

**E-Procurement  
Tender notification**

**TENDER DOCUMENT**

**INVITING SHORT TENDER  
FOR SUPPLY OF PROVISIONS TO UNIVERSITY HOSTELS  
(MEN'S & WOMEN'S)**

**AT  
RAYALASEEMA UNIVERSITY, KURNOOL  
ANDHRA PRADESH**



**RAYALASEEMA UNIVERSITY**

**Pasupala, Nandyal Road, Kurnool (dist) Andhra Pradesh**

**Tender No.RUK/Hostel/Provisions/Tenders/4,**

**Dated: 13.11.2024**

## Notice for inviting Tender for supply of Provisions through e-Procurement

Rayalaseema University, Kurnool invites Tender from registered suppliers for the supply of **Provisions** for University Hostels through e-Procurement. Those who fulfill the requirements of technical bid only will be considered for the financial bid.

Services	Supply of <b>Provisions</b> for Hostels at Rayalaseema University, Kurnool Andhra Pradesh
Advt. No.	RUK/Hostels/ <b>Provisions</b> / Re-Tender/4-2024, Dt.13-11-2024
Office Address	The Registrar, Rayalaseema University, Kurnool, A.P – 518007
Amount of EMD	Bid should be accompanied with a sum of Rs. 2,00,000/- towards EMD in the form of DD drawn in favour of Registrar, Rayalaseema University, Kurnool and payable at Kurnool
Date of Tender	<b>13<sup>th</sup> November,2024(6.00PM)</b>
Closing Date & Time for Tender at Rayalaseema University, Kurnool	23 <sup>th</sup> November, 2024 (5P.M)
Submitting of Tender at Rayalaseema University, Kurnool	25 <sup>th</sup> November, 2024 (4:30P.M)
Date & time of Open Tender at Rayalaseema University, Kurnool	26 <sup>th</sup> November, 2024 (3 P.M) Purchasing Committee Meeting ( 4 P.M)
Bid Validity	The tender submitted should remain valid for 90 Days from the date of opening of bid.

Note: This Tender Document is transferable.

**REGISTRAR**

# RAYALASEEMA UNIVERSITY, KURNOOL

Pasupala, Nandyal Road, Kurnool, Andhra Pradesh

Tender No.RUK/Hostel/ Provisions /Tender/4/2024-25,

Dated: 13.11.2024

The tender documentation containing details of scope of work, terms and condition of the contract, can be downloaded either from e procurement website: [www.apecurement.gov.in](http://www.apecurement.gov.in) (or) the University Website: ([www.rak.ac.in](http://www.rak.ac.in)). From 13<sup>th</sup> November-2024

## **ELIGIBILITY CRITERIA:**

Bidders should meet the following eligibility criteria to qualify for the tender:

### **General Terms and Conditions**

The Rayalaseema University Hostels are running with Two Messes. Tenders are invited from the interested bidders in the field for supply of **Provisions** for a period of 12 months (from November -2024 to October-2025) around 1000 Students. The list of items is enclosed.

#### **1. Submission of Tender:**

The tender is to supply of **Provisions** for Students Hostels, Rayalaseema University, Kurnool. Tender is to be submitted through e Procurement website: in two separate bids (Two bid system) **Technical bid** [EMD of Rs.2,00,000/-(refundable) and DD for Rs.2,000/-(non-refundable).If downloaded form is used] and **Financial bid** (Amount quoted as per financial bid). Also, a copy of the tender documents in the form of two bids is to be placed in separate sealed covers addressing to:

**The Registrar, Rayalaseema University, Kurnool, Andhra Pradesh-518007** before placing both in ONE envelope and to be super scribed with "Tender Document for supply of **Provisions**". Tenders without Bid Security (EMD) shall be rejected summarily.

2. The EMD furnished should be valid beyond 45 days of the bid validity period and it will be forfeited if the bidder intends to withdraw the bid after opening the financial bid.
3. **Opening of bids:** The technical bid will be opened and scrutinized by the committee and the technical Qualification includes the scrutiny of documents submitted by the firm. The committee decision will be final in this regard. The financial bid of the technically qualified firms will only be considered / opened.
4. **Quantity Variation:** The quantities included in the tender can be increased or decreased at the discretion of the Rayalaseema University, Kurnool, the University decision will be final in this regard.
5. Each bidder should clearly specify that he agrees to / abide by the terms and conditions of this tender Document on printed letter head/sign on tender document and attach it along with technical bid.
6. The bid should be accompanied by bid security / EMD of **Rs. 2,00,000/-** (Rupees Two Lakhs only) (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC etc will be considered as Per Govt. rules on submission of documentary proof.).The payment of EMD may be paid by online Payment through e-procurement web site in favour of "**The Registrar, Rayalaseema University, Kurnool**" drawn from any Nationalized Bank payable at **Kurnool**.
7. The EMD of unsuccessful bidders will be returned without interest as per rules. The EMD of the Successful bidder will be converted into part amount of security Deposit and will be returned without interest after the successful completion of contract period subject meeting the specified conditions as laid down by the University. The security deposit will be-forfeited if any terms and conditions are Contravened / deviated.

8. The interested bidders may download tender documents either from e Procurement website: [www.apeprocurement.gov.in](http://www.apeprocurement.gov.in) (or) the University Website: ([www.ruk.ac.in](http://www.ruk.ac.in)). The cost of tender form of Rs.2000/- (non-refundable) may be paid by way of Demand draft drawing in favour of the **Registrar, Rayalaseema University, Kurnool** drawn from any Nationalised Bank payable at Kurnool (DD is to be attached along with the downloaded tender forms).
9. The tender should be submitted on e Procurement website: [www.apeprocurement.gov.in](http://www.apeprocurement.gov.in) by **5.00PM** on or before **23.11.2024**. Tenders received after the due date and time will not be considered by the University. The bid will be opened **25<sup>th</sup> November 2024 at 03.00 PM** in the presence of prospective suppliers (bidders) or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting. If the opening day is declared as a holiday on account of unforeseen situation, it will be on next working day.
10. The bids of black listed firm by any government organization as per knowledge of the University will not be considered. The decision of the University will be final in this regard.
11. **The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.**

### **Terms & Conditions:**

1. The Duration of the Rate Contract is 12 Months from November -2024 to October-2025.
2. The Bidders shall submit the Tender in a sealed cover super scribing as “Tender for Supply of **Provisions**”.
3. The Bids must be submitted on e-Procurement website: [www.apeprocurement.gov.in](http://www.apeprocurement.gov.in) and a copy of tender document shall be submitted to Registrar, Rayalaseema University, Kurnool not later than 16.00 (IST)
4. Incomplete Tenders, Conditional Tenders and Late Tenders will be rejected straight away.
5. The suppliers shall quote the reasonable and competitive prices.
6. Suppliers shall quote for all the items in the list, otherwise the tender will be disqualified.
7. Wherever specific brands are mentioned for some items in the list, the bidder shall quote for all the brands mentioned in the list, otherwise the Tender shall not be consider.
8. The items listed are considered as with high consumption and the bidder who has quoted overall L1 price for Items will be awarded Rate Contract.
9. Tenders containing abnormally high / abnormally low & un realistic prices for any of the items in the list shall be rejected summarily.
10. The tenders shall have proper seal of the company and signature of the authorized person
11. The bidder who is awarded with the Contract should supply the Provisions at the Hostels at his own expenses and risk.
12. Net weight only will be considered for payment.
13. Wastage and damage of the Provisions should be replaced by the bidder.
14. The items supplied should be of, good quality and ready for use.
15. Registrar/Chief Warden has full rights to extend/cancel the contract partially/fully
16. Photocopies of Registration of the firm, Pan Card & GSTIN in the name of the shop are to be enclosed to the Tender, without which the tender shall not be considered.
17. The items supplied should be of, good quality and ready for use.

18. The Contractor should have a registered firm in Kurnool District.
19. The Contractor should not be sub-leased to anyone in any manner. Any complaints in this regard results in cancellation of the Tender / Rate Contract.
20. Losses incurred by the Hostels due to non-supply, part-supply, last supply and supply of low quality items will be deducted from their monthly bills.
21. The Contractor should send the bills along with the material clearly indicating the name of each item with weight/quantity of units, as the case may be.
22. The Contractor should submit a consolidated bill on the last day of every month. No Part payment or advance payment will be made under any circumstances. The Payment will be made on or before 15<sup>th</sup> of the following month by Cheque / NEFT.
23. The Bidders are advised to be conversant with the terms & conditions as stated above before accepting the Contract;
24. Considering this Contract as “Contract for essential items” Rayalaseema University reserves the right to enter into Parallel Contracts for the same item at same rate. For this purpose, Rayalaseema University may issue Counter Offers to L2, L3 etc to supply the items at L1 rates.
25. **Fall Clause**:- In case, the Contractor supplies the items as specified in this contract at a lowest price to any other party , during the period of Contract , that lowest price will be applicable to this Contract also;
26. **Risk Purchase** : If the Contractor fails to supply the requisite quantity/ quality of the material , Rayalaseema University is at liberty to purchase such items from the local market to meet their requirements and claim the difference in price on higher side from the Contractor / deduct from the bills on hand;
27. There should not be any correction / overwriting in the Tender. Correction, if any, should be encircled in red ink and initialed by the bidder and **Corrections without initials, results in rejection of bid.**
28. RU Hostels provide Breakfast, Lunch and Dinner to 1300-1400 students daily. Whenever there is a vacation to the students on account of Dasara, Sankranthi and summer holidays, the requirement will be reduced drastically/ Nil. However, the Contractor will be informed in advance about the vacation;
29. The prices mentioned in the Contract are firm and fixed and no request for increase of price will be entertained during the period of the Contract;
30. **The Prices quoted by the bidder shall be inclusive of all taxes and duties (ie:GST etc.)**
31. **“Bidders shall fill the Price Column alone”**: In the enclosed Annexure and affix the shop seal with signature and date and put in a cover sealed. Bids without signature & seal ,will be reject out rightly.
32. In case of any dispute between Rayalaseema University and Contractor, the decision of the Registrar/ Chief Warden, Rayalaseema University is final and binding on both the parties.
33. Rayalaseema University reserves the right to delete any items from the list while finalizing the Rate Contract. The contract period will be for a period of ONE YEAR i.e., 2024-2025 financial year initially **period of 03 months** from the date of supply order and may be extended with same terms and conditions for **another 09 months** based upon the satisfactory feedback from all the stake holders of the University

### **Penalty Clause**

34. Hostel Mess committee / Warden / Chief Warden will evaluate the quality of the Provisions and materials are supplying to both hostels at any time. If found the supplier has supplied with low quality Provisions the university authorities (i.e. Warden/ Chief Warden / Registrar) will have the right to impose suitable fine/penalty in case of unsatisfactory service / supplying of low quality Provisions If poor/low quality of Provisions has been found three times in a month, in such conditions the awarded contract shall be terminated and their security deposit shall be forfeited.

### **Quality of the Provisions**

35. The Provisions should be of the approved quality or as per sample called for in a item or the specification given by this office in the tender. The item which do not conform to approved specifications(s) and consequently rejected will have to be replaced at the cost of the firm or supplier. In the absence or unsatisfactory supply, the item will be rejected and corresponding cost will be deducted from the supplier's bill. The University authorities are seeking quality of the Provisions first 03 months from the date of the agreement or work order to the bidder. Based on the satisfactory performance of first 03 months of the bidder the remaining period of the agreement period also can be supplying of Provisions to hostel. If not satisfactory of the bidder after the first 03 months the university may consider L2 bidder.

**A. TECHNICAL BID: The information to be furnished by the firm along with price bid**

1.	Name of the firm	M/s.
2.	Details of Tender Cost	Rs. 2,000/- D.D. No. _____ dated: _____ Bank _____
3.	Details of EMD (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, etc will be considered as per GOI rules on Submission of documentary proof.)	Rs. 2,00,000/- D.D. No. _____ dated: _____ Bank _____
4.	Contact Details	Postal Address ..... ..... ..... Tel No. Mobile: E-mail:
5.	Details of Registration with GST <i>Enclose Copy / proof</i>	
6.	PAN Details <i>Enclose Copy / proof</i>	
7.	Documentary proof for (IT Returns above 30 lakhs Per Anum)	2021-22 Rs.
	a) Proof for Annual Turnover	2022-23 Rs. 2023-24 Rs.
	b) Proof for experience criteria	
8	<b>Optional:</b> Customer list with nature of work done & value (only single order shall be taken)	

\*\*\* DD in favour of Registrar, Rayalaseema University, Payable at Kurnool.

Place:  
Date:

Authorized signature of  
the firm along with seal

## LIST OF PROVISIONS

### B. FINANCIAL BID (Rate contract)

Sl. No	Item Name	Telugu Name	Brand	Rate per KG Numerical	Sl. No	Item Name	Telugu Name	Brand	Rate per KG
<b>MAJOR ITEMS</b>									
1	Raw Rice (kg)	బియ్యం	Old Kurnool Sona		2	Thoor Dal (kg)	కంది పప్పు	Thandur	
3	S.F. Oil (Lts.)	మంచి నూనె	Freedom / Sunjyothi		4	Urad Dhal whole (kg)	మినపగుండ్లు	Double Horse	
5	Groundnut seeds (kg)	వేరుశనగ పప్పు	No.1 Quality		6	Wheat Flour/Atta (kg)	గోధుమ పిండి	MC Atta	
7	Red Chilli Powder (kg)	ఎండు మిరప పొడి	Ashirvaad		8	Tamarind (kg)	చింత పండు	No.1 Quality	
9	Rasam Powder (kg)	రసం పొడి	MTR		-				
<b>Minor Items</b>									
10	Sambar Powder (kg)	సాంబార్ పొడి	MTR		11.	Dry Coconut	ఎండు కొబ్బరి	No.1 Quality	
12	Pulihora Powder (kg)	పులిహొర పొడి	MTR		13	Dry coconut powder (kg)	ఎండు కొబ్బరి పొడి	No.1 Quality	
14	Rock Salt (kg)	కల్లు ఉప్పు	Ashirvaad /Cap.Cook		15	Carom Seeds (kg)	వాము	No.1 Quality	
16	Table Salt (kg)	పొడి ఉప్పు			17	Baking Soda (kg)	వంట సోడా	No.1 Quality	
18	Dosa Rice (kg)	దోశ బియ్యం			19	Cinnamon (kg)	దాల్చిన చెక్క	No.1 Quality	
20	Puffed Rice (kg)	బొరుగులు	No.1 Quality		21	Cloves (kg)	లవంగాలు	No.1 Quality	
22	Besan Flour (kg)	శనగ పిండి	No.1 Quality		23	Chicken Masala (kg)	చికెన్ మసాలా	Badshah	
24	Maida Flour (kg)	మైదా పిండి	MC Atta		25	Dilbahar Masala (kg)	దిల్ బాహర్ మసాలా	Dilbahar	
26	Idly Rava (kg)	ఇడ్లీ రవ్వ	Sri Lalitha		27	Tandoori Masala (kg)	తందూరీ మసాలా	Badshah	
28	Upma Rava (kg)	ఉప్మా రవ్వ	No.1 Quality		29	Vanaspati / Dalda (kg)	డాల్డా	Ruchi No.1	
30	Bombay Ravva (kg)	బొంబాయి రవ్వ	No.1 Quality		31	Match Boxes	అగ్గి పెట్టెలు	Match Boxes	
32	B.G. Fried Dal (kg)	వేంచిన శనగ పప్పు	No.1 Quality		33	Lemon Salt (kg)	నిమ్మ ఉప్పు		
34	Bengal Gram Dal (kg)	పచ్చిశనగ పప్పు	No.1 Quality		35	Pickle (kg)	ఊరగాయ		
36	Green	పెసర పప్పు	No.1		37	Steel Scrubs	ఉక్కు	555	



	Gram Dal (kg)		Quality				కుంచె		
38	Dry Red Chillies (kg)	ఎండు మిరపకాయలు	No.1 Quality		39	Nylon Surubs (Pcs)	నైలాన్ కుంచె		
40	Cumin Seeds (kg)	జీలకర్ర	No.1 Quality		41	Wheel Cleaning Powder/soaps	వీల్ పొడి		
42	Mustard Seeds (kg)	ఆవాలు	No.1 Quality		43	Ruby Cleaning Powder	రూబీ పొడి		
44	Coriander powder (kg)	ధనియాల పొడి	Ashirvaad		45	Surf cleaning powder	సర్ఫ్ శుభ్రపరచు పొడి		
46	Turmeric Powder (kg)	పసుపు పొడి	Swastik		47	Nice Brooms	నున్న చీపుర్లు	555	
48	Garlic (kg)	తెల్లగడ్డలు	Bom		49	Coconut Brooms	పుల్లల చీపుర్లు		
50	Black Pepper seed (kg)	మిరియాలు	No.1 Quality		51	Mops/Wipers	తుడుపుకర్ర		
52	Fenugreek Seeds (kg)	మెంతులు	No.1 Quality		53	Vermicelli (Pkts)	సేమియా	MTR	
54	Marwadi Methi (kg)	మార్వాడీ మెంతి	No.1 Quality		55	Green Cardamom (kg)	ఎలకులు	No.1 Quality	
56	Black Sesame (kg)	నల్ల నువ్వులు	No.1 Quality		57	Cashew (kg)	జీడి పప్పు	No.1 Quality	
58	White Sesame (kg)	తెల్ల నువ్వులు	No.1 Quality		59	Kismis (kg)	ఎండుద్రాక్ష	No.1 Quality	
60	Sugar (kg)	చక్కెర	No.1 Quality		61	Ghee (Lts)	నెయ్యి	Durga	
62	Jaggery (kg)	బెల్లం	No.1 Quality		63	Kesari Colour	కేసరి రంగు		
64	Sago (kg)	సగ్గు బియ్యం	No.1 Quality		65	Watermelon seeds (kg)	పుచ్చకాయ గింజలు	No.1 Quality	
66	Chili Sauce	చీల్ల సాస్	Weikfield		67	Soya Sauce	సోయా సాస్	Weikfield	
68	Tea Powder	టీ పొడి	Gemini		69	Papads/chips	అప్పడాలు /సోంగలు		

**Note: Rate per K.G should be numerical only but not like "MRP".**

**Declaration:** It is here by declared that the firm have carefully read and under stood the tender and agreed with all the clauses, terms and conditions of the tender, Kurnool jurisdiction etc and agreed that the decision of the University shall be final in all respect.

Authorized signature of  
The firm along with seal  
Date:

Place:

**CHECK LIST**

**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

<b>Sl. No.</b>	<b>Description of requirement</b>	<b>YES/ NO</b>	<b>Page No. of the tender submitted</b>
A	Deposit for Earnest Money Deposit (EMD) Rs.2,00,000/-		
B	A copy of PAN Card allotted in the name of Bidder company.		
C	Valid Shops &Registration Certificate issued by the Competent Authority		
D	Bidder office address with Telephone, Fax, E-mail, etc.		
E	Company's registration certificate		
F	GST Number allotted in the name of Bidder company.		