

TENDER NOTICE

FOR

ANNUAL RATE CONTRACT

FOR

SUPPLYING SANITARY ITEMS



CENTRAL INSTITUTE OF TECHNOLOGY
KOKRAJHAR

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SECTION 1 – BID SCHEDULE

RFP for Empanelment of suppliers for RC of Sanitary Items		
REF No.	No. CITK/Rate Contract/706/2021/1658;	
REF Date	18.02.2021	
Item Description	“Empanelment of Suppliers for Rate Contract for Procurement of Sanitary Items”.	
Tender Type	Two Bid System: Tender should be submitted on the schedule with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two envelopes Technical Bid and Commercial Bid superscribing on both the envelopes the tender no. and the due date 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	
Last date & time of submission of Tender	12.03.2021 upto 14:00 hrs.	
Place of Submission	Office of the Registrar, CIT Kokrajhar, BTAD, Assam-783370	
Opening Date & Time of tender	12.03.2020 at 14:30 hrs.	
Place of Opening Tender	Registrar’s Conference Hall, CIT Kokrajhar, BTAD, Assam-783370	
Tender Fees	Tender Fee of Rs. 1000/- (Rs. One thousand Only) in the form of Demand Draft in the favour of ‘CIT Kokrajhar’ payable at Kokrajhar to be submitted in Technical Bid.	
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten thousand Only) in the form of Demand Draft in the favour of ‘CIT Kokrajhar’ payable at Kokrajhar to be submitted in Technical Bid.	
Any Clarification	Name :	Registrar
	Dept :	Office of the Registrar, CIT Kokrajhar
	Email :	citk2006@cit.ac.in
	Contact No. :	03661-277143

SECTION 2 – ELIGIBILITY CRITERIA

1. Enclose copy of Certificate of Incorporation/Registration Certificate of the firm/ Shop & establishment certificate)
2. Enclose copy of valid **GST Registration certificate**.
3. Enclose copy of **PAN CARD** of the firm/organization.
4. Enclose Bidder's Information. **Annexure A1**.
5. The bidder must **not be blacklisted /Suspended** or any service related dispute with any organization/Govt. Organizations/Bank in India or outside India. **Annexure A2**.
6. The bidder should accept RFP Terms & Conditions- **Annexure A3**.
7. The bidder must have experience of supplying similar items to various Government / Semi-Government / PSU during **the previous years**. Enclose copy of purchase orders or completion certificates/invoices – **Annexure A4**.
8. The bidder must have Average Annual Business Turnover of minimum **Rs. 25 lakhs** in the last three financial years-**Annexure A5**. (Enclose copy of Audited Annual Accounts with Chartered Accountant certificate for turnover for the last three years).
9. Tender Documents should be duly signed on each page by concerned /competent person of the firm.

SECTION 3 – INSTRUCTIONS TO BIDDERS

SUBMISSION OF OFFER:

1. Tender should be put in a Tender Box kept in the Office of the Registrar at CIT Kokrajhar. No tender is to be handed over to our staff personally.
2. Tender must be submitted in Two bid system. Envelop A containing Technical bid and Envelop B contains Commercial bid.
3. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
4. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.**
5. Tender should be dropped in the tender box kept in the office of concerned Department / Section or to Indenter. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
6. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at CIT Kokrajhar Campus at site.
7. If Price bid is not quoted in PRICE BID as provided in Tender document then, CIT Kokrajhar will Reject Bid along with forfeiting Earnest Money Deposit.
8. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
9. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current E-mail address.

CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser / CIT Kokrajhar in his sole discretion, unconditionally and without having to assign any reasons, reserves the rights:
 - a) To accept OR reject lowest tender or any other tender or all the tenders.
 - b) To accept any tender in full or in part.
 - c) To reject the tender offer not confirming to the tender's terms.
 - d) To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.

VALIDITY OF THE OFFER: 180 Days from the date of submission of offer.

TRANSFER AND SUBLETTING: The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

EVALUATION OF OFFER:

1. CIT Kokrajhar evaluates technical and commercial acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non- submission of complete offers.
 - b) Receipt of offers after due date and time and or by email/fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
3. In case any **BIDDER** is silent on any clauses mentioned in this tender documents, CIT Kokrajhar shall construe that the **BIDDER** had accepted the clauses as per the invitation to tender no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
5. In case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.

