



NIT NO.:/ MDU-R/SEPT/2016/009

TENDER DOCUMENT

Under RUSA Scheme

NAME OF WORK: PURCHASE OF COMPUTERS/ LAPTOPS & PRINTERS

TENDER PROCESSING CHARGE: RS. 4000/- (NON-REFUNDABLE)

Last date of submission of the filled Tender document: 29.09.2016, upto 2:30 pm.
(The Tender document is to be submitted duly signed in blue/black ink on each page and stamped with official seal on each page)

MD University Rohtak-124001, Haryana INDIA
Phone Number: 01262-266953



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

No. P&S/16/

Dated: 08

P&S BRANCH

Phone: 01262-266953

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

STANDARD BIDDING DOCUMENT FOR PURCHASE OF COMPUTERS/LAPTOPS & PRINTERS ON BEHALF OF REGISTRAR, MAHARSHI DAYANAND UNIVERSITY, ROHTAK.

PART1: COMPLETE BIDDING DOCUMENT

Name of work: **Purchase of Computers/ Laptops & Printers in MDU, Rohtak.**

PRESS NOTICE

M. D. UNIVERSITY, ROHTAK	
Notice Inviting E-Tender	
Name of work	Purchase of Computers, Laptops & Printers
E Service Fees+ Tender Doc. Fees	1000/- + 4,000/- =5,000/- (To be paid Online)
Earnest Money	2% of the quoted rate of Computers & Printers/ Laptops.
Time Limit	02 to 03 Weeks
Tenders to be received till: 02:30 P.M on dated 29 /09 /2016	
<p>(1) The tenders will be received only through E-tendering for further details visit website https://haryanaeprocurement.gov.in.</p> <p>(2) Cost of Bid document is Rs. 4,000(To be Paid Online)</p> <p>(3) Willing Contractors shall have to pay Rs.1000/- the e- service fees (To be Paid Online)</p> <p>(4) The Earnest Money of the tender (to be paid manual) is 2% of the quoted rate of Computers, Laptops & Printers to be Online.</p>	

REGISTRAR

The Bidders can download the tender documents from the Portal:

<https://haryanaeprocurement.gov.in>.

Earnest Money and Document Fee Deposit have to be deposited through Online Mode Only.

Willing Contractors shall have to pay the e- service fees of Rs.1000/- through Online mode

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

Key Dates

Sr. No.	M.D.U. Stage	Rohtak	Contractor Stage	Start Date & Time	Expiry Date & Time
1.			Tender Document Download and Bid Preparation & Submission	08-09-2016	28-09-2016 Upto 5:00 p.m
2.			Manual Submission of Specification of Item, Tender Document Fee, EMD, E-Service Fee etc. in Purchase & Store Branch.	08-09-2016 From 9:00 a.m	29-09-2016 Upto 2:30 p.m
3.	Technical Opening/ Technical Evaluation/ Opening of Financial Bid			29-09-2016 03:00 p.m	29-09-2016 05:00 p.m

Important Note:-

1) The bidders shall have to complete Bid Preparation & Submission" stage on scheduled date & time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as "bids not submitted".

2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

3) Bidder can rework on his/her bids even after completion of “Bid Preparation & submission stage” (Bidder Stage), subject to the condition that the rework must take place before the stipulated time frame of the Bidder Stage.

DETAIL NOTICE INVITING TENDER

e-Tender is invited for purchase of below mentioned items in single stage 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. In lacs)	EMD to be deposited by Bidder	Tender Document Fee & eService 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 Computers/ Laptops & Printers in MDU, Rohtak.	Rs. 2.00 Crores	2% of the cost	Rs. 4000/-for Tender Document fee & Rs. 1000/- for e-Service fee	08-09.2016 (2:00 P.M)	Upto 28-09-2016 (02:30 P.M.)	Upto 29-09-2016 (02:30 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 <http://mdurohtak.haryanaeprocurement.gov.in>
3. Newly enlisted contractors/societies/suppliers/manufactures should bring with them proof of their enlistment in appropriate class.
4. The bidders would submit bid through e-tendering only on the website i.e. <http://haryanaeprocurement.gov.in>

Under this 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 document.

