

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

**SUPPLYING & INSTALATION OF COLOR PHOTOCOPIER MACHINE  
TO  
RGUKT-NUZVID CAMPUS**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

**RGUKT- Nuzvid**

**Eluru District, Andhra Pradesh- 521202**

**[www.rguktn.ac.in](http://www.rguktn.ac.in) A.P Phone No: 0866-2468513**

## **Proprietary & Confidential**

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

**News paper advertisement**

**E-Procurement Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

**Nuzvid (V), Nuzvid (M), Eluru District, Andhra Pradesh – 521202**

**E-procurement Tender Notice**

**E-tenders** are hereby invited for (i) Supply and installation of lab equipment to various Engineering Departments (a).Engineering Physics (T13) (b).Engineering Chemistry(T14) (c).Civil Engineering (T15 &T16) (d).Electronics and Communication Engineering (T17) (e).Materials and Metallurgical Engineering (T18&T19) (f).Color Photocopier Machine(T21) (ii) Supply and installation of color photocopier machine (T21) to RGUKT–Nuzvid Campus, Eluru District, Andhra Pradesh-521202. Interested bidders can download and submit the bids online from **26.04.2022** through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website:[www.rgukn.ac.in](http://www.rgukn.ac.in) or <https://tender.apecurement.gov.in>(AndhraPradeshPortal).

Interested bidders can download and submit the bids online from 26.04.2022 through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: [www.rgukn.ac.in](http://www.rgukn.ac.in) or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal).

Sd/-

Administrative Officer (I/c), RGUKT-Nuzvid

## **Time schedule of various tender related events**

### **Supply & Installation of Color Photocopier Machine at RGUKT-Nuzvid, Andhra Pradesh**

Reference No	RGUKT/NZD/AP/E-Proc./Exam Cell/Color Photocopier Machine/T21/2022
Bid calling date	26.04.2022
Tender Fee (Nonrefundable)	Rs.1500 /-
EMD (refundable)	Rs.20,000/-
Bid Documents Downloading Start date	26.04.2022 at 10.00 AM
Last date and time for queries by e-mail	04.05.2022 at 05.00 PM
Pre Bid meeting	05.05.2022 at 11.00 AM
Bid Document Downloading End Date	17.05.2022 at 5.00 PM
Last date for uploading of online documents	17.05.2022 at 5.30 PM
Last date for submission of Hard Copies of necessary documents (scanned copies)	18.05.2022 at 4.00 PM
Technical Bid opening date/time	20.05.2022 at 11.30 AM
Price Bid opening date/time	20.05.2022 at 12.00 Noon
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	90% Payment shall be released after the successful delivery and installation of the equipment and balance 10 % of the amount will be paid after two months after obtaining satisfactory certificate from the concerned department.
Warranty	3 years comprehensive warranty

**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.approcurement.gov.in>) at their e-mail address: contact@vupadhi.com. Phone:08645-246370/71/72/73/74.

For any clarification and further details on the above tender please contact: 0866- 2468513

#### **CLARIFICATIONS:**

- Queries if any can be made through e-mail only purches@rgukt.in on or before 04.05.2022 at 05:00 PM. Queries received via any mode other than e-mail id mentioned above will not be

entertained. The queries should only be sent in following format on the official letter head of the company.

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

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

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

## Section I

### INVITATION FOR BIDS

Ref. No: **RGUKT/NZD/AP/E-Proc./Exam Cell./Color Photocopier Machine/T21/2022 dt.26.04.2022**

**Subject:** Tender for Supply & Installation of Color Photocopier Machine at RGUKT-NZD, Eluru (dt), Andhra Pradesh.

Sir/Madam,

1. Bids are invited on the e-procurement platform from the reputed manufactures /registered firms /venders/authorized distributors/wholesale dealers/retail dealers for Supply & Installation of Color Photocopier Machine at RGUKT-NUZVID, AP, Nuzvid, Nuzvid (M), Eluru District. The details of bidding conditions and other terms can be downloaded from our website [www.rguktn.ac.in](http://www.rguktn.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
  2. Bidders would be required to register on the e-Procurement market place“[www.apecurement.gov.in](http://www.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 off line to the Administrative officer (i/c), RGUKT-Nuzvid,AP by 05.00PM on 18.05.2022.  
The hard copy of the financial/price bid should not be submitted. The RGUKT-Nuzvid will consider only the bids submitted through online over the copies of the paper based bids.
- a) The participating bidder(s) will have to pay non-refundable tender processing fee Rs.15,00/- in the form of Demand Draft drawn from any Nationalized Bank, in favour of The Director, RGU IIT - Nuzvid, AP payable at Nuzvid.
  - b) Further the bidder(s) shall furnish, as part of it bid, the EMD/Bid security for the amount specified in Section II of the tender document be paid in the form of Demand Draft drawn from any Nationalized Bank in favour of **The Director, RGUIIT-Nuzvid, AP** along with bids.
  - c) All the participating Service providers who submit the bids have to pay transaction fee and GST as levied by Govt. of India through online in favor of MD, APTS. The amount payable to APTS is non-refundable.

- d) RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of Sub-Standard Quality / Poor Service of Equipment supplies, as defined in the other parts of the Bidding document.
4. Any information pertaining to the tender process and the submission of supporting documents shall not be entertained after the due date.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidder from the tender exercise. For any clarification and further details on the above tender please contact Telephone No: **8790626277** during 10.00 AM to 5.00 PM or e-mail: [ao@rguktn.in](mailto:ao@rguktn.in)

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

**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.**

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

<b>Item</b>	<b>Description</b>
Work Description	Supply & Installation of Color Photocopier Machine at RGUKT-Nuzvid, Andhra Pradesh.
EMD /Bid Security	Rs.20,000/- (Rupees Twenty Thousand only) <b>(by way of Demand Draft from any nationalized bank)</b>
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
Period for furnishing performance Security	Within 10 days from date of receipt of award
Delivery Schedule	The items must be delivered within 6 weeks from the date of Purchase Order.
Performance security value	10 % of Order value
Performance security validity period	36 months from date of installation or 39 months from date of delivery whichever comes earlier
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
Warranty	3 years comprehensive warranty
<b>Payment terms</b>	
Payment of bill	Payment for goods and services shall be made in Indian rupees as follows. 1. 90% of the Order value will be paid after Installation and commissioning. 2. Balance 10% of the Order value will be paid after two months after obtaining the satisfactory certificate from concerned department.
Penalty for delay in supplies	For delays:- If the supplier fails to deliver any (or) all of the goods or perform the services within the time period specified in the contract the purchaser shall without prejudice to its other remedies under the contract deduct from the contract price as liquidated damages a sum equivalent to 2% of the contract value per a week until actual delivery or performance up to a maximum deduction of 10% of the delayed goods or services contract price. Once the maximum deduction is reached, the purchaser may consider the termination of the contract duly forfeiting the performance security etc.
Placing purchase order	<ul style="list-style-type: none"> <li>➤ RGUKT-Nuzvid will place order on identified successful bidder.</li> <li>➤ All the payments shall be made directly by RGUKT-Nuzvid to the successful bidder as per the tender terms and conditions.</li> <li>➤ RGUKT-Nuzvid can split the order basing on the quoted price and service track record of the firm. The decision of RGUKT is final in this regard.</li> </ul>
Transaction Fee	All the participating bidders who submit the bids have to pay an amount @ 0.04% of their final bid value online with a cap of Rs.



	10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & GST applicable as levied by Govt. of India on transaction fee through online in favour of The Managing Director, APTS. The amount payable to APTS is nonrefundable.
Bid submission	Online through e-procurement platform i.e. <a href="http://www.apecurement.gov.in">www.apecurement.gov.in</a> .
Other conditions	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded one-marketplace will only be considered for Bid Evaluation.</li> <li>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 Tender processing fees (DD) have to reach Administrative Officer (i/c),RGUKT-Nuzvid, Nuzvid, Nuzvid (M), Eluru Dt., Andhra Pradesh – 521202</li> <li>3. RGUKT-Nuzvid will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents.</li> <li>4. RGUKT-Nuzvid will not hold responsibility for the postal delay.</li> <li>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 Service providers are found to be false/fabricated/bogus, the Service provider will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited.</li> <li>6. The rates should be quoted through online only.</li> <li>7. The financial bids of the Service Providers, who qualified the technical bid, shall only be opened.</li> </ol>

## TENDER SCHEDULE

### 1. PREAMBLE:

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

Rajiv Gandhi University of Knowledge Technologies - Nuzvid, AP invites online tenders for Supply Installation of Color Photocopier Machine at RGUKT - Nuzvid, AP from the reputed manufactures /registered firms /venders/ authorized distributors/wholesale dealers/retail dealers through e-procurement platform (i.e. [www.approcurement.gov.in](http://www.approcurement.gov.in) ).

### 2. SCOPE OF WORK:

Supply & Installation of Color Photocopier Machine at RGUKT-Nuzvid, Andhra Pradesh

S.no	Specifications	Description
1	Type of printing	Color
2	First Copy Time	Approx 4.1 sec(b&w) and 6.1 sec(CI) or less
3	Speed (A4/A3)	40PPM/21PPM
4	Supported Media Size	Std:A3,B4,A4,A4R,A5,A5R,A6R,B4,B5,B5R,Indean Legal,F4A
5	Std Paper Capacity	2 X 550 sheets cassettes
6	Direct Print Form	USB Memory key, Advance Box, Supported files: PDF, TIFF, JPEG, XPS
7	Processor/MHz	Dual Processor/1.75 G GHz
8	Network Interface	“Std Ethernet, Std wireless,” Dual Network Support.
9	System Memory (Std/Max)	“ Main CPU:2GB RAM + Imaging processor CPU:2GB+1 GB, HDD:256-GB SSD
10	Storage Specifications	Up to :100 user Inbox, Min 10,000 pages stored
11	Display	Vari-Angle 10.1 “Touch screen” Keypad and 256 mm color touch screen with Swipe, Scroll & Zoom
12	Copy resolution	Scan 600*600 and Print 1200*1200 dpi
13	Multi Copies	Up to 999
14	Document Feeder Capacity	Up to 200 sheets with speed (simplex):135 ipm color, 135 ipm black, Duplex:270 ipm color,270 ipm black
15	Document Feeder Function	Single pass DADFwith Multipage detection and Skip Blank Page feature.
16	USB Interface	“Std 2.0, Std 2.0(host), Std 3.0(host)”
17	Send File formats	Standard: TIFF, JPEG, PDF(Compact Searchable, Apply policy Optimize for web, PDF/A-1b, Trace & Smooth, Encrypted, Device Signature, User Signature), XPS (Compact, Searchable, Device Signature, User signature), Office Open XML( Power Point, Word).
18	Security Authentication Std	“Picture Login (Min 200), User Authentication & Department ID Authentication (Devise and Function

		level Login), Access Management System.
19	Device Security	Trusted Platform Module (TPM),SSD Password Lock, SSD Encryption (FIPS140-2 Validated), Mail Box Password Protection, SIEM support with Sync logs, Secure Boot (Verify system at startup) Runtime System protection (McAfee embedded)
20	Network Security	TLS 1.3 IP/Mac Address Filtering , IPSEC, Communication, SNMP V3.0, IEEE802.1X, IPv6,USB port separation from LAN
21	Document Security	Encrypted Secure Print, Secure Watermark, Encrypted PDF, Device signature
22	Stand and Stabilizer	Yes
23	Warranty	3 Years Onsite warranty
24	Country of Origin (As per rule 144(xi) in GFR	Quoted product should have DPIIT certification if it is from boarding sharing countries.
25	Black toner cartridge	Bk: Min 70,000 pages CI:60,000 pages

**Important Notes:**

**1) All the necessary equipment and accessories to perform all the above mentioned experiments should be supplied**

**2) Minimum 3 years warranty should be given for all the equipment's/setup/kits.**

**3. INCOME TAX:**

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

**4. RATES, TAXES AND DUTIES:**

All the rates in the tender shall be inclusive of all statutory compliance's like GST etc.

