

BID DOCUMENT
Open Competitive Bid (OCB)
(E-Procurement)
Tender
For
Expression of Interest (EOI) from the
reputed Architectural Firms for
Architectural Services to RGUKT

Proprietary & Confidential

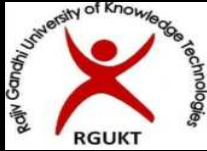


RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
Camp Office: Registrar (i/c) RGUKT Nuzvid Campus, Nuzvid,
Krishna District, Andhra Pradesh, Pin: 521202.

Proprietary & Confidential

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News paper advertisement
E-Procurement Tender Notice



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
(Established through Act No.18 of 2008)
ANDHRA PRADESH, INDIA

Ref.No.: RGUKT-AP/E-Proc/Construction/Architectural Services/Empanelment/ET19/
2022, dated.08.04.2022

E-PROCUREMENT – TENDER NOTICE

Online tenders are hereby invited for expression of interest (EOI) from the reputed Architectural firms Registered with Council of Architecture (COA) having extensive experience in any Govt. Organization for Design of Buildings/High rise buildings with Green building concepts, cost estimation for civil, electrical, water supply, sanitary, Fire Fighting and other installations, etc.,

Interested bidders can download and submit bids online from 08.04.2022 at 11:00 AM to 30.04.2022 up to 05:00 PM through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit the university website: www.rgukt.in.

Sd/-
Registrar (i/c)

Tender for
Time schedule of various tender related events

Bid calling	08.04.2022
Bid Document Downloading begins	08.04.2022 at 11:00 AM
Pre Bid Meeting at RGUKT Camp Office	21.04.2022 at 12:00 noon
Bid Document Downloading Ends	30.04.2022 at 04:30 PM
Last date for Bid uploading documents in Online	30.04.2022 till 05:00 PM
Last date for Submission of documents (hard copies)	03.05.2022 till 05:00 PM
Technical Bid opening (date/time)	05.05.2022 at 11:30 AM
Price Bid opening (date/time)	06.05.2022 at 11:30 AM
Contact person	The Registrar (i/c), RGUKT, Andhra Pradesh.
Reference No.	Ref.No.: RGUKT-AP/E-Proc/ Construction/ Architectural Services/ Empanelment/ ET19/ 2022, dated.08.04.2022

Note: The dates stipulated above are fixed and under no circumstances they will be changed 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: 08645-246370/71/72/73/74.

CLARIFICATIONS:

- i. Queries, if any can be made through e-mail only on procurement@rgukt.in on or before 20.04.2022. 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 RGUKT website i.e www.rgukt.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 made by RGUKT.

SECTION - I

INVITATION FOR BIDS

Ref:RGUKT-AP/E-Proc/ Construction/ Architectural Services/ Empanelment/ ET19/2022,
dated.08.04.2022

Subject: Invitation for Expression of Interest for Providing Architectural Services at RGUKT-AP,
Constituent campuses located at RK Valley, Nuzvid, Srikakulam and Ongole.

Sir/Madam,

- 1) Bids are invited on the e-procurement platform for expression of interest (EOI) from the reputed Architectural Firms Registered with the Council of Architecture having extensive experience in any Govt. Organizations for Design of Buildings/High rise buildings with Green building concepts, cost estimation for civil, electrical, water supply, sanitary, Fire Fighting and other installations, etc.,. 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.apeprocurement.gov.in>** .
- 2) The participating bidders will have to pay non-refundable tender processing fee of Rs. 30,000 in the form of DD drawn from any nationalized/ scheduled bank in favor of The Registrar, RGUKT, payable at SBI, Nuzvid.
- 3) Further the bidder/s shall furnish the EMD amount of Rs.1,00,000/- in the form of DD in favor of The Registrar, RGUKT payable at SBI, Nuzvid or an unconditional and irrevocable Bank Guarantee issued by any nationalized/ scheduled bank in favor of The Registrar, RGUKT.
- 4) The RGUKT will not accept the tenders from blacklisted companies or undependable services whose past performance with RGUKT was found to be poor due to delayed and/or erratic services.
- 5) The bidders need to scan and upload the required documents as per the Check list given (Annexure-XI). Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids online. RGUKT will consider only the bids submitted through online. But it is compulsory to submit offline the Self attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer to the Registrar, RGUKT -A.P, Nuzvid campus, Krishna District, Andhra Pradesh, Pin: 521202 so as to reach by 03.05.2022 on or before 05:00 PM along with sample of material/items. **Bid submission shall be by both offline and online.**

NOTE:

After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of Tender Processing Fee and EMD 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 during office hours (10:00 AM to 5:00 PM) on working days: Telephone No: 08656-235855 or Email: procurement@rgukt.in.

Sd/-
Registrar (i/c), RGUKT-AP
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SECTION-II

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Tender Processing fee	Rs.30,000/- by way of Demand Draft from any nationalized/ scheduled Bank in favor of The Registrar, RGUKT along with bids.
Earnest Money Deposit (EMD)	Rs.1,00,000/- by way of Demand Draft from any nationalized/ scheduled Bank or by way of Irrevocable Bank Guarantee from any scheduled Bank/nationalized bank in favor of The Registrar, RGUKT along with bids.
Bid Validity Period	180 days from the date of opening of Financial bid
EMD/ BANK GUARANTEE (BG) Validity Period	DD- 90 days BG - 180 days
Time allowed for furnishing Security Deposit	Within 10 days from the date of issue of Letter of Intent (LOI).
Security Deposit	An amount equivalent to 7.5% of the total amount payable to the firm shall be put withheld progressively from each bill towards security deposit for fulfilling the terms of the contract faithfully and honestly. The security deposit will be refunded after completion of the project in all respects and submission of completion certificate from the university.
Period for signing the order of Acceptance	Within 10 days from date of receipt of notification of award
Payment terms:	
The Consultancy fees excluding GST for the Architect will be as per the agreed rate between RGUKT-AP and Empaneled Architectural Firm on the cost of the project. The terms of reference for payment of consultancy fees excluding GST during the progress of job is as mentioned under point 8 of section-III.	
Placing work order	<ul style="list-style-type: none"> ➤ RGUKT will place order specifying campus wise requirement and the successful bidder has to execute to each campus specified. ➤ All the payments shall be made directly by RGUKT, to the successful bidder as per the tender terms and conditions.
Bid submission	Bidders are requested to submit the bids after issue of minutes of the pre-bid meeting duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/ complying the changes/ amendments issued if any during pre-bid meeting in their bid.

<p>Procedure for Bid Submission</p>	<p>Bids shall be submitted online on http://tender.apecurement.gov.in platform</p> <ol style="list-style-type: none"> 1. The participating bidders in the tender should register themselves on-procurement platform in the website http://tender.apecurement.gov.in. 2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates. 3. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard format available at the e-procurement platform. 4. The bidders should scan and upload the respective documents, the Technical bid documentation including EMD and tender processing fee. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness /authenticity. 5. The bidder shall submit hard copies of all the uploaded Technical documents with self-attestation. 6. The rates should be quoted online only. 7. The financial bids of the bidders, who qualify in the technical bid, shall only be opened.
<p>Other conditions</p>	<ol style="list-style-type: none"> 1. The Documents that are uploaded online on e- procurement platform will only be considered for Bid Evaluation. 2. After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD and tender processing fees have to be submitted by the bidder to the “The Registrar, RGUKT Nuzvid campus, Nuzvid, Krishna(Dist.), A.P - 521202”, by 05:00PM on 03-05-2022” along with sample. 3. Failure to furnish any of the uploaded documents, certificates, will lead to rejection of the bid. The RGUKT shall not hold any responsibility on account of postal delay. 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. The EMD will be forfeited. 4. RGUKT will not hold any responsibility for non-visibility of the scanned and uploaded documents. 5. The Documents that are uploaded online on e-procurement platform will only be considered for Bid Evaluation. However RGUKT reserves the right to call for and collect additional documents to supplement the information already submitted online/offline
<p>Termination of contract</p>	<p>In the event of any breach and / or failure on the part of the Vendor/Successful bidder to comply with the said terms & conditions of the tender, the tender/contract will be terminated forthwith and EMD/performance security deposit will be forfeited.</p> <p>RGUKT also reserves the right to cancel/suspend the contract for any reason what so ever without assigning any reason and no liability shall be incurred by RGUKT in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT will give one week notice before the said cancellation/suspension.</p>

SECTION-III

TENDER DETAILS AND CONDITIONS

1. Eligibility Criteria

- a. The bidder must be a firm registered under companies Act or under Partnership Act having its office in India.
- b. The applicant should be a well-established and professionally organized architectural firm and should be in continuous practice in the field of architectural planning, design and preparation of detailed architectural drawings for the last 10 (ten) years till the year ending 2021 and bidder should be registered with Council of Architecture. Self-attested copy of the certificate should be closed.
- c. The applicant must have all Partners/ Directors of the firm with the valid registration from Council of Architecture (CoA).
[Documentary evidence shall be submitted]
- d. Agency must have PAN and GST Registration. [Documentary evidence shall be submitted]
- e. Bidders should have successfully completed atleast one (1) project as described below during last ten (10) years:
 - i. Preparation of architectural and structural drawings comprising of construction of Colleges, Universities, buildings of importance or the projects of similar nature with a minimum value of Rs.100 crores.
 - ii. Building of importance: Public buildings for State Governments or Central Governments or various semi Govt. organizations or PSUs. It can also include buildings of state/national importance. [Copies of relevant work orders and completion certificates with project details shall be submitted]
- f. The applicant shall have an average annual turnover in the form of fees from architectural services of at least **Rs.1.00 Crore** (Rupees one crore only) during last/any three(3) years i.e., FY 2018-19, 2019-20 and 2020-21. The turn over should be duly certified by a Chartered Accountant. [Copies of audited balance sheets shall be submitted]
- g. The applicant should not be have been barred or blacklisted by any State/Central Government Organizations/PSUs/Public sector Banks in last three (3) years i.e., FY2018-19, 2019-20 and 2020-21.
- h. The applicant must have below mentioned manpower with relevant qualifications and experience as employees/associates/consultants.
 - i. Team Leader/Principal Architect with degree in B.Arch. or equivalent as approved by CoA Act 1972 with 15 years of professional experience.
 - ii. Two Senior Architects in which one architect with degree in B.Arch or equivalent

as approved by CoA and relevant post-graduation in Sustainable Design/Sustainable Development/ Sustainable Architecture with 10 years of professional experience and the other with degree in B.Arch or equivalent as approved by CoA with five years of professional experience.

- III. Landscape Architect with degree in B.Arch or equivalent as approved by CoA Act 1972 and relevant post-graduation in Landscape Architecture with 10 years of professional experience preferably in campus planning.
 - IV. Site Architect/Junior Architect with degree in B.Arch or equivalent as approved by CoA Act 1972 and post-graduation in Sustainable Design/Sustainable Development/Sustainable Architecture with minimum 05 years of professional experience in Architectural Project Execution/Construction.
 - V. Senior Engineer with relevant post-graduation in Structural Engineering with 10 years of professional experience.
 - VI. Engineer with relevant post-graduation in public health engineering with 06 years of professional experience.
 - VII. Electrical Expert with relevant graduation/post-graduation in Electrical Engineering with 10 years of professional experience.
 - VIII. HVAC Expert with relevant graduation/post-graduation in Mechanical Engineering with 10 years of professional experience.
 - IX. The applicant must have experience in designing sustainable green buildings conforming to GRIHA or LEED ratings. Self-declaration must be submitted.
2. While filling up the application with regard to the list of important projects completed or works on hand, the applicant shall include separate sheet in a prescribed format-Annexure-9.

1. Tentative list of services to be rendered by the architectural firm to RGUKT.

- (a) To take instructions from the University and prepare two/three alternative proposals with presentation drawings, elevations and effective revisions as sought by the University till its final approval and also preparing preliminary estimates for the alternative proposals.
- (b) To nominate and instruct Consultants, if retained for any specific Project.
- (c) To prepare architectural working drawings, structural drawings including detailed design calculations and to get their authorization from reputed Govt. agency and all other drawings for various trades required for completion of the particular project.
- (d) To draw detailed specifications and preparing estimates, rate analysis, draft tender

for various trades, detailed notices inviting tenders.

- (e) To prepare and supply all drawings for execution.
- (f) To visit the site periodically when the work is in progress.
- (g) To submit complete sets of drawings after approval of the University.
- (h) Any other services in connection with the said works and normally rendered by the Architect and not referred to in the above listed items.

3. Decision of the University in regard to preparation of Panel of the Architects shall be final. The University is not bound to assign any reason what so ever thereof.
4. The panel of architects once prepared, shall be valid for a period of 5 (five) years and extendable to another 5 years upon mutual consent of the parties.
5. The Architectural Firm for any particular work shall be selected from the respective panel of Architectural firms approved, at the discretion of the University and such selected firms are required to execute agreements as per the University format.
6. Applications containing false and/or incomplete information are liable for rejection.
7. Upcoming projects of the University are follows:

There are a number of upcoming building projects such as administrative building, academic buildings, auditorium, hostels, staff quarters, internal paths, roads, etc., in all campuses of RGUKT. The projects will be undertaken in a phased manner and on priority basis as decided by the University authorities as per the requirement.

8. Architect Consultation Fee:

The Consultancy fees excluding GST for the firm will be as per the agreed rate between RGUKT-AP and Empaneled Architectural Firm on the cost of the project. The terms of reference for payment of consultancy fees excluding GST during the progress of job is given below:

The University agrees to pay to the firm for the comprehensive professional services to be rendered by them. The fee quoted shall not be altered if there any deviations and any raise in the cost of the work.

S.No	Mode of Payment	Percent of payment to be released
1.	On finalization & submission of Architectural drawing	15%
2.	On submission of complete set of detailed drawings and structural designs and Drawings	15%
3.	On submission of complete set of working drawings of Civil, Electrical, Water supply and plumbing	15%
4.	On submission of Detailed Estimate, BOQ & Tender document for Selection of contractors	15%
5.	Supervision of site and giving periodical instructions to the contractor and advice the client	30%
6.	Preparation of as built drawings and service drawings After completion of work	10%

2. General terms and conditions pertaining to consultancy services

Arch-1: Scope of work

1. Soil investigation and calculation of data for structural analysis and drawing is to be carried out by the firm at their cost and responsibility. The said investigation is to be carried out within the time period prescribed for item under Arch-2.
2. Preparation of technically sound, detailed and complete architectural plan, design, drawings, structural designs, working drawings, etc., for the project as per norms of the latest revision of National Building Code and also adopting green building concepts and methods to reduce the carbon foot print, as per the requirement/desire of RGUKT-AP and based upon actual construction site and soil conditions and submission of the same to RGUKT-AP.
3. The detailed estimate in the form of BOQ submitted by the firm based on which item rate tender will be invited. The deviation of individual item(s) of BOQ should be within $\pm 10\%$ limit after completion of project.
4. Preparation and submission of site layout plan indicating the circulation system, inter-model transport facilities, surface parking, compound wall, internal roads, etc., and basic drawings, designs and cost estimate (showing details of materials required to be used) for normal sanitary, water supply (Duly furnishing the designs) and electrical services including telephone lines, computer network, audio systems, Fire fighting, Air conditioning where applicable, etc., as per requirement of RGUKT-AP. Designs for all the services shall be submitted.
5. Providing architectural consultancy for implementation of the project and other facilities including sanitary, plumbing, drainage and sewerage design, electrical and electronic communication systems and design, heating ventilation and air conditioning design (HVAC) and other mechanical systems, elevators, escalators, fire protection, parking facilities of cycles for students, playing spaces, etc., as per requirement of RGUKT-AP.
6. Providing allied services including landscape architecture, interior architecture, architectural conservation, retrofitting of Buildings and Graphic design and signage.
7. Visit of Architects, Structural Engineer and/or appropriate experts from the firm to the University regularly for additions, alternations, discussions/ consultants as per the requirement of RGUKT-AP. No TA & DA will be paid to the architects/ consultant(s)/ engineer(s)/ experts in connection to any such visit to be made by any such person(s).
8. Document Processing Fees:
The EOI document must be submitted along with a processing fees of Rs.10,000/- (Rupees ten thousands only) in the form of demand draft Payable to "Registrar, RGUKT-AP" drawn

on any Nationalized/Scheduled commercial bank and must accompany with Covering Letter. The EOI documents submitted without processing fee, will be summarily rejected. The bidder registered in MSME is exempted from processing fee. They should furnish a MSME certificate.

9. **Earnest Money Deposit (EMD):** All the applicants shall submit Earnest Money Deposit of Rs.1,00,000/- (Rupees one lakh only) in the form of Demand Draft Payable to “The Registrar, RGUKT-AP” along with the bid documents. EMD of all unsuccessful bidders would be refunded by RGUKT within one month of the bidder being notified as being unsuccessful without any accrued interest on it.
10. The EMD for the amount mentioned above, of successful bidder would be retained as guarantee and returned after 3 months upon successful conclusion of the Agreement.
11. It is the responsibility of the empaneled Architectural Firm to get the approvals of the plans by the respective competent authorities. The necessary charges to be paid to competent authority will be borne by RGUKT.
12. The empaneled architectural Firm needs to coordinate with RGUKT and the executing agency.

3. INSTRUCTIONS TO BIDDERS

- 3.1. Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 3.2. Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 3.3. 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 RGUKT, as well as E-procurement Website (www.rgukt.in and <http://tender.apecprocurement.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.
- 3.4. Tenders received without Tender processing Fee and EMD will not be considered. All the Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- 3.5. All assertions made in connection with the tender are to be supported / substantiated by relevant documents. The Registrar (i/c), RGUKT reserves the right to verify the credentials of the bidder as per the eligibility criteria. The Registrar (i/c), RGUKT will notify the bidder whose tender has been accepted/rejected.
- 3.6. 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.

- 3.7. The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100 agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. The successful bidder has to submit performance security deposit after taking Letter of Intent (LoI) but before having contract agreement. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.
- 3.8. After awarding the contract, if the firm fails to render service as per the agreement, the contract will be terminated and the firm will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained in this regard.
- 3.9. The Registrar (i/c), RGUKT reserves the right to issue instructions / modifications at any point of time before award of contract.

4. METHOD OF SUBMISSION:

- a. Bids shall be submitted online on <http://tender.apecurement.gov.in> Platform.
- b. The participating bidders in the tender should register themselves on e-procurement platform in the website <http://tender.apecurement.gov.in>.
- c. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- d. 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-procurement platform. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- e. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.
- f. After uploading the documents, the copies of the uploaded technical bid documents and original Demand Drafts in respect of EMD and Tender processing fee are to be submitted by the bidder to the “The Registrar (i/c), RGUKT, Nuzvid campus, Nuzvid, Krishna District, Andhra Pradesh, Pin: 521202”, by 05:00PM on 03.05.2022.
- g. Failure to furnish any of the uploaded documents, certificates, will entitle in the rejection of the bid. The RGUKT shall not hold any responsibility on account of postal delay. 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, action will be initiated as deemed fit and the EMD will be forfeited.
- h. RGUKT will not hold any responsibility regarding non-visibility of the scanned and uploaded documents.
- i. The Documents that are uploaded online on e-procurement platform will only be considered for Bid Evaluation. However, RGUKT reserves the right to call for and collect additional documents to supplement the information already submitted online/offline.
- j. The hard copies of all the uploaded technical documents should be self – attested with seal.

k. The rates should be quoted online only.

l. The financial bids of the Bidders, who qualify the technical bid, shall only be opened.

5. EVALUATION PROCEDURE:

1. The technical bids will be opened on 05.05.2022 at 11:30 AM by RGUKT.
2. The technical bids will be evaluated so as to ascertain the capabilities of the bidders in terms of eligibility criteria.
3. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
4. The Price Bids of all the technically qualified bidders will be opened on 06.05.2022 at 11:30 A.M by RGUKT. The bidders who do not satisfy the eligibility criteria and other conditions laid down in the tender document will not be considered and their tenders stand rejected and their financial bids will not be opened.
5. RGUKT will follow the AP State Government norms relating to reverse tendering in vogue before awarding the contract as per the G.O.MS No. 79, Finance (HR.V-TER) Department, dated 25-8-2020.
6. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT. No further correspondence will be entertained regarding the disqualification.
7. RGUKT reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Registrar (i/c), RGUKT also reserves the right to cancel the selection process for award of the contract at any time. The decision of RGUKT is final and binding.

6. DISPUTES:

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably in a spirit of co - operation and the RGUKT decision shall be final on all such matters and shall be binding on the Bidder. Even then, any dispute that arises will be subject to jurisdiction of the courts in Krishna district of Andhra Pradesh.

7. DISCLAIMER:

- I. Even though adequate care has been taken in the preparation of this Tender Schedule, the Bidder should satisfy himself that the Schedule is complete in all respects. Discrepancy, if any, should get clarified in the pre bid meeting.
- II. Neither RGUKT nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own

investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.

III. The Registrar (i/c), RGUKT reserves the right to reject any or all the Bids submitted in response to this tender at any stage without assigning any reasons whatsoever.

IV. The Registrar (i/c), RGUKT reserves the right to change any or all of the provisions of this tender.

8. REJECTION OF TENDERS:

I. The Registrar (i/c), RGUKT reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.

II. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender processing fee will stand forfeited.

III. For breach of any of the conditions prescribed in the tender or as specified by the RGUKT from time to time, the EMD is liable be forfeited. Decision of the Registrar (i/c), RGUKT in this regard is final and binding on bidder.

Arch-2: Preparation, stage wise submission of drawings, time frame:

Phase I: Pre-approval Stage

Pre-approval Stage		Scope of services	Time frame
(i)	Submission of Site Plan	The site layout indicating the location of the buildings, etc., as per requirement, inter modal facilities, surface parking, approach facilities, landscaping area, roads, etc., are to be prepared based on actual site condition (determined on field survey/reconnaissance) and submitted in 5 (five) sets.	Time agreed between the University and the Architect.
(ii)	Submission of Conceptual Drawings	Based on the requirements furnished by RGUKT-AP and the site condition, the conceptual drawings with two/three alternate proposals with necessary plans, sections and elevations, sketch views etc., with their merits and demerits and preliminary estimates (based on plinth area rate) are to be submitted in 5 (five) sets for study / approval (if found suitable) by RGUKT-AP.	Time agreed between the University and the Architect

(iii)	Submission of Modified Conceptual Drawings	If the conceptual drawing is found suitable for the RGUKT-AP the University authority may accept it; or if the University authority suggests the architect/consultant to resubmit the conceptual drawing by incorporating some modifications/alternations/additions, the architect shall resubmit 5 (five) sets of modified conceptual drawings by incorporating the suggestions etc., for consideration for approval by RGUKT-AP.	Time agreed between the University and the Architectural Firm
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Phase II : Post-approval Stage

If the modified conceptual drawing/s is approved by RGUKT-AP the firm shall prepare and submit the following: (i) Tender Drawings (ii) Working Drawings, (iii) Cost estimation to the authority of RGUKT-AP. The time frame for submitting the drawings along with other details to the Authority of RGUKT-AP are mentioned below against each of the items.

Post-approval Stage		Scope of services	Time frame
(i)	Submission of Cost Estimate	The detailed estimate of approved plan & drawing in the form of BOQ is to be prepared based on latest Standard Schedule of Rates of R&B Department, Govt. of Andhra Pradesh and Non- Schedule item, if required based on current market rate analysis duly supported by quotations. The estimate should be supported with detailed calculations. Three (3) sets of estimates along with soft copy are to be submitted as per prescribed time schedule.	Time agreed between the University and the Architectural Firm
(ii)	Submission of Tender Drawings	Tender drawings (required as apart of tender document) are to be comprised of architectural plan, elevations, different sections, site plan etc., Twelve (12) sets of such drawings along with soft copy are to be submitted as per the time schedule. Based on the estimate technically sanctioned by the University, "Schedule A" or BOQ in the standard format as per e- procurement procedure shall be submitted for its adoptability to upload.	Time agreed between the University and the Architectural Firm
(iii)	Submission of Working Drawings	Working drawings should be prepared based on technically sound designed data for civil structures (including all services) and electrical installations/wiring. The drawings should contain all the details required for implementation of the project and be good enough for carrying out construction of civil structures and electrical installations/wiring etc., of the project.	Time agreed between the University and the Architectural Firm

		<p>All the design steps followed, calculations and design data must be submitted along with the working drawings.</p> <p>All structural drawings shall be proof checked by the competent Institutes, like IITs, NITs, RGUKT, Universities, same to RGUKT-AP through R&B department.</p> <p>The drawings to be submitted and their scales are as follows: 8 sets at 1:100, 2 sets at 1:50, 2 sets at 1:25 scales. Large scale drawings (larger than those mentioned) and more numbers of small size drawings, if required, are to be supplied by the Architect on demand of the University.</p>	
(IV)	Appointment of Contractors	To invite, receive, analyze tenders and advise clients on appointment of contractors. Prepare tender document for selection of contractors	

