University of Kota, Kota

कोटा विश्वविद्यालय, कोटा

Bid Inviting Notice

NIT NO. F 4( )GAD/UOK/2017/12060 **Date: 09-03-2017**

University of Kota, Kota hereby invites E-bid for **supply of stationary/general items**. The bid may be downloaded from 10-03.2017 (11.00AM) and last date of submission of the bid is 27.03.2017 (5.00PM) . Details of the same may be seen on **http.sppp.rajasthan.gov.in** or **http:/eproc.rajasthan.gov.in** or University website **www.uok.ac.in**

Registrar

University of Kota, Kota

कोटा विश्वविद्यालय, कोटा

MBS Marg, Kabir Circle, Vivekanand Nagar, Kota

Ph No.-0744-2470053 e-mail ID:- fo.uok2003@gmail.com

NIT No 12060 Date 9-03-2017

"NOTICE INVITING TENDER (ON LINE)"

(SR FORM-14, RULE 68 OF GFAR-II)

University of Kota, Kota invites e-tender/bid under Rajasthan Transparency in Public Procurement Act, 2012 & Rules, 2013 for supply/hiring of following goods/services from experienced, technically and financially sound & reputed bidders fulfilling eligibility criteria through e-tendering system as described in the bid document as appended below:-

S.No.	Name of goods/services	Specifications/scope of work	Estimated cost	Bid Security	Tender fee	RISL Processing fee
1	supply of stationary/general items	As per BOQ	Rs. 15.00 lakh	Rs 30,000	Rs. 500/-	Rs. 1000/-

Important dates for downloading and submitting the e-tender are as follows:-

Date and time of downloading of bid document	10.03.2017 (11.00 AM)
Date and time of on-line submission of bid	10.03.2017 (11.00AM) to 27.03.2017 (05:00 PM)
Last date of physical submission of Bid Security, Tender fee and RISL processing fee	28.03.2017 (11:00 AM)
Date and time of on-line opening of Prequalification/Technical Bid	28.03.2017 (03:00 PM)
Date and time of on-line opening of Price Bid in the office of Comptroller, University of Kota,Kota	To be informed separately

Instructions to bidder:-

1. The bid documents, terms and conditions may be seen and downloaded from the web site www.eproc.rajasthan.gov.in, www.sppp.raj.nic.in, www.uok.ac.in.
2. The Interested bidders may submit their on-line bids along with separate Demand Drafts drawn in favour of "University of Kota, Kota" payable at Kota towards the cost of Tender Fee (non-refundable), Bid Security and RISL Processing Fee (Non-refundable) demand draft shall be in favor of "Managing Director, RISL" payable at Jaipur.
3. The above demand drafts must reach physically in the office of Procurement Entity, University of Kota, Kota on or before last date as mentioned above failing which bids shall not be considered.
4. Bidders, having digital signature certificate (DSC) as per IT Act, 2000 to sign their electronic Bids, shall submit their offer on-line on www.eproc.rajasthan.gov.in with in stipulated time and date mentioned herein above. Bids shall not be accepted personally. The Bids will be opened on the same date and time before purchase committee in the presence of bidder or their authorized representative who may be present.
5. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.

6. University of Kota, Kota is not bound to accept the lowest bid and may reject any bid or any part of the bid without assigning any reason therefore.
7. Bids received after the prescribed time and date will not be considered.
8. The bidders shall have to submit Sales Tax Registration number along with copy of Sales Tax Clearance Certificate from the Commercial Taxes Officer concerned without which the bids will not be considered.
9. SSI Units are partially exempted from the payment of Bid Security on the basis of registration issued by the Director of Industries or their representative and shall pay Bid Security @ 0.5% of the estimated value of the bid.
10. Validity: - 90 days from the opening of Technical bid.
11. In case of any query, the undersigned (Procurement Entity) may be contacted at 0744-2470053 or e-mail at fo.uok2003@gmail.com

(Registrar)
Procurement Entity

University of Kota, Kota

कोटा विश्वविद्यालय, कोटा
MBS Marg, Kabir Circle, Vivekanand Nagar, Kota
Ph No.-0744-2470053 E-mail ID:- fo.uok2003@gmail.com

TECHNICAL BID

1.	NIT Dispatch No & Date	12060 Date 09.03.2017 Bid for supply of stationary/general items
2.	Address of Procurement Entity	Registrar, University of Kota, Kota Contact No 07442472934 Email id - fo.uok2003@gmail.com
3.	Name and address of the bidder submitting the tender (Photo ID Proof shall be attached)	
4.	PAN Card No. (Copy shall be enclosed)	
5.	sales tax registration no. (Copy shall be enclosed)	
6.	The tender fee amounting to Rs.500/- has been deposited vide Demand Draft in favor of Registrar, University of Kota	Demand Draft Number……. Bank ……. Dated……
7.	The Bid Security amounting to Rs. 30,000/- has been deposited vide Demand in favor of Registrar, University of Kota	Demand Draft Number……. Bank ……. Dated……
8.	The RISL Processing Fee amounting to Rs.1000/- in favor of Managing Director RISL, Jaipur	Demand Draft Number……. Bank ……. Dated……
9.	Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed shall be enclosed.	

Signature of the bidder
with Seal

Date:……

Place:…….

Condition of tender & contact
(SR Form 16)

(See rule 68, GF & AR Part II, Govt. of Rajasthan)

Note:- Tenderers should read these conditions carefully and comply strictly while submitting their tenders.

1. Tenders by bona-fide dealers**:-** Tenders shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration.
2. Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the Registrar and such change shall not relieve any former member of the firm, etc. from any liability under the contract.
   a. No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the Registrar a written agreement to this effect. The Contractor's receipt for acknowledgment or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge or any of the purpose of the contract.
3. **Sales Tax Registration and Clearance Certificate**: - Service Tax/Sales Tax Registration Number should be attached with technical bid and a sales tax certificate from the concerned Officer of the Circle Concerned shall be submitted without which the tender is liable to rejection.
4. Tender forms shall be filled electronically & submit on line. No tender filled physically shall be considered. The tenderer shall sign the tender form on each page and at the end in token of acceptance of all the terms and conditions of the tender.
5. Rate shall be written both in words and figures. There should not be errors and/or overwriting. Corrections if any should be made clearly and initialed with dates. The rates should mention element of the Rajasthan State Sales Tax and Central Sales Tax, entry tax etc. separately.
6. All rates quoted must be FOR and should include all incidental charges except Central/Rajasthan Sates Tax, entry tax which should be shown separately. In case of local supplies the rates should include all taxes etc and no cartage or transportation charges will be paid by the University of Kota, Kota and the delivery of the goods shall be given as per delivery schedule. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates , therefore, should be exclusive of octroi, and local tax. In case goods to be purchased are for the purpose of resale or use as manufacture of any goods for sale, the rates shall be inclusive of octroi and local tax. In the former case, a certificate in the prescribed form will be furnished along with the supply order.
7. **Comparison of Rates:-** (i) In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to price preference under the rules, the element of Rajasthan Sales Tax shall be excluded whereas that of Central Sales Tax shall be included.

(ii) While comparing the rates in respect of firms within Rajasthan, the element of Rajasthan Sales Tax shall be included.

8. Price Preference :- Price preference/preference will be given to the goods produced or manufactured by Industries of Rajasthan over goods produced or manufactured by industries out side Rajasthan as per purchase of stores (Preference to industries of Rajasthan) Rules , 1995.
9. Validity:- Tender shall be valid for a period of three months from the date of opening of technical bid.
10. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make, and drawings, etc. of the goods to be supplied. If he has any doubts as to the meaning of any portion of these condition or of the specification, drawing etc., he shall, before signing the contract, refer the same to the purchase officer and get clarification.
11. The Contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
12. Specifications:-
    (i) All article supplied shall strictly University of Kota, Kota conform to the specifications, trade mark laid down in the tender form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
    (ii) The supply of articles marked with asterisk/at serial number …….., shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the purchase committee whether the articles supplied conform to the specifications and are in accordance with the samples , if any, shall be final and binding on the tenderers.
    (iii) Warranty/Guarantee Clause:- The tenderer would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of one year from the date of delivery of the said goods/stores/articles to be purchased and that not with standing the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of one year the said goods/stores/articles be discovered not to confirm to the description and quality aforesaid or have determined(and the decision of the purchase committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality on such rejection the goods/stores/articles will be at the sellers risk and all the provisions relating to rejection of goods, etc., shall apply. The tenderer shall if so called upon to do, replace the goods , etc. or such portion thereof as is rejection by the purchase committee, otherwise the tenderer shall pay damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the purchase committee in that behalf under this contract or otherwise.

(iv) In case of machinery and equipment also, guarantee will be given as mentioned in clause (iii) above and the tenderer shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipments operative. The tenderer shall also replace machinery and equipments in case it is found defective which cannot be put to operation due to manufacturing defect, etc.

(v) In case of machinery and equipments specified by the purchase committee the tenderer shall be responsible for carrying out annual maintenance and repairs on the terms & conditions as may be agreed . The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract ot otherwise. In case of change of model he will give sufficient notice to the purchase committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

13. Inspection:-
    (a) The University inspection committee/UPC authorized shall have time to inspect and examine the materials and workmanship of the goods/equipments/machineries during manufacturing process or afterwards as may be decided.
    (b) The tender shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name & address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business , a letter of introduction from their bankers will be necessary.
14. Samples:- Tenders for articles marked within the schedule shall be accompanied by two set of samples of the articles tendered properly packed & signed . Such samples if submitted personally will be received in the office. A receipt will be given for each samples by the officer receiving the samples. Samples if sent by train etc. should be dispatched fright paid and the R/R or G.R. should be sent under a separate registered cover.
15. Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the tenderer and serial number of the item, of which it is a sample in the schedule.
16. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The University of Kota, Kota shall not be responsible for any damage, wear and tear or loss during testing, examination, etc during the period these samples are retained. The sample shall be collected by the tenderer on the expiry of stipulated period. The UOK shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by the UOK and no claim for their cost, etc., shall be entertained.
17. Samples not approved , shall be collected by the unsuccessful tenderer. The UOK will not be responsible for any damage, wear and tear, or loss during testing, examination, etc, during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
18. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or

practical , tests shall be carried out in UOK reputed testing house like MSME Testing Station, Jaipur and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such test.

19. Drawl of samples:- Incase of tests, samples shall be drawn in four sets in the presence of tenderer or his authorized representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the officer for reference and record.
20. Testing Charges:- Testing Charges shall be borne by the UOK . In case urgent testing is desired to be arranged by the tenderer or in case of test result showing that supplies are not up to the prescribed standards or specifications , the testing charges shall be payable by the tenderer.
21. Rejection:-
    (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the tenderer at his own cost within the time fixed by the purchase committee .
    (ii) If, however , due to exigencies of UOK, such replacement either in whole or in part, is not considered feasible, the purchase committee after giving an opportunity to the tenderer of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
22. The Rejected articles shall be removed by the tenderer within 15 days of intimation of rejection, after which Registrar shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the tenderer's risk and on his account.
23. The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road pr air and delivery of the material in good condition to the consignee at destination. In the event of loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make goods such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
24. The contract for the supply, can be repudiated at any time by the Registrar, if the supplies are not made to his satisfaction after giving an opportunity to the tenderer of being heard and recording of the reasons for repudiation.
25. Direct & indirect canvassing on the part of the tenderer or his representative will be a disqualification.
26. (i) Delivery Period:- The tenderer whose tender is accepted shall arrange supplies within a period of 45 days from the date of supply order/by as under:-
    S.No. Items Qty. Delivery period(as per schedule to be attached with supply order)
    (ii) Extent of Qty.- Repeat orders:- If the orders are placed in excess of the quantities shown in the tender notice, the tenderer shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender provided that the repeat orders are up to 25% of the quantity originally purchased and the period is not more than one month from the date of expiry of last supply. If the tenderer fails to do so, the Registrar shall be free to arrange for the balance supply by

limited tender or otherwise and the extra cost incurred shall be recoverable from the tenderer.

(iii) If the purchase officer does not purchase any of the tendered articles or purchase less than the quantity indicated in the tender form, the tenderer shall not be entitled to claim any compensation.

27. Bid Security

(a) Tender shall be accompanied by an B.S. of Rs. @ 2% of estm. cost of the item without which tenders will not be considered. The amount should be deposited in either of the following forms in favour of, REGISTRAR, University of Kota, KOTA. (i) Bank Drafts/Bankers Cheque of the scheduled Bank.

(b) Refund of B.S.: The B.S. of unsuccessful tenderer shall be refunded soon after final acceptance of tender.

(c) Partial exemption from B.S.:- Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photostat copy or a copy thereof duly attested by any Gazetted Officer from the Director of Industries Rajasthan , at the rate of 0.5% of the estimated value of the tender shown in NIT.

(d) The Central Government and Government of Rajasthan undertakings need not furnish any amount of earnest money/B.S..

(e) The earnest money/security deposit lying with the Department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.

28. Forfeiture of B.S.:- The B.S. will be forfeited in the following cases:

(a) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.

(b) When tenderer does not execute the agreement if any, prescribed within the specified time.

(c) When the tenderer does not deposit the security money after the supply order is given.

(d) When he fails to commence the supply of the items as per supply order within the time prescribed.

29. **Agreement and Security Deposit:-**

(a) Successful tenderer will have to execute an agreement in the Form SR-17 and deposit security equal to 5% of the value of the stores for which tenders are accepted within 15 days from the date of dispatch on which the acceptance of the tender is communicated to him.

(b) The earnest money deposited at the time of tender will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.

(c) No interest will be paid by the department on the Security money.

(d) The form of Security Money shall be as below:

a. Cash/Bank Draft/Bankers Cheque.
b. Post-office Savings Bank Pass book duly pledged.
c. National Savings Certificate, Defence Savings Certificates, Kisan Vikas Patras, or any other script /instrument under National Savings Scheme for promotion of small savings, if the same can be pledged. These certificates shall be accepted at surrender value.
d. Bank guarantee issued by any of scheduled bank.

(E) The security money shall be refunded after one month of the final supply of the items as per purchase order in case of one time purchase and two months in case deliveryis staggered, after the expiry of contract on satisfaction completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied that there are no dues outstanding against the tenderer.

29.2 (i) Firms Registered with the Director of Industries Rajasthan in respect of stores for which they are registered , subject to their furnishing the registration in original from the Director of Industries or a Photostat copy or a copy thereof duly attested by any Gazetted Officer will be partially exempted from earnest money and shall pay security deposit at the rate of 1% of the estimated value of tender.

(ii) Central Government and Government of Rajasthan Undertaking will be exempted from furnishing security amount.

29.3 **Forfeiture of Security Deposit:-** Security amount in full or part may be forfeited in the following cases:

(a) When any terms and conditions of the contract is breached.
(b) When the tenderer fails to make complete supply satisfactorily.
(c) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the purchase officer in this regard shall be final .

29.4 The expenses of completing and stamping the agreement shall be paid by the tenderer and the University shall be furnished free of charge with one executed stamped counter part of the agreement.

30. Insurance:-

(i) The goods will be delivered at the destination in perfect condition. The supplier, if he so desires, may be insured the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war,rebellion,riot etc.) The insurance charges will be borne by the supplier and state will not be required to pay such charges incurred.

(ii) The articles may also be got insured at the cost of the purchaser , if so desired by the purchaser. In such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.

31. Payments:-

(i) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply satisfactorily and on submission of bill in proper form by the tenderer to the Registrar in accordance with GF & AR all remittance charges will be borne by the tenderer.

(ii) In case of disputed items, 10 to 25% of the amount shall be with held and will be paid on settlement of the dispute.

(iii) Payments in case of those goods which need testing shall made only when such tests have been carried out, test results received conforming to the prescribed specification.

32.1 (i) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of the firm order from the purchase officer.

(ii) Liquidated Damages:- In case of extension in the delivery period with liquidated damage the recovery shall be made on the basis of following percentage of value of stores which the tenderer has failed to supply:-

Delay up to one fourth period of the prescribed delivery period	2½%
Delay exceeding on front but not exceeding half of the prescribed period	5%
Delay exceeding half but not exceeding three fourth of the prescribed period	7½%
Delay exceeding three fourth of the prescribed period	10%

32.2 Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

32.3 The maximum amount of liquidated damage shall be 10%

32.4 If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance , he shall apply in writing to the authority , which has placed the supply order, fro the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

32.5 Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the tenderer.

32.6 Risk & Cost clause :-

The competent authority of UOK without prejudice to his right against the approved supplies in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breaches of the contract and

without prejudice to any rights or remedies under any of the provisions of the contract or otherwise , by notice in writing absolutely determined the contract in any of the cases.

(i) A notice in writing to rectify, or otherwise that the work being performed is inefficient or otherwise implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter of if the supplier shall delay or suspended the execution of the work so that either in the judgment of the competent authority, he will be unable to perform the work by the satisfaction of UOK or has already failed to complete the work by the time.

(ii) If the supplier commits breach of the terms & conditions the contract.

(iii) When the supplier has made himself liable for action under any of the cases aforesaid , the competent authority, shall exercise power:-

(a) To determine or rescind the contract , as aforesaid , upon such determination or rescission , the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of UOK.

(b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original SP, if the whole work had been executed by him of the amount of which excess, the decision of the COE/UOK shall be final and conclusive and shall be borne and paid by the original SP that may be deducted from any money due to him by the UOK or from has bid security, performance security. However the original SP shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material , equipments or entered into any engagements or made advances on account of execution/performance of contract.

33. Recoveries:- Recoveries of liquidated damages, short supply breakage, rejected articles shall ordinary be made from bills . Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR act or any other law in force.

34. Tenderers must make their own arrangement to obtain import licence, if necessary.

35. If a tenderer imposes conditions , which is in addition to or in confliet with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Registrar.

36. The Registrar reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/supplier.

37. The tenderer shall furnish the following document at the time of execution of agreement:-

(a) Attested copy of partnership deed in case of partnership firms.

(b) Registration number and year registration in case partnership firm is registered with Registrar of firms.

(c) Address of residence and office, telephone numbers in case of sole proprietorship.

(d) Registration issued by Registrar of Companies in case of company.

38. If any dispute, arise out of the contract with regard to the interpretation meaning and branch of the terms of the contract, the matter shall be referred to by the parties to the Head of the University (HVC) who will appoints his senior most officer as the sole Arbitrator of the dispute who will not be related to his contract and whose decision shall be final.

39. All legal proceeding , if necessary arise to institute may by any of the parties (University of Kota or Contractor) shall have to be lodged in courts situated in Kota, Rajasthan and not elsewhere.

40. All other/remaining general terms & conditions shall be applicable as laid down in Rajasthan transparency in public procurement rules 2013.

Note:- I have read the above terms and conditions of contract carefully and I shall be abide by the same in the event of successful bidder.

Date:

Place:

Signature & Seal of the bidder

Annexure -I
Compliance with the code of integrity and no conflict of interest

Any person participating in a procurement process shall-

(a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.

(b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.

(c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency , fairness, and progress of the procurement process.

(d) Not misuse any information shared between the procuring entity and the Bidders with an intent to gain unfair advantage in the procurement process.

(e) Not indulge in any correction including impairing or threatening to do the same , directly or indirectly , to any party or to its property to influence the procurement process.

(f) Not obstruct any investigation or audit of a procurement process.

(g) Disclose conflict of interest, if any, and

(h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must have a conflict of interest.

A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligation, or compliance with applicable laws and regulations.

I. A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to;

a. Have Controlling partners/shareholders in common; or

b. Receive or have received any direct or indirect subsidy from any of them; or

c. Have the same legal representative fro purpose of the bid; or

d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring entity the bidding process; or

e. The Bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor , not otherwise participating as Bidder, in more than one Bid; or

f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the goods, works or service that are the subject of the Bid; or

g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring entity as engineer-in-charge /consultant for the contract.

Place :
Date

Signature of the Bidder with seal

Annexure -II

Declaration by the Bidder regarding qualifications

In relation to my/our Bid submitted to …….. for procurement of …….. in response to their Notice Inviting Bids No. ……. Dated …….. I/We hereby declare under section 7 of Rajasthan Transparency in Public Procurement Act , 2012, that:

1. I/We possess the necessary professional, technical , financial and managerial resources and competence required by the Biding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer , not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directions and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding document, which material affects fair competition;

Date:
Place:

Signature of bidder with seal
Name
Designation
Address:

Annexure III

Grievance redressal during procurement process

The designation and the address of the first appellate authority is Hon'ble V.C. UOK, Kota.

The designation and the address of second Appellate Authority is finance Committee, UOK , Kota

(1) Filing an appeal

If any bidder or prospective bidder is aggrieved that any decision , action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file am appeal to first Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a bidder as successful the appeal may be filled only by a bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid id found to be acceptable.

(2) The officer to whom an appeal is filled under para (1) shall deal with the appeal as expeditiously as possible and shall endeavourer to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the first Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

(a) Determination of need of Procurement
(b) Provisions limiting participating of Bidders in the Bid process;
(c) The decision of whether or not to enter into negotiations;
(d) Cancellation of a procurement process ;
(e) Applicability of the provisions of confidentiality

(5) Form of appeal

(a) An appeal under para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.
(b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payments of fee.

(c) Every appeal may be presented to first Appellate Authority or Second Appellate Authority , as the case may be, in person or through registered post or authorized representative.

(6) Fee for Filling Appeal

(a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand , which shall be non refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

(a) The first Appellate Authority or Second Appellate , as the case may be upon filing of appeal, shall issued notice accompanied ny copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date of fix hearing, the First Appellate Authority or second Appellate Authority , as the case may be shall,-

(i) Hear all the parties to appeal present before him; and

(ii) Peruse or inspect documents , relevant records or copies thereof relating th the matter

(c) After hearing the parties , perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Signature of the Bidder with seal

Annexure-IV

Additional conditions of contract

1. **Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quality , the unit price shall prevail and the total price shall be corrected, unless in the opinion in the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

ii. If there is a error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accepted the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

2. **Procuring Entity's Right to very Quantities**.

i. At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.

ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.

iii. In case of Procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However , the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Service Provider fail to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Service Provider.

3. **Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured for the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and visit nature, the quantity may be divided between the Bidder, whose Bid is accepted and the

second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Signature of the Bidder with seal

UNIVERSITY OF KOTA

M.B.S Marg, Kabir Circle, Kota

Price Bid

(supply of stationary/general items)

1. NIT No.-F4( )/GAD/UOK/2016/…….…….. Dated …….
2. Name of Bidder:-
3. Full Address:-
4. Telephone No.:-
5. Work Description :-

(A)- supply of stationary/general items

S.N.	Name of Articles	Approx Quantity	Specification	Make/ Brand (as specified or equivalent)	Unit	Proposed Basic Rate per Unit (Rs.)	Tax	Total Amount (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01	Paper for Photo – Copies Size - A-4	1000 Ream	(500 sheets in each Ream) 210x 297 mm. Net. Wt. 2.18 kg.	TNPL /J.K. Brand	Per Ream			
02	Ruled Paper 58 GSM (One side line)	50 Ream	(500 sheets in each Ream) Size 13½ ”x 8½”	Orient/ Sample to be enclosed with Tender	Per Ream			
03	Ruled Paper 58 GSM (Both side line)	200 Ream	(500 sheets in each Ream) Size 13½ ”x 8½”	Orient/ Sample to be enclosed with Tender	Per Ream			
04	Paper for Digital Duplicator Size - A-4 Risography Machine	400 Ream	(500 sheets in each Ream) 210x 297 mm.	TNPL /J.K. Other Brand	Per Ream			
5	Registers (Ruled) I-24 Sheets (96 page) II-36 Sheets (144 page) III-72 Sheets (288 page) IV-96 Sheets	200No. 200No. 100No. 50No.	Paper Size 19cm.x30cm. Paper Size 19cm.x30cm. Paper Size 19cm.x30cm. Paper Size	Kamal Brand / Good Quality Sample to be enclosed with Tender by the vendor -do- -do- -do-	Per Register Per Register Per Register Per Register			

	(384 page)		19cm.x30cm.					
06	File Pad with cloth Patti pasted with laces	5000 Piece	14”x10” Card Board 32 No. 3” width of cloth Patti	Good quality (Sample to be enclosed with tender)	Per File Pad			
07	1. Office file with laces (i) Colour card sheet with printing university name and mono etc. (Two piece)	5000 No.	14”x10” (10kg. weight of 144 sheet)	Good quality (Sample to be enclosed with tender)	Per File			
08	Office file laces	10000 No.		Good quality				
09	EARZ –EX (Corrector Pen)	100 No.		Good quality	Per Pen			
10	Stapler Pins	4000 Pkt.	No. 10-1 M	Kangaro	Per Pkt.			
11	Stapler Pins	100 Pkt.	No. 24/06	Kangaro	Per Pkt.			
12	Dak Pad Folder	25 No.	Standard Size	Neelgagan	Per Piece			
13	Alpin Packets	200 Pkt.	G.W. 100 Gm. N.W. 70 Gm.	Zebra Pin/Globe (Solid headed, and perfect pointed	Per Pkt.			
14	Gum Bottle	50 No.	700 ml. each	Kores	Per Piece			
15	Fax Roll (Thermal)	10 No.	30 mtr. Length in each roll	Mitsubishi	Per Roll			
16	BOPP Tape Brown	50 Piece 50 Piece 100 Piece 100 Piece	1” (60 Mtr. Lgth.) 1½” (60 Mtr. Lgth.) 2” (60 Mtr. Lgth.) 3” (60 Mtr. Lgth.)	My glue-Adhesive My glue-Adhesive My glue-Adhesive My glue-Adhesive	Per Piece Per Piece Per Piece Per Piece			
17	BOPP Tape (Transparent)	25 Roll 30 Roll 30 Roll 50 Roll	½” (60 Meters each roll) 1” (60 Meters each roll) 1½” (60 Meters each roll) 2” (60 Meters each roll)	My glue-Adhesive My glue-Adhesive My glue-Adhesive My glue-Adhesive	Per Roll Per Roll Per Roll Per Roll			
18	High Lighter	50 Set	Five colour in each sets	Faber Castell	Per set			
19	Glue Stick	1000 Stick	Net weight 25 Gm. of each stick non- toxic	Kores	Per Stick			

Signature of Tender with seal

20	Gel Pen	1000 No.		Add Gel/ Montex Activa/Montex Click Lock	Per Pen			
21	Gel Refill	500 No.		Add Gel/ Montex Activa/Montex Click Lock	Per Refill			
22	Ball Pen (Fine Grip) Ball Pen (Fine Grip) Ball Pen (Fine Grip)	4000 No. 1000 No. 200 No.	Blue Ink Red Ink Black Ink	Cello/Montex Cello/Montex Cello/Montex	Per Pen Per Pen Per Pen			
23	Refill Ball Pen (Fine Grip) Refill Ball Pen (Fine Grip) Refill Ball Pen (Fine Grip)	3000 No. 500 No. 500 No.	Blue Ink Red Ink Black Ink	Cello/Montex Cello/Montex Cello/Montex	Per Refill Per Refill Per Refill			
24	Conference Slip Pad (Ruled)	2000 No.	20 Page (Ruled)	Neelgangan	Per Piece			
25	Cash Book (Bank Column)	20 No. 20 No.	One Qr. Two Qr.	Kamal (canvas) Kamal (canvas)	Per Book Per Book			
26	(i) Scale (Plastic)	100 No.	Size 12 Inch length (each)	Natraj	Per Scale			
27	U-Pin (Plastic Coated)	100 Pkt.	28 mm. (Round 100 pcs. In each pkt.)	Indo East Globe	Per Pkt.			
28	Notice Beard Pin Brass	05 Pkt.		Good Quality	Per Pkt.			
29	Lead Pencil	200 Pkt.	10 pencils in each pkt.	Natraj HB	Per Pkt.			
30	Inward Register	25 No.	On Ledger Paper 432 page with cloth binding each Register (6 Qrs.)	Kamal	Per Register			
31	Outward Register	25 No.	On Ledger Paper 432 page with cloth binding each Register (6 Qrs.)	Kamal	Per Register			
32	Stapler Small Size	50 No.	HD-10D	Kangro	Per Stapler			

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33	Stapler Big size	10 No.	HP – 45 (Plier)	Kangro	Per Stapler			
34	Permanent Marker Pen (All Colour)	200 No.	Refillable Permant maker	Camlin	Per Pen			
35	Marker Pen Bold for Gunny Bags (All Colour)	100 No.		Kores/Peacock	Per Pen			
36	Damper (Water cushion)	100 No.	Sample to be enclosed with tender by the vendor	Enclose sample with tender	Per Piece			
37	Punching machine	25 No.	Double Hole DP 600	Peacock	Per Machine			
38	(i) Rubber Band No. 150 (ii) Rubber Band No. 300	10 Pkt. 100 Pkt.	400 Gm. In each Pkt. 200 Gm. In each Pkt.	Parnami Nylon Parnami Nylon	Per Pkt. Per Pkt.			
39	Duster for Board	100 No.	PVC (Sample to be enclosed with tender by the vendor)	Good Quality	Per duster			
40	Poker	50 No.	Plastic Handle (Sample to be enclosed with tender by the vendor)	Good Quality	Per Poker			
41	Paper Clip	50 No.	2 Inch size Plastic	Good Quality	Per Clip			
42	Paper Weight	100 No.	Plastic Glass coloured square fiber sheet transparent	Good Quality	Per Paper weight			
43	Table Bell Tin-Tin	20 No.		Good Quality	Per Bell			
44	White Board Marker Pen (All colour)	200 No.		Kores	Per No.			
45	Alpin Holder (Box)	50 No.		Good Quality	Per Box			
46	Notice Board with blue Valvate cloth for pin cushion (Front Covered by glass)	05 No.	Size 900x1200mm	Good Quality	Per No.			

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47	Notice Board with blue Valvate cloth for pin cushion (Front Covered by glass)	05 No.	Size 1200x1800mm	Good Quality	Per No.			
48	1. White Board Marker Pen Ink(All colour) 2. Parmanent Marker Pen Ink	100 Piece 100 Piece		Kores Kores	Per No. Per no.			
49	Paper Cuter	100 No.		Good-Quality	Per piece			
50	Eraser (Ruber)	200 No.		Natraj	Per piece			
51	Shopner	100 No.		Natraj	Per piece			
52	File Baste	1000 No.	Cotton	Good- Quality	Per basta			
53	File cover	100 No.	Brown No. R600 Type	Neelgagan	Per No.			
54	Paper Ream A-4 size Color Pink Blue Green	02 02 02		Good Quality	Per Ream			
55	General Plastic Folder	1000	A-4 Size (Sample to be enclosed with tender by the vendor)	Good Quality	Per folder			
56	Meeting/Confrence Purpose Folder	500	Beg Type Sample to be enclosed with tender by the vendor)	Good Quality	Per folder			
57	File Tag	5000 No.		Good Quality				
58	Stamp Pad	50		Good Quality				
59	Stamp Pad Ink	200		Good Quality				
60	Page Marker	100		Good Quality				
61	Carbon Paper	50 pkt.		Good Quality				
62	Student Attenfence Register	200		Good Quality	Per Register			
63	Staff Attendence Register	100		Good Quality	Per Register			
64	Window Envelops	1,50,000 No.	27cmx12cm (Finished size)	Window (PVC size 12x5 cm.) 58 GSM craft Paper with printing of O.I.G.S. and Dispatcher Univ. of Kota ,	Per Thousand			

				Kota				
65	Envelops	50,000 No.	27cmx12cm (Finished size)	With out – Window, 58 GSM craft paper with Printing of O.I.G.S. and Dispatcher Univ. of Kota, Kota	Per Thousand			
66	Envelopes	2000 No.	File size/Fule size	Plastic Quoted Yellow color Good Quality	Per Thousand			
67	Envelopes	2000 No.	F-S size	Plastic Quoted Yellow color Good Quality	Per Thousand			
68	Envelopes	2000 No.	A-4 size	Plastic Quoted Yellow color Good Quality	Per Thousand			
69	Envelopes	2000 No.	27.5 cm.x12cm. (Finished size)	Plastic Quoted Yellow color Good Quality	Per Thousand			
70	Green envelope (For Exam Work)	5000 No.	11” ×5” on 100 G.S.M. paper cloth lined (To be printed by Red Ink.)	Sample to be enclosed with tender	Per Thousand			
71	Green envelope (For Exam Work)	5000 No.	11” ×5” on 100 G.S.M. paper cloth lined (To be printed by Black Ink.)	Sample to be enclosed with tender	Per Thousand			
72	Green envelope (For Exam Work)	7000 No.	11¼”×6½ on 100 G.S.M. paper. cloth lined (To be printed by Black Ink.)	Sample to be enclosed with tender	Per Thousand			
73	Brown Envelops (For Exam Work)	8000 No.	11½×7” on 100 G.S.M. paper. cloth lined. (To be printed by Black Ink.)	Sample to be enclosed with tender	Per Thousand			
74	Brown Envelops (For Exam Work)	5000 No.	10¼×4½” on 80 G.S.M. paper . cloth lined(To be printed by Black Ink.)	Sample to be enclosed with tender	Per Thousand			
75	White envelope (For Exam Work)	5000 No.	6”×4” on 58 G.S.M. Paper . cloth lined (To be printed by	Sample to be enclosed with tender	Per Thousand			

			Black Ink.)					
76	White envelope (For Exam Work)	2000 No.	11”x5” on 100 G.S.M. paper (To be printed by Red Ink.)	Sample to be enclosed with tender	Per Thousand			
77	Craft Brown Paper (For Exam Work)	5000 No.	Pocket Envelopes with inner side Cloth net Size 13”x10½”x4”	Sample to be enclosed with tender	Per Thousand			
78	Craft Brown Paper (For Exam Work)	5000 No.	Pocket Envelopes with inner side Cloth net Size 13”x10½”x2”	Sample to be enclosed with tender	Per Thousand			
79	Brown Envelope (For Research Work)	2000 No.	Brown Envelope with inner cloth Size 12”x9”	Sample to be enclosed with tender	Per Thousand			
80	Brown Envelope (For Research Work)	2000 No.	Brown Envelope with inner cloth Size 14.5”x11”	Sample to be enclosed with tender	Per Thousand			
81	Brown Envelope (For Research Work)	2000 No.	Brown Envelope with inner cloth Size 18.5”x14.5”	Sample to be enclosed with tender	Per Thousand			
82	Brown Envelope (For Exam Work)	2000 No.	Cloth Lined Brown Envelopes Size 13”x11”	Sample to be enclosed with tender	Per Thousand			
83	Brown Craft Paper Envelope (For Exam Work)	2000 No.	Cloth Lined Brown Craft Paper Envelope 2” pocket type Size 13”x11”x3” Flap	Sample to be enclosed with tender	Per Thousand			
84	Computer Copier (i) 10x12x02 (ii) 10x12x03	25 Pkt. 50 Pkt.	500 Sets in each 250 Sets in each	Good-quality	Per Pkt. Per Pkt.			
85	Comp. Discette (DVD) (i) Writable (ii) Re-Writable DVD	100 No. 50 No.	CD-R 700 MB 1x48 Compatible modal CD Q 8051/ZE Compatible 700 MB 1x-4x	SONY SONY	Per CD Per CD			
86	Pen Drive	25 each	16 GB, 32 GB	Good	Per Pen			

				Quality/Make	drive			
87	Printer Cartridge	05	Samsung Laser Printer ML-1676	Samsung	Per Cartridge			
		05	HP Laser Jet 1536	HP	Per Cartridge			
		05	HP Laser Jet 3055	HP	Per Cartridge			
		05	Samsung Four-In-One Laser Printer SCX-4521F	Samsung	Per Cartridge			

(B) General Items:-

S.N.	Name of Articles	Approx Quantity	Specification	Make / Brand	Unit	Proposed Basic Rate Per Unit	Tax / VAT %	Total Amount
1	Phenyle (Liquid)	25 No.	5 Lt. (Each Pack) ISI mark	Bengal Chemicals	Per Pack			
2	Lizol (Liquid)	25 No.	500 Ml. Each Pack (Disinfactner Power cleaner)	Lizal	Per Pack			
3	Phenyle Tablest (Nepthol)	25Kg.	MAX 1 kg. (Each Pkt.)	Good-quality	Per Kg.			
4	Toilet Sope (Small Size)	200 No.	Life Boy 90 Gm.	Life Boy	Per Soap			
5	Acid Bottle	100 No.	HCL (Per ltr.)	Good-quality	Per Bottle			
6	Sootali (Zute)	200 kg.	3 plai	Good-quality	Per Kg.			
7	Toilet Cleaner	200 No.	500 ml. (Each Pkg.)	Harpic	Per Pkt.			
8	Air Freshener	200 Pkt.	30 Gm. वाली	Odonil	Per Pkt.			
9	Jute Beg (Hasan Cloth)	5000No.	13”x11”x26” (9ओंस टाट, 250 ग्राम प्रत्येक बेग)	Good-quality	Per Bag			
10	Jute Beg (Hasan Cloth)	5000No.	13”x11”x40” (9ओंस टाट, 300 ग्राम प्रत्येक बेग)	Good-quality	Per Bag			
11	Broom (Phool Jhadoo)	50 No.		Good-quality	Per Broom			
12	Broom (Sik Jhadoo)	200 No.		Good-quality	Per Broom			
13	Broom (Big size) पानी झाड़ू	200 No.		Good-quality	Per Broom			
14	Scissors (कैंची)	02 No.	Master Tailor	MT-8	Per Scissors			
15	All Out Machine	10 No.	All Out	All Out	Per Machine			
16	All Out Reffile	300 No.	60 Nights Double Power	All Out	Per Reffile			
17	Dustbin	100 No.	Good Quality	Cello/Other brand	Per Dustbin			
18	Colin	100 No.	500 ml. In each pack (Glass and Household	Colin	Per Colin			

			cleaner)					
19	Wiper (Pocha) with steel handle	25 No.		Good-Quality	Per wiper			
20	Pocha	1000 No.	Cotton	Good-Quality	Per pocha			
21	Dry Movable Pocha Assembly	12 No.	4"x18"	Good-Quality	Per wiper			
22	Cotton thread brush patti	50 No.	4"x18"	Good-Quality	Per patti			
23	Wiper (Pocha) with steel handle with cotton thread rope (Additional cotton rope for above pocha	25 No.	4"x18"	Good-Quality	Per wiper			
24	Clining Powder	200 No.		Rex	Per pkt.			
25	Plastic Bucket	15No.	Cello/Other Brand	Good- Quality	Per Bucket			
26	Plastic Mug	25 No.	Cello/Other Brand	Good- Quality	Per Mug			
27	Toilet Brush	40 No.		Good-Quality	Per Brush			
28	Use Me(Dustbin) Medium Size	50 No.	Cello/Other Brand	Good-Quality	Per Dustbin			
29	Water Glass (One set- in each set 6 glass)	100 Set		Yera	Per set			
30	Plastic Tray (Big Size) service	25 No.		Good Quality	Per Tray			
31	Room Freshner	50	Room Freshner 150 gm. Ecu De Cologne	Premium	Per No.			
32	Hit Spray	100	425 Ml. Aprox		Per No.			
33	Dettol Liq. Soap Refillable	50	250 Ml.		Per No.			
34	Dettol Liq. Soap Pouch	50	250 ML.		Per No.			
35	Cool Jug	50	1.5 Ltr. Capacity	Good Quality	Per No.			
36	Tea Mug	50 Set	6 Pcs. In each set Office Use	Bonechina Bharat Potries	Per set			
37	Electric Cattle	20		Good Quality	Per No.			
38	Water Camper	10	15 Ltr.	Good Quality	Per No.			
39	Lock	100		Harlison/ Godrej	Per No.			
40	PVC Pipe	15	½" inch (100 feet role)	Good Quality	Per No.			

Signature of Tender with seal