

Dt:11.03.2024

**Ref.No: RGUKT/NZD/E-Proc/Stores/Purchase of office stationery for stores/
2024/T109**

BIDDOCUMENT
E-Procurement
Open Competitive Bid (OCB)

For
Purchase of Office stationery for stores
at
RGUKT-Nuzvid CAMPUS



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

RGUKT-Nuzvid

Eluru District, Andhra Pradesh-521202

www.rguktn.ac.in A.P Phone No:0866-2468513

Proprietary & Confidential

No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of RGUKT except to the extent required for submitting bid and no more.

Time schedule of various tender related events

Bid calling date	11.03.2024
Bid document downloading start date	11.03.2024 at 01.00PM
Bid document downloading last date	18.03.2024 at 05.00PM
Last date & time for uploading of documents online	18.03.2024 at 05.30PM
Technical bid (PQ stage) opening date & time	19.03.2024 at 09.30AM
Price Bid opening date & time	19.03.2024 at 10.00 AM

Note:

1. Submission of Hard copies of technical bid and financial bids are not mandatory
2. After participating in the tender, acknowledgement mail should be sent to **procurement@rguktn.ac.in** as format specified in the Annexure IX

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com. Phone: 08645-246370/71/72/73/74.

For any clarification and further details on the above tender please contact: **8919744960**.

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only purchases@rguktn.ac.in or procurement@rguktn.ac.in on or before last date and time for uploading of documents online. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on RGUKT-Nuzvid, Andhra Pradesh website i.e. www.rguktn.ac.in/tenders as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The service providers are requested to submit the bids after issue of clarifications duly considering the changes made if any. Service providers are totally responsible for incorporating/complying the changes/ amendments issued if any.

Sd/-
Administrative Officer (i/c),
RGUKT-Nuzvid,

**Newspaper advertisement
E-Procurement Tender Notice**

Hindu Paper Advertisement

Sakshi Paper Advertisement

Section I
INVITATION FOR BIDS

Subject: Purchase of office stationery for stores at RGUKT-Nuzvid, AP.

Sir/Madam,

1. Bids are invited on the e-procurement platform from the reputed manufactures /registered firms/vendors/authorized distributors/wholesale dealers/retail dealers/retailers for **Purchase of office stationery for stores** at RGUKT-NUZVID, Nuzvid (M), Eluru District, AP. The details of bidding conditions and other terms can be downloaded from our website www.rguktn.ac.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
2. Bidders would be required to register on the e-Procurement marketplace "www.apecurement.gov.in" and submit their bids online. On registration with the e-Procurement marketplace they will be provided with a user id and password by the system through which they can submit their bids online.
3. The bidders need to scan and upload the required documents as per the Check list given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids online.
4. The hard copies of the technical bid, financial/price bid need not to be submitted. The RGUKT-Nuzvid will consider only the bids submitted through online over the copies of the paper-based bids.
5.
 - a) Further the bidder(s) shall furnish, as part of it bid, the EMD/Bid security for an amount of Rs.9000/- (Rupees Nine Thousand only) Online transfer only through E-procurement site. It is to be noted that, the Firm who are registered with MSME is exempted to submit the EMD (Copy of valid registration must be provided along with technical bid).
 - b) All the participating Service providers who submit the bids have to pay transaction fee and GST as levied by Govt. of India through online in favor of MD, APTS. The amount payable to APTS is non-refundable
 - d) RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of Sub-Standard Quality / Poor Service of Equipment supplies, as defined in the other parts of the Bidding document.
6. Any information pertaining to the tender process and the submission of supporting documents shall not be entertained after the due date.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidder from the tender exercise. For any clarification and further details on the above tender please contact Telephone No: **8919744960** during 10.00 AM to 5.00 PM or e-mail: ao@rguktn.ac.in or procurement@rguktn.ac.in.

Sd/-
Administrative Officer (i/c)
RGUKT-Nuzvid, Andhra Pradesh

SECTION II
STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Work Description	Purchase of office stationery for stores at RGUKT-Nuzvid, AP.
EMD/Bid Security (Refundable)	Rs.9000/- (Rupees Nine Thousand only) (Online transfer only to the e-procurement site) Exempted for the firms who are registered with MSME
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Delivery Schedule	The items must be delivered within 6 weeks from the date of Purchase Order.
Payment terms	Payment shall be made in Indian rupees. 100% Payment shall be released after the successful delivery, installation of the items and on getting satisfactory certificate from the concerned department.
Placing purchase order	<ul style="list-style-type: none"> ➤ RGUKT-Nuzvid will place order on identified successful bidder. ➤ All the payments shall be made directly by RGUKT-Nuzvid to the successful bidder as per the tender terms and conditions.
Transaction Fee	All the participating bidders who submit the bids have to pay an amount @ 0.04% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & GST applicable as levied by Govt. of India on transaction fee through online in favour of The Managing Director, APTS. The amount payable to APTS is nonrefundable.
Bid submission	Online through e-procurement platform i.e. www.apecurement.gov.in .
Other conditions	<ol style="list-style-type: none"> 1. The Documents that are uploaded on e-marketplace will only be considered for Bid Evaluation. 2. RGUKT-Nuzvid will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents. 3. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Service providers are found to be false/fabricated/bogus, the Service provider will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security/EMD will be forfeited. 4. The rates should be quoted through online only. 5. The financial bids of the bidders, who qualified the technical bid, shall only be opened.

TENDER SCHEDULE

1. PREAMBLE:

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. RGUKT-Nuzvid is one of its autonomous campuses started in 2008. The Institute provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology.

Rajiv Gandhi University of Knowledge Technologies - Nuzvid, AP invites online tenders for Purchase of office stationery for stores at RGUKT - Nuzvid, AP from the reputed manufactures /registered firms /venders/ authorized distributors/wholesale dealers/retail dealers/retailers through e-procurement platform (i.e. www.apecurement.gov.in).

2. SCOPE OF WORK:

Purchase of office stationery for stores at RGUKT-Nuzvid, Andhra Pradesh.

The details of the required items along with specifications are given in **Annexure-VIII**

3. INCOME TAX:

During the contract period, deduction of income tax and surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time on the gross amount of each bill.

4. RATES, TAXES AND DUTIES:

All the rates in the tender shall be inclusive of all statutory compliances like GST etc.

5. ELIGIBILITY CRITERIA

- a. Bidder must have registered firm in India. Self-Attested copy of Registration certificate, GST as applicable shall be enclosed.
- b. Bidder should have reputed background & experience in business of manufacture and/or supply of any stationery items in a single order for not less than **Rs.72,000/-** to any of the state Central/Private organizations in any one of the last three financial years. Relevant proof (PO/GST/ compliant invoice etc.) needs to be submitted.
- c. A Certificate by the auditor/CA/CS indicating the turnover of the firm should be enclosed. The bidder should have minimum average turnover of **Rs.1.5 lakhs** in last three financial years. Audited balance sheets shall be submitted.
- d. GST returns for any one month out of last two months shall be submitted.
- e. Bidder should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank or any major Enterprise /Organization in India doing business with them. (Please submit self-declaration as **Annexure II**).
- f. Technical compliance statement as per the **Annexure III** needs to be enclosed.
- g. Tender submission: Through E- Procurement
- h. Submission of hard copies for technical bid evaluation and financial bid evaluation are not mandatory.
- i. Tender schedule period: 07 days

Note: All the copies of certificates furnished should be signed by bidder along with their seal. The bidders must submit all relevant documentary evidence to support their claim for eligibility in placing bid. **The tenders received without the above documents will be rejected.**

6. BID PRICE:

- i. The price should be quoted in Indian Rupees with delivery at RGUKT-Nuzvid, Nuzvid (M), Eluru District, Andhra Pradesh, failing which the bid would be rejected. The price shall be written both in figures & words in the prescribed offer form.
- ii. The rates quoted by the bidder shall be fixed for the duration of the contract period and shall not be subject to adjustment on any account. But any benefit arising out of any subsequent reduction in the prices due to reduction in duty & taxes after the prices are fixed and before the delivery should be passed on to the Purchaser (i.e. RGUKT-Nuzvid, AP).
- iii. Any variation arises between unit price and the corresponding quoted total cost then the unit rate will prevail for calculating the total cost.
- iv. If there is a discrepancy between amount in words and figures, the amount in the words will prevail.
- v. Incomplete and/or conditional bids shall be liable to rejection. Prices should be quoted as per the format of price bid.

7. BID PREPARATION:

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instructions.

Part – 1: Technical Bid

All the original/self-attested photocopies of documents should be scanned and uploaded as specified in Technical Bid Check list (Annexure I). The financial bids of the bidders, who qualified the technical bid, shall only be opened.

Part – 2: Financial Bid

The bidder shall prepare the price bid as prescribed proforma (Annexure-VII) of the bid document

1. The rates shall be quoted in INR
2. The offered unit price shall be inclusive of standard packing, freight to destination, insurance, loading and unloading charges, installation etc.
3. GST both in percentage and INR shall be shown separately.

8. DELIVERY SCHEDULE:

- a. The delivery period is 6(SIX) Weeks from the date of Purchase Order.
- b. In the event of delayed delivery i.e. delivery after the expiry of the delivery period as specified above, the vendor shall be liable to pay a penalty at a percentage of the value of the undelivered items as detailed below:

Note: If any items or part of items not delivered as per the purchase order during the stipulated time, penalty will be calculated on all undelivered items.

- @ 0.5% for the One week
- @ 1% for Two weeks
- @ 1.5% for Three weeks
- @ 2% for four weeks

- @ 2.5% for Five weeks
- @ 3% for six weeks

if delay continues beyond 6 weeks, then the contract is liable to be canceled.

- c. The delivery is not deemed to be completed until and unless the ordered products are checked and accepted by the RGUKT-Nuzvid, AP as per the order and specifications. After the delivery is made, if it is discovered that the items supplied are not according to our requirement, such supply would be rejected at the supplier's cost.

9.PAYMENT TERMS:

100% Payment shall be released after the successful delivery, installation of the items and on getting satisfactory certificate from the concerned department.

Payment shall be paid through RTGS/NEFT/Cheque within 45 days on delivery of items & on receipt of the following details:

- (a) Original invoice duly signed by the authorized signatory.
- (b) Item acceptance certificate/Installation report duly signed and sealed from authorized representative of RGUKT, Nuzvid, AP.
- (c) PAN card, Bank Account details, Bank Address & RTGS details of the agency are to be forwarded along with the invoice.

10.EARNEST MONEY DEPOSIT / BID SECURITY:

- (a) The bid should be accompanied by Earnest Money Deposit (EMD) of Rs.9000/- through online payment only.
- (b) The EMD shall not carry any interest. Tenders received without EMD's will be summarily rejected.
- (c) The Firm who are registered with MSME is exempted to submit the EMD. Copy of valid registration MSME certificate must be scanned and uploaded.
- (d) **Forfeiture of the EMD:** the forfeiture of EMD will be made in the following events:
 - i. The bidder qualifies as L1 and backs out of the L1quotes/tender specification/ tender terms & conditions.
 - ii. The bidder signs the agreement and furnishes the Security Deposit but backs out of his tender bid.
 - iii. The bidder withdraws his tender after acceptance.
 - iv. The bidder withdraws his tender before expiry of the validity period of the tender.
 - v. The bidder violates any provisions of the terms and conditions of this tender specification.

REFUND OF EMD:

- vi. In case of unsuccessful bidder, the EMD will be returned to them after finalization of the L1 bidder.
- vii. The EMD will be returned to the L1 bidder, only after signing of the contract and submission of Security Deposit, completion of formality etc. in all respects to the satisfaction of the RGUKT-Nuzvid, AP.

11. PERFORMANCE SECURITY DEPOSIT:

- i. The successful bidder has to deposit 0% of the total contract value as performance security deposit in the form of Bank Guarantee from any nationalized bank.
- ii. The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
- iii. The Performance Security Deposit / Bank Guarantee shall not carry any interest.

12. GUARANTEE:

The bidder shall provide a Certificate of Guarantee guaranteeing the Purchaser Company of the satisfactory operation of the items given by the vendor.

13. ROYALTIES AND PATENTS:

Any royalties or patents or the charges for the use or infringement thereof that may be involved in the contract shall be included in the price. Bidder shall protect RGUKT-Nuzvid, AP against any claims thereof.

- 14.** RGUKT-Nuzvid, AP shall have the right to relax or waive or alter any of the provisions of the tender document.

- 15.** If the bidder wishes to depart from the technical specifications in any respect, he/she shall draw the attention to such points of departure explaining fully the reasons thereof and furnish separately adopting the form as per ANNEXURE-V (Technical Compliance Statement). Unless this is done, the requirements of the technical specification will be deemed to have been accepted in every respect. The RGUKT-Nuzvid, AP reserves the right to accept/reject any or all of the deviations shown by the bidder.

16. INSTRUCTIONS TO BIDDERS

- (a) Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder.
- (b) Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- (c) Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite

information will be at the bidders' own risk and may result in the rejection of the tender.

- (d) All assertions made in connection with the tender are to be supported/ substantiated by relevant documents. The Director, RGUKT-Nuzvid, AP reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- (e) The Director, RGUKT-Nuzvid, AP will notify the bidder whose tender has been accepted.
- (f) The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract within 20 days upon intimation of acceptance of Tender. The successful bidder has to submit performance security guarantee after getting Letter of Intent but before having contract agreement. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.
- (g) Unloading of items and delivery to the store place shall be responsibility of the bidder.

17.METHOD OF SUBMISSION:

Bids shall be submitted online on www.apecurement.gov.in Platform.

- i. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website www.apecurement.gov.in
- ii. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- iii. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- iv. The bidders shall sign on all the statements, documents, certificates uploaded by them, owning responsibility for their correctness/authenticity.
- v. The bidders should scan and upload the respective documents in technical documentation as per the check list.
- vi. **No physical submission of Technical bid and price bid will be entertained**
- vii. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. If any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- viii. RGUKT, Nuzvid AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- ix. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- x. The rates should be quoted online only.

18.EVALUATION PROCEDURE:

- i. The Technical Bids will be opened first as per the schedule given in the tender document
- ii. The tenders will be evaluated to ascertain the capability of the bidders to provide the material within the period mentioned above and to assess whether the bidder satisfies the eligibility criteria as per Annexure-I (Technical Check List).
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT, Nuzvid AP. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT, Nuzvid AP, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT, Nuzvid AP, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Nuzvid AP is final and binding.

19.FORCE MAJEURE:

During force Majeure i.e. Acts of God, War, Floods, Riot, Earthquake, General Strike, Lock outs, Epidemics, Civil Commotions, the bidder shall inform the Purchaser immediately and provide their best possible service in given circumstances, and resume services as soon as possible after force majeure ceases.

20.ARBITRATION:

In the event of any dispute or differences between the supplier and the purchaser whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to:

- (a) The Construction or interpretation of the terms and conditions
- (b) The respective rights and liabilities of the parties hereto there under
- (c) Any matter or thing out of or in relation to or in connection with these terms and conditions then either party shall give notice to the other of the same and such dispute or difference shall be and hereby referred to the arbitration of such person as the Director, RGUKT, Nuzvid may nominate, and the decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of Arbitration and Conciliation Act 1996 shall apply.

21.DISPUTES:

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably (by negotiations) and the RGUKT, Nuzvid decision shall be final on all such matters and shall be binding on the Bidder.

22.DISCLAIMER:

- (a) Neither RGUKT, Nuzvid nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT, Nuzvid to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability, and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.
- (b) RGUKT, Nuzvid reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- (c) RGUKT, Nuzvid reserves the right to change any or all of the provisions of this tender document.

23. REJECTION OF TENDERS:

- (a) The RGUKT, Nuzvid reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- (b) No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.
- (c) For breach of any of the conditions prescribed in the tender or as specified by the RGUKT, Nuzvid from time to time, the EMD is liable to be forfeited. Decision of the Director, RGUKT, Nuzvid in this regard is final and binding on bidder.

24. GENERAL TERMS AND CONDITIONS:

- (a) The rate quoted by the supplier/bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
- (b) The tender is issued subject to the jurisdiction of the local courts at Nuzvid only. All disputes arising out of the tender notice and resultant work order shall have the jurisdiction of the competent court at Nuzvid only
- (c) No conditional bid will be accepted, bidder need to Bid as per the above terms and conditions only and will be declared non – responsive.
- (d) All statutory payments and arrangement, like transportation, helper, loading or supply of goods to the premises, compensation in case of accident or loss, etc., to the workers or machinery employed by the supplier shall be borne by the supplier only.
- (e) Bidder is liable to bear all the losses made to the office premises by bidder or any of its representative. The probable amount could be adjusted in the security deposit or any other medium as decided by the competent authority.
- (f) In case any items are found in unsatisfactory condition the same will have to be replaced by the bidder immediately on directions of RGUKT, Nuzvid within the stipulated period.
- (g) L1 will be decided on the grand Total price of all the items. The vendor who stood lowest (L1) in Grand Total Price (including Tax, transportation, loading unloading charges etc.) will be awarded the contract. Also. The RGUKT- Nuzvid may ask for negotiations for some or all of the items with L1 bidder.
- (h) RGUKT- Nuzvid reserves its right in not considering the bid of a bidder, if such bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.

Annexure I
Technical Bid Check List

S.No.	Description	YES/NO	Remarks
1	Payment receipt for EMD/ Bid Security of Rs. 9000/- or MSME Certificate		
2	Bidder Letter Form (Annexure II)		
3	Bidder Information Sheet (Annexure III)		
4	Certificate of firm registration/incorporation/ Valid GST registration certificate		
5	Average turnover copy of Rs.1.5 Lakhs Certified by CA in last three financial years.		
6	GST returns for any one month out of last two months shall be submitted		
7	Copies of work order/ PO/ GST compliant Invoice as a proof of supply of any stationery items for not less than Rs.72,000/- to any of the state/central/private organization in any one of the last five financial years.		
8	Technical compliance statement (Annexure V)		
9	Non block List certificate (Annexure –VI)		

Annexure II
Bidder Letter Form

From:
(Registered name and address of the bidder)

To
The Director,
RGUKT-Nuzvid
Mylavaram road, Nuzvid
Nuzvid Mandal
Eluru District-221202
Andhra Pradesh.

Sir,

Having examined the bidding documents and amendments there on, for the Purchase of office stationery for stores at RGUKT-Nuzvid, Mylavaram road, Nuzvid, Nuzvid Mandal, Eluru District-521202, Andhra Pradesh in response to your tender call dated.....

1. I/We hereby offer to Purchase of office stationery for stores at RGUKT Nuzvid as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by RGUKT-Nuzvid.
3. I/We have understood the Instruction to bidders and terms and conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly Examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
4. Certified that ours is:
 - (a) A sole proprietorship firm and the person signing the bid document is the sole Proprietor/constituted attorney of the sole proprietor (OR)
 - (b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
 - (c) A company and the person signing the document is the constituted attorney/authorized signatory.

(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).

5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;

- (a) Provide services/execute the work according to the time schedule specified in the bid document,
 - (b) Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
 - (c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

Dated this day of _____

Address:

Telephone: _____

FAX _____

E-mail _____

Annexure III
Bidder Information Sheet

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	PAN No	
5	GST No	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Email-ID	
9	Nature of the firm (Proprietary/partnership/etc...)	
10	Whether Manufacturer/authorized dealer/retailer/Supplier etc.	
11	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	

Annexure-IV
List of Major Customers

S.No	Costumer full address with Phone number and mail id	Year of Supply	items supplied

Annexure-V
Technical Compliance Statement

Technical compliance statement as per technical specifications mentioned in this document (taking into consideration all the amendments issued to this document, if any) is to be submitted in the following format:

S.No	Item No. and Name	Specification Required	Specification of quoted item along with model, make and special features, if any	Any Deviations (Higher / Lower)

Annexure-VI
NON-BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT, Nuzvid and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT, Nuzvid may impose any action as per the rules.

Date:
Place:

Name:
Business Address:
Signature of Bidder:
Seal of the Bidder:

Annexure-VII
Financial Bid

S.No	Item Name	Unit price (without taxes) in Rs. (A)	GST in % (B)	GST In Rs. (C=A*B)	Unit price with Taxes In Rs. (D=A+C)	No. of quantities (E)	Total Price (F=Ex D)
1	Use and throwball point pens					1000 pens	
2	Pencils					100 Pcs	
3	Staplers small					25 Pcs	
4	Staplers big					15 Pcs	
5	Stapler pins small					300 Packs (Each pack containing 100 staples)	
6	Pencil Sharpener					200 Pcs.	
7	Non-Dust Eraser					200 Pcs.	
8	Rubber bands(Big)					10 Kgs	
9	Rubber bands(Small)					10 Kgs	
10	Stock Register(400 Pages)					5 No's	
11	Stock Register(300 Pages)					30 No's	
12	Scissors					20 No's	
13	Paper PunchMachine – Double holetype (Small size)					5 Nos.	
14	Paper PunchMachine – Double holetype (Big size)					10 Nos.	
15	Paper Punchmachine – Single hole type					10 Nos.	
16	Add Gel Achiever GelPen Refills					30 (Each color 15 Pcs.)	
17	Add Gel Achiever pens					40 (Each color 20 Pcs.)	
18	Calculator					5 No's	
19	White boarddusters (Plastic)					100 No's	
20	White boarddusters (Wood)					100 No's	
21	Scales					50 No's	
22	Stamp Pad Big					10 No's	
23	Stamp Pad Small					20 No's	

24	B4 Sheets					28 reams	
25	Graph Sheets (Normal)					10 Books (Each book having 100 Pages)	
26	CD-DVD Marker Pens					100 No's	
27	Sheet Protector(Plastic Clear Folder Leafs)					300 No's	
28	White Cotton Threads Rolls					7 No's	
29	Rough notebooks (Long size)					400 No's	
30	White Notebooks (Long size) Unruled					50No's	
31	White BoardMarker Ink Bottles					1000 No's	
32	White BoardMarker Pens					1000 Pcs	
33	L-TypeFolders					528 Pcs.	
34	Plastic PackingRope/Twine Rope					3 Kg's	
35	A4 Size Clothline courier cover					100 No's	
36	Paper Envelopecovers (A4 Size)					100 No's	
37	Paper Envelope Covers (Size: Approx.10-inch x 4.5 inch.)					100 No's	
38	Correction pen(Whitener)					20 No's	
39	Box Files					250 No's	
40	Paper weightRubber					10 No's	
41	Brown Sheets					100 No's	
42	Gum tubes					50 No's	
43	Gum bottles					10 No's	
44	Pen Stand					10 No's	
45	Remote Batteries					30 No's	
46	Clock Batteries					30 No's	
47	Duracell UltraAlkaline AA Batteries					20 No's	
48	BindingRegister					200 No's	
49	File Tags					500 Pcs	
50	Bond Papers(A4)					4 Reams	
51	WoodenPlanks					10 No's	
52	Scribbling Pad					100 No's	
53	Stock Book Labs (200 Pages)					50 No's	

54	Stam Pad Ink Bottles 350ml					10 No's	
55	Office Files					300 No's	
56	Drinking Water Bottles					50 No's	
57	Drawing Pins					20 No's	
58	A3 Papers					10 reams	
59	Permanent Markers					50 No's	
60	Calling Bells					20 No's	
61	Pvc Folders					30 Packets	
62	Room Fresheners					15Bottles	
63	Knife					10 Pcs	
64	Fevicols					30 Pcs	
65	Folder Files					10 Packets	
66	Conference Pads					100 No's	
67	Cover Folders					300 No's	
68	Packing Cloth Cotton					50 Mtrs	
69	Plastic folder Covers					10 Packets	
70	Room Locks					20 No's	
Total Cost (Rs.)							

Note

- 1). **The unit price for each of the item quoted should be inclusive of standard packing, freight, transit, insurance, loading and unloading charges, installation etc.**
- 2). The rates should be quoted online only. Physical submission this Annexure – VII will not be considered for price bid evaluation.

(Signature of Bidder along with stamp)

Annexure-VIII
Detailed requirement and Technical Specifications

S.No.	Items	Specifications	Preferred Make	Quantity
1	Use and throw ball point pens	Ink colors: Blue, Black and Red Tip size: 0.5 to 0.7 mm. Material: Plastic Body colour: Multicolour Body Type: Transparent At least 1 year shelf-life ink	Speed/Bitco	1000 pens
2	Pencils	Extra Dark	Apsara/Natraj/Camlin	100 Pcs
3	Staplers small	No.10 Model in Kangaro or equivalent of good and acceptable quality in other makes.	Kangaroo	25 Pcs
4	Staplers big	HP 45 model in Kangaro or equivalent of good and acceptable quality in other makes.	Kangaro	15 Pcs
5	Stapler pins small	Staples No. 10 Leg length = 3 mm	Kangaro	300 Packs (Each pack containing 100 staples)
6	Pencil Sharpener	Material: Plastic	Apsara/Natraj	200 Pcs.
7	Non-Dust Eraser	Material: Rubber	Apsara/Camlin/Natraj	200 Pcs.
8	Rubber bands (Big)	Size: 2 Inch Fluorescent Color Colour: Multi color		10 Kgs
9	Rubber bands (Small)	Size: 1 inch Fluorescent Color Colour: Multi color		10 Kgs
10	Stock Register (400 Pages)	Pages: 200 Pages Paper density: 70 GSM Ledger Paper Hard Bound Size: Approx. 32 x 20 cm	Oswal	5 No's
11	Stock Register (300 Pages)	Pages: 300 Pages Paper density: 70 GSM Ledger Paper Hard Bound Size: Approx. 32 x 20 cm	Oswal	30 No's
12	Scissors	Size: 8 Inch Material: Stainless steel Multipurpose type		20 No's
13	Paper Punch Machine – Double holetype (Small size)	Double hole Punching Capacity – at least 15 sheets Punching diameter – 6 ± 0.5 mm Punching distance – 80 ± 0.5 mm Distance from holes to nearest edge of the paper – 12 ± 1 mm. Removable Chip Tray should be provided. (Reference: Kangaro DP-52 model or equivalent)	Kangaro	5 Nos.
14	Paper Punch Machine – Double holetype (Big size)	Double hole Punching Capacity – at least 20 sheets Punching diameter – 6 ± 0.5 mm Punching distance – 80 ± 0.5 mm Distance from holes to nearest edge of the paper – 12 ± 1 mm. Removable Chip Tray should be provided. (Reference: Kangaro DP 500 model or equivalent)	Kangaro	10 Nos.

15	Paper Punch machine – Single hole type	Single Hole punch Should have Punching capacity of at least 18 Sheets Should have Punching diameter -4.5 ± 0.5 millimeters Should be provided with Handypunch with chip holder Should be made with steel or Alloy steel. (Reference: Kangaroo FP-20 model or equivalent)	Kangaro	10 Nos.
16	Add Gel Achiever Gel Pen Refills	Ink colors: Blue and Black Reference: (ADD Gel GR – 20 model.)	ADD GEL	30 (Each color 15 Pcs.)
17	Add Gel Achiever pens	Ink Colors: Blue and Black ACHIVER Non dry Gel ink	ADD GEL	40 (Each color 20 Pcs.)
18	Calculator	Casio Mj120D or equivalent	Casio	5 No's
19	White board dusters (Plastic)	Multifunctional use – should work well with all popular whiteboards and Chalk Board Surface. Should be made from plastic body and has a space to keep two whiteboard markers at one place. Non – Magnetic	YAJNAS	100 No's
20	White board dusters (Wood)	Multifunctional use – should work well with all popular whiteboards and Chalk Board Surface. Frame material: Wood. Non – Magnetic	YAJNAS	100 No's
21	Scales	Size: 30 cm Material: Plastic Broad Size Clear & Bold Marking Rounded edges	Camel/Camlin/ Classmate/ Natraj	50 No's
22	Stamp Pad Big	Ink color: Violet Size: Approx. 15.7 cm x 9.6 cm	Camlin/ Faber castell/ Ashoka	10 No's
23	Stamp Pad Small	Ink color: Violet and Green Size: Approx. 11 cm x 7 cm	Camlin/Faber castell/ Ashoka	20 No's
24	B4 Sheets	Paper Size: A4 Paper Density: 75 GSM Colour: White Unruled Plain Faster drying Should be Compatible with all types of photocopying systems and Suitable for both side printing Should be made with Color Lok technology	JK Copier/Classmate/hp papers	28 reams
25	Graph Sheets (Normal)	Normal		10 Books (Each book having 100 Pages)
26	CD-DVD Marker Pens	Ink color: Blue, Green, Black	Camlin	100 No's
27	Sheet Protector (Plastic Clear Folder Leafs)	Size: FS Material: plastic Transparent front and back cover Thickness: 150 microns Should provide at least 11 holes to adjust in any type of ring file.		300 No's
28	White Cotton Threads Rolls	For Tying Additional Papers		7 No's
29	Rough notebooks (Long size)	Size: Approx. 30 cm x 18 cm. Pages: at least 160 pages, Unruled plain Soft cover		400 No's

30	White Notebooks (Long size) Unruled	Size: Approx. 31 cm x 19 cm. Pages: at least 160 pages Unruled plain Paper density: at least 65 GSM Soft bound	Classmate	50No's
31	White Board Marker Ink Bottles	Colours: Blue, Black, and Red Quantity: 15 ml	Camlin	1000 No's
32	White Board Marker Pens	Colours: Blue, Black and Red. Refillable, Bright Ink, Easy to erase with duster, tissue and cloth	Camlin	1000 Pcs
33	L-Type Folders	Size: A4 Transparent and clear Waterproof and dust proof Arc opening and safety round corner Material: Plastic Thickness 200 Micron		528 Pcs.
34	Plastic Packing Rope/Twine Rope	As per sample Purpose: For packaging Plastic sutli/ twine / rope Eco quality		3 Kg's
35	A4 Size Cloth line courier cover	Size: 12 x 10 inch Cloth Line Cover, Green Cloth Line Cover Closure Type: Self – Seal Tear Resistance		100 No's
36	Paper Envelope covers (A4 Size)	Colour: Brown, Yellow, White Size: A4 Size Thickness: 100 GSM to 120GSM Material: Paper Inner Lamination - Envelope should be inner laminated with polythene that protect envelope from water splash and moisture.		100 No's
37	Paper Envelope Covers (Size: Approx. 10-inch x 4.5 inch.)	Colour: Brown, White Size: Approx. 10-inch x 4.5 inch. For Letter, Courier, and Documents purpose, Density: approx. 80 – 90 GSM		100 No's
38	Correction pen (Whitener)	Colour: white Ink quantity: 7 ml	Camlin	20 No's
39	Box Files	A4 size with thick Board Should open 180 degrees to allow filing very easily. Clip should be made from Stainless steel material.		250 No's
40	Paper weight Rubber	As per sample		10 No's
41	Brown Sheets	Packing Purpose		100 No's
42	Gum tubes	Quantity: 50 ml	Camel	50 No's
43	Gum bottles	Quantity: 1 Liter	Camel	10 No's
44	Pen Stand	Material: Plastic		10 No's
45	Remote Batteries	Size: AAA Voltage: 1.2 V to 1.5 V	Nippo/Ever eady/Duracell	30 No's
46	Clock Batteries	Size: AA Voltage: 1.2 V to 1.5 V	Nippo/Ever eady/Duracell	30 No's
47	Duracell Ultra Alkaline AA Batteries	Duracell Ultra Alkaline AA Batteries	Duracell	20 No's

48	BindingRegister	Pages: 160 or above Hard Binding Size: Approx. 31 x 19 cm Paper density: At least 70 GSM Ruled Numbering on each page is preferred.		200 No's
49	File Tags	Size: 34 inch Should be made up of cotton foreasy tying Should be in any 2 colors with2 clip attached at both the ends		500 Pcs
50	Bond Papers(A4)	Paper Size: A4 Paper Density: 100 GSM to 110GSM Colour: Off White Unruled Plain		4 Reams
51	WoodenPlanks	Material: Wood Size (L x B): 60 cm x 40 cm Thickness: 8 mm.		10 No's
52	Scribbling Pad	Length = 17 to 19 cm Width = 11 cm to 15 cm No. of sheets: 30 to 50 unrolled Paper colour: White Paper density: 60 GSM to 70GSM		100 No's
53	Stock Book Labs (200 Pages)	Pages: 200 Pages Paper density: 70 GSM Ledger Paper Hard Bound Size: Approx. 32 x 20 cm	Oswal	50 No's
54	Stam Pad Ink Bottles 350ml	350 ml		10 No's
55	Office Files	Printed on University name and LOGO		300 No's
56	Drinking Water Bottles	1 Liter		50 No's
57	Drawing Pins			20 No's
58	A3 Papers	Paper Size: A3 Paper Density: 75 GSM Colour: White Unruled Plain Faster drying Should be Compatible with alltypes of photocopying systemsand Suitable for both side printing Should be made with Color Loktechnology		10 reams
59	Permanent Markers	Colors: Blue, Black and Red.	Camlin	50 No's
60	Calling Bells			20 No's
61	Pvc Folders			30 Packets
62	Room Fresheners	750 ml capacity		15Bottles
63	Knife			10 Pcs
64	Fevicols	MR 100 Gram white Craft Bottles		30 Pcs
65	Folder Files			10 Packets
66	Conference Pads			100 No's
67	Cover Folders			300 No's
68	Packing Cloth Cotton			50 Mtrs
69	Plastic folder Covers			10 Packets
70	Room Locks	Steel Chrome Plated 50mm		20 No's

Annexure-IX
Acknowledgement E-Mail format

The following confirmation mail should be sent to procurement@rguktn.ac.in

E-mail Subject: Confirmation of bid submission for “Purchase of office stationery for stores” at RGUKT-Nuzvid, AP.

Body:

Dear Sir,

We would like to inform you that, we have participated in the tender for “Purchase of office stationery for stores” at RGUKT-Nuzvid, AP against your tender reference number: Ref.No: RGUKT/NZD/E-Proc/Stores/Purchase of A4 Bundles for stores/ 2024/T109. This is for your kind information.

With regards,
Company name