

MAHARSHI DAYANAND UNIVERSITY ROHTAK
P&S BRANCH

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

PART1: COMPLETE BIDDING DOCUMENT

Name of work: Purchase of Envelopes of various sizes in MDU, Rohtak.

PRESS NOTICE

M. D. UNIVERSITY, ROHTAK	
Notice Inviting E-Tender	
Name of work	Purchase of Envelopes various sizes
Tender Docs Fee + E Service Fees	Rs.1000/- + 1000/- = 2000/-
Earnest Money	2% of the quoted rate of Envelopes
Time Limit	02 to 03 Weeks
Tenders to be received till 05:00 P.M. on dated 16-03-2016	
i) The tenders will be received only through E-tendering for further details visit website https://haryanaeprocurement.gov.in	
(ii) Cost of Bid document (to be paid Manual) is Rs.1,000/- (non refundable) for each bid to be deposited through Demand Drafts in favour of "Finance Officer", M.D.U., Rohtak, payable at Rohtak.	
(iii) Willing Contractors shall have to pay is Rs.1000/- the e- service fees in form of Demand Draft in favour of "Society for IT initiative fund for e - Governance" payable at Chandigarh.	
(iv) The Earnest Money of the tender (to be paid manual) is 2% of the quoted rate of Envelopes to be deposited through Demand Draft in favour of "Finance Officer", M.D.U, Rohtak, payable at Rohtak.	

Registrar
M.D.U., Rohtak

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

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

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

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

Key Dates

Sr. No.	M.D.U. Stage	Rohtak	Contractor Stage	Start Date and Time	Expiry Date and Time
1.			Tender Document Download and Bid Preparation & Submission.	29-02-2016	16-03-2016 Upto 5:00 p.m.
2.			Manual Submission of Specification of Item, Tender Document Fee, EMD, E-Service Fee etc. in P&S Branch	17-03-2016 Upto 2:00 p.m.	17-03-2016 Upto 2:00 p.m.
3.	Technical Opening/ Technical Evaluation/ Opening of Financial Bid.			17-03-2016 3:00 p.m.	17-03-2016 3:00 p.m.

Important Note:

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

Instructions to Bidder on Electronic Tendering System

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

1. Registration of bidders on eProcurement Portal:-

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

2. Obtaining a Digital Certificate:

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

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

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

M/s Nextenders (India) Pvt. Ltd.

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

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

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

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

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

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

3. Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the eTendering 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.

**Registrar
M.D.U., Rohtak**

DNIT FOR ENVELOPES 2015-16.

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

1. Every tender shall be accompanied by the tender fee of Rs.1000/- and earnest money equal to 2% of the cost involved value. The money should be deposited through Bank Draft in favour of Finance Officer, Maharshi Dayanand University, Rohtak.
2. The tender received without earnest money, or after the due date shall not be entertained except with the special approval of the Competent Authorities.
3. The goods shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the OSD(P&S)/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 per day or such other amount as the CPC/OSD(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 to be supplied/supplied. Appeal against these orders shall, however, lie with the Vice-Chancellor, Maharshi Dayanand University, Rohtak whose decision shall be final.
4. In case the contractor backs out of his contract, the earnest money deposited by him shall be forfeited besides any other action as may be considered necessary by the Vice-Chancellor.
5. All the charges including packing, forwarding and installation, taxes, and other levies should be specified in the tender. The charges etc. not specified in the tender shall not be paid.
6. The tender should be submitted only if the material is readily available in your stock or can be supplied within 12 days after the order is placed.
7. The quantity of material/supplies shall be subject to increase or decrease on the tendered rates. This increase or decrease shall be communicated by the University within 90 days of acceptance of the tender.
8. Supplies shall be made as per schedule and within such time as is indicated in supply order.
9. 100% payment will be made on receipt and inspection of goods to ensure the specifications and their good condition.
10. The tenders shall be opened in the O/o OSD (P&S), M.D. University, Rohtak, 17-03-2016 at 03:00 p.m. by the purchase Committee in the presence of Contractor/supplier and the Committee reserves the right for negotiation thereafter if considered necessary.
11. The rates accepted by the University shall be applicable for 180 days. The Supplier shall have to make the supply during this period as and when required.
12. The University Stands exempted from the payment of Octroi Charges/Central Excise Duty/Custom Duty. The rates be quoted keeping that fact in view, necessary certificate will be provided by the University.
13. No tender documents will be issued and rates are to be offered on Company's Letter Pad.
14. Contact on 01262-266953 from Monday to Friday on working hours between 09:00 a.m. to 5:00 p.m for any query.
15. All charges payable by the University should clearly be stated.
16. The rates should be quoted for the required specifications.
17. The University reserves the right to reject any or all tenders without assigning any reasons thereof.
18. Sample of the items must be submitted to the P&S Branch, MDU Rohtak next day of opening of tender.
19. Rates be quoted F.O.R. University Main Store.
20. All disputes subject to Rohtak Jurisdiction.

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

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

List of Technical Documents:-

Sr. No.	Description	Bidders Response (Yes/No)	Remarks
1.	Copy of PAN Card		
2.	Copy of latest Income Tax Return		
3.	List of institutions where item has been supplied		
4.	Satisfactory report regarding the supply from institution		
5.	Specification of Item		

COMMERCIAL DOCUMENT

Sr. No.	Description	Qty. Required		Rates to be quoted by Contractor per thousand	Total Amt. in Fig.
1	Env. 18"×12" Clothline (Sky Blue) 105 GSM	1000	Nos.		
2	Env. 16"×12" Clothline/Jali (Sky Blue) 105 GSM	80000	Nos.		
3	Env. 10"×12" Clothline (Sky Blue) 105 GSM	50000	Nos.		
4	Env. 10"×10" Clothline (Sky Blue) 105 GSM	3000	Nos.		
5	Env. 10"×8" Clothline/Jali (Sky Blue)105 GSM	3000	Nos.		
6	Env. 16"×4" Placticline (Sky Blue) 100 GSM	1000	Nos.		
7	Env. 16"×12" (Sky Blue) 105 GSM	60000	Nos.		
8	Env. 9"×5" Green 100 GSM	35000	Nos.		
9	Env. 9"×5" Yellow 100 GSM	35000	Nos.		
10	Env. 10"×12" Ordinary (Sky Blue) 100 GSM	155000	Nos.		
11	Env. 9"×5" ordinary (Sky Blue) 100 GSM	3000	Nos.		
12	Env. 9"×4" ordinary (Sky Blue) 80 GSM	130000	Nos.		
13	Env. 8"×6" (Sky Blue) 80 GSM	5000	Nos.		
14	Env. White 6"×3" 80 GSM	3000	Nos.		
15	Env. 5"×6" White ordinary 80 GSM	46100	Nos.		