



VIKRAMA SIMHAPURI UNIVERSITY::NELLORE

Draft e-TENDER DOCUMENT

ANNUAL RATE CONTRACT FOR A PERIOD OF TWO YEARS FOR THE SUPPLY OF STATIONERY

TO

VIKRAMA SIMHAPURI UNIVERSITY, NELLORE

➤ Enquiry Particulars:

Department Name	VIKRAMA SIMHAPURI UNIVERSITY NELLORE
Circle /Division	THE REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY
Tender ID	
IFB No./ Tender Notice Number	No. VSU/e-Tender-4/Stationery (RC)/2018
Name of Project	Stationery on Rate Contract
Name of work	Stationery on Rate Contract for a period of 2 Years
Package Number	
Period of Completion / Delivery period in Months	
Bidding Type	OPEN
Tender Category	
Type of products	All types of stationery
Currency Type	INR
Default Currency	Indian Rupee-INR
Estimated contract Value	Up to 5 lakhs and above per annum
Evaluation Type	Two bid system
Evaluation Criteria	Based on price
Consortium / joint venture	

➤ Tender Dates:

Bid Document Download Start Date & Time	23.11.2018 @ 12:00Noon
Bid Document Download End Date & Time	08.12.2018 @ 3:00 PM
Bid Submission Closing Date & Time	08.12.2018 @ 5:00PM
Bid Validity Period (in days)	2 Years

➤ Tender Inviting Authority Particulars

Officer Inviting Bids	Registrar
Bid Opening Authority	Registrar
Address	Vikrama Simhapuri University, Kakatur (V), Venkatachalam (M), SPSR Nellore Dist
Contact Details	6301099850
Email	vsuregistrar1@gmail.com

➤ Transaction Fee Details

Transaction Fee payable to 'APTS' payable at Hyderabad	The participating bidders have to pay a transaction fee of 0.03% on the total cost + GST as applicable
---	--

➤ Bid Security Details:

Bid Security (INR)	Bid Security infavour of	Mode of payment
Rs.	REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE	Online Payment, Challan Generation, BG
	REGISTRAR VIKRAMA SIMHAPURI UNIVERSITY NELLORE	

Decrypter List

Dept. User Name	Dept. Name	Phone Number	Email	Designation	Certificate Serial No	Certificate Expiry
GUNDEBOINA SUJAY KUMAR	VIKARAMA SIMHAPURI UNIVERSITY NELLORE	6301099850	vsuregistrar1@gmail.com	Assistant Registrar	3ffbba	22/03/2019 01:34PM
Angalakuduru Durga Prasada Rao	VIKARAMA SIMHAPURI UNIVERSITY NELLORE	6301099850	vsuregistrar1@gmail.com	Registrar	3ffd7	22/03/2019 1:44PM

➤ Tender Document

S.No	File Name	File Description	File Size (in Bytes)	Uploaded date
	e-Tender-4	Stationery on Rate Contract for a period of 2 Years		23.11.2018

➤ Required Tender Document Details

S.No	Documents required from contractor	Stage	Optional
1	Demand Draft of Rs.1500/-	Common	Mandatory
2	EMD Demand Draft	Common	Mandatory
3	Technical bid from duly filled, signed & stamped	Common	Mandatory
4	Un-Priced duly signed stamped list of items in a technical bid	Common	Mandatory
5	Proof of office address	Common	Mandatory
6	Proof of bank account	Common	Mandatory
7	GST Registration	Common	Mandatory
8	Attested Copy of three year experience certificate obtained from Govt. Dept./PSU	Common	Mandatory
9	An affidavit duly Notarized on stamp paper worth of Rs.50/-	Common	Mandatory

➤ General Terms and Conditions / Eligibility

1. If the Earnest Money Deposit (EMD) is not submitted, the tender shall not be considered for acceptance and shall be rejected. The EMD submitted against other tenders cannot be adjusted or considered for this tender. No interest is payable for EMD and security deposit.
2. The Tenderers are required to demonstrate the quoted model of the equipment during the Technical Evaluation, if required, either at VSU at the place nearer to the University failing which their tenders/offer shall be rejected.
3. Tenderer submitting tenders would be considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
4. Any action on the part of the Tenderer to influence anybody in the said institute will be taken

- as an offence, and they will not be allowed to participate in the tender enquiry and their offer will not be considered.
5. The Tenderers must quote the best option as per our specification. The offer submitted as option-a, option-b or c will not be considered and offers submitted in the form of multiple offers will be summarily rejected. The technical specifications of the equipment acceptance or rejection is depending on the technical committee at the time of tender opening and negotiation time. The suitable technical.
 6. The Registrar on behalf of the university does not bind himself to accept the lowest or any other tenders, and reserves to himself the right to wave off any formalities thereof or reject any or all the tenders received without assigning any reasons thereof.

➤ General Technical Terms and conditions (Procedure):

- The Tenders must fulfill the following specifications/conditions:
1. The Tenderer should have its own bank Account, PAN, GST registration and other Tax Number, Payment will be made electronically only.
 2. The Tenderer should be a reputed supplier having at least three years dealing experience with the government departments. Certificate in token of proof of experience, of the concerned department should be enclosed for ready reference.
 3. The Tenderers are also required to submit sample of each supply of stationery articles other than the specified make for which rates have been quoted (only Technically Qualified bidders are required to submit samples along with their quoted items nos. and their firms name without indicating any prices before opening of financial bid to store department for inspection).
 4. The rates are to be quoted on for-Destination basis only. However, their breakup is necessary.
 5. The offer of Tenderers quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 75% items shall not be entertained.
 6. The tenders should submit self-attested copies of the Income Tax returns for the last three years (i.e. for 2015-2016, 2016-2017, 2017-2018).
 7. The Tenderer should give an affidavit duly nationalized on stamp paper worth Rs.50/- in clear and un-ambiguous language that it has never been black listed/ no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.
- Other Conditions:
- The Tenderer should be a reputed supplier having at least three years dealing experience with the government departments. Certificate in token of proof of experience by way of purchase orders/Agreements, of the concerned department should be enclosed for ready reference.
- The rates are to be quoted on for-Destination basis only. However, their breakup is necessary.
- The offer of Tenderers quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 80% items shall not be entertained.
- The tenders should submit self-attested copies of the Income Tax returns for the last three years (i.e. for 2015-2016, 2016-2017 & 2017-18,).

The Tenderer should give an affidavit duly nationalized on stamp paper worth Rs.100/- in clear and un-ambiguous language that it has never been black listed/ no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.

➤ Legal Terms & Conditions:

1. The Selected Tenderer would be required to arrange supply as per the dispatch Instructions / purchase cum supply order during the working hours of the institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
2. The selected Tenderer Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contracted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to VSU, Nellore.
3. Bills in triplicate for the items supplied by the firm(s), should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be replaced immediately, for which no extra payment shall be made by Vikrama Simhapuri University, Nellore.
4. Vikrama Simhapuri University, Nellore shall be the sole authority to cancel or amend the order, as per requirement,
5. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/Vat or other applicable taxes deposited to Tax authorities by the firm for recent period, just before the submission of bills must also be enclosed for reference of VSU, Nellore authorities.
6. The tendering firm/Agency/Company shall be bound by the details furnished by him/her to the Vikrama Simhapuri University, Nellore while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage the document furnished by him /her is found to be false or the quality of the articles or rates are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
7. The Selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the Vikrama Simhapuri University, Nellore. If it is found that the firm has given sub-contract for the said project on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
8. The conditional/incomplete bids not be considered and shall be declared unresponsive.
9. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
10. The tender documents should be sealed and clearly super-scribed with the words “Tender for the supply Stationery on Rate Contract for a period of 2 Years ., to Vikrama Simhapuri University, Nellore “.

