

CONDUCT BRANCH

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STANDARD BIDDING DOCUMENT FOR PURCHASE OF 3,00,000 Nos. (THREE LAC) TWO-PART PURE CARBONLESS OMR SHEETS

PART1: COMPLETE BIDDING DOCUMENT

Name of Work: Purchase of 3,00,000Nos. (Three lac) Two-Part Pure Carbonless OMR Sheets.

PRESS NOTICE

	IVERSITY, ROHTAK tice Inviting E-tender
Name of Work	Purchase of 3,00,000 Nos. (Three lac) Two Part Carbonless OMR Sheets
	(As per Annexure 'A')
Estimated Cost	Rs.10,00,000 (Ten Lakh)
Tender Docs Fee + E-Service Fees	Rs.1000 + Rs.1000 = Rs. 2000/-
Earnest Money (Fixed)	Rs 20,000/- (Rupees Twenty Thousand Only)
Time Limit	10 Days
Tenders to be received till:	4.00 P.M. on dated 28.09.2020

i) The tenders will be received only through e-tendering for further details visit website <u>https://etenders.hry.nic.in</u>.

ii) Cost of Bid document (to be paid online) is Rs.1000/- (non refundable) and Rs.1000/- (non refundable) for e-service fee is also to be deposited through online mode.

iii) Earnest Money Fee as mentioned above should be deposited through online mode i.e. NETBANKING/RTGS/NEFT.

iv) Willing bidders/agencies/suppliers for any corrigendum/addendum in the tender may visit <u>http://etenders.hry.nic.in</u>

Dy.Registrar(Conduct) MDU, Rohtak

DETAIL SHORT NOTICE INVITING TENDER

e-Tender is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Name of Item	Appx. Cost (Rs. in lacs)	EMD to be deposited by Bidder	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	
1.	Purchase of Two Part Carbonless OMR Sheets (As per Annexure 'A')	Rs.10,00,000 (Ten Lakh)	Rs 20,000/-	Rs.1000/-for Tender Document fee & Rs.1000/- for e- Service fee	18.09.2020	28.09.2020 (04 :00 P.M)	

- 1. Detailed notice inviting tender can be seen in the office of the undersigned during office hours.
- 2. Bidding documents available on website http://mdurohtak.ac.in and https://etenders.hry.nic.in
- 3. Newly enlisted contractors / authorised dealer/suppliers/manufactures should bring with them proof of their enlistment in appropriate class.
- 4. The bidders would submit bid through e-tendering only on the website i.e. <u>http://etenders.hry.nic.in</u>.

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- 1. <u>The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly</u> <u>through Debit Cards & Internet banking Accounts and the payment for EMD can be made online directly</u> <u>through NET BANKING/RTGS/NEFT or OTC please refer to "Online Payment Guidelines" available at the</u> <u>Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.</u>
- 2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <u>https://etenders.hry.nic.in</u> to be eligible to participate in the e-Tender. <u>He/She will be required to make online</u> payment of EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.
- 3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before (as mentioned above.); and make payment via NET BANKING/RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the events/Tenders at https://etenders.hry.nic.in.

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payments authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Department Stage Bidder's Stage				
1		Tender Document Download and Bid Preparation/Submission	18.09.2020	28.09.2020 (04: 00 P.M)		
2	Technical Bid Opening		30.09.2020	(12:00 Noon)		
3	Financial Bid Opening		01.10.2020	(03 : 00 P.M)		

Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated Online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY

- 1. F.O.R : M.D. University, Rohtak
- 2. Payment Terms: the payment will be made against delivery and after successfully supply the item by the firm on satisfactory report by the committee after inspection.
- 3. Charges not mentioned in the tender shall not be paid.
- 4. Only the firms which have possessed the GST no. can quote their rates for requiring items.
- 5. The bidder should have three years of minimum experience in direct supply, and support to govt. /public sector/reputed institutions.
- 6. The acceptance of the tender shall rest with university who does not bind himself to accept the lowest tender and reserves the right to reject any or all items of tender without assigning any reason thereof. The university also reserves the right to accept tender in part i.e. any item or any quantity and to reject it for the rest.
- 7. DNIT & prequalification/technical eligibility criteria can be seen on any working day during office hours in office of the Undersigned.
- 8. Conditional tenders will not be entertained & are liable to be rejected.
- 9. In case, the opening day of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- 10. The undersigned reserve the right to reject any tender or all the tenders without assigning any reasons.
- 11. The Jurisdiction of court for any kind of dispute(s) will be at Rohtak.
- 12. The tender of the bidder, who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- 13. Every e-tender shall be accompanied by the earnest money equal to 2% of the involved value and tender fee as per tender notice. The earnest money should be deposited through online mode.
- 14. The e-tender received without earnest money or after the due date shall not be entertained except with the special approval of the competent authorities.
- 15. The supplies shall be executed within the time specified in the supply order, which may be extended by the committee as already constituted by the CPC/VC on the application of the supplier explaining reasons/circumstances due to which time limit could not be adhered to. In the event of the supplier failing to supply the material within time, he shall be liable to pay as compensation an amount equal to one percent of the cost of material each day or such amount as the committee may decide till the supply remains incomplete provided that the entire amount of compensation shall not exceed 10 percent of the total amount of the contract. An appeal against these orders shall however lie with the Vice Chancellor whose decision shall be final.
- 16. In case the contractor backs out of his contract, the earnest money deposited by him shall be forfeited besides any other action as may be considered necessary by the Vice-Chancellor.
- 17. All the charges including packing, forwarding and taxes and other levies should be specified in the tender. The charges etc. not specified in the tender shall not be paid.
- 18. The quantity of material/supplies shall be subject to increase or decrease on the tendered rates. This increase or decrease shall be communicated by the University within 30 days of acceptance of the tender.
- 19. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
- 20. 100% payment will be made on receipt and inspection of goods to ensure the specifications and their good condition.
- 21. The rates accepted by the University shall be valid for 120 days and the supplier shall have to make supply during the period as and when required.
- 22. The e-tenders shall be opened in the office of the Controller of Exams., M.D. University, Rohtak on 30.09.2020 at 12.00 Noon (Technical Bid) and on 01.10.2020 at 3.00 p.m. (Financial bid)

onwards by the Purchase Committee in the presence of contractor/supplier and the Committee reserves the right for negotiation thereafter if considered necessary.

- 23. The University authority reserves the right to reject or accept any offer without assigning any reasons.
- 24. All disputes subject to Rohtak jurisdiction.
- 25. The University stands exempted from the payment of Central Excise Duty/Custom Duty. The rates are quoted keeping that fact in view, Necessary certificate will be provided by the University.
- 26. No tender documents will be issued and rates are to be offered on company's letter pad.
- 27. If a holiday occurs on the opening day, the tenders will be opened on the next working day.
- 28. In case, the supplier/firm fails to execute the supply order on rates and terms and conditions mentioned in the supply order within the stipulated period they shall be liable to such action actions as blacklisting, debarring from having any business with this university, forfeiture of earnest money/security, besides any other action as may be deemed proper by the university.
- 29. The successful bidder has to deposit a performance guarantee equal to 10% of the project cost, in form of bank guarantee for the supply period, in the name of Finance Officer MD University, Rohtak. When performance guarantee is deposited, EMD will be returned subsequently.
- 30. The tender should be submitted only if the materials readily available in the stock or can be supplied with in time period mentioned in the supply order.
- 31. EMD of the unsuccessful bidder after opening the tender and no interest shall be paid on the EMD.

For & on behalf of Controller of Exams.

Dy. Registrar (Conduct) M. D. University, Rohtak

TECHNICAL DOCUMENTS

Sr. No.	Description	BiddersResponse(Yes/No)andattachedalldocumentswhileapplying online bid
1.	Copy of PAN Card	
2.	Copy of latest Income Tax Return	
3.	Copy of GST Number of the firm	
3.	List of institutions where the Two-Part Pure Carbonless OMR Sheets have been supplied	
4.	Satisfactory report/Certificate regarding the supply of Two-Part Pure Carbonless OMR Sheets from any Institution/Govt. Institutions	

FINANCIAL DOCUMENTS

Sr. No	Name of Item	Qty	Basic Rate to be quoted by the agency/supplier per OMR Sheet (Rs.)	GST Amount in Rs.	TOTAL AMOUNT excluding taxes in Rs.	Total amount including taxes (Rs.)
1.	Two- Part Pure Carbonless OMR Sheets	3,00,000 Nos.				

SPECIFICATIONS OF ITEMS TO BE PROCURED

3,00,000 Nos. Two-Part Pure Carbonless OMR Sheets

- 1. Two-Part Pure Carbonless OMR Sheet
- 2. Printed on 105 GSM (Top) and 60 GSM (Bottom) paper
- 3. Size : A4
- 4. Colour : Magenta
- 5. Serial Numbering (20,00,001 to 23,00,000)
- 6. Packing and No. of copies of sample as per supply order
- 7. Completely pre-checked for printing errors

Controller of Examinations, M. D. University, Rohtak

ROLL NUMBER	CENTRE CODE	QUESTION BOOKLET NUMBER	QP ID	BOOKLET CODE	DATE	
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			ANSWERS			

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1	A	B	C	D			A	B	C	0		51	A	B	C	0		A	B	C	
2	(A)	B	C	D		27	(A)	B	C	D		52	(A)	B	C	D	77	A	B	C	D
3	A	B	C	D		28	(A)	B	C	D	5	53	A	B	C	D	78	(A)	B	C	D
4	(A)	B	C	D		29	(A)	B	C	D	4	54	A	B	C	D	79	(A)	B	C	D
5	A	B	C	D		30	(A)	B	C	D	4	55	(A)	B	C	D	80	(A)	B	C	D
6	A	B	C	\bigcirc		31	(A)	B	C	D	4	56	(A)	B	C	\bigcirc	81	(A)	B	C	D
7	A	B	C	D		32	A	B	C	D	5	57	A	B	C	D	82	A	B	C	D
8	A	B	C	D		33	(A)	B	C	D	5	58	(A)	B	C	\bigcirc	83	(A)	B	C	D
9	A	B	C	D		34	A	B	C	D	Ę	59	(A)	B	C	D	84	A	B	C	D
10	A	B	C	\bigcirc	;	35	(A)	B	C		6	60	(A)	B	C	\bigcirc	85	A	B	C	D
11	A	B	C	D		36	A	B	C	D	6	61	A	B	C	D	86	A	B	C	D
12	A	B	C	D		37	(A)	B	C	D	e	62	(A)	B	C	\bigcirc	87	(A)	B	\bigcirc	D
13	A	B	C	D		38	A	B	C	D	(63	A	B	C	D	88	A	B	C	D
14	A	B	C	D		39	A	B	C	D	e	64	A	B	C	D	89	(A)	B	C	D
15	A	B	C	D		40	A	B	C	D	e	65	A	B	C	D	90	A	B	C	D
16	A	B	C			41	A	B	C	D	6	66	A	B	C	D	91	A	B	C	D
17	A	B	C	D		42	A	B	C	D	e	67	A	B	C	D	92	A	B	C	D
18	A	B	C	D		43	A	B	C		6	68	A	B	C	D	93	A	B	C	D
19	-	B	C	D		44	A	B	C	D	6	69	A	B	C	D	94	A	B	C	D
20	0	B	C	D		45	(A)	B	C			70	(A)	B	C	D	95	A	B	C	D
21	-	B	C	D		46	A	B	C	D		71	A	B	C	D	96	A	B	C	D
22	0	B	C	D		47	(A)	B	C	D		72	(A)	B	C		97	A	B	C	D
23	0	B	C	D		48	A	B	C	D		73	A	B	C	0	98	A	B	C	
24	0	B	C	0		49	A	B	C	D		74	A	B	C	0	99	(A)	B	C	
25	0	B	C	0		50	A	B	C	0		75	A	B	C	0	100	A	B	C	0
25	A	B	0	U		50	A	U	0	U		15	A	0	0	U	100	C	0	0	U

LEFT HAND THUMB IMPRESSION OF THE CANDIDATE

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SIDE-2 ओ.एम.आर. उत्तर पत्रक (Answer Sheet) भरने के लिए निर्देश

- 1. USE ONLY BLACK OR BLUE BALLPOINT PENS TO FILL THE ANSWER SHEET AND BLACKEN THE CIRCLE. उत्तर पत्रक को भरने तथा गोलों को काला करने के लिए केवल काले अथवा नीले बॉल पॉइंट पेन का ही प्रयोग करें |
- 2. BLACKEN THE BALLS COMPLETELY SO THAT THE LETTER WRITTEN IN THE CIRCLE IS NOT VISIBLE. गोलों को पूरी तरह से गहरा काला करें ताकि गोले में लिखा अक्षर दिखाई न दे ।
- 3. USE ONLY THE ANSWER NUMBER OF THE GIVEN QUESTIONS. जितने प्रश्न दिए गए है केवल उतने ही उत्तर क्रमांक का प्रयोग करें ।
- 4. DO NOT DO ROUGH WORK ON ANY SIDE ON THIS ANSWER SHEET. इस उत्तर पत्रक पर किसी भी तरफ रफ कार्य न करें |
- 5. ENTER YOUR ANSWER IN THE APPROPRIATE CIRCLE WITH THE SAME NUMBER OF QUESTIONS TO WHICH YOU ARE ANSWERING. IF MORE THAN ONE CIRCLE IS BLACKENED, IT WILL BE CANCELLED BY THE SCANNER. SEE BELOW FOR CORRECT ANSWER.





जिस प्रश्न का उत्तर आप दे रहे है उसी प्रश्न की संख्या वाले उपयुक्त गोले में अपना उत्तर अंकित करें एक से अधिक गोलों को काला किये जाने पर उसे स्कैनर द्वारा निरस्त कर दिया जायेगा । उत्तर अंकित करने का सही तरीका नीचे देखें ।

उत्तर अंकित करने की विधि

सही तरीका (A) (C) (D) गलत तरीका $\mathbf{X} \mathbf{O} \mathbf{O} \mathbf{O} \mathbf{O} \mathbf{O}$

- 6. USE YOUR ANSWER SHEET CAREFULLY AS NO ADDITIONAL ANSWER SHEET WILL BE PROVIDED TO THE STUDENT. अपने उत्तर पत्रक का ध्यानपूर्वक उपयोग करें क्योंकि विद्यार्थी को कोई भी अतिरिक्त उत्तर पत्रक प्रदान नहीं किया जाएगा ।
- 7. ENTER YOUR ANSWER ONLY IN THE GIVEN SPACE. केवल दिए हुए स्थान में ही अपना उत्तर अंकित करें।
- 8. DO NOT PUT ANY OTHER MARK ON THE ANSWER SHEET. DO NOT BEND OR FOLD THE ANSWER SHEET. उत्तर पत्रक पर अन्य कोई निशान न लगाएं । उत्तर पत्रक को न ही मोड़ें और न ही उस पर सिलवटें डालें ।

9. IF YOUR ROLL NO. IS 1234501, BOOKLET CODE-B AND QUESTION BOOKLET CODE - 11325 YOU ARE A STUDENT OF B.A./B.SC. FINAL YEAR AND YOU ARE GIVING THE EXAMINATION OF PAPER CODE-23255 IN CENTER CODE-1641, THEN FILL IT AS PER THE EXAMPLE GIVEN BELOW.

उपयुक्त गोले को काला करें। उदाहरण हेतु -

यदि आपका रोल न. 1234501, बुकलेट कोड-बी, प्रश्नपत्र बुकलेट कोड - 11325 तथा आप बीए/बीएससी फाइनल ईयर के विद्यार्थी हैं तथा आप पेपर कोड - 23255 की परीक्षा सेंटर कोड-1641 में दे रहे है तो नीचे दिए उदाहरण के अनुसार इस प्रकार भरेंगें।

उदाहरणार्थ / FOR EXAMPLE

