

**TENDER DOCUMENT  
EMPANELMENT FOR SUPPLY OF  
CLEANING CONSUMABLE**

Tender Ref. No: 1679/RKS/2024    Date: 25.10.2024

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25.10.24

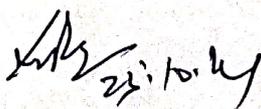
## **TENDER DOCUMENT EMPANELMENT FOR CLEANING CONSUMABLE**

- Sealed tenders/bids are hereby invited for authorised Supplier regarding empanelment for providing Cleaning consumable for DHH Nuapada on annual rate Contract basis for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website [WWW.NUAPADA.ODISHA.GOV.IN](http://WWW.NUAPADA.ODISHA.GOV.IN).
- The tender documents can be downloaded from the district website from 25/10/2024 to 11/11/2024 till 5.00 PM .
- The last date of submission of the bidder is 11/11/2024 till 5 P.M through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to DMO (MS) cum Superintendent, DHH Nuapada AT/PO/Dist- Nuapada PIN- 766105.
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/ FINANCIAL PROPOSAL" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "PROVIDING OF CLEANING CONSUMABLE ON ANNUAL RATE CONTRACT BASIS"
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on 12/11/2024 at 12PM in the DMO Conference Hall (2<sup>nd</sup> Floor) DHH Nuapada . Bidder/ authorised representative may present during opening of bid documents If they wish.
- Any legal dispute arising out of this subject to jurisdiction of Nuapada Only.
- The DMO (MS) cum Superintendent, DHH Nuapada reserves its right to accept or reject any or all quotations or any part thereof without any liability/ notice at its own discretion without assigning any reason thereof.

### **TERMS & CONDITIONS**

#### **Clause 1: General Terms and Conditions**

- The period of empanelment would initially be for one year from the date of finalization of the tender which can be renewed for further one year or lesser period depending on the satisfactory service delivery on same terms and conditions.
- The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted shall be most competitive in terms of rates and prices prevalent in the market.
- The bidders shall have to furnish a bid document cost of Rs.2,000/- (non-refundable) in the shape of a Banker's cheques / Demand Draft in favour of Rogi Kalyan Samiti, DHH Nuapada payable at Nuapada. In the absence of the bid document cost, the technical proposal of the bidder shall be rejected. The bid document cost should be put in the Technical Proposal (Cover A) envelop.
- No seasonal revision in rate shall be allowed during the period of empanelment.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (refundable) in the shape of Banker's cheques / Demand Draft in favour of Rogi Kalyan Samiti, DHH Nuapada

  
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payable at Nuapada.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, if any bidder claimed exemption in this regard then necessary supporting document along with govt notification should be submitted in the bid document, otherwise the exemption will not be considered.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the Proposal due date and expiration of the proposal validity period or on in case of successful Bidder, if does not execute the agreement.

The EMD will return to the unsuccessful bidder after completion of tender procedure.

- The successful bidders have to deposit Rs.15000/- (refundable) as security deposit and execute an agreement with DMO(MS) cum Superintendent. If successful bidders want the EMD amount Rs.10,000/- may be adjusted against the security deposit and successful bidders have to deposit the rest amount of Rs.5,000/- only.
- Average Annual turnover of the bidder must be  $\geq 10$  Lakh in of last three preceding financial years. *Bidders claiming relaxation regarding turn over must submit valid documents in this regard.* The Bidder is required to submit Audited balance sheet & P/L of last three preceding year (FY 2021-22, 2022-23 and 2023-24) along with Annual Turnover Statement in Form-T3 signed by Chartered Accountant.
- The Items should be delivered as and when required as per requirement of the department subject to maximum 15 days from the date of receipt of the purchase order.
- If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period or re fixed delivery period (as mentioned above), the buyer will be entitled to deduct or recover the for the delay, unless cover under force majeure conditions @ 0.5 % per week or part of the week of the week delayed or delayed period as per pre-estimated damages not exceeding 10% of the contract value without any controversy or dispute of any sort whatsoever. Default beyond 20<sup>th</sup> week shall amount to cancellation of work order/contract. The defaulting firm shall not be allowed to participate in the next tender for any item under NHM for 3 years. EMD & Security Deposit deposited by the defaulting firm shall be forfeited.
- The L1 bidder will be finalized item wise or if any dispute arises decision of the committees will be final and binding.
- The bidder is required to produce the sample of the product before the committee if committee decided to verify the sample. The same will be communicated to the bidder as per decision of the committee.
- The organization will have to submit an Affidavit (On original Stamp Paper of Rs.20 value) with the following clauses:-
  - ◆ It has not been blacklisted by any Government Organization
  - ◆ The organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.
  - ◆ The DMO (MS) cum Superintendent, DHH Nuapada will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by the Organization.
  - ◆ That the organization agrees to abide by all terms & conditions of tender.
  - ◆ Items will be supplied as per tender specification if there is any deviation found, necessary legal action will be taken against me and my firm will be blacklisted for 3 years for participating in any tender.
  - ◆ The organization will quote prices inclusive of all taxes.

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**Clause 2: Terms of Payments**

- The bills shall be accompanied with a copy of the supply order at the time of payment.
- No advance payment will be released.

**Clause 3: Eligibility Criteria for Bidders**

In order to become eligible, the bidders should fulfill following qualifications:

- Registration for GST with latest return.
- Registration for PAN
- Photocopies of work orders executed Minimum 5 order in last 3 years FY 2021-22, 2022-23 and 2023-24 relating to supply of Cleaning Consumables.
- Average Annual turnover of the bidder must be  $\geq$  10 Lakh in of last three preceding financial years.

**Clause 4: Documents to be attached**

The financial offer should be accompanied with the following documents duly self attested:

- A non-refundable fee of Rs. 2000/- in the shape of Demand Draft
- EMD of Rs. 10,000/- through D.D.
- Photo Copy of GST Registration certificate in the name of registered owner with latest return.
- Photo Copy of PAN certificate in the name of registered owner
- Affidavit (as mentioned in clause 1 General Term & Condition). Any deviation in wording may liable to be rejection of BID.
- Photocopies of work orders executed Minimum 5 order in last 3 years FY 2021-22, 2022-23 and 2023-24 relating to supply of Cleaning Consumables.
- Average annual turnover (as mentioned in clause 1 General Term & Condition).

List of Items required is mention below. The bidder is required to quote the price of the product as per specification mentioned in the bid, if there is any deviation should clearly be mentioned in the price bid.

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25/10/24

## Cleaning consumable for DHH Nuapada

Sl.No	Name Of Item	Brand	Unit
1	Urinal Cubes	Dabur/ Ecoleaf/ equivalent	300gm
2	Floor Cleaning Liquid (Scented Phenyl)	Ecoleaf/BUZIL/Epi Clean/ equivalent	5 ltr
3	Raw Phenyl	Ecoleaf/ Epi Clean/equivalent	5ltr/50 ltr
4	Naphthalene Ball	Taj555/ Wonder fresh/ equivalent	1 kg
5	Glass & Plastic Surface Cleaning Liquid	Ecoleaf/ BUZIL/Epi Clean/ equivalent	5 ltr
6	Floor Cleaner /Lysol	Ecoleaf/ BUZIL/Epi Clean/ equivalent	5 ltr
7	Room Fresheners	Ecoleaf/ BUZIL / Epi Clean/ Fresh/ Godrej/ equivalent	220 ML
8	Liquid Basin Cleaner	Ecoleaf/ BUZIL/ Epiclean/ equivalent	5 ltr
9	Toilet Cleaner	Ecoleaf/ BUZIL/ Epi Clean/ Harpic/ equivalent	5 ltr
10	Detergent Powder for Floor Cleaning	Wheel Active/Surf Excel/ Ghadi/ equivalent	5 kg
11	Soap oil (Multipurpose Cleaner) for Floor Cleaning	Ecoleaf/ Epi Clean/ equivalent	5 ltr
12	Acid (Toilet Cleaning Acid)	Ecoleaf/ Epi Clean/ equivalent	5ltr
13	Chock pump	Shagun/monty/ equivalent	Per Pices
14	Drain Cleaner Powder	Wonderfresh /Drainex/ equivalent	100 gm
15	Bucket (20 Ltr)	Rista/Puja/Monty/nilkamal/ equivalent	Per Pices
16	Mug (1 Ltr)	Rista/Puja/Monty/ nilkamal/equivalent	Per Pices
17	Phenyl scent	Ecoleaf/ Epi Clean/equivalent	1 Ltr

*K. P.*  
25.10.24

**TENDER FORM – T1**  
**Technical Bid**

1	Name of the Supplier	
2	Address of the Supplier	
3	Name of authorized Signatory (in capital letters)	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory / Firm/agencies	
6	GST registration & up to date return till last quarter (Photo copy to be attached)	
7	PAN (Photo Copy to be Attached)	
8	Draft number and date of the Processing Fee of Rs.2000/-	
9	Draft number and date of the EMD of Rs.10,000/-	
10	Affidavit of declaration (as mentioned in clause 1 General Term & Condition)	
11	Photocopies of work orders executed Minimum 5 order in last 3 years FY 2021-22, 2022-23 and 2023-24 Format T2	
12	Annual turnover certificate duly signed by Chartered Accountant submitted for last 3 years (Annual turnover must be $\geq$ 10 Lakhs in last three preceding years)Format T3	
13	Whether all documents submitted signed by the authorized signatory of the Firm/agency (Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:  
Date:

(Signature and seal of the authorized signatory)  
Seal

  
25/10/24

**FORM T2**

(To be furnished in the Technical Bid Envelop)

**PAST EXPERIENCE IN SUPPLY OF CLEANING CONSUMABLES WORKS**

Sl. No	Name of Assignment *	Name/address of the Organization for which works have been executed	Date of award of Assignment	Date of completion of assignment	Value of the Work order (Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

\* Note: Please furnish the Work order copies (last 3 years FY 2021-22, 2022-23 and 2023-24) of the works executed in support of the information mentioned above.

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Company Seal)

*[Handwritten Signature]*  
25.10.24

**FORM -T3**

(To be submitted in *Technical Bid*)

**ANNUAL AVERAGE TURN OVER STATEMENT**

(To be furnished in the letterhead of the Chartered Accountant)

The Annual Turnover of M/s \_\_\_\_\_ for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Lakhs (Rs.)
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover of last three years (Rs. In lakhs)		

Date:

Signature of Chartered Accountant  
(Name in Capital)

Place:

Seal

Membership No  
UDIN

**Note:**

- 1) To be issued in the letter head of the Chartered Accountant with membership No and UDIN Number.
- 2) Bidder should also submit audited balance sheet and P/L statement for above mentioned financial years.
- 3) Bidders claiming relaxation regarding turn over must submit valid documents in this regard.

*[Handwritten Signature]*  
25.10.24

**TENDER FORM - B**  
Financial bid – For Cleaning Consumables

Sl. No.	Item	Unit	Specification (Brand Name)	Amount (Rs.) (Inclusive of
				Tax, Transportation)
1	Urinal Cubes			
2	Floor Cleaning Liquid (Scented Phenyl)			
3	Raw Phenyl			
4	Naphthalene Ball			
5	Glass & Plastic Surface Cleaning Liquid			
6	Floor Cleaner /Lysol			
7	Room Fresheners			
8	Liquid Basin Cleaner			
9	Toilet Cleaner			
10	Detergent Powder for Floor Cleaning			
11	Soap oil (Multipurpose Cleaner) for Floor Cleaning			
12	Acid (Toilet Cleaning Acid)			
13	Chock pump			
14	Drain Cleaner Powder			
15	Bucket (20 Ltr)			
16	Mug (1 Ltr)			
17	Phenyl scent			

- The bidder is required to mention Specification & brand of Product Quoted clearly in the specification Column. If quoting multiple brand please add separate row for quoting multiple brand.

Place:  
Date:

(Signature and seal of the authorized signatory)  
Seal

*[Handwritten Signature]*  
25.10.24