

TENDER REF. No.: RGIPT/PAINT ITEMS/03/2023

Date: 05 September 2023



**राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी-229304
उत्तर प्रदेश, भारत**

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS,
AMETHI– 229304
UTTAR PRADESH, INDIA**

e-TENDER NOTICE

For

“SUPPLY OF PAINTING ITEMS AT RGIPT JAIS CAMPUS”

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi, Uttar Pradesh has been established through an Act of the Parliament by the Ministry of Petroleum and Natural Gas (MoPNG), Government of India in 2008.

The Institute has been accorded the eminence of being an Institution of National Importance on the lines of the IITs. The Institute is associating with leading International Universities/ Institutions specializing in Petroleum Technology and Energy.

The Institute invites online bids for the **Supply of Painting Items at RGIPT**.

CRITICAL DATE AND INFORMATION

Name of Work	Supply of Painting Items at RGIPT, Jais Campus, Amethi
Tender Mode & Type	Online, under Composite Bid System (Technical + Financial Bid)
Tender Ref. No.	RGIPT/PAINT ITEMS/03/2023 dated 01.09.2023
Date of Issue/Tender Publication Date	06/September/2023, 0900 Hrs
Bid Document Download Date & Time	06/September/2023, 0900 Hrs
Bid Submission Start Date & Time	06/September/2023, 0900 Hrs
Bid Submission End Date	20/September/2023, 1600 Hrs
Bid Opening Date	21/September/2023, 1600 Hrs
Clarification Start Date	06/September/2023, 0900 Hrs
Clarification End Date	20/September/2023, 1600 Hrs
Earnest Money Deposit (EMD)	Rs.11000/- (Rupees Eleven Thousand Only)
Pre-Bid Meeting Date, Time & Venue (Allqueries shall be discussed in the Pre- Bid Meeting.)	13 September 2023, 03:00 PM. IWD Office, Ground Floor of Hostel 'E' Block, RGIPT Jais, Amethi - 229304
Bid Address to the	The Chairman, Institute Works Committee, Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi – 229304
Contact person & address for communication	Name: Shri Harish Kumar Yadav, Executive Engineer (Civil), Institute Works Department, Email: executive_engineer@rgipt.ac.in Contact Nos. +91 9565993399

Notes:

1. Details regarding the tender are available on website of the Institute <https://www.rgipt.ac.in> and CPP Portal.
2. Tender document may be downloaded from above mentioned websites. Bidders are therefore, requested

to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.

3. For submission of e-Bids, bidders are required to get themselves registered with CPP Portal.
4. Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
5. Earnest Money Deposit (EMD) of Rs. 11,000/- (**Exempted in case of MSE (Micro & Small Enterprises) registered, Udyam certificate to be enclosed**) in the form of NEFT/Demand Draft, Fixed Deposit Receipt issued by any Nationalized Bank in favour of "**Rajiv Gandhi Institute of Petroleum Technology, payable at Jais**".
6. Payment proof pertaining to EMD (in case of payment of EMD through NEFT/RTGS transaction, copy of the same is required to be enclosed with the bid document) to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.

ADDRESS OF THE INSTITUTE:

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, Mubarakpur, Mukhtia
More, Bahadurpur, Post: Harbanshanj, Jais, Amethi, Uttar Pradesh 229304, Website: www.rgipt.ac.in

INTRODUCTION

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi, Uttar Pradesh has been established through an Act of the Parliament by the Ministry of Petroleum and Natural Gas (MoPNG), Government of India in 2008.

The Institute has been accorded the eminence of being an Institution of National Importance on the lines of the IITs. The Institute is associating with leading International Universities/ Institutions specializing in Petroleum Technology and Energy.

The prime objective of the Institute is to provide education, training, and research to roll out efficient human resources, and to meet the growing requirements of the Petroleum and Energy sector.

The main campus of the Institute is located at Jais, Amethi, Uttar Pradesh and B. Tech., M. Tech., MBA and Ph.D. programmes from there. The Institute has set two centres, namely- Assam Energy Institute (AEI), Sivasagar and Energy Institute, Bengaluru (EIB) to offer Diploma and M. Tech. programmes respectively.

INSTRUCTIONS FOR ONLINE BID SUBMISSION (GUIDELINE FOR BIDDER):

The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

1. Registration

- (a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- (b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift/ nCode / eMudhra etc.), with their profile.
- (e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (f) Bidder then logs in to the site through the secured log-in by entering their userID/Password and the password of the DSC/ e-Token.