11. If a tendering Firm/Agency/company decides to withdraw from the bidding before the financial bids are opened the Vikrama Simhapuri University, Nellore shall have the authority to forfeit the EMD @ 5% on total value of quoted price has deposited with the technical bid.
12. Vikrama Simhapuri University, Nellore shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidders in the course of their performing the duties to this office in connection with purchase order /supply order for **Stationery**
13. The Competent Authority of Vikrama Simhapuri University, Nellore reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the VSU, Nellore.
14. The tender should be sent / submitted to the O/o Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore – 524 320 the closing time and date for acceptance of tenders shall be 5:00PM on/before by **08.12.2018**. No tender received later the stipulated date & Time or from other modes/ place shall be entertained & shall be declared un – responsive.
15. The tenders will be opened on 13.12.2018 in office room of the Designated officer at Vikrama Simhapuri University, Nellore at 11:00AM in the presence of such tendering firm/Agency/company or their authorized representatives (only one representative from each company shall be allowed) who wish to be present/witness at the time of opening of bids.
16. Vikrama Simhapuri University, Nellore reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise to any other firm(s) in emergency/unavoidable situation.
17. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
18. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the **Stationery** are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied the same at higher rates to the Vikrama Simhapuri University, Nellore, the excess amount shall be recovered from the performance Security and /or from the pending bills of the firm along with a penalty of Rs.1,000/-(Rupees One Thousand only) on firm on such occasion and shall be doubled on subsequent occasions.
19. The tendering Firm/Agency/Company should have its own Bank Account Number, GST number, PAN number, Self-attested copy of the same should be enclosed. The bank name and account number should be intimated to The Registrar, VSU, Nellore to which all payments for supply of **Stationery on Rate Contract for a period of 2 Years** will be made through ECS transfer in case of the successful bidder.
20. Any complementary scheme offered by the manufacturer shall be provided to Vikrama Simhapuri University, Nellore – with no additional cost.

➤ Procedure for Bid submission:

The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.e-procurement.gov.in by following the procedure given below. The bidder would be required to register on the e-procurement marketplace <http://www.eprocurement.gov.in> <https://tender.eprocurement.gov.in> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.

The bidders shall submit their eligibility and qualification details, Technical Bid, Financial Bid etc., in the online standard formats displayed in e-Procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical

bids and other certificate/documents in the e-Procurement website. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

The Bidder shall also ensure prior to Final Bid submission that the Encryption certificate present in the DSC key token is the same as that mapped into his Profile page in the Eprocurement system. Service provider shall not be responsible for Non-submission of Bid in case there is a variance in the Encryption certificate between the Key token and the Uploaded certificate in the Bidders profile in the Eprocurement system

1. Registration with e-Procurement Platform: For registration and online bid submission bidders may contact Help Desk <https://tender.ap procurement.gov.in>

2. Digital Certificate Authentication:

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by Digital Certificate of the bidder will not be accepted on the e-Procurement platform. For obtaining Digital Signature Certificate, you may please Contact:

Andhra Pradesh Technology Services Limited
BRKR Bhavan, B-Block
3rd Floor, R & B Building
M.G. Road, Labbipet
Vijayawada – 500 010
Tel: 0866-2479417; 2489417

(OR)

You may please Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link <https://tender.ap procurement.gov.in>.

3. Hard Copies

i) Vide ref.G.O.Ms.No.174, I &ACD dept dated:1-9-2008, Submission of original copies of the uploaded scanned copies of proof of online payment (Remittance)/BG towards EMD by participating bidders to the tender inviting authority before the opening of the price bid is dispensed forthwith.

ii) All the bidder shall invariably upload the scanned copies of Proof of online payment (Remittance)/BG in eProcurement system and this will be the primary requirement to consider the bid responsive.

iii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, Proof of online payment (Remittance)/BG towards EMD in the eProcurement system and open the price bids of the responsive bidders.

iv) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents proof of online payment (Remittance)/ BG towards EMD prior to entering into agreement.

v)The successful bidder shall invariably furnish the original proof of online payment (Remittance)/BG towards EMD, certificates /documents of the uploaded scan copies to the Tender inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The

Department will not take any responsibility for any delay in receipt /non receipt of original proof of online payment (Remittance)/ BG towards EMD, certificates /documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuineness of the proof of online payment (Remittance)/ BG towards EMD and all other certificates /documents uploaded by the bidder in eProcurement system. In support of the qualification criteria before concluding the agreement.

