

TENDER NO. HPNLU/Adv./Tenders/2022-23/11

DATED:19.09.2022

## TENDER DOCUMENT

FOR SUPPLY OF SANITARY MATERIALS TO  
HIMACHAL PRADESH NATIONAL LAW UNIVERSITY  
FOR A PERIOD OF ONE YEAR (RATE CONTRACT)

DATE OF ISSUE OF TENDER FORM WITH DOCUMENT:

20.09.2022

DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT:

From 20.09.2022 to 30.09.2022  
up to 3:00 PM

DATE & TIME FOR OPENING OF TENDER DOCUMENT:

01.10.2022 upto 15:00Hrs

**"NOTICE INVITING TENDER FOR SUPPLY OF SANITARY MATERIALS TO HIMACHAL PRADESH NATIONAL LAW UNIVERSITY ON RATE CONTRACT BASIS FOR ONE YEAR"**

**Himachal Pradesh National Law University, Ghandal, Distt.Shimla** invites bids from reputed, experienced and financially sound Companies/Firms/Agencies engaged for supply of Sanitary items in Himachal Pradesh and having its office in Himachal Pradesh with distance in 100 kms from the university .

2. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Tender Fee of Rs. 1,000/- and Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Demand Draft issued in favour of The Registrar , Himachal Pradesh National Law University, Shimla , drawn on any scheduled bank payable at Shimla and other requisite documents to the undersigned duly superscripted "*Bid for Tender No HPNLU/Adv./Tenders/2022-23/11*" before 15.00 hrs on 30.09.2022. The bids received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay **Himachal Pradesh National Law University, Ghandal, Distt. Shimla** will not be responsible.

**NOTE : The EMD and Tender Fee draft should be put in the envelope containing Technical Bid failing which the tender shall be rejected forthwith.**

4. The sealed envelopes are to be sent through registered/speed post addressed to The Registrar, Himachal Pradesh National Law University, Ghandal, Distt. Shimla - 171014. **Bids sent by COURIER will not be entertained.**

5. Bids will be opened on 01.10.2022 at 15.00 hrs. in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

6. Any future clarification(s) and / or corrigendum(s) shall be communicated by the **The Registrar, Himachal Pradesh National Law University, Ghandal , Distt. Shimla** through the website [www.hpnlulaw.ac.in](http://www.hpnlulaw.ac.in)

7. **Himachal Pradesh National Law University, Ghandal, Distt. Shimla** reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the **The Registrar, Himachal Pradesh National Law University, Ghandal, Distt. Shimla** in this regard shall be final.

**Registrar  
HPNLU, Shimla**

## **GENERAL INSTRUCTIONS TO THE BIDDER**

1. The tender is "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Tender Fee & Earnest Money Deposit (EMD). The financial bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.

2. The Technical bid must accompany with the tender fee of Rs. 1,000/- in form of Demand Draft in favour of **The Registrar , Himachal Pradesh National Law University, Shimla**. The tender document fee is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any scheduled bank drawn in favour of the "**The Registrar , Himachal Pradesh National Law University, Shimla.**" payable at Shimla.

3. The Tenders should be **typewritten** but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letterhead.**

4. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.

5. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.

6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.

7. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.

8. Bidders are requested to enclose a copy of their valid certificate of PAN No., GST No. or any other document as requested by the university with their tender.

9. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of **The Registrar , Himachal Pradesh National Law University, Shimla**. will not be considered at all and shall be summarily rejected.

10. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.

11. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a Gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in Himachal Pradesh National Law University, Ghandal, Distt. Shimla will stand automatically extended up to 15.00 hours of the next working day in the Government offices.

12. Late/delayed tenders received in **Himachal Pradesh National Law University , Shimla** due to any reason whatsoever will not be accepted under any circumstances.

13. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of **Himachal Pradesh National Law University , Shimla**. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

14. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.** The name and address of permanent representative of the firm, if any, should also be indicated in the tender.

#### **15. DOCUMENTS COMPRISING THE BID:**

The bids prepared by the bidder shall comprise of (1) The Technical Bid and (2) Financial Bid:

**TECHNICAL BID:** - To qualify in the Technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria -

- (a) Duly filled format of Technical Bid as per **Annexure "1"**.
- (b) Copy of constitution or legal status of the sole proprietorship/ firm/agency etc.
- (c) Financial status: - The annual turnover in similar jobs, of the firm should not be less than 20 Lakhs in the last one years. copy of income tax Return.
- (d) The technical bid should be accompanied by Demand draft of Rs. 1,000/- (non- refundable) against tender fee and Demand Draft of Rs. 1,0000/- (refundable) for EMD/bids security.
- (e) Copy of Income Tax Return Filed Acknowledgements for last Three years.
- (f) Copy of PAN Card.
- (g) Copy of GST registration certificate mandatory.
- (h) Broachers, original technical catalogue with detailed specification and picture of the product offered.
- (i) The bidder must submit an affidavit duly certified by the notary at the location of the Agencies/Head quarters that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.
- (j) All the materials must be in good quality and proper standard.

**FINANCIAL BID:** - The financial bid shall contain:

- (a) Price Bid Form [as per **Annexure - 2**]

#### **16. SUBMISSION OF BIDS**

**SEALING AND MARKING OF BIDS:** The bidder shall wax seal the EMD, the Technical Bid and the Financial Bid in separate envelopes and keep them in a bigger wax sealed envelope. The envelope containing the EMD shall bear the name "EMD for Tender No.....". The envelope containing the Technical Bid shall bear the name "TECHNICAL BID for Tender No .....". The envelope containing the Financial Bid shall bear the name "FINANCIAL BID for Tender No .....". on the envelope for avoiding any mismatch.

The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be:

(a) Addressed at the following address:

**The Registrar, Himachal Pradesh National Law University , Ghandal , District Shimla , Himachal Pradesh (171014) .**

(b) All the envelopes shall bear the Tender name, the tender number and the words 'DO NOT OPEN BEFORE' (due date &time).

(c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.

(d) Bids shall be delivered in person or shall be sent by Registered/Speed Post. **Bids sent by COURIER will not be entertained.** The Purchaser shall not be responsible if the bids are delivered elsewhere.

(e) Venue of Tender Opening: Tender will be opened in the office of **The Registrar ,Himachal Pradesh National law University, Ghandal, Distt Shimla** at 15.00 hrs. on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the office of the Registrar.

#### **16. BIDPRICES:**

The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of taxes) as per price schedule given in Annexure-2. The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the university.

The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

#### **17. TECHNICAL EVALUATION:**

Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The University determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.

Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.

A bid determined as substantially non-responsive will be rejected by the University and shall not subsequent to the bid opening be made responsive by the bidder by correction of then on conformity.

The Himachal Pradesh National law University shall have right to accept or reject any or all tenders without assigning any reasons thereof.

## **18. FINANCIAL EVALUATION:**

The financial bid shall be opened of only those bidders who have been found to be technically eligible as enumerated under clause 17. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The University shall inform the date, place and time for opening of financial bid.

The Financial Bids of unsuccessful bidders would not be opened and destroyed.

The rates must be quoted per job basis. Agency shall include in its price all taxes and other costs while quoting for the tender, in "Annexure-2: Price Bid" to be kept in Envelop No. 2. Income Tax and GST TDS will be deducted at source from the bills as applicable. The Agency needs to furnish its PAN number.

Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the university. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

The evaluation and comparison of responsive bids shall be done on the price offered inclusive of Levies & all Taxes. as indicated in the Price Schedule in Annexure-"2" of the Bid Document.

The Himachal Pradesh National Law University, Ghandal, Distt Shimla does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The Himachal Pradesh National Law University, Ghandal, Distt. Shimla reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

## **19 AWARD OF CONTRACT: PLACEMENT OF ORDER**

The Himachal Pradesh National Law University shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable. The Himachal Pradesh National Law University reserves the right to counter offer price(s) against price(s) quoted by any bidder.

## **20. PERFORMANCE BANK GUARANTEE & EXECUTION OF CONTRACT:**

Firm whose offer is accepted will have to furnish Performance Bank Guarantee of an amount equal to 10% of the value of contract, in favour of **The Registrar , Himachal Pradesh National Law University, Ghandal, Distt. Shimla** issued by any scheduled bank.

The performance Bank Guarantee submitted should be valid for 15 months.

The Performance Bank Guarantee shall be refunded within 180 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.

No interest will be paid on Performance Bank Guarantee/ EMD. In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the security deposit shall be liable forfeited by **The Registrar , Himachal Pradesh National Law University, Ghandal, Distt. Shimla** and his decision shall be final.

## **TERMS & CONDITIONS OF CONTRACT**

1. The bidders are expected to read carefully all the terms and conditions of the tender documents and their submission will be taken as consent to abide.

2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, **Himachal Pradesh National Law University , Shimla**, reserves the right to reject such tenders

without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.

3. **Manner of Submission of Tender:** The bidding should be done on two bid method viz

1) Technical Bid & 2) Commercial / Price Bid. The bidders should ensure that the Technical bid complete in all respect and containing the required enclosures (attested Photocopy) is sealed in a separate envelop and the commercial bid sealed in a separate envelop & both the sealed envelopes are kept and sealed in a suitable size of envelop. All envelop will be address to **The Registrar, Himachal Pradesh National Law University , Shimla**. The Sealed Technical bid Envelop of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents will be opened.

4. **Language:** The language of the Tender shall be in English.

5. **Documents to Accompany Tender:** The Bidder shall submit the Documents mentioned in the clause 15 of General Instructions to the Tender.

6. **Earnest Money Deposit:** Each Tender must be accompanied with "Earnest Money Deposit" in the form of Demand Draft, as mentioned in the Notice Inviting Tender.

7. **Forfeiture of Earnest Money:-**

a. If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.

b. If the successful bidders fails supply or refused either partial or total offer(Acceptance) made by **The Registrar, Himachal Pradesh National Law University , Shimla**.

8. **Return of Earnest Money :-**

After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.

9. **Deposition of performance Security Money:-**The Selected bidders must deposit the requisite amount of **performance Security Money** (10% of the approximates value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft/Bank Guarantee payable at Shimla duly pledged in favour of **The Registrar, Himachal Pradesh National Law University , Shimla**.

10. **Forfeiture of Security Money:-**

a. In the event of failure to supply or maintain the goods/articles/equipment / instruments as per Work Order within the stipulated period, the security deposit may be forfeited.

b. In that event, supply of the said material may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.

c. If any material is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.

11. **Refund of Security Deposit -** After successful completion of contract period and period of maintenance Security Deposit will be refunded within the six months if not extended for further period.

12. **Submission of Documents:-**

a. Each Tender must accompany attested photocopy of Pan Card, Trade License, GST Registration Certificate, and Experience Certificate.

b. The bidder must submit attested photocopy of Income Tax and Goods and Service tax returns for last one years before the opening of the tender.

c. In case of SSI unit, current SSI certificate must be deposited by the bidder along with his

Tender which is issued in favour of the bidder for this type of jobs.

d. In case of Co-operative Society Limited, Companies etc. this type of jobs must be included in the object of their By-laws or MoA as the case maybe.

**13. Submission of the Tender:-**

a. Bidder at their own cost shall have to submit Tender at the office of The Registrar, Himachal Pradesh National Law University , Shimla within the schedule date and time as mentioned in the Tender Notification No. **HPNLU/Adv./Tenders/2022-23/11 DATED 19.09.2022**

b. The said sealed documental bids will be opened by the Tender Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date &time.

**14. Rates:-**

a. Rates should be clearly quoted in both in figures and words in respect of each item. Rate should be quoted inclusive of GST, transport/loading/unloading/insurance etc. Rates should be F.O.R.

**b. Rate should be quoted for all items in details as described in the tender schedule otherwise tender will be rejected.**

15. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.

16. Necessary proof as to the financial status of the individual and firm tendering is to be attested and submitted.

17. Tender Form with all relevant papers in details shall be essential part of the bid.

18. Before submission of the Tender, Bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the Bidder.

19. Delivery Period: 03 days from the date of issue of work order/supply order. Himachal Pradesh National law University , Shimla reserves the right to place one or more supply order for the quantity mentioned against each item in price bid depending upon the requirement.

20. Payment: 100% Payment will be made by accounts department after delivery of goods against each order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order , warranty certificate and receipt voucher of stores. No payment will be made for goods rejected at the site on testