

BID DOCUMENT
E-Procurement
Open Competitive Bid (OCB)

for

**Supply of 2 Pages Additional sheets, 8 & 24 pages
Booklets at RGUKT- A.P., IIIT-Ongole**

Proprietary & Confidential



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES-AP
IIIT- Ongole,
Camp Office at IIIT R K Valley,
Idupulapaya, Vempalli (M), YSR Kadapa Dist., A.P-516330
Phone No: 08588-283622**

Proprietary & Confidential

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E-Procurement Tender Notice



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

RGUKT – ONGOLE

**Camp office at IIIT RK Valley, Idupulapaya,
Y.S.R. Kadapa District, Andhra Pradesh-516330**

Online tenders are hereby invited from original manufacturer(OEM)/ authorized representative of a OEM/whole sale dealer for supply of the following items to the students of the RGUKT-Ongole, located at RK Valley, Idupulapaya, YSR Kadapa (District), Andhra Pradesh -516330

S. No.	Ref. No.	Description
1	IIIT/ ONG/RGUKTAP/E-Proc/Exam Cell/Booklets/ T04/2019-20, Date:05-10-2019	Answer Booklets
2	IIIT/ONG/RGUKTAP/E-Proc/Lib/Books/T05/2019-20, Date: 05.10.2019	Library Books

Interested bidders can download the document from 07-10-2019, 01:00 PM and submit the bids online from 07.10.2019, 05:00 PM to 21.10.2019 up to 06:00PM through <https://tender.apeprocurement.gov.in> (AP Portal). For further details please visit our website: www.rguktong.ac.in or <https://tender.apeprocurement.gov.in> (Andhra Pradesh Portal)

Interested bidders are informed to submit a separate bid, tender processing fee, EMD for each tender mentioned above.

Date. 05.10.2019

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

Time schedule of Tender related events

Bid calling date	07.10.2019
Bid Documents Downloading Start date	07.10.2019 from 01:00 PM
Bid Document Downloading End Date	21.10.2019 till 03:00PM
Pre Bid Meeting at IIIT ONGOLE	15.10.2019 at 02:00PM
Start date for uploading documents online	08.10.2019 at 10:00 AM
Last date for uploading documents online	21.10.2019 at 05:00 PM
Last date for Submission of documents (hard copies) along with samples certificates	24.08.2019 at 05:00 PM.
Technical Bid opening date/time	29.10.2019 at 10:00 AM.
Price Bid opening date/time	30.10.2019 at 10.00 AM
Contact person	Administrative Officer(i/c), IIIT Ongole, RGUKT-AP
Reference No.	Ref. No.: RGUKT/OGL/E-Proc/Tender 04/Exam Cell/2019-20

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.a procurement.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 to ao.ongole@rgukt.in on or before **06.10.2019**. 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	Description	Query

- ii. The addendum/corrigendum if any shall be published on IIIT -Ongole's website www.rguktong.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 made by IIIT-Ongole Institute.

S.No	Name of the Items	Quantity	Specifications	Delivery
1	A4 size 8 pages booklets	2,00,000	See Section 7	30 days
2	A4 size 24 pages booklets	1,00,000		
3	A4 size 2 pages sheets	8,00,000		

Section –3 Instructions to Bidders

Instructions:

- 1) Bids are invited on the e-procurement platform from the Registered Suppliers/ Manufacturers/ Authorized Dealers for supply of 2 pages additional sheets, 8 & 20 pages Booklets at RGUKT- Ongole Campus. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- 2) Bidders would be required to register on the e-Procurement market place <http://tender.apecurement.gov.in> and submit their bids online. On registration with the e-Procurement market place they will be provided with a user id and password by the system through which they can submit their bids online.
- 3) All the participating bidders have to electronically pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.

