



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 : Sale of Raddi i.e. Used Answer Books, Used Question Papers, Supdt. last pkts. and Dissertation/ Project Training reports etc.

DNIT Amount : Rs. 15,40,000/- (Approximate).

TABLE OF CONTENTS

Sr. No.	Name of Contents	Page No.
1.	Press Notice	2
2.	Detailed Notice Inviting Tender	3
3.	Instructions to bidder on Electronic Tendering System	5
4.	Tender document (Form-H)	8
5.	Technical Bid	11
6.	Financial Bid	12



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 sale of raddi i.e Used Answer Books, Used Question Papers, Supdt. last pkts and Dissertation/ Project Training reports etc. through e-tendering mode on e-Procurement System, Govt. of Haryana. The Approximate weight of raddi is 770 quintals. The details of the same are available on the Indira Gandhi University, Meerpur (Rewari) website - www.igu.ac.in and also on the Haryana Govt. website - <https://etenders.hry.nic.in/nicgep/app> from **16.12.2019**.

REGISTRAR



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

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

DETAILED NOTICE INVITING TENDER (DNIT)

Online bids/ tenders are invited only from the Registered Venders for sale of raddi (Used Answer Books, Used Question Papers, Supdt. Last pkts. and Dissertations/ Project Training reports) (Approx. weight 770 Qtl.) on prescribed form through E-tendering. The tender form "alongwith 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 (In Rs.)	Bid fee + E-Service fee	Start Date & Time for Bid Preparation & EMD Submission	Expiry Date & Time for Bid Submission	Date & Time for opening of Bid	
						Technical Bid	Financial Bid
Sale of raddi (used Answer Books, Used Question Papers, Supdt. last pkts and Dissertations/Project Training reports etc.	15.40	30,800/-	1000 + 1000 = 2000/-	16.12.2019 (17:00 hrs)	26.12.2019 (15:00 hrs)	27.12.2019 (12:00 hrs)	After verifying the Technical Documents & to be opened later

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.

REGISTRAR

- The tenders will be received only through E-tendering, for further details visit website <https://etenders.hry.nic.in/nicgep/app>.
- Cost of Bid document is Rs. 1000/- (non-refundable) will be deposited through Demand Draft in favour of "Registrar, IGU, Meerpur, Rewari" payable at Meerpur.
- Earnest Money (as mentioned above) will be deposited through Demand Draft in favour of "Registrar, IGU, Meerpur, Rewari" payable at Meerpur.
- Willing Contractors shall have to pay Rs. 1000/- the e- Service/Processing Fees in form of Demand Draft in favour of "Society for IT initiative fund for e - Governance" payable at Chandigarh.
- All above demand drafts should be submitted in the O/o Registrar, IGU, Meerpur, Rewari before **26.12.2019** up to **15:00 Hrs**.
- Inspection of the material can be done at Stores of Conduct/ Secrecy branches of the University on any working days between 10:00 AM to 03:00 PM.
- 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.

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	16.12.2019 (17:00 hrs)	26.12.2019 (15:00 hrs)
2.	Technical Bid Opening	-	27.12.2019 (12:00 hrs)	-
3.	Financial Bid Opening	-	After verifying the Technical Documents & to be opened later	-
4.	Time Limit	07 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.

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

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

- **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>. Please visit the website for more details.

- **Obtaining a Digital Certificate:**

- 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.
- 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>.
- 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.
- 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).
- 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.
- 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.
- 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.

- **Opening of an Electronic Payment Account:**

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://etenders.hry.nic.in>.

- **Pre-requisites for online bidding:**

In order to bid online on the portal <https://etenders.hry.nic.in>, the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

- **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>.

- **Download of Tender Documents:**

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

- **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.

- **Online Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid).**

- **Payment of tender fee + e-Service fee & EMD fees:**

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 & OTC.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

- **Preparation & submission of online applications /bids:**

- Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.in>) and tender mandatory be submitted online following the instruction appearing on the screen.
- 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.

A. Only Electronic Form (Refer Tender document)

Financial or Price Bid proposal shall be submitted mandatory online under Commercial Envelope and original not to be submitted manually)

Note: - (A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.

- For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.
- 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
- Short listed 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.



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

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

FORM-H

(TERMS AND CONDITIONS OF CONTRACT)

(I) Conditions of Eligibility & other Terms & Conditions:-

1. The tender will be accepted only through online mode by e-tendering portal of Haryana Govt. website: <https://etenders.hry.nic.in/nicgep/app>.
2. Conditional tender shall be rejected.
3. All the material for auction can be inspected on any working day between 10:00 AM to 03:00 PM in the store of Secrecy/ Conduct Branch of the University.
4. The firm/Agency must submit an Earnest Money of Rs. 30,800/- and Tender documentation fee of Rs. 1000/- and e-Service fee Rs. 1000/- as per Tender Notice.
5. The Earnest Money and Tender Documentation Fees shall be deposited through Demand Draft in favour of "Registrar, IGU, Meerpur, Rewari" payable at Meerpur. The amount can also be deposited in Oriental Bank of Commerce, IGU, Meerpur, Rewari and the original receipt must be submitted as proof.
6. The e-service/ processing fees (i.e. Rs. 1000/-) shall have to be deposited to the I.G. University, Meerpur, Rewari through Demand Draft in favour of "Society for IT initiative fund for e-Governance" payable at Chandigarh.
7. The online tenders shall be opened on **27.12.2019** at **12:00 hrs** by the Committee in the office of the Deputy Registrar (P&S), Indira Gandhi University, Meerpur, Rewari.
8. The rates quoted should be per quintal including weight of gunny bags, marken cloth bags, sealed paper envelope etc. If needed negotiation by the Committee about rates shall be made with the tenderer/ their representatives. Who has quoted highest rates.
9. GST, Sales Tax or any other tax, Levy or Cess, if applicable shall be borne by the Purchaser.
10. Permanent Account No. (PAN) under Income Tax Act, shall be mentioned by the firm quoting rates.
11. In case the firm/agency blunting the highest, 2nd, 3rd, 4th highest and so on but declines to accept the offer, the earnest money of such firm (s) shall be forfeited and the firm (s) shall be black-listed by the University for any kind of dealing in future.
12. Tenderer will not misuse the purchased material.
13. If the tenderer fail to start to lift the material within a period of ten days from the date of issue of tender the Earnest Money will be forfeited. All the materials in list have to be lifted within 40 days from the date of issue of letter.
14. The Earnest Money of the unsuccessful agency/firm shall be returned on completion of bid process.

15. The concerned agency/firm shall be bound to lift the raddi on “as is where is basis” with cloth bags and 1st page of answer books in paper bags/cloth bags. No shifting or segregation of material shall be allowed. Depending on the quantity of material, estimated amount/money as intimated by the University shall be deposited by the firm before lifting the raddi.
16. The firm/agency shall bear the weighing, lifting/loading charges of raddi.
17. The weighing of the raddi shall be got done in the presence of the Committee constituted by the University for the purpose.
18. The contract for lifting the raddi shall be for one year from the date of actual award of contract.
19. The firm/agency shall pay GST/Sale Tax charges separately as per rules of Govt. of Haryana/ Govt. of India.
20. The Vice-Chancellor, Indira Gandhi University, Meerpur, Rewari reserve the right to reject any or all tenders without assigning any reason and can also extend the date of lifting the material under genuine special circumstances.
21. All legal proceedings in respect of this auction would be subject to jurisdiction of court at Rewari.
22. In case of any dispute relating to this contract arising during the contract period or of the completion of work the matter shall be referred to the Vice-Chancellor whose decision shall be binding upon both the parties.
23. Rates quoted will be valid for 120 days from the closing dates of the bid.
24. Any other condition (s) if any as may be deemed fit by the office shall be announced at the time of opening of tenders in the presence of bidders and will be communicated before awarding the contract.
25. Bid may be rejected, based on any one of the following reasons:-
 - (a) If the bid submitted is Conditional.
 - (b) If any Organization/individual does not have valid “PAN” & “GST”.
 - (c) If the bidder has not quoted his rates as per instruction mentioned.
 - (d) The bidder who do not submit the bid documents as per pre-qualification criteria and also do not submit proper Earnest Money deposit.
26. Clarification if any, can be sought form the Dy. C.O.E. on phone No. 01274-248555 and E-mail: registrar@igu.ac.in.
27. All the payments will be subject to deduction of all taxes as imposed by Centre/State govt.

Date.....

(Signature of the bidder with stamp)

(II) General Rules and Directions for the guidance of Contractors/Bidders:-

1. In the event of the Tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a Power of Attorney authorizing him to do so.
2. In case the contractor backs out to lift the raddi or do not abide by the Contract Agreement, the earnest money deposited by him shall be forfeited besides any other action as may be considered necessary by the University authorities, Indira Gandhi University, Meerpur, Rewari.
3. The quantity may increase or decrease as the case may be.
4. The University authorities reserve the right to reject or accept any bid without assigning any reason.
5. All disputes shall be subject to Rewari Jurisdiction.
6. The order shall be placed on the basis of highest item/items wise rates.
7. Conditional tenders will not be accepted.



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

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

TECHNICAL BID FOR SALE OF RADDI

Sr. No.	Description	To be filled by the bidder
1.	Name of the Company/Firm/Organization with complete address	
2.	Nature of the Company/Firm/Organization Govt./ Public/ Private/ Partnership/ Proprietorship	
3.	Contact No.	
4.	E-mail ID	
5.	Whether the firm is Registered (if yes Registration No. required)	
6.	GSTIN No.	
7.	PAN No.	
8.	Aadhar Card No	
9.	Validity of rates (120 days from the closing date of Bid)	
10.	Notarized Affidavit on a non judicial stamp paper of Rs. 100/-that: <ul style="list-style-type: none"> • The bidder's firm has not been black listed or debarred or prohibited by any University/Govt. Institution. • All the terms & conditions given in the tender are accepted. 	
11.	List of Clients	

Authorized Signatory (with office stamp)



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

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

FINANCIAL BID DOCUMENT

Rates of all the items will be considered separately. The items are as under:-

Sr. No.	Name of items	Approx. weight (in Quintals)	Rates per quintals in figures to be entered by the bidder inclusion of all taxes/ Charges (in Rs.)	Total Amount inclusion of all taxes/ Charges (in Rs.)
1.	Used Answer Books			
2.	Used Question Papers			
3.	Supdt. last pkts			
4.	Dissertation/ Project Training reports etc.			

For other terms/conditions of tenders may visit on website: <https://etenders.hry.nic.in/nicgep/app> and for any query may contact on telephone No. 01274-248555.

Bidder Signature
With rubber seal