

हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय  
केन्द्रीय विश्वविद्यालय  
श्रीनगर गढ़वाल (उत्तराखण्ड)–246174  
**Hemvati Nandan Bahuguna Garhwal University**  
(A Central University)  
Srinagar (Garhwal) Uttarakhand - 246174

NIT NO. : HNBGU/ET/2022/15

Dated:12.03.2022

**E-Tender DOCUMENT**  
**FOR**  
**“EXPRESSION OF INTEREST (EOI) AND RFP FOR ENGAGEMENT OF**  
**CHARTERED ACCOUNTANT FIRMS/COST ACCOUNTING FIRMS”**

<b>Last Date &amp; Time of Submission of Bid</b>	<b>Up to 14:00 Hrs on 05 /04/2022</b>
<b>Date &amp; Time of Online Opening</b>	<b>15:30 Hrs on 05/04/2022</b>

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

*Total No. of Pages 22*

**Registrar**

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

**NIT NO. : HNBGU/ET/2022/15**

**Dated: 12/03/2022**

**E-TENDER DOCUMENT FOR EXPRESSION OF INTEREST (EOI) AND RFP FOR  
ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS/COST ACCOUNTING FIRMS.**

Expression of Interest (EOI) and RFP are invited from Chartered Accountant Firms/Cost Accountant Firms registered with C&AG for engagement in the University for Internal Audit/preparation of Annual Accounts & Balance Sheets/Physical Verification and dealing with the matters related to taxation and filing of statutory returns etc. Kindly submit your QUOTATION giving lowest rates along with terms and conditions through on line mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before 05/04/2022. The tender forms and other details can be obtained from the websites <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in)

<b>NAME OF WORK</b>	<b>Expression of Interest (EOI) and RFP for Engagement of Chartered Accountant Firms/Cost Accounting Firms.</b>
<b>ESTIMATED value of the work</b>	<b>Rs. 9,00,000.00</b>
<b>EARNEST MONEY DEPOSIT Bid Security/ Security Deposit</b>	<b>Rs. 45,000.00</b>
<b>COMPLETION PERIOD</b>	<b>As per terms and condition</b>
<b>Last date &amp; time of online downloading and submission of bid, online EMD and other documents as specified in the bid document</b>	<b>Up to 14:00 Hrs on 05/04/2022</b>
<b>Date of Opening of bids</b>	<b>At 15:30 Hrs on 05/04/2022</b>

**Registrar**

## **Eligibility Criteria**

1. Only those bidders, who are empanelled with C&AG of India as category "A" firm. Registration No. and other details to be scanned and uploaded and meet the following conditions can participate in the tender.

Following Certificates must be self attested, scanned and uploaded:

- (a) The Firm should be empanelled with C&AG of India for Major Audit as category "A" firm. Registration No.
- (b) The firm should have at least five full time partners out of which at least two should be FCA partners.
- (c) The firm must have conducted the tasks of similar nature as above for at least two centrally funded institutes/organizations during last five years (April 2016 to March 2021) out of which one should be a Higher Educational Institute/Central University.
- (d) Online EMD of Rs.450000.00 must be deposited by the Bidder.
- (e) The annual turnover of the firm during the last 3 years should not be less than Rs 20 Lakhs per year. A certificate from C.A. in this regard must be enclosed.
- (f) Documentary proof of GST Certificate.  
(The bidders must have a valid GST No. to participate in the tender.)
- (g) An undertaking by bidder of the effect that he/she has not been "Blacklisted/Debarred by any agency/department".
- (h) An undertaking by the bidder that his/her any near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand.

## **Scope of Work**

### **A. Internal Audit and control mechanism.**

1. To conduct the internal audit of the University for the year 2021-22 and subsequent years as per the audit manual. For the subsequent year Internal audit shall be conducted on quarterly basis with quarterly reporting.
2. Internal audit of systems and procedures to assess their effectiveness in the manner of propriety and efficiency-cum performance audit, apart from routine internal audit of all the transactions/activities/areas of the university.
3. Internal audit of all accounts maintained by the university including students' activities, research projects, sponsored/funded projects, consultancies, etc.
4. Review of various activities of the university including internal control systems and recommendations for additional checks and balances wherever required.
5. Assistance in replying statutory audit memos and in getting the observation dropped.

### **B. Physical Verification and stock taking:**

1. Physical verification and stock taking of fixed assets /stores / consumable /library books once in a year as per GFR 2017 of all three campuses, including scrutiny and reconciliation of fixed assets register with financial records, and assessment of obsolete and unserviceable assets to remove from the financial records.
2. Other physical verification as may be required by the university from time to time.
3. Preparation and updation of asset register.

### **C. Preparation of Annual Accounts of the University for the year 2021-22 and subsequent years.**

1. Routine Financial scrutiny and vouching including extracting and endorsing the Trial Balance up to finalization of accounts including Bank Reconciliation etc.
2. To computerize and prepare the financial accounts of the university by regularly data feeding of each financial transaction in the Tally accounting software/ relevant software.
3. To convert the accounts of the university from single entry basis to double entry system of the accounting.
4. To prepare the annual financial statements i.e. income and expenditure account, cash flow statement, statement of accounts, projection of

pensionary liabilities of the employees on Actuary basis along with the schedules and notes on accounts as per the prescribed latest format/schedule issued by MHRD/UGC.

5. Certification of accounts of the Institute at the end of each financial year.
6. Certification of accounts of sponsored projects/Consultancies of external agencies and other miscellaneous certification as and when required.
7. To assist the university in preparing the details regarding observations on SAR/UGC/MHRD etc.

**D. Others including statutory returns and taxation**

1. Liaison and Filing of various statutory returns including TDS/EPF/Taxes/GST etc regularly on time, and exemption, assessment and other tax related services with concerned departments. Guiding the Institute on the Circulars issued by the Tax Departments on regular basis and as required.
2. To represent on behalf of the university in any office/court of law related to the matter of income tax/service tax/state commercial tax/GST etc. as and when arises. Review of various activities of the university to conduct propriety audit.
3. Verification of the reconciliation of fees and other income with accounts records.
4. Issuance of certificate to any subscriber as per the requirement of the university during the contract term.
5. To assist the University at the time of C&AG audit.
6. To deal with the investment of GPF and other funds as per GoI rules and matter of various advances.

## GUIDELINES FOR BIDDER /GENERAL TERMS & CONDITIONS

1. 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.
2. Information and Instructions for bidders posted on website shall form a part of bid documents. Information and Instructions can be seen and downloaded from website <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in) free of cost.
3. **The bid can be submitted only after submission of EMD/Bid Security/Security Deposit of fifty thousand through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.**
4. Those bidders /Firms, which are not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
5. The intending bidder must have valid class-III digital signature to submit the bid.
6. 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.
7. Bidder shall upload the documents in the form of JPG format and PDF format only.
8. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
9. Copy of Enlistment Order and other documents as specified in the bid document shall be scanned and uploaded to the e-tendering website within the period of bid submission.
10. Online 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. The bid submitted shall become invalid and e-tender processing fee shall not be refunded if:
  - (i) The bidder is found ineligible.
  - (ii) The bidder does not deposit online EMD/Bid Security/Security Deposit.
  - (iii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid documents.
11. The bidders should quote **their lowest rates** based upon the Terms and Conditions forming part of their tender document. Order will be placed to the successful bidder (quoting lowest rates) out of the eligible bidders.
12. The Earnest Money Deposit (EMD)/Bid Security/Security Deposit of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance undertaking after completion of one year after awarding the order and the EMD/Bid Security/Security Deposit will be released and adjustment of final account shall be made.
13. The quoted rate should be valid till end of agreement period.
14. In case, the vendor/ firm fail to comply the terms & conditions, the University may terminate the contract without assigning any reason.
15. Kindly furnish your GST Number in your quotation/tender for our records.
16. All suits shall be in the courts of **Srinagar Garhwal /Pauri Jurisdiction** only.
17. **The successful bidder will be liable to start the job within a period of 15 days of getting the order. If the successful bidder does not start job in time or stops the work midway or leaves the job altogether, his/her EMD/Bid Security/Security Deposit will be forfeited and the University shall have the right to cancel the order.**
18. **Bidders/Firms may visit the University premises and inspect the work place /location of the University.**
19. An undertaking by bidders/firms of the effect that he has not been "Blacklisted/Debarred by any agency/department".
20. An undertaking by the bidders/firms that his/her near relative is not in service of H.N.B. Garhwal University.

21. 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.euniwizarde.com> or [www.hnbggu.ac.in](http://www.hnbggu.ac.in) with a title “Expression of Interest (EoI) and RFP for Engagement of Chartered Accountant Firms/Cost Accounting Firms”
22. Price quoted should include all taxes by the bidders/firms.
23. Opening of Bids: The tender committee/authorized officer of the University will make a decision of those bids qualified after the Technical evaluation.
24. All eligible firms are required to make a detailed presentation (not more than 30 minutes) before the Committee in regard about the step by step process.
25. Criteria for Bid Evaluation: Those bids qualified after technical evaluation, the contract will be awarded to the bidder who will have quoted the lowest rates.
26. 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.
27. The University 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.
28. Tenders shall be kept valid for at least a period of 90 (Ninety) days from the date of opening.
29. If the University feels at any stage, the work entrusted has not been executed to meet the requirements of the University as per the scope and time schedule, university will be at liberty to cancel the agreement and suitable penalty may be imposed including forfeiting of Bid Security deposit.
30. The selected Firm shall work as per terms and conditions of prescribed agreement entered into and directions given by the HNBBGU from time to time.
31. The selected firm shall deploy Audit personnel and supervisors for efficient conduct of the audit and other work, as committed to the university.
32. The selected firm shall not sublet or sub-contract this job to any other person or firm in any circumstances. It shall undertake and complete this work on its own. It shall meet all the parameters on its own.
33. The fees payable for the assignment will be released after the completion of FY in one installment after completion of internal audit, physical verification and final balance sheet submission and acceptance by the University/ completion of audit by the C&AG and procurement of SAR as per scope of work.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Firm's Name	
Owner's Name	
Signature of owner	



**DECLARATION**  
**(in a stamp paper of Rs. 100/-)**

I, .....Name,  
 ..... designation, acting on behalf of  
 .....  
 ....(agency name & address), which  
 is an applicant for Engagement of Chartered Accountant/Cost Accountant Firm at  
**HNBGU Srinagar Garhwal, Uttarakhand-246174**, hereby undertake that we shall  
 abide by the terms and conditions of the Work Order/Agreement signed between  
 me/us and the **HNBGU Srinagar Garhwal**. We are not debarred/black listed by  
 any agency/organization. In the event of any breach of the terms and conditions of  
 Work Order/Agreement during the entire period of contract, the full  
 responsibilities of any loss incurred by **HNBGU Srinagar Garhwal** because of our  
 negligence including financial, time and reputation as assessed by **HNBGU**  
**Srinagar Garhwal**, shall lie with my agency and my agency will fully compensate  
**HNBGU, Srinagar Garhwal** for all such losses without resort to any legal process.

Signature:

.....

Name: .....

Address:

.....

Official Seal

## Check List /Mandatory documents to be uploaded

**Note: The Technical Bid shall be instantly rejected, if the following documents are not scanned and uploaded online.**

S.No.	Particulars	Yes/No
1.	Self attested copy of the Technical Bid.	
2.	A copy of Online payment of Rs. 45000/- (Rs. Forty five Thousand Only) as EMD/ Bid Security/ Security Deposit.	
3.	A copy of empanelled with C&AG of India as category "A" firm. Registration No.	
4.	The firm must have conducted the tasks of similar nature as above for at least two centrally funded institutes/organizations during last five years (April 2016 to March 2021) out of which one should be a Higher Educational Institute/Central University.	
5.	The annual turnover of the firm during the last 3 years should not be less than Rs 20 Lakhs per year.	
6.	A copy of appropriate PAN Card	
7.	A copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last three financial years.	
8.	A copy of appropriate registration of GST .	
9.	A copy of latest character certificate issued by D.M./S.D.M.	
10.	Copy of Declaration Certificate (in a stamp paper of Rs.100/-)	
11.	Any other documents as may be necessary in connection with the job tendered for, including certificate of experience and list of clients (with contact number and address) where presently services are provided.	
12.	An undertaking by the bidders that his near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand .	
13.	A copy of declaration by the Bidder regarding acceptance to Terms & Condition of the Tender.	
14.	Bidder Profile /Mandate Form with enclosures.	

## Bidders 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	C&AG of India as category "A" firm. Registration No.			
07	List of the organizations to whom the works have been done. (Separate sheet can be attached)			
<p><b>Note:</b> Bidder/Firm must print GST No. and Current Bank Account No with ISBN No. On their Letter Head / Bill / Quotations.</p>				
<p>Signature with Seal</p>				

## 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**

I/We \_\_\_\_\_ hereby offer following rates, to  
Engagement of Chartered /Cost Accountant Firm at HNB Garhwal University, Srinagar Garhwal  
Uttarakhand.

Sl. No.	Description of the Items	Rate per year	+ GST (18%)	Total Price with GST
1.	Internal Audit for the year 2022-23 and subsequent years and Control Mechanism.			
2.	Physical Verification and Stock Taking for the year 2022-23.			
3.	Preparation of Annual Accounts of the University for the year 2022-23 and subsequent years.			
4.	Others including statutory returns and taxation etc.			

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

**DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS**  
**OF THE TENDER**

(On the Letter Head of the Firm/Agency)

To :

The Registrar  
Hamwati Nandan Bahuguna  
Garhwal University Srinagar  
Garhwal, Uttrakhand

**Regarding: Acceptance of Terms and Conditions**

- A. I/We, Owner/Director/authorized signatory of the Company/Firm M/s\_\_\_\_, is competent to sign this declaration and execute this tender document.
- B. I have carefully read understood and accepted all the terms and conditions of the tender and undertake to abide by them.
- C. The information/documents furnished along with the above application are authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

Note: Scanned copy of this document is to be uploaded along with other enclosures.

DECLARATION REGARDING BLACKLISTING / NON-BLACKLISTING

**(To be executed on Rs.50/-Stamp paper& attested by Public Notary/Executive Magistrate by the bidder)**

I/We Director(s)/Authorized Signatory of M/S\_\_\_\_\_hereby declare that the Company has not been blacklisted or debarred in the past by H.N.B. Garhwal University Srinagar Garhwal or any other Government department /organization/ Under-taking from taking part in Government tenders.

**Or**

I/We Director(s) of M/S. ----- hereby declare that the Company namely M/S.-  
 -----Was blacklisted or debarred by H.N.B. Garhwal University Srinagar Garhwal, or any other Government Department from taking part in Government tenders for a period of \_\_\_\_\_ years  
 w.e.f.-----The period is over on ----- and now the company is entitled to take part in Government tenders.

In case the above information is 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 for flited.

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

Note: Scanned copy of this document is to be uploaded along with other enclosures.

**PERFORMA FOR NO NEAR RELATIVE(S) OF THE CONTRACTOR WORKING IN  
HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY SRINAGAR GARHWAL**

(To be executed on Rs.50/-Stamp paper & attested by Public Notary/ Executive Magistrate by the bidder)

I/We, Owner/ 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 H.N.B. Garhwal University, Srinagar Garhwal as per detail given below. In the case at any stage, it is found that the information given is incorrect, H.N.B.Garhwal University, Srinagar Garhwal shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

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 a 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)

**The certificate will be given by all the Owner/Director/Authorized Signatory of the company/Firm (or company secretary on behalf of all directors). Any breach of these conditions by the company/Firm, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. 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.**

1. Name of Director \_\_\_\_\_  
Signature \_\_\_\_\_

2. Name of Director \_\_\_\_\_  
Signature \_\_\_\_\_

3. Name of Director \_\_\_\_\_ Signature \_\_\_\_\_

**OR**

(Name of Owner/Director/ Company Secretary)

Signature

Note: Scanned copy of this document is to be uploaded along with other enclosures



## 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 Registration fee of Rs. 2360/- per year charge.
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](mailto:ewizardhelpdesk@gmail.com), -09355030623.**  
University helpline Number - Er. Vijaya Nand Bahuguna- 9411109898

### 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 net-banking / Debit / Credit card and then download the required documents / bid schedules, Bid documents etc as mentioned on website. 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 copy, annual reports, auditor certificates 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.
19. 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.
20. \*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.

21. 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.
22. 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.
23. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
24. 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.
25. The bid summary has to be printed and kept as an acknowledgement of bid submission.

#### **ASSISTANCE TO BIDDERS**

1. For any Query contact to our **helpdesk Number 011-49606060, Email: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com), -09355030623.**  
**University helpline Number - Er. Vijaya Nand Bahuguna- 9411109898**

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

### **General:**

These Special Instructions (for e-Tendering) supplement '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., 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](http://www.hnbggu.ac.in)
- v. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or [www.hnbggu.ac.in](http://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. 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.:**

For any Query contact to our **helpdesk Number 011-49606060, Email: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com), -09355030623.**

University helpline Number - Er. Vijaya Nand Bahuguna- 9411109898

**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 Bid Security/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.hnbggu.ac.in](http://www.hnbggu.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.**