



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES**

BASAR,

Nirmal District, Telangana- 504107

www.rgukt.ac.in

procurement@rgukt.ac.in

Tender for Rent/lease of space for running of

Book Stall - cum - Stationery & Xerox Centre

Time Schedule:

Bid calling date	30.12.2017
Bid Document fee (Non refundable)	Rs. 2,000/- (By way of DD from any Scheduled Bank in favour of Director, RGUKT, Basar, payable at Basar)
Last date for submission of bids along with required documents	22.01.2018 by 04:00PM
Pre-qualification & Technical Bid opening date/time	23.01.2018 at 03:00 PM.
Price Bid opening date/time	23.01.2018 at 04:00 PM
Contact person	Director, RGUKT, Basar.
Reference No	RGUKT-B/ Proc/Book Stall-Stationery - Xerox/T10/2017

CONTENTS

Description	Page No.
Newspaper advertisement	3
Time Schedule	4 - 13
Declaration by the bidder	14
Financial Bid Statement	15
Bid letter form	16
Bidder Information Sheet	17
List of Major Customers	18
Check List	19

For any clarification and further details on the above tender, please contact Telephone No:8919908978/9441186881 or Contact Person during office hours.

News paper advertisement

Tender Notice



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES, BASAR,
NIRMAL DISTRICT,
TELANGANA-504107**

Separate sealed Tenders are invited from interested and eligible bidders for running of (i) Book Stall-cum-Xerox & Stationery centre (ii) Hair Cutting Saloon and (iii) open-tea stall, in the premises of RGUKT-Basar on rent/lease basis

Interested parties can download the tender document from our website. Last date for receipt of Bids along with Bid Processing Fee and EMD as specified in the bid document is on 22.01.2018 at 04:00 PM. For further details visit our website www.rgukt.ac.in

Date: 30.12.2017

**Sd/-
Director**

TENDER SCHEDULE

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, is a fully residential University having 6000 students on rolls. RGUKT invites sealed tenders comprising technical bid and price bid from registered individuals/contractors for running of Book stall-cum-xerox centre-cum-Stationery in the shopping complex of RGUKT, Basar located in Nirmal District of Telangana State.

SECTION - A

Important Dates

Bid calling date	30.12.2017
Bid closing date/time	22 .01.2018 at 04:00 PM
Technical Bid Opening date/time	23.01.2018 at 03:00PM
Price Bid opening date/time	

SECTION-B

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee (Non Refundable)	Rs. 2,000/- (by way of Demand Draft in favor of "the Director, RGUKT, Basar", payable at Basar from any Scheduled Bank).
EMD	Rs.25,000/- (by way of Demand Draft from any Nationalised/Scheduled Bank payable at Basar)
Bid Validity Period	90 days from the date of bid closing.
EMD Validity Period	90 days from the date of bid closing
Period for signing the order Acceptance	Within 10 days from date of receipt of Letter of Intent.

SECTION-C

1. PREAMBLE:

The Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, RGUKT invites sealed tenders comprising technical bid and price bid from registered individuals/contractors for running of Xerox cum Bookstall & Stationary shop in the Shopping complex of RGUKT, Basar located in Nirmal District of Telangana State.

2. SCOPE OF WORK:

To run & maintain Book stall – cum - Xerox & Stationary Centre in the premises of RGUKT-Basar, which includes the following services:

1. Selling of Books & Stationery
2. Xerox/Photo copying
3. Printing
4. Lamination
5. Spiral Binding
6. Binding

The prices decided by the University are as follows:

S.No	Service Description	Black & White		Color	
		Single Side	Double Side	Single Side	Double Side
1	Xerox (on 70 GSM Paper) A4/Legal size	Rs.1.00	Rs.1.50	Rs.10.00	Rs.15.00
2	Xerox (on 70 GSM Paper)A3 Size	Rs.2.00	Rs.3.00	Rs.20.00	Rs.25.00
3	Printing (A4/Legal)	Rs.2.00	Rs.3.00	Rs.10.00	Rs.15.00
4	Printing (A3 Size)	Rs.4.00	Rs.6.00	Rs.20.00	Rs.25.00
5	Lamination (A4/Legal)	Rs.15/-			
6	Spiral Binding				
	Up to 50 Pages	Rs.20/-			
	51 to 100 pages	Rs.25/-			
	101 to 200 Pages	Rs.30/-			

- b) Any other service incidental to above.

3. PERIOD OF CONTRACT:

Initially, the contract will be for a period of one year, extendable upto 3 years on yearly basis, escalating the rent by 10% every year, basing on the satisfactory performance.

In case of such extension, the contractor, shall deposit the rent for the extended period (i.e.1 year rent) 2 months in advance.

Note: Year means one calendar year which includes all the holidays/vacation.

4. EARNEST MONEY DEPOSIT / BID SECURITY DEPOSIT:

4.1 The tenders should be accompanied by Earnest Money Deposit (EMD) of **Rs.25,000/-** by way of crossed Demand Draft drawn from any Nationalized/Scheduled Bank in favor of "The Director, RGUKT, Basar" payable at Basar.

Tenders received without EMD (which should be in Cover 'A') will be summarily rejected.

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

4.1.1 Withdrawal of bid during the bid validity period.

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

Note: The EMD of the successful bidder will be converted into Performance Security Deposit, and will be retained by the University till the completion of Contract.

5 PERFORMANCE SECURITY:

5.1 The EMD of the successful bidder will be converted in to performance security deposit.

5.2 The Performance Security Deposit 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.

5.3 The Performance Security Deposit shall not carry any interest.

5.4 The security deposit is liable to be forfeited wholly or partially if:-

5.4.1 Any damage is caused to the building/equipments and other installations belonging to the University.

5.4.2 The bidder declines to render services at the item wise rates agreed upon, due to escalation in prices of raw materials or for any other reasons.

5.4.3 The contractor fails to fulfill any of the terms & conditions of the agreement.

6. ELIGIBILITY CRITERIA:

6.1. The contractor should have minimum experience of three (3) years in running of similar business in a Government organization/ University /PSU or reputed institution/firm widely known in the market. Documentary evidence in this regard should be enclosed.

6.2. Bidder should have valid GST and PAN registrations.

6.3. The Bidders should have registered with appropriate authorities for running of

said business. Documentary evidence in this regard should be enclosed with the Technical Bid.

- 6.4. Bidder should have an **average annual turnover of Rs.10.00 Lakh (i.e. cumulative turnover of Rs.30.00 Lakhs), during the last three financial years i.e. 2014-15, 2015-16 & 2016-17** (a certificate from a firm of Chartered Accountant should be submitted as a proof).
- 6.5. List of Present Clientele with contact address & telephone numbers.
- 6.6. **The bidder should not have been block listed by any of the State/Central Government or any autonomous bodies.**
- 6.7. Any other details, the contractors want to submit in support of their suitability.

Note: 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.**

7. INSTRUCTIONS TO BIDDERS

- 7.1. Bidders responding to tender notice shall be deemed to be agreeable to the terms and conditions herein contained. All the terms and conditions laid down in the tender shall be binding on the Bidders.
- 7.2. Tender Form should be filled in neatly, legibly and carefully.
- 7.3. University will process the tenders as per University norms & procedures. The University shall not be under any obligation to give any clarification to the contractors/agencies whose bids are rejected.
- 7.4. The tenders shall be opened in the presence of the bidders or their authorized representatives, who will like to be present, on the date and time mentioned in the tender notice/document. In case, the date of opening falls on a holiday declared by the University, tenders will be opened on the next working day, following the holiday, at the scheduled time.
- 7.5. Authorized signatory should put his/her signatures on all the pages of the tender document. Bids without signatures of authorized signatory will be rejected.
- 7.6. All the columns of the tender document shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words.
- 7.7. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.

- 7.8. Bidders are advised to visit the University & see themselves the location of General Stores, during the office hours on any working day.
- 7.9. The successful bidders shall be required to execute an agreement with University on Rs.100/- Non-judicial STAMPD PAPER.
- 7.10. The University reserves the right to reject/cancel any or all or part of the tender of the bidder, without assigning any reason and shall also not be bound to accept highest tender. The decision of the University shall be final and binding.
- 7.11. The terms and conditions of contract should be returned to this office, duly signed along with technical bid and with details of items contained in Requirement, otherwise the tender will be ignored.
- 7.12. Tender failing to comply with the terms & conditions mentioned in the tender document would result in the tender being summarily rejected.
- 7.13. Conditional Tenders will not be accepted.
- 7.14. All disputes will be settled within the jurisdiction of the University.

9. METHOD OF SUBMISSION:

- 9.1 The bidder should submit the supporting papers of eligibility criteria as specified in Clause (6), Bid document signed on all pages by the bidder and Demand Draft towards EMD in cover 'A'.
- 9.2 The Price Bid shall be kept in cover 'B'.
- 9.3 Both cover 'A' and 'B' to be kept in cover 'C' and sealed with wax / gum tape. Strict adherence to the formats wherever specified is required. Non-adherence to the formats and / or submission of incomplete information may render the tender invalid and result in rejection of the bid.
- 9.4 Conditional tender will summarily be rejected.
- 9.5 **The sealed tender must be addressed to the Director, RGUKT, Basar.**
- 9.6 The sealed tenders should be superscripted with **"Tender for running of Book Stall - cum - Stationery & Xerox Centre"**.
- 9.7 The sealed tenders must be deposited in the tender box placed at **"Procurement Section, Omega(ω-11), RGUKT, Basar, Nirmal District, Telangana-504107"**

10. EVALUATION PROCEDURE:

- 10.1 The sealed Tenders will be opened as per the schedule by the Director, RGUKT, Basar or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
- 10.2 The Cover - A consisting of the documents related to Eligibility criteria will be opened first. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the material within the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed in Clause 6 above.
- 10.3 The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- 10.4 Cover - B consisting of Price Bid of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. and the envelopes containing the Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- 10.5 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. No further correspondence will be entertained regarding the disqualification.
- 10.6 In case, no bidder meeting the eligibility criteria, RGUKT has the right to waive/relax the eligibility criteria or to cancel the tender notification.

11. DISCLAIMER:

- 11.1. Neither RGUKT 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 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.
- 11.2. Director, RGUKT, Basar, reserves the right to change any or all of the provisions of this Request for Proposal.

12. REJECTION OF TENDERS:

- 12.1. The Director, RGUKT, Basar, reserves the right to cancel the tender process and reject any/ or 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.
 - 12.2. The decision of the Director is final.
 - 12.3. 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.
- 13.** For breach of any of the conditions prescribed in the tender or as specified by the RGUKT from time to time, the EMD/PSD is liable to the forfeited. Decision of the Director, RGUKT, Basar in this regard is final and binding on bidder.

SECTION-D
:GENERAL CONDITIONS OF LEASE:

1. Suitable space shall be provided by RGUKT. However, in extreme circumstances, RGUKT has right to reduce or relocate the space provided.
2. The successful bidder shall obtain all licenses which are required by law and/or regulations to be obtained and shall at all times duly observe the terms and conditions of all laws and enactments, modifications and re-modifications as applicable. necessary permissions from the police/Municipal departments at his own cost (if required).
3. The contractor will be under obligation to display prominently the rate list of all items/services available (as fixed by the University).
4. The contractor shall not sell the items above the MRP rates (or the rates fixed by the University).
5. In case of any items, which doesn't have MRP, the Licensee should take prior price approvals from the University and the same is to be displayed in the rental premises.
6. The contractor shall take all reasonable precautions to see that the staff while on duty attire themselves in proper uniform approved by the University and are civil, sober and honest in their dealings with the staff and the students in general.
7. The contractor shall employ in his service, only such persons whose antecedents have been verified and have also been medically examined at his own cost and to the satisfaction of the University.
8. The employees of the contractor shall not be employees of the University. It is sole responsibility of the contractor to make payment of wages and to discharge any liability of such employee by way of ESI, Provident Fund, Compensation/damages etc. In the event of injury or loss of life of any employee of contractor, the University shall not be liable for compensation or for any claim arising from financial or legal dispute between the contractor and his employees.
9. The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the shop and his workmen etc.
10. It the responsibility of the contractor to follow all statutory obligations as per the Labour Laws (e.g. Minimum Wages Act), Contract Labour (Regulation of Abolition) Act, ESI, PF, Bonus etc., as amended from time to time. Any violation or non-compliance shall be viewed very seriously, resulting in penal action as well as termination of the contract, depending on the seriousness of the violation.

11. Any credit facility extended by Contractors to students/employees will be at his own cost and risk. The University will not take any responsibility on this account.
12. The contractor should ensure that there is no short-circuiting, resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers provided by University shall be kept at appropriate places of work, which shall be periodically got checked for proper use, by the University.
13. University has the right to go for more such contracts for the same business, if it feels necessary.
14. **Electricity Charges:** Electricity Charges are to be borne by the bidder as per the tariff on time. The Electricity bills are to be made in the first week of every month.
15. **Rent :** Annual rent shall be made in advance before executing the lease contract.
16. The contractor shall not transfer or sublet the contract.
17. **Terms and conditions regarding Premises:**
 - 17.1. The contractor will not make any kind of alternation or modification in the premises, without the permission of University in writing and further he shall have no right to use University property for his employees' personal purpose.
 - 17.2. University has authority to inspect the leased space at any time without giving any notice to the contractor.
 - 17.3. The contractor will keep the premises in good, clean and hygienic order and maintain it in its original architectural and aesthetic shape, failing which the university get the premises cleaned and collect the charges.
 - 17.4. The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
 - 17.5. The licensee shall not carry out any other business apart from which entrusted to him.
 - 17.6. The contractor will not encroach upon the rights of other contractors, running their business in the University premises and maintain cordial relations with other functionaries.
 - 17.7. **Timings:** The Contractor should follow the time to time business hours as fixed by the University authorities concerned.

- 17.8. Without prejudice to other provisions herein, the contract can be terminated by University by giving a prior notice of one month on violation of conditions of contract or on the grounds of default/ deficiency in proper service, proper hygiene and deposit of payments by the contractor. The contract can also be terminated by the contractor with a notice of two months to the University on the grounds of failure of obligations on the part of the University. For operation of this clause, a Consultative Committee of four representatives, one from contractor and three from University shall be constituted which shall meet from time to time and submit their deliberations to the Director. The Director of University or any other person authorized by him, will be Chairman of the committee.
- 17.9. In case of termination of the contract done by the contractor during the contract period in violation of this agreement, or the termination of the same by the University on account of default or otherwise of the contract, the contract will be re-auctioned for the remaining period by the University and the contractor shall have to pay an amount which would be fixed, as the re- auction charges. He shall also have to compensate the University by the proportionate amount if the contract for the remaining period is awarded at lesser rate than the earlier contract. The tenderer has to record all his equipments/items at the time of entry into the University. He shall not remove any of his equipments/Items from the University site, without the permission of the University before full and final adjustment of accounts.
18. The use & sale of alcoholic drinks/intoxicants and tobacco in any form and smoking shall be strictly prohibited.
19. The contractor shall maintain the premises at the highest degree of cleanliness. The contractor shall provide sufficient no's of Dust Bins around the General Store.
20. Propagation of rats and invasion infestation by rodents shall be permanently prevented. All openings in floors, walls, ceiling, pipes, cables or conduits shall be properly sealed by fitting collars to prevent rodents and pests.
21. When pesticides are being used, care shall be exercised to prevent contamination.

22. Arbitration:

All disputes between the University and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions there of shall be referred to the Vice Chancellor, RGUKT, Basar acting as such at the time of reference or any other person as may be nominated by the Vice Chancellor who will be the sole arbitrator and his decision will be final and binding. In case the nominated Arbitrator is unable to commence or continue Arbitral proceedings for any reason whatsoever, the VC shall nominate/ appoint another officer of University who shall then decide the reference.

23. All disputes will be settled within the jurisdiction of the Nirmal District.

(on the official letterhead of the firm)

Ref: RGUKT-B/Proc/Book Stall-Stationery-Xerox/T10/2017, dt.30.12.2017

Declaration by the Bidder

I/We hereby declare that all the terms and conditions of the tender document has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further I/We hereby declare the following:

- a. I/We never been blacklisted by any institution/department due to any reason.
- b. I/We are ready to get our capabilities inspected by the Officer/Committee of the University, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake to:

- a. Not to object our disqualification on the basis of above declaration, if found wrong and misrepresented at any point of time during contract.
- b. The workers deployed will be more than 18 years and shall comply all the statutory requirements.

Place:

Bidder's Signature

Date:

Seal.

(on the official letterhead of the firm)

Ref: RGUKT-B/Proc/Book Stall-Stationery-Xerox/T10/2017, dt.30.12.2017

Financial Bid

IN COVER 'B'

I/we, agree to undertake to run the **Book stall- cum-stationery & Xerox Centre at RGUKT-Basar**, as per the conditions of the contract, for an annual rent as shown below:

Schedule	Description	Rent per Year (Rs.)
	1	2
Schedule - I	Book Stall - cum - Stationery & Xerox Centre	Rs. _____ In Words: Rs. _____

* Prices are to be quoted both in numerals and words.

Note:

- 1) The price quoted shall be for a calendar year, which includes all the holiday.
- 2) The bidders who fulfils the eligibility criteria and quotes the highest rent will be awarded the contract.

(Signature of Bidder along with seal)

(on the official letterhead of the firm)

Ref: RGUKT-B/Proc/Book Stall-Stationery-Xerox/T10/2017, dt.30.12.2017

Bid letter form

IN COVER 'B'

From:

(Registered name and address of the bidder)

To

The Director,

Rajiv Gandhi University of Knowledge Technologies,

Basar, Nirmal District, Telangana-504107.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to run the **Book Stall - cum - Stationery & Xerox Centre in the Shopping Complex (opposite to the boys hostels)** at RGUKT, Basar 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 provide the above mentioned services, 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 or its user organization.

If our bid is accepted, we undertake to:

- a. Provide the services according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee from a scheduled bank in accordance with bid requirements for the due performance of the contract,
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the highest 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.

BIDDER INFORMATION

IN COVER 'A'

ALL THE FIELDS ARE MANDATORY.				
1	Name of the organization			
2	Year of establishment			
3	Complete postal address			
4	Name & Designation of Authorized person			
5	Phone No.			
6	Email			
7	Nature of the firm (Proprietary/partnership/etc...)			
8	Bank Details of the Agency:			
9	Bank Name			
	Bank Address			
	Bank Account Number			
	IFSC Code			
	PAN No.			
10	TIN No.			
11	GST No.			
12	Total No. of branch offices in Telangana			
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	Experience Details:			
	S.No.	Period		
		From	To	Organization
				Services provided
16	Details of certificates enclosed.			

IN COVER 'A'

List of Major Customers

S. No	Customer Full Address along with contact details	Year

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	Enclosed/ Not?	Page Number
1	Check List		
2	Tender Processing Fee of Rs.2000/- per each schedule (by way of DD from any nationalized/Scheduled Bank).		
3	EMD of Rs.25,000/- per each schedule (from Nationalized/Scheduled Bank)		
4	Bidder Information Sheet		
5	Signed copy of Tender Document (each page has to be signed by the bidder)		
6	The Bidders should have registered with appropriate authorities for running of said business. [copy of the registration certificate]		
7	Bidder should have valid GST and PAN registrations. [copy of PAN and GST registrations]		
8	The contractor should have minimum experience of three (3) years in running of similar business in a Government organization/ University /PSU or reputed institution/firm widely known in the market. [Work order and Satisfactory certificate from the parties is to be submitted]		
9	Bidder should have an average annual turnover of Rs.10.00 Lakh (i.e. cumulative turnover of Rs.30.00 Lakhs), during the last three financial years i.e. 2014-15, 2015-16 & 2016-17 [a certificate from a firm of Chartered Accountant should be submitted as a proof].		
10	List of Present clientele with addresses & Phone numbers		
11	Bidder's declaration		
12	Power of Attorney, wherever applicable		
13	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.