



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**  
No. DU/PC/TQ/187/246 Date: 05/08/2021

**NOTICE INVITING QUOTATION**

**NOTICE No. 3 of 2021-22**

Sealed quotations are invited from registered Suppliers of Dibrugarh University for Annual Rate Contract for Supplying of Sanitary items of approved brands at Dibrugarh University as per the mentioned Terms and Conditions. The detailed specification of the items is provided in **ANNEXURE-I** (Schedule of Item) for Annual Rate Contract basis for the year 2021-22.

Availability of Bid papers	From 05/08/2021 to 26/08/2021
Last date for submission of Bid	26/08/2021 up-to 12:00 Noon
Time & Date of opening of Bid	26/08/2021 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, D.U.
Tender Fees	Rs. 1,000/- (Non refundable)

Interested suppliers may submit their offer rate(s) in two parts *i.e.* **Part - I** (TECHNICAL BID) and **Part – II** (FINANCIAL BID). The Technical Bid shall be opened on 26<sup>th</sup> August, 2021 at 2.30 pm and the Financial Bid shall be opened of only those bidders who qualify in Technical Bid on the same date or at a later date which shall be intimated to the tenderer whose Technical Bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof. The Interested suppliers are requested to read all the instructions and Terms & Condition carefully before submitting the Quotations.

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**Registrar**  
Dibrugarh University  
Dibrugarh

**Copy to:**

1. The Vice Chancellor, D.U. for kind information
2. The DR (F&A) *i/c*, D.U. for information
3. Dibrugarh University Website.
4. Notice Board
5. Office File

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## **INSTRUCTIONSTOBIDDERS**

*(Read all the instructions and Terms & Conditions carefully before submitting the quotation)*

### **ELIGIBILITYCRITERIA**

1. Bidder should enclose copy of Registration Certificate of the firm under Dibrugarh University.
2. Enclose copy of valid **GST Registration certificate**.
3. Enclose copy of **PAN CARD** of the firm/organization.
4. Enclose Bidder's Information. (**Annexure-A2**)
5. Enclosed copy of Declaration (**Annexure-A3**)
6. The bidder should accept all the Terms & Conditions as laid down in this document.
7. Tender Documents should be duly signed on each page by concerned /competent person of the firm.

### **SUBMISSION OF OFFER:**

1. Tender should be put in a Tender Box kept in the Office of the Registrar, Dibrugarh University. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
2. Tender must be submitted in Two-Bid system in two separate envelopes. One envelope should be marked as **PART-I** containing **Technical Bid** and the second envelope as **Part-II** contains the **Commercial Bid**.
3. The Quotation must be enclosed in a sealed cover super-scribing Tender number /due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
4. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.**
5. Quoting of Price(s): Price quoted should be in Indian Rupees (INR) and should be delivered free at Dibrugarh University Campus at the site.
6. If Price is not quoted in **PRICE BID** as provided in Tender document, then, Dibrugarh University will reject bid along with forfeiting Earnest Money Deposit.
7. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
8. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current e-mail address with contact number.

### **CANCELLATION OF TENDER:**

1. Notwithstanding anything specified in this tender document, Purchaser / Dibrugarh University in its sole discretion, unconditionally and without having to assign any reasons, reserves the rights:
  - a) To accept OR reject lowest tender or any other tender or all the tenders.
  - b) To accept any tender in full or in part.
  - c) To reject the tender offer not confirming to the tender's terms.

### **AWARDOFCONTRACT:**

1. A panel of bidders/suppliers shall be selected for rate contract.
2. Selection of bidders will be matching L1 rates by L2 bidders.
3. The qualified suppliers will be empanelled initially for the period of one year and may be extended further for two years subject to annual revision, if their service/performance found to be satisfactory.

4. The service/performance of the selected supplier's will be reviewed by committee during contract period and Dibrugarh University reserves the right to add or delete suppliers in rate contract based on performance, if necessary, without intimation.
5. Initially the contract will be awarded for one year, therefore, all the rates quoted should be valid for at least one year.
6. In case there is loss or damage to the material or unsatisfactory services provided by the bidder then such losses will be adjusted from the Security Deposit.
7. If the quality of product and service provided is not found satisfactory, Dibrugarh University reserves the right to cancel or amend the contract.

**PAYMENTTERMS:** Payment will be made within stipulated time after submission of bill and acceptance. Payment will be made by RTGS/electronics payment. The suppliers must have to submit GST bill HSN Summary for payment.

**DELIVERYSCHEDULE:**

Free delivery of all goods at Dibrugarh University shall have to be made by the selected supplier. Material should be supplied within 7 (Seven) days from the date of issue of Purchase Order (PO). Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

**PENALTY:**

Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

**FORCE MAJEURE:** Force Majeure will be accepted on adequate proof thereof.

**OTHERTERMSANDCONDITIONS:**

1. The Bidder must supply all the items listed in the Annual Rate Contract.
2. The purchase order is issued in the name of the successful bidder and s/he should collected the order from the Planning &Construction Branch, Dibrugarh University.
3. Bidder should submit samples of listed items for inspection in Dibrugarh University premises and must supply similar quality material throughout the year as per requirement.
4. Supply of materials will be on the basis of requirement as per rate contract Rates, Terms & Conditions.
5. If supplied material is not as per given brands or sample than material will not be accepted and Dibrugarh University will not be responsible for any transport charges or any other claim from supplier. If the supplier fails to deliver any item(s), the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such supplier(s).
6. In the event of any dispute over this contract, Dibrugarh University decision shall be final and binding.
7. Bidder should read carefully all the instructions and Terms and Conditions, *etc.* before quoting rates.
8. The Technical Documents shall be opened on **26/08/2021** or on the next working day if the offices of the University remain closed due to any reason.
9. In the event of any breach of the Terms and Conditions of the supply, the University may terminate the contract placed with the supplier and forfeit the Security Deposit of the supplier.
10. Tenderers are advised to study all Technical and Commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish any information, if required, in the Tender Document or submission of a bid not

substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.

11. No advance payment or payment against Performa invoice will be made. Payment will be made after receipt of materials in good condition.
12. Price of the item should not exceed the Maximum Retail Price (MRP) as indicated against the good(s)/material(s)/product(s).
13. GST is payable extra on the items supplied.

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**ANNEXURE-I Sanitary Items****COMMERCIAL BID**

\*\* Bidders are directed to quote the rates with reputed brand names only as per specifications mentioned in the table below. Bidders can bid for multiple brands against each item (additional columns/rows may be added if required).

Sl. No.	Name of Items	Specification	Unit/Qty.	Brand Name	Rate (in Rs.)
01	White Phenyl	1 Ltr. Bottle	1 No.		
02	Phenyl (Red)	1 Ltr. Bottle	1 No.		
03	Liquid Hand wash	200 Ml. Bottle	1 No.		
04	Naphthalene Balls	200 Grm. Packet	1 Pkt.		
05	Colin (Glass and Household cleaner)	500 Ml. with Sprayer Fitting	1 No.		
06	Floor Wiper	Scrub Squeegee with handle	1 No.		
		With plastic handle	1 No.		
07	Floor Cleaner	Mop 75cms. with handle	1 No.		
08	Plastic Bucket	15 Ltr. Capacity	1 No.		
		20 Ltr. Capacity	1 No.		
09	Plastic Mug	1 Ltr. Capacity	1 No.		
11	Room Freshener	200 Ml. Can	1 No.		
12	Bathroom Freshener	100 Grm. Pkt. (Odonil)	1 Pkt.		
13	Broom (Jharu)	Made of Coconut Branch	1 No.		
		Made of Birna Phool	1 No.		
		Made of Bamboo Stick	1 No.		
14	Scrub Pab	Big Size, Made of Fiber	1 No.		
15	Toilet Cleaner	500 Ml. (Harpic/Domex)	1 No.		
16	Liquid Dish-Wash	200 Ml. (Vim Liquid)	1 No.		
17	Bleaching Powder	500 Grm. Pkt.	1 Pkt.		
18	Detergent Powder	500 Grm. Pkt.	1 Pkt.		
19	Liquid Mosquito Repellant	With Machine & Refill	1 No.		
20	Paper Dustbin Bucket	Made of Plastic (Standard Size)	1 No.		
21	Toilet Brush	Made of Plastic with Long Handle	1 No.		
22	Ceiling Cleaning Broom (Jharu)	Made of Plastic Phool with Plastic Handle	1 No.		
		Made of Plastic Jharu with Bamboo Handle	1 No.		
23	Citronella	Big Size	1 No.		
24	Tiles Cleaner	500 Ml. Can (Dr. Cleaner/Lizol)	1 No.		
25	Towel/Soft Cloth	For table & window glass cleaning	1 Pc.		
26	Biodegradable Plastic Garbage Bag	30" x 30"	Per Pkt.		
		40" x 45"	Per Pkt.		
27	Face-Mask	Standard Size (Surgery Type)	Per 100		
28	Dust Cleaner	Made of Microfiber with handle	Per Pc.		

29	Insect Killer Spray	Hit-Red 400 ML.	Per Pc.		
		Hit-Black 400 ML.	Per Pc.		
30	Hand Gloves	Best Quality	Per Pair		
31	Hand Sanitizer	500 ML. Bottle	1 No.		
32	Soap	75 Grm.	1 Pc.		
		100 Grm.	1 Pc.		
32	Dish-Wash Soap	100 Grm.	1 Pc.		

**Important Note: Quoted rate should be inclusive of all Taxes & levies. (Rates of tax may be shown using separate column.)**

Date:

Place:

Signature of bidder/vendor with seal

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone no.: \_\_\_\_\_

E-mail id: \_\_\_\_\_

**ANNEXURE A2: BIDDER'S INFORMATION**

(On Company/firm's Letterhead)

**Details of the Bidders:**

1. Name of the Bidder :
  
2. Address of the Bidder :
  
3. Status of the Company  
(Public Ltd./Pvt. Ltd.) :
  
4. Details of the Incorporation Date :  
Of the Company/Firm Ref. Document :
  
5. GST Registration No. :
  
6. Permanent Account No.(PAN) :
  
7. Name & Designation of the Contact  
person to whom all references shall  
be made regarding this tender :
  
8. Telephone No.(withSTDCode) :
  
9. Mobile No. :
  
10. Email Address of the  
Contact person :

**ANNEXURE A-3: DECLARATION**

**(For Acceptance of Tender Terms & Conditions)**

(On Company/firm's Letter head)

To,

Date: \_\_\_\_\_

The Registrar  
Dibrugarh University  
Dibrugarh-786004, Assam

Ref : NIT No. DU/PC/TQ/187/..... dated...../...../2021 for “Empanelment of Suppliers for Rate Contract for Supplying Sanitary Items for Dibrugarh University”.

Sir/Madam,

I/we have carefully gone through the Terms & Conditions as mentioned in the above referred notice document. I/we declare that all the provisions of this notice for Quotation are acceptable to my Firm. I/we further certify that I'm an authorized signatory of my firm and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

**Printed Name**

Designation and Seal

Date:

Business Address: