



**INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI**  
(A State University Established under Haryana Act No. 29 of 2013)

Phone:01274-248555

Email: registrar@igu.ac.in

# STANDARD BIDDING DOCUMENT FOR EXAMINATION BRANCH

## COMPLETE BIDDING DOCUMENT

Name of Work : Supply of Iron racks of size 78"x36"x24" for Secrecy Branch at IGU,  
Meerpur.

DNIT Amount : Rs. 7,70,000/-

### TABLE OF CONTENTS

Sr. No.	Name of Contents	Page No.
1.	Press Notice	2
2.	Detailed Notice Inviting Tender (DNIT)	3
3.	Key Dates	5
4.	Terms & Conditions	6
5.	Check list-cum-proforma for evaluation of Technical Bids duly filled in to be attached with the Tender(Annexure-I)	11
6.	Quantity, Specifications and Performa for Financial Bid for Supply of Iron Racks (Annexure-II)	12
7.	Instructions to bidder on Electronic Tendering System	13

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DR (P&S)  
14/02/20

  
FO

  
Incharge Branch

**INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI**

(A State University Established under Haryana Act No. 29 of 2013)

**PRESS NOTICE**

Indira Gandhi University, Meerpur (Rewari) invites online bids/ tenders for Supply of Iron racks of size 78"x36"x24" for Secrecy Branch through e-tendering mode on e-Procurement System, Govt. of Haryana. The details of the same are available on the Indira Gandhi University, Meerpur (Rewari) website -[www.igu.ac.in](http://www.igu.ac.in) and also on the Haryana Govt. website-<https://etenders.hry.nic.in/nicgep/appfrom>

REGISTRAR

Tender Committee:-

  
XEN  
SDE  
Dy COE  
DR(P&S)  
FO  
Incharge Branch



**INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI**  
(A State University Established under Haryana Act No. 29 of 2013)

**DETAILED NOTICE INVITING TENDER (DNIT)**

Online bids/tenders on behalf of the Registrar are invited only from the Reputed Firms/ Registered Venders/ Service Providers for Supply of Iron racks of size 78"x36"x24" for Secrecy Branch on prescribed form through E-tendering. The tender form "along with conditions of contract" to be fulfilled, can be obtained from the website: <https://etenders.hry.nic.in/nicgep/app>.

Description of Work	Approx. Cost (Rs. in Lakh)	Earnest Money (EMD) (In Rs.)	Tender Document Fee & e-Service Fee (In Rs.)	Start Date & Time for Bid Preparation & Submission	Expiry Date & Time for Bid Submission	Date & Time for opening of Bid	
						Technical Bid	Financial Bid
Supply of Iron racks of size 78"x36"x24" for Secrecy Branch, requirement with specification mentioned at Annexure II. (Supply of 100 nos. of Racks)	7.77	15,540/-	Rs. 1000/- (Tender Document Fee). Rs. 1000/- (e-service Fee).	17.02.2020 (17:00 hrs)	17.03.2020 (15:00 hrs)	18.03.2020 (12:00 hrs)	After verifying the Technical Documents & to be opened later


1. Detailed notice inviting tender/estimate drawing can be seen in the office of the undersigned during office hours.
2. The bidders would submit bid through e-tendering only on the website i.e. <https://etenders.hry.nic.in/nicgep/app>. The tenders will be received only through E-tendering, for further details visit website <https://etenders.hry.nic.in/nicgep/app>.
3. Bidding documents available on website <https://etenders.hry.nic.in/nicgep/app>.
4. 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.

  
Dy. COE

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DRP&S

  
PO

  
Incharge Branch



5. The payment for Tender Document/Bid Fee (Non-refundable) and e-Service Fee (Non-refundable) mentioned above shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for Earnest Money (EMD) can be made online directly through NET BANKING/RTGS/NEFT or OTC. Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of Govt. of Haryana (GoH) and also mentioned under the Tender Document.
6. The interested bidders shall have to pay mandatorily e-Service fee (under document fee Non-refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks. The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.
7. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in/nicgep/app> to be eligible to participate in the e-Tender. He/She will be required to make online payment of EMD& Tender Document Fee in due course of time. The intended bidder fails to pay EMD& Tender Document Fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.
8. 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 NET BANKING/RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The inteded bidder / agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/ tenders at <https://etenders.hry.nic.in/nicgep/app>.
9. The contractors/agencies will keep in touch with the tender website <https://etenders.hry.nic.in/nicgep/app> 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.
10. The Indira Gandhi University, Meerpur, Rewari reserve the right to reject any tender or all the tenders without assigning any reasons.
11. Newly enlisted contractors/societies/suppliers/manufactures should bring with them proof of their enlistment in appropriate class.
12. For other terms/ conditions of tenders may visit on website <https://etenders.hry.nic.in>. For any query may contact on telephone No. 01274-248555.

  
Dy. COE

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DR(P&S)

  
FO

  
Incharge Branch

### Key Dates

The Bidders can submit their tender documents (Online) as per the dates mentioned in the 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	17.02.2020 (17:00 hrs)	17.03.2020 (15:00 hrs)
2.	Technical Bid Opening	-	18.03.2020 (12:00 hrs)	-
3.	Financial Bid Opening	-	After verifying the Technical Documents & to be opened later	-
4.	Time Limit	30 days		

\* Hard copy of the Technical Documents may be submitted in the office of the Registrar, IGU, Meerpur, Rewari before the Technical Bid Opening.

#### Important Note:

- 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'.
- Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 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.
- The bidder can submit Bids 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: Financial/ Commercial Bid.  
The bidders shall quote the prices in price bid format under Financial/ Commercial Bid.

  
Dy. COE

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DR(P&S)  
17/2/20

  
FO

  
Incharge Branch





## INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

### TERMS & CONDITIONS

1. **TIME, DATE & VENUE FOR RECEIPT AND OPENING OF THE ONLINE BIDS:** The online bids will be opened as per schedule given under Key Dates above in the Office of Engineering Branch, Indira Gandhi University, Meerpur, Rewari.

2. **THE QUANTITY OF FURNITURE ITEMS SUPPLY OF IRON RACKS OF SIZE 78"X36"X24" FOR SECRECY BRANCH MAY INCREASE OR DECREASE BY 10% AS PER REQUIREMENT.** In case of decrease of quantity, 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 in full.

### 3. MANUAL SUBMISSION OF TECHNICAL BIDS:

The quotees shall also submit manual technical bids in sealed envelope in the office of Engineering Branch on or before the date mentioned in Key dates. Following must be superscripted on the sealed envelopes:

**Envelope containing technical bid only: "TECHNICAL BID FOR SUPPLY OF IRON RACKS OF SIZE 78"X36"X24" FOR SECRECY BRANCH".**

### 4. VALIDITY OF QUOTATION:

The bid for the work 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 modifications in the terms and conditions of the bid, during the fix validity period, 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 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.

### 5. SECURITY/EARNEST MONEY DEPOSIT:

The security/earnest money equivalent to **Rs.15,540/- (Rs. Fifteen thousand five hundred forty only)** is to be deposited by the firm. The tender without earnest money/bid security will not be opened.

### 6. BANK GUARANTEE (BG):

The firm selected for supply of furniture items shall furnish Performance Guarantee/Security equivalent to 5% (five percent) of the total cost of material rounded off to nearest Rs.100.00 (Rs. hundred only) in the form of Bank Guarantee (BG)/Demand Draft guarantee to cover the cost of damaged/defected/below standard material. **The Performance Guarantee/Security in the form of Bank Guarantee/Demand Draft shall be valid for a period of 180 days beyond date of completion of the complete supply and installation/assembling of the material.** The Bank Guarantee/Demand Draft guarantee shall be drawn in favour of the "Registrar, IGU, Meerpur, Rewari". Payable at Meerpur submitted with the invoice to be submitted by the firm for payment, failing which invoice shall not be admitted. This amount of Bank Guarantee/Demand Draft shall be forfeited if the firm fails to replace the damaged/defected/below standard material within the stipulated period.

Tender Committee:-

XEN

SDE

Dy COE

DR/P&S

FO

Incharge Branch

## 7. CANCELLATION OF TENDER/ORDER:

Any work, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason. The Indira Gandhi University, Meerpur, Rewari reserves the right to amend / cancel the partial/complete Order or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason.

## 8. COST & CHARGES:

All costs / charges must be quantified and spelt out in clear terms. Non-quantified costs/charges shall not be considered and paid.

## 9. PAYMENT:

The payment terms shall be as under:

(a) No advance payment shall be made. The Supplier shall raise the bills after the supply and installation/assembly of the material and assembly of the furniture items. The University shall make the payment within 30 days from the date of submission of the invoice, if the bill(s) is/are found in order and inspection report is satisfactory.

(b) Service Tax and any other statutory tax/cess/levy shall be deducted at source as per Rules prevalent at the time.

(c) Costs/charges not mentioned in the quotation/tender shall not be paid.

(d) Bank charges, if any, shall be borne by the supplier.

(e) Road tax shall be paid by the supplier.

(f) The University is exempted from Custom Duty/Excise Duty/Octroi/lowered GST rate and shall issue Custom Duty/Excise Duty/Octroi Exemption/lowered GST rate Certificate to the supplier.

