

TRIPURA UNIVERSITY

(A Central University)
Suryamaninagar
Tripura West – 799022

F.No.TU/LIB/VENEMP/65/19

Dated: 02/09/2022

NOTICE INVITING e-Tender

Tripura University invite e- Tender from the reputed Vendors/Distributors/Suppliers/Publishers/ Aggregators for empanelment with the University for the supply of Books, Journals, and other Information Sources (Print, Non-Print, and Electronic) to the Central Library, Tripura University. The Details can be seen at Tripura University website: 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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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

A.	Availability of tender document on website: https://mhrd.euniwizarde.com and www.tripurauniv.ac.in	02-09-2022
B.	Publication of Tender Document from date and time	02-09-2022 at 04.00 PM
C.	Last date of submission online Technical Bid end date	19-09-2022 at 10.00 AM
G.	Date & Time for opening online Technical bid	19-09-2022 at 03.00 PM
H.	Financial bid online submission end date	19-09-2022 at 10.00 AM
I.	Date and time for opening online financial bids	21-09-2022 at 12.00 Noon

Terms and Conditions

1. Eligibility

The bidder either must be authorized Vendors/Distributors/Suppliers/Aggregators who have experience in supplying above mentioned Library resources for higher education institutions. The vendors should have the following minimum criteria such as (i) The firm must have supplied books during last five years from the last date of submission of the bid to any National Level Institutions like Central/State University, IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, and Government Institutions. Letter of empanelment from at least five institutions and satisfactory certificates mentioned above has to be submitted in support of this; (ii) The vendor should be a member of the National/State federations, Membership with Good Offices Committee (GOC), Federation of Publishers' and

Booksellers' Association in India (FPBAI), or any other recognized National/State body;
(iii) The vendor should have a Permanent Account Number (PAN) /GST Number; (iv) The interested vendor has been filling ITR regularly for the last five years.

2. Scope of Work

Scope of work covered under this supply of Print Books, Print Journals, and other information resources to the Central Library, Tripura University.

3. An amount Rs.1,000.00 (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 alongwith the tender documents and original DD may be deposited to Tripura University through post or by hand in the office of the Central Library on or before of submission of Technical Bid.

4. EMD: An amount Rs.50,000.00 (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 Central Library on or before of submission of Technical Bid. The amount will be kept as a security deposit for empanelled vendors with the Bank for the period of empanelment. Once the empanelment period is over/discontinuation, the amount shall be returned without any interest. However, Micro, Small and Medium Enterprises (MSMEs) registered under Govt. of India are exempted from EMD. The EMD of non-empanelled vendors shall be returned without any interest at the earliest.

5. Bids are to be submitted through online mode at <https://mhrd.euniwizarde.com> only no hard copy is to be sent to the University.

6. The bids shall be uploaded in two cover system consisting of Technical and Financial bid. Annexures- I & V (Technical Bid) and Annexures- II,III & IV (Financial Bid)

7. The minimum discount should be 20% (Twenty) for print books. The 20% discount is an indicative minimum amount only. However, vendor (s) are encouraged to provide the highest discount for empanelment. The discount percentage shall remain unchanged during the entire period of empanelment/ contract. The discount rate for publications such as Regional, Government, Society, Institution, CD/DVDs, print journal, print magazine, etc will be as per the norms of Publishers, Society, Institution and Government policy. For short discount publications, the publishers norms shall be followed for which vendor (s) has to provide documentary evidence.

8. Selection of Bidder (s)

The authority reserves the right to select any bid under the grounds of discount offered, specification compliance, proven performance track records, brand reputation, service support, past supply experience to the Central Library, Tripura University, and other libraries, etc. The bidder will be shortlisted after the evaluation of the technical bid. Therefore, the technically incompetent bidder's price bid will not be considered for further course of the evaluation. Those vendor (s) who accept the offer **within 07 days** from the date of receipt of **'Offer Letter'** will be empaneled for supply of books and other information resources, failing which the offer will be cancelled. Additional terms and conditions will be incorporated in the purchase order, if needed, to safeguard the interest of the University. Bidder also has to consider the corrigendum(s) issued from time to time by our department/organization while submitting this acceptance letter. The university may empanel more than one vendor and shall be free to purchase the book(s)/journal (s) from any one or more of them. However, the act of empanelment shall not prohibit the University from its right to purchase books from only the empanelled vendors. The Central Library reserved the right to place the purchase order to any vendors or directly to the publishers for the greater interest of the University. The University decision in all the matters related to procurements of print and online resources shall be final and binding on all concerned.

9. Enquiry on Availability of Books/Information Resources

The Library may place an enquiry with all the empanelled vendors or with selected vendors for the required titles and number of copies of each thereof, by email. The vendor may be noted that (i) within (05) five working days of receipt of the email, the vendors having books in their ready stock have to respond by quoting titles, availability with the required number of copies, and unit price by email; supply terms and condition and discounts will remain the same. (ii) In case of an urgent requirement, the purchase order may be placed with the local vendors, however terms & conditions and discount policy will remain the same (iii) Quoted price should have at least 30 days validity; (iv) Conditional quoted price will not be acceptable.

10. Supply the Items

The vendor shall supply the items mentioned in the purchase order to the Central Library, Tripura University within the specified period. If the supply is not received within a stipulated time, the University reserves the right to cancel either the entire purchase order (s) or part of it. The vendor shall supply books to the Library on F.O.R destination inclusive of postage, packing, and forwarding charges. The University shall not make any advance payment to the vendor for supply order. The payment shall be released by the University against the invoice after receiving the book (s) in good condition and it shall be in accordance with the University's norms of payment.

11. Terms for Supply the Order

The vendor (s) should strictly follow the terms and conditions of the purchase order and acknowledgment the receipt of the purchase order preferably by email.

- (i) Any clarification/query regarding the purchase order is to be made to the Librarian, Central Library, Tripura University, within two (02) days of receipt of the order (s). If for any reason, the supply order cannot be executed within the stipulated period, prior intimation should be made to the Librarian, Tripura University for consideration to avoid the penalty.
- (ii) If there is any discrepancy in the printing of the vendor's or supplier's details on the purchase order, details of the book, the same need to be intimated to the Librarian, Central Library, Tripura University in writing or through email within two (2) working days, quoting the purchase order number and date for correction.
- (iii) All book (s)/journal (s) supplied should be as per bibliographic specifications. If the book (s)/journal (s) is not found satisfactory, the same will be sent back and the expenditure shall be borne by the vendor (s). Books/Journals must be in good condition. Damaged/mutilated/soiled book (s)/journal (s), if supplied, have to be replaced without charging any extra cost. Book (s) with the missing page (s), if any found at a later stage, shall have to be replaced by a good one even after it has been stamped for accession. If the supplied book(s) does not confirm the specification or the book is not in good condition, the supplier will be asked to take back the book(s) at his own expense and replace them within the specified time; else, the order shall be cancelled. The Central Library will not be responsible for such books if not taken back and replaced within the said period.
- (iv) The vendor should supply the maximum titles of the supplied order.
- (v) Every price proof and currency conversion proof should contain a seal and the authorized signature of the vendor. In case of any price manipulation detected at any stage, the vendor will be held responsible for the same, and the excess amount, if any, charged and paid will be refunded by the vendor to the University in a single installment.
- (vi) In the case of titles that are not supplied, a certificate of non-availability of the book in the market from the publisher should be furnished within the due date of supply.
- (vii) In case any title of the purchase order is out of print, the same should be supported by a certificate issued by the concerned publisher. Certificate issued from distributor/stockiest will not be entertained in this regard.
- (viii) In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the Librarian, Central Library, Tripura University explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date. If the given

reason for the delay is justified with adequate proof of communication from the publisher/publisher's distributor or stockiest, the Library may consider extending the supply time as may deem fit. However, this should not exceed the supply timing as decided by the Library from the original supply due date.

- (ix) In the case of foreign publication (s), the original price (s) in foreign currency should be mentioned in the invoice (s) along with the prices in INR charged as per RBI/FBIL currency conversation rate decided by the University. Banned book (s) should not be supplied, if any such book (s) is supplied, it would be forfeited.
- (x) The supply should be free of freight charges and the supply cost will be borne by the supplier, If there is any damage/loss of the book (s) in transit, the Central Library, Tripura University will not be responsible, or book (s) are not as per the Purchase Order will be summarily rejected and need to be taken back on their own expenses by the concerned vendor.
- (xi) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price, etc.
- (xii) The Central Library, Tripura University reserves the right to cancel the released purchase order partially or fully if the situation arises. The decision to accept the supply of canceled titles is at the sole discretion of the University, and the decision of the competent authority will be final in this regard.
- (xiii) 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
- (xiv) The Books should be delivered to The Librarian, Central Library, Tripura University, Suryamaninagar, Agartala, PIN-799022, Tripura, India.

12. Invoicing

The invoice duly stamped, should be in quadruplicate and made in favor of The Librarian, Central Library, Suryamaninagar, Agartala, Pin-799022, Tripura, India. It is mandatory to send a softcopy of bill via E-mail: librarian@tripurauniv.ac.in . The vendor has to certify that (i) The prices charged in this invoice (s) are the actual, true and correct; (ii) The prices charged are as per the publisher's catalogue; (iii) The books supplied are the latest edition and are not remaindered titles; (iv) Conversion rates have been charged as per Reserved Bank of India/FBIL currency conversion rates; (v) invoice should be produced affixed with a revenue stamp on the original bill and should be signed by the authorized signatory. It is mandatory to send a softcopy of bill.

13. Mandatory Enclosures while Supplying Order

- (i) Delivery challan of the books mentioning the title, author, ISBN, and original price of the book (s) along with other details.
- (ii) The vendor will produce the photocopy of the purchase invoice under which books were purchased for price verification. A copy of the publisher's/distributor invoice for the order period may also be accepted.
- (iii) Catalogue price proof will be accepted in the case of Indian books only.
- (iv) The price printed on the book may be exempt from producing price proof. However, the supplier should avoid self-stickering prices. In any case, for any falsification of price, Tripura University reserved the right to recover the amount from the supplier and appropriate action will be taken as per law.
- (v) Price proof and currency conversion rate should contain the seal and signature of the authorized person.
- (vi) Justification on low discount titles, if any, supported by publisher letter of less discount title(s).
- (vii) All supporting documents should bear the firm's stamp and be signed by the authorized signatory.
- (viii) A certificate from the supplier with the following statement: (a) The price has been correctly charged in accordance with the publisher's catalogue/ distributor's invoice/ printed price; (b) The latest edition of the titles has been supplied, no "Remaindered" title is supplied; (c) Supplied foreign book is not available in Indian print; (d) Prices are charged as per Reserved Bank of India/ FBIL currency conversion rates.

14. Delivery

The vendor has to execute all the supplies within the stipulated time i.e Eight (08) weeks in case of foreign publications (s) and 30 days in case of Indian publications (s) from the date of issue of the purchase order (s). Book (s)/journal (s) has to be delivered at the Central Library, Tripura University. Transportation, postal, and any other charges will have to be borne by the vendor (s). Transit insurance will be borne by the vendor (s) till the supply reaches the destination.

15. Payment

Payment will be made in Indian rupees only through NEFT/RTGS/Wire Transfer within a reasonable time from the date of receipt the consignment provided book (s)/journal (s) are supplied and received in good condition.

16. Security Deposit

The vendors shall have to deposit **Rs 50,000/-** (Rupees Fifty Thousand Only) as EMD in favour of the Finance Officer, Tripura University payable at SBI, Tripura University Campus Branch.

17. Contract Period

The contract periods for the supply of print book (s)/ journal (s) and other information resources, etc. shall be for two (02) years from the date of award of the contract. It may be extendable to a further period of one (01) year depending on the mutual agreement between the University and the vendor with such modification (s) if felt necessary.

18. Sub-letting of the Contract

The successful vendor (s) shall be responsible for the full execution of the order and shall not, in any case, assign or sublet ordered book (s) or part thereof to any other party which will otherwise attract a penalty of 10 % of the total value of the order (s) and even liable to be debarred and black listing of the vendor (s).

19. Penalty Clause

In case of unable to supply within the stipulated time or failure to deliver the goods within the delivery schedule as agreed upon, a satisfactory justification should be given to the Librarian. If the reason is not satisfactory/justified, a sum equivalent to 2.5% of the contract value for each week of delay or part thereof subject to a maximum of 10% of the contract value will be deducted from the bill (s). Once the maximum is reached, termination of the contract may be considered.

20. Reserved the Right

The Central Library, Tripura University reserves the right to reject any application without assigning any reason in the academic interest of the University. The Central Library, Tripura University reserves the right to amend or withdraw any of the terms and conditions in the empanelment document partially or in whole without giving any notice or assigning any reason. At any given point in time, if any of the documents furnished by the vendor (s) is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment. In case a firm fails to supply the ordered book (s) on quoted discount rates, that firm will be blacklisted and no further order (s) would be placed on it. All disputes are subject to the Jurisdiction of Agartala only.

21. Non-fulfilment of any of the information in Technical bid, (in ***Annexure-I, V***), therefore, technically incompetent bidder's Price Bid shall not be considered for further course of evaluation

22. All pages of the attached documents must be duly signed and stamped by the authorized signatory of the firm. All pages should be attached sequentially.

23. ***For any queries regarding print Books, print journals and other information resources please contact with Librarian (i/c) ,Central Library, Tripura University (Mobile No 9955883999)***

DECLARATION

I / We..... (Names of Vendor) hereby declare that the information provided in this application form is/are true to the best of my/our knowledge;

I / We hereby declare that all matters related to Tripura University shall/will be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the competent authority;

I/We , whose signatures are appearing below, is/are the authorized representative (s) of the firm;

I / We undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above;

I / We assure that, if empanelled, the firm shall/will serve the University for a minimum period of two years on mutually agreed terms and conditions;

I / We have read and understood the terms and conditions of supply of book (s) to Tripura University as mentioned in the document and agree to abide by them.

Signature & Seal of the Vendor/ Proprietor :

Place :

Date :

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 9341232041**

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 9341232041

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
- V. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> and also 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.: 9341232041

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).

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> (Tripura University) 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.