

(केन्द्रीय विश्वविद्यालय)
श्रीनगर गढ़वाल (उत्तराखण्ड)-246174

(A Central University)
Srinagar Garhwal (Uttarakhand) - 246174

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GST CONCESSION	TU/V/RG-CDE(219)/2019 Dated 16.05.2019 valid up to 23.08.2023 (Ministry of Science & Technology, Department of Scientific & Industrial Research, Technology Bhavan, New Mehrauli Road, New Delhi)	

NIT NO. : HNBGU/ET/2020/13

Dated: 15/12/2021

**E-TENDER DOCUMENT
FOR**

**“AUCTION OF ‘WASTE PAPER’
(Year 2017-18, 2018-2019 & 2019-20)**

(Used Answer Books /Old Newspaper/ Magazines and other Scrap Paper)

Last Date & Time of Submission of Bid	Up to 14:00 Hrs on 04/01/2022	
Date & Time of Online Opening of Bids	Technical Bid	Price Bid
	15:00 Hrs on 04/01/2022	16:00 Hrs on 04/01/2022

(<https://mhrd.euniwizarde.com> or www.hnbggu.ac.in)

Total No. of Pages -19

Dr. Ajay Kumar Khanduri
Registrar

Er.V.N.Bahuguna
Executive Engineer
Nodal Officer E-Tendering

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HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL, UTTRAKHAND
E- Tender Enquiry (ETE)

NIT NO. : HNBGU/ET/2020/ 13

Dated: 15/12/2021

Name of Work:- AUCTION OF "WASTE PAPER" (Used Answer Books /Old Newspaper/ Magazines and other Scrap Paper)

Online open Bids/ Tenders in Two Bid system (1.Technical 2. Financial) are invited from reputed Bidders/contractors for "Auction of Waste Paper (Used Answer Books/Old News paper/Magazines and other scrap paper)". Kindly submit your bid / tender giving Highest Rate along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before **04.01.2022**. The tender forms and other details can be obtained from the Websites <https://mhrd.euniwizarde.com> or www.hnbgu.ac.in.

NAME OF WORK	"Auction of Waste Paper(Used Answer Books/Old News paper/Magazines and other scrap paper"	
TENTATIVE ESTIMATED COST	Rs. 20,00,000.00	
EARNEST MONEY DEPOSIT (EMD)	Rs. 2,00,000.00	
Pre Bid Meeting Date	Not Required	
Tender Type (Open/ Limited/EOI/Auction/Single)	Open	
Tender Category (Services/Goods/Works/Auction)	Auction	
Product Category: (Civil Works/Electrical Works/Other Works)	Other Works/Auction	
TENDER PROCESSING FEES	As per e-Procurement portal https://mhrd.euniwizarde.com directions(Non refundable)	
COMPLETION PERIOD	15 days from the date of issue of order	
Last date & time of online submission of bid, online EMD and other documents as specified in the bid document	Up to 14:00 Hrs on 04 /01/2022	
Date & Time of Online Opening of Bids	Technical Bid	Price Bid
	15:00 Hrs on 04/01/2022	16:00 Hrs on 04/01/2022
Validity of tender	90 days from the date of opening of financial bids	
Performance Guarantee	Not applicable	
Security deposit	As per tender terms and conditions	
Defect Liability Period/ maintenance period	Not applicable	
The tender forms and other details can be downloaded from the websites https://mhrd.euniwizarde.com or www.hnbgu.ac.in		

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Registrar

Er.V.N.Bahuguna
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Eligibility Criteria for Technical bid

Only those bidders, who are Registered Sole Proprietor /Partnership firm/Contractor or Company and meet the following conditions, can participate in the tender.

Following Certificates must be scanned and uploaded:

1. Self attested Documentary proof of registration of Sole Proprietorship /Partnership firm /Contractor.
2. Self attested Documentary proof of **GST Certificate**.
(The bidders must have a valid GST No. to participate in the tender.)
3. Self attested Documentary proof of **PAN Card**.
4. Online EMD of Rs.2,00,000.00 must be deposited by the Bidder.
5. Experience of having successfully completed similar work individually costing not less than as stated below during the last 5 years ending previous day of last date of submission of bids.

i. Three similar works, each of value not less than 40% (Rs.8,00,000.00) of the estimated cost,

OR

ii. Two similar works, each of value not less than 60% (Rs.12,00,000.00) of the estimated cost,

OR

iii. One similar works of value not less than 80% (Rs.16,00,000.00) of the estimated cost.

Completion certificate issued by Competent Authority will only be considered.

Similar works mean: - Waste paper auction work.

6. An undertaking by bidder of the effect that he/she has not been "Blacklisted/Debarred by any agency/department". (as per enclosed format)
7. An undertaking by the bidder that his/her any near relative **is/are** employed **in Construction and Maintenance department of HNBGU** or **employed as "A" class officer of H.N.B. Garhwal University**. A copy of declaration by the tenderer/ Bidders/contractor regarding acceptance to Terms & Condition of the Tender. (as per enclosed format)

All above documents/ details are mandatory without which tender will not be considered.

General Rules & Directions for Bidders/Terms & Conditions

1. Tender application/ document can be seen and downloaded from **websites:** <https://mhrd.euniwizarde.com> or www.hnbggu.ac.in
2. The interested bidder must read all terms and conditions of HNBGU carefully. He/ She should only submit the bid if he/she considers himself/ herself eligible and is in possession of all the documents required.
3. Information and Instructions for bidders shall form a part of bid documents. Information and Instructions can be seen and downloaded from website <https://mhrd.euniwizarde.com> or www.hnbggu.ac.in
4. Tender should be submitted through online mode only at e-Procurement portal <https://mhrd.euniwizarde.com> along with all the supporting documents. For details of online submission process refer to bidder manuals on e-Procurement portal. Bidders are advised to go through Instructions to bidder for e-tendering before submitting tender online. Manual submission of tender is not permitted and bids submitted manually will be rejected.
5. The bidders are advised to get themselves registered on the e-Procurement portal at least a week before the scheduled date and time of bid submission. This will help the new bidders/vendors to get familiar with the e-Procurement portal. The bidders must arrange computers/laptop, high speed internet and other equipment etc. required for bid submission at their own. For more details visit <http://mhrd.euniwizarde.com>
6. Bidders are advised to inspect and examine the site and satisfy themselves before submitting their tender as to the nature of the site, the means of access to the site, the accommodation they may require and about the desired requirement of work. Also, obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
A Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding otherwise shall be allowed.
Submission of a tender by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done.
7. The bid can be submitted only after submission of Processing fee and **EMD of Two Laks** through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.
8. Firms, which are not registered on the website <https://mhrd.euniwizarde.com>, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
9. The intending bidder must have valid **class-III digital signature** to submit the bid.
10. On opening date, the bidder can login and see the bid opening process. After opening of bids, he/she will receive the competitor bid sheets.
11. Copy of documents of eligibility as specified in the bid document in the form of JPG format and PDF format shall be scanned and uploaded to the e-tendering website within the period of bid submission.

12. Online Financial bid documents submitted by intending bidders shall be opened only for those bidders, whose EMD is deposited and other documents are scanned and uploaded and found in order.
13. The bidders should quote **their highest rates** based upon the Terms and Conditions forming part of their tender document. The quoted rates as per **Financial Bid** shall include **all taxes** i.e. GST and Labour cess etc. Order will be placed to the successful bidder (quoting **highest rates**) out of the eligible bidders.
14. The Earnest Money Deposit (EMD) of bidders, whose rates are not approved, will be returned within **45 days** after finalization of the tenders.
15. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
16. The bidders whose tender is accepted will be required to furnish **security deposited of 20,00,000.00 (100% of estimated cost)** of the tendered amount within the period 07 days from the date of issue of letter from HNBGU. This guarantee shall be in the form of Deposit at call receipt of any scheduled Bank/Banker's cheque of any scheduled Bank/ Demand Draft of any scheduled bank/pay order of any scheduled Bank on prescribed format by University. The Security Guarantee shall be initially valid up to the stipulated date of completion plus minimum 60 days beyond that. On the application by contractor, PG will be released within **30 days** after completion of work.
17. The Earnest Money Deposit (EMD) of bidders, whose rates are approved, will be returned within **45 days** after deposition of Security Guarantee.
18. Opening of Financial Bids: The University authority will make a decision on those bids qualified after the Technical evaluation.
19. Criteria for Bid Evaluation: The contract will be awarded to the bidder who will have the **highest rates**.
20. Acceptance/ Non-acceptance of bids: The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
21. The University Authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.
22. Tenders shall be kept valid for at least a period of 90 (Ninety) days from the date of opening.
23. Successful Bidder will have to sign the contract **within 7 (seven) working** days from the date of issue of work order by HNBGU.
24. The quoted rate should be valid till end of agreement period / Financial Year or as decided by the University.
25. In case, the Bidder/ firm fail to comply the terms & conditions, the University may terminate the contract without assigning any reason.
26. All suits shall be in the courts of **Pauri Jurisdiction** only.
27. The successful bidder will be liable to complete the work within a period of 30 days of getting the order. If the successful bidder does not start the work in time or stops the **work** midway or leaves the work altogether, his/her EMD/PG will be forfeited and the University shall have the right to cancel the order.
28. At any time prior to the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. All prospective Tenders will be notified of the amendment which will be binding to all the bidders. The amendments will be notified on the websites, <https://mhrd.uniwizarde.com> or www.hnbg.ac.in.

29. The rates of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.
30. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated in writing to the Engineer-in-Charge.
31. The successful bidder will be liable to complete the job of lifting the material from the University within a period of 15 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD will be forfeited and the University shall have the right to cancel the order.
32. It will be responsibility of the vendor to pack the material by his own labourers and the cost towards weighing of the material, transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
33. The weighing of the material shall be jointly witnessed by a committee of the University's authorized representative(s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing site for this purpose will be jointly decided by the successful bidder and the University.
34. The successful bidder shall have to deposit an amount equivalent to estimated cost (Rs. 20 Lakhs) of the materials planned to be lifted in one phase in the form of DD. The DD should be drawn in favour of the Finance Officer , Hamvati Nandan Bahuguna Garhwal University Srinagar Garhwal Uttrakhand, payable at Srinagar Garhwal Uttrakhand. In case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be cancelled.
35. E- Tender Enquiry is invited for disposal of Waste Paper (used Answer Books /old newspaper/magazines and other scrap paper) on as per **where as basis**.
36. This Notice Inviting Tender with **all other documents of tender** shall form a part of the contract.
37. **INCOME TAX AND OTHER TAXES:**Statutory deductions for Income tax, GST, labour cess and any other tax as per the applicability shall be made from the payment as per prevalent rate and rules in this regards.
38. **It will be responsibility of the vendor that the waste paper being lifted from the University will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy. Certificate of same from mill must be submitted.**
39. Bidders may visit the University premises and inspect the quantity, condition, place of materials stored and type of materials being sold.

DECLARATION

I have read all the terms and conditions of tender document as above and I shall abide with these terms & conditions of the tender.

Signature of authorized person of tenderer/agency (.....)

Name of tenderer/agency.....

Stamp

Date:

Work Experience

Working experience of similar nature of works with Govt. Offices/ Semi-Govt./ State Govt./ IITs/ PSUs / Autonomous Organization of the Central/State Government / PSUs. (Proof of work executed to be enclosed)

S.No.	Description of work	Date of Start	Date of Completion	Address/ Location/Name of the Client	Value of work completed done



HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL, UTTRAKHAND
Supplier Profile Form

Sl. No	Firm's Name			
01	Owner's Name			
02	Full Postal Address			
03	E-mail address		Website address	
04	Contact Person's Name		Contact No	
05	GST No (Enclose Xerox copy)		PAN (Enclose Xerox copy)	
06	Shop Act Registration No (Enclose Xerox copy)			
07	Manufacturer or Supplier (In case of supplier please enclose authorization of your Principal)			
08	Name of Paper mill/ pulp industry, where waste paper/Answer books will be recycled.			
09	List of the organizations to whom the works have been done. (Separate sheet can be attached)			
Note: Supplier must print GST No. and Current Bank Account No with ISBN No. On their Letter Head / Bill / Quotations.				
Signature with Seal				

Mandate Form

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for Receiving Payments

Details of Account Holder:

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number / Mobile Number	
5.	E-mail	

Bank Accounts Details:

1.	Name of the Bank	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	
11.	Signature of Accounts Holder/s	

Financial Bid

Name of work:-

Name of the Contractor:

I/We _____ hereby offer rates, to purchase Waste Paper items from the Hamvati Nandan Bahuguna Garhwal University Srinagar Garhwal Uttrakhand.

Sl. No.	Description of the Items	Price/ 100 kg	+ GST (18%)	Total Price with GST / 100 kg
1.	Used Answer Books (Raddi)			
2.	Other deferent Old Newspaper/ Magazines and other Scrap Paper			

Note: The price of above mentioned items shall be filled online only. Scanned copy of this document is not to be attached/ uploaded along with other enclosures.

DECLARATION REGARDING BLACKLISTING / DEBARING

I/ We Director(s)/Authorized Signatory of M/S hereby declare that the firm/bidder has not been blacklisted or debarred in the past by H.N.B.Garhwal University Srinagar Garhwal or any other Government Department/Organization.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by H.N.B.Garhwal University, and EMD shall be forfeited. In addition to the above, H.N.B.Garhwal University, will not be responsible to pay the bills for any completed/ partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

**PERFORMA FOR NO NEAR RELATIVE(S) OF THE BIDDER/ CONTRACTOR WORKING IN
HEMWATI NANDANBAHUGUNA GARHWAL UNIVERSITY SRINAGARA ARHWAL**

I/We, HNBGU / Director/Authorized Signatory of the company M/s

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in any department of HNBGU or employed as “A” class officer of H.N.B. Garhwal University.

In case at any stage, it is found that the information given by me is false/incorrect, H.N.B.Garhwal University, Srinagar Garhwal shall have the absolute right to cancelled the Tender agreement and forfeit the earnest money/security deposit. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son’s wife (daughter-in- law), Daughter (s) & daughter’s husband (son-in-law) brother (s) and brother’s wife, sister (s) sister’s husband (brother-in-law)

SIGNATURE OF THE BIDDER WITH SEAL

"FORMAT FOR AGGREMENT

(On Judicial stamp paper of Rs. 100/-)

This agreement is entered between Registrar, Hemwati Nandan Bahuguna Garhwal University, Srinagar, Garhwal (HNBGU) and (Contractor) on dated-.....-202.. as below.

- 1- Agreement No.:-
- 2- Name of Work:-
- 3- Name of contractor:-
- 4- Estimated cost:- **Rs. 20,00,000.00**
- 5- Tender amount:- **Rs.**
- 6- Accepted tender cost: - **Rs.**
- 7- Performance guarantee/Security Money:- **Rs. (Deposited amount- Rs.)**
- 8- Time allowed:- **30 days (Thirty Five)**
- 9- Date of start:-
- 10- Date of finish:-
- 11- General condition of contract:- **As enclosed in tender document.**

I/We have read and examined the Tender documents for the work. I/We hereby submit bid for the execution of the work specified for the HNBGU within the time specified in NIT of quantities .

**Registrar,
HNBGU**

Contractor

Witness:-

Witness:-

1- Executive Engineer, HNBGU

1- (if any)

FORM OF PERFORMANCE SECURITY (GUARANTEE)(BANK GUARANTEE BOND)

In consideration of the President of India (hereinafter called “the Government”) having offered to accept the terms and conditions of the proposed agreement between..... and (hereinafter called “the said contractor(s)”) for the work (hereinafter called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement,

1. We,(hereinafter referred to as “the Bank”) hereby undertake to pay to the Government an amount not exceeding Rs. (Rupeesonly) on demand by the Government.
2. We, (indicate the name of the bank)do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.(Rupees only).
3. We, the said bank further undertake to pay to the government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.
4. We, (indicate the name of the bank)further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We, (indicate the name of the bank)further agree with the Government that the Government shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the government against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We, (indicate the name of the bank)lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
8. This guarantee shall be valid up to, unless extended on demand by Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.....(Rupees only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated: the..... day of

Seal & Signature with Name & Address

For (indicate the name of the bank) ...

Instructions for Online Bid Submission through MHRD e-Bidding Portal

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal. More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://mhrd.euniwizarde.com>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link “Online bidder Registration” on the e-bid Portal by paying the prescribed Registration fee.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our **helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, -09355030623.**

SEARCHING FOR BIDDING DOCUMENTS

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Title, Date, etc.
10. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by available mode of payment and participate in tendering. Once processing fee is paid, it will be moved to the respective “requested” Tab. This would enable the e-bid Portal to intimate the bidders through e-mail in case there is any addendum and corrigendum issued to the bidding document.

PREPARATION OF BIDS

11. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
12. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document/ schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card, GST certificates and etc.) has been provided to the bidders. Bidders should use “My Documents” available to them to upload such documents.

15. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
18. Bidder has to select the payment option as “Online mode or Bank Guarantee” as to pay the EMD as applicable and enter details of the instrument.
In case of Bank Guarantee scanned copy of BG should be uploaded along with bid. The original Bank Guarantee shall be submitted to office of the concerned official of Hemvati Nandan Bahuguna Garhwal University as per schedule mentioned in the bid document. Non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will be rejected.
19. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
20. The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
21. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
22. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
23. Upon the successful and timely submission of bid click “Complete“ (i.e. after Clicking “Submit” in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
24. The bid summary has to be printed and kept as an acknowledgement of bid submission.

ASSISTANCE TO BIDDERS

For any Query contact to our helpdesk Number 011-49606060, , -09355030623, Email ewizardhelpdesk@gmail.com

1. **Helpdesk Number University: Er. Vijaya Nand Bahuguna Executive Engineer HNBGU - 9411109898**

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

General:

These Special Instructions (for e-Tendering) supplement to 'General Instructions to Bidders' (GIB), as given in the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, H.N.B.Garhwal University Srinagar Garhwal has decided to use the <https://mhrd.euniwizarde.com> through Central Public Procurement Portal, Ministry of H.R.D., and Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

Instructions:

a. Tender Bidding Methodology:

Through electronic tendering.

b. Broad outline of activities from Bidders prospective:

- i) Procure a Digital Signing Certificate (DSC)
- ii) Register on <https://mhrd.euniwizarde.com>
- iii) Create Users and assign roles on <https://mhrd.euniwizarde.com>
- iv) View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or www.hnbggu.ac.in
- v) Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or www.hnbggu.ac.in
- vi) Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all document/paper for submission of bid online only.
- vii) Utmost care may be taken to name the files/documents to be uploaded on <https://mhrd.euniwizarde.com>.
- viii) It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
- ix) BOQ Section-VII (Excel Format) shall be filled online only.

For participating in this tender online, the following instructions need to be read carefully..

c. Digital Certificates:

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

d. Registration:

To use the MHRD Portal (<https://mhrd.euniwizarde.com>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>).

Note: Please contact Helpdesk (as given below), to get your registration accepted/activated.

Help Desk No.:

Number 011-49606060, Email ewizardhelpdesk@gmail.com, -09355030623

e. Bid related Information for this Tender

The entire bid-submission would be online on <https://mhrd.euniwizarde.com>. Broad outline of submissions area follows:

- i) Submission of Earnest Money Deposit (EMD)

Note: 1. The Bidder has to upload the Scanned/ self attested copy of all above mentioned original documents during Online Bid-Submission.

Note:2. Special Note on Security of Bids: The bid EMD/Bid Security/Security Deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.

f. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com> or www.hnbg.ac.in).

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –

- a. Obtain individual Digital Signing Certificate (DSC) well in advance of your first tender Submission.
- b. Register your organization on <https://mhrd.euniwizarde.com> well in advance of your first tender submission deadline.
- c. Get your organization's concerned executives trained on <https://mhrd.euniwizarde.com> using online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- d. Submit your bids well in advance of tender submission deadline on <https://mhrd.euniwizarde.com> (HNBGU should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the <https://mhrd.euniwizarde.com>, the fourth instruction is relevant at all times.

g. PRICE SCHEDULE:

1. PRICE fills online only.
2. **The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**