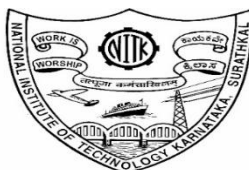


NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL HOSTELS TRUST®

POST-SRINIVASNAGAR, MANGALURU – 575 025 (D K)

Phone: (0824) 2473849
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Mobile: 6364244536
Website: <http://www.nitk.ac.in>



TENDER DOCUMENT

Tender Notification No:1/NITKSH/Housekeeping Materials/2024-25/Supdt.

Date: 27/08/2024

Name of Goods	Housekeeping Materials
Estimated amount put to Tender	₹ 2,90,000/- per Quarter (GST Inclusive)
E M D Amount	₹ 23,200/-
Time for Supply of item	1 Week
Last Date for submission of Quotation	17/09/2024 before 3.00 PM
Bid Opening Date	17/09/2024 at 4.00 PM (if possible)
Contact person of TIA for tender query	Professor In-charge, Hostels, Phone: +91-824-2473849, Mob: 6364244536 Email: hosteloffice@nitk.edu.in
Address for Submission of Quotation	NITK Hostel Office, First floor, Sahyadri Hostel Block building, Srinivasnagar, Mangalore – 575025.



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Tender Notification No: 1/NITKSH/Housekeeping Materials/2024-25/Supdt.

Date: 27/08/2024

NOTICE INVITING TENDER (NIT)

The sealed Tenders are invited for the following items in **two cover systems** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or it's authorised dealers to reach this office on or before the scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

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Note: The NITKSH shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

Sd/-
Professor In- charge, Hostels

SECTION 1: INSTRUCTION TO BIDDER (ITB)

1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:

1.1 Envelope No.1 – Technical Bid: The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the Bidder/ profile should be furnished along with a copy of all related documents. This envelope should be sealed and duly super-scribed as **“Envelope No. 1 – Technical Bid”**. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Professor In charge, NITK, Surathkal.

1.2. Documents to be submitted in the technical bid:

- a) The Bidder should possess a Licence certificate from the competent authority for the manufacture /supply of the item.
- b) List of Owners/partners of the firm and their contact numbers
- c) The Bidder should possess an Income tax PAN Number.
- d) The Bidder should possess GST registration.
- e) Catalogue of the Product with detailed product specifications.
- f) List of customers with contact details.
- g) The average annual turnover should not be less than 30% of the estimated cost put to tender/Tender for the job work. The copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- h) **Warranty Period Offered for the tendered item to be specified. If the Warranty period is not conforming to the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.**
- i) **EMD in an original form valid for minimum six months, through DD drew on any scheduled bank in favour of “Professor In charge NITK, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.**
- j) **Contract form given in section 5 needs to be submitted.**

The above documents should be furnished in the technical bid envelope.1

2. Envelope No.2 – Financial bid: The agencies should submit their financial bid as per the format is given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initiated. This envelope should be duly superscribed as **“Envelope No. 2 – Financial bid”**. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to Professor In charge, NITK, Surathkal.

Both the Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.

(i) Tender Notification Number (ii) “Tender for the supply of.....” (iii) Not to Open before (Date and Time)

Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.

3 The tender will be accepted only from the manufacturers or its authorised supplier.

4. The NITKSH **reserves the right to visit the factory/shop** before or after the issue of supply order to satisfy itself regarding the quality of production. In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.
5. **The Financial Bid shall be in the format of Price Schedule given in Section 4. The Contract form as per format is given in section 5 shall be submitted. The incomplete or conditional tender will be rejected.**
6. Details of the item to be carried out, approximate quantity and the specifications are mentioned in “**Section 3** ” appended to this Notice Inviting Tender.
7. **The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered in good working condition.**
8. The NITKSH **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
9. **Performance Security of 5 % of the contract value in terms of Bank Guarantee/DD/NEFT by scheduled banks shall be given by the successful bidder for the total period of the Warranty.**
- 11 **The release of EMD:** The EMD shall be released after receipt of performance security from the successful bidder.
- 12 **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
- 13 **Imports: In case, Goods are to be Imported, the Indian agent should furnish authorisation certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.**
- 14 Clarification of Tender Document:
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids
- 15 Amendment of Tender document: At any time prior to the last date for receipt of bids, the NITKSH may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by an amendment.
- 16 **The NITKSH may at its own discretion extend the last date for the receipt of bids.**
- 17 The bids shall be written in English language and any information printed in another language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
- 18 The NITKSH reserves the right the accept any bid other than the lowest or even reject all the bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

- 19 This tender is for the requirement of 12 months i.e. 1 year and the requirement/ P.O. will be issued minimum 4 times in a year, so the vendor may quote the price duly analysing the future escalation. The price quoted in a tender will be valid for 1 year and no escalation will be allowed.
- 20 Quantity variation: The quantity required in the tender will vary depending on requirement. The NITKSH reserves the right to increase/ decrease the quantity.
- 21 The bidder may quote the price as per the required brand. In case the vendor is providing an equivalent brand then he needs to visit NITKSH to understand the quality of the product duly inspecting the samples available at the office.
- 22 The vendor has to provide EMD at the rate of 2% estimate in form of DD. The EMD will be converted to Performance security of L1 vendor and it will be released after 14 months.
- 23 Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we are/are liable to be banned from doing business with NITKSH and/or prosecuted.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :
Date :

Seal of the Bidder's Firm

SECTION 2: CONDITIONS OF CONTRACT.

1. In the case of import, both Customer Information File (CIF) and/ or Free on Board (FOB) rate should be quoted. All components of expenditure to arrive at Bangalore need to be explicitly specified.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rates should be quoted for preferably Freight on Road (FOR) destination from supply within India.
4. The rate quoted should be on a unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
5. The rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
6. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by the supplier. **In the case of Imports, the payment will be made through a Letter of Credit / Sight Draft / After Installation, and performance security need to be submitted at the time of a Letter of Credit commitment/issue of sight draft.**
7. Guarantee and Warranty period should be specified for the complete period conforming to section 3 of this tender document.
8. The period required for the supply and installation of the item should be specified conforming to section 3 of this tender document.
9. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

SECTION 3: SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[To be filled up by the Department / Center of NITKSH, Surathkal]

Item(s) Name to be Procured : Housekeeping Materials

Type (Equipment / Software / Furniture / Others) : Others

Brief Technical Specifications of the Item(s) : As Per Annexure 'A'
(Attach Additional Sheet if necessary)

Delivery Schedule expected
after release of Purchase order
(in Weeks) : 1 week

EMD (in Rupees) : ₹ 23,200/-

Performance Security : EMD will be converted to Performance security of L1 vendor

SECTION 4 - PRICE BID (for indigenous Supplies)
[To be used by the bidder for submission of the bid]

Reference Number:

Date:

Sl. No.	Particulars	Brand	Rate Per unit	Tax Per unit	Total Amount
1	Mop				
2	Coconut Fiber Broom				
3	Soft Broom				
4	Steel Scrubber				
5	Wiper				
6	Toilet Cleaning Brush				
7	Wooden Toilet Cleaner Brush				
8	Cob Web Ceiling Broom				
9	Dustbin Big With Cap				
10	Dustbin With Peddle and Handle				
11	Dustpan				
12	Bucket				
13	Bucket				
14	Hard Cleaning Brush				
15	Urinal Cake				
16	Bleaching Powder				
17	Hydrochloric acid as per IS:2650- (1 ltr each)				
18	Water Pipe Roll				
19	Lime Powder (kg)				
20	Garbage bag (kg)				

21	Garbage bag (kg)				
22	Floor Cleaner (5 Ltrs)				
23	Toilet cleaner (5 Ltrs)				
24	Bathroom Cleaner (5 Ltrs)				
25	Toilet Cleaning Hand Gloves (Pair)				
26	Duster Cloth				
27	Goggles for Toilet cleaning				
28	Electrical Rubber Hand Gloves				
29	Hand wash				
30	Safety Helmet				
31	Safety Shoes				
32	Room Freshener				
33	Soap Oil (5 Ltrs)				
34	Perfume for soap oil				
35	Phenol (5 Ltrs)				
36	Drainage Cleaner Powder (kg)				
37	Abrasive Surface Cleaner Liquid (Ltr)				

Place:
Date:

Seal of the Bidder's Firm

SECTION 5: CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. [Name of the Supplier's Firm] hereby abide to deliver them by the delivery schedule mentioned in section 3 tender document for the supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITKSH, Surathkal during this period.

Signature of the Bidder : _____

Name and Designation: _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :

Detailed Specification:

Annexure-'A'

Sl. No.	Particulars	Specification	Make (or equivalent)
1	Mop	Product Dimensions: 31L x 6W x 109H cms; 370 grams	Scotch Brite/Gala/Milton
		Handle: 3.8 feet, Steel Material	
		Mop Material: Cotton	
		Mop Cloth: Coloured	
2	Coconut Fiber Broom	Colour: Light Brown	Local
3	Soft Broom	No dust, Soft Natural Grass Broom Made with Plastic Handle	Scotch Brite/Gala/Milton
		Product Dimensions: 83W x 127H cms	
		Size: Jumbo	
4	Steel Scrubber	Rust Free Non-Scratch Scrub Sponge	Scotch Brite/Gala/Milton
		Product Dimensions: 15.2L x 5.1W x 25.4Th cms	
5	Wiper	Blade Material: Rubber	Scotch Brite/Gala/Milton
		Handle: 3.8 feet, Steel Material	
		Product Dimensions: 16W x 109H cms	
		Colour: Multicolour	
6	Toilet Cleaning Brush	Material: Plastic	Scotch Brite/Gala/Milton
		Product Dimensions: 9.3 x 9.5 x 45.9 cm	
		Shape: Round	
7	Wooden Toilet Cleaner Brush	Handle Material: Wood	Local
		Brush Head Material: Coconut Fiber	
		Product Dimensions: 8L x 7W x 3H cms	
		Shape: Oval	
8	Cob Web Ceiling Broom	Material: Plastic	Scotch Brite/Gala/Milton
		Handle: 3.8 feet, Steel Material	
		Shape: Round	
9	Dustbin Big With Cap	Capacity: 70 Ltrs	Aristo/Nilkamal
		Material: Plastic	
		Lid: Swing Lid	
10	Dustbin With Peddle and Handle	Capacity: 15 Ltrs	Any
		Material: Plastic	
11	Dustpan	Product Dimensions: 28L x 21W x 5H cms	Any
12	Bucket	Material: Unbreakable Plastic	Cello/ Nayasa
		Capacity: 25 Ltrs	
13	Bucket	Material: Unbreakable Plastic	Cello/ Nayasa
		Capacity: 5 Ltrs	
14	Hard Cleaning Brush	Product Dimensions: 10.5L x 5W x 30H cms	Scotch Brite/Gala/Milton
		Handle: 3.8 feet, Steel Material	
		Brush Material: Plastic	
15	Urinal Cake	Coloured, Pack of 12	Any
16	Bleaching Powder		Any

17	Hydrochloric acid as per IS:2650- (1 ltr each)		Any
18	Water Pipe Roll	PVC Plastic Pipe 1" ID (Inner Diameter)	Any
		Length of the roll - 30 meters	
19	Lime Powder (kg)		Any
20	Garbage bag (kg)	Capacity - 50 Ltrs	Any
21	Garbage bag (kg)	Product Dimention: 19*21	Any
22	Floor Cleaner (5 Ltrs)	Disinfectant Surface & Floor Cleaner Liquid	Lizol/Dettol
23	Toilet cleaner (5 Ltrs)		Harphic
24	Bathroom Cleaner (5 Ltrs)		Harphic
25	Toilet Cleaning Hand Gloves (Pair)	Size: Medium	Any
		Material: Rubber, Latex	
26	Duster Cloth		Any
27	Goggles for Toilet cleaning		Any
28	Electrical Rubber Hand Gloves	(LT 230 to 430)	Any
29	Hand wash	250 ml	Lizol/Dettol
30	Safety Helmet	Material: Polypropylene	Any
		Style: Protection Helmet	
31	Safety Shoes	Material: Polyvinyl Chloride	Any
32	Room Freshener	Product Dimension: 6.9 x 6.9 x 1.3 cm; 50 g	Odonil/ Aer/
33	Soap Oil (5 Ltrs)		Any
34	Perfume for soap oil		Any
35	Phenol (5 Ltrs)		Any
36	Drainage Cleaner Powder (kg)		Domex
37	Abrasive Surface Cleaner Liquid (Ltr)		Sif