



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

Ref: MDU/COE/803

Dated: 23/07/2024

Phone: 01262-274169, Email: coe@mdu.ac.in

STANDARD BIDDING DOCUMENT FOR "PROCUREMENT OF DETAILED MARKS CARD (DMC) AND RESULT SHEET PAPER/STATIONERY FOR MAHARSHI DAYANAND UNIVERSITY, ROHTAK", ON BEHALF OF CONTROLLER OF EXAMINATIONS (COE), MDU, ROHTAK

PRESS NOTICE

MAHARSHI DAYANAND UNIVERSITY, ROHTAK Notice Inviting Tender	
Name of Work:	PROCUREMENT OF DETAILED MARKS CARD (DMC) AND RESULT SHEET PAPER/STATIONERY FOR MAHARSHI DAYANAND UNIVERSITY, ROHTAK
Estimated Cost:	Rs. 04.45 lakhs per Annum for Three Years
Earnest Money:	i) From Bidders/Contractors: Rs 27,000/- ii) From MSME: Exemption for MSME from Haryana only
Performance Guarantee:	5% of the Tentative Value of the Contract
Time limit:	03 Weeks
e-Tenders to be received till 13.08.2024 upto 04.30 PM	
(i) The tenders will be received only through e-tendering. For further details visit website https://www.etenders.hry.nic.in	
(ii) Cost of Bid document is Rs.5,000/- (non refundable) which will be deposited through online mode from https://etenders.hry.nic.in	
(iii) Earnest Money (as mentioned above) will be deposited through online mode from https://etenders.hry.nic.in	
(iv) Willing bidders shall have to pay is Rs.1000/- +GST as the e- Service/Processing Fee through online mode from https://etenders.hry.nic.in	
(v) The interested parties/bidders should visit the University website (https://www.mdu.ac.in) or https://www.etenders.hry.nic.in regularly for corrigendum(s) which may be issued regarding extension of date, modification of eligibility or amendments in other terms & conditions etc., as corrigendum(s) will not be published in newspapers.	

COE, MDU, Rohtak

DETAIL NOTICE INVITING TENDER

e-Tender on behalf of COE, MDU, Rohtak is invited for **PROCUREMENT OF DETAILED MARKS CARD (DMC) AND RESULT SHEET PAPER/STATIONERY FOR MAHARSHI DAYANAND UNIVERSITY, ROHTAK** 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 price bid Proposal under online available Commercial Envelope):-

Sr. No	Description of work / Items	Appx. Cost (Rs. In lacs)	EMD to be deposited by Bidder	Tender Document Fee & e-Service/ processing fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	PROCUREMENT OF DETAILED MARKS CARD (DMC) AND RESULT SHEET PAPER/STATIONERY FOR MAHARSHI DAYANAND UNIVERSITY, ROHTAK	Rs 4,50,000/- per Annum for Three Years	Rs 27,000/-	Rs 5,000/- for Tender/Bid Document fee and Rs.1000/- +GST for e-service/processing fee	23.07.2024 (05.30 PM)	Upto 13.08.2024 (04:30 PM)

1. Any clarification regarding the detailed notice inviting tender can be sought from the COE office during office hours at 01262-274169 or coe@mdu.ac.in.
2. Bidding documents are available on websites <https://www.mdu.ac.in/> and <https://www.etenders.hry.nic.in>
3. The bidders would submit bid through e-tendering only on the Haryana Government e-Procurement System website i.e. <https://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 and Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) and 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 of Tender Document Fee as well as EMD and e-Service/Processing Fee shall be made by eligible bidders through online mode from <https://etenders.hry.nic.in>.**

2. Interested bidders will be mandatorily required to online sign-up (create user account) on the website <https://www.etenders.hry.nic.in> to be eligible to participate in the e-Tender.

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	23.07.2024 (05.30 PM)	13.08.2024 (04:30 PM)
2	Technical Bid Opening		20.08.2024 at 03:00 PM in the EDP Cell	
3	Financial Bid Opening		After evaluation of the Technical Bids (in the EDP Cell)	

Important Note:

1. The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any applicant / Bidder fails to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/Bid status will be considered as 'Application / Bid not submitted'.
2. Applicant/Bidder must confirm and 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 payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. After that the financial bid quoted against each item by the shortlisted bidder/ agency wherever required shall be opened online, in the presence of such bidders/ agencies who either themselves or through their representatives willing to be present. The bidder has to submit online bids as per the dates mentioned in the schedule/Key Dates above.
5. 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.

CONDITIONS

1. The tenderer will keep in touch with the University Website for any change in the NIT/DNIT till the last date/revised last date of online invited tender and incorporate such changes in NIT/DNIT and the tender bids.
2. DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
3. Conditional tenders will not be entertained & are liable to be rejected.
4. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of opening of tenders and other conditions will remain unchanged.
5. The University reserves the right to reject any tender or all the tenders without assigning any reasons.
6. The societies shall produce an attested copy of the resolution of the executive/ governing body for the issuance of tenders.
7. The Jurisdiction of court will be at **Rohtak**.
8. The tender of the bidder who does not satisfy the eligibility/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.
9. **The bid for the contract shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tenderer withdraws his/her bid/tender before the said period or makes any modification(s) in the terms and conditions of the bid, during the fixed validity period, the earnest money shall stand forfeited. Bids shall be valid for three months from the date of bid closing i.e. from last date of submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.**

10. Any work, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.

11. The COE is competent to increase / decrease the volume of work. In case of decrease of volume of work, the contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full.

12. The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason.

COE, MDU, Rohtak

e-Tender Notice

e-Tendering Online Applications for **Procurement of Detailed Marks Card (DMC) and Result Sheet Paper/Stationery for Maharshi Dayanand University, Rohtak**, on the basis of quality and technical expertise are invited from the Reputed Service Providers upto **13/08/2024 till 04.30 PM**. The e-tender bids will be received only through e-Tendering and any offline tender documents received in the University will be summarily rejected, as 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, Second Floor, Pariksha Sadan, M.D. University, Rohtak on **20/08/2024 at 03.00 PM**.

e-Tender online applications incomplete in any respect or if required fees (as mentioned above) is not submitted, will be summarily rejected. For more details and downloading of tender document, visit University website www.mdu.ac.in or bidders may apply through <https://etenders.hry.nic.in/nicgep/app>.

DNIT for Procurement of Detailed Marks Card (DMC) and Result Sheet Paper/Stationery for Maharshi Dayanand University, Rohtak

University is looking for **Procurement of Detailed Marks Card (DMC) and Result Sheet Paper/Stationery for Maharshi Dayanand University, Rohtak** for the programs/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 and Result Sheet (multicolor) templates, logo designing etc. for Pass & Reappear DMCs and Result Sheet, strictly as per the 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 stationery. 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 shortlisted firm.
- c. In case the Sample fails during the testing, then the shortlisted firm shall be provided 5 days time to provide another sample for testing. In case the second/third etc. samples fail 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 the bid/claim of shortlisted bidder and the University may invite the second lowest bidder/firm for the work/purpose.

- d. Shortlisted firm shall be required to provide the stationery as per the successfully tested and finalized sample stationery.
 - e. Shortlisted firm shall handover the soft copies of finalized DMC and Result Sheet Templates, logo etc. to the 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., (or date of demand raised), as mentioned under Initial Sample Testing section.
 - III. The shortlisted bidder shall provide mechanism for timely printing & delivery of DMC and Result sheet paper/stationery, as the examination system is strictly Time Bound. The university shall provide a written/email official intimation of requirement for DMC and result sheet paper 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, during the contract period.
 - IV. Firm representatives may visit the Controller of Examinations (COE) office to check the existing DMC and Result Sheet paper, format etc., if required.
 - V. Penalties:
 - a. In case, the material/work is not supplied/executed within the supply/work execution period, the Supplier/Contractor shall be liable to pay the University the compensation amount equal to 1% (one percent) of the cost of material/contract per day or such other amount as the COE may decide till the supply/work remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten per cent) of the total cost of material/contract. After the lapse of 15 days beyond the stipulated/extended period, it will be the discretion of the University to cancel the supply/work execution order at the risk and cost of the Supplier/Contractor. Besides, forfeiture of the Earnest Money, the University shall be at liberty to take such action as recovery of compensation to the extent of 10% of the amount of the supply/contract order, blacklisting, etc.

An appeal against this penalty shall, however, lie with the Vice-Chancellor M.D. University, Rohtak whose decision shall be final.

- b. In case the stationery 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 rejecting the delivered stationery and taking legal action as per law.
 - c. The successful firm is liable to maintain Security and Confidentiality regarding all operations pertaining to the tender work/purpose. 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 Stationery, the university may impose a Major Penalty as decided by the higher authorities, besides legal action as per law.
- VI. Payment Terms: No payment shall 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.
- VII. The University shall not be bound to place order for all the items for which the e-Tender has been invited.
- VIII. The University reserves the right to accept or reject any bid by assigning relevant reason.
- IX. In case of any dispute, the decision of the Vice-Chancellor of the University shall be final/binding.
- X. 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.
- XI. Disputes, if any, will be subject to Rohtak Jurisdiction.

- XII. 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.
- XIII. 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.
- XIV. 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.
- XV. The shortlisted bidder shall provide mechanism to submit the audited record/administrative reports to university regarding DMC and Result sheet paper stationery 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 and printing of subsequent lots of DMC and Result Sheet stationery as per revised rules/guidelines etc.
- XVII. During the tenure of contract, if the successful bidder is required to implement any additional changes in Paper Specifications or Quality or Security Features, 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 both parties.
- XVIII. Use of any direct or indirect software, hardware, and stationery etc. will be the responsibility of the successful bidder and the University will not bear any additional financial and legal implications for the same.

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 DMC and Result Sheet stationery requirement/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 Crores in last three financial years, proof to be enclosed, along with the PAN.
- ii. The bidder should have prior experience of supplying or printing DMCs for a State/Centre Government University for a minimum amount of Ten lakh rupees in one financial year- 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 may not only lead to cancellation of the bid/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) Without GST	Total Cost (Rs) Without GST	Total Cost (Rs) in Words Without GST

1	Pre-printed Detailed Marks Card (DMC) Paper – Century paper, Grade B Size: A4 of 120 GSM Note: Students Result Data will be printed in-house by the University.	1,20,000 approx. annually for three years			
2	Pre-printed Result Sheet – Century paper, Grade B Size: A3 of 120 GSM, Running sheet (for Lipi line printer) Note: Students Result Data will be printed in-house by the 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. **Goods and Services Tax (GST)/other taxes, if applicable, shall be extra.**
2. The DMC and Result Sheet stationery shall contain pre-printed (multicolor) static content on both sides, as per specifications/requirements provided by the University. The Students (Dynamic) Result Data (such as Name, Registration No. Roll No., Subjects, Marks etc.) shall be printed in-house by the University on DMC and Result Sheet stationery.
3. The successful firm shall be evaluated on L1 basis (lowest total price quote).
4. All charges payable by the University should clearly be stated. University shall not be bound to pay any charges not mentioned in the quote.
5. Conditional pricing/quotations are liable to be rejected without assigning any reason.

6. 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.
7. 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 (bidder's) cost.
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 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. 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, debaring 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.
4. The University shall not be liable for making any payment of claims made by the employees of the firm selected for the purpose.
5. 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.
6. 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.
7. 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”.
 8. Charges not mentioned in the Pricing Schedule of the quotation/tender shall not be paid.
 9. F.O.R shall be M.D. University, Rohtak.
 10. The offer and quoted rates must be valid for a period of at least three months from the date of opening of quotation/tender.
 11. The firm selected for the purpose shall enter into a binding agreement (MoA) with the University for Execution of work.
 12. 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.
 13. Any State/Center gov.t taxes shall be deducted in accordance with the Income Tax Act/Rules/guidelines etc. in force from time to time.
 14. 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 University reserves the right to reject the quotation/tender.
 15. In Case, any other information/clarification is required, the office of the Controller of Examinations may be contacted at Telephone No. 01262-393577 or coe@mdurohtak.ac.in on any working day (Monday to Friday) during office hours (9.00 a.m. to 5.00 p.m.)
 16. 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.
 17. Any dispute arising with regard to any aspect of this tender notice and subsequent MoA shall be settled through mutual consultation and agreement by the parties to the MoA. 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 the Vice-Chancellor.

18. Corrigendum(s), if any, regarding extension of date, modification of eligibility or amendments in other terms & conditions etc. may be displayed/uploaded only on the University website (<http://www.mdu.ac.in/>). Corrigendum(s), if any, may not be published in the news papers, so interested parties/ bidders may regularly visit the University website for updates.