

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT
RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT

FOR

**Annual Rate Contract for Supply of Housekeeping Cleaning
Materials at IGIDR**

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

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INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Quotation

“NAME OF THE WORK: “Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR” at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. REGISTRAR, IGIDR MUMBAI invites bids from firms/contractors of repute for the following work:

Name of work	EMD (Rs.)	Period of Contract
(1)	(3)	(4)
Annual Rate Contract for Supply of Housekeeping Cleaning Materials in the Institute’s Campus	Rs. 7,000/-	1 Year

The sealed tenders are being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Applicant has to deposit Earnest Money of Rs. 7,000/- (Rupees Seven thousand only) in the form of Demand Draft/ Pay order drawn in favour of “The Registrar, INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI should be enclosed in the separate envelope submitted along with Pre-qualification bid envelope. Bank guarantee is also accepted.

3. The Tender documents in sealed envelope, supported by prescribed annexure; Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as “Envelope-1: EMD, Envelope-2: Technical & Pre-qualification Bid” & “Envelope-3: Financial bid” respectively. All envelopes shall be submitted together in another sealed envelope superscripted as “Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR”. The bids will be received up to 2:00 PM on 4th April, 2019. Each copy of the tender document under their full signature whether it is original or duplicate copy. A duplicate copy of tender has to be submitted too along with the main tender. No tender will be accepted after 2:00 PM on 4th April, 2019 under any circumstances whatsoever.

4. The envelopes Marked “EMD & Pre-qualification Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of price bid shall be informed by institute later on.

5. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

6. Before quoting the rates contractor should inspect the site and understand themselves about the nature and scope of the work.

REGISTRAR

SECTION 'A'
Letter of Offer

Date _____

The Registrar,
Indira Gandhi Institute of Development Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai- 400065.

Subject: Tender for “**Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR**”.

Reference: Tender Advertisement No. dated

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited a sum of Rupees Seven thousand only as an earnest money to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Contracting
agency/company

SECTION 'B'
GENERAL INSTRUCTIONS TO BIDDERS

Sealed Tender bids in duplicate should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~ **“Tender Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR” at IGIDR, Goregaon (E), Mumbai-400065.**

1. Applicant has to deposit Earnest Money of Rs. 7,000/- (Rupees Seven thousand only) in the form of Demand Draft/Pay order drawn in favour of “The Registrar, INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI should be enclosed in the separate envelope submitted along with Pre-qualification bid envelope. Bank guarantee is also accepted.
2. The sealed Tender bids in two bid system, supported by prescribed annexure; Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as **“Envelope-1: EMD, Envelope-2: Technical & Pre-qualification Bid” & “Envelope-3: Financial bid”** respectively. All envelopes shall be submitted together in another sealed envelope superscripted as **“Tender Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR”**. The bids will be received up to **2:00 PM on 4th April, 2019**. Each copy of the tender document under their full signature whether it is original or duplicate copy. A duplicate copy of tender has to be submitted too along with the main tender. No tender will be accepted **after 2:00 PM on 4th April, 2019** under any circumstances whatsoever.
3. The tender bid shall be submitted in a sealed envelope duly filled signed and stamped on each page. The tender shall be submitted in the office of the Registrar Indira Gandhi Institute of Development Research on or before 2:00 pm on the stipulated date and will be opened on the day at the office of Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai. The vendor/contractor or their representatives shall choose to remain present at the time if they so desire.
4. The envelopes Marked “EMD & Pre-qualification Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of price bid shall be informed by institute later on.
5. Tender bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.
6. The vendor/contractor must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.

7. The tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
8. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the vendor/contractor. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
9. Each Page of the Tender document should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
10. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the tender may be rejected by the Institute.
11. Tender incomplete in any form will be rejected outright; conditional offers will not be accepted.
12. No tenders will be allowed to withdraw after submission of the tender; otherwise the EMD submitted by the bidder would stand forfeited. In case, the successful bidder decline the offer of contract (or refuse to acknowledge or execute the contract/agreement within 15 days of award of work), for what so-ever reasons, their EMD will be forfeited.
13. Indira Gandhi Institute of Development Research does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more tender and the contractor shall carry out even the part orders for various items.
14. Indira Gandhi Institute of Development Research reserves the right to sub-divide the work mentioned in the tender, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. Indira Gandhi Institute of Development Research also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self supporting and relevant.
15. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal Contract and within seven days thereof, the successful vendor/contractor shall sign an agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement

is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful vendor/contractor.

- 16.** The rates quoted in the bid shall include all charges like material rates, applicable GST, transportation, loading and unloading, any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by the Employer.
- 17. The intending bidder can obtain any clarifications regarding the tender document, scope of work etc. if any from the estate office of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any Institute`s working day.**

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder

With the seal of their company

Date :

SECTION 'C'

SPECIAL CONDITIONS

1. Permission if any, required from the local bodies shall be obtained by the successful bidder at his cost.
2. Overall L1, overall L2, overall L3, etc bidders will be calculated on basis of quoted rates for individual items with minimum quantity of that items. After comparing the total amount of overall L1, L2, L3, etc quote, L1 bidder will be empanelled for the rate contract.
3. If the quality of product and services provided is not found satisfactory, IGIDR reserves the right to cancel or amend the contract.
4. In case the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Contractor, the Contractor is bound to indemnify the Institute. The Contractor shall also be responsible for the discharge of all legal liabilities towards the Institute and also for observing all laws and Government rules relating to labour laws.
5. The successful bidder shall supply only approved brand materials.
6. **Quoting of Price:** Price quoted should be in Indian Rupees, free delivery at IGIDR Campus & including applicable GST.
7. PRICE BID must be submitted in enclosed Price Bid Form only.
8. The successful bidder shall carry out the contract strictly in accordance with specification details and instructions of the Institute's In Charge.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Date :

Signature of Bidder with seal

SECTION 'D'
TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The Contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. 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.
3. In all matters of dispute arising on the work, the matter shall be referred to The Registrar, Indira Gandhi Institute of Development Research, Goregaon for a decision.
4. In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

5. Performance Security Deposit:

The EMD of successful bidder for Rs. 7,000 (Rupees Seven thousand only) shall be converted in to Performance Security Deposit and will be retained with the IGIDR till the expiry/termination of the rate contract without interest. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely.

6. Payment Terms:

Payment shall be made to the supplier after successful delivery of materials within 15 days of submission of certified invoice along with supporting documents (Delivery challan etc).

7. Tenure of Contract:

Initially the contract period shall be for 1 Year from date of issue of Purchase order however it can be extended for further 02 years with annual revision of rates if their performance found satisfactory on yearly basis with same terms & conditions.

8. Penalty:

In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, IGIDR reserves rights to forfeit the security deposit. The security deposit shall not bear any interest.

9. Notice to Correct:

If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract terms, the Institute may give notice to the Contractor requiring him to make good such failure and remedy the same within a specified reasonable time.

Termination Clause:

If the Contractor:

- (a) Fails to comply with a notice issued by the institute within 28 days
- (b) Abandons or repudiates the Contract.

I Without reasonable excuse fails:

- To commence the Works in accordance with Letter of Acceptance, the Formal Contract and the terms and conditions as set out in this Tender

- To proceed with the Works in accordance with the agreed terms, conditions and subsequent directions

- (d) Becomes bankrupt or insolvent, or goes into liquidation.
- (e) Fails to comply with a notice issued, within 28 days after having received it, or
- (f) Assigns the Contract or Subcontracts the Works without the required consent.

Then the Employer may, after having given **14 days' notice to the Contractor**, terminate the Contractor's employment under the Contract and expel him from the Site. The Contractor shall not be released from any of his obligations or liabilities under the Contract.

Payment after Termination

After termination, the Employer shall not be liable to make any further payments to the Contractor until the costs of execution, completion and damages (if any), and all other costs incurred by the Contractor, and the Institute have been established.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of Contractor

Date :

With the seal of their company

SECTION 'E'
QUALIFICATION CRITERIA

- **Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:**
 - a) The bidder should have minimum 03 years experience of supply of similar products in last 07 years.
 - b) The bidder should be registered with the appropriate registration authorities. Copy of Registration of Firm in Shop & Establishment or Certificate of Incorporation to be submitted.
 - c) Copy of Registration of Goods & Service Tax and PAN
 - d) The bidder should have an annual turnover of Rs. 3, 50,000/- (Rupees Three Lakhs Fifty Thousand) for similar services only in the last 3 financial years. The bidder will submit the audited balance sheet, financial statements and P & L account of last 3 financial years duly certified by CA.
 - e) The bidder should have experience in successful executed rate contracts for supply of similar products at least for 1 year during last 07 years ending last month. Copy of Purchase orders/contract/completion certificates to be submitted.
 - f) List of clients and copy of completion certificate if any.
 - g) Either the Registered Office or one of the Branch Office of the bidder should be located in Mumbai, Mumbai suburban, Thane or Navi Mumbai.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-2) duly stamped and signed by the authorized person of the bidder.

SECTION 'F'
TECHNICAL BID

Work Name: Annual rate contract for Supply of Housekeeping Materials at IGIDR

1. List of Materials and Specifications:

Sl. No.	Item	Specifications/Model	Name of the Manufacturer/Brand	Unit of Measurement	Minimum Quantity
1	Floor Duster	Size:50x 45cm, Cotton	Geol/Navbharat	Nos.	1 No.
2	Table Duster	Size:50x48cm, Cotton	Navbharat/Ezee	Nos.	1 No.
3	Soft Broom	Plastic Handle, (G24-9)	Geol/Gala	Nos.	1 No.
4	Hard Broom	G24-15	Geol/UVA	Nos.	1 No.
5	Ceiling Broom with Extension	10/12 feet Extension pipe of Aluminum	Gala/Sumeet Plastic	Nos.	1 No.
6	Wet Mop Set (Flat)	Cotton mop, Stainless Steel rod-4.5 Ft long	Gala/scotch brite	Nos.	1 No.
7	Wet Mop Refill (Flat)	Cotton mop	Gala/scotch brite	Nos.	1 No.
8	Dry Mop Set	Wool & polyester mop, Stainless Steel rod-4.5 Ft	Gala/scotch brite	Nos.	1 No.
9	Dry Mop Refill	Wool & polyester mop	Gala/scotch brite	Nos.	1 No.
10	Garbage Green Bag	Size:19X21 inch	Kiran/Ezee	Packet	1 No.
11	Washing powder (Detergent)	Ariel/Surf Excel, 1 Kg packet	Procter and Gamble/Hindustan Unilever	Kgs.	1 Packet
12	Hand Dishwashing Powder	Odopic/Vim, 1 Kg packet	Dabur India Ltd/Unilever	Kgs.	1 Packet
13	Stain Remover Powder	Vanish Oxi Active/Astonish Oxi Active, 400gram packet	Reckitt Benckiser /Astonish	gms	1 Packet
14	Disinfectant Floor cleaner (Liquid)	Lizol/Domex, 500 ml bottle	Reckitt Benckiser /Hindustan Unilever	ml	1 Bottle
15	Dishwasher Liquid	Prill/Vim, 425 ml bottle	Jyothy laboratories /Hindustan Unilever	ml	1 Bottle
16	Choke up pump (Toilet Plunger)	Colour, Flexible head (G-22-2)	Geol/Suniy	Nos.	1 No.
17	Tissue Roll	Size:11x10cms, 1500 sheets, 2 ply	Mystique/Freshee	Roll	1 No.
18	Stable Bleaching Powder	Stable, Lion brand, 25kg bag	Grasim Industries/GACL	Bags	1 Bag
19	Floor Scrapper	8" blade with Plastic handle	NACS/Charnock	Nos.	1 No.
20	Bucket (20 ltr)	Virgin PVC	Ratan Plastic Ware/Princeware	Nos.	1 No.
21	Bucket (10 ltr)	Virgin PVC	Ratan Plastic Ware/Princeware	Nos.	1 No.

22	Garbage Bucket with lid (50 Ltrs)	Virgin PVC	Ratan Plastic Ware/Princeware	Nos.	1 No.
23	Spray Bottle	PVC, 1 Liter	Ratan Plastic Ware/Princeware	Nos.	1 No.
24	Hand Gloves (Long)	Size: 33x13 cms	Diamond/Scotch Brite	pair	1 No.
25	Face Mask	Size:15x8 cm, cotton	C-cure/Newnik	Pc.	1 No.
26	Scotch-Brite Scrub pad	Large, Size:10 x 14 cm	3M India/Gala	Nos.	1 No.
27	Feather Brush	2 feet long, plastic feather	Static Duster/Bmax	Nos.	1 No.
28	T Brush (Outdoor) / Floor hard brush	15" brush with 4 Ft rod	Krishnakripa Cleaning Solutions/Indus Inc.	Nos.	1 No.
29	T Brush (Indoor)	11-20 inch, Wooden	Laxmi Brush Works/Woogor	Nos.	1 No.
30	Garbage Bin with wheels	120 Liters, Polyethylene	Sulo/Aristo	Nos.	1 No.
31	Garbage Bin with wheels	240 Liters, Polyethylene	Sulo/Aristo	Nos.	1 No.
32	Mop Clip Wet	Stainless steel	Gala/Ecomate	Nos.	1 No.
33	Toilet Brush Round	TB-704, Goldy	BRW Impex/Scotch Brite	Nos.	1 No.
34	Toilet Brush double sided	TB-713, Prince D/Hokey	BRW Impex/Scotch Brite	Nos.	1 No.
35	Wiper Refill	KW-209	BRW Impex/Scotch Brite	Nos.	1 No.
36	Nu-Glass wiper	KW-209 with handle	BRW Impex/Hokipo	Nos.	1 No.
37	Caddy Square Basket	PVC, Size: 38x26x25 inch	Nayasa World/Princeware	Nos.	1 No.
38	Dustpan	Stainless Steel	Ezee/Gala	Nos.	1 No.

2. **Technical Bid:**

The Bidder should fill the technical details based on above referred brand and specifications:

Sl. No.	Item	Specifications/Model	Name of the Manufacturer/Brand	Unit of Measurement
1	Floor Duster			Nos.
2	Table Duster			Nos.
3	Soft Broom			Nos.
4	Hard Broom			Nos.
5	Ceiling Broom with Extension			Nos.

6	Wet Mop Set (Flat)			Nos.
7	Wet Mop Refill (Flat)			Nos.
8	Dry Mop Set			Nos.
9	Dry Mop Refill			Nos.
10	Garbage Green Bag			Packet
11	Washing powder (Detergent)			Kgs.
12	Hand Dishwashing Powder			Kgs.
13	Stain Remover Powder			gms
14	Disinfectant Floor cleaner (Liquid)			ml
15	Dishwasher Liquid			ml
16	Choke up pump (Toilet Plunger)			Nos.
17	Tissue Roll			Roll
18	Stable Bleaching Powder			Bags
19	Floor Scrapper			Nos.
20	Bucket (20 ltr)			Nos.
21	Bucket (10 ltr)			Nos.
22	Garbage Bucket with lid (50 Ltrs)			Nos.
23	Spray Bottle			Nos.
24	Hand Gloves (Long)			pair
25	Face Mask			Pc.
26	Scotch-Brite Scrub pad			Nos.
27	Feather Brush			Nos.
28	T Brush (Outdoor) / Floor hard brush			Nos.
29	T Brush (Indoor)			Nos.
30	Garbage Bin with wheels			Nos.
31	Garbage Bin with wheels			Nos.
32	Mop Clip Wet			Nos.
33	Toilet Brush Round			Nos.

34	Toilet Brush double sided			Nos.
35	Wiper Refill			Nos.
36	Nu-Glass wiper			Nos.
37	Caddy Square Basket			Nos.
38	Dustpan			Nos.