



# हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय

केन्द्रीय विश्वविद्यालय

श्रीनगर गढ़वाल (उत्तराखण्ड)–246174

**Hemvati Nandan Bahuguna Garhwal University**

(A Central University)

Srinagar (Garhwal) Uttarakhand - 246174

NIT NO. : HNBGU/S&PD/ET/2021/12

Dated: 23.02.2021

## **E-TENDER DOCUMENT**

**FOR**

**“E-TENDER FOR Supply, Installation and Commissioning of RFID Based Library System**

**For The**

**CENTRAL LIBRARY SRINAGAR**

<b>Last Date &amp; Time of Submission of Bid</b>	<b>Up to 14:00 Hrs on 09 /03/2021</b>
<b>Date &amp; Time of Online Opening of Bids</b>	<b>15:00 Hrs on 09 /03/2021</b>

*(<https://mhrd.euniwizarde.com> or [www.hnbgu.ac.in](http://www.hnbgu.ac.in).)*

*Total No. of Pages 32*

**Er.V.N.Bahuguna**  
**Executive Engineer**

**Dr.A.K.Khanduri**  
**Registrar**

## CONTENTS

Sr. No.	Particulars	Page No.
1	<b>Section I – Notice Inviting Tender</b>	3
2	<b>Section II - Eligibility Criteria</b>	4
3	<b>Section III – Guidelines for Bidders/ General Terms &amp; Conditions</b>	5-7
4	<b>Section IV - Eligibility: Point Based System Note: The Minimum 80 marks needed for Bidder to get selected for Price Bid Opening</b>	8
5	<b>Section V - Scope of Work : Modernization of Central Library H.N.B.Garhwal University Srinagar</b>	9-17
6	<b>Section VI – Financial strength and other details</b>	18-19
7	<b>Section VII – Check List /Mandatory Documents to be uploaded</b>	20
8	<b>Section VIII - Bidder’s Detail/ Bidders Profile Form</b>	21
9	<b>Section IX - Mandate Form</b>	22
10	<b>Section X - Financial Bid</b> <b>Note: The price of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures</b>	23
11	<b>Section XI – Declaration Regarding Blacklisting/Non-Blacklisting</b>	24
12	<b>Section XII – Performa for no near relative(s) of the bidder working in Hemvati Nandan Bahuguna Garhwal University Srinagar Garhwal Uttrakhand</b>	25
13	<b>Section XIII– Declaration regarding acceptance to Terms &amp; Conditions of the Tender</b>	26
14	<b>Section XIV – Instructions for Online Bid Submission through MHRD e-Biding Portal</b>	27-29
15	<b>Section XV- Special Instructions to Bidders for online tendering</b>	30-32



## HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY SRINAGAR GARHWAL, UTTRAKHAND

### E- Tender Enquiry (ETE)

**NIT NO. : HNBGU/S&PD/ET/2021/12**

**Dated: 23 /02/2021**

### E-Tender Document for Supply, Installation and Commissioning of RFID based Library System for Central Library of H.N.B.Garhwal University Srinagar Garhwal (Uttarakhand) India -246174.

Online Bids /Tenders are invited from reputed Bidders for **Supply, Installation and Commissioning of RFID based Library System for Central Library of H.N.B. Garhwal University Srinagar Garhwal.** Kindly submit your bid / tender giving lowest rates per unit along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before **09.03.2021**. The tender forms and other details can be obtained from the websites <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in)

NAME OF WORK	<b>Supply, Installation and Commissioning of RFID based Library System for Central Library of H.N.B. Garhwal University Srinagar Garhwal.</b>	
TENTATIVE ESTIMATED COST	Rs.30,00,000.00	
EARNEST MONEY DEPOSIT (EMD)	Rs. 60,000.00	
Pre Bid Meeting Date	Not Required	
Tender Type (Open/ Limited/EOI/Auction/Single)	Open	
Tender Category (Services/Goods/Works)	Works	
Product Category: (Civil Works/Electrical Works)	<b>Work (Supply, Installation and Commissioning of RFID based Library System )</b>	
TENDER PROCESSING FEES	As per e-Procurement portal <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> directions(Non refundable)	
COMPLETION PERIOD	90 days from the date of issue of work order	
Last date & time of online submission of bid, online EMD and other documents as specified in the bid document	Up to 14:00 Hrs on 09 /03/2021	
Date & Time of Online Opening of Bids	Technical Bid	Price Bid
	15:00 Hrs. on 09/03/2021	Date will be confirmed after Power point presentation
Validity of tender	180 days from the date of opening of financial bids	
Security deposit	5% will be recovered from the bills up to maintenance/ defect liability period. Security can be deposited in the form of TDR/FDR/Bank Guarantee pledged in favour of Finance Officer, HNBGU.	
Defect Liability Period/ maintenance period	03 year after completion of work	
The tender forms and other details can be downloaded from the websites <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> or <a href="http://www.hnbg.ac.in">www.hnbg.ac.in</a>		

**Er. V.N. Bahuguna**  
Executive Engineer

**Dr. A.K. Khnaduri**  
Registrar

## Eligibility Criteria

Only those bidders, who are Registered Sole Proprietor /Partnership firm or Company and meet the following conditions, can participate in the tender.

Following Certificates must be scanned and uploaded:

1. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm.  
(The bidder's firm must be a registered Sole Proprietorship/Partnership firm.)
2. Self attested Documentary proof of **GST** Certificate.  
(The bidders must have a valid GST No. to participate in the tender.)
3. Self attested Documentary proof of **PAN Card**
4. Online EMD of **Rs.60,000.00** must be deposited by the Bidder.
5. Experience of having successfully completed similar work individually costing not less than as stated below during the last 3years ending previous day of last date of submission of bids.
  - i. Three similar works, each of value not less than 40% (**Rs.1200000.00**)of the estimated cost,  
OR
  - ii. Two similar works, each of value not less than 60% (**Rs.1800000.00**)of the estimated cost,  
OR
  - iii. One similar works of value not less than 80% (**Rs.24000000.00**) of the estimated cost.
6. **Bidder should have an Annual Turnover of Rs.500** lakhs per year for last three financial years. Proof thereof in terms of a Certificate from CA stating the Annual Turnover for last three Financial Years (i.e.FY2017-18,FY2018-19, FY2019-20)
7. An undertaking by bidder of the effect that he/she has not been "Blacklisted/Debarred by any agency/department".
8. An undertaking by the bidder that his/her any near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand.

## GUIDELINES FOR BIDDER /GENERAL TERMS & CONDITIONS

1. The interested bidder must read all terms and conditions of HNBGU carefully. He/She should only submit the bid if he/she considers himself/herself eligible and is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form a part of bid documents. Information and Instructions can be seen and downloaded from website <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in) free of cost.
3. The bid can be submitted only after submission of EMD of **Sixty Thousand** through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.
4. Those Firms, which are not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
5. The intending bidder must have valid class-III digital signature to submit the bid.
6. On opening date, the bidder can login and see the bid opening process. After opening of bids, he/she will receive the competitor bid sheets.
7. Bidder shall upload the documents in the form of JPG format and PDF format only.
8. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
9. Copy of Enlistment Order and other documents as specified in the bid document shall be scanned and uploaded to the e-tendering website within the period of bid submission.
10. Online bid documents submitted by intending bidders shall be opened only for those bidders, whose EMD is deposited and other documents are scanned and uploaded and found in order. The bid submitted shall become invalid and e-tender processing fee shall not be refunded if:
  - (i) The bidder is found ineligible.
  - (ii) The bidder does not deposit online EMD.
  - (iii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid documents.
11. The bidders should quote **their lowest rates** based upon the Terms and Conditions forming part of their tender document. Order will be placed to the successful bidder (quoting lowest rates) out of the eligible bidders.
12. The Earnest Money Deposit (EMD) of bidders, whose rates are not approved, will be returned within 60 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance undertaking after completion of one year after awarding the order and the EMD will be released and adjustment of final account will be made.
13. The quoted rate should be valid till end of agreement period.
14. In case, the vendor/ firm fail to comply the terms & conditions, the University may terminate the contract without assigning any reason.
15. Kindly furnish your GST Number in your quotation/tender for our records.
16. All suits shall be in the courts of **Pauri Jurisdiction** only.
17. The successful bidder will be liable to **Supply, Installation and Commissioning of RFID based Library System** within a period of 90days of getting the order. If the successful bidder does not **Supply, Installation and Commissioning of RFID based Library System** in time or stops the **Supply, Installation and Commissioning of RFID based Library System** midway or leaves the Order altogether, his/her EMD will be forfeited and the University shall have the right to cancel the order.
18. An undertaking by bidders/firms of the effect that he has not been "Blacklisted/Debarred by any agency/department".
19. An undertaking by the bidders/firms that his/her near relative is not in service of H.N.B. Garhwal University.

20. At any time prior to the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. All prospective Tenders will be notified of the amendment which will be binding to all the bidders. The amendments will be notified on the websites <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in).
21. **The rates of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**
22. Opening of Bids: The University authority will make a decision of those bids qualified after the Technical evaluation.
23. Criteria for Bid Evaluation: The contract will be awarded to the bidder who will have the lowest rates.
24. Acceptance/Non-acceptance of bids: The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
25. The University Authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.
26. Tenders shall be kept valid for at least a period of 180 (One hundred eighty) days from the date of opening.
27. Name of the manufacturer of the item quoted along with brand name, if any.
28. Details of specification of items.
29. GST at concessional rate as applicable to the Educational Institutions.
30. For items of equipment nature the Instruction Manual, Diagram of the circuit drawing must be supplied along with supply without which the delivery shall be incomplete.
31. If you are manufacturer of the items or if you have proprietary distribution/sales authorization, Certificate of the same must be uploaded.
32. Complete specification with model and manufacturer name and address should be given while quoting. Literature / Pamphlets should also be enclosed wherever applicable.
33. Payment shall be made on delivery and satisfactory installation of the equipment.
34. After sale, the service will be provided free of cost up to warranty period. Charges after warranty period may be quoted.
35. Tender should be submitted through online mode only at e-Procurement portal <https://mhrd.euniwizarde.com> along with all the supporting documents. For details of online submission process refer to bidder manuals on e-Procurement portal. Bidders are advised to go through Instructions to bidder for e-tendering before submitting tender online. Manual submission of tender is not permitted and bids submitted manually will be rejected.
36. **Vendor must enclose an authorization certificate of the company with tender document.**
37. **Successful bidder shall furnish an unconditional PBG / SD valid till 60 days after the warranty period from any nationalized / scheduled bank for 5% of the total amount.**
38. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.
39. The bidders are advised to get themselves registered on the e-Procurement portal at least a week before the scheduled date and time of bid submission. This will help the new bidders/vendors to get familiar with the e-Procurement portal. The bidders must arrange computers/laptop, high speed internet and other equipment etc. required for bid submission at their own. For more details visit <http://mhrd.euniwizarde.com>
40. **All Technically eligible firms are required to make a detailed Power Point Presentation (not more than 30 minutes) before the Committee in regard about the step by step process.**
41. Technical specifications indicated are minimum specification. Bidder may quote for better solution. The Bidder should provide following with the technical Tender:
  - Make & Model Number
  - Name of Manufacturer
  - Technical Literature
  - Manufacturer's Data Sheet.
  - Compliance statement from the OEM of the product
42. Warranty :
  - 1.1. **Warranty:** Comprehensive onsite warranty for 3Years from the date of installation of procured equipments.
  - 1.2. If any equipment gives continuous trouble, say 3 times in one month during the warranty period, the Bidder shall replace the same with new equipments without any additional cost to the purchaser.

