

BID DOCUMENT

Open Competitive Bid (OCB)

To

**Establish a Stationary cum Book Stall
At each of the three campuses of**

Rajiv Gandhi University of Knowledge Technologies

Proprietary & Confidential



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES**

**Ground Floor, Vindhya C4 Building,
IIIT-H Campus, Gachibowli
HYDERABAD- 500 032**

Phone: 040-23001830

Proprietary & Confidential

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News paper advertisement

Tender Notice

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
Ground floor, Vindhya C4 Building,
IIIT-H Campus, Gachibowli,
HYDERABADAD - 500032
Phone: 040-23001830**

Sealed Tenders are hereby invited from reputed **agencies/ experienced franchisee in marketing to establish Supermarket and Stationary cum Book Stall** at each of the three Campuses of **RGUKT** located at **Nuzvid in Krishna District, Basar in Adilabad District and R.K.Valley in YSR District of A.P.**

Last date of submission of tender is 01.05.2014 upto 04:00 P.M. along with EMD as specified in the bid document

Interested parties can collect the Tender documents from the office of the RGUKT from 29.03.2014 to 28.04.2014 against payment of Rs.2000/- (per campus) for Super market and Rs. 1000/- (per campus) for Stationary cum Book Stall towards the cost of Tender document fee (non-refundable) through D.D. payable to REGISTRAR, RGUKT at Hyderabad, for each campus separately. For further details visit our website www.rgukt.in

Sd/-

Date: 28-03-2014

Registrar

Time schedule of tender related events

To Establish Stationary cum Book Stall

Bid calling date	29-03-2014
Sale of Bid Documents	29-03-2014 to 28-04-2014
Pre Bid Meeting	16-04-2014 @ 4.30PM
Bid closing date/time	01-05-2014 @ 4.00PM
Technical Bid opening date/time	01-05-2014 @ 5.00PM
Price Bid opening date/time	02-05-2014 @ 4.30PM
Bid Document fee	Rs.1,000/-
Contact person	Registrar, RGUKT
Reference No.	RGUKT/DEE/Establish Book stall/T-02/2014

Registrar

TENDER FORM

Not transferable

Reference: RGUKT/DEE/Establish Bookstall/T-02/2014

Dated: 28-03-2014

Subject: Tender to establish a Stationary cum Book Stall at each of the three campuses of RGUKT located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and RK Valley (Kadapa Dist)
Last date for submission of TENDER AT HYDERABAD is 01-05-2014 up to 4.00 PM

Sir/Madam,

- A. RGUKT invites sealed tenders comprising technical bid and price bid separately from reputed agencies to establish a Stationary cum Book Stall at each of the three campuses of RGUKT located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and R K Valley (Kadapa Dist).
- B. The Tender document consists of **22 pages of which pages 1 to 16** are instructions and page No 17 is financial bid. The duly completed Technical Bid together with a copy of the bid document (this tender) signed on all pages should be kept in a sealed cover and the Price Bid in another sealed cover and both these sealed covers may be submitted in a sealed master envelope superscribed with “Tender to establish a Stationary cum Book stall at each of the three campuses of RGUKT.
- C. The last date for submission of TENDER is **01-05-2014** up to 4.00 PM
- D. The Sealed Tenders shall be dropped in the Tender box kept in the office of Registrar, RGUKT up to 4.00 P.M on 01-05-2014

RGUKT reserves the right to award the contract to one or more than one bidders.

For any clarification and further details on the above tender, please contact on Telephone No: 23001830 or Contact Person during office hours.

Thanking you

Yours faithfully,

Registrar, RGUKT

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
EMD	Rs.50,000/-
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Period for furnishing Security deposit	Within 10 days from date of receipt of award
security Deposit	Rs.1,00,000/-
security Deposit validity period	5 year from award of lease
Period for signing the Agreement with Acceptance	Within 7 days from date of receipt of notification of award

ELIGIBILITY CRITERIA

Web Document

1. This bid is open to all firms within India who are eligible to do business under relevant Indian laws as in force at the time of bidding, subject to meeting the pre-qualification criterion.
2. The Bidder should have a minimum Turnover of Rs.50 Lakhs during the financial year 2012-13 of Assessment copies, Saral forms, PAN Card of the Bidder.
3. The Bidder should be registered under Central/State – CST/TIN No, any market association recognized by the Govt. A.P., Firm registration, - same evidence documents should be submitted along with the tender document.
 - 3.1. Copies of original 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. \
 - 3.2. Number of employees, employed
 - 3.3. List of Present Clientele with contact address & telephone numbers
 - 3.4. The Bidder should submit the Solvency Certificate, minimum of Rs.5 Lakhs, issued by any nationalized Bank
 - 3.5. The Bidder should have Federation of Publishers and Book sellers Association of India (FBI Certification).

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.**

REQUIREMENT

Specifications with respect to services.

- a. The following Engineering branches books should be available in book stall
 - i. Chemical Engineering
 - ii. Civil Engineering
 - iii. Computer Science Engineering
 - iv. Electronics and Communication Engineering
 - v. Mechanical Engineering
 - vi. Material Metallurgical Engineering
- b. The following allied department books should be available
 - i. Mathematics
 - ii. Physics
 - iii. Chemistry
 - iv. Biology
 - v. Telugu
 - vi. English
- c. General knowledge books
- d. Common Engineering books
- e. Text and Reference books
- f. Stationary useful to the students and other academic materials
- g. Sufficient stock should be maintained invariable.
- h. The lessee should quote maximum percentage of discount offered by him on MRPS in respect of all books and Stationary items and this should be prominently displayed in the Stationary cum Book stall and this discount pattern should be scrupulously followed by billing.
- i. Adequate number of automatic cash counters with bar code readers shall be maintained to avoid delay in the transaction.
- j. Stock board updated should be displayed regularly.
- k. Annual stock clearance sales and or discount sale should be declared in advance to the students.
- l. The products should be bar-coded and billing the counter.
- m. The working hours of the Stationary cum Books stall is from 8 AM to 10PM
- n. Strictly prohibited to sale of GUTKA, Tobacco, Liquor and any other items, which is injurious to health.

NOTE

A complete set to bidding documents may be purchased by interested bidders from the RGUKT contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft drawn in favor of “Registrar, Rajiv Gandhi University of Knowledge Technologies” and payable at Hyderabad (India).