

TENDER ENQUIRY

Tender No. BAES/Pur/ARC-CM/01/19-20

Date: 08.04.19

Due date: 16.04.19

Dear Sir`s,

SUB: Annual Rate Contract (ARC) for the Supply of House Keeping Material

Balajee Arun Educational Society (BAES) invites you to submit your best competitive offer for the subject ARC as per the **General terms & conditions, Schedule of Requirement (SOR) /Price Schedule** attached in Annexure-I

Your offer, complete in all respect furnishing above details should be submitted to us on or before the due date.

Thanking you,

yours faithfully,

Sd/---

(Srinivas Ganti)

Purchase Manager

For Balajee Arun Educational Society (BAES)

Encl.: As above

GENERAL TERMS & CONDITIONS OF TENDER:

- 1 **Bid preparation:** Before filling up, the complete Tender Specification should be read properly. Avoid overwriting while filling the tender papers. The tender document may be downloaded from our web site www.dpsnacharam.in and look out for Tenders on top of the home page and can submit the quote to **tenders@dpssecunderabad.in** within the due date of the tender.
- 1.1 **Clarification:** If the bidder finds any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations; such matter shall be brought to the attention of the Committee, at least two days in advance, and prior to the date of filling/submission of the tender. For clarification required, if any, please contact Mr Srinivas Ganti, Purchase Manager, **Delhi Public School, Nacharam, Hyderabad-500076, Mobile no. 8801993482.**
- 2 **Period of ARC:**
- 2.1 The period of contract shall normally be 12 months (Apr 2019 to Mar 2020) or from the date of commencement of contract.
- 2.2 The contract period may be extended on mutual agreement for another period of 12 months or otherwise as agreed upon.
- 2.3 **Unit Rate Price:** The quoted Price shall be **fixed and firm** on door delivery basis inclusive of **delivery charges & packing/forwarding** till execution of the **contract Period.**
- 2.4 **Commercial Bid (Annexure-II):** The prices shall be quoted for all the as mentioned in the **price schedule.** If the price(s) shall not be quoted for all the item(s), such offer will be treated as incomplete and may be rejected. However committee reserves the right to drop few item(s) from the scope of ARC prior to placement of ARC order.
- 2.5 **Specification/description of items:** The price shall be quoted as per the **specification, make, size, and type** mentioned in **Price schedule** to this tender. Any alteration in the said description shall not be considered.
- 2.6 **Quantity (Qty.):** The quantities specified in the tender form (**Price Schedule**) for the tender purpose only and it represents the basis of unit for ease of pricing. The actual **quantity may vary from zero to the maximum required quantity** during the Annual Rate Contract period for the Supply of Cleaning Material. The quantity will be drawn from successful tenderers in parts on **as and when required basis** from time to time throughout the contract period at the rate of their quoted unit price against the item.
- 2.7 **Unit Rate:** The price must be quoted as per the **unit of measurement (UOM)** specified against each items. The unit price must be quoted for all the items of price schedule **considering free or inclusive delivery charges** on door delivery basis. The **unit rate will be fixed & firm during the contract period.** The unit rate must be quoted in figure. The unit rate must be quoted in figure (123.00) and in words (One hundred twenty three) against each item.
- 2.8 **Taxes & Duties:** Present % rate of GST/VAT/CST duty are to be indicated/mentioned in the unit tax rate column of price schedule/offer. The taxes & duties applicable at the time of supply will be paid at actual against documentary proof. Variation in **Taxes & Duties** rate will be applicable only up to the contractual delivery date.

I/We hereby agree to the terms and conditions as stated above.

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Signature and Seal of the Tenderer

- 2.9 Delivery Schedule (call up and lead time):** The quantity mentioned is tentative in nature and **may vary from zero to the maximum required quantity** during the Annual Rate Contract period for cleaning material. The quantity will be drawn from successful tenderers in parts on **as and when required basis** from time to time throughout the contract period at the rate of their quoted unit price against the item. The supply instructions/call-up will be given via e-mail/telephone or letter. Relaxation will be given for the supply period of some special item(s)/tailor made item(s) as per the manufacturer's/dealer's/OEM's delivery schedule or for the item(s) that are not readily available in the local market
- 2.10 Penalty/LD:** The Delivery Schedule being the essence of the Contract, tenderer shall deliver the Items strictly as per delivery schedule mentioned in our order. In case Items are not received by us within **Five days** from the call up, then late delivery charges @0.5% per day subject to maximum 5% will be charged from tenderer.
- 2.11 Payment terms:** 100% on 30 days credit from the date of supply against each call up(s)/instruction.
- 2.12 Guarantee/warranty:** Vendor shall have to pass on the 12 months warranty for the items other than consumable or as provided by manufacturer.
- 2.13 Validity of offer:** The price offers shall be valid for a minimum period of **90 days** from the date of due date of the tender.
- 2.14 Unconditional Offer:** Your offer shall be unconditional as per tender terms & conditions.
- 3. Placement of Purchase Order(s):** Single or Multiple Purchase order may be placed to the technically qualified vendor (quoted in line with the tender) as follows-
- 3.1 L1 in totality of all the items** (Sum total Unit Rates for All the items [excluding taxes]) (preferable) **or**
- 3.2 L1 in individual item basis** *subject to minimum Five items falling in a bidder's scope or as per Committee discretion.*
- 3.3** In case of L1 in individual item basis, if the unit rate of any particular item(s) of two or more bidders found to be same, in that case those items may be distributed in proportionate or as per suitability & discretion of Committee.
- 3.4 Individuality of contract:** The order resulting from the Tender shall be treated as an individual contract, and it shall not create any general lien to the tenderer, and shall not get prejudiced in execution due to any situation arising out of some other contract that the tenderer may have with school society.
- 3.5 Cancellation of contract:** If tenderer fails to supply Items as per delivery schedule more than three occasions, complete Rate Contract will be cancelled without prior intimation.
- 3.6 Risk purchase:** In case of failure to deliver the Items as per our specification & delivery date indicated in Purchase order/tender, the Items will be procured from any other available sources and difference in cost will be recovered from the vendor.
- 3.7 Inspection:** All supplies will be subject to inspection at the school site. Items rejected on inspection will have to be taken back personally by the supplier at their cost and replacements of all such rejected items should be affected immediately by the supplier.
- 4. Bid rejection criteria:** Following bids shall be categorically rejected.
- 4.1** Bid not quoted on the **tender from (price schedule)** or in line with the specified format for technical and commercial bid.
- 4.2** Change/deviation from the scope of work/specification of the items.
- 4.3** Incomplete/misleading/ambiguous bids in the considered opinion of Committee.
- 4.4** Bids with incomplete technical specifications and or terms not acceptable to Committee.
- 4.5** Bids not meeting the qualification/Eligibility criteria stipulated in the tender enquiry.
- 4.6** Bids received from unregistered vendors.
- 4.7** Tenders received through e-mail or Fax
- 5 Corrigendum to tender:** The bidder has to keep track of any changes by viewing the addendum /Corrigendum's issued by the Tender Inviting Authority on time-to- time basis from our website www.dpssecunderabad.in.
- 6 Jurisdiction:** In case of any dispute, arising out of this tender shall be subject to the Jurisdiction of **The Courts in Hyderabad.**

7. **Rejection/Acceptance of tender:** -BAES Committee reserves the right to reject/accept all or any part thereof any tender(s) without assigning any reason whatsoever.
- 8 **Submission of Sealed offer:** Tenders can be submitted in sealed envelope/ e-mail and can quote to tenders@dpssecunderabad.in superscripting above mentioned **subject, Tender Enquiry No, Tender date & Tender due date** along with following enclosures in a single envelope:
- 8.1 Covering Letter on your company's letter Head
- 8.2 (General terms & Condition) of this tender duly accepted, stamped & signed.
- 8.3 Annexure-I (Schedule of Requirement)
- 8.4 Annexure-II (Commercial Bid) filled with offered rate & other data, duly stamped & signed
- 9 **Forwarding of Offer:** Tender may be sent through e-mail to tenders@dpssecunderabad.in or Registered Post/courier or deposited in the security gate at **Delhi Public School, Nacharam , Hyderabad-500076, Phone no. 040-24505350**. The Committee will not be responsible for any kind of delay in receiving the offers at our end.

All items mentioned should be of reputed/standard brand used in the market

SL NO	Item Description	UoM	Qty Reqd	Rate	Tax	Net Amount
1	AIR FRESHNER	LTRS	200			
2	HARPIC	LTRS	140			
3	HARPIC 500ML	DOZEN	6			
4	HANDWASH	LTRS	180			
5	SOAP OIL	LTR	100			
6	FLOOR CLEANER(R7)	LTRS	180			
7	TOILET BOWL CLEANER(R6)	LTRS	100			
8	SOFT BROOMS	LTRS	85			
9	DUSTING CLOTHES	NO'S	24			
10	CLOSED DUST BINS	NO'S	30			
11	SPONGES	PACKET	60 (Pcs)			
12	GLOVES PVC	NO'S	15			
13	STEEL SCRUBER	NO's	50			
14	SCRUBBER GREEN	NO'S	40			
15	MOP REFILL FLAT	NO'S	30			
16	DRY MOPS	NO'S	25			
17	STEEL CLIPS FLAT FOR MOP STICKS	NO'S	20			
18	WIPERS(5FT,HEIGHT,2.5 FT WIDE)	NO'S	35			
19	W/C BRUSHES –Double End	NO'S	35			
20	W/C BRUSHES (BIG) –ROUND	NO'S	16			
21	W/C BRUSHES (SMALL) –ROUND	NO'S	16			
22	COLIN BOTTLES (EMPTY)	NO'S	45			
23	GLASS CLEANER	LTRS	10			
24	MUGS	NO'S	35			
25	MOP TROLLEY	No`s	1			
26	MEDUIM BUCKETS	NO's	45			
27	SMALL BUCKETS	NO'S	50			
28	COCONUT BROOMS	NO'S	35			
29	COB WEB	NO'S	16			
30	DUST BINS-BIG	NO'S	8			
31	DUST BINS-SMALL	NO'S	40			
32	DUST PANS	NO'S	16			
33	CLOTH CHECKS	NO'S	24			
34	MOPPING CLOTH WHITE	NO'S	40			
35	MOSQUITO SPRAY-BLACK	NO'S	10			
36	MOSQUITO SPRAY-RED	NO'S	10			
37	VIM LIQUID-200ML	NO'S	3			
38	LAKSHMAN REKHA	NO'S	5			
39	CLOTH YELLOW	NO'S	12			
40	URINAL SCREENS	NO'S	85			
41	ROOM FRESHNERS	NO'S	20			
42	LIZOL-500ML	NO'S	40			

43	DETTOL LIQUID-500 ML	NO'S	40			
44	TISSUE PAPERS	CTN	1			
45	WHEEL-500GMS	NO`S	100			
46	DISPENSERS HAND WASH	NO`S	24			
47	VACUUM PUMP-TOILETS	NO`S	16			
48	NAPKINS WHITE	NO`S	40			
49	DUSTBIN COVERS-SMALL	CTN	1			
50	POOJA WICKS LONG	PACK	05			
51	POOJA WICKS SMALL	PACK	05			
52	METAL CLEANER-PITAMBAR	DOZ	01			
53	CAMPHOR-100	PACK	01			
54	POOJA OIL	LTR	05			
55	DUSTBIN COVER -BIG	KG	5			
56	Mops	Nos	70			
57	Mops sticks –Steel	Nos	35			
58	Wiper T Rods	Nos	25			