

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

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NIT NO. : HNBGU/ET/2022/33

Dated: 30.12.2022

E-TENDER DOCUMENT
FOR
CANTEEN HOSPITALITY SERVICES
At University B.G.R. Pauri Campuse
(Year 2023-24)

Last Date & Time of Submission of Bid	Up to 14:00 Hrs. on	21 /01/2023
Date & Time of Online Opening	15:30 Hrs. on	21/01/2023

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

Total No. of Pages 23

Dr. (Ajay Kumar Khanduri)
(Registrar)

Er. (V.N.Bahuguna)
(Executive Engineer)

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

NIT NO. : HNBGU/ET/2022/33

Dated: 30/12/2022

E-TENDER DOCUMENT FOR CANTEEN HOSPITALITY SERVICES

At University B.G.R. Pauri Campuse

(Year 2023-24)

Online bids are invited from reputed firms/company/agency for functioning the Canteen at B.G.R. Pauri Campus Hemvati Nandan Bahuguna Garhwal University. Kindly submit your QUOTATION giving lowest rates on given format along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before **21/01/2023**. The tender forms and other details can be obtained from the websites <https://mhrd.euniwizarde.com> or www.hnbgu.ac.in.

NAME OF WORK	FUNCTIONING OF THE NEWLY CONSTRUCTED CANTEEN OF B.G.R. PAURI CAMPUS
Earnest Money Deposit (EMD)	Rs.30000.00
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 21/01/2023
Date of Opening of bids	At 15:30 (Technical) & 16:30 (Financial) Hrs on 21/01/2023

Dr. (Ajay Kumar Khanduri)
(Registrar)

Er. (V.N.Bahuguna)
(Executive Engineer)

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. 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 Certificate.
4. **The bidder has to submit a EMD of Rs.30000.00 (Thirty Thousand) through available modes of payment on the e-Procurement portal.**
5. Documentary proof of his/her experience of running a canteen with the following criteria: (The bidder must have an experience of at least three years of running a cafeteria/canteen in Government Departments/Public Undertakings/Renowned Educational Institution or Elsewhere).
6. An undertaking by contractor of the effect that he/she has not been "Blacklisted/Debarred by any agency/department".
7. An undertaking by the contractor that his/her any near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand.
8. **Declaration regarding acceptance to terms and condition of the tender.**

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 free of cost.
3. **The bid can be submitted only after submission of EMD of Rs.30000.00 (Thirty Thousand) for canteen separately 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/contractors/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 contractor can login and see the bid opening process. After opening of bids, he/she will receive the competitor bid sheets.
7. Contractor shall upload the documents in the form of JPG format and PDF format only.
8. 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.
9. 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.
 - (iii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid documents.
10. 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.
11. The Earnest Money Deposit (EMD) of bidders, whose rates are not approved, will be returned within 20 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 final account will be made.
12. The quoted rate should be valid till end of agreement period.
13. In case, the vendor/ firm fails to comply the terms & conditions, the University may terminate the contract without assigning any reason.
14. Kindly furnish your GST Number in your quotation/tender for our records.
15. All suits shall be in the courts of **Pauri Jurisdiction** only.

16. 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 EMD will be forfeited and the University shall have the right to cancel the order.
17. Bidders/Firms may visit the University premises and inspect the above mentioned canteen's location of the University.
18. Utilize the available floor space for maximum seating arrangement, efficient service and optimum utilization of the kitchen floor space. However, University management will not allow the service provider to make any internal/ external structural changes, without its prior approval.
19. In case of any damaged cause to equipment, furniture, fitting & fixture, then it shall be replaced at the service provider's cost.
20. Install a separate kiosk for Vita / Verka milk products and soft drinks. The University will provide the location and the additional floor space for this exclusive kiosk.
21. Supply purified water to students in the canteen, while maintaining the water coolers (to be provided by the university) at their own cost.
22. Install the electronic sign boards/ screens in the canteen, faculty-staff room and in the office for better service management.
23. Migrate to cashless payment with installation of pre-paid cards etc.
24. Undertake waste management measures to maintain hygiene in and around the food court complex, which includes the maintenance of the washrooms within the canteen premise for the students and the staff of the service provider.
25. Invest on the furniture in the kitchen and the seating area to face-lift the overall feel and look of the proposed food-court complex.
26. The successful bidder shall have to deposit an amount equivalent to six months advance rent **(Thirty Thousand)** of the said canteen/s in the form of DD. The DD should be drawn in favor of the Finance Officer, Hemvati Nandan Bahuguna Garhwal University Srinagar Garhwal Uttarakhand, payable at Srinagar Garhwal Uttarakhand. In case, the successful bidder does not deposit the requisite money, Earnest Money Deposit shall be forfeited and order shall be cancelled.
27. An undertaking by bidders/firms of the effect that he has not been "Blacklisted/Debarred by any agency/department".
28. An undertaking by the bidders/firms that his/her near relative is not in service of H.N.B. Garhwal University.
29. 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.hnbg.ac.in with a title "Amendment for Canteen Bid.
30. Price quoted should include all taxes payable by the Contractor. No Tax will be reimbursed by the students/teachers /employees/University separately.
31. Opening of Bids: The tender committee will make a decision of those bids qualified after the Technical evaluation.
32. Criteria for Bid Evaluation: The contract will be awarded to the bidder who will have the lowest sum of weighted cost of **the most important listed items**.
33. 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.
34. 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.

35. Tenders shall be kept valid for at least a period of 90 (Ninety) days from the date of opening.

36. **Rent Per Month (In Rupees)**

S.No.	Particulars	Rent Per Month (In Rupees)
1.	Newly Constructed Canteen of the B.G.R. Pauri ampus	Rs.5000.00 (Rs. Five Thousand)
2.	Water Charges	Rs. 500.00
3.	Electricity Charges	As per meter reading on UPCL prevalent rates.

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	

Terms & Conditions for Running University Canteen be submitted in Rs. 100 Non Judicial Stamp

The tender will be evaluated on the basis of Contractor's experience, executed contracts, contracts in hand, capacity to prepare regional food, managerial abilities and other relevant factors as considered appropriate by the Canteen Tender Committee.

A team of officers of HNBGU, Srinagar Garhwal may also check up the quality of food served etc. by the contractor at the place of his/her/their current business location.

On behalf of the students of HNBGU, Srinagar Garhwal the University authorities are laying down the following terms and conditions which shall be binding on the contractor.

1. The canteen committee, HNBGU, Srinagar Garhwal reserves the right to accept or reject any Tender or all Tenders without assigning any reason or reasons.
2. The contract will be operative for a period of one year from the date of award extendable by the University for another period of one year provided if the service is satisfactory on the same terms and conditions with increase in rent by 10% per year. Written consent of Registrar will be necessary to run further. The Tender will vacate the premises at the expiry of initial one year.
3. The successful Contractor shall keep the University Canteen open during the timings i.e. from 8.00 A.M. to 9.00 P.M. in summers and in winter from 9.00 A.M. to 8.00 P.M. for students and staff and visitors of the University only.
4. The successful Contractor will make the arrangements for keeping the food in glass-covered showcases, free from flies and insects, and will obtain certificate from local health inspector time to time which will be displayed on the entrance of canteen premises.
5. No responsibility will be taken by the University for credit sales/losses or pilferage.
6. The University canteen shall not be closed on any day of the year without the prior written permission of the University authorities. No person shall be allowed in canteen premises before and after 2 hours of office timing; hence no canteen person shall stay at night.
7. The successful Contractor shall sell and serve only such items that are approved by the University or a committee as constituted by the University authorities for the said purpose.

8. The successful Contractor shall display the approved list of rates of approved edible items at the appropriate visible place in the canteen.
9. The Registrar or its authorized representative/Canteen Committee Member(s) may inspect the preparation from time to time and reject such preparations, which are not considered wholesome or hygienic without any compensation.
10. The crockery & other serving items should be of good quality as approved by the committee. No item can be sold without the permission of canteen committee.
11. The successful Contractor is bound to maintain cleanliness conditions in and around the canteen. No staff member of the University will be engaged for the purpose and it shall be the entire responsibility of the successful Contractor .
12. The successful Contractor will pay necessary fee, taxes as applicable, according to the rates prescribed by the Government or any other Authority for running the Hostel, Canteen directly to the concerned Authorities.
13. In case of dispute arising between the successful Contractor and the University, the decision of the Vice-Chancellor shall be final and will bind on the successful Contractor .
14. The successful Contractor should provide the listed items at Annexure 'VIII(1), and should be able to provide Tea, Snacks/Food etc. as asked for the arrangement of the meeting and also on University Functions on mutually agreed rates of specified edibles, if not covered under approved items.
15. The successful Contractor should have sufficient equipment, chimney, exhaust Fans, crockery and other items normally required in a Good Canteen.
16. The University reserves the right to allow the successful Contractor for the sale of specific brand/make of item.
17. The successful Contractor should have sufficient and good quality utensils, crockery and other infrastructure to provide the service and Buffer Lunch/Dinner/Tea Party.
18. The successful Contractor should take all safety measures while running canteen and will keep the canteen hygienically updated.
19. The successful Contractor will keep a First Aid Box.

20. It is the responsibility of the successful Contractor to get the verification and antecedent of the employees, employed by the successful Contractor. Such employee should get him/her medically examined from time to time by Govt. Medical Officer. Such certificate should be displayed in the canteen premises at a visible place.
21. The successful Contractor is responsible for the safety of the manpower engaged by him.
22. The successful Contractor shall not deploy any minor to work in the canteen.
23. The items will be sold on the rates offered by the successful Contractor as Section VIII.
24. The University may constitute a Canteen Committee to monitor and advice on the edibles to be served in the University Canteen in addition of Section 'VIII.
25. The successful Contractor shall not employ any person suffering from any contagious or infectious disease in the canteen. Medical certificate is mandatory and displayed at appropriate place in the premises.
26. The successful Contractor shall not sublet a part or whole of the premises to any other agency for any purpose what so-ever.
27. The successful Contractor shall not indulge himself in carrying out activities other than the purpose stipulated here under.
28. The successful Contractor shall keep the Licensor indemnified against any or all Claims for damages, which may be caused to any workman of the Licensee.
29. The successful Contractor shall provide identity cards to its employees approved by the Administration of the University and the expenditure born by the successful Contractor.
30. Upon the expiry of the period of this contract or the termination of the License to run the University canteen, the successful Contractor shall wind up its business and vacate the entire licensed premises. In case he fails to vacate the licensed premises, the University reserves the right to remove his/her items at the contractor's risk & cost.
31. The Contractor should sign all the pages of the tender for each individual case.

32. In case of sale of the expired edible items, penalty of Rs. 10,000/- will be imposed by the University authorities.
33. The Contractor shall serve Tea/Coffee and Snacks in the University offices and department as per the requirement.
34. The items, which are not included in the list Annexure VIII will be sold at the rates mutually agreed by the University and the successful Contractor .
35. All the taxes will be paid by the Contractor. The University will not pay anything.
36. Packaging should be of good quality and approved by FICCI and the Canteen Committee. Discount may be given on packed food and beverages.
37. The successful Contractor shall deposit **the six months' rent, as mentioned in the tender, in advance to the University account.**
38. Water and electricity bill, as per the actual consumption, given by the University shall be paid on or before 10th of every month to the University Account.
39. The successful bidder should mandatorily keep and sell the items to the students and staff on daily basis throughout the contract period. The number of students and staff is approximately 2000. The bidder has to start the canteen within 15 days after award of contract.
- 40. Sale of cigarettes, Gutka and other toxicating items will not be permitted in the Canteen.**

Legal Aspects

- i. All legal disputes shall be subject to Jurisdiction of Dist. Pauri Garhwal.
- ii. After award of the contract, the contractor will enter into an agreement with the University for Execution of this contract as per the prevalent rules and regulation of the Govt. This agreement will be executed on on-judicial stamp paper of appropriate value and the cost of stamp paper will be borne by the contractor.
- iii. The contractor shall indemnify the University against all losses and claim for injuries or damages to any person or property whatsoever which may arise out of or in consequent of the execution of the contract against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in

this respect and also on account of acts or omission or/and commission of the personnel deployed by the contractor.

- iv. Any property/fitting or fixture as per inventory, if damaged by the supervisor or the laborers engaged by contractor, the cost as fixed by the Administration of the University shall be recovered from the contractor's bill/security deposit.
- v. In case of violation of any of the above condition, the contract is liable to be terminated with immediate effect and the contractor shall be barred from future assignments.
- vi. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment. In addition, penalty may be imposed on the contractor as decided by the Canteen Authorities for such incidence/s.

*** Note:**

I have understood completely about this tender document and the terms and conditions therein. I agree to sell the edibles on the rates as approved by the Canteen Committee. I have also understood that I have to maintain the quality of edibles, especially packaged for meeting. The quality of edibles served should be at par Haldiram/Bikaner Sweets.

Name of the bidders	
Address of bidders	
Signature of bidders with Seal (understand/read all agreement's terms conditions , understood and agreed)	

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.	Online payment of Rs. 30000.00 (Rs. Thirty Thousand Only) as EMD.	
2.	A copy of Registration letter of the firm/company/agency.	
3.	A copy of Food License (valid on the date of tender opening).	
4.	A copy of appropriate PAN Card.	
5.	A copy of appropriate registration of GST.	
6.	A copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last three financial years.	
7.	A copy of terms & conditions for Running University Canteen is submitted in Rs.100 Non- Judicial Stamp.	
8.	A copy of the form of affidavit undertaking by the Contractor regarding non debaters or black listed by any organization.	
9.	A copy of an undertaking by the contractor that his near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand .	
10.	A copy of declaration regarding acceptance to terms & condition 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.		PAN No.	
06	Shop Act Registration No			
07	On line submission of EMD of Rs. 30000.00 (Thirty Thousand only) .			
08	Details of Food License			
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	

Newly Constructed Canteen of the B.G.R.Pauri Campus
Financial Bid/Scope of Work

S.No	Name of Items	Quantity	Maximum Acceptable Price (Rs.)
1	Egg-Omellete	Two eggs with two bread slices*	
2	Tea	100 ml	
3	Coffee	100 ml	
4	Milk	200 ml	
5	Samosa	1 pc. (100 to 125 gms)	
6	Bread Pakora	Two pieces of half slice with stuff*	
7	Butter Toast	2 slices* with 10 gm Butter	
8	Veg. Sandwich	2 Slices*	
9	Plane Parantha (with pickle and 100 Gms dahi)	01 Number	
10	Aallu Parantha (with pickle and 100 Gms dahi)	01 Number	
11	Paneer Parantha (with pickle and 100 Gms dahi)	01 Number	
12	04 Poori & Bhaji (with pickle)	1 Plate	
13	Grilled Sandwich	Two slice sandwich bread (5" * 5")* (Stuffed with Cheese & Vegetables 200 gms)	
14	Rajma, Rice and 04 Chapati (with Salad and pickle) / Kadhi, Rice and 04 Chapati (with Salad and pickle) / Chole, Rice and 04 Chapati (with Salad and pickle) / Dal, Rice and 04 Chapati (with Salad and pickle)	1 Plate (200gms Rice & 150 gms Rajma)	
15	Sweets (Rasgulla/Gulab Jamun)	1 pcs (40 gms)	
16	Milk Shake	200 ml	
17	Noodles	1 plate (200 gms)	
Size of the slice must be of at least 100 mm X 100 mm.			
At least one out of four varieties should be offered between 11 am to 3 pm and 7 pm to 12 midnight			
At least one of the two should be offered throughout the canteen timings.			
Prices of all items in Annexure-A must be quoted in Indian rupees and must be inclusive of GST			
All above items to be serve along with 1 (one) paper napkin			
Additional packed items can be sold with the permission of the office authority at the rate equal to or lower than the MRP.			

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

DECLARATION REGARDING BLACKLISTING/ DEBARING

I/ We Director(s)/Authorized Signatory of 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 HEMVATI 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 the 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

DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS OF THE TENDER

- 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 accept all the terms and conditions of the tender and undertake to abide bythem.
- C. The information / documents furnished along with the above application are true and 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.

SIGNATURE OF THE BIDDER WITH

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, University Help line Number / Nodal Officer (e-tendering) - 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 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.
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
2. Helpdesk Number University: Nodal Officer (e-tendering) - 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.hnbg.ac.in
 - v. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or www.hnbg.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,

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.

e. **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 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.

f. **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.**