

TENDER for Printing of Answer Sheet
Haryana Institute of Public Administration,
Plot No. 76, Sector-18,

Gurugram

Sr. No.	Name of Work	Tender Document Fee + e-Service Fee	EMD Fee	Start date and time	Closing date and time
1	Printing of Answer Sheet	Rs.200+Rs.1180= Rs. 1380/-	Rs. 5000/-	29.05.2023	15.06.2023

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.

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.

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 / Gazettes Officer. Only upon the receipt of the required documents, a digital certificate can be issued

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 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).

2.5 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.

2.6 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.

2.7 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. 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>

4. Download of Tender Documents:

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

5. 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.

<https://etenders.hry.nic.in>

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>. For help manual please refer to the 'Home Page' of the e-Procurement <https://etenders.hry.nic.in>., **Technical**

Bid Part -I

S.No	Particulars	
1	Name of the company with address and Mobile No.	
2	GST/Registration No.	
3	Two years' Experience of the Printing of answer sheet/Books etc. (Copy to be attached)	
4	Turn Over in Rs. 3 Lac and above as per CA Certificate of Last Three Years (Copy to be attached)	

PART-II

Financial Bid

Rates to be quoted for **Printing of Answer Sheet** GST etc., any other charges etc.

S.No.	Item	Item Description	Qty.	Rate (Cost including GST and delivery at HIPA, Gurugram)
1	Printing of Answer Sheet (48 Pages) 70 GSM Ballarpur Slip paper 100 GSM Ballarpur	As per sample	1	
2	Printing of Answer Sheet (40 Pages) 70 GSM Ballarpur Slip paper 100 GSM Ballarpur	As per sample	1	
3	Printing of Answer Sheet (20 Pages) 70 GSM Ballarpur Slip paper 100 GSM Ballarpur	As per sample	1	
4	Printing of Answer Sheet (18 Pages) 70 GSM Ballarpur Slip paper 100 GSM Ballarpur	As per sample	1	

Note: The Financial bid will be open only those bidders who are technically qualified as per DNIT. Bidders are advised to collect the sample from HIPA before quoting the rates.

Terms and Conditions:

1. Online bids under two bid systems will be accepted for the work.
2. Rate of the successful bidder will be applicable for one year and extended with mutual consent of both the parties.
3. **Arbitration**: In the event of any dispute arising between both the parties i.e. HIPA and Party, under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director General, HIPA or some other persons appointed by him. The award of the arbitrator shall be final and binding on both the parties to this contract.

4. **Jurisdiction**: The order executed will be subject to Indian law and local courts at Gurugram, Haryana only.
5. Director General, HIPA will reserve the right to accept or reject any or all the quotations received without assigning any reasons whatsoever.

Assistant Director (Admin.)