

NOTICE INVITING RATE CONTRACT

(FOR HOUSEKEEPING ITEMS IN THE INSTITUTE CAMPUS OF
NITANDHRA PRADESH, TADEPALLIGUDEM)

Revised after pre-bid meeting held on 30.11.2021



National Institute of Technology- Andhra Pradesh,
Near NH no.16, Kadakatla, Tadepalligudem-534101,
West Godavari District, Andhra Pradesh.
Phone No:9492746972

<https://www.nitandhra.ac.in/main/ratecontract>

For and on behalf of Director, NIT Andhra, Tenders are invited for Supply of Housekeeping Items under Rate Contract at NIT Andhra Pradesh.

The interested suppliers are requested to submit their Tender documents in the prescribed Tender form duly signed and stamped, in a sealed cover. Quotations must be submitted with the reference number and Tender name superscribe on the sealed envelope. The bids received after the last date will not be accepted.

1	Name of the Tender	Supply of Housekeeping items under Rate contract at NITAndhra Pradesh.
2	Type of Bid	Single bid system
3	Contract period	One Year. the contract may be extended for another 06 months or for a shorter period of time based on the performance of the vendor and/or institute needs.
4	Earnest Money Deposit (EMD)	Rs.10,000/- in the form of a Demand Draft from a NationalizedBank in favour of The Director, NIT Andhra Pradesh”payable at Tadepalligudem
5	Processing fee	Rs.500/- in the form of a Demand Draft from a Nationalized Bank in favour of The Director, NIT Andhra Pradesh” payable at Tadepalligudem
6	Payment	Within 30 working days after Receipt of items along with the copies of invoice.
7.	Pre-Bid Meeting	30.11.2021 at 03.00 PM in Room No:005, Saradar Vallabhai Patel Administrative Vista.
7	Bid submission Last date	15.12.2021 at 03.00 PM in Room No:005, Central Stores & Purchase Section, Saradar Vallabhai Patel Administrative Vista at NIT Andhra Pradesh.
8	Date and Time for opening of bid	15.12.2021 at 03.30 PM in Room No:005, Central Stores & Purchase Section, Saradar Vallabhai Patel Administrative Vista NIT Andhra Pradesh.

Postal Address:

C/o Tender box, Central Stores and Purchase Section, National Institute of Technology Andhra Pradesh, Near NH no.16, Kadakatla, Tadepalligudem – 534101, West Godavari Dist., Andhra Pradesh, India.

<https://www.nitandhra.ac.in/main/ratecontract>

NOTE: The bidder should enclose the signed and stamped copy of the tender document on each page towards acceptance to all the terms and conditions.

For any queries: purchase@nitandhra.ac.in

**Sd/-
I/c Registrar
NIT-Andhra Pradesh**

Ph:9492746972 (office timings only)

TERMS & CONDITIONS:

- 1) The bidding agency should be reputed and having PAN, GST Registration. The firm should be registered with the appropriate registration authority and should be in existence for not less than three years before 31.10.2021, proof of the same to be submitted.
- 2) The bidder should have adequate office/service center setup at Andhra Pradesh and Telangana to supply the Housekeeping Items as specified.
- 3) The requirement of various Housekeeping Items under Rate Contract for a period of One Year is given at Annexure-1
- 4) After having a Rate Contract with the selected vendor/bidder, the purchase of Housekeeping Items will be made as per requirement on as and when required basis during the period of Rate contract. The rates quoted by the firm should be valid for a period of One year from the date of award of rate contract. The Agency would be required to accept the part supply order as required from time to time by NIT Andhra Pradesh.
- 5) **Earnest Money Deposit (EMD):** An amount of Rs. 10,000/- (Rupees Ten thousand only) has to be submitted by way of Demand Draft from any Nationalized Bank along with the Bid drawn in favor of "The Director NIT Andhra Pradesh payable at Tadepalligudem.

Processing fee of Rs.500/- (Rupees five hundred only) has to be submitted by way of Demand Draft from any Nationalized Bank along with the Bid drawn in favor of "The Director NIT Andhra Pradesh payable at Tadepalligudem.

This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder.
- 6) The Housekeeping Items required is of reputed brand or equivalent as approved by NIT Andhra Pradesh in terms of quality and quantity as mentioned against each item in the tender document.
- 7) The acceptance of tender will solely rest with Director, NIT Andhra Pradesh and may accept or reject the lowest or any other tender as per the eligibility criteria. No reasons will be furnished for acceptance or rejection of any tender. Canvassing in connection with tender is strictly prohibited and any canvassing will lead to make the bid of tenderer as ineligible.
- 8) Incomplete quotation schedule in any form will be rejected.
- 9) Conditional tenders shall not be accepted. This tender is non- transferable. Bid once submitted shall not be allowed for withdrawal.
- 10) Number of corrections and or alterations, if any in the tender must be specifically mentioned. All the corrections and alterations made in the tender must be duly countersigned by the authorized signatory, without which tender will not be considered.
- 11) The Unit rates in Indian Rupees should be clearly quoted for each item against each make. The agency should clearly mention for GST/taxes etc. if any. The items are required to be supplied for, NIT Andhra Pradesh, Near NH no.16, Kadakatla, Tadepalligudem-534101.

12) **No commitment to accept lowest or any tender:** NIT Andhra Pradesh shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be at its sole discretion to reject any or all offers without assigning any reason whatsoever.

13) **Submission of Tender Offers:** Tenders can be submitted either through Post or through Courier or by hand. In the event of tender received after due date and time due to any type of delay including postal delay, NIT Andhra Pradesh will not be responsible for such delay and such tenders will not be considered.

14) The tenders should be submitted sealed envelope and super scribed "Rate contract for Housekeeping Items.

15) **Opening of Tenders/Quotation:** The offers received will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of the bid. The person attending the opening of the tender will be required to produce an authorization letter from the dealer/company/firm/agency. If the tender does not comply with our tendered specifications, shall be summarily rejected.

16) The supply of Housekeeping Items has to be made within a period of 10-15 days from the date of issue of subsequent supply order by NIT Andhra Pradesh as per requirement from time to time. In case firm fails to supply the Housekeeping Items in the specific time, 0.5% cost of the undelivered goods for every week as late supply will be deducted from the bill to the maximum of 10% of the cost of order after which the order may be cancelled and security deposit forfeited at the discretion of NIT Andhra Pradesh.

17) In Case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Deposit or from pending bills of defaulting firm. The office may take necessary action for blacklisting such firm, if required.

18) The Interested bidders/vendors can visit this office on any working day, to inspect the specimens before submitting the bids.

19) The Director NIT Andhra Pradesh reserves the right to reject any or all the tenders without assigning any reason thereof.

20) Incomplete or conditional tenders will not be entertained

21) Tenderer must be registered with Income tax returns, PAN and GST, if applicable and should be engaged in the line of supply of Housekeeping Items for at least 3 years. (Submit relevant documents)

22) Vendor should be capable of delivery of items at NIT Andhra Pradesh premises.

23) Tenderer/Bidder should submit the following documents along with their bid.

a) Tenderer should submit the document of Income tax, PAN and GST registration, all other registrations if any.

- b) The bidder should enclose the signed and stamped copy of the tender document on each page towards acceptance to all the terms and conditions.
- c) Qualifying information.
- d) If the tenderer is an authorized dealer, Authorization Certificate is to be provided.
- e) All the firms participating in the tender must submit a list of their partners etc. along with them communication details.

25) The requirement of consumable items may vary and the firm has to supply the items during the period of contract.

26) **Payment:** 100% payment will be released within 30 days after receipt and acceptance of material. No other payment terms including advance payment will be allowed.

27) L1 will be the vendor who has quoted most economical price of the item. For administrative exigencies, NIT Andhra Pradesh, would like to minimize the number of suppliers. Hence the vendor who is L-1 for maximum items shall be given the first right to match the L1 quotation of the at least 90% of the items of the stated quality.

28) No taxes shall be payable by us unless payment of the same is specifically mentioned by the supplier in the quotation and the same is legally leviable. If no specific mentioning of tax/GST, NIT Andhra Pradesh will assume that the price/s quoted is inclusive of all taxes and levies and binding on the firm to execute the order.

29) NIT Andhra Pradesh is not bound to procure items from the selected vendor only.

Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating here on GST Registration, FAX, Email, Telephone numbers, complete /valid correspondence address etc.,

The tenderer has to quote the prices for the material/make/equivalent mentioned in the price bid. However, the tenderer shall be responsible about the quality of the material quoted in the price bid.

30) The items supplied should be high quality and certified as per Government standards.

31) The Tenderer should have minimum turnover of Rs 3 lakh in financial year of 2020-21. The Turnover statement for the above said financial year is required.

Date:

Place:

Signature & Seal

OTHER TERMS AND CONDITIONS FOR RATE CONTRACT

- 1) The offer / contract will be awarded to the Lowest-1 firm (Item wise) as per the decision taken by the Purchase Committee depending on the quality.
- 2) It will be the responsibility of the firm to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The Institute shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the Institute the quotation price together with all charges and expenses incurred towards purchase shall be recovered by the Institute from the successful quotationer/firm
- 3) In case, the items are not supplied within the stipulated time, a fine of Rs.250/- (Rupees Two hundred and Fifty only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bills raised.
- 4) If the contractor supplies the items of low quality or irrelevant specifications other than indented, the consignee will be rejected by institute and clause (3) as above shall be revoked in such circumstances, as applicable.
- 5) If any one item price quoted by more than one bidder is same, the Institute have right to negotiate with the lowest quotation[s] regarding price
- 6) The bidder should quote not less than 90% of the list of items.
- 7) The Committee reserves the right to negotiate with lowest bidder[s] to arrive at a rate of any item.
- 8) **The successful bidder shall submit security deposit of Rs. 10,000/-. The same will be refunded after successful fulfillment of the agreement made between the institute and successful bidder.**
- 9) All the indents from the institute to successful bidder will be raised through e-mail only from the purchase@nitandhra.ac.in. to any mail ID as specified in the agreement.

Date:

Place:

Signature & Seal

Qualifying information:

S. No	Details requested by NIT Andhra Pradesh	Details furnished by the firm
1)	Name of the bidder	
2)	Valid correspondence Address, Email, and contact details/Telephone numbers of bidder	
3)	Status of Ownership of the firm	a) Proprietor b) Partnership c) Registered firm d) Unregistered firm e) Body Corporate
4)	Statutory Registrations (Copies May Please be attached)	a) GST: b) PAN: C) VAT: D) Any other
5)	Earnest money Deposit (EMD) & Processing fee details;	<u>EMD:</u> DD no. _____ DD Date: _____ Bank Name: _____ <u>Processing fee:</u> DD no. _____ DD Date: _____ Bank Name: _____
6)	Bank details of the Firm (Copies May Please be attached)	

