

MAHARSHI DAYANAND UNIVERSITY ROHTAK



VIVEKANANDA LIBRARY

Tender Document

**Rate contract for binding of books and journals for the years
2021, 2022 and 2023.**



MAHARSHI DAYANAND UNIVERSITY

ROHTAK – 124001 (Haryana) India

(A State University established under Haryana Act. No.25/1975)

(NAAC Accredited 'A+' Grade)

Vivekananda Library

Phone:-01262-293004

Email: librarian@mdurohtak.ac.in

INDEX

Sr. No.	Details	Page No.
1.	Press Notice	3
2.	Detail Notice Inviting Tender	4
3.	Key Dates	5
4.	Terms & Conditions governing the tender	6-9
5.	Declaration	8
6.	Check List-Cum-Proforma for Evaluation of Technical Bids duly filled in to be attached with the Tender (Annexure-I)	10
7.	Scope of Work and Bill of Quantities (BoQ) Proforma (Annexure-II)	11



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PRESS NOTICE

M.D. UNIVERSITY, ROHTAK Notice for Inviting E-Tender	
Name of work	Rate contract for binding of books and journals for the years 2021, 2022 and 2023.
Tender Document Fee + E-Service Fees (+ Taxes as applicable)	Rs.1000/- + 1000/-
Earnest Money	Rs.16,000/-
Time Limit	6 to 8 Weeks
E-tenders to be received till: 5.00 P.M. on 17.02.2021.	
Note: Tenders to be received only through E-tendering. For further details visit website https://etenders.hry.nic.in .	
i) Cost of Bid document Rs.1,000/- (non-refundable) is to be deposited online.	
ii) Willing bidders shall have to pay Rs.1,000/- e-service fee (+ Taxes as applicable) online.	

University Librarian
Vivekananda Library
M.D.U., Rohtak

DETAIL NOTICE INVITING TENDER

e-Tenders are invited from reputed binders making the rate contract for binding of books and journals for the years 2021, 2022 and 2023 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 Bill of Quantities (BoQ)/Commercial Envelope):-

Sr. No	Description of Items	Appx. Cost (Rs. in lakhs)	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of EMD Submission, Bid Preparation & Submission
1.	For rate contract of binding of books and journals	Rs. 8.00 lakhs	Rs.16,000.00	Rs. 1000/-for Tender Document fee and Rs. 1000/- for e-Service fee (+ Taxes)	18.01.2021	Up to 17.02.2021 (05:00 P.M.)

- Detailed notice inviting tender/estimate can be seen in the office of the undersigned during office hours.
- Bidding document is available on website <https://etenders.hry.nic.in> and <http://mdu.ac.in/>. Corrigendum/addendum, if any, will be uploaded on these websites only.
- The bidders would submit bid through e-tendering only on the website i.e. <https://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.
- 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 RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana).**
- Intending bidders will be mandatorily required to online sign-up (create a 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 payment through online transfer of Rs.16,000/- (Rs. Sixteen Thousand Only) towards Security/Earnest Money Deposit (EMD).**
- Payment Instruction for the Bidder:** To participate in the tender, bidders are advised to initiate payments at least 2 days before the tender closing date to avoid any delay in payment confirmation on the portal. **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>.** In absence of payment confirmation on the portal, bidders will not be able to submit the bids. If your payment is not

confirmed within 24 hours, kindly write to merchant@sbi.co.in and agmgadlhocha@sbi.co.in for payment confirmation. For support related to Haryana Tenders in addition to helpdesk you may also contact on email ID - eproc.nichry@yahoo.com , Tel- 0120-4001 002, 0120-4200 462, 0120-4001 005, 0120-6277 787, 0172-2700275.

7. The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non-refundable) of Rs.1000/- (Rupee One Thousand Only + Taxes) online by using the service of a secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.
8. The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.
9. The Technical Bids can also be handed over personally to the office of the University Librarian, M.D. University, Rohtak on or before the stipulated date and time. The bids received after due date and time shall be rejected outrightly. The University shall not be responsible for any postal or transit delay. Quotations shall be **opened in the Committee Room of Vivekananda Library, M.D. University, Rohtak as per schedule given below.** If the date of opening the quotations is declared as a holiday due to some exigencies, the quotations shall be opened on the next working day at the same time and venue. The quotees or their authorized representative, at their own cost, shall be allowed to be present at the time of opening of quotations.
10. The Bidders can submit their 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	18.01.2021	17.02.2021 (05:00 P.M.)
2		Date of manual Technical Bid submission in the office of University Librarian, M.D.University, Rohtak	9.00 AM to 5.00 PM during working days and on or before 2.00 P.M. on 18.02.2021	
2	Technical Bid Opening		18.02.2020 after 2.30 P.M.	
3	Financial Bid Opening		23.02.2021 after 11.00 A.M.	

Important Note:

- a) 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’.
- b) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- c) 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.
- d) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Financial bid quoted 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 their online 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 their prices online in Bill of Quantities (BoQ) under Commercial Bid.

TERMS & CONDITIONS GOVERNING THE TENDER:

1. TIME AND DATE FOR RECEIPT AND OPENING OF THE TENDERS/QUOTATIONS:
As mentioned under Key Dates above.

2. SCOPE OF WORK AND BILL OF QUANTITIES (BOQ) PROFORMA: Please see **Annexure-II** of the Tender Document.

3. QUANTITY: Quantity of books and journals may increase or decrease by 20% without any prior notice.

4. MANUAL TECHNICAL BIDS:

The quotees shall also submit manual technical bids in a sealed envelope. The following must be superscripted on the sealed envelopes:

The envelope containing technical bid only:

“TECHNICAL BID FOR BINDING OF BOOKS AND JOURNALS IN VIVEKANANDA LIBRARY, M.D.UNIVERSITY, ROHTAK”

5. VALIDITY OF QUOTATION:

The quotation must be valid for a period of at least three months from the date of its opening.

6. UNIFORM RATES

State uniform rates for books and journals of all sizes, separately.

7. PENALTIES/ LOSSES / SHORTAGES / DAMAGE TO THE BOOKS AND JOURNALS

- (a) The Binding Contractor shall be responsible for any loss and/or damage to the books and journals due to fire, theft or any other cause during the binding period. In case of loss and/or damage, the Contractor shall replace the books and journals with the duly bound new books and journals or pay the double price of the documents to the Library within fifteen days from the date of the notice.
- (b) The Binding Contractor shall return all the books and journals within the time limit specified in the binding order. The binding period can be extended by the Librarian/ Representative/Sub-Committee (CPC) only in exceptional cases on the written request of the Binding Contractor giving reasons/explaining circumstances due to which binding period could not be adhered to. In case, the bound books and journals are not returned within the specified period, the Binding Contractor shall be liable to pay to the university, the compensation amount equivalent to 1% (One percent) of the binding cost of unreturned bound books and journals each day or such other amount as the Librarian/ Representative/ Sub-Committee (CPC) may decide till the bound books and journals are not returned, provided that the total amount of the compensation shall not exceed 10% (Ten percent) of the total binding cost of books and journals given for binding. The appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.

- (c) All the penalties, losses, shortages, etc. shall be recoverable from the pending bills and security of the Binding Contractor.

8. SECURITY/ EARNEST MONEY

- (a) The security/earnest money deposit (EMD) of Rs.16,000/- will be refunded after the expiry of the contract and return of all books and journals given for binding.
- (b) If the Binding Contractor backs out of the contract, his security/earnest money deposit shall be forfeited and shall be liable to such other action as blacklisting, debarment from having any business with the University, besides any other action as deemed proper by the University.

9. AGREEMENT

The Binding Contractor appointed for binding of books and journals shall enter into a binding agreement on Stamp Paper of an appropriate amount, with the Librarian on behalf of M.D.U., Rohtak for the execution of order wherein all the obligations of both the parties shall be spelt out.

10. REPUTATION AND EXPERIENCE OF THE FIRM

The bidder should have at least three years' experience in the field. List of organizations where the bidder had undertaken binding work may be attached to the quotation. Firms with less than 12 lakhs Annual Turn Over w.r.t. binding will not be allowed to participate in the bid. The following documents/information must be furnished with the quotation:

- i. List of the Indian libraries completed binding work through the firm.
- ii. Proof of orders given by Indian libraries during the last five years to the firm.
- iii. Annual Turn Over in respect of binding work.
- iv. Copies of PAN/GST Registration Certificate.
- v. Copies of Income Tax Returns (ITR) of last three years.

11. RIGHT TO ACCEPT/REJECT THE BIDS/QUOTATIONS:

The right to accept the bids/quotations shall rest with the Sub-Committee (CPC). The Sub-Committee does not bind itself to accept the lowest quotation and reserve the right to reject any or all items of quotations without assigning any reason thereto. The Sub-Committee also reserves the right to accept quotations in part i.e. any item or any quantity and to reject it for the rest.

12. CERTIFICATE OF NON-DEBARMENT:

The Bidder quoting the rates and other terms and conditions shall append a certificate that they have not been debarred/blacklisted for any reason/ period by any library of Central Govt. Dept./State Govt. Dept./University/ Institute/ College. If so, particulars of the same may be furnished.

13. SUPPLY OF SAMPLES

The samples of bound books and journals shall be supplied with the quotation as per prescribed specifications, failing which, the quotation may be rejected.

14. QUALITY OF BINDING

Binding shall be done as per approved sample/specification. If the binding is not found according to approved sample/ specification, the Binding Contractor shall rebind all such books and journals at his own cost. The acceptance of the bound volumes shall be subject to the satisfaction of the Inspection Committee

15. ADVANCE PAYMENT

No advance payment or payment against documents negotiated through bank shall be made.

16. Books and journals shall be given to the binding Contractor in lots of 2000-3000 books and journals as the same cannot be spared in large number for a longer time due to their demand.

17. COLLECTION AND RETURN OF BOOKS AND JOURNALS

The Binder shall collect the books and journals from the Vivekananda Library/its Offshoots, MDU, Rohtak and return the same at the same place, in a period of one month after binding at his own expenses. Lifting of books and journals from the place where books and journals are kept to the vehicle and back after binding shall be the responsibility of the Binding Contractor. No freight for to and fro transportation of books and journals shall be paid by the Library.

18. PERIOD FOR WHICH RATES ARE TO BE QUOTED

The Binding Contractor shall quote rates for three years (2021, 2022, and 2023). The rates shall not be enhanced for any reason whatsoever during the contract period.

19. The University is situated within the Municipal limits. As such, Octroi charges, labour charges, and other local charges, if any, shall be borne by the Binder. All charges and terms may be spelt out in your offer clearly. Charges not mentioned in the quotation shall not be paid.

20. Each page of the quotation/tender including annexure, if any, should be **numbered and signed**.

21. The disputes, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotations or invoices of the Binder shall be invalid and shall have no legal sanctity.

22. PARTNERSHIP DEED:

The quotee shall submit a copy of the registered partnership deed, if any, with the quotation/tender and the copy must be signed by all the partners.

23. DECLARATION:

The quotee shall append the following declaration with the quotation:

DECLARATION

I/We (Name) _____ do hereby solemnly affirm and declare that the facts stated in the Quotation are correct and true to the best of my/our knowledge and belief, and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/we will be liable to legal action under Section 182 and Section 415 read with Section 417 and 420 of Indian Penal Code as the case may be.

Place: _____

Date: _____

(Signature of the quotee)
Name & Address

24. CHECKLIST:

The “Check List-cum-Proforma for Evaluation of Technical Bids” duly filled into Annexure-I be attached with the Technical Bid.

25. EVALUATION OF TECHNICAL BID:

The Technical Bid will be evaluated as per “Check List-cum-Proforma for Evaluation of Technical Bids” (Annexure-I).

26. INCOMPLETE BIDS:

Incomplete quotations will be rejected straightway.

27. GENERAL:

Please go through the above terms & conditions carefully. The quotations must carry reply to every paragraph of the term & conditions as above. In case, any other information/clarification is required, the bidder may contact at 01262-293004 or 293002 on any working day (Monday to Friday) during office hours (9.00 am to 5.00 pm).

(Dr. Satish Kumar Malik)
University Librarian



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ANNEXURE-I

CHECK LIST-CUM-PROFORMA FOR EVALUATION OF TECHNICAL BIDS DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Check List/Criteria for Evaluation of Technical Bids	Bidder Response (Yes/No)
1.	Whether manual Technical Bid, as described in Condition No.4 of the Tender Document is submitted?	Yes/No
2.	Whether the proof of Security/Earnest Money Deposit (that is Rs.16,000/-) as prescribed in Condition No.5 of the Tender Document is attached?	Yes/No
3.	Whether the experience(s) and list of organizations where the bidder had undertaken binding work is attached as per Condition No. 9 of the Tender Document?	Yes/No
4.	Whether copy of Annual Turn Over in respect of binding of books and journals as described in Condition No.10 of the Tender Document is attached?	Yes/No
5.	Whether self-attested copies of PAN/GST Registration Certificate as described in Condition No.10 (iv) of the Tender Document is attached?	Yes/No
6.	Whether self-attested copies of Income Tax Returns (ITR) of last three years are attached?	Yes/No
7.	Whether certificate that the firm has not been blacklisted by any Central/State Govt. Office /PSU/University/Institution etc. as described in Condition No.12 of the Tender Document is attached?	Yes/No
8.	Whether a copy of the Declaration as described in Condition No.23 of the Tender Document is attached?	Yes/No



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ANNEXURE-II

SCOPE OF WORK AND BILL OF QUANTITIES (BOQ) PROFORMA: As per specifications given below:

Sr. No.	Name of the Item	Specifications	Approx. Qty. per annum	Uniform Rate Per Item (all sizes)	Taxes (in %age)	Net Rate per item (all sizes)
a)	Books	<ol style="list-style-type: none">1. Full cloth binding with ink printing (short title and surname of first author) on the spine/ front and re-inforced binding where possible.2. Straw board of 36 Oz and 40 Oz as per thickness and size of the book (36 Oz for ordinary size and 40 Oz for larger size) with good quality end/flying paper.3. Section sewing with rounding and backing for thick/large size books and stabbing binding for ordinary book.4. Specimen of binding cloth superior quality and end paper may be attached with the quotation.5. Binder(s) can visit the Vivekananda library for seeing the condition of books etc. or any other clarification if required before filling the tender.	12,000 Nos.			
b)	Journals	<ol style="list-style-type: none">1. Reinforced binding, half leather with leather corners and the rest with good quality cloth-based rexine binding.2. The spine is to be gold printed.3. The straw board should be 40 Oz in case of ordinary size journals and 48 Oz in case of larger size of journals.4. Good quality leather of fast colour is to be used.5. Sample of cloth based rexine and leather (both red colour) may be attached.6. Sample of flying paper may to be attached with the quotation.7. Short title along with Volume Number and Year on spine and front.	1000 Nos.			