

F.No. 36-1/2016-17/GA

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, Sri Aurobindo Marg, New Delhi-110016

September 5, 2016

NOTICE INVITING TENDER

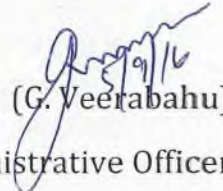
Subject :Rate Contract for Supply of Cleaning Items

The National University of Educational Planning and Administration is a deemed university fully funded by the Ministry of Human Resource Development. The University has its office situated inside NCERT Campus, 17-B, Sri Aurobindo Marg, New Delhi-110016.

The University intends to enter into a rate contract for a period of one year for supply of Cleaning Items as detailed in Annexure-I.

Interested parties may submit their tender as per the attached detailed item-wise list addressed to the Registrar, NUEPA on or before September 26, 2016 upto 03.00PM. The tenders should be superscribed "Tender for Supply of Cleaning Items". The tenders will be opened on a date as fixed by the University, which will be informed in due course of time.

For more details, kindly visit www.nuepa.org. Interested parties are also requested to go through the Terms and Conditions before submitting their bids as failing to comply with them will result in forfeiture of EMD and black-listing of the firm.


(G. Veerabahu)

Administrative Officer

TERMS AND CONDITIONS

1. Sealed tender in two bid format are invited from suppliers/vendors for entering into a rate contract for a period of one for the supply of Cleaning Items.
2. The rate contract shall be valid for one year from the date of entering into the contract. If the firm, during the contract period defaults, it shall be blacklisted and any pending dues will be stopped. The rate contract may be extended for another one year on same rates and terms and conditions on mutual agreement.
3. The bidders are also required submit duly filled form in Annexure-I.
4. The items which are to be covered under the rate contract are enclosed in Annexure-I. The items will have to be supplied after placement of supply/purchase order issued by the Registrar, NUEPA.
5. Interested bidders are advised to visit the University and submit samples of items like duster, brooms and those other items which don't have specifications mentioned as such and to quote accordingly. Bids from only those firms will be accepted who have submitted their samples. A committee will evaluate the samples and recommend for opening of financial bids of only those whose sample quality is found good.
6. The quantities given in the Annexure-I are only indicative and may vary. If at any stage it is required to add more items in the rate contract, the University will have the right to add that item into the rate contract after obtaining the rates and its subsequent approval by the competent authority.
7. University will place the order for items on quarterly basis from the total indicative quantity per year. However, any urgent requirement to be met by the supplier immediately.
8. The bidders will have to submit their quotation as per the prescribed proforma in Annexure-I. The bidders are advised to quote rates for the brands as mentioned against each. No item other than the brand/make specified in the tender will be accepted by the University. In case at any stage the University finds that the products delivered are not Genuine/Original, the University will be free to terminate the contract and consider the L2 bidder, if he agrees to supply items at L1 rates.
9. Tenders from only those firms will be accepted who are presently or have in recent past supplied Cleaning items in government offices.
10. Participating firms will have to submit the following documents:

- i) PAN Card No. of the firm. In case of proprietary firm, a certificate to that effect and copy of PAN card of the proprietor.
 - ii) Copy of registration with VAT department and Trade Identification Number(TIN).
 - iii) Copy of purchase orders/supply orders received from government departments.
11. Payment Terms: The payment for the supplies will be made within 30 days after supply of items as per the supply/purchase order and submission of Invoice .
12. Earnest Money Deposit of Rs. 20,000/- is required to be submitted by way of Demand Draft/Bankers Cheque drawn in favour of "The Registrar, NUEPA" by the tenderer. EMD of all the unsuccessful bidders will be refunded immediately and that of successful bidder will be retained as Security Deposit.
13. Submission of Tenders and Date of opening: The interested parties will have to submit their bids on or before September 26, 2016 upto 03.00PM. No bids after the specified date and time will be considered. The bids will be opened on September 26, 2016 at 03.00PM in the presence of the representatives of the bidder firms. In case, the date of opening happens to be holiday, the bids will be opened on the next working or on any such date as notified by the University.
14. The decision for award of the contract will be taken on the basis of **grand total** quoted in the Annexure-I. The prices should be valid for a period of one year after issue of award letter. No change in prices will be allowed within this time frame.
15. All the pages of this tender document should be signed and stamped by the participating bidders as acceptance of the terms and conditions of the rate contract.
16. In case of any enquiry, you may the general administration on 011-26544829/874 or you may e-mail us on e-mail id: admingen@nuepa.org
17. The University reserves the right to add, modify or delete any of the terms of the rate contract or to reject one or all of the bids, if it requires so.

Annexure-I

List of Items under the Rate Contract and Indicative consumption.

S.No.	Particular of the Item	Indicative yearly consumption	Unit rate
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CLEANING ITEMS

1.	BROOM –PHOOL – Good quality	75	
2.	Brooms STICK – Good quality	25	
3.	Broom – hard with long handle		
4.	Brush/Wiper/Juna		
5.	Cleanzo floor cleaner – 5 litre	40	
6.	Colin – 500 ml	160	
7.	Duster - white mica-board	25	
8.	Duster – floor	200	
9.	Duster – Furniture	890	
10.	Duster- Microfiber cloth –yellow	50 dozens	
11.	Dettol Handwash- 225ml	15	
12.	Detol Liquid Soap – 900ml refill jar	100	
13.	Baygon/Hit spray – 400ml	25	
14.	Garbage bag- Big size	10 Kg./month	
15.	Garbage bag – small size	10 Kg./month	
16.	Homacol hand wash – 5kg.	38	
17.	Homocol sanitary cube -400gm pkt.	66	
18.	Harpic -500 ml	17	
19.	Naphthalene ball – 500 gms pack	18	
20.	Odonil – Toilet freshner – (around 75gm)	130	
21.	Surf powder – 500 gms packet	34	
22.	Surf powder – 1 kgs packet		
23.	Taat patti		
24.	Toilet paper roll	286	

GRAND TOTAL

In words.....
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GRAND TOTAL→

(in digits)

Signature.....

Seal of the Company.....