TENDER FOR SUPPLY OF HOUSEKEEPING MATERIAL FOR OUR OFFICE

(1) Tender offer Enquiry No. : IBPS/Quotation-offer/Housekeeping material-Aug.19/2019-2020

(2) Tender offer Document for : Supply of Housekeeping Material for our Office

(3) Date of Advertisement on IBPS website : 10th August, 2019

(4) Date of Advertisement in the newspapers: 10th August, 2019

(5) Last date/time of submission of tender offers: 26th August, 2019, upto 11.30 a.m.

(6) Date and time of opening tender offers : 26th August, 2019, at 12.15 p.m.

(7) Note :
   (a) The sealed envelope containing quotation offer should be super scribed as “Quotation Supply of House-keeping Material”

   (b) The sealed envelope should also contain Demand-draft/pay-order towards EMD amount of Rs.2,000/- drawn in favour of “Institute of Banking Personnel Selection”

   (c) The sealed envelope should be addressed to:

       Divisional-Head (Administration)
       Institute of Banking Personnel Selection
       IBPS House, Plot no. 166, behind Thakur Polytechnic,
       90 ft. DP Road, Off. W/E Highway
       Kandivali (E) Mumbai-400 101.

   (d) The bidder wish to be present at the time of opening of the quotations/offers should visit our office at above-mentioned date/time.
QUOTATION TENDER FORM

Tender offer Enquiry No. IBPS/Quotation -offer/Housekeeping material-Aug.19/2019-2020

PART- I (Information regarding bidder)

Name of the Bidder : __________________________________________

Address of the Bidder:
________________________________________

_______________________________________

PAN : ___________________________(attach copy)
G.S.T. No. : ___________________________(attach copy)

Name of the Authorized Signatory : ___________________________
(IN BLOCK LETTERS)

Capacity/Position in Company in which Tender Form is signed :

Mobile No. : ________________ Landline no. : ________________

Email : __________________________________________

Encl. D.D./pay-order no. ________ dated_____for Rs. 2,000/- for EMD

Signature of the Authorized Signatory: __________________________

Company Stamp / Seal:

Signature of bidder with company Seal
PART- II  (Financial Quote by the bidder)

With reference to here-referred tender offer enquiry, following are the best price for items given below:

<table>
<thead>
<tr>
<th>Sr. No. (1)</th>
<th>Item (2a)</th>
<th>Brand/quality (2b)</th>
<th>Units / Size (3)</th>
<th>Rate per unit (Rs. P.) (4)</th>
<th>Rate of GST applicable (5)</th>
<th>Tax other than GST, if any (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Air Fresheners</td>
<td>Lovin Midas Care</td>
<td>250 MI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Air Fresheners (Full Set)</td>
<td>Air-Wick</td>
<td>250 MI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Air Fresheners – Refill</td>
<td>Air-Wick</td>
<td>250 MI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bleaching Powder</td>
<td>Standard</td>
<td>1 kg. pkt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Broom (Hard )</td>
<td>Standard</td>
<td>Pc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Broom (Soft)</td>
<td>Gala</td>
<td>Pc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Choke-up Pump (Big)</td>
<td>Standard</td>
<td>Pc</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Choke-up Pump (Small)</td>
<td>Standard</td>
<td>Pc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Colin Spray</td>
<td>Reckitt Benckiser</td>
<td>500 ml</td>
<td></td>
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<tr>
<td>10</td>
<td>Surgical Face Mask-Green cloth -2 ply</td>
<td>Standard</td>
<td>Pc</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Garbage Bags-19 x 21 inches</td>
<td>Standard--Biodegradable</td>
<td>One kg.</td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>Hand Gloves-rubber</td>
<td>Standard</td>
<td>One pair</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>Hand wash-Liquid</td>
<td>Dettol - original</td>
<td>900 ml</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Harpic Cleaner (for toilet bowl)</td>
<td>Reckitt Benckiser</td>
<td>1 ltr.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sr. No. (1)</td>
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<tr>
<td>16</td>
<td>Multi - Fold Hand Tissue Paper Towel- 22 cmx 23cm</td>
<td>Prince</td>
<td>1 Pkt of 140 Tissue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Naphthalene Balls</td>
<td>Nandi/Standard Brand</td>
<td>1 kg.</td>
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<tr>
<td>18</td>
<td>Nirma - Active Washing Powder</td>
<td>Nirma Ltd.</td>
<td>1 Kgs.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>19</td>
<td>Wheel washing Powder</td>
<td>Wheel</td>
<td>1 Kg.</td>
<td></td>
<td></td>
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<tr>
<td>20</td>
<td>Sanitary Cubes-Mixed scented</td>
<td>Odocent/Kohinoor</td>
<td>Pkt. of 12 pouches (each pouch 12 balls)</td>
<td></td>
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<tr>
<td>21</td>
<td>Sunny Phenyl</td>
<td>Sunny Ind.</td>
<td>1 ltr.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Table Dusters-checks</td>
<td>Standard</td>
<td>24 Inch X 16 Inch</td>
<td></td>
<td></td>
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<tr>
<td>23</td>
<td>Toilet Brush-hocky</td>
<td>Standard</td>
<td>1.5 Ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Toilet tissues Roll – 2-ply-soft -W 10 cm x L 5500 cm)-snow white</td>
<td>Jackson</td>
<td>Roll</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Wipers (Rubber) (Small)</td>
<td>Standard</td>
<td>1.5 Ft</td>
<td></td>
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</tbody>
</table>

**SIGNATURE:**

**DATE:**

**NAME OF THE BIDDER/ RUBBER STAMP / TELEPHONE NO**
Terms & Conditions forming part of the tender offer
For Supply of House-keeping Material
Tender offer Enquiry No. IBPS/Quotation -offer/Housekeeping material-Aug.19/2019-2020

General Terms & Conditions

1. Tenders/quotations shall be submitted along with the prescribed earnest money as per the terms of tender by way of Demand draft/Bankers cheque/Pay Order. Cheques shall not be accepted.

2. Tenders/Quotations shall be submitted as per the specification/Performa of the tender, otherwise the tender shall not be considered.

3. It is the responsibility of the tenderer to ensure that their tender is received by the Institute within the due date and time.

4. The Institute reserves the right to accept/reject any or / all tenders or part thereof without assigning any reason.

5. Sub- tendering of any job by the tender is not permitted.

6. The Institute reserves right to alter / change / add / delete any or all the terms and conditions of the tender without assigning any reason or without prior information to the tenderers.

7. The tenderers or their representatives may be allowed to remain present at the time of opening the tender, if they desire.

8. Wherever required, samples shall be sent by the tenderers along with the tender, and these shall be authenticated by them.

9. Goods not found as per specifications of the tender are liable to be rejected.

10. In case of default the Institute shall claim damage and debar the tenderer.

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11. Any material supplied by the Institute for the execution of any job shall be kept by the tenderer as Trustee and he / she shall take all necessary steps to protect the same, while in his custody, till the same is delivered back to the Institute.

12. The Institute reserves the right to increase/decrease the actual quantity required at any time.

13. Rejected goods will be removed by the supplier from the Institute’s premises at the cost of suppliers immediately but not later than 24 hours failing which the same shall be disposed of at the entire risk and responsibility of the supplier. The Institute will realise the cost to be incurred for disposal / removal of those goods from the tenderers’ earnest deposit or any other deposit or realise the same from any other bill relating to them.

14. Institute reserves the right to impose penalty prior to accepting the goods, which are found to have minor defects but are usable as also for delays. The amount of such penalty as decided by the Institute shall be final and binding.

15. The Institute shall generally make the payment of bills within 10/15 days after the receipt of goods and bills by E.C.S / ‘A/c Payee’ cheques or by any other mode but no cash payment will be made.

16. The terms and conditions as may be in force from time to time shall apply.

17. In case any dispute the decision of Director of IBPS shall be final.

**Other Terms & Conditions**

1. The Rates quoted by you will be applicable & valid for one year from September 2019 to August 2020.
2. Samples of all the items to be supplied, are available for inspection in the Maint.-Dept. of the IBPS on any working day between 11.00 a.m. to 5.00 p.m. (except Saturday, Sunday and Bank holidays). Bidders should inspect the samples before submitting Quotation.

3. The quoted rates are inclusive of all Taxes except GST shall be firm and valid without any pre-condition attached thereto throughout the aforesaid period.

4. The quoted rates should be per unit as indicated in the list of items under the column of ‘Rate per’. Please quote rate exactly as per our specification or Brand of the item mentioned in the quotation. Wherever Brand / Make have not been mentioned, kindly mention the Brand / Make for which rate Quoted. If quoted rates are not as per the Brand or specification of the item mentioned in the quotation then they will not be considered and party will be discarded for that Item.

5. The material should be delivered free of cost at our premises in Kandivali during office working hours only.

6. After accepting the order the supplier should be able to execute the same within the specified period.

7. In case of Failure/delay in supplying the material on stipulated date as per our order either fully or partially, the institute shall be at liberty to purchase the same through alternative sources at its sole discretion. The difference in price will be adjusted from the Earnest Money cum Security Deposit of the supplier with us to the extent of the earnest Money cum security Deposit.

8. No alterations in quantity, quality or Brand of the items shall be permitted throughout the validity period without permission of IBPS.

9. Overwriting and alterations in the Quotation without proper authentication/signature shall not be accepted and shall be liable to be rejected outright.

10. The Quotation in the prescribed format duly signed along with D.D./pay-order of Rs.2,000/- drawn in favour of “Institute of Banking Personnel Selection” towards EMD amount be submitted in sealed envelope, so as to reach Divisional Head–(Administration) on or before 26th August 2019 by 11.30 a.m.

11. The Institute shall be at liberty to increase/decrease the quantity and the supplier shall be bound to arrange supplies accordingly.

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Signature of bidder with company Seal
12. In case of all items, the items should strictly confirm with the specification of the Institute and to ensure this the items shall be checked by concerned authority. In case of any variation with respect to weight, quality or quantity of any item the same will be rejected and be liable to be replaced by the supplier at his cost without delay.

13. Material shall be delivered duly accompanied by delivery challan in duplicate with proper signature.

14. The bill should be sent along with the copy of delivery challan in duplicate for payment.

15. Payment will be made within three weeks from the date of receipt of supplier’s Bill.

16. No payment shall be made for material rejected by the Institute.

17. The Supplier finally selected for supply of the material in terms of the quotation advertisement shall have to keep interest free Earnest Money Cum Security Deposit equivalent to approximately 10% of annual turnover (to be calculated after bidders are selected for items for which they had quoted most competitive price) with the Institute which shall be refunded after the expiry of the Contract period.

18. EMD submitted along with the quotation will be returned to the remaining bidders who do not qualify for supply of any material.

19. The Institute reserves right to accept or reject any or all the Quotations either in whole or in part or cancel the process at any time without assigning any reason whatsoever it may be.

I have read the above conditions and accept the same.

SIGNATURE: 

DATE

NAME OF THE BIDDER: SEAL/STAMP: TELEPHONE NO: