BID DOCUMENT

Open Competitive Bid (OCB)

(E-Procurement)

Tender 2(Second Call)

For

Supply of Class Uniforms to the students

Of

RGUKT- Ongole Campus

Rajiv Gandhi University of Knowledge Technologies

Proprietary & Confidential

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES-AP
IIIT- Ongole,
Camp Office at IIIT R K Valley,
Idupulapaya, Vempalli (M), YSR Kadapa Dist., A.P-516330
Phone No: 08588-283622

Proprietary & Confidential

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E-Procurement Tender Notice

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
RGUKT – ONGOLE
Campus office at IIIT RK Valley, Idupulapaya,
Y.S.R. Kadapa District, Andhra Pradesh-516330

Ref. No: RGUKT/OGL/E-Proc/Student Amenities/T01/2019-20, Dt. 25.09.2019

Online tenders are hereby invited from original manufacturer(OEM)/ authorized representative of a OEM/whole sale dealer for supply of the following items to the students of the RGUKT-Ongole, located at RK Valley, idupulapaya, YSR Kadapa (district), Andhra Pradesh -516330

1. Tender-2 (Student class uniforms)
2. Tender-5 (Bed sheet with Pillow cover, Blanket, Towels)

Interested bidders can download the document from 26.09.2019, 09:00 AM to 03.10.2019 up to 05:00PM through https://tender.apeprocurement.gov.in (AP Portal). For further details please visit our website: www.rguktong.ac.in or https://tender.apeprocurement.gov.in (Andhra Pradesh Portal)

Interested bidders are informed to submit a separate bid, tender processing fee, EMD for each tender mentioned above.

Date. 25.09.2019

Sd/-
Administrative Officer
IIIT –Ongole

Time schedule of Tender 2 (Second Call) For (Class Uniforms)

Bid calling date	**26.09.2019**
Bid Documents Downloading Start date	**26.09.2019 from 5:00 PM**
Bid Document Downloading End Date	**03.10.2019 till 03:00PM**
Start date for uploading documents online	**26.09.2019 at 5:30 PM**
Last date for uploading documents online	**03.10.2019 at 05:30 PM**
Last date for Submission of documents (hard copies) along with samples and test certificates	**05.10.2019 at 05:00 PM**
Technical Bid opening date/time	**14.10.2019 at 10:00 AM**
Price Bid opening date/time	**14.10.2019 at 03.00 PM**
Contact person	**Administrative Officer, IIIT Ongole, RGUKT-AP**
Reference No.	**Ref. No.: RGUKT/OGL/E-Proc/Re-Tender 02/ Class uniforms/T01/2019-20**

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.apeprocurement.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 director.ongole@rgukt.ac.in, ao.ongole@rgukt.in on or before 28.09.2019. 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 -Ongole's website i.e. www.rguktong.ac.in as well as on e-procurement platform https://tender.apeprocurement.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 made by IIIT- Ongole campus.

SECTION - I

INVITATION FOR BIDS

Ref. No.: RGUKT/ONG/Re-Tender02/SA/CU/E-Proc/T01/2019, dated. 25.09.2019

Subject: Tender for supply of Class Uniforms (5600 No's) to the RGUKT- Ongole.

Sir/Madam,

1) Bids are invited on the e-procurement platform from the eligible OEM or their authorized distributors for supply of 5600 no's Class Uniforms to RGUKT Ongole Campus. 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.apeprocurement.gov.in.
2) The participating bidder/s will have to pay non-refundable tender processing fee Rs.11900/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of The Director, RGUKT Ongole.
3) Further the bidder/s shall furnish the EMD amount of Rs. 198000/- in the form of DD in favor of The Director, RGUKT- Ongole payable at SBI Idupulapaya or an unconditional and irrevocable Bank Guarantee issued by any nationalized bank in favor of The Director, RGUKT Ongole.
4) All the participating bidders who submit the bids have to pay an amount @ 0.03% 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 as applicable as levied by Govt. of India on transaction fee through online in favor of MD, APTS. The amount payable to APTS is non refundable. Corpus Fund: Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favor of Managing Director, APTS, Hyderabad towards corpus fund at the time of concluding agreement
5) RGUKT- Ongole Institute 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.
6) 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 Self attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer should be submitted off line to The Administrative Officer, RGUKT Ongole by 05.00 PM of 05.10.2019. The RGUKT-Ongole will consider only the bids submitted through on-line over the copies of the paper based bids.

NOTE:

After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD & Tender processing 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: 9381922859

Sd/-
Administrative Officer (i/c)

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

Item	Description
Submission of Samples	Three samples to be submitted at the time of submission of hard copies of technical bid along with test certificates from the government authorized laboratories
Tender Processing Fee	11900/- by way of Demand Draft from any Nationalized Bank payable at SBI idupulapaya .
Earnest Money Deposit (EMD)	Rs.198000/- by way of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank in favor of The Director, RGUKT Ongole along with bids
Bid Validity Period	180 days from the date of opening of Financial bid
EMD/ BANK GUARANTEE (BG) Validity Period	180 days from the date of opening of Financial bid
Warranty Period	12 months from the date of supply and acceptance of the material
Variation in quantities	± 25% of ordered quantity
Time allowed for furnishing Performance Security	Within 07 days from date of receipt of award
Delivery Schedule	Bidder shall deliver the goods in one single lot within 120 days from the date of award of the contract.
Performance security value	10% of contract value by way of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank in favor of The Director, RGUKT Ongole along with bids. **Payment other than these two modes will not be accepted.**
Performance Security validity period	12 months from supply and acceptance of the material
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
Payment terms	90% of contract value, within 15 days of acceptance of material. Balance 10% within 2 months from the date of acceptance of material.
On delivery at user site	Acceptance of material will be only after receipt of uniforms with alterations duly carried out wherever required and after receipt of reports of technical tests on random samples confirming adherence to tender specifications.

Maximum Liquidated Damages for late deliveries	1% for first week, 3% for the second week and 9% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation.
Placing work order	➢ RGUKT-Ongole will place order on identified successful bidder. ➢ All the payments shall be made directly by RGUKT-Ongole to the successful bidder as per the tender terms and conditions.
Transaction Fee	**Transaction fee:** All the participating bidders who submit the bids have to pay an amount @ 0.03% 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 MD, APTS. The amount payable to APTS is non refundable.
Transaction Fee Payable to	The Managing Director, A.P. Technology Services Ltd.
Bid submission	**On Line.** Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre bid meeting. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any during pre bid meeting in their bid.
Procedure for Bid Submission	Bids shall be submitted online on http://tender.apeprocurement.gov.in platform 1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website http://tender.apeprocurement.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 self attested by Director or properly notarized.

	6. The rates should be quoted online only 7. The financial bids of the bidders, who qualify the technical bid, shall only be opened.
Other conditions	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 Director, RGUKT- Ongole, Campus office at IIIT RK Valley, Idupulapaya, Y.S.R. Kadapa District, Andhra Pradesh-516330", **by 05:00PM on 14-10-2019.** Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT-Ongole 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. 2. RGUKT will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents. 3. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation. 4. **Important Notice toContractors,** 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. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers / contractors to electronically pay the transaction fee online using their credit cards.
	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- Ongole also reserves the right to cancel/suspend the contractual period for any

Termination of contract	reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT-Ongole in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT-Ongole will give 15 days' notice before the said cancellation/suspension. In addition if the contract is cancelled, the security deposit will be en-cashed and forfeited. The contract shall also be cancelled as per the penalty clauses mentioned in tender document.
Placing work order	- 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

TENDER SCHEDULE

1. PREAMBLE:

The Administrative Officer (i/c), Rajiv Gandhi University of Knowledge Technologies (RGUKT), Ongole invites tenders for supply of 5600 no's Class Uniforms to the students of RGUKT- Ongole, Campus office at IIIT RK Valley, Idupulapaya, Y.S.R. Kadapa District, Andhra Pradesh-516330" through e-procurement platform.

2. SCOPE OF WORK

Supply of Class Uniforms to the students of RGUKT- Ongole, Campus office at IIIT RK Valley, Idupulapaya, Y.S.R. Kadapa District, Andhra Pradesh-516330.

3. EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

3.1 Tender Fee: the tender should be accompanied by the tender processing fee of **Rs.11900/-** in the form of DD (only) in the favor of the Director, RGUKT Ongole payable at SBI Idupulapaya and EMD of **Rs.198000/-** by way of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank in favor of The Director, RGUKT Ongole along with bids. Payment other than these prescribed modes will not be accepted. Bids without tender processing fee and EMD will be summery rejected.

3.2 Forfeiture of the EMD will be made in the following events:

3.2.1 Withdrawal of bid during the bid validity period.

3.2.2 In case of successful bidder, if the bidder fails to sign the contract in time or fails to submit performance guarantee.

4. PERFORMANCE SECURITY:

4.1 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.

4.2 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 contract, after deducting the outstanding liabilities if any.

4.3 The Performance Security Deposit / Bank Guarantee shall not carry any interest.

5 ELIGIBILITY CRITERIA

5.1. This bid is open to all firms within India who are eligible to do business under relevant Indian laws as in force at the time of bidding, subject to meeting the pre-qualification criterion.

5.2. **The Bidder should have an annual turnover of 19.8 Lakhs of Estimate value in each Financial Year 2017-18, 2018-19. A Certificate indicating the Turn Over value details (in Rupees) of subject material, during the**

above said financial year 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.

5.3. The firm should have the experience of supplying **2800** Class Uniforms in any one financial year, in the last 3 financial years to Government/Universities/Govt. Educational institutions /autonomous bodies.

A certificate along with copy of award P.O from the Head of the organization shall be attached to the Tenders as proof.

5.4. Bidder should be a Registered Vendor under GST Act/VAT Act/CST Act with the relevant State Sales Tax Authorities and should furnish along with the bid document, copies of the relevant VAT/CST Registration Document and PAN / TAN Card copies.

5.5. **Bidder should have valid GST registration and copy of the relevant GST Registration Document to be submitted**

5.6. **An undertaking (self-certificate) that the agency/company hasn't been blacklisted by a Central / State Government institution and there has been no litigation history with any government department on account of similar services and the same should be uploaded/submitted as per the proforma in tender document**

5.7. The bidder shall furnish the following information and documents with the tenders.

5.7.1. Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bid to commit the Bidder.
5.7.2. Copy of Latest Two years (2016-17, 2017-18) Income Tax Return and VAT/CST/GST Return filed
5.7.3. List of Present Clientele with contact address & telephone numbers

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

6. INSTRUCTIONS TO BIDDERS

6.1 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.

6.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.

6.3 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 IIIT- Ongole as well as E-procurement Website (www.rguktong.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.

6.4 Tenders received without Tender processing Fee and EMD will not be considered at all.

6.5 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.

6.6 After the supply of the materials to the institute, the administrative officer reserves the right to send randomly picked samples for testing in government authorized laboratories. In all such cases the charges incurred for obtaining the test certificates shall be bound solely by the bidder. The performance security deposit will be released only after deducting the charges incurred.

6.7 All assertions made in connection with the tender are to be supported / substantiated by relevant documents. The Administrative Officer, RGUKT-Ongole reserves the right to verify the credentials of the bidder as per the eligibility criteria.

6.8 The Administrative Officer, RGUKT-Ongole will notify the bidder whose tender has been accepted.

6.9 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.

6.10 The successful bidder shall execute an agreement with RGUKT-Ongole on Non-judicial stamp paper worth Rs.100.00 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.

6.11 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.

The Administrative Officer, RGUKT-Ongole reserves the right to issue instructions / modifications at any point of time before award of contract.

7. METHOD OF SUBMISSION:

Bids shall be submitted online on http://tender.apeprocurement.gov.in Platform.

7.1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website http://tender.apeprocurement.gov.in

7.2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.

7.3. 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.

7.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.

7.5. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.

7.6. After uploading the documents, the copies of the uploaded technical bid documents along with sample of Class Uniforms (One for boys and One for Girls) as mentioned in Section II for evaluation 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-Ongole", by **05:00PM on 05.10.2019.**

7.7. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT-Ongole 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.

7.8. RGUKT-Ongole will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.

7.9. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.

7.10. The hard copies of all the uploaded Technical documents should be self – attested.

7.11. 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. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers / contractors to electronically pay the transaction fee online using their credit cards.

7.12. The rates should be quoted online only.

7.13. The financial bids of the Bidders, who qualify the technical bid, shall only be opened.

8 EVALUATION PROCEDURE:

8.1 The technical bids will be opened on 14.10.2019 at 10:00 AM by the Administrative Officer, RGUKT-Ongole or his/her authorized representatives.

8.2 The technical bids will be evaluated so as to ascertain the capabilities of the bidders to provide the material within the stipulated period and also to assess whether the bidder satisfies the eligibility criteria.

8.3 The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.

8.4 Also the bidder has to produce samples of each item (three samples each) at the time of submission of hard copy of technical bid documents. The samples will be inspected by the Members of the Technical Committee for conformance of the specifications. The Committee may reject a bid for non conformance of the specifications of the material. The bidder shall submit copies of test certificates from the government authorized laboratories along with the samples by sending the samples to labs for obtaining conformance to the specifications. If the result of the tests indicates non conformance, the bid will be rejected.

8.5 The Price Bids of all the technically qualified bidders will be opened on 14.10.2019 at 3.00 P.M by administrative officer or his/her authorized nominee. The bids of the bidders who does not satisfy the eligibility criteria and other conditions laid down will not be considered and their tenders stand rejected and their financial bids will not be opened.

8.6 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-Ongole. No further correspondence will be entertained regarding the disqualification.

8.7 The Administrative Officer, RGUKT-Ongole reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Administrative Officer, RGUKT-Ongole also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT-Ongole is final and binding.

9. PENALTY CONDITIONS :

9.1 The delay in supply of the items ordered are liable for deductions at the rate of 1% for first week, 3% for the second week and 9% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation.

(NOTE: Delivery must be made in a single lot within 120 days from the date of award of contract)

9.2 In addition if the contract is cancelled the performance security will be en-cashed and forfeited.

9.3 In case after random sampling of the supplied lot, it is found that there is any non conformance to specifications the performance guarantee will be en-cashed, forfeited and the bidder will have no claim to any payments. The entire lot will be rejected.

10. VALIDITY OF THE TENDER/BID

The Tender shall remain valid for a period of 180 days from the date of opening of commercial bid.

11. GENERAL TERMS & CONDITIONS

11.1. The supply and distribution of Class Uniforms shall be done at Ongole Campus of RGUKT located at Campus office at IIIT RK Valley, Idupulapaya, Y.S.R. Kadapa District, Andhra Pradesh-516330.

11.2. Goods are to be supplied as per the specification and quantity details as annexed to this bid document.

11.3. Delivery and distribution:
Bidder shall deliver the goods in one lot within 120 days from the date of award of the contract.

11.4. There shall be a warranty period of 12 months and within the warranty period, in case of any damage to the supplied material like breakage, wear and tear, mechanical defects etc it will be the responsibility of the supplier to replace the damaged material with a new one.

12. 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 in a spirit of co – operation and the RGUKT-Ongole's decision shall be final on all such matters and shall be binding on the Bidder.

13. DISCLAIMER:

13.1. Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects. Discrepancy, if any, should be got clarified at the pre bid meeting

13.2. Neither RGUKT-Ongole 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-Ongole 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.

13.3. The Administrative Officer, RGUKT-Ongole 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.

13.4. The Administrative Officer, RGUKT-Ongole reserves the right to change any or all of the provisions of this Request for Proposal.

14. REJECTION OF TENDERS:

14.1. The Administrative Officer, RGUKT-Ongole 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.

14.2. 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 will stand forfeited.

14.3. For breach of any of the conditions prescribed in the tender or as specified by the RGUKT-Ongole from time to time, the EMD is liable to the forfeited. Decision of the Administrative Officer, RGUKT-Ongole in this regard is final and binding on bidder.

15. Requirement :

Class Uniforms (5600 No's) with the following specifications are required for RGUKT-Ongole located at at Campus office at IIIT RK Valley, Idupulapaya, Y.S.R. Kadapa District, Andhra Pradesh-516330. The requirement as shown below is purely indicative. The actual number of Boys and Girl students will be communicated to the successful vendor upon the finalization of the admissions.

Student Batch	Boys	Girls	Total	No. Of pairs per head	Total Pairs Required
E-1 Students	471	629	1100	2 pairs	2200
PUC-2 Students	440	560	1000	1 pairs	1000
2019-20 Batch(P1)	500	700	1200	2 pairs	2400
Total No. Of pairs required					**5600**

Technical Specifications of the Class Uniforms

Shalwar (For Girls) and Shirt (for Boys)

Yarn Type: **67/33 Polyester/ Cotton**

Weave: Plain

Color: Light sky blue on white strips (yarn dyed strips)

Finishes:

Specifications for Shirting/Shalwar.

Sl.No	Specifications	Requirement	Tolerance
1.	Count of yarn (Warp & Weft)	Warp- $2/60^s$ PC Weft- 30^s PC	± 5 %
2.	Breaking strength (N)	Warp 490/weft 490	±5%
3.	Pilling	3-4	Minimum
4.	Relaxation Shrinkage	1.5 %	Maximum
5.	PH value	6.0 to 8.0	NA
6.	Color Fastness to Light	4-5	Minimum
7.	Color Fastness to Washing at 50^0C	4/3-4	Minimum
8.	Color Fastness to Perspiration	4	Minimum
9.	Color Fastness to Dry Cleaning	4	Minimum
10.	Color Fastness to Rubbing (Dry/Wet)	4/3	Minimum
11.	Color Fastness to Hot Pressing	4	Minimum
12.	% Composition	67% Polyester, 33% cotton	± 3units
13.	GSM	115	± 5%

TROUSER (For Boys & Girls):

Yarn Type: **67/33 Polyester /Cotton (For Girls)**

70/30 Polyester/ viscose (for Boys)

Weave: Plain

Color: Navy Blue

Specifications for Suiting/Trouser.

Sl.No	Specifications	Requirement	Tolerance
1.	Count of yarn (Warp & Weft) (For Girls)	Warp- $2/30^s$ PC Weft- $2/30^s$ PC	± 5 %
2.	Count of yarn (Warp & Weft) (For Boys)	Warp – 2/17 Weft – 2/17	±2%
3.	Breaking strength (Warp/Weft)	Wp 880/wft 630	±5% Minimum
4.	Crease Recovery Angle (Dry/Wet)	220^0	Minimum
5.	Pilling	3-4	Minimum
6.	Relaxation Shrinkage	1.5%	Maximum
7.	PH value	6.0 to 8.0	NA
8.	Color Fastness to Light	4-5	Minimum
9.	Color Fastness to Washing at 50^0C	4/3-4	Minimum
10.	Color Fastness to Perspiration	4	Minimum
11.	Color Fastness to Dry Cleaning	4	Minimum
12.	Color Fastness to Rubbing (Dry/Wet)	4/3	Minimum
13.	Color Fastness to Hot Pressing	4	Minimum
14.	% Composition (for girls)	67% Polyester, 33% cotton	± 3 units
15.	% Composition (for Boys)	70% Polyester, 30% viscose	± 3 units
16.	GSM (GIRLS)	120	± 5%
17.	GSM (Boys)	250	±

Dupatta for Girls – The cloth should be of Polyester

1. Color- Navy Blue
2. Composition- Polyester
3. **Size: 2 meters Length (minimum)**
4. **Width: 90 CM (Minimum)**
5. Wrap count (80 D)
6. Weft Count (80 D)

   } Tolerance - ± 5%

7. CF to washing 60^0 C ----- 4
8. CF to light ------ 5
9. CF to rubbing ------ 4/3

Financial Bid

Price Schedule for Goods offered

Please quote amounts in numerals and words at each place.

S.No.	Description	Quantity	Unit Price (Rs.) without taxes & Duties	Taxes & Duties on Unit Price	Unit Price (Rs.) with Taxes & Duties (4+5)	Total Price (Rs.) (3*6)
1	2	3	4	5	6	7
1	**Classroom uniforms for boys** (one Trouser and One Shirt)	2342				
2	**Classroom uniforms for girls** (One Shalwar, One Trouser and One Dupatta	3258				
	Total	**5600**				

ANNEXURE –I
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 (Proprietary/partnership/etc…)	
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- II

DECLARATION FOR FAIR BUSINESS BY THE BIDDER
(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 an 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, IIIT Ongole, 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.

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

Date:
Place:

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 noting has been concealed therein.

Deponent

ANNEXURE-III

Ref. No.: RGUKT/ONG/Re-Tender02/SA/CU/E-Proc/T01/2019, dated. 25.09.2019

Bid Security (EMD) form

(To be issued by a Nationalized Bank in India)

Whereas……..(here in after called " the Bidder") has submitted its bid Dated…….(Date). For the execution of …….(here in after called "the Bid")

KNOW ALL MEN By these present that WE……of …….having our

Registered office at ……..(hereinafter called the "Bank") are bound unto the Rajiv Gandhi University of Knowledge Technologies, Ongole,. (herein after called "The RGUKT-Ongole") in the sum of …….for which payment well and truly to be made to the said RGUKT-Ongole itself, its successors and assignees by these presents.

The conditions of these obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the RGUKT-Ongole during the period of bid validity
    1) Fails or refuses to execute the contract form if required; or
    2) Fails or refuses to furnish the performance security, in accordance with the bid requirement;

    We undertake to pay the RGUKT- Ongole Institute up to the above amount upon receipt of its first written demand, without the RGUKT-Ongole having to substantiate its demand, provided that in its demand the RGUKT-Ongole will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 120 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Place: Signature of the Bank

Date: and seal.

ANNEXURE- IV

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)

Ref. No.: RGUKT/ONG/Re-Tender02/SA/CU/E-Proc/T01/2019, dated. 25.09.2019

To,

The Director,

RGUKT- Ongole,

Campus office at IIIT RK Valley, Idupulapaya,
Y.S.R. Kadapa District, Andhra Pradesh-516330.

WHEREAS……. (Name of Vendor) hereinafter called "the Vendor" has undertaken, in pursuance of

Contract No……..Dated,…….(Date), to supply……called "the Contract" AND WHEREAS it has been stipulated by you in the said Contract, that the Vendor shall furnish you with a Bank guarantee by a Nationalized bank for the sum specified therein as security for compliance with the supplier's performance Obligations in accordance with the Contract.
In consideration of, the Director, RGUKT-Ongole [hereinafter referred to as RGUKT-Ongole or IIIT Ongole, 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/bidder' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with The Director, RGUKT- Ongole 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- Ongole 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- Ongole an amount not exceeding Rs. _____ (Rupees _____) on the demand made by The Director, RGUKT- Ongole 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-Ongole 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- Ongole 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- Ongole under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till The Director, RGUKT- Ongole 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- Ongole 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- Ongole 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- Ongole 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- Ongole or any indulgence by The Director, RGUKT- Ongole 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- Ongole.

8. We, _____ the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Director, RGUKT- Ongole in writing.

9. THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs…….and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under Rs……. (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

Signed on the _____ day of _____

Signature
For the Bank

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

ANNEXURE-V

SUPPLY AGREEMENT FORM

THIS AGREEMENT made this ..... day of..... (Year). Between the Rajiv Gandhi University of Knowledge Technologies, Ongole (hereinafter "the RGUKT-Ongole") of one part and..... (Name of Vendor) of..... (City and Country of Vendor) (Hereinafter "the Vendor") of the other part:

WHEREAS the RGUKT-Ongole is desirous that certain items as described in the bid document and briefly outlined below, should be provided by the Vendor.
Tender Ref. No & Date:

Title of the project:

Brief outline of the work:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the bid document referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.

1. bid documents
2. pre - bid conference minutes if any,
3. clarification on bid document issued if any,
4. RGUKT-Ongole notification of award.

In consideration of the payments to be made by the RGUKT-Ongole to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the RGUKT-Ongole to provide the **items and to remedy defects in items** therein in conformity, in all respects, with the provisions of the contract.

The RGUKT-Ongole hereby covenants to pay the Vendor in consideration of the provision of the items and **to remedy defects in items** therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Brief particulars of the items which shall be provided by the Vendor are as under:

Items	Quantity	Unit price (Inclusive of all taxes and duties)	Total Amount	Remarks

The Bidder further notes and accepts that:-

- Bidder shall deliver the goods in one single lot within 90 days according each student's personal measurement from the date of award of the contract.
- Payment to the tune of 90% of contract value will be made within 15 days of acceptance of material. Balance 10% within 2 months from the date of acceptance of material

(Note: Acceptance of material will be only after receipt of Class Uniforms and after receipt of reports of technical tests on random samples confirming adherence to tender specifications.

- Liquidated damages for late deliveries will be at the rate of 1% for first week, 3% for the second week and 9% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation
    - In addition if the contract is cancelled, the performance security will be en-cashed and forfeited.
    - In case, after random sampling of the supplied lot, it is found that there is any non conformance to specifications, the performance guarantee will be en-cashed and forfeited and the bidder will have no claim to any payments. The entire lot will be rejected.
    - The supply and distribution of Class Uniforms shall be done at RGUKT Ongole located at Campus office at IIIT RK Valley, Idupulapaya, Y.S.R. Kadapa District, Andhra Pradesh-516330.
    - There shall be a warranty period of 12 months and within the warranty period, in case of any damage to the supplied material like discoloring, wear out etc., it will be the responsibility of the supplier to replace the damaged material with a new one.
- A random sample of any size will be picked from the lot of items delivered by the bidder to the RGUKT- Ongole. This sample will be subjected to tests, if necessary at labs anywhere in the country to ensure compliance to specifications. If the result indicates non conformance, the entire lot will be rejected and the contract will stand cancelled without any liability on the part of RGUKT- Ongole. In addition, this event shall lead to the forfeiture of the performance security amount.
- All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co – operation and the RGUKT-Ongole decision shall be final on all such matters and shall be binding on the bidder.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year above written.

Signed, and delivered by	Signed, and delivered by
for the Vendor. Vendor's common seal: Place Date:	For. Rajiv Gandhi University of Knowledge Technologies, Ongole RGUKT- Ongole common seal: Place: Date:

In the presence of:.....

ANNEXURE-VI

BID LETTER FORM

From:

(Registered name and address of the bidder)

To
The ADMINISTRATIVE OFFICER (i/c),
IIIT Ongole, RGUKT-AP, Ongole
Campus office at IIIT RK Valley, Idupulapaya,
Y.S.R. Kadapa District, Andhra Pradesh-516330.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to supply and deliver the Class Uniforms according tender document (and other related materials) as the case may be, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated……

We undertake to supply the above mentioned materials, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs …… (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by RGUKT-Ongole or its user organization.

If our bid is accepted, we undertake to:

a. supply the materials according to the time schedule specified in the bid document,

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

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

d. 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.

Place: Bidder's Signature

Date: Seal.

Annexure-VII

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 Class Uniforms as per the specification given by RGUKT- Ongole, 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- Ongole, may imposed any action as per the rules.

Date : Name :

Place : Business Address :

Signature of Service Provider:

Seal of the Service Provider:

Annexure- VIII

NAME OF WORK: Supply of 5600 no's Class Uniforms to the student of RGUKT- Ongole Campus

Name of the Bidder: ……

Annual Turnover Statement

Bidder shall indicate herein his annual turnover during the following four 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 IX

List of Major Customers

S. No	Customer Full Address	Year of supply	Item Name	Turn Over (Rs. in Lakhs)

CHECK LIST

Important:

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.

S. No	Details	Serial No of Document (Page No.)
1	Tender Processing Fee (DD for Rs.11900/-)	
2	EMD/Bank guarantee from Nationalized Bank	
3	Name of the firm and Firm Registration certificate	
4	Bidder Letter Form	
5	Bidder Information	
6	Declaration For Fair Business By The Bidder	
7	The bidder should have minimum annual turnover of Rs. 19.8 lakhs per each year in the last two financial years 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	
8	Proof of experience of supplying 2800 class Uniforms in any one financial year in the last three financial years i.e., FY16-19 to government agencies/universities/government education institutions/ hospitals/autonomous bodies etc.,	
9	Proof of satisfactory Performance Certificate from the parties concerned to whom bulk supplies were effected, in case such supplies were made.	
10	Proof of GST registration	
11	PAN card copy	
12	TAN card copy	
13	Income Tax Return filed (FY16-17, FY17-18)	
14	Annexure I-IX	
15	Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bid to commit the Bidder.	
16	Power of Attorney, wherever applicable	
17	All other information/documents that are required in the Bid documents.	
18	Bid document baring signature and firm seal on all the pages	

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