The GO Ms.No.174-I&CAD dated.1-9-2008

Deactivation of bidders if any successful bidder fails to submit the original hard copies of uploaded certificates/documents, proof of online payment (Remittance)/BG towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hard copies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 2 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger /recommendation by the Tender Inviting Authority in the system. Besides this, the document shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.

The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of hardcopies submission to avoid any discrepancy.

Payment of EMD:

It is mandatory for all participant bidders to electronically pay EMD online by utilizing the “payment Gateway” Service on E-Procurement platform” The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking/NEFT payment modes through ICICI Bank, HDFC and / or Axis Bank payment gateways to facilitate the transaction. This is in compliance as per G.O.Ms. 058 dated 08.05.2016. A GST of 18% + Bank Charges on the transaction amount payable to A.P.T.S, Hyderabad shall be applicable. In addition to this, bidders can also pay the EMD through download of PDF format of RTGS challan for respective payment gateway and pay the EMD through their Parent Bank account. Once the EMD is received by the E-Procurement application, Bidders can automatically continue with their Bid submission online.

IMPORTANT NOTE REGARDING EMD PAYMENT:

1. Bidders are encouraged to use only Net banking facility for payment of EMDs as far as possible for faster refunds in case of unsuccessful bids for the tender.
2. Bidders are advised not to use RTGS Challan downloads at the penultimate hour of Bid submission closing as any delay by their banker would not enable Bid submission on the platform. Please allow a minimum of 60 minutes for enabling “Continuation of Bid submission” from the time the Pool Account received credit of the EMD from the Bidder’s Bank for both NEFT and RTGS Transfers. For RTGS Transfers, the Pool Account can get immediate credit whereas NEFT transfers would follow RBI payment Cycle time.
3. Bidders are advised to pay EMD online at least T-1 or T-2 days before bid submission closing date (T=Bid submission closing date) to avoid last minute delays and denials of successful Bid submission and to take care of any delays in banking procedures.

Un Successful Bidder EMD Refund Process:-

The bid is declared unsuccessful, under the following circumstances. Bid submitted by the bidder is not the lowest bid. Upon Finalization of the L1 bid. Technical disqualification of the bid in case of 2

cover system. EMD paid but bid not submitted. EMD refund will be initiated by the Tender Inviting Authority directly and through online only and through the same payment channels as EMD received by the department (RTGS/NEFT /Credit card/Debit Card refund) within 30 days from the date of publishing the decision /result. However, Vupadhi/GoAP will not be held responsible for the delays occurring due to banking channels/procedures /processes of the respective vendor.

IMPORTANT NOTE REGARDING EMD REFUNDS:

Bidders are requested to use discretion in their choice of payment channel for remittance of EMD.

Time taken for refunds under ideal conditions:

1. Net Banking / NEFT/ RTGS Challan: One (1) Banking business day from time of initiation of refund by Tender inviting authority subject to RTGS/NEFT timings of RBI.
2. Credit card/Debit card: 7-10 working days from time of initiation of refund by the Tender inviting authority. However, this may be longer in case of certain bank cards. In case of delays, bidders are requested to contact the card issuing bank for faster resolution.

4. Payment of Transaction Fee

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a non-refundable Transaction Fee to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A GST of 18% + Bank Charges for Transaction amount payable to APTS. shall be applicable.

5. Corpus Fund

As per GO MS No.4 User departments shall collect 0.04% of ECV (Estimated Contract Value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund incase of works, goods and services with ECV less than and up to Rs. 10 lakhs.

6. Tender Document

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification, if any, from the Tender Inviting Authority "The Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore 524320". Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the e-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

7. Bid Submission Acknowledgement

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an

acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of AP and M/s APTS is not responsible for incomplete bid submission by users.

➤ Stages

S.No	Stage Name	Evaluation Opening date	Dependent Stage Name
1	PQ Stage	13-12-2018 @ 11:00AM	
2	Commercial Stage		

➤ Schedule Details:

S.No	Schedule ID	Schedule Name

Sd/- Prof. A. Durga Prasada Rao
REGISTRAR
VIKRAMA SIMHAPURI UNIVERSITY
Nellore- 524 320

//t.c.f.b.o//

ASSISTANT REGISTRAR