

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES HISAR-  
125004, HARYANA  
(Established by Haryana Act No.7 of 2010)**



**STORE PURCHASE ORGANIZATION  
LUVAS, HISAR  
Ph. No.01662-256078  
Email: spo@luvas.edu.in**

**STANDARD                      BIDDING                      DOCUMENT  
PROCUREMENT              OF      VARIOUS              KINDS      OF  
EQUIPMENTS**

**PART 1: COMPLETE BIDDING DOCUMENT**

**NAME OF WORK: - PURCHASE OF Elisa Reader  
with cuvette, touch screen & microdrop (One) FOR the  
Department of Vety. Microbiology**

**DNIT Amount: Rs. 10.00 Lakhs (each)**

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**STORE PURCHASE ORGANIZATION**  
**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR**  
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**TENDER NOTICE**

The Bids/tenders are invited from the eligible bidders through online bids in the website: <https://etenders.hry.nic.in> for the work detailed in the table.

Sr. No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	<b>Elisa Reader with cuvette, touch screen &amp; microdrop</b>	10.00 Lac.	50,000/-	1000 /-	23.10.2020 (17:00 hours) To 13.11.2020 upto 17:00 hours	11.11.2020 upto 17:00 hours	13.11.2020 upto 17:00 hours	Tech. Bid 16.11.2020 at 11.00 AM  Fin. Bid 23.11.2020 at 11.00 AM

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through Debit Cards & Internet Banking Accounts.
- (ii) The further details and e-tendering schedule visit <https://etenders.hry.nic.in> & University Website <https://luvas.edu.in>
- (iii) E-Service fee Rs. 1000/- required to be filled/provided at the time of online bid preparation stage.

Store Purchase Officer  
Ph. 01662-256078, 289547

## DETAIL SPECIFICATIONS

### 1 Elisa Reader with cuvette, touch screen & microdrop

#### Specification:-

- A spectral scanning unit for UV-visible-Near IR wavelength range should be able to read 96, 384 & low volume microwell plate format for analysis of 16 samples of 2-10 microlitres.
  - Should work as a standalone system without computer and also able to run with computer controlled software.
  - Dedicated Cuvette Port.
  - Analysis Software supplied should be supplied with unlimited user license.
  - Should be able to read end point, kinetics, spectral scanning and also kinetic spectral scan.
  - Instrument should be able to read at least 16 low volume samples of 2µl-10µl using low volume analysis plate in case of DNA/RNA purity & concentration check in directly with standalone mode .
  - System should be able to run in stand-alone mode using 7 inch or more touch screen for quick usage.
  - The instrument should have a memory of 99 inbuilt protocols in stand-alone mode
  - Communication options : USB ports to PC, wi-fi dongle and data transfer devices, 1 ethernet port
  - Access data via cloud based capabilities, wired or wireless network connection.
  - Instrument is able to provide the wavelength range from 200 nm to 1000 nm with 1 nm steps.
  - Spectral scanning speed: 10 sec or less from 200 to 1000 nm with 1 nm steps per sample.
  - Performance Specifications: Bandwidth: < 2.5 nm or better and Xenon flash lamp life should be for 10 million 96 well microplates.
  - The instrument should have inbuilt incubation and linear shaking options for longer kinetic assays etc.
  - Incubation temperature: from ambient +2°C to +45 °C.
  - 1 pack of disposable Cuvettes should be supplied
  - Measurement speed should be 6 sec. for 96 well and 10 sec. for 384 well plate
  - The instrument should have minimum 2USB ports, one for the easy data transfer and able to connect wi-fi dongle.
  - System should have Power Save function for reduced energy consumption when the instrument is 'on' but not in use.
  - Visualize data in both numerical mode and heat-map/virtual image of plate.
  - Compatible branded core i7 desktop Computer with original Windows, at least 8 GB RAM & 1 TBB Hard disk etc. and online UPS should be supplied.
  - Multiple Software should have language versions: English, German, French, Spanish, Portuguese, Russian, Chinese and Japanese for multi student's usage.
- Data Analysis Software:
- Software should allow multiple absorbance /photometry steps in a single program for differential analysis assays, including plate out option during the program to add required compounds and then continue the program for further analysis.
  - Allow multiple absorbance reading steps within the same program i.e. in case of two sets of reading before and after adding the compounds.
  - Database based software to run backups of all data, restore back up data (in case of hardware failure of original computer).
  - Should have area selection option, for different measuring parameters for different area in a same plate.
  - Spectral scanning of all 96 samples or 384 samples should be able to view in single graph plot.
  - Data export can be .pdf, excel, .xml and note format.
  - Warranty: At least 2 yr
  - Price required FOR LUVAS, Hisar and custom duty exemption certificate will be provided by LUVAS, Hisar
  - Original catalogue highlighting the desired specifications to be provided essentially
  - Instruction manual of the machine should be provided
  - List of Users of the quoted model must be provided

