



## INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

An Autonomous Institution, Ministry of Human Resource Development, Govt. of India.

**Dr Homi Bhabha Road, Pashan Pune – 411 008.**

**Tel : +91-020-2590 8017**

**Website: [www.iiserpune.ac.in](http://www.iiserpune.ac.in)**

Indian Institute of Science Education and Research (IISER), Pune, an autonomous Institute established under Ministry of HRD, Government of India. IISER is devoted to both teaching and research of the highest caliber in a totally integrated way. IISER, Pune would like to procure Housekeeping Material for IISER Pune. The Technical Specifications are given in **Chapter 4: Schedule of Requirements.**

- **Item** : **Supply of Housekeeping Cleaning Materials**
- **Tender Enquiry No** : **IISER-PUR-1372-14**
- **Pre-bid Conference Date & Time** : **22.1.2015 3.00PM to 4.00 PM**
- **Due Date & Time (submission of Bids)** : **6.2.2015 up to 3.00 pm**
- **Opening of Technical Bids** : **6.2.2015 at 03.30 pm**

Please submit your offers to The Director, Indian Institute of Science Education and Research, Dr. Homi Bhabha Road, Pashan, Pune – 411 008, India

## **ELIGIBILITY CRITERIA FOR SUPPLY OF HOUSEKEEPING MATERIAL**

### **Bidder qualifying criteria:**

Only those bidders fulfilling the following criteria should respond to the tender.

- 1) Earnest Money Deposit – Rs 80,000.00
- 2) Audited Balance Sheets, Annual Turnover statement signed by CA and Income Tax Returns of three financial years i.e 2011-2012, 2012-2013, 2013-2014.
- 3) Bidder must participate in the tender by proposing atleast 75% or more of the required items as included in the list. Bidder who is submitting offer less than 75% of the required item will be considered as NON RESPONSIVE.
- 4) Copy of registration certificate (Shop & Establishment)
- 5) Copy of VAT/CST/PAN Registration
- 6) Copy of orders for supply of Housekeeping cleaning material to other Institutes/Govt. organization :
  - Three orders for supply of Housekeeping cleaning materials costing not less than the amount equal to Rs.16.00 lakhs
  - or**
  - Two orders for supply of Housekeeping cleaning materials not less than the amount equal to Rs 20.00 lakh.
  - or**
  - One order for supply of Housekeeping cleaning materials not less than the amount equal to Rs 32.00 lakhs.
- 7) Undertaking that the successful BIDDER agrees to give a 10 % security deposit.
- 8) Solvency certificate of Rs 16 lakhs (not older than twelve months) issued by scheduled/nationalized bank with which BIDDER holds the current account.

Proposals from vendors who do not fulfill the above criteria or who fail to submit documentary proof of the same would be rejected.

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## **CHAPTER-1. INVITATION FOR BIDS**

1. Indian Institute of Science Education and Research (IISER), Pune invites sealed tenders from **Pune/Mumbai based reputed Firms/Dealers/Service Providers** for supplying of Housekeeping Materials. The Specifications and Schedule of Requirement are given in **Chapter 4**:
2. The BIDDERS are requested to give detailed tender in two Bids i.e.  
**Part - I : Technical Bid.**  
**Part - II : Commercial Bid.**
3. **Contact for information:**  
Technical & Commercial contact : Assistant Registrar ( Stores & Purchase )  
Indian Institute of Science Education and Research (IISER), Pune  
Dr. Homi Bhabha Road,  
Pashan,  
Pune – 411 008, India  
Tel : +91-020-2590 8017  
Website : [www.iiserpune.ac.in](http://www.iiserpune.ac.in)
4. **The tender document can be downloaded from the IISER website**  
[www.iiserpune.ac.in](http://www.iiserpune.ac.in)
5. **A Pre-bid conference will be held at IISER, Pune, Pashan , Pune 411008 on 22 January 2015 from 3.00 PM to 4.00 PM ( IST). All prospective bidders are requested to kindly submit their queries to the address indicated above or email ID : [purchase@iiserpune.ac.in](mailto:purchase@iiserpune.ac.in) so as to reach latest by 21 January 2015. During Pre-bid meeting the answers / clarifications to the queries will be made available and also uploaded on our website. No queries will be entertained after the Pre-bid meeting.**

6. Supply means: “Supply of Housekeeping Material at IISER Pune as per required quantity in proper packaging and condition without any defect or shortcomings”

7. **Submission of Bids :**

**Place : Purchase Section of IISER, Pune - 411 008, India.**

IISER, Pune will not be responsible, for submission / delivery of quotation at wrong places other than the Purchase Section of IISER, Pune - 411 008, India

8. **Two Bid System :**

The two bid system should be followed for this tender. In this system the BIDDER must submit his offer in **two separate sealed envelopes**. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “**Envelope No.1 – Technical Bid**” and “**Envelope No.2 – Commercial Bid**” respectively. Both the sealed envelopes should be placed in a third larger envelope. The main envelope which will contain both the bids should be super scribed with our **tender enquiry IISER-PUR-1372-14 due on 6.2.2015** and to be submitted to the address given below so as to reach on or before **03.00 PM on 6.2.2015**

**The Director,  
Indian Institute of Science Education and Research (IISER)  
Dr. Homi Bhabha Road, Pashan,  
Pune – 411 008, India**

The envelopes must be super-scribed with the following information:

Tender Reference Number  
Due Date  
Name of the Vendor

- **Envelope No.1: Shall contain “Technical Bid” and Earnest Money Deposit (EMD)**

The technical offer **should not contain any price information.**

The Technical Bid must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. Please indicate page nos. on your quotation eg. If the quotation is containing 25

Pages, please indicate as 1/25, 2/25, 3/25 -----25/25.

The Technical Offer should comprise of the following:

- (i) Tenders, which are submitted without following two bid offer system, will summarily be rejected.
- (ii) The technical bid should contain commercial terms with reference to the tender.
- (iii) The technical offer should be complete to indicate that all items asked for are quoted. Each page of the bid and cutting/corrections shall be duly signed and stamped by the BIDDER. **Unsigned Tenders will also be rejected.** Failure to comply with this requirement may result in the bid being rejected.
- (iv) The purpose of certain specific conditions is to get or procure best **Housekeeping material** for IISER, Pune. The opinion of Technical Committee shall be the guiding factor for technical short listing.
- (v) **Demand Draft/Bank Guarantee for Rs 80,000/- (Rs Eighty Thousand only) towards Earnest Money Deposit, shall be obtained from Nationalised/ Schedule Bank only.**
- (vi) Undertaking that the successful BIDDER agrees to give a security deposit amounting to 10% of the purchase order value by way of Demand Draft in favour of The Director, IISER, Pune.
- (vii) Duly filled in technical bid with proper seal and signature of authorized person on each page of the bid should be submitted and the same should accompany with complete specifications,
- (viii) **Agreements / Purchase Orders / Completion certificates if any, for supply of House keeping material to other Universities, Institutes, Government Department/Undertakings/Public sectors the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid with contact details of persons.**
- (ix) Solvency certificates of Rs.16 lakh (not older than twelve months) issued by Scheduled/ Nationalized bank with which BIDDER holds the current account.
- (x) Copy of VAT/CST No. PAN No. allotted by the concerned authorities.

- (xi) Copy of registration certificate (Shop & Establishment)
- (xii) Duly filled in checklist as per Chapter 7 should be submitted along with the Technical Bid.

**Bid documents should be submitted as per the above sequence with Index page and page numbers Each page of the bid should be signed & stamped in original. Unsigned bids will not be considered for evaluation.**

- **Envelope 2 : “Commercial Bid” shall contain:**

- (i) Price schedule complete in all respects with proper seal and signature of authorized person.

**9. Date of opening the Technical Bids.**

**Technical Bids will be opened on – 6.2.2015 at 03.30 PM at**

**Indian Institute of Science Education and Research (IISER)  
Dr. Homi Bhabha Road,  
Pashan,  
Pune – 411 008, India**

The Technical bids will be opened in the presence of the BIDDERS on the specified time and date. BIDDERS /Agents who have responded to the tender only will be allowed to be present.

The technical bids will be evaluated to shortlist the eligible BIDDERS. The commercial bids of only the short listed BIDDERS shall be considered for further processing.

BIDDERS whose technical offer is found acceptable and meeting the eligibility requirements as specified in this tender will be informed about the date and time of the opening of the commercial bid.

**Note: (i) Please do not insert ‘Commercial Bid’ (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid the tender will be rejected.**

**(ii) No camera mobiles / mobiles are allowed during tender opening.**

**10. Formation of Technical Evaluation Committee**

The Technical Evaluation Committee(s) will be constituted by Director, IISER, Pune. He may nominate some external/expert members, in the interest of IISER, Pune.

**11. Terms of the Technical Committee**

- (i) A committee duly constituted by the Director, IISER, Pune will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.
- (ii) The Technical committee may visit the site/location to assess the capabilities of the bidder to supply the tendered items
- (iii) The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from other Institutes

**12. Evaluation Criteria**

Evaluation of Technical bid as per eligibility criteria as specified in the Eligibility Criteria (Refer Page No 02)

**13 . Technical bid Evaluation:**

- (i) Bids received shall be evaluated by the appointed committee as per eligibility criteria
- (ii) Bidders not meeting the eligibility criteria shall be informed about their not getting eligible and shall be asked to take back their financial bids with a week time failing which the financial bids shall be returned by speed post to their address available with IISER Pune.
- (iii) Bidders meeting the eligibility criteria and approved by the technical committee shall be considered for opening of the financial bids.

**Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:**



Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.

Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

#### **14. Procedure for Bid Evaluation**

(i) On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the Director, IISER, Pune.

(ii) The information received and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.

(iii) After the technical evaluation is completed and approved, IISER, Pune shall inform to the BIDDERS whose bids have been rejected technically.

**The commercial offers of the vendors whose technical offers are found to be technically deficient or do not meet the qualification criteria as specified in this tender will be returned to them without opening along with their EMD.**

(iv) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening

(v) The purpose of obtaining two bids (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications; This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.

(vi) In the event of seeking any clarification from various BIDDERS by IISER, Pune, the BIDDERS are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. Further during this process if any BIDDER indicates the price during the clarification such bids also will not be considered for further evaluation.

15. **Opening of Commercial Bids and placement of supply order**

- (i) IISER will open commercial bids of only the technically qualified BIDDERS, in the presence of the BIDDERS or their authorized representatives who choose to attend the commercial bid opening. The Date and Time of opening the commercial Bid will be intimated only to technically qualified BIDDERS. The representatives of short listed firms only will be allowed for commercial bid opening.
  - (ii) The BIDDER's representative who is present shall sign an attendance register as a proof of having attended commercial bid opening.
  - (iii) The BIDDER's name, bid prices, discounts, and such other details considered as appropriate by IISER, will be announced at the time of opening.
  - (iv) The bid can be submitted in person or through post/courier (IISER will not be responsible for delayed / late quotations submitted / sent by Post / Courier etc. resulting in disqualification/ rejection of any bid) so as to reach IISER on or before the due date and time. Fax / E-mail tenders will not be considered unless it is asked for. The BIDDERS' authorized representative can attend the bid opening.
16. No request for extension of due date will be considered under any circumstances.
17. The Director, IISER Pune has got the right to split the tender and group the item or award part tender, if they deem so in the interest of the Institute.
18. The Director, IISER, Pune reserves the right to accept or reject one, more than one or all the tenders in part or wholly without assigning any reason. He also reserves the right to terminate the contract at any time giving one month's notice in writing without assigning any reason.

## **CHAPTER-2 : INSTRUCTIONS TO BIDDERS**

### **1. Delivery Period / Delivery Schedule /Timeliness**

1.1 The allotment of work shall be done on Annual Rate Basis for a period of one year from the date of signing the rate agreement or for such extended period as IISER Pune may grant by specific written order, extending the period.

1.2 The Purchase Order will be placed based on requirement of Monthly/Quarterly basis, The deliveries must be completed **within 07 days**, after placement of purchase order.

1.3 In case tenderer fails to execute the said supply within the stipulated time IISER Pune will be at liberty to get the material /items from the open market without any notice to the tenderer and any additional cost incurred by IISER Pune for the same shall be recovered from the Security Deposit submitted by the tenderer.

1.4 IISER, PUNE reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.

1.5 Goods should not be dispatched until the Vendor receives a firm order.

### **2. Locations for the Supply / Services :**

The House **Keeping material** covered by this document is required to be supplied at IISER, Pune.

### **3. Guidelines for submitting Tender Document by Bidders**

3.1 BIDDERS should QUOTE strictly in accordance with the requirements.

3.2 BIDDERS shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.

3.3 The tenders must be clearly written or typed without any cancellations/corrections or overwriting.

3.4 Conditional Offers will not be considered.

3.5 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.

#### **4. Amendment of Bidding documents**

At any time prior to the deadline for submission of bids, IISER, PUNE 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.

#### **5. PREPARATION OF BIDS**

##### **5.1 Earnest Money Deposit (EMD)**

(i) The tender documents must be accompanied by Earnest Money Deposit (EMD) of **Rs 80,000/- (Rs Eighty thousand only)** in the form of a Demand Draft / B.G drawn on any Scheduled/Nationalized Bank in favour of the Director, Indian Institute of Science Education and Research, Pune. The EMD can be submitted by the BIDDER himself.

(ii) Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash / cheque or any other form other than DD/Bank Guarantee. No interest is payable on EMD.

(iii) The EMD will be returned to the BIDDERS(s)/Agents whose offer is not accepted by IISER, PUNE within one month from the date of the placing of the final order(s) on the selected BIDDER(s). In case of the BIDDER(s) whose offer is accepted the EMD will be returned on submission of Bank Guarantee as Security Deposit (SD). However, if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the BIDDERS.

(iv) The successful BIDDER, on award of contract / order, must send the contract / order acceptance in writing, within 15 days of award of contract / order failing which the EMD will be forfeited.

(v) The EMD shall be forfeited:

a) If the BIDDER withdraws the bid during the period of bid validity specified in the tender.

b) In case a successful BIDDER fails to furnish the Security Deposit.

## **5.2 Security Deposit**

(i) Within ten (10) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 10% of the contact/agreement value in the form of Demand Draft/Bank Guarantee **(from Nationalized / Scheduled Bank only)** favoring the Director, Indian Institute of Science Education and Research, Pune.

(ii) The Security Deposit should be valid for a period of one year from the date of agreement .

**(iii) Bank Guarantee wherever mentioned in this document may be read as “Bank Guarantee from any Nationalized / Scheduled Bank” only.**

## **5.3 Period of validity of bids**

(i) Bids shall be valid for a period of **90 days** from the date of opening the Technical bid.

(ii) IISER, PUNE may ask for the BIDDER’s consent to extend the period of validity. Such request and the response shall be made in writing only. The BIDDER is free not to accept such request without forfeiting the EMD. A BIDDER agreeing to the request for extension will not be permitted to modify his bid.

(iii) Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

## **6. SUBMISSION OF BIDS**

### **6.1 Deadline for submission of Bids**

(i) Bids must be received by IISER, PUNE **before the time & date at address specified in the tender.** In the event of specified date for the submission of bids being declared as a holiday for IISER, PUNE, the bid-closing deadline will stand extended to the next working day. No communication is required in such cases, In the event of holiday on due date

(ii) IISER, PUNE may, extend this deadline for submission of bids, this will suitably be notified on the IISER, PUNE website.

## 7. Late Bids

IISER, PUNE will not be responsible:

- 7.1 For delayed / late quotations submitted / sent by post / courier etc.
- 7.2 For submission / delivery of quotations at wrong places other than the Purchase section of IISER, Pune.
- 7.3 Fax / E-mail / Telegraphic / Telex tenders will not be considered.
- 7.4 Any bid inadvertently received by IISER, PUNE after the deadline i.e. due date & time for submission of bids, will not be accepted and returned unopened to the BIDDER.

