

**BID DOCUMENT**  
**E-Procurement**  
**Open Competitive Bid (OCB)**

**Rate Contract**

**For**

**Supply of Consumables for Housekeeping and Sanitation  
Activities on Annual Rate Contract Basis**

**at**

**IIIT NUZVID, RGUKT-Andhra Pradesh**

**Proprietary & Confidential**



**Nuzvid, Krishna District,  
Andhra Pradesh- 521 202**

**Phone: : 0866-2468516, 0866-2468514**


**Email: [ao@rguktn.ac.in](mailto:ao@rguktn.ac.in)**

**Proprietary & Confidential**

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News paper advertisement

**E-Procurement Tender Notice**

 <p><b>RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES</b> <b>IIIT -NUZVID</b> Nuzvid, Krishna District, Andhra Pradesh- 521 202</p>
<p><b>Ref.No: RGUKT/NUZ/PROC/HKS/Consumables/T03/2018-19 Date: 13.02.2019.</b></p> <p>Online tenders are hereby invited from reputed <b>Registered Suppliers/ Manufacturers/ Authorized Dealers</b> for Supply of Consumables for Housekeeping and Sanitation Activities on Annual Rate Contract basis under rate contract at the IIIT - Nuzvid Institute, Nuzvid, Krishna dist, Andhra Pradesh - 521202.</p>
<p>Interested bidders can download and submit the bids online from 13.02.2019 to 05.03.2019 up to 05:00PM through <a href="https://tender.a procurement.gov.in">https://tender.a procurement.gov.in</a> (AP Portal). For further details please visit our website: <a href="http://www.rguktn.ac.in">www.rguktn.ac.in</a> or <a href="https://tender.a procurement.gov.in">https://tender.a procurement.gov.in</a> (Andhra Pradesh Portal)</p> <p style="text-align: right;"><b>Sd/-</b> <b>Administrative Officer</b></p> <p><b>Bid calling date:06.02.2019</b></p>

## Time schedule of Tender related events

### (Supply of Consumables for Housekeeping and Sanitation Activities on Annual Rate Contract basis at IIIT, Nuzvid-RGUKT)

<b>Bid calling date</b>	<b>06.02.2019</b>
<b>Bid Document fee</b>	<b>Rs. 3,000/- (By way of DD from any Nationalized Bank)</b>
<b>Bid Documents Downloading Start date</b>	<b>13.02.2019 from 9.00 AM</b>
<b>Bid Document Downloading End Date</b>	<b>05.03.2019 till 05:00PM</b>
<b>Last date for uploading documents online</b>	<b>05 .03.2019 at 05:30 PM.</b>
<b>Last date for Submission of documents (hard copies)</b>	<b>06.03.2019 at 12:00 PM.</b>
<b>Technical Bid opening date/time</b>	<b>06.03.2019 at 3:00 PM.</b>
<b>Price Bid opening date/time</b>	<b>07.03.2019 at 3.00 PM</b>
<b>Contact person</b>	<b>Administrative Officer, IIIT- Nuzvid.</b>

**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](mailto:contact@vupadhi.com), Phone: +91 08645-246370/71/73.

**Sd/-**  
**Administrative Officer(i/c)**  
**IIIT -NUZVID**

## SECTION - I

### INVITATION FOR BIDS

Ref. No: RGUKT/NUZ/PROC/HKS/Consumables/T03/2018-19

Date: 13.02.2019

**Subject: Tender for Supply of Consumables for Housekeeping and Sanitation Activities on Annual Rate Contract basis at IIIT, Nuzvid-RGUKT (Krishna Dist) – Reg.**

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the Registered Suppliers/ Manufacturers/ Authorized Dealers for Supply of Consumables for Housekeeping and Sanitation Activities on Annual Rate Contract basis at IIIT, Nuzvid-RGUKT. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- 2) Bidders would be required to register on the e-Procurement market place <http://tender.apecurement.gov.in> and submit their bids online. On registration with the e-Procurement market place 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 on line. The attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer should be submitted offline to **Administrative Officer, IIIT -Nuzvid** by **12.00PM of 06.03.2019**. The IIIT –Nuzvid will consider only the bids submitted through on-line over the copies of the paper based bids. No physical submission of the price bid will be accepted.
- 4)
  - a) The participating bidder/s will have to pay non-refundable tender processing fee Rs.3000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of The Director, RGUIIT, Nuzvid.
  - b) Further the bidder/s shall furnish, as part of the bid, the Bid security for the amounts specified in the Section-II of Tender Document be paid in the form of an unconditional and irrevocable Bank Guarantee issued by any Nationalized bank in the standard format as shown in the Tender Schedule or a crossed Demand Draft drawn in favor of The Director, RGUIIT, Nuzvid along with bids
  - c) Further all the participating bidders have to electronically pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.