SECTION 4 – TERMS AND CONDITIONS

AWARD OF CONTRACT:

1. A panel of bidders/suppliers shall be selected for rate contract.
2. The Empanelled suppliers will be abide by all the Terms & Conditions of the Tender Document.
3. Empanelment of bidders will be matching L1 rates by L2 bidders.
4. The qualified suppliers will be empaneled initially for the period of one year and maybe extended further for two years subject to annual revision, if their performance found satisfactory.
5. The Performance of the empaneled supplier's will be reviewed by committee during contract period and CIT Kokrajhar reserve right to add or delete suppliers in rate contract based on performance if necessary without intimation.
6. Initially the contract will be awarded for one year, therefore, all the rates quoted should be valid for at least one year.

EARNEST MONEY DEPOSIT:

1. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in the favour of CIT Kokrajhar' payable at Kokrajhar to be submitted in Technical Bid. Failing which, submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, **EMD will be converted to security Deposit and will be retained with CIT Kokrajhar till the expiry / termination of rate contract without interest.**
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
5. In case there is loss or damage to the material or unsatisfactory services provided to CIT Kokrajhar by the bidder then such losses will be adjusted from the Security deposit.
6. If the quality of product and service provided is not found satisfactory, CIT Kokrajhar reserves the right to cancel or amend the contract.

PAYMENT TERMS:

100% Payment will be made within 30 days after submission of bill and acceptance. Payment will be made by RTGS/electronics payment.

DELIVERY SCHEDULE:

Free delivery at CIT Kokrajhar. Material should supply within 15 days from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

PENALTY:

Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

FORCE MAJEURE:

Force Majeure will be accepted on adequate proof thereof.

OTHER TERMS AND CONDITIONS:

1. The Bidder must supply all the items listed in the Rate contract.
2. Bidder should submit samples of listed items for inspection in CIT Kokrajhar premises and must be supply similar quality material throughout the year as per requirement.
3. Material supply will be quarterly on the basis of requirement of Public Health Office as per rate contract Rates, Terms & Conditions.
4. If supplied material is not as per given brands or sample than material will be not accepted and CIT Kokrajhar will be not responsible for any transport charges or any other claim from supplier.
5. In the event of any dispute over this contract, CIT Kokrajhar's decision shall be final and binding.

SECTION 5 – COMMERCIAL BID

SANITARY/CLEANING ITEMS

**** Bidders are directed to quote the rates with reputed brand names only as per specifications mentioned in the table below. Bidders can bid for multiple brands against each item (additional columns/rows may be added if required).**

Sl. No.	Name of items	Specifications	Unit/Qty.	Name of Brand	Rate (Rs.)
1	White Phenyl	5 ltr. Can	1 No.		
2	Phenyl (Red)	5 ltr. Can	1 No		
3	Soap	Smallest Size	1 No		
4	Soap	75 gms	1 No		
5	Soap	150 gms	1 No		
6	Vim Bar (Soap)	100gms	1 No		
7	Liquid Soap	250ml	1 No		
8	Korpur	200 gms per pack	Per pkt		
9	Colin (Glass and House hold cleaner)	500ml with sprayer fitting	1 No		
10	Floor Wiper	Scrub Squeegee with handle	1 No		
		With plastic handle	1 no.		
11	Floor Cleaner	Eze clean Plus Mop 75cms with handle	1 No		
12	Floor cleaner refill	Eze clean Plus Mop 75cms	1 No.		
13	Plastic Bucket	20 ltrs. Capacity (Supreme)	1 No		
14	Plastic Bucket	15 ltrs. Capacity (Supreme)	1 No		
15	Plastic Mug	1 ltr	1 No		
16	Odonil	Bathroom Freshner 100 grms	Per pkt		
17	Room Freshner	200ml	Each		
		200 ml			
18	Jharu	Made of Coconut branch	1 No		
		Made of Birna Phool			
		Made of Bamboo Stick			
19	Scrub Pad	Big Size, Made of Fibber	1 No		
20	Vim (Liquid)	250 ml	1 No		
21	Toilet Cleaner	Harpic 500ml/Domex, 500ml	1 No		

22	Bleaching Powder	½ kg	1 pkt.	
23	Detergent Powder	Surf Excel	1 kg	
		Fena		
		Rin		
24	Mosquito repellent tablet	Goodnight of containing 30 tablets		
25	Mosquito Coil	Mortine	1 Coil	
26	All Out	All out (With machine and refill)	1 set	
		Refill	1 No	
27	Paper Bucket	Made of plastic (Standard size)	1 No	
28	Neptholine Balls	200gm per pkt.	1 pkt.	
29	Toilet Brush	Made of Plastic with long handle	1 No	
30	Plastic Belcha	Made of hard Plastic	1 No	
31	Ceiling Jharu	Made of Plastic phool with plastic handle	1 No	
		Made of Plastic jharu with bamboo handle		
32	Citronella	Big Size	1 No	
33	Bathroom Brush	Made of Plastic with short handle	1 No	
34	Tiles Cleaner	a. Dr. Clean (500 ml)	Per bottle	
		b. Lizol (500 ml)	Per bottle	
35	Towel/Soft Cloth	For table & window glass cleaning	Per piece	
36	Garbage black colour bag	30" x 30"	Per bundle	
37	Garbage black colour bag	40" x 45"	Per bundle	
38	Mouth Mask	Standard Size- Surgery type	Per dozen	
39	Dust Cleaner	Made of Microfiber with handle	Per piece	
40	Hit Spray (Insect Killer)	Red 400 ml	Per piece	
		Black 400 ml		
41	Hand Gloves	Best quality	Per piece	

*** Note: Quoted rate should be inclusive of all Taxes & levies**

Place:

Signature:

Date:

Name:

Office Address:

Affix Rubber Stamp:

ANNEXURE A1: BIDDER'S INFORMATION
(On Company / firm's Letterhead)

Details of the Bidders:

1. Name of the Bidder :
2. Address of the Bidder :
3. Status of the Company (Public Ltd. / Pvt. Ltd.) :
4. Details of the Incorporation of the Company :
Date:

Ref. Document-
5. GST Registration No. :
6. Permanent Account No. (PAN) :
7. Name & Designation of the Contact person to whom all references shall be made regarding this tender :
8. Telephone No. (with STD Code) :
9. Email Address of the contact person :
10. Fax No. (with STD Code) :

ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK

Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

Date:

The Registrar
Central Institute of Technology, Kokrajhar
BTAD, Assam-783370

Sir/Madam,

Ref: No. CITK/Rate Contract/706/2021/1658; dt. 18.02.2021 for “Empanelment of Suppliers for Rate Contract for Procurement of Sanitary Items”.

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)
Printed Name
Designation
Seal

ANNEXURE A3: DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS

(On Company / firm's Letterhead)

To,

Date:

The Registrar
Central Institute of Technology, Kokrajhar
BTAD, Assam-783370

Sir/Madam,

Ref: No. CITK/Rate Contract/706/2021/1658; dt. 18.02.2021 for “Empanelment of Suppliers for Rate Contract for Procurement of Sanitary Items”.

I/we carefully gone through the Terms & Conditions as mentioned in the above referred RFP document. I/we declare that all the provisions of this RFP are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

ANNEXURE A4: CLIENT DETAILS

(On Company / firm's Letterhead)

To,

Date:

The Registrar
Central Institute of Technology, Kokrajhar
BTAD, Assam-783370

Sir/Madam,

Ref: No. CITK/Rate Contract/706/2021/1658; dt. 18.02.2021 for “Empanelment of Suppliers for Rate Contract for Procurement of Sanitary Items”.

I/we hereby mention following list of our clients where our firm had provided our materials timely and in good condition. (Supported by copy of Purchase orders/work orders for your reference:

Sr. No.	Name of Client	Short Description of Work done	Contact Person & Telephone No.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Encl: As above

**ANNEXURE A5: DECLARATION OF ANNUAL TURNOVER AND
INCOME TAX RETURN**

(On Company / firm's Letterhead)

To,

Date:

The Registrar
Central Institute of Technology, Kokrajhar
BTAD, Assam-783370

Sir/Madam,

Ref: No. CITK/Rate Contract/706/2021/1658; dt. 18.02.2021 for “Empanelment of Suppliers for Rate Contract for Procurement of Sanitary Items”.

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

F. Y. 2017 - 18	F. Y. 2018 - 19	F. Y. 2019 - 20

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Encl: As above

SECTION 7 - CHECKLIST

The following items must be checked before the Bid is submitted:

1. Envelope "A"
 - a) Demand Draft for Rs. 1000/- (Rs. One thousand only) towards cost of Bid document
 - b) Demand Draft for Rs. 10,000/- (Rs. Ten Thousand only) towards Earnest Money Deposit.
 - c) Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory)
 - d) Copy of this RFP document duly sealed and signed by the authorized signatory on every page.
- e) Annexure A1: Bidder's Information
Annexure A2: Declaration Regarding Clean Track by Bidder
Annexure A3: Declaration for Acceptance of RFP Terms and Conditions
Annexure A4: Client's Details
Annexure A5: Declaration of Annual Turnover
2. Envelope "B"
 - a) Commercial Bid:

Your quotation must be submitted in two envelopes **Technical Bid (Envelope A)** and **Commercial Bid (Envelope B)** superscribing on both the envelopes the Tender no. and the due date 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.**