## 8. Award Criteria

- 8.1 IISER, PUNE shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid by IISER, Pune.
- 8.2 If more than one BIDDER happens to quote the same lowest price, IISER, PUNE reserves the right to award the contract to more than one BIDDER or any BIDDER.
- 8.3 IISER Pune reserves the right to award the **Contract to two or more bidders in case of lowest price for different items by different bidders.**

## 9. Purchaser's Right to vary Quantities at the time of Award

- 9.1. IISER, PUNE reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any change in price or other terms and conditions.

10. **Corrupt or Fraudulent Practices**

IISER, PUNE requires that the BIDDERS who wish to bid for this project have highest standards of ethics.

10.1. IISER, PUNE will reject a bid if it determines that the BIDDER recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.

10.2. IISER, PUNE may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract

11. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER, PUNE's interpretation of the clauses shall be final and binding on all parties.**

## **CHAPTER - 3 : CONDITIONS OF CONTRACT**

### **1. Price**

1.1. The price quoted shall be considered firm and no price escalation will be permitted and shall be valid till the expiry of the Agreement or Contract

1.2. The price criteria should be on F.O.R., IISER, PUNE. Govt. Levies like VAT/CST etc., if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, VAT/ Central Sales Tax etc., if any.

1.3 The actual Sales Tax Percentage (without Form "C") if any, should be specified.

1.4 LBT: - This Institute is Exempted from payment of LBT & no claim on Payment of LBT in limit Pune Municipal Corporation shall be accepted. Our LBT no is - PMC –LBT-005-0061147

### **2. Indemnity**

The vendor shall indemnify, protect and save IISER, PUNE against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the items supplied by him.

### **3. Payment**

100% Payment will be made within 30 days after delivery of the material at IISER Pune.

### **4. Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Pune Jurisdiction only.

### **5. Penalty for delayed Services**

In the event of default to supply the material within the stipulated period of time, IISER Pune in its sole discretion shall be at liberty to accept the supply beyond the stipulated period with penalty which shall be 0.5% per week subject to maximum 10% of the Order Cost



IISER, PUNE reserves the right to cancel the order in case the delay is more than 8 weeks. Penalties, if any, will be deducted from the Security Deposit.

**6. Force Majeure**

IISER, PUNE may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful BIDDER's premises.

**7. Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. shall be referred by either party (IISER, PUNE or the BIDDER) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER, PUNE India. The jurisdiction of the courts shall be Pune, Maharashtra, India.

Assistant Registrar (S & P)  
IISER, PUNE  
15 Jan 2015

## CHAPTER 4

### SCHEDULE OF REQUIREMENTS-

<b>House Keeping Material Requirement</b>						<b>TECHNICAL OFFER ONLY</b>
<b>Sl. No.</b>	<b>Description</b>	<b>Brand Name/ Manufacturer</b>	<b>Denom</b>	<b>Monthly Requirement</b>	<b>Yearly Requirement</b>	<b>ABILITY TO SUPPLY</b>
						<b>YES/ NO</b>
1	TASKI – R1	Johnson Diversy	05 Ltr Can	8	96	
2	TASKI – R2 (Floor cleaner cum sanitizer)	Johnson Diversy	05 Ltr Can	25	300	
3	TASKI - R3 (Glass cleaner)	Johnson Diversy	05 Ltr Can	10	120	
4	TASKI – R4	Johnson Diversy	05 Ltr Can	4	48	
5	TASKI – R5 (Air freshner)	Johnson Diversy	05Ltr Can	10	120	
6	TASKI - R6	Johnson Diversy	05 Ltr Can	40	480	
7	Hi Tech Floor (Marboline) Cleaner	Minitek	05 Ltr Can	4	48	
8	Fem Handwash	Dabur	05 Ltr Can	60	720	

9	Phenyl	Local	05 Ltr Can	30	360	
10	Acid	Local	05 Kg	25	300	
11	Spray Bottle (Empty)- 500ml	Local	Nos.	30	360	
12	Hit Spray - (320ml)	Godrej	Nos.	15	180	
13	Dish wash Powder	Dabur (Odopic)	Kg.	5	60	
14	Wheel / RIN Powder	Hindustan Lever	Kg.	18	216	
15	Room Fresheners (125 gm +/-)	Concord, Premium, Flower, Ambi Pure.	Nos.	48	576	
16	Sani Cubes - 200 gms (packet)	Local	Pkt	30	360	
17	Odonil Air Freshner (Packet)– 50 gms	Dabur	Nos.	200	2400	
18	Naphthalene Balls	Local	Kg.	15	180	
19	Glass Dusters (20*20)	Any Brand	Doz.	25	300	
20	Floor (Rough Texture) Dusters (24*24)	Any Brand	Doz.	6	72	
21	Wet Mop Pipe (5.5 feet, MS Powder Coated, 2cm dia with plastic handle on top of pipe)	Gala	Nos.	26	312	
22	Abrasive Cleaning Pads – 100mm X 150mm (pack of 4)	Scotch-Brite (3M)	Nos.	80	960	

23	Soft Brooms –regular size	Local	Nos.	55	660	
24	Hard Brooms	Local	Nos.	40	480	
25	Garbage Bags – Size 30 X 50	Any Brand	Pkt.	210	2520	
26	Garbage Bags – Size 19 X 21	Any Brand	Pkt.	130	1560	
27	Scrubbing pad (430mm) box(Qty-5) for Single Disk Scrubbing Machine – IPC SD 43.	Any Brand	Box	5	60	
28	Wet Mop Clip (15cm bracket with pipe holder and round fastener on top to hold pipe)	Gala	Nos.	30	360	
29	Wet Mop Refill- RS 101	Vigo clean & clear	Nos.	200	2400	
30	Savlon (1ltr)	Johnson & Johnson	Ltr.	10	120	
31	Drainage Powder	Any Brand	Pkt.	20	240	
32	Feather Plastic Dry Brush(70cm length)	Local	No.	24	288	
33	Brasso 500 ml	Brasso	Bot.	2	24	
34	Mori Brush 6"	Local	No.	12	144	
35	Palti Patra (7"X8")	Local	No.	25	300	

36	Cloth Face Masks	Local	No.	150	1800	
37	Yellow Duster(2ft X 1.5ft)	Local	Doz.	8	96	
38	Bleaching Powder	Local	Kg.	2	24	
39	Caustic Soda	Local	Kg.	4	48	
40	EZE Clean + 75 Dry Mop Refill	Ezee	No.	14	168	
41	Floor Scrapper h/d ergotech (200mm)	Unger	No.	5	60	
42	Hand Gloves-Rubber	Nova	Pair	125	1500	
<b>Items required on Quarterly basis</b>						
Sl. No.	Description	Brand Name	Denom	Quaterly Requirement	Yearly Requirement	
1	Dust pan/Supdi – 22cm front with Handle	Local	Nos	36	144	
2	EZE Clean + 75 Dry/Dust mop set	Ezee	Set	16	64	
3	Kitchen Wiper – 25 cm	Any Brand	Nos	32	128	
4	Chock-Up Pumps – Round base -14cm, with 55cm wooden handle.	Vigo Clean & Clear	Nos	30	120	

5	Toilet/Hockey Brush	Gala	Nos	47	188	
6	Wet Mop Set	Gala	Set	24	96	
7	Floor Wiper Set (3ft SS Powder Coated Pipe-2cm Dia with plastic holder on top, Wiper 40cm X 6cm.	Vigo Clean & Clear	Set	28	112	
8	Plastic Mug with handle (1 ltr)	Milan, Cello	Nos	28	112	
9	Dry/Dust mop refill (75 cm )	Ezee	Nos	10	40	
10	Suma - D7 (Steel polish)	Johnson & Johnson	05 Ltr Can	7	28	
11	Plastic Bucket ( 16 Ltrs )	Milan, Cello	Nos	18	72	
12	Glass cleaner Set (35cm)	Kleenol	Nos	8	32	
13	Floor Wiper Set	Taj/Unique/ Unger	Set	27	108	
14	Glass Wiper 35cm	Unger	Set	18	72	
15	Floor Wiper Refill – 40cm X 6cm	Vigo Clean & Clear	No	28	112	

**CHAPTER-5 : PRICE SCHEDULE**

**COMMERCIAL BID ONLY**

Sl. No.	Description	Brand Name	Unit / Denomination	Yearly Requirement	Rate per unit / Denomination	Requirement x Rate	Tax % and amount	Total
				<b>(A)</b>	<b>(B)</b>	<b>(A) x (B)</b>	<b>(C)</b>	<b>(A)x(B) + (C)</b>
1	TASKI – R1	Johnson Diversy	05 Ltr Can	96				
2	TASKI – R2 (Floor cleaner cum sanitizer)	Johnson Diversy	05 Ltr Can	300				
3	TASKI - R3 (Glass cleaner)	Johnson Diversy	05 Ltr Can	120				
4	TASKI – R4	Johnson Diversy	Ltr	48				
5	TASKI – R5 (Air freshner)	Johnson Diversy	05Ltr Can	120				
6	TASKI - R6	Johnson Diversy	Ltr	480				
7	Hi Tech Floor (Marboline) Cleaner	Minitek	05 Ltr Can	48				
8	Fem Handwash	Dabur	05 Ltr Can	720				

Sl. No.	Description	Brand Name	Unit / Denomination	Yearly Requirement	Rate per unit / Denomination	Requirement x Rate	Tax % and amount	Total
				(A)	(B)	(A) x (B)	(C)	(A)x(B) + (C)
9	Phenyl	Local	05 Ltr Can	360				
10	Acid	Local	05 Kg	300				
11	Spray Bottle (Empty)-500ml	Local	Nos.	360				
12	Hit Spray - (320ml)	Godrej	Nos.	180				
13	Dish wash Powder	Dabur (Odopic)	Kg.	60				
14	Wheel / RIN Powder	Hindustan Lever	Kg.	216				
15	Room Fresheners (125 gm +/-)	Concord, Premium, Flower, Ambi Pure.	Nos.	576				
16	Sani Cubes - 200 gms (packet)	Local	Doz.	360				
17	Odonil Air Freshner (Packet)-50 gms	Dabur	Nos.	2400				
18	Naphthalene Balls	Local	Kg.	180				



Sl. No.	Description	Brand Name	Unit / Denomination	Yearly Requirement	Rate per unit / Denomination	Requirement x Rate	Tax % and amount	Total
				(A)	(B)	(A) x (B)	(C)	(A)x(B) + (C)
19	Glass Dusters (20*20)	Any Brand	Doz.	300				
20	Floor (Rough Texture) Dusters (24*24)	Any Brand	Doz.	72				
21	Wet Mop Pipe (5.5 feet, MS Powder Coated, 2cm dia with plastic handle on top of pipe)	Gala	Nos.	312				
22	Abrasive Cleaning Pads – 100mm X 150mm (pack of 4)	Scotch-Brite (3M)	Nos.	960				
23	Soft Brooms –regular size	Local	Nos.	660				
24	Hard Brooms	Local	Nos.	480				
25	Garbage Bags – Size 30 X 50	Any Brand	Pkt.	2520				
26	Garbage Bags – Size 19 X 21	Any Brand	Pkt.	1560				
27	Scrubbing pad (430mm) box(Qty-5) for Single Disk Scrubbing Machine – IPC	Any Brand	Box	60				

Sl. No.	Description	Brand Name	Unit / Denomination	Yearly Requirement	Rate per unit / Denomination	Requirement x Rate	Tax % and amount	Total
				(A)	(B)	(A) x (B)	(C)	(A)x(B) + (C)
	SD 43.							
28	Wet Mop Clip (15cm bracket with pipe holder and round fastener on top to hold pipe)	Gala	Nos.	360				
29	Wet Mop Refill- RS 101	Vigo clean & clear	Nos.	2400				
30	Savlon (1ltr)	Johnson & Johnson	Ltr.	120				
31	Drainage Powder	Any Brand	Pkt.	240				
32	Feather Plastic Dry Brush(70cm length)	Local	No.	288				
33	Brasso 500 ml	Brasso	Bot.	24				
34	Mori Brush 6"	Local	No.	144				
35	Palti Patra (7"X8")	Local	No.	300				
36	Cloth Face Masks	Local	No.	1800				

Sl. No.	Description	Brand Name	Unit / Denomination	Yearly Requirement	Rate per unit / Denomination	Requirement x Rate	Tax % and amount	Total
				(A)	(B)	(A) x (B)	(C)	(A)x(B) + (C)
37	Yellow Duster(2ft X 1.5ft)	Local	Doz.	96				
38	Bleaching Powder	Local	Kg.	24				
39	Caustic Soda	Local	Kg.	48				
40	EZE Clean + 75 Dry Mop Refill	Ezee	No.	168				
41	Floor Scrapper h/d ergotech (200mm)	Unger	No.	60				
42	Hand Gloves-Rubber	Nova	Pair	1500				

**Items required on Quarterly basis**

Sl. No.	Description	Brand Name	Unit / Denomination	Yearly Requirement	Rate per unit / Denomination	Discount per unit / Denomination	Tax per unit / Denomination	Total per unit / Denomination
1	Dust pan/Supdi – 22cm front with Handle	Local	Nos	144				
2	EZE Clean + 75 Dry/Dust mop set	Ezee	Set	64				

Sl. No.	Description	Brand Name	Unit / Denomination	Yearly Requirement	Rate per unit / Denomination	Requirement x Rate	Tax % and amount	Total
				(A)	(B)	(A) x (B)	(C)	(A)x(B) + (C)
3	Kitchen Wiper – 25 cm	Any Brand	Nos	128				
4	Chock-Up Pumps – Round base -14cm, with 55cm wooden handle.	Vigo Clean & Clear	Nos	120				
5	Toilet/Hockey Brush	Gala	Nos	188				
6	Wet Mop Set	Gala	Set	96				
7	Floor Wiper Set (3ft SS Powder Coated Pipe-2cm Dia with plastic holder on top, Wiper 40cm X 6cm.	Vigo Clean & Clear	Set	112				
8	Plastic Mug with handle (1 ltr)	Milan, Cello	Nos	112				
9	Dry/Dust mop refill (75 cm )	Ezee	Nos	40				
10	Suma - D7 (Steel polish)	Johnson & Johnson	05 Ltr Can	28				
11	Plastic Bucket ( 16 Ltrs )	Milan, Cello	Nos	72				
12	Glass cleaner Set (35cm)	Kleenol	Nos	32				

Sl. No.	Description	Brand Name	Unit / Denomination	Yearly Requirement	Rate per unit / Denomination	Requirement x Rate	Tax % and amount	Total
				(A)	(B)	(A) x (B)	(C)	(A)x(B) + (C)
13	Floor Wiper Set	Taj/Unique/Unger	Set	108				
14	Glass Wiper 35cm	Unger	Set	72				
15	Floor Wiper Refill 40cm X 6cm.	Vigo Clean & Clear	No	112				

**CHAPTER – 6 : Checklist: Eligibility Criteria for BIDDERS**

BIDDERS to indicate whether the following are enclosed by striking out the non-relevant option.

<b>S.No</b>	<b>Particulars</b>	<b>Documents Attached</b>	<b>Page No</b>
1	Two separate bids duly filled in and signed in sealed envelopes (i) Technical (ii) Commercial	( Yes / No )	
2	The Demand Draft/BG for Rs 80,000.-/ towards Earnest Money Deposit	( Yes / No )	
3	Audited Balance Sheets, Annual Turnover statement signed by CA and Income Tax Returns of three financial years i.e 2011-2012, 2012-2013, 2013-2014.	( Yes / No )	
5	Copy of registration certificate (Shop & Establishment)	( Yes / No )	
6	Copy of VAT/CST/PAN Registration	( Yes / No )	
7	Agreements / Purchase orders / Completion certificates, if any, from the clients for whom similar supply has been made by the BIDDER in last three years	( Yes / No )	
8	Solvency Certificate of Rs.16 lakhs	( Yes / No )	
9	Undertaking that the successful BIDDER agrees to give a 10 % security deposit.	( Yes / No )	

**IMPORTANT NOTICE**

BIDDERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL BIDDER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Bidder