- 1.3. If any manufacturing or other technical defects are found within the warranty period, the same will have to be replaced or rectified free of cost by the Bidder.
- 1.4. Maintenance service: Free maintenance services shall be provided by the Bidder during the period of warranty.
- 1.5. In case, Bidder is not providing satisfactory support & doing unwarranted delay in providing warranty support, Government offices reserves right to repair the equipment at risk & cost of the Bidder.
- 1.6. The Bidder / System Integrator will be required to co-ordinate with software vendor and / or liaising with other service provider to achieve the end-to-end connectivity. This also

**43. Penalties for delay in delivery and installation:**

- a) If the Bidder fails to deliver and install the requisite hardware and software within 120 working days of the issue of the confirmed purchase order, then a sum equivalent to one percent (1 %) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof.
- b) The amount of penalties for delay in delivery and installation shall be subject to a maximum limit of 10% of the total contract value.
- c) Delay in excess of 15 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the Bidder will be forfeited.
- d) In case, the selected Bidder does not supply the ordered items for any reason, he will be liable to pay the difference amount to the purchaser, over and above the Performance Guarantee, which indenter departments\Boards\Corporations have to pay to the next or other selected Bidder for purpose of the said items.

**44. Operational / Warranty period Penalties:**

- a) During warranty period, if the complaint is not resolved within 48 hrs the penalty of Rs. 500 per day for Security Gate Antenna System, Self Check out Station, Smart Card Printer, Book Return Station and within 72 hrs for Handheld Reader & Staff Station Reader, penalty of Rs. 300 per day will be levied. However, if the complaints not resolved within 7 days then from 8<sup>th</sup> day to 14<sup>th</sup> day, penalty would be levied @ 150% and from 15<sup>th</sup> day onwards penalty @ 200% of the above rates would be levied. The amount of penalty will be recovered from the Performance bank guarantee during warranty period.
- b) In case an item is not usable beyond the stipulated downtime the Bidder will be required to arrange for an immediate replacement of the same till it is repaired. Failure to arrange for the immediate repair/replacement will be liable for penalty of Rs.500 per day for Security Gate Antenna System, Self Check out Station, Smart Card Printer, Book Return Station and Rs. 300 per day for Staff Station Reader and Handheld Reader will be levied. The amount of penalty will be recovered from the Performance bank guarantee during warranty period.
- c) Successful Bidder should submit the Performance Bank Guarantee @ 5% of total order value for the duration of 39 months as per Tender requirements. In any case, Bidder is required to maintain 5% PBG at all time during the period of contract. In case of any penalty claimed from the submitted PBG during the contract period, the successful Bidder is required to submit the additional PBG of the amount equal to the penalty claimed for the duration up to the validity of original Bank Guarantee. For example, "X" amount of penalty will be claimed during the 5<sup>th</sup> month of contract period, then Bidder is required to submit the additional PBG of "X" amount for the period of 36 months i.e. 3 months - 39 months.

**45. Payment:** Payment for Goods and Services shall be made by Purchasing Department in Indian Rupees as follows:

- \* No advance payment will be made.
- \* 80 % payment after successful delivery and installation of the ordered goods. The inspection will be done by **H.N.B. Garhwal University Srinagar**'s duly appointed Committee.
- \* 20% payment will be made after work completion of the ordered goods.

**Eligibility: Point Based System****Note: The Minimum 80 marks needed for Bidder to get selected for Price Bid Opening**

1. All RFID Equipment (Tags, Readers, Gates) should be from One RFID Manufacturer. Provide certificate from OEM.
2. The Bidder/OEM must have minimum 20 live sites where proposed RFID System integration with Koha Library Management Software is in operation since 1 year or more. Provide certificates from sites.
3. The quoted RFID Hardware must be used in at least 30 or more Government Universities/Institutes Libraries
4. The Bidder/OEM should have average annual turnover of Rs. 5 Crore (Minimum) in the last three financial years. The Bidder/OEM must be a registered Firm in India and in business for the last 10 years or more.

Sl. No.	Technical Criteria	Maximum Marks	Supporting documents
1	The Bidder/OEM must have minimum 03 live sites where proposed RFID System integration with Koha Library Management Software is in operation since 1 year or more. Provide certificates from sites in India 20 or more Projects: 30 marks 10 or more Projects: 15 Marks 3 or more Projects: 7.5 Marks	30	Work Order + (Client Completion certificate Or User Satisfactory Certificate)
2	The quoted RFID Hardware must be used in at least 10 or more Government Libraries in India 50 or more Projects: 30 Marks 30 or more projects: 20 Marks 10 or more projects: 10 Marks	30	Work Order + (Client Completion certificate OR User satisfactory Certificate)
3	Presentation and Demonstration of RFID Hardware Integration with Koha at Library Premise.	40	Presentation/Demonstration (Date and time will be intimated to technically qualified bidder at a later date)
4	The Bidder/OEM should have average annual turnover of Rs. 5 Crore (Minimum) in the last three financial years.	It's only for qualifying ( No marks shall be given)	The copies of Audited Accounts / Balance Sheet, Profit & Loss Account along with Income Tax Returns for the last three years shall be attached with the Tender.
<b>Criteria for Technical/Financial Bids Evaluation: Those bids gets minimum 80% of marks in technical evaluation, the contract will be awarded to the bidder, who will have quoted the lowest rates in financial bid.</b>			

## Scope of Work

### Modernization of Central Library H.N.B.Garhwal University Srinagar

#### Introduction:

Central Library, **H.N.B. Garhwal University Srinagar Garhwal Uttarakhand** has decided to introduce Radio Frequency Identification (RFID) System in **H.N.B. Garhwal University Srinagar Garhwal Uttarakhand** Central Library in its efforts towards further automation of the library system.

#### Equipment & Tools for Self-Service:

Use of RFID technology for tagging the items, self-Issue/Return Kiosks, Drop Box, Handheld reader; Smart Cards System & Accessories.

#### Implementation of RFID based Circulation Services

- Supply and Implement RFID Hardware using NCIP V2.0 protocol
- Installation of Middleware Application for ILMS installed
- Tagging RFID labels on Books and other items on stock
- Pasting of Paper stickers (SIR Labels) on RFID Tags
- Training of Library staff on using RFID system effectively
- Training on International Standards and Best RFID based Library Practices recommended by NISO
- Engaging suitable personal to ensure smooth functioning of automated library services.

#### Data Validation

#### Smooth Operation of Library Automated System:

- Provide professional personal to supervise the entire project on regular basis to co-ordinate with the competent authority nominated by us.

#### Note:

- All the RFID components chosen for complete solution should be conform to NISO guide lines for use of RFID in Libraries and ISO 15693 / ISO 18000 - 3, ISO14443A or Mifare in accordance with equipments (All systems must be compatible with Global RFID ISO standards).
- Modularity, Expandability and Upgrade ability in the overall system configuration should be open.
- The Maintenance Support Equipment required installing and Maintain the RFID System Shall be available in India always and provided by the vendor. Bidder shall demonstrate that the resources (infrastructure) exist which are required to provide robust pre and post-sales support to RFID Project.
- Bidder should fully accountable for the performance of all components of the supplied RFID equipments.

- **Bidder might be required to show demo of the hardware with KOHA using NCIP protocol at H.N.B. Garhwal University Srinagar Garhwal Uttarakhand Central library before the final order is placed.**
- Supplied hardware should have proven compatibility with ILMS.
- The Bidder will have to train library staff (at least 10) for key functions like, circulation, technical services, system administrator and public services for using of all equipment.
- All training should be performed by vendor at institute premises and trained personnel should be placed in the institute for running, maintaining the hardware, software for the period of warranty.
- The Library requires interaction with the vendor sales staff and technical support staff during installation planning, the installation phase and follow-up immediately after such installation.
- Introductory operator / user / staff training shall be provided at no extra charge.
- Middleware Warranty: Patches and service pack releases must be supplied at no additional charge to the Library within the warranty period.
- Service technicians should be fully trained, factory authorized and certified by the manufacturer to perform services.
- Technical support via email should be provided to the library free of cost.
- Service technicians should be equipped with parts normally required to service the equipment and reduce downtime.
- Failure of vendor to meet specified standards may result in termination of service contract.
- Warranty and Service requirements apply to both Standard and Optional system components.
- **Hands on Training (on site) and Manual/Guide:** Training for handling of RFID, RFID Tagging and fixing on documents, troubleshooting training. Complete write-up/manual/guide for operation and handling of RFID equipments. Training to be given to all library staff working on various library operations.

## Minimum Technical Specification

Item No. 1: Library Staff Station				
Item Minimum Specifications	Qty.	Matched/ Not Matched	Remarks (If any)	
Read/Write/Anti-theft programming should be done in one single operation	01			
Read/Write distance of Up to 25 cm and programming time of 1 second				
Should be fully ISO/IEC 14443A, 15693 and ISO 18000:3 compliant				
The programming station should interface with the Library Management Software using NCIP V2.0 protocol				
Integrated with reader for patron ID Card based ISO/IEC 14443A Mifare Plus to read for circulation				
Integrated with reader for patron ID Card based ISO/IEC 14443A Mifare Plus for personalization of data into the ISO/IEC 14443A Mifare Plus passive contact less 1Kb smart card in the pre-defined location in the memory The details of memory location in smart card will be provided at appropriate time				
NCIP V2.0 compliance software interface integrated with integrated library management software for all operations like patron card personalization, check-in. check-out, renew, reserve etc of library circulation				
<b>Specifications</b>				
<b>Parameter</b>		<b>Technical Specs</b>		
Operating Frequency		13.56 MHz		
Power Supply		5V to 12V		
Power Consumption		1.2W minimum		
Transmitting Power		1W minimum		
Read Range		Up to 25 cm		
Antenna		Internal		
Communication Interface		USB/RS232/Ethernet		
Supported Transponders	ISO 15693, ISO 14443A and ISO 18000:3			
Indicators	LED / Buzzer for power, read verification etc.			
Operating Temperature	-10°C to +70°C			
Housing Material	ABS or Similar			

<b>Item No. 2: RFID Handheld Portable Reader</b>				
<b>Item Minimum Specifications</b>		<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
The portable handheld reader (Wand) and the required accessories must be a cordless, one-piece design, to be held in one hand.		<b>01</b>		
The portable handheld reader must feature sound battery backup.				
The total weight of the portable handheld reader must be less than 1 Kg., including battery, RFID reader, antenna and computing unit, and any other components that must be carried by the user.				
The portable handheld reader must be easily set down on a library shelf or cart when necessary to free the user's hands.				
The portable handheld reader must incorporate an ergonomic design, to aid user in reading shelves at all levels easy to use and be relatively non-stressful to wrist, arm, shoulder and elbow.				
The portable handheld reader battery life must allow the user to work for at least 4 hours before recharging.				
The portable handheld reader must use an anti-collision algorithm that does not limit the number of tags, which can be simultaneously identified and read.				
The portable handheld reader must have the capacity to download at least 1 million items from library's automation system onto the portable handheld reader memory medium.				
The proposed portable handheld reader must accommodate data collection simultaneously with other functions.				
The proposed system must accommodate Sorting, Shelving, Searching, finding of library documents and pulling the defined data to help the user.				
The proposed portable handheld reader must have an audible tone and visible indicators to verify item has been identified.				
The handheld reader should include memory of at least 4GB				
<b>Specifications</b>				
<b>Parameter</b>	<b>Technical Specs</b>			
Operating Frequency	13.56 MHz			
Power Supply	9V			
Standby Mode (battery life)	4 Hours			
Charging Time	4.5 Hours			
Transmitting Power	1W approximately			
Read Range	Up to 25 cm			
Communication Interface	USB			
Supported Transponders	ISO 15693-3, I Code			
Indicators	LED Indicator / LCD Display for Power, Read & Error and a configurable buzzer			
Operating Temperature	-10°C to +70°C			
Storage Memory	4GB			
Housing Material	ABS Plastic			

<b>Item No. 3: Two EAS Pedestals Library Security Gate</b>				
<b>Item Minimum Specifications</b>		<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
Security gate should include two theft detection pedestals, which are interdependent of each other and also have an overlapping protection zones providing additional security. It is planned to install these pedestals at a single location in the library. The system should have suitable number of I/O ports for Standard electronic counter, web cam trigger, CCTV, locking gates etc. The offer must be complete in all respects with CCTV integration and must include all the components required for the functional of the system Library security gate. It should also have multi line infrared motion sensors to detect library foot falls and in-out numbers.		<b>01</b>		
<b>Specifications</b>				
<b>Parameter</b>	<b>Technical Specs</b>			
Operating Frequency	13.56 MHz			
Power Supply	AC 230V / 50Hz			
Power consumption	30W maximum			
Transmitting Power	0.5W to 6W variable			
Read Range	Up to 1 m with pair of gates			
Communication Interface	RS232 / Ethernet			
Supported Transponders	ISO 15693-3, I Code			
Operating Temperature	-10°C to +70°C			
Communication Parameters	Baud Rate: 115200 Kbps			
Weight	25 Kg approximately			
Housing Material	ABS or similar			

<b>Item No. 4: Self Check Out Kiosk Station</b>				
<b>Item Minimum Specifications</b>		<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
RFID Reader and Antenna with multiple Read/Write facility		<b>01</b>		
Kiosk should suit the library decor				
High Speed Thermal Slip Printer				
17" or higher LCD/LED Touch Screen Monitor using Capacitive Technology				
Branded Small Form Factor CPU				
Multi protocol firmware ISO/IEC 14443A. 15693 and ISO 18000:3 compliant				
Communication interface — Ethernet				
The Self Checkout station client software should interface with the LMS Software giving following features: <ul style="list-style-type: none"> <li>◦ Check out / Renewal</li> <li>◦ Transaction Status</li> <li>◦ Transaction Printout</li> </ul>				
Provision for display of reservations done by a user along with sequence and date of collection,				
Provision of enquiry of checkouts against a user and its due date.				

Provision for enquiry of fine against a user,			
<b>Specifications</b>			
<b>Parameter</b>	<b>Technical Specs</b>		
Operating Frequency	13.56 MHz		
Power Supply	180-230V Ac; 50 Hz		
Power Consumption	1.2W minimum		
Transmitting Power	1W approximately		
ReadRange	20-25 cms 3 to 4 books of average size		
Antenna Size	300 X 300 mm		
Communication Interface	Ethernet		
Supported Transponders	ISO 15693, ISO 14443A and ISO 18000:3		
Operating Temperature	-10°C to +70°C		
Weight	25 Kg approximately		
Packaging Material	Wood		
Display	17" or higher TFT capacitive touch screen		

**Item No. 5: RFID Book Return Station**

Item Minimum Specifications	Qty.	Matched/ Not Matched	Deviation, If any
24 hrs operation should be possible	<b>01</b>		
Minimum 100 books bin to be provided			
Real time check in should be processed			
High Speed Thermal Slip Printer			
17" or higher LCD/LED Touch Screen Monitor using Capacitive Technology			
Small Form Factor CPU			

**Item No. 6: Smart Cards**

Item Minimum Specifications	Qty.	Matched/ Not Matched	Deviation, If any
The smart cards should be 1kb Mifare Plus cards with pre printing on both sides (pre printing to be approved by Department)	<b>8000</b>		
The smart card must be for multipurpose use by the library users.			
1k byte EEPROM			
Unique serial number			
16 securely separated sectors supporting multi- application			
Each sector consists 4 blocks with a length of 16 Byte			
2 x 48 bit keys per sector for key hierarchy			
Access conditions free configurable based on 2 level key hierarchy			
Number of single write operations: 100,000			

<b>Item No. 7: Self Adhesive RFID Tags (for Book)</b>			
<b>Item Minimum Specifications</b>	<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
The RFID chip used in the tag should have been designed specifically for Library use. i.e. it should have three sections <ul style="list-style-type: none"> <li>◦ Lockable section for item identification</li> <li>◦ Re-writable section for library specific use</li> <li>◦ Security function (EAS) for item anti-theft (which can be activated and deactivated),</li> <li>◦ The RFID chip should have multi read function, i.e. several tags can be read at the same time</li> </ul>	<b>50000</b>		
Tag size should be 80mm x 50mm with at least 2048 bits memory, multi-read and antitheft			
Distance for detection from pedestal should be minimum of 92 cms			
Tags should be fully ISO 15693/18000-3 compliant			
Other features: "Tag Talks First" (TTF) feature, tamper proof, detection rate of the system should be above 95% consistently regardless of the number of items that are in the field			
Warranty of Tags Minimum 40 years for logic circuits and replacement of defective tags if found during first time tagging			
<b>Mechanical Dimension</b> <ul style="list-style-type: none"> <li>• Transponder coil size 80X50 mm ± 0.5mm</li> <li>• Transponder die-cut size 80 x 50 mm 0.2 mm</li> <li>• Thickness of the IC 150 micrometer ± 10%</li> <li>• Overall thickness of transponder package (excluding IC and siliconized paper) 200 micro meter ± 10%</li> <li>• Thickness of the siliconized wafer 56 micro meter</li> </ul>			
<b>Electrical characteristics</b> <ul style="list-style-type: none"> <li>• Integrated Circuit (IC) Philips i-Code-SLI X.</li> <li>• ICS protocol /anti-collision ISO 15693/18000-3</li> <li>• Operating frequency 13.56 MHz</li> <li>• Unloaded resonance frequency 14.15 MHz ±0.30 MHz</li> <li>• Memory 2048 bits R/W EEPROM</li> </ul>			
<b>General characteristics of transponder</b> <ul style="list-style-type: none"> <li>• Operating temperature (electronics parts): -20°C to *85°C</li> <li>• ESD voltage immunity +12 kV peak. HBM</li> <li>• Bending diameter (D) &gt; 50 mm. tension less than 10 N</li> <li>• Static pressure (P) &lt; 10 MPa (10 N/mm<sup>2</sup>)</li> </ul>			

<b>Item No. 8: Institution Labels</b>			
<b>Item Minimum Specifications</b>	<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
<b>Good quality self adhesive labels of following specification:</b>	<b>50000</b>		
Good quality smooth face			
Label printed with Name and logo (design to be approved by Department)			
Size: Minimum half inch larger on all sides than the RFID tag			
Strong permanent adhesive, which does not leach in to the paper of the book			

<b>Item No. 9: Integration Module / Middleware Features</b>			
<b>Item Minimum Specifications</b>	<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
Client Software should support following features and is to be Integrated with existing Integrated Library Management Software (ILMS)	<b>01</b>		
Tagging / Re-tagging after proper online validation of the title/member records LMS database			
Tag monitoring by accessing item record from ILMS database			
Patron Smart Card personalization monitoring by accessing patron ID from ILMS database			
Send SMS & Email for circulations and registration transaction which can be selected for specific users.			
NCIP V2.0 compliance			
Retagging option for re-registration of books & patrons			
Sorting by accessing Title record from ILMS			
Check out /Check-in/Renewal			
Provision tot display of reservations done by a member along with sequence and date of collection			
Provision of enquiry of checkouts against a member and its due date			
Provision for details of fine against a member			
Provision of slip printing containing the details of a transaction			
Reserved titles shall get highlighted while check-in			
Designing of Library web page for providing various services through internet, including WebOPEC and giving link to information website.			

<b>Item No. 10: RFID Tagging Job Work (for Book)</b>			
<b>Item Minimum Specifications</b>	<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
RFID Tag & Sticker to be pasted in same process	<b>50000</b>		
ISO 28560 standard followed for tagging			
Registration of books / DVDs to be done in single process			
Data validation			

<b>Item No. 11: KOHA Library Management Software</b>			
<b>Item Minimum Specifications</b>	<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
The fully featured open source integrated Library Management System i.e., KOHA should cover all the Library functions through the Acquisition, Cataloguing, Serial Circulation, OPAC, Barcode & Spine Label and Report generation. It should be implemented with the following features:-	<b>01</b>		
(a) Web based Interface			
(b) Full text searching			
(c) Google Jacket			
(d) Net-Cataloguing			
(e) Real Time Auto Indexing			
(f) Search Engine			
(g) Virtual Book Shelf			
(h) RFID Compatibility			
(i) Bar Code			
(j) Flexible Reporting			
(k) Multi Lingual Support			

<b>Item No. 12: Smart Card Printing Solution</b>			
<b>Item Minimum Specifications</b>	<b>Qty.</b>	<b>Matched/ Not Matched</b>	<b>Deviation, If any</b>
Includes card printer, web camera, pen tablet & card printing software. 2 nos. (Two) additional full colour printing ribbon (YMCKO) for smart card printer to be provided by the vendor & Cleaning kit: 1No <ul style="list-style-type: none"> <li>• 1 piece branded Web Camera should be provided with this card printer</li> <li>• 1 piece branded Pen Tablet should be provided with this card printer</li> <li>• Print Application Software should be provided with this card printer and installed into PC by the vendor.</li> </ul> Printer Branded Dual-Sided Printing, Print area Edge to Edge, Connectivity USB, Print method Direct to Card, Weight 7.5KG, Dimensions 18.7 x 7.9 x 9.2 inches, Input Size CR 80 and CR 79 and 9-40 mils, Speed YMCKO - 225 cph & YMCKOK - 150 cph, Input Hopper 100, Output Hopper 100, Card Volume Medium.	<b>01</b>		

## Financial strength and other Details

### Financial strength of the Bidder

Financial Year	Turnover (Rs. In Crores)	Audited Accounts uploaded? (Yes/No)
2017-18		
2018-19		
2019-20		
Grand Total		

**Note:** Please fill this form and upload the Audited Annual Accounts / Balance Sheet along with Profit & Loss Account for the last three financial years.

### Warranty Support & repairing cum replacement service up to delivery locations

Sr. No.	Address	Contact Person	Contact Nos.	Type of supporting document attached
1				
2				
3				

**Note:** Please fill this form and upload the supporting documents.

### Experience Details (Customer References)

Sr. No.	Name of the Organization	No. of Books Library Having	Date of PO and Period of Implementation (in days)	Qty. of RFID Tags	Total Purchase Order Value	No. of Installations	Type of Supporting Document Attached
1							
2							
.							

**Note:** Please fill this form and submit the supporting documents for each customer reference in scanned format. Failing the same may lead to the rejection of the Tender. You may add the customer references by adding multiple rows which may be added by "NUMBER OF ROWS TO ADD".

### Authorization Letters

Sr. No.	Item	Make & Model	Name of OEM	Authorization letter Submitted? (Yes/No)
1	Library Staff Station			
2	RFID Handheld Portable Reader			
3	Two EAS Pedestals Library Security Gate			
4	Self Check Out Kiosk Station			
5	Smart Cards			
6	Self Adhesive RFID Tags(for Book)			
7	Integration Module / Middleware Features			
8	Smart Card Printer			

**Note:** Please fill this form and upload the OEM Authorization Letter in scanned format.

## Make & Model List

Sr. No.	Item	Qty	Make & Model	Supporting Document Submitted (Yes/No)
1	Library Staff Station	1		
2	RFID Handheld Portable Reader	1		
3	Two EAS Pedestals Library Security Gate	1		
4	Self Check Out Kiosk Station	1		
5	RFID Book Return Station	1		
6	Smart Cards	8,000		
7	Self Adhesive RFID Tags (for Book)	50,000		
8	Institution Labels	50,000		
9	Integration Module / Middleware Features	1		
10	RFID Tagging Job Work (for Book)	50000		
11	KOHA Library Management Software	1		
12	Smart Card Printing Solution	1		

**Note: You may quote only one option against any item.**

## Check List /Mandatory Documents to be uploaded

**Note: The Technical Bid shall be instantly rejected, if the following documents are not scanned and uploaded online.**

S.No.	Particulars	Yes/No
1.	Self attested copy of the Technical Bid.	
2.	A copy of Online payment of Rs. 60,000/- (Rs. Sixty Thousand Only)as EMD.	
3.	A copy of Registration letter of the firm/company/agency.	
4.	A copy of Shop and Establishment License for current year (as applicable).	
5.	A copy of work orders of last 3 years (i.e. similar work) and experience certificate(the order must not be less than 500 lakhs per year)	
6.	A copy of appropriate PAN Card.	
7.	A copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last three financial years.	
8.	A copy of appropriate registration of GST.	
9.	A copy of the Turnover of last three years signed by C.A.(500 Lakhs per year).	
10.	A copy of the form of affidavit undertaking by the tenderer regarding non debaters or black listed by any organization.	
11.	A copy of an undertaking by the contractor that his near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand .	
12.	A copy of declaration by the Bidder regarding acceptance to Terms & Condition of the Tender.	

## Bidders Profile Form

Sl. No	Firm's Name		
01	Owner's Name		
02	Full Postal Address		
03	E-mail address	Website address	
04	Contact Person's Name	Contact No	
05	GST No (Enclose Xerox copy)	PAN (Enclose Xerox copy)	
06	Shop Act Registration No (Enclose Xerox copy)		
07	Manufacturer or Supplier (In case of supplier please enclose authorization of your Principal)		
08	On line submission of EMD of Rs. 60000.00 (Sixty Thousand only)		
09	Turnover of last three years signed by C.A.(500 Lakhs per year)		
10	Work experience last three years, preferably of a Govt. organization (Separate sheet can be attached)		
<p>Note: Supplier must print GST No. and Current Bank Account No with ISBN No. On their Letter Head / Bill / Quotations.</p>			

## Mandate Form

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for  
Receiving Payments

### Details of Account Holder:

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number / Mobile Number	
5.	E-mail	

### Bank Accounts Details:

1.	Name of the Bank	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	

**Financial Bid**

I/We \_\_\_\_\_ hereby offer following rates.

Sr. No.	ITEM	Quantity (In Nos.)	Unit Price with 3 Year Warranty (In Rs. Without tax)	Total Price with 3 Year Warranty (In Rs. Without tax)	Rate of GST as applicable (%)
A	B	C	D	E=C*D	F
1	Library Staff Station	1			
2	RFID Handheld Portable Reader	1			
3	Two EAS Pedestals Library Security Gate	1			
4	Self Check Out Kiosk Station	1			
5	RFID Book Return Station	1			
6	Smart Cards	8,000			
7	Self Adhesive RFID Tags (for Book)	50,000			
8	Institution Labels	50,000			
9	Integration Module / Middleware Features	1			
10	RFID Tagging Job Work (for Book)	50,000			
11	KOHA	1			
12	Smart Card Printing System	1			
<b>GRAND TOTAL</b>					

**Note:**

- L1 will be the lowest sum total of rates of all line items without tax with 3 year warranty.
- The Bidder shall explicitly mention the applicable rate of tax.
- If required in future, for item no. 6 (Smart Cards), item no. 7 (Self Adhesive RFID Tags – for Book), item no. 8 (Institution Labels), & item no. 10 (RFID Tagging Job Work – for Book); the Successful Bidder has to supply the additional quantity on the same rates to purchasing department during the period of warranty.

**Note:** The rate of above mentioned items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING**

**(To be executed on Rs.50/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)**

I/We Director(s)/Authorized Signatory of M/S \_\_\_\_\_ here by declare that the Company has not been blacklisted or debarred in the past by H.N.B. Garhwal University Srinagar Garhwal or any other Government Department/Organization/Under Taking from taking part in Government tenders.

**Or**

I/We Director(s) of M/S. ----- hereby declare that the Company namely M/S.-  
----- Was blacklisted or debarred by H.N.B. Garhwal University Srinagar Garhwal, or any other Government Department from taking part in Government tenders for a period of \_\_\_\_\_ years  
w.e.f.----- . The period is over on ----- and now the company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by H.N.B. Garhwal University, and EMD shall be for feited.

In addition to the above, by H.N.B. Garhwal University, will not be responsible to pay the bills for any completed/partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

**PERFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN  
HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY SRINAGARA GARHWAL**

(To be executed on Rs.50/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I/We, Owner/ Director/Authorized Signatory of the company M/s .....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in H.N.B. Garhwal University, Srinagar Garhwal as per detail given below. In case at any stage ,it is found that the in formation given by me is false/ incorrect, H.N.B.G arhwal University, Srinagar Garhwal shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law) brother(s) and brother's wife, sister(s) sister's husband (brother-in-law)

**Certificate will be given by all the Owner/Director/Authorized Signatory of the company/Firm (or company secretary on behalf of all directors). Any breach of these conditions by the company/Firm, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.**

1. Name of Director \_\_\_\_\_  
Signature \_\_\_\_\_

2. Name of Director \_\_\_\_\_  
Signature \_\_\_\_\_

OR

\_\_\_\_\_  
(Name of Owner/Director/ Company Secretary)

3. Name of Director\_ Signature

Signature \_\_\_\_\_  
Stamp

4. Name of Director\_ Signature  
. Stamp

**DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS OF THE TENDER**

- A. I/We, Owner/Director/authorized signatory of the Company/Firm M/s \_\_\_\_\_, is competent to sign this declaration and execute this tender document.
- B. I have carefully read understood and accept all the terms and conditions of the tender and undertake to abide by them.
- C. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**SIGNATURE OF THE BIDDER WITH SEAL**

## **Instructions for Online Bid Submission through MHRD e-Bidding Portal**

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://mhrd.euniwizarde.com>

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link "Online bidder Registration" on the e-bid Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our **helpdesk Number 011-49606060, Email:ewizardhelpdesk@gmail.com, Mr. Akshay -09355030623.**

### **SEARCHING FOR BIDDING DOCUMENTS**

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Title, Date, etc
10. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by net-banking / Debit / Credit card and then download the required documents / bid schedules, Bid documents etc as mentioned on website. Once processing fee is paid, it will be moved to the respective "requested" Tab. This would enable the e-bid Portal to intimate the bidders through e-mail in case there is any addendum and corrigendum issued to the bidding document.

## **PREPARATION OF BIDS**

11. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
12. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders should use “My Documents” available to them to upload such documents.
15. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
18. Bidder has to select the payment option as “Online mode or Bank Guarantee” as to pay the EMD as applicable and enter details of the instrument.
19. In case of Bank Guarantee scanned copy of BG should be uploaded along with bid. . The original Bank Guarantee shall be submitted to office of the concerned official of Hemvati Nandan Bahuguna Garhwal University as per schedule mentioned in the bid document. Non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid. The details of the BG , physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will be rejected.

20. \*Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
21. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
23. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
24. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
25. The bid summary has to be printed and kept as an acknowledgement of bid submission.

#### **ASSISTANCE TO BIDDERS**

1. **For any Query contact to our helpdesk Number 011-49606060, , Mr. Akshay -09355030623, Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)**
2. **Helpdesk Number University : Er. Vijaya Nand Bahuguna - 9411109898**

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

### **General:**

These Special Instructions (fore-Tendering) supplement 'General Instructions to Bidders' (GIB), as given in the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, H.N.B. Garhwal University Srinagar Garhwal has decided to use the <https://mhrd.euniwizarde.com> through Central Public Procurement Portal, Ministry of H.R.D., Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

### **Instructions:**

#### **a. Tender Bidding Methodology:**

Through electronic tendering.

#### **b. Broad out line of activities from Bidders prospective:**

- i. Procure a Digital Signing Certificate (DSC)
- ii. Register on <https://mhrd.euniwizarde.com>
- iii. Create Users and as sign roles on <https://mhrd.euniwizarde.com>
- iv. View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or [www.hnbggu.ac.in](http://www.hnbggu.ac.in)
- v. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or [www.hnbggu.ac.in](http://www.hnbggu.ac.in)
- vi. Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all document/paper for submission of bid online only.
- vii. Utmost care may be taken to name the files/document to be uploaded on <https://mhrd.euniwizarde.com>.
- viii. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section-VII (Excel Format) shall be filled online only.

**For participating in this tender online, the following instructions need to be read carefully..**

**c. Digital Certificates:**

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

**d. Registration:**

To use the MHRD Portal (<https://mhrd.euniwizarde.com>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>).

**Note:** Please contact Helpdesk (as given below), to get your registration accepted/activated.

**Help Desk No.:**

Number 011-49606060, Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com),

Mr. Akshay –09355030623

**e. Bid related Information forth is Tender**

The entire bid-submission would be online <https://mhrd.euniwizarde.com>. Broad outline of submissions are as follows:

- i. Submission of Bid Security/Earnest Money Deposit (EMD)

**Note:1.** The Bidder has to upload the Scanned/ self attested copy of all above mentioned original documents during Online Bid-Submission.

**Note:2.Special Note on Security of Bids:** The bid EMD/Bid Security/Security Deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.

**f. Other Instructions:-**

For further instructions, the vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com> or [www.hnbggu.ac.in](http://www.hnbggu.ac.in)).

**The following ‘Four Key Instructions’ for BIDDERS must be assiduously adhered to –**

- a. Obtain individual Digital Signing Certificate (DSC) well in advance of your first tender Submission.
- b. Register your organization on <https://mhrd.euniwizarde.com> well in advance of your first tender submission deadline.
- c. Get your organization’s concerned executive trained on <https://mhrd.euniwizarde.com> using online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- d. Submit your bids well in advance of tender submission deadline on <https://mhrd.euniwizarde.com> (HNBGU should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the <https://mhrd.euniwizarde.com>, the fourth instruction is relevant at all times.

**g. PRICESCHEDULE:**

1. PRICE fills online only.
2. **The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**