**B.P.S. Mahila Vishwavidyalaya**

**Khanpur Kalan (Sonepat), Hayana-131305**

**E-TENDER NOTICE**

An e-tender from reputed and eligible firm in two bid system (Technical and Financial) are invited for designing & printing of Diary, Calendar and Wall Calendar for the year 2025 for BPSMV, Khanpur Kalan. Tender document can be downloaded from website http:/etenders.hry.nic.in duly completed tender documents are to be uploaded w.e.f 26.11.2024 to 10.12.2024 upto 5.00 PM.

Registrar

**TENDER NOTICE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N** | **Name of the Deptt./ Board/ Corp./Auth.** | **Name of work/ notice/tender** | **Starting date/ closing date/opening date** | **Amount/ EMD** | **Website of the deptt.** | **Nodal Officer/contact details/ email.** |
| 1. | BPSMV, Khanpur Kalan | Tender notice for designing & printing of Diary, Calendar and Wall Calendar | 26.11.2024/  10.12.2024/  11.12.2024 | Rs.4.00 lacs/  Rs.8000/- | www.bpsmv.ac.in | Assistant Registrar (P&S)-01263-282346 pands@bpswomenuniversity.ac.in |

Registrar

# BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA

# KHANPUR KALAN (SONIPAT)

## (Here in after referred to as State Govt. University \*BPSMV\*)

P&S BRANCH

**DETAILED NOTICE INVITING**

**e-TENDER**

**Work :**  Designing & Printing of Diary, Wall Calendar & Table Calendar for the year 2025.

**Cost of work:** 4.00 lac approximate

**Amount of Earnest Money: -** Rs. 8000/-

**Time Limit:-** 15 days

# e-TENDER FORM

**“**Designing &Printing of Diary, Wall Calendar & Table Calendars for the year 2025.”

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particulars** | **Remarks** |
| **1.** | **Online Bid Submission Start** | **26.11.2024** |
| **2.** | **Online Bid Submission End** | **10.12.2024** |
| **3.** | **Tender Fee** | **Rs.500/- + 90/- GST** |
| **4.** | **Earnest Money Required** | **As per Annexure-A (Attached)** |
| **5.** | **e-Service Fee** | **Rs.1180 /-** |

**B. P. S. MAHILA VISHWAVIDYALAYA KHANPUR KALAN (SONIPAT) Detailed Notice Inviting e-Tender**

Invites the bids from eligible bidders through online bids.

**NOTICE INVITING e-TENDER (NIT)**

On behalf of Registrar, BPSMV Khanpur Kalan, Items wise rate Tender through E-tendering for below mentioned work are hereby invited from eligible contractors enlisted under appropriate class/ category. The tender form “along with conditions of contract” to be fulfilled, can be obtained from the website: [https://etenders.hry.nic.in](https://etenders.hry.nic.in/)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Name of Work** | **Estim ated cost ( Rs in. lacs.)** | **Bid Security**  **(Rs. In Thousand**  **)** | **Tender Documen t fee + E- Service fee** | **Time Limit for completio n of work** | **Start Date & Time of Bid Preparation & Submission** | **Expiry Date & Time of Bid Preparatio n & Submissio n** | **Date & time for opening of Tender** |
| 1. | Designing & Printing of Diary, Wall Calendar & Table Calendars for the year 2025 at BPSMV Khanpur Kalan (Sonipat) | 4.00 lacs | Rs.8000/- | Rs. 590/-  +1180/- | 15 days | 26.11.2024 | 10.12.2024 | 11.12.2024 |

1. Date of release of Invitation for Bids 26.11.2024 through :[http://etenders.hry.nic.in](http://etenders.hry.nic.in/)
2. Cost of Bid Form: Rs. 500/-+90/- GST (*non-refundable*) (to be submitted online).
3. Availability of Bid document and mode of submission:

The tender shall be submitted online by the tenderer compression of following:

* 1. Earnest Money/Bid Security - Online

Tender document fee - Online

* 1. N.I.T./Technical Bid - Online
  2. Tender in Form – A (Price Bid) - Online

Note: *Bidding shall be online only and shall not be accepted in any physical form*

In the first instance, the bid security shall be opened online. If the Bid Security / EarnestMoney and tender document fee are found proper, Technical Bid shall be opened (Online) in the presence of such contractors who choose to be present. The Financial offer shall be opened (Online) only if the tenderers meet the eligibility criteria as per the bid document. The date of opening of Financial Bid shall be fixed at the time of opening of Technical Bid.

**Exemption of tender document fees of the Contractors / Agencies:**

“Single tender shall normally not be considered unless there are special circumstances to do so. In such eventuality, decision to accept the single tender shall be as prescribed in the rules. If special circumstances are not present, tenders shall be re-called. If re-tendering again results in a single tender, its acceptance may be considered with proper justification and reasons”

Those bidders shall not be required to pay tender document fees, who choose to submit bids again on tender being re-called on account of single tender / bid being received on first call.

* 1. **Submission of Original Documents**:

Willing Contractors shall have to pay the Service Fees of Rs.1180/-in favor of Society for IT initiative fund for e – Governance through Debit Cards & Internet Banking Accounts are required to be paid online directly through Internet Banking Accounts.

* 1. **Last Date/ Time for receipt of bids through e-tendering**: 10.12.2024 (dd/mm/yyyy) up-to 17:00 Hrs. (time)
  2. Only online submission of bids is permitted, therefore; bids must be submitted online on website [http://etenders.hry.nic.in.](http://etenders.hry.nic.in/) The technical qualification part of the bids will be opened online at BPSMV, Khanpur Kalan on 11.12.2024. By the authorized officers. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day at the same time.
  3. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of online Bids. 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 earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing i.e. from last date of submission of online bids. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
  4. Bidders may bid for any one or more items as mentioned in the table. To qualify for a package of contracts made up of this and other contracts for which bids are invited in the same NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregate of the qualifying criteria for the individual contracts.

9 (i) Other details can be seen in the bidding documents. The Employer shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information not received by the bidder. It is the bidders‟ responsibility to verify the website for the latest information related to the tender.

## DNIT & Prequalification criteria can be seen on any working day during office hours in office of the undersigned.

1. Conditional tenders will not be entertained & are liable to be rejected.
2. 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.
3. The university competent authority reserves the right to reject any tender or all the tenders without assigning any reason.
4. The tender without earnest money / bid security / tender document fee will not be opened.
5. The jurisdiction of court will be at Gohana.
6. The tender of the bidder who does not satisfy the eligibility 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.

**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 NIC e - Procurement Portal (<https://etenders.hry.nic.in> ). Please visit the website for more details.

1. **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 NIC e-procurement portal (<https://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 document online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be intergrated with the system. For online payment guidelines, please referto the Home page of NIC e-procurement portal (<https://etenders.hry.nic.in> )

**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 or downloaded from the home page of NIC e-procurement portal (<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.

**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 eProcurement system on the NIC e-procurement portal (<https://etenders.hry.nic.in> )

**6 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the NIC e-procurement portal (<https://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 Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

1. 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 and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and 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.

**8.1 PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

(i) Detailed Tender documents may be downloaded from NIC e-procurement portal (<https://etenders.hry.nic.in> ) from **(26.11.2024)** **(09:00 Hrs) to (10.12.2024) (17:00 Hrs.)** and tender mandatorily be submitted online following the instruction appearing on the screen..

(ii) **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.

(iii) **FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

**NOTE:-**

1. ***Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the* NIC e-procurement portal (**[**https://etenders.hry.nic.in**](https://etenders.hry.nic.in) **)**
2. ***For help manual please refer to the ‘Home Page’ of the NIC e-Procurement Portal*** (<https://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 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/dealer 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.

1. **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 for tender document & EMD:

A. Debit Card

B. Net Banking

C. RTGS/NEFT

Operative Procedures for Bidder Payments

1. 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.

List of Net banking banks

1. Allahabad Bank

2. Axis Bank

3. Bank of Bahrain and Kuwait

4. Bank of Baroda

5. Bank of India

6. Bank of Maharashtra

7. Canara Bank

8. City Union Bank

9. Central Bank of India

10. Catholic Syrian Bank

11. Corporation Bank

12. Deutsche Bank

13. Development Credit Bank

14. Dhanlaxmi Bank

15. Federal Bank

16. HDFC Bank

17. ICICI Bank

18. IDBI Bank

19. Indian Bank

20. Indian Overseas Bank

21. Indusind Bank

22. ING Vysya Bank

23. J and K Bank

24. Karnataka Bank

25. Kotak Mahindra Bank

26. Karur Vysys Bank

27. Punjab National Bank

28. Oriental Bank of Commerce

29. South Indian Bank

30. Standard Chartered Bank

31. State Bank Of Bikaner and Jaipur

32. State Bank of Hyderabad

33. State Bank of India

34. State Bank of Mysore

35. State Bank of Travancore

36. State Bank Of Patiala

37. Tamilnad Mercantile Bank

38. Union Bank of India

39. United Bank of India

40. Vijaya Bank

41. Yes Bank

### INSTRUCTION TO TENDERERS

1. a) Tender documents can be downloaded online from the Portal: https://etenders.hry.nic.in.

b) As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital signature Certificate (DSE) at the earliest. For obtaining Digital Certificate, the Bidders should follow Point No. 2 under “instructions to bidder on Electronic Tendering System”.

1. Short Term e-tenders are hereby invited in two bid system (Technical & Financial Bid) for the Designing & printing of DIARY, WALL CALENDARS AND TABLE CALENDARS as shown in the attached ANNEXURE-A for the year 2025. This is two bids (Technical and Financial Bid) tender. The Technical Bids would be opened on 11.12.2024 and the Financial Bids would be opened on same day.

### Part- I Technical Bid shall consist of following documents (Qualifying Requirements):-

* 1. The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
  2. For Items only the firm must submit the certificate that they have one sheet fed offset printing machine (two colour) or if they are a distributer/dealership firm they must submit the certificate that they have 3 year experience of supply of diaries.
  3. The firm must attach the photocopy regarding registration of firm for the items.
  4. The firm must attach the photocopy of PAN CARD.
  5. Samples should be submitted physically.
  6. A certificate regarding paper of which mill will be used must be enclosed.
  7. Number of Years of experience of the suppliers should be at least 3 years preceding 2024. Attested copy of supply/purchase orders is necessary as supportive documents.
  8. Annual Turnover should be above 10 Lac for Items for preceding three years. The firm should attach photocopy regarding turn over duly attested by Chartered Accountant.
  9. Annexure-I is manadatory.

### NOTE:- SCAN COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF. THE SAMPLES OF DIARY, WALL CALENDAR AND TABLE CALENDAR SHOULD BE DEPOSITED / SUBMITTED PHYSICALLYON DATED UP TO 10.12.2024.

**Part II** Financial Bid will be opened only with the approval of Registrar, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonipat (Haryana)

The Technical Bid will be opened on 11.12.2024 by the Technical Committee in the presence of tenderer or their authorized representatives who may wish to attend.

**Financial Bids** of only those bidders/items will be opened who qualify on the basis of their Technical Bids. The Financial Bids would be opened on 11.12.2024.

The department shall announce/inform the tenderer who’s Technical Bids are found valid for opening of the Financial Bid. The tenderers so informed or their authorized representative (s) may attend the meeting.

In case the date of opening of tender is declared holiday by the Government, tenders shall be opened on the next working day following the closed day at the scheduled time.

**TERMS AND CONDITIONS**

1. Tender received without earnest money will summarily be rejected.
2. The sample of the above item may be seen in the office of the Central Store of the BPSMV, Khanpur Kalan, Sonipat during office hours on any working day before quoting the rates.
3. The supply of diaries is to be made to the Central Store, of BPSMV, Khanpur Kalan, Sonipat, Haryana.
4. The firms to whom work is allotted will have to supply in 15 days, failing which penalty of one percent per day will be levied.

In case the work allotted to the firm is not carried out by them, then it will be got done from other firm at the risk and cost of the defaulting firm apart from forfeiting the EMD. The firm is also liable to be BLACK LISTED. In the case of forfeiture of earnest money decision of the Vice-Chancellor, BPSMV, Khanpur Kalan, Sonipat shall be final.

1. The Vice-Chancellor, BPSMV, Khanpur Kalan, Sonipat, Haryana reserves the right to withdraw the work in part or in whole in case of any unforeseen circumstances if becomes necessary after placing the order.
2. The earnest money will be released on receipt of the bill completed with all delivery vouchers and other documents.
3. If the job is returned by the firm unexecuted after accepting the same, earnest money will be forfeited and job will be got executed at firm`s risk and cost from some other firm.
4. Execution of job should be of standard quality, neat and accurate according to the specifications, where the Registrar, BPSMV, Khanpur Kalan, Sonipat, Haryana is satisfied that the execution of the job is not up to the standard, suitable deductions will be made or the entire job will be rejected, as the case may be at the cost of firm.
5. No bill will be entertained unless it is submitted in duplicate and is accompanied by acknowledged delivery receipts.
6. Any departure from these conditions will be liable to disqualify the tender. Conditional tender will not be accepted.
7. No firm will sublet the work allotted to him to any other firm. Action as deemed fit will be taken against the defaulting firm if found subletting.
8. The Vice-Chancellor, BPSMV, Khanpur Kalan, Sonipat, Haryana reserves the right to accept/reject the lowest tender or any one or all the tenders without assigning any reasons.
9. All disputes will be settled at Gohana Court/Sonipat Court.
10. Tenders should be accompanied with the certificate listed in Part-I of Instructions to tenderers.
11. Rate should be FOR Khanpur Kalan Store destination & shall also include packing & Forwarding charges all taxes including GST which should specifically be mentioned separately.

### Rates:

The rates are to be quoted per No. in Rupees F.O.R. consignee at Khanpur Kalan, Gohana, inclusive of all taxes etc. The breakup of the Rates will be indicated by the tenderer in the following manner:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. N.** | **Description** | Diary | Wall Calendar | Table Calendar |
| (i) | Basic Rate |  |  |  |
| (ii) | GST @ |  |  |  |
| (iii) | Any other Taxes/ Duties/Levies/Cess/IIIrd party  inspection charges. |  |  |  |
|  | **Net Total (i)+(ii)+(iii)** |  |  |  |

***NOTE***

A The Proof of payment of GST will also be submitted by the supplier along with their bill in the form of a certificate from concerned authority that GST @ of \_\_\_% is payable against Registrar, BPSMV, Khanpur Kalan Supply Order No. \_\_\_\_\_\_\_ placed in favour of M/s .

1. The tenderer will give the complete postal address of the authority having jurisdiction over their works in respect of GST. The tender submitted without said break-up of rates, and information Indicated above, shall not be considered.
2. The tenderer will give the complete postal address of the authority having jurisdiction over their works in respect of GST. The tender submitted without said break-up of rates, and information indicated above shall not be considered and shall be rejected.

### “CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY, FURTHER CERTIFIED THAT I/WE WILL COMPLETE THE WORK TO BE ALLOTTED TO ME/US WITHIN THE STIPULATED PERIOD”.

Signature of authorized person On behalf of the tenderer firm.

### SPECIFICATIONS OF DIARY, WALL CALENDARS & TABLE CALENDAR.

|  |  |  |
| --- | --- | --- |
| ITEM | SPECIFICATION | QTY |
| DIARY | 5.5”x8.5”, 75 GSM with sun shine paper with 184 sheets. 26 multi colour papers both side with University details on art papers of 130 GSM. University’s coloured logo in every page and a motivational quote at the bottom of every page of the diary. Cover page will be printed in multi colour on 130 GSM with VU coating | 1,000 nos. |
| WALL CALENDAR | 19”x29’ single sheet on 170 GSM art paper with Metalic Bar. | 2000 Nos. |
| Table Calendar | 10.5” x 8.25” Month-wise. | 500 nos. |

## E-tender/P&S/hr/2025/Diary

**Registrar, BPSMV, Khanpur Kalan, Sonipat (Haryana)**

Registrar, BPSMV, Khanpur Kalan, Sonipat (Haryana) invites e-tenders for the designing and printing of Diary, Wall Calendar and Table Calendar for the year 2025.

Tenders will be received online and the Technical/Financial bid will be opened in the Office of Assistant Registrar (P&S), BPSMV, Khanpur Kalan, Sonipat (Haryana). EMD is required as per schedule given below:-

### ANNEXURE-A

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Item Description | Total Quantity | Earnest Money (in Rs.) |
| 1. | (i) Diary  ii) Wall Calendar  iii) Table Calendar | 1,000 Nos.  2,000 Nos.  5,00 Nos. | 8,000/- |

ANNEXURE-I

### AFFIDAVIT

I,……................................................................S/o..............................................................

...............................................................................resident of ..........................................................

Police Station............................................. District.......................................................................

Contractor/ Partner or sole proprietor (Strike out the word which is inapplicable) of firm contractor ............................................ do hereby declare on solemnly affirmation the individual/firm/companies not black-listed by the Union or State Government or any partner shareholder thereof are not directly or indirectly connected with or has any subsisting interest in business of my firm.

Deponent ..........................................

Dated Address .............................................

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Dated Deponent ...........................................

Address .............................................