Arch-3 : Providing Consultancy Services during the implementation Stage

During carrying out of construction activities, the following aspects are to be adhered to:

- (i) The Firm shall incorporate all the suggestions, changes etc., as would be proposed by RGUKT-AP in the drawings and should deliver them to RGUKT-AP authority within a certain time frame, to be informed to him in due course of time.
- (ii) The Firm shall provide architectural consultancy services during execution of civil works and electrical installations/wirings and other facilities (i.e., parking facilities of cycle for student playing space, etc.) for the aforesaid building/s under the project, as per requirement of RGUKT-AP.
- (iii) The Firm/ and its appropriate team members (Structural Engineers, etc.) of the Firm will visit construction site at RGUKT-AP regularly for additions, alternations, discussions/consultations as per requirement of RGUKT-AP during implementation of the project.
- (iv) All structural drawings are to be proof checked by reputed institutes like IITs, NITs, Universities before acceptance by the RGUKT-AP.
No TA & DA will be entitled/ paid to architect(s)/ consultant(s)/ engineer(s) for any such visit to the construction site or office of RGUKT-AP.

Arch-4: Time Schedule of Works

As stated under the Para shown as Arch-2.

Arch-5 : Terms and Conditions in Execution of the Assignment

- (i) The Firm shall prepare and submit Tender Drawings comprising of site plan, architectural plans, elevations, different sections and key drawings in 12 sets.
- (ii) The Firm shall prepare and submit Working Drawings duly proof checked as stated in

above sections, in 10 sets. The drawings should contain all the details, required data, required figures etc, as would be required for practical implementation of the project and be good enough for carrying out construction of civil and electrical installations/wiring etc., during the progress of the work. The soft copy of design steps followed, calculations and design data must be submitted along with the hard copy of the working drawings

- (iii) In addition to the above stated drawings, the working drawings should include other relevant drawings etc.,
- (iv) The Firm shall take full responsibility for the preparation of the technically sound designs of all the structure, specifications of all items required for the successful completion of the assigned project.
- (v) The detailed estimate in the form of BOQ submitted by the firm based on which item rate tender will be invited. The deviation of individual item/s of BOQ should be within $\pm 10\%$ limit after completion of project. Penalty will be imposed if the deviation over BOQ crosses $\pm 10\%$ limit. The penalty amount, if any will be decided by the RGUKT-AP authority.
- (vi) The Firm shall appoint a qualified and capable representative who will be available at the work site to explain and interpret the drawings and specifications, sort out minor difficulties/details faced during execution stage and must ensure that the execution of the work is going on in accordance with planning, design, drawing, etc., approved by the University. The Representative of the Firm will also attend meetings, as and when required, and make periodic visits to the work site during the planning/execution as and when necessary.
- (vii) The Firm will extend all sorts of consultancy services in successful implementation of the project, in accordance with the approval given by the University, starting from the beginning of the project upto its successful completion.
- (viii) In the event Firm failing to perform any/all of the aforesaid assignments, this Agreement will automatically stand cancelled. Under such circumstances, the University shall have the right/power to execute/complete the project of its own, or by engaging any new Architect/party, as per the choice/desire of the RGUKT-AP. Under such circumstances, no fee will be paid to the Architect for the incomplete stage of work as detailed in Arch-5. Further, the Architect will have to compensate for the inconvenience/loss incurred to RGUKT-AP in the form of penalty. The penalty amount will be decided by RGUKT-AP authority.
- (ix) The Firm shall exercise all reasonable skills, care and diligence in the discharge of the

assigned duties and shall exercise such general superintendence and inspection in regard to providing aforesaid services and should ensure that the works are being executed in the work site, in accordance with their drawings.

- (x) The Firm shall make necessary revisions as may be required by the University in the drawings, designs etc., and in other documents submitted by him at the draft stage. Any subsequent revisions required to be made by the University in drawings, in designs and in the documents, after their approval and/or during execution stage shall be made by the Firm without any additional payment.
- (xi) The University shall have the liberty to postpone or not to execute any work or part thereof. Under such circumstances, the Firm shall not be entitled to any fee/compensation for the non-executed portion of the work, except the fee payable to the Firm based on the stage of service provided by the Firm (as per cost of part job at Arch-5 of this agreement).
- (xii) Prepare and submit completion reports and drawings for the project as required and assist the university in obtaining "Completion/Occupancy certificate" from Statutory authorities, wherever required.

Arch-6 : General Terms and Conditions

The general terms and conditions are:

- (i) All the drawings, designs and other documents relating to Tender Drawings (as stated earlier) in connection with the project under consideration, must reach at a stipulated time, to the RGUKT-AP authority.
- (ii) All the drawings, designs, estimates and other documents relating to Working Drawings in connection with the project under consideration, must reach at stipulated time to the RGUKT-AP authority.
- (iii) All the pages of all the drawings, estimates and all other documents, relevant to the project are to be signed by the Firm and submitted to the RGUKT-AP.
- (iv) All the relevant drawings, estimates, design data and all other relevant documents, as stated earlier, must reach RGUKT-AP authority within the specified time.

Arch-7 : Arbitration

- (i) All differences and disputes arising between the University and the Architect on any matter connected with this Agreement or in regard to the interpretation of the content except the consultancy fees for the work there of shall be referred to the Council of A of Architecture of applicable jurisdiction to RGUKT-AP for final decision.
- (ii) All legal disputes, if any, will be subjected to the courts under the jurisdiction of the Andhra Pradesh High Court.

ANNEXURE -I
Bidder Information

1	Name and Address of Firm	
2	Registration details with Council of Architecture.	
3	<p>Nature of Firm: Partnership/company/etc</p> <p>i. Date of Registration/Incorporation</p> <p>ii. Partnership Deed/Memorandum of Association/Articles of Association (Self attested copy to be submitted).</p>	
4	Names, qualifications and experience of all the technical personnel in the Firm	
5	<p>Details of experience as Architectural Firm:</p> <p>Extensive experience in preparation of site plan, concept plan, architectural plan, designs and drawings, cost estimate for buildings/multistory-buildings, like., Hostels, functional buildings, residential buildings under Central or State Govt. or Institute or buildings of National importance during the last 10(ten) years ending by 2021.</p> <p>One similar job of various buildings having executed at a cost not less than Rs.100 crores.</p> <p>The job performance certificate is to be issued by Head of the respective Institute or authorized Official. Copy of the client certificate, self-attested should be enclosed.</p>	
6	Important large projects on which the Firm is engaged at present and their estimated cost (stage of work viz., planning and construction), the full address of the clients shall be indicated against each project.	
7	Name and address(the full postal address with PIN) of the clients for whom the large works have been executed along with their Telephone number, Fax No., Name of the contact person etc.,)	
8	Name and Address of the Engineer/Architect responsible for landscaping along with qualification and experience proofs.	

9	Name, Address of the Site Architect and Junior Architect along with qualification proofs.	
10	Name and Address of the Senior Engineer along with qualification and experience proofs.	
11	Name and Address of HVAC expert along with qualification and experience proofs	
12	Name and Address of the Engineers responsible for authorizing structural designs and drawings of Civil, Electrical and Public Health works along with qualification and experience proofs.	
13	Minimum cost of the work which the Firm is willing to take up for the University.	
14	Financial statements duly audited by Chartered Accountant for the last three years i.e., balance sheet, profit and loss account etc., (2018-19, 2019-20 and 2020-21)	

ANNEXURE- II

UNDERTAKING

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in supplementary sheets is correct to the best of my/our knowledge and belief.

Signature of the Authorized person:

Name(in Block letter) :

Designation :

Complete Postal Address :

E-mail :

Phone No. :

Mobile No. :

Place :

Date :

Seal of the Firm

ANNEXURE-III

Ref:RGUK-AP/E-Proc/ Architectural Services/ Empanelment/ ET19/ 2022, dated.08.04.2022

**DECLARATION FOR FAIR BUSINESS BY THE BIDDER
(On Non-Judicial Stamp paper of Rs. 100)**

I, _____ Son / Daughter / Wife of
Shri _____ resident of _____

Proprietor/Registrar (i/c) authorized signatory of the 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 an 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/Registrar (i/c) or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Registrar (i/c)s of the Agency/agency was or is Proprietor or Partner or Registrar (i/c) of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Registrar (i/c), RGUKT, Andhra Pradesh, immediately after we are informed but in any case not later than 15 days, if any Agency in which Proprietor/Partners/Registrar(i/c)s are Proprietor or Partner or Registrar (i/c) 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:

Address:

(Signature of the Bidder)

Name:

Designation

Seal of the Agency

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 noting has been concealed therein.

Deponent

ANNEXURE-IV

Ref:RGUK-AP/E-Proc/ Architectural Services/ Empanelment/ ET19/ 2022, dated.08.04.2022

EMD form

(To be issued by a Scheduled Bank in India)

Whereas.....(here in after called “ the Bidder”) has submitted its bid
Dated.....(Date). For the execution of(here in after called “the Bid”)

KNOW ALL MEN By these present that WE.....of..... having our

Registered office at(hereinafter called the “Bank”) are bound unto the Rajiv
Gandhi University of Knowledge Technologies, Andhra Pradesh,. (hereinafter called “RGUKT, Andhra
Pradesh”) in the sum offor which payment well and truly to be made to the said RGUKT,
Andhra Pradesh itself, its successors and assignees by these presents.

The conditions of these obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the RGUKT during the period of bid validity
 - a. Fails or refuses to execute the contract form if required; or
 - b. Fails or refuses to furnish the performance security, in accordance with the bid requirement;
We undertake to pay the RGUKT, Andhra Pradesh Institute up to the above amount upon receipt of its first written demand, without the RGUKT, Andhra Pradesh having to substantiate its demand, provided that in its demand the RGUKT, Andhra Pradesh will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.
 - c. This guarantee will remain in force up to and including _____ days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Signature of the Bank

Date:

and seal.

ANNEXURE- V

FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY DEPOSIT

(To be executed by any scheduled bank, on aRs.100/- non-judicial stamp paper under bank's covering letter mentioning address of the bank)

Ref:RGUK-AP/E-Proc/ Architectural Services/ Empanelment/ ET19/ 2022, dated.08.04.2022

To,

The Registrar (i/c),

RGUKT, Andhra Pradesh

WHEREAS..... (Name of Vendor) hereinafter called "the Vendor" has undertaken, in pursuance of Contract No.....Dated,.....(Date), to supply.....called "the Contract" AND WHEREAS it has been stipulated by you in the said Contract, that the Vendor shall furnish you with a Bank guarantee by a Scheduled bank for the sum specified therein as security for compliance with the supplier's performance Obligations in accordance with the Contract.

In consideration of, the Registrar (i/c), RGUKT, Andhra Pradesh [hereinafter referred to as RGUKT, Andhra Pradesh campuses, 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/bidder' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with The Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT-Andhra Pradesh an amount not exceeding Rs._____(Rupees_____) on the demand made by The Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh under or by virtue of the said order have been fully paid and its claim satisfied or discharged

or till The Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh or any indulgence by The Registrar (i/c), RGUKT, Andhra Pradesh 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 Registrar (i/c), RGUKT, Andhra Pradesh.
8. We, _____ the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Registrar (i/c), RGUKT, Andhra Pradesh in writing.
9. THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs.....and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under Rs..... (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.
10. This guarantee is valid until theday of (Date)

Signed on the _____ day of _____

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

Signature For the Bank

ANNEXURE-VI

BIDDER LETTER FORM

From:

(Registered name and address of the bidder)

To

The REGISTRAR (I/C),
RGUKT, Andhra Pradesh, RGUKT-AP,
Andhra Pradesh

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer services according to the tender document as the case may be, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated 08.04.2022

We undertake to render the services as incorporated in the tender document, if our bid is accepted, we undertake to:

- a. Render services according to the time schedule specified in the bid document,
- b. submit the performance security deposit from a Scheduled bank in accordance with bid requirements.
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and the bid may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's Signature

Date:

Seal.

Annexure-VII

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 / University / Institute on any account.

I/We also certify that firm will render the Architectural Services as per the specification given by RGUKT, Andhra Pradesh, and also abide all the terms and conditions stipulated in the bid document.

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 concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT, Andhra Pradesh, may impose any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Service Provider: Seal
of the Service Provider:

Annexure- VIII

Name of the Bidder:

Annual Turnover Statement

Bidder shall indicate herein the annual turnover in terms of fee earned during the following three financial years based on the audited balance sheet / profit and loss account statement.

S. No	Financial year	Annual Turnover (Fees Earned)
1	2018-19	
2	2019-20	
3	2020-21	

Signature of Chartered

Accountant Name:

Membership No.:

Seal

Annexure IX

List of Major Clients

S. No	Client Full Address	Year of Service provided	Item Name	Amount (Rs.)

Annexure X
Financial Bid

Name of the work: Empanelment of Architectural Firm at RGUKT-AP Constituent campuses located at RK Valley, Nuzvid, Srikakulam and Ongole.

I/We/Sri/Smt/M/s.....do here by express my/our willingness to execute the aforesaid work as per the conditions, standards, specifications, rules, regulations, etc., stipulated in the tender documents and as per the requirement of RGUKT at an over all percentage of (in figures) (in words) of the total cost of the project excluding GST.

Signature & Name of the Authorized Signatory

Seal of the Firm

Note: RGUKT will follow the AP State Government norms relating to reverse tendering in vogue before awarding the contract as per the G.O.MS No. 79, Finance (HR.V-TER) Department, dated 25-8-2020.

Annexure-XI

CHECK LIST

Important:

The Bidder must ensure that the following details/documents as in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below and furnish accordingly. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.

S. No	Details	Serial No of Document (Page No.)
1	Tender Processing Fee (Rs.30,000)	
2	EMD-DD/BG from any Scheduled Bank (Rs.1,00,000)	
3	Name of the firm and Firm Registration certificate	
4	Bidder Information as per Annexure-I	
5	Bidder Undertaking as per Annexure-II	
6	Declaration For Fair Business by The Bidder as per Annexure-III	
7	Bidder Letter Form as per Annexure-VI	
8	Non Blacklisting Certificate as per Annexure-VII	
9	GST Registration Certificate	
10	Annual Turnover as per Annexure-VIII	
11	List of Major clients as per Annexure-IX	
12	PAN card copy	
13	Income Tax Return filed (FY18-19, 19-20 and 20-21)	
14	Copies of 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.	
15	Power of Attorney, wherever applicable	
16	Bid document bearing signature and firm seal on all the pages	
17	Any other documents related to this tender (if any)	

NOTE: All pages of the bid documents must be serially numbered and signed by the authorized person by the firm.