

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

(A state University established under Haryana Act. No.XXV of 1975)

**‘A+’ Grade University Accredited by NAAC**

**UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY**

E- Tenders on behalf of Registrar are invited subscribed as “Tender for supply and installation of Furniture Items” (As per Annexure ‘A’) for the supply of Notice Boards, Marker White Boards, Lecture Stands and Laboratory Tables as per details given on website along with earnest money of Rs. 10, 000/- paid through online mode and a separate fee of **Rs. 5000/-** as tender fee and Rs. 1180/- as E services fee payable at Chandigarh will also be deposited through online mode. Last date of submission of tender will be 22.08.2025 **upto 04.00 p.m.** The e- tenders will be opened **28.08.2025** at **11.00 A.M.** in Registrar Office. For details may visit on <https://etenders.hry.nic.in/nicgep/app/> [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in)

REGISTRAR

**Tender Notice**

<b>Sr. No.</b>	<b>Name of Deptt.</b>	<b>Name of work</b>	<b>Starting Date and time</b>	<b>Closing Date and time</b>	<b>Amount (Approx-Mate (In Rs. Lac</b>	<b>Website Of the Deptt.</b>	<b>Nodal Officer/ Contact Details/ e-mail</b>
<b>1</b>	University Institute of Engineering And Technology (UIET), M.D. University, Rohtak	Purchase of Notice Boards, Marker White Boards, Lecture stands, and Lab Tables For UIET, M.D. University, Rohtak.	<b>23.07.2025</b> <b>05.00 PM</b>	<b>22.08.2025</b> <b>04.00 PM</b>	04.8 Lac	<a href="http://www.mdu.ac.in">www.mdu.ac.in</a>	Director, UIET, MDU, Mobile No. 8222880106, 9992106885  e-mail <a href="mailto:dir.uiet@mdurohtak.ac.in">dir.uiet@mdurohtak.ac.in</a>

Director (UIET),  
M.D. University, Rohtak.

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK  
UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY**

Phone:- 01262-393291

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Mobile No.

**STANDARD BIDDING DOCUMENTS FOR PURCHASE OF NOTICE BOARDS, MARKER WHITE BOARDS, LECTURE STANDS AND LAB TABLES FOR UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY (UIET), MDU, ROHTAK**

**PART1: COMPLETE BIDDING DOCUMENT**

**Name of work: Purchase of Notice Boards, Marker, White Boards Lecture Stands and Lab Tables for UIET, MDU, Rohtak.**

**PRESS NOTICE**

<b>M.D. UNIVERSITY, ROHTAK</b> <b>Notice Inviting E-Tender</b>	
<b>Name of work</b>	<b>Purchase of NOTICE BOARDS, MARKER WHITE BOARDS, LECTURE STANDS AND LAB TABLES for University Institute of Engineering and Technology (UIET) MDU, Rohtak.</b>  <b>(As per Annexure 'A')</b>
<b>Tender Docs Fee + E Service Fees</b>	<b>Rs. 5000 + 1180 = 6180/-</b>
<b>Earnest Money</b>	<b>Rs. 10,000/-</b>
<b>Time Limit</b>	<b>21 days</b>
<b>Tenders to be received till:</b>	<b>22.08.2025 till 04.00 PM</b>
i) The tenders will be received only through E-tendering for further details visit website <a href="https://etenders.hry.nic.in/nicgep/app">https://etenders.hry.nic.in/nicgep/app</a> (ii) Cost of Bid document (to be paid online) is Rs. 5,000/- (non refundable) for each bid to be deposited through online. (iii) Willing firms/bidders shall have to pay is Rs. 1180/- the e- Service Fee through online	

DIRECTOR (UIET)  
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	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 Preparation & Submission
1.	<b>Purchase of Notice Boards, Marker White Boards, Lecture stands and Lab Tables for University Institute of Engineering and Technology (UIET) MDU, Rohtak. (As per Annexure 'A')</b>	<b>4.8 lakh</b>	<b>Rs. 10, 000/-</b>	<b>Rs. 5000/- for Tender Document fee &amp;Rs. 1180/- for e-service fee</b>	<b>23.07.2025 (5.00 pm)</b>	<b>22.08.2025 (4.00 pm)</b>

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://mdurohtak.ac.in> and <https://etenders.hry.nic.in/nicgep/app>
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. <https://etenders.hry.nic.in/nicgep/app>

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 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 22.08.2025 till 4.00 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) + 18% GST (Total Rs. 1180/-)** 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 Down load and Bid Preparation/Submission	23.07.2025 <hr/> (5.00 PM)	22.08.2025 <hr/> (4.00 PM)
2	Technical Bidding Opening	28.08.2025  3.00 PM onwards		
3	Financial Bid Opening	After evaluation of Technical Bid		

#### **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. **DNIT & prequalification criteria can be seen on any working day during office hours in office of the Undersigned**
2. Every e-tender shall be accompanied by the Earnest Money of Rs. 10,000/- (Rupees Thirty Thousand Only) and Rs.5,000/- as tender fee and Rs.1180/- the e-service fee should be deposited **through online mode only**.
3. 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.
4. Conditional tenders will not be entertained & are liable to be rejected.
5. 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.
6. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of 'Manual submission of BS. If any bidder/tenders withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the earnest money shall stand forfeited. **Bids shall be valid for 180 days from the date of bid closing i.e. from last date of manual 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.**
7. **The e-tenders shall be opened in the office of Registrar, M.D. University, Rohtak on 28.08.2025 at 11:AM by the Purchase Committee.** The quotes or their authorized representatives are allowed to attend the meeting of the Tender Opening Committee at their own costs.
8. 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 receipt of tenders and other conditions will remain unchanged
9. The goods shall be supplied by the Supplier within the time limit specified in the supply order. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the committee/Registrar decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.

10. The following charges and terms may be spelt out in your offer clearly:-
  - i. **F.O.R**
  - ii. **Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'**
  - iii. **Payment terms.**
  - iv. **Delivery period.**
  - v. **Guarantee/Warranty period.**
  - vi. **After-sales service.**
  - vii. **Installation charges, if any.**
  - viii. **Validity period of the tender.**
  - ix. **Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.**
11. Only the firm(s) which has possessed the GST No. can quote their rates for required items.
12. **HSN Code if applicable must be entered in the hard copy while quoting the rates.**
13. FOR shall be University Institute of Engineering & Technology (UIET), M.D. University, Rohtak.
14. **All the charges including packing, forwarding and installation, taxes and other levies should be specified in the tender. The charges etc. not specified in the tender shall not be paid.**
15. **The EMD, tender fee etc. exemption be allowed for those MSMEs registered with Govt. of India (Ministry of Micro Small and Medium Enterprises) who are having manufacturing unit located in State of Haryana ( as per Haryana State Public Procurement Policy for MSMEs 2016 vide G.O. No. 02/02/2016-41B11(1) dated 20/10/2016).**
16. 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 180 days of acceptance of the tender.
17. The rates accepted by the University shall be applicable up to 180 days and the supplier shall have to make supply during the period as and when required.
18. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.



19. Guarantee/warranty of items must be mentioned.
20. **The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97-Central Excise dated 1 March, 1997 and Notification No. 51/96-Customs dated 23.7.1996 vide Registration No. TU/V/RG-CDE(244)/2020 dated 18.09.2022 valid upto 31-08-2025. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.**
21. No tender documents will be issued separately and rates are to be offered on company's letter pad.
22. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action 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.
23. As a general policy, the University tries to make 100% payment within 30 working days of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
24. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
25. **The samples of the material, if necessary and possible**, shall be supplied with the tender. The unapproved samples shall be collected on receipt of information failing which the same shall be dispatched by Goods Carrier on your risk with the condition of **"Freight to Pay"**. Samples costing less than Rs. 100.00 shall not be returned to the **Quotes**. However, if the **Quotes** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
26. The acceptance of the tender shall rest with the committee 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 Registrar also reserves the right to accept tender in part i.e. any item or any quantity and to reject it for the rest.
27. It may be certified that you have 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. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
28. In case, any other information/clarification is required, the undersigned may be contacted at Telephone Nos. **8222880106/9992106885** on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
29. The Sub Committee reserves the right for negotiation thereafter if considered necessary.

30. The items may be purchased from the firm(s) on the basis of quality and not merely on the lowest rates.
31. The rates should be quoted for required specifications. The decision of the University will be final with regard to the quality of material to be purchased.
32. The tender should be submitted only if the material is readily available in your stock or can be supplied within such time as specified in the supply order.
33. Terms and conditions printed on tender/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order of MDU, Rohtak, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
34. EMD of unsuccessful bidders will be returned subsequently. No interest shall be paid on EMD.
35. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the tender or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.
36. The performance security @ **5% of** the cost of the item shall be obtained from the successful bidder who has been awarded supply order. The Performance Security shall remain valid for a period of sixty days beyond date of completion of contractual obligation of the supplier including warranty/defect liability period.
37. The defect liability period/warranty will be one year from the date of installation.

For & on behalf of Registrar, MDU,  
Director, UIET  
M. D.University Rohtak

**List of Technical Documents**

Sr. No	Description	Bidders Response (Yes/No)	Remarks
1	Name & address with contract Number of the firm and name of authorized signatory		
2	Copy of <b>PAN card and GST No.</b>		
3	Copy of latest Income Tax Return ( <b>ITR</b> ) of last three years.		
4	The bidder should submit proof of an average <b>turnover</b> of <b>Rs. 50. 0 Lacs or above</b> during the last three years i.e. 2021-22, 2022-23 and 2023-24. Proof to be duly certified by a registered Chartered Accountant is required		
5	Registration Number of the Firm		
6	Details of the Government Offices/Departments/Organization/Universities/Boards/PS Us/MNCs etc. in which the firm have supplied/installed furniture items (Desks-Benches/Notice Boards/Marker White Boards/ Lecture stands/ Laboratories etc.).		
7	Satisfactory reports from the Government Offices/Departments/Organization/Universities/Boards/PS Us/MNCs etc. in which the firm has supplied/installed furniture items.		
8	Affidavit on Non-Judicial stamp paper duly attested by Notary/1 <sup>st</sup> Class Magistrate to the effect that they have not been debarred/blacklisted by any State Government/Central Government/PSU Department in India/Public or Private Institute/Organization as per Annexure <b>"B"</b>		
9	Firm/bidder should be ANSI/BIFMA certified. A copy (self attested) of the same attached with their tender document		
10	Scans copies of the above required documents mentioned at Sr. No. 1 to 8 must be enclosed with the tender documents.		

Director (UIET),  
M.D. University, Rohtak.

## ANNEXURE- "A"

Sr.No.	Name of item with Specifications
1	<b><u>Notice Board for Labs without Doors for Labs.</u></b> <b>Size : 3' x 2';</b> Thickness of Board 12 mm; With aluminium powder coated <b>bidding</b> of 12 mm; Foam cloth of 1.5mm pasted on 07-08mm sunmica sheet.
2	<b><u>Notice Board for galleries with Doors</u></b> <b>Size : 4' x 2';</b> Thickness of Board 12 mm; With aluminium powder coated <b>bidding</b> of 12 mm; <b>Foam cloth</b> of 1.5mm pasted on 07-08 mica sheet; <b>Doors</b> – of 3mm acrylic glass.
3	<b><u>Marker White Board</u></b> <b>Size : 6' x 4';</b> of Mdf Board; Thickness of Board 12 mm with 0.8mm ISI Grade Sunmica sheet with a balancing of 0.7-0.8mm mica sheet for back; With aluminium powder coated <b>bidding</b> of 12 mm.
4	<b><u>Marker White Board</u></b> <b>Size : 8' x 4';</b> of Mdf Board; Thickness of Board 12 mm with 0.8mm ISI Grade Sunmica sheet with a balancing of 0.7-0.8 mica sheet for back; With aluminium powder coated <b>bidding</b> of 12 mm.
5	<b><u>Lecture Stand :</u></b> <b>Size : 24" x 18" x 46"</b> (L x B x H respectively) Made of : Wooden Prelam ISI Grade; Make of Board : (Action/Tesla/Greenlam); Lecture stand should have one Box below the top for keeping books/dusters/markers etc.
6	<b><u>Lab Table:</u></b> <b>Size : 8' x 4' x 3'</b> <b>Frame :</b> MS Steel frame of 38 x 8mm and 50 x 25 mm Tube; <b>Top :</b> Wooden Prelam ISI Grade (Action/Tesla/GreenLam) medium density with double boarder for top
7	<b><u>Lab Table:</u></b> <b>Size : 4' x 2.5' x 2.5';</b> <b>Frame :</b> 50 x 25mm of 18 gauge` <b>Top :</b> Wooden Prelam ISI Grade (Action/Tesla/Greenlam) Medium density Fibre Board <b><u>Other requirements:</u></b> Foot Rest, one channelled Drawer with Lock – key and modesty cover from front

**Undertaking (On Non Judicial stamp paper)**

This is to certify that M/s\_\_\_\_\_ address

\_\_\_\_\_ has not ever been debarred blacklisted

**by any School/Board/University/Organization/Government Agency etc.** for any reason at any point of time and no legal case/proceedings is pending against the Agency as on date.

Place\_\_\_\_\_

Dated\_\_\_\_\_

\_\_\_\_\_  
Signatures of the Tenderer  
With full name and Address  
With seal & Stamp