

BID DOCUMENT
Open Competitive Bid (OCB)
October, 2018

For

**Supply and Installation of Water Cooler at IIIT RK Valley
Campus of Rajiv Gandhi University of Knowledge
Technologies Andhra Pradesh**

Proprietary & Confidential



IIIT RK Valley
Rajiv Gandhi University of Knowledge Technologies
Idupulapaya, Vempalli (M), YSR KadapaDist.,A.P-516330
Phone No: 08588-283687

Proprietary & Confidential

No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of the Director, IIIT RK Valley, RGUKT-AP, except to the extent required for submitting bid and no more.

Time schedule of Tender related events

Bid calling date	15.10.2018
Bid Document fee	Rs.2,000/- (By way of DD from any Nationalized Bank)
Bid Documents Downloading Start date	15.10.2018 from 10.00AM
Bid Document Downloading End Date	05.11.2018 till 01:00PM
Start date for uploading documents online	22.10.2018 from 10.00AM
Last date for uploading documents online	05.11.2018 till 05:00PM
Last date for Submission of documents (hard copies)	10.11.2018 till 04:00 PM
Technical Bids opening date/time	12.11.2018 at 10:00 AM
Price Bid opening date/time	12.11.2018 at 03.00 PM
Contact person	Administrative Officer, IIIT RK Valley, RGUKT-AP
Reference No.	IIIT-RKV/RGUKT-AP/E-Proc/Mechanical Engineering Works / Water cooler /2018-19/T03

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: +91 40-39999700, 39999701

Sd/-

Administrative Officer
IIIT RK Valley, RGUKT-AP

CLARIFICATIONS:

- I. Queries if any can be made through e-mail only on ao@rguktrkv.ac.in on or before **20.10.2018, 10 am**. 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 IIIT RKV website i.e. www.rguktrkv.ac.in as well as on e-procurement plat form <https://tender.apecurement.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.

SECTION - I

INVITATION FOR BIDS

Ref. No: IIIT-RKV/RGUKT-AP/E-Proc/Mechanical Engineering Works / Water cooler /2018-19/T03
dated: 15.10.2018

Subject: Tender for supply of Supply and Installation of water coolers at IIIT RK Valley, RGUKT-AP,
YSR Kadapa District – Reg

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the Registered Suppliers/ Manufacturers/Authorized Dealers for supply and installation of water coolers at IIIT RK Valley, RGUKT-AP. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- 2) In-order to participate in the tender, bidders have to register on the e-Procurement market place <https://tender.apecurement.gov.in/login.html>. On registration with the e-Procurement market place, bidders will be provided with a user id and password by the system, through which they can submit their bids online. The bidders need to scan and upload the required documents as mentioned in this tender document.
- 3) The participating bidder/s will have to pay non-refundable tender processing fee Rs.2000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of “The Director, RGUKT, IIIT RK Valley” payable at SBI, Idupulapaya.
- 4) The bidder/s shall furnish, as part of the bid, the Bid security (EMD) for the amounts specified in the Section-II of Tender Document.
- 5) After uploading the documents, the copies of the uploaded documents of pre-qualification bid, technical bid along with original Demand Drafts in respect of Bid document fee and Bid Security (EMD) should be submitted offline to Administrative Officer, IIIT RK Valley by 04.00PM of **10.11.2018**. No physical submission of the financial bid will be accepted. IIIT RK Valley will consider only the bids submitted through on-line over the copies of the paper based bids.
- 6) Further all the participating bidders have to electronically pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.
- 7) IIIT RK Valley will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of Sub-Standard Quality / Poor Service of Equipment supplies, as defined in the other parts of the Bidding document.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

For any clarification and further details on the above tender please contact Telephone No: 08588-283687 or Contact Person during office hours. Email: ao@rguktrkv.ac.in

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

Item	Description
EMD	Rs.55,000/-(by way of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank. DD/BG from other than Nationalized Banks will not be accepted)
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
Variation in quantities	± 10 %
Delivery Schedule	Within eight weeks from the date of receipt of notification of award
Payment terms	80% Payment shall be released after the successful installation of the ordered goods against the submission of the Inspection and satisfactory report by the committee. 10% would be paid after six months on getting performance satisfactory certificate from the concerned department. Balance 10% would be paid after warranty period on getting performance satisfactory certificate from the concerned department.
Warranty	Minimum 1 year

SECTION-III

TENDER SCHEDULE

A. PREAMBLE

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. IIIT RK Valley institute is one of its autonomous campuses. IIIT RK Valley provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology. The institute is located at Idupulapaya Village, Vempalli Mandalam, YSRKadapa District, Andhra Pradesh – 516330. IIIT RK Valley is well planned, designed and built infrastructure campus to meet the requirements of all students, staff and faculty members. It has spacious administrative buildings, semi e-class rooms with audio facility for teaching, modern laboratories with advanced equipments for all academic activities, well equipped institute hospital, excellent guesthouse facilities with adequate number of rooms to visitors and hostels. The Institute requires water coolers for the newly constructed departmental building and accordingly, the Director, IIIT RK Valley, RGUKT-AP, invites e-tenders under two-bid system as mentioned hereunder from the reputed Registered Suppliers/Manufacturers/ Authorized Dealers

B. SCOPE OF WORK

Supply and installation of the following item at IIIT RK Valley, RGUKT-AP.

S.NO	Name of the item	Quantity (No's)
1	Water coolers	55

The specification details of the above item is mentioned in **Annexure-1**

C. ELIGIBILITY CRITERIA

1. Bidder should be reputed manufacturer or its authorized dealer. The authorized dealer will be required to submit manufacturer's authorization letter, in original, on the manufacturer's letter head duly signed by authorized signatory.
2. Bidder must be a registered firm in India under the applicable law. Firm is required to have valid GST Registration certificate.
3. Bidder should have reputed background & experience in business of manufacture and/or supply of the water coolers for a minimum period of **two (2) years**.
4. The bidder should have the minimum average turnover of **Rs. 55 lakhs during last three years**.
5. Bidder should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank or any major Enterprise /Organization in India doing business with them. (Please submit self-declaration).
6. Manufacturer should have latest relevant valid ISO certificate. Dealers participating should enclose certificate from their parent manufacturer company.

D. BID DOCUMENT FEE AND BID SECURITY (EMD) AMOUNT

1. Bid Document Fee: A Demand draft of **Rs. 2000/-** (Rupees two thousand only) towards non-refundable bid document fee, drawn in favour of "The Director, RGUKT, IIIT RK Valley" payable at SBI, Idupulapaya should accompany the tender documents
2. Bid security (EMD) amount: A refundable amount of **Rs.55000/-** as earnest money deposit (EMD) in the shape of DD from any nationalized bank in India (valid for a minimum period of 3 months from the date of opening of tender) should accompany the bid documents. The DD should be drawn in favour of "The Director, RGUKT, IIIT RKValley" payable at SBI, Idupulapaya. The bid security shall also be a bank guarantee or an irrevocable letter of credit or cashier's certified cheque, issued by a reputable bank scheduled in India and having at least one branch office in Kadapa. Firm should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. No interest will be payable by the purchaser on the Earnest Money Deposit.

Note: In the absence of bid document fee and bid security, the tender will not be accepted.

E. INSTRUCTION TO BIDDERS

1. The tender document would be prepared in English. All the pages of the tender document should bear the dated signature (in ink) of the bidder with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the bidders. Corrections should be made by writing again instead of shaping or over-writing.
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.
3. **Cost of bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid, and IIIT RK Valley will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
4. Further all the participating bidders have to electronically pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.
5. Individual signing the tender or other documents connected with contract must specify whether he sign as: (a) A sole proprietor of the concern or constituted attorney of such sole proprietor; (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
6. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, IIIT RKV may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
7. **Amendment of bidding documents:** At any time prior to the deadline for submission of bids, IIIT RKV, 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 displayed on the website of IIIT RKV (<http://www.rguktrkv.ac.in>). In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the IIIT RKV, at its discretion, may extend the deadline for the submission of bids.

8. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
9. Notwithstanding anything specified in this document, IIIT RK Valley unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other or all the tenders, at any time prior to the award of the contract/purchase/work order, without incurring any liability to the affected tenderer or tenderers; (b) To accept any tender in full or in part (c) to reject the tender offer not conforming to the tender terms; (d) To give purchase preference to Public Sector Undertaking/manufacturer wherever applicable as per Govt Policy/Guidelines. The decision of the Director, IIIT RK Valley, RGUKT-AP is final and binding.
10. IIIT RK Valley reserves its right in not considering the bid of a bidder, if such bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.
11. No conditional offer will be accepted. Bids received with quote on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
12. **Bid forms:** 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. For all other cases the bidder shall design a form to hold the required information.
13. **Period of validity of bids:** Bids shall remain valid for minimum 90 days from the date of bid opening prescribed by IIIT RKV. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, the IIIT RKV 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.
14. Submission of the tender will signify the acceptance of all the instruction, terms and conditions of the contract. As a token of acceptance, the tenderer should sign and affix his firm's stamp at each page of the bid document and all its annexure. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BID DOCUMENT.
15. **Modification and withdrawal of bids:** No bid can be modified subsequent to the deadline for submission of bids. 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).
16. **Clarification of bidding documents:** A prospective vendor requiring any clarification of the bidding documents may notify IIIT RKV contact person. The concerned person will respond to any

request for clarification of bidding documents which it receives no 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 IIIT RKV shall not entertain any correspondence regarding delay or non-receipt of clarification from IIIT RKV.

17. Bidder shall not approach IIIT RKV officers outside of office hours and / or outside IIIT RKV office premises, from the time of the tender call notice to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the IIIT RKV, it should do so in writing.
18. **Late bids:** Bids must be submitted on e-procurement website not later than the bid submission date and time specified in the tender call notice. Further, the requested hard copies of the same should reach the IIIT RKV contact person on or before last date mentioned in the tender call notice. IIITRKV shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee. Any bid not received by the IIIT RKV contact person before the deadline for submission of bids will be rejected and returned unopened to the bidder.

19. Corrupt, fraudulent and unethical practices:

- a. "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
- b. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition
- c. "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.

IIIT RKV will reject a proposal for award and also may debar the bidder for future tenders in IIIT RKV, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

F. PREPARATION OF BID

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instruction.

Part-1: Technical bid: It should contain the following self- attested photocopies.

1. Technical Bid- Check list (**Annexure-2**)
2. Bidder letter Form (**Annexure-3**)
3. Bidder Information sheet (**Annexure-4**)
4. Certificate of firm registration
5. Dealership Certificate /Manufacturer's authorization certificate to participate in bidding process. (However this will not apply to Manufacturers)
6. Valid GST Registration certificate

7. Valid PAN card
8. Income Tax Return for the last three financial years for the support of turn over
9. Document/Papers supporting previous experience minimum for three years
10. List of major customers whom which the similar product have been supplied (**Annexure-5**)
11. Certificates like ISO
12. Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them" (**Annexure-6**)
13. Price reasonability certificate (**Annexure-7**)
14. Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.

All the above documents arranged according to the mentioned order and must be serially numbered by ink at bottom right corner.

Part-2: Financial bid: The bidder shall prepare the price bid as prescribed proforma (**Annexure-8**) of the bid document.

1. The rate for the item must be quoted in INR.
2. The offers should indicate unit price (excluding taxes and duties applicable), Taxes, transportation, labour and other charges should be mentioned separately, if any. Bidder's separation of price components will be solely for the purpose of facilitating the comparison of bids by IIIT RKV and will not in any way limit the purchaser's right to contract on any of the terms offered.
3. Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

G. BIDSUBMISSION

All the two parts of the bid shall be submitted online on www.apecurement.gov.in platform. The hard copies of all the uploaded Technical Bid along Bid document fee and Bid Security (EMD) should be submitted offline to Administrative Officer, IIIT RK Valley. The following procedure may follow for the bid submission.

Online Submission:

1. The participating bidders in the tender should register themselves on e-procurement platform in the website www.apecurement.gov.in and on registration with the e-Procurement market place; bidders will be provided with a user id and password by the system.
2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.
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.
4. The bidders should scan and upload the respective documents in Technical bid documentation as detailed at Preparation of Bid including EMD.

5. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
6. Financial Bid: the rates should be quoted in online only

Offline Submission:

1. Bid document fee and Bid Security (EMD) should be sealed in a separate envelope (ENVELOPE-ONE), duly super-scribed as "Tender Fee".
2. The uploaded Technical bid which containing above mentioned supporting documents should be sealed in separate envelope (ENVELOPE-TWO), duly super-scribed as "Technical Bid".
3. These two separate envelopes are to be sealed again in a bigger envelope (ENVELOPE-THREE). The sealed bigger envelope super-scribed as "**Tender for supply of Water Coolers**" should reach "Administrative Officer, IIIT R K Valley, Rajiv Gandhi University of Knowledge Technologies, Idupulapaya, Vempalli (M), Kadapa District – 516330 (A.P.)" on or before the last date.

Note: Physical submission of financial bids will not be accepted. Further, there shall NOT be any price indication in the pre qualification bid and technical bid. If for any reason, it is found that the pre qualification bid and/or technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed, the bid document will be summarily rejected in the first instance itself.

H. BID EVALUATION PROCEDURE

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. Any participating vendor may depute a representative to witness these processes. The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or IIIT R K V 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:** Bids will be opened on the e-Procurement web site at the scheduled time & date by the Director, IIIT RK Valley, RGUKT-AP or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time. Bids that is submitted on both online and offline within last date of submission are only considered for opening and their names will be read out. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

The sealed envelopes of bidders whose name read out will be opened and evaluated by a duly constituted committee. In the process of evaluation, comparison of bids, IIIT R K V reserves the right to reject any or all bids.

2. **Bid Document Fee And Bid Security (EMD) amount:** At first stage, ENVELOPE-ONE of the bid will be opened. The bid document fee and EMD will be scrutinized first for the amount and validity period. The bids submitted with required bid document fee and EMD amount/validity only are considered for the evaluation. The bids submitted with insufficient bid document fee and EMD amount/validity will be treated as disqualified bids and those bids will not be considered for further evaluation.

3. **Evaluation of Pre-qualification bids:** At second stage, Technical bid (ENVELOPE-TWO) of bidders who submitted bid document fee and EMD amount will be opened and evaluated by the constituted committee. The documents furnished by the vendor shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. The evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation. Further, IIIT RKV may ask vendor(s) for additional information and technical faculties to verify claims made in Pre-qualification bid documentation.
4. **Evaluation of financial bids:** Financial bids of those vendors who satisfy all phases of the technical bid and corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. IIIT RKV will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid. If there is a discrepancy between words and figures, the amount in words will prevail. IIIT RKV may at its discretion discuss with vendor(s) available at this stage to clarify contents of financial offer.
5. **Award Criterion:** Final choice of firm to execute the project shall be made on the basis of conformity to technical specifications, appropriateness of the product offered, capability of bidder to execute the project and appropriateness of financial offer for the product/services. Further, it will not be obligatory for the IIIT RKV to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

Note: Any effort by a bidder to influence IIIT RKV 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.

I. SPECIAL TERMS AND CONDITIONS

1. **Notification of award:** Prior to expiration of the period of bid validity, IIIT RKV will notify the successful bidder(s) in writing through email, that its bid has been accepted. On receipt of this notice, successful bidder has to confirm his acceptance within two days. A committee constituted by the Director will visit the vendor's company/manufacturing unit to inspect the qualities of product. The vendor is requested to
2. At the same time as the IIIT RKV issue the Purchase Order to supply of water cooler; successful bidder has to confirm his acceptance within two days. Failure of the successful bidder to accept the Purchase Order shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security (EMD), in which event the IIIT RKV may make the award to another bidder or call for new bids.
3. **Subcontracts:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of RGUKT-RKV, which will be at liberty to refuse if thinks fit.
4. **Return of EMD:** Upon the successful bidder conforming the contact, IIIT RKV will promptly notify each unsuccessful bidder. The bid security (EMD) of all the bidders shall be refunded without any interest on it within 30 to 90 days after awarding of the contact.
5. **Delivery period:** The successful bidder shall deliver all the goods **eight (8) weeks** from the date of issue of Purchase Order. Satisfactory installation / commissioning and handover of the furniture will

be completed within two weeks from the date of receipt of the furniture at the RGUKT, RK Valley premises. All the aspects of safe delivery, installation and commissioning shall be the exclusive responsibility of the supplier. If the supplier fails to deliver, install and commission the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

6. If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform RGUKT, RK Valley in writing about the same and its likely duration and make a request for extension of the delivery schedule accordingly. On receiving the supplier's communication, the institute shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.
7. Unloading of items and delivery to the store place shall be responsibility of the firm.
8. The suppliers will undertake warranty of items from the date of supply and shall have to mention clearly the period of warranty in financial bid. The supplier further warrants that the items shall be free from defects arising from any act or omission of the supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in India.
9. **Guarantee / Warranty:** The on-site replacement warranty shall remain for a period of **12 Months** from the date of recording of acceptance of goods at site. During warranty period, the supplier is required to visit the institute at least once in 4 months commencing from the date of delivery of the goods for preventive maintenance of the goods. If the supplier having been notified, fails to respond to take action to replace the defect(s) within 10 days, the institute may proceed to take remedial action(s) as deemed fit.
10. **AMC:** Apart from the free maintenance services during the period of warranty, the vendor has to provide maintenance services after warranty period, i.e. Annual maintenance and repairs of the system. The bidder is requested to indicate AMC rates in its proposal. During AMC period the bidders should conduct preventive maintenance once in 4 months besides. The cost of annual maintenance and repairs cost (after warranty period) shall be paid at the end of each year.
11. **Inspection and acceptance tests:** Inspection of the good shall be carried out to check whether the item is in conformity with the specifications mentioned in the bid document. If inspected or tested item fail to conform to the specifications, IIIT RKV may reject the goods, and the vendor shall either replace the rejected good or make alterations necessary to meet specification requirements free of cost to the IIIT RKV. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.
12. **Acceptance certificates:** On successful completion of acceptability test, receipt of deliverables etc, and after IIIT RKV is satisfied with the working of the system, the acceptance certificate signed by the vendor and the representative of the IIIT RKV will be issued. The date on which such certificate is signed shall be deemed to be the date of successful delivery and installation of the item.
13. **Payment:** On successful delivery and installation of the item, the vendor's request(s) for payment shall be made to the IIIT RKV in writing, accompanied by an invoice describing, as appropriate, the

item delivered. Payments (as indicated in Bid document) shall be made promptly by the IIIT RKV, but in no case later than (30) days after submission of a valid invoice or claim by the vendor. Payment will be made through Cheque.

14. **Termination for default:** IIIT RKV, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Vendor, may terminate the Contract in whole or in part:
- a) if the Vendor fails to deliver the item within the time period specified in the purchase order, or within any extension thereof granted by IIIT RKV or
 - b) if the Vendor fails to perform any other obligation(s) under the Contract or
 - c) if the Vendor, in the judgment of the IIIT RKV has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the IIIT RKV terminated the contract in whole or in part, IIIT RKV may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered, and the Vendor shall be liable to the IIIT RKV for any excess costs for such similar goods or services. However, the Vendor shall continue performance of the contract to the extent not terminated.

15. **Resolution of disputes:** The IIIT RKV and the Vendor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. The Director, IIIT RKV is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.

Annexure-1

Specifications of Water cooler

Cooling Capacity	: not less than 150 litres/hour
Storage Capacity	: 150 litres
Material of construction - Outer Panels	: Stainless steel 304 grade
Material of construction - Water Tank	: Stainless steel 304 grade (Food Grade)
Drain pan (trough)	: Stainless steel 304 grade
Size of water inlet, mm	: 1/2" BSP through flexible connection pipe
Total No of Faucets/Taps provided	: 2
Type of faucet/tap provided	: ½" Steel Bib cock with L-type Handle
Compressor	: Hermetically sealed, Reciprocating compressor(Preferred)
Compressor Make	: Preferably Kirloskar, Elgi or its Equivalent
Compressor Tonnage	: Not less than 1.5 tons
Condenser	: Fin & Tube type
Evaporator	: Cu. Tube Wrapped on tank
Condenser motor	: Yes
Refrigerant used	: preferably R-134a (if not R22)
Thermal insulation	: PUF, 50 mm. min.
Power cable length	: 1.5 meter Min.
Foots	: PP, 4 nos
Taps with SS cover	: Brass chrome plated, 2 nos
Top lid Knob screws	: PP, Thread size M6
Top Lid Lock	: Preferred to have lock and Keys system
RO & UV Filtered water in storage tank	: not required
Temperature Range	: 10 to 25°C
Temperature Control	: Semi-automatic mechanism initiated through thermostat
Automatic Cut-off	: Required
Stabilizer	: In-built stabilizer (preferred)
Warranty	: Minimum 1 year
Service centre availability	: Service centre should be in AP or Telangana or Chennai or Bangalore

Annexure-2
Technical Bid Check List

S.NO	Particulars	Name of the file uploaded	Page Name
1.	Bid Processing Fee of Rs.2000/- by way of DD from any nationalized Bank		
2.	EMD (DD) from a Nationalized bank of Rs. 55000/-		
3.	Bidder letter Form		
4.	Bidder Information sheet		
5.	Certificate of firm registration		
6.	Dealership Certificate/ Manufacturer's authorization certificate to participate in bidding process		
7.	Valid GST Registration certificate		
8.	Valid PAN card		
9.	Income Tax Return for the last three financial years for the support of turn over		
10.	Document/Papers supporting previous experience minimum for three years		
11.	List of major customer whom which the similar product have been supplied		
12.	Certificates like ISO		
13.	Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them"		
14.	Price reasonability certificate		
15.	Any other information/documents that are required in the bid document		

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

Place & Date:

Bidder's Signature with Seal

Annexure-3 Bidder Letter Form

From:

(Registered name and address of the bidder)

To

The Director,

IIIT RK Valley, RGUKT-AP,

Vempalli (M),

YSR Kadapa District – 516330 (A.P.)

Sir,

Having examined the bidding documents and amendments there on, for the supply and Installation of water coolers in response to your tender call dated

1. I/We hereby offer to supply the item as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by IIIT RKV.
3. I/We have understood the Instruction to bidders and terms and conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
4. Certified that ours is:
 - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor (OR)
 - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
 - c) A company and the person signing the document is the constituted attorney/ authorized signatory.(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).
5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to:
 - a) Provide services/execute the work according to the time schedule specified in the bid document,
 - b) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

7. 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.

Yours faithfully,

(Signature)

Dated this day of _____

Address:

Telephone: _____

FAX _____

E-mail _____

Annexure-4
Bidder Information Sheet

1	Name of the organization:	
2	Year of establishment:	
3	Registered Office Address	
4	PAN No.	
5	TIN No.	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Fax No.	
9	Email-ID	
10	Nature of the firm (Proprietary/partnership/etc...)	
11	Whether Manufacturer/authorized dealer/ Service Provider?	Provide relevant documents
12	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
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 :

Annexure-5
List of Major Customers

S.No	Customer Full Address	Year of supply	Items supplied to the customer

Annexure-6
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 / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by IIIT RKV 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 concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and IIIT RKV may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure-7
PRICE REASONABILITY CERTIFICATE

1. I/We _____ hereby certify that the prices quoted by us in our offer letter No.....are not higher than prices to any Government Department/PSU/Institution.
2. I/We further certify that I/We have not supplied or quoted for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of 90 days preceding the last date of submission of the offer.
3. I/We hereby undertake that I/We will not supply or quote for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of validity of the offer/rate contract.
4. I/We also undertake to bring the attention of the Director, any incidence of breach of any of the above paras within 30 days from the occurrence of the breach and further undertake to refund/reimburse the difference which may arise due to breach of any of the above paras and I/We also understand that the decision of Director regards to the determination of quantum payable shall be final.

Date:

(SIGNATURE & STAMP OF THE AUTHORIZED SIGNATORY)

Annexure-8

Price Bid

Supply and Installation of Water Coolers

S.NO	Item Name	A	B	C = A x B	D	E = C+D
		Unit Price (Rs)	Qty (No's)	Total (Rs)	Tax (Rs)	Item cost (Rs)
1	Water cooler		55			
Subtotal (Rs)						
Transport Charge (Rs)						
Installation Charge (Rs)						
Other charges, if any (Rs)						
AMC charge (Rs)						
Total amount (Rs)						