

**Haryana Vishwakarma Skill University, Dudhola, Palwal**  
Plot No. 76, HIPA Complex, Sector 18, Gurugram, Haryana  
Tel. 0124-2344669

**Expression of Interest for Supply of Consumable Items**

**Haryana Vishwakarma Skill University(HVSU)**, invites sealed bids under two bid systems (Technical bid and Financial Bid) from reputed firms/ agency for Supply of Consumable Items as per specifications given in the EOI. Sealed envelope should reach the Haryana Vishwakarma Skill University, Gurugram, Haryana till **2.30 p.m. on 19.02.2018**. Bid received in due time shall be opened on **19.02.2018 at 3.30 p.m.** in the presence of intended parties/their representatives who may like to be present at that time. The financial bids will be opened at **3:30 pm on 22.02.2018**

Interested parties may download the tender documents from the website <http://hvsu.ac.in/Bids> & apply as per the terms and conditions mentioned in the EOI along with EMD in form of Demand Drafts of Rs. 10000/- as refundable EMD and Rs. 1000/- as non refundable application fee in favour of **Haryana Vishwakarma Skill University, Payable at Gurugram.**

Bids should be submitted in a two bid system (Technical Bid and Financial Bid separately) from reputed firms/ agency etc. located in Haryana and NCR at Room No. 202, 2<sup>nd</sup> floor, Haryana Institute of Public Administration (HIPA), Plot No. 76, Sector 18, Gurugram.

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**Terms and conditions For Entering into Annual Rate Contract For the  
Supply Of Consumable Items**

1. **Terms and Conditions** :As given in Annexure - A
2. **Proforma Of Technical Bid** :As given in Annexure - B
3. **List of Stationery items proposed** :As given in Annexure - C  
**To be covered under rate Contract  
(Financial Bid)**
  
4. **Validity of Rate Contract** :One year from the date of entering into  
Annual Rate Contract. The period of  
contract can be extended on mutual  
consent of both the parties

## **Annexure – A**

### **A. Criteria for Supply of Consumable**

1. The party willing to offer rates must have 3 years minimum experience in supply of Consumable items(as per list attached) with annual turnover of Rs. 5 Lacs or above for F.Y. 2016-17. However Startups (as per Government Rules) will be eligible if he will maintain the prescribed standards.
2. The offers of those firms who do not submit proper documents in support of their experience in this business will not be considered.
3. Preference will be given to the contractor whose service have been recognized/ appreciated by an Institute of repute.
4. Only those firms which qualify in technical bid will be eligible for financial Bid.

### **B. Terms and conditions.**

1. Contractor shall supply items as per enclosed list along with specifications, which this University intends to purchase on a regular basis during the next one year.
2. The samples of articles wherever indicated can be seen in HVSU office during working hours and clarifications sought on any specification drawn out.
3. Only the net rates i.e inclusive of all taxes GST, VAT, Levies etc. & FOR destination should be quoted against each articles in the space provided for easy comparison. Tenders showing any taxes/Vat & discount against the rates of items will not be considered as the institute wants net rates inclusive of all taxes.
4. The rates being quoted should be valid upto June 2018 for acceptance. The supply order will not be placed in bulk rather it would be as per requirement from time to time.
5. The Consumable articles will have to be supplied within 7 days from the date of the receipt of supply order and in emergency within 2 days from the date of receipt of supply order.
6. The articles received against the supply order will be inspected/verified as per Specification, quality & quantity by the institute and only thereafter the articles will be accepted and payment will be released.

7. Late delivery penalty @ 1% shall be charged in case the items are not supplied within the stipulated period of 7 days (i.e upto 7 days from the date of receipt of the supply order) but delivered late by & upto 2 days (i.e 9 days from the date of receipt of supply order) and @ 3% if the delivery is late by another 3 to 8 days ( i.e 7 up to 17 days from the date of receipt of supply order). Thereafter, the supply order shall automatically stands cancelled and security money will be forfeited.

8. Committee also reserves the rights to accept or reject any items without assigning any reason whatsoever.

9. The quotations of the parties who do not have Sale GST No. & PAN No. will be rejected straightway.

10.The contract term will be initially for one year and same may be extended on satisfactory performance.

11. The selected bidder will have to sign an Agreement with the Haryana Vishwakarma Skill University.

12. In support of the credential submitted by the parties, Haryana Vishwakarma Skill University reserves the right to seek information from the organizations by telephonic verification/personal visits/ in writing.

13. Sub-leasing of the consumable items after award of Contract/Agreement will not be permitted.

14. The Contractor will be required to deposit Rs.25000/- as Performance Guarantee (PG) in the form of Fixed Deposit or bank grantee in favour of HVSU, GURUGRAM account or bank guarantee. The amount is meant for safeguarding HVSU interest against any eventuality during the period of contract. The guarantee should remain valid for a period of 60 days beyond the contract period. The same will be returned (without any interest) to the Contractor on expiry of the contract and on satisfactory performance by the Agencies.

## **ANNEXURE- B**

### **TECHNICAL INFORMATION OF THE BIDDER**

1. Name of the Supply Agency :
2. Office Address :
3. Mobile Number :
4. E-Mail Address :
5. Registration/ license No. :
6. GST No. :
7. Balance Sheet (2016-17) :
8. List of current offices where empanelled :
9. Eligibility (3yr Exp. Certificate):
10. EMD :
11. Application Fee details :

**Seal and Signature of Bidder**

## ANNEXURE- C

### TENDERFORM FOR ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF CONSUMABLE ITEMS (Financial Bid)

#### Annual Consumable Items requirement

Sr. No.	Cleaning Items	Brand Name/ Specification	Cost of each item
1.	Battery (AA & AAA)	Duracell /Eveready	
2.	Phenyle white (1 ltr)	Gainda / Sparsh	
3.	Phenyle black (1 ltr)	-do-	
4.	Colin (1 ltr)	Colin	
5.	Duster cloth	As per sample	
6.	Harpic (1 ltr)	Harpic	
7.	Handwash(1 ltr)	Dettol/Patanjali	
8.	Harpic color Balls (1 pkt)	Harpic	
9.	Jharu phool		
10.	Jharu bass		
11.	Lizol (1 ltr)	Lizol	
12.	Napkin paper		
13.	Odonil	Godrej	
14.	Room freshener(300 ml)	Airwick/P&G/Godrej	
15.	Handwash (500 ml)	Dettol/ Patanjali	
16.	Room freshener refill	Air wick	
17.	Pocha big size	As per sample	
18.	Wiper big size	-do-	
19.	Yellow duster	-do-	
20.	HIT (400 ml)	Godrej	
21.	Air pocket(1 pkt)	Godrej	
22.	Acid (1 ltr)		
23.	Broom Flower		
24.	Nirma 1 kg		
25.	Naphthalene Ball (1 pkt)		
26.	Vim 1 kg		
27.	Door mat		
28.	Dustbin collected for garbage		
29.	Thermos for Tea (Milton 1Ltr)		
30.	Thermos for Water (Milton 1.5 Ltrs)		
31.	Tissue Paper(1 pkt)		
32.	Toilet Roll		
33.	Dust Bin Small Size 5 ltr		
34.	Dustbin Medium 10 Ltr		
35.	Dustbin Medium 20 Ltr with cover		
36.	Dustbin Medium 40 Ltr with cover		

37.	Plastic Buket 20 Ltrs		
38.	Dustbin covered 5 ltrs		
39.	Bislery Water Bottle 20ltr		
40.	Bislery Water Bottle 1ltr		
41.	Bislery Water Bottle 500ml		
42.	Bislery Water Bottle 200ml		
43.	Biscuits Monacco (4x75gm)		
44.	Biscuits Frontier Kaju Pista (500 gms)		
45.	Biscuits Marie Gold (250 gms)		
46.	Frosted Cashew(1 kg)		
47.	Plain Cashew(1 kg)		
48.	Almond Frosted(1 kg)		
49.	Almond Plain(1 kg)		
50.	Haldiram Chips- Salted(200 gm)		
51.	Peanuts (1 kg)		
52.	Juice 1ltr Real		
53.	Juice 200ml Real		
54.	Sugar cubes 500ml		
55.	Sugar Mawana 5kg		
56.	Teabag Taj Mahal (100 Tea bags)		
57.	Green Teabag Tulsi(100 tea bags)		
58.	Tea Tata 1kg		

**Seal and Signature of Bidder**