

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**DEPARTMENT OF CHEMISTRY**

E- tender on behalf of Registrar is invited subscribed as “Tender for Rate Contract for the supply of Chemicals, Glassware & Plasticware for the year 2019-20 as per detail given on website along with earnest money amounting Rs. 2,00,000/- for Chemicals Rs. 1,00,000/- for Glassware & Rs. 50,000/- for Plasticware and a separate fee of Rs. 3000/- as tender fee should be deposited through Demand Draft in favour of Finance Officer, M.D.University, Rohtak, payable at Rohtak and Rs. 1000/- e-service/processing fee also should be deposited through Demand Draft in favour of “Society for IT initiative fund for e-Governance” payable at Chandigarh before 27.09.2019 . The e-tender (Technical documents) will be opened on 30.09.2019 .For details may visit on <https://etenders.hry.nic.in/nicgep/app>.

REGISTRAR

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**DEPARTMENT OF CHEMISTRY,**

**Phone:-01262-393131**

**Email: [hod.chem@mdurohtak.ac.in](mailto:hod.chem@mdurohtak.ac.in)**

STANDARD BIDDING DOCUMENT FOR THE ANNUAL RATE CONTRACT FOR THE SUPPLY OF CHEMICALS (SRL,QUALIGENS, SPECTROCHEM,HIMEDIA,MERCK, LOBA CHEMIE, FLUKA GOLDIE, CDH, RESEARCH LAB.,AVANTOR,MOLY CHEM., GENIE, GENETIX, HI-PHARMACEUTICAL DRUGS, SIGMA ALDRICH, QIAGEN BIOSERVE, TITAN BIOTECH,EUROFINE, PROMEGA, D.S.S.TAKARA & ILS CHEMICALS); GLASSWARE(CORNING GLASS, BOROSILICATE GLASS); AND PLASTICWARE FOR THE YEAR 2019-20.

**PRESS NOTICE**

<b>M.D. UNIVERSITY, ROHTAK</b> <b>Notice Inviting Tender</b>	
<b>Name of Work:</b>	<b>Annual Rate Contract for the purchase of Chemicals, Glassware &amp; Plastic ware for the year 2019-20</b>
<b>Tender Docs Fee+ E Service Fees</b>	<b>Rs.3000/-+Rs.1000/-</b>
<b>Earnest Money for Chemicals</b> <b>Earnest Money for Glassware</b> <b>Earnest Money for Plastic ware</b> <b>Time Limit</b>	<b>Rs. 2, 00,000/- (for each firm)</b> <b>Rs. 1, 00,000/-(for each firm)</b> <b>Rs. 50,000/-(for each firm)</b> <b>06 to 10 Weeks</b>
<b>Tenders to be received till: 03.00 PM on dated 27.09.2019</b>	
<p>(i) The tenders will be received only through E-tendering for further details visit website <a href="http://www.etenders.hry.nic.in">http://www.etenders.hry.nic.in</a></p> <p>(ii) Earnest Money (as mentioned above) and Cost of Bid document is Rs. 3000/- (non refundable) will be deposited Through Demand Draft in Favour of Finance Officer, M.D.U. Rohtak.</p> <p>(iii) Willing Contractors shall have to pay is Rs. 1000/- the e- Service/Processing Fees in form of Demand Draft in favor of ‘Society for IT initiative fund for e - Governance’ payable at Chandigarh.</p> <p>(iv) All above demand drafts should be submitted in the O/o HOD, Chemistry, M.D.U., Rohtak before 27.09.2019 up to 03:00 P.M.</p> <p>(iv) The contractors/agencies will keep in touch with the University Web site (<a href="http://www.etenders.hry.nic.in">http://www.etenders.hry.nic.in</a>) for any amendment/ addendum till the last date/revised last date of submission of tender and may incorporate such changes in the tender bids, if required.</p>	

For & on behalf of Registrar, MDU, Rohtak

Head  
Department of Chemistry  
M.D.U., 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 Pre- Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Name of Item	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Last Date & Time of Bid Preparation & Submission	Approximate total cost of the budget of all the Science Departments
1.	<b>Annual Rate Contract for the purchase of :-</b> <b>1. Chemicals</b>  <b>2. Glassware</b>  <b>3. Plasticware</b>  <b>For M.D. University, Rohtak for the year 2019-20</b>	  <b>Rs. 2,00,000/- (for each firm)</b>  <b>Rs. 1,00,000/- (for each firm)</b>  <b>Rs. 50,000/- (for each firm)</b>	Rs. 3000/-for Tender Document fee & Rs. 1000/- for e-Service fee	30.08.2019 at 11:00 a.m.	<b>Up to 27.09.2019 at 3: 00 p.m.</b>	1,12,50,000/-

1. Detailed notice inviting tender/estimate drawing can be seen in the office of the undersigned during office hours.
2. Bidding documents available on website (<http://www.etenders.hry.nic.in>)
3. Newly enlisted contractors/societies/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://www.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 Guideline' 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/nicgep/app> 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 allow 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 04:00 P.M;** 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 respective events/Tenders at <https://etenders.hry.nic.in/nicgep/app>.

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 payment 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	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	30.08.2019 at 11:00 a.m	27.09.2019 at 3:00 p.m
2	Technical Bid Opening		30.09.2019	(11:00 A.M) to (03:00 P.M.)
3	Financial Bid Opening		03.10.2019	(11:00 A.M.) to (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 & CONDITIONS: -**

**Envelope-1 (Technical Bid):**

1. Bids from **original manufacturers only** will be accepted.
2. Latest ISO certificates are mandatory for glassware & plasticware. The certificates must be enclosed with tender documents.
3. Five set of Price Lists must be enclosed with technical bid of tender documents.
4. Each manufacturer has to furnish an undertaking to the undersigned that the discount offered to M.D.University, Rohtak is the maximum & no Govt./Semi Govt. Institutions/Universities have been offered discount more than quoted one.
5. The manufacturer is also required to furnish a certificate of his authorized distributor (only one name) alongwith tender documents.
6. No advance payment will be made for the supplier.
7. PAN No. & GST No. must be enclosed with the tender documents.
8. All the disputes to any one will be subject to the jurisdiction at Rohtak (Haryana).
9. The order will be placed after comparing the rates except **research items** (as benefits of the university). **Research items may be purchased on quality basis.**
10. The firm will be required to record following certificates in every bill:-  
The rate is being charged as per prevailing price, as applicable to all Govt./Semi Govt. and other institutions. That the discount offered to the university is the maximum and they have not offered more discount to any Govt., Semi Govt. and other institutions.
11. The rate contract being established by the university should not be tagged with the rate contract established by the Govt. of Haryana as the requirements of the University Departments are quite different from those of Govt. of Haryana.
12. If the Haryana Govt. establish the rate contract with the same items on better terms and conditions for the year 2019-20 the same will also be applicable to M.D.University, Rohtak.
13. The supplied chemicals must be of fresh stock (not more than 06 months old).
14. The claimed purity/specifications should be followed. If the supplied chemicals are of low purity, company has to replace it at his own cost within stipulated period, otherwise it will be blacklisted.
15. The rate contract will be valid from **1<sup>st</sup> September, 2019 to 31<sup>st</sup> August, 2020.**
16. The Earnest Money and Tender Fee will be considered through Demand Draft in favour of Finance Officer M.D.University, Rohtak payable at Rohtak.

17. The supply will be made F.O.R. M.D.University, Rohtak & bill in duplicate must be submitted.

**Envelope-1**

**(Technical Bid):**

Technical Bid must be submitted in the office of undersigned in original before the opening of e-tender.

**Envelope-2**

**(Commercial Bid):**

1. Firm has to mention the discount on the price list attached in the technical bid.
2. Firm has to clearly specify the GST percentage, as applicable

For & on behalf of Registrar,  
MDU, Rohtak

Head,  
Department of Chemistry,  
M.D.University, Rohtak

## **Instructions to bidder on Electronic Tendering System**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### 1. **Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in/nicgep/app>. Please visit the website for more details.

### 2. **Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in/nicgep/app>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in/nicgep/app> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### 3 **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://etenders.hry.nic.in/nicgep/app>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

### 4 **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e Procurement system on the Home Page at <https://etenders.hry.nic.in/nicgep/app>.

### 5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e -Procurement portal <https://etenders.hry.nic.in/nicgep/app>

### 6 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

### 7 **Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

#### i) **Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through NET BANKING/RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

#### ii) **PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.in/nicgep/app>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.



**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

### **Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

#### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.

- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

#### **D) Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled

Branch of ICICI Bank in India. Bidders can make the payment via cash(if amount is<=₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button
- (iv)The e-Procurement portal displays the details of payment. Bidders clicks on “print \_challan” and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e- Procurement portal prior to accepting the payment
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
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<p style="text-align: center;"><b>11</b></p>	<p style="text-align: center;"><b>In the event of making Payment through NET BANKING/NEFT/RTGS</b></p>	<p>Do's</p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that NET BANKING/RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:</li> </ul> <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> <ul style="list-style-type: none"> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via NET BANKING /RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul>
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		<p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NET BANKING /NEFT/RTGS form at their bank. The following possibilities may arise:             <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-                 <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</li> </ol> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul> </li> </ul>
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2	<p><b>In the event of making Payment through OTC</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li> <li>• Bidder must do the payment before tender validity gets expired</li> <li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li> </ul>
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		<p><b>Don't's</b></p> <ul style="list-style-type: none"><li>• If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li><li>• It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li><li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li></ul>
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**Head of the Chemistry Deptt.  
M. D. University, Rohtak**

**ENVELOPE-1**

**List of Technical Documents**

<b>Sr.No</b>		<b>Bidders Response</b>
	<b>Description</b>	<b>(Yes/No)</b>
<b>1</b>	<b>Authorization certificate from the manufacturer firm</b>	
<b>2</b>	<b>Copy of PAN card.</b>	
<b>3</b>	<b>Copy of latest income tax return.</b>	
<b>4</b>	<b>Year of price list attached</b>	

**ENVELOPE-2**

**COMMERCIAL BID**

<b>Sr. No.</b>	<b>Name of Manufacturer</b>	<b>Year of Price List attached</b>	<b>Discount</b>	<b>GST</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				