

**PRESS NOTICE**

<b>M.D. UNIVERSITY, ROHTAK Notice Inviting Tender</b>	
<b>Name of Work:</b>	<b>Hiring of Hi-tech battery operated e-vehicles, 01 No. four seater luxury electric vehicle, 02 Nos. ten seater electric vehicle for MDU Campus, Rohtak</b>
<b>Estimated Cost</b>	<b>Rs.1.00 Crore/-</b>
<b>Earnest Money:</b>	<b>From Contractor/Agency = Rs. 2,00,000/-</b>
<b>Time limit</b>	<b>24 Months</b>
<b>Tenders to be received till: 03.00 PM on dated 03.04.2024.</b>	
<p>(i) The tenders will be received only through E-tendering and for further details visit website <a href="http://www.etenders.hry.nic.in">http://www.etenders.hry.nic.in</a>.</p> <p>(ii) Cost of Bid document is Rs. 5000/- (non refundable), e- Service Fees is Rs. 1000/- (non refundable) and Earnest Money as stated above will be deposited through online NETBANKING/NEFT/RTGS.</p> <p>(iii) The contractors/agencies will keep in touch with the University Web site (<a href="http://www.etenders.hry.nic.in">http://www.etenders.hry.nic.in</a>) 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>	

### **DETAIL NOTICE INVITING TENDER**

**e-Tender** behalf of Registrar,MDU,Rohtak is invited for purchase/work/Service of below mentioned items 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>Description of work / Items</b>	<b>EMD to be deposited by Bidder</b>	<b>Tender Document Fee (Rs.) &amp; e-Service/Processing fee (Rs.)</b>	<b>Start Date &amp; Time of Bid Preparation &amp; Submission</b>	<b>Expiry Date &amp; Time of Bid Preparation &amp; Submission</b>
1.	<b>Hiring of Hi-tech battery operated e-vehicles, 01 No. four seater luxury electric vehicle, 02 Nos. ten seater electric vehicle for MDU Campus, Rohtak</b>	<b>Rs. 2,00,000/-</b>	<b>Rs. 5000/-for Tender Document fee &amp; Rs. 1000/-for e-Service/Processing fee</b>	<b>13.03.2024</b>	<b>Upto 03.04.2024 (03:00 P.M)</b>

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://www.etenders.hry.nic.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 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, e-Service/Processing Fees and EMD shall be made by eligible bidders through online NETBANKING/NEFT/RTGS.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <http://www.etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of (as mentioned above) 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 (as mentioned above); and make payment via NETBANKING/NEFT/RTGS 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 <http://www.etenders.hry.nic.in>.**

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 and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	13.03.2024	Upto 03.04.2024 (03:00 P.M)
2	Technical Bid Opening		04.04.2024 (03:00 P.M.)	
3	Financial Bid Opening		To be announced later	

\* Hard copy of the Technical Documents may be submitted in the office of the Executive Engineer before the Technical Bid Opening.

#### 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.

## **Instructions to bidder on Electronic Tendering System**

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

### **1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <http://www.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.

**2.2A** 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://www.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://www.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 Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <http://www.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 eProcurement system on the Home Page at <http://www.etenders.hry.nic.in>.

### **5. Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <http://www.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 (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 NET BANKING/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 (<http://www.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 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/help regarding process of etenders, the agencies/bidders may visit the 'Home Page' of the website at <http://www.etenders.hry.nic.in> .

**Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

**A)Debit Card**

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

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv)The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank

- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

**FINANCIAL BID**

Sr.No.	Description of Work	Unit	Period (In months)	Rate per vehicle per month to be quoted by the agency without GST
01.	Providing services of 01 No. luxury e-vehicle (04 seater) as per scope defined	Per Month	24	
02.	Providing services of 02 Nos. e-vehicle (10 seater) as per scope defined	Per Month	24	

Note:- GST will be paid separately as per actual and further amended time to time.

Name of the Work	1. Hiring of Hi-Tech battery operated e-vehicles, 01 four Seater luxury electric vehicle, 02 Ten Seater Electric Vehicle for MDU Campus, Rohtak
Scope of Work	<p>2. The agency will provide 01 four Seater Luxury electric vehicle, 02 Ten Seater Battery operated electric vehicles at MDU Campus, Rohtak.</p> <p>3. The vehicle should have good aesthetic look as like the golf cart plying at various airports.</p> <p>4. The firm has to ply these vehicles within the university campus from 08:00 AM to 06:00 PM daily excluding Sunday and National holidays. However, these vehicles shall ply in case of any official function scheduled to be held on Sunday or National Holiday.</p> <p>5. All the arrangements for operating these vehicles are to make by the concerned firm i.e. drivers, charging and maintenance etc.</p> <p>6. The university will provide a electric connection at our point and the firm has to bear the electrical charges used for charging these vehicles on the UHBVN Terrif prevailing in MDU Rohtak.</p> <p>7. During the operation it will be responsibility of the firm to ensure the regular service of these vehicles at the campus.</p>
<p>• Submitted Technical bid <sup>and</sup> as financial bid. <i>The bidder shall submit separately the technical bid and financial bid.</i></p>	

#### Eligibility Conditions:-

1. The agency should be either manufacturer/authorize dealer/any other firm deals in similar nature of job.
2. The average annual turnover of last 3 years on the date of closing of this tender should be Rs. 25 Lacs.
3. The agency should submit the satisfactory report of similar nature of job in Government Departments/PSUs/any other Government/Private Organizations in last 5 years.
  - i. One satisfactory certificate of similar nature of costing 80% of Tender amount  
Or
  - ii. Two satisfactory certificates of similar nature of costing 60% of Tender amount  
Or
  - iii. Three satisfactory certificate of similar nature of costing 40% of Tender amount
4. GST number/PAN and last 3 years Income Tax Return should be submitted by the agency.

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## Other Terms & Conditions

1. The agency will be responsible to maintain all the record required for running and operations of battery operated vehicles.
2. The agency will follow latest provision of labour Laws and amended time to time for manpower engaged by the agency.
3. The agency will solely responsible for any mishap/injury/accident and other issues during the services of these vehicles.
4. The agency should depute the drivers having atleast 3 years experience in running of similar type of vehicles and driver should be well behaved and well disciplined and have identical dress during the duty hours.
5. The agency should ensure running of these vehicle from 08:00 am to 06:00pm however, in case of any breakdown of the vehicle it should be immediately repaired within 24 Hours and during this breakdown no payment will be made for this particular vehicle. In case of Vehicle not repaired within 24 hours the double (rent) of next day and so on will be deducted from the agency.
6. The payment of the vehicle will be made on monthly basis after the receipt of the bill from the agency and further it will be checked and verified by the competent official/officer. The taxes will be deducted from the bill as applicable time to time as per govt. norms.
7. The University committee will monitor the service of the vehicle. During the services if the work is not found satisfactory the penalty of Rs. 2000/- at first instance will be deducted in addition of the deduction of their charges of the vehicle of that day/period. However, the second time penalty will be imposed Rs.5000/- in addition of deduction of their charges of that day and third time if not found satisfactory contract will be terminated after giving one month notice.
8. The performance security @ 5% of contract value will be deposited by the L-1 bidder in the shape of BG/DD in favour of Finance Officer, M.D. University, Rohtak. It will be deposited within 15 days of the allotment of the work. This performance security will be released after 3 months of completion of contract subject to the release of final bills. No interest will be paid on the security amount.
9. EMD @ 2% of the Tender amount will be deposited by the agency during the submission of the bid in addition of the Tender form and IT fees through online.
10. The L-1 bidder demonstrates the quality of the vehicle and vision of the operations of the vehicles before the allotment of the work. However, if any suggestion given by the university, the same should be incorporated by the firm.
11. The university reserves the rights to accept/reject of any bid.
12. No extra payment will be made for the plying of vehicle in case of any official function scheduled to be held on Sunday or national Holiday
13. The contract will be for two years which may be extended for further next two years subject to the satisfactory services.

Dr. V. S.

  

  