



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act. No.25/1975)
NAAC Accredited 'A+' Grade

CONDUCT BRANCH

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Standard Bidding Document For Purchase of 20000 meter packaging cloth (Markin) having physical width 160 cms., minimum 145 gms weight per square meter & 85% cotton of good quality.

PART1: COMPLETE BIDDING DOCUMENT

Name of Work: Purchase of 20000 meter packaging cloth (Markin) having physical width 160 cms., minimum 145 gms weight per square meter & 85% cotton of good quality.

PRESS NOTICE

M.D. UNIVERSITY, ROHTAK Short Notice Inviting E-tender	
Name of Work	Purchase of 20000 meter packaging cloth (Markin) having physical width 160 cms., minimum 145 gms weight per square meter & 85% cotton of good quality.
Tender Docs Fee + E-Service Fees	Rs.5000 + Rs.1180 = Rs. 6180/-
Earnest Money (Fixed)	Rs 30,000/- (Rupees Thirty Thousand Only)
Tenders to be received till:	Upto 03.00 P.M. on dated 27.01.2021
i) The tenders will be received only through e-tendering for further details visit website https://etenders.hry.nic.in.	
ii) Cost of Bid document (to be paid online) is Rs.5000/- (non refundable) and Rs.1180/- (non refundable) for e-service fee is also to be deposited through online mode.	
iii) All Type of required Fees for tender should be deposited through online mode only on http://etenders.hry.nic.in	
iv) Willing bidders/agencies/suppliers for any corrigendum/addendum in the tender may visit http://etenders.hry.nic.in and http://mdu.ac.in	

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

DETAIL 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 20000 meter packaging cloth (Markin) (As per specification)	Rs.14,00,000 (Fourteen Lac)	Rs 30,000/-	Rs.5000/-for Tender Document fee & Rs.1180/- for e-Service fee (Non-refundable)	04.01.2021	27.01.2021 (03 :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://mdu.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. <http://etenders.hry.nic.in> .

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. **The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet banking Accounts and the payment for EMD can be made online directly through NET BANKING/RTGS/NEFT or OTC please refer to "Online Payment Guidelines" available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make online 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 Bidders can submit their tender documents (Online) and submit their samples in the office of Dy.Registrar (Conduct), M.D.University, Rohtak as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date & time
1		Tender Document Download and Bid Preparation/Submission and supply of sample	04.01.2021	27.01.2021 (03: 00 P.M.)
2	Last Date for submission of Sample in the University	It is compulsory to all the bidders to submit their samples in the University within stipulated time period.	28.01.2021 (10.00 A.M.)	
3	Technical Bid Opening		28.01.2021 (10: 00 A.M.)	
4	Financial Bid Opening		28.01.2021 (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

1. F.O.R : M.D. University, Rohtak.
2. **Sample(s) of the packing cloth (Markin) having 01 meter length** (in sealed cover) as per specification **should be submitted** through Regd.Post/Speed Post/by hand **in the office of Dy.Registrar (Conduct) on or before 28.01.2021 upto 10.00 A.M.**
3. The material / goods may be supplied in **THANES** of full length to the Dy. Registrar (Conduct), M.D. University, Rohtak as per schedule given in Supply Order and accordance with the specification, finalized quality / sample of packaging cloth (markin) by the University. All correspondence regarding the orders should be addressed to the consignee.
4. GST as applicable under Govt. rules shall be extra.
5. Every Tender shall be accompanied by the tender fee of Rs.5000/- and earnest money of Rs.30000/- (Fixed). The earned money will be refunded after completion of work/job.
6. Payment Terms : The payment will be made against delivery and after successfully supply the goods by the firm on satisfactory report by the committee after inspection.
7. The goods will be supplied within 30 days from the date of issuance of the confirmed supply order.
8. 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 tender without assigning any reason thereof.
9. Conditional tenders will not be entertained & are liable to be rejected.
10. The undersigned reserve the right to reject any tender or all the tenders without assigning any reasons.
11. 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.
12. All prescribed fees should be paid through online mode only.
13. The e-tender received without earnest money or after the due date shall not be entertained.
14. The material be supplied in stipulated time, failing which the firm will be liable to imposition of penalty for the late execution of the job payable as under:-
 - a) For delay upto 10 days : 5% of the value of amount payable for each lot.
 - b) For delay upto 20 days : 10% of the value of amount payable for each lot.
 - c) For delay after 20 days, the decision of the Committee/competent authority for finalization of amount of penalty for the late execution of job will be decided.
15. 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.
16. The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case, the responsibility shall be of the supplier.
17. The quantity of goods shall be subject to increase or decrease on the tendered rates **within 30 days** of the placement of the supply order.
18. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
19. **100% payment will be made on receipt and inspection of goods to ensure the specifications and their good condition.**
20. **The rates accepted by the University shall be valid for 180 days and the supplier shall have to make supply during the period as and when required.**
21. **The e-tenders shall be opened in the office of the Controller of Examinations, M.D. University, Rohtak as per above given schedule (key dates) by the Sub Committee of CPC in the presence of all eligible bidders who are physically appeared at the time of opening of Financial Bid having sample of packaging cloth (Markin) in good quality as per specification for negotiation in rates.**
22. 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.
23. 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.
24. **The successful bidder has to deposit a performance guarantee equal to 5% of project cost in favour of Finance Officer MD University, Rohtak.**
25. 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.
26. **All disputes subject to Rohtak jurisdiction.**
27. The Jurisdiction of court for any kind of dispute(s) will be at Rohtak.

TECHNICAL DOCUMENTS

Sr. No.	Description	Bidders Response (Yes/No) and also attached all documents while applying online bid	Pages
1	2	3	4
1.	Copy of PAN Card		
2.	Copy of GST Number of the firm		
3.	Copy of latest Income Tax Return should be attached by the firm. The average turnover in the respective field should not be less than 40 lac per year during the last three years		
4	Copy of Govt. Institutions/Universities/Boards where the Packing Cloth (Markin) have been supplied		
5.	Satisfactory report/Certificate regarding the supply of Packing Cloth (Markin) from any Institution/Govt. Institutions/Boards		
6	A proof of ownership/partnership shall be submitted. (A surprise visit to the premises by the representatives of the University shall be made to access the firm's capacity and standing).		
7	Provide Sample(s) of the quoted item (As per specification) by the firm shall be supplied in the office of the Dy.Registrar (Conduct), M.D.U., Rohtak i.e upto 28.01.2021 at 10.00 A.M.		
8	Copy of undertaking whether your firm has been blacklisted or not by the Govt./Semi Govt./PSU/Universities.		

FINANCIAL DOCUMENTS

Sr. No	Name of Item	Qty.	Basic Rate per meter to be quoted by the agency/supplier	GST in Percentage (%)	GST Amount in Rs.	TOTAL AMOUNT excluding taxes in Rs.	Total amount including taxes (Rs.)
1.	Packing Cloth (Markin)	20000 Meter Packing Cloth (Markin)					

SPECIFICATIONS OF ITEMS TO BE PROCURED

Provide the 20,000 meter Packing Cloth (Markin) fabric having physical width 160 Cms., minimum 145 gms weight per square meter & 85% cotton of good quality.

Controller of Examinations

Dy. Registrar (Conduct)

Univ.Librarian's Nominee

Finance Officer's Nominee

OSD (P&S)'s Nominee