



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act. No.25/1975)

(NAAC Accredited 'A+' Grade)

Endst. No.: P&S/2019/

Dated:-

To

The Director,
Public Relations,
M.D. University, Rohtak.

Sub:- Publication of e-tender Notice.

Please find enclosed herewith an e-tender notice with the soft copy on E-Mail (pro@mdurohtak.ac.in)/ under title "Tender for "Purchase of Stationery Items in MDU Rohtak" duly approved by the Registrar for publication of the same in two leading newspapers in display type single insertion. Copy of orders of the Registrar is enclosed.

Encl: As above

O.S.D. (P&S)

Endst. No: P&S/19/1603

Dated: 19.11.2019

A Copy of the above is forwarded to the Director, UCC, MDU, Rohtak with the request to upload the e-tender documents on the University Website at the earliest.

O.S.D. (P&S)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PURCHASE & STORE BRANCH

Phone:-01262-266953

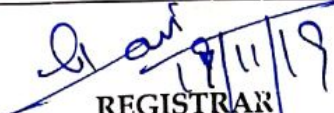
Email:- ar.ps@mdurohtak.ac.in

STANDARD BIDDING DOCUMENT FOR PURCHASE OF STATIONERY ITEMS
PART1: COMPLETE BIDDING DOCUMENT

Name of Work: PURCHASE OF STATIONERY ITEMS IN MDU ROHTAK.

PRESS NOTICE

M.D. UNIVERSITY, ROHTAK Notice Inviting E-tender	
Name of Work	Purchase of Stationery Items
Tender Docs Fee+ E Service Fees	Rs.1000 + Rs.1000 = Rs. 2000 /-
Earnest Money (Fixed)	Rs 30,000/- (Rupees Thirty Thousand Only)
Offline tenders to be received till: 05:00 p.m on dated <u>23.12.19</u>	
<p>i) The tenders will be received only through E-tendering for further details visit website https://etenders.hry.nic.in.</p> <p>ii) Cost of Bid document is Rs.1000/- (non refundable) for each bid to be deposited through Demand Draft in Favour of Finance Officer, M.D.University, Rohtak.</p> <p>iii) Earnest Money (as mentioned above) will be deposited through Demand Draft in Favour of Finance Officer, M.D.University, Rohtak.</p> <p>iv) Willing Contractors shall have to pay Rs.1000/- the e-Service / Processing Fees in the form of Demand Draft in Favour of "society for IT initiative fund for e-Goverence" payable at Chandigarh.</p> <p>v) All the above mentioned Demand Drafts should be submitted in the Office of O.S.D. (P&S), M.D.University, Rohtak before last date up to 03:00PM.</p> <p>vi) The contractors / agencies will keep in touch with the University Web Site (http://www.etenders.hry.nic.in) for any amendment / addendum till the last date / revised last date of submission of tender and may incorporate such changes in the tender bids, if required.</p>	


19/11/19
REGISTRAR
MDU, Rohtak

DETAIL NOTICE INVITING TENDER

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

Sr. No	Name of Item	Appx. Total 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
1.	Stationery Items	Rs.15.00 Lac. including GST	Fixed amount of Rs 30,000/- (Rupees Thirty Thousand Only)	Rs.1000/-for Tender Document fee & Rs.1000/- for e-Service fee	19.11.19	23.12.19

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.ac.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://www.etenders.hry.nic.in>

Under this process, the Pre-qualification/ Technical offline bid Application as well as offline 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 offline 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 EMD shall be made by eligible bidders offline through Demand Draft in favor of Finance Officer, M.D.University, Rohtak and the payment for e-Service Fee can be made offline through Demand Draft in favor of "society for IT initiative fund for e-Governance" payable at Chandigarh 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://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make offline payment of EMD fee. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed 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** (as mentioned above.); **and make payment through Demand Draft in favor of Finance Officer, M.D.University, Rohtak, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee - Non refundable) of Rs.1000/- (Rupee One Thousand Only) offline **through Demand Draft in favor "society for IT initiative fund for e-Governance" payable at Chandigarh.** The Payment for document fee can be made by eligible bidders offline directly **through Demand Draft in favor of Finance Officer, M.D.University, Rohtak.**

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

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date & time
1		Tender Document Download and Bid Preparation/Submission	<u>19.11.19</u>	<u>23.12.19</u> Upto 05:00 p.m
2	Technical Bid Opening		<u>24.12.19</u> From 11:00 A.M. onwards.	
3	Financial Bid Opening		<u>27.12.19</u> From 11:00 A.M. onwards.	

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 offline 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 offline 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 offline in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit offline their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted offline in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents offline 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.

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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.


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

TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY

1. Every e-tender shall be accompanied by the Earnest Money (fixed amount) of RS 30,000/- (Rupees Thirty Thousand Only) and Rs.1000/- as tender fee and Rs.1000/- the e-service fee should be deposited through Demand Draft in favor of Finance Officer, M.D.University, Rohtak. The Earnest Money should be deposited through Demand Draft in favor of Finance Officer, M.D.University, Rohtak.
2. The e-tender received without earnest money or after the due date shall not be entertained except with the special approval of the competent authorities.
3. Technical documents must reach up to 05:00 P.M. on 23.12.19 in the O/o O.S.D. (P&S).
4. The e-tenders shall be opened in the office of Registrar / Conference Hall, M.D. University, Rohtak on 24.12.19 at 11:00 a.m. by the Purchase Committee. The quotes or their authorized representatives are allowed to attend the meeting of the Tender Opening Committee at their own costs.
5. The goods shall be supplied by the Supplier within the time limit specified in the supply order. 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.
6. 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.
7. Only the firm(s) which has possessed the GST No. can quote their rates for required items.
8. HSN Code must be entered in the hard copy while quoting the rates.
9. FOR shall be M.D. University, Rohtak.
10. 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.
11. The EMD tender fee etc. exemption be allowed for those MSMEs registered with Govt. of India (Ministry of Micro Small and Medium Enterprises) who are having manufacturing unit located in State of Haryana (as per Haryana State Public Procurement Policy for MSMEs 2016 vide G.O. No. 02/02/2016-41B11(1) dated 20/10/2016).



12. 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.
13. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
14. The rates accepted by the University shall be applicable up to 90 days and the supplier shall have to make supply during the period as and when required.
15. 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.
16. Guarantee/warranty of items must be mentioned.
17. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97-Central Excise dated 1 March, 1997 and Notification No. 51/96-Customs dated 23.7.1996 vide Registration No. TU/V/RG-CDE(244)/2015 dated September, 1,2015 upto 31-08-2020. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.
18. No tender documents will be issued separately and rates are to be offered on company's letter pad.
19. If a holiday occurs on the opening day, the tenders will be opened on the next working day.
20. 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".
21. 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, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
22. 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.
23. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
24. 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 quotees. However,

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if the quotees 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.

25. The acceptance of the tender shall rest with the Registrar 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 thereof. The Registrar also reserves the right to accept tender in part i.e. any item or any quantity and to reject it for the rest.
26. 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.
27. 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.).
28. The Sub Committee reserves the right for negotiation thereafter if considered necessary.
29. The items be purchased from the firm(s) on the basis of quality and not merely on the lowest rates.
30. The rates should be quoted for required specifications. The technical specifications and samples of paper required must accompany the tender. The decision of the University will be final with regard to the quality of material to be purchased.
31. The tender should be submitted only if the material is readily available in your stock or can be supplied within 15 days after the order is placed.
32. 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 of MDU, Rohtak, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
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.

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

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


TECHNICAL DOCUMENT

Sr. No.	Description	Bidders Response (Yes/No)	Remarks
1.	Copy of PAN Card		
2.	Copy of latest Income Tax Return		
3.	Copy of GST Number of the firm		
3.	List of institutions where the papers has been supplied, if any		
4.	Satisfactory report regarding the supply of items from institution		

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Annual Stationery Items to be purchased for the year 2019-20

Sr. No.	Name of Item's	Specifications	Unit	Total Demand	Total Required
1	Attendance Register		Pcs	607	700
2	Ball Pen (Blue)		Pcs	2625	3000
3	Ball Pen (Red)		Pcs	775	500
4	Ball Pen Refill (Red)		Pcs	10	50
5	Black Pen		Pcs	90	100
6	Candles		Dozen	12	10
7	CDs Re-writable		Pcs	170	200
8	Cloth Duster		Pcs	354	1000
9	Dak pad		Pcs	49	50
10	Duster Wooden		Pcs	220	300
11	File Cover		Pcs	26610	20000
12	Gum Bottle (Big)		Pcs	158	150
13	Marker Permanent Cello		Pcs	67	200
14	Marker white Board Black		Pcs	1465	1000
15	Slip Note Pad		Pcs	15	250
16	Paper A4		Rim	5370	10000
17	Paper Weight		Pcs	40	50
18	Pen Pilot V-7		Pcs	55	300
19	Peon Book		Pcs	56	150
20	Pin Cushion		Box	134	150
21	Punch (Big)		Pcs	5	20
22	Punch (Small)		Pcs	5	20
23	Register 1 Quire		Pcs	117	500
24	Register 2 QRs		Pcs	490	500
25	Scale (1 foot Steel)		Pcs	49	50
26	Sealing wax		pkt	10	100
27	Stapler Big		Pkt	101	50
28	Stapler Pin(Big)		Pkt	334	250
29	Stapler Pin(small)		Pkt	921	3000
30	Stapler Small		Pcs	272	100
31	Tag small		Pkt	109390	150000
32	Tape Paper Brown		Pcs	64	100
33	White board Marker Ink		bottles	30	50
34	White Fluid Pen		Pcs	219	200


O.S.D.(P&S)
M.D.U., Rohtak