**5. ELIGIBILITY CRITERIA:**

- a) 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.
- b) Bidder must have registered firm in India. Self-Attested copy of Registration certificate, GST, PAN Card as applicable shall be enclosed.
- c) A Certificate by the auditor/CA/CS indicating the turnover of the firm should be enclosed. The bidder should have minimum average turnover of Rs.6.3 Lakhs for any three years out of last five financial years. Audited balance sheets and income tax returns for any three years out of last five financial years shall be enclosed.
- d) ISO certificate or equivalent in Color Photocopier Machine is to be submitted. In case of authorized distributor of OEM, ISO certificate of OEM as well as bidder shall be submitted.

- e) Only the reputed manufactures /registered firms /venders/authorized distributors/wholesale dealers/retail dealers are allowed to bid for the items mentioned in the tender document. In case of the authorized distributor of OEM, the specific authorization letter from the OEM, on manufacturers letter Head duly signed by authorized signatory, clearly indicating that the bidder is competent to sell & provide services for the items mentioned in the Scope of Supply given in this tender document should be enclosed.
- f) The bidder should be in business of manufacture and/or supply and delivery of color photocopier machine for a minimum period of Three years as on bid calling date. Copy of relevant purchase orders should be submitted as proof of three years' experience in supply of color photocopier machine.
- g) The copy of Supply Orders/ Contracts/ Agreements issued by/ signed with Government Educational Institutions such as IITs, NITs, or other such Central Universities/State Government Universities/Research Centers executed by the bidders in last three years shall be enclosed.
- h) The bidder should have completed at least one similar work not less than **Rs.3 Lakhs**. The similar work means supply & installation of all/ most of the items mentioned in this tender document in a single project on turn-key basis in India/abroad.
- i) The bidder should have servicing facility or work shop with in India so the provision of service is possible at a short notice and without incurrence of delay. Necessary proof of having service facility in India shall be enclosed.
- j) Technical compliance statement as per the Annexure -VI shall be enclosed
- k) The bidder should not have been black listed/ debarred by any organization on any account for the last three financial years. A self-declaration letter to that effect on the firms letter head has to be submitted (**Annexure-V**)

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

#### **6. BID PRICE:**

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

#### **7. Bid Preparation:**

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

Part I: It should contain the following self-attested photo copies

1. Technical Bid Check list (Annexure I)
2. Bidder Letter Form (Annexure II)
3. Bidder Information Sheet (Annexure III)
4. Tender document, duly signed and stamped in token of acceptance of all the terms and conditions of the tender schedule.
5. Certificate of firm registration/incorporation/Valid GST registration certificate
6. Valid PAN card
7. Income tax returns, audited balance sheet and certificate of auditor indicating turnover of the firm.
8. ISO Certificate
9. Authorization letter from OEM in case bidder is authorized distributor
10. Purchase orders supporting previous experience in business of manufacture and/or supply and maintenance of the lab equipment for a period of three years
11. Purchase orders/ contract agreements with premier educational institutes in the last five years
12. Purchase order in proof of one similar work not less than Rs.13.5 Lakhs for any three years out of last five years.
13. Documents/papers supporting the provision of servicing facility/work shop in India
14. Satisfactory performance certificates for bulk supplies in the last five years.
15. List of Present Clientele with contact addresses & telephone numbers (Annexure IV)
16. Technical compliance statement (Annexure VI)
17. Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them" (Annexure-V)
18. Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.

Part II: Financial Bid: The bidder shall prepare the price bid as prescribed proforma (Annexure-VII) of the bid document

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

#### **6. DELIVERY SCHEDULE:**

- i. The delivery period is 4 (FOUR) Weeks from the date of Purchase Order.
- ii. In the event of delayed delivery i.e. delivery after the expiry of the delivery period as specified above, the vendor shall be liable to pay a penalty at a percentage of the value of the undelivered machines as detailed below:

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

@ 2% for the One week

@ 4% for Two weeks

@ 6% for Three weeks

@ 8% for four weeks

@ 10% for Five weeks

if delay continues beyond 5 weeks, then the contract is liable to be canceled.

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

#### **7. PAYMENT TERMS:**

- i. 90% payment would be released after delivery of items and balance 10% payment would be released after obtaining satisfactory report from the end user. Payment shall be paid through RTGS/NEFT/Cheque within 45 days on delivery of items & on receipt of the following details:
  - a. Original invoice duly signed by the authorized signatory.
  - b. Item acceptance certificate/Installation report duly signed and sealed from authorized representative of RGUKT, Nuzvid, AP.
  - c. PAN card, Bank Account details, Bank Address & RTGS details of the agency are to be forwarded along with the invoice.

#### **8. EARNEST MONEY DEPOSIT / BID SECURITY:**

- i. The bid should be accompanied by Earnest Money Deposit (EMD) of **Rs.20,000/-** by way of crossed Demand Draft drawn from any Nationalized or scheduled Bank in favor of "Director, RGUKT" payable at Nuzvid.
- ii. The EMD shall not carry any interest. Tenders received without EMD's will be summarily rejected.
- iii. The Firm who are registered with MSME is exempted to submit the EMD (Copy of valid registration must be provided along with technical bid).

**Forfeiture of the EMD:** the forfeiture of EMD will be made in the following events:

- i. The bidder qualifies as L<sub>1</sub> and backs out of the L<sub>1</sub> quotes/tender specification/ tender terms & conditions.
- ii. The bidder signs the agreement and furnishes the Security Deposit but backs out of his tender bid.
- iii. The bidder withdraws his tender after acceptance.
- iv. The bidder withdraws his tender before expiry of the validity period of the tender.
- v. The bidder violates any provisions of the terms and conditions of this tender specification.

#### **REFUND OF EMD:**

- vi. In case of unsuccessful bidder, the EMD will be returned to them after finalization of the L<sub>1</sub> vendor.
- vii. The EMD will be returned to the L<sub>1</sub> bidder, only after signing of the contract and submission of Security Deposit, completion of formality etc. in all respects to the satisfaction of the RGUKT-Nuzvid, AP.

#### **9. PERFORMANCE SECURITY DEPOSIT:**

- i. The successful bidder has to deposit 10% of the total contract value as performance security deposit in the form of Bank Guarantee from any nationalized bank.
- ii. The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
- iii. The Performance Security Deposit / Bank Guarantee shall not carry any interest.

#### **10. GUARANTEE:**

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

#### **11. ROYALTIES AND PATENTS:**

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

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

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

#### **14. INSTRUCTIONS TO BIDDERS**

- i. Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- ii. Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- iii. Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders own risk and may result in the rejection of the tender.
- iv. All assertions made in connection with the tender are to be supported/ substantiated by relevant documents. The Director, RGUKT-Nuzvid, AP reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- v. The Director, RGUKT,Nuzvid,AP will notify the bidder whose tender has been accepted.
- vi. The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. The successful bidder has to submit performance security guarantee

after taking Letter of Intent but before having contract agreement. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.

#### 15. METHOD OF SUBMISSION:

Bids shall be submitted online on [www.apecurement.gov.in](http://www.apecurement.gov.in) Platform.

- i. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website [www.apecurement.gov.in](http://www.apecurement.gov.in)
- ii. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- iii. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- iv. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- v. The bidders should scan and upload the respective documents in Technical documentation as per the check list.
- vi. After uploading the documents, the copies of the uploaded technical bid documents and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the “ The Administrative Officer (i/c), RGUKT,Nuzvid Nuzvid Mandal, Eluru District, Andhra Pradesh -521202”, by **05:00 PM on 18.05.2022 (No physical submission of price bid will be entertained)**
- vii. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT, Nuzvid AP shall not hold any risk on account of postal delay. 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, action will be initiated as deemed fit and the Bid Security will be forfeited.
- viii. RGUKT, Nuzvid AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- ix. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- x. The rates should be quoted online only.

#### 16. 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 with in the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed in Section 5 & As per Annexure-I
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.



- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT,Nuzvid AP. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT,Nuzvid AP, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT,Nuzvid AP, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Nuzvid AP is final and binding.

#### **17. FORCE MAJEURE:**

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

#### **18. ARBITRATION:**

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

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

#### **19. DISPUTES:**

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

#### **20. DISCLAIMER:**

- i. Neither RGUKT,Nuzvid nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT, Nuzvid to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy,

reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.

- ii. RGUKT, Nuzvid reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- iii. RGUKT, Nuzvid reserves the right to change any or all of the provisions of this tender document.

**21. REJECTION OF TENDERS:**

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

**Annexure I**  
**Technical Bid Check List**

S.No.	Description	Complied or Not	Name of the File uploaded	Page No.
1	Bid Processing Fee of Rs.15,00/- by way of DD from any nationalized Bank			
2	EMD/ Bid Security of Rs. 20,000/- by way of DD from any nationalized Bank/MSME Certificate			
3	Bidder Letter Form (Annexure II)			
4	Bidder Information Sheet (Annexure III)			
5	Tender document, duly signed and stamped in token of acceptance of all the terms and conditions of the tender schedule.			
6	Certificate of firm registration/incorporation/ Valid GST registration certificate			
7	Valid PAN card			
8	Average turnover copy of Rs.27 Lakhs Certified by CA for any three years out of last five financial years.			
9	IT returns for any two years out of last three financial years.			
10	Valid ISO Certificate			
11	Authorization letter from OEM in case bidder is authorized distributor.			
12	Purchase orders supporting previous experience in business of manufacture and/or supply and maintenance of the lab equipment's for a period of three years			
13	Purchase orders supporting previous experience in business/manufacture and/or supply and maintenance of the lab equipment for any three years out of last five years.			
14	Purchase order in proof of one similar work not less than Rs.3 Lakhs in last five years.			
15	Documents/papers supporting the provision of servicing facility/work shop in India			
16	Satisfactory performance certificates for bulk supplies in the last three years.			
17	List of Present Clientele with contact addresses & telephone numbers (Annexure IV)			
18	Technical compliance statement (Annexure V)			
19	Technical Brochure / Technical Specification with items photograph of the items quoted.			
20	A statement of serviceable life of goods and services offered by the firm. Available sources of maintenance and technical support during the serviceable life. Available sources of spare parts, special tools, etc. necessary for the proper and continuing functioning of the goods and services, for the serviceable life			

21	Self-declaration stating that “Firm has not been barred/blacklisted by any organization in doing business with them” (Annexure-VI)			
22	Any other information/documents that are required in the bid document			

NOTE: All pages of the bid documents must be serially numbered and signed.

**Annexure II**  
**Bidder Letter Form**

From:  
(Registered name and address of the bidder)

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

Sir,

Having examined the bidding documents and amendments there on, for the Supply Installation of Color Photocopier Machine at RGUKT-Nuzvid, Mylavaramroad, Nuzvid, Nuzvid Mandal, Eluru District-521202, Andhra Pradesh in response to your tender call dated.....

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

c) A company and the person signing the document is the constituted attorney/ authorized signatory.

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

1. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

6. If bid is accepted, I/we undertake to;

a) Provide services/execute the work according to the time schedule specified in the bid document,

b) Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and

c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

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

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**Annexure III**  
**Bidder Information Sheet**

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	PAN No	
5	GST No	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Fax No.	
9	Email-ID	
10	Nature of the firm (Proprietary/partnership/etc...)	
11	Whether Manufacturer/authorized dealer	
12	Total No. of service centers in India	
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 :

**Annexure-IV**  
**List of Major Customers**

S.No.	Customer full address with Phone number and mail id	Year of supply	Office stationary items supplied

**Annexure-V**  
**NON BLACKLISTING CERTIFICATE**

[To be submitted on letterhead]

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

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

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

Date :  
Place :

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

**Annexure-VI**  
**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 No. and Name	Specification Required	Specification of quoted item along with model, make and special features, if any	Compliance (complied higher or lower)



**Annexure-VII**  
**Financial Bid**

S.no	Item Name	Unit price (without taxes) in Rs. (A)	GST in % (B)	GST In Rs. (C=A*B)	Unit price with Taxes in Rs. (D=A+C)	No. of quantities (No's) (E)	Total Price (F=ExD)
1.	Color Photocopier Machine					01	
Total Cost (Rs.)							

**Note**

- 1) **The unit price for each of the item quoted should be inclusive of standard packing, freight, transit, insurance, loading and unloading charges, installation etc.**

**(Signature of Bidder along with stamp)**