

BID DOCUMENT
Open Competitive Bid (OCB)
(e – Procurement)

Tender

For

Supply of Furniture – Mattresses, Pillows, Bed
sheets with Pillow covers and Blankets

to

RGUKT – AP, SRIKAKULAM CAMPUS

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RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
SM PURAM (V), ETCHERLA (M), SRIKAKULAM DISTRICT, ANDHRA PRADESH. PIN- 532402

NEWSPAPER ADVERTISEMENT

E-Procurement Tender Notice



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES-AP
SM PURAM (V), ETCHERLA (M), SRIKAKULAM DISTRICT, ANDHRA PRADESH-532402**

e-Procurement Tender Notice

Online separate tenders are hereby invited from interested and eligible bidders for supply and commissioning of the following Items/works at RGUKT-AP, Srikakulam Campus, Andhra Pradesh-532402. 1. Engineering Chemistry Lab Equipment and Glassware (Ref:RGUKT/AP/SKLM/e-Proc/Engineering Chemistry Lab/T01/2022) 2.Engineering workshop (Ref:RGUKT/AP/SKLM/e-Proc/Engineering Workshop Lab/T02/2022) 3.Furniture-classroom tables and Chairs, Office tables, Faculty chairs, Dining tables, Armless plastic chairs, Steel cots, Iron wardrobes and Podiums(Ref:RGUKT/AP/SKLM/e-Proc/Engg.Section/Furniture/T03/2022) 4.Mattresses with pillows, Bedsheets with pillow covers, and blankets (Ref:RGUKT/AP/SKLM/e-Proc/Engg.Section/Mattress&Bedsheets/T04/2022)

Interested bidders can download the relevant tender documents from dt.10.02.2022, 11.00am and submit the bids online through <https://tender.apecurement.gov.in> (Andhra Pradesh e-procurement Portal) till 05:00 PM on the date 02.03.2022. For details please visit our website www.rguktsklm.ac.in

Date. 09.02.2022

Sd/- Administrative Officer

TENDER – SCHEDULE (Mattress & Bed sheets)

| | |
|--|---|
| Bid Calling Date | 10.02.2022 |
| Bid Documents Downloading Start Date | 10.02.2022 from 11:00 A M |
| Bid Documents Downloading End Date | 02.03.2022 till 05:00 PM |
| Last date for queries if any | 18.02.2022 till 05:00 PM |
| Pre-Bid Meeting | 19.02.2022 at 11:00 AM Venue: Seminar Hall, RGUKT-AP, Srikakulam |
| Start Date for Uploading Documents Online | 20.02.2022 at 11:00 AM |
| Last Date for Uploading Documents Online | 02.03.2022 at 05:00 PM |
| Last Date for Submitting the Documents (Hard copies along with the samples/items and test certificates) | 05.03.2022 at 05:00 PM |
| Technical Bid Opening Date and Time | 08.03.2022 at 11:30 AM |
| Price Bid Opening Date and Time | 09.03.2022 at 11.00 AM |
| Contact Details | The Administrative Officer, RGUKT-AP, Srikakulam |
| Address to which hard copies of tender to be sent | The Administrative Officer , RGUKT-AP, Srikakulam Campus, SM Puram, Etcherla, Srikakulam District, Andhra Pradesh -532402 |
| Reference No: | Ref. No.: RGUKT/AP/SKLM/e-Proc/Engg.Section/Mattress&Bedsheets /T04/2022, dt. dt.10.02.2022 |

Note: The dates stipulated above are firm and under no circumstances will be modified unless extended by an official notification or happen to be a public holiday. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apeprocurement.gov.in>) at e-mail address: contact@vupadhi.com, Phone: 08645-246370/71/72/73/74.

CLARIFICATIONS:

- i. Queries, if any, can be addressed through e-mail only on ao.skml@rgukt.in on or before 08.02.2022, 05:00 PM. Queries received via any other mode 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 bidder.

| S. No. | Page No. (Tender Ref.) | Clause (Tender Ref.) | Description (Tender Ref.) | Query |
|--------|------------------------|----------------------|---------------------------|-------|
| | | | | |

- ii. The addendum/corrigendum, if any, shall be published on RGUKT – Srikakulam website i.e. www.rguktsklm.ac.in as well as on e-procurement platform <https://tender.apeprocurement.gov.in>.

- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are wholly responsible for incorporating/complying the changes/amendments made by RGUKT – AP, Srikakulam Campus.

SECTION - I

INVITATION FOR BIDS

Ref. No.:RGUKT/AP/SKLM/e-Proc/Engg.Section/Mattress&Bedsheets/T04/2022, dt.10.02.2022

Sub: Tender for supply of Mattresses, Pillows, Bed Sheets with Pillow covers, and Blankets as per the specifications to the RGUKT-AP, Srikakulam Campus.

Sir/Madam,

1. Bids are invited on the e-procurement platform from Original Equipment Manufacturer (OEM)/ authorized representative of an OEM/wholesale dealer for supply of items to RGUKT-AP, Srikakulam campus (Srikakulam Dist). The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e-procurement market place of Govt. of Andhra Pradesh i.e. <http://tender.apecurement.gov.in>.
2. The participants will have to pay non-refundable tender processing fee of Rs. 10,000 (*Rupees Ten thousand only*) in the form of DD drawn on any nationalized bank in favor of **The Director, RGUKT-AP, Srikakulam**, payable at Union Bank of India, Etcherla, Srikakulam.
3. Further the bidder/s shall furnish the EMD amount of Rs. 1,31,000 (*Rupees One lakh and thirty one thousand only*) in the form of DD in favor of **The Director, RGUKT-AP, Srikakulam** payable at Union Bank of India, Etcherla, Srikakulam or an unconditional and irrevocable Bank Guarantee issued by any nationalized bank in favor of The Director, RGUKT-AP, Srikakulam.
4. All the participants have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores or Rs.25000/- if the purchase value is above Rs.50crores & GST as applicable and as levied by Govt. of India as transaction fee through online in favor of the Managing Director, AP Technology Services Ltd, Hyderabad. The amount payable to APTS is non-refundable.
5. RGUKT-AP, Srikakulam Campus will not accept the tenders from blacklisted companies or undependable suppliers whose past performance with RGUKT-AP was found to be poor due to delayed and/or erratic supplies, frequent product failures, and also against whom there have been adverse reports of sub-standard quality as defined in the other parts of the Bidding document.
6. The bidders need to scan and upload the required documents as per the checklist given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids online. The self-attested copies of all these uploaded documents of technical bid, duly signed should be submitted offline to *'The Administrative Officer,*

RGUKT-AP, Srikakulam, SM Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh, PIN-532402' by 05.03.2022, 05:00 PM along with samples. RGUKT-AP, Srikakulam will consider only the bids submitted through online.

NOTE:

After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD and Tender processing fee have to be submitted. Physical submission of technical or price bids will not be entertained.

For any clarification and further details on the above tender, kindly contact through telephone No: 7670905573 (from 10:00AM to 05:00PM) or e-mail at *ao.sklm@rgukt.in*

**Sd/-
Administrative Officer (i/c)**

SECTION-II

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

| Item | Description |
|---|---|
| Submission of samples | One sample of each item to be submitted at the time of submission of hard copies. |
| Tender Processing fee | Rs. 10,000/- in the form of DD (only) in the favor of The Director, RGUKT-AP, Srikakulam payable at Union Bank of India, Etcherla, Srikakulam |
| Earnest Money Deposit (EMD) | Rs. 1,31,000/- either by way of online payment through e-procurement platform or by Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank in favor of The Director, RGUKT-AP, Srikakulam . Payment other than these prescribed modes will not be accepted. |
| Bid Validity Period | 180 days from the date of opening of Financial bid |
| EMD/ BANK GUARANTEE (BG) Validity Period | 180 days from the date of opening of Financial bid |
| Warranty Period | 12 months from the date of supply and acceptance of the material |
| Variation in quantities | ± 25% of ordered quantity |
| Time allowed for furnishing Performance Security Deposit | Within 07 days from the date of intimation of acceptance of tender |
| Performance security value | 10% of contract value by way of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank in favor of The Director, RGUKT-AP, Srikakulam along with bids. Payment other than these two modes will not be accepted. |
| Performance Security Deposit validity period | 12 months from supply and acceptance of the material |
| Delivery Schedule | Bidder shall deliver the goods in one single lot within 45 days from the date of award of the contract. |
| Period for signing the order Acceptance | Within 7 days from date of receipt of notification of award |
| Payment terms | 90% of contract value on successful supply of the items and acceptance of material based on the satisfactory certificate from the concerned authority. Balance 10% after 3 months from the date of acceptance of material. |

| | |
|-------------------------------------|--|
| Delivery Location | The successful bidder has to deliver the above mentioned items at both Srikakulam and Nuzvid campus as per the specified quantity mentioned in the purchase order. <u>Note:</u> Material / items will be accepted only after receipt of the items whatever required and after receipt of satisfactory test reports on random samples confirming adherence to tender specifications. |
| Damages for late deliveries | 1% for first week, 3% for the second week and 9% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation |
| Placing work order | <ul style="list-style-type: none"> ➤ RGUKT- Srikakulam will place order on identified successful bidder. ➤ All the payments shall be made directly by RGUKT-AP, Srikakulam to the successful bidder as per the tender terms and conditions. |
| Transaction Fee | All the participants who submit the bids have to pay an amount @0.03% of their final bid value online with a cap of Rs.10,000/-for quoted value of purchase up to Rs.50 crores or Rs. 25000/- if the purchase value is above Rs. 50 crore & GST as levied by the Govt. of India an transaction fee through online in favour of the Managing Director, AP Technology Services Ltd, Hyderabad. The amount payable to APTS is non-refundable. |
| Bid submission | 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. |
| Procedure for Bid Submission | <p>Bids shall be submitted online on http://tender.apecurement.gov.in platform.</p> <ol style="list-style-type: none"> 1. The participants in the tender should register themselves free of cost on procurement platform in the website http://tender.apecurement.gov.in 2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates. 3. The bidders participating in e-procurement shall submit their technical bids, price bids as per the standard format available at the e-procurement platform. 4. The bidders should scan and upload the respective documents, the Technical bid documentation including EMD and tender processing fee. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness /authenticity. 5. The hard copies of all the uploaded Technical documents should be self-attested. 6. The rates should be quoted online only 7. The financial bids of the bidders, who qualify in the technical bid, shall only be opened. |

| | |
|---------------------------------------|---|
| <p>Other conditions</p> | <ol style="list-style-type: none"> 1. The documents that are uploaded online on e- procurement platform will only be considered for Bid Evaluation. 2. After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD and tender processing fees have to be submitted by the bidder to the <i>“The Administrative Officer, RGUKT-AP, Srikakulam Campus, SM Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh, PIN– 532402”</i> by 05.03.2022, 05:00 PM along with sample items. Failure to furnish any of the uploaded documents and certificates will be entitled in rejection of the bid. The RGUKT-AP, Srikakulam 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 EMD will be forfeited. 3. RGUKT-AP, Srikakulam will not be responsible regarding non-visibility of the scanned and uploaded documents. 4. The documents that are uploaded online on e-procurement platform will only be considered for Bid Evaluation. However RGUKT-AP, Srikakulam reserves the right to call for and collect additional documents to supplement the information already submitted online. 5. It is to be noted that all the items shall be grouped together for arriving of Lowest Bidder (L1). |
| <p>Termination of contract</p> | <p>In the event of any breach and / or failure on the part of the Bidder to comply with the said terms & conditions of the contract, the contract will be terminated forthwith and the performance security deposit will be en- cashed. Besides, RGUKT-AP, Srikakulam reserves the right to cancel/suspend the contract for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT-AP, Srikakulam in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT-AP, Srikakulam will give 15 days notice before the said cancellation/suspension. The contract shall also be cancelled as per the penalty clauses mentioned in tender document.</p> |

SECTION-III

TENDER SCHEDULE

1. PREAMBLE:

The Administrative Officer, Rajiv Gandhi University of Knowledge Technologies-Andhra Pradesh (RGUKT-AP), Srikakulam invites tenders for supply of the items/goods as mentioned in tender to the RGUKT-AP, Srikakulam Campus located at SM Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh, through e-procurement platform.

2. SCOPE OF WORK:

Supply of Mattresses, Pillows, Bed Sheets with Pillow covers, and Blankets to the RGUKT-AP, Srikakulam located at SM Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh.

3. TENDER PROCESSING FEE AND EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

3.1. Tender Processing Fee: the tender should be accompanied by the tender processing fee of Rs. 10,000/- (*Rupees Ten thousand only*) in the form of DD only in the favor of **The Director RGUKT-AP Srikakulam** payable at Union Bank of India, Etcherla, Srikakulam and EMD of Rs. 1,31,000/- (*Rupees One lakh and thirty one thousand only*) either by way of online payment through e-procurement platform or by Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank in favor of The Director, RGUKT-AP, Srikakulam Campus along with the bids. Payment other than these prescribed modes will not be accepted. Bids without tender processing fee and EMD will be summarily rejected.

3.2. Forfeiture of the EMD will be made in the following events:

3.2.1. Withdrawal of bid during the bid validity period.

3.2.2. If the successful bidder fails to sign the contract in time or fails to submit performance guarantee.

4. PERFORMANCE SECURITY DEPOSIT:

4.1. The successful bidder has to deposit 10% of the total contract value as performance security deposit in the form of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank in favor of **The Director, RGUKT-AP, Srikakulam** along with bids. Payment other than these prescribed modes will not be accepted

4.2. The Performance Security Deposit / Bank Guarantee of successful bidder will be retained for the period of contract in force and will be returned after expiry of contract, after deducting the outstanding liabilities if any.

4.3. The Performance Security Deposit / Bank Guarantee shall not carry any interest.

5. ELIGIBILITY CRITERIA:

5.1. This bid is open to all agencies within India who are eligible to do business under relevant Indian laws as in force at the time of bidding.

5.2. The bidder should have a minimum annual turnover of Rs. 1.30 crore in the last three financial years i.e. F.Y. 2018-19, 2019-20 and 2020-21 on the subject material. The certificate indicating the turnover value details of the subject material during the above said financial years from a chartered accountant must be enclosed in original as proof. The turnover

of the subject material must be indicated separately in the certificate.

- 5.3. The bidder should have the experience of supplying Mattresses, Pillows, Bed Sheets with Pillow covers, and Blankets in any of the last three financial years i.e., F.Y. 2018-19, 2019-20, 2020-21 to Govt. agencies/universities/Govt. education institutions/hospitals/autonomous bodies etc., A certificate along with the copy of purchase order from the head of the organization/competent authority shall be attached to the tender as a proof.
- 5.4. Bidder should furnish satisfactory Performance Certificate from the parties concerned to whom bulk supplies were affected. RGUKT-AP, Srikakulam may contact such parties to elicit details.
- 5.5. Bidder shall furnish the copies of GST registration, PAN and TAN copies along with the bid document.
- 5.6. An undertaking that the agency/company hasn't been blacklisted by a Central / State Government institution and there has been no litigation with any government department on account of similar services and the same should be uploaded/submitted as per the proforma in tender document
- 5.7. The bidder shall furnish the following information and documents with the tenders.
 - 5.7.1. Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bid to commit the Bidder.
 - 5.7.2. Copies of Income Tax Return and GST Return filed for the latest successive two financial years (2019-20, 2020-21).
 - 5.7.3. List of Present Clientele with contact address & telephone numbers

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. The tenders received without the above documents will be rejected.

6. INSTRUCTIONS TO BIDDERS:

- 6.1. Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 6.2. Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 6.3. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of RGUKT-AP, Srikakulam as well as e-procurement Website (www.rguktsklm.ac.in and <http://tender.ap PROCUREMENT.GOV.IN>). In order to provide reasonable time to take the amendment into account in preparing the bid, Tender Inviting Authority may, at its discretion, extend the date and time for submission of tenders.
- 6.4. Tenders received without Tender Processing Fee and EMD will not be considered.
- 6.5. Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- 6.6. After the supply of the materials to the concerned Campus, the Administrative Officer, RGUKT-AP, Srikakulam will arrange to send randomly picked samples for testing in Government authorized laboratories. In all such cases the charges incurred for obtaining the test certificates

shall be bound solely by the bidder. The payment will be released only after deducting the charges incurred.

- 6.7. All assertions made in connection with the tender are to be supported / substantiated by relevant documents. The Administrative Officer, RGUKT-AP, Srikakulam reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 6.8. The Administrative Officer, RGUKT-AP, Srikakulam will notify the bidder whose tender has been accepted.
- 6.9. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same time.
- 6.10. The successful bidder shall execute an agreement with RGUKT-AP, Srikakulam on Non-judicial stamp paper worth Rs.100.00 agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. The successful bidder has to submit performance security deposit after taking Letter of Intent but before having contract agreement. Failure to enter an agreement within the stipulated time will result in forfeiture of the EMD.
- 6.11. If after awarding the contract, the vendor /supplier fails to supply the order, the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained on this regard.
- 6.12. The Administrative Officer, RGUKT-AP, Srikakulam reserves the right to issue the instructions / modifications at any point of time before the award of contract.

Note: The Administrative Officer, RGUKT-AP, Srikakulam reserves the right to cancel any item(s) above mentioned, under unavoidable circumstances

7. METHOD OF SUBMISSION:

Bids shall be submitted online on <http://tender.apecurement.gov.in> platform.

- 7.1. The participants in the tender should register themselves at free of cost on e-procurement platform in the website <http://tender.apecurement.gov.in>
- 7.2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- 7.3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-procurement platform.
- 7.4. The bidders shall sign on all the statements, documents, certificates uploaded by them, owning responsibility for their correctness/authenticity.
- 7.5. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.
- 7.6. After uploading the documents, the copies of the uploaded technical bid documents along with samples of items, original Demand Drafts in respect of Tender Processing fee and EMD are to be submitted by the bidders to the '*Administrative Officer, RGUKT-AP, Srikakulam Campus, SM Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh, PIN-532402*' by 05.03.2022,

05:00PM.

- 7.7. Failure to furnish any of the uploaded documents, certificates, will be entitled in rejection of the bid. The RGUKT-AP, Srikakulam 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 EMD will be forfeited.
- 7.8. RGUKT-AP, Srikakulam will not hold any risk or responsibility regarding non-visibility of the scanned and uploaded documents.
- 7.9. The Documents that are uploaded online on e-procurement platform will only be considered for Bid Evaluation. However RGUKT-AP, Srikakulam reserves the right to call for and collect additional documents to supplement the information already submitted online.
- 7.10. The hard copies of all the uploaded technical documents should be self-attested with seal.
- 7.11. The rates should be quoted online only.
- 7.12. The financial bids of the Bidders, who qualify the technical bid, shall only be opened.

8. EVALUATION PROCEDURE:

- 8.1. The technical bids will be opened on 08.03.2022 at 11:30 AM by the Administrative Officer, RGUKT-AP, Srikakulam or his/her authorized representatives unless or otherwise notified.
- 8.2. The technical bids will be evaluated so as to ascertain the capabilities of the bidders to provide the material within the stipulated period and also to assess whether the bidder satisfies the eligibility criteria.
- 8.3. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- 8.4. The bidder has to produce samples of each item at the time of submission of hard copy of technical bid documents. The samples will be inspected by the Members of the Technical Committee for conformance of the specifications. The Committee may reject a bid for non-conformance of the specifications of the material. If the result of the tests indicates non-conformance, the bid will be rejected.
- 8.5. The Price Bids of all the technically qualified bidders will be opened on 09.03.2022 at 11.00AM by the Administrative Officer or his/her authorized nominee unless or otherwise notified. The bids of the bidders who do not satisfy the eligibility criteria and other conditions laid down will not be considered and their tenders stand rejected and their financial bids will not be opened.
- 8.6. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT-AP, Srikakulam. No further correspondence will be entertained regarding the disqualification.

8.7. The Administrative Officer, RGUKT-AP, Srikakulam reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Administrative Officer, RGUKT-AP, Srikakulam also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT-AP, Srikakulam is final and binding.

Note: RGUKT-AP will follow the AP State Govt. norms relating to reverse tendering in vogue before awarding the contract. The Final decision and the price is subjected to the provisions of G.O.MS No. 79, Finance (HR.V-TER) Department, dated 25.08.2020 relating to reverse tendering.

9. PENALTY CONDITIONS:

9.1. The delay in supply of the items ordered are liable for deductions at the rate of 1% for first week, 3% for the second week and 9% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation.

Note: Delivery must be made in a single lot within 45 days from the date of award of contract)

9.2. In addition to this, if the contract is cancelled the performance security deposit will be forfeited.

9.3. In case after random sampling of the supplied lot, if any non-conformance to specifications is found the performance guarantee will be forfeited and the bidder will have no claim to any payments. The entire lot will be rejected.

10. VALIDITY OF THE TENDER/BID:

The Tender shall remain valid for a period of 180 days from the date of opening of price bid.

11. GENERAL TERMS & CONDITIONS:

11.1 The supply and distribution of material shall be done at RGUKT-AP, Srikakulam Campus located at SM Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh and Prefab campus at Nuzvid, Krishna District, Andhra Pradesh.

11.2 Goods are to be supplied as per the specification and quantity details as annexed to this bid document.

11.3 Delivery and distribution:

Bidder shall deliver the goods in one lot at Srikakulam Campus and the other at Prefab Campus of Nuzvid within 45 days from the date of award of the contract.

11.4 There shall be a warranty period of 12 months and within the warranty period, any damage to the supplied material like breakage, wear and tear, mechanical defects, discoloring etc., due to manufacturing defects, it will be the responsibility of the supplier to replace the damaged material with a new one.

12. DISPUTES:

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably in a spirit of co-operation and

the decision of RGUKT-AP, Srikakulam shall be the final on all such matters and shall be binding on the Bidder. Even then, any dispute that arises will be subjected to jurisdiction of the courts in Srikakulam Dist of Andhra Pradesh.

13. DISCLAIMER:

- 13.1. Even though adequate care has been taken in the preparation of this tender schedule, the bidder should satisfy himself that the schedule is complete in all respects. Discrepancy, if any, should be clarified at the pre bid meeting.
- 13.2. Neither RGUKT-AP, Srikakulam 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-AP, Srikakulam to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.
- 13.3. The Administrative Officer, RGUKT-AP, Srikakulam reserves the right to change/reject any or all the Bids submitted in response to this tender at any stage without assigning any reasons whatsoever.

14. REJECTION OF TENDERS:

- 14.1. The Administrative Officer, RGUKT-AP, Srikakulam reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- 14.2. No bidder is entitled to withdraw the offer after submission. In case of such withdrawal, the EMD deposited along with the tender processing fee will stand forfeited.
- 14.3. For breach of any of the conditions prescribed in the tender or as specified by the RGUKT-AP, Srikakulam from time to time, the EMD is liable to be forfeited. Decision of the Director, RGUKT-AP, Srikakulam in this regard is final and binding on bidder.

15. REQUIREMENTS:

Mattresses, Pillows, Bed Sheets with Pillow covers, and Blankets with the following specifications are required for *RGUKT-AP, Srikakulam Campus located at SM Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh and Prefab campus at Nuzvid, Krishna District.*

Technical Specifications of the Items Mentioned

Mattress:

- a) Overall Dimensions: 72inch x 36inch x 4 inch
- b) Rubberized Coir Plate as per IS:8391-2018 Part 1; 3inch thickness, 80 density (Kg/m³) or more
- c) Foam Sheet as per IS:7933: 1inch thickness, 28 density (Kg/m³) or more
- d) Standard Cover of Poly cotton (tapestry) cloth (140 gsm) in pastel shades.
- e) Construction: as per Indian Standard
- f) Mattresses with single side quilt; Quilt Thickness is 5mm
- g) RGUKT logo; The logo size shall be of 5 – 6 inches; The logo to be published on the mattresses

Pillow:

- (a). Dimensions: Size of Pillow 66 cm x 75 cm
- (b). Material : Polyester fiber
- (c). Soft Poly satin cover material
- (d). Weight: 650 gms

Bed sheet with pillow cover**Bed sheet**

- 1. Dimensions: 90 inch X 58 inch
 - 2. Material: 100% cotton fabric with 179 GSM minimum
 - 3. Print: Hand print
 - 4. Colour: Dark color (actual colors required will be intimated after finalization of tenders)
 - 5. Pattern: Stripes/checks/ floral/designer
- 1. Shrinkage: maximum of 3% both in warp way and weft way
 - 2. Sourcing loss: maximum 2%

3. Ph value: 6.0 - 8.5
4. colour fastness and all other parameters of the bed sheet as per IS 175:1989
5. A deviation of 5% on either side is allowed where ever applicable
6. RGUKT with Logo should be printed on Bed Sheet

Pillow cover

1. Dimensions: 70 cm X 75 cm
2. Material: 100% cotton fabric with 150 GSM minimum
3. Print: Hand print
4. Colour: Dark colour (actual colors required will be intimated after finalization of tenders)
5. Pattern: Stripes/checks/ floral/designer
6. Shrinkage: maximum of 3% both in warp way and weft way
7. Sourcing loss: maximum 2%
8. Ph value: 6.0 - 8.5
9. Colour fastness and all other parameters of the Pillow Cover as per BIS 175:1989

Blanket:

1. Material - 100% Cotton
2. Size - Length – 220 cm x Width - 150 cm
3. Read - 22
4. Pick - 72
5. Mass/Sq. Meter(g) - 320
6. Yarn Count - WARP – 2/17' WEFT - 2/17'
7. Weight - 1.1 KG
8. Print: Handloom, and RGUKT with Logo should be printed on Bed Sheet
9. A deviation of 3% on either side is allowed where ever applicable

Financial Bid

Price Schedule for Goods offered

Please quote amounts in numerals and words at each place.

| S.No. | Description | Quantity | Unit Price (Rs.) without taxes & Duties | Taxes & Duties on Unit Price | Unit Price (Rs.) with Taxes & Duties(4+5) | Total Price (Rs.) (3*6) |
|--------------|----------------------------------|-----------------|--|---|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Mattresses | 1350 | | | | |
| 2 | Pillows | 1350 | | | | |
| 3 | Bed sheets with Pillow covers | 1100 | | | | |
| 4 | Blankets | 1100 | | | | |

ANNEXURE –I
Bidder Information

| | | |
|----|--|--|
| 1 | Name of the organization | |
| 2 | Year of establishment | |
| 3 | Complete postal address | |
| 4 | Name & Designation of Authorized person | |
| 5 | Phone No.s | |
| 6 | Fax No. | |
| 7 | Email | |
| 8 | Nature of the firm (Proprietary/partnership/etc...) | |
| 9 | Bank Details of the Agency: | |
| | Name of the Bank | |
| | Bank Address | |
| | Bank Account Number | |
| | IFSC Code | |
| 10 | PAN No. and TAN No. | |
| 11 | GST No: | |
| 12 | Total No. of branch offices in Andhra Pradesh | |
| 13 | Tender Processing Fee (Non-refundable) | Amount: Rs. DD No.: DD Issue Date: Issuing Bank & Branch: |
| 14 | EMD | Amount Rs.: DD No./BG No.: DD/BG Date: Issuing Bank & Branch: |
| 15 | Details of certificates Enclosed | |

ANNEXURE- II

**DECLARATION FOR FAIR BUSINESS BY THE BIDDER
(On Non-Judicial Stamp paper of Rs. 100)**

I, _____ Son / Daughter / Wife of Shri_ _____
resident of _____ Proprietor/Director authorized signatory of
the agency/Firm (M/s _____), do hereby solemnly affirm and declare
as follows:

1. I am authorized signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor /Partner/Director or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Administrative Officer, RGUKT Srikakulam, immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Campus.

Date:

Place:

Address:

(Signature of the Bidder)

Name:

Designation

Seal of the Agency

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

ANNEXURE-III

Ref. No.:RGUKT/AP/SKLM/e-Proc/Engg.Section/Mattresses&Bedsheets/T04/2022, dt. 10.02.2022

EMD form

(To be issued by a Nationalized Bank in India)

Whereas.....(here in after called “the Bidder”) has submitted its bid
Dated.....(Date). For the execution of(here in after called “the Bid”)

KNOW ALL MEN By these present that WE.....of having our

Registered office at(hereinafter called the “Bank”) are bound unto the
Rajiv Gandhi University of Knowledge Technologies, Srikakulam,. (hereinafter called ‘RGUKT-AP,
Srikakulam’) in the sum offor which payment well and truly to be made to the said RGUKT-
AP, Srikakulam itself, its successors and assignees by these presents.

The conditions of these obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the RGUKT-AP,
Srikakulam during the period of bid validity
 - a. Fails or refuses to execute the contract form if required; or
 - b. Fails or refuses to furnish the performance security, in accordance with the bid requirement;
We undertake to pay the RGUKT-AP, Srikakulam Campus up to the above amount upon receipt
of its first written demand, without the RGUKT-AP, Srikakulam having to substantiate its
demand, provided that in its demand the RGUKT-AP, Srikakulam will note that the amount
claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying
the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of the bid validity,
and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Signature of the Bank

Date:

and seal

ANNEXURE- IV

FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY DEPOSIT

(To be executed by any scheduled bank, on a Rs.100/- non-judicial stamp paper under bank's covering letter mentioning address of the bank)

Ref. No.:RGUKT/AP/SKLM/e-Proc/Engg.Section/Mattresses&Bedsheets/T04/2022, dt. 10.02.2022

To
The Director,
RGUKT-AP, Srikakulam Campus,
SM Puram (V), Etcherla (M),
Srikakulam District,
Andhra Pradesh, PIN – 532402

Whereas..... (Name of Vendor) hereinafter called “the Vendor” has undertaken, in pursuance of Contract No.....Dated,.....(Date), to supply.....called “the Contract” AND WHEREAS it has been stipulated by you in the said Contract, that the Vendor shall furnish you with a Bank guarantee by a Nationalized bank for the sum specified therein as security for compliance with the supplier’s performance Obligations in accordance with the Contract.

In consideration of, the Director, RGUKT-AP, Srikakulam [hereinafter referred to as RGUKT-AP, Srikakulam campus, which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt

M/s _____ [hereinafter referred to as 'supplier /contractor/bidder' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with The Director, RGUKT- Srikakulam a sum of Rs. _____ (Rupees _____) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. _____ (Rupees _____) as required under the terms and conditions of contract / work order no dated _____ [hereinafter referred to as the order] placed by The Director, RGUKT- Srikakulam on the said supplier /contractor.

We, _____ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay The Director, RGUKT- Srikakulam an amount not exceeding Rs. _____ (Rupees _____) on the demand made by The Director, RGUKT- Srikakulam on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We _____ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from The Director, RGUKT- Srikakulam stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by The Director, RGUKT- Srikakulam without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____).
2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of The Director, RGUKT- Srikakulam under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till The Director, RGUKT- Srikakulam certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.
3. We the bank, undertake to pay to The Director, RGUKT- Srikakulam any money so demanded notwithstanding any dispute or disputes raised by the said supplier / contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.
4. We _____ the bank further agree that The Director, RGUKT- Srikakulam shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Director, RGUKT- Srikakulam against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of the Director, RGUKT- Srikakulam or any indulgence by The Director, RGUKT- Srikakulam to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of relieving us.

5. Our liability under this guarantee is restricted to Rs. _____ (Rupees _____) and shall remain in force up to _____ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. _____. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The Director, RGUKT- Srikakulam.
8. We, _____ the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Director, RGUKT- Srikakulam in writing.
9. Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs.....and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under Rs..... (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.
10. This guarantee is valid until theday of..... (Date)

Signed on the _____ day of _____

**Signature For
the Bank**

**Witness: Name(s) & Designation(s) Name &
Address**

ANNEXURE-V

SUPPLY AGREEMENT FORM

This agreement made this day of..... (year) between the Rajiv Gandhi University of Knowledge Technologies, Srikakulam (hereinafter "the RGUKT-AP, Srikakulam") of one part and..... (Name of Vendor) of..... (City and Country of Vendor) (Hereinafter "the Vendor") of the other part:

Whereas the RGUKT-AP, Srikakulam is desirous that certain items as described in the bid document and briefly outlined below, should be provided by the Vendor.

Tender Ref. No & Date:

Title of the project:

Brief outline of the work:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the bid document referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.

- 1. bid documents
- 2. pre-bid conference minutes if any
- 3. clarification on bid document issued if any
- 4. RGUKT-AP, Srikakulam notification of award

In consideration of the payments to be made by the RGUKT-AP, Srikakulam to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the RGUKT- Srikakulam to provide the **items and to remedy defects in items** therein in conformity, in all respects, with the provisions of the contract.

The RGUKT-AP, Srikakulam hereby covenants to pay the Vendor in consideration of the provision of the items and **to remedy defects in items** therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Brief particulars of the items which shall be provided by the Vendor are as under:

| Items | Quantity | Unit price (Inclusive of all taxes and duties) | Total Amount | Remarks |
|-------|----------|--|--------------|---------|
| | | | | |
| | | | | |
| | | | | |

The Bidder further notes and accepts that:-

- Bidder shall deliver the goods in one single lot within 45 days from the date of award of the contract.
- Payment will be made as 90% of contract value on successful supply of the items and acceptance of material based on the satisfactory certificate from the concerned head of the Campus. Balance 10% will be paid after 3 months from the date of acceptance of material. Material / items will be accepted only after receipt of the items whatever required and after receipt of satisfactory test reports on random samples confirming adherence to tender specifications.
- Liquidated damages for late deliveries will be at the rate of 1% for first week, 3% for the second week and 9% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation
 - In addition if the contract is cancelled, the performance security deposit will be en-cashed and forfeited.
 - In case, after random sampling of the supplied lot, it is found that there is any non-conformance to specifications, the performance security deposit will be en-cashed and forfeited and the bidder will have no claim to any payments. The entire lot will be rejected.
 - The supply and distribution of material shall be done at RGUKT-AP, Srikakulam Campus located at SM Puram (V), Etcherla (M), Srikakulam District and Prefab campus at Nuzvid, Krishna District.
 - There shall be a warranty period of 12 months and within the warranty period, in case of any damage to the supplied material like discoloring, wearout etc., it will be the responsibility of the supplier to replace the damaged material with a new one.
- The Administrative Officer, RGUKT-AP reserves the right to pick random samples from the lot of items delivered by the successful bidder to RGUKT Srikakulam. These samples will be subjected to tests, if necessary at labs anywhere in the country to ensure compliance to specifications. The technical committee of RGUKT-AP, Srikakulam will examine the randomly picked samples to ascertain compliance to specifications. If the result indicates non-conformance, the entire lot will be rejected and the contract will stand cancelled without any liability on the part of RGUKT-AP, Srikakulam. In addition, this event shall lead to the forfeiture of the performance security deposit amount. The same condition will also apply if the technical committee of RGUKT-AP, Srikakulam finds non-conformance of the specifications during their inspection.
- All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co – operation and the RGUKT-AP, Srikakulam decision shall be final on all such matters and shall be binding on the bidder.

In witness whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year above written.

Signed, and delivered by for the

Vendor.
Vendor's common seal:
Place
Date:

In the presence of:.....

Signed, and delivered by

For. Rajiv Gandhi
University of
Knowledge
Technologies,
Srikakulam
RGUKT- Srikakulam

common seal:Place:

Date:

ANNEXURE-VI BID

LETTER FORM

From:

(Registered name and address of the bidder)To
The ADMINISTRATIVE OFFICER,
RGUKT-AP, Srikakulam Campus,
SM Puram (V), Etcherla (M),
Srikakulam District,
Andhra Pradesh, PIN – 532402

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to supply and deliver the material (and other related materials) according to the tender document as the case 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 supply the above mentioned materials, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by RGUKT-AP, Srikakulam or its user organization.

If our bid is accepted, we undertake to:

- a. supply the materials according to the time schedule specified in the bid document,
- b. submit the performance security deposit from a Nationalized bank in accordance with bid requirements.
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and the bid may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's signature

Date:

Seal.

Annexure-VII

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the ----- (Name of the company / firm) has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / University / Campus on any account.

I/We also certify that firm will provide material as per the specification given by RGUKT-AP, Srikakulam, 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 RGUKT-AP, Srikakulam, may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Service Provider: Seal of
the Service Provider:

Annexure- VIII

NAME OF WORK: Supply of Mattresses, Pillows, Bed Sheets with Pillow covers, and Blankets to RGUKT- Srikakulam Campus

Name of the Bidder:

Annual Turnover Statement

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

| S. No | Financial Year | Annual Turnover |
|--------------|-----------------------|------------------------|
| 1 | 2018-19 | |
| 2 | 2019-20 | |
| 3 | 2020-21 | |

Signature of Chartered Accountant

Name:

Membership No.:

Seal

Annexure IX

List of Major Customers

| S. No | Customer Full Address | Year of supply | Name of the Item | Amount (Rs.) |
|-------|-----------------------|----------------|------------------|--------------|
| | | | | |
| | | | | |

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 | Details | Serial No of Document (PageNo.) |
|-------|--|---------------------------------|
| 1 | Tender Processing Fee (DD for Rs.10,000) | |
| 2 | EMD/Bank guarantee from Nationalized Bank | |
| 3 | Name of the firm and Firm Registration certificate | |
| 4 | Bidder Letter Form | |
| 5 | Bidder Information | |
| 6 | Declaration For Fair Business By The Bidder | |
| 7 | GST Registration Certificate | |
| 8 | The bidder should have minimum annual turnover of Rs. 1.30 crore per each year in the last three financial years i.e F.Y. 2018-19, 2019-20 and F.Y. 2020-21 on the subject material. A Certificate indicating the Turn Over value details (in Rupees) of subject material, during the above said financial years from a Firm of Chartered Accountants must be enclosed (in original) as a proof for Turnover. The Turn Over of the SubjectMaterial must be separately indicated in the Certificate | |
| 9 | Proof of experience of supplying Mattresses, Pillows, Bed Sheets with Pillow covers, and Blankets in any of the last three financial years i.e., F.Y. 2018-19, 2019-20, 2020-21 to government agencies /universities /government education institutions/ hospitals/autonomous bodies etc., | |

| | | |
|----|---|--|
| 10 | Proof of satisfactory Performance Certificate from the parties concerned to whom bulk supplies were affected, in case such supplies were made. | |
| 11 | PAN card copy | |
| 12 | TAN card copy | |
| 13 | Income Tax Return filed (FY 18-19,19-20, FY20-21) | |
| 14 | Annexures I-IX | |
| 15 | Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bid to commit the Bidder. | |
| 16 | Power of Attorney, wherever applicable | |
| 17 | All other information/documents that are required in the Bid documents. | |
| 18 | Bid document bearing signature and firm seal on all the pages | |

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