

(To be used for furnishing bids by the eligible firms)

**VIKRAMA SIMHAPURI UNIVERSITY , KAKUTUR,
NELLORE**

TENDER SCHEDULE FOR SUPPLY R.O. WATER

TERMS & CONDITIONS



Address for Communication:

**CHIEF WARDEN, VIKRAMA SIMHAPURI UNIVERSITY COLLEGE HOSTELS
(MEN & WOMEN),**

**VIKRAMA SIMHAPURI UNIVERSITY, KAKUTUR, SPSR NELLORE DIST. ANDHRA
PRADESH**

PIN CODE: 524324

VIKRAMA SIMHAPURI UNIVERSITY COLLEGE HOSTELS

KAKUTUR, NELLORE-524324

INVITING TENDER FOR SUPPLY OF R.O. WATER

Tender No. VSU Hostels/R.O. WATER/2025-26

Date **22/07/2025**

Vikrama Simhapuri University Hostels, Kakatur, Nellore inviting tenders to procure **R.O. WATER** on a daily basis from the local R.O. WATER firms/suppliers/bidders. Hostel mess requires R.O. WATER to serve 550 to 600 students (Approximately) daily (both Men and Women's mess) for **12 Months (i.e. one year)** from the date of issue of the purchase order. Interested Firms/Suppliers/bidders may download the Tender along with the terms & conditions and application form through the University (Tender) [website: www.vsu.ac.in](http://www.vsu.ac.in)

The cost of tender schedule/tender fees is Rs.1000/- for R.O. Water by demand draft to be enclosed drawn in favour of Registrar, Vikrama Simhapuri University, Nellore, payable at Nellore from any nationalized bank. The eligible firm shall submit one sealed cover containing two separate covers i.e. one consist duly signed tender application (Annexure-I) including terms and conditions and another consists of Earnest Money Deposit (EMD), tender document fees & check list along with all enclosures, addressed to **The Registrar, Vikrama Simhapuri University College, Kakatur, Nellore – 524324** either Speed/Registered post or directly so as to reach the office on or before **05/08/2025**. The sealed envelope shall be super-scribed (please write on top of the cover) as **Tender No: VSU/Hostels/R.O. WATER/2025** Dated **22/07/2025**. The tenders will be opened on **07/08/2025** at **11.30 A.M.** in the chamber of Registrar, Vikrama Simhapuri University, Kakatur, Nellore, in the presence of the tenderers/representatives. Receipt of application either after the due date or without any one of the following: tender fee, EMD or enclosures will be summarily rejected. Tenders received other than the prescribed format will not be accepted.

SCHEDULE OF TENDER ARE AS FOLLOWS:

1.	Department Name	Vikrama Simhapuri University College Hostels (Men & Women)
2.	Tender Subject	Supply of R.O. Water
3.	Tender Type	Open Tender
4.	Cost of Tender Document/Fee	Rs.1000/- (Rupees One thousand only) Non-Refundable Demand Draft Drawn from any nationalized bank in favor of “Registrar, Vikrama Simhapuri University, Nellore” payable at Nellore.
5.	EMD Amount (INR)	E.M.D @ Rs. 5,000/- (Non Interest bearing deposit) by way of Demand Draft Drawn from

		<p>any nationalized bank in favor of “Registrar, Vikrama Simhapuri University, Nellore” payable at Nellore. is to be enclosed”. Without E.M.D./ the Tender will not be considered.</p> <p><u>Rate should be inclusive of all taxes and transportation amount should be mentioned separately to the VS University Hostels, Kakatur, Nellore.</u></p> <p>In respect of successful bidder it will be returned after the completion of the Tender Tenure. Any other dues outstanding shall also be recovered from the EMD. In the case of unsuccessful Bidders, the EMD shall be refunded within 15 working days.</p>
6.	EMD Payable	Demand Draft Drawn from any nationalized bank in favor of “Registrar, Vikrama Simhapuri University, Nellore” payable at Nellore.
7.	Date of Issue of Tender Document	22/07/2025
8.	Last Date & Time for Submission of Tender	05/08/2025 at 4.00 P.M at Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore, Andhra Pradesh, India- 524 324
9.	Date & Time for opening of Tender Document	07/08/2025 at 11.30 A.M at Registrar, Vikrama Simhapuri University, Kakatur, SPS Nellore, Andhra Pradesh, India- 524 324
10.	Tender Validity Period	From the date of issue of purchase order 12 Months (One Year)
11.	Date for Commencement of contract	Will be intimated
12.	Tender Inviting / Opening authority	Registrar, Vikrama Simhapuri University, Kakatur, Nellore
13.	<u>Eligibility Criterion</u>	The Tenderer should possess all requisite licenses, registrations and certifications etc., <u>(Wherever applicable)</u> and the same should be obtained invariably before transacting business with Vikrama Simhapuri University College Hostels, Kakatur, Nellore. The tenderer should inform Vikrama Simhapuri University College Hostels, the correct

		<p>address from where the supplies are going to be made to Vikrama Simhapuri University Hostels, Kakatur. The tenderer should possess an experience certificate and other certificates like Registration of Firm, GSTIN registration, Firm PAN Card (<u>WHEREVER APPLICABLE</u>), Bank account with Firm name and Latest Income Tax Assessment order should be enclosed invariably along with the tender schedule. In case of non-submission of these certificates, the Vikrama Simhapuri University authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer. In this regard the decision of the Tender Opening Authority/Registrar, Vikrama Simhapuri University Nellore is final and binding on the tenderers without any recourse.</p> <p>Tenders will be opened on 07/08/2025 at 11.30 a.m. in the chamber of Registrar, Vikrama Simhapuri University, Kakatur, SPSR, Nellore – 524324 <u>followed by discussions between negotiations committee and successful bidder.</u></p> <p>Note: The University reserves right to accept, reject or cancel the tenders fully or partially without assigning any reasons.</p>
14	General Terms and Conditions	AS MENTIONED IN THE NOTICE INVITING TENDER

VIKRAMA SIMHAPURI UNIVERSITY COLLEGE HOSTELS: KAKUTUR, NELLORE

INVITING TENDER FOR SUPPLY OF R.O. WATER

Tender No. VSU Hostels/R.O. WATER/2025-26

Date 22/07/2025

“IMPORTANT NOTICE-PLEASE GO THROUGH ALL THE TERMS & CONDITIONS, VERY CAREFULLY BEFORE FILLING THE FORM SO AS TO AVOID UNWARRANTED INCONVEINCES TO BOTH, THE TENDERER & VIKRAMA SIMHAPURI UNIVERSITY COLLEGE HOSTELS”

To (Firm Name/full seal of firm)

M/s. _____

**TENDER CONDITIONS FOR THE SUPPLY OF R.O. WATER
FOR THE YEAR – 2025-26**

TERMS & CONDITIONS

1. The tenders shall be submitted accordingly to the terms and conditions specified in paragraphs 2 to 42 Unless specified otherwise in the tender it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
2. Tender invited for **Supply of R.O. WATER to V.S. University Hostels, Kakatur**

S.No	Item Name	Unit	Rate Rs.
1	R.O. WATER	20 Ltr	

3. The firm shall quote the tender price (**for 20 LITRE CAN**) in tender application (Annexure- I) **inclusive of all taxes and transportation amount should be mentioned separately to the VS University Hostels, Kakatur, Nellore.** The Vikrama Simhapuri Hostels shall not be liable to pay any tax, any freight etc. which has been expressly stipulated in the tender in the event of acceptance of the tenderer.
4. The firm shall submit the tender in a sealed envelope containing
 - (a) a filled-in tender application form (Annexure-I) with Firm seal, signature, and date & Tender document each page duly signed stamped and page numbering done.
 - (b) a Non-refundable Tender Fee of Rs. 1000/- (Rupees One thousand only)

- (c) Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five thousand only) by means of a **Demand Draft Drawn from any nationalized bank in favor of “Registrar, Vikrama Simhapuri University, Nellore” payable at Nellore.**
- (d) **The Self Attested photocopies of (i) Firm Registration certificate, (ii) Firm PAN Card, (iii) GSTIN Certificate (Wherever applicable) and (iv) Bank Account in the name of the Firm, Income tax returns for the last three years & Tender experience certificates.**
5. **The Contractor should have a registered firm in and around SPSR Nellore (Dist). The contract should not be sub-leased to anyone in any manner. Complaints/violations brought to the notice of the Registrar/Chief Warden/Deputy Warden resulting in the cancellation of the rate contract immediately and as a token of firm EMD amount will not be refunded to the firm.**
 6. **The tenders should submit self-attested copies of the Income Tax returns for the last three years (i.e. for 2022-2023, 2023-2024 & 2024-25).**
 7. **Tax Deduction (TDS Clause): Applicable TDS under the Income Tax Act or GST Act shall be deducted from each bill as per statutory provisions and deposited to the respective authorities by Vikrama Simhapuri University."**
 8. **Bills in triplicate for the items supplied by the firm(s), should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be replaced immediately, for which no extra payment shall be made by Vikrama Simhapuri University, Nellore.**
 9. **The Tenderer should be a reputed supplier having at least three years dealing experience with the government departments, PSUs, or educational institutions. Certificate in token of proof of experience by way of purchase orders/Agreements, of the concerned department should be enclosed for ready reference.**
 10. **The tendering firm/Agency/Company shall be bound by the details furnished by him/her to the Vikrama Simhapuri University, Nellore while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage the document furnished by him /her is found to be false or the quality of the articles or rates are found of poor quality/different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.**

11. **The tender should be sent / submitted to the O/o the Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore – 524 324 the closing time and date for acceptance of tenders shall be on/before by 05/08/2025. No tender received later the stipulated date & Time or from other modes/ place shall be entertained & shall be declared un –responsive.**
12. **The tenders will be opened on 07/08/2025 in the chamber of Registrar, Vikrama Simhapuri University, Nellore in the presence of such tendering firm/Agency/company or their authorized representatives (only one representative from each company shall be allowed) who wish to be present/witness at the time of opening of bids.**
13. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
14. Tenderers shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderers. If any tenderer approaches for EMD, it will be forfeited at the discretion of the competent authority of VSU Hostels, Nellore. EMD shall be refunded to the unsuccessful tenders within 15 days of award of contract to the successful tenders /tenderers.
15. Risk purchase: If the contractor fails to supply the articles within the time stipulated in the letter of acceptance, the undersigned shall be at liberty to purchase the **R.O. Water** from any other sources or from the open market or get the rest of the contract completed by any other person or firm and the difference of price, if any shall be deducted from the earnest money deposit OR claim the difference in price on higher side from the Contractor/deduct from the bills on hand and the V.S. University college hostels will adopt any other method to realize the same.
16. In the event that the Contractor fails or refuses to supply the items for any reason after the agreement, at any stage before the completion of the contract period, the following penalties shall apply:
 - * The Earnest Money Deposit (EMD) shall be forfeited.
 - * The contract shall be terminated, and the next lowest bidder shall be selected to complete the contract.
17. **The price finalized by the central purchase committee is final/remains the same and requests for rate enhancement during the contract period will not be entertained.**

18. The undersigned does not bind himself to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e, with respect to articles mentioned in the attached statement and or in respect of any one or more than one articles specified in the attached statement as he may decide.
19. On acceptance of the tender it will become a contract and shall be a contract and shall be bound by the terms & conditions of the tender. The contract shall be executed in Document paper (Bond paper/E Stamp Paper) worth Rs.100/-, the cost of which will be borne by the bidder only along with the supply of items the contractor has to furnish the bill/invoice (in prescribed format which will be containing the GST registration number) for necessary payment from the funds of Vikrama Simhapuri University College Hostels, Kakatur, Nellore.
20. In case of any dispute between Vikrama Simhapuri University Hostels and the firm, the decision of the Vikrama Simhapuri University authorities is final and binding on both parties.
21. **Vikrama Simhapuri University authorities reserve the right to extend/cancel the Contract partially/fully at any time by giving 30 days written notice for justifiable reasons. Immediate termination will be enforced for serious violations or fraud.**
22. The liberty to carry out negotiations or accept the lowest tender as such is vested with Hostel Committee and will be exercised after opening and compiling the same and L-1 bidder shall be decided on the basis of lowest rate quoted by any of the bidder and the bidder, who have quoted of in L-1 rate shall be given opportunity by the competent authority of VSU, Hostels Nellore and ask him in writing to match L-1 price of other items quoted by him in comparison of other bidders, where his quote has not found L-1.
23. Tenderer submitting tenders would be considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
24. In case of the supply of R.O. WATER SPOILED on any particular day, the firm shall replace them with good quality immediately at free of cost.
25. There should not be any overwriting or corrections in the tender. If figure is to be amended, it should be neatly scored out and the revised figure write above and the same to be self attested with full signature and seal of the firm with date. In the absence of attested signature the tender is liable to be rejected.
26. Prior to acceptance of the tender, the undersigned reserves the right to call for sample or demonstration and contractor shall be liable to supply the sample/specimen or give the demonstration at free of cost.
27. In the event of acceptance of the tender and placing the order for the purchase of the **R.O. WATER** ordered for would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved sample/specimens or do not confirm to the specifications prescribed.

28. **Party/bidder/person, bidding in any tender/quotation HAS NO right to include/incorporate or insist any terms OR conditions or demands for supply/service of any items. And the decision of the undersigned on any matter, in the best interest of the VSU Hostels, shall be final and binding. The conditional/incomplete tenders will be considered and shall be declared unresponsive.**
29. **Delivery Timing: The supplier must ensure delivery of materials before [e.g., 7:00 AM] each day, unless otherwise specified. Late deliveries will be subject to inspection and potential rejection.**
30. **Penalty Clause for any delay: A daily penalty of [e.g., 0.5% of order value per day], subject to a maximum of [10%], shall be levied for any delay in supply beyond the specified timeline without valid justification.**
31. Bidder/party shall NOT strike out any of the above terms & conditions and if done so, his/her/their tender/quotation will be rejected summarily.
32. The monthly bill shall be submitted to Chief Warden, VS University Hostels on the last day of the month and payment will be made to the firm bank account after successful bill processing within 15 working days.
33. **The bidder is advised to be conversant with the terms and conditions as stated above before accepting the Contract.**
34. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp, if it exceeds Rs.5,000/-.
35. Vikrama Simhapuri University Hostels, Nellore shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidders in the course of their performing the duties to this office in connection with purchase order /supply order for items to VSU Hostels, Nellore. The Competent Authority of Vikrama Simhapuri University Hostels, Nellore reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the VSU, Nellore.
36. **The Tenderer should give an affidavit duly nationalized on stamp paper worth Rs.100/- in clear and un-ambiguous language that it has never been black listed/ no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.**

37. **Any action on the part of the Tenderer to influence anybody in the said institute will be taken as an offence, and they will not be allowed to participate in the tender enquiry and their offer will not be considered.**
38. The Contractor or Bidder shall not pay any bribe or incentive to any of the hostel workers or hostel members.
39. If any hostel worker or member approaches vendor for any kind of monetary favor or assistance, please do not engage or entertain their request. Instead, kindly report the incident immediately to: Chief Warden/Deputy Warden.
40. The Bidder shall not make any payments to Hostel Workers for procuring items from external sources without obtaining prior approval from the Chief Warden.
41. The Vikrama Simhapuri University College Hostels reserves the right to amend the tender in full or any part thereof. Amendment to the Tender will be uploaded on the website of the University and it will be the sole responsibility of the tenderer to verify the amendments if any and get the amended documents before the submission of the tender.
42. Firm may contact Deputy Wardens/Chief Warden, V.S.University Hostels, Kakatur, Nellore for any clarification.

NOTE: I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

Date: / / 2025

Signature of the Tenderer/Firm
With full address seal of the firm.

**VIKRAMA SIMHAPURI UNIVERSITY COLLEGE HOSTELS, KAKUTUR
SPSR NELLORE DISTRICT**

CHECK LIST FOR THE TENDER FOR THE YEAR- 2025-26

S.No.	PARTICULARS	REMARKS
1	Name of the Proprietor	
2	Name of the firm	
3	Full Address of the firm with PIN Code.	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>PIN:</p>
4	Contact No. with STD Code and Mobile No. Email ID No.	Tele No. _____ Mob No. _____ Email ID _____
5	Firm Registration Certificate No. and Valid Up to with No. (Enclose copy)	Regd. No. _____ Value up to _____
6	PAN No (Enclose copy)	PAN No. _____
7	GSTIN No (Enclose copy)	GSTIN No. _____
8	Details of EMD	Rs. _____ DD No. _____ Date. _____ Bank Name: _____
9	Firm Bank A/c. No. (Enclose Pass Book Copy)	YES/NO

10	Tender Form Terms and Condition (Signed copy should be enclosed)	YES/NO
11	Rate List (Filled in all respect & Signed with Firm Rubber Stamp should be enclosed) (Please don't make any corrections/overwriting)	YES/NO
12	self-attested copies of the Income Tax returns of the tendering company/Firm Agency for the last three financial years (i.e. for 2022-2023, 2023-2024 & 2024-25). (Attach separate sheet if space provided insufficient).	YES/NO
	For the FY-2022-23	
	For the FY-2023-24	
	For the FY-2024-25	
13	Give details of major contracts handled by the tendering Company/Firm/Agency for the last three years in the following format (enclose the self-attested copies): (if the space provided is insufficient, a separate sheet may be attached).	

S.No.	Details of client along with address, telephone numbers and fax numbers	Amount of Contract (Rs.in Lakh)	Duration of contract	
			From	To
1				
2				

Signature of Tenderer with Seal

DECLARATION

I/We, _____ (Name of the bidder party/person/Supplier) have read/gone through all the terms & conditions, enlisted above from Sl. No. 2 to 42 and fully agree to comply with the same and to participate in the bidding for the supply of _____ (Items/articles) to the Vikrama Simhapuri University College hostels, Kakatur, SPSR Nellore District AP for the year 2025-26. Accordingly, I/We hereby submit my/our competitive rates/quotation along with a demand draft bearing No. _____ dated _____ for Rs. _____ drawn in favour of the Registrar, Vikrama Simhapuri University, Nellore Payable at Nellore from any nationalized bank towards EMD and other required documents in a sealed cover for your consideration.

I/We have NOT included/incorporated any terms OR conditions as our own and shall NOT insist to accept any of our terms conditions till the expiry of contract and the decision (s), taken by you in regards to my/our quotation/rates will be accepted by me/us.

My name/the name of my/our firm has NOT been black-listed by any of the Governmental or Government aided Agency/department, Public Sector Undertakings, and Cooperative Societies etc. In case it is provided otherwise, the Registrar/Chief Warden, Vikrama Simhapuri University, Kakatur, SPSR Nellore District., Will be at liberty to cancel the tender/quotation/contract instantly without any notice to me/us and also can proceed with other administrative/legal actions (s), as deemed fit.

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.

Further, I/We have read the terms and conditions mentioned above and accept the same in Toto. I shall sign the contract agreement in Document Paper (Bond Paper-E-Stamp paper) worth Rs.100/- and shall ensure timely supply of materials as per the approved specifications and your requirement during the contract period.

Place : Signature f the Tenderer/Bidder

Date:

With date seal of the firm

Witness- I-Name –

Witness-II- Name –

Address-

Address-

Occupation-

Occupation-

To
The Registrar,
Vikrama Simhapuri University,
Kakutur,
Nellore-524324.

Sir,

Sub:- Submission of tender schedule for the supply of _____
for the year – 2025-26-Reg.

Ref:- Tender notice published on in DISTRICT EDITIONS.

In pursuance to your office tender notice published in EENADU/ANDHRA JYOTHI daily dated _____ and the undersigned wish to submit this application to participate in the tender for _____.

1. Please find enclosed herewith DDs bearing No. _____ dated _____ of Rs. _____ (in words _____) drawn in favour of the **Registrar, Vikrama Simhapuri University, Kakutur, SPSR Nellore** District on _____ bank payable at _____ towards EMD.

2. The quoted rate list being submitted along with tender form.

3. The rates quoted by the undersigned are inclusive of GST and all taxes, packing & forwarding charges, freight charges etc. I/We abide by the terms & conditions set forth in the tender notification and will ensure to supply as per sample/specifications.

Thanking you,

Yours faithfully,

DATE:

Sign of Tenderer

PLACE:

with full address seal

Annexure-I**TENDER APPLICATION FOR SUPPLY OF R.O. WATER**

Tender No. VSU Hostels/R.O. WATER/2025-26

Date 22/07/2025

TENDER SCHEDULE FOR SUPPLY OF R.O. WATER FOR THE YEAR- 2025-26

Name of the firm/proprietor :

Full Address :

Tel. No/Mobile No :

GST No:

Supply of R.O. WATER to VS University Hostels, Kakatur, Nellore

S.No	Item Name	Unit	Rate Rs.	Transportation amount Rs.
1	R.O. WATER	20 Ltrs (Can)		

#. inclusive of all taxes and transportation amount should be mentioned separately to the VS University Hostels, Kakatur, Nellore.

Enclosures: [✓ wherever applicable]

1. Analysis test report (TDS Level for R.O. Water)

2. Firm Registration Certificate []

3. PAN Card []

4. GSTIN Registration []

5. Bank Name_____ DD No. _____ dated_____

for Rs. 1,000 towards Tender Fee (Non-refundable)

6. Bank Name_____ DD No. _____ dated_____

for Rs. 5,000 towards Earnest Money Deposit (EMD). (Refundable) within 15 working days, except successful bidder.

6. Self-attested Income tax returns for the last three years & Tender experience certificates.

Note:

1. The tenderer has to supply of **R.O. WATER** No.1 quality only should be supplied. Inferior quality, if found, at the time of supply will be rejected.
2. There should not be any overwriting or correction in the tender form.
3. The rates quoted are inclusive of All Taxes, Packing Forwarding charges etc.,
4. The Tender has to be submitted in the tender documents only in the prescribed Proforma supplied by the Vikrama Simhapuri University College Hostels.
5. The Tender to be submitted in sealed envelope super-scribed “**TENDER FOR SUPPLY OF R.O. WATER** ” to the Registrar, Vikrama Simhapuri University, Kakatur, SPSR Nellore District.
6. The rates quoted in the Tender form by following same Terms and conditions.
7. The tenderer has to supply all tender materials on correct date and time with bill which will be mentioned in tender sheet at the time of giving order of any outlets.
8. The Tenderer has to weigh in front of concerned person/committee.

Date:

Place:

Signature of the Tenderer with seal

OFFICE USE ONLY

HOSTEL COMMITTEE MEMBERS :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.