



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

Ph. 01881-230142, 230154, 230155 (Stores)

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No. 1455-19/AD-HKM/IITRPR/PS/

Dated 12.12.2019

**Tender for Annual Rate Contract for Supply of Housekeeping Material**

IIT Ropar invites bids from reputed firms/Vendors/Companies for Annual Rate Contract for Supply of Housekeeping Material. Tender documents containing detailed terms & conditions can be downloaded from institute website [www.iitrpr.ac.in](http://www.iitrpr.ac.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in). Director, IIT Ropar reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The institute will not be responsible for any loss due to postal delay of the documents in transit.

**(Registrar)**



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Indian Institute of Technology Ropar (IIT Ropar) is in the process of purchasing following item(s) as per details as given as under:

Details of the item	Tender for Annual Rate Contract for Supply of Housekeeping Material
Delivery Schedule	As mutually decided
Last date & time of submission of Tender :	02.01.2020 by 3:00 PM
Date of opening of Technical Bids	02.01.2020 at 3:30 PM
Place of Submission of Bids	Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar-140001
Submission of Bids	<b>Two Bid System:</b> The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and “Envelope No. 2 Commercial Bid” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted in Deputy Registrar Office, Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar-140001.
Earnest Money Deposit	Earnest Money Deposit (EMD) of <b>Rs.1,00,000/-</b> (Rs. One Lac Only) in the form of Demand Draft in the favour of “ <b>IIT Ropar Revenue Account</b> ” payable at Ropar to be submitted in Technical Bid”
Place of Opening Tender	Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar-140001

(Registrar)



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No. 1455-19/AD-HKM/IITRPR/PS/

Dated 12.12.2019

**Sub.: Annual Rate Contract for Purchase of House Keeping Material.**

Indian Institute of Technology Ropar (IIT ROPAR) intends to enter in to Annual Rate Contract for a period of one year from the date of finalization of contract for procurement of “House Keeping Material” for use in IIT ROPAR on the following terms and conditions:

**Eligibility Criteria:**

- i) The bidding agency should be GST registered reputed firm.
- ii) Bidder must have an experience of atleast 03 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies/PSUs Etc. Copy of award of contract / purchase order / successful contract completion report of 03 years must be attached as proof.
- iii) Bidder must have average Annual Turnover more than 25 Lakhs for last 3 years. Attach CA Certificate of Last 3 years.

**Terms & conditions:**

1. **Bid Validity:** Bid shall remain valid for a period of 90 days from the date of opening of technical bid.
2. **Bid Evaluation:** Duly filled Price Bid shall be evaluated on lowest tender basis.
3. The total cost quoted should be exclusive of taxes. Applicable taxes to be mentioned separately. Tax applicable at the time of invoice will be paid.
4. Prices quoted by the bidder shall remain FIRM for delivery in IIT ROPAR, during the currency of contract and any extension thereof.
5. The tender submitted by any other means except NIC e-procurement portal, will not be entertained under any circumstances.
6. The financial bids of technically qualified bidders only will be opened. On the same day or time of opening will be intimated after evaluation of technical bid.

7. The bid is liable to be rejected if the EMD is not found in order or Demand Draft No. not mentioned in the Technical Bid.
8. The EMD of unsuccessful bidders shall be returned after the issuance of LOI to the successful bidder. No interest shall be paid by the IIT ROPAR on the EMD.
9. The EMD of successful bidders shall be retained as security deposit and released after successful completion of contract. No interest will be paid on EMD amount.
10. IIT ROPAR reserves the right to accept / reject / select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
11. The tender will be appraised by committee formed by IIT ROPAR. The lowest tender will be decided based on the total rate of the all items taken together and not item wise.
12. **Delivery Schedule:** Purchase order shall be issued on quarterly basis or as per requirement and the firm shall ensure delivery of material within 15 days from the date of placement of each purchase order.
13. **Payment:** Payment will be made after receipt of material against each Purchase Order in good condition and full quantity to the entire satisfaction of Consignee. Normally payment will be made within thirty working days after the supply is made.
14. **Delayed delivery & Compensation for delay:**

If the delivery of material/goods in full and in good condition is not completed for whatsoever reason within the stipulated period, an amount @1% (one percent of the undelivered material) would be deducted from the payment due to supplier for each day, subject to the maximum of 10% (ten percent of the value of undelivered material). In case, material is delayed beyond 10 days of scheduled delivery period in that case besides LD, EMD shall also be forfeited without any notice.