## 10. RIGHT TO ACCEPT/REJECT/NEGOTIATE THE QUOTATIONS:

The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason. The Committee does not bind itself to accept the lowest quotation and reserve the right to reject any or all items of quotations without assigning any reason thereto. The Committee also reserves the right to accept quotations in part i.e. any item or any quantity and to reject it for the rest.

## 11. CLARIFICATIONS REGARDING BIDS:

During evaluation of the quotations, the Purchase Committee may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, but no change in prices or substance of the tender shall be sought, offered or permitted.

Tender Committee:-

XEN

SDE

By COE

DR/2&S)

FO

Incharge Branch



**12. SITE VISIT:**

The Committee may visit the site of the firm and/or ask for a sample before placing orders, if feel necessary.

**13. DELIVERY AND ASSEMBLING OF THE MATERIAL:**

The delivery of the material shall be FOR at Indira Gandhi University, Meerpur, Rewari.

**14. TRANSIT OF GOODS:**

Damage to goods or any other loss due to accident etc. during transit shall be the responsibility of the supplier.

**15. ACCEPTANCE OF GOODS:**

Goods shall be accepted subject to satisfactory report of the Inspection Committee / Committee of Experts. The goods, which are not found according to specifications, and are thus not accepted, shall be lifted back by the supplier at his own cost/risk.

**16. CERTIFICATE OF NON-DEBARMENT:**

The Firm quoting the rates and other terms and conditions shall append a certificate that they have not been debarred/blacklisted for any reason/ period by any library of Central Govt. Dept./State Govt. Dept./University/Institute/College. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.

**17. PENALTY:**

In case, the Firm fails to execute the supply order on the agreed discount, and terms and conditions as contained, 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.

**18. REPUTATION AND EXPERIENCE OF THE FIRM:**

The supplier quoting the rates and other terms and conditions must have good reputation and at least three years' experience for supplying the furniture. Firms with less than 100 lakhs Annual Turn Over w.r.t. furniture will not be allowed to participate in the bid. The following documents/information must be furnished with the quotation:

- (i) Proof of supply of furniture to University Libraries/Govt. Educational Institutions during the last three years.
- (ii) Annual Turn Over in respect of furniture and over all Turn Over of the firm, separately.
- (iii) Copies of own PAN/TAN Numbers and Income Tax clearance certificate.
- (iv) Copies of own GST/Sales Tax Number along with latest Sale Tax clearance certificate.

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DR(P&S)

  
FO

  
Incharge Branch



**19. TERMS AND CONDITIONS PRINTED ON QUOTATION/INVOICE:**

Terms and conditions printed on Quotation/Invoice of the Agency, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and acceptance of the order by the Firm shall be construed as their agreement to all the terms and conditions.

**20. INFORMATION/CLARIFICATION:**

The interested bidders may visit Atal Library, Indira Gandhi University, Meerpur, Rewari to see the sample of furniture items installed in the Atal Library. Further, in case, any other information/clarification is required, please contact the Library Advisor at telephone No.01274-248555 on any working days (Monday-Friday) from 9.00 a.m. to 5.00 p.m.

**21. JURISDICTION:**

The disputes, if any, shall be subject to jurisdiction of Rewari Courts. Any other jurisdiction mentioned in the quotations/invoices shall be invalid and shall have no legal sanctity.

**22. DECLARATION:**

The quotee shall append the following declaration with the quotation:

**DECLARATION**

I/We (Name) \_\_\_\_\_ do hereby solemnly affirm and declare that the facts stated in the Technical Bid No. \_\_\_\_\_ dated \_\_\_\_\_ and Financial Bid No. \_\_\_\_\_ dated \_\_\_\_\_ 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 to legal action under Section 182 and Section 415 read with Section 417 and 420 of Indian Penal Code as the case may be.

Place:

(Signature of the quotee)

Date:

Name \_\_\_\_\_

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
Dy P&S  
1/1/2

  
FO

  
Incharge Branch

**23. CHECK LIST:**

The 'Check List-cum-Proforma for Evaluation of Technical Bids' duly filled in to be attached with the tender (Annexure-I) must accompany the quotation.

**24. EVALUATION OF TECHNICAL BID:**

The Technical Bid will be evaluated as per "Check List-cum-Proforma for Evaluation of Technical Bids" (Annexure-I).

**25. INCOMPLETE BIDS:**

Conditional tenders will not be entertained & are liable to be rejected. 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.

**26. GENERAL:**

Please go through the above terms & conditions carefully. The quotations must carry reply to each and every Para of the term & conditions as above.

  
Dy. COE

Tender Committee -

  
XEN

  
SDE

  
Dy. COE

  
DR(P&S)

  
PO

  
Incharge Branch



## INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

### CHECK LIST-CUM-PROFORMA FOR EVALUATION OF TECHNICAL BIDS DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Check List/ Criteria for Evaluation of Technical Bids	Bidder Response (Yes/ No)
1.	Whether manual Technical Bid, as described in Condition No.3 of the Tender Document is submitted?	Yes/ No
2.	Whether the proof of Earnest Money Deposit/Security (i.e. Rs. 15540/-) as prescribed in Condition No.5 of the Tender Document is attached?	Yes/ No
3.	Whether the firm fulfills the condition of 100 Lakhs Annual Turn Over as described in Condition No. 18 of the Tender Document?	Yes/ No
4.	Whether certificate of non-debarment by any Central/State Govt. Office /PSU/University/Institution etc. as described in Condition No. 16 of the Tender Document is attached?	Yes/ No
5.	Whether proof of supply of furniture to University Libraries/ Govt. Educational Institutions during the last three years, as described in Condition No. 18 (i), is attached?	Yes/ No
6.	Whether copy of Annual Turn Over in respect of furniture as described in Condition No.18 (ii) of the Tender Document is attached?	Yes/ No
7.	Whether self-attested copies of GST/PAN/TAN and latest Income Tax clearance certificate as described in Condition No.18 (iii) of the Tender Document is attached?	Yes/ No
8.	Whether copy of own GST/Sales Tax Number along with latest Sale Tax clearance certificate, as described in Condition No.18 (iv), is/are attached?	Yes/ No
9.	Whether a copy of Declaration as described in Condition No.22 of the Tender Document is attached?	Yes/ No

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DR (P&S)  
14/07/20

  
FC

  
Incharge Branch

**INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI**

Performa for Financial Bid for Supply of Iron racks of size 78"x36"x24" for Secrecy Branch.

Sr. No./ HSR No.	Quantity	Unit	Description of Item	Rates
1/NS	100	Each	Supply / Purchase of Iron Racks of size 78"x36"x24" with 03 Shelves in each Rack. The size of angle used for preparation of rack will be 60x60x6mm & the thickness of the horizontal member used in the rack will be 14 Gauge.	To be quoted by the agency

Terms & Conditions:-

1. The work will have to be completed to the entire satisfaction of Engineer-in-Charge.
2. The quantities may be increased or decreased as per site requirement.
3. Only such bidders are eligible to quote their bids in this tender who have their own fabrication unit, required to complete this job.
4. The 10% security will be deducted from your all bills and the same shall be refunded as under:-
  - (a) 75% Security will be refunded after 3 months of completion of work.
  - (b) 25% Security will be refunded after 01 year of completion of work.

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DR(P&S)  
11/2/20

  
FO

  
Incharge Branch



## 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. <https://etenders.hry.nic.in/nicgep/app>. 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://etenders.hry.nic.in/nicgep/app>.
- 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 <https://etenders.hry.nic.in/nicgep/app> 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.

Tender Committee:-

XEN

SDE

Dy COE

DR (P&S)

FO

Incharge Branch

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 E-procurement System Govt. of Haryana or downloaded from the home page of the website - <https://etenders.hry.nic.in/nicgep/app>. 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 Procurement system on the Home Page at <https://etenders.hry.nic.in/nicgep/app>.

5. **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in/nicgep/app>.

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 (Non-refundable), eService Fee (Non-refundable)&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 (<https://etenders.hry.nic.in/nicgep/app>) 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)

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DR (P.S)  
19/12

  
FO

  
Incharge Branch



**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.

**(D) Over-the-Counter (OTC).**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is  $\leq$  ₹ 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-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.

(iii) Bidder clicks on "Continue" button.

(iv) The e-Procurement portal displays the details of payment. Bidders clicks on "print\_challan" and prints the OTC challan.

(v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed up to 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-Procurement 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-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.

(xi) The status of payment will be displayed as "verification successful" in e-Procurement 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 E-Procurement System portal before submitting the tender.

Tender Committee:-

  
XEN

  
SDE

  
Dy COE

  
DR (F&S)

  
FO

  
Incharge Branch

Sr. No	Scenario	Do's / Don'ts
1.	Payment through NET BANKING/NEFT/RTGS	<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> </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 NET BANKING/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> <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 un-reconciled transactions and will be auto-refunded directly to bidder's account.</li> </ol> </li> </ol> </li> <li>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> <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 e-Procurement System 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 Cheque.</li> <li>• It is bidders 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>
----	--	---

Tender Committee:-

XEN

SDE

Dy COE

DR (P&amp;S)

FO

Incharge Branch