

46 (1). Procedures of open competitive bidding - Save as otherwise provided in these rules,

Single stage – single envelope procedure

TERMS & CONDITION:

1. The tenders shall be submitted with all documents in sealed envelopes, with sealing wax. The envelopes must contain tender inquiry No. on the top. The name of the supplier should be affixed on the face of envelopes at the left side.
2. Tenders must be filled in with Blue or Black ink in the column provided / on separate letterhead duly signed.
3. The tenders must be free erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
4. The rates of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall corrected. In case of discrepancy the price in words will be taken as authenticated and final.
5. Conditional tenders will be ignored and will not be considered/entertained/accepted.
6. The bid security amount for tenders of Bedding/linen & petty articles is 2.5% OF THE QUOTED VALUE.
7. Original purchase receipt must be enclosed with their offer and for alternate offer will be ignored.
8. The tendered rate should be inclusive of all taxes, Income & Sales Tax etc payable to Federal & Provincial Government or Local bodies and no claims on this account shall be entertained.
9. The bidder shall furnish General Sales Tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the items the item is exempted from G.S.T either documentary evidence or certificate from competent authority shall be attached with the offer.
10. The bidder shall furnish copy of valid Professional Tax (Excise & Taxation) Certificate, Bank Statement & Income Tax Certificate.

a. SPECIAL CONDITIONS:

11. Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No extension will be granted/accorded for the supply of initial quantity.
12. The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end.
13. At least 50% of the contracted quantity is required within one (01) month (for indigenous goods) and within tow (02) months (for imported goods) from the date of award of contract.

14. Distributor once nominated by the manufacturer will be for the whole contract period and manufacturer cannot change its distributor during the year in any case. In exceptional cases the tendering authority may approve changes.

a. PURCHASER'S RIGHT TO VARY QUANTITIES.

15. The Purchase Committee reserves the right to increase/decrease or delete the quantities of any item etc at the time of award of contract and also reserves the right to enhance the quantities of goods/service originally specified in the Schedule of Requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

a. PURCHASERS RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

16. The Purchase Committee reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the Purchaser's action.

a. NOTIFICATION OF AWARD/ADVANCE CONTRACT.

- b. Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing about the acceptance of the offer delivery by hand or by registered letter.

- c. The notification of award will constitute the formation of the contract.

d. AWARD OF CONTRACT & CONTRACT AGREEMENT.

17. Subject to the fulfillment of all codal formalities, the Purchaser will award the contract the successful Bidder whose bid has been determined to be qualified to perform the contract satisfactory. Both the parties i.e the Purchaser and the supplier will sign the Contract Agreement on the stamp per with stamp duties as per prevailing Govt rules the expenditure involved on the said contract agreement will be borne by the supplier.

18. CRITERIA FOR EVALUATION OF BIDS.

- a. Quoted prices.
- b. Specification compliance.
- c. Delivery schedule.
- d. Earnest money.

19. N.B Department reserve the right to ask and verify any document related with manufacturing of item, to assess the quality.

a. FEE OF AWARD OF CONTRACT.

20. Service Charges @ 0.25% of the value of the Contract will realized/charged by the District Account Officer Hyderabad, while making payment to the contractors for award of each contract and credited to the receipt Head.

a. UNDERTAKING.

21. I/We read/understand the conditions specified in the tender inquiry and undertake:-

- a. That I/We will remain bounded to supply any item as an additional quantity at the same rate on which said item I/We have supplied during the same financial year.
- b. That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.

- c. I/We understand and ensure for the supply of quality goods. I/We also agree to supply the 100% additional quantity without any additional charges, if the supplies/part of the supplies declared sub-standard.
- d. I/We undertake that, if any of the information submitted in accordance to this tender enquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

Signature of Tenderer _____

Name & Designation _____

Address : _____