



## **Rajiv Gandhi University of Knowledge Technologies – Andhra Pradesh**

**NIQ Ref: RGUKT-AP/ UE Dept/ 1-2018/ Partition Works**

**25.05.2018**

### **Notice Inviting Quotation**

**Name of Work: Providing Partition Works in Head Office of Rajiv Gandhi University of Knowledge Technologies – Andhra Pradesh.**

Sealed Quotations in the prescribed format are invited by Registrar (i/C), RGUKT-AP, Tadepalli, Guntur District - 522501 on behalf of Vice Chancellor, RGUKT - AP from reputed Agencies / Firms for providing Office partitions in the leased space for RGUKT – AP Head Office, Kunchanapalli Village, Tadepalli Mandal, Guntur District on the terms & conditions listed below.

#### **Sealed Quotations shall be addressed to:**

The Registrar (i/c),  
Rajiv Gandhi University of Knowledge Technologies,  
Flat No 202, 2<sup>nd</sup> Floor, Mahendra Enclave (C Block),  
Tadepalli Mandal.

#### **NIQ Schedule:**

Last Date & Time for Receipts of Sealed Quotations	31.05.2018 Up to 12:00 hrs
Date & Time of opening Quotations	1.06.2018 at 12:00 hrs.
Time allowed	Seven Days

The cover containing the quotation shall be sealed properly and be super scribed with the NIQ reference no., name of work and due date of opening. Duly filled in, signed and Sealed Quotations will be received up to the date & time mentioned above. Quotations received after the due date & time will not be considered. University is not responsible for any postal / transit delay. The NIQ can be downloaded from website or any other Amendment / Corrigendum to this NIQ will be published in the website only. This NIQ consists Eight (8) pages.

Contd.....

Signature of Bidder with seal

**Type of Work:** Office Partition works in RGUKT – AP head office (Total 4 floors) as mentioned in the specifications below which has to be completed in 7 days from date of work order given:

<b>Estimation for Aluminum partition work</b>		
<b>S.No</b>	<b>DESCRIPTION</b>	<b>Total Sft of partition</b>
1	Aluminum partition work: 2 1/2 * 1/2 Aluminum section pipes 1.5mm thick JINDAL with color powder coating and 5mm smoke glass of SAINTGOBIN and 10 mm Cement Bison panel boards with both sides color lamination using best quality gasket rubber, including transportation, fixing, labor charges etc., Sizes: North Block in 4 Floors - 936sft Vice Chancellor Room & VC Peshi - 351sft Registrar Office Room - 430sft Conference Room - 207sft	1924 sft
2	Aluminum doors with Lock and Key, handles both sides, tower bolts, Stainless Steel Hinges, including transportation, fixing, labor charges etc.,	16 nos
3	Door Closers (Preferably Godrej make)	16 nos

**Terms & Conditions:-**

1. The bidders are advised to study the NIQ, instructions, Terms & Conditions and satisfy themselves before submitting the quotation. The firms shall quote their best / lowest rates against each item shown in the enclosed pro forma “Offer Sheet – Schedule of Quantity” / Price Bid as per the formats (Annexure –II).
2. The bidders shall submit the complete set of NIQ document duly signed in all pages. The duly filled in and signed quotation shall be placed in a cover, properly sealed and be submitted. Quotations received after the due date will not be considered nor returned. Only sealed quotations will be considered.
3. Conditional Offers / any offers without signature / offers submitted without Unconditional Acceptance Certificate (format enclosed as Annexure-III) will not be considered.
4. Bidders are advised to reconnoiter the area, assess the quantum of work involved with respect to area & site conditions before submitting the offer.
5. The firm shall have the capability / sources provide & the required complete work.

Contd.....

Signature of Bidder with seal

6. Work shall be completed within the seven days from the date of issue of work order. It shall be the responsibility of contractor to adhere to the timings as specified from time to time for execution of the work.
7. The work shall be executed without damaging property. All necessary safety precautions shall be observed.
8. Validity of Offer: The quotation for said works shall remain open for acceptance for a period of 120 days from the Due Date of opening of quotations.
9. All rates shall be quoted in Financial Bid only. (As per format given in the Annexure-II of the NIQ form).
10. Rates quoted shall be exclusive of GST but inclusive of all operating costs, consumables, Insurance, Transportation / Logistics all statutory requirements and all applicable charges for operation. **GST being statutory tax will be paid extra as applicable at the prevailing rates**. Total Value shall be quoted in both figures and words.
11. Rates offered shall remain fixed till execution of contract. The revision of offered rates is not allowed.
12. **Firm shall have valid GST Registration and PAN card. Self-attested copy of GST registration and PAN card shall be enclosed along with quotation.**
13. Submission of a Quotation by a bidder implies that he has read this notice and all other contract documents, Terms & Conditions and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
14. **Bid Evaluation:** Bid Evaluation will be made based on the lowest of total charges payable.
15. The bidder on award of work will provide their bank account details (duly signed by the bidders) for E-Payment; Name & Complete Address of the Bank, Bank's Branch Code, Bank Account No. and IFSC Code etc. for RTGS payment.

Contd.....

Signature of Bidder with seal

16. **Payment:** Payment is payable in 10-15 day of successful completion of work and submission of Bills. University will not make any advance payment. Statutory deductions / TDS wherever applicable are deductible as per rules.

17. In the event of any dispute, the decision of the University shall be final and binding on Contractor.

18. **Legal Disputes:** any legal disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract or breach thereof shall be settled within the jurisdiction of High Court of Andhra Pradesh only.

19. The authority of acceptance of a Quotation will rest with the Registrar (i/c), Tadepalli, Guntur District who does not bind himself to accept the lowest Quotation and reserves to himself the Authority to reject any or all the Quotations received without the assignment of any reason. All the quotations in which, any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The work is liable to be cancelled subject to our administrative reasons.

20. **List of Documents to be attached along with Quotation:**

1. A complete set of the Notice inviting Quotation duly signed by the bidder in all pages.
2. Self-Attested Copy of Firm/ Agency registration proof.
3. Self-Attested Copy of PAN and TAN of the bidder.
4. Self-Attested Copy of GST Registration.
5. Technical Bid – Annexure - I
6. Price Bid as per Annexure-II.
7. Unconditional Acceptance of NIQ Terms & Conditions as per Annexure-III

Signature of Bidder with seal

**RGUKT-AP**  
**Annexure-I**

PRO FROMA FOR TECHNICAL BID:

Sl. No	Particulars	To be filled in by the Bidder
1	Name of the Agency	
2	Date of the establishment of the agency	
3	Detail office address of the Agency with office Telephone Number, Fax number and Mobile Number and name of the contact person.	
4	Whether the firm is registered under Company Act. Partnership or proprietorship	
5	PAN/TAN Number	
6	GST Registration Number	
7	Work Experience in dealing with various departments attach copies of supply orders placed on the agency	

Place:

Date:

(Signature of the Bidder)

Office Seal

**RGUKT - Annexure – II**

**Offer Sheet & Schedule of Quantity: Price Bid**

**Name of Work: Providing Partition Works in Head Office of Rajiv Gandhi University of Knowledge Technologies – Andhra Pradesh.**

I/We have read and examined this NIQ letter relating to the work of **Providing Partition Works in Head Office of Rajiv Gandhi University of Knowledge Technologies – Andhra Pradesh..** I/We hereby offer for the work referred to in this letter upon the terms & conditions contained or referred to therein.

**(Rates shall be quoted Excluding GST. All values are to be quoted in Rs.)**

Sl.No.	Description of work	Cost (Excl.of GST)*
1	Aluminum partition work: 2 1/2 * 1/2 Aluminum section pipes 1.5mm thick JINDAL with color powder coating and 5mm smoke glass of SAINTGOBIN and 10 mm Cement Bison panel boards with both sides color lamination using best quality gasket rubber, including transportation, fixing, labor charges etc., Sizes: North Block in 4 Floors - 936sft Vice Chancellor Room & VC Peshi - 351sft Registrar Office Room - 430sft Conference Room - 207sft <p align="right"><b>Total - 1924 sft</b></p>	Rs.
2	Aluminum doors with Lock and Key, handles both sides, tower bolts, Stainless Steel Hinges, including transportation, fixing, labor charges etc., 16 Nos	Rs.
3	Door Closers (Preferably Godrej make) – 16 Nos	Rs.
	Rupees (in words) _____	

GST Rate: \_\_\_\_\_

SAC Code: \_\_\_\_\_

**\*N.B:-**

1. GST being statutory tax is payable extra as applicable at the prevailing rates.
2. Firm Registration Proof.
3. Major works completed in the last one year by the Agency / Firm
4. Rates and values are to be written neatly legibly and clearly readable; Corrections and over writings shall be avoided or countersigned otherwise.
5. Applicable GST Rate and SAC code for the said work shall be mentioned above.

Signature of issuing Authority

Signature of Bidder

The Registrar,  
RGUKT-AP,  
Tadepalli, Guntur (Dt).

Name:

Tel / Mobile No:

Address:

Date:

Seal:

Annexure – III

**Unconditional Acceptance of NIQ Terms & Conditions**

To  
The Registrar,  
RGUKT-AP,  
Tadepalli,  
Guntur (Dt).

Sir,

I/We have read and examined the documents of Notice Inviting Quotation, Terms & Conditions of work, Schedule of Rate relating to the work of **“Providing Partition Works in Head Office of Rajiv Gandhi University of Knowledge Technologies – Andhra Pradesh.”**.

I/We hereby bid for execution of the work referred to in the aforesaid documents upon the terms & conditions contained or referred to therein and in accordance in all respects with the specifications and other relevant details for the period(S) of compilation as stipulated in the NIQ. Should this bid be accepted, I/We hereby agree to abide by and fulfill all terms, conditions & provisions of aforesaid documents. If after the bid is accepted, I/We fail to commence the execution of the works as provided in the conditions I/We agree that RGUKT-AP shall without prejudice to any other right or remedy, be at liberty take suitable action against me/us as deemed fit under the terms & conditions of the contract.

Whereas I/We have carefully read the terms incorporated in the general conditions of the contract as well as terms & condition of work and whereas I/We do agree unconditionally to abide by rules and regulations and obligations to be fulfilled under this bid documents. I/We hereby quote the following rates for the performance of, the contract taking into consideration charges and other overhead charges.

Signature of the Bidder

Date : \_\_\_\_\_

Name of the firm/agency/ : \_\_\_\_\_

Contractor : \_\_\_\_\_

Full Address (in capitals) / : \_\_\_\_\_

Address Seal : \_\_\_\_\_

Phone No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

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