2. Searching for Tender Documents

- (a) There is various search option built in the CPP Portal, to facilities bidders to search active tenders by several parameters. These parameters could include TenderID, Organization Name, location, Date Value, etc. there is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'my Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. Preparation of Bids

- (a) Bidder should consider any corrigendum published on the tender document before submitted their bids.
- (b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents must be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule any generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders. Bidders can use "My space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My space" area while submitting a bid, and need not be upload again and again. This will lead to a reduction in the time required for bid submission process.

4. Submission of Bids

- (a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- (c) Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be download and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- (d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this time during bid submission.
- (e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (g) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (h) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.

5. Assistance to Bidders

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

LIST OF DOCUMENTS TO BE UPLOADED

1. Bidder should take into account notifications, corrigendum published, if any on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
3. The composite bid system will be followed for this tender.

“Online Bid” shall contain (Pdf format only)

Sl. No.	Details of Documents	Documents to beUploaded	File Format
1.	<p>The EMD of Rs.11,000/- (Rupees Eleven Thousand Only) (Exempted in case of MSE (Micro & Small Enterprises) registered, Udyam certificate to be enclosed) in the form of NEFT/Demand Draft, Fixed Deposit Receipt issued by any Nationalized Bank in favour of “Rajiv Gandhi Institute of Petroleum Technology, payable at Jais”.</p> <p>Bank Account Details of the Institute: Name: Rajiv Gandhi Institute of Petroleum Technology</p> <p>Bank: Bank of Baroda Address: RGIPT Campus, Bahadurpur Jais, Amethi. Account No. 59480100000001 IFSC Code: BARB0JAICAM (5th Character is ZERO)</p>	<p>Payment Receipt</p> <p>(In case of EMD is required to be submitted by the bidder in the form of Demand Draft and FDR, original of the said instrument is needs to be submitted to the Office of Chairman, Institute Works Committee, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi before last date of the opening of bid)</p>	.pdf
2.	Copy of PAN Card & GST No.	Upload – Self Attested Copy of PAN Card & GST No.	.pdf
3.	Copy of Bank Mandate Form / Cancelled Cheque	Upload – Self Attested Copy of Bank Mandate Form / Cancelled Cheque	.pdf
4.	Entire Tender Document duly signed & stamped by the bidder	Upload – Entire Tender Document duly signed & stamped	.pdf
5.	Duly Filled and Stamped “No Conviction Certificate” (Annexure 1)	Upload – Duly filled ‘No Conviction Certificate (Annexure – 1)’	.pdf
6.	Duly Filled and Stamped “Price Reasonability Certificate” (Annexure 2)	Upload – Duly filled ‘Price Reasonability Certificate’ (Annexure – 2)’	.pdf

7.	EMD Exemption -In case of exemption of EMD,the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission	Upload Self Attested Copy of MSE (Micro & Small Enterprises) (Udyam) valid certificatefor EMD exemption	.pdf
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RGIPT, Jais, Amethi reserves the right to reject the bid if any of the above listed document/s is not submitted.

INSTRUCTIONS TO BIDDERS

1. Online e-Tender on Item Rate (Unit Rate) basis are hereby invited under the heading “Supply of Painting Items” at RGIPT Jais Campus.
 - a. The Bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD).
2. The total time for the supply of items will be of 20 days. The date of commencement shall be reckoned from the date of acceptance of purchase order.
3. The Earnest Money Deposit (EMD) amounting to Rs. 11,000/- (Rupees Eleven Thousand Only) (Exempted in case of MSE registered, Udyam certificate to be enclosed) in the form of NEFT/ FDR/ Demand Draft in favour of ‘**Rajiv Gandhi Institute of Petroleum Technology**’ payable at ‘**Jais**’. Tender received without EMD will be invalid and rejected.
4. The EMD may be forfeited:
 - a) if the bidder withdraws the bid after bid opening during the period of validity.
 - b) Any unilateral revision in the offer made by the tenderer during the validity of the offer.
 - c) Upon non-acceptance of purchase order, if and when placed.
 - d) If any bidder furnishes any incorrect or false, statement/ information/document.

EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. **Traders are excluded from the purview of this Policy.**

5. The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of tender without any interest.
6. Canvassing in connection with the tenders is prohibited and the tenders submitted by the bidder who resort to canvassing are liable for rejection.
7. Tender submitted shall remain valid for 120 days from the date of opening of tender.
8. **The supplier is required to get the sample approved from the Executive Engineer of RGIPT before the bulk supply of the paint items.**
9. The clarification, if required may be obtained from the office of The Executive Engineer (Civil), Institute Works Department (IWD) on any working day (Monday

to Friday) between 11:00 Hrs. to 16:00 Hrs. from 06.09.2023 to 20.09.2023 on 9565993399.

10. RGIPT, Jais, Amethi reserve the right to accept or reject all or any bid/quotation without assigning any reason thereof.

1) Eligibility Criteria:

To qualify in the Bid the firm should have the minimum eligibility criteria; the firm in this regard should submit the following documents-

- a) The bidder should be an Indian Registered Company under Companies Act 1956/ Proprietorship / Firm / Company of any of these. Copy of Certificate of Incorporation / Registration or any other relevant document, as applicable, should be submitted along with a copy of address proof Copy of constitution or legal status of the sole proprietorship / firm / company etc.
 - b) The bid should be accompanied by EMD for bid security of the amount.
 - c) Duly filed **Annexure – 1** (No Conviction Certificate).
 - d) Duly filed **Annexure – 2** (Price Reasonability Certificate).
 - e) Copy of PAN Card.
 - f) Copy of GSTIN registration certificate.
 - g) Copy of Bank Account details.
 - h) **Entire NIT duly signed & stamped by the bidder.**
- 2) Bidder is required to quote his item rates in the BOQ as attached in the tender document (Financial Bid). The rates/price quoted by bidder should be all inclusive i.e., should include all freight, Insurance, Govt. duties & levies, of materials and all other expenses not specifically mentioned but reasonably implied. Nothing over and above these rates shall be payable to bidder. **Applicable GST rate will be added extra on overall value of bid price. The tender job will be awarded on overall L1 basis, not on individual item basis.** It is mandatory for bidder to quote all items rate as asked for in the BOQ/Price schedule.
- 3) **COMPLETION TIME:**
The total time for supply of painting items will be 20 days. The date of commencement shall be reckoned from the date of acceptance of award letter/purchase order. Time is the essence of the contract.
- 4) **OPTION CLAUSE:**
The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
- 5) **PAYMENT TERMS & CONDITIONS:**
- 4.1: RGIPT will not pay any advance for the said work.
 - 4.2: Payment will be paid on the basis of the actual supply of painting items and submission of original invoice to the satisfaction of Engineer-In-Charge.

- 6) **LIQUIDATED DAMAGES:** In case of delay in completion of supply of painting items, the supplier shall pay liquidated damages an amount equal to 0.5% of the order value per week of delay subject to a maximum of 10% of the order value.
- 7) The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- 8) The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 9) The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

LIST OF PREFERRED MAKES

SL.NO.	ITEM	MANUFACTURER/BRAND/MAKE
1	INTERIOR SATIN ENAMEL PAINT	ASIAN PAINTS: (APCOLITE PREMIUM SATIN ENAMEL), BERGER: (LUXOL SATIN ENAMEL), NEROLAC: (SATIN ENAMEL), DULUX: (SUPER SATIN SOFT SHEEN ENAMEL)
2	INTERIOR PLASTIC EMULSION PAINT	ASIAN PAINTS: (TRACTOR EMULSION), BERGER: (PLATINA BISON EMULSION), NEROLAC: (BEAUTY LITTLE MASTER), DULUX: (PROMISE INTERIOR)

Note: Makes of miscellaneous painting items to be supplied by vendor will be according to the list of above preferred makes given. No other makes will be supplied by vendor. In case any material/ product does not available in the market, alternate product as per decision and approval of Engineer-in-Charge shall be supplied by the vendor.

NO CONVICTION CERTIFICATE

(On company letterhead)

This is to certify that _____ (Name of the firm/organization),
having _____ registered _____ office _____ at
_____ (Address of the
registered office) has never been blacklisted or restricted to apply for any such
activities by any Central / State Government Department /Semi Government
department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,
Signatures

Name of Vendor or Officer Authorised
to sign on behalf of Vendor

(Company stamp)

Date:

Place:

PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Tender No. RGIPT/PAINT ITEMS/03/2023 dated September 2022 for the items are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt./PSU"s for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

Check List

Sl. No.	Particulars	Yes/No (Bidders to tick Yes/No)
1	EMD of Rs. 11,000/- (Rupees Eleven Thousand only)	Yes / No
2	PAN No, GSTIN No., Bank Account details	Yes / No
3	Copy of No Conviction Certificate	Yes / No
4	Price Reasonability Certificate	Yes / No
5	BOQ (duly filled with quoted rate and amount of each item)	Yes / No
6	Entire NIT, Tender Document & other paper duly signed & stamped	Yes / No