



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

Ref: COE/2021/1753

Dated :16.11.2021

Phone No.01262-274169, Email: [coe@mdurohtak.ac.in](mailto:coe@mdurohtak.ac.in)

Standard Bidding Document for "Purchase of 35 Lakh Answer Books of 38 Pages (18 Sheets + 01 OMR Sheet) having 2 Bar Codes with Detachable Portion of good quality 105 GSM Paper, fabricated with 60 GSM Maplitho Paper of Virgin Pulp with 85% Brightness duly water marked with University Insignia and Page Numbering on each leaf in the size of 8.36"x11" after trimming" on behalf of the Controller of Examinations (COE), M.D.University, Rohtak (MDU).

**PART1: COMPLETE BIDDING DOCUMENT**

Name of work : Purchase of 35 lakh Answer Books of 38 Pages (18 Sheets + 01 OMR Sheet).

**PRESS NOTICE**

<b>MAHARSHI DAYANAND UNIVERSITY, ROHTAK</b>	
<b>Notice Inviting Tender</b>	
<b>Name of Work:</b>	"Purchase of 35 Lakh Answer Books of 38 Pages (18 Sheets + 01 OMR Sheet) having 2 bar codes with detachable portion of good quality 105 GSM paper), fabricated with 60 GSM Maplitho Paper of Virgin Pulp with 85% Brightness duly water marked with University Insignia and page numbering on each leaf in the size of 8.36"x11" after trimming."
<b>Estimated Cost:</b>	Rs. 3.2 Crore
<b>Earnest Money:</b>	i) From Bidders/Contractors : Rs.6,40,000/- ii) From MSME: As per Haryana Govt. norms
<b>Time Limit</b>	03 Weeks
<b>e-Tenders to be uploaded upto 06.12.2021 at 3.00 P.M.</b>	
i) The tenders will be received only through e-tendering. For further details visit website <a href="https://www.etenders.hry.nic.in">https://www.etenders.hry.nic.in</a>	
ii) Cost of Bid document is Rs.15000/- (non refundable) which will be deposited through online mode from <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>	
iii) Earnest Money (as mentioned above) will be deposited through online mode from <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>	
iv) Willing bidders shall have to pay Rs.1000/- + GST as the e-Service/ Processing Fee through online mode from <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>	
v) The interested parties/bidders should visit the University website ( <a href="https://www.mdu.ac.in">https://www.mdu.ac.in</a> ) or <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> regularly for corrigendum(s) which may be issued regarding extension of date, modification of eligibility or amendments in other terms & conditions etc., as corrigendum(s) will not be published in newspapers.	
vi) The Bidder who is registered as MSME of Haryana State only for the same work are exempted from payment of EMD but Bidder will have to submit an affidavit to this effect as per Annexure-I available on the website of Department of Industries & Commerce, Govt. of Haryana.	

**Controller of Examinations,  
M.D. University, Rohtak**

### **DETAILED NOTICE INVITING E-TENDER**

**E-Tender** is invited for purchase of below mentioned item in single stage two cover system i.e. request for Pre-Qualification/Technical Bid (online Bid under PQQ/Technical Envelope) and request for Financial Bid (comprising of price bid proposal under online available commercial Envelope):-

<b>Sr. No.</b>	<b>Name of work</b>	<b>EMD to be deposited by bidder</b>	<b>Tender Document Fee &amp; E-Service Processing fee (non Refundable)</b>	<b>Start date &amp; time of Bid Preparation &amp; Submission</b>	<b>Last Date &amp; time of Bid Preparation &amp; submission</b>
1.	<b>Purchase of 35 Lakh Answer Books of 38 Pages (18 Sheets + 01 OMR Sheet) having 2 bar codes with detachable portion of good quality 105 GSM paper), fabricated with 60 GSM Maplitho Paper of Virgin Pulp with 85% Brightness duly water marked with University Insignia and page numbering on each leaf in the size of 8.36"x11" after trimming</b>	<b>Rs.6,40,000/-</b>	<b>Rs.15000/- for Tender/Bid Document Fee and Rs.1000/- + GST for e-Service/ Processing fee</b>	<b>16.11.2021 (11.00 AM)</b>	<b>06.12.2021 (03.00 PM)</b>

1. Any clarification regarding the detailed notice inviting tender can be sought from the Controller of Examinations during office hours at 01262-274169 or [coe@mdurohtak.ac.in](mailto:coe@mdurohtak.ac.in)
2. Tender document is available on website <http://etenders.hry.nic.in> and <https://www.mdu.ac.in>
3. The Bidders would submit bid through e-Tendering only on the website <http://etenders.hry.nic.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) and 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. The tenderer should read the terms & conditions and specification in tender documents strictly before submission of e-tender. Tender documents can be downloaded/uploaded online on the Portal: <http://etenders.hry.nic.in>

1. The payment of Tender Document fee as well as EMD and e-Service/Processing Fee shall be made by eligible bidders through online mode from <https://etenders.hry.nic.in>
2. The interested bidders will be mandatorily required to online sign-up (create user account) on the website <https://www.etenders.hry.nic.in> to be eligible to participate in the e-tender.

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

#### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date & time	Last date & time
1		Tender Document Download and Bid Preparation / Submission	16.11.2021 (11.00 AM)	06.12.2021 (03.00 PM)
2	Technical Bid Opening		07.12.2021 at 03.00 PM	
3	Financial Bid Opening		After evaluation of the Technical Bids	

#### Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' state on scheduled time as mentioned above. If any Applicant / Bidder fails 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'.
- 2) Applicant / Bidder must confirm and check his/her bids even 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 Fee and EMD and PQQ/Technical Envelope shall be opened. After that the 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 / agencies who either themselves or through their representatives willing to be present. The bidder has to submit online Bids as per the dates mentioned in the scheduled/Key dates above.

5) 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/Financial Bid**

The bidders shall quote the prices in Price Bid format under Commercial/Financial Bid.

**Conditions:-**

- 1- The tenderer will keep in touch with the University Website for any change in the DNIT till the last date/revised last date of online invited tender and incorporate such changes in DNIT and the tender bids.
- 2- DNIT and prequalification criteria can be seen on any working day during office hours in office of undersigned.
- 3- Conditional tenders will not be entertained & are liable to be rejected.
- 4- 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 opening of tenders and other conditions will remain unchanged.
- 5- The University reserve the right to reject any tender or all the tenders without assigning any reasons.
- 6- The societies shall produce an attested copy of the resolution of the Executive/Governing body for the issuance of tenders.
- 7- The Jurisdiction of court will be at **Rohtak**.
- 8- The tender of the bidder who does not satisfy the eligibility/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 contract 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 three months from the date of bid closing i.e. from last date of 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.
- 10- Any work/order, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.
- 11- The COE is competent to increase/decrease the volume of work/order. In case of decrease of volume of work/order, the contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work/order in full.
- 12- The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason.
- 13- The Earnest Money (EMD) of the unsuccessful agency / firm shall be returned on completion of all the Tender process.
- 14- 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.
- 15- Rates should be carefully filled-up both in words and figures without any cutting, erasing or overwriting.

- 16- In case the firm / agency quoting the lowest rates declines to accept the offer, the Earnest Money (EMD) of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future.
- 17- Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.
- 18- The agency / firm shall also append the following declaration with the tender:-

**DECLARATION**

I/We (Name) of the firm \_\_\_\_\_ do hereby solemnly affirm and declare 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

Controller of Examinations,  
M.D. University, Rohtak

Sr. No.	<b>BIDDER'S ELIGIBILITY CONDITIONS:</b>
1-	The bidder must be registered with the Competent Authority under the appropriate Act / Rules for carrying on <b>business relating to manufacturing of Paper / Board and other related activities.</b>
2-	The bidder should submit a proof of having an average turn-over of <b>Rs.6.00 crore or above</b> during the last three years relating to manufacturing / trade in paper and / or paper board. Proof to be duly certified by a registered Chartered Account is required.
3-	The bidder should have prior experience relating to manufacturing / trade in paper and / or paper board for a minimum period of five years as on date in the State Government affiliating Universities / Board / Institutions – proof to be enclosed.
4-	The bidder must submit an Affidavit on non-judicial stamp paper duly attested by 1 <sup>st</sup> Class Magistrate to the effect that they have not been debarred / blacklisted by any State Government / Central Government / PSU Department in India / Public or Private Institute / Organization as <b>Annexed-III.</b>
5-	The bidder is required to produce a <b>Work Satisfaction Certificate from the State Government affiliating University</b> which has been mentioned by the bidder for eligibility as per point No.3.
6-	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.
7-	Copy of Income Tax Return filed during last three years.
8-	Copy of Permanent Account No. (PAN) under Income Tax Act.
9-	Proof of Registration for GST.
10-	<b>Hardcopy of HSN Code must submit while quoting the tender.</b>
11-	Earned Money (EMD) of Rs.6,40,000/- through online mode only.
12-	Tender Document Fee of Rs.15000/- through online in favour of Finance Officer, M.D. University, Rohtak payable at Rohtak.
13-	Earnest Money (EMD), Tender Fee & e-Service Fee through any other mode is not acceptable.
14-	<b>The Tender must be accompanied with the following:-</b> 1- Prescribed Performa for <b>Schedule of Specification as Annexed-I</b> in clear terms along-with a copy of the Terms & Conditions duly signed to the effect that these are acceptable 2- Sample of good quality 105 GSM paper for OMR Sheet <b>AND</b> 60 GSM Map-litho Paper of Virgin Pulp with 85% Brightness. 3- The Bidder must 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 " <b>Complete bidding Document.</b> "

## **TERMS & CONDITIONS**

1. F.O.R : M.D. University, Rohtak.
2. Incomplete Tender / Conditional Tender and Tender without Earnest Money (EMD), Tender Fee & e-Service fee, will not be accepted.
3. The Financial Bids of only those Bidders will be opened who qualify the Process of Evaluation of Technical Bids.
4. The rate per Answer Book for "fabrication of Answer Books of 38 pages (18 Sheets + 01 OMR Sheet) be quoted through online.
5. An Affidavit may be submitted by the bidder / firm stating its capacity with the Tender in terms of number of Printing Machines, Ruling/Web Machines, Stitching Machines, Work Floor Area and Storage Capacity etc. relating to fabrication of Answer Books.
6. As the work relating to the manufacturing of Answer Books with OMR Sheet 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 in allotment of work. 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 bidder / vendor.
7. GST as applicable under Govt. rules shall be extra.
8. The Earnest Money (EMD) of the unsuccessful Bidder(s) shall be returned on completion of all the Tender process and EMD of the firm who allotted the work / order, shall be returned after completion of allotted work/order.
9. The firm to which, the work of "fabrication of OMR Answer Books" are allotted, **will have to deposit 5% Performance Guarantee, as Security Money in the form of Demand Draft / Bank Guarantee within 10 days of allotment of work for the guarantee period of one year**, in addition to Earnest Money (EMD) already deposited.
10. The MSME registered in Haryana only for the same work are exempted for the submission of EMD as per Haryana Govt. Guidelines. Proof will have to be submitted in this regard.
11. The e-tender shall be opened in the office of the Controller of Examinations, MDU Rohtak. Technical Bid will be opened on 07.12.2021 at 3.00 PM onwards and Financial Bid will be opened after evaluation of the technical bids by the Sub-Committee of CPC and if the bidder / authorized representative desires to be presented during the opening of bids. The Committee reserves the right for negotiation thereafter, at any stage, if considered necessary.
12. In case, the supplier / vendor backs out of its contract, its **Earnest Money (EMD) 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.
13. The firm shall not sublet the work of "fabrication of OMR Answer Books" allotted to it, to any other firm. Action as deemed fit shall be taken against the defaulting firm.
14. **The firm, which is assigned the Supply Order for "supply of OMR Answer Books", shall be required to continue its supply of Answer Books on the same rate and Terms & Conditions as applicable for the present work, till the new Tender is honoured / invited or in a further period of six months whichever is earlier.**

15. The quality of paper of the Supplier / Vendor shall be got tested, if required, 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.
16. The quantity of Answer Books with OMR Sheet to be manufactured is given in the Schedule of Specifications and during the period of Contract can, however, be increased or decreased at the discretion of the Controller of Examinations. The manufacturer / supplier 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.”**
17. Proof / revised proofs / symbolic perforation / material etc. appropriate size of Answer Books with OMR sheet 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 Answer Books with OMR Sheet strictly as per supply Order.
18. 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.
19. The delivery of Answer Books duly manufactured in satisfactory conditions and according to the **Specifications and packed in the bundles of good quality plastic bags with necessary marks on the 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.
20. The firm will submit such periodical reports about the manufacturing of Answer 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 Infrastructural facilities, Progress Work and to ascertain that the Goods are being manufactured as per Specifications. The TA / DA and other expenses to the visiting Team / Committee shall be paid by the supplier / firm.
21. If required, during the course of inspection, the Inspection Team / Committee will take out sample sheets of paper of a ream / reams / reels as well as printed samples of Answer 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.
22. The firm shall be responsible for the safe custody and security of Answer Books with OMR sheet till the delivery to the University. **In case, at any time, it comes to the notice of the University that Answer Books have gone out, found in possession with 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.**
23. The firm shall supply the Goods / Answer books duly manufactured as per requirement of the University or schedule given in the Supply Order.



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

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 material / goods of the supplier will be accepted subject to the approval by the Inspection Committee.
26. At random 1% checking of Answer Books with OMR Sheet 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 Answer Books shall be worked out on proportionate basis. Say, if three defective Answer Books are found in the checking of 200 OMR A/Books in a lot of 1 lakh Answer Books with OMR Sheet, 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.
27. A copy of the report showing details of defects and shortages etc. during physical checking duly signed by the Inspection Committee 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.
28. The Bill, in triplicate, may be sent to the OSD (Conduct), M.D. University, Rohtak for payment.
29. The University will accept the Bill in triplicate with every instalment received along-with delivery vouchers and will make effort for making payment after retaining 10% from each bill.
30. No advance payment will be made to the firm, which is assigned, the Supply Order for **"supply of Answer Books"**. 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.
31. The Completion Certificate as per specimen **Annexure-II** with the **Term and Conditions** is also required to be given by the firm.
32. **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 attested by the 1<sup>st</sup> Class Magistrate to the effect that the Logo has been destroyed immediately and it has not been misused on Completion of Work and submission of final bill. This is essential in order to avoid its misused at any stage.**
33. Final bill will be entertained if it is submitted in triplicate and accompanied by:-
- Original MSS and approved proofs.
  - Two printed samples
  - Acknowledgement of delivery receipts from the official of the University.
  - Certificate as required under clause-31 along with the final bill.
  - Acknowledgement receipt of the University for having received the MDU Logo from the firm.
  - 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.
34. Jurisdiction: Disputes, if any, shall be subject to the jurisdiction of Courts at Rohtak, Haryana. Any other jurisdiction mentioned in the quotation or tender or invoices etc. shall be invalid and shall have no legal sanctity.

## CONTROLLER OF EXAMINATIONS

The above terms & conditions of the University mentioned at Sr. No.1 to 34 are acceptable.  
Signature of the Authorized signatory of the firm (With seal/stamp of the firm)

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

**Specifications for Manufacturing of Answer Books of 38 pages  
(18 Sheets + 01 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	
1	<p>38 pages (18 Sheets + 01 OMR Sheet) of good quality 105 GSM paper having 2 bar codes with detachable portions)</p> <p>Size &amp; 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 and Serial Number on each leaf. The OMR Sheet should be designed in such a format which could easily be scanned by OMR Scanners</p> <p>.....</p>	<p>38 pages Answer Books with OMR Sheets (18 Sheets + 01 OMR Sheet) having 2 bar codes with detachable portions) inclusive title</p> <p>.....</p>	<p>35 lakh Answer Book</p>	
2	<p>Printing: title page of OMR Sheets &amp; its back in Magenta colour.</p> <p>Sky blue ink in 36 pages answer books with secret marks</p> <p>.....</p>			
3.	<p>Perforation: Perforation as MDU on top on all pages through &amp; through excluding OMR Sheets.</p> <p>.....</p>			
4.	<p>Stitching :</p> <p>a) Wire stitching at two spots.</p> <p>b) Thread sewing as per sample</p> <p>.....</p>			
5.	<p>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</p> <p>.....</p>			
6.	<p>Sr. No. : Numbering on each title page as may be assigned by the University. Same make of machine be used for entire lot.</p> <p>.....</p>			
7.	<p>Packing: Packing and wrapping in good quality plastic bags containing 200 Answer Books tied with plastic sutli and bag number with Sr. No. of Answer Books be written on each bag.</p>			

**Certificate after completion of job/work/order to be signed by the firm duly attested by 1<sup>st</sup> 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 1<sup>st</sup> 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.....

.....

**Undertaking (on Non Judicial stamp paper)**

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

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_

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

## **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-tender Portal:-**

All the bidders intending to participate in the tender's process online are required to get registered on the centralized i.e. <http://etenders.hry.nic.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 – <http://etenders.hry.nic.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 <http://etenders.hry.nic.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 [etender Haryana](http://etenders.hry.nic.in) downloaded from the home page of the website - <http://etenders.hry.nic.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-tender system on the Home Page at <http://etenders.hry.nic.in>.

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-tender portal <http://etenders.hry.nic.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 (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. 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-tender website (<http://etenders.hry.nic.in>) and tender mandatorily be submitted online.

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

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

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

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

**Office Timings of Help-desk support** for Single etender Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday.

All queries would require to be registered at our official email-support-eproc@nic.in 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 4<sup>th</sup> Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:***

For Support Call – 0120-4001005, 05

**Haryana e-tender Help Desk Office will remain closed on 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 <http://etenders.hry.nic.in>.

For help manual please refer to the 'Home Page' of the e-tender website at <http://etenders.hry.nic.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/Net Banking**

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

- (i) Bidder selects Debit Card option in e-tender portal.
- (ii) The e-tender 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-tender 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-tender portal.
- (vii) The page is automatically routed back to e-tender portal
- (viii) The status of the payment is displayed as "successful" in e-tender portal. The e-tender portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-tender portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **B) 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-tender portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-tender 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.

### **C) 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  $\leq$  ₹ 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-tender portal.
- (ii) The e-tender 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-tender 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-tender 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-tender 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-tender 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	<p><b>In the event of making Payment through <u>NET BANKING/NEFT/RTGS</u></b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• 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:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• 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</li> <li>• 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</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don'ts</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NET BANKING/NEFT/RTGS form at their bank. The following possibilities may arise:               <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-                   <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>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.</li> </ol> </li> </ul> <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"> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> </ul>

2	In the event of making Payment through OTC	<p><b>Do's</b></p> <ul style="list-style-type: none"><li>• 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: &lt;client code&gt; + &lt;random number&gt; 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</li><li>• Bidder must do the payment before tender validity gets expired</li><li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li></ul> <p><b>Don'ts</b></p> <ul style="list-style-type: none"><li>• If the bidding amount is greater than Rs.49,999/- then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank <b>Cheque</b></li><li>• 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</li><li>• 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</li></ul>
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Sd/-  
(Dr.B.S.Sindhu)

Sd/-  
(Mukesh Bhatt)

Sd/-  
(Rajiv Sharma)

Sd/-  
(Omparkash Yadav)

Sd/-  
(N.R. Sharma)