In case if the delivery of material/goods is not commenced at all for whatsoever reason within the scheduled delivery period, in such case the IIT ROPAR reserve the right to cancel the order with forfeiture of EMD without any notice.

In case of any defects and material is not found to be as per specification, the same shall be made good/replaced by the concerned firm as per the instructions of Consignee failing which it will attract action as per clause 14.
15. The IIT ROPAR reserves the right to accept or reject any or all the tenders without assigning any reason thereof whatsoever.

16. The IIT ROPAR reserves the right to increase/decrease the quantity at the time of placing the order.
17. In case **date of opening** happens to be holiday, the tenders shall be opened on next working day at the same time and place.
18. Submission of bid means that bidder has read all the terms and conditions of this NIQ carefully and will comply them all unconditionally. Conditional bids will not be accepted.
19. IIT ROPAR reserves the right to split the quantity/items ordered on more than one vendor.
20. Approximate requirement for one year:-Attached as Appendix “A” to this document.
21. **IMPORTANT INSTRUCTION FOR THE TENDRERS**

(i) Samples for the quoted items have to be submitted whenever asked for along with the Technical Bid on the mentioned date and time or else the tender is liable for rejection. Financial bids of the bidders whose sample found to be appropriate and fulfil required standard, will be opened. Bidder whose sample got rejected due to poor quality or not fulfilling the required standard by the IIT Ropar during evaluation will be declared technically disqualified, and their price bid will not be opened. Non displaying of samples will lead to technical disqualification of bid. No further correspondence will be entertained on subject.

(ii) Housekeeping materials sample of L-1 bidder will be deposited at Housekeeping Section for future reference.

(iii) The Rate contract will be initially for a period of one year from the date of finalization of contract. However it can be extended for 02 more years annually on satisfactory performance basis analyzed annually or as and when desired by the IIT ROPAR. Price quoted by the bidder will remain FIRM during the currency of contract and any extension thereof. Atleast for first 12 month no request for change in rates will be entertained.

(iv) Conditional tender and tender not accompanied with requisite amount of Earnest Money and tender fee will be summarily rejected and no correspondence in this regard shall be entertained

(v) The material shall be of the best quality and as per specification demanded. At any stage these are found unsuitable/sub-standard shall be liable to be rejected by the IIT ROPAR. The decision shall be final and binding on the Supplier. We also reserve the right to split the contractual quantity with one or more suppliers or maintain a parallel contract or reject the bids without assigning any reason thereof.

(vi) In case the material or any part thereof has been rejected the IIT ROPAR shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being rejected supplied as aforesaid, the unit shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the IIT ROPAR all such extra cost, charges and expenses as shall or may be incurred or sustained in procuring the same and/or the extra amount spent by IIT ROPAR on account of such purchases, shall be deducted from the security/running bills. In case of repeated defaults the IIT ROPAR management reserves the right to terminate the contract and the supplier shall have no right to any compensation or damages in this regard.

(vii) As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the IIT ROPAR. In case of failure of the supplier to do so, the unit shall have the right to proceed in same manner as per above in respect of rejected commodities.

(viii) The quantities shown in the 'Annexure A' are only estimated requirements. The IIT ROPAR reserves the right to increase/decrease the quantities. No arrangement of any kind shall be entertained. The IIT ROPAR also reserves the right to place order on any item/items of the purchase order throughout the currency of the contract and the supplier shall not be entitled to claim any compensation or damages.

(ix) The supplier shall maintain proper date wise record of all indents placed on them by the IIT ROPAR for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents.

(xii) The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.

(xiii) In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein the unit shall have the right to make alternative arrangement at the cost and risk of the supplier. The supplier shall reimburse the extra cost to the IIT ROPAR and in case of his failure to do so the unit shall have the right to recover the amount from the security deposit of the supplier any dues owed to the unit by the supplier. It should be clearly understood that the unit's right and the supplier's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and the unit shall have the right to proceed against the supplier for the recovery of its claim in excess of the security deposit and/or the dues available with the IIT ROPAR. The IIT ROPAR has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the supplier are fully settled.

(xiv) In case of breach of any of the conditions stipulated herein the unit shall be at liberty to terminate contract without prejudice to the right of the Corporation to claim damages on account of breaches thereof in the same manner as above.

(xv) The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the IIT ROPAR in making the supplies hereby contracted for, nor shall be suppliers either directly or indirectly give

or promise to pay or give, or permit to be given to any person or persons or in any department under the IIT ROPAR, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.

(xvi) The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the IIT ROPAR management

(xvii) In event of dispute arising between supplier and the IIT ROPAR during the currency of the contract or after conclusion thereof the same shall be referred to the sole arbitration of the Director, IIT ROPAR or the officer appointed by him whose decision shall be final and legally binding on the parties and there will be no objection to this effect that the officer who has been appointed by the Director an employee of the IIT ROPAR.

(xviii) The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Ropar, Punjab, India shall have the exclusive jurisdiction to try all or any of the dispute.

Name, Designation & Signature of the bidder  
with the seal

S.No	Description	Company Response			Remarks
1	Profile of your firm/company				
	Year of establishment				
2	Bidder must have an experience of atleast 03 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies/PSUs Etc. Copy of award of contract / purchase order / successful contract completion report of 03 years must be attached as proof.	Yes [] / No [] 1. 2. 3.			
3	Bidder must have Annual Turnover more than 25 Lakhs during each year for last 3 years.  Attach CA Certificate of Last 3 years. Kindly Attach separate sheet on company letter head.	Year	Turnover (Rs.)		
		2016-17			
		2017-18			
		2018-19			
4.	Contact details of the authorized person of the company:- 1.Name 2.Office Tel No.: 3.Mobile no.: 4. Official E-mail id:	Yes [] / No []			
5.	A declaration on company's letterhead that the Bidder has not been blacklisted must be submitted by Bidder.	Yes [] / No []			
6.	EMD of Rs. 1,00,000/- in favor of "IIT Revenue Account" .( Mention DD No.)	Yes [] / No []			

