

**Ref. No.: RGUKT-B/Proc/Steel Cots/T04/2021, Dated.28.12.2021**

**(e-procurement Tender Notice)**

**Tender for supply of Steel Cots**

**to**

**RGUKT-BASAR**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES - BASAR**

**Nirmal District - Telangana - 504107**

**Website: [www.rgukt.ac.in](http://www.rgukt.ac.in)**

**e-mail: [procurement@rgukt.ac.in](mailto:procurement@rgukt.ac.in)**

**News Paper Advertisement**

**e-procurement Tender Notice**

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TTECHNOLOGIES**



**Basar – Nirmal District - Telangana- 504107**

Online tenders are hereby invited from reputed **manufacturer/ authorized representative of a manufacture/whole sale dealer** for supply of 1000 Steel Cots to RGUKT –Basar Campus.

Interested bidders can download and submit the bids online from 28-12-2021 to 12-01-2022 upto 5.00PM through <https://tender.telangana.gov.in>. For further details please visit our website:[www.rgukt.ac.in](http://www.rgukt.ac.in)

**Date:28.12.2021**

**Sd/-  
Director**

## **TENDER SCHEDULE**

Rajiv Gandhi University of Knowledge Technologies (RGUKT)-Basar is a fully residential University having 8000 students on rolls. RGUKT invites sealed tenders comprising pre-qualification, technical bid and price bid from the eligible bidders for supply of Steel Cots to its premises located in Nirmal District of Telangana State.

### **SECTION - A**

#### **Time schedule of Tender related events**

Bid calling date	<b>28.12.2021</b>
Bid Document fee (Non Refundable)	<b>Rs.25,000/- (By way of DD from any Nationalized Bank)</b>
Bid Documents Downloading Start Date	<b>28.12.2021</b>
Pre Bid Meeting at RGUKT-Basar	<b>03.01.2022 at 03:00PM</b>
Bid Document Downloading End Date	<b>12.01 .2022 till 04:00PM</b>
Last date for uploading documents online	<b>12.01.2022 at 05:00 PM.</b>
Last date for Submission of documents (hard copies) along with sample Steel Cot	<b>17 .01.2022 at 05:00 PM.</b>
Technical Bid opening date/time	<b>19.01.2022 at 11:00 AM.</b>
Price Bid opening date/time	<b>19.01.2022 at 03:00 PM.</b>
Contact person	The Director, RGUKT-Basar
Reference No.	RGUKT-B/Proc/Steel Cots/T04/2021, Dated:28.12.2021

**Note:** For the assistance in the online submission issues, the bidder may contact the help desk of M/s.Vupadhi Techno Services Pvt. Ltd.,Hyderabad (e-procurement) at their e-mail address: [tseprocsupport@vupadhi.com](mailto:tseprocsupport@vupadhi.com) ,contact numbers: 7337445545/6309339690/7337445546/ 9912756216

**Director-**  
**RGUKT-Basar**

**CLARIFICATIONS:**

- i. Queries if any, can be made through e-mail only on [procurement@rgukt.ac.in](mailto:procurement@rgukt.ac.in) on or before **03.01.2022**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official 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's website i.e. [www.rgukt.ac.in](http://www.rgukt.ac.in) as well as on e-procurement platform <https://tender.telangana.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 issued if any during pre bid meeting in their bid.
- iv. For any clarifications regarding tender please call on :9000919819/8074315707

**SECTION-B**

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

<b>Item</b>	<b>Description</b>
Name of work	Supply of Steel Cots to RGUKT-Basar
Submission of Samples	One sample (Steel Cot) confirming to the specifications of tender to be submitted at the time of submission of hard copies of technical bid.
Tender Processing fee(Non refundable)	Rs.25,000/- by way of Demand Draft from any Nationalized Bank in favor of The Director, RGUKT payable at Basar along with bids.
Earnest Money Deposit(EMD)	<b>Rs.3,00,000/- by way of Demand Draft/Bank Guarantee from any Nationalized Bank . DD/BG from other than Nationalized Banks will not be accepted. (no exemption for any firm/agency)</b>
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Warranty Period	3 Years from the date of supply and acceptance of material.
Variation in quantities	±10%
Period for furnishing performance Security	Within 10 days from date of receipt of award
Delivery Schedule	Bidder shall deliver the goods in one single lot within 30 days from the date of award of the contract.
Performance security Deposit	3% of contract value by way of Demand Draft/Bank Guarantee from any Nationalized Bank
Performance security Deposit validity period	38 Months from supply and acceptance of material.
Period for signing the Agreement with Acceptance	Within 7 days from date of receipt of notification of award
<b>PAYMENT TERMS</b>	
On delivery at user site	90% of contract value, within 30 days of acceptance of material. Balance 10% will be paid after Six Months of acceptance of material. Note: Acceptance of material will be only after receipt of Steel Cots and after receipt of reports of technical tests on random

	samples confirming adherence to the specifications, mentioned in the Tender.
Liquidated Damages for late deliveries	3% for each week of delayed supply, maximum of 9%. If delay continues beyond two weeks, contract is liable for cancellation.
Placing work order	<ul style="list-style-type: none"> <li>➤ RGUKT will place order on identified successful bidder.</li> <li>➤ All the payments shall be made directly by RGUKT to the successful bidder as per the tender terms and conditions.</li> </ul>
Transaction Fee	as per the norms in vogue from time to time

## SECTION-C

### TENDER SCHEDULE

#### 1. PREAMBLE:

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites online tenders from eligible Firms/Agencies for “Supply of Steel Cots” through e-procurement platform.

#### 2. SCOPE OF WORK

The bidders should supply Steel Cots to RGUKT-Basar Nirmal District - Telangana State, as specifications mentioned in the tender document.

#### 3. EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

3.1 The tender should be accompanied by Earnest Money Deposit (EMD) for **Rs.3,00,000/-** by way of crossed Demand Draft/ Bank Guarantee issued/ drawn from any Nationalized Bank in favor of “The Director, RGUKT” payable at Basar. Tenders received without EMD will be summarily rejected.

3.2 The EMD will be returned to unsuccessful bidders.

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

3.3.1 Withdrawal of bid during the bid validity period.

3.3.2 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 3% 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

- 5.2 This bid is open to all agencies within India who are eligible to do business under relevant Indian laws as in force at the time of bidding.
- 5.3 The bidder should have an average annual turnover of Rs. 1.0 Crore in the any two financial years out of the last three financial years i.e FY 2018-19, FY 2019-20 and FY 2020-21 on the subject material. The certificate indicating the turnover value details of the subject material during the above said financial years from a chartered accountant must be enclosed in original as proof. The turnover of the subject material must be indicated separately in the certificate.
- 5.4 The bidder should have an experience of supplying 1000 steel cots in any one financial year in the last three financial years i.e., FY 18-19, 19-20, 20-21 to Government agencies/ Universities/ Government educational institutions/ hospitals/autonomous bodies etc., A certificate along with the copy of awarded purchase order from the head of the organization/competent authority shall be attached to the tender as a proof.
- 5.5 Bidder should furnish satisfactory Performance Certificate from the parties concerned to whom bulk supplies were made and RGUKT may contact any such parties to elicit details.
- 5.6 Bidder should be a Registered Vendor under GST Act with the relevant authorities and shall furnish the copies of GST registration document, PAN and TAN copies along with the bid document.
- 5.7 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.
- 5.8 The bidder shall furnish the following information and documents with the tenders.
- 5.8.1 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.
- 5.8.2 Copies of Income Tax Return filed for the last three financial years (2018-19, 2019-20 and 2020-21).
- 5.8.3 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**

- 1.1 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.
- 1.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 1.3 Tenders received without tender processing fee and EMD will not be considered.
- 1.4 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.
- 1.5 All assertions made in connection with the tender are to be supported / substantiated by relevant documents. The Director, RGUKT-Basar reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 1.6 The Director, RGUKT-Basar will notify the bidder whose tender has been accepted.
- 1.7 The successful bidder shall execute an agreement with RGUKT 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.
- 1.8 After awarding the contract, if the vendor/supplier fails to supply as per the agreement, the order given to 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 in this regard.

The Director, RGUKT 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 e-procurement platform of Govt. of Telangana (<https://tender.telangana.gov.in>).

- 7.1. The participating bidders in the tender should register themselves on e-procurement platform in the website <https://tender.telangana.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-procurement platform.
- 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, sample Steel Cot 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 Director, RGUKT, Administrative Building, Basar -Nirmal-Telangana-504107 by **05:00PM on 17.01.2022.**
- 7.7. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT shall not hold any responsibility 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 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-procurement platform will only be considered for Bid Evaluation. However RGUKT reserves the right to call for and collect additional documents to supplement the information already submitted online.
- 7.10. The hard copies of all the uploaded technical documents should be self attested with seal.
- 7.11. The rates should be quoted online only.
- 7.12. The financial bids of the bidders, who qualify the technical bid, shall only be opened.

## **8 EVALUATION PROCEDURE:**

- 8.1 The Tenders will be opened on 19.01.2022 at 11:00 AM by the Director, RGUKT or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
- 8.2 The Technical Bids will be opened first on 19.01.2022 at 11:00 AM. 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.
- 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 sample item at the time of submission of hard copy of technical bid documents. The sample 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.
- 8.5 Price Bids of all the technically qualified bidders will be opened on 19.01.2022 at 3.00PM by the Director or his/her authorized nominee. Only those bidders, who have fulfilled the eligibility criteria specified in tender document, will be considered and who does not fulfill the eligibility criteria will not be considered and their tender stands 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. No further correspondence will be entertained regarding the disqualification.
- 8.7 The Director, RGUKT reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Director, RGUKT also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT is final and binding.

