

V.V.Giri National Labour Institute
Sector-24, NOIDA- 201301 (U.P.)

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ANNUAL CONTRACT FOR SUPPLY OF HOUSEKEEPING ITEMS

Date of Advertisement: 08.02.2017

Date of Issue of Tender _____

Last Date for submission of
Tender: 28.02.2017 by (3.00 p.m.)

Date of Opening of
Technical Bids of the tender: 28.02.2017 at (4.00 p.m.)

Tender form issued to:-

Signature of issuing officer

(The tender envelope should be marked with Tender fo"Annual Contract for supply of Housekeeping items)

V.V Giri National Labour Institute, NOIDA
(An autonomous body of Ministry of Labour and Employment, Govt, of India)

V.V.Giri National Labour Institute invites two bids system tender for **Annual Contract for Supply of Housekeeping Items** from the suitable Manufacturers/Suppliers having considerable experience in the field. Intending bidders may obtain copy of the tender documents containing details of the Items, Terms and Conditions of the Contract etc., from V.V. Giri National Labour Institute, Sector - 24, NOIDA (U.P.) on payment of Rs. 500/- (Non-refundable) and submit the sealed Tender within 21 days from the date of release of Advertisement to Administrative Officer

Administrative Officer

V.V.GIRI NATIONAL LABOUR INSTITUTE

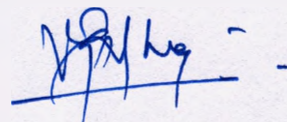
Sector-24, NOIDA-201301 (UP)

Tender Procedure

The Tenderer would submit the sealed Tender duly marked containing following information.

Technical Bid

1. Name of Tenderer
2. Experience
 1. Bidder must have experience of five years in Supply of Housekeeping Items in Private Sector /PSUs/Training Institute/Academic Institute/MNC (documents to be furnished alongwith Tender).
 2. Client certificate supported by (a) executing one similar work/services indicating period and amount and (b) experience, Documentary proof, duly notarized by Notary Public, must be submitted against the experience.
 3. The bidder should have annual turn over minimum of Rs. 2.00 lakh in one year, (enclose document)
 4. A certificate stating that the tenderer has visited the site and has fully familiarised himself with site conditions while submitting the tender.
 5. Demand Draft of Rs. 10000/- drawn in favour of V.V.Giri National Labour Institute, Sector-24, NOIDA, as Earnest Money and shall be forwarded with the bid.

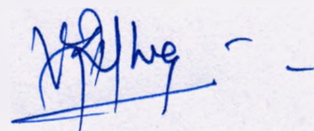


Terms and Conditions of the Contract

1. The rates submitted should clearly be indicated the make of item, size, weight, quantity and other specification etc., wherever required for a particular item.
2. The rates will be valid for a period of one year. It can be extended if the services of the Agency is found satisfactory.
3. Generally the order will be placed in lot on quarterly basis. However, the order can be placed for particular item at any time which the Agency has to supply within the time given.
4. The items supplied by agency should be original and as per the specification given in the Tender.
5. The payment of the items supplied will be made on receipts of items, its verification as per the specification.
6. TDS will be deducted as per the rule in this regard.
 1. The Institute reserves the right to terminate the contract with a notice of one week if the services are not found satisfactory.
7. The institute may also impose suitable penalty if the services are not found satisfactory.
 1. The contract may be terminated at any time by either side by giving a notice of one month.
 2. The agency shall not sub-let/off load/entrust the whole work or any part thereof to any other person/party to carry out his obligations arising out of the contract.
 3. All the rates quoted are firm and inclusive of all labour, transportation and any other expenses that agency may incur in execution of the job.
 4. Timely and courteous service of good quality is the essence of the service under this contract.
 5. The Institute reserves the right to select any tender or reject any or all tenders without assigning any reasons whatsoever.
 6. In case of dispute regarding the services, quality or the quantity of material/items the decision of the Authorised Officer of V.V.Giri National Labour Institute will be final and binding.
 7. In case of breach of agreement, VVG NLI will have a right for forfeiture of security deposits.

GENERAL TERMS AND CONDITIONS OF CONTRACT

- i. The VVG NLI premises being restricted area, all the articles which are taken out of or brought inside shall be liable for security check/gate pass system or any other system, enforced from time to time.
- ii. The agency shall not use the premises for any other activities except the purpose for which it has been provide for and indented.
- iii. The agency shall ensure that their representatives are courteous and their behaviour and manners are polite and proper towards all employees of VVG NLI.



LIST OF ITEMS TO BE SUPPLIED:

The list of items to be supplied may be seen at Annexure I.

SITE

- i. The site of work is V.V.Giri National Labour Institute, Sector-24, NOIDA-201301 UP.
- ii. The Tenderers must visit the site of work and see for themselves and acquaint thoroughly with all the site conditions which may effect the supply of the material.

Earnest Money

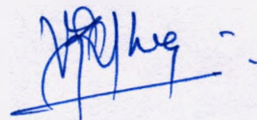
No tender will be considered which is not accompanied by Demand Draft of **Rs.10000/-** drawn in favour of **V.V.Giri National Labour Institute, NOIDA**, as Earnest Money and the tender will be cancelled. In the event of the Tenderer withdrawing the Tender before the expiration of two calendar months from the date fixed for receiving Tenders or such other date as the Tenderer may be required to extend the Tender will be cancelled and the Earnest Money will be forfeited to the V.V.Giri National Labour Institute and on the understanding also that if the Tender is accepted the Bond or Guarantee would be furnished when required. The Earnest Money will be returned to unsuccessful bonafide **Tenderers within three months after the date fixed for receiving tenders or at such earlier time as a tender may have been accepted by the V.V.Giri National Labour Institute**. In the case of the successful Tenderer the Earnest Money will be adjusted as soon as the formal agreement and the Bond or Guarantee have been executed.

TAXES

Tax deduction at source as per Government rules will be applicable from time to time.

CONTRACT PERIOD

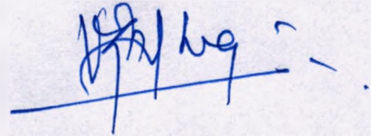
The contract will be for one year period. However, the performance will be evaluated after three months of award of contract. If performance is unsatisfactory, the contract will be terminated after giving one month's notice by either side or as mutually agreed by both the parties. The Contract period after successful completion of one year can be extended on yearly basis in case there is no cost escalation but the total contract period will not be more than three years.



LAST DATE

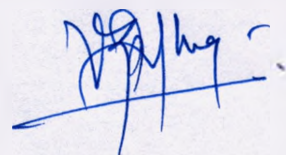
The last date of submission of Tender is 28.02.2017 by 3.00 p.m. The tenders

should be submitted in a sealed cover to The Assistant Administrative Officer, V.V. Giri National Labour Institute, Sector - 24, NOIDA, U.P. The envelope should be marked with tender for **ANNUAL Contract for Supply of Housekeeping Items.**

A handwritten signature in blue ink, appearing to be 'V.V. Giri', is written over a horizontal line. The signature is stylized and includes a small flourish at the end.

Financial Bid

S. NO.	Item	Denomination	Make	Qty	Rate
1.	Acid	1 liter	Doctors	25	
2.	Brasso	500 ml. per bottle	Rackitt Benck.	10	
3.	Baygon	200 ml.per bottle	Rackitt Benck.	18	
4.	Brush (Floor)	With stick	Supreme	10	
5.	Bucket Plastic	20 liter	Supreme	43	
6.	Brush Plastic Toilet	Standard size	Supreme	08	
7.	Colin	500 ml.Per bottle	Rackitt Benck	40	
8.	Cell Pencil/Remote(AAA)	Per packet	Eveready	350	
9.	Chowkee	Per piece 12X8	Supreme	24	
10.	Coffee Mug	Per doz.	Lapola	24	
11.	Duster White (cloth)	24X18 per doz.	Fine quality	600	
12.	Duster Yellow (cloth)	24X18 per doz.	Fine quality	24	
13.	Duster Floor (cloth)	24X24 per doz.	Fine quality	250	
14.	Dustbin Plastic with lid	5 liter	Supreme	60	
15.	Foot Mat	Per sqft	Cello	50	
16.	Glass (Tumbler)	per doz.	Yera	180	
17.	Glass Cover	Per packet (containing 6 piece)	Classic	05	
18.	Hanger	Per doz.	Steel	06 doz	
19.	Harpic	500 ml. per bottle	Rackitt Benck	114	
20.	Jharu (Phool)	Standard size	Saya	62	



21.	Jharu (Nariyal)	thick	Saya	300	
22.	Jalawala Brush	Standard size	Saya	10	
23.	Jhoona	Per piece	Saya	36	
24.	Liquid Soap	5 liter per tin	Glamic	16	
25.	Lizol	500 ml.	Rackitt Benck	54	
26.	Lock	Medium size	Harrison	15	
27.	Mayur Jug	05 litre	Mayur	27	
28.	Mug	Plastic	Supreme	90	
29.	Naphthalene Balls	Per box 100 gm	Mahesh	10 pkts	
30.	Odonil Pkt.	Per doz. 50 gm	Odonil	168	
31.	Phenyl 5 liter	Per piece	Doctor's	59	
32.	Palta	Per piece	Supreme	24	
33.	Room Fresheners 200 ml.	Per doz	Glamic	59	
34.	Surf Nirma ½ Kg.	Per packet	Nirma/Fena	105	
35.	Sootli	Per bundle	Supreme	12	
36.	Toilet Paper roll	Per piece	Standard	133	
37.	Office Towel 2"X4"	Per piece	Bombay dying	45	
38.	Urinal Cube 100gm	Per packet	Extra Fresh	nil	
39.	Vim 1kg.	Per packet	Hindustan Uniliver	100	
40.	Wiper Big (as per sample)	Per piece	Supreme	25	
41.	Wall Clock(as per sample)	Per piece	Citizen/Samay	10	

[Handwritten signature]