



NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONSWITH MULTIPLE DISABILITIES

(Department of Empowerment of Persons with Disabilities (Divyangjan),

Ministry of Social Justice and Empowerment, Govt. of India)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046, Toll Free No:18004250345

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com

TENDER FOR SUPPLY OF HOUSEKEEPING MATERIAL UNDER RATE CONTRACT

E-tender is invited through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>". In two bid systems (i) Technical Bid (ii) Financial Bid from reputed agencies and suppliers having proven track record in supplying Housekeeping materials to Government Departments / Institutions / Universities / Autonomous Bodies etc. with minimum 03 years' experience in relevant field. For more details please visit our web site: www.niepmd.tn.nic.in.

File No. NIEPMD/Pur4 (05)/2016-17

| | |
|---|---------------------------------|
| Last date for e-bidding | 03.00 PM. On 05-12-2016 |
| Tender Fee | Rs. 1000/- |
| EMD Amount | Rs. 25,000/- |
| Date & Time of Opening of Tender Documents | 04.00 PM. On 05-12-2016. |
| Tele: 044-27472046/27472113 Tele fax: 044-27472389 E-mail: niepmd@gmail.com | |

Tender No. NIEPMD/Pur 4 (05)/2016-17

Notice Inviting Tenders

Sub.: Annual Rate Contract for Purchase of House Keeping Items.

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD), Chennai, Under Ministry of Social Justice and Empowerment, DEPwD intends to enter in to annual rate contract for a period of one year from the date of finalization of contract for procurement of "**House Keeping Items**" for use in NIEPMD on the following terms and conditions:

1. Tentative purchase amount for one year Rs 05 Lakh.
2. **Submission of Bid:** The bid should be uploaded through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>" up to **05.12.2016 (1500 hrs.)**, containing following:
 - i) EMD in the manner as prescribed at Clause No.11 below.
 - ii) Bidder shall upload the scanned copies of following:
 - a) Authorized Dealer/Distributor/Business Partner/RSR Certificate from OEM.
 - b) Relevant Documents in case of MSME/SSI/NSIC Unit.
 - c) PAN Card, Address Proof and Sales Tax/TIN No.
 - iii) Duly filled Price Bid.
3. **Opening of Bid:** Bid shall be opened on the **05.12.2016 (1600 hrs)**.
4. **Bid Validity:** Bid shall remain valid for a period of 60 days from the date of opening of bid.
5. **Bid Evaluation:** Duly filled Price Bid shall be evaluated on lowest tender basis.
6. The total cost quoted should be exclusive of taxes. Applicable taxes to be mentioned separately. Tax applicable at the time of invoice will be paid.
7. Prices quoted by the bidder shall remain FIRM for delivery in NIEPMD, Chennai during the currency of contract and any extension thereof.
8. The tender submitted by any other means except NIC e-procurement portal, will not be entertained under any circumstances.
9. The list of technically qualified bidders will be published on the Notice Board of NIEPMD.
10. The financial bids of technically qualified bidders only will be opened. On the same day or time of opening will be intimated after evaluation of technical bid.

11. Earnest Money Deposit: The Bidders shall deposit Earnest Money amounting to **Rs 25,000/- (Rs. Twenty Five Thousand)** through e-payment as per the procedure mentioned below:

11.1 Procedure for e-payment:

EMD of Rs.25,000/- and Tender fee of Rs. 1,000/- should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with technical bid. Technical bids without EMD and Tender Fee shall not be considered for further evaluation. NIEPMD Bank details are as follows:

A/C No. 761297290

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

Branch Code: 01176

• **Caution:** Please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS / NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its Bank would not responsible for the same.

12. Tender Submission process

Interested bidder may submit their quotes in **two bid system (i) Technical bid & (ii) Financial bid** by giving all the necessary documents in English or Hindi as specified. **The TENDER must be submitted online through Central Public Procurement Portal e-procurement application only through URL: <http://eprocure.gov.in/eprocure/app> only.** No manual bids will be entertained under any circumstances.

The Tender document attached must be direct, concise, and complete and arranged in an organized and structured manner.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, eMudhra etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

NIEPMD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

Bidders are also advised to refer visit any local NIC office or call CPPP 24x7 toll free number 1800-3070-223 or mobile No. 07878007972, 07878007973 for further details about the e-tendering / bidding process.

GENERAL TERMS AND CONDITIONS:

13. The bid is liable to be rejected if the EMD and Tender fee is not found in order or receipt not accompanying with the Technical Bid.
14. The EMD of unsuccessful bidders shall be returned after the issuance of award to the successful bidder. No interest shall be paid by the NIEPMD, Chennai on the EMD.
15. The EMD of successful bidders shall be retained as security deposit and released after successful completion of contract. No interest will be paid on EMD amount.
16. NIEPMD reserves the right to accept / reject / select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
17. The tender will be appraised by committee formed by NIEPMD. The lowest tender will be decided based on the total rate of the all items taken together and not item wise.
18. **MSME/SSI Units:** The units registered with MSME/SSI/NSIC etc., are exempted from payment of EMD subject to following:
 - I. Submission/upload of registration certificate with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or National Small Industries Corporation
 - II. Valid registration during validity period of quotation.
 - III. Applied for registration or for renewal will not be accepted. Such offers will be treated as offer received without EMD
19. The award to MSME Firms shall be regulated as per Govt. Guidelines.
20. **Delivery Schedule:** Purchase order shall be issued on quarterly basis or as per requirement and the firm shall ensure delivery of material within 15 days from the date of placement of each purchase order.

21. **Payment:** payment will be made after receipt of material against each Purchase Order in good condition and full quantity to the entire satisfaction of Consignee. Normally payment will be made within thirty working days after the supply is made.
22. **Delayed delivery & Compensation for delay:**
If the delivery of material/goods in full and in good condition is not completed for whatsoever reason within the stipulated period, an amount @1% (one percent of the undelivered material) would be deducted from the payment due to supplier for each week or part thereof, subject to the maximum of 10% (ten percent of the undelivered material). In case, short supply in all respect is delayed beyond 70 days of scheduled delivery period in that case besides LD, EMD shall also be forfeited without any notice.
Further if the delivery of material/goods is not commenced at all for whatsoever reason within the scheduled delivery period, in that case the NIEPMD reserve the right to cancel the order with forfeiture of EMD without any notice.
In case of any defects and material is not found to be as per specification, the same shall be made good/replaced by the concerned firm as per the instructions of Consignee failing which it will attract action as above.
23. The NIEPMD reserves the right to accept or reject any or all the tenders without assigning any reason thereof whatsoever.
24. The NIEPMD reserves the right to increase/decrease the quantity at the time of placing the order.
25. In case **05.12.2016** happens to be holiday, the tenders shall be opened on next working day at the same time and place.
26. NIEPMD will not provide 'C' and 'D' Form.
27. **Submission of bid means that bidder has read all the terms and conditions of this NIQ carefully and will comply them all unconditionally. Conditional bids will not be accepted.**
28. NIEPMD, Chennai reserves the right to split the quantity/items ordered on more than one vendor.
29. **Approximate requirement for one year:-**
Attached as Appendix "A" to this document.
30. **IMPORTANT INSTRUCTION FOR THE TENDRERS**
(i) Samples for the quoted items have to be submitted whenever asked for along with the Technical Bid on the mentioned date and time or else the tender is liable for rejection. Financial bids of the bidders whose sample found to be appropriate and fulfil required standard, will be opened. Bidder whose sample got rejected due to poor quality or not fulfilling the required standard by the

purchase committee during evaluation will be declared technically disqualified, and their price bid will not be opened. Non displaying of samples will lead to technically disqualification of bid. No further correspondence will be entertained on subject.

(ii) Housekeeping materials sample of L-1 bidder will be deposited at stores & Purchase department for feature reference.

(iii) The Rate contract will be initially for a period of one year from the date of finalisation of contract. However it can be extended for 02 more years on satisfactory performance basis analysed annually or as and when desired by the NIEPMD. Price quoted by the bidder will remain FIRM during the currency of contract and any extension thereof. Atleast for first 12 month no request for change in rates will be entertained.

(iv) Bidder must have an experience of atleast 03 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies /PSUs Etc. Copy of award of contract / purchase order / successful contract completion report of 03 years must be uploaded as proof.

(v) Bidder must have its office in Chennai / Tamilnadu. Proof of address must be uploaded in support of his claim.

(vi) Conditional tender and tender not accompanied with requisite amount of Earnest Money and tender fee will be summarily rejected and no correspondence in this regard shall be entertained

(vii) Detail checklist and pre-qualification criteria is attached as "Appendix B" to this document.

(viii) The material shall be of the best quality and as per specification demanded. At any stage these are found unsuitable/sub-standard shall be liable to be rejected by the NIEPMD. The decision shall be final and binding on the Supplier. We also reserve the right to split the contractual quantity with one or more suppliers or maintain a parallel contract or reject the bids without assigning any reason thereof.

(ix) In case the material or any part thereof has been rejected the NIEPMD shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being rejected supplied as aforesaid, the unit shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the NIEPMD all such extra cost, charges and expenses as shall or may be incurred or sustained in procuring the same and/or the extra amount spent by NIEPMD on account of such purchases, shall be deducted from the security/running bills. In case of repeated defaults the NIEPMD management reserves the right to terminate the contract and the supplier shall have no right to any compensation or damages in this regard.

(x) As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the NIEPMD. In case of failure of

the supplier to do so, the unit shall have the right to proceed in same manner as in the case of (b) above in respect of these rejected commodities as well.

(xi) The quantities shown in the 'Schedule' are only estimated requirements. The NIEPMD reserves the right to increase/decrease the quantities. No arrangement of any kind shall be entertained. The NIEPMD also reserves the right to place order on any item/items of the purchase order throughout the currency of the contract and the supplier shall not be entitled to claim any compensation or damages.

(xii) The supplier shall maintain proper date wise record of all indents placed on them by the NIEPMD for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents.

(xii) The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.

(xiii) In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein the unit shall have the right to make alternative arrangement at the cost and risk of the supplier. The supplier shall reimburse the extra cost to the NIEPMD and in case of his failure to do so the unit shall have the right to recover the amount from the security deposit of the supplier any dues owed to the unit by the supplier. It should be clearly understood that the unit's right and the supplier's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and the unit shall have the right to proceed against the supplier for the recovery of its claim in excess of the security deposit and/or the dues available with the NIEPMD. The NIEPMD has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the supplier are fully settled.

(xiv) In case of breach of any of the conditions stipulated herein the unit shall be at liberty to terminate contract without prejudice to the right of the Corporation to claim damages on account of breaches thereof in the same manner as above.

(xv) The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the NIEPMD in making the supplies hereby contracted for, nor shall be suppliers either directly or indirectly give or promise to pay or give, or permit to be given to any person or persons or in any department under the NIEPMD, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.

(xvi) The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the NIEPMD management

(xvii) In event of dispute arising between supplier and the NIEPMD during the currency of the contract or after conclusion thereof the same shall be referred to the sole arbitration of the Director, NIEPMD or the officer appointed by him whose decision shall be final and legally binding on the parties and there will

be no objection to this effect that the officer who has been appointed by the Director an employee of the NIEPMD.

(xviii) The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Chennai, India shall have the exclusive jurisdiction to try all or any of the dispute.

.....We agree to all terms and conditions as mentioned above including the validity of the offer. Utmost confidentiality of the data provided shall be maintained.

**Name, Designation & Signature of the bidder
with the seal**

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TECHNICAL BID

(To be uploaded)

Name and address of the bidder:

1. Name of the bidder
 - a) Full postal address
 - b) Full address of the premises
 - c) Telegraphic address
 - d) Telex number
 - e) Telephone number
 - f) Fax number
2. Monthly supply capacity of goods quoted for
 - a) Normal
 - b) Maximum
3. Total annual turn-over(value in Rupees)(2015-2016)
(Copy of Balance Sheet s Audit Statement / IT returns, etc. to be uploaded as proof)
4. Past supply details for 3 years (major orders only)
5. Whether similar job work undertaken in the past, if so details
(Samples to be displayed if required)

Customer

Quantity supplied

Year

Information to be furnished for the Technical bid for House Keeping Rate
Contract:-

| APPROX. QUANTITY FOR HOUSEKEEPING MATERIAL FOR ONE YEAR | | | | |
|--|---|------------------------------|-------------|---|
| Sl. No. | Description of Items (All branded items only) | Approx. Qty. Per Year | Unit | Preferable Brand / Make |
| 01 | Acid Liquid | 200 | Ltrs. | |
| 02 | Broom Hard (Coconut) | 100 | Nos. | |
| 03 | Broom Soft | 100 | Nos. | |
| 04 | Colin Liquid / Glass Cleaner (500ml) | 100 | Nos. | |
| 05 | Liquid Hand Wash 250 ML | 100 | Nos. | Dettol / Savlon / Lifebuoy / Dabur Etc. |
| 06 | Dettol Soap (125 gm) | 150 | Nos. | Dettol or Similar |
| 07 | Soap Midimix Small (75gm) | 100 | Nos. | Midimix |
| 08 | Disposal Plastic hand Gloves | 500 | Nos. | |
| 09 | Mop Refill cotton (Round Handle Type) | 200 | Nos. | |
| 10 | Cotton Round Mop with stick (1.5 Mtrs.) | 100 | Nos. | |
| 11 | Dust bins Small with lid(5 Ltrs) | 100 | Nos. | |
| 12 | Garbage Bags Black for 90 Ltrs. (Heavy) | 100 | Kgs. | |
| 13 | Garbage Bags Black for 5 Ltr. | 150 | Kgs | |
| 14 | Lizol Liquid 500 ML | 150 | Nos. | |
| 15 | Naphthalene Balls white | 15 | Kgs | |
| 16 | Odonil Big 75g | 250 | Nos. | |
| 17 | Room Freshener 300 ML | 100 | Nos. | Odonil or Similar |
| 18 | Toilet Cleaning Brush – L Shape | 250 | Nos. | |
| 19 | Toilet Cleaning Brush (Round Shape) | 100 | Nos. | |
| 20 | Urinal Cake Colour | 450 | PKT | 10 Piece/PKT |
| 21 | Washing Powder 1 Kg. | 15 | KG. | Surf/Tide/Rin |
| 22 | White Cloth (Waste Cloth) | 200 | Kgs. | |
| 23 | Yellow Cloth Thick | 200 | Nos. | Size 35cmx32cm |
| 24 | Pine Oil | 500 | Ltrs. | |
| 25 | Soap Oil | 300 | Ltrs. | |
| 26 | Harpic Liquid Toilet cleaner 500ML | 120 | Nos. | |
| 27 | Harpic Fresh Matic 50g | 200 | Nos. | |
| 28 | Vim Bar (250gm) | 120 | Nos. | |
| 29 | Rin Soap (250gm) | 100 | Nos. | |
| 30 | Dettol Antiseptic liquid (500ML) | 100 | Nos. | |
| 31 | Scrubbing pads Nylon (Green) | 100 | Nos. | |
| 32 | Bleaching Powder | 150 | KG | |
| 33 | Alaa Liquid 500ml Packs | 75 | Nos. | |
| 34 | Sabina Powder 1kg pack | 100 | Nos. | |
| 35 | Rat Killer 100gm pack | 100 | Nos. | |
| 36 | Urinal Spril Pad / Screen Mat | 100 | Nos. | |
| 37 | Working Towel Small 40cmx40cm | 100 | Nos. | Thick |
| 38 | Duster Cloth 40mx40cm | 100 | Nos. | Thick |
| 39 | Tissue Paper 30cmx30cm | 50 | Pkt. | 100 piece/pkt. |
| 40 | Dustbin Small 5 Ltrs. Without lid | 50 | Nos. | Plastic |
| 41 | Dustbin 90 Ltrs. Wheel based With top openable attached cover | 25 | Nos. | Sintex GBRW 09-01 or similar |
| 42 | Superior Quality Toilet Paper Roll | 20 | Roll | |

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FINANCIAL BID

(Attached excel sheet needs to be filled & uploaded with e-tender)

HOUSEKEEPING ITEMS RATE CONTRACT

| APPROX. QUANTITY FOR HOUSEKEEPING MATERIAL FOR ONE YEAR | | | | | | | |
|---|---|-----------------------|-------|------------------------|---------------|------------------|----------------|
| Sl. No. | Description of Items | Approx. Qty. Per Year | Unit | Make (to be mentioned) | Unit Rate (₹) | Applicable Taxes | Total Rate (₹) |
| 01 | Acid Liquid | 200 | Ltrs. | | | | |
| 02 | Broom Hard (Coconut) | 100 | Nos. | | | | |
| 03 | Broom Soft | 100 | Nos. | | | | |
| 04 | Colin Liquid / Glass Cleaner (500ml) | 100 | Nos. | | | | |
| 05 | Liquid Hand Wash 250 ML | 100 | Nos. | | | | |
| 06 | Dettol Soap (125 gm) | 150 | Nos. | | | | |
| 07 | Soap Midimix Small (75gm) | 100 | Nos. | | | | |
| 08 | Disposal Plastic hand Gloves | 500 | Nos. | | | | |
| 09 | Mop Refill cotton (Round Handle Type) | 200 | Nos. | | | | |
| 10 | Cotton Round Mop with stick (1.5 Mtrs.) | 100 | Nos. | | | | |
| 11 | Dust bins Small with lid(5 Ltrs) | 100 | Nos. | | | | |
| 12 | Garbage Bags Black for 90 Ltrs. (Heavy) | 100 | Kgs. | | | | |
| 13 | Garbage Bags Black for 5 Ltr. | 150 | Kgs | | | | |
| 14 | Lizol Liquid 500 ML | 150 | Nos. | | | | |
| 15 | Naphthalene Balls white | 15 | Kgs | | | | |
| 16 | Odonil Big 75g | 250 | Nos. | | | | |
| 17 | Room Freshener 300 ML | 100 | Nos. | | | | |
| 18 | Toilet Cleaning Brush – L Shape | 250 | Nos. | | | | |
| 19 | Toilet Cleaning Brush (Round Shape) | 100 | Nos. | | | | |
| 20 | Urinal Cake Colour | 450 | PKT | | | | |
| 21 | Washing Powder 1 Kg. | 15 | KG. | | | | |
| 22 | White Cloth (Waste Cloth) | 200 | Kgs. | | | | |
| 23 | Yellow Cloth Thick | 200 | Nos. | | | | |
| 24 | Pine Oil | 500 | Ltrs. | | | | |
| 25 | Soap Oil | 300 | Ltrs. | | | | |
| 26 | Harpic Liquid Toilet cleaner 500ML | 120 | Nos. | | | | |
| 27 | Harpic Fresh Matic 50g | 200 | Nos. | | | | |
| 28 | Vim Bar (250gm) | 120 | Nos. | | | | |
| 29 | Rin Soap (250gm) | 100 | Nos. | | | | |
| 30 | Dettol Antiseptic liquid (500ML) | 100 | Nos. | | | | |
| 31 | Scrubbing pads Nylon (Green) | 100 | Nos. | | | | |
| 32 | Bleaching Powder | 150 | KG | | | | |
| 33 | Alaa Liquid 500ml Packs | 75 | Nos. | | | | |
| 34 | Sabina Powder 1kg pack | 100 | Nos. | | | | |
| 35 | Rat Killer 100gm pack | 100 | Nos. | | | | |

| | | | | | | | |
|----|---|-----|------|--|--|--|--|
| 36 | Urinal Spril Pad / Screen Mat | 100 | Nos. | | | | |
| 37 | Working Towel Small 40cmx40cm | 100 | Nos. | | | | |
| 38 | Duster Cloth 40mx40cm | 100 | Nos. | | | | |
| 39 | Tissue Paper 30cmx30cm | 50 | Pkt. | | | | |
| 40 | Dustbin Small 5 Ltrs. Without lid | 50 | Nos. | | | | |
| 41 | Dustbin 90 Ltrs. Wheel based With top openable attached cover | 25 | Nos. | | | | |
| 42 | Superior Quality Toilet Paper Roll | 20 | Roll | | | | |

CHECK LIST

The Technically Bid shall be summarily rejected, if these documents are not uploaded. Documents must be uploaded in following serial order only.

| Sl. No. | Particulars | Yes / No |
|---------|---|----------|
| 01. | Receipt of Tender Fee payment for ₹1000/- (Rupees One Thousand only) to be uploaded. (Non-Refundable). | |
| 02 | Receipt for EMD payment of ₹ 25,000/- (Rupees Twenty Five Thousand Only) to be uploaded. | |
| 03. | Photocopy of valid NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be uploaded in case of claiming EMD exemption. | |
| 04. | Firm / Company Registration certificate (Copy to be uploaded) | |
| 05. | Certificate by the bidder to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies. | |
| 06. | Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document. | |
| 07. | Copy of appropriate PAN Card | |
| 08. | Copy of Registration with Service Tax/ Sales Tax/ VAT Department. | |
| 09. | Experience of atleast 03 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies. Copy of award of contract / purchase order of 03 years must be uploaded as proof. | |
| 10. | Undertaking to supply on credit of 30 days after clear receipt of materials | |
| 11. | Undertaking regarding rates will be firm during one year contract period. | |
| 12. | Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last financial year. | |
| 13. | Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last years, ending 31st March 2016 of the previous financial year, should be at least 25 Lakh. (Attach Proof) | |