## **9. PENALTY CONDITIONS :**

- 9.1 3% will be deducted from total value of the order for each week of delayed supply, and maximum of 9% will be deducted, If delay continues beyond two weeks, the contract is liable for cancellation.

**(NOTE: Delivery must be made in a single lot within 30 days from the date of award of contract)**

- 9.2 5 % 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 90 days from the date of opening of commercial bid.

## **11. GENERAL TERMS & CONDITIONS**

### **11.1. Delivery and distribution:**

Bidder shall deliver the goods in one lot within 30 days from the date of award of the contract.

- 11.2. There shall be a warranty period of 3 years 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'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 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.
- 13.3. The Director, RGUKT 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 Director, RGUKT reserves the right to change any or all of the provisions of this Request for Proposal.

### **14. REJECTION OF TENDERS:**

- 14.1. The Director,, RGUKT 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 processing fee will stand forfeited.
- 14.3. For breach of any of the conditions prescribed in the tender or as specified by the RGUKT from time to time, the EMD is liable to the forfeited. Decision of the Director, RGUKT in this regard is final and binding on bidder.

**15. Requirement :**

The following Steel Cots are required in the specifications mentioned here under for RGUKT-Basar Campus.

**Specifications of Steel Cots**

1. 6/2.5 Feet Long Single Cot.
2. Bed: 16 – Gauge CR sheet
3. Legs: 40/40 Square Pipe – 16 Gauge
4. Locker – 20 Gauge CR Sheet with Two Doors
5. Powder coating should be done.

**Sample Image of Steel Cot**



### Bidder Information

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	<b>Bank Details of the Agency:</b>				
	Bank Name				
	Bank Address				
	Bank Account Number				
	IFSC Code				
9	PAN No.				
10	GST No.				
11	Total No. of branch offices in Telangana				
12	Bid Document Fee (Non refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :			
13	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :			
14	<b>Experience Details (if any):</b>				
	<b>S.No.</b>	<b>Name of the Organization (along with contact details)</b>	<b>Year of supply</b>	<b>Items Supplied</b>	<b>Item value</b>
15	Details of certificates enclosed.				

**BID LETTER FORM**

From:

(Registered name and address of the bidder)

To

The Director,

RGUKT-Basar

Nirmal District-Telangana

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to supply and deliver the material (and other related materials) according to the tender document as the case maybe, 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-Basar.

If our bid is accepted, we undertake to:

- a. supply the materials according to the time schedule specified in the bid document,
- b. submit the performance security deposit from a Scheduled bank in accordance with bid requirements.
- 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.



**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 material as per the specification given by RGUKT-Basar, 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 concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT-Basar, may impose any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Service

Provider: Seal of the Service

Provider:

## ANNUAL TURNOVER SHEET

Name of the Bidder: .....

Bidder shall indicate herein his annual turnover during the following two financial years based on the audited balance sheet / profit and loss account statement.

S. No	Financial year	Subject material Annual Turnover
1	2018-19	
2	2019-20	
3	2020-21	

Signature of Chartered Accountant

Name:

Membership No.:

Seal:

**List of Major Customers on subject material and satisfactory performance certificates from them**

S.No	Customer Full Address	Year of Supply	Item Name	Amount (Rs.)

### Financial Bid

Price Schedule for Goods offered. Please quote amounts in numerals and words at each place.

S.No.	Description	Quantity	Price per unit without GST (Rs.)	Unit Price (Rs.) with GST	Total Value (Rs.) (3*5)
1	2	3	4	5	6
1	Steel cots				

## 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	Name of the file uploaded	Page Number
1	Bidder Information		
2	Tender Processing Fee of Rs.25,000/- by way of DD from any Nationalized Bank		
3	EMD (DD/BG) from a Nationalized Bank(rs.3,00,000).		
4	Name of the Firm & Copy of Registration Certificate		
5	Bidder Letter Form		
6	GST Registration Certificate		
7	PAN Card Copy		
8	Annual Turnover Statement		
9	Latest Income Tax Returns filed Financial Years i.e. 2018-19, 2019-20 & 2020-21		
10	Proof of experience of supplying 1000 steel cots in any one financial year in the last three financial years i.e., FY18-19, 19-20 and 20-21 to government agencies/universities /government educational institutions/ hospitals/autonomous bodies etc. – workorder copies.		
11	Satisfactory Performance Certificate from parties		
12	Power of Attorney, wherever applicable		
13	List of Present clientele with addresses & Phone numbers		
14	Bidders undertaking for Non-Black List of firm		
15	Bid document bearing signature and firm seal on all the pages		
16	All other information/documents that are required in the bid document		

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