

BID DOCUMENT

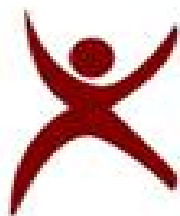
E-Procurement

Open Competitive Bid (OCB)
for

**Tender for Supply of Engineering and Technology Books
(Library Books) at RGUKT Nuzvid.**

Rajiv Gandhi University of Knowledge Technologies

Proprietary & Confidential



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
RGUKT- Nuzvid, Nuzvid (M.D.), Krishna District
Andhra Pradesh- 521202

Section A

Tender Call notice

Time schedule of various tender related events

Bid calling date	06.11.2019
Bid Document fee (Non refundable)	Rs. 6,000/- (By way of DD from any Scheduled Bank in favor of Director, RGURGUKT, Nuzvid, payable at Nuzvid) (Non refundable)
Bid Documents Downloading Start date	14.11.2019
Bid Document Downloading End Date	05.12.2019 till 05.00 PM
Last date for uploading of online documents	05.12.2019 at 05:30 PM.
Last date for submission of the Hardcopies	06.12.2019 at 4:00 PM, The Administrative Officer, RGUKT- Nuzvid, RGUKT, Nuzvid, Krishna Dist – 521202
Pre-qualification & Technical Bid opening date/time	07.12.2019 at 10:30 AM
Price Bid opening date/time	07.12.2019 at 12:00 PM
Contact person	Administrative Officer (i/c), RGUKT – Nuzvid

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.

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on ao@rguktn.ac.in, procurement@rguktn.ac.in on or before 21.11.2019. 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's website i.e. www.rguktn.ac.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

SECTION - I

INVITATION FOR BIDS

Subject: Sealed tenders are invited for supply of Engineering and Technological Books Library books from reputed book suppliers/ distributors for supply of books for the Library of the RGUKT Nuzvid Institute as per the list given in the schedule of requirement

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the reputed book suppliers/ distributors for supply of books for the library of the institute. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e procurement market place of Government of Andhra Pradesh i.e. <http://tender.apecurement.gov.in>**
- 2)**
 - a) The participating bidder/s will have to pay non-refundable tender processing fee Rs.6000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of The Director, RGURGUKT Nuzvid.**
 - b) Further the bidder/s shall furnish the Bid security amount as specified in the Section-II of Tender Document.**
 - c) RGUKT- Nuzvid, will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT was found to be poor due to delayed and/or erratic supplies, frequent product failures, and also against whom there have been adverse reports of sub-standard quality as defined in the other parts of the Bidding document.**

NOTE:

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. Physical submission of price bids will not be entertained.

For any clarification and further details on the above tender please contact Telephone No: 9490159933

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

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

S. No	Item	Description
1	Name of the work	Sealed tenders are invited for supply of Engineering and Technological Books Library books from reputed book suppliers/ distributors for supply of books for the Library of the RGUKT Nuzvid Institute as per the list given in the schedule of requirement
2	EMD	Rs.1,50,000/- (Rupees: One Lakh Fifty Thousand only) by way of crossed Demand Draft from any Nationalized Bank in favor of Director, RGURGUKT, payable at Nuzvid)
3	Bid Validity Period	180 days from the date of opening of commercial bid
4	EMD Validity Period	180 days from the date of opening of commercial bid
5	Variation in quantities /number of manpower	$\pm 20 \%$
6	Period for furnishing performance Security	Within 10 days from date of receipt of Letter of Intent.
7	Performance security value (refundable)	5% of the contract Value
8	Performance security validity period	6 months from date of issue of purchase order.
9	Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
	Delivery Schedule	Delivery period for all items will be 45 days from the date of issue of supply order. 100% of ordered quantity must be supplied by the vendor and Prices are including transportation charges.
10	Payment terms	
	Payment of bill	90% payment of the contract price shall be paid on receipt of books (when 100% books are supplied against the particular order) in good condition Balance 10% payment would be made against 'Final Acceptance Certificate' of goods to be issued by the consignee subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.
11	Transaction Fee Payable to	The Managing Director, A. P. Technology Services Ltd., Important Notice to Contractors, Suppliers and Department users (i) In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O.Ms.No. 13 dated. 05.07.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers/ contractors to pay the transaction fee online using their credit cards.

12	Procedure for Bid Submission	<p>Bids shall be submitted online on http://tender.apecurement.gov.in platform</p> <ol style="list-style-type: none"> 1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website http://tender.apecurement.gov.in 2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates. 3. 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. 4. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity. 5. The hard copies of all the uploaded Technical documents should be attested by a Gazetted Officer or properly notarized. 6. The rates should be quoted online only 7. The financial bids of the Service Providers, who qualify the technical bid, shall only be opened.
13	Other conditions	<ol style="list-style-type: none"> 1. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation. 2. After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD, Bid Security and Bid document fees have to be submitted by the bidder to the "The Administrative Officer, RGUKT- Nuzvid, Krishna(Dist.), A.P – 521202", by 2:00PM on 06-12-2019 3. RGUKT, Nuzvid will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents. 4. The RGUKT, Nuzvid shall not hold any risk on account of postal delay. 5. 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 Bidder are found to be false/fabricated /bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited
14	Termination of contract	<p>In the event of any breach and / or failure on the part of the Vendor to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. RGUKT, Nuzvid also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT, Nuzvid in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT, Nuzvid will give 30 days' notice before the said cancellation/suspension. In addition if the contract is cancelled, the security deposit will be en-cashed and forfeited.</p> <p>The contract shall also be cancelled as per the penalty clauses mentioned in tender document.</p>
15	Placing work order	<ul style="list-style-type: none"> ✚ The Institute will place work order on identified successful bidder ✚ Eligible Tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained on this. ✚ Institute reserves the right to reject only or all the tenders or accept them in part or reject the lowest tender without assigning any reason thereof. Institute authorities reserve the right to relax or tighten the conditions/norms given in the tender documents.

SECTION – III

TERMS AND CONDITIONS TO THE BIDDER

1. Bidder should login to the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
4. A standard financial format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided
5. The Sealed Technical bid Envelop of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents will be opened. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
6. Tenders received after the closing date and stipulated time shall not be considered and the institute shall not be responsible for any postal delay.
7. Quantity of items may increase or decrease or may be cancelled upto any extent.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
10. Financial Bid will be opened only of the Tenderers who will be qualified in the Technical Bid. The decision of acceptance of the bid will lie with the competent authority of RGUKT Nuzvid who does not bind himself to accept the highest discounts offered and who reserves the right to himself to reject or partially accept any or all bids received, without assigning any reason.
11. Vendors/Suppliers should provide details of maximum discount offered for supply of different categories of books.. The Institute may, finally, contract only those bidders meeting the criteria and highest discounts offered.
12. Please note if a title is available in Indian edition, only Indian edition should be quoted & supplied.

13. Latest edition of book should be supplied even if older edition is noted in our order unless otherwise specified.
14. Defective copy, if supplied, will be returned even stamped, accessioned after any length of time when detected.
15. Please note that payment will be released within 30 days of the complete supply of required books, (when 100% books are supplied against the particular order).
16. The tender document shall be submitted by the vendor with seal and signature on every page. The bidder may keep a photocopy of the same for their own records.
17. Any legal/ financial complication on account of infringement of any Patent/ Copyright/Trademark, etc. or on account of any other factor, due to an act of commission or omission on the part of the Tenderer/Firm shall be the sole responsibility of the Tenderer/Firm and the Institute shall be indemnified from any such pecuniary loss. A certificate to this effect should be mandatory provided.
18. **Language:** The language of the Tender shall be in English.
19. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof
20. The Supplier shall append the declaration on the bill that—
 - a) Only the latest editions of the books etc. have been supplied.
 - b) The actual prices of Publications have been charged without any handling/postage charges.
 - c) These are not remaindered titles/ damaged books with missing pages.
 - d) The Indian/Low priced editions of these publications (if foreign) are not available in India.
21. The Supplier shall supply all the ordered books within the period (45 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the RGUKT Nuzvid, RGUKT reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.
22. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
23. Price Proof: Accepted Price Proof are :(Signed & Stamped by supplier) distributor's invoice to supplier, Printout from the Publisher's catalogue, Photocopy from Publisher Catalogue For some Indian publications, price mentioned on the title. Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.
24. Librarian/In-charge should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice

25. Payment of the bills will be made only after complete supply of the ordered books upon submission of pre-receipted bill in triplicate. All statutory taxes will be deducted from the payments, as per rules.
26. Payment will be made within 45days from date of receipt of the invoice
27. Canvassing directly or indirectly in connection with the bid is strictly prohibited and the bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
28. The security deposit will be returned after adjusting for any dues or recoveries when the empanelment is discontinued.
29. Quantity of items may increase or decrease or may be cancelled upto any extent. Firm shall be solely responsible for defective supplies and losses caused to Institute on account of defective supply.
30. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.
31. The availability of latest edition of book is shown against each title in the same order as the list is provided to you.
32. The RGUKT reserves the right to reject any or all Bids/Offeres without assigning any reason or cancel the process at anytime.
33. The supplier shall replace the books or take them back if found damage, misprint, and not properly bound. Books must be in good condition with good paper quality.
34. All disputes are to be settled in the Nuzvid Jurisdiction.
35. Eligible Tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained on this.
36. **Price Certificate**
A price certificate required to be incorporated in each and every bill stating that ***the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher's/Authorized distributor's price. The books supplied are not remaindered titles.*** In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly. Prices to be quoted including transportation charges.
37. The tender Document can be downloaded from the website of RGUKT, Nuzvid as well as AP e-procurement website i.e. www.rguktn.ac.in and <http://tender.apeprocurement.gov.in>. The Technical bid must accompany with the tender fee of Rs. 6,000/- in form of Demand Draft in favor of the Director, RGUKT-Nuzvid. The tender document fee is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any scheduled bank drawn in favour of the "the Director, RGUKT- Nuzvid" payable Nuzvid.

38. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
39. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of Director, RGUKT -Nuzvid will not be considered at all.
40. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
41. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.
42. The vendor will supply latest edition of book published till the date of supply, unless RGUKT Nuzvid specifically mentioned the previous edition of the book. Also, the vendor must take care of supply all supplementary materials accompanied with the ordered title.
43. In case of any confusion regarding supply of book, the vendor has to get confirmation from the Institute authorities.
44. Late/delayed tenders received in RGUKT- Nuzvid due to any reason whatsoever will not be accepted under any circumstances.
45. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of RGUKT- Nuzvid as well as E-procurement Website (www.rguktn.ac.in and <http://tender.apeprocurement.gov.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
46. The firm / agency must have requisite trade and other licenses to do the business of Book Supply for which the bid is being made.
47. **Earnest Money Deposit:** Tender must be accompanied with "Earnest Money Deposit" in the form of Demand Draft, as mentioned in the Notice Inviting Tender.
48. **Forfeiture of Earnest Money:-**
- a) If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.

- b) Eligible Tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained on this.
- c) If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by the Director, RGUKT - Nuzvid.

49. Return of Earnest Money :-

- a) After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.
- b) On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.

50. Deposition of Security Money: - The Selected bidders must deposit the requisite amount of Security Money (5% of the approximate value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft/Bank Guarantee payable at Nuzvid duly pledged in favour of the Director, RGUKT – Nuzvid

51. Forfeiture of Security Money :-

- a) In the event of failure to supply of Books as per Work Order within the stipulated period, the security deposit may be forfeited.
- b) In that event, supply of the said Books may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
- c) If any books are damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.

52. Refund of Security Deposit - After successful completion of entire supply Security Deposit will be refunded within the six months if not extended for further period.

53. Necessary proof as to the financial status of the individual and firm tendering is to be attested and submitted.

54. Tender Form with all the relevant papers in details shall be essential part of the Tender.

55. Before submission of the Tender, the bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the bidder.

56. Delivery: Delivery period for all item will be 30 days from the date of issue of supply order. 100% of ordered quantity must be supplied by the vendor and transportation charges will borne by the bidder.

57. Liquidated Damage:

- a) In the event of the Supplier's failure to submit the Bonds, Guarantees and Documents, supply the article, etc. as specified in this contract, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered, stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher that 9% of the value of delayed stores.
- b) At least 90% of ordered books (as per title) must be supplied by the vendor failing which the same percentage of amount will be deducted from the bill value by which percentage of supplied quantity falls short. Amount deducted will only be paid to the vendor on completion of at least 90% supply.

58. **Payment:** - Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms and conditions of contract in the following manner. Payment shall be made in Indian Rupees as specified in the contract in the following manner:

a) **On delivery:-**

- i. 90% payment of the contract price shall be paid on receipt of books in good condition and upon the submission of the following documents:
- ii. Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- iii. Consignee Receipt Certificate in original issued by the authorized representative of the consignee;
- iv. Two copies of packing list identifying contents of each package;
- v. Affidavit stating that all the books supplied are of latest edition and original (not pirated).
- vi. Inspection certificate issued by the nominated person/committee/agency, if any.

b) **On Acceptance: -**

Balance 10% payment would be made against 'Final Acceptance Certificate' of goods to be issued by the consignee subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.

Or

100% after acceptance of goods along with the documents quoted above.

59. **Validity of Price:** - Minimum up to one year from date of tender submission and it should be extendable.

60. Acceptance of highest quoted discount is not obligatory.

61. RGUKT- Nuzvid reserves all rights to accept or reject any Tender without showing any reason.
62. The Tender, submitted by the firms who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply.
63. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.
64. The quotation must contain Title, Author, Publisher, ISBN, Edition, List Price, Discount and Date of Supply.
65. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected outrightly.
66. Penalties for non-performance: The penalties to be imposed, at any stage, under this tender are;
- a) Imposition of liquidated damages,
 - b) Forfeiture of EMD/performance security,
 - c) Termination of the contract,
 - d) Blacklisting/debarring of the bidder
67. **Period of Contract:** The consolidated discounts offered by the bidder must be valid for the period of one year from the date of award/signing the contract. The period of contract may be extended by the institute based on satisfactory performance of the bidder on mutual consent.
68. **Termination of Contract**
- a) Termination for default: - The Institute, without prejudice to any other contractual rights and remedies available to it (the Institute), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful Bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Institute.
 - b) In the event of the Institute terminates the contract in whole or in part, the Institute may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the successful bidder shall be liable to the Institute for the extra expenditure, if any, incurred by the Institute for arranging such procurement.
 - c) Unless otherwise instructed by the Institute, the successful bidder shall continue to perform the contract to the extent not terminated.
 - d) Termination for insolvency: If the successful bidder becomes bankrupt or otherwise insolvent, the Institute reserves the right to terminate the contract at any time, by serving written notice to the successful bidder without any compensation, whatsoever, to the successful Bidder, subject to further condition that such

termination will not prejudice or affect the rights and remedies which have accrued and or will accrue thereafter to the Institute.

- e) Termination for convenience: - The Institute reserves the right to terminate the contract, in whole or in part for its (Institute) convenience, by serving written notice on the successful bidder at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Institute. The notice shall also indicate inter alia, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.

69. Resolution of disputes:-

- a) If dispute or difference of any kind shall arise between the Purchaser/Consignee and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- b) If the parties fail to resolve their dispute or difference by such mutual consultation within twenty- one days of its occurrence then, either the Purchaser/Consignee or the supplier may give notice to the other party of its intention to commence arbitration.

Administrative Officer (i/c)
RGUKT- Nuzvid

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address: Signature of the bidder

Mobile Number: (with seal)

**** Prices will be considered as including Transportation charges.**

- a) RGUKT Nuzvid does not assure any business guarantee and the vendor is not allowed for any business claim.**
- b) RGUKT Nuzvid reserves the rights to cancel the whole purchase order from the vendor at any point of time without assigning any reason. Decision of the Director, RGUKT Nuzvid will be final and binding in all cases**
- c) RGUKT Nuzvid may add or reduce in terms of quantity, or add or modify or withdraw during the purchase process.**
- d) The vendor must submit publisher's/distributor's/dealer's price catalogue /invoice copy as a price proof duly certified and stamped for the books supplied by him along with the bill.**

Address:

Signature of the bidder

Mobile Number: (with seal)

ANNEXURE- 1

TECHNICAL BID DOCUMENTS (CHECK LIST/Eligibility Criteria)

S. No	Technical Documents	Submitted or not
1.	Document Fee- 6000	
2.	Earnest Deposits money (EMD) – 1,50,000	
3.	Bidder Information (as per annexure –II)	
4.	Company registration certificate	
5.	The vendor should have a valid membership of the Federation of Publishers /Booksellers Association in India or of any such relevant national/state registered body (Copy of relevant proofs to be submitted)	
6.	PAN / GIR No.	
7.	GST No.	
8.	Copy of Income Tax Return Filed Acknowledgements for last Three years (2016-17, 2017-18, 2018-19)	
9.	The bidder should have minimum annual turnover of Rs. 50 lakhs per each year in the last two financial year's i.e FY 2017-18 and FY2018-19 on the subject material. A Certificate indicating the Turn Over value details (in Rupees) of subject material, during the above said financial years from a Firm of Chartered Accountants must be enclosed (in original) as a proof for Turnover. The Turn Over of the Subject Material must be separately indicated in the certificate	
10.	Proof of business with IIITs, IITs, IIMs, Central/State Universities and other equivalent higher education & research institutions for the F.Y. 2017-18, or 2018-19. Purchase Order copy to be submitted	
11.	Acceptance of terms & conditions attached (Yes/No). Please read and sign Tender Document each page of terms and conditions as token of acceptance and submit as part of tender document.	
12.	Details of clients along with address, telephone and Fax numbers, Amount of contract, Duration of contract (Attach a separate sheet)	
13.	Enclose an affidavit duly certified by (enclosed/ Not enclosed) the notary at the location of the Agencies/Headquarters that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against its proprietor or any of its Directors (in the case of a Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force.	

14.	Satisfactory certificate from the previous suppliers	
15.	The Agency should not have been blacklisted by any Govt/Semi Govt /Govt. Undertaking/ University/other reputed establishment for any reason whatsoever.	

ANNEXURE –II

Bidder Information

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.'s	
6	Fax No.	
7	Email	
8	Nature of the firm	
9	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	GST No:	
12	Total No. of branch offices in Andhra Pradesh	
13	Bid Document Fee (Non refundable)	Amount Rs. DD No. DD Date Issuing Bank & Branch :
14	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15	Details of certificates enclosed.	

ANNEXURE- 3

AFFIDAVIT
(On Non-Judicial Stamp paper of Rs. 100)

I, _____ Son / Daughter / Wife of Shri _____ resident of _____ Proprietor/Director authorized signatory of the agency/Firm (M/s _____), do hereby solemnly affirm and declare as follows:

1. I am authorized signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Administrative Officer, RGUKT Nuzvid, RGUKT immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

Date:
Place:

(Signature of the Bidder)
Name:
Designation
Seal of the Agency Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

ANNEXURE- 4

FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,
The Director,
RGUKT- Nuzvid, RGUKT

In consideration of, the Director, RGUKT, Nuzvid [hereinafter referred to as RGUKT Nuzvid, RGUKT, which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s _____ [hereinafter referred to as 'supplier /contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with The Director, RGUKT- Nuzvid a sum of Rs. _____ (Rupees _____) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. _____ (Rupees _____) as required under the terms and conditions of contract / work order no dated _____ [hereinafter referred as the order'] placed by The Director, RGUKT- Nuzvid on the said supplier /contractor.

We, _____ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay The Director, RGUKT- Nuzvid an amount not exceeding Rs. _____ (Rupees _____) on the demand made by The Director, RGUKT- Nuzvid on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We _____ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from The Director, RGUKT- Nuzvid stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by The Director, RGUKT- Nuzvid without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____).
2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of The Director, RGUKT- Nuzvid under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till The Director, RGUKT- Nuzvid certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.

3. We the bank, undertake to pay to The Director, RGUKT- Nuzvid any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.
4. We _____ the bank further agree that The Director, RGUKT- Nuzvid shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Director, RGUKT- Nuzvid against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of the Director, RGUKT- Nuzvid or any indulgence by The Director, RGUKT- Nuzvid to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.
5. Our liability under this guarantee is restricted to Rs. _____ (Rupees _____) and shall remain in force up to _____ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. _____. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The Director, RGUKT- Nuzvid.
8. We, _____ the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Director, RGUKT- Nuzvid in writing.

Signed on the _____ day of _____

**Signature
For the Bank**

**Witness: Name(s) & Designation(s)
Name & Address**

Annexure- 6

NAME OF WORK: Supply and delivery of the PUC-I Books (NCERT and SCERT)to RGUKT-Nuzvid Campus

Name of the Bidder:

Annual Turnover Statement

Bidder shall indicate herein his annual turnover during the following two financial years based on the audited balance sheet / profit and loss account statement.

S. No	Financial year	Annual Turnover
1	2017-18	
2	2018-19	

Signature of Chartered Accountant

Name:

Membership No.:

Seal

Annexure-7

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 / University / Institute on any account.

I/We also certify that firm will provide material 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 imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Service Provider:

Seal of the Service Provider: