



**INDIAN INSTITUTE OF TECHNOLOGY GOA, GEC  
CAMPUS, FARMAGUDI, PONDA, GOA, 403401**

**TENDER DOCUMENT FOR SUPPLY OF CONSUMABLE  
MATERIALS RELATED TO HOUSEKEEPING / SANITARY WORK**

**NIT: IITGOA/C&EMD/2023/018 DT. 04-07-2023**



## 1. NOTICE INVITING QUOTATIONS

### 1.1 INTRODUCTION

Indian Institute of Technology (IIT) Goa, invites sealed item rate quotation from the eligible vendors for "Supply of consumable material related to housekeeping / sanitary work".

### 1.2 PARTICULARS

1.NIT No	IITGOA/C&EMD/2023/18
2.Name of work	Supply of consumable materials related to housekeeping / sanitary work
3.Location of work	IIT Goa Campus, Farmagudi,Ponda - 403401
4.Estimated Cost	Rs. 11,23,860/-
5. Tender Fees	Rs. 1,000/-
6.Earnest Money Deposit	Rs. 22,477/-
7. Performance Guarantee	Rs. 1,12,386/-
8.Contract Period	12 months
9.Tender Basis and Mode	Two Bid System
10.Mode of Payment of Tender fee and EMD to IIT Goa	Demand Draft in favour of IIT Goa Main Account payable at Goa. (Cheques will not be accepted)
11.Minimum Average Annual Turnover of the bidder(for 3 years in INR)	Rs. 11,23,860/-
12. Pre-bid meeting (on line mode)	17-08-2023 at 1500 hrs <i>The bidders can send their queries/request for pre bid meeting link on (<a href="mailto:estate@iitgoa.ac.in">estate@iitgoa.ac.in</a>) before.....</i>
13. Closing Date & Time of Receiving of bids.	28-08-2023 at 1500 hrs
14. Date & Time of opening of Technical Bids.	28-08-2023 at 1530 hrs in C&EMD Office
15. Date & Time of opening of Financial bid	Will be intimated to the bidders who will qualify in the technical bid
15. Address of tender issue, submission and opening	a) Tender documents can be downloaded from IIT Goa Online Portal - <a href="https://www.iitgoa.ac.in">https://www.iitgoa.ac.in</a> (Under tender Section) and CPP Portal. b) Tender submission & opening place: C&EMD OFFICE, IIT GOA

**Note :** Tender fee and EMD is exempted for MSME / Start up. The agency has to submit a bid security declaration in lieu as per format at ANNEXURE A



## 2. INFORMATION TO BIDDERS

### 2.1 SCOPE OF WORK

IIT Goa invites item rate tender from eligible bidders/ suppliers for “Supply of consumable materials related to housekeeping / sanitary work”.

### 2.2 GENERAL INSTRUCTIONS

2.2.1 Bidding documents are to be downloaded electronically through IIT Goa Online Portal - <https://www.iitgoa.ac.in> and CPP Portal (Under tender Section).

2.2.2 **The bidder shall visit and inspect the site and obtain all information at his/her own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender.** No excuse or ignorance as to the site conditions and local information shall be accepted after awarding of the contract.

2.2.3 The agency must ensure that the material supplied are of best quality. If the material is found to be of substandard quality then the contractor shall replace the material within a week at their cost.

2.2.4 If repeatedly substandard material is supplied not confirming to standards mentioned in the NIT, or the supplier is not willing to replace substandard material, then the services of the agency may be terminated as per the termination clause no.2.2.12.

2.2.5 The agency has to raise the invoice within a week after delivery of the materials at IIT Goa campus, Estate department. The payment will be processed within 15 days from the date of receipt of bill.

#### 2.2.6 Supply of Material:-

A) The agency shall supply the material by 05<sup>th</sup> of every month.

B) If the material is supplied beyond 05<sup>th</sup> but within one week i.e 12<sup>th</sup> of that month, then the agency will be issued a warning letter.

C) If this practice (Refer B) continues twice then on third instance the contract may be terminated as per the termination clause no.2.2.12

D) On any single instance, if the material not supplied till 12<sup>th</sup> of the month, then the contract may be terminated without any intimation/ prior notice and IIT Goa reserves the right to procure the product by forfeiting the PBG submitted by the agency.

2.2.7 In case of any unforeseen circumstances if the approved item is not available in the market, then the alternate product/ brand shall be supplied only after the approval of the institute authorized person. Supply of other brand in replacement shall be paid as per the rate contract.

2.2.8 **Rates quoted by the bidders should be as per format in Annexure C.** Any overwriting/erasing/cutting, use of white fluid/ correction fluid/ correction tape is strictly prohibited. **The rate should be inclusive of labour / transportation charges, over heads and profits. Income Tax will be deducted from the bill as per prevailing rules. The quoted rate will be valid for one year.**



**2.2.9** The period of the rate contract shall be one year from the date of issuance of Rate Contract. However, IIT Goa, reserves the right to extend the rate contract for further six months on same terms & condition and price if mutually agreed.

**2.2.10** IIT Goa reserves the right to reject any or all of the bids without assigning any reason.

**2.2.11** Bid Validity: Bid shall remain valid for 90 days from the date of opening of price bid.

**2.2.12** The Contract can also be terminated by IIT GOA with a prior notice of one month in the following circumstances:

a) If the firm is debarred or disqualified or ceases to exist or convicted of any offence.

b) If the quality of the material supplied is found not up to the standard quality then a warning letter will be issued on the first instance and material shall be replaced with proper quality material within a week. If the contractor repeats bad quality material then this will lead to termination of the contract.

c) If supply position of the firm is not satisfactory and not maintaining the delivery schedule as per clause no. 2.2.6.

In addition to the termination, the performance guarantee of the agency may be forfeited and the agency may be debarred from participating in any tenders of IIT Goa for a period of two years.

**2.2.13** If any information furnished by the bidder is found to be false / fabricated, then his bid will be rejected and treated as cancelled. If such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Performance Guarantee and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IIT Goa for next two years.

### **2.3 SUBMISSION OF TENDER**

**2.3.1** The sealed tenders shall be received at the C&EMD Office, IIT Goa, Goa College of Engineering Campus, Farmagudi, Ponda Goa-403401

**2.3.2** Tenders received after the due date and time or tender without EMD/Bid security declaration shall not be considered.

**2.3.3** Tenders shall be submitted in a sealed Master envelope super scribed "Supply of cleaning material" with the NIT No. IITGOA/C&EMD/2023/018 dt 04-07-2023, containing three separate sealed covers, each clearly super scribed as "Technical Bid" and "Financial Bid" respectively, in the following manner.

**Envelope-1** will consist of following:-

- Demand drafts for Tender Fees & Earnest Money Deposit (EMD) of requisite amount or Bid security declaration for MSME/ Startup with proof of MSME/Startup from appropriate authority.



**Envelope-2** will consist of following:-

- Complete tender document, each page duly signed and stamped by the bidder as acceptance of the conditions. The name of the person signing the bid documents with his designation in the firm/company must be clearly mentioned.
- Self-attested copy of PAN and GSTN of proprietor / agency
- Self-attested copy of Shops and establishment certificate
- Turnover certificate of three consecutive financial year from the Chartered Accountant.

**Envelope-3** (Financial Bid) **ANNEXURE-C** will consist of Financial Bid duly filled-in, signed by the bidder or his/her authorized signatory and stamped. The name of the person signing the bid document with his designation in the firm/company must be clearly mentioned.

## **2.4 EVALUATION OF BIDS AND AWARD OF WORK**

**2.4.1** Technical Bids shall, first be checked for Tender Fees & Earnest Money Deposit/ Bid Security Declaration. Only those bids found to have duly submitted the Tender Fees & Earnest Money Deposit/Bid Security Declaration and other required valid documents mentioned above shall be considered for further evaluation and opening of envelope-1(Technical bid).

**2.4.2 Evaluation of Financial Bids:** The financial bid of those firms shall be opened who qualify the technical bid. The date & time for opening of the Financial Bid shall be separately intimated to the qualifying firms/ agency. The Financial Bid should contain the complete financial bid document signed by the authorised representative of the firm and the financial bid should be duly filled in Indian Rupees. Financial Bids opened as above will be checked for arithmetical errors. The work will be awarded on lowest quotation basis.

**2.4.3** The bidder quoting the lowest total (L1) shall be awarded the work. In case of Tie between two or more bidders, the lowest bidders will be asked to submit sealed revised offer but the revised rate should not be higher than the quoted rate at the time of submission of tender. The lowest tender shall be decided on the basis of revised offers.

In case any of such contractor refuses to submit revised offer, then it shall be treated as withdrawal of his tender before acceptance and 50% of EMD shall be forfeited.

In case of tie of the revised bid of two or more firms / parties, the award of work shall be made on the basis of draw of lots in presence of such bidders.



**ANNEXURE A**

Date\_\_\_\_\_

*(To be printed in letter head)*

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**BID SECURITY DECLARATION**

**IN LIEU OF SUBMISSION OF EARNEST MONEY DEPOSIT (EMD)**

Ref: (1) Our Offer No.....dated.....in response to Your  
Tender No.\_\_\_\_\_dated\_\_\_\_\_

In the event of withdrawing or modifying our offer within the validity or extended  
validity period, we hereby accept the suspension of our company/firm for a period of  
two years from the date publication of this tender for future requirement of IIT Goa

\_\_\_\_\_  
Signature with date:

Name and designation of the signatory

Official Seal



ANNEXURE A 1

(To be sent/kept in Technical Bid)

Date:

A	B	C	D	
Name of the Contractor/ Agency	Date of starting of the work by the Contractor/ Agency	No. of years completed till date	Annual Turnover during the last three financial years in Rupees	
			YEAR 2020-21	
			YEAR 2021-22	
			YEAR 2022-23	

\* Turnover details should be duly certified by chartered accountant and should bear his signature and seal.

I hereby declare that the above statement is correct to the best of my knowledge.

Further, I understand that during verification of documents, if any statement/ above information is found incorrect, I shall forfeit any claim for bid.

Enclosed here with the certificate from the Chartered Accountant for the annual turnover of the firm.....for the FY 2020-21, 2021-22 &2022-23 in the page no.....

(Signature)

Name & designation of the signatory

(Seal of the organization)

Date:



**ANNEXURE B**

To,

The Registrar,  
Indian Institute of Technology Goa

**LETTER OF GUARANTEE**

WHEREAS Indian Institute of Technology, Goa (Client) has invited Tenders vide Tender No IITGoa/C&EMD /2023/018 Dt. 4th Jul' 2023 for 'Supply of consumable material for House Keeping / sanitary work ' AND WHEREAS the said tender document requires that any eligible successful tenderer (service provider) wishing to supply the service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**Registrar, Indian Institute of Technology, Goa**" in the form of Bank Guarantee for ₹----- (Rs. -----) (10% (Ten percent of the estimated value) and valid till **one year or upto warranty period whichever is later** from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (service provider) failing to abide by any of the conditions referred in tender document / purchase order / performance of the catering service this Bank shall pay to Indian Institute of Technology, Goa on demand and without protest or demur ₹ ----- (Rs. ----- )

This Bank further agrees that the decision of Indian Institute of Technology, Goa (Client) as to whether the said Tenderer (service provider) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We,.....(name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (service provider) and/ or Indian Institute of Technology, Goa (Client).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed ₹ ----- (Rs. ).
2. This Bank Guarantee shall be valid up to .....(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Goa serves upon us a written claim or demand on or before.....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at.....

(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:





**ANNEXURE C**

**Price Bid**

			(A)	(B)	(C)
Sl.No	Name of Items	Brand / Standard	Quantity required per Month	Unit cost (per kg / ltr / nos / piece /item / bottle / packet including Taxes / GST , profit , transport , Packing , Labour etc.	Amount for month (in INR) C=A X B
<b>ITEMS REQUIRED ON MONTHLY BASIS</b>					
1	Phenol Concentrated/ Germ free (in 5 ltrs pack)	Patanjali / Aqua / Crew	90 Ltrs		
2	Maulti purpose cleaner / Liquid soap (in 5 ltrs pack)	Patanjali / crew	80 Ltrs		
3	Liquid Toilet cleaner (in 5 ltr pack)	Harpic / crew / patanjali / Domex	80 Ltr		
4	Coconut stick Broom 39"	Any brand	24 Nos		
5	Grass Broom 39"	Monkey 555 /Bharat brooms	24 Nos		
6	Wet mop refill (300 GM)	Any brand	17 Nos		
7	Toilet Brush Size - 43L x 12W x 12H Centimeters	Any brand	15 nos		
8	Acid floor cleaner (in 5 ltrs pack)	Domex/Patan jali/Crew	25 Ltrs		
9	Urinal Cubes (01 packet of 12 cubes)	Patanjali / crew / Wonderfresh, Airwick / Gordrej / odonil	25 Pkts		
10	Dish washing Bar	Vim bar /	06 Nos		



	(125 gms)	Exo			
11	Naphthalene Balls (in 500 gm packet)	Patanjali / crew / Wonderfresh, Airwick / Gordrej / odonil	10 Packets		
12	Glass Cleaner (in 500 ml bottle)	Colin / Crew / Aqua /wonderfresh	12 ltrs		
13	Air Freshener (in 220 ml bottle)	Godrej / Ambi pure / Odonil	25 Nos		
14	Floor Disinfectant (in 5 Ltr pack)	Lizol / Crew / Patanjali	15 Ltrs		
15	Hand wash Liquid refil (in 5 Ltr pack)	Dettol / Sandal / Odonil / Patanjali	20 Ltrs		
16	Scrub Pad Size - 225mm x 36mm x 105mm	Scotch brite / Exo	50 Nos		
17	Garbage bag 30*40 Black 75 micron above	Any brand	25 Kgs		
18	Garbage Bag 19*21 Green roll 75 micron above	Any brand	20 Kgs		
19	Cotton Glass Cleaning White Duster, Wet and Dry Cotton Cleaning Cloth (Size -18 X 18 inch)	Any brand	15 Nos		
20	Kitchen duster wet dry cotton (Size -16 X 24 inch)	Any brand	30 Nos		
21	Flying Insect Killer - Mosquito & Fly Killer Spray (700 MI bottle)	Hit / Beygon	12 Nos		
22	Drain Cleaner (in 50 gm packet)	Harpic / Kiwi / D-Klog	80 packets		



23	Lemon Grass Fragrances Vaporizer Oil (01 Ltr bottle)	Iris / Pure	05 Bottles		
24	Plastic Web Blaster (Jala Broom) Size – length 5 ft. (every six months)	Any brand	12 Nos		
25	3 Ply Toilet Tissue Paper Roll	Origami / soft touch	12 Nos		
26	Multipurpose Disinfectant Hygiene / antiseptic Liquid (in 01 ltr bottle)	Dettol	15 Ltrs		
27	Rubber Hand Gloves	Any brand	24 pair		
28	Deck Brush / Veranda Cleaning Brush/ Water Scraper with metal body and Steele rod (size – 5ft length)	Any brand	12 Nos		
29	Cotton Refill (Dry MOP 18 INCH)	Any brand	10 Nos		
Total amount of Monthly items					
*Total Annual amount for monthly items = Total of column C X 12					
<b>ITEMS REQUIRED ON HALF YEARLY BASIS</b>					
30	Heavy Duty Wet and Dry Mop / swabber 18 inch with Refill   360° Rotatable	Any brand	12 Nos		
31	PVC Wiper with Aluminium rod	Any brand	24 Nos		
32	Wet mop clip for 300 GM refill	Roots	20 Nos		
33	Hand wash Liquid with dispenser bottle (in 200 ml bottle)	Dettol / Sandal / Odonil / Patanjali	12		
34	Curved Toilet Brush Corner Rim (8 inch)	Any brand	25 Nos		



35	Stretch Rotatable Cleaning Brush Glass Wiper Window Cleaner Long Handle Double Side Design	Any brand	12		
Total amount of Half yearly item					
**Total Annual amount for half yearly items = Total of column C (for half yearly item) X 2					
<b>ITEMS REQUIRED ON ONE TIME BASIS</b>					
36	Bleaching Powder (5kg packet) only for rainy season To be supplied in the month of June	General standard	300 kg		
***Total annual amount for one time item					
<b># Grand total</b> (in Figure) = (*Total Annual amount for monthly items) + (**Total Annual amount for half yearly items) + (***)Total Annual amount for one-time items)					
Grand Total (in words).....					

**Note:**

- L1 will be decided based on the bidder quoting the lowest **# Grand total** mentioned above
- Any of the item as per Appendix 'C' for which brands are mentioned as "general standard" should be of ISI mark / Standard.
- If the bidder not quoted for any of the item then the bids will be summarily rejected.
- The qty mentioned above is a tentative requirements .The agency will be given demand (list and qty of items to be supplied) on or before 20<sup>th</sup> of every month. The bills will be paid on actuals.
- In case of any item is required / demanded which is not in the contracted list, the rate of those items shall be fixed based on the mutual agreement.
- If mentioned brand is not available in the market, the alternate brand shall be supplied only after approval of the Institute authority.