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Chaudhary Ranbir Singh University, Jind

(Established by the State Legislature Act 28 of 2014)



Tender Ref. No.....

Date: .....

## TENDER NOTICE

E-tender on behalf of Chaudhary Ranbir Singh University, Jind is invited subscribed as “TENDER” for ENTERING INTO TWO YEARS RATE CONTRACT FOR SUPPLY OF HOUSE KEEPING ITEMS at Chaudhary Ranbir Singh University, Jind on the basis of quality and technical expertise from the Reputed Firms latest by 04.09.2019 up to 11:00 A.M. as per details given on website along-with security amount of Rs. 40000/- ( Forty Thousand only) through offline mode and a separate fee of Rs. 5000/- as Tender Fee in account of Registrar, C.R.S. University, Jind will also be deposited through offline mode in Shape of Demand Draft in Favour of Registrar, C.R.S. University, Jind payable at Jind. The E-tender technical bids and financial bids will be opened on 04.09.2019 at 03.10 P.M. Bidders shall have to pay the E- Service fee of Rs. 1000/- (excluding GST) through offline mode in favour of “Registrar, CRSU, Jind” payable at Jind. For more details may visit on website [www.crsu.ac.in](http://www.crsu.ac.in) / <https://etenders.hry.nic.in>

**Last date of receipt of manual Fees bids:** 04.09.2019 upto 03.00 P.M.

**Date of opening of Technical Bids:** 04.09.2019 at 03.10 P.M.

**Date of opening of Financial Bids:** to be announced

Note: The Tender will be received only through e-tendering i.e. online mode only.

Deputy Registrar  
General and Purchase Branch  
C.R.S. University, Jind.



Chaudhary Ranbir Singh University, Jind

Chaudhary Ranbir Singh University, Jind

(Established by the State Legislature Act 28 of 2014)



STANDARD BIDDING DOCUMENTS FOR “ENTERING INTO TWO YEARS RATE CONTRACT FOR SUPPLY OF HOUSE KEEPING ITEMS at Chaudhary Ranbir Singh University, Jind on behalf of C.R.S. UNIVERSITY, JIND.

Name of work: “ENTERING INTO TWO YEARS RATE CONTRACT FOR SUPPLY OF HOUSE KEEPING ITEMS” at Chaudhary Ranbir Singh University, Jind.

### PRESS NOTICE

Chaudhary Ranbir Singh University, Jind (Haryana)-126102  
Notice Inviting E-Tender

<b>Name of Work</b>	<b>“ENTERING INTO TWO YEARS RATE CONTRACT FOR SUPPLY OF HOUSE KEEPING ITEMS” at Chaudhary Ranbir Singh University, Jind.</b>
Tender Docs Fee + E - Service fee	5000+1000=6000
EMD Amount	40000/- (Forty Thousand only)
Start date of Online Tender submission	14.08.2019 (05:00 P.M)
Last date of Online Tender submission	04.09.2019(11:00 A.M)
Tender opening date – Technical Bids and Financial Bids respectively	04.09.2019 (03:10 P.M) & to be announced

- i) The tenders will be received only through E-tendering for further details visit website <https://etenders.hry.nic.in> .in and [www.crsu.ac.in](http://www.crsu.ac.in).
- ii) Cost of Bid documents / Processing Fee (to be paid through offline) Rs. 5000/- (non-refundable) in favor of “Registrar, C.R.S. University”, payable at Jind.
- iii) Willing company/firms shall have to pay Rs. 1000/- (excluding GST) as e-Service fee and will deposited offline) which mentioned under the Tender Document.
- iv) The security amount of the tender (to be paid through offline) is Rs. 40000/- only.
- v) The amount of the work is approx. 20, 00000/- (Twenty Lac only).
- vi) \*The university reserve the right of increased or decreased the items without any change of terms and conditions.

Deputy Registrar  
General and Purchase Branch  
C.R.S. University, Jind

## DETAIL NOTICE INVITING TENDER

Invites the bids from eligible bidders through online bids.

On behalf of Chaudhary Ranbir Singh university, Jind the tender is invited for ENTERING INTO TWO YEARS RATE CONTRACT FOR SUPPLY OF HOUSE KEEPING ITEMS at Chaudhary Ranbir Singh University, Jind through E-tendering with below mentioned work are hereby invited from eligible dealer/ distributor/ firms under appropriate class/ category. The tender form “along with conditions of contract” to be fulfilled, can be obtained from the website <https://etenders.hry.nic.in>.

Sr. No	Description of work / Items	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 & EMD Submission	Tender Opening Date - Technical bid and Financial bid respectively
1.	ENTERING INTO TWO YEARS RATE CONTRACT FOR SUPPLY OF HOUSE KEEPING ITEMS	Rs. 40000/- (To be paid offline)	Rs. 5000/- & Rs. 1000/- (excluding GST) To be paid offline	14.08.2019 (05:00 P.M)	04.09.2019 (03:00 P.M)	04.09.2019 (03:10 P:M)

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 and EMD shall be made by eligible bidders offline in shape of Demand Draft in favour of Registrar, C.R.S. University”, payable at Jind as mentioned under the Tender Document.**
- 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 offline payment of Rs. 40000/- towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her**

**bids for the respective event / Tenders.** The amount of the work is approx. 20, 00000/- (Twenty Lac only.).

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) offline in shape of Demand Draft.

The Payment for document fee/ e-Service fee can be made by eligible bidders offline.

The Bidders can submit their tender documents (online) as per the dates mentioned in the key dates:-

#### **Key Dates**

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date and time</b>	<b>Expiry date and time</b>
1		<b>Tender Document Download and Bid Preparation/Submission</b>	<b>14.08.2019 05:00 P.M</b>	<b>14.09.2019 11:00 A:M</b>
2	<b>Technical Bid Opening</b>		<b>04.09.2019 3:10 P:M</b>	
3	<b>Financial Bid Opening</b>		<b>To be announced</b>	

ENTERING INTO TWO YEARS RATE CONTRACT FOR SUPPLY OF HOUSE KEEPING ITEMS

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

#### **1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tender's process offline are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

#### **2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted offline should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding offline. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may

obtain information and application format and documents required for the issue of digital certificate from.

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3 Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from NIC. or downloaded from the home page of the website - <https://etenders.hry.nic.in>. The link for downloading required java applet are also available on the Home page of the e-tendering Portal.

### **4 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>.

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>

6 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7 **Offline Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

i) **Offline Payment of Tender Document Fee + e-Service fee:**

The offline payment for Tender document fee, eService Fee & EMD can be done in timely. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors offline and the Payment for EMD shall be made offline in shape of Demand Draft

ii) **PREPARATION & SUBMISSION Of APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

8. **ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

**Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

ENTERING INTO TWO YEARS RATE CONTRACT FOR SUPPLY OF HOUSE KEEPING ITEMS  
**CHAUDHARY RANBIR SINGH UNIVERSITY, JIND (HARYANA)**

**1-Technical Bid Terms & Conditions**

- 1.1 Bidder firm / company should be registered in same field) (Registration Certificate Copy Required).
- 1.2 Bidder firm PAN & GST Registration Copies.
- 1.3 Bidder Firm should have a minimum average turnover of Rs 05 Lac in last three years (Average), CA turnover Certificate for average turnover in FY 2017-18, FY 2016-17 & FY 2015-16 is required.
- 1.4 Non Black Listing Undertaking on a Rs. 100 Non Judicial Stamp Paper.
- 1.5 In case of non-compliance with any of above mentioned terms & conditions, bid shall be rejected immediately.

**2-Earnest Money Deposit**

Bidder has to submit EMD amount of Rs. 40000/- in favour of “Registrar CRS University, Jind” through offline mode. EMD of successful bidder shall be deposited as security deposit and shall be released only after successful completion of project. EMD of unsuccessful bidders shall be refunded back within 30 working days. If the successful bidder fails to start maintenance activity for more than 6 weeks, the CRSU Jind has right to cancel the contract and forfeit the Security Amount / EMD amount with proper reason.

**3-Tender Fee:**

Bidder has to submit e-tender document fee / e-tender fee of Rs. 5000/- in favour of “Registrar CRS University, Jind” through offline mode which is non-refundable.

**4-Financial Bid**

The technical and financial bids will be submitted by single methods i.e. online mode only.

Technical bid: ‘Annexure – A’ - The bidders shall upload the required eligibility & technical documents offline in the Technical Bid.

Financial Bid shall be filled properly by the bidder as per Annexure – I and it shall be submitted into a under Commercial Bid. If any financial bid shall be found in technical bid envelop, Bid shall be rejected immediately. Prices mentioned in the Financial Bid shall be exclusive of GST, GST shall be paid extra on quoted price. Financial bid shall be opened to technically qualified bidder firm only.

## **5-Work Allocation**

Work Order shall be given to Lowest Price Bidder (L-1) only. L-1 shall be decided on quoted rates item wise and billing can be done items wise only.

## **6-Validity & Termination of Contract**

Validity of work order / contract shall be initially for 2 years which can further be extended for next 1 years on the basis of work satisfaction level.

## **7-Payment Schedule**

Vendor will produce invoices along with supply and 100% payment shall be given as per University Norms.

## **08 Jurisdiction**

The dispute, if any, shall be subject to the jurisdiction of Courts at Jind. 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.

**09** University reserves the right at the time of award of Work Order to increase or decrease or even delete the number of items without any change in terms and conditions.

**10** The Sub Committee reserves the right for negotiation thereafter if considered necessary.

**11** The items which may have due date / warranty expiry date within next 2 years and also not mentioned in the Annexure – I. These items may also be counted as part of tender with the existing rates corresponding to mentioned rates in Annexure-I otherwise the tender rates may be called separately from L-1.

## **12 Fall in Price**

The contractor/firms during the validity period of this rate contract, in no case, shall charge price for the same article from any office/deptt of the University in excess, than the price quoted by him. If at any-time the contractor/firms during the period of this rate contract decrease the price of any article or sell the article to any Department on fewer rates than that quoted in the rate contract then he shall inform the HOD/Indenting Officer concerned CRSU, Jind in this regard. He shall also have to submit the price list to indenting Officer CRSU, Jind which he will charge after the date of decrease of prices in the article prescribed in the contract.



### **13 Quantity of Material:**

Since the quantity of the material required in the tender is approximate as such it cannot be promised that under this rate contract and during the period of its currency how much store article shall be purchased by the indentee except that the supply order for the articles mentioned in the annexure shall be placed with the contractor/firm except the rights reserved as under:

- i) To enter into rate contract with one or more than one contractor/supplier as the Indenting Officer may deem fit,

AND

- II) The right to get the supply of concerned article through any other source by the Indenting Officer whose decision shall be final if he thinks that supply of particular article and its quantity by the Contractor is not possible within the prescribed period.
- 14 All rates quoted should be F.O.R destination and should be net i.e. including packing weighting, Insurance and forwarding charges. The GST will however be extra in case quoted by the Supplier.
- 15 All containers, packing cases, bags etc. will be deemed to be non-returnable unless specifically stated otherwise in the tender.
- 16 The area of supply is Jind where the activities of the University are located and the suppliers shall have to execute each order placed by any of indenting officers of the University individually, irrespective of its quantity/numbers.
- 17 All supplies should be made within a fortnight of supply order or by the date stated in the order whichever is earlier. In case it is brought to the notice of the University authority that the supply has not been made within the prescribed period a penalty @0.5% of the delivered price of the delayed goods for each week, with maximum limit of 10% would be deducted from the bill or the tender will be cancelled and performance security will be forfeited. The University shall then be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
- 18 No price increase will be allowed during the currency of the rate contract and rates approved shall remain in force during the currency of rate contract.
- 19 The quantity of supply can be increased or decreased at the discretion of the University.
- 20 Purchase may be made from other vendors also, if urgent.
- 21 The University reserves the right to enter into parallel rate contract with two or more firms and to enter into negotiation with the concerned firm and to accept or reject any tender without assigning any reason, if so required.
- 22 The University reserves the right to accept or reject any/all the tender without assigning any reason.
- 23 The tenders received after due date or without the earnest money or without samples wherever required shall stand cancelled.
- 24 Any item/condition given by the supplier/firm which is in Contravention to the terms contained in the tender shall not be acceptable and shall be treated as null and void.

- 25** In the event of tender, being accepted, the tender will be converted into a contract which will be governed by these terms and conditions.
- 26** The successful firm/firms will have execute an agreement on the non-judicial paper of the value of Rs. 100/- duly signed and stamped.
- 27** The authorized dealers/suppliers once notified by the manufactures/proprietors shall not be allowed to be changed in between the period of contract.

Deputy Registrar  
General and Purchase Branch  
C.R.S. University, Jind.

**Annexure –A**

<b>Sr. No</b>	<b>Description</b>	<b>Bidders Response (Yes/No)</b>	<b>Remarks</b>
1	Bidder firm / company should be registered in same field		
2	Bidder firm PAN & GST Registration Copies.		
3	Bidder Firm should have a minimum average turnover of Rs 05 Lac in last three years (Average), CA turnover Certificate for average turnover in FY 2017-18, FY 2016-17 & FY 2015-16 is required.		
04	Non Black Listing Undertaking on a Rs. 100 Non Judicial Stamp Paper.		

## **ANNEXURE – I**

TENDER FORM FOR ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF HOUSE KEEPING ITEMS  
(FINANCIAL BID)

TWO YEARS HOUSE KEEPING ITEMS

### **FINANCIAL BID (BoQ):**

<b>S.No.</b>	<b>Description</b>	<b>Make/Specification/ Size</b>	<b>Deno. of Qty. Rate for each item</b>
1.	Urinal cubes	Sunny 200 gm .	Packet
2.	Air Freshener Stick	Odonil (75 gms. Weight)	Packet
3.	Paper Napkin	Green touch	Packet
4.	Room Freshener(Spray)	Odonil/Airwick 241 gms.(300ml)	Bottle
5.	Toilet Cleaner	Harpic (400 gms pack)	Bottle
6.	Glass cleaner	Colin	Bottle
7.	Insect spray	Mortin (300 ML.)	Bottle
8.	Cleaning Powder	(Vim)	Kg.
9.	Washing Powder	(Wheel/Nirma ( 01 Kg. pkt)	Kg.
10.	Naphthalene Balls	Sunny/Tiger	Kg
11.	Soap Liquid( Hand wash)	Dettol/Lifebouy	Ltr.
12.	Phenyl white (herbal)	Genda product( 50 ltr packing)	Ltr.
13.	Phenyl Black	Doctor brand/Trishul	Ltr.
14.	Acid(Toilet Cleaner)	Normal Tejab	Ltr
15.	Mopper cloth (pocha big/small)	Best quality	Each
16.	Broom Soft (phool jharu)	Best quality	Each
17.	Broom hard(Bans)	Big size	Each
18.	Broom hard(Bans)	Small/medium size	Each
19.	Dustbin big/small/medium capacity	Best quality	Each
22.	Dustbin plastic with cover	Best quality	Each
23	Mug	Best quality	Each
24	Dust pan	Best quality	Bottle
25	Towel (small)	Best Quality	Each
26	Towel (big)	Best quality	Each
27	Hand Towel	Best Quality	Each
28	Allout Machine with Refill	Best Quality	Each
29	Allout refill	Best quality	Each
30	Rat Killer	Best Quality	Each
31	Floor Mat	Best quality	Rate per Sq. Ft./ per piece
32	JUG Plastic	Best Quality	Each

33	Dustbin Steel (big/small/medium)	Best quality	Each
34	Air wick	Best quality	Each
35	Soap (big/small)	Best quality	Each
36	Jala Brush (big/small)	Best quality	Each
37	Toilet Brush	Best quality	Each
38	Wiper (big/small)	Best quality	Each
39	Floor cleaner	Best quality	Bottle
40	HIT	Best quality	Each

**\*\*Note: In case of mismatch price quoted in words shall be taken as final.**

Bidder Firm Name:

Address:

Signature with Stamp:

Name:

Date:

Place: