

**TRIPURA UNIVERSITY**

(A Central University)  
Suryamaninagar  
Tripura West – 799022

**No.F.TU/FIN/Print/E/14/Vol-IV/2021**

**Date: 11.08.2021**

**NOTICE INVITING e- TENDER**

Tripura University invite e- Tender from the bonafide Printers for Printing and supply of 6 Lakhs Blank Answer Scripts for Examinations Branch of Tripura University. The Details can be seen at Tripura University website: [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in). However, for submission of documents please visit <https://mhrd.euniwizarde.com>

**Sd/-**

**[Pranay Pal]  
Assistant Registrar (Finance)**

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#### Specification of the Item

SI No	Item Specification	Qty
01.	Size of the Answer Script: 28.5 cm X 22.0 cm. Colour: White, Total Pages: 16 Pages, Top size of all pages should be printed & side stump up binding with single size printed. Leaf Page size: 22.0 cm X 14.5 cm. Numbering in 2 pages. Paper: Milky White Cream. Paper Quality: 70 GSM paper with Water Mark Logo (Tripura University Logo) in all pages	6 Lakhs

The offers, in the prescribed format, shall be submitted online at <https://mhrd.euniwizarde.com> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending, bidders must be registered with Public Procurement <https://mhrd.euniwizarde.com/> the tender document is also available on website: <https://mhrd.euniwizarde.com> and [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in)

A.	Availability of tender document on website: <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> and <a href="http://www.tripurauniv.ac.in">www.tripurauniv.ac.in</a>	11-08-2021
B.	Publication of Tender Document from date and time	11-08-2021 at 11.00 AM
C.	Date and Time of Pre-Bid Meeting	31-08-2021 at 3.00 PM
D.	Date and Time to view the Sample Copy	13-08-2021 to 20-08-2021
E.	Last Date of submission of Sample Copy	27-08-2021 upto 4.30 PM
F.	Last date of submission online Technical Bid end date	02-09-2021 at 2.00 PM
G.	Date & Time for opening online Technical bid	06-09-2021 at 3.00 PM
H.	Financial bid online submission end date	02-09-2021 at 3.00 PM
I.	Date and time for opening online financial bids	10-09-2021 at 3.00 PM

### TERMS AND CONDITIONS

- 1. Scope of Work:** Scope of work covered under this includes Printing and Supply, transportation at Tripura University;
- 2.** The bid should be submitted in compliance to the NIT at: <https://mhrd.euniwizarde.com/>
- 3.** In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.
- 4. Qualifying requirements:** The bidder either must be a printer having credential of printing of examinations related printed works in the last 3 years having work order of minimum Rs.15.00 Lakhs annually in a single order. The bidder should have been in existence for not less than 3 (three) years in similar nature of work (Documentary evidence required to be submitted along with tender proposal).

5. **An amount Rs.2,000.00 (non-refundable cost of tender fee) in the form of Demand Draft in favour of Finance Officer, Tripura University on State Bank of India payable at Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD may be deposited to Tripura University through post or by hand in the office of the Finance Officer on or before of submission of Technical Bid.**
6. **EMD: An amount Rs.3,00,000.00 (refundable) in the form of Demand Draft in favour of Finance Officer, Tripura University on State Bank of India payable at Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD may be deposited to Tripura University through post or by hand in the office of the Finance Officer on or before of submission of Technical Bid.**
7. **Bidder must send a sample copy of Blank Answer sheet within 27-08-2021 upto 4.30 PM (as per specification given in the e-Tender) in Tripura University on or before submission of Technical Bid. If Tripura University will not be satisfied with the quality of sample copy the Technical Bid shall not be considered. and it should be signed by the bidder.**
8. **Bids are to be submitted through online mode at <https://mhrd.euniwizarde.com> only no hard copy is to be sent to the University.**
9. The bidder registered with Micro and small-scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guide line issue by department of Micro, small and medium Enterprises. (MSME). If EMD and Tender fees are claimed for exemption then the relevant MSME certificate supporting the exemption claim may be uploaded along with the online tender document with Annexure I.
10. The bids shall be uploaded in two cover system consisting of Technical and Financial bid. Annexure I (Technical Bid) and Annexure II (Financial Bid)
11. The bidder must have past experience of supplying of Examination Answer scripts/ Examinations related printed works to any University/IITs/NITs/IIMs or institution of higher education.
12. The bidder must have a press unit like single colour and four colour offset machine.
13. Location/ address of the printing unit required to be mentioned in the technical bid for inspection.
14. The bidder must have a post press unit and binding machines like Perfect Binding, Stitching Machine and Cutting Machine;
15. **Suppliers are to be guaranteed against any manufacturing defect and defected Answer Scripts must be replaced at suppliers' cost. Removal and replacement of the rejected goods will be the suppliers' responsibility and at the suppliers' cost. Minimum warranty of the materials: 1(one) years.**
16. **Forfeiture of EMD:** The Earnest Money is liable to be forfeited in the event of (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, or (c) Non confirmation of acceptance of orders within the stipulated time after placement of offer, (d) Any unilateral revision made by the bidder during the validity period of the offer.
17. The bidder must have GST Registration No., TIN Registration No, Trade License, etc.
18. **Rate:** The bidder should quote the rate in Indian Currency i.e. INR and such rates are FOR destination basis i.e. at the site of Tripura University, Suryamaninagar-799022 and to be quoted

in prescribed format mentioned in **Annexure -II**. The rate should be quoted including all costs such as labor charges, Designing, DTP, materials, Transportation etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid. GST will be paid extra.

- 19. Rate quoted in any other format other than format enclosed in Annexure-II will not be considered for evaluation and same will be summarily rejected.**
- 20. Validity period of Rate:** Rate offered will remain valid for a period of 2 (Two) years from the last date of dropping of Tender.
- 21. Time for Completion:** Printing and Delivery of the items to be completed within 45(Forty-Five) days from the date of issue of Supply Order.
- 22. Payment Terms:** 95% Payment will be made after satisfactory completion of delivery, 5 % of invoice value will be retained as performance guarantee, and the same will be released after 12 (Twelve) Months from the date of delivery.
- 23.** Required Quantity mentioned against each item are not fixed. The quantity may increase or decrease subject to actual requirement of the University.
- 24.** Bidders are required to quote their rate exclusive of taxes, Government Taxes will be paid as per prevailing Government rules at the time of payment.
- 25. PRE-BID Meeting:** A Pre-Bid meeting of all interested Bidders will be held on **31-08-2021 PM at 3.00 PM in the Council Hall of Administrative Building, Tripura University** for clarifications, if any. No further clarification will be entertained before and after pre-bid-meeting.
- 26. Sample copy of Blank white colour Answer Scripts may be seen at the officer of the Controller of Examinations /Purchase section of Finance Branch from 13-08-2021 to 20-08-2021 during office hours.**
- 27.** The contract shall be governed by the Laws and Procedures established by the Government of India and subject to exclusive jurisdiction of competent Court and Forum in Agartala only.
- 28.** Bidders will be short listed after evaluation of Technical Bid (**Annexure-I**). i.e. technically incompetent bidder shall not be considered for selection.
- 29.** Payment will be made strictly through RTGS/NEFT/Bank Transfer.
- 30.** Non-fulfilment of any of the information in Technical bid, (in **Annexure-I**) therefore, technically incompetent bidder's Price Bid shall not be considered for further course of evaluation.
- 31. Note:** Tripura University reserves the right to reject any/all the quotations without assigning any reason thereof for the interest of the University and lowest rate may not be the only criteria for selection of the bid.

**[Pranay Pal]**  
**Assistant Registrar (Finance)**

## SPECIAL INSTRUCTION FOR ONLINE BID SUBMISSION

### Special Instructions for Online Bid Submission.

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal.

### REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link “Online bidder Registration” on the e-bid Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
- 8. For any Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, Mr. Anil Kumar -09355030613, eprochelpdesk.29@gmail.com/ewizardanilkumar@gmail.com**

### SEARCHING FOR BIDDING DOCUMENTS

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Last date of submission, etc.
10. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by net-banking / Debit / Credit card and then download the required documents / bid schedules, Bid documents etc. as mentioned on website. Once processing fee is paid, it will be moved to the respective “requested” Tab. This would enable the e-bid

Portal to intimate the bidders through e-mail in case there is any addendum and corrigendum issued to the bidding document.

### **PREPARATION OF BIDS**

11. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
12. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders should use “My Documents” available to them to upload such documents.
15. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
18. Bidder has to select the payment option as “Online mode or Bank Guarantee” as to pay the EMD as applicable and enter details of the instrument.
19. In case of Bank Guarantee scanned copy of BG should be uploaded along with bid. . The original Bank Guarantee shall be submitted to office of the concerned official of **TRIPURA UNIVERSITY** as per schedule mentioned in the bid document. Non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will be rejected.

20. **\*Bidders** are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
21. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
23. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
24. Upon the successful and timely submission of bid click "Complete"(i.e. after Clicking "Submit" in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
25. The bid summary has to be printed and kept as an acknowledgement of bid submission.

## **ASSISTANCE TO BIDDERS**

**1. For any Query contact to our helpdesk Number 011-49606060, Mr. Anil Kumar – 09355030613, [eprochelpdesk.29@gmail.com](mailto:eprochelpdesk.29@gmail.com), Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)**

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

### **General:**

These Special Instructions (for e-Tendering) supplement 'General Instructions to Bidders' (GIB), as given in the Tender Documents. Submission of Bids only through online process is mandatory for this Tender. e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, **TRIPURA UNIVERSITY** has decided to use the <https://mhrd.euniwizarde.com> through Central Public Procurement Portal, Ministry of H.R.D., and Government of India. Benefits to Suppliers are outlined on the Homepage of the E-portal.

**Instructions:**

**a. Tender Bidding Methodology:**

Through electronic tendering.

**b. Broad outline of activities from Bidders prospective:**

- I. Procure a Digital Signing Certificate (DSC)
- II. Register on <https://mhrd.euniwizarde.com>
- III. Create Users and assign roles on <https://mhrd.euniwizarde.com>
- IV. View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in)
- V. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> and also [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in)
- VI. Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all document/paper for submission of bid online only.
- VII. Utmost care may be taken to name the files/documents to be uploaded on <https://mhrd.euniwizarde.com>
- VIII. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ(Excel Format) shall be filled online only.

**For participating in this tender online, the following instructions need to be read carefully..**

**c. Digital Certificates:**

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

**d. Registration:**

To use the MHRD Portal (<https://mhrd.euniwizarde.com>), Vendor needs to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) .

Note: Please contact Helpdesk (as given below), to get your registration accepted/activated.

**Help Desk No.:**

Number 011-49606060, Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com),

Mr. Anil Kumar -09355030613

**e. Bid related Information for this Tender**

The entire bid-submission would be online on <https://mhrd.euniwizarde.com>. Broad outline of submissions area follows:

**i. Submission of Bid Security/Earnest Money Deposit (EMD)**

**Note: 1.** The Bidder has to upload the Scanned/ self-attested copy of all above mentioned original documents during Online Bid-Submission.

**Note:2.** Special Note on Security of Bids: The bid EMD/Bid Security/Security

Deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.

**f. Other Instructions:-**

For further instructions, the vendor should visit the home-page of the portal



<https://mhrd.euniwizarde.com>) or [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in)).

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –

- a) Obtain individual Digital Signing Certificate (DSC) well in advance of your first tender Submission. Register your organization on <https://mhrd.euniwizarde.com> well in advance of your first tender submission deadline.
- b) Get your organization's concerned executives trained on <https://mhrd.euniwizarde.com> using online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- c) Submit your bids well in advance of tender submission deadline on <https://mhrd.euniwizarde.com>) (Assam University Silchar should not be responsible any problem arising out of internet connectivity issues).

**Note:** While the first three instructions mentioned above are especially relevant to first-time users of the <https://mhrd.euniwizarde.com>, the fourth instruction is relevant at all times.

g. PRICE SCHEDULE:

**1. PRICE fills online only.**

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