



**Maharshi Dayanand University, Rohtak, Haryana**  
(A State University established under Haryana Act No. XXV of 1975)  
NAAC Accredited 'A+' Grade

Ref: MDU/COE/1016

Dated: 30/07/2019

**e-Tender Notice**

e-Tendering Online Applications for **Procurement of Detailed Marks Card (DMC) and Result Sheet Paper**, on the basis of quality and technical expertise are invited from the Reputed Service Providers upto **19/08/2019 till 04.30 PM**. The e-tender bids will be received only through e-Tendering and any offline tender documents received in university without filling the e-Tendering online application will be summarily rejected. It is to further clarify that the submission/upload of technical/eligibility etc. documents is to be done only through online mode and NO hard copy of any technical/eligibility documents is to be submitted by the bidder in the university. The e-Tenders will be opened in the EDP Cell, M.D. University, Rohtak on **20/08/2019 at 11.00 AM**.

**Processing fee Rs 500/- (Five Hundred only) non-refundable, Earnest Money Deposit (EMD) of Rs 10,000.00 (Rs Ten Thousand only) and e-Service fees of Rs 1000/- (One Thousand only to Society for IT initiative fund for e-Governance) need to be deposited through Demand Drafts in favor of Finance Officer, M.D.U, Rohtak. All mentioned Demand Drafts should be submitted to the office of the Controller of Examinations, M.D. University, Rohtak by 19/08/2019 till 04.30 PM.**

e-Tender online applications incomplete in any respect or if required fees (as mentioned above) is not submitted through demand drafts timely, will be summarily rejected. For more details and downloading of tender document, visit University website [www.mdu.ac.in](http://www.mdu.ac.in) under Tender section (<http://mdu.ac.in/Admin/EventPage.aspx?id=1>) or bidders may apply through <https://etenders.hry.nic.in/nicgep/app>.

## e-Tender Notice

### Procurement of Detailed Marks Card (DMC) and Result Sheet Paper

Important dates regarding invitation of e-Tendering online applications for **Procurement of Detailed Marks Card (DMC) and Result Sheet Paper** on the basis of quality and technical expertise are invited from the reputed Service Providers.

#### **Important Dates**

<b>Date of opening of e-Tender Online Applications:</b>	<b>30/07/2019</b>
<b>Last date of receipt of e-Tender Online Applications:</b>	<b>19/08/2019 up to 04.30 PM</b>
<b>Last date of receipt of Demand Drafts in the office of the Controller of Examinations, M.D. University, Rohtak:</b>	<b>19/08/2019 up to 04.30 PM</b>
<b>Date of opening of Online e-Tender (Technical &amp; Financial bids) at EDP Cell, Second Floor, Pariksha Sadan, M.D.University, Rohtak:</b>	<b>20/08/2019 at 11.00 AM</b>

## **Maharshi Dayanand University, Rohtak**

University is looking for **Procurement of DMC and Result Sheet Paper for Maharshi Dayanand University, Rohtak** for the courses/examinations, for which the results are processed in-house in the university. e-Tenders are invited from service providers of national and international repute for the same, requirements described in brief along with terms and conditions in following paragraphs:

### **1. SCOPE OF WORK:**

The scope of work/activities to be outsourced regarding procurement of DMC and Result sheet paper is as follows:

#### **I. Initial Sample Testing:**

- a. Shortlisted firm shall be provided formats and requirements/guidelines etc. by the university. The shortlisted firm shall be responsible for designing of DMC templates, logo designing etc. for Pass & Reappear DMCs and Result Sheet, as per requirements provided by the university.
- b. Shortlisted firm shall be required to provide a sample of 100 DMCs and 50 Result Sheet pages, as per university specifications so that a Printing Test on the university printers may be performed to evaluate the run-ability and quality of the DMC and Result Sheet stationary. The issues, such as paper jam, paper melt, student data printed on university printers should not be easily rubbed/distorted etc., found during sample printing will have to be resolved by the successful firm.
- c. In case the Sample fails during the testing, then the successful firm shall be provided 5 days time to provide another sample for testing. In case the second/third etc. samples fails on university printers and there is overall delay of more than three weeks on the part of shortlisted firm from the date of first sample failure/feedback shared, then the University reserves the right to reject claim of shortlisted bidder and university may invite the second lowest firm for the work/purpose.

- d. Shortlisted firm shall be required to provide the stationary as per the successfully tested and finalized sample stationary.
    - e. Shortlisted firm shall handover the soft copies of finalized DMC Templates, logo etc. to university.
- II. Two weeks time shall be allowed for the delivery of first lot of material from date of finalization of the sample, format and guidelines etc., as mentioned under Initial Sample Testing section.
- III. Firm representatives may visit the Controller of Examinations (COE) office to check the existing DMC and Result Sheet paper, format etc., if required.
- IV. Penalties:
  - a. In case of delay, a Delay Penalty may be imposed by the university @ 2% to 10% of the total cost of the quotation, besides legal action as per law. The COE may condone delay or extend delivery period on reasonable grounds given by the successful firm.
  - b. In case the stationary provided by the successful firm is of low quality and does not match the specifications mentioned in this document and specifications finalized after Initial Sample Testing, then a Quality Penalty may be imposed by the university @ 2% to 10% of the total cost of the quotation, besides legal action as per law.
  - c. The successful firm is liable to maintain Security and Confidentiality regarding the work. Proper inventory management shall be maintained at the end of firm and university. In case the successful firm or its employee(s) perform any Willful/Deliberate/Criminal Manipulation or misuse of Stationary, university may impose a Major Penalty, besides legal action as per law.
- V. Payment Terms: No payment will be made in advance. The payment shall be made after submission of bills in duplicate & completion of all formalities by successful bidder, verification of bills & satisfactory inspection of the received material by university officials and relevant administrative approvals. All the payments will be subject to deduction of all taxes as imposed by Centre/State government from time to time.

- VI. The University shall not be bound to place order for all the items for which the e-Tenders have been invited.
- VII. The University reserves the right to accept or reject any bid by assigning relevant reason.
- VIII. In case of any dispute, the decision of the Vice-Chancellor of the University shall be final/binding.
- IX. The University is not bound to purchase all the items from the bidder for which it has quoted rates. University may accept the bids on the basis of competitive rates and quality of material.
- X. Disputes, if any, will be subject to Rohtak Jurisdiction.
- XI. The shortlisted bidder and university shall enter into an agreement/Memorandum of Association (MoA). The MoA shall contain detailed terms, conditions, processes etc. regarding the contract/work.
- XII. The shortlisted bidder shall provide mechanism for labelling, packaging and delivery of the DMC and Result sheet paper shall be as per the requirements of university.
- XIII. The shortlisted bidder shall provide mechanism to transport and deliver the DMC and Result sheet paper to EDP Cell/ concerned department in the M.D. University, Rohtak. There shall be no extra charges for freight/transport etc. The F.O.R. shall be M.D. University Rohtak.
- XIV. The shortlisted bidder shall provide mechanism to maintain complete confidentiality of DMC and Result sheet paper and secure audit record of the same etc.
- XV. The shortlisted bidder shall provide mechanism to submit the audited record/administrative reports to university regarding DMC and Result sheet paper stationary printing, in soft copy (Excel, PDF etc.) as well as printed hard copy form, if required by the university.
- XVI. The templates, designing etc. of the DMC and result sheet is subject to change as per prevailing rules/guidelines of the university. There shall be no extra charges for the changes in the templates, designing etc. of the DMC and result sheet.
- XVII. Use of any direct or indirect software, hardware, and stationary will be the responsibility of the successful bidder and university will not bear any additional financial and legal implications for the same.
- XVIII. The shortlisted bidder shall provide mechanism for timely printing of DMC and Result sheet paper as the examination system is strictly Time Bound. The university shall provide an intimation of requirement for DMC and result sheet and the successful bidder needs to provide the material within two weeks of the raised requirement.

The university shall raise the requirement for DMC or result sheet paper as per consumption, which may vary from time to time.

## 2. **VOLUME OF WORK:**

- i. Approximately 1,20,000 number of DMC Paper (Pass and Reappear) on annual basis for a period of three years.
- ii. Approximately 17,000 number of Result Sheet Paper on annual basis for a period of three years.

University reserves the rights to increase/decrease the degree printing volume depending upon future requirements.

**Note:** Any other work that has not been mentioned explicitly but required for successful execution of the project will form part of agreement.

## 3. **VALIDITY OF WORK/CONTRACT:**

The agreement with the successful bidder shall be valid for a period of three years. Rates quoted in the e-Tender application/ finalized with successful bidder shall be valid till the validity of contract/Memorandum of Association (MoA).

## 4. **BIDDER'S ELIGIBILITY CONDITIONS:**

- i. The bidder should have an overall turnover of Two Crore in last three financial years, proof to be enclosed.
- ii. The bidder should have prior experience of supplying or printing DMCs for a State/Centre Government University - Proof to be enclosed.
- iii. The bidder shall upload a certificate with the quotation/tender that the firm has not been debarred/blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. University committee reserves the right to reject the bid of such debarred/blacklisted firm. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
- iv. The individual signing the tender or other document, in connection with the tender must certify as to whether he or she has signed as:-
  - a. A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
  - b. A Partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. In the alternative all the partners should sign the tender.

c. Authorized Signatory of Public Ltd. Co. or Pvt. Ltd. Co.

5. **PRICING SCHEDULE:**

The pricing should be provided as per below Pricing Schedule:

Pricing Schedule and Paper Specifications:

S. No	Specification	Quantity	Rate per Page (Rs)	Any other Cost (Rs)	Total Cost (Rs)
1	Pre-printed Detailed Marks Card (DMC) Paper – Century paper Size: A4 of 120 GSM <b>Note:</b> Student Data will be printed in-house by university.	1,20,000 approx. annually for three years			
2	Pre-printed Result Sheet – Century paper Size: A3 of 120 GSM, Running sheet (for Lipi line printer) <b>Note:</b> Student Data will be printed in-house by university.	17,000 approx. annually for three years.			
3	Total				

Security Features required in DMC:

- i. University Logo as Water mark
- ii. Multicolor University Logo
- iii. Unique Serial Numbering on back side of DMC

**Note:**

1. The successful firm shall be evaluated on L1 basis (lowest total price quote).
2. All charges payable by the University should clearly be stated. University shall not be bound to pay any charges not mentioned in the quote.

3. Conditional pricing/quotations are liable to be rejected without assigning any reason.
4. The rates should be quoted F.O.R. Maharshi Dayanand University, Rohtak i.e. inclusive of all charges like Taxes, Loading, Unloading, Packaging, Forwarding, and octroi etc. Discount, if any applicable on any item, should be specified clearly.
5. The required quantity of item (s) as given in tender document is tentative. The University reserves the right to increase or decrease any item without assigning any reason.

6. **OTHER TERMS AND CONDITIONS:**

1. The bidders or their authorized representatives shall be allowed to attend the meeting of the Tender Opening Committee at their own (quotee's) costs.
2. The infrastructure, hardware, software etc. required to carry out the contract shall be maintained by the successful bidder for the duration of the contract and it shall be responsible for maintenance and management of the same. The university shall not provide any Infrastructure, hardware and software etc. for the purpose.
3. During the tenure of contract, the successful bidder shall be responsible for implementing any policy/administrative changes in DMC or Result Sheet Paper Templates/Designing etc. without any extra cost/charges.
4. During the tenure of contract, if the successful bidder is required to implement any Paper Specification/Quality/Security Feature changes in DMC or Result Sheet Paper as per requirement of the university, then the Additional cost and related Terms & Conditions for undertaking/executing such change shall be mutually agreed upon by the parties.
5. The firm selected for the purpose shall maintain complete confidentiality of all the operations.
6. In case, the firm selected for the purpose fails to execute the order on the rates, terms and conditions to be contained in the order, culminating into termination of contract, the firm shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security,



recovery of loss (minimum 10% (ten per cent) of the cost of the contract) that might be caused to the University.

7. The University shall not be liable for making any payment of claims made by the employees of the firm selected for the purpose.
8. The firm selected for the purpose shall not use any pirated software. The University shall not be responsible for any liability arising out of use of pirated software. The University shall not be responsible for any suit for demands on account of infringement of copyright or any other laws by the firm selected for the purpose.
9. The following terms and conditions must be spelt out in the offer clearly:
  - i. Rates.
  - ii. Taxes. Please note that the University does not issue Form 'C' or 'D'
  - iii. Payment terms.
  - iv. Delivery period.
  - v. Guarantee/Warranty period.
  - vi. Post-processing service.
  - vii. Installation charges, if any.
  - viii. Validity period of the quotation.
  - ix. Bank if any are to be borne by the firm
  - x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
10. The packing, forwarding, freight, insurance charges etc., if any may be quantified in terms of amount in the Pricing Schedule. These charges shall not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
11. Charges not mentioned in the quotation/tender shall not be paid.
12. F.O.R shall be M.D. University, Rohtak.
13. The offer and quoted rates must be valid for a period of at least three months from the date of opening of quotation/tender.
14. The firm selected for the purpose shall enter into a binding agreement (MoA) with the University for Execution of work.
15. The university is registered with the Department of Scientific and Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notification No. 10/97-Central Excise dated 1 March 1997 and notification no. 51/96-Customs dated 23.07.1996. Thus the University is exempted from the payment of Custom Duty and Excise Duty. If required, the consignee shall issue

necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail exemption.

16. Any taxes shall be deducted in accordance with the Income Tax Act/Rules etc. in force from time to time.
17. In Case, any family member of the bidder is serving in the University, then the bidder must record a certificate to that effect on the offer, failing which the quotation/tender may be rejected outrightly.
18. In Case, any other information/clarification is required, Controller of Examinations may be contacted at Telephone No. 01262-393577 or [coe@mdurohtak.ac.in](mailto:coe@mdurohtak.ac.in) on any working day (Monday to Friday) during office hours (9.00 a.m. to 5.00 p.m.)
19. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak, Haryana. Any other jurisdiction mentioned in the quotation/tender or invoices shall be invalid and shall have no legal sanctity.
20. Any dispute arising with regard to any aspect of this tender notice and subsequent MoU shall be settled through mutual consultation and agreement by the parties to the MoU. In case, settlement is not arrived at, the disputes(s) will come under the purview of Arbitration and Condition Act, 1996 of India and the area of jurisdiction will be at Rohtak. The appointment of Arbitration shall be decided by Joint Committee unanimously.
21. Corrigendum(s), if any, regarding extension of date, modification of eligibility or amendments in other terms & conditions etc. may be displayed/uploaded only on university website (<http://www.mdu.ac.in/>). Corrigendum(s), if any, may not be published in news papers, so interested parties/ bidders may regularly visit the university website for updates.