



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES**

BASAR,

Nirmal District, Telangana- 504107

www.rgukt.ac.in

procurement@rgukt.ac.in

**Notice Inviting Tender for Rent/lease of space for
running of**

Departmental Store - cum - Stationery & Xerox Centre

Old Girls Hostel

Time Schedule:

Bid calling date	26.11.2021
Bid Document fee (Non refundable)	Rs. 5,000/- (By way of DD from any Scheduled Bank in favour of Director, RGUKT, Basar, payable at Basar)
EMD	25,000/-
Performance security Deposit	EMD of the successful bidders will be retained till the expiry of contract period as PSD.
Monthly fixed Rent/Lease	10,000/-
Last date for submission of bids along with required documents	07.12.2021 by 04:00PM
Bid opening date/time	09.12.2021 at 11:00 AM
Contact person	Director, RGUKT, Basar.

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For any clarification and further details on the above tender, please contact Telephone No:8074315707 or Contact Person during office hours.

News paper advertisement

Tender Notice



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

Tenders are hereby invited from interested and eligible bidders for providing the following services at RGUKT, Basar.

- 1) Separate tenders for running of General Store-cum-stationary & Xerox center 6 No's(BH-1,BH-2,BH-3,GH-1,GH-2 & GH-3)
- 2) Supply of Stationary items on Rate Contract
- 3) Establishment, operate and Maintenance of In House Bakery.

Interested bidders can download the tender document from our website. The last date for receipt of tender document along with bid processing fee as specified in bid document is on **07.12.2021**

For further details visit our website: www.rgukt.ac.in

Date:26.11.2021

Sd/-

Director

TENDER SCHEDULE

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, is a fully residential University having 8000 students on rolls. RGUKT invites tender registered individuals/contractors for running of Departmental Store-cum-Stationery & Xerox centre in the premises of Old Girls Hostel, RGUKT, Basar located in Nirmal District of Telangana State.

SECTION - A

Important Dates

Bid calling date	26.11.2021
Bid closing date/time	07 .12.2021 at 05:00 PM
Bid opening date/time	09.12.2021 at 11:00AM

SECTION-B

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee (Non Refundable)	Rs. 5,000/- (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)
Monthly fixed Rent/Leas	10,000/- (by way of DD in favor of the Director, RGUKT, basar., payable at Basar for any scheduled Bank)
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 individuals/contractors for running of Departmental Store-cum-Stationery & Xerox centre at Old Girls Hostel in the premises of RGUKT, Basar located in Nirmal District of Telangana State.

2. SCOPE OF WORK:

To run & maintain Departmental Store-cum-Stationery & Xerox centre in the premises of RGUKT-Basar, which includes the following services:

1. General daily use items (hostel needs) etc.
2. Selling of Books & Stationery
3. Xerox/Photo copying
4. Printing
5. Lamination
6. Spiral Binding
7. 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				
2	Xerox (on 70 GSM Paper)A3 Size				
3	Printing (A4/Legal)				
4	Printing (A3 Size)				
5	Lamination (A4/Legal)				
6	Spiral Binding				
	Up to 50 Pages				
	51 to 100 pages				
	101 to 200 Pages				

- b) Any other service incidental to above.

3. PERIOD OF CONTRACT:

Initially, the contract will be for a period of one year, extendable upto 1 year 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) 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. individual/firm

6.2. Bidder should have valid PAN and GST

7. INSTRUCTIONS TO BIDDERS

- 7.1. Bidders should submit their bids for General Store cum Xerox center at Old Girls Hostel.
- 7.2. **Only one General store cum Xerox center will be given to one bidder.**
- 7.3. 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.
- 7.4. Tender Form should be filled in neatly, legibly and carefully.
- 7.5. 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.
- 7.6. 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.
- 7.7. Authorized signatory should put his/her signatures on all the pages of the tender document. Bids without signatures of authorized signatory will be rejected.
- 7.8. 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.
- 7.9. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.
- 7.10. Bidders are advised to visit the University & see themselves the location of General Stores, during the office hours on any working day.
- 7.11. The successful bidders shall be required to execute an agreement with University on Rs.100/- Non-judicial STAMPD PAPER.
- 7.12. 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.
- 7.13. 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.
- 7.14. Tender failing to comply with the terms & conditions mentioned in the tender document would result in the tender being summarily rejected.

- 7.15. Conditional Tenders will not be accepted.
- 7.16. 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), bidder information sheet, Bid document signed on all pages by the bidder, acceptance letter(Annexure-I) and Demand Draft towards Bid document Fee and EMD in cover.
- 9.2 cover 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.
- 9.3 Conditional tender will summarily be rejected.
- 9.4 **The sealed tender must be addressed to the Director, RGUKT, Basar.**
- 9.5 The sealed tenders should be superscripted with **“Tender for running of Book Stall - cum - Stationery & Xerox Centre Old Girls Hostel** The sealed tenders submitted by the bidder by hand or post to the **“Procurement Section, AB-III, RGUKT, Basar, Nirmal District, Telangana-504107”**.

10. EVALUATION PROCEDURE:

- 10.1 Allotment of shops shall be through Drawl based, in the presence of applicants or their authorized representatives.
- 10.2 Only one General store cum Xerox center will be given to one bidder.
- 10.3 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.

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 be 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. **Successful bidder should pay 3 months advance rent.**
3. **The rent should be paid on or before 5th of the every month. In case of delay fine will be imposed as per norms.**
4. **Bakery items should not be sold**
5. 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).
6. The contractor will be under obligation to display prominently the rate list of all

items/services available (as fixed by the University).

7. The contractor shall not sell the items above the MRP rates (or the rates fixed by the University).
8. In case of any items, which don't have MRP, the Licensee should take prior price approvals from the University and the same is to be displayed in the rental premises.
9. 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.
10. 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.
11. 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.
12. The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the shop and his workmen etc.
13. 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.
14. 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.
15. 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.
16. University has the right to go for more such contracts for the same business, if it feels necessary.
17. That the General Store cum Xerox shop will be fully operational during 07:00 AM to

08:00 PM daily (the timings may be changed with the mutual understanding).

18. **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.
19. **Rent :** Annual rent shall be made in advance before executing the lease contract.
20. The contractor shall not transfer or sublet the contract.
21. **Terms and conditions regarding Premises:**
 - 21.1. 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.
 - 21.2. University has authority to inspect the leased space at any time without giving any notice to the contractor.
 - 21.3. 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 gets the premises cleaned and collect the charges.
 - 21.4. The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
 - 21.5. The licensee shall not carry out any other business apart from which entrusted to him.
 - 21.6. 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.
 - 21.7. **Timings:** The Contractor should follow the time to time business hours as fixed by the University authorities concerned.
 - 21.8. 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.

- 21.9. 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.
 22. The use & sale of alcoholic drinks/intoxicants and tobacco in any form and smoking shall be strictly prohibited.
 23. 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.
 24. 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.
 25. When pesticides are being used, care shall be exercised to prevent contamination.
 26. 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.
- 6 All disputes will be settled within the jurisdiction of the Nirmal District.

Annexure-1

Acceptance

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 and shall comply with them strictly.

Name of authorized signatory: _____

Signature :

Name(s) of Tenderer(s): _____

Seal of firm :

Address : _____

Contact No : _____

E-mail id : _____

Date : _____

BIDDER INFORMATION

THE ENTIRE FIELDS ARE MANDATORY.

THE ENTIRE FIELDS ARE MANDATORY.					
1	Name of the firm				
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.				
	GST No.				
10	Bid Document Fee (Non refundable)		Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :		
11	EMD		Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :		
12	Experience Details:				
	S.No.	Period		Organization	Services provided
		From	To		
13	Details of certificates enclosed.				

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.5000/- 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	Bidder acceptance letter(Annexure-I)		
6	Signed copy of Tender Document (each page has to be signed by the bidder)		
7	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.