

Ref: RGUKT-B/Proc/Lease/Super Market/To1/2020, dt.14.01.2020



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES
BASAR,
Basar (Mdl), Nirmal
District Telangana-
504107**

**Tender for running of Super Market
on lease/rent basis**

Time Schedule:

Bid calling date	14.01.2020
Bid Document fee (Non refundable)	Rs. 20,000/- (By way of DD from any Scheduled Bank in favour of Director, RGUKT, Basar, payable at Basar)
Bid Documents Downloading Start date	15.01.2020 10 am
Pre-Bid Meeting	20.01.2020 11 am
Bid Document Downloading End Date	28.01.2020 4 pm
Last date for uploading of online documents	28.01.2020 5 pm
Last date for submission of Hard copies of documents uploaded online	29.01.2020 5 pm
Pre-qualification & Technical Bid opening date/time	30.01.2020 11 am
Price Bid	30.01.2020 03 pm
Contact person	Director, RGUKT, Basar
Reference No	<u>RGUKT-B/Proc/Lease/Super Market/To1/2020</u>

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For any clarification and further details on the above tender, please contact Telephone No:8886855562 or Contact Person during office hours.

News paper advertisement
E-Procurement Tender Notice

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
BASAR ,
Nirmal District, Telangana-504107

Online tenders are hereby invited from interested and eligible bidders for running of “Super Market on Rent/lease basis”

Interested bidders can download and submit the bids online from 15.01.2020 to 28.01.2020 up to 05:00PM through www.tender.telangana.gov.in. For further details please visit our website: www.rgukt.ac.in

Date.15.01.2020

Sd/-
Vice-Chancellor

TENDER SCHEDULE

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, is a fully residential University having 6500 students on rolls and 300 staff members. RGUKT invites Online tenders from reputed super markets like DMART, RATNADEEP, SPENCERS, MORE, VIJETHA, RELIANCE FRESH, HERITAGE FRESH etc. or equivalent store for running of super market in the premises of RGUKT, Basar located in Nirmal District of Telangana State.

Section A **Tender Call notice** **Tender for running of Super Market**

Time schedule

Bid calling date	14.01.2020
Bid Document fee (Non refundable)	Rs. 20,000/- (By way of DD from any Scheduled Bank in favour of Director, RGUKT, Basar, payable at Basar)
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Contact person	Director, RGUKT, Basar
Reference No	<u>RGUKT-B/Proc/Lease/Super Market/T01/2020</u>

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on procurement@rgukt.ac.in on or before **20.01.2020**. 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 as well as on e-procurement platform www.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.

A.1. Starting of services

- a) Bidder shall start their services within **30 days** from the date of receipt of Lease Order. The location is "**RGUKT, Basar, Nirmal District, Telangana-504107**".

Section B

B.1 Pre-Qualification criteria:

1. The super market should be a reputed one like DMART, RATNADEEP, SPENCERS, MORE, RELIANCE FRESH etc. or Equivalent store.
2. THE BIDDER SHOULD HAVE ATLEAST 3 or more branches at City Level or District Head Quarters. In this regard, a self declaration letter to be submitted. RGUKT has the right to visit stores for verification purpose.
3. The bidder should be the owner of reputed super market or the bidder should be a franchisee of reputed super market.
4. The franchisee should have a minimum turnover of Rs. 50 Lakhs each for last three financial years i.e. 2016-17, 2017-18 & 2018-19.
5. The franchisee should submit latest Solvency certificate worth 1 Crore from any Nationalized bank in favour of "The Director, RGUKT, Basar"
6. GST Registration certificate has to be submitted.
7. The franchisor should have the existing store with a minimum carpet area of 3000 sft. In this regard, a self declaration letter to be submitted. (RGUKT has right to inspect and testify).
8. The franchisor should have a minimum of 5 years experience in this business. Proof to be submitted in this regard.
9. The bidders are expected to visit the site before preparing bid. Site visit certificate issued by Administrative Officer/Assistant Registrar should be submitted along with hard copies of bid documents mandatorily. Site visit certificate shall be issued on the day of pre-bid meeting.
10. All the certificates furnished along with technical bids should be attested by Notary, counter signed by bidder along with seal.

11. The franchisee or the franchisee's group company should not have been blacklisted by any State Government / Central Government / PSU for any reason in the last three financial years as on bid calling date. A letter of undertaking on the letter heads of the Bidder/ super market should be submitted separately stating that they have not been blacklisted by any State Government / Central Government / PSU for any reason in the last three years and should be signed by an Officer competent and having the power of attorney (with Company stamp) to bind the bidding Firm / Manufacturer(s). The letter of undertaking should be submitted in Pre-qualification Bid.

S.No	Item	Description
1	EMD	Rs. 10,00,000/- (in the form of DD/BG from any Scheduled Bank drawn in favour of Director, RGUKT, Basar
2	Bid Validity Period	90 days from the date of opening of bid
3	EMD Validity Period	90 days beyond bid validity period
6	Period for furnishing Performance security	Within 7 days from date of receipt of notification of award
7	Performance security Deposit	Amount that is equal to 3 months rent. DD in favor of "The Director, Rajiv Gandhi University of Knowledge Technologies, Basar, Telangana", from any Scheduled/Nationalized bank only.
8	Performance security validity period	60 Months
9	Period for signing contract	Within 7 days from date of receipt of notification of award.
12	Rent	The contractor shall be required to pay the rent quarterly basis in advance.
21	Eligibility Criteria	As per Section-B
22	Transaction Fee	Transaction fee: All the participating bidders who submit the bids have to pay an <u>amount@0.04%</u> of their final bid value online with a cap of Rs.10,000/- for quoted value and service tax applicable @ 15.00% as levied by Govt. of India on transaction fee through online in favour of MD, TSTS. The amount payable to TSTS is non refundable.
23	Transaction Fee Payable to	The Managing Director, T.S.Technology Services Ltd., Hyderabad
24	Bid submission	OnLine. 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.
25	Procedure for Bid	Bids shall be submitted online on www.tender.telangana.gov.in platform
	Submission	

		<p><u>1. The participating bidders in the tender should register themselves on e-procurement platform in the website www.tender.telangana.gov.in</u></p>
		<p>2. Bidders can log-into e-procurement platform in Secure mode only by signing with the Digital certificates.</p>
		<p>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.</p>
		<p>4. The bidders should scan and upload the respective documents in Pre Qualification and Technical bid documentation as detailed at Section E&G of the RFP including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.</p>
		<p>5. The rates should be quoted online only</p>
26	Other conditions	<p>1. After uploading the documents, the copies of the uploaded technical bid documents, along with original Demand Drafts in respect of Bid Security and Bid document fee and Hard copy of BID to be submitted by the bidder to the “The Director, RGUKT, Basar, Nirmal District, Telangana-504107”, by 05:00 PM on 29.01.2020</p>
		<p>Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT 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.</p>
		<p>2. RGUKT will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p>
		<p>3. The Documents that are uploaded online on e-procurement will only be considered for Bid Evaluation.</p>
		<p>4. 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.13dated.5.7.2006permittingintegrationof 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.</p>

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

Item	Description
Bid Document fee (Non Refundable)	Rs. 20,000/- (by way of Demand Draft in favor of “the Director, RGUKT, Basar”, payable at Basar from any Scheduled Bank).
EMD	Rs. 10,00,000/- (in the form of DD/BG from any Scheduled Bank drawn in favour of Director, RGUKT,
Bid Validity Period	90 days from the date of bid closing.
EMD Validity Period	90 days from the date of bid closing
Period for furnishing performance Security	Within 7 days from date of receipt of award
Performance security value	Three months rent
Period for signing the order Acceptance	Within 07 days from date of receipt of notification of award
Payment of Rent	The contractor shall be required to pay the rent quarterly in advance.

SECTION-C

1. PREAMBLE:

The Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, RGUKT invites Online tenders from reputed Super markets or franchisees for running of super market in premises of RGUKT, Basar located in Nirmal District of Telangana State.

2. SCOPE OF WORK:

To run & maintain supermarket in the premises of RGUKT, Basar campus between 07:00AM to 08:00 PM (for staff members upto 9.30 pm).

- a) Any other service incidental to above.

3. PERIOD OF CONTRACT:

The contract period will be for Five Years (5 years) from the date of commencement of services (as per the work order), which may be extended for 2 years, as decided by the competent authority.

4. EARNEST MONEY DEPOSIT / BID SECURITY DEPOSIT:

The tenders should be accompanied by Earnest Money Deposit (EMD) for **Rs.10,00,000/-** 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:

Withdrawal of bid during the bid validity period.

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

5 PERFORMANCE SECURITY:

The successful bidder has to deposit Three Months Rent as performance security deposit in the form of Demand Draft/Bank Guarantee from any nationalized bank. 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 the contract period, after deducting the outstanding liabilities if any.

The Performance Security Deposit / Bank Guarantee shall not carry any interest. After successful completion of the Contract. The security deposit is liable to be forfeited wholly or partially if:-

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

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.

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

6. ELIGIBILITY CRITERIA:

The Bidders should be able to provide super market services from time to time as per the University requirement.

The Bidders should have Statutory Registration of GST, Registration with appropriate authorities. Documentary evidence in this regard should be enclosed with the Technical Bid.

The Bidders shall certify that the age of the workers deployed will be more than 18 years and shall comply with all the statutory requirements.

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

The University wishes to identify and engage a competent bidders to run supermarket in the premises of RGUKT-Basar..

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.

Tender Form should be filled in neatly, legibly and carefully.

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.

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.

Authorized signatory should put his/her signatures on all the pages of the tender document. Bids without signatures of authorized signatory will be rejected.

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. The word "No quotations" should be written across any or all of the items in the schedule for which a bidder does not wish to tender.

No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.

Bidders are advised to visit the University & see themselves the location of super market, during the office hours on any working day.

Franchisee has to submit "Memorandum of Understanding (MOU)" for having proof of franchise ship with franchisor.

In case of any dispute happened between franchisor and franchisee, it is

responsibility of franchisee to resolve the issue with franchisor. In case dispute is not resolved, franchisee is responsible to get new MOU with same capacity of another franchisor in one month time period.

The successful bidders shall be required to execute an agreement with University on STAMP PAPER of requisite value.

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.

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.

Tender failing to comply with the terms & conditions mentioned in the tender document would result in the tender being summarily rejected.

Conditional Tenders will not be accepted.

All disputes will be settled within the jurisdiction of the University.

8. General Terms & Conditions:

Suitable space shall be provided by the RGUKT. However, in extreme circumstances, RGUKT has right to reduce or relocate the space provided.

The successful bidder shall obtain necessary permissions from the police/Municipal departments at his own cost (if required).

The contractor shall arrange two cash counters separately for Girls and boys.

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.

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.

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.

The contractor will be under obligation to display prominently the rate list of all items/services available.

The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the shop and his workmen etc.

The contractor shall pay the minimum wages as prescribed by the Ministry of Labour, Govt. of Telangana, to the persons engaged by him. Compliance with regard to payment of minimum wages as mentioned above shall be the sole responsibility of the Agency and 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.

University reserves the right to terminate or withdraw the work entrusted to the contractor if the performance of the contractor is not found to be satisfactory. In case of any dispute arising thereof, the decision of the University authorities shall be final. The contract can be terminated by giving one month notice by either side, without assigning any reason.

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.

Contractor should maintain the premises allotted to him at the highest degree of cleanliness.

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.

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.

Rent : The contractor shall be required to pay an amount equal to three months rent in advance as performance security deposit. And rent should be paid quarterly. If the contractor fails to pay the rent in time, the contract shall liable to be terminated. 5% of the existing rent shall be increased for every year.

Note: During summer vacation the contractor has to pay the rent @ 1/4th (i.e.25%) of the actual rent.

Terms and conditions regarding Premises:

The contractor will not transfer or sublet the contract.

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.

University has authority to inspect the leased space at any time without giving any notice to the contractor.

The contractor will keep the premises in good, clean and hygienic order and maintain it in its original architectural and aesthetic shape.

The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.

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.

The bidder shall designate a store manager to run the store as per the requirements of the students and staff members.

Period of Agreement: Subject to other conditions appearing hereinafter, the contract shall be for a period of five years(which may be extendable further two years) from the date of entering into contract. The contractor shall ensure that the services start operating from that date.

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 one month 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 the Vice Chancellor, will be Chairman of the committee.

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. 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.

The use & sale of alcoholic drinks/intoxicants and tobacco in any form and smoking shall be strictly prohibited.

Arbitration:

All disputes between the University and the contractor arising out of this agreement entered into or in relation there to 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.

The parties and agreement shall be subject to the jurisdiction of RGUKT, Basar.

All disputes will be settled within the jurisdiction of the University.

The Contractor shall not collect prices above the MRP. The Contractor shall be responsible for compliance of the MRP Act and other such Acts applicable to Super Market Store Services.

Hygiene in Establishment:

The contractor will maintain the premises at the highest degree of cleanliness.

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.

When pesticides are being used, care shall be exercised to prevent contamination.

Spitting, nose cleaning or the use of tobacco, in the area shall be prohibited.

The contractor shall provide the Dust Bins around the Store.

9. METHOD OF SUBMISSION of Hard Copies:

The sealed tender must be addressed to the Director, RGUKT, Basar.

The sealed tenders should be superscripted with **“Tender for running of Super Market”**.

The sealed tenders must be deposited in the tender box placed at **“Procurement Section, Administrative Building, RGUKT, Basar, Nirmal District, Telangana-504107”**

Section E

E.1 Bidding procedure – Separate bid for each schedule:

E.1. Offers should be made in **two** parts namely, **“Pre-qualification bid”** and **“Financial bid”** and in the format given in bid document. Each offer should be placed separately.

- 1) EMD details should be given in the **“Pre-qualification bid”**.
- 2) Tenders will be accepted only from those who have paid the tender document fee.
- 3) All correspondence should be with RGUKT contact person.
- 4) A complete set of bidding documents can be downloaded from the RGUKT’s website (i.e. www.rgukt.ac.in) or from e-procurement platform (www.tender.telangana.gov.in) and bidder has to submit the prescribed bid document price which is non-refundable in the form of Demand Draft drawn in favor of **“Director, RGUKT, Basar “** and payable at Basar, along with hard copy of the bid.

E.2. Financial bid:

- a.** The financial bid should provide the rent amount per month excluding electricity charges and water bill.

Section F

Bid evaluation procedure:

F.1. Opening of bids.

The RGUKT contact person shall open the pre-qualification bid and technical bids, and list them for further evaluation. The Financial bids of only those bidders will be opened who qualify in the Technical bid evaluation stage will be opened.

F.2. Award Criterion

Final choice of firm to award the contract shall be made of the basis of conformity to eligibility criteria, capability of bidder to execute and providing services and who quoted highest. **The bidders who fulfils the eligibility criteria and quotes the highest rent will be awarded the contract.**

Section G

General instructions to bidders

G.1. Definitions:

1. **Tender call or invitation for bids** means the detailed notification seeking a set of solution(s), service(s), material(s) or any combination of them.
2. **Specification** means the functional and technical specifications or statement of work, as the case may be.
3. **Firm** means a company, super market, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.

4. **Bidder** means any firm offering the solution(S), service(S) and/or materials required in the tender call. The word vendor when used in the pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom RGUKT signs the contract for rendering of goods and services.
5. **Pre-qualification and Technical bid** means that part of the offer, that provides information to facilitate assessment by RGUKT, professional, technical and financial standing of the bidder, conformity to specifications etc.
6. **Financial Bid** means that part of the offer, that provides rent details.
7. **Two part Bid** means the Eligibility criteria and financial bids are submitted in RGUKT at sealed cover.
8. **Composite bid** means a bid in which the technical and financial parts are combined into one but their evaluation is sequential.
9. **Goods and services** mean the solution(s), service(s), material(s) or a combination of them in the context of the tender call and specifications.

G.2. General eligibility

1. This invitation for bids is open to all firms from within India, who are eligible to do business in India under relevant Indian laws as is in force at the time of bidding subject to meeting the pre qualification criterion.
2. Bidders marked/considered by RGUKT to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
3. Breach of general or specific instructions for bidding, general and special conditions of contract with RGUKT or any of its user organizations may take a firm ineligible to participate in bidding process.

G.3. Bid forms:

1. Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information, If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.

2. For all other cases the bidder shall design a form to hold the required information.

G.4. Cost of bidding:

1. The bidder shall bear all costs associated with the preparation and submission of its bid, and RGUKT will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
2. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

G.5. Clarification of bidding documents:

1. A prospective vendor requiring any clarification of the bidding documents may notify RGUKT contact person. Through e-mail mentioned of the RGUKT response (including an explanation of the query but without identify the source of inquiry) will be uploaded on the RGUKT's website and e-procurement platform.
2. The concerned person will respond to any request for clarification of bidding documents which it receives not later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that RGUKT shall not entertain any correspondence regarding delay or non-receipt of clarification from RGUKT.

G.6. Amendment of bidding documents:

1. At any time prior to the deadline for submission of bids. RGUKT, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.
2. The amendments if any, shall be uploaded on RGUKT's website and e-procurement platform, and such modification will be binding on all bidders.
3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the RGUKT, at its discretion, may extend the deadline for the submission of bids.

G.7. Period of validity of bids:

1. Bids shall remain valid for the days or duration specified in the bid document, after the date of bid opening prescribed by RGUKT. A bid valid for a shorter period shall be rejected as non-responsive.
2. In exceptional circumstances, the RGUKT may solicit the bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request will not be permitted to modify its bid.

G.8.Submission of bids:

1. The bidders shall submit all the bids i.e. pre-qualification and commercial to RGUKT through e-procurement website. And hard copies of the documents are to be submitted by the date and time mentioned.

G.9.Deadline for submission of bids:

1. Bids must be submitted to RGUKT no later than the bid submission date and time specified in the tender call notice.
2. The RGUKT may, at its discretion, extend this deadline for the submission of bids by amending the tender call, in which case all rights and obligations of the RGUKT and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

G.10.Late bids:

Any bid not received by the RGUKT contact person by the deadline for submission of bids will be rejected and returned unopened to the bidder.

G.11.Modification and withdrawal of bids:

1. No bid can be modified subsequent to the deadline for submission of bids.
2. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will result in the forfeiture of its bid security(EMD).

G.12.General business information:

The bidder shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

G.13.Bid security i.e. earnest money deposit (EMD):

1. The bidder shall furnish, as part of its bid, a bid security for the amount specified in the tender call notice.
2. The bid security is required by RGUKT to:
 - a. Assure bidder's continued interest till award of contract and

- b. Conduct in accordance with bid conditions during the bid evaluation process.
3. The bid security shall be in Indian rupees and shall be a bank guarantee, or an irrevocable letter of credit or cashier's certified check, issued by a reputable bank scheduled in India and having at least one branch office in Basar.
4. Unsuccessful bidder's bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by RGUKT.
5. The successful bidder's bid security will be discharged upon the bidder signing the contract, and furnishing the performance security.
6. The bid security may be forfeited:
 - a) If a bidder withdraws its bid during the period of bid validity or
 - b) In the case of a successful bidder, if the bidder fails:
 1. to sign the contract in time;
 - or
 2. to furnish performance security

G.14.Preparation of Pre-qualification bid:

It shall contain of the following parts:

1. General business information
2. Turnover details
3. Bid Security(EMD)
4. Any other relevant information

G.15 Preparation of financial bid

Overview of Financial bid

1. Bid Prices

The bidder has to quote rent amount per month for running of super market.

2. Bidder should quote all the columns in the financial bid otherwise the bid stands invalid. Price bid should be submitted online only, no hard copy should be submitted.

3. Bid currency:

Prices shall be quoted in Indian rupees

Section H **Standard procedure for opening and evaluation of bids**

H.1. Outline of bid Opening procedure

1. The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for next stage. Immediately after the closing time, the RGUKT authorized person shall open the Pre- qualification bids and list them for further evaluation. After evaluation of Pre- qualification bids, the financial bids of only those bidders who qualify in Pre- qualification will be opened.
2. The Standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or else where in this bid document of decided by RGUKT during the course of evaluation to meet any specific situation or need arising from time to time

H.2 General guidelines for bid opening and evaluation:

Bids will be in two parts (Technical and financial) as indicated in the tender call. For in two part bid there will be two bid opening events and in case of composite bids there will be only one bid opening event. Following guidelines will generally be followed b RGUKT officers at each such event. However RGUKT may deviate from these in specific circumstances if it feels that such deviation are unavoidable. Or will improve speed of processing and consequent project execution.

1. Opening of Bids

- a. Bids will be opened at the schedule time and date

2. Preliminary examination of Bids

- a. Preliminary scrutiny will be made to determine where they are complete, whether any computational errors have been made, whether required sureties have been furnished, where the documents have been properly signed, and whether the bids are generally in order.
- b. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the vendor does not accept the correction of the errors, its bid will be rejected and its bid security may be forfeited, If there is a discrepancy between words and figures the amount in words will prevail.
- c. RGUKT may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- d. Prior to the detailed evaluation, RGUKT will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- e. If a bid is not substantially responsive, it will be rejected by the RGUKT and may not subsequently be made responsive by the bidder by correction of the nonconformity.

3. Clarification of bids

During evaluation of the bids, RGUKT may, at its discretion, ask the bidder for clarification of its bid.

4. Evaluation of Pre- qualification bids

- ❖ Pre – qualification bid documentation shall be evaluated in two sub-steps.
 - a. Firstly, the documentation furnished by the vendor will be examined prima facie to see if the technical skill base and financial capacity and other vendor attributed claimed therein are consistent with the needs of this project.
 - b. In the second step, RGUKT may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation

5. Evaluation of financial bids

Financial bids of those vendors who satisfy the pre-qualification their price bids will only be opened. All other financial bids will be ignored. RGUKT will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid. RGUKT may at its discretion discuss with vendor(s) available at this stage to clarify contents of financial offer.

H.4. Contacting RGUKT

1. Bidder shall not approach RGUKT officers outside of office hours and/or outside RGUKT office premises, from the time of the tender call notice to the time the contract is awarded.
2. Any effort by a bidder to influence RGUKT officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids, If the bidder wishes to bring additional information to the notice of the RGUKT, it should do so in writing

H.6 RGUKT's right to accept any bid and to reject any or all bids

RGUKT reserves the right to accept or reject any bid , and to annual the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision

H.7. Notification of award

1. Prior to expiration of the period of bid validity, RGUKT will notify the successful bidder in writing, that its bid has been accepted.
2. Upon the successful bidder's furnishing of performance security, RGUKT will promptly notify each unsuccessful bidder and will discharge its bid security.

H.8. Signing of contract

1. At the same time as the RGUKT notifies the successful bidder that its bid has been accepted, the RGUKT will send the bidder the Contract from provided in the bidding documents, incorporating all agreements between the parties.

2. On receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to the RGUKT.

H.9. Performance Security

1. On receipt of notification of award from the RGUKT, the successful bidder shall furnish the performance security in accordance with the conditions of contract, in the performance security form provided in the bidding documents or in another form acceptable to the RGUKT
2. Failure of the successful bidder to sign the contract, proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the RGUKT may make the award to another bidder or call for new bids.

H.10. Corrupt, fraudulent and unethical practices

1. "Corrupt practice" means the offering , giving , receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution and
2. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid process at artificial non-competitive levels and to deprive the Purchases or the benefits of free and open competition:
3. "Unethical practice" means any activity on the part of bidder, which try to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of first bid will be treated as unethical practice.
4. RGUKT will reject a proposal for award and also may debar the bidder for future tenders in RGUKT, it is determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or executing a contract.

10. DISCLAIMER:

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.

Director, RGUKT, Basar, 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.

Director, RGUKT, Basar, reserves the right to change any or all of the provisions of this Request for Proposal.

11. REJECTION OF TENDERS:

The Director, RGUKT, Basar, 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.

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.

- 12.** 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.

REQUIREMENT:

Details of items to be provided in Super Market.

In Super Market:

1. General daily use items viz. Grocery items, provisions, detergents, soaps, house hold electronic items, sanitary items, rice, oils, diary items, cheese, eggs, fruits, vegetables, beverages, bread and bakery items, sweets, all packed food items.
2. General daily use items viz. sanitary items, Hostel needs, gift articles, textile items, soaps, confectionary items like ice-creams, chocolates, biscuits, all snacks such as Alu Samosa, Corn Samosa, Onion Samosa etc.
3. Any other item as per requirement of the Hostellers.

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 the Super Market Store 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.

Financial Bid

Providing Super Market services at **RGUKT,Basar (Nirmal Dist)**.

Please quote amounts in numerals and words per head per day per each schedule for the menu mentioned in the document

Schedule	Description	Rent per Month (Rs.)
	1	2
Schedule – I	Super Market Services	Rs. _____ In Words: _____ Rs. _____ _____

Note:1) The bidders who fulfils the eligibility criteria and quotes the highest rent will be awarded the contract.

(Seal & Signature of Bidder)

Bid letter form

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 provide Super Market services in the premises 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 Super Market 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

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 Firm:			
	Bank Name			
	Bank Address			
	Bank Account Number			
	IFSC Code			
10	GST No.			
11	TIN No.			
12	Total No. of branches			
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		Organization
		From	To	Services provided
16	Details of certificates enclosed.			

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	Page Number
1	Bidder Information sheet	
2	Tender Processing Fee of Rs.20,000/- per each schedule (by way of DD from any nationalized/Scheduled Bank).	
3	EMD of Rs.10,00,000/- per each schedule (from Nationalized/Scheduled Bank)	
4	Signed copy of Tender Document (each page has to be signed by the bidder)	
5	GST Registration Certificate	
6	Copy of firm Registration certificate	
7	Latest Solvency Certificate	
8	Site visit certificate	
9	Turnover certificate from CA Certified	
10	Income Tax Returns for last three financial years.	
11	MOU with franchisor	
12	Proof of having 3 or more branches in City level or at District Head Quarters	
13	The franchisor should have the existing store with a minimum carpet area of 3000 sft. In this regard, a self declaration letter to be submitted	
14	The franchisor should have a minimum of 5 years experience in this business. Proof to be submitted in this regard	
15	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.