**DETAIL NOTICE INVITING TENDER**

**e-Tender** is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Description of work / Items	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	<b>Elisa Reader with cuvette, touch screen &amp; microdrop</b>	50,000/-	1000/-	23.10.2020 (17:00 hours) To 13.11.2020 upto 17:00 hours	11.11.2020 upto 17:00 hours	13.11.2020 upto 17:00 hours

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to ‘Online Payment Guideline’ available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in>. to be eligible to participate in the e-Tender. **He/She will be required to make online payment towards EMD fee as mentioned above in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**
- The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before 11.11.2020 upto 17:00 hrs.**; and make payment via RTGS /NEFT or OTC to the **beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

#### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		<b>Tender Document Download and Bid Preparation/Submission</b>	13.02.2020 (15:00 hours)	04.03.2020 upto 17:00 hours
2	<b>Technical Bid Opening</b>		05.03.2020 at 11.00 AM	
3	<b>Financial Bid Opening</b>		11.03.2020 at 11.00 AM	

#### Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee, e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.
- 5) **Bidder are requested to visit the actual site of installation before quoting the rates. Otherwise any modification required in the site of installation will be borne by the bidder.**

The bids shall be submitted online in two separate envelopes:

#### **Envelope 1: Technical Bid**

The bidders shall upload the required **eligibility & technical documents** online in the Technical Bid.

#### **Envelope 2: Commercial Bid**

The bidders shall quote the **prices** in price bid format under Commercial Bid.

**CONDITONS:-**

- 1) APPROVED DNIT & Prequalification documents can be seen on any working day during office hours in office of the undersigned. Though proper care has been taken to upload approved DNIT. However, there may be some discrepancy. In case of discrepancy between approved DNIT and uploaded DNIT. The approved DNIT will be applicable. The approved DNIT will be made part of agreement.
- 2) Conditional tenders will not be entertained & are liable to be rejected.
- 3) In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- 4) The undersigned reserve the right to reject any tender or all the tenders without assigning any reason.
- 5) The societies shall produce an attested copy of the resolution of the Co-Operative department.
- 6) The tenders without earnest money / bid security will not be opened.
- 7) The jurisdiction of court will be at Hisar.
- 8) **Any changes or corrigendum regarding tender will be uploaded on university website**
- 9) The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- 10) The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of '**online submission of (Technical) documents & BS**'. If any bidder/ tenderer withdraws his bid/ tender before the said period **or** makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. Bids would required to be valid for 120 days from the date of bid closing i.e. from last date of **online submission of (Technical) documents & BS**. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

Note:- In case Indenting department desires the sample(s)/ demonstration to check the quality before comparison of rate, the same will have to be supplied by the tenderer at the earlier

*Terms & conditions for the purchase of material*

**The quotations received after due date/or time will be summarily rejected.**

**The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of Rs. 5% of the total cost of the offered material (rounded off to nearest Rs.10/-) through online payment should accompany the tender failing which the tender/quotation will not be considered, except with the approval of the Central Purchase Committee.**

**Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to 5% (**five per cent**) of the cost of material ordered valid for guarantee/warranty period plus 75 days in the name of Comptroller, LUVAS, Hisar. The performance security shall be denominated in the currency as mentioned in the supply order/contract or in a freely convertible currency acceptable to the purchaser which shall be in the following forms:

- a) Bank Guarantee
- b) Fixed Deposit Receipt

The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, LUVAS, Hisar whose decision shall be final.

**In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC.**

The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as GST, Packing & Forwarding and other levies like Custom Duty, Octroi Etc. should be mentioned in the quotations/tender. The charges not mentioned in the quotation/tender shall not be paid by the University.

The supplies should be offered from ready stock. All supplies will have to be executed within 30 days of the issue of supply order failing which the order is likely to be withdrawn.

The validity period of the quotation tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance. The offer must be valid for a period of at least three months from the date of opening of quotation/tender.

The University/its offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.

The quantity can be increased/decreased by the University.



The current price list duly authenticated by the manufacturer with date, signature and seal along with literature pamphlets may also be supplied along with the offer.

If you or your principals are on rate contract with DGS&D, DS&D, Haryana, Controller of Stores, this may be mentioned specifically in your offer and a photocopy of the same duly attested may also be enclosed.

The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charges delivery charges, labor charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods transport company.

The make and complete specifications of the material should be clearly mentioned and catalogue if any be sent. (make/specification will be given by the LUVAS).

The samples of the material when asked for must be sent with the quotation. The unapproved samples may be collected on receipt of information failing which these shall be dispatched by goods carrier on your risk, freight to pay basis. Samples below Rs. 100/- will not be returned to the firm. However, if you wish to take the same back, you can take the same at your own cost after a period of two months of finalization of purchase and after that the samples will be disposed off.

The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.

The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.

*It is our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.*

**The University is exempted from payment of Custom Duty and GST in terms of Govt. notification and we are registered with the Ministry of Science & Technology in the department of Scientific & Industrial Research, New Delhi vide Registration No. TU/V/RG-CDE(1160)/2018 dated 23.10.2018 upto 31.08.2022. Thus the University is exempted from the payment of Custom Duty and GST. The consignee will issue necessary certificate duly countersigned by the Registrar, LUVAS, Hisar.**

It may be certified that you have not been debarred/black listed for any reason period by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.

For any enquiry, the undersigned can be contacted at Phone No. **01662-289547** during working days only (Monday to Saturday except 2<sup>nd</sup> Saturday) during office hours 9.00 AM to 4.30 PM during August to April and 7.00 AM to 1.30 PM during May to July.

The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will out-rightly be rejected.

The disputes, if any, shall be subject to Hisar Courts jurisdiction. Any other jurisdiction mentioned in the quotation or invoices of the manufacturers/ dealers etc. shall be invalid and shall not have any legal sanctity.

**All updates, Amendments, Corrigenda etc. (if any) will be posted only on LUVAS website there will not be any publication of the same through Newspaper or any other media**

### **Terms & conditions for the material to be imported:**

Country of origin should be mentioned.

Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.

The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.

**Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.

#### **Payment:**

- i. By Demand Draft
- ii. By Letter of Credit
- iii. By Sight Draft

On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.

**Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.

**Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.**

**Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders/Financial bid for all transactions.

**Validity :** The tender should be valid at least 90 days from the date of opening of tender.

**Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, and no change in prices or substance of the tender will be sought, offered or permitted.

**Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.

**Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.

**Custom Duty:** Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.

**Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when

the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.

Right to cancel the execution of supply order/contract: When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.

**Delivery Documents** Within 24 hours of shipment, the supplier shall notify The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge etc. The supplier shall mail the following documents to the purchaser, with a copy to the Insurance Company:

- i) 4 copies of Supplier's invoice showing Goods description, quantity, unit price and total amount.
- ii) Original and 4 copies of the negotiable, clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill o landing:
- iii) 4 copies of packing list identifying contents of each package.
- iv) Insurance Certificate.
- v) Manufacturer's/supplier's certificate.
- vi) Inspection certificate issued by the nominated inspection agency and the Supplier's factory inspection report and
- vii) Certificate of origin.
- viii) Excise gate pass (octroi receipts wherever applicable) duly sealed indicating payment made and
- ix) Any of the documents evidencing payments of statutory taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

#### **Evaluation of Tenders:**

The tenders shall be evaluated by the indenting department for the item costing less than 5.0 Lakhs and for the items costing more than 5.0 lakhs, evaluated by the Tender/Technical Evaluation Committee (TEC) consisting of Director of Research as Chairperson, In-charge Instrumentation Cell/Rep. not below Class-I, HOD Concerned/Rep., Principal Investigator. Technical bids of all the bids shall be opened by the Quotation Opening Committee as referred under Rule-II (5) in the presence of all those bidders who wish to be present. All technical bids along with technical literature shall be sent to concerned indenter. Seven working days post opening of bids, technical bids shall be examined by the indenting department/Tender/Technical Evaluation Committee for matching the specifications of the material. The department/committee shall put on record the reasons for accepting or rejecting the bids. Names of the bidders of all technically accepted and rejected bids shall conveyed to bidders/firms through electronically at their registered E-mail ID/ Hard Copy and also put on university website with in 2 days of final technical evaluation. Representations/ clarifications, if any, may be made, in writing through email/registered post, by the bidders within 5 working days (up to 4.30 P.M. during August to April 1.30 P.M. during May to July) of the Fifth Working day of the date of letter and delay in postal will not be counted as valid reason. The department/committee may examine the representations/clarifications submitted by the bidder(s) and record their decision with in 5 working days. Having considered the representations/clarifications, the department/committee shall recommend the technically accepted bids. The financial bids of all technically accepted bids shall be opened. No representations/complaint in whatsoever manner from the bidders/firms will be entertained after opening of Financial Bid. The offer shall be made to L1. The Tender/Technical Evaluation committee, if desire, may hold negotiations with the L1 of the offer. Based on comparative statement of technically accepted bids, Department/Tender/Technical Evaluation Committee shall make final recommendations. The recommendations of the Department/Tender/Technical Evaluation Committee shall be placed before Central Purchase Committee for considerations. After

approval of the CPC, the purchase case shall be got pre audited and purchase order shall be placed by Store Purchase Officer with the conditions of confirmation of the order by indenter. The concerned firm must obtain the confirmation from the indenter before taking any action regarding supply of the material.

### Instructions to bidder on Electronic Tendering System

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

1. **Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://etenders.hry.nic.in> The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4. **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in>

6 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7 **Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

i) **Online Payment of Tender Document Fee & e-Service fee:**

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

ii) **PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial**

### **Guideline for Online Payments in e-tendering**

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

- A. Debit Card
  - B. Net Banking
  - C. RTGS/NEFT
- Operative Procedures for Bidder Payments

#### **A) Debit Card**

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

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

#### **B) Net Banking**

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

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

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

#### **C) RTGS/ NEFT**

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

- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
  - Beneficiary account no: (unique alphanumeric code for e-tendering)
  - Beneficiary IFSC Code:
  - Amount:

- Beneficiary bank branch:
  - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
  - v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
  - vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

**D) Over-the-Counter (OTC)**

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

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal displays the details of payment. Bidders clicks on “print \_challan” and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e- Procurement portal prior to accepting the payment
  - (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
  - (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
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1	<b>In the event of making Payment through NEFT/RTGS</b>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:</li> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:</li> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-       <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</li> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ol> </li> </ul>
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2	In the event of making Payment through OTC	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li> <li>• Bidder must do the payment before tender validity gets expired</li> <li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li> <li>• It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> </ul>
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Store Purchase Officer  
LUVAS, Hisar