



Ref: RGUKT-B/Housekeeping/Consumables/RC/2023, Dated: 10.06.2023

NOTICE INVITING QUOTATION

**FOR SUPPLY OF HOUSEKEEPING CONSUMABLES ON
RATE CONTRACT**

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders from the interested and eligible bidders for supply of Housekeeping Consumables to RGUKT, Basar for One Year which is extendable further another one year on the same rates, terms and conditions, with mutual consent of both parties.

Description	:	Rate Contract for supply of Housekeeping Consumables
NIT No	:	RGUKT-B/ Housekeeping/Consumables /RC/2023
Processing Fee	:	Rs.5000/- (Non-refundable) (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
EMD	:	Rs.50,000/- (in the form of DD in favour of The Director, RGUKT, Basar, payable at Basar)
Bid Validity period	:	1 Year
Last date for submission	:	17.06.2023 by 05:30PM
Bid opening Date/Time		21:06.2023 by 11:00 AM

Quotation for supply of Housekeeping Consumables

Bidders are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

TENDER DUCUMENT CONSISTS OF THE FOLLWING

- I. Eligibility criteria.**
- II. General instruction to the bidders**
- III. General terms and conditions of contract**
- IV. Technical bid (Annexure -I)**
- V. Financial bid (Annexure -II)**
- VI. Proforma of undertaking**

ELIGIBILTY CRITERIA

1. The bidder must have minimum of 3 years of experience of supplying the Housekeeping Consumables in bulk to Govt. Departments/PSUs/organizations/any other. Copies of such Purchase Orders (of Rs. 10 lac or more) received during each of the last three financial years should be enclosed.
2. Annual turnover should be Rs. 75 lacs or more during last three financial years i.e 2019-20, 2020-21 and 2021-22 to be submitted along with the technical bid.

3. The bidder must have valid PAN number and GST No photocopy of PAN CARD of the firm/Dealer/proprietor and GST tax return for last 3 years is to be submitted with the technical bid.

INSTRUCTIONS FOR THE BIDDERS

1. Sealed tenders are invited from reputed suppliers fulfilling the eligibility criteria mentioned in the tender document for the supply of Housekeeping Consumables as per the list enclosed.
2. The Tender will be opened in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an evaluation committee constituted by the Director to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, who's Technical Bids are accepted, will be opened in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.
3. The validity of rates quoted will be for a period of one year from the date of award of contract. However, RGUKT may extend the validity for further period of one year on same terms, conditions and rates.
4. The tenders are to be submitted as per two bid system i.e. Technical bid and financial bid. Technical bid should contain the papers to fulfill all the eligible criteria, proofs of experience, proofs of turnover, proofs of address, undertaking as per instructions etc. Financial bid should contain the rates quoted for the services to be provide as per the instructions given in this tender document.
5. Both the bids should be submitted in two separate envelopes super scribed as "Technical Bid" and "Financial bid" for supply of Housekeeping Consumables respectively. An EMD of Rs. 50,000/- and non refundable amount Rs.5000/- in the form of DD of any nationalized bank should be placed at the top of the technical bid. Both the envelopes containing technical and financial bid should be put in a third sealed envelope and should be super scribed "Tender of supply of Housekeeping Consumables". Sealed tenders should be addressed to the Director, AB-III, RGUKT,Basar.
6. **Documents to be attached with technical Bid**
 - a. Original tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
 - b. Complete annual turnover reports for last 3 years i.e. 2019-20, 2020-21, 2021-22
 - c. Photocopy of PAN of the Firm/Company/Proprietor.
 - d. Photocopy of GST no tax return in for last 3 years i.e. 2019-20, 2020-21, 2021-22
 - e. Copies of Purchase Orders received from Govt. Departments/PSUs/Organizations/any other during each of the last three years i.e. 2019-20, 2020-21, 2021-22
 - f. Bidder information sheet (Annexure-I)
 - g. The undertaking duly signed by the tenderer.

7. Prices:

- a. Price should be quoted for all the items listed in Annexure –II without any overwriting/erasing/cutting.
- b. The rates should be inclusive of GST, transportation charges, packing charges etc.
- c. Conditional bid shall be rejected.
- d. Successful bidder shall not be entitled to any hike in price for any reason other than the statutory levies during the period of contract.
- e. The rate shall be quoted in figures as well as in words for all the items given in the description of items. **Bids not quoted for all the items may summarily be rejected.**
- f. Contract shall be awarded to the firm(s) offering the lowest net bundled price or item wise lowest price. RGUKT Decision is the final for the award of contract.

8. **The Director RGUKT,basar reserves the right to accept or reject any or all the tenders without assigning any reason.**

9. Evaluation of bids on the basis of assessment of general conditions and receipt of bid processing fees, EMD, Technical Bids of only qualified bidders shall be consider for evaluation by the technical evaluation committee constituted by the competent authority. Thereafter, on the basis of the evaluation of technical bid/bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation.

General Terms and Conditions

1. The delivery should be made to the RGUKT,Basar, Nirmal within 5 days from the date of receipt of Purchase Order. Supplies marked as Emergency supply shall be supplied in 48 hours. In case of delay beyond the stipulated period, a penalty of Rs.500/- per day of delay will be levied. In case of rejected/returned items, the replacement is to be made within 2 days of receipt of information regarding rejection of items, else penalty @ Rs.500/- per day will be levied.
2. In case the bidder fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from open market and recover the difference in cost of purchase from the successful bidder.
3. Payment shall be made after receipt of complete store mentioned in the purchase order. No advance payment shall be made.
4. The bidder shall not sublet, transfer or assign the tender or any thereof without the written permission of the Director RGUKT. In the event of contractor contravening this condition, the Director has right to terminate the contract.
5. In case of any disputes the decision of the Director will be the final.

Besides the items mentioned, if any other office stationery items, please quote the prices in a separate list.

7. Address for sending of sealed tenders:

The Director, AB-III,
RGUKT- Basar,
Nirmal District, Telangana -504107.
Call:/. 08752255588

**Sd/-
Director**

ANNEXURE-I

The bidder information sheet:

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.	
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	TIN No.	
12	GST No.	

Annexure - II
Price Bid(on firm/agency Letter head)

Name of the Agency/Bidder: M/s. _____

S.No	PRODUCT	UoM	Unit Price (inclusive of all tax)
1	HERBERL PHENYLE COMPOUND	Litr	
2	SOAP Oil	Litr	
3	ACID	Litr	
4	Harpic	Litres	
5	COCONUT BROOMS	No's	
6	SOFT BROOMS	No's	
7	BLEACHING POWDER	Kg	
8	CHECK CLOTHES	No's	
9	SPONGES	No's	
10	SCRUBBER(large)	No's	
11	NAPTHALIN BALLS	kg	
12	LargeWIPER WITH STICK	No's	
13	LARGE MOPS	No's	
14	JASMIN	Litr	
15	ROOM FRESHNERS	No's	
16	COBWEBSTICK	No's	
17	MORIPUMP	No's	
18	DUST PANS	No's	
19	HAND GLOUSES PAIRS	No's	
20	GUM SHOES	No's	
21	MASKS	No's	
22	YELLOW COLR SMOOTH CLOTH	No's	
23	<u>collins</u>	Litr	
24	Dettol soap	No's	
25	odonils	No's	
26	Harpic blue	Litr	
27	Harpic Red	Litr	
28	Lizol	Litr	

Besides the items mentioned, if any other office stationery items, please quote the prices in a separate list

Note: 1) Brand should be superior/standard quality

2) The prices quoted are inclusive of all taxes, duties, transportation, loading and unloading charges.

Signature of the bidder

Undertaking

To,

The Director
RGUKT, Basar
Nirmal

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted are of standard quality and workmanship
- 4) The firm is not black listed in any Govt. org./institution.
- 5) I/We give the rights to the Director to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm
(Firms Name& Address)

(Signature of Authorized Signatory)

Name:

Designation:

Seal:

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	Particulars	Yes/No
1	Bidder Information (Annexure-I)	
2	Tender Processing Fee of Rs.5000/- by way of DD from any nationalized/ Scheduled Bank.	
3	EMD Rs.50,000/- from any nationalized/Scheduled Bank.	
4	Copies of Purchase Orders (of Rs. 10 lac or more) received from Govt. Departments/PSUs/Organizations/other during each of the last three years i.e. 2019-20, 2020-21, 2021-22.	
5	Complete annual turnover reports for last 3 years i.e. 2019-20, 2020-21, 2021-22.	
6	Photocopy of PAN, GST no tax return in for last 3 years i.e. 2019-20, 2020- 21, 2021-22	
7	The undertaking duly signed by the tenderer	
8	Original tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender	
9	Any other details, the contractors want to submit in support of their suitability.	

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