4. Tender Processing Fee:

Applicant contractor must submit the demand draft for **Rs 5,000/- (Rupees Five thousand only)** in favour of “**The Director, IIIT-Ongole, RGUKT - AP**” obtained from any Nationalized/ scheduled Bank payable at SBI Idupulapaya, Vempalli Mandal, YSR District. valid for six months as a tender fees. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. The Demand Draft submitted for tender fee shall be non-refundable.

5) EMD Payment:

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 1,00,000/- (Rupees One Lakh Only)** by way of demand drafts or Bank Guarantee only. The demand drafts **The Director, IIIT Ongole**”. The EMD of the successful b successful submission of Bank Guarantee/ Security Deposit and for unsuccessful bidder(s) it would be returned after the award of the contract.

- a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the amount of earnest money will be forfeited.
 - b) The EMD, in case of unsuccessful Bidders shall be retained by RGUKT, till the finalization of the tender. No interest will be payable by institute on the EMD.
- 6) **The Hard Copy of original instruments in respect of tender fees, earnest money deposit etc. must be send to the IIIT Ongole on or before last**

date/time of Bid Submission as mentioned above. The bid without tender fee and EMD will be summarily rejected.

8. Submission of Tender:

The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

1. The bidders need to scan and upload the required documents pertaining to technical bid. The attested copies of all these uploaded documents of technical bid, signed undertaking of Tenderer and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted offline to Administrative Officer, IIIT Ongole located at Camp office at IIIT RK Valley, Idupulapaya, Y.S.R. Kadapa District, Andhra Pradesh-516330 by 04.00PM of **24.10.2019**. The RGUKT –Ongole will consider only the bids submitted through on-line over the copies of the paper based bids.
2. The price bid has to be submitted online only. No physical submission of the price bid will be accepted.

Section 4 - TERMS AND CONDITIONS

IMPORTANT: READ ALL THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

- 1) **Rate** : Rate should be quoted in Indian Rupees (INR) on Door Delivery Basis at IIIT Ongole inclusive of all the Charges, with break-ups as:
 - Basic Cost
 - GST
 - Total Cost (F.O.R. at IIIT Ongole)
- 2) **Opening of Tender:**

The tenderer is at liberty to present either him or authorize not more than one representative to be present at the opening of the tender. The representative present at the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.
- 3) **Validity of the bids:**

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
- 4) **Amendment of tender document:**

At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The**

Institute may at its own discretion extend the last date for the receipt of bids.

- 5) **Right of acceptance:** IIIT Ongole reserve the right to accept or reject any or all tenders /quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for at any tender.

- 6) **Signing the Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/-(Rs. One Hundred Only) along with performance security within fifteen days of the issue of the letter of notification of award. In the event of failure on the part of the successful bidder to sign the contract within the period stipulated above, the EMD shall be forfeited and acceptance of the BID shall be considered as cancelled.

- 7) **Performance Security:** As a guarantee towards due performance and compliance of the contract work, the successful bidder (contractor) will deposit an amount equal to 10% of order value and should be kept valid for a period of 60 days beyond completion of all the contractual obligation, including CMC period towards security deposit by way of demand draft/ bank Guarantee in favour of Director, IIIT-Ongole, RGUKT drawn on any Nationalized Bank payable at SBI, Idupulapaya, within fifteen days of the issue of the Letter of notification of award along with non-judicial stamp paper of Rs. 100/- (Contract agreement).

- 8) **Delivery & Installation:**
60% of the goods ordered shall be delivered at IIIT Ongole campus, located at Camp office at IIIT RK Valley, Idupulapaya, Y.S.R. Kadapa District, Andhra Pradesh-516330 and 40% of the goods ordered shall be delivered at IIIT Ongole, Prakasam District within **60 days** from the date of issue of purchase order. Satisfactory delivery and handover of the booklets to be completed within two weeks from the date of receipt of the booklets at the IIIT Ongole premises. All the aspects of safe delivery shall be the exclusive responsibility of the supplier. If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform IIIT Ongole in writing about the same and its likely duration and make a request for extension of the delivery schedule accordingly. On receiving the supplier's communication examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damage by issuing an amendment to the contract.

9) Liquidated Damages

If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the institute shall, without prejudice to other right and remedies available to IIIT Ongole under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof

on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10 % of the quoted price. Once maximum is reached the institute may consider termination of the tender.

10)Force Majeure :

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this

contract is prevented or delayed by reason of any such event for a period exceeding 60 days, IIIT Ongole party may, at least option to terminate the contract.

12)Insolvency etc.:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the institute shall have the power to terminate the contract without any prior notice.

13)Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by the institute. In that event the security deposit shall also stand forfeited.

14)Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of IIIT Ongole which will be at liberty to refuse if thinks fit or unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

15)Right to call upon information regarding status of work:

The institute will have the right to call upon information regarding status of work/ job at any point of time.

16)Terms of payment:

90% Payment shall be released after the successful installation of the ordered goods against the submission of the Inspection report by the committee. Balance 10% would be made after three months on getting satisfactory certificate from the concerned department.

17)Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to be made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary,

Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

18) Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Ongole, Andhra Pradesh and all obligations hereunder shall be deemed to be located at Ongole, Andhra Pradesh and Court within Hyderabad will have Jurisdiction to the exclusion of other courts.

19) Sample: Each of prospective Tenderer, who wants to participate, shall be required to place its sample of Booklets for sample display at institute before last date of submission of bid. Bids submitted without the sample will be rejected.

20) Inspection:

- a) IIIT Ongole shall have the right to inspect and/or to test the goods to confirm their conformity to the tender Specifications at no extra cost to IIIT Ongole.
- b) The institute reserve the right to inspect, test and where necessary, reject the Goods after the goods have arrived at the final destination and it shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the institute prior to the goods shipment.
- c) The Director, IIIT Ongole shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
- d) No payment shall be made for rejected goods. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

21) Documents:

- a) All pages of the Tender should be numbered and indexed.
- b) The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the institute in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the institute in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.

22) **Dimension variation permitted: -2% to +5%.**

23) Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that would be compared.

24) RGUKT reserves the right to modify or alter the specifications after short listing of tenderers.

25) The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering. Not quoting for this may result in disqualification. The institute reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly

Signature of the Bidder:

Name and Designation:

Business Address:

.....

.....

Place :

Date :

Seal of the Bidder

Section 5 - Technical Detail

Parameters and Technical Specifications for Executing the Work:

1. Tenders are invited with branded watermark paper from Andhra Unit CP/ITC.
2. Bills issued by the paper manufacturers / distributor for the paper purchase should be submitted along with the first bill submitted to the University as evidence of printing of booklets on the brand / quality of paper prescribed by the University.
3. The participant manufacturer/companies having own manufacturing units or their authorized dealer can only participate. Proof of manufacturing is to be attached. IIIT Ongole, RGUKT AP may also visit and inspect the manufacture set up as deemed fit.
4. The Bidder should have a minimum annual average turnover of Rs. 20 lakhs in booklets work in the last three financial years. Income tax statement should be submitted duly signed by concerned C.A. with Balance Sheet & ITR Copy.
5. The Bidder should have required experience in supply order of booklets/stationery at least one work order costing not less than 80% of the estimated Tender value or two work orders costing not less than 60% or three work orders costing not less than 40% of the tender value in any of the last three financial year's. A certificate should be submitted with copies of work orders and satisfactory completion certificate from the client.
6. The Bidder should have minimum liquid assets Certificate of last financial year 2017-18 for a value not less than 100% of the estimated Tender value in form of Certificate by any Nationalized Bank/Scheduled Bank.

Check List -Technical Bid

(Tenderer may use separate sheet wherever required)

S.No	Details of the Firm/Bidder	Page No.
1.	Name & Address of the Vendor	
2.	Name of the firm and Date of incorporation	
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization. Bidders relevant documents should be submitted as per law.	
4.	Are you the authorized dealer or distributor or reseller for the products quoted	
5.	Proof of manufacturing dealers participating should enclose Dealer certificate from their parent manufacturer company & Proof of Manufacturing	
6.	Details of the Earnest Money Deposit (EMD) worth Rs.1,00,000/-	
7.	Details of the cost of the Tender Processing Fee worth Rs. 5000/-	
8.	Copies of registration certificate issued by NSIC or DGS&D/ copy of Entrepreneur memorandum filed under MSME Act 2006 with current validity.	
9.	Annual turnover the last three financial year's 2016-17 to 2018-19	
10.	Copies of work orders and work satisfactory completion certificate from the client	
11.	Latest income Tax Clearance Certificate	
12.	GST registration No. with Proof.	
13.	Experience Certificate from two Govt. /Educational Institutions in A.P. (Copies to be enclosed)	
14.	Whether each page of Tender and its annexure have been signed and Stamped	

15.	Any other information important in the tenderer	
16.	What would be the delivery period in days from the date we place an official purchase order.	
17.	On Manufacturer's Side to in case who of delayed supply and other issues committed by the authorized dealer / distributor / reseller : Contact Person Name, Address, E-mail ID : Telephone / mobile	

Note:

Page number/serial number may be given to each and every page of Tender Documents and documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.

In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Undertaking

1. That I/we have carefully studied all the terms & conditions of the tender and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Dated Signature of the Tenderer with stamp of firm)

Date:
Place:

SECTION: 6 - Financial Bid

Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

S.No.	Item details with <u>make and model</u>	QTY (Nos)	Unit Price without GST (Rs.)	GST on unit price (Rs.)	Total price without GST (Rs.)	Total price with GST (Rs.)
1	2	3	4	5	6	7
Schedule-I						
1	8 pages A4 size Answer booklet (A4 on 60 GSM paper with front single color printing with Gothic Number and stitching)	2,00,000				
2	24 pages A4 size Answer booklet (A4 on 60 GSM paper with front single color printing with Gothic Number and stitching)	1,00,000				
3	2 page A4 size Additional sheets	8,00,000				
Total Price for Schedule I (Inclusive of all Taxes) (Rs.)						

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. The above rates are valid for a period of 180 days.
3. No other charges would be payable by the Institute.
4. 60% of the goods ordered shall be delivered at IIIT Ongole campus, located at IIIT RK Valley, Idupulaya, Vempally mandal, YSR District and 40% of the goods ordered shall be delivered at IIIT Ongole, Ongole, within 60 days from the date of issue of

purchase order. No packing, transportation and carriage charges will be provided for the same.

5. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten. Any overwriting/modification of any type will lead to rejection of the bid.

5. Rates are to be quoted item-wise otherwise bid will be treated as unresponsive.

Signature of the Bidder :

Name and Designation:

Business Address :

.....

.....

Place :


Date:

Seal of the Bidder'

SECTION 7
SPECIFICATION FOR BOOKLETS

S. No	Component	Specification
1	8 Pages A4 Size Answer Booklet	A4 on 60 GSM Paper with front single color printing with gothic number and stitching

Sample:



Rajiv Gandhi University of Knowledge Technologies, A.P.
Dr. APJ Abdul Kalam, IIIT Ongole

S.No. M 021752

To be filled by the student:

Reg. ID:

Student Name: _____

Subject Name: _____

Subject Code: _____

Academic Year : 20__ - 20__ & Semester : _____

PUC/B.Tech/ _____ Year: _____ Branch (if B. Tech): _____

Regular/Fresh Mode: _____

Date of Exam: __/__/20__ (DD/MM/YYYY)

MID EXAM No : _____

Examination Hall :

Signature of the Student with Date _____ Signature of the Invigilator with Date _____

MARKS AWARDED FOR QUESTIONS (For Examiner's Use Only)

