

Dt.10.01.2022

Ref.No: RGUKT/NZD/E-Proc/H.K Dept/House Keeping Material/2021/T06

**BIDDOCUMENT**  
**E-Procurement**  
**Open Competitive Bid (OCB)**  
*for*  
**Supply of House Keeping Material**  
**at**  
***RGUKT-Nuzvid CAMPUS***



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE**  
**TECHNOLOGIESRGUKT-NUZVID CAMPUS,**  
**Mylavaram road, Nuzvid, Andhra Pradesh-521202**

[www.rguktn.ac.in](http://www.rguktn.ac.in)

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## **Tender Schedule**

### Supply and Delivery of House Keeping Material at RGUKT-Nuzvid, AP.

Reference No	<b>RGUKT/Nuz/E-Proc/HK/House keeping Material/2021/T06</b>
Bid calling date	10. 01.2022
Tender Fee (Nonrefundable)	Rs. 900/-
EMD(refundable)	Rs.9000/-
Bid Documents Downloading Start date	10. 01.2022
Last date and time for queries by e-mail	17 .01.2022 at 05.00PM
Pre Bid meeting	
Bid Document Downloading End Date	24.01.2022,5.00PM
Last date for uploading of online documents	24.01.2022,5.30PM
LastdateforsubmissionofHardCopiesofnecessarydocuments(scannedcopies)	25.01.2022,5.00PM
Technical Bid opening date/time	<u>27.01.2022,10.30AM</u>
Price Bid opening date/time	<u>27.01.2022, 12.30PM</u>
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	Within four weeks from the date of receipt of notification of award
Payment terms	100% Payment shall be released after the successful delivery of the ordered and on getting satisfactory certificate from the concerned department.
Warranty	Minimum 1 Year

**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 bid dermay contact the helpdesk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone:08645-246370/71/72/73/74.

**CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only to [purchases@rguktn.ac.in](mailto:purchases@rguktn.ac.in) on or before 5.00pmon **17.01.2022**. 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 letterhead of the company.

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

- i. The addendum/corrigendum if any shall be published on RGUKT-Nuzvid website i.e. [www.rguktn.ac.in](http://www.rguktn.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- ii. 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 made by RGUKT -Nuzvid.

S/d

RGUKT-Nuzvid

Administrative Officer (i/c)

# Tender Schedule

## A. 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 campus is one of its constituent campus located at Nuzvid, Krishna District. RGUKT Nuzvid provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology.

## B. SCOPE OF WORK

Supply of the House Keeping material to RGUKT -Nuzvid Campus, Andhra Pradesh.

The details of the required items along with specifications are given in **Annexure-1**

## C. ELIGIBILITY CRITERIA

1. Bidder must have registered firm in India. Self-Attested copy of Registration certificate, GST, PAN Card as applicable shall be enclosed.
2. Bidder should have reputed background & experience in business of manufacture and/or supply of similar items in a single order for not less than Rs.75,000/-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.
3. The bidder should have the minimum average turnover of Rs.1.5/- during any two of the last three financial years. A certificate from the Chartered Accountant or IT returns needs to be submitted.
4. 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).
5. Tender document with proper seal and signature of authorized person on each page of the bid submitted in token of acceptance of all the terms and conditions of the tender schedule. The person signing the bid should be the duly authorized representative of the firm/ company whose signature should be verified and certificate of authority should be submitted.
6. Technical compliance statement as per the Annexure III needs to be enclosed.

## D. INSTRUCTIONS TO THE BIDDERS

- 1) Bids are invited on thee-procurement platform from the Registered firm in India for supply of the House Keeping Material to RGUKT-Nuzvid campus. 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) 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.

**4) Tender processing fee:**

Bidder must submit the demand draft for Rs 900/- (Rupees Nine Hundred only) in favour of "The Director, RGUIIT Nuzvid" payable at Nuzvid obtained from any Nationalized/ scheduled Bank valid for Three months as a tender processing fees. All applicable bank charges shall be borne by the bidder. The Demand Draft submitted for tender fee shall be non- refundable.

**5) Earnest Money Deposit (EMD):**

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 9000/- (Rupees Nine Thousand Only) by way of demand draft only. The demand drafts shall be drawn in favour of "The Director RGUIIT Nuzvid" payable at Nuzvid. The EMD of the successful bidder shall be returned after the award of the contract and for unsuccessful bidder(s) it would be returned after finalization of the tender.

- a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the amount of earnest money will be forfeited.
- b) The Firm who are registered with MSME is exempted to submit the EMD (Copy of valid registration must be provided along with technical bid).

**6) 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.

- 1) The bidders need to scan and upload the required documents pertaining to technical bid. The attested copies of all these uploaded documents of technical bid, signed under taking of Tenderer are to be submitted offline to Administrative Officer, RGUKT, Nuzvid by **05.30PM** of **25.01.2022**. The RGUKT Nuzvid will consider only the bids submitted through on-line over the copies of the paper based bids.
- 2) **The price bid has to be submitted online only. No physical submission of the price bid will be accepted.**

**E. TERMS AND CONDITIONS**

- 1) **Rate:** Rate should be quoted in Indian Rupees (INR) on Door Delivery Basis at RGUKT, Nuzvid Campus inclusive of all the Charges, with break-ups as:

- Basic Cost
- GST
- Total Cost (F.O.R. at RGUKT, Nuzvid Campus)

**2) Opening of Tender:**

The tenderer is at liberty to present either him or authorize not more than one representative to be present at the opening of the tender. The representative present at the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

**3) Evaluation Procedure:**

- i. The Technical Bids will be opened as per the schedule given in the tender document
- ii. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the material within the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed above.
- 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. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT, Nuzvid, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT, Nuzvid also reserves the right to cancel the selection process

for award of the contract at any time. The decision of the Director, RGUKT, Nuzvid is final and binding.

**4) Validity of the bids:**

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.

**5) Amendment of tender document:**

At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The Institute may at its own discretion extend the last date for the receipt of bids.**

**6) Right of acceptance:**

RGUKT, Nuzvid reserve the right to accept or reject any or all tenders /quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

**7) Delivery:**

All the goods ordered shall be delivered at RGUKT, Nuzvid campus premises within **30 days** from the date of issue of purchase order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier. If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 1% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform RGUKT, Nuzvid in writing about the same and its likely duration and make a request for extension of the delivery schedule accordingly. On receiving the supplier's communication, the institute shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

**8) Liquidated Damages**

If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the institute shall, without prejudice to other right and remedies available to RGUKT, Nuzvid campus under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof of delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10 % of the quoted price. Once maximum is reached the institute may consider termination of the tender.



**9) 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 (herein after 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, RGUKT, Nuzvid Campus party may, at least option to terminate the contract.

**10) Insolvency:**

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 accompany the passing any resolution or making of any order for winding up, whether voluntary or other wise, or in the event of the firm failing to comply with any of the conditions herein specified, the institute shall have the power to terminate the contract without any prior notice.

**11) 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 there of and nothing will be payable by the institute. In that event the security deposit shall also stand for feited.

**12) 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 RGUKT, Nuzvid campus which will be at liberty to refuse if thinks fit or unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**13) Right to call upon information regarding status of work:**

The institute will have the right to call upon information regarding status of work/ job at any point of time.

**14) Terms of payment:**

100% Payment shall be released after the successful delivery of the ordered goods/items/ receiving satisfactory certificate from the concerned department/Section Head. Only online

payment would be done. Hence, details like: Name of the bank, Account No., IFSC code has to be furnished along with the bill.

**15) Arbitration:**

If any difference arises concerning this agreement, its interpretation on payment to be 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, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

**16) Legal Jurisdiction:**

The agreement shall be deemed to have been concluded in RGUKT, Nuzvid campus, Andhra Pradesh and all obligations hereunder shall be deemed to be located at RGUKT, Nuzvid campus, Andhra Pradesh and Court with in Hyderabad will have Jurisdiction to the exclusion of other courts.

**17) Inspection:**

- a) RGUKT, Nuzvid Campus shall have the right to inspect and/or to test the goods to confirm their conformity to the tender Specifications at no extra cost to RGUKT, Nuzvid Campus.
- b) The institute reserve the right to inspect, test and where necessary, reject the Goods after the goods have arrived at the final destination and it shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the institute prior to the goods shipment.
- c) The Director, RGUKT, Nuzvid Campus shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
- d) No payment shall be made for rejected goods. 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.

**18) Documents:**

- a) All pages of the Tender should be numbered and indexed.
- b) wherever necessary, the bidder shall provide in its tender the required as well as the relevant documents like literature, drawings, operation manual etc. to establish that the goods and

services offered in the tender fully confirm to the goods and services specified by the institute in the tender documents. For this purpose, the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the institute in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.

19) Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet RGUKT, Nuzvid campus Technical specification/ requirements would be compared.

20) RGUKT, Nuzvid reserves the right to modify or alter the specifications after short listing of tenderers.

21) The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering. Not quoting for this may result in disqualification. The institute reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) what so ever.

## Technical Bid- Check List

(Tenderer may use separate sheet wherever required)

Sno	Details of the Firm/Bidder	Page No.
1	Bidder Information Sheet (Annexure IV)	
2	Certificate of Incorporation /Registration/GST certificate :Self attested copies to be attached	
3	Copy of GST Registration Certificate	
4	Copy of PAN Card	
5	Copies of work order/ PO/ GST compliant Invoice as a proof of supply of similar items	
	IT returns/ Certificate of Chartered Accountant as proof of turnover	
6	Whether each page of tender and its annexure have been signed and stamped	
7	Non Blacklisting Certificate (Annexure II)	
7	Technical Compliance Statement(Annexure III)	
8	Tender Processing Fee: Amount Rs. 900/-DD No.                      DD Date: Bank Name &Branch:	
9	EMD: Amount Rs.: 9000/-DDNo./ BG No.:                      DD/BG Date: Issuing Bank &Branch:	

**Annexure I**  
**Specifications**

S. No.	Name of the Item/Equipment	Specifications	Quantity required
1	Phenyl compound	<ul style="list-style-type: none"> <li>• Perfumed Fragrance</li> <li>• Suitable For: Floor, Bathroom</li> <li>• Mixable in 30 liters of water</li> </ul>	350 liters
2	Toilet bowl cleaning liquid	<ul style="list-style-type: none"> <li>• Type : Liquid</li> <li>• Fragrance :Orange</li> <li>• Life :At least 20 months</li> </ul>	200 liters
3	Cleaning acid	<ul style="list-style-type: none"> <li>• Ready to use</li> </ul>	400 liters
4	Urinal cubes (A1 Sandals)	<ul style="list-style-type: none"> <li>• Material : Naphthalene</li> <li>• Shape : Cubical</li> <li>• Weight: 2.2 gm (Approx)</li> </ul>	500 No's
5	Scale removing liquid	<ul style="list-style-type: none"> <li>• Suitable For :Ceramic, Glass, Mirror, Porcelain, Taps, Tiles</li> <li>• Not effectible for humans</li> </ul>	200 liters
6	Multipurpose cleaning liquid (Soap oil)	<ul style="list-style-type: none"> <li>• Suitable For: Floor</li> <li>• Form Factor: Liquid</li> <li>• Life :At least 20 months</li> </ul>	200 liters
7	Room freshener	<ul style="list-style-type: none"> <li>• Life :At least 20 months</li> <li>• Fragrance: Lavender</li> </ul>	200 ltr
8	Soft brooms	<ul style="list-style-type: none"> <li>• Make : Monkey 555</li> <li>• Brush Material : Grass</li> <li>• Handle material : plastic</li> <li>• Weight :450(Approx) grams</li> </ul>	200 ltr
9	Coconut brooms	<ul style="list-style-type: none"> <li>• Brush Material: Coconut Fiber</li> <li>• Handle Material: Plastic</li> <li>• Weight :400(Approx) grams</li> </ul>	200 No's
10	Dry mop with rod	<ul style="list-style-type: none"> <li>• Model : Heavy Duty Wet &amp; Dry Mop</li> <li>• Pad size 24 inch</li> <li>• Color: Any color</li> <li>• Type: Dry Mop</li> <li>• Applications: Home, Floor, Office, Marble, Tiles</li> </ul>	50 No's
11	Wet cotton mop refill with 5.5(Approx)feet wooden stick	<ul style="list-style-type: none"> <li>• Material :Cotton</li> <li>• Type : Detachable, round head</li> <li>• Color :Multicolor</li> </ul>	250No's

12	Dust cloths	<ul style="list-style-type: none"> <li>• Type: Wet and Dry</li> <li>• Material: Cotton</li> <li>• Size: 14 X 14 inch(Approx)</li> </ul>	200No's
13	Smooth/Glass cleaning cloth	<ul style="list-style-type: none"> <li>• Type: Wet and Dry</li> <li>• Material: Cotton</li> <li>• Size: 23 X 16 inch(Approx)</li> </ul>	200No's
14	Urinal Screen rubber mat	<ul style="list-style-type: none"> <li>• Type :Mat</li> <li>• Fragrance :30 days lavender</li> </ul>	100No's
15	Limestone powder (sunnam)		300kg
16	Garbage bags	<ul style="list-style-type: none"> <li>• Biodegradable</li> <li>• 100 liter capacity</li> <li>• Black colour</li> </ul>	100 kg
17	Sponges 12 pc set	<ul style="list-style-type: none"> <li>• Size-18×10×5cm (Approx)</li> </ul>	360 No's
18	Rubber gloves	<ul style="list-style-type: none"> <li>• Rubber material</li> <li>• Reusable</li> <li>• Multi colour</li> <li>• Using for bathroom cleaning/ Gardening purpose</li> </ul>	200No's
19	Disposal mouth mask	<ul style="list-style-type: none"> <li>• Three layer surgical masks</li> </ul>	2000 No's

## Format for Financial Bid

S.No.	Items (See Annexure-1 for detailed Specifications)	QTY (Nos)	Unit price without taxes(Rs.)	Taxes/Duties etc on unit Price(Rs.)	Total price with taxes, duties etc.(Rs.)
1	Phenyl compound	350 liters			
2	Toilet bowl cleaning liquid	200 liters			
3	Cleaning acid	400 liters			
4	Urinal cubes (A1 Sandals)	500 No's			
5	Scale removing liquid	200 liters			
6	Multipurpose cleaning liquid (Soap oil)	200 liters			
7	Room freshener	200 ltr			
8	Soft brooms	200 ltr			
9	Coconut brooms	200 No's			
10	Dry mop with rod	50 No's			
11	Wet cotton mop refill with 5.5(Approx.)feet wooden stick	250No's			
12	Dust cloths	200No's			
13	Smooth/Glass cleaning cloth	200No's			
14	Urinal Screen rubber mat	100No's			
15	Limestone powder (sunnam)	300kg			
16	Garbage bags	100 kg			
17	Sponges	360 No's			
18	Rubber gloves	200No's			
19	Disposal mouth mask	2000 No's			
<b>Total Price(Inclusive of all Taxes&amp; Transportation)(Rs)</b>					

**Annexure-II**

**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 :

Name :

Place :

Business Address :

Signature of Bidder:

Seal of the Bidder:



## Annexure-III

### Technical Compliance Statement

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

S.No	Item Name	Specification Required	Specification of quoted item along with model, make and special features, if any	Compliance (complied higher lower)

## Annexure IV

### 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	Fax No.	
9	Email-ID	
10	Nature of the firm (Proprietary/partnership/etc...)	
11	Whether Manufacturer/authorized dealer/Whole saler/Retailer	
13	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
14	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :