

INVITATION FOR BIDS (IFB)

Examinations Section, Rayalaseema University, Kurnool invites Online Bids on single stage two-bid system for Supply of Hiring Vehicles for Transportation to University Examination Section, RU, Kurnool. Please note that physical bids shall not be accepted.

1. Contact information

The Registrar,
Rayalaseema University,
Kurnool
email: registrarru@gmail.com

2. Critical Tender Details

- 1) Name of the work : Supply of Hiring Vehicles for Transportation to distribute confidential material from Examination Section, Kurnool, RU, to distinct centres in Kurnool and nandyal districts. Also to arrange vehicles to CDC section for inspection to the Colleges etc.,
- 2) Estimate item value of work put to tender : 3,00,000/- per Six months
(Approximately)
- 3) Delivery of Item with in the period : Immediately on need based
- 4) E.M.D. to be paid in the shape of Demand Draft in favour of The Registrar, Rayalaseema University, Kurnool obtained from any Nationalized Bank at 2% of the estimated contract value of work along with bid documents. Rs.10,000/-
- 5) Bid Document Start Date : From 02/11/2024 (04.00 PM)
- 6) Bid Document Submission End Date : 11/11/2024 up to 05:00 PM
- 8) Price Bid Opening Date (Financial Bid Stage) : 12/11/2024 11:00 AM
- 9) Tender Processing Fee to be paid in the shape of Demand Draft in favor of The Registrar, Rayalaseema University, KURNOOL obtained from any Nationalized Bank Rs.1,000/-

3. Two Bid System

The two bid system will be followed for this tender. In this system, the bidder shall submit his offer in two parts viz. Technical Bid and Commercial Bid.

Part 1: "Technical Bid" shall be submitted in the form of following documents:

- a) Copy of Tender Fee (Non-Refundable) in the form of **Demand Draft** for **Rs. 1,000/-** (Rupees One thousand only) drawn on any **Nationalized/ Scheduled Bank**, in favor of **'The Registrar, RU, Kurnool'** payable at Kurnool

Copy of **Earnest Money** in the form of **Account Payee Demand Draft** towards Earnest Money Deposit of **Rs.10,000/-**(Rupees Ten thousand only) from any **Nationalized/ Scheduled Bank**, in favor of **'The Registrar, RU, Kurnool'** payable at **Kurnool** as mentioned at Para 6 (Section III).

- b) The original instrument in respect of Earnest Money Deposit & Tender Fee must be submitted to the address mentioned above on or before bid submission date/ time as mentioned in critical date sheet. **In case of non-submission of original payment instrument for EMD and tender fee, the bid shall be rejected. The Demand Draft submitted towards tender fee is non-refundable.**
- c) Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted. The person signing the bid should be the duly authorized representative of the Firm/ Company whose signature should be verified and certificate of authority should be submitted. The power or authorization or any other document consisting of adequate proof of the ability of the signatory to bind the firm/ company should be submitted and annexed to the bid.
- d) The firm/company Registration certificate under AP Government.
- e) Copy of **GST and PAN/** Registration certificate, as applicable shall be submitted.
- f) Copy of Last Three years IT Returns.
- g) Copy of all documents related with Firm Registration/ Partnership Deed/ Articles of Memorandum of Association or Proprietorship Deed, Certificate of Incorporation shall be submitted.
- h) The bidders should have its own Branch Office/ Service or arrangement to provide service through local dealer/ service provider. In either case, a signed and scanned undertaking to this effect should be submitted along with the technical bid.
- i) Signed and scanned copy of other related documents, mentioned in the tender document but not listed here.

Part 2: "Commercial Bid" shall be submitted in the form of following documents:

- a. Price schedule should be submitted in sealed cover only.
- b. The prices should be mentioned in figures as well as in words wherever mentioned.
The bidder should carefully cross check the prices entered in figures with corresponding figures converted in words.

6. Opening of Commercial Bids

The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the online commercial bid opening.

The bidder's name, bid prices, discounts and such other details considered as appropriate by Registrar, RU, Kurnool, will be announced at the time of the opening of the bids.

PRE-QUALIFICATION CRITERIA

1. The firm should have average annual turnover of Rs.20 Lakhs or above in the last 3 years.
2. The tenderer should furnish the following documents along with the tender form, failing which their tender is liable to be rejected
 - a) Name and full detailed postal address of the firm with phone numbers.
 - b) Certificate of incorporation of the firm.
 - c) Income Tax returns for last Three years, along with the PAN number.
 - d) GST / PAN registration photo copy and latest GST clearance certificate.
 - j) The firm while handling the consignment consisting of RU confidential material, the truck attending shall not be shared with any other agency/university/activity and service must be dedicated to RU alone
 - k) The Firms Headquarters maybe located in Kurnool..

Earnest Money Deposit (EMD):

A Demand Draft for Rs.10,000/- (Rupees Ten thousand only) drawn in favor of the Registrar, RU, Kurnool towards EMD must accompany the Tender. Tenders without EMD will be rejected. The EMD will be refunded to all the tenderers (except successful tenderer) once the University enters into the contract with the successful tenderer. After placing order if a tenderer fails to execute the work within the stipulated time schedules such tenderers EMD will be forfeited.

Prices:

The prices quoted should be inclusive of all taxes.

Validity:

The tenders should be valid for acceptance up to a period of 6 months. The tenderers should be ready to extend the validity, if required at the discretion of the University for a specific period decided by the University.

Delivery:

The Examination Material to be properly packed and delivered to Spot Centers of RUKurnooland the task should be completed as per the time schedules given by the University.

Terms of Payment:

100% of payment shall be made by the RU, Kurnool subject to the condition after receipt of Examination Material, and satisfactory completion of work without any issues.

Instructions regarding filling tender:

- 1) If any modifications of the schedule are considered necessary, the tenderers should communicate the same.
- 2) The tender is liable to be rejected if incomplete or incorrect information is furnished or facts are suppressed, or conditional offer is made.
- 3) The tenderer should submit with the following covers:

a) Price bid

Prices should be quoted as per the format given. The tenderer should quote for all items given in the price bid. Partial quotations will not be considered.

b) Delivery of Tender:

The tenderers shall submit their Tender documents in sealed cover:

One cover should be kept in another sealed cover should be addressed to: **The Registrar, RU, Kurnool** super scribed on the right hand side with the **"Hiring of Vehicles for Transportation of Examination material to and from the Spot Centers - for RU, Kurnool for the year 2024-25"** and should indicate clearly the Name and Address of the tenderer.

c) Last Date & Time for receipt of Tender:

The tender must be quoted within the given amount of time. Tenders submitted after the specified date and time shall not be considered and no intimation will be sent in this regard.

Firm may depute their representative available at the time of opening Tenders.

d) Right to Acceptance:

The University does not bind itself to accept the lowest or any tender and reserves the right of accepting whole or any part of the tender or portion of the quantity offered and the tenderer shall supply the same at the rate quoted. The University reserves the right to reject any or all offers received in response to the tender or cancel, withdraw the tender notice without assigning any reason.

Results of Tender:

Acceptance of Tender shall be communicated in the form of "Letter of acceptance" to the successful tenderer.

The University reserves the right to reject or cancel the tenders without assigning any reason.

Warranty declaration:

We warrant that vehicles supplied are CLOSED TYPE and in good condition with proper record i.e., Vehicle RC, Valid road permit, Home state tax receipt, valid fitness certificate, valid non-polluting certificate, Insurance papers and Driving License etc.,

We will take precautionary measures to vehicles during transit and we shall be responsible for all losses arising out of damage, Pilferage and leakage.

Signature of the Tenderer

BID PARTICULARS:

1. Name of the Bidder :

2. Address of the Bidder

:

3. EMD Enclosed : Yes / No If Yes

DD No. _____ Bank _____ Amount _____

1. Name and address of the office to whom all reference shall be made regarding this Tender Invitation.

Telephone :

Fax No. :

Mobile No. :

E-mail :

Witness signature :

Witness Signature :

Name :

Name :

Designation :

Designation :

Address with Seal :

Address with Seal :

Date :

Date :

EVALUATION OF TENDERS

1. The University is not bound to accept the lowest quotation and the decision of the University in regard to acceptance of quotations is final and conclusive in view of the sensitivity and confidentiality involved
 2. The University reserves the right to inspect the infrastructure facilities of all operations involved in the process.
 3. The University reserves the right to negotiate with any of the tenderer.
 4. The University reserves the right to accept or reject any or all bids without assigning any reason whatsoever.
 5. All the tenderers have to deposit Earnest Money as given in tender schedule. The tenders received without the required EMD shall be rejected without further reference. The EMD will be returned to the unsuccessful bidders.
 6. The Registrar, RU reserves the right to reject one/ all the bids or cancel the tender without assigning any reasons there for.
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1. The Rayalaseema University , Kurnool reserves the right to detain, delay or forfeit any payment towards freight or other dues to the CARRIER except Natural Calamities like Earth quakes, Cyclones& Storms, Floods and local bandhs if any etc.
 2. The Rayalaseema University, Kurnool will assist the CARRIER in furnishing required information and documents to produce for assessment of any claim arising in any of the consignment forwarded through them.
 3. The CARRIER shall ensure that neither it or any of its employees shall disclose any information relating to the Rayalaseema University, Kurnool to any one, such information of the company shall be treated as confidential, to any outsider unless and until specific permission is granted by the Rayalaseema University, Kurnool or any information which is required to be disclosed under any statutory provision.
 4. CARRIER shall undertakes that it is in compliance of all applicable Central & State Laws, rules, regulations, orders notifications, ordinances and shall comply, follow, observes the same in future.
 5. The tenders should be valid for acceptance up to a period of 06 months.
 6. The envelope must be super scribed with reference No. for which quotations are being submitted.
 7. The successful tenderer should execute an agreement (in the prescribed format) on a non-judicial bond paper worth of Rs.100/- (Rupees one hundred only) in duplicate, duly signed by the authorized officer / Managing Director of the firm for execution of agreement within 10 days from the date of finalization of selection.
 8. All disputes if any which may arise out of the transaction have to be settled within the jurisdiction of Kurnool Courts.

PRICE BID

Sl.NO	Type of Vehicles	Rate per KM. (in Rs.)including all taxes, driver batta and other etc.,
1	Mini Van Parcel Lorry with Closed Roof (vehicles per day during examination and spot valuation period)	
2	Car	
3	Bolero Trally	
4	Toofan	

END OF SECTION III

1. Prices

1.1. The price quoted shall be considered firm and no price escalation will be permitted.

1.2. Bidders must quote the prices in INR only.

Guarantee in lieu of Performance Bank Guarantee within the stipulated time, EMD will be forfeited and the supply order will be cancelled.

2 Jurisdiction:

The disputes, legal matters, court matters, if any shall be subject to Kurnool District jurisdiction only.

3. Force Majeure:

The Registrar, RU may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidder's premises.

Please quote your lowest rates for each item described Sealed covers with EMD, tender documents should be submitted super scribing as "**Tender No.**", "**Date of opening:**" and reach this office on or before **11-11-2024 by 05:00 PM hrs.** The sealed covers should be sent by the Registered Post or to be dropped in the sealed box provided in the office of the Registrar, RU. The technical bid will be opened on **12-11-2024 at 11:00 AM hrs.** by the undersigned/his nominee in the presence of the committee members and available bidders or their representatives.

- a) **E.M.D:** The tender documents should be submitted along with earnest money deposit **Rs.10,000/-** in the form of Demand Draft in favor of "**The Registrar, RU, Kurnool**". The Demand Draft pertaining to E.M.D. of unsuccessful party will be returned.
- b) **PRICES:** The price should be F.O.R. destination inclusive of taxes.
- c) **ACCEPTANCE:** It is not binding on the university/ institution to accept the lowest of the tenders. The university/ institution reserves the right to place orders for individual items with different bidders.
- d) **SPECIFICATIONS:** Detailed specifications along with the description and make should be mentioned in the bid.
- e) **VALIDITY:** The Tender should be valid for at least 30 days. The Institution reserves the right to cancel the tender without assigning any reason.
- f) Those that purchased tender schedule officially by paying **Rs.10,000/-** in the form of Demand Draft drawn in favor of **The Registrar, RU**, payable at Kurnool are only eligible to participate in the tender. Those who have downloaded the tender schedule from the RU website (www.ruk.ac.in) should submit a separate DD for **Rs.10,000/-** along with the quotation.
- g) Any tender that is received after due date will not be accepted. The University is not responsible for any postal delay.
- h) List of Major Customers should be provided.

Encl: Items with Description

END OF SECTION IV

Yours Sincerely

Signature & Company seal

Mobile No.


REGISTRAR
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Rayalaseema University,
Kurnool (A.P.)