

**ANNUAL RATE  
CONTRACT  
FOR  
STATIONARY & CLEANING ITEMS**



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR**

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**SECTION 1 – INVITATION OF THE BIDS**

RFP No.	<b>IITKGP/TSG/ARC/STN-CL/2018-19</b>
RFP Date	4 <sup>th</sup> October, 2018
Item Description	<b>Annual Rate Contract for procurement of Office Stationary &amp; Cleaning items</b>
Category	Goods
Last date & time of submission of Tender :	30 <sup>th</sup> October, 2018, 11:00 AM
Place of Submission of Bids	Office of Technology Students' Gymkhana, IIT Kharagpur 721302
Submission of Bids	Two Bid System : The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – <u>Technical Bid</u> and <u>Commercial Bid</u> . Both the technical bid and commercial bid envelopes should be clearly marked as “ <b>Envelope No. 1 - Technical Bid</b> ” and “ <b>Envelope No. 2 - Commercial Bid</b> ” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
Opening Date & Time of tender	<b>30<sup>th</sup> October 2018, 12:00 PM</b>
Tender Fees	NIL
Earnest Money Deposit	Rs. 5000 (Rupees Five Thousands Only)
Place of Opening Tender	Office of the President, Technology Students' Gymkhana, IIT Kharagpur, 721302
Any Clarification	032222-81186, 60711
Email ID	<a href="mailto:rishisirohi@adm.iitkgp.ernet.in">rishisirohi@adm.iitkgp.ernet.in</a> <a href="mailto:rishisirohi@adm.iitkgp.ac.in">rishisirohi@adm.iitkgp.ac.in</a>

## **SECTION 2 – ELIGIBILITY CRITERIA**

1. The bidder should have experience for a period of 5 years or Institute register vendor or is a manufacturer/authorized dealer/sole distributor of any item. – (Enclose copy of Certificate of Incorporation/Registration Certificate and Dealer/Distributor certificate of the firm.)
2. Enclose copy of PAN CARD of the firm.
3. Enclose Bidder's Information. **Annexure A1.**
4. 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.**
5. The bidder should accept RFP Terms & Conditions- **Annexure A3.**
6. The bidder must have experience of supplying of Office Stationary and Cleaning items or similar items to various Government/Semi- Government/PSU/Private Firms during last two years. Enclose copy of at least 2 purchase orders or completion certificates/invoices which is more than Rs.50, 000/- each. – **Annexure A4.**
7. The bidder must have Annual Business Turnover of minimum Rs.5 lakhs in the last two Financial years i.e. 2016-17 & 2017-18. -**Annexure A5.**  
**(Enclose copy of Audited Annual Accounts or Chartered Accountant certificate for turnover for the last two years).**
8. The bidder should have submitted filed ITR copy for last two years i.e. A.Y. 2016 -17 & A.Y. 2017-18. -**Annexure A5. (Enclose copy of Acknowledgments.)**
9. Enclose copy of valid GST Registration certificate.

Asst. Registrar, TSG

Sr. Sports Officer, TSG

President, TSG

Copy to:

1. Institute Information Cell
2. CPPP
3. TSG Notice Board
4. Office Guard File

## **SECTION 3 – INSTRUCTIONS TO BIDDERS**

### **A) PREPARATION AND SUBMISSION OF BID:**

1. The Bid **MUST BE ENCLOSED IN a SEALED COVER** super scribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. 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 bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (IIT Kharagpur shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.

### **B) COST OF BIDDING:**

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

### **C) VALIDITY OF THE BID:** 180 Days from the date of submission of bid.

### **D) AMENDMENT OF BIDDING DOCUMENTS:**

1. At any time prior to the deadline for submission of bids, IIT Kharagpur may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit IIT Kharagpur, website for amendments / modifications which will be binding on them.

### **E) DEADLINE FOR SUBMISSION OF BIDS:**

1. Bids must be received by IIT Kharagpur before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Kharagpur the bid closing deadline will stand extended to the next working day up to the same time.

#### **F) BID OPENING PROCESS:**

1. At first the submitted bid will be checked by the authorized Technical Evaluation Committee and will select on the basis of Quality of Material and sustainability.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening.

#### **G) LATE BIDS:**

1. IIT Kharagpur will not be responsible:
  - a) For delayed / late quotations submitted / sent by post / courier etc.
  - b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
  - c) Any bid inadvertently received by IIT Kharagpur after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

#### **H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:**

1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended / postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

#### **I) CONFIDENTIALITY:**

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

**J) DEVIATION, RESERVATIONS AND OMISSIONS:**

1. During the evaluation of Bids, the following definitions apply:
  - a) “Deviation” is a departure from the requirements specified in the Bidding Documents;
  - b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
  - c) “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Documents.

**K) CORRECTION OF ARITHMETICAL ERRORS:**

1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
  - a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

**L) EVALUATION OF BID:**

1. IIT Kharagpur evaluates technical and commercial acceptable offers on landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Kharagpur shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
3. 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.

**M) PRICE BID:**

1. Quoting of Price (s) : Price quoted should be in Indian Rupees, free delivery at IIT Kharagpur Campus at site.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, IIT Kharagpur will reject bid.
4. If supplier wish to give pricing details it may be attached in separate sheet.

5. **Price must be quoted of all items, if found not quoted of all items per unit wise, the given format, the bid may be rejected by the Purchase Committee.**
6. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
7. Quantity : The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.
8. It is mandatory to quote optional items in separate sheet otherwise your quote will be rejected.
9. **If the MRP will increase at any span of time during contract tenure. The discount may be provide to IIT Kharagpur will remain proportionate.**

#### **N) CORRUPT & FRAUDULENT PRACTICES:**

1. IIT Kharagpur requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,
  - a) The terms set forth below are defined as follows:
    - “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
    - “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
    - “Collusive practice” means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
    - “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
  - b) IIT Kharagpur will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

#### **O) TRANSFER AND SUBLETTING:**

1. 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.

#### **P) CANCELLATION OF TENDER:**

1. Notwithstanding anything specified in this tender document, Purchaser / IIT Kharagpur in his sole discretion, unconditionally and without assigning 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 tenders terms.



2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. 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.
4. Conditional Tenders and Unsigned Tenders will also be rejected.

**Q) DELIVERY:**

1. The successful BIDDER should deliver the material as per tender document/purchase order. The successful bidder should emboss stickers of purchase order number on the material.

**SECTION 4 – CONDITIONS OF CONTRACT**

**A) AWARD OF CONTRACT:**

1. The bidder with lowest price in each category (per unit) wise shall be awarded the contract.
2. The Empanelled bidder will be abiding by all the Terms & Conditions of the Tender Document.
3. The Annual contract will be valued for the period of 3 (three) years. If the MRP will increase at any span of time during contract tenure. The discount may be provide to IIT Kharagpur will remain proportionate rate. Tenure may be extended after three years after the approval from the competent authority.

**B) EARNEST MONEY DEPOSIT & SECURITY DEPOSIT:**

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Kharagpur through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 5,000/- (Rs. Five Thousand Only) in the form of Demand Draft in the favor of 'IIT Kharagpur' payable at Kharagpur to be submitted in Technical Bid. Failing which, submitted bid will be rejected.
2. The Earnest Money shall be valid up to a period of 90 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. For successful bidder need to deposit in the form of Post Bank Guarantee (PBG) 10% of total supplying cost of the items. This should be valued up to full guarantee period and extra 90 days, it will be returned to the bidders after the expiry / termination of rate contract without interest.

5. Security deposit shall be released after successful completion of the contract subject to compliance and settlement of all outstanding dues.

**C) TERMS OF PAYMENT:**

1. 100% Payment will be made within 45 days after delivery and acceptance certificate from concerned department.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the bank.
3. No payment will be admissible for goods rejected.

**D) PENALTY:**

1. 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.

**E) DELIVERY:**

1. Free delivery at IIT Kharagpur. Delivery should be made within 30 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.

**F) FORCE MAJEURE:**

1. Force Majeure will be accepted on adequate proof thereof.

**G) LEGAL MATTER:**

1. In the event of any dispute over this contract, IIT Kharagpur's decision shall be final and binding.

**SECTION 5 – SPECIFICATION/QUANTITY OF GENERAL & SANITARY ITEMS TO BE SUPPLIED**

**Tender No: IITKGP/TSG/ARC/STN-CL/2018-19 dated 4<sup>th</sup> October, 2018**

**REQUIREMENT OF STATIONERY & OTHER GENERAL ITEMS  
STATIONERY ITEMS**

*(Enclose with technical bid document)*

<b>S.No</b>	<b>Description of the Items</b>	<b>Make/Brand/Specification Or Subsequently Equivalent</b>	<b>Approx. Annual Qty. required</b>	
1.	Hard bind Register, 120 pages	Classmet/SNG or Subsequently Equivalent	24	nos.
2.	Binder Clips(19mm)	SOI/Saya/Best or Subsequently Equivalent	12	Pkts.
3.	Binder Clips(25mm)	SOI/Saya/Best or Subsequently Equivalent	12	Pkts.
4.	Binder Clips(32mm)	SOI/Saya/Best or Subsequently Equivalent	12	Pkts.
5.	Hard paper file (Thickness: 2.5mm, 02 pages)	Any reputed brand	100	Nos.
6.	Board marker (Red, Black & Blue, 12 pc each)	Flair/luxor/Reynolds or Subsequently Equivalent	36	nos.
7.	CD marker (Black & Blue)	Luxor/Reynolds or Subsequently Equivalent	24	nos.
8.	Cello tape (1") Transparent (65 m)	Diamond/Wonder/Aeromax or Subsequently Equivalent	12	nos.
9.	Cello tape (1/2") Transparent (65m)	Diamond/Wonder/Aeromax or Subsequently Equivalent	12	nos.
10.	Paper Cutter (Blade 0.5 mm Thick)	Kebica/Best/Primer/Natraj or Subsequently Equivalent	02	Box.
11.	Note pad : ½ x 10" (50 pages)	Camel/Classmet or Subsequently Equivalent	12	nos.
12.	Envelops White (10"x4")	Satyam/Gel Mahal or Subsequently Equivalent	100	nos.
13.	Envelops yellow with inner polythene laminated A-4 size, 100 gsm paper	Satyam/Gel Mahal or Subsequently Equivalent	100	nos.
14.	Envelops yellow with inner cloth protected A-4 size, 100 gsm paper	Satyam/Gel Mahal or Subsequently Equivalent	100	Nos.
15.	Jems Clip (Plastic coated)	Bun Chin/Zen or Subsequently Equivalent	50	Pkts.
16.	Glue Stick(15 g)	Faber Castle/Kores or Subsequently Equivalent	12	nos.
17.	Dendrite tube (150ml)	Camlin/Hansa or Subsequently Equivalent	05	nos.
18.	Highlighter (All Colours)	Faber Castle/Luxor or Subsequently Equivalent	12	nos.
19.	Pen (Cost Rs. 600- Rs.650)	Parker or Subq. Equivalent		
20.	Note Sheet Green (Legal size) 80 gsm	Neelgagan/ABD/Sarasvati or Subsequently Equivalent	10	Pkts.
21.	Packing tape (Brown)(21/2x65mtr.)	Wonder/Diamond/Lehar/NG or Subsequently Equivalent	10	nos.
22.	Packing tape (Blue)(21/2x65mtr.)	Wonder/Diamond/Lehar/NG or Subsequently Equivalent	10	nos.

23.	File binder (Thickness: 2.5 mm with)	Any reputed brand	100	Nos.
24.	Pen (Roller Ball)	Uniball/Pilot/Phoenix or Subsequently Equivalent	48	nos.
25.	Pen Ball Point	Cello/Flair/Reynolds or Subsequently Equivalent	48	nos.
26.	Pen Gel	Trimax or subsq. Equivalent	50	nos.
27.	Pencil Writing (HB Non-Toxic)	Natraj/Apsara/Faner Castell or subsq. Equivalent	48	Pcs.
28.	Pencil Eraser (Non-Dust)	Natraj/Apsara or subsq. Equivalent	10	nos.
29.	Pencil Sharpener	Natraj/Apsara or subsq. Equivalent	10	nos.
30.	Permanent Marker	Luxor/Reynolds/Pik or subsq. Equivalent	12	nos.
31.	Photocopy Paper - A4 75gsm	JK Copier or subs equivalent	100	ream
32.	Photocopy Paper (A3) 75gsm	JK/Century/Power/Spectra or subsq. Equivalent	05	ream
33.	Self Adhesive Slips - Yellow (3"x2") - 100 sheets (each pkt. contain 3 bundle)	Post-it/Prompt/Stick-on or subsq. Equivalent	10	pkts.
34.	Self Adhesive Slips - Yellow (2.7"x.9") - 100 sheets	Post-it/Prompt/Stick-on or subsq. Equivalent	10	nos.
35.	Paper Punch Double No.280	Kangaro/Max/Rapid or subsq. Equivalent	20	nos.
36.	Paper Punch Double No.800	Kangaro/Max/Rapid or subsq. Equivalent	2	nos.
37.	Rubber Band(Fluorescent) 2" Dia.	Satyam/Leader or subsq eqv.	500	gm.
38.	Scale - steel (long-12")	Castle/Aeromax or subsq eqv	12	nos.
39.	Scissor (Stainless Steel 16 cms)	Kebica/Saya/SPI or subsq eqv	12	nos.
40.	Conference Pad (15x21 cm) (20 pgs)	N.G/Shipra or subsq eqv	50	nos.
41.	Stapler 10D	Kangaro/Max/Chrome or subsq eqv	12	nos.
42.	Stapler 45D	Kangaro/Max/Chrome or subsq eqv	80	nos.
43.	Tag Synthetic (Green) (9" length)	Sun/Diamond or subsq eqv	50	Bunch
44.	Tag Cotton (White,9" length)	Sun/Diamond or subsq eqv	50	Bunch
45.	Correction Pen	Kores/Saya or subsq eqv	12	nos.
46.	Refill	Trimax or subsq. Equivalent	24	Pcs.
47.	Bond paper( 100 gsm, each pkt contains 100 sheets)	Reputed brand	20	pkt
48.	Adhesive paper (A4 size, 100 sheets one pkt.)	Reputed branded	02	Pkt
49.	Leaver Arch File (2" height, blue)	Reputed branded	50	pcs
50.	Leaver Arch File (1" height, black)	Reputed branded	50	pcs

GENERAL STORE ITEMS				
SN	Description of the Items	Make/Brand/ Specification Or Subsequently Equivalent	Approx. Annual Qty. required	
1.	Bowl (capacity 250 ml)	Fine bone china/Royal Queen/Gold or Subsequently Equivalent	10	nos.
2.	Mosquito Repellant Machine	All Out/Good Night or Subsequently Equivalent	10	nos.
3.	Mosquito Repellant Liquid Refill	All Out/Good Night or Subsequently Equivalent	10	nos.
4.	Calculator(12digit)	Casio/Citizen or Subsequently Equivalent	10	nos.
5.	Cell for Ac Remote (AAA)	Dura cell/ Eveready or Subsequently Equivalent	24	Nos.
6.	Cell for Wall Clock (AAA)	Dura Cell/Eveready or Subsequently Equivalent	24	nos.
7.	Coaster	Flora/Coffe	05	dz.
8.	Cup & Saucer (plate)	Fine bone china/Royal Queen/ Sea Shell or Subsequently Equivalent	06	sets.
9.	Dust Bin (Plastic, Capacity - 75L)	Wonder/Royal Touch or Subsequently Equivalent	10	nos.
10.	Duster white(24''x24'')	J.K/P.K or Subsequently Equivalent	10	dz.
11.	Duster yellow(24''x24'')	J.K/P.K or Subsequently Equivalent	05	dz.
12.	Room freshener	Air Wick/Premium/Godrej or Subsequently Equivalent	50	nos.
13.	Spoon	Royal/Cello or Subsequently Equivalent	02	dz.
14.	Towel (big)	Bombay Dyeing/Sudarshan/Century or Subsequently Equivalent	12	nos.
15.	Tray (Capacity 06 set cup & plate)	Royal/Acryllic or Subsequently Equivalent	10	nos.
16.	Wall Clock (round)	Ajanta/Samay or Subsequently Equivalent	05	nos.
17.	Water Jug (mix fiber with nylon): capacity 02 liter	Nayasa/Milton/Cello or Subsequently Equivalent	10	nos.
18.	White Phenyl (1 lit. capacity bottle)	Cross/doctor with lemon or subsq. Equivalent	50	liter
19.	Black Phenyl (500 ml capacity)	Bengal Chemical or subsq equvelent	25	500 ml
20.	Mopping with steel handle (length 4' handle)	NACS or subsequently equivalent	25	Nos.
21.	Hard Broom (4.5 feet height) high quality	Local made	50	Nos.
22.	Soft Broom (4 feet height)	Branded	50	Nos.
23.	Naphthalene ball with 100 gm pack	Reputed branded	05	Kg.
24.	Tiles cleaner (acid) with 1 lit pack	Reputed branded	10	Lit
25.	Toilet Cleaning brush	Do	50	Nos.
26.	Toilet cleaning gloves	Do	50	Pair
27.	O'Donnell with four nos. pack	Do	25	Pkt.
28.	Herpic for toilet cleaning (1 lit capacity)	Do	25	Lit
29.	Water Pusher with steel handle ( Handle 4 feet & blade 2 feet length)	DO	25	Pcs.
30.	Jhul Cleaner- (Handle lakri 6 ft ht.)	Do	25	Pcs
31.	Plastic Belcha (for collecting dust from floor)	Do	50	Pcs



**SECTION 6- COMMERCIAL BID**

**Tender No: IITKGP/TSG/ARC/STN-CL/2018-19 dated 4<sup>th</sup> October, 2018**

<b>S. No.</b>	<b>Item Description</b>	<b>Brand and Item Code</b>	<b>Rate Per Unit</b>	<b>Max retail Per Unit after Discount</b>	<b>Rate per unit for IIT Kharagpur inclusive of taxes after discount</b>

**Note: If the MRP will increase at any span of time during contract tenure. The discount may be provide to IIT Kharagpur will remain proportionate.**

Signature of the Tendere

**Note:**

**It is mandatory to quote for all items.**

**Net Price should be inclusive of all taxes/duties etc.**

**Place :** **PAN No :**  
**Date :** **GST Registration No:**  
**Signature :**  
**Name :**  
**Office Address :**  
**Contact Details :**  
**Affix Rubber Stamp :**

## SECTION 7- ANNEXURES

### ANNEXURE A- 1: BIDDER'S INFORMATION (On Company / firm's Letterhead)

Tender No: IITKGP/TSG/ARC/STN-CL/2018-19 dated 4<sup>th</sup> October, 2018

Details of the bidders:		
1	Name of The Bidder	
2	Address of The Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid GST Registration No.	
5	Details of the Incorporation of the Company	Date: Reference Document:
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.	

**Signature** :

**Name** :

**Office Address** :

**Contact Details** :

**Affix Rubber Stamp** :



**ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK  
Declaration of Clean Track Record (On Company / firm's Letterhead)**

To,  
The President  
Technology Students' Gymkhana  
Indian Institute of Technology Kharagpur  
West Bengal: 721302.

Date:

Sir,

**Re: RFP No. IITKGP/TSG/ARC/STN-CL/2018-19 dated 4<sup>th</sup> October, 2018 for “Supply of General Store & Cleaning 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/convicted by any Government / Semi Government Organizations / Institutions/private hospitals 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/ Private hospitals	Reason	Since when and for how long
1				
2				
3				

(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:  
Date:  
Business Address:  
Encl: As above

**ANNEXURE A3: DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS (On Company / firm's Letterhead)**

To,  
The President  
Technology Students' Gymkhana  
Indian Institute of Technology Kharagpur  
West Bengal: 721302.

Date:

Sir,

**Re: RFP No. IITKGP/TSG/ARC/STN-CL/2018-19 dated 4<sup>th</sup> October, 2018 for "Supply of General Store & Cleaning 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 A-4: EXPERIENCE IN SIMILAR WORK  
(On Company / firm's Letterhead)**

To,  
The President  
Technology Students' Gymkhana  
Indian Institute of Technology Kharagpur  
West Bengal: 721302.

Date:

Sir,

**Re: RFP No. IITKGP/TSG/ARC/STN-CL/2018-19 dated 4<sup>th</sup> October, 2018 for "Supply of General Store & Cleaning items".**

Brief particulars of the similar supply done in last three years : (Please attach copy of at least two purchase orders or completion certificates or invoices of more than Rs.50,000/- for our reference).

<b>S. No.</b>	<b>Name of Institution</b>	<b>Purchase Order No. &amp; Date</b>	<b>Amount of Purchase order</b>	<b>Details of Contact person (Name, Add &amp; Contact No.)</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

Yours faithfully,

(Signature of the bidder)  
Printed Name Designation  
Seal  
Date:  
Business Address:  
Encl: As above

**ANNEXURE A-5: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN (On Company / firm's Letterhead)**

To,  
The President  
Technology Students' Gymkhana  
Indian Institute of Technology Kharagpur  
West Bengal: 721302.

Date:

Sir,

**Re: RFP No. IITKGP/TSG/ARC/STN-CL/2018-19 dated 4<sup>th</sup> October, 2018 for "Supply of General Store & Cleaning 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. 2016-17	F.Y. 2017-18

And,

2. I/we hereby declare that, our firm had filed Income Tax Returns for last two year's i.e. A.Y. 2016- 17 & A.Y. 2017-18. Supported by copy of ITR of two years with acknowledgement paper of two years.

Yours faithfully,

(Signature of the bidder)  
Printed Name Designation  
Seal  
Date:  
Business Address:

Encl: As above

**SECTION 8 - CHECKLIST**

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

1. Envelope “1” Technical Bid
  - a. Demand Draft for Rs. 5,000/ (Rs. Five Thousand only) towards Earnest Money Deposit.
  - b. Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
  - c. Copy of this RFP document duly sealed and signed by the authorized signatory on every page.
  - d. Annexure A1 : Bidder's Information
  - e. Annexure A2 : Declaration Regarding Clean Track by Bidder
  - f. Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
  - g. Annexure A4 : Experience in similar work
  - h. Annexure A5 : Declaration Of Annual Turnover And Income Tax Return
2. Envelope “2”
  - a. Commercial Bid :

Your quotation must be submitted in two envelopes Technical Bid (Envelope 1) and Commercial Bid (Envelope 2) super scribing on both the envelopes the Tender no. within the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date and it should be send aforesaid address.