



## Stores & Purchase Department

### Rajiv Gandhi University of Knowledge Technologies-RK Valley

(A.P. Government ACT 18 of 2008)

Rajiv Knowledge Valley (Idupulapaya), Vempalli (M), Y.S.R. Kadapa Dist. AP-516330

Tel.No: 08588-283612

Email: purchasedept@rguktrkv.ac.in

#### NOTICE LIMITED TENDER ENQUIRY

Sealed quotations are hereby invited from the registered firms/vendors for supply and installation of following items to the RGUKT-RK Valley with term and conditions mentioned below.

LTE. NO : RGUKT-RKV/SPD/Dean Academics / Office Cabins/Q93  
Date of Issue : 15/10/2018  
Work Description : Fabrication and Installation of office cabins as per Annexure  
A  
**Tender Fee : Rs 500**  
Last Date for submission : **05/11/2018**  
Address for Submission : Stores and Purchase Department,  
RGUKT- RK Valley (AP-IIIT),  
Vemaplli Mandal,  
YSR Kadapa Dist,  
Andhrapradesh  
Pin: 516330

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.

Sd/-  
Administrative Officer

## **INSTRUCTIONS TO BIDDERS**

1. The 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. The Bidder is required to have GST Registration Number.
3. The Bidder is required to have valid PAN
4. The Bidder should have minimum three years of experience in the field.
5. The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them. (Please submit self-declaration).
6. The Bidder is required to quote for the complete bill of quantity. Partial quote are liable to be rejected.
7. Bidders are requested to follow the given price bid format to quote the items. The rate for the item may be quoted in INR. The offers should indicate unit price (excluding taxes and duties applicable). Taxes and other charges (transport, insurance etc.) should be mentioned separately. If not mentioned, it is considered as included in the quoted price.
8. The quotations must be addressed to "The Director, RGUKT, RK Valley, Idupulapaya".
9. Tender Cost: A Demand draft of Rs.500/- (Rupees five hundred only) towards non-refundable tender fee, drawn in favour of "The Director, RGUKT, RK Valley" payable at SBI, Idupulapaya should accompany the bid documents. In the absence of tender cost, the tender will not be accepted.
10. The tender documents must be accompanied
  - a) Non-refundable tender fee of Rs.500/-
  - b) Bidder information sheet (Annexure-B)
  - c) Photocopy of company registration certificate
  - d) Photocopy of GST registration Certificate
  - e) Photocopy of PAN
  - f) Income Tax return for the last three financial years
  - g) Photocopy of last three month GST filing
  - h) Proof for minimum three years of experience in the field
  - i) Copy of this tender document duly signed on all pages for accepting terms and conditions
  - j) Non Blacklisting Certificate (Annexure-C)
  - k) Price reasonability certificate (Annexure-D)
  - l) Price offer in the firm's Business letter head (Annexure-E)

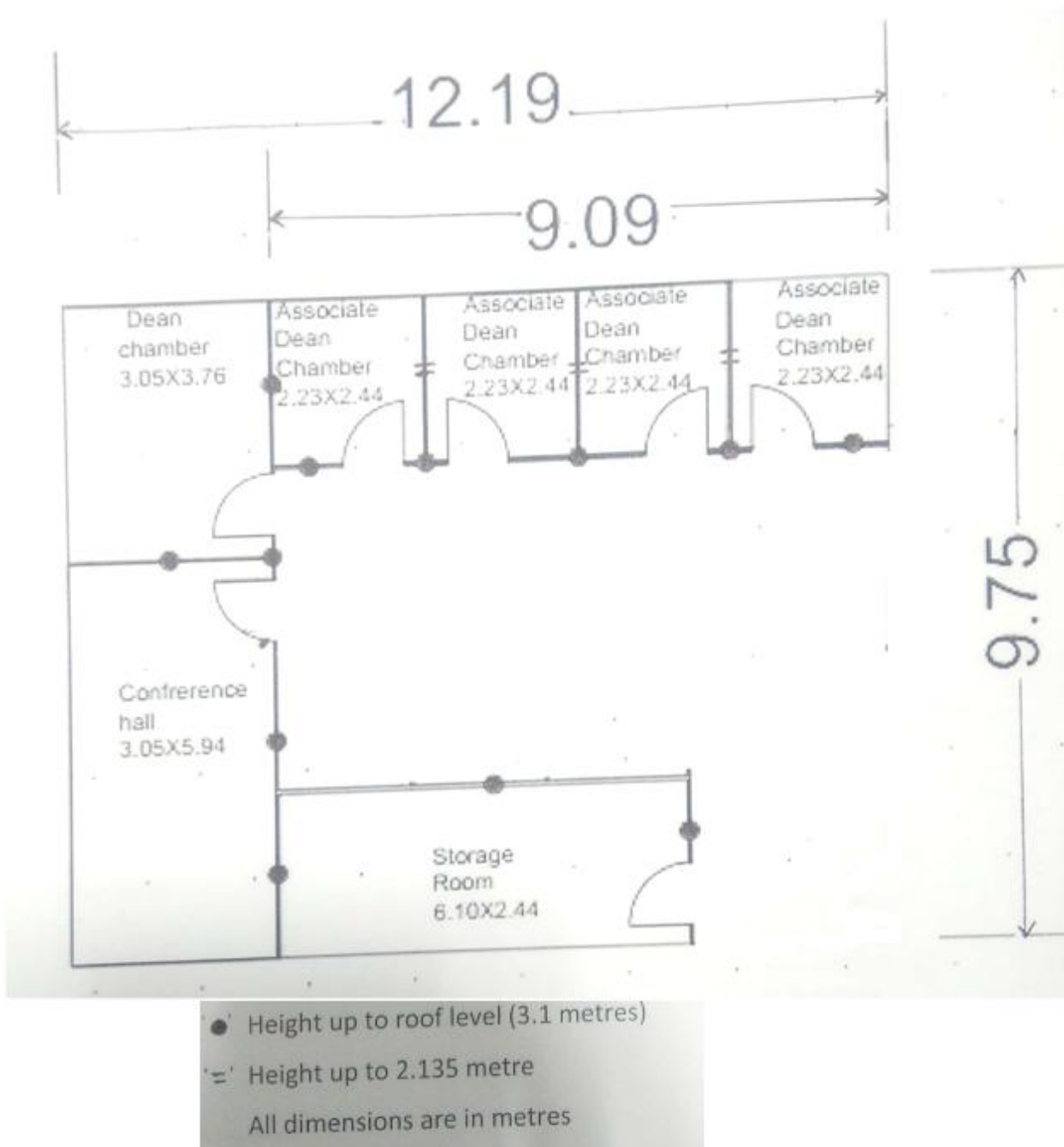
m) Check list (Annexure-F)

The tender documents should be sealed in a envelope and super-scribed as “RGUKT-RKV/SPD/Dean Academics / Cubicles Cabins/Q93” should reach “Stores and Purchase Department, Rajiv Gandhi University of Knowledge Technologies, RK Valley (Idupulapaya) Campus, Vempalli (M), Kadapa District – 516330 (A.P.)”. RGUKT-RKV shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee.

11. All the pages/documents of the Tender 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 bidder. Corrections should be made by writing again instead of shaping or over-writing.
12. 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.
13. The validity period of the tenders shall be minimum 90 days from the end date of submission of bid.
14. The bids will be opened and evaluated by a duly constituted committee. In the process of evaluation, comparison of bids, RGUKT-RKV reserves the right to reject any or all bids.
15. The work should be completed within the specified days mentioned in Work/Purchase Order. If the work is not completed within the stipulated time, the vendor shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof and the amount will be deducted from the payment on account of purchase.
16. 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.
17. Payment shall be made 100% after completion of the work and obtaining satisfactory report from the concerned department head.
18. RGUKT reserves the right to reject any/all quotation(s) without assigning any reasons whatsoever.
19. For any further clarifications, contact by e-mail: [purchasedept@rguktrkv.ac.in](mailto:purchasedept@rguktrkv.ac.in) or by written request to “The Co-ordinator, Stores and Purchase Department, Rajiv Gandhi University of Knowledge Technologies, RK Valley (Idupulapaya) Campus, Vempalli (M), Kadapa District – 516330 (A.P.)”

## Annexure –A

### Specifications



1. The aluminum frame should be not less than 1 mm thick.
2. The color of frame should be “Ivory”
3. The partition board should not be less than 6mm in thick and of first class quality.
4. The glazing in the closed and open cabins should be placed at the standard eye level of the users.

5. The glass used may be translucent / transparent only for the user inside the room.
6. The glass used should not be less than 4mm in thick and preferably of branded make or its equivalent.
7. The tower bolt should be of 10 inch length and made of aluminum
8. Aluminum handle should be placed in both side of the doors of minimum 5 inch
9. Door stopper and door closer should be placed in closed cabins
10. Door locks with minimum 2 keys should be placed.
11. All the fittings including door handle, hinges, stopper, door closer, locks, tower bolts should be of branded make preferably Godrej or its equivalent.
- 12.** All the partition materials and glass should be of branded make or its equivalent quality.

## Annexure –B

The bidder information sheet:

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-ID				
8	Nature of the firm (Proprietary/partnership/etc...)				
9	<b>Bank Details of the Agency:</b>				
	Bank Name				
	Bank Address				
	Bank Account Number				
	IFSC Code				
10	PAN No.				
11	GST No.				
12	Total No. of branch offices in Andhrapradesh				
13	Bid Document Fee (Non-refundable)	Amount Rs. :			
		DD No. :			
		DD Date :			
		Issuing Bank & Branch :			
14	Experience Details:				
	S.No	Period		Name of the Organization (along with contact details)	Services provided
		From	To		
16	Details of certificates enclosed				

**Annexure-C**  
**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-D**

**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 –E

### Price Bid Format (**should be printed in letter head**)

Reference : RGUKT-RKV/SPD/Dean Academics / Cubicles Cabins/Q93  
Quote No :  
Date :  
Valid till : 90 Days

**To**  
The Director  
RGUKT-RKV  
Kadapa-516330

I/We hereby submit the estimate for fabrication and installation of cubical structure as per Annexure-A specification.

S.NO	Work Discription	A	B	C = A x B	D	E = C+D
		Unit Price (Rs)	Qty (No's)	Total (Rs)	Tax (Rs)	Item cost (RS)
<b>Subtotal (Rs)</b>						
<b>Transport Charge (Rs)</b>						
<b>Other charges, if any (Rs)</b>						
<b>Total amount (Rs)</b>						

- I/we shall be bound by a communication of acceptance / rejection by RGUKT-RKV.
- I/We have understood and agree the terms and conditions mentioned in the notice inviting quotations

**Name:**

**Contact No:**

**Signature:**

**(Office Seal)**

## **Annexure –F**

### **Check List**

- a) Non-refundable tender fee of Rs.500/-
- b) Bidder information sheet (Annexure-B)
- c) Photocopy of company registration certificate
- d) Photocopy of GST registration Certificate
- e) Photocopy of PAN
- f) Income Tax return for the last three financial years
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