

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT FOR

**Annual Rate Contract for Supply of Housekeeping Cleaning Materials at
IGIDR**

NIT No.: IGIDR/Tender/2025/ED/01 Date: 10.01.2025

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 6909 6200/596/9967606457. FAX: 022 69096399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“NAME OF THE WORK: **“Annual Rate Contract for Supply of Housekeeping Cleaning Materials”** at
INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. IGIDR invites sealed bids from vendors/suppliers of repute for the following work:

Name of work	EMD (Rs.)	Period of Contract
(1)	(2)	(3)
Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR	Rs. 5000/-	1 Year

2. The tenders being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.
3. Bidder has to submit an Earnest Money Deposit of **Rs. 5000/-** (Rupees Five thousand only) along with the bid.
4. The tender bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in: **“Email-1: EMD and Pre-qualification/Technical Bid”** and **“Email-2: Financial bid”**. The subject of the email should be mentioned as **“Email-1: EMD and Pre-qualification/Technical Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR”** and **“Email-2: Financial Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR”** respectively. **All the bid documents should be attached as a PDF document or zip file. The financial bid file should be protected with a password.**
5. The last bid submission date shall be **29th January 2025** at the **end of the day**.
6. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-‘A’

Letter of Offer

Date _____

The Registrar,
Indira Gandhi Institute of Development Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai- 400065.

Subject: Tender for “**Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR**”.

Reference: NIT No. IGIDR/Tender/2025/ED/01 dated 10th January 2025.

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **NEFT/DD/FDR/BG** of Rupees Five thousand only or MSME Certificate as an earnest money deposit to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same without any alterations/modifications.

Yours faithfully,

Authorized Signature

Name & seal of the bidder

**To be submitted on company/firm letterhead with sign and stamp on it.*

SECTION - 'B'
GENERAL INSTRUCTIONS TO BIDDERS

Tender bids through email should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. Bidder has to submit Earnest Money Deposit of **Rs. 5000/-** (Rupees Five thousand only) through **NEFT/DD/FDR/BG** to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account no. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with a screenshot of the transaction should be included in the part of tender document towards Earnest money.
2. **The bidders registered under MSME are exempted from submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.**
3. The tender bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in: “**Email-1: EMD and Pre-qualification/Technical Bid**” and “**Email-2: Financial bid**”. The Subject of the email should be mentioned as “**Email-1: EMD and Pre-qualification/Technical Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR**” and “**Email-2: Financial Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR**” respectively. **All the bid documents should be attached as a PDF document or zip file.** In case the bidder cannot attach a single bid file to an email, then they can split their bid and submit it in multiple emails with mentioning in the email subject as Part-I, II, III....., etc.
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password, and the password to be shared at the time of the financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in an online meeting for financial bid opening.**
5. The bids will be received by **29th January 2025** end of the day. Each copy of the tender document is under their stamp and signature. No tender will be accepted after **29th January 2025 end of the day** under any circumstances whatsoever.
6. The Email bid with the subject “EMD & Pre-qualification/Technical Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR” shall be opened by the tender opening committee on **30th January 2025** at **02:30 PM** through the online meeting platform. The link to the meeting will be

shared with participating bidders. In case the holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.

7. The Email bid with the subject “Financial bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR” of only qualified bidders will be opened. The date of opening of the price bid shall be informed by the institute to the qualified bidders. The date of opening of the financial bid and link for the online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of the financial bid PDF file during the opening of the financial bid. In case the bidder can NOT provide a password for the financial bid at the opening, then their bid shall be rejected.**
8. The tender bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the tender during this period.
9. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
10. The tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute at its discretion.
11. Rates should be quoted both in figures and in words in the columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever, especially on any change in rate specifications after the opening of the tender, will be entertained.
12. Each Page of the Tender document should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General Conditions of the contract. General specifications, Special Conditions, etc., as laid down. Any tender with any of the documents not so signed will be rejected.
13. A tender which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for the execution and fulfillment of the contract. No interest shall be paid on this deposit. The EMD of the successful bidder may be converted into a Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of the contract. No interest will be paid on Security Deposit withheld by the Institute.

14. Tenders incomplete in any form will be rejected outright; conditional offers will not be accepted.
15. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
16. The Institute reserves the right to sub-divide the work mentioned in the tender amongst two or more bidders at its own discretion, and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. The Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed, and the Contractor shall execute the same without claiming anything extra for the same. In this context, the rates quoted for each item must be self-supporting and relevant.
17. No bidder will be allowed to withdraw after submission of the tender; otherwise, the EMD submitted by the bidder would stand forfeited. In case the successful bidder declines the offer of a contract (or refuses to acknowledge or execute the contract within 15 days of award of order) for whatever reasons, their EMD will be forfeited.
18. The rates shall be firm and shall not be subject to change variations, labour conditions, or any conditions whatsoever. Bid must include in their rates applicable GST and any other tax and duty or other levy, whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty, or levy, whether existing or future, shall be entertained by the Employer.
19. **The intending bidder can obtain any clarifications regarding the tender document, scope or work etc. if any, by contacting Mr. Amit Gaikwad (Estate Officer) by email estateofficer@igidr.ac.in or mobile – 022 6909 6507 or from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute`s working day from Monday to Friday.**
20. **The bidder should quote their rates for the mentioned brand materials only.**

I/We hereby declare that I/we have read and understood the above instructions, and the same will remain binding upon me/us.

Place :

Signature of the Bidder with seal

Date :

SECTION - 'C'

SPECIAL CONDITIONS

1. Permission, if any, required from the local bodies shall be obtained by the successful bidder at his cost.
2. Overall L1, overall L2, overall L3, etc. bidders will be calculated on the basis of quoted rates for individual items with a minimum quantity of those items. After comparing the total amount of overall L1, L2, L3, etc. quotes, the L1 bidder will be empanelled for the rate contract. The contract may also be subdivided between two or more bidders for their individual lowest quoted items.
3. In case the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Contractor, the Contractor is bound to indemnify the Institute. The Contractor shall also be responsible for the discharge of all legal liabilities towards the Institute and also for observing all laws and Government rules relating to labour laws.
4. The successful bidder shall supply only approved brand materials of desired specifications.
5. If the quality of the product and services provided is not found satisfactory, IGIDR reserves the right to cancel or amend the contract.
6. **Quoting of Price:** The price quoted should be in Indian Rupees, with free delivery at IGIDR Campus & including applicable GST.
7. The financial bid must be submitted in the enclosed Financial Bid Form only.
8. The successful bidder shall carry out the contract strictly in accordance with the specification details and instructions of the Institutes In Charge.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Date :

Signature of the Bidder with seal

SECTION - 'D'
TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. In all matters of dispute arising on the contract, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive, and binding upon the Successful Bidder and the Institute.

4. Performance Security Deposit:

The EMD of the successful bidder for Rs. 5000/- (Rupees Five thousand only) shall be converted into a Performance Security Deposit and will be retained with the IGIDR till the expiry/termination of the rate contract without interest. In case the successful bidder submits the MSME as EMD, they should deposit Rs. 5000/- as PSD in the form of DD/FDR/BG, valid for 60 days beyond the contract period. This deposit shall be forfeited in case the contractor fails to discharge its duties/commitments or whose contract is terminated prematurely.

5. Payment Terms:

Payment shall be made to the supplier after the successful delivery of materials within 15 days of submission of the certified invoice along with supporting documents (Delivery challan, etc.).

6. Tenure of Contract:

The contract period shall be for 1 Year from the date of issue of the Purchase order; however, it can be extended for a further 02 years on an annual basis after a review of the performance of the contractor at the same rates, terms & conditions if their performance is found satisfactory.

7. Termination Clause:

7.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the vendor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the vendor.

7.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the vendor subject to clause 7.5 hereunder.

7.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the vendor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The vendor may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

7.4 Forthwith, on the expiry or earlier termination of this Contract, the vendor shall return to the Institute all materials and equipment belonging to the Institute with regard to this Contract. The Institute shall also intimate to the vendor a time when it can collect its equipment stored in the Institute and the vendor shall collect the same. In the event that the vendor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

7.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, the cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the vendor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the vendor.

7.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of the bidder with seal

Date :

SECTION - 'E'
QUALIFICATION CRITERIA

- **Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:**
 - a) The bidder should be registered with the appropriate registration authorities. Copy of Registration of Shop & Establishment, Certificate of Incorporation, Affidavit in case of firm or Partnership Deed to be submitted.
 - b) Copy of Registration of Goods & Service Tax and PAN
 - c) The bidder should have an annual turnover of **Rs. 5, 00,000/-** (Rupees Five Lakh only) for the supply of Housekeeping Cleaning materials only in the last 3 financial years. The bidder should submit the audited balance sheet, P & L account statements, or CA certificate for the turnover amount of the last 3 financial years (i.e., FY 2021-22, 2022-23 & 2023-24) duly certified by CA.
 - d) The bidder should have experience in the successful completion of the annual rate contract for the supply of similar Housekeeping Cleaning materials for at least **1 year** during the last 07 years ending last month. **Copy of Purchase orders/contract agreement/completion certificate to be submitted.**
 - e) Bidder should submit the list of two clients, contact person name & number.
 - f) The bidder should have either the Registered Office or one of the Branch Offices located in the territory region of MMRDA.
 - g) The bidder should not be blacklisted/De-registered/debarred by any Government department/Public Sector Undertaking/Private Sector/or any other agency (Submit undertaking as per Annexure-A).

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the letter pad of the company duly stamped and signed by the authorized person of the bidder and attached as a PDF file to be submitted along with the qualification bid (Email-1).

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office /Residence: Mobile Number: Fax No. E-Mail Address-	
3	Details of Registration (number & date)	
4	Month and Year in which the firm/company was formed/ incorporated.	
5	Type of organisation (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose a copy of the partnership deed, Articles of Association or MOA or Affidavit (in case of firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account statements or CA Certificate)	FY 2021-22: FY 2022-23: FY 2023-24:
8	Bank Account Details	Bank Name: Account Number: IFSC Code:

SECTION 'F'
TECHNICAL BID

Tender Name: Annual rate contract for Supply of Housekeeping Cleaning Materials at IGIDR

1. List of Materials and Specifications:

Sl.No.	Item	Specifications	Name of the Manufacturer/Brand	Unit of Measurement	Minimum Quantity
1	Floor Duster	Size:50x 45, Cotton	Navbharat	Nos.	1 No.
2	Table Duster	Size:50x48, Cotton	Navbharat	Nos.	1 No.
3	Soft Broom	Plastic Handle	United Broom Industries/Jugnu	Nos.	1 No.
4	Hard Broom		UVA	Nos.	1 No.
5	Ceiling Broom with Extension 10/12 Feet (Aluminium)	10/12 feet, aluminium pipe	Gala	Nos.	1 No.
6	Wet Mop Set (Flat)	Stainless Steel rod	Gala	Nos.	1 No.
7	Wet Mop Refill (Flat)		Gala	Nos.	1 No.
8	Dry Mop Set	Stainless Steel rod	Gala	Nos.	1 No.
9	Dry Mop Refill		Gala	Nos.	1 No.
10	Garbage Bag (19x21)	Size:19X21 inch	Kiran	Packet	1 No.
11	Garbage Bag (29x39)	Size: 29X39 ubcg	Kiran	Packet	1 No.
12	Ariel Powder		Procter and Gamble	1 Kg.	Packet
13	Odopic Powder		Dabur India Ltd	1 Kg.	Packet
14	Vanish Powder		Reckitt Benckiser (India) Ltd	400 gm	Packet
15	Lizol	Liquid	Reckitt Benckiser (India) Ltd	500 ml	Bottle
16	Prill	Liquid	Jyothy laboratories	425 ml	Bottle
17	Choke up pump	G-22	Geol	Nos.	1 No.
18	Tissue Roll	Size:11x10cms, 1500 sheets, 2 ply	Mystique	Roll	1 No.
19	Stable Bleaching Powder	Stable, Lion brand	Grasim Industries/GACL	25 Kg. bag	1 Bag
20	Floor Scrapper	Plastic	NACS	Nos.	1 No.
21	Bucket (20 ltr)	Virgin PVC	Ratan Plastic Ware	Nos.	1 No.
22	Bucket (10 ltr)	Virgin PVC	Ratan Plastic Ware	Nos.	1 No.
23	Bucket (16 ltr)	Virgin PVC	Ratan Plastic Ware	Nos.	1 No.

24	Bucket (50 Ltrs.) (Garbage)	Virgin PVC	Ratan Plastic Ware	Nos.	1 No.
25	Hand Gloves (Long)	33x13 cms	Diamond	pair	1 No.
26	Face Mask	15x8 cm/cotton	C-cure	Pc.	1 No.
27	Spray Bottle	1 liter, PVC	Ratan Plastic Ware	Nos.	1 No.
28	Scotch-Brite Scrub pad	Large, 10 cm x 14 cm	3M India	Nos.	1 No.
29	Feather Brush	2 feet, plastic feather	Static Duster	Nos.	1 No.
30	T Brush (Outdoor) / Floor hard brush	15" and 3 mm	Krishnakripa Cleaning Solutions	Nos.	1 No.
31	T Brush (Indoor) (Wooden)	11-20 inch	Laxmi Brush Works	Nos.	1 No.
32	T Brush (Pool cleaning type)	18" Aluminium Handle	Sarrah	Nos.	1No.
33	Garbage Bin with wheels	120 Liters, Polyethylene	Sulo	Nos.	1 No.
34	Garbage Bin with wheels	240 Liters, Polyethylene	Sulo	Nos.	1 No.
35	Mop Clip Wet	Stainless steel	Gala	Nos.	1 No.
36	Toilet Brush Round	TB-704, Goldy	BRW Impex	Nos.	1 No.
37	Toilet Brush double sided	TB-713, Prince D/Hokey	BRW Impex	Nos.	1 No.
38	Wiper Refill	KW-209	BRW Impex	Nos.	1 No.
39	Nu-Glass wiper	KW-209 with handle	BRW Impex	Nos.	1 No.
40	Square Basket	Size:	Nayasa World	Nos.	1 No.
41	Dustpan	Stainless Steel	Limetro	Nos.	1 No.
42	Mosquito repellent machine		Goodnight	Nos.	1 No.
43	Mosquito Refill	45 ml	Goodnight	Nos.	1 No.
44	Drainex Powder	50 gm	Mr. Muscle Kiwi	Nos.	1 No.
45	Phenyl	Liquid	Sunny	1 Ltr	1 No.
46	Acid	Liquid	Morry	1 Ltr	1 No.
47	Tarpaulin Sheet	Size:21X30 Ft, 200 micron		Nos.	1No.
48	Tarpaulin Sheet	Size: 12X27 Ft, 200 micron		Nos.	1No.
49	Tarpaulin Sheet	Size: 12X12 Ft, 200 micron		Nos.	1No.
50	White Plastic Sheet	12 Feet		Mtrs.	1 Meter
51	Nylon Rope	6 mm		Kg.	1 Kg.

Place:

Signature of the bidder with seal

Date:

ANNEXURE - A

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company/firm letterhead with sign and stamp on it.*