**Name, Designation & Signature of the bidder  
with the seal**



## Approximate Monthly requirement

Sr.No	Item Code	Item Description	Make	Unit	Quantity	Rate(Rs.)	Amount(Rs.)
					Monthly		
1	901277	Air Freshener-vi-John	Premium	nos	86		
2	900095	Air Freshener Odonil-50gm	Dabur	nos	186		
3	900177	Acid			5		
4	900208	Bleaching Powder	GOOD QUALITY	kg	5		
5	900103	Broom Compound Stick	Local	nos	20		
6	900801	Broom Hard	400 GRAM	nos	120		
7	900509	Broom Ring Big	Local	nos	30		
8	901193	Broom Soft -400 Gm.	Local	nos	240		
9	900106	Brush Cobweb with Telescopic Rod	BRW	nos	30		
10	900110	BrushFeather	BRUSHY	nos	20		
11	900111	Brush Hand Scrubbing	unique	nos	30		
12	900514	Brush Toilet Round	first quality	nos	60		
13	900212	Chock Up Pump	BRW	nos	10		
14	900180	Colin -500 ML	Reckitt Benckiser	nos	35		
15	904538	Dettol Handwash -215 ML. with Dispenser	Dettol	nos	10		
16	901019	Duster Check-18x18	local/ mehboob	nos	198		
17	900124	Duster Floor-30"x30"	local / mehboob	nos	270		
18	901023	Duster White-18x18(Blue Border)	local / mehboob	nos	200		
19	901025	Duster White-18x18 (Red Border)	local / mehboob	nos	200		
20	901021	Duster Yellow Small	local / mehboob	nos	148		
21	--	Dust Pan Plastic	unique	nos	10		
22	901099	Dust Pan with Brush	unique	nos	50		
23	901088	Face Mask	magnum	nos	170		
24	900273	Garbage Bag -32" X 42" (Best Quality)	khandelwal	kg	70		
25	901093	Gloves Hand (Cotton)	Jyoti	nos	10		
26	901137	Gloves Hand (Rubber)	Jyoti	nos	50		
27	900136	Gum Boot	Prakash	nos	5		
28	900187	Harpic -500 ML.	Reckitt Benckiser	nos	58		
29	900468	Hit Red -400 ML. Black/Red	Godrej	nos	20		
30	900233	Iron Patti	local	nos	70		
31	900539	Kentucky Mop Frame	BRW	nos	5		
32	901180	Kitchen Wiper	BR	nos	10		
33	900918	Liquid Hand Wash Fem-Pink/white	Fem	ltr.	80		
34	901341	Micro Fiber Cloth (Glass Duster)	3M	nos	10		
35	900139	Mop Dry 24" BLUE with Rod	BRW	nos	57		
36	900223	Mop Dry -Blue 24" Refill	BRW	nos	15		
37	900146	Mop Wet (Kentucky) Refill	BRW	nos	5		
38	900150	Mug Plastic	first quality	nos	5		
39	900151	Naphthalene Ball-500gm	Metropol	nos	7		
40	900630	Plastic Bucket-20ltr.	first quality	nos	5		
41	900197	Powder-Fena 500gm	fena	nos	60		
42	900156	Scotch Brite-10cmx15cm	Steel brite	nos	90		
43	200115	Signage Board-Cleaning in Progress	Kleenal	nos	5		

44	900161	Spray Bottle-500ml	heavy duty	nos	70		
45	901263	Thinner	multi clean	ltr	7		
46	900164	Toilet Roll 100 Mtr Indian Paper		nos	260		
47	900572	Urinal Cubes Odur Fresh-Metropol	metropol	pkt.	65		
48	900171	Wiper H/D-18"	BRW	nos	20		
49	900390	Wiper Rod	LOCAL	nos	20		
50	901157	Wiper Unique -24"	BRW	nos	100		
51	900666	M Fold Paper Napkin	PASSEO	nos	460		
52	900353	Phynel ( Poor)		Can	90		
53	900002	R1 Bathroom Cleaner	Taski	LTR	80		
54	900003	R2 Hardsurface Cleaner Taski	Taski	LTR	95		
55	900004	R3 Glass Cleaner	Taski	LTR	65		
56	900005	R4 Furniture Polisher Taski	Taski	LTR	20		
57	900006	R5 Air Freshner Taski	Taski	LTR	80		
58	900007	R6 Toilet Bowl Cleaner	Taski	LTR	210		
59	900009	R9 Bathroom Cleaner Taski	Taski	LTR	10		
60	900023	D7 Suma Inox Taski	Taski	LTR	10		
					<b>GST@</b>		
					<b>Total</b>		

**Note: The rate should be quoted FOR, IIT Ropar.**

**CHECK LIST**

***The Technical Bid shall be summarily rejected, if the following documents are not attached.***

Documents must be attached in following serial order only.

S.No.	Particulars	Yes / No
1.	DD for EMD payment of Rs.1, 00,000/- (Rupees One Lac only) to be attached.	
2.	Firm / Company Registration certificate (Copy to be attached)	
3.	Bidder must have an experience of atleast 03 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies/PSUs Etc. Copy of award of contract / purchase order / successful contract completion report of 03 years must be attached as proof.	
4.	Bidder must have average Annual Turnover more than 25 Lakhs for last 3 years. Attach CA Certificate of Last 3 years.	
5.	Certificate by the bidder to be attached stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU Agencies.	
6.	Copy of appropriate PAN Card	
7.	Copy of GST Registration	
8.	Experience of atleast 03 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies. <b>Copy of award of contract / purchase order of 03 years must be attached as proof.</b>	
9.	Undertaking regarding rates will be firm during one year contract Period.	