- d) IIIT, Nuzvid will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with IIIT, Nuzvid 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.

**NOTE:**

**After uploading the documents, the copies of the uploaded technical bid documents for evaluation and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted. No physical submission of price bid will be accepted.**

For any clarification and further details on the above tender please contact Telephone No: 0866-2468516, 0866-2468514, during office hours. Email: [ao@rguktn.ac.in](mailto:ao@rguktn.ac.in) , [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in)

**SECTION-II**  
**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

Item	Description
EMD	Rs.60,000/-(by way of Demand Draft from any scheduled Bank)
The Estimated yearly consumption	Rs. 24.00 Lakh (Rupees Twenty Four Lakh Only)
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	180 days from the date of opening of commercial bid
Variation in quantities	± 10 %
Period for furnishing performance Security	Within 10 days from date of receipt of award
Contract period	(1) One Year and can be continued / renewed for further (1) Year subject to satisfaction of the IIIT Nuzvid, RGUKT.
Delivery Schedule	Bidder must be prepared to deliver the consumables as per the schedule of the concerned campus.
Performance security value	5 % of contract value
Performance security validity period	15 months from date of commencement of services.
Period for signing the order Acceptance	Within 7 days from the date of receipt of notification of award
Payment terms	100% of the payment will be made after successful delivery of the consumables as per requirement of the IIIT- Nuzvid and after getting satisfactory certificate from the concerned authority.

## TENDER SCHEDULE SECTION- A

### A. PREAMBLE:

IIIT Nuzvid, RGUKT invites sealed bids for Supply of Consumables for Housekeeping and Sanitation Activities on Annual Rate Contract basis for **a period of one year** which may be extendable upto one more year. The estimated yearly consumption of Supply of Consumables for Housekeeping and Sanitation Activities on Annual Rate Contract basis approximately Rs. 24 Lakhs. You are requested to quote your best offer along with the complete details of specifications, terms & conditions

### B. Instructions for the Tenderer/ Contractor/ Bidders:-

- i. Bids shall be submitted online only at the electronic procurement platform of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- ii. Bid documents may be scanned with black and white option which helps in reducing size of the scanned document.
- iii. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 60,000/- (Rupees Sixty Thousand Only) by way of demand drafts only**. The demand drafts shall be drawn in favor of "The Director, RGUIIT Nuzvid" payable at Nuzvid. The demand drafts for earnest money deposit must deliver to the IIIT Nuzvid, RGUKT on or before bid closing date/time (submitted only in Dispatch/Received section). The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD will be rejected.
- iv. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- v. The EMD, in case of unsuccessful Bidders shall be retained by IIIT Nuzvid, RGUKT till finalization of the tender. No interest will be payable by IIIT Nuzvid, RGUKT on the EMD.
- vi. **After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of Bid Security and Bid document fee have to be submitted.** The Hard Copy of original, documents instruments in respect of cost of earnest money deposit must be delivered to the IIIT Nuzvid, RGUKT on or before last date/time of Bid Submission as mentioned above



(submitted only in Dispatch/in person/Received section). The bid without EMD will be summarily rejected.

- vii. The firm should have an Office located at Andhra Pradesh. Documentary proof must be submitted by bidder without complying this condition participation will be summarily rejected. Availability of a responsible person on call on all working days between 10.00 Hrs to 17.00 Hrs.
- viii. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
- ix. **Submission of Tender:** The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

### **C. General Term & Conditions**

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the elected firm(s). The contract may be extendable for another period of 1 year on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful housekeeping consumables/general items and other items supplier firm/ Agency/Company and the IIIT Nuzvid, RGUKT.
2. The selected tendering Firm/Agency/Company services would be required to supply the housekeeping Consumables /General items on regular basis to IIIT Nuzvid, RGUKT-A.P, Nuzvid Krishna District, Andhra Pradesh – 521202 on all working days between 9.00 AM to 5.30 PM. No separate charges whatsoever, for delivery of goods would be paid by this office.
3. The Selected tendering Firm/Agency/Company shall also provide the name and mobile number of a person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangements for supply of the desired items, even at short notice.
4. Order for items shall be placed on requirement basis and its delivery must be ensured within three days of receipt of the supply order. Bills in triplicate for the items supplied by the selected firm(s) should be raised for payment. Payment shall be released only after it is ensured that the items/quantity of items supplied is to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quantity etc. the same shall be replaced by the selected firm (s) immediately for which no extra payment shall be made.

5. The IIIT Nuzvid, RGUKT reserves the right to accept or reject any or all the tenders without assigning any reason thereof whatsoever.
6. The IIIT Nuzvid, RGUKT reserves the right to increase/decrease the quantity at the time of placing the order
7. **Liquidated damages:** Any delay in supply of the items. Replacement of defective items within stipulated delivery period it is treated as delayed supply and 0.5% of LD will be levied for every week delay up-to maximum of 5%.
8. IIIT Nuzvid, RGUKT shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/ place of supply for which, no additional payment shall be made.
9. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorised signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be sole responsibility of the tendering Firm. Agency/Company. The bill shall be raised indicating permissible taxes separately.
10. The tendering Firm/ Agency/ Company shall be bound by the details furnished by him/her to IIIT Nuzvid, RGUKT while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company ,if at any stage , the documents furnished by him/her is found to be false or the quality of the articles or rest area found of poor quality /different specifications ,it would be deemed to be breach of terms of contract, the contract shall be cancelled and performance security shall stand forfeited.
11. The rate quoted by the selected tendering Firm/ Agency/Company. And as approved by the IIIT Nuzvid, RGUKT shall remain valid throughout the period of contract and request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
12. The selected firms(s) shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency /lies without prior written consent of the IIIT Nuzvid, RGUKT-A.P, If it is found that the firm has given sub-contract for supply of housekeeping Consumables /General Items on the basis of procurement /supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
13. The conditional /incomplete bids shall not be considered and shall be declared un-responsive.
14. All entries in the tender form should be legible and filled clearly in prescribed Financial Bid Form only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.

15. The tender documents should be sealed and clearly super scribed with the words .Tender for rate contract to supply housekeeping Consumables /General Items.'
16. IIIT Nuzvid, RGUKT shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for housekeeping Consumables/General Items.
17. The Competent Authority of IIIT Nuzvid, RGUKT reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents if doing so is in the interest of IIIT Nuzvid Institute.
18. The IIIT Nuzvid reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise to any other firm (s) in emergency/unavoidable situation.
19. This office shall have the full authority to reject any / all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
20. The contract will be valid from the date; it is awarded/formalities completed. This office will however, reserve the right to conduct performance review at any time during the contract period and deficiencies, If any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.
21. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the housekeeping Consumables/General Items are being supplied by it to other govt. Ministries/Departments. if subsequently it is found that the firm has supplied General/Housekeeping items at higher rates to the IIIT Nuzvid, the excess amount shall be recovered from the Performance Security and from the pending bills of the firm along with a penalty of Rs. 1000/- on firm on such occasion and shall be doubled on subsequent occasions.
22. The tendering Firm/Agency/Company should have its own Bank name and account number should be intimated to Section Office (Admin), IIIT Nuzvid, RGUKT to which all payments for supply of housekeeping Consumables/General Items will be made through ECS transfer in case of the successful bidder.
23. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
  - a. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend

the validity, if required, without changing any terms, conditions etc. of their original tender.

#### 24. **Technical Evaluation:**

- a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- b) IIIT Nuzvid, RGUKT shall have right to accept or reject any or all tenders without assigning any reasons thereof.
- c) **The samples shall be examined by the Institute and only those selected make to be considered for Financial Bid Opening.**

#### 25. **Financial Evaluation:**

- a) The financial bid shall be opened of only those bidders who have been found to be technically eligible.
  - b) If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail.
  - d) The financial evaluation would be done individual item basis and IIIT Nuzvid will award the contract accordingly.
  - e) After due evaluation of the bid(s) IIIT Nuzvid, RGUKT will award the contract to the lowest evaluated responsive tenderer for each item. Conditional bid will be treated as unresponsive and will be rejected.
  - f) Bidder must quote the financial bid as specified in Annexure.
26. **Contract Period:-** The rate contract for Supply of Consumables for Housekeeping and Sanitation Activities on Annual Rate Contract basis initially for a period of (1) one year and can be continued / renewed for further (1) year subject to satisfaction of the IIIT Nuzvid, RGUKT and on mutual consent of both the parties subject to the condition/ rules framed by the Government of Andhra Pradesh/ India from time to time.
27. **Delivery:-** The firm must supply the required material within 15 days from the issue of supply order, in case of emergent requirement firm are ready to supply the required item within 3 days from issue of supply order and in few cases the items are to be delivered at a very short notice i.e. within 24 hours. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

28. **Liquidated Damages:** - If the contractor fails to deliver any or all goods within the time frame(s) incorporated in the contract, the Purchaser/ Consignee shall, without prejudice to other rights and remedies available to the Purchaser/ Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and or services until actual delivery of performance subject to a maximum of 5% of the contract price.
29. **Signing the Contract:** - The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. One Hundred only) along with performance security within fifteen days of the issue of the Letter of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
30. **Sample:** The Bidders should submit the sample for technical evaluation on free of cost, no claim in this regards will be entertained, if required, failing with their bids/offer shall be rejected. The firms are intimated that they should get ready for submit the sample and only one-week time will be provided for arrangement of sample and no request for extending time for submitting the sample will be entrained. Financial bids of only those products will be opened, samples of which are found fit for use by the technical bid evaluation committee. However, the committee may call for the samples at any point of time. Failure to submit the sample, their bids/offer will be summarily rejected.
31. **Performance Security:** - The Successful bidder shall require to submit the performance security after receipt of award of contract in the form of irrevocable Bank Guarantee (BG) / or Demand Draft from any Nationalized Bank duly pledged in the name of "The Director, RGUIIT" payable at Nuzvid within 15 days from the award of contract for 5% of the contract value.

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.

In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited.

Performance Security will be discharged after 90 days from the completion of contractor's performance obligations under the contract.

32. **Quality of goods:** The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged stores within 07 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.

33. **Payment Term:** The Bill in triplicate may be send to this office for settlement after satisfactorily delivery against each order. The bill should have full particulars of the items. Payment shall be made to successful bidder only in Indian rupees.

No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the IIIT Nuzvid, RGUKT.

The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.

**34. Inspection: -**

- i. IIIT Nuzvid shall have the right to inspect and/or to test the goods to confirm their conformity to the NIT Specifications at no extra cost to the Purchaser.
- ii. IIIT Nuzvid, RGUKT right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by IIIT Nuzvid, RGUKT prior to the goods shipment.
- iii. The Director, IIIT Nuzvid, RGUKT shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- iv. No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

35. **Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.

36. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of IIIT Nuzvid, RGUKT, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

37. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by IIIT Nuzvid, RGUKT in that event the security deposit shall also stands forfeited.
38. **Insolvency etc:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified IIIT Nuzvid, RGUKT shall have the power to terminate the contract without any prior notice.
39. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.
- Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.
40. **Fall clause:** If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or act of the Central or State Govt. or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform IIIT Nuzvid, RGUKT immediately about such reduction in the contracted prices. The IIIT Nuzvid is empowered to unilaterally effect such reduction as is necessary in rates in case the tenderer fails to notify or fails to agree for such reduction of rates. In case of any enhancement in Taxes due to statutory Act of the Govt. after the date of submission of the tenders and during the tender period, the additional Taxes so levied will be allowed to be charged extra as separate item without any change in price structure of the drugs approved under the tender. For claiming the additional cost on account of the increase in Taxes, the tenderer should produce letter from the concerned excise authorities indicating his commitment for the supply made to the IIIT Nuzvid, RGUKT on account of the increase in Taxes.
41. **Legal Jurisdiction:** - The agreement shall be deemed to have been concluded in Nuzvid/Vijayawada, Andhra Pradesh and all obligations hereunder shall be deemed to be located at Nuzvid/Vijayawada, Andhra Pradesh and Court within Nuzvid/Vijayawada, Andhra Pradesh will have Jurisdiction to the exclusion of other courts.

42. Right to call upon information regarding status of work: The IIIT Nuzvid, RGUKT will have the right to call upon information regarding status of work / job at any point of time.
43. Bidder shall upload a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
44. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
45. The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.
46. No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.
47. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature must be enclosed with the bid.
48. After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer on individual item basis.
49. Conditional bid will be treated as unresponsive and it may be rejected.
50. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
51. The bidder, once applied, will not be allowed to withdraw at any stage. If the bidder wants to withdraw, the entire amount of EMD will be forfeited.
52. The Tenderers should furnish a copy of PAN Card and GSTIN Registration Number. Tenders not complying with this condition will be rejected.
53. Please states whether business dealings with your firm presently stand banned, Blacklisted by any Government organization and, if so, furnish relevant details.
54. The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
55. IIIT Nuzvid, RGUKT shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
56. The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person



should be capable of making arrangement for supply of the desired items even on short notice to IIIT Nuzvid, RGUKT.

57. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

58. The tendering Firm/Agency /Company are advised in their own interest to quote their rates for all the items is as per the specifications indicated in the Financial Bid falling which highest quote of that particular item, among the bidders, will be considered.

**59. Applicable Law:**

The contract shall be governed by the laws and procedures established by Govt. of Andhra Pradesh/India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Nuzvid/Vijayawada, Andhra Pradesh, India only.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Nuzvid/Vijayawada. The decision of the Arbitrator shall be final and binding on both the parties.

**Force Majeure:** Any delay due to Force Majeure will not be attributable to the supplier.

**D. Eligibility Evaluation Criteria:-**

The tendering Firm /Agency/Company must fulfill the following specifications (all documentary Proofs, self-attested, are required to be submitted along with the technical bid):

1. EMD and Document Fee,
2. Bidder Information
3. The registered office or Branch office of the tendering Firm/Agency /Company should be located in Andhra Pradesh. The tendering Firm/Agency/Company should submit a proof of its office address.
4. The tendering Firm/ Agency/ Company should have its own Bank Account, GST, and PAN Number. Self-attested copy of the same should be enclosed.
5. The housekeeping Consumables /General items tendering Firm/ Agency/Company should be a reputed & financially sound housekeeping Consumables/ General Item's supplier having two years' experience and expertise in supplying miscellaneous stationery items to State/Central Government Ministries /Departments /Public Sector

Undertakings. Proof of experience in the form of copy of certificates obtained from Govt. Dep't. Etc. should be enclosed.

6. Bidder must have an average annual turnover of Rs. 15 lakh during the last 2 financial years (Documentary proof like financial statement /Balance sheet from Chartered Accountant/ equivalent statutory authority to be submitted).
7. Copy of Income Tax Return Acknowledgement for last Two years
8. Copy of IT PAN Number.
9. Copy of GSTIN Registration Certificate.
10. Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
11. Certificate for Price Justification
12. Self-attested duly stamped Tender document and their annexures'.
13. Self-attested duly stamped copy of Certificate indicating of non-black listing;
14. All other document/Annexures mentioned in tender document

The tender should be submitted under two bid system. The Interested firms/agencies are advised to submit two separate envelopes super scribing "Technical Bid for supply of housekeeping consumables/general items and "Financial Bid for supply of housekeeping consumables/general items Both sealed envelopes should kept in a third bigger sealed envelope super-scribed with the words "Tender rate contract to supply housekeeping Consumable/General Items".

Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.

In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice

**Annexure – I**

**BIDDER INFORMATION**

**(To be filled in by the tendering party in official letter head)**

**(Tenderer may use separate sheet wherever required)**

Name of the organization:

Year of establishment:

Registered Office Address

Nature of the firm (Proprietorship/ Partnership/ Private Limited  
or Cooperative body etc)

Details of the Earnest Money Deposit (EMD) (Yes/No) DD  
No.:

Drawn on Bank:

Amount:

(Rupees.....)

License number as per Act.

Registration No of Firm

GST Registration No.

PAN No.

Name & Designation of Authorized person:

Phone No.

Fax No.

Email-ID

Total No. of branch offices in AP

## Annexure-2

### Bidder Letter Form

From:

(Registered name and address of the bidder)

To

The Director,  
IIIT Nuzvid, RGUKT-AP,  
Krishna (Dist.), A.P – 521202

Sir,

With reference to the above Tender Enquiry I/We are submitting herewith our tender documents. The tender document is duly paginated and signed by me.

1. I/We, the undersigned, hereby submit my/our tender for the Registration of firm/company for the supply of Housekeeping Consumables Items for 365 days on rate contract basis extendable further one year on same terms & conditions as mutually agreed between IIIT Nuzvid, RGUKT & Vendor
2. I/We are enclosing, herewith, Demand draft, D.D.No.----- dated -----for Rs.60000/- drawn in favour of the "DIRECTOR, RGUKT, Nuzvid" towards EMD/BID Security and shall remain in the custody of the IIIT Nuzvid till decision to the acceptance of the tender. Once the tender is decided, the performance security @ 5% of the contract value will be furnished by the undersigned (approved firm).
3. I/We undertake to sign the contract/ agreement, if required, within 15 (Fifteen days) from the issue of the letter of acceptance, failing which our/my EMD/Security deposit will be forfeited and our/my name will be removed from the list of Company at IIIT Nuzvid, RGUKT.
4. I/We certify that I/We have gone through & agree to the terms & conditions (Including penalty) of Tender Ref No. mentioned above and undertake to comply with them for the contract period (valid for 365 days from the date of signing of the agreement deed plus

extendable further one year on same terms & conditions as mutually agreed between vendor and Director, IIIT Nuzvid, RGUKT)

5. I/We, the undersigned, hereby bind me to supply the Housekeeping consumable items to Director, IIIT Nuzvid, RGUKT during the validity period of this tender / rate-contract.
6. IIIT Nuzvid is not bound to take all or any of the articles enumerated in the list in full or in part of the estimated quantity, as the same is "indicative" in nature.
7. I/We agree that in case of failure to supply the material for which a Purchase order placed upon me/us within the stipulated date of delivery, the institution can go to market for local purchase of the same at my/our risk and cost limited to performance security.
8. I/We will submit the samples as and when required during the finalization of contract and in case I/We fail to do so, the earnest money deposited by me/us can be forfeited by the IIIT Nuzvid, RGUKT.
9. I/We have quoted the price strictly according to the required Technical specifications/Brands. The conditions contained herein shall form part of and shall be taken as if they are included in the agreement into or treated as to be entered in the agreement itself.
10. We shall execute an agreement on Non-judicial Stamp paper of Rs. 100/- (Rupees hundred only) in case my/our tender is accepted and if I/We asked to act so, an agreement will be executed by me/us within 15 days of the intimation of acceptance of the tender. However, this is to be treated as agreement otherwise.
11. The Director reserves the right to change any article on its being found to be of inferior quality. It shall be replaced by me/us free of cost within the given time to avoid any inconvenience to the hospital.

Yours faithfully,

(Signature)

Dated this day of \_\_\_\_\_

Address:

**Annexure-3**  
**CERTIFICATE OF PRICE JUSTIFICATION**  
**[To be given on letter head]**

**NIT No.: IIITNUZ/RGUKT/HKS/Consumables/T06/2018**

**Date: 27.11.2018.**

**I/We, M/s. \_\_\_\_\_ certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.**

**SIGNATURE AND STAMP OF THE BIDDER**

**Annexure-4**  
**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 IIIT Nuzvid, RGUKT and also abide all the terms and conditions stipulated in Rate Contract.

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 IIIT Nuzvid, RGUKT may imposed any action as per NIT rules.

Date :

Place :

Name :

Business Address:

Signature of Bidder:

Seal of the Bidder:

**Annexure-5**  
**Format of Turnover Certificate**

The Turnover of Mr./Ms./M/s \_\_\_\_\_ for last two financial years as per his/her/their books of Accounts was as under:

S. No.	Financial Year	Turnover ( Lakh Rs.)
01	2016-17	
02	2017-18	

Signature of Chartered Accountant

Name:

Membership No.:

Seal



**Performance Security form**

(To be issued by a bank scheduled in India and having at least one branch in Nuzvid/Vijayawada)

To :.....(Address of IIIT- Nuzvid)

WHEREAS.....(Name of Vendor) hereinafter called "the Vendor" has undertaken, in pursuance of contract No..... dated, .....(Date), to supply.....called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Vendor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Vendor a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs.....and we undertake to pay you upon your first written demand declaring the Vendor to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Rs.....( Amount of Guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified threin.

This guarantee is valid until the .....day of.....(Date)

**Place:**

**Date:**

**Signature of guarantors  
and seal**

## FINANCIAL BID

(Print on Letter Head and needs to be filled & uploaded with e-tender)

S.No	Description of the Item	Monthly Qty	Make(to be mention 3 brands)	Unit Price in Rs.	Total Amount in Rs.	GST in %	Total Cost in Rs.
1	Multipurpose cleaning liquid	400 lts					
2	Bathroom Floor cleaning liquid	150lts					
3	Toilet bowl cleaning liquid	100lts					
4	Perfumed /Herbal Phenol	200lts					
5	Air/Room Freshner	50lts					
6	Glass cleaning Liquid	30lts					

7	Cleaning Acid	150lts					
8	Bleaching Powder	150Kg's					
9	Urinal cubes	40Kg's					
10	Napthalene balls -per kg	40Kg's					
11	Wet mop Refill	100no's					
12	Wet mop with rod	50no's					
13	easy Mop -Speed mop	10no's					

14	Coconut brooms	50no's					
15	Soft Brooms	120no's					
16	Dusting cloth-Narmal	150no's					
17	Wiping cloth(red/green/blue)smooth cloth	200no's					
18	Scratch Brite (set of 3 -4)	150no's					
19	W/c toilet brush	100no's					
20	Long handle nylon scrubbing brush with rod	20no's					
21	Sponge -12 pc set	35no's					

22	Floor wiper with rod	80no's					
23	Rubber Gloves	60no's					
24	Mouth Masks	300no's					
25	spray cans-01 ltr	30no's					
26	dust pan	40no's					
27	Toliet plunger	50no's					
28	Cobweb stick with brush(extendable rod)	10no's					
29	Garbage covers/Dust bin covers 100 l bins	70no's					

30	Plastic buckets -20 ltrs	50no's					
31	Detergent soaps-branded	100no's					
32	Surf-per kg	2 no's					

## CHECK LIST

(The Technically Bid shall be summarily rejected, if these documents are not uploaded.

Documents must be uploaded in following serial order only.)

Sl. No.	Particulars	Yes / No
01.	Receipt of Tender Fee payment for `3000/- (Rupees One Thousand Only) to be uploaded. (Non-Refundable).	
02	Receipt for EMD payment of ` 60,000/- (Rupees Sixty Thousand Only) to be uploaded.	
03.	Bidder Information ( <b>Annexure-1</b> )	
04	Firm / Company Registration certificate (Copy to be uploaded)	
05.	Certificate by the bidder to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies. ( <b>Annexure-4</b> )	
06.	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender Document. Bidder Letter Form ( <b>Annexure-2</b> )	
07.	Copy of appropriate PAN Card	
08.	Copy of GSTIN Registration Certificate.	
09.	The housekeeping Consumables /General items tendering Firm/ Agency/Company should be a reputed & financially sound housekeeping Consumables/ General Item's supplier having two years' experience and expertise in supplying items to State/Central Government Ministries /Departments /Public Sector Undertakings/ educational institution / autonomous bodies. Copy of award of contract / purchase order of 02 years must be uploaded as proof.	
10.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last two financial years.	
11	Bidder must have an average annual turnover of Rs. 15 lakhs during the last 2 financial years (Documentary proof like financial statement /Balance sheet from Chartered Accountant/ equivalent statutory authority to be submitted).	
12	Self-attested duly stamped Tender document and their Annexures'.	
13	CERTIFICATE OF PRICE JUSTIFICATION ( <b>Annexure-3</b> )	
14	All other document/Annexures mentioned in tender document	