioned at Sr. No.1 to 43 are acceptable.

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

MAHARSHI DAYANAND UNIVERSITY ROHTAK
Specifications for Manufacturing of OMR Answer Books of 38 pages
(36 pages and 2 pages OMR Sheet) (to be filled by the firm)

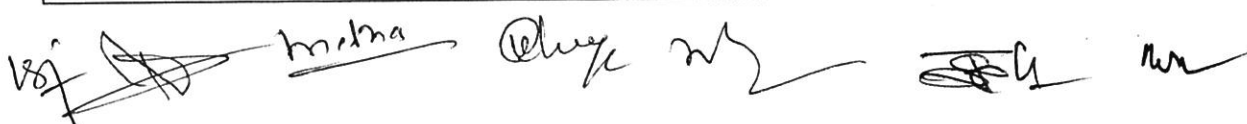| Sr. No.	Size & specification of Answer Books and works to be done and quality of paper	Type of Answer Books (Number of pages)	Quantity	Rates per answer book as quoted by the Agency	Amount	Supply order
1	38 page (36 pages & 2 pages OMR Sheet of good quality 105 GSM paper having 2 bar code detachable portions) Size & Paper 8.36"x11" after trimming of good quality, fabricated with 60 GSM Maplitho Paper of Virgin Pulp with 85% Brightness duly water marked with University Insignia on each leaf. The OMR Sheet should be designed in such a format which could easily be scanned by OMR Scanners	38 pp Answer Books with OMR Sheets (36 pages & 2 pages OMR having 2 bar code detachable portions) inclusive title	40.00 lac	Rs._____ (In words _____ _____ _____		
2	Printing: title page of OMR Sheets & its back in Magenta colour. Sky blue ink in 36 pages answer books with secret marks					
3.	Perforation: Perforation as MDU on top on all pages through & through excluding OMR Sheets.					
4.	Stitching : a) Wire stitching at two spots. b) Thread sewing as per sample					
5.	Ruling : ruling for margin in Red Ink as MDU letters as per specimen and for writing in blue ink with 22 lines on each page					
6.	Sr. No. : Numbering on each title page as may be assigned by the University. Same make of machine be used for entire lot.					
7.	Packing: Packing and wrapping in good quality plastic bags containing 200 Answer Books tied with sutli and bag number with Sr. No. of Answer Books be written on each bag.					

Annexure-II

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Scope of Work

For outsourcing for Scanning and Processing work of OMR title page (Answer Books)

The scope of the work of scanning of OMR Sheets includes:	Quantity Approx. 40.00 lac.	Rates per OMR Sheet as quoted by Agency	Amount

1- Receiving the Answer Books from the Secrecy Branch under signature
2- Scanning of title page of the Answer book(s) to carry out the following in one pass:
  i. Allocation of fictitious No. on the title page of Answer Books at 2 (two) places.
  ii. Tearing / separating the part containing Roll No. from the title page of the Answer Booklet & preservation of the same by the confidential section of the bender.
  iii. Image + OMR scanning of the detached part, fetching the data, editing it to accuracy & storing it in the database course-wise.
  iv. Bundling of Answer Books of 20 to 25 in each packet.
  v. Supply & generation of OMR Award List for 20 to 25 students on each award lsit.
 	
3- The vendor will hand over the Answer Book packets course-wise, subject-wise and associated OMR award lists to the Secrecy Branch for further evaluation of Answer Books.
4- Scanning of award list and generation of final data:
  i. Receiving the completely filled award lists from Secrecy Branch (Identity-wise) under signature.
  ii. Scanning of award list having 20 to 25 candidates after evaluation (Examiner ID-wise, Subject wise, semester-wise).
  iii. Merging the data of scanned award list with the earlier scanned roll no(s) and Implementing all kind of corrections / editing and finding out the exceptions from the scanned data viz.
  iv. Preparation of the final Data in the form of Marks List i.e. Roll No., Subject wise, fictitious no. Examiner ID-wise.
5- Provide hard copy and soft copy in specified format in MS-Excel, CSV, and DBF identity wise or in a format as required by the University after resolving all types of discrepancies.
6- Handing over the award lists to the Result Branch / Head, Computer Centre.
7- The vendor will maintain and hand over the data at various stages of work to Result Branch.			

Certificate after completion of job to be signed by the firm duly attested by 1st Class Magistrate.

SPECIMEN OF COMPLETION CERTIFICATE

The firm shall give the following certificate / declaration in duplicate, the original on Judicial Stamp Paper duly attested by the 1st Class Magistrate and submit the same along-with the final bill:-

a. That the printing of all Answer Books is perfect in all respects and that every Answer Book contains the number of pages as fixed by the University.

b. That no excess copy (ies) of Answer Books have been got printed / fabricated and that ..... copies of A/Books have been got printed and fabricated in excess and these have also been supplied to the University.

c. That each bundle of Answer Books contains 200 Answer Books.

d. That for the shortage / defective Answer Books, worked out proportionately for the whole lot on the basis of the inspection reports, the Controller of Examinations, M.D. University, Rohtak has the right to take action against me / us under clause 25 of the terms and conditions, as also any other action as deemed fit by him.

I/We...........solemnly declare and hereby certify that I/We have printed and manufactured _____ copies of Answer Books as per supply order No._____ dated _____ of the University.

I/We.................. of .... further declare that in case of above certificate is found false, the Controller of Examinations, M.D. University, Rohtak shall have full right to impose any penalty / make deductions from bill(s)/security and also in case the fact to this effect comes to the notice after the bill(s) has/have been passed and security released, the Controller of Examinations, M.D. University, Rohtak shall have full right to impose penalty in this connection and his decision shall be finally binding upon me / us and I/We shall deposit the same amount of penalty with the University within a fortnight from the date of issue of letter. In the event of failure of my / our firm to deposit the amount of penalty, the Controller of Examinations, M.D. University, Rohtak will have the right to prosecute me / our firm and recover the amount through the Court of Law and all expenditure incurred on litigation by the University shall be borne by the firm.

Dated.........................

Full Signature...................................

Name of the Proprietor.............................

Authorized Signatory................................

Designation...................................

Complete Address................................

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.

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 e tenders 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**	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, **Hisar**	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, **Chandigarh** -160020

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

Sr no.	Scenario	Do's / Don'ts
1	In the event of making Payment through **NET BANKING**/NEFT/RTGS	**Do's** • It is the bidder's responsibility to ensure that NET BANKING/RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: 1) Beneficiary account no: \<client code\> + \<random number\> 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) 3) Amount: As mentioned on the challan. It is specific for every tender/transaction 4) Beneficiary bank branch: ICICI Bank Ltd, CMS 5) Beneficiary name: As per the challan • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD • It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired **Don'ts** • Bidder should not enter erroneous details while filling the NET BANKING/NEFT/RTGS form at their bank. The following possibilities may arise: 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account 2) Incorrect Beneficiary account number mentioned(\<client code\> + \<random number\>):- a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted. 3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate. • Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination. • Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder. • Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder

2	In the event of making Payment through OTC	**Do's** • It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: \<client code\> + \<random number\> Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan • Bidder must do the payment before tender validity gets expired • Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender
		Don'ts • If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque • It is bidder's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD