

हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय

केन्द्रीय विश्वविद्यालय

श्रीनगर गढ़वाल (उत्तराखण्ड)–246174

Hemwati Nandan Bahuguna Garhwal University

(A Central University)

Srinagar (Garhwal) Uttarakhand - 246174

NIT NO. : HNBGU/ET/2022/16

Dated:13.03.2022

E-TENDER DOCUMENT

FOR

“E-TENDER FOR Hiring of Commercial Vehicles”

FOR THE

“H.N.B.Garhwal University Srinagar Garhwal”

Last Date & Time of Submission of Bid	Up to 14:00 Hrs on 06/04/2022
Date & Time of Online Opening	15:30 Hrs on 06/04/2022

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

Total No. of Pages 20

Registrar

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**HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL, UTTRAKHAND**

E-Tender Enquiry (ETE)

NIT NO. : HNBGU/ET/2022/16

Dated: 13/03/2022

**E-TENDER DOCUMENT FOR “Hiring of Commercial Vehicles”
FOR**

H.N.B.Garhwal University Srinagar Garhwal.

Notice Inviting E-tender

Online Bids / Tenders are invited by HNBGU Srinagar, Garhwal, Uttarakhand, in Two bid systems i.e. Qualifying/Technical Bid and Financial Bid for the hiring of registered commercial vehicles on a daily basis.

Kindly submit your bid/tender giving the lowest rates along with terms and conditions through online mode only on the e-Procurement portal <https://mhrd.euniwizarde.com> on or before **06/04/2022**. The tender forms and other details can be obtained from the websites <https://mhrd.euniwizarde.com> or www.hnbg.ac.in.

NAME OF WORK	Hiring of Commercial Vehicles for H.N.B.Garhwal University Srinagar Garhwal, Uttarakhand.	
TENTATIVE ESTIMATED COST	Rs. 700000.00	
EARNEST MONEY DEPOSIT (EMD)	Rs. 15000.00	
COMPLETION PERIOD	As per the University instruction	
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 06/04/2022
Date of Opening of bids	15:30 Hrs	on 06/04/2022

The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.

Registrar

Eligibility Criteria

Only those bidders, who are Registered Sole Proprietor /Partnership firm 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. (The bidder's firm must be a registered Sole Proprietorship/Partnership firm.)
2. The bidder should own or have on lease a minimum of 2 vehicles of model not older than May 2016 registered as commercial vehicles in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the qualifying bid documents. (Certificates must be scanned and uploaded)
3. The lowest bidder shall make available the vehicle at the place, to be decided by the dept, for inspection. If the dept. is satisfied with the condition of the vehicles, only then, the purchase order shall be awarded to the lowest bidder. If the lowest bidder is not able to provide vehicle(s) in good condition resulting in non-issue of the purchase order, the earnest money of such bidder shall be forfeited.
4. The bidder shall have experience of supplying vehicles to Central/State Govt. organization / PSU for a minimum of one year. (Certificates must be scanned and uploaded)
5. The bidder must submit at least 1 certificate of Registration of Commercial Vehicles. (Certificates must be scanned and uploaded)
6. **Period of contract:** The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.
7. **Notice period:**
 - i) For regular requirements one day in advance.
 - ii) Maximum one-hour notice for additional requirements during office hr.
 - iii) Telephonic intimation shall be considered as notice.
8. **Reporting Place:** Any place within the jurisdiction under HNBGU Srinagar Garhwal.
9. Self-attested Documentary proof of **GST** Certificate.
(The bidders must have a valid GST No. to participate in the tender.)
10. Self-attested Documentary proof of **PAN Card**
11. Online EMD of Rs. **15,000.00** must be deposited by the Bidder.
12. Self-attested Documentary proof of work orders of last 3 years (i.e. similar work) and experience certificate (the order must not be less than **05 lakhs per year**)
13. **Bidder should have an Annual Turnover of Rs. 5 lakhs per year for the last three financial years.** Proof thereof in terms of a Certificate from CA stating the Annual Turnover for the last three Financial Years (i.e., **FY 2018-19, 2019-2020, 2020-2021**)
14. An undertaking by the bidder of the effect that he/she has not been "Blacklisted/Debarred by any agency/department".
15. An undertaking by the bidder that his/her any near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand.

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 has all the documents required.
2. Information and Instructions for bidders posted on the website shall form a part of bid documents. Information and Instructions can be seen and downloaded from the website <https://mhrd.euniwizarde.com> or free of cost.
3. The bid can be submitted only after submission of EMD of **Fifteen Thousand** through available modes of payment on the e-Procurement portal. Refer to the instructions for the bidders and bidder manuals for more details.
4. Those firms that are not registered on the website mentioned above must get registered beforehand. If needed they can be imparted training on the online bidding process as per details available on the website.
5. The intending bidder must have a valid **class-III digital signature** to submit the bid.
6. On the opening date, the bidder can log in and see the bid opening process. After the 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, the 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 the e-tender processing fee shall not be refunded if:
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not deposit online EMD.
 - (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) 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 will be released and adjustment of the final account will be made.
13. The quoted rate should be valid till the end of the agreement period.
14. In case, the vendor/ firm fails to comply with 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 **Pauri Jurisdiction** only.
17. The successful bidder will be liable to supply the **Instrument/s** within **15** days of getting the order. If the successful bidder does not **Supply** the **Instrument/s** in time or stops the **Supply** midway or leaves

the **Order** altogether, his/her EMD will be forfeited and the University shall have the right to cancel the order.

18. An undertaking by bidders/firms of the effect that he has not been "Blacklisted/Debarred by any agency/department".
19. An undertaking by the bidders/firms that his/her near relative is not in service of H.N.B. Garhwal University.
20. At any time before 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.hnbg.ac.in.
21. **The rates of items shall be filled online only. A scanned copy of this document is not to be attached along with other enclosures.**
22. Technical/Qualifying Bid :
 - a) The Technical bid should be submitted online in cover-1 mentioned above.
 - b) All documents asked must be uploaded as part of the Technical/Qualifying bid.
23. Financial Bid :
 - a) The Financial Bid should be submitted online in cover-2 mentioned above. The Financial Bids of those bidders who are found qualified will be opened on a specified date and time. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
 - b) The rates quoted shall be firm and final for the entire period of the contract.
 - c) Terms of payment as stated in the Tender Document shall be final.
 - d) At the time of payment of bills, the income tax, and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
24. Opening of Bids: The University authority will decide those bids qualified after the Technical evaluation.
25. Criteria for Bid Evaluation: The contract will be awarded to the bidder who will have 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 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.
28. Tenders shall be kept valid for at least a period of 90 (Ninety) days from the date of opening.
29. Tender should be submitted through online mode only at the e-Procurement portal <https://mhrd.euniwizarde.com> along with all the supporting documents. For details of the online submission process refer to bidder manuals on the 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.
30. **Security Deposit :**
 - a) The successful tenderer will have to deposit performance security (security deposit) for an amount of 10% (Ten percent) of the value of the contract in the form of a Bank Guarantee for the validity period of 15 months. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.
 - b) The Security Deposit can be forfeited, wholly or partly, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of the contract or for unsatisfactory performance or for non-acceptance of the work order. On the expiry of the contract, such portion of the said security deposit as may be considered by the HNBGU sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final audit report on the account of the firm's bill has been received and examined.
 - c) A letter of intent will be issued to the successful bidder/bidders. The successful bidder shall have to submit a performance security bond within 14 (fourteen) days from the issue of the letter of intent, from the scheduled bank.
 - d) The final work order will be issued only after the production of the performance security bond and the EMD of the successful bidder shall be refunded within a week of the receipt of the performance security bond.
31. **Penalties :**

a) Vehicles should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.1000/= will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.

31. 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/laptops, high-speed internet, and other equipment, etc. required for bid submission on their own. For more details visit <http://mhrd.euniwizarde.com>
32. HNBGU reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the competent authority of the HNBGU in this regard shall be final and binding on all.
33. **Documents related to the vehicle.**
- RC book copies of the vehicle.
 - Road Tax Clearance
 - Pollution Control Certificate.
 - Comprehensive Insurance certificate.
 - Fitness Certificate.
- All permits and licenses will have to be kept inactive condition and be renewed timely at own cost and will be the sole responsibility of contractor during the contract period.**
34. The Bidder is expected to examine all instructions, forms, specifications, terms, and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid

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	

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 the Online payment of Rs. 15,000/- (Rs. Fifteen Thousand Only) as EMD.	
3.	A copy of the Registration letter of the firm/company/agency.	
4.	A copy of work orders of last 3 years (i.e. similar work) and experience certificate(the order must not be less than 05 lakhs per year)	
5.	A copy of the appropriate PAN Card.	
6.	A copy of the Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for the last three financial years.	
7.	A copy of appropriate registration of GST.	
8.	A copy of the Turnover of the last three years signed by C.A. (5 Lakhs per year).	
9.	A copy of the form of affidavit undertaking by the Bidders regarding non-debaters or black listed by any organization.	
10.	A copy of an undertaking by the Bidder that his near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand.	
11.	A copy of declaration by the Bidder regarding acceptance to Terms & Conditions of the Tender.	

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	On-line submission of EMD of Rs. 15000.00 (Fifteen only)			
07	Turnover of last three years signed by C.A.(5 Lakhs per year)			
08	Work experience last three years, preferably of a Govt. organization (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.				

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	

Financial Bid

The hiring of Commercial Vehicles on a Daily Basis

Format for Quoting Rates for Vehicles on Daily Basis–Schedule of Hire Charges

I/We _____ hereby offer following rates.

Sl. No.	Description of the Items	Charges for 10 Hrs & 150 KMs)	Charges for extra Kms (over 150 Km per day) in Rs per Km	Charges for extra hours (over and above 10 hours per day) in Rs per Hour	Charges for outstation night halt charges in Rs. per night
1.	Tata Sumo/Max/Bulorro				
2.	Tata DI 207/Mahindra Picup				
3.	Taxi (1+4 Seater)				
4.	Truck -407				
5.	Truck -709				
6.	Truck- 909				
7.	Trampo Traylor -11 Seater				
8.	Scorpio/ Innova or equivalent				

Note:

- Rates quoted should be inclusive of all taxes except Goods Service Tax (GST). Goods Service Tax (GST) will be paid extra as per Govt. rates applicable from time to time. Proof of deposit of Goods Service Tax (GST) to appropriate authority should be submitted quarterly to respective term HNBGU.
- The rate of the above-mentioned items shall be filled online only. A scanned copy of this document is not to be attached along with other enclosures.**

I/We have read and understood the tender for supply of registered commercial vehicles on hire basis vide **NIT NO. : HNBGU/ET/2022/16, Dated:06.04.2022** and other documents issued by you, we hereby quote the rates (inclusive of all taxes & duties except Goods Service Tax (GST) as under for supply of registered commercial vehicles on hire basis.

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, Uttarakhand

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/canceled 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

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 canceled 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 _____

OR

(Name of Owner/Director/ Company Secretary)

3. Name of Director_ Signature

Signature _____
Stamp

4. Name of Director_ Signature
Stamp

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>, preparing their bids by 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 addresses 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 the portal.
8. For any Query contact to our **helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, -09355030623.**
University helpline Number – Er. Vijaya Nand Bahuguna _9411109898

SEARCHING FOR BIDDING DOCUMENTS

9. There is various search options built-in 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 the website. Once the 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 an 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 documents that need to be submitted. Any deviations from these may lead to the 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 the Colored option which helps in reducing the 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 the 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" to pay the EMD as applicable and enter details of the instrument.
19. In the case of Bank Guarantee scanned copy of BG should be uploaded along with the bid. . The original Bank Guarantee shall be submitted to the office of the concerned official of Hemwati Nandan Bahuguna Garhwal University as per the schedule mentioned in the bid document. Non-submission of original Bank Guarantee within the specified period shall lead to summary rejection of the 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, the 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 the 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 bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the 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 the bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Bid submission acknowledgment & 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 acknowledgment of bid submission.

ASSISTANCE TO BIDDERS

1. For any Query contact to our helpdesk Number 011-49606060, -09355030623, Email ewizardhelpdesk@gmail.com
2. Helpdesk Number University: 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 the 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 perspective:

- 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 documents/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 the integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, each user must 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>). The 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**

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>. The 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 for 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.hnbgu.ac.in).

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

- a. Obtain an 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 an online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- d. Submit your bids well in advance of the tender submission deadline on <https://mhrd.euniwizarde.com> (HNBGU should not be responsible for 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. A scanned copy of this document is not to be attached along with other enclosures.**