

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

Memo No. ST-321/Tawangchu HoR/2007

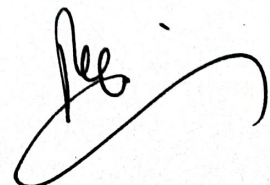
Dated, the 31st Oct., 2022

NOTICE INVITING TENDER

Rajiv Gandhi University, Rono Hills, Doimukh invites single bid system for Rate Contract for supply of all kitchen items, gas stove (high speed) with its accessories from all the authorized dealers/distributors for Hostel at the Institute. You are requested to quote your best offer along with the complete details of specifications, terms & conditions as per Annexure – I to V.

General Instruction to bidders


1. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees ten thousand) only by way of Demand Draft alongwith the bid documents. The demand drafts shall be drawn in favour of "The Registrar Rajiv Gandhi University, Rono Hills" payable at Naharlagun/Doimukh. The EMD of the successful bidder shall be returned after the submission of Security Deposit and for unsuccessful bidders; it would be returned after award of the contract.
2. All rates quoted should be FOR destination (RGU) with breakup. Vague/Ambiguous terms like 'packing, forwarding, clearing, installation freight etc.' without mentioning the specific amount shall not be accepted. The taxes/duties/discounts, if applicable are to be explicitly & separately shown in the quotation and under no circumstances these components shall be added to the basic price & shown as single price.
3. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the institute in respect of any previous work will be entertained.
4. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
5. The quotation without Earnest Money (EMD) will be summarily rejected.
6. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submission. The offers submitted by Telegram / Fax /Email shall not be considered. No correspondence will be entertained in this matter.
7. The Firm must submit the copy of valid trading license, experience, PAN, GST registration certificate, bank details of the firm and Tender Acceptance Letter along with the necessary tender documents.



8. Quotation received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be communicated.
9. Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
10. At any time prior to date of submission of quotation, University may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of the University (<http://www.rgu.ac.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, University may or may not, at his discretion, extend the date and time for submission of quotations.
11. Delivery of goods shall be made by the successful bidder within 15 days of placing of purchase order; however, in case of emergent requirement the firm has to supply the required quantity of goods within 1 week of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.
12. The liquidated damages charges @ 0.5% per week or part thereof of delay shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of relevant goods. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.
13. If successful bidder fails to supply material(s) within the stipulated delivery date or material supplied other than specifications. The University reserves the right to terminate contract for that item(s), forfeiture of security deposit and to procure same or equivalent material(s) from alternative source at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit or Pending Bills of existing firm and if the value of the materials under risk purchase exceeds, the amount of Security Deposit or Pending Bills, the same may be recovered if necessary by due legal process.
14. The bill should have full particulars of the items(s). No payment shall be made in advance. The contractor shall submit the bill only after supply of the material(s) to the satisfaction of the University. No payment will be made for goods rejected.
15. The bidder shall require to submit the security deposit after receipt of award notification, in the form of irrevocable Bank Guarantee (BG) / or Fixed Deposit Receipt (FDR)/Bank Draft issued by any Scheduled Bank for an amount of Rs. 30,000/- (Rupees thirty thousand) only.
16. The security deposit of successful bidders will be kept for the period of one year from the date of award of the contract and shall be refunded without any interest on it within 15 to 60 days after completion of the contract order.



17. The security deposit can be forfeited by the Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.
18. In case of breach of any terms and conditions, the University will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by the University in that event the security deposit shall also stands forfeited.
19. The tender is not transferable. The firm shall not assign or sublet the work/job or any part of it to any other person or party. Only one quotation shall be submitted by one firm.
20. If any conflict or difference arises concerning this contract/agreement, its interpretation on payment to made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the University.
21. The agreement shall be deemed to have been concluded in Itanagar, Arunachal Pradesh and all obligations hereunder shall be deemed to be located at Itanagar, Arunachal Pradesh and Court within Itanagar, Arunachal Pradesh will have Jurisdiction to the exclusion of other courts.
22. The Rate Contract is initially for a period of one (01) year and may be extended till new Rate Contract gets final. The University shall, however, reserve the right to terminate the contract at any time without assigning any reason.
23. The successful bidder shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to the University.
24. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the bids are opened, the University shall forfeit the EMD deposited with the bid.
25. The rate quoted by firm should be final and written in ink or typed against each item and should not be overwritten.
26. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
27. The University reserves the right to accept or reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.



28. No revision in rate (on higher side) will be accepted during contract period and supply order will be placed as per requirement, irrespective of value of the order.
29. No payment shall be made for rejected items/stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.
30. Additional terms and conditions will be incorporated in the supply order, if needed, to safe guard the interests of the University.
31. Any correspondence related to this Tender Notice shall be uploaded in the website. Therefore, all bidders are requested to visit the website www.rgu.ac.in from time to time till opening of the bids.

Note :

- I. The sealed quotation should be addressed to Registrar, RGU and superscribed the Tender Notice reference No.
- II. Last date and time of receipt of Quotation : 20/11/2022 up to 16.00 hours.



REGISTRAR

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Copy to:

Dated, the 02 Nov. 2022

1. All authorized dealers/ suppliers.
2. The Jt. Director, Computer Centre for information and uploading the Tender Notice on the University website.
3. Notice Boards.
4. Guard File.
5. Office copy.



REGISTRAR

TENDER FORM - 1
(Bidder may use separate sheet wherever required)

Annexure - I

Sl.No.	Details of the Firm/Bidder	Page No.	Remarks
1.	Name & Address of the Bidder		
2.	Whether the Firm is located in Naharlagun/Itanagar/Doimukh (Yes/No)		
3.	Details of the Earnest Money Deposit (EMD) : DD No., Validity Period, Date, Amount, Drawn on Bank (Rupees.....)		
4.	Whether each page of NIQ and its annexure have been signed and stamped		
5.	Non Blacklisting Certificate		
6.	Trading License, PAN, GST, Bank Details etc.		
7.	Have you previously supplied these items to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)		
8.	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items.		
9.	Any other information important in the opinion of the Bidder		

Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached.

In case of non-fulfillment of any of the above information/ document(s), the Quotation will be summarily rejected without giving any notice.

Date :
Place :

(Dated Signature of the Bidder with stamp of firm)

Undertaking

1. That I/we have carefully studied all the terms & conditions of Notice Inviting Quotation (NIQ) and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the University. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

Date:
Place:

(Dated Signature of the Bidder with stamp of firm)

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 the University and also abide all the terms and conditions stipulated in Rate Contract.

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 University may imposed any action as per NIT rules.

Date :
Place :

Name :
Business Address :
Signature of Bidder :
Seal of the Bidder

CERTIFICATE OF NO DEVIATION

[To be given on letter head]

NIQ No.:

I/We, M/s _____ hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions University's tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in tender specification with associated amendments & clarification

[Signatures of the Bidder with Name, Designation & Firm's Seal]

CERTIFICATE OF PRICE JUSTIFICATION

[To be given on letter head]

NIQ No.:

I/We, M/s. _____ certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

Signature and stamp of the bidder