



MDU CENTRE FOR PROFESSIONAL AND ALLIED STUDIES, GURUGRAM

(MAHARSHI DAYANAND UNIVERSITY, ROHTAK)

A state University, established under Haryana Act No. 25 of 1975
Sector 40, Gurugram – 122001, Haryana, India

Phone: 0124-2383343

Email: dir.cpas@mdurohtak.ac.in
ravinder.cpas@mdurohtak.ac.in

PART-1: STANDARD BIDDING DOCUMENT FOR SUPPLY AND INSTALLATION OF BOOK RACKS AND BOOK STOPPERS.

Name of Work: STANDARD BIDDING DOCUMENT FOR SUPPLY AND
INSTALLATION OF BOOK RACKS AND BOOK STOPPERS.

PRESS NOTICE

MAHARSHI DAYANAND UNIVERSITY CENTRE FOR PROFESSIONAL & ALLIED STUDIES, SEC 40, GURUGRAM	
Notice Inviting e-Tender	
Name of Work:	SUPPLY AND INSTALLATION OF BOOK RACKS AND BOOK STOPPERS
Estimated Cost:	Rs.4,78,510/-
Earnest Money:	Rs.10,000/-
Time Limit	8 to 10 weeks.
e-Tenders to be uploaded up to 9th February 2026 at 02.00 PM	
<p>i) The tenders will be received only through e-tendering. For further details, visit the website https://etenders.hry.nic.in</p> <p>ii) The cost of the Bid document is Rs.5,000/- (non-refundable), which will be deposited through online mode from https://etenders.hry.nic.in</p> <p>iii) Earnest Money (as mentioned above) will be deposited through online mode from https://etenders.hry.nic.in</p> <p>iv) Willing bidders shall have to pay Rs.1,180/- (non-refundable) as the e-Service/Processing Fee through online mode from https://etenders.hry.nic.in</p> <p>v) The interested parties/bidders should visit the University website (https://mdu.ac.in) or https://etenders.hry.nic.in regularly for corrigendum(s), if any, 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extension of date, modification of eligibility, or amendments in other terms & conditions, etc., as corrigendum(s) will not be published in newspapers.</p> <p>vi) The Bidder who is registered as MSME of Haryana State only for the same work are exempted from payment of EMD, but the Bidder will have to submit an affidavit to this effect as per Annexure-I available on the website of the Department of Industries & Commerce Department, Govt. of Haryana.</p>	

**DIRECTOR, MDU-CPAS
GURUGRAM**

DETAILED NOTICE INVITING E-TENDER

E-Tenders are invited for the supply of the 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 Commercial Bid (comprising of price bid proposal under online available Commercial Envelope):

Sr. No.	Name of work	EMD to be deposited by the bidder	Tender Document Fee & E-Service Processing fee (non-refundable)	Start date & time of Bid Preparation & Submission	Last Date & time of Bid Preparation & submission
1.	SUPPLY AND INSTALLATION OF BOOK RACKS AND BOOK STOPPERS	Rs. 10,000/-	Rs.5,000/- for the Tender/ Bid Document Fee and Rs.1180/- for e-Service/ Processing fee	15.01.2026 (04.00 PM)	09.02.2026 (02.00 PM)

1. Any clarification regarding the detailed notice inviting tender can be sought from the Director, MDU-CPAS, Gurugram, during office hours at **0124-2383343** or **E-Mail: dir.cpas@mdurohtak.ac.in**
2. Tender document is available on the website <https://etenders.hry.nic.in> and <https://mdu.ac.in>. No tender documents will be issued separately.
3. The Bidders would submit bids through e-tendering only on the website <https://etenders.hry.nic.in>

Under the process, the Pre-qualification / Technical Online Bid application and Online Price Bid shall be invited at a 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) 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 documents. The tenderer should read the terms & conditions and specifications in tender documents strictly before submission of the e-tender. Tender documents can be downloaded/uploaded online on the Portal: <https://etenders.hry.nic.in>

1. The payment of the tender document fee, as well as EMD and e-Service/Processing Fee, shall be made by eligible bidders through online mode only from <https://etenders.hry.nic.in>
2. The interested 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.
3. 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 & time of bid submission	Last date& time of bid submission
1		Tender Document Download and Bid Preparation / Submission	15.01.2026 (04.00 PM)	09.02.2026 (02.00 PM)
2	Technical Bid Opening		09.02.2026 (after 03.00 PM)	
3	Financial Bid Opening		After the evaluation of the Technical Bids	

IMPORTANT NOTE:

- 1) The Applicants/bidders have to complete the 'Application / Bid Preparation & Submission' stage at the 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 bids even after completion of his/her activities for e-bidding.
- 3) Applicant/Bidder can rework on his / her bids even after completion of the '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 Fee and EMD and PQQ/Technical Envelope shall be opened. After that, the financial bid quoted against each of the items by the shortlisted bidder/agency, wherever required, shall be opened online. If the bidders want to participate, they are welcome to participate during the process. The bidder must submit online bids per the dates mentioned in the scheduled/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/Financial Bid

The bidders shall quote the prices in Price Bid format under Commercial/Financial Bid.

BIDDER'S ELIGIBILITY CONDITIONS:

Sr. No.	ELIGIBILITY CONDITIONS:
1.	The supplier quoting the rates and other terms and conditions must have good reputation and at least three years' experience for supplying the Library Furniture. Firms with less than 1 Crore Annual Turn Over w.r.t. library furniture will not be eligible to participate in the bid.
2.	Proof of supply of library furniture to University/Govt. Educational Institutions during the last three years.
3.	Annual Turnover in respect of library furniture and overall Turnover of the firm, separately for last three year.
4.	Copies of PAN/TAN Numbers and Income Tax clearance certificate.
5.	Copies of GST/Sales Tax Number along with latest Sale Tax clearance certificate
6.	The bidder must submit an Affidavit on non-judicial stamp paper, which must be notarized by a notary public 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 Annexed-II .
7.	The bidder is required to produce a Satisfactory Certificate from the institutions where has supplied the library furniture.
8.	The individual signing the Tender or other document in connection with the Tender must certify so as to whether he/she has signed as: a. A "Sole Proprietor" of the firm or constituted attorney of such proprietor. b. A Partner of the firm, if it is a 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. Alternatively, all the partners should sign the tender. c. Authorized Signatory of Pub. Ltd. Corp. or Pvt. Ltd. Co.
9.	Copy of Income Tax Return filed during last three financial years.
10.	The tender must be accompanied by the Prescribed Performa for Schedule of Specification as Annexure-I in clear terms, along with a copy of the Terms & Conditions duly signed to the effect that these are acceptable.

TERMS AND CONDITIONS GOVERNING THE TENDER FOR THE SUPPLY

1. The bidder must submit the e-tender with the Earnest Money Deposit (EMD) of Rs. 10,000/- (fixed), Rs. 5,000/- as a tender fee, and deposit the e-service fee of Rs.1180/- through online mode only.
2. The e-tender received without earnest money, tender fee, e-service, or after the due date shall not be entertained except with the special approval of the competent authorities.
3. The **EMD, tender fee, etc. exemption be allowed for those MSMEs registered with Govt. of India (Ministry of Micro Small and Medium Enterprises) who have manufacturing unit located in the 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).

4. The tenderer will keep in touch with the University Website for any change in the DNIT till the last date/revised last date of the online invited tender and incorporate such changes in DNIT and the tender bids.
5. DNIT and prequalification criteria can be seen on the Haryana Govt. portal (<https://etenders.hry.nic.in>) or on the University website (<https://mdu.ac.in>) and for any clarification regarding the detailed notice inviting tender can be sought from the Director, MDU-CPAS, Gurugram during office hours at **0124-2383343** or **E-Mail: dir.cpas@mdurohtak.ac.in**
6. Only the firm(s) which has possessed the GST No. can quote their rates for required items.
7. It may be certified that you have not been debarred/blacklisted for any reason/period by 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.
8. Conditional tenders will not be entertained & are liable to be rejected.
9. The tender should be submitted only if the material is readily available in your stock or can be supplied within Ninety days of the order date.
10. **HSN Code, if applicable, must be entered while quoting the rates.**
11. 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 bid/tender before the said period or makes any modification 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 the last date of submission of EMD. In case the last day to accept the tender happens to be a holiday, the validity to accept the tender will be the next working day.
12. The societies shall produce an attested copy of the resolution of the Executive/Governing body for the issuance of tenders.
13. 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 explicitly mentioned whether the material will be sent by rail or road through a Transport Company.
14. **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 September 18, 2020, up to August 31, 2025. Thus, the University is exempted from payment of Customs Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak, to avail of exemption.**
15. The rates should be quoted for the required specifications. The technical specifications of Book Racks and Book Stoppers required must accompany the tender. The University's decision will be final regarding the items to be purchased.

16. Rates should be carefully filled up both in words and figures. All costs/charges, like packing, forwarding, freight, insurance charges, etc., must be quantified in terms of amount and spelt out in clear terms. These charges will not be payable against such vague statements as “packing, forwarding, freight and insurance charges, etc. extra”. Non-quantified costs/charges shall not be considered and paid.
17. **The following charges and terms may be spelled out in your offer clearly:**
 - i) **F.O.R. shall be the MDU-CPAS Library, MDU-CPAS, Gurugram.**
 - ii) **Rates of VAT/Excise Duty (in percent), 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) **Bank Draft charges, if any.**
 - x) **Misc. charges such as Packing & Forwarding, Insurance, etc., if any.**
18. The standard manufacturer’s warranty period for the item should be at least 3 years with Next Business Day On-site Service Support from the installation date.
19. The delivery of the material shall be FOR MDU-CPAS, Library, Sec 40, Gurugram. Assembly of the stacks/racks shall be the responsibility of the supplier. The supplier of the Book Stacks / Racks shall be responsible for dismantling the old Book Racks installed on the Ground Floor/First Floor of the MDU-CPAS, Library, where the supplied racks will be assembled/installed, and re-assembling them on the Ground/first floor or as per library’s requirements.
20. The samples of the material, if necessary and possible, shall be supplied by the tenderer. The unapproved samples shall be collected on receipt of information, failing which Goods Carrier shall dispatch the same on your 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 of.
21. In case the bidder wishes to quote for the manufacturer's extended warranty period, it should be quoted separately.
22. **The e-tenders shall be opened in the office of the University Librarian, Vivekananda Library, M. D. University, Rohtak on as per the schedule mentioned under Key Dates.** The bidders or their authorized representatives are allowed to attend the meeting of the Tender Opening Committee at their own costs.
23. If the day of the opening of tenders is a holiday, the tender will be opened on the next working day. The time and place of opening of tenders and other conditions will remain unchanged.
24. Any other conditions as may be deemed appropriate shall be announced at the time of the Opening of Tenders in the presence of Bidders.
25. The tender of the bidders who do 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.
26. The acceptance of the tender shall rest with the Committee/ Vice Chancellor who does not bind itself to accept the lowest tender and reserves the right to reject any or all items of tenders without assigning any reason thereof. The Committee/ Vice Chancellor also reserves the right to accept tender in part, i.e. any item or any quantity, and to reject it for the rest. The University may reject any tender or all the tenders, and any work/order, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.

27. The Committee reserves the right for negotiation thereafter if considered necessary.
28. The items will be purchased from the firm(s) on the basis of quality and not merely on the lowest rates.
29. The University will finalise the L1 firm (lowest rate quotee firm) on the basis of the overall total cost quoted for all items.
30. 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.
31. The Supplier shall supply and install the goods within the time limit specified in the supply order. **If 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 per cent) of the material cost each day or such other amount as the CPC/Director/University Librarian may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten per cent) of the total cost of material supplied.** However, appeal against these orders shall lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.
32. In case the supplier/contractor declines/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 deposits, besides any other action as may be deemed proper by the University.
33. The Committee constituted by the CPC / VC is competent to increase/decrease the quantity of items without any prior intimation. In case of a decrease in the quantity of items, the bidder 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/order in full.
34. The acceptance of the material shall be subject to a satisfactory report of the Committee/Technical Committee/Experts Committee.
35. The successful bidder will have to deposit a 5% Performance Security of the total cost of the supplied item(s), in the form of a Bank Guarantee/Demand Draft, along with the invoice submitted for payments, failing which invoice shall not be admitted. The Performance Security shall remain valid for sixty days beyond the date of completion of contractual obligations of the supplier including warranty obligations. The same will be released after sixty days of completion of the warranty period. The Bank Guarantee/Demand Draft shall be drawn in favour of the Director, MDU-CPAS, Gurugram, payable at Gurugram. The Bank Guarantee/Demand Draft amount shall be forfeited if the firm fails to replace the damaged/defective/below standard material within the stipulated period. The University will not pay any interest on the security deposit.
36. As a general policy, the University tries to make 100% payment as early as possible after the receipt of the material and its proper installation on the satisfactory report of the Inspection Committee. No advance payment or payment against documents negotiated through the Bank shall be made.
37. TDS and any other statutory tax/cess/levy shall be deducted at source as per Govt. Rules.
38. EMD of unsuccessful bidders will be returned on completion of the Tender process. No interest shall be paid on EMD.
39. Terms and conditions printed on the tender bid/Invoice of the firm, if any, shall not be binding on the University, except those explicitly mentioned in the supply order of MDU-CPAS, Gurugram, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order/tender document.
40. In case of any dispute relating to this contract, the matter shall be referred to the Arbitrator to be appointed by the Vice-Chancellor, whose decision shall be binding on both parties.
41. The dispute, if any, shall be subject to the jurisdiction of the Courts at Rohtak/Gurugram. 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.

42. In case any other information/clarification is required, the undersigned may be contacted at Telephone No. 0124-2383343 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
43. The agency/firm shall also append the following declaration with the tender:

DECLARATION

I/We (Name) of the firm _____ 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 will be liable for legal action under Section 182 and Section 415 read with Section 318 or any other applicable Sections of the Bharatiya Nyaya Sanhita (BNS) 2023 or latest, as the case may be.

Place: _____

Date : _____

(Signature of the Tenderer)
with full name and Address
with seal & stamp

DIRECTOR, MDU-CPAS

The above terms & conditions of the University, as mentioned at Sr. No. 1 to 43, are acceptable.

**Signature of the Authorized signatory of the
firm
(With seal/stamp of the firm)**

**MAHARSHI DAYANAND UNIVERSITY ROHTAK-122001 (HARYANA)
MDU-CPAS LIBRARY, GURUGRAM**

Performa for Financial Bid for Supply of Book Racks and Book Stoppers

Sr. No.	Item	Specifications	Quantity	Rate Per Item	GST Amount	Total Amount
1.	Double-Faced Book Racks with Main Unit	20-gauge steel made, adjustable slotted angels (18 gauge) with pre-laminated 18 mm thick board (Greenlam/Greenply) on the side and top; Dimensions – 90”x36”x 22.5”; One main unit consists of 14 shelves on both sides with the plain surface (i.e. shelves without adjustable book stoppers.) The exact color of book racks, ply, and book stoppers shall be as per the sample provided by the library.	10 Nos.			
2.	Double-Faced Book Rack Add-ons	20-gauge steel made, adjustable slotted angels (18 gauge) with pre-laminated 18 mm thick board (Greenlam/Greenply) on the side and top; Dimensions – 90”x36”x 22.5”; One add-on each shall consist of 14 shelves on both side with the plain surface (i.e. shelves without adjustable book stoppers.) The exact color of book racks, ply, and book stoppers shall be as per the sample provided by the library.	30 Nos.			
3.	Book Stoppers	The size of the book Stoppers is 7”x7” (height x width); they are made of steel and 16-gauge power-coated with smooth rounded edges and corners.	200 Nos.			

Director, MDU-CPAS, Gurugram

Undertaking (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

TECHNICAL DOCUMENT:

Sr. No.	Description	Bidders Response (Yes/No)	Remarks
1.	Proof of the payment of the tender document fee, EMD, and e-Service Fee		
2.	Copy of PAN Card and proof of Registration for GST.		
3.	Copy of the latest Income Tax Return along with the last two years' ITR certified by a Chartered Accountant.		
4.	Turnover certificate per Income Tax Return or GST Returns, as the case may be, certified by a Chartered Accountant.		
5.	OEM Authorisation Certificate (MAF)		
6.	List of institutions, including name & address of the universities/organisations, etc., where the said Book Racks have been supplied and installed.		
7.	Satisfactory report regarding the supply of items from universities/institutions where the supply		
8.	Name and address of the agency/bidder/manufacturer/supplier, etc.		
9.	Name of Contact Person of the agency/bidder /manufacturer/ supplier with phone number and e-mail ID		
10.	Authorized dealer/Channel partner must provide Tender Specific Authorization from the Manufacturer to participate in the tender.		
11.	The bidder should submit proof of having an average turnover of Rs. 1 crore or above during the last three years relating to the manufacturing/supply of Library Book Racks and Book Stoppers. Proof to be duly certified by a registered Chartered Accountant is required.		
12.	The bidder must submit an Affidavit on non-judicial stamp paper, which must be notarized by a notary public 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 Annexed-II .		