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 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. He/She will be required to make online payment of **2% of the bid cost** towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.
3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before **(28-09-2016 (02:30 P.M))**; and make payment via 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 – Nonrefundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments 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.	M.D.U. Rohtak Stage	Contractor Stage	Start Date & Time	Expiry Date & Time
1.		Tender Document Download and Bid Preparation & Submission	08-09-2016	28-09-2016 Upto 5:00 p.m
2.		Manual Submission of Specification of Item, Tender Document Fee, EMD, E-Service Fee etc. in Purchase & Store Branch.	08-09-2016 From 9:00 a.m	29-09-2016 Upto 2:30 p.m
3.	Technical Opening/ Technical Evaluation/ Opening of Financial Bid		29-09-2016 03:00 p.m	29-09-2016 05:00 p.m

Important Note:

1. The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage 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 'Applications / bids not submitted'.
2. Applicant/Bidder must confirm & check his/her 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 online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted 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 undersigned 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 'Manual submission of BS. If any bidder/tenders withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, 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.

For & on behalf of Registrar, MDU, Rohtak

Supdt P&S
M. D. University, Rohtak

Instructions to bidder on Electronic Tendering System

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

Registration of bidders on e-Procurement Portal: -

All the bidders intending to participate in the tenders 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.

1. Obtaining a Digital Certificate:

- 1.1 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.
- 1.2 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>.
- 1.3 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.
- 1.4 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.
- 1.5 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).
- 1.6 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.
- 1.7 The digital signature of this authorized user will be binding on the firm.

1.8 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.

1.9 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 eProcurement 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 eProcurement 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 Contact no.	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- 1800-180-2097,

Haryana eProcurement 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:

- i. Debit Card
- ii. Net Banking
- iii. RTGS/NEFT

Operative Procedures for Bidder Payments

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 eProcurement 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
- v. The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- vi. Bidder enters his account credentials and confirms payment
- vii. 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.
- viii. The page is automatically routed back to e-Procurement portal
- ix. 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.
- 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), 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 (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
- vi Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- vii ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment
- viii 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.
- ix 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.
- x ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- xi 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.
- xii The status of payment will be displayed as "verification successful" in e-Procurement portal, when the bidder clicks on verification option in the portal
- xiii 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	<p>In the event of making Payment through NEFT/RTGS</p>	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that 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) • Amount: As mentioned on the challan. It is specific for every tender/transaction • Beneficiary bank branch: ICICI Bank Ltd, CMS • 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 parties 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 <p>Don'ts</p> <ul style="list-style-type: none"> • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise: <p>1) Incorrect IFSC code mentioned: - Transaction would be rejected and the amount would be refunded back in to the bidders account</p> <p>2) Incorrect Beneficiary account number mentioned (<client code> + <random number>): -</p> <p>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</p> <p>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.</p> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> • Bidder is not supposed to use challan generated in one

		<p>tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</p> <ul style="list-style-type: none"> • 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
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2	In the event of making Payment through OTC	<p>Do's</p> <p>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</p>
		<p>Don'ts</p> <ul style="list-style-type: none"> • 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

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

Earnest Money and Document/Processing Fee Deposit have to be deposited online respectively.

Willing Bidders shall have to pay the e- service fees of Rs.1000/- in form of **online** .

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

Key Dates:-

Sr. No.	M.D.U. Rohtak Stage	Contractor Stage	Start Date & Time	Expiry Date & Time
1.		Tender Document Download and Bid Preparation & Submission	08-09-2016	28-09-2016 Upto 5:00 p.m
2.		Manual Submission of Specification of Item, Tender Document Fee, EMD, E-Service Fee etc. in Purchase & Store Branch.	08-09-2016 From 9:00 a.m	29-09-2016 Upto 2:30 p.m
3.	Technical Opening/ Technical Evaluation/ Opening of Financial Bid		29-09-2016 03:00 p.m	29-09-2016 05:00 p.m

Important Note:

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

stipulated time frame of the Bidder Stage.

Instructions to Bidder on Electronic Tendering System

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

1. Registration of bidders on eProcurement Portal: -

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

2. Obtaining a Digital Certificate: -

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

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

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

M/s Nextenders (India) Pvt. Ltd.

O/o. DS&D Haryana,
SCO – 09, IIInd Floor,
Sector – 16,
Panchkula – 134108
E-mail: chandigarh@nextenders.com

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

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

2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian

Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

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

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

3. Opening of an Electronic Payment Account:

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

4. Pre-requisites for online bidding:

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

5. Online Viewing of Detailed Notice Inviting Tenders:

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

6. Download of Tender Documents:

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

7. Key Dates:

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

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

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

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

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

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

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

NOTE: -

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

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

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

DNIT FOR Computers/ Laptops & Printers.

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

1. Every tender shall be accompanied by the e- tender fee of Rs.1000/- Online Payment , Rs.4,000/- as tender document fee & earnest money equal to 2% of the cost involved Online payment.
2. The sealed tender, complete in all respects, must reach the Office of the undersigned latest by 29-09-2016(date) by 2:30 p.m.(time). The same shall be opened on 29-09-2016 at 3:00 p.m. in the office of (P&S). The quotes or their authorized representatives are allowed to attend the meeting of the Tender Opening Committee at their own costs.
3. The Tender received after due date and time or incomplete shall be rejected outrightly.
4. The following charges and terms may be spelt out in your offer clearly:-
 - i. F.O.R
 - ii. Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
 - iii. Payment terms.
 - iv. Delivery period.
 - v. Guarantee/Warranty period.
 - vi. After-sales service.
 - vii. Installation charges, if any.
 - viii. Validity period of the tender.
 - ix. Bank Draft charges, if any.
 - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
5. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
6. Charges not mentioned in the tender shall not be paid.
7. FOR shall be M.D. University, Rohtak or Offices situated at Outstations as the case may be. The rates quoted Ex-Godown can be rejected.
8. The offer/rates must be valid for a period of at least three months from the date of opening of tender.
9. The authorized bidder must have a minimum annual turnover of Rs. 10.00 crores failing which the bid will be rejected. Proof of turn over may be appended with the bid.
10. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
11. The quantity may increase or decrease without any notice. The increase or decrease shall be communicated by the University within 90 days of acceptance of tender.
12. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.

13. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
14. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the (P&S) with the approval of CPC only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Asstt. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D.University, Rohtak whose decision shall be final.
15. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debaring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
16. As a general policy, the University tries to make 100% payment within 15 days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
17. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
18. The samples of the material, if necessary and possible, shall be supplied with the tender. The unapproved samples shall be collected on receipt of information failing which the same shall be dispatched by Goods Carrier on your risk with the condition of **"Freight to Pay"**. Samples **costing less than Rs. 100.00** shall not be returned to the **quotes**. However, if the **quotes** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
19. The bidder should possess minimum 3 Years' experience in direct supply, installation, testing and commissioning of similar equipment/Software's and support to the Govt./Public Sector/Reputed Institutions. Proof of direct dealership details i.e. OEM authorization letter/dealership certificate for supply along with Prime Customers contact details and photocopies of Purchase Order and/or installation report, to whom the similar Products Have Been supplied by the Tenderers, is required to be submitted along with the Technical Bid.
20. The acceptance of the tender shall rest with the undersigned who does not bind himself to accept the lowest tender and reserves the right to reject any or all items of tender without assigning any reason therefore. The undersigned also reserves the right to accept tender in part i.e. any item or any quantity and to reject it for the rest.
21. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97- Central Excise dated 1 March, 1997 and Notification No. 51/96-Customs dated 23.7.1996 vide Registration No. TU/V/RG-CDE(244)/2015 dated September, 1,2015 up to 31-08-2020. Thus the University is

- exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.
22. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
 23. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 01262-266953 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
 24. The successful bidder has to deposit a Performance Guarantee equal to 5% of annual cost of Software's , in the form of FDR/Bank Guarantee/TDR for the warranty period (3 years), in the name of Finance Officer MD University Rohtak. When Performance Guarantee/warranty is deposited, EMD will be returned subsequently.
 25. The Financial Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 2% of Bid Amount rounded to the nearest ten thousand through Online using E-tender Portal. EMD of unsuccessful bidder will be returned subsequently. No interest shall be paid on EMD.
 26. After winning the order, if the vendor fails to Deliver product and provides satisfactory Warranty, EMD will be forfeited and also the vendor will be blacklisted from participating in any future bid.
 27. The Sub Committee reserves the right for negotiation thereafter if considered necessary.
 28. No tender documents will be issued and rates are to be offered on Company's Letter Pad.
 29. The rates should be quoted for required specifications. The technical specification of the equipment's required must accompany the tender. The decision of the University will be final with regard equipment's to be purchased.
 30. The bidders must quote rates and other terms and conditions for all the equipment/items failing which tender will be rejected. Total cost of the bid will be one of the important deciding factor while deciding the bid in favor or against any bidder.
 31. University reserves the right at the time of award of Work Order to increase or decrease or even delete the number of items without any change in terms and conditions.
 32. The tender should be submitted only if the material is readily available in your stock or can be supplied within 30 days after the order is placed.
 33. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the tender or invoices of the manufacturers/distributors/ dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
 34. Terms and conditions printed on tender/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

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

Supdt P&S
M. D. University, Rohtak

Technical Compliance Envelope

ANNEXURE-A

Computers---- Qty(300+100UIET)		Approved Makes(HP/DELL/LENOVO)	
Sr. No.	Specification	Compliance(Yes/No)	Remarks(If Any)
1	a) Intel Core i5 Processor 6 MB Cache or Higher		
	b) Form Factor: SFF, Dimensions in mm(H×W×D) (to be specified by the tenderer).		
	c) Processor: Intel Core i5-6400, upto 3.3GHz, 6 MB Cache or its higher version		
	d) Chipset: Intel H series chipset or better.		
	e) Memory: 4 GB 1600 MHz upgradable upto 16 GB		
	f) Hard Disk Drive: 500 GB 7200 rpm SATA or higher with Minimum 2 SATA connectors on Motherboard.		
	g) Display: 18.5 inches, Wide LED (1366× 768) or higher		
	h) Graphics: Intel HD Graphics		
	i) Keyboard: 104 keys or higher OEM USB keyboard		
	j) Mouse: Optical Scroll with USB interface.		
	k) Ports: 3 USB Ports, USB 3 Port, 1 Mic., 1 headphone in side, 1 RJ-45, HDMI, 1 Display Port/VGA port.		
	l) LAN: Integrated Gigabit Ethernet LAN 10/100/1000.		
	m) Operating System: Windows 10 Pro or latest, as specified, with documentation and certificate of authenticity.		
	n) Certifications: i) Windows 10 or latest.		
	p) Preloaded Antivirus: Microsoft Security Essentials Software or latest.		
	q) OEM Recovery Tool: Desktop Must be supplied with OEM pre-loaded tool for desktop manageability including OEMs own data backup and recovery tool.		
	r) Warranty: Comprehensive onsite 3 years		

	Laptops--- Qty(90)	Approved Makes(HP/DELL/LENOVO)		
	Specification	Compliance(Yes/No)	Remarks(If Any)	
2	5th Gen Core i5-5200U Processor or Higher			
	8 GB Ram 1600 Mhz or Higher			
	1TB HDD 7200 RPM			
	39.6 cm (15.6), Display resolution 1366×768 pixel or higher			
	Windows 10 Pro			
	2 GB Graphics			
	backlit Keyboard			
	2 USB 3.0 ports, 2 USB 2.0 Ports, 1 HDMI/Display Port			
	1 laptop Carry Bag			
	Battery Life-4 hrs or more, Weight - 2.4 Kg or less			
	3 Year Onsite Complete Warranty (Accidental)			
	3	PRINTERS	Compliance(Yes/No)	Remarks(If Any)
	a)	Colour Laser Printer image CLASS MF621Cn Versatile 3-in-1 Colour Multifunction Printer (Qty--4)		
b)	M 1005 Multifunction Laser jet Printer (Qty--10)			
c)	Laser printer LBP2900B(Qty--36)			
d)	canon Image Class MF 4750(Qty--6)			

Computers---- Qty(300+100UIET)		Approved Makes(HP/DELL/LENOVO)		
Sr. No.	Specification	Unit rate	Total Rate (Unit x Qty)	Total Amount in Words
1	a) Intel Core i5 Processor 6 MB Cache or Higher			
	b) Form Factor: SFF, Dimensions in mm(H×W×D) (to be specified by the tenderer).			
	c) Processor: Intel Core i5-6400, upto 3.3GHz, 6 MB Cache or its higher version			
	d) Chipset: Intel H series chipset or better.			
	e) Memory: 4 GB 1600 MHz upgradable upto 16 GB			
	f) Hard Disk Drive: 500 GB 7200 rpm SATA or higher with Minimum 2 SATA connectors on Motherboard.			
	g) Display: 18.5 inches, Wide LED (1366× 768) or higher			
	h) Graphics: Intel HD Graphics			
	i) Keyboard: 104 keys or higher OEM USB keyboard			
	j) Mouse: Optical Scroll with USB interface.			
	k) Ports: 3 USB Ports, USB 3 Port, 1 Mic., 1 headphone in side, 1 RJ-45, HDMI, 1 Display Port/VGA port.			
	l) LAN: Integrated Gigabit Ethernet LAN 10/100/1000.			
	m) Operating System: Windows 10 Pro or latest, as specified, with documentation and certificate of authenticity.			
	n) Certifications: i) Windows 10 or latest.			
	p) Preloaded Antivirus: Microsoft Security Essentials Software or latest.			
	q) OEM Recovery Tool: Desktop Must be supplied with OEM pre-loaded tool for desktop manageability including OEMs own data backup and recovery tool.			
	r) Warranty: Comprehensive onsite 3 years			

	Laptops--- Qty(90)	Approved Makes(HP/DELL/LENOVO)		
	Specification	Unit rate	Total Rate (Unit x Qty)	Total Amount in Words
2	5th Gen Core i5-5200U Processor or Higher			
	8 GB Ram 1600 Mhz or Higher			
	1TB HDD 7200 RPM			
	39.6 cm (15.6), Display resolution 1366×768 pixel or higher			
	Windows 10 Pro			
	2 GB Graphics			
	backlit Keyboard			
	2 USB 3.0 ports, 2 USB 2.0 Ports, 1 HDMI/Display Port			
	1 laptop Carry Bag			
	Battery Life-4 hrs or more, Weight - 2.4 Kg or less			
	3 Year Onsite Complete Warranty (Accidental)			
	3	PRINTERS	Unit rate	Total Rate (Unit x Qty)
a)	Color Laser Printer imageCLASS MF621Cn Versatile 3-in-1 Colour Multifunction Printer (Qty--4)			
b)	M 1005 Multifunction Laser jet Printer (Qty--10)			
c)	Laser printer LBP2900B(Qty--36)			
d)	canon Image Class MF 4750(Qty--6)			

Technical Envelope**List of Technical Documents:-**

Sr. No.	Description	Bidders Response (Yes/No)	Remarks
1	Copy of PAN Card		
2	Copy of latest Income Tax Returnn (last Three years)		
3	Prime Customers Details as per Page no 20, Point no 18		
4.	Online Receipts of Payment		
5.	Declaration of validity of rates as per Page 19, Point no 8.		
6.	OEM Authorization Letter/ MAF's		
7.	Product Brochures/technical Compliances Sheet		
8.	Certificate of not Debarred/blacklisted as page no 20 point no 21		
9.	Proof of Turnover for last 3 years		