

# PT.B.D.SHARMA UHS/PGIMS ROHTAK

Dt. 25.11.2021

No. UHSR/GEN/2021/2362

## PUBLIC NOTICE / SHORT TERMS TENDER NOTICE

Sr.	Name of Deptt./Board/Corp.	Name of work/Notice/Tender	Opening Date Closing Date (Time)	Amount/ EMD (approx. in Rs.)	Website of the Deptt.	Nodal Officer /Contract Details / email	Tender Ref. No./ Tender No.
1.	PT.B.D.SHARMA UHS ROHTAK	SHORT TERM e-TENDER NOTICE NO.UHSR/Gen/2021/07 Dt.25.11.2021 Regarding Hiring of Agency for conducting the Written Examinations for the recruitment of Medical Officers in Health Department Haryana.	OPENING 25.11.2021 at 4:00 PM CLOSING 14.12.2021 UPTO 3:00 PM	Rs.10,000/-	www.uhsr.ac.in www.etenders. hry.nic.in All instructions are available on these websites	General Branch Contact No. 281300,281301,281302,2813 03EXTENSION : 2938, 2954 Email: general@uhsr.ac.in	No.UHSR/Gen/ 2021/2362 dt.25.11.2021

### NOTE:

1. Corrigendum, if any, will not be advertised/published in the news papers but will be available on the website [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

S  
25-11-21

Superintendent Gen. Branch

  
Superintendent (Exams)  
Department of Health Science  
Pt. B.D. Sharma  
UHS/PGIMS (Haryana)

# PT. B.D.SHARMA PGIMS/UHS ROHTAK

Sr. No of tenderer:

SHORT TERM e-TENDER GROUP NO. \_\_\_\_\_

DUE ON \_\_\_\_\_ UPTO 3:00 PM AND WILL BE OPENED ON \_\_\_\_\_ AT 3:30PM

Name and address of the party in whose Favour the Tender form has been issued:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. I/We hereby submit our tender for the \_\_\_\_\_.
2. I/We now enclose herewith proof of online payment in the Bank Account No. 39004947732 Registrar, UHS Rohtak.
3. I/We have gone through all terms and conditions of the tender documents before submitting the same.
4. I/We hereby agree to all the terms and conditions, stipulated by the institution, in this connection including delivery, warranty, penalty etc. Quotations for each schedule are being submitted under separate covers, and sheets and shall be considered on their face value.
5. I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialed/signed.
6. Tenders are duly signed (No thumb impression should be affixed).
7. I/We undertake to sign the contract/agreement, if required, one day from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at PT. B.D. SHARMA PGIMS/UHS ROHTAK.

NOTE: ALL TAXES SUCH AS VAT ETC. HAVE BEEN INCLUDED IN THE PRICE QUOTED, FAILING WHICH IT WILL BE PRESUMED THAT THE RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

1. WITNESS \_\_\_\_\_

2. WITNESS \_\_\_\_\_

Signature of tenderer Tender(s) full Address

*Behgal*

Responsible (Exams)  
Pt. B.D. Sharma University of Health Science  
ROHTAK (Haryana)

PT. B.D.SHARMA PGIMS / UNIVERSITY OF HEALTH SCIENCES ROHTAK (HARYANA)

The Superintendent, Gen. Br., for and on behalf of Registrar, Pt.B.D.Sharma University of Health Sciences, Rohtak (Haryana) invites Online Bids for e-tenders (Single bid System) through e-tendering Portal: [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in), from Reputed Manufacturers/Authorized Distributors & Eligible Bidders for the following items, for use in Pt.B.D Sharma University of Health Sciences, Rohtak (Haryana) India:-

TENDER GROUP NO.	PARTICULARS OF TENDERS	DOWNLOAD OF DOCUMENTS TO BE STARTED FROM	LAST DATE OF SUBMISSION OF TENDER	LAST DATE OF OPENING OF TECHNICAL & Price BID
UHSR/Gen./ 2021/07 (GROUP NO.01)	For Hiring of Agency for conducting the Written Examinations for the recruitment of Medical Officers in Health Department Haryana	25.11.2021 at 4:00 PM	14.12.2021 at 3:00PM	14.12.2021 at 3:30PM

Detailed tender documents are available on the Haryana Govt. PORTAL: [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

1. UPLOADING the proof of Tender Fees Rs.2000/- in the Bank Account No. 39004947732 Registrar, UHS Rohtak and e-service fee Rs. 1000/- + 18% GST (non-refundable) are required. Earnest money (refundable) for each group @ 2% of the estimated value of the tender, subject to a ceiling of maximum 25 Thousand of Tender Cost Submitted in the Account No. 39004947732 Registrar, Pt. B.D. Sharma, University of Health Sciences, Rohtak.
2. If the tender opening date happens to be a holiday then next working day will be considered as tender opening date.
3. Quantity may be increased / decreased.
4. Only online bids will be accepted and no manual bids will be accepted.
5. Any CORRIGENDUM regarding above mentioned e-tenders will be uploaded on Haryana Govt. e-tender portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in). No separate advertisement for any Corrigendum in Newspapers shall be given.
6. **The Authority of the Institute reserves the right to cancel/reject/withdraw in full or any part of this e-tender without assigning any reason thereof.**

S  
25.11.21  
Superintendent Gen. Branch

Belgal

Superintendent (Exams)  
Pt. B.D. Sharma University of Health Science  
ROHTAK (Haryana)

The Bidders can submit their e-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	Closing date and time
1.		Tender Document Download and Bid Preparation/Submission	25.11.2021 at 4:00 PM	14.12.2021 at 3:00 PM
2.	Technical & Price Bid Opening		14.12.2021 at 3:30 PM	

**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) **Technical Bid / Price Bid shall be submitted ONLINE.**
- 5) **The Technical and Price Bid will be opened on 14.12.2021 at 3:30 PM.**

## 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 Portal:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized on Portal [www.etenders.hry.nic.in](http://www.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 Portal [www.etenders.hry.nic.in](http://www.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 [www.etenders.hry.nic.in](http://www.etenders.hry.nic.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 Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system. For online payments guidelines, please refer to the Home page of the Portal: [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) and also mentioned under Tender Document.

### 4 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 [www.etenders.hry.nic.in](http://www.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.

**5 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 on the Home Page at [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

**6 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

**7 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.

**8.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:**

(i) Detailed Tender documents may be downloaded from Portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) and tender mandatorily be submitted online following the instructions appearing on the screen.

(ii) **Scan copy of documents to be submitted / uploaded for Pre-qualification 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.

**A. Only Electronic Form (Refer Tender document).**

**FINANCIAL or PRICE BID PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually.**

**IMPORTANT NOTE:-**

*(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).*

*(B) For help manual please refer to the „Home Page“ of the Portal [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in), and click on the available link „How to...?“ to download the file.*

In the first instance, the online payment details of tender document fees and EMD & 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. 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 and upload online.

### Guidelines 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 for e-service fee & EMD.

- 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 printout 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 procedures 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 printout 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 on 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 <=Rs. 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 Nextenders portal before submitting the tender.

S. NO.	Scenario	Do's/Don't's
1.	In the event of making payment through RTGS/NEFT	<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:               <ol style="list-style-type: none"> <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> </ol> </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>

### Don't's

- Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:
  1. Incorrect IFSC code mentioned: Transaction would be rejected and the amount would be refunded back in to the bidders account
  2. Incorrect beneficiary account number mentioned (<client code> + <random number>:
    - In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.
  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.
- 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.
- 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.
- 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.

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 Rs. 49,999/- then bidder should not make payment in cash. In this case, bidder should pay via Demand Draft/ICICI Bank Cheque.</li> <li>• It is bidder'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, favoring 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 challan for making payment for another tenders EMD.</li> </ul>
----	--	--

## TECHNICAL CHECK- LIST FOR BIDDERS ELIGIBILITY

Sr.	Name of Documents	Copy enclosed (Yes / No )	Page No. from-to
1.	e-Tender fee Proof of online deposition		
2.	Registration of Firm, Certificate of Incorporation (in case of company) / partnership deed (in case of firm), etc.		
3.	Valid Trade License, if applicable (Yes/No)		
4.	GST Registration Certificate		
5.	Copy of the PAN Certificate		
6.	Attested copies of valid manufacturing /import license, Authorised Dealership from the Original Manufacturer		
7.	ISO/ CE / ISI etc. certificate if applicable		
8.	Non conviction/No pending conviction certificate issued by notary.		
9.	Catalogue of the product.		
10	All tender pages must be stamped and signed with seal by authorised signatory of the firm		

SEAL OF THE  
TENDERER

Yours Faithfully,

Signature and Name of the authorized Signatory

Designation

Name of the company (Tenderer)

**FORMAT TO BE FILLED BY THE SERVICE PROVIDER / TENDERER BIDDER:**

1. Name of the Tenderer :
2. Status of the Tenderer :  
(Attach relevant documents, if registered company/partnership/ proprietorship)
3. Address (Head Office / Registered Office) with Phone No. and e-mail id :
4. Present Address with Phone No. and email id:
5. Name of Proprietor / Managing partner/ Managing Director / authorized signatory: (Attach details)
6. Income Tax return for the last three years (attach attested copies) :
7. Name and address of at least three largest Customers with value of purchase order :  
(attach copies of documentary evidences)
8. Customers with value of purchase order: (attach copies of documentary evidences)
9. Income Tax Permanent A/c No. (attach copy):
10. GST Registration No.: (attach copy of the certificate)

**11. Bank details for e-payment:**

- a. Bank A/c No.: \_\_\_\_\_
- b. Bank Name: \_\_\_\_\_
- c. Branch Name: \_\_\_\_\_
- d. IFSC Code: \_\_\_\_\_
- e. Other details: \_\_\_\_\_

# MANUFACTURER'S AUTHORISATION FORM

(to be submitted by Authorized Dealers/Representatives/Importers)

No. \_\_\_\_\_

Dt. \_\_\_\_\_

To

The Registrar,  
Pt.B.D.Sharma University of Health Sciences,  
Rohtak (Haryana).

(e-Tender Inviting Authority)

Dear Sir,

Tender No : \_\_\_\_\_

Equipment Name : \_\_\_\_\_

1. We ..... are the original manufacturers of the above equipments / items /AMCs having registered office at ..... (full address with telephone number/fax number & e-mail ID and website), having factories at \_\_\_\_\_ and \_\_\_\_\_, do hereby authorize M/s. \_\_\_\_\_ (Name and address of tenderer) to submit tenders, and subsequently negotiate and sign the contract with you against the above tender no.
2. No company or firm or individual other than M/s. \_\_\_\_\_ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.
3. We also hereby undertake to provide full guarantee/warranty as agreed by the tenderer in the event the tenderer is changed as the dealers or the tenderer fails to provide satisfactory after sales and service during such period of Comprehensive warranty and to supply all the spares/reagents during the said period.
4. We also hereby declare that we have the capacity to manufacture and supply, install and commission the quantity of the equipments tendered within the stipulated time.

(Name)  
for and on behalf of M/s. \_\_\_\_\_

Date: (Name of manufacturers)

Place:

## **NOTE:**

**This letter of authority should be on the letter-head of the Manufacturing Concern and should be signed by a person competent and having the Power of Attorney to bind the Manufacturer.**

**GENERAL TERMS AND CONDITIONS OF THIS e-TENDER, TO ALL GROUPS WHEREVER APPLICABLE:**

**IMPORTANT CONDITIONS:**

1. Every tenderer will have to furnish a Certificate to the effect that their firm has not been DEBARRED by any Central/State Govt./University for Public Sector Business, at the time of purchase/submission of Tender Form. In case, at a later stage, if the tenderer found debarred, the tender against this Notice will be rejected.
2. THIS e-TENDER WILL BE SINGLE BID SYSTEM i.e. TECHNICAL BID AND PRICE BID. The date of pre-bid meeting is as intimated in advertisement/public notice
3. DELIVERY PERIOD SHALL BE AS MENTIONED IN THE RESPECTIVE E-TENDER GROUP.
4. HARD COPY OF TECHNICAL BID IS NOT REQUIRED.
5. The tender should accompany the earnest money @ 2% of Tender Cost deposited in the Account No. 39004947732 Registrar, Pt. B.D. Sharma, University of Health Sciences, Rohtak. Earnest money is subject to a ceiling of maximum 2 lacs. In case order is not placed, the earnest money will be refunded.
6. WARRANTY ON 'M&E' ITEMS: MINIMUM TWO YEARS (unless/otherwise specified against concerned e-tender group).
7. VALIDITY OF AMC / CMC / CONTRACTS, IF ANY, HAS BEEN SHOWN AGAINST RESPECTIVE E-TENDER GROUP.
8. PERFORMANCE BANK GUARANTEE: Minimum 2% OF QUOTED PRICE FOR RESPECTIVE E-TENDER valid for three years (unless /otherwise specified against each e-tender group) AND WILL BE SUBMITTED BY THE SUCCESSFUL TENDERERS ONLY AT THE TIME OF PLACING SUPPLY ORDER.
9. PENALTY CLAUSE FOR NON-SUPPLY OF ORDERED ITEMS: Minimum 2% per month if the complete goods are not supplied within the stipulated delivery period.
10. THE TENDERER SHOULD INDICATE (WHEREVER APPLICABLE) THE SHELF LIFE OF THE STORES OFFERED.
11. THE QUANTITY MAY BE INCREASED/DECREASED OR COMPLETELY WITHDRAWN.
12. FOR DRUGS, ATTESTED COPY OF VALID DRUG LICENSE IS MUST TO BE ATTACHED.
13. PLEASE QUOTE THE BASE PRICE AND GST APPLICABLE FOR THE PARTICULAR ITEM SEPARATELY. PLEASE ALSO QUOTE YOUR GST REGISTRATION IN THE OFFER GIVEN. The tenderer must quote their rates NET i.e. including customs duty (if applicable), %age of GST etc. clearly, in Words and In Figures, alongwith the required documents.
14. ANY E-TENDER NOT ACCOMPANIED WITH THE TENDER PROCESSING FEE OF RS.2,000/-AND EARNEST MONEY (EMD), IF ANY, SHOWN AGAINST RESPECTIVE GROUP, SHALL BE STRAIGHTWAY REJECTED AND NO CORRESPONDENCE IN THIS REGARD SHALL BE ENTERTAINED.
15. THIS E-TENDER MAY BE WITHDRAWN / CANCELLED ANY TIME WITHOUT ASSIGNING ANY REASONS.
16. RATES SHOULD BE QUOTED F.O.R. PT.B.D.SHARMA PGIMS/UHS, ROHTAK INCLUSIVE OF PACKING, FORWARDING, OCTROI CHARGES, IF ANY.
17. OTHER TERMS & CONDITIONS AS MENTIONED IN THE SUPPLY ORDER(S) WILL ALSO BE APPLICABLE.
18. IN CASE OF ANY DIFFICULTY, CONTACT THE Superintendent General Branch, UHS, Rohtak

**OTHER TERMS & CONDITIONS (UNLESS OTHERWISE SPECIFIED AGAINST CONCERNED TENDER GROUP):**

1. **DELIVERY PERIOD SHALL BE AS MENTIONED IN THE RESPECTIVE E-TENDER GROUP.**
2. This tender document is non-transferable.
3. The prospective vendors should try to quote only one model of their choice meeting the specifications as laid down by the institute in the tender document.
4. Tenderer must ensure that the rates quoted are as per format. All the quoted rates should be unconditional and FOR destination i.e. Pt.B.D.Sharma Postgraduate Institute of Medical Sciences/UHS Rohtak (Haryana).
5. The institution would not own the responsibility for clearance of consignment from any road, rail, airport or postal terminals.
6. Institution will own responsibility only for issuance of road permit on request, but not for Form C or D or any concessional form.
7. The price quoted by tenderer shall not in any case exceed the controlled price, if any fixed by Central/ State Government and maximum Retail Price (MRP).
8. Clearance of consignment from Customs, if any, shall be arranged by the Vendor. The payment of custom duty and clearance charges shall be paid on actual basis on submission of documentary evidence in original as per following guide lines:
  - a. Payment towards customs etc. paid to Govt. a/c on actual basis.
  - b. No penalty whatsoever paid will be re-imbursed.
  - c. No demurrage whatsoever paid will be re-imbursed.
9. After issuance of Supply Order/Work Order, usually no deviation from any terms and conditions would be accepted, however in the interest of patient care and Institute, Director reserves the right to take decision on the matter.
10. **Institution requires comprehensive warranty & guarantee for the instruments for 02 (two) years (OR AS MENTIONED IN THE CONCERNED e-TENDER GROUP) from the date of supply of Equipments/ Instruments.**
11. Conditional offer may amount to rejection of the tender out rightly.
12. Any action on the part of tenderer to influence any person of the Institute will make their tender liable for rejection.
13. **The Institute reserves the right to cancel the purchase order or any part thereof and shall be entitled to revise the contract wholly or in part by a written notice to the vendor, if:-**
  - a) The vendor fails to comply with the terms and conditions of the purchase order including specifications and other technical requirements.
  - b) The vendor becomes bankrupt or goes into liquidations.
  - c) The vendor fails to deliver the goods in time or does not replace the rejected goods promptly.
  - d) A receiver is appointed for any or the property owned by the vendor.
14. Upon receipt of the said cancellation notice, the vendor shall discontinue all works of the purchase order and matters connected with it.
15. Material conforming to the specifications should be quoted. Original Catalogue, Leaflets, Literatures with full technical details should invariably be attached along with their offer, failing which their offer will be summarily rejected.
16. The Institute may at its option, get the deficiency removed or get repaired such defective materials at the seller's expense.
17. In the event that the materials supplied do not meet the specifications and are not in accordance with the drawing, data sheets or the terms of this order, rectification is required at site, the Institute shall notify to the vendor giving full details of differences. The vendor shall attend the site, within seven days of receipt of such notice and meet with the representative of the Institute to take appropriate action required to remove the deficiency.
18. If the seller fails to attend meetings at site within time prescribed above, the Institute shall immediately get the same rectified the work/materials and seller shall re-imburse all costs and expenses incurred by the Institute in removing such trouble or defects.
19. In the event of delay in making delivery on the part of the seller, it will be Institutes discretion to receive or not to receive delivery.



20. Forced majeure shall mean and be limited to the following:-

- a) Any war/hostilities.
- b) Any riot or civil commotion.
- c) Any earthquake, flood, tempest, lighting or other natural physical disaster.
- d) Any strike, or lock out (only those exceeding ten continuous days in duration).

**Affecting the performance of the seller's obligations**

The vendor shall advise the Institute by registered letter duly certified by Local Chamber of Commerce of Statuary authorities the beginning and end of the above causes of delay within 7 (Seven) days of occurrence and cessation of such Forced Majeure conditions, in the event of delay lasting over one month, if arising our causes of force Majeure, the Institute reserves the right to cancel the order and the provisions governing termination state under articles shall apply.

For delays arising out of Forced Majeure, the seller shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither the Institute nor the seller shall be liable to pay extra cost provided it is mutually established that Force Majeure conditions did actually exist.

The vendor shall categorically specify the extend of forced majeure conditions prevalent in his works (such as power restriction etc.) at the time of submitting the bid and whether the same have taken into consideration or not in the quotations. In the event of delay delivery and/or unsatisfactory manufacturing progress and supply, the Institute has the right to cancel the purchase order as whole or in part without liability for cancellation charges.

In the event of rejection of non-confirming goods the vendor shall be allowed, without any extension of delivery time to correct the non-conformities, should however the vendor fail to do so within stipulated time, the Institute may cancel the order.

21. No payment shall be made for rejected materials nor would the vendor be entitled to claim for such items.
22. Rejected items would be removed by the tenderer from the site within two weeks of the date of rejection at their own cost. In case they are not removed they will be auctioned at the risk and responsibilities of the seller's without any further notice.
23. In the case of not honoring the supply order, the Institute will have the right to impose penalty as deemed fit and to forfeit earnest money and security money and resort to make purchase of the ordered articles at the seller's cost.
24. If the firm fails to execute the supply order within the stipulated period a penalty of 2 percent of the value of the total order per month. The maximum penalty for late supply shall not exceed 10% of the total value of the order/orders. Two week extension of delivery period can be granted after the expiry of delivery period incase the Supplier submit the cogent reason for delay along with the request to extend the delivery period. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at FOR destination. **Penalty may be imposed or waived as decided by the Registrar, after considering relevant facts.**
25. Copy of GST Registration Certificate duly attested by a Gazetted Officer should be enclosed.
26. Shelf life of Medicines should be quoted.
27. In case the Director feels it necessary to have demonstration of a particular item, the supplier will have to demonstrate the equipment in front of a committee designated by Director.
28. The vendors might be asked to supply the articles/ equipments in phase-wise depending upon the availability of space in the department/ institute.
29. Tenderer should furnish along with tender an assurance that he/she hereby agree, to all terms and conditions stipulated in N.I.T and undertake to sign the rate contract or supply order within the given days from the date of order failing which EMD security shall be liable to forfeit.
30. The manufacturer / successful tenderer or their Indian Agent supplier will ensure proper after-sale services as per Institute requirement from time to time, against the warranty clause and as per the terms and conditions agreed

under negotiations at the Institute without fail. In case of imported equipments any negligence on this account shall be the sole responsibility of foreign vendor or their authorized Indian Agent Supplier and the Liability for compensation will be fixed accordingly by the Institute.

31. The tenderer should ensure the consumables & spares availability for the equipment concerned at least for 5-10 years from the date of installation.
32. Rates of consumables must also be quoted, included in price bid separately and these rates will be freezed /fixed for 2 or 3 (two or three years). If the item is of proprietary nature, Proprietary Article Certificate (PAC) shall also be provided along with the price bid.
33. **The Registrar of the Institute reserves the right to cancel/reject in full or any part of the tender without assigning any reason thereof.**
34. For any change, rectification, corrigendum regarding the tender will be uploaded on portal website [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

**SHORT TERM e-TENDER NOTICE NO.UHSR/Gen/2021/07 DT. 25.11.2021**  
**(Due on 14.12.2021 upto 3:00 PM and to be opened on 14.12.2021 at 3:30 PM )**

**TECHNICAL BID PROFORMA**

1	2	3	4
<b>Sr. No.</b>	<b>Name of the Item with specifications as per e-Tender Group No.</b>	<b>Quantity</b>	<b>Compliance as per NIT of the items quoted.  YES or NO</b>

**SHORT TERM e-TENDER NOTICE NO.UHSR/GEN/2021/07 DT.25.11.2021  
(Due on 14.12.2021 upto 3:00 PM and to be opened on 14.12.2021 at 3:30 PM)**

**PRICE BID PROFORMA**

To

The Registrar,  
Pt.B.D. Sharma UHS,  
Rohtak (Haryana)

Dear Sir,

1. I / We .....submit the bid for e-Tender Group No. .... for "purchase of \_\_\_\_\_" for Pt. B.D.Sharma PGIMS / University Of Health Sciences Rohtak (Haryana).
2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.

1	2	3	4					5	
			PRICE PER UNIT (RS.)						
e-Tender Group No.	Brief Description of Goods	Quantity (Nos.)	Ex - factory/ Ex - warehouse /Ex-showroom /Off - the shelf	Excise Duty (if any) [%age & value]	GST (if any) [%age & value]	Inland Transportation, Insurance for a period including 3 months beyond date of delivery, loading/unloading and Incidental costs till consignee's site	Incidental Services (including Installation & Commissioning, Supervision, Demonstration and Training) at the Consignee's site	Unit Price (at Consignee Site) basis  (f) a+b+c+d+e	Total Price at Consignee Site basis  (Rs.)  (g) 3 x 4
			(a)	(b)	(c)	(d)	(e)		

Total Tender price in Rupees: \_\_\_\_\_

In words: \_\_\_\_\_

Note: -If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

# PT. B.D.SHARMA PGIMS/UHS ROHTAK

## List of e-Tender Group

Short Term e-Tender Group NO.	Departments	Description of Items
UHSR/GEN/2021/07 Group No.1	Examination Branch	For Hiring of Agency for conducting the Written Examination for the recruitment of Medical Officers in Health Department Haryana.

*Belgal*

Superintendent (Exams)  
Pt. B.D. Sharma University of Health Science  
ROHTAK (Haryana)

Short TERM e-TENDER GROUP NO. 01

**For Hiring of Agency for conducting the Written Examination for the recruitment of Medical Officers in Health Department Haryana.**

Tender Fees Rs. 2,000/- in the bank account no. 39004947732 Registrar, UHS, Rohtak and e-Service Fee Rs. 1,000/- + 18% GST (Non-Refundable) are required. Earnest money (Refundable) Rs. 10,000/- @ Approx. 2% of Tender cost submitted in the bank account no. 39004947732 is also mandatory.

**Specification for Scope of Work:**

1. Design, development and maintenance of web portal for inviting online applications for recruitment of candidates against various advertised posts for which Written Examination shall be conducted.
2. The format of application form and the various fields that are desirable to be captured according to the application form shall be provided to the qualified successful bidder by the University.
3. Provision for downloading information and instructions for filling online application form and reservation criteria etc.
4. To prepare a Dashboard for University authority.
5. To verify the reconciliation of payment made by the applicants in consultation with banks from time to time.
6. Providing facility to candidates to upload their photograph and signatures while filling online application form.
7. Creating facility for integration of application form with the payment gateway that needs to be generated by the bidder with the account details that shall be provided by the University.
8. Providing logical check while filling online application form.
9. Provision of printing of filled application form and 'save PDF file' feature after its online submission.
10. The commencement of the work will be intimated by the Controller of Examinations Pt. B.D. Sharma UHS, Rohtak.
11. Online collection of data of locked applications and generation of status post-wise and category wise.
12. Within two days of the closing date of inviting of applications, all the data thus received related to that filled up on the web portal by the applicants should be handed over to the Office of the Controller of Examinations, Pt. B.D. Sharma University of Health Sciences, Rohtak.
13. Handling & reporting of discrepancies pointed out by the University/applicants, if any and corrections thereof.
14. All the applicants who submit their application form through this online portal are to be sent SMSs/Emails periodically, for sending notifications to the candidates appearing in the examination with updates/instructions.
15. Each candidate who gets registered must be assigned a UID which shall be used for sending text messages/emails concerning examination.
16. Online display of details of particulars of the eligible, provisional eligible and not-eligible applicants separately.
17. The admit cards of the examination must be communicated to the examinees at least five days to the prior of the date of examination.
18. Center wise signature chart to be provided to the office of the undersigned.
19. Double scanning of OMR answer sheets.
20. The day of preparation of result by scanning of OMR based answer sheets will be the day seventh from the date of the examination.
21. Design, Development and Maintenance of Online Grievance Redressed System for applicants.
22. Maintenance of Web Server/Data Security.
23. Help Desk (only for Technical Queries during office hours on working days) with email id which will displayed on web portal.
24. Reconciliation of income generated from fee collected from the applicants with bank's data.
25. Any other minor deviation from the above mentioned points as deemed fit by the competent authority of the University/Office of the Controller of Examinations.

*Belgaal*

**Pre-Qualification criteria of bidder for the short term tender for ONLINE RECRUITMENT ACTIVITIES:**

1. The bidder should be a corporate body registered in India.
2. The registered company should be operating in India for a minimum of last 10 years.
3. The bidder should have at least 05 years' experience in the field of **INVITING ONLINE APPLICATIONS FOR THE RECRUITMENT WORK AND SERVICES**. **Any experience for any job performed other than recruitment activities shall not be considered. (Proof to be attached)**
4. No consortium / Joint venture / Sister Concern bidding shall be considered and bid of such nature shall be out rightly rejected.
5. The bidder should have successfully and satisfactorily completed **ONLINE RECRUITMENT ACTIVITIES** for a minimum of 05 different Government Departments / Universities in the last 05 years, preferably at least two such handled assignments should be from the State of Haryana. **(Proof to be attached)**
6. The bidder should have continuous experience of at least three years in **ONLINE RECRUITMENT ACTIVITIES / WORK** for any Government Universities / Departments in the last 05 years. **(Proof to be attached)**
7. The bidder should have successfully completed **ONLINE RECRUITMENT ACTIVITIES** for at least 20,000 candidates in at least one single project with similar scope of work for any Government University / Department in the last 05 years. **(Proof to be attached)**
8. The bidder should have a minimum experience of handling assignments related to scanning of at least 01 lac OMR based answer sheets for computation of result of any Government University / Department in the last five years.
9. The bidder must be registered with GSTIN, Trade license, TAN, Income Tax/ Pan number etc. Attach proof in this regard.
10. Bidder must have ISO 9001:2015, ISO-27001 and CMMI Level 3 certification **FOR / WITH RECRUITMENT WORK. (Proof to be attached)**
11. Bidder should have minimum 15 employees on rolls for programming and supporting activities Bidder has to submit EPFO & ESIC registration copies. **(Proof to be attached)**
12. The bidder should have experience of Online registration and Online payment gateway integration. **(Proof to be submitted)**
13. **AN AFFIDAVIT** to the effect that the firm has neither been blacklisted nor debarred by any Government / Semi-Government department. **(Proof to be attached)**
14. Details of servers along with certificate of 99.9% uptime should be submitted. **(Proof to be attached)**
15. **The technical bid of the bidder shall be considered only if the bidder qualifies the pre qualification criteria of bidder for the short term tender for online recruitment activities.**
16. Bidder will have to successfully run a presentation of Online recruitment process in favour of their capability and understanding of subject. Financial bid of only such successful bidders will be opened.
17. The **Financial Bid** of the prospective bidder shall be considered only if the **Technical Bid** of the bidder is found qualified by the University authority. The decision of the University authority will be final and absolute in this respect.

*Handwritten signature*

Superintendent (Exams)  
B.D. Sharma University of Health Sciences  
BPAK (11-11-2022)

**Checklist/Documents must to be attached in support of technical bid:**

A technical bid that lacks all the supporting documents that need to be attached for the mandatory clauses shall be summarily rejected. List of supporting documents for claims with respect to the following clauses must be furnished along with the technical bid;

1. The bidder should have at least 05 years' experience in the field of **INVITING ONLINE APPLICATIONS FOR THE RECRUITMENT WORK AND SERVICES.**
2. The bidder should have successfully completed **ONLINE RECRUITMENT ACTIVITIES** for a minimum of 05 different government departments / Universities in last 05 years, preferably at least two such handled assignments should be from the State of Haryana.
3. The bidder should have continuous experience of at least three years in **ONLINE RECRUITMENT ACTIVITIES / WORK** for any Government Universities / departments in the last 05 years.
4. The bidder should have successfully completed **ONLINE RECRUITMENT ACTIVITIES** for at least 20,000 candidates in at least one single project for any Government University / department in the last 05 years.
5. Bidder must have ISO 9001:2015, ISO-27001 and CMMI Level 3 certification **FOR / WITH RECRUITMENT WORK.**
6. Bidder should have minimum 15 employees on rolls for programming and supporting activities Bidder has to submit EPFO & ESIC registration copies.
7. **AN AFFIDAVIT** to the effect that the firm has not been blacklisted by the any Government / Semi-Government department.
8. Details of servers along with certificate of 99.9% uptime should be submitted.
9. The technical bid of the bidder shall be considered only if the bidder qualifies the pre qualification criteria of bidder for the short term tender for online recruitment activities.

**Terms & Conditions:**

1. In case the work of the firm is found to be unsatisfactory viz-a-viz the jobs to be done or skip any of the assigned jobs or is found to be violating any of the agreed upon terms & conditions, a penalty of 0.25% per day subject to a maximum of 2% of billing amount.
2. Any information required by Govt. of Haryana/office of Controller of Examinations, Pt. B.D. Sharma UHS, Rohtak/under RTI Act/ for Court cases should be generated and supplied by the vendor within 24 hours failing which penalty clause will be applicable.
3. Complete recruitment data at different stages shall be provided in DVD in Excel readable format.
4. Payment <sup>to be made</sup> after successful completion of recruitment process and handover the data to the University.
5. To provide MIS reports download facility to University Administrators.

*Belgaol*  
Superintendent (Exams)  
Pt. B.D. Sharma University of Health Science  
ROHTAK (Haryana)