

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

UNIVERSITY PRINTING PRESS

Phone:- 9467316611

Email:- manager.press@mdurohtak.ac.in.

STANDARD BIDDING DOCUMENT FOR PURCHASE OF 700 REAMS WHITE PAPER (BILT CLASSIC) SIZE 23" X 36" /60GSM 16 KG. WEIGHT PER REAM AND 200 REAMS ART PAPER (WHITE) SIZE 23" X 36" /170 GSM

PART1: COMPLETE BIDDING DOCUMENT

Name of Work: PURCHASE OF 700 REAMS WHITE PAPER (BILT CLASSIC) SIZE 23" X 36" /60GSM 16 KG. WEIGHT PER REAM AND 200 REAMS ART PAPER (WHITE) SIZE 23" X 36" /170 GSM IN MDU ROHTAK.

PRESS NOTICE

M.D. UNIVERSITY, ROHTAK Notice Inviting E-tender	
Name of Work	Purchase of 700 Reams white paper (Bilt Classic) size 23" x 36" /60gsm 16 kg. weight per ream and 200 Reams Art Paper (white) size 23" x 36" /170 gsm
Tender Docs Fee+ E Service Fees	Rs. 5,000/- + Rs. 1,180/- = Rs. 6,180/-
Earnest Money (Fixed)	Rs 31,400/-
Online tenders to be received till : 03:00 P.M on dated 20.11.2025	
i) The tenders will be received only through E-tendering for further details visit website https://etenders.hry.nic.in & https://mdu.ac.in.	
ii) Cost of Bid document is Rs.5000/- (non refundable) for each bid to be deposited through online mode only.	
iii) Earnest Money (as mentioned above) will be deposited through online mode only.	
iv) Willing Contractors shall have to pay Rs.1180/- as the e-Service / Processing Fees through online mode.	
v) The contractors / agencies will keep in touch with the University Website (http://www.etenders.hry.nic.in & https://mdu.ac.in) 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.	

REGISTRAR
MDU, Rohtak

DETAILED 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 as BOQ):

Sr. No	Name of Item(s)	Appx. Total Cost (Rs. in lacs)	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission
1.	700 Reams White Paper size 23"x36" / 60 gsm, 16 kg. weight per ream (Bilt Classic)	Rs.15.70 Lac	Fixed amount of Rs 31,400/-	Rs 5000/- for Tender Document fee & Rs 1180/- (including GST) for e-Service fee	27.10.2025 03:00PM onwards	20.11.2025 Upto 03:00PM
2.	200 Reams Art Paper (white) size 23"x36" / 170gsm					

1. Detailed notice inviting tender can be seen in the office of the undersigned during office hours.
2. Bidding documents available on website <http://mdu.ac.in>
3. 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 and 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 through online mode only and the payment for EMD can also be made online.**
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of EMD fee. The intended bidder failing 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 20.11.2025 ; and make payment through online mode only and submit their bids on or before the expiry date & time of the respective events/Tenders at**<https://etenders.hry.nic.in>.

The interested bidders shall have to pay mandatorily e-Service fee of Rs 1180/- including GST and tender document fee of Rs 5000/- (Non refundable) using online mode.

The Bidders can submit their tender documents (Online) as per the dates mentioned below :

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date & time
1		Tender Document Download and Bid Preparation/Submission	27.10.2025 03:00PM onwards	20.11.2025 Upto 03:00PM
2	Technical Bid Opening	26.11.2025 03:00PM onwards		
3	Financial Bid Opening	After evaluation of Technical bids		

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. The bidders can submit their bids through online 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.

CONDITIONS:

1. The tenderer will keep in touch with the University website for any change in the DNIT till the last date / revised last date of online invited tender and incorporate such changes in DNIT and the tender bids.
2. DNIT & pre-qualification 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 receipt of tenders and other conditions will remain unchanged.
5. The undersigned 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 Co-operative department for the issuance of tenders.
7. The tender without earnest money/bid security will not be opened.
8. The Jurisdiction of court will be at **Rohtak**.
9. The tender of the bidder who does not satisfy the qualification criteria in the bid documents is liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
10. The bid for the contract shall remain open for acceptance during the bid validity period to be reckoned from the last date of 'Manual submission of the tender. If any bidder/aspirant withdraws his 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 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.
11. The bidder shall also append the following declaration with the tender :

DECLARATION

I / We (Name & Address of the firm / organization, etc.) _____ do hereby solemnly affirm and declare that the facts stated in the technical bid 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 shall be liable for legal action under Section 182 and Section 415, read with Section 417 and 420 of the Indian Penal Code, as the case may be.

Plate :

Dated :

(Signature of the Vender)
with full Name, Address, Seal & Stamp.

TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY

1. Every e-tender shall be accompanied by the prescribed Earnest Money, tender fee and e-services fee and the same should be deposited **through online mode only**.
2. 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.
3. **The e-tenders shall be opened in the office of Director, Centre for Distance and Online Education, M.D. University, Rohtak on the specified date & time by the Purchase Committee.**
4. 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 compensation amount equivalent to 1% (one percent) of the cost of material each day to the University or such other amount as the University may 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.
5. **Only the firms having GST No. can quote their rates for required items.**
6. **HSN Code must be entered in the hard copy while quoting the rates.**
7. F.O.R. shall be M. D. University, Rohtak.
8. **The EMD tender fee etc. exemption be allowed for those MSMEs registered with Govt. of India (Ministry of Micro, Small and Medium Enterprises) and 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).**
9. 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.
10. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
11. 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.
12. 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.
13. No tender documents will be issued separately and rates are to be offered on company's letter pad.
14. If a holiday occurs on the opening day, the tenders will be opened on the next working day.
15. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against any vague statement such as "packing, forwarding, freight and insurance charges etc. extra".

16. 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.
17. As a general policy, the University tries to make 100% payment as early as possible upon receipt of materials subject to proper satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
18. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
19. 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 the bidder's risk with the condition of "**Freight to Pay**". Samples **costing less than** Rs. 100.00 shall not be returned to the **quotees**. However, if the **quotees** 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.
20. The acceptance of the tender shall rest with the Registrar 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.
21. It may be certified that the bidder 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. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
22. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 9467316611 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.) or by sending e-mail at : manager.press@mdurohtak.ac.in.
23. The Sub-Committee reserves the right for negotiation thereafter if considered necessary.
24. The items be purchased from the firm(s) on the basis of quality and not merely on the lowest rates.
25. 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.
26. The tender should be submitted only if the material is readily available in your stock or can be supplied within 60 days after the order is placed.
27. 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.
28. 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.

29. The selected supplier shall practically exhibit and prove the description of the reams at the time of physically supplying the paper and any deviation or inferiority would attract rejection and cancellation of the order and forfeiting the earnest money.
30. Bidder / Supplier should supply the paper in form of bundle and each bundle should contain minimum 04 reams of paper.

Signature _____
Name of the firm with seal/stamp _____
Affix Rubber Stamp of the firm

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TECHNICAL DOCUMENT

Sr. No.	Description	Bidders Response (Yes/No)	Remarks
1.	Name & address with Contact Number of the firm and name of authorized signatory		
2.	Copy of PAN Card and GST No.		
3.	Copy of Income Tax Return (last Three Years)		
4.	Registration No. of the firm		
5.	List of institutions/Universities/Boards where similar material has been supplied, if any		
6.	The firm has minimum annual average turnover of Rs. 30 Lacs of last three years (duly attested by Chartered Accountant)		
7.	Affidavit on non-judicial stamp paper duly attested by Notary / 1 st 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 Annexed-1.		

ANNEXURE - I**Affidavit (on Non Judicial stamp paper)**

This is to certify that M/s) _____
address _____ has not ever been debarred /
blacklisted from any 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 :

Signature of the Tenderer
with full name and address
with seal & stamp

ANNEXURE - II

Purchase of 700 Reams of White Paper of the size of 23" X 36" /60 gsm / Weight 16kg per ream (Bilt Classic).

Sr. No.	Name of Item	Specifications	Unit	Total Demand	Total Required
1	White Paper Reams	23"x36" / 60 GSM 16 Kg. Weight per ream (Bilt Classic)	Ream	700 reams	700 reams

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ANNEXURE - III

Purchase of 200 Reams Art Paper (white) size 23"x36" / 170gsm

Sr. No.	Name of Item	Specifications	Unit	Total Demand	Total Required
1	Art Paper (white)	23"x36"/170gsm	Ream	200 reams	200 reams

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