Annexure – I

Ref. No.: NIT-AP/CSPS/RC/Housekeeping/2021-22/02

DATE:02.12.2021

S.no	Name of the Material	Quantity	Brand/Model	Amount
1	Black Phenyl	1 LTR	Reputed brand	
2	Perfume/Herbal Phenyl Floor cleaning	1 LTR	Lizol/Dazzol/Dome x	
3	Micro Power (Multi-Purpose Cleaning Liquid)	1 LTR	Reputed brand	
4	Scale Remover	1 LTR	Reputed brand	
5	Hand Gloves Rubber Type (Bathroom Cleaning Use Good quality)	1 Set	Reputed brand	
6	Coconut Brooms Floor Cleaning Brooms (Size:2.5 -3 Feet) Weight-400gm	1 Nos	Reputed brand	
7	Soft Brooms Floor Cleaning Brooms (Size:2.5 -3 Feet) Weight-(250-300) gm	1 Nos	Reputed brand	
8	Wet Mop Sticks with base. (Weight greater than 300 gm without stick)	1 Nos	Reputed brand	
9	Floor Cleaning Brushes Multi-Purpose Use (Plastic Handle Cleaning Hard Push Broom Light Weight Size: 3.5 - 4 Feet)	1 Nos	Reputed brand	
10	Dust Pans (Plastic Light Weight Good quality)	1 Nos	Reputed brand	
11	Coweb Sticks Plastic (Brush Type Size: 6 - 8 Feet) expandable upto-10 feet	1 Nos	Reputed brand	
12	Coweb Sticks Plastic (Round Type Size: 6 - 8 Feet) expandable upto-10 feet	1 Nos	Reputed brand	
13	Floor Wipers with Stick (5 feet stick and 15 inches wipers)	1 Nos	Volvo	
14	Mirror Cleaning Clothes Good quality (Size: 30*30 C.M)	1 Nos	Reputed brand	
15	Bleaching Powder Good Quality	1 Kgs	Reputed brand	
16	Hand Wash Bottles with liquid -500ml	1 Nos	Dettol/Lifebuoy/S avlon	
17	Hand Wash Liquid- 5 Liters	1 Nos	Reputed brand	
18	Naphthalene Balls	1 Kgs	Reputed brand	
19	Toilet Brushes hokey Plastic Light Weight Good quality (Size: 10.9*7*19 Inches) two sided brush	1 Nos	Reputed brand	
20	Toilet Brushes Round Type Plastic Light Weight Good quality (Size: 10.9*7*19 Inches)	1 Nos	Reputed brand	
21	Steel Scrubbers (stainless Steel multipurpose scrubber Combo Set (Pack of 12))	1 Nos	Reputed brand	
22	Plastic Dust Bin with cap (Capacity of 60 ltrs with Good Quality)	1 Nos	Cello/Nilkamal/su preme/ Chetan	
23	Plastic Dust Bin open type (Capacity of 60 ltrs with Good Quality)	1 Nos	Cello/Nilkamal/su preme/ Chetan	

24	Dust Bin Covers (Size: 17" *19")	1 Nos	Reputed brand	
25	Gum Shoes Light Weight (Paragon Men's Black Gum Boots (Size: 8,9,10))	1 Nos	Reputed brand	
26	Buckets With 5 Ltrs Capacity with Good Quality	1 Nos	Cello/Nilkamal/su preme/ Chetan	
27	Buckets With 16 Ltrs Capacity with Good Quality	1 Nos	Cello/Nilkamal/su preme/ chetan	
28	Glass Cleaner Liquid	1 LTR	Colin/Windex	
29	Garbage Bags with Good Quality (Size:19*21,25*30,29*39,30*50)	1 Nos	Reputed brand	
30	Glass Cleaner wipers expandable upto 4 to 5 feet.	1 Nos	Reputed brand	
31	Room Air Freshener Spray, Lavender/Lime Mist - 300ml	1 Nos	Reputed brand	
32	Air Packets	1 Nos	Odonil /Godrej	
33	Sponzes	1 Nos	Reputed brand	
34	Hand Gloves Disposal	1 Pair	Reputed brand	
35	Hair covers disposable	1 Nos	Reputed brand	
36	Mop sticks 5 feet's (only Sticks)	1 Nos	Reputed brand	
37	Wallcare Blades	1 Nos	Reputed brand	
38	After wash fabric conditioner	1 LTR	Comfort/softouch	
39	Agarbathi (Jasmine/Lemon flavor)-100 sticks pack	1 Nos	Reputed brand	
40	Safety Protective Sunglasses Transparent Anti-Splash Impact-Resistant Anti Chemical Damage Work Medical Protective Glasses (Scavengers Purpose)	1 Nos	Reputed brand	
41	Mop Refills more than 300gm	1 Nos	Reputed brand	
42	Dishwash liquid	1 LTR	Reputed brand	
43	Flying Insect Killer, Lime Fragrance (625ml) Mosquito & Fly Killer Spray, Instant Kill, Deep-Reach Nozzle	1 Nos	Reputed brand	
44	Road sweeping Sticks with Brooms	1 Nos	Reputed brand	
45	Spray bottles 500ml	1Nos	Reputed brand	
46	Acid for cleaning	1 LTR	Reputed brand	
47	Toilet cleaning liquid	1 LTR	Reputed brand	
Total-In words				

Note: The unit rates quoted above should be inclusive of GST

Place:

Signature & Seal

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