

# **BID DOCUMENT**

## **E-Procurement**

### **Open Competitive Bid (OCB) *for***

**Purchase of Library Books for IIIT-Srikakulam,**

**Rajiv Gandhi University of Knowledge Technologies**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES  
IIIT- SRIKAKULAM,  
S.M.PURAM, ETCHERLA (M), SRIKAKULAM (Dist.), A.P – 532402  
Contact No: 08985866375**

## **News paper advertisement**

### **E-Procurement Tender Notice**



## **RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES-AP IIIT SRIKAKULAM**

**S.M.Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh – 532402**

### **E-procurement Tender Notice**

**E-tenders** are hereby invited from reputed manufacturers/registered firms/vendors authorized Wholesale Dealers of the Manufacturer for supply of the following items to IIIT – Srikakulam. Located at Prefab campus, IIIT-Nuzvid, Krishna District, Andhra Pradesh-521202.

S.No.	Ref.No.	Description
01	IIIT/ SKLM/ RGUKTAP/E-Proc/Examcell/Booklets/ T04/2019-20, Date: 12.06.2019	<b>Answer Booklets</b>
02	IIIT/SKLM/RGUKTAP/E-Proc/Lib/Books/T01/2019-20, date:12.06.2019	<b>Library Books</b>
03	IIIT/SKLM/RGUKTAP/E-Proc/DLib/Desktops/T03/2019-20, date:12.06.2019	<b>Desktops</b>
04	IIITSKLM/RGUKTAP/E-Proc/Engineering Chemistry Lab/T05/2019-20, date:14.06.2019	<b>Engineering Chemistry Lab</b>
05	IIITSKLM/RGUKTAP/E-Proc/Engineering Physics Lab/T06/2019-20, date:14.06.2019	<b>Engineering Physics Lab</b>

Interested bidders can download and submit the bids online from 15.06.2019 through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: [www.rguktsklm.ac.in](http://www.rguktsklm.ac.in) or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal)  
Date.15.06.2019

Sd/-

Administrative Officer (I/c), IIIT-Srikakulam

## **Section A**

### **Tender Call notice Time schedule of various tender related events**

Bid calling date	15.06.2019
Bid Processing fee (Non refundable)	Rs. 5,000/- (By way of DD from any Scheduled Bank in favor of Director, IIIT Srikakulam, payable at NUZVID) (Non refundable)
Bid Documents Downloading Start date	15.06.2019
Bid Document Downloading End Date	05.07.2019 till 04.00 PM
Last date for uploading of online documents	05.07.2019 at 05:30 PM
Last date for submission of the Hardcopies	06.07.2019 till 05.00 PM, The Administrative Officer, IIIT- Srikakulam, RGUKT, Located at IIIT-Nuzvid PreFab campus, Nuzvid , Krishna Dist – 521202
Pre-qualification & Technical Bid opening date/time	09.07.2019 at 11.00 AM
Price Bid opening date/time	09.07.2019 at 03.30 PM
Contact person	Administrative Officer (i/c), IIIT - SRIKAKULAM

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: +91 40-39999700, 39999701

### **CLARIFICATIONS:**

- Queries if any can be made through e-mail only on [ao.sklm@rgukt.in](mailto:ao.sklm@rgukt.in) on or before 26.06.2019. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on IIIT -Srikakulam's website i.e. [www.rguhtsklm.ac.in](http://www.rguhtsklm.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

## SECTION - I

### INVITATION FOR BIDS

**Ref No.: IIIT SKLM/RGUKT/E-proc/LIB-BOOKS/T01/2019-20,**

**dated. 12 .06.2019**

**Subject:** Sealed tenders are invited for library books from reputed book suppliers/ distributors for supply of books for the library of the institute as per the list given in the “schedule of requirement – Reg.

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the reputed book suppliers/ distributors for supply of books for the library of the institute. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e procurement market place of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- 2)
  - a) The participating bidder/s will have to pay non-refundable tender processing fee Rs.5000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of The Director, IIIT Srikakulam.
  - b) Further the bidder/s shall furnish the Bid security amount as specified in the Section-II of Tender Document.
  - c) All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable @ 15.00% as levied by Govt. of India on transaction fee through online in favor of MD, APTS. The amount payable to APTS is non refundable. Corpus Fund: Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favor of Managing Director, APTS, Hyderabad towards corpus fund at the time of concluding agreement
  - d) IIIT- Srikakulam, RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT was found to be poor due to delayed and/or erratic supplies, frequent product failures, and also against whom there have been adverse reports of sub-standard quality as defined in the other parts of the Bidding document.

#### NOTE:

**After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of Bid Security and Bid document fee have to be submitted. Physical submission of price bids will not be entertained.**

For any clarification and further details on the above tender please contact [ao.sklm@rgukt.in](mailto:ao.sklm@rgukt.in)

**Sd/-**  
**Administrative Officer (i/c)**

## SECTION-II

### STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

S. No	Item	Descripti On
1	Name of the work	Sealed tenders are invited for library books from reputed book suppliers/ distributors for supply of books for the library of the institute as per the list given in the “schedule of requirement”.
2	EMD	Rs.55,000/- (Rupees: Fifty Five Thousand only) by way of crossed Demand Draft from any Nationalized Bank in favor of Director, IIIT-Srikakulam, payable at Nuzvid)
3	Bid Validity Period	90 days from the date of opening of commercial bid
4	EMD Validity Period	90 days from the date of opening of commercial bid
5	Variation in quantities /number of quantity	± 20 %
6	Period for furnishing performance Security	Within 10 days from date of receipt of Letter of Intent.
7	Performance security value	5% of the contract Value
8	Performance security validity period	6 months from date of issue of purchase order.
9	Period for signing the order Acceptance	Within 7 days from date of receipt of notification of Award
10	<b>Payment terms</b>	
	Payment of bill	90% payment of the contract price shall be paid on receipt of books in good condition Balance 10% payment would be made against ‘Final Acceptance Certificate’ of goods to be issued by the consignee subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.
11	Transaction Fee	All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable @ 15.00% as levied by Govt. of India on transaction fee through online in favor of MD, APTS. The amount payable to APTS is non refundable. Corpus Fund: Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favor of Managing Director, APTS, Hyderabad towards corpus fund at the time of concluding agreement.

12	Transaction Fee Payable to	<p>The Managing Director, A. P. Technology Services Ltd., Hyderabad</p> <p>Important Notice to Contractors, Suppliers and Department users (i) In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O.Ms.No. 13 dated. 05.07.2006 permitting Integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to Participating suppliers/ Contractors to pay the transaction fee online using their credit cards.</p>
13	Procedure for Bid Submission	<p>Bids shall be Submitted online on <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a> platform</p> <ol style="list-style-type: none"> <li>1. The participating Bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a></li> <li>2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.</li> <li>3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.</li> <li>4. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation including EMD. The bidders shall sign on all the statements, documents certificates uploaded By them, owning responsibility for their correctness/authenticity.</li> <li>5. The hard copies of all the uploaded Technical documents should be attested by a Gazetted Officer or properly notarized.</li> <li>6. The rates should be quoted online only</li> <li>7. The financial bids of the Service Providers, who qualify the technical bid, shall only be opened.</li> </ol>
14	Other conditions	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.</li> <li>2. After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD, Bid Security and Bid document fees have to be submitted by the Bidder to the Administrative Officer, IIT Srikakulam,  <b>Located at Prefab campus, IIT-Nuzvid, Krishna(Dist.), A.P – 521202”, by 04:00PM on 05-07-2019.</b></li> </ol>

		<p>3. IIIT, Srikakulam- RGUKT will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents.</p> <p>4. The IIIT, Srikakulam - RGUKT shall not hold any risk on account of postal delay.</p> <p>5. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/fabricated /bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited</p>
	Termination of contract	<p>In the event of any breach and / or failure on the part of the Vendor to comply with the said terms &amp; conditions of the contract, the contract will be terminated forthwith. IIIT, Srikakulam -RGUKT also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by IIIT, Srikakulam -RGUKT in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the IIIT, Srikakulam -RGUKT will give 30 days' notice Before the said cancellation/suspension. In addition if the contract is cancelled, the security deposit will be en-cashed and forfeited.</p> <p>The contract shall also be cancelled as per the penalty clauses mentioned in tender document.</p>
16	Placing work order	<p>🚧 The Institute will place work order on identified successful bidder</p> <p>🚧 Eligible Tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained on this.</p> <p>🚧 Institute reserves the right to reject only or all the tenders or accept them in part or reject the lowest tender without assigning any reason thereof. Institute authorities reserve the right to relax or tighten the conditions/norms given in the tender documents.</p>



## SECTION – III

### TERMS AND CONDITIONS TO THE BIDDER

1. The Sealed Technical bid Envelop of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents will be opened. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. Financial Bid will be opened only of the Tenderers who will be qualified in the Technical Bid
3. The decision of acceptance of the bid will lie with the competent authority of IIIT Srikakulam, RGUKT, who does not bind himself to accept the highest discounts offered and who reserves the right to himself to reject or partially accept any or all bids received, without assigning any reason.
4. Vendors/Suppliers should provide details of maximum discount offered for supply of different categories of books.. The Institute may, finally, contract only those bidders meeting the criteria and highest discounts offered.
5. The tender document shall be submitted by the vendor with seal and signature on every page. The bidder may keep a photocopy of the same for their own records.
6. Any legal/ financial complication on account of infringement of any Patent/ Copyright/Trademark, etc. or on account of any other factor, due to an act of commission or omission on the part of the Tenderer/Firm shall be the sole responsibility of the Tenderer/Firm and the Institute shall be indemnified from any such pecuniary loss. A certificate to this effect should be mandatory provided.
7. **Language:** The language of the Tender shall be in English.
8. All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof
9. The Supplier shall append the declaration on the bill that—
  - a) Only the latest editions of the books etc. have been supplied.
  - b) The actual prices of Publications have been charged without any handling/postage charges.
  - c) These are not remaindered titles/ damaged books with missing pages.
  - d) The Indian/Low priced editions of these publications (if foreign) are not available in India.
10. The Supplier shall supply all the ordered books within the period (45 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the IIIT Srikakulam, RGUKT reserves the right to cancel either the entire order or part thereof without any further notice/reminder. In case, the supplier needs some more time for supply, he/she should seek in writing on sound grounds, further time from the concerned officer at least four days before supply date expires.

11. Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
12. Price Proof: Accepted Price Proof are :( Signed & Stamped by supplier) distributor's invoice to supplier, Printout from the Publisher's catalogue, Photocopy from Publisher Catalogue For some Indian publications, price mentioned on the title. Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.
13. Payment of the bills will be made only after complete supply of the ordered books upon submission of pre-receipted bill in triplicate. All statutory taxes will be deducted from the payments, as per rules.
14. Canvassing directly or indirectly in connection with the bid is strictly prohibited and the bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
15. The security deposit will be returned after adjusting for any dues or recoveries when the empanelment is discontinued.
16. Quantity of items may increase or decrease or may be cancelled upto any extent. Firm shall be solely responsible for defective supplies and losses caused to Institute on account of defective supply.
17. The availability of latest edition of book is shown against each title in the same order as the list is provided to you.
18. The supplier shall replace the books or take them back if found damage, misprint, and not properly bound. Books must be in good condition with good paper quality.
19. All disputes are to be settled in the Srikakulam Jurisdiction.
20. Eligible Tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained on this.

**21. Price Certificate**

A price certificate required to be incorporated in each and every bill stating that ***the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher's/Authorized distributor's price. The books supplied are not remaindered titles.*** In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly. -

22. The tender Document can be downloaded from the website of IIIT, Srikakulam as well as AP e-procurement website i.e. [www.rguhtsklm.ac.in](http://www.rguhtsklm.ac.in) and <http://tender.apeprocurement.gov.in> . The Technical bid must accompany with the tender processing fee of Rs. 2,000/- in form of Demand Draft in favor of the Director, RGUKT- Srikakulam. The tender Processing fee is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any scheduled bank drawn in favour of the "the Director, RGUKT- Srikakulam" payable Nuzvid.
23. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.

24. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of Director, IIIT-Srikakulam will not be considered at all.
25. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
26. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.
27. Late/delayed tenders received in IIIT- Srikakulam due to any reason whatsoever will not be accepted under any circumstances.
28. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of IIIT-Srikakulam as well as E-procurement Website ([www.rguktsklm.ac.in](http://www.rguktsklm.ac.in) and <http://tender.apeprocurement.gov.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
29. The firm / agency must have requisite trade and other licenses to do the business of Book Supply for which the bid is being made.
30. **Earnest Money Deposit:** Tender must be accompanied with “Earnest Money Deposit” in the form of Demand Draft, as mentioned in the Notice Inviting Tender.
31. **Forfeiture of Earnest Money:-**
  - a) If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
  - b) Eligible Tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained on this.
  - b) If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by the Director, IIIT - Srikakulam.

**32. Return of Earnest Money :-**

- a) After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.
- b) On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.

**33. Deposition of Security Money:** - The Selected bidders must deposit the requisite amount of Security Money (5% of the approximate value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft/Bank Guarantee payable at Nuzvid duly pledged in favour of the Director, RGUKT – Srikakulam.

**34. Forfeiture of Security Money :-**

- a) In the event of failure to supply of Books as per Purchase Order within the stipulated period, the security deposit may be forfeited.
- b) In that event, supply of the said Books may be taken from the next lowest bidder vide the same Purchase Order at vendors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said Vendor or from any sum due of which may become due to the contractors.
- c) If any books is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.

**35. Refund of Security Deposit** - After successful completion of entire supply Security Deposit will be refunded within the six months if not extended for further period.

36. Necessary proof as to the financial status of the individual and firm tendering is to be attested and submitted.

37. Tender Form with all the relevant papers in details shall be essential part of the Tender.

38. Before submission of the Tender, the bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the bidder.

39. Delivery: Delivery period for all item will be 45 days from the date of issue of supply order. At least 90% of ordered quantity must be supplied by the vendor.'

**40. Liquidated Damage:**

- a) In the event of the Supplier's failure to submit the Bonds, Guarantees and Documents, supply the article, etc. as specified in this contract, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered, stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
- b) At least 90% of ordered books (as per title) must be supplied by the vendor failing which the same percentage of amount will be deducted from the bill value by which percentage of supplied quantity falls short. Amount deducted will only be paid to the vendor on completion of at least 90% supply.

**41. Payment:** - Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms and conditions of contract in the following manner. Payment shall be made in Indian Rupees as specified in the contract in the following manner:

a) **On delivery:-**

- i. 90% payment of the contract price shall be paid on receipt of books in good condition and upon the submission of the following documents:
- ii. Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- iii. Consignee Receipt Certificate in original issued by the authorized representative of the consignee;
- iv. Two copies of packing list identifying contents of each package;
- v. Affidavit stating that all the books supplied are of latest edition and original (not pirated).
- vi. Inspection certificate issued by the nominated person/committee/agency, if any.

b) **On Acceptance: -**

Balance 10% payment would be made against 'Final Acceptance Certificate' of goods to be issued by the consignee subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise. Or  
100% after acceptance of goods along with the documents quoted above.

42. **Validity of Price:** - Minimum up to one year from date of tender submission and it should be extendable.
43. Acceptance of highest quoted discount is not obligatory.
44. IIT- Srikakulam reserves all rights to accept or reject any Tender without showing any reason.
45. The Tender, submitted by the firms who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply.
46. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.
47. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

48. Penalties for non-performance: The penalties to be imposed, at any stage, under this tender are;
- a) Imposition of liquidated damages,
  - b) Forfeiture of EMD/performance security,
  - c) Termination of the contract,
  - d) Blacklisting/debarring of the bidder
49. **Period of Contract:** The consolidated discounts offered by the bidder must be valid for the period of one year from the date of award/signing the contract. The period of contract may be extended by the institute based on satisfactory performance of the bidder on mutual consent.
50. **Termination of Contract**
- a) Termination for default: - The Institute, without prejudice to any other contractual rights and remedies available to it (the Institute), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful Bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Institute.
  - b) In the event of the Institute terminates the contract in whole or in part, the Institute may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the successful bidder shall be liable to the Institute for the extra expenditure, if any, incurred by the Institute for arranging such procurement.
  - c) Unless otherwise instructed by the Institute, the successful bidder shall continue to perform the contract to the extent not terminated.
  - d) Termination for insolvency: If the successful bidder becomes bankrupt or otherwise insolvent, the Institute reserves the right to terminate the contract at any time, by serving written notice to the successful bidder without any compensation, whatsoever, to the successful Bidder, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and or will accrue thereafter to the Institute.
  - e) Termination for convenience: - The Institute reserves the right to terminate the contract, in whole or in part for its (Institute) convenience, by serving written notice on the successful bidder at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Institute. The notice shall also indicate inter alia, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.
51. **Resolution of disputes:-**
- a) If dispute or difference of any kind shall arise between the Purchaser/Consignee and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

b) If the parties fail to resolve their dispute or difference by such mutual consultation within twenty- one days of its occurrence then, either the Purchaser/Consignee or the supplier may give notice to the other party of its intention to commence arbitration.

Administrative Officer (i/c)  
IIT- Srikakulam

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.  
Dated:

Address: Signature of the bidder  
Mobile Number: (with seal)

## ANNEXURE- 1

### TECHNICAL BID DOCUMENTS (CHECK LIST/ELIGIBILITY CRITERIA)

S. No	Technical Documents	Submitted or not
01	Tender Processing Fee	
02	Earnest Deposits money (EMD)	
03	Bidder Information (as per annexure –II)	
04	Company registration certificate	
05	PAN / GIR No. (Attach attested copy)	
06	GST No. (Attach attested copy)	
07	Copy of Income Tax Return Filed Acknowledgements for last Three years. (Attach attested copy)	
08	Proof of financial status in form of Audit Report, Balance Sheet, Profit & Loss A/c along with all the schedules etc. For the last three financial Years. Annual turnover of last three years at least Rs. 25 Lakhs	
09	Acceptance of terms & conditions attached (Yes/No). Please sign Tender Document each page of terms and conditions as token of acceptance and submit as part of tender document.	
10	The Vendor must attach the proof of distributor of the reputed publisher.	
11	Details of clients along with address, telephone and Fax numbers, Amount of contract, Duration of contract(Attach a separate sheet)	
	Enclose an affidavit duly certified by (enclosed/ Not enclosed) the notary at the location of the Agencies/Headquarters that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against either bidder legal entity or against individual Directors of the company or partners etc. of the firm etc.	
13	Satisfactory certificate from the previous suppliers	



## ANNEXURE –II

### Bidder Information

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation Of Authorized person	
5	Phone No.'s	
6	Fax No.	
7	Email	
8	Nature of the firm	
9	<b>Bank Details of the Agency:</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	GST No:	
12	Total No. of branch offices in Andhra Pradesh	
13	Bid Processing Fee  (Non refundable)	Amount Rs. DD No. DD Date Issuing Bank & Branch :
14	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15	Details of certificates enclosed.	

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### Schedule of Requirement

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17	Hydrolics and Fluid Mechanics 20 <sup>th</sup> Ed.	Modi, PN. Seth	Standard Book		50			

18	Fluid Mechanics	Jain, AK.	Khanna Books		60			
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63	Fundamentals of Logic Design	Roth Jr, Charles H. Kinney, Larry L.			15			
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75	Signals and Systems	J.S.Chithode	Technical Publ.		15			
76	Signals and Stochastic Process	Mallikarjuna Reddy Giribabu Kande	University Press		10			
77	Millman's Integrated Electronics: Analog & Digital Circuits and Systems	Jacob Millman	Tata McGraw		60			
78	Semiconductor Physics And Devices	Neamen, DA.	McGraw-Hill		50			
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88	How to Solve IT by Computer	RG Dromey			20			
89	Let us C	Yeswanth Kanetker	McGraw Hill		50			
90	C Programming	Raj Kamal	Pearson Publ.		5			
91	Programming in C	Ashok N.Kamthane	Pearson Publ.		5			
92	Introduction to automata & Language Theory	Hopcroft, J D Ullman			50			
93	Elements of Theory of Computation	Papadimitrou & Lewis			50			
94	Computer Organization,5th Edition,2002	Hamacher & Zaky	McGraw Hill		50			
95	Computer Organization and Architecture: Designing for Performance,8th Ed.,2010	William Stallings	Pearson Publ.		30			
96	Data Structures using C	ReemaThareja			30			
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99	Introductory R: A Beginner's Guide to Data Visualization, Statistical Analysis and Programming in R”,	Robert Knell.			0			
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101	Developing Web Applications	Moseley & Savaliya	WileyIndia		50			
102	Web Technologies, Black Book	<u>Kogent Learning</u>	dreamtech Press		50			
103	HTML5, Black Book, 2011	<u>Kogent Learning</u>	dreamtech Press		20			
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110	Engineering Mathematics	NP Bali	Laxmi Pub.		60			
111	Discrete Mathematics & its Applications 6th Ed.	Kenneth H. Rosen	McGrawHill		70			
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113	Advanced Engg. Mathematics, 8th Ed.	Erwin Kreyszig,	John Wiley		2			
114	You Can Win	Shiv Kher	Macmillan Publ.		5			
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118	Advanced Grammar in Use	Raymond Murphy	Cambridge		5			
119	Essential English Grammar	Raymond Murphy	Cambridge		5			
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121	Dictionary of phrasal verbs	Collins Cobuild	MacMillan		5			
122	Oxford Dictionary of Idioms	Oxford	Oxford		5			
123	Nonviolent Communication: A Language of Compassion	Marshall B. Rosenberg	Puddledancer Press		5			
124	Successful Interview Skills	Rebecca Corfield	Kogan Page		5			
125	The Power of Positive Thinking	Norman Vincent	Prentice Hall		5			
126	Critical Thinking	Alec Fisher	Cambridge		5			
127	Communication Skills and Life Skills	Dr. K. Venkat Satish	Falcon Publ.		5			
128	Word Power Made Easy	Norman Lewis	Goyal Publisher		5			
129	Word Power Made Handy	Dr. Shalini Verma	S.Chand		5			
130	Body Language	Dr. Shalini Verma	S.Chand		5			
131	Soft Skills	K. Alex	S.Chand		5			
132	Seven Habits of Highly Effective People	Stephen Covey	Free Press		5			
133	Technical Communication Skills	Dr. Asraf Rizvi	TMH		5			
134	Basic Principles and Calculations Chemical Engineers/5 <sup>th</sup> Ed/2000	David M.Himmelblau	Prentice Hall		25			
135	Stoichiometry/4th Edition/2006	B.I.Bhatt&S.M.Vora	Tata Mc .Graw		5			
136	Chemical Process Calculations/	D.C.Sikdar	phi		5			



137	Unit Operations of Chemical Engineering/6th Edition/ 2001	McCabe,Smith&Peter	Mc Grwa-Hill		10			
138	Transport processes and Unit operations/3rd edition/ 1993	Christie J .Geankoplis	phi		5			
139	Introduction to Fluid Mechanics/8th Edition/2011	Fox and Mc Donald	John Wiley		5			
140	Introduction to Chemical Engineering Thermodynamics/6 <sup>th</sup> Edition/2003	J.M.Smith, Van Ness and M.M.Abbott	Tata Mc .Graw		10			
141	Introduction to Chemical Engineering Thermodynamics/ 4 <sup>th</sup> edition/2014	Halder G	Prentice Hall India		5			
142	Introductory Chemical Engineering Thermodynamics/2 <sup>nd</sup> Edition/ 2012	J.Richard Elliott and Carl T.Lira	phi		5			
143	Chemical Engineering Thermodynamics/ 1986	Thoms E Daubert	TMH		5			
144	Text Book of Chemical Engineering thermodynamics/2004	K.V.Narayana	PHI		2			
145	Chemical Engineering Thermodynics/ 2004	Y.V.C.Rao	University Press		3			
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147	Transport processes and Unit operations/3 <sup>rd</sup> edition/1993	Christie J .Geankoplis	PHI		5			
148	Fundamentals of Heat and Mass Transfer/ 7 <sup>th</sup> edition/2011	Frank P.Incropera David P De Witt	Wiley International		4			
149	Heat Trasfer- Principles and Applications/2000	Binay K. Dutta	PHI		2			

150	Introduction to Chemical Engineering/1955	Badger&Banchero	Mc Grwa-Hill		5			
151	Mechanical Operations/2011.	Swain Hemlata &Roy	TMH		5			
152	Mechanical Operations for Chemical Engineers (Incorporating Computer Aided Analysis)/ 3 <sup>rd</sup> ed	C.M.Narayana&B.C Bhattacharyya	Khanna Publisher		5			
153	Chemical engineers hand book/7 <sup>th</sup> ed	J.H.Perry	Mc Grwa-Hill		1			
154	Mechanical Operations (Fundamental principles and Applications)/Revised 2 <sup>nd</sup> ed./2009	Kiran D.Patil	Khanna Publisher		3			
155	The C Programming Language/ 2015				25			
156	Programming in ANSI C /2017	Balagurusamy			5			
157	Let Us C /2016	Yeswanth Kanetker	McGraw Hill		5			
158	Programming in C /2016				5			
159	Programming in C /3e/ 2015				5			

**ANNEXURE- 4**

**AFFIDAVIT**

**(On Non-Judicial Stamp paper of Rs. 100)**

I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_  
resident of \_\_\_\_\_  
\_\_\_\_\_ the \_\_\_\_\_ Proprietor/Director authorized signatory of  
\_\_\_\_\_ agency/Firm  
(M/s \_\_\_\_\_), do hereby solemnly affirm and declare as follows:

1. I am authorized signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Administrative Officer, IIIT Srikakulam, RGUKT immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

Date:

Place:

(Signature of the Bidder)

Name:

Designation

Seal of the Agency Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

**Deponent**

## ANNEXURE- 5

### FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,  
The Director,  
IIIT- Srikakulam, RGUKT

In consideration of, the Director, IIIT Srikakulam [hereinafter referred to as IIIT Srikakulam, RGUKT, which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s \_\_\_\_\_ [hereinafter referred to as 'supplier

/contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with The Director, RGUKT- Srikakulam a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs.

\_\_\_\_\_ (Rupees \_\_\_\_\_) as required under the terms and conditions of contract / work order no dated \_\_\_\_\_ [ hereinafter referred as the order'] placed by

The Director, RGUKT- Srikakulam on the said supplier /contractor.

We, \_\_\_\_\_ the bank [hereinafter referred to as 'the bank' which expression shall include

its successors and assigns] do hereby undertake to pay The Director, RGUKT- Srikakulam an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on the demand made by

The Director, RGUKT- Srikakulam on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We \_\_\_\_\_ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from The Director, RGUKT- Srikakulam stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by The Director, RGUKT- Srikakulam without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of The Director, RGUKT- Srikakulam under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till The Director, RGUKT- Srikakulam certifies that the terms and

conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.

3. We the bank, undertake to pay to The Director, RGUKT- Srikakulam any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.
4. We \_\_\_\_\_ the bank further agree that The Director, RGUKT- Srikakulam shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Director, RGUKT- Srikakulam against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of the Director, RGUKT- Srikakulam or any indulgence by The Director, RGUKT- Srikakulam to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.
5. Our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and shall remain in force up to \_\_\_\_\_ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. \_\_\_\_\_. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The Director, RGUKT- Srikakulam.
8. We, \_\_\_\_\_ the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Director, RGUKT- Srikakulam in writing.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_

**Signature  
For the Bank**

**Witness: Name(s) & Designation(s)  
Name & Address**