Q.No.	1	2	3	4	5	6
A						
B						
Total						
Grand Total						
In figures						
In words						

Name of the Examiner _____ Signature of the Examiner with Date _____

To the student:
For instructions, please see overleaf

S. No	Component	Specification
1	24 Pages A4 Size Answer Booklet	A4 on 60 GSM Paper with front single color printing with gothic number and stitching

Sample:

Rajiv Gandhi University of Knowledge Technologies, A.P.
IIT ONGOLE

S.No. 031464

To be filled by the student

Reg. No.:

Student Name: _____

Subject Name: _____

Subject Code: _____

Academic Year: 20__-20__ & Semester: _____

PGCE/TECH: _____ Year: _____ Branch (if B. Tech): _____

Regular/Fresh/Remedial Mode: _____

Date of Exam: __/__/20__ (DD/MM/YYYY)

Signature of the Student with Date: _____

Signature of the Invigilator with Date: _____

1

To be filled by the student:

Subject Name: _____

Subject Code: _____ Date of Exam: __/__/20__

Regular/Fresh/Remedial Mode: _____ No. of Adtl. Sheets (in words): _____

MARKS AWARDED FOR QUESTIONS (For Examiner's Use Only)

Q.No.	1	2	3	4	5	6	7	8	9	10	11	12
A												
B												
Total												
Grand Total	In figures: _____				In words: _____							

Examiner						Scrutinizer					
Name: _____						Remarks: _____					
Signature: _____						Name: _____					
Signature: _____						Signature: _____					

To be filled by the student

Subject Name: _____

Subject Code: _____ Date of Exam: __/__/20__

Regular/Fresh/Remedial Mode: _____ No. of Adtl. Sheets (in words): _____

2

MARKS AWARDED FOR QUESTIONS (For Examiner's Use Only)

Q.No.	1	2	3	4	5	6	7	8	9	10	11	12
A												
B												
Total												
Grand Total	In figures: _____				In words: _____							

Name of the Examiner						Signature of the Examiner with Date					
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FIRST EVALUATION

RE-EVALUATION

To fill student! For instructions, please see overleaf

S. No	Component	Specification
1	2 Pages A4 Size Additional Sheet	A4 on 60 GSM Paper with RGUKT Logo

Sample:



Dr. APJ Abdul Kalam IIIIT Ongole, RGUKT-A.P
Additional Sheet

ID NUMBER:

Signature

DRAFT
PERFORMANCE SECURITY BOND FORM

1) In consideration of Rajiv Gandhi University of Knowledge Technologies-AP, IIIT Ongole (here in after called the IIIT Ongole) having agreed to exempt (here in after called the said contractor (S) from the demand of security deposit/earnest money of Rs.....o for Rs..... For fulfillment the by the duesaid contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of we, (name of the Bank) (here

at the request of Contractor's do IIIT Ongole hereby un an amount of not exceeding, against any loss or damage caused to or suffered or would be caused to or suffered by the IIIT Ongole reason of any breach by the said contractors of any of the terms & conditions contained in the said agreement.

2) We (Name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the IIIT Ongole stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IIIT Ongole reason of breach by the said contractors of any of terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee, where the decision of the IIIT Ongole in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs._____.

3) We undertake to pay to the IIIT Ongole any money so demanded not withstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the 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 contractor(s)/ supplier(s) shall have no claim against us for making such payment.

4) We(Name of the bank)_further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the IIIT Ongole, under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till IIIT Ongole certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges guarantee.

5) We (name of the bank) further agree with the IIIT Ongole that the IIIT Ongole shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms &

condition of said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the IIIT Ongole against the said any contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the IIIT Ongole or any indulgence by the IIIT Ongole to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6) The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/ supplier(s).

7) This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by IIIT Ongole.

Dated: _____

For

(Indicating the name of the bank)

1) N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.