



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)



Phone No.:01681-241003

Email: coe@crsu.ac.in

TENDER NOTICE

E-tender is invited subscribed as “TENDER” for **“PURCHASE OF OMR ANSWER BOOKS WITH BAR CODING OF 40+4 PAGES”** on the basis of quality and technical expertise from the Reputed Firms / Service Providers latest by 26.04.2017 up to 3.00 p.m. as per details given on website along-with Earnest Money equal to 2% of the quoted rates on the total amount paid through online mode and a separate fee of Rs. 5,000/- as Tender Fee in account of Registrar, C.R.S.University, Jind will also be deposited through online mode. The E-tender will be opened on 26.04.2017 at 04.00 P.M. Bidders shall have to pay the E-Service fee of Rs. 1000/- through online mode in favor of “Society for IT initiative fund for e-Governance” payable at Chandigarh. For more details may visit on website www.crsu.ac.in / <https://haryanaeprocurement.gov.in>.

Last date of receipt of tender bids	: 26.04.2017 up to 3.00 p.m.
Tenders complete in all respect be address to	: Registrar, C.R.S.University, Jind
Date of opening of Technical Bids	: 26.04.2017 at 4.00 p.m.

Registrar
C.R.S. University, Jind



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STANDARD BIDDING DOCUMENTS FOR “PURCHASE OF 04 Lakh OMR ANSWER BOOKS WITH BAR CODING OF 40+4 PAGES FOR C.R.S.UNIVERSITY,JIND.

PART-1: COMPLETE BIDDING DOCUMENTS

Name of work: “PURCHASE OF 04 LAKHS OMR ANSWER BOOKS WITH BAR CODE OF 40+4 PAGES.

PRESS NOTICE

C.R.S.UNIVERSITY,JIND
Notice Inviting E-Tender

Name of Work	1- “PURCHASE OF OMR ANSWER BOOKS OF A4 size with 40+4 PAGES (40 pages + 2 pages OMR Sheet with Bar Code having 3 bar code detachable portion, of good quality 105 GSM paper + 2 Page revaluation Sheet), fabricated with 60 GSM maplitho Paper duly watermarked / printing with University Insignia.”
Tender Docs Fee + E-Service Rees	Rs. 5000+1000=6000/-
Cost Earnest Money	Approximately Rs. 40 Lakhs 2% (i.e. approximately Rs. 80000/-) of the rate quoted by the Agency / Contractor
Time Limit	15 to 21 days

Tenders to be received till : 3.00 p.m. on dated 26.04.2017

- The tenders will be received only through E-tendering for further details visit website <https://haryanaeprocurement.gov.in>
- Cost of Bid documents / Processing Fee (to be paid through online) Rs. 5000/- (non-refundable).
- Willing contractors shall have to pay Rs. 1000/- as e-Service fee deposited online.
- The Earnest Money of the tender (to be paid through online) **directly through 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.**

Registrar
C.R.S.University, Jind.

DETAIL NOTICE INVITING TENDER

E-Tender is invited for purchase of below mentioned items in single state two cover system i.e. Request for Technical Bill (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 work	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 of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	PURCHASE OF OMR ANSWER BOOKS OF 40+4 PAGES (40 pages + 2 pages OMR Sheet with Bar Code having 3 bar code detachable portion, of good quality 105 GSM paper + 2 Page revaluation Sheet), fabricated with 60 GSM maplitho Paper duly watermarked / printing with University Insignia	40.00 Lakhs	80000/-	Rs. 5000/-for Tender Document Fee &Rs. 1000/- for e-Service fee	07.04.2017 (11:00 AM)	25.04.2017 (5:00 PM)	26.04.2017 (3:00 PM)

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 www.crsu.ac.in and <https://haryanaeprocurement.gov.in>
3. Newly enlisted contractor/societies/suppliers/manufacturers should bring with them proof of their enlistment in appropriate class.
4. The Bidders would submit bid through e-tendering only on the website <https://haryanaeprocurement.gov.in>

Under the 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 who PQQ / Technical Applications are responsive to eligibility and qualifications requirements as per Tender documents.

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 ad the payment for EMD can be made online directly through 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://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of Rs.5,000/- (2% of the bid cost) towards 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 (26.04.2017 up to 4:00 pm) and made payment via 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://haryanaeprocurement.gov.in>

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – No refundable) of Rs.1, 000/- (Rupee One Thousand Only) online by using the service of secure electronic 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 State	Bidder's Stage	Start date and time	Expiry date & time
1		Tender Document Download and Bid Preparation / Submission	07.04.2017 (11:00 AM)	26.04.2017 (3:00 PM)
2	Technical Bid Opening		26.04.2017 (4:00 PM)	
3	Financial Bid Opening		To be decided later	

Important Note:

- 1) The Applicants / bidders have to complete 'Application / Bid Preparation & Submission' state 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 'application / Bids not submitted.
- 2) Applicant / Bidder can rework on his / her bids even 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 Bids 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- DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
- 2- Conditional tenders will not be entertained & are liable to be rejected.
- 3- 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.
- 4- The CRSU, Jind reserve the right to reject any tender or all the tenders without assigning any reasons.
- 5- The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
- 6- The tender without earnest money/bid security will not be opened.
- 7- The jurisdiction of court will be at Jind.
- 8- 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.
- 9- The bid for the work 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/tenders withdraws his bid/tender before the said period or makes any modifications in the terms and

conditions of the bid, during the fix validity period, the earnest money shall stand forfeited. Bids be valid for 120 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.

Registrar
C.R.S.University, Jind.

Instructions to bidder on Electronic Tendering System

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 online are required to get registered on the centralized e-Procurement portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. 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://haryanaeprocurement.gov.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://haryanaeprocurement.gov.in> 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 submitted 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 to the user to bid on behalf of the firm in the department tender as per information Technology Act 2000. The digital signature of this authorised 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 Extenders (India) Pvt. Ltd. or downloaded from the home page of the website-<https://haryanaeprocurement.gov.in>. . The link for downloading required java applet & DC setup 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 single portal e-Procurement system on the Home page at <https://haryanaeprocurement.gov.in>.

5. **Download of Tender Documents:**

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

6. **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online notice inviting tender. 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. **Online payment of Tender Document Fee, eService fee, EMD fess & Bid preparation & Submission (PQQ/Technical & Commercial/Price Bud);**

i. **Online payment of Tender Document Fee + eService fee;**

The online payment for tender document fee, eService fee & EMD can be done using the secure electronic payment gateway. The payment for Tender Document fee and eService fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the payment for EMD shall be made online directly through RTGS/ NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

ii. **PREPARATION & SUBMISSION OF ONLINE APPLICATIONS/ BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.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/JPEG.MS WORD 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:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-chandigarh@nextenders.com for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

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.

Schedule for Training:

Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, Faridabad Contact no. 8743042801 / 9310335475	Nextenders (India) Pvt.Ltd Public Health Division No. 2 Hisar, Model Town Opp. N.E Gupta Hospital, Hisar Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadon (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh -160020 For Support- 1800-180-2097, 0172-2582008-2009

For Support Call – 1800-180-2097

Haryana e Procurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

9. Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment

- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

D) Over-the-Counter (OTC)

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is <= 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

(i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.

(iii) Bidder clicks on “Continue” button

(iv) The e-Procurement portal displays the details of payment. Bidders clicks on “print challan” and prints the OTC challan.

(v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)

(vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e- Procurement portal prior to accepting the payment

(vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.

(viii) ICICI Bank will commit the payment transaction (in case of successful verification from e- Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.

(ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.

(x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.

- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

10. Do's / Don'ts

S.no.	Scenario	Do's / Don'ts
1	<p>In the event of making Payment through NEFT/RTGS</p>	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: <ol style="list-style-type: none"> 1) Beneficiary account no: <client code> + <random number> 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) 3) Amount: As mentioned on the challan. It is specific for every tender/transaction 4) Beneficiary bank branch: ICICI Bank Ltd, CMS 5) Beneficiary name: As per the challan • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD • It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired <p>Don'ts</p> <ul style="list-style-type: none"> • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise: <ol style="list-style-type: none"> 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account 2) Incorrect Beneficiary account number mentioned (<client code> + <random number>):- <ol style="list-style-type: none"> a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted. 3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate. • Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination. • Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder. • Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder
		<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that OTC payments are made to the

2	<p>In the event of making Payment through OTC</p>	<p>exact details as mentioned in the challan which are: Beneficiary account no: <client code> + <random number> Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan</p> <ul style="list-style-type: none"> • Bidder must do the payment before tender validity gets expired • Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender portal before submitting the Tender <p>Don'ts</p> <ul style="list-style-type: none"> • If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque • It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD
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BIDDER'S ELIGIBILITY CONDITIONS:

- 1- The bidder must be registered with the competent authority under the appropriate Act/Rules for carrying on business relating to manufacturing of paper/board and other related activities.
- 2- The bidder should submit a proof of having an annual turn-over of Rs.1.00 crore or above relating to manufacturing/trade in paper and/or paper board during each of the last three years. Proof to be duly certified by a registered Chartered Account / Firm.
- 3- The bidder should have prior experience relating to manufacturing / trade in paper and / or paper board and work relating to scanning of OMR Sheets (Answer Books) for a minimum period of three years as on date in the State Government affiliating universities – proof to be enclosed.
- 4- The bidder is required to produce a work Satisfaction Certificate from the State Government affiliating University which has been mentioned by the bidder for eligibility as per point No.3.
- 5- 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 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. The alternative all the partners should sign the tender.
 - c. Authorized Signatory of Pub. Ltd. Co. Or Pvt. Ltd. Co.
- 6- Copy of Income Tax Return filed during last three years.
- 7- Copy of Permanent Account No. (PAN) under Income Tax Act.
- 8- Proof of Registration for Sales Tax, State or Central Excise Duty etc.
- 9- Conditional Tender shall liable to be rejected.

NOTE:-

1. Two bid systems shall be followed. Accordingly, the Agency / Firm shall submit Technical Bid/Financial Bid in two separate sealed envelopes and both these envelopes shall then be sealed in the third envelope. The envelope must be marked as:-
2. The earnest money of the unsuccessful agency / firm shall be returned on completion of all the process.

3. 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 the parties.
4. Rates should be carefully filled – up both in words and figures without any cutting, erasing or overwriting.
5. The decision of the University authority shall be final to accept or reject o any Bid without assigning any reason.
6. In case the firm/agency quoting the lowest rates declines to accept the offer, the earnest money of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future.
7. Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.
8. The agency/firm shall also append the following declaration with the tender:-

DECLARATION

I/We (Name) of the firm_____ do hereby solemnly affirm and declared 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 417 and 420 of the Indian Penal Code as the case may be.

Place:_____

Dated” _____

Signature of the Tenderer
With full name and Address
With seal & stamp

TERMS & CONDITIONS

1. The “Tender for PURCHASE OF OMR ANSWER BOOKS OF 40+4 PAGES (40 pages + 2 pages OMR Sheet with Bar Code having 3 bar code detachable portion, of good quality 105 GSM paper + 2 Page revaluation Sheet), fabricated with 60 GSM maplitho Paper duly printed / watermarked with University Insignia will be received only through E-tendering latest by 26.04.2017 up to 3.00 pm For more details may visit website <https://haryanaeprocurement.gov.in> Tenders received after the prescribed date will not be accepted.
2. Incomplete tender/conditional tenders and tenders without earnest money, tender fee & e-Service fee, will not be accepted.
3. The tender must be accompanied with the following:
 - a) Earnest money equal to 2% of the cost involved for supply OF OMR ANSWER BOOKS WITH BAR CODING OF 40+4 PAGES and tender fee of Rs. 5,000/- through online. Earnest money, Tender Fee & e-Service fee through online any other mode is not acceptable.
 - b) Prescribed Performa of schedule of specification quoting the rates in clear terms along with a copy of the terms and conditions duly signed to the effect that these are acceptable.
 - c) Sample of 60 GSM Map litho Paper of Virgin pulp with the name of Mill preferably water marked.
4. In case, the supplier backs out of its contract, its Earnest Money as well as Security Money in the shape of Bank Guarantee shall be forfeited, and/or other action will be taken as deemed fit by the University.
5. The quantity can be increased / decreased during the period of contract.
6. The material will be accepted subject to the approval by the Inspection committee.
7. The bill, in triplicate, may be sent to the Registrar, C.R.S. University, Jind. For payment.
8. The material should be packed in a good quality case (s) so as to avoid any damage, theft or pilferage in transit, in which case the responsibility shall be that of the supplier.
9. The firm shall not sublet the work of fabrication of OMR Answer Books allotted to it, to any other firm. Action as deemed fit shall be taken against the defaulting firm (s).
10. In case of dispute of any kind, courts at Jind only shall have the jurisdiction. Further, all the disputes shall be settled at Jind only.
11. As the work relating to the manufacturing of OMR Answer Books involves special importance and sanctity, hence, before making allotment, the reputation and capacity of firm shall be taken into account.

Rates alone will not be the deciding factor. Thereafter, the University reserves the right to reject any / all the tender (s) without assigning any reason, and assign the work to any of the tenderer /s.

12. The firm must state its capacity in terms of number of Printing Machines, Ruling Machines, Stitching Machines, Work Floor Area, Storage capacity etc. With the tender notice.
13. The firm to which, the work of fabrication of OMR Answer Books are allotted will have to deposit 5% of tender money, as security money in the shape of Bank Guarantee in addition to earnest money already deposited, within 5 days of allotment of work.
14. The rates of printing and manufacturing of OMR Answer Books with paper be quoted per thousand (1000) in the prescribed schedule of specifications annexed with the Tender.
15. The quantity of OMR Answer Books to be manufactured is given in the schedule of specifications. The quantity can, however, be increased or decreased at the discretion of the Controller of Examinations. The manufacturer shall not print Answer Books more than the quantity ordered for.
‘HOWEVER, variation of +2% will be admissible with the condition that over & above this, the supplier will have to destroy the paper / Answer Books in the presence of duly authorized representative of the University.’
16. The firm shall supply the goods duly manufactured latest by 21 days of issue of Work order.
17. Proof / revised proofs / symbolic perforation / material etc. appropriate size of Answer Books will be got approved from the University’s office personally by the firm by sending a special messenger to avoid delay for which two days time will be given for each trip. The firm should get the proofs, composed neatly and clearly as only two trips for proof reading are allowed. Before undertaking fabrication of entire lot, the firm shall supply 5 printed samples of OMR Answer Books strictly as per supply order.
18. The whole work is to be completed and goods be supplied in stipulated time, failing which the firm will be liable to imposition of penalty for the late execution of the job payable as under:-
 - a) For delay upto 10 days :5% of the value of amount payable
 - b) For delay over 10 days :10% of the value of amount payable(But not later than 20 days)

In case, the supply order is not honored or the work is not completed within the prescribed time limit, the Registrar reserves the right to cancel the supply order and forfeit the entire amount of security, blacklist the firm and recover the difference of cost what so ever in getting the goods manufactured and allot the work to any other party. In case, however, the firm does not start submitting the proofs within 5 days after placing the order, action as may be deemed fit by the Controller of Examination, will be taken against the tendered.

19. The firm will submit such periodical reports about the manufacturing of OMR A / Books as may be desired by the University. The Officer / team as deputed by the University authorities can visit the premises of the firm during the period of manufacturing to see the progress of the work and to ascertain that the good are being manufactured as per specifications.
20. If required, during the course of inspection, the inspection committee will take out sample sheets of paper of a ream / reams / reels as well as printed samples of OMR A / Books at random for technical test, if deemed necessary by the University. In case, the paper is not found as per required specification, then, the University will take action as is deemed fit.
21. The firm shall be responsible for the safe custody and security of OMR Answer Books till the delivery to the University. In case, at any time, it comes to the notice of the University that OMR Answer Books have gone out or found in possession of any unauthorized person / agency from a source connected with the firm, through its connivance or negligence, the action as deemed fit by the controller of Examinations will be taken which could be to the extent of forfeiture of whole payment and also the security deposited, blacklisting of the firm, prosecuting the firm even if it comes to the notice of the University after release of security / payment of the bill. The firm shall have to deposit amount of penalty as imposed by the Controller of Examinations with the office of the University within a fortnight from the date of issue of the letter, failing which the Registrar, C.R.S. University, Jind shall have the right to recover the amount through the Court of law and all expenses incurred on litigation by the University, shall be borne by the firm.
22. The delivery of OMR A / Books duly manufactured in satisfactory conditions and according to the specifications and packed in bundles in plastic bags with necessary marks on bundles as specified, will be

taken at C.R.S. University premises after inspection. All taxes, packing, forwarding charges and loading, unloading etc. shall be borne by the firm.

23. A copy of the report showing details of defects and shortages etc. during physical checking duly signed by the inspection party will be supplied to the representative of the firm who shall be present at the time of physical checking after having obtained his signature in token of having accepted the same.
24. At random 1 % checking of OMR A / Books will be carried out by the University in the presence of authorized representative of the firm, if available and total number of defective OMR Answer Books shall be worked out on proportionate basis. Say, if three defective OMR Answer Books are found in the checking of 200 OMR A / Books in a lot of 1 lac OMR answer Books, then, the total defective OMR A/Books will be deemed as $\frac{3}{200} \times 1,00,000 = 1500$ copies. This will be multiplied by per copy quoted rate and so deductions shall be made from the bill.
25. The tenders duly sealed in envelop super-scribed with "Tender for answer Books" must reach the O/o Registrar C.R.S. University, Jind by 26.04.2017 at 3.00 pm and the same will be opened on 26.04.2017 at 4.00 pm, in the presence of tenders who may wish to be present. Negotiations, if necessary will be carried out after opening of tenders.
26. No advance payment will be made.
27. The completion certificate as per specimen appended with the Term and conditions is also required to be given by the firm.
28. Final bill will be entertained if it is submitted in triplicate and accompanied by :-
 - a) Original MSS and approved proofs.
 - b) Two printed samples
 - c) Acknowledgement of delivery receipts from the official of the University
 - d) Certificate as required under clause-28 along with the final bill.
 - e) Acknowledgement receipt of the University for having received the Logo from the firm.
29. All disputes are to be settled within the jurisdiction of courts at Jind.
30. Bidder will give demo/presentation before opening of the financial bids to qualify the bid.
31. The financial Bids of only those bidders will be opened who qualify the process of evaluation of Technical Bids.
32. The bidder must enclose the certified copies of satisfactory work execution from their clients.
33. The bidder must have executed in the past, work of similar nature and also of the comparable scale for at last two year in any Govt. Sector / University / Organization or Public Sector Undertakings.

Sample first 4 Pages

PART - I
Ch. RANBIR SINGH UNIVERSITY, JIND

For Office use only



336977

NAME OF PROGRAM

(TO BE FILLED BY THE CANDIDATE)

PAPER CODE PAPER ID

PAPER TITLE

TO BE FILLED BY EVALUATOR
(SEE INSTRUCTIONS OVERLEAF)

Q. No.	Marks										Sub. Total
	a	b	c	d	e	f	g	h	i	j	
1											
2											
3											
4											
5											
6											
7											
8											
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TOTAL MARKS IN FIGURES :
MARKS IN WORDS

ANSWER BOOK CODE NO.

SCREITINIZER Marks Obtained MAX. MARKS

PART - II
Ch. RANBIR SINGH UNIVERSITY, JIND

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NAME OF PROGRAM

(TO BE FILLED BY THE CANDIDATE)

PAPER CODE PAPER ID

PAPER TITLE

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

MAX. MARKS

TO BE FILLED BY EVALUATOR
(USING BLUE/BLACK BALL POINT PEN ONLY)

MARKS OBTAINED ANSWER BOOK CODE NUMBER

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

MARKS IN WORDS

NAME & SIGNATURE OF EVALUATOR

PART - III
Ch. RANBIR SINGH UNIVERSITY, JIND

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(TO BE FILLED BY THE CANDIDATE)

NAME OF PROGRAM CENTRE CODE

EXAMINATION ROLL NUMBER PAPER ID

A	0	0	0	0	0	0	0	0	0	0	0
B	1	1	1	1	1	1	1	1	1	1	1
C	2	2	2	2	2	2	2	2	2	2	2
	3	3	3	3	3	3	3	3	3	3	3
	4	4	4	4	4	4	4	4	4	4	4
	5	5	5	5	5	5	5	5	5	5	5
	6	6	6	6	6	6	6	6	6	6	6
	7	7	7	7	7	7	7	7	7	7	7
	8	8	8	8	8	8	8	8	8	8	8
	9	9	9	9	9	9	9	9	9	9	9

NAME OF THE CANDIDATE

PAPER CODE PAPER TITLE

SEMESTER SIGNATURE OF CANDIDATE

SIGNATURE OF INVIGILATOR

DATE OF EXAMINATION

D D M M Y Y



GENERAL INSTRUCTIONS

The Answer Booklet consists of 42 pages. No continuation sheets shall be provided to any candidate under any circumstances. So they are required to complete their Answers within this booklet only.

1. Do not write your Examination Roll Number/any Mark at any other place other than the space provided on the title cover of the Answer-Book.
2. Do not write any matter except your Examination Roll No. on your question paper.
3. Do not write your name /Department / College anywhere on the Answer Sheet.
4. A candidate guilty of making appeals to examiners in his/her answer-book will entail the penalty as provided for use of unfair means.
5. No answer book or paper of any kind is to be removed from Examination Hall except the question paper. No page is to be torn out/replaced in the answer book.
6. This answer book must be delivered to the invigilator on duty in the room, even if no question has been attempted.
7. No candidate will be allowed to leave the Examination Hall before half the time is over.
8. Always keep the student Examination I-Card with you and show it to the supervisor staff on duty as and when required / demanded.
9. The candidates should not talk with any examinee and should not disturb smooth functioning of the Examination Centre during the conduct of examination.
10. The Examinees should check their pockets, desks, geometric boxes etc., immediately after they occupy their seats. If any paper written on otherwise found, it should be handed-over to the invigilator on duty.
11. Before writing on the answer-book the candidates should see that they have been supplied correct question paper as per the date sheet and also the answer book supplied to them is not damaged or any account.
12. Candidate should number the answer according to the number given in question paper.
13. No blank pages be left in between answer to various questions.
14. Strike of the blank pages in the Answer book, if any before submitting the answer book to the invigilator.
15. A candidate who comes after 30 minutes of the commencement of the Examination shall not be permitted to take the examination.
16. No candidate shall be allowed to carry inside the examination hall any textual material printed or written, bits of paper or any other material of like nature.
17. Candidate shall use only Blue or Black ink pen or ball pen in the answer booklet. Use of any other ink/ball pen (Except blue or black) by the candidate in the Answer Booklet shall be considered as use of unfair means.
18. Cellular phones, pagers and articles like nature shall not be allowed in the examination hall (scientific/simple calculators are however permissible in the examination hall, if prescribed.)
19. Smoking in the examination hall during the conduct of examination is strictly prohibited.
20. Do not write anything inside the answer book before distribution of question paper.

INSTRUCTIONS FOR FILLING OMR SHEET

1. Use Pen / Ball Pen for writing & filling the Boxes.
2. Circles marked like this are wrong.
3. Correct method of marking of the Circles is

EXAMPLE FOR FILLING

Part - III			Part - II			Part - I
EXAMPLE FOR CANDIDATE TO FILL			EXAMPLE FOR CANDIDATE TO FILL	EXAMPLE TO FILL MARKS TO EVALUATOR & SCRUTINIZER		
EXAMINATION ROLL NUMBER	PAPER ID	CENTRE CODE	PAPER ID	MARKS OBTAINED	ANSWER BOOK CODE NUMBER	(For Candidate)
A 1 0 0 1 2 1 0 0 0 0 0	1 3 3 1 4	1 0 1	1 3 3 1 4	0 9 2	1 5 3 3 1	Candidate must write all the details mentioned in this part with pen / Ball Pen.
						(For Evaluator)

RE-EVALUATION AWARDS [I]

(Marks are not to be indicated inside the Answer-Book)

Answer-Book Code No.....

Examination held in 20

Subject Paper

Max. MarksMin. Pass Marks.....

Sr. No. of Question	MARKS TO BE FILLED IN BY THE EVALUATOR PARTS OF THE QUESTION IF ANY					
	A	B	C	D	E	Total
1						
2						
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6						
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8						
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10						

Signature of the Re-evaluator

Date.....

Name.....

Full Address.....

Tel. No.....

Signature of Branch Officer

Date.....

Grand Total : In Words In Figures

RE-EVALUATION AWARDS [II]

(Marks are not to be indicated inside the Answer-Book)

Answer-Book Code No.....

Examination held in 20

Subject Paper

Max. MarksMin. Pass Marks.....

Sr. No. of Question	MARKS TO BE FILLED IN BY THE EVALUATOR PARTS OF THE QUESTION IF ANY					
	A	B	C	D	E	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature of the Re-evaluator

Date.....

Name.....

Full Address.....

Tel. No.....

Signature of Branch Officer

Date.....

Grand Total : In Words In Figures

Do not write on this side.

परीक्षार्थी इस पृष्ठ पर कुछ न लिखें ।