

हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय

केन्द्रीय विश्वविद्यालय

श्रीनगर गढ़वाल (उत्तराखण्ड)–246174

Hemvati Nandan Bahuguna Garhwal University
(A Central University)

Srinagar (Garhwal) Uttarakhand – 246174

GSTIN-05AAALH0213N3ZE

PAN- AAALH0213N

TAN N- MRTH00338C

NIT NO. : HNBGU/ET/2020/19

Dated: 28/06 .2022

E-Tender Document

For

PRE-PRINTED /CONFIDENTIAL STATIONARY

(For the Supply of pre-printed Degree/Grade Card / Mark Sheet / Tabulation Charts)

Last Date & Time of Submission of Bid	Up to 14:00 Hrs on 21/07//2022
Date & Time of Online Opening	15:30 Hrs on 21/07//2022

(<https://mhrd.euniwizarde.com> OR www.hnbggu.ac.in)

Total No. of Pages 23

Registrar

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**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL, UTTARAKHAND
E-Tender Enquiry (ETE)**

NIT NO. : HNBGU/ET/2020/19

Dated: 28/06 /2022

**“E-TENDER NOTICE FOR PRE-PRINTED /CONFIDENTIAL STATIONARY”
(For the Supply of pre-printed Degree/Grade Card / Mark sheet/Tabulation Charts)**

E-Tenders are invited from reputed and registered, firms having experience of at least 03 (Three) years of **Supply of pre-printed Degree/Grade Card / Mark sheet/Tabulation Charts** in Central Government/ State Government Departments, Autonomous Bodies, Public or Private Sector Companies/ Undertakings, for the Hemvati Nandan Bahuguna Garhwal University (HNBGU) Srinagar Garhwal, Uttarakhand. Kindly submit your tender giving **Lowest Rates** along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before 21/07/2022. The tender forms and other details can be obtained from the websites www.hnbgu.ac.in

NAME OF WORK	PRE-PRINTED /CONFIDENTIAL STATIONARY” (For the Supply of pre printed Degree/Grade Card / Mark sheet/Tabulation Charts)	
The ESTIMATED value of the work (Approx.)	Rs. 14 Lakhs	
EARNEST MONEY DEPOSIT Bid Security/ Security Deposit	Rs. 70,000.00	
COMPLETION PERIOD	As per terms and condition	
Last date & time of online downloading and submission of bid, online EMD and other documents as specified in the bid document	Up to 14:00 Hrs on	21 / 07 /2022
Date of Opening of bids	At 15:30 Hrs on	21/ 07 /2022

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 self attested Certificates must be scanned and uploaded in jpg or pdf format only:

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. The Bidder should be **registered with GST Authorities** and should have a valid GST Registration Number issued by Tax Authority for Uttarakhand state. Certificates must be self-attested, scanned and uploaded.
3. The Bidder should have a **PAN card and IT returns for the last five years. A self-attested photocopy of the same must be scanned and uploaded.**
4. **Online EMD of Rs.70,000.00 must be deposited by the Bidder.**
5. Self attested Documentary proof of work orders of last 5 years (i.e., similar work) and experience certificate.
Bidder must have undertaken similar job of printing and supply as below during the preceding five years from 1st April 2019 to 31st March 2022
 - i) Three jobs worth Rs.5,60,000.00 / Each
 - ii) Two jobs worth Rs.8,40,000.00 / Each
 - iii) One Job worth Rs.11,20,000.00
6. **Bidder should have an Annual Turnover of Rs. 140 Lakh 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., **FY 2019-20, FY 2020-21, FY 2021-22**).
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

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.

1. 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.hnbggu.ac.in free of cost.
2. The bid can be submitted only after submission of **EMD of Rupees Seventy Thousand** through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.
3. The intending bidder must have valid **class-III digital signature** to submit the bid.
4. 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.
5. Bidder shall upload the documents in the form of JPG format and PDF format only.
6. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as 'NOT participated' in the bidding for that item.
7. 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.
8. 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.
9. 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.
10. The Earnest Money Deposit (EMD) of bidders, whose rates are not approved, will be returned, without interest, within **30 working days** upon finalization of the tender. 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.
11. The quoted rate(s) should be valid till end of agreement period.
12. In case, the vendor/ firm fails to comply the terms & conditions, the University may terminate the contract without assigning any reason.
13. Kindly furnish your GST Number in your quotation/tender for our records.
14. All suits shall be in the courts of Pauri Jurisdiction only.
15. The successful bidder will be liable to supply the ordered materials within a period of **30** days of getting the order. If the successful bidder does not **supply** the ordered materials in time or stops the **supply** midway or leaves the **Order** altogether, his/her EMD will be forfeited and the University shall have the right to cancel the order.

16. The bidder/firm has to submit an undertaking of the effect that he/she has not been "Blacklisted/Debarred by any agency/department".
17. The bidder/firm has to submit an undertaking that his/her near relative is not in service of H.N.B. Garhwal University.
18. 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 Tenderers 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.
19. The rates of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.
20. Opening of Bids: The University authority will make a decision of those bids qualified after the Technical evaluation.
21. Criteria for Bid Evaluation: The contract will be awarded to the bidder who qualify the technical evaluation and has the lowest quoted rates.
22. 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.
23. 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.
24. Tenders shall be kept valid for at least a period of **90 (Ninety) days** from the date of opening.
25. Name of the manufacturer of the item quoted along with brand name, if any.
26. Details of specification of items.
27. **GST at concessional rate as applicable to the Educational Institutions.**
28. 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.
29. **Vendor must enclose an authorization certificate of the company with tender document.**
30. **Successful bidder shall furnish an unconditional PBG / SD, valid till 60 days after the warranty period from any nationalized / scheduled bank, for 10% of the total order value.**
31. Liquidated damages rate for delay in delivery is 0.5% per week and maximum 5% of the total amount, and thereafter (after 12 weeks the order may be cancelled).
32. 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 E-Procurement portal <https://mhrd.euniwizarde.com>.
33. **Technical Bid and EMD** should be upload online in **Cover 1**.
34. **Price Bid** should be uploaded online in **Cover 2**.
35. Both **Technical** and **Price Bid** covers should be placed online on the e-Procurement portal <https://mhrd.euniwizarde.com>.
36. Guarantee & Replacement (warranty):
 - a) The Contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down, the material workmanship and performance. The sample of papers in two copies shall have to submitted along with the tender application which should be signed and duly stamped by the Vendor. The tender shall be rejected without enclosing the sample of different type of papers as specified in the price bid format (Section VII).
 - b) After the acceptance of the stores, if any defect is discovered therein or any

defects therein found to have developed under proper use arising from stores design or workmanship, contractor shall remedy such defects at his own cost.

- c) If in the opinion of the Purchaser, it becomes necessary to replace or renew defective stores such replacement or renewal shall be made by the contractor to the University, free of all costs.
- d) Should the Contractor fail to replace the defective items; the University shall have the right to reject or repair or replace at the cost of the contractor the whole or any portion of the defective stores.
- e) The decision of the University, notwithstanding any prior approval or acceptance of inspection thereof on behalf of the University, as to whether or not the stores supplied by the contractor are defective or any defect has developed within the said period of 12 months or as to whether the nature of the defects requires renewal or replacement, shall be final, conclusive and binding on the contractor.

37. *Packing, Forwarding & Insurance:*

The contractor will be responsible for the stores being insufficiently and improperly packed for transport by rail, road, sea or air, to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the contractor. The University will not pay separately for transit insurance, all risks in transit being exclusively of the contractor and the University shall pay only for such stores as are actually received in good condition, in accordance with the contract.

38. *Dispatches:*

The contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying, the goods dispatched. The consignment should be dispatched with clear Railway Receipt/Lorry Receipt/Consignment Note. If sent by any other mode, it will be at the risk of the contractor. The University will take no responsibility for short deliveries or wrong supply of goods when the same are booked on 'said to contain' basis. University shall pay for only such stores as are actually received by them in accordance with the contract.

39. *Test Certificate:*

The paper to be used by the firm for printing of material should be of the following mills:

- 1) Ballarpur
- 2) West Coast
- 3) Century
- 4) JK(straw product)
- 5) Andhra
- 6) HPCL
- 7) or Any other reputed Mill

The bidders are required to submit a sample of papers of the above said reputed Mills duly signed and stamped of Mill along with tender.

Wherever required, test certificates should be sent along with the dispatch of documents.

40. *Acceptance of Stores:*

- (i) If, in the opinion of the University all or any of the stores that do not meet the performance or quality requirements specified in the purchase order, they may be either rejected or accepted at a price to be fixed by the University and the decision of University as to rejection and the prices to be fixed shall be final and binding on the contractor.
- (ii) If the whole or any part of the stores supplied are rejected in accordance with Clause 40(i) above, the University shall be at liberty, with or without notice to the contractor, to purchase from the open market at the expenses of the contractor, stores meeting the necessary performance and quality contracted for in place of those rejected.

41. *Rejected Stores:*

Rejected stores will remain at the Contractor's risk and responsibility. The University will take random samples from the material supplied to the University. Any Document /Work found to be defective and not conforming to the relevant specification, is liable to be rejected and the Bidder shall have to lift it at their own cost on "as is where is basis". In case of any dispute, the decision of the Hon'ble Vice Chancellor shall be final and acceptable to the Bidder, if the Bidder fails to lift the above rejected material within two weeks time, the University shall have the right to dispose off it by auction and no claim of the Bidder shall be permissible.

42. *Schedule of Delivery:*

The schedule of delivery of the stores stipulated in the Purchase Order shall be deemed to be the essence of the contract, and delivery must be completed on or before the specified dates. The University shall be free to issue order for supply of the stores/articles in lump sum or in installments as convenient to the University and no extra payment, whatsoever shall be paid to the vendor, in such case/s.

The time schedule given in the work order will have to be strictly adhered to for the supply of proofs as well as for printed material.

43. *Extension of Time:*

As soon as it is apparent that contract date cannot be adhered to, an application shall be sent in writing by the Vendor to the university, if failure, on the part of the Contractor to deliver the stores in proper time shall have arisen from any cause which the University may admit as considered it to be justified by circumstances of the case without prejudice to the Purchaser's right to recover, liquidated damages.

44. *Payment:*

- (i) The Contractor's bill will be processed for payment only after the stores have been received satisfactorily as per P.O./tender.
- (ii) T.D.S. (tax deduction at source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the bill.
- (iii) No advance payment will be made. Payment shall be made only on completion of the Purchase order and other formalities such as acceptance of the material, etc., as per norms/specifications.

45. *Mode of Payment:*

Normally payment will be made for the accepted lot of supply within 30 working days from the date of receipt of the material.

46. *Recovery of Sums Due:*

Wherever any claim for the payment of money, whether liquidated or not, arises out of or under this contract against the contractor, the University shall be entitled

to recover such sum by appropriating, in part or whole from the performance security/FDR/BG deposited by the contractor.

47. Indemnity:

The contractor shall warrant and be deemed to have warranted that all stores supplied against this contract are free from any claim of infringement of any patent, copyright or trade mark, and shall at all times indemnify the University against all claims which may be made in respect of the Stores for infringement of any right to protected by Registration or design or Trade mark and shall take all risk of accidents of damage which may cause a failure of the supply from whatever cause arising and entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract.

48. Dispute Resolution and Jurisdiction:

In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Purchase Order or in connection with this contract, only the regular courts at Srinagar/Pauri (Garhwal) will have the jurisdiction to adjudicate upon the matter.

49. The firms which are registered with National Small Industries Corporation (NSIC)/SSI units registered under NSIC or the units registered with DGS&D are required to submit the tender cost along with their tender document. The same rules are also applicable in the case of firms registered with the Central Purchase Organization or the concerned Ministry or Department.

50. The Supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, storage, supply and safe custody of all documents and stationary. All transit risk will be to supplier's account.

51. On completion of work, the supplier shall furnish an undertaking that any shortage or deficit found by the University shall be made up by the firm; the plates used for printing have been destroyed and no stationary shall be printed more than the specified quantities/numbers. In case any discrepancy/ breach of contract is noticed by the University, the firm will be black-listed and appropriate penalty/action shall be taken by the University.

52. The Bidders should offer all facilities for inspection of the University by its officers, at their own cost and arrangement, if required.

53. The University shall have the right to inspect and verify the stock of stationary manufactured or under process by its officers at any time without notice.

54. The University reserves the right to terminate the contract at any time without notice and to forfeit whole of the Earnest Money and performance security, if the supplier fails to make the supply within the prescribed period or in accordance with the specifications and sample or there is any breach of terms of the contract on the part of the supplier.

55. Penalty:

a. EMD/ Performance Guarantee amount or both amount of such vendor shall be

forfeited who withdraw his bid during the period of bid validity specified by the bidder in the bid form or refuse to supply the items after order is given to them.

- b. If the material supplied is not as per specifications, proportionate 0.50% penalty of order value will be imposed and the amount will be deducted from the bill of the Bidder. In case of delay in supply, a penalty @ 0.5% per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 5% of the amount of the Bill and after 12 weeks delay the purchase order will be cancelled.
 - c. Penalty will also be imposed by the Competent Authority by deducting an amount from the bill as under (item wise)-
 - (i) Inferior quality of printing @ 5% of bill value, and has to be replaced by the supplier free of cost,
 - (ii) Missing and Duplicate Numbering, @10% of bill value, and has to be replaced by the supplier, free of cost. Otherwise the order will be cancelled.
56. In case the successful Bidder fails to complete the order in part or in whole, as the case may be, the order shall be cancelled and will be given to the next successful Bidder and the penalty as deemed fit by the Competent Authority shall be imposed on the Bidder who fails to execute the work order in addition to forfeiture of EMD/Performance Security Deposit and may be black-listed.

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.	Online payment of Rs.70,000/- (Rs. Seventy Thousand Only) as EMD/ Bid Security/ Security Deposit.	
2.	A copy of Registration letter of the firm/company/agency.	
3.	A copy of similar nature tasks/works minimum Five years' experiences as on 31/03/2022, during last five years in the field of providing pre-printed/ confidential printing and stationary.	
4.	A copy of the annual turnover of the firm during the last 5 years should not be less than Rs 140 Lakhs per year.	
5.	A copy of the Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for the last five financial years.	
6.	A copy of e registration of GST and PAN Card	
7.	An undertaking by the bidders that his near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Utrakhand.	
8.	A copy of the affidavit on non- judicial stamp paper giving undertaking by the tendered regarding non-debtor or black- listed by any organization.	
9.	A copy of declaration by the Bidder regarding acceptance to Terms & Conditions of the Tender.	
10.	Production Capacity of the Firm (Enclose Certificate)	

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 Scanned copy)		PAN (Enclose Scanned copy)	
06	Shop Act Registration No (Enclose Scanned copy)			
07	Manufacturer or Supplier (In case of supplier please enclose authorization of your Principal)			
08	On line submission of EMD of Rs. 70,000/- (Rupees Seventy thousand Rupees only)			
09	Turnover of last three years signed by C.A. (Rs.140 Lakh per year)			
10	Work experience last Five years, preferably of a Govt. organization (Separate sheet can be attached)			

Note: All the information mentioned above is to be filled in online only.

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	

Note: All the information mentioned above is to be filled in online only.

Price Bid

(Financial bid for the supply of Pre Printed Degree Grade Card / Mark sheet/ Tabulation Chart)

Description Size	Approx. Quantity required	Rate per thousand Sheets in Rs. (inclusive all taxes)				
		Upto 5000	5001 – 10000	10001 – 50000	50001 – 100000	> 100000
<i>In Continuous Stationary Forms</i>						
1 Degree/Diploma Certificate sheet in continuous form etc. in 4 colours in front and 1 colour in back-side to be printed 2 side printing with six security features including micro-printing, prismatic printing, void pantograph, penetrated numbers, florescent ink printing or any other printed in light colour on ≥ 120 GSM parchment paper or equivalent quality of paper preferably lucky parchment paper. (Size: 1 Sheet =A4)	80,000					
2 Grade Card/ Marks sheet etc. in 4 colours in front and 1 colour in back-side to be printed 2 side printing with four security features including anti-copying, penetrated ink numbering, ultraviolet ink and security check background printed in light colour 105 GSM parchment paper or equivalent quality of paper preferably lucky parchment paper (Size: 1 Sheet =10 x 08 x 1)	10,000					
3 Grade Card/ Marks sheet etc. in 4 colours in front and 1 colour in back-side to be printed 2 side printing with four security features including anti-copying, penetrated ink numbering, ultraviolet ink and security check background printed in light colour on 105 GSM parchment paper or equivalent quality of paper preferably lucky parchment paper. (Size: 1 Sheet =12 x 8 x 1)	70,000					
4 Tabulation Chart in continuous forms in single colour in front and back-side to be printed 2 side printing with security check background (water mark) printed in light colour on 105 GSM Parchment Paper. (Size: 1 Sheet =15 x 12 x 1)	1,00,000					
<i>In Cut-Sheets</i>						
5 Grade Card in 4 colours in front and 1 colour in back-side to be printed 2 side printing with four security features including anti-copying, penetrated ink numbering, ultraviolet ink and security check background printed in light colour 105 GSM parchment paper or equivalent quality of paper preferably lucky parchment paper. (Size: 1 Sheet =8.5 x 12 x 1). or A4 size.	1,00,000					

Note:

- The price of above mentioned items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.
- The above price are inclusive of charges for delivering the stores at the premises of the HNBGU at Srinagar Garhwal Uttarakhand / or a place specified by HNBGU in Uttarakhand.

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>, preparing their bids by 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 enrol 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 addresses 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 the portal.
8. For any Query contact to **helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com,**
University helps desk number – Nodal Officer, E- tendering- 9411109898.

SEARCHING FOR BIDDING DOCUMENTS

9. There are various search options built-in 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 the website. Once the 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 an 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 documents that need to be submitted. Any deviations from these may lead to the 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 the Colored option which helps in reducing the 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 the 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” to pay the EMD as applicable and enter details of the instrument.
19. In the case of Bank Guarantee scanned copy of BG should be uploaded along with the bid. . The original Bank Guarantee shall be submitted to the office of the concerned official of Hemvati Nandan Bahuguna Garhwal University as per the schedule mentioned in the bid document. Non-submission of original Bank Guarantee within the specified period shall lead to summary rejection of the 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, the 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 the 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 bidder’s 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 the 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.

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

General:

These Special Instructions (for e-Tendering) supplement 'General Instructions to Bidders' (GIB), as given in the Tender Documents. Submission of Bids only through the 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 outline of activities from Bidders perspective:

- (i) Procure a Digital Signing Certificate (DSC)
- (ii) Register on <https://mhrd.euniwizarde.com>
- (iii) Create Users and assign roles on <https://mhrd.euniwizarde.com>
- (iv) View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or www.hnbggu.ac.in
- (v) Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or www.hnbggu.ac.in
- (vi) Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all documents/paper for submission of bid online only.
- (vii) Utmost care may be taken to name the files/documents 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 the integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, each user must have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

d. Registration:

To use the MHRD Portal (<https://mhrd.euniwizarde.com>). The 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.

e. Bid related Information for this Tender

The entire bid submission would be online on <https://mhrd.euniwizarde.com>. The broad outline of submissions area 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 The deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions for 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.hnbg.ac.in).

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to

- a. Obtain an 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 executives trained on <https://mhrd.euniwizarde.com> using an online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- d. Submit your bids well in advance of the tender submission deadline on <https://mhrd.euniwizarde.com> (HNBGU should not be responsible for 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.

e. PRICE SCHEDULE:

1. PRICE(s) to be filled online only.
2. The rate of items shall be filled online only. A scanned copy of this document is not to be attached along with other enclosures.

BANK GUARANTEE PROFORMA

In consideration for the Vice-Chancellor, Hemvati Nandan Bahuguna Garhwal Univeristy Srinagar Garhwal Uttarakhand (hereinafter called "the HNBGU) having agreed to exempt.....(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement dated..... made between

.....and..... of Performance Security for the due fulfillment of the said contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs..... (Rupees... (indicated the name of the bank)

Bank") at the request of..... contractor(s) do hereby undertake to pay to the

HNBGU an amount not exceeding Rs... against any loss or damage caused to or suffered would be caused to or suffered by the HNBGU by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said Agreement,

- i. We.....do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely or a demand from the HNBGU stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the HNBGU by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)'s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....
- ii. We undertake to pay the HNBGU any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.
The Payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.
- iii. We,further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the HNBGU under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the.....guarantee thereafter.
- iv. We,.....further agree with the HNBGU that the HNBGU shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the HNBGU against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission of the part of the HNBGU or any indulgence by the HNBGU to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
- v. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs..... and shall remain in force until.....Unless a claim or suit under this guarantee is filed with us on before.....ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and Bank shall be relieved and discharged from all liabilities therein.
- vi. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).
- vii. We,.....lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the HNBGU in writing.

For (Indicate the name of Bank)	Signature..... Name of the Officer..... (in Block Capitals) Designation Code No..... Name of the Bank & Branch.....
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DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS
OF THE TENDER

(On the Letter Head of the Firm/Agency)

To :

The Registrar
Hamvati Nandan Bahuguna
Garhwal University Srinagar
Garhwal, Uttarakhand

Regarding: Acceptance of Terms and Conditions

- 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 accepted 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 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.

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

Note: Scanned copy of this document is to be uploaded along with other enclosures.

DECLARATION REGARDING BLACKLISTING / NON-BLACKLISTING

(To be executed on Rs.100/-Stamp paper by the bidder & attested by Public Notary/Executive Magistrate)

I/We Director(s)/Authorized Signatory of M/S_____ hereby 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 is 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 forfeited.

In addition to the above, 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

Note: Scanned copy of this document is to be uploaded along with other enclosures.

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

(To be executed on Rs.100/-Stamp paper by the bidder & attested by Public Notary/ Executive Magistrate)

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 the case at any stage, it is found that the information given is incorrect, H.N.B.Garhwal 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 a 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)

The 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

Note: Scanned copy of this document is to be uploaded along with other enclosures.

CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE
LAST THREE FINANCIAL YEARS

I / We, M/s, the Bidder/ Tenderer hereby confirm the minimum Annual turnover of the firm/company during the last three financial years. The financial year wise break up is given below:-

Sl No.	FINANCIAL YEAR	ANNUAL TURN OVER FOR THE YEAR (in Lakhs)
1	2019-2020	
2	2020-2021	
3	2021-2022	

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

CERTIFICATE BY CHARTERED ACCOUNTANT

I/We, _____

Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s

_____ are true and found correct as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT(S):

Note: Scanned copy of this document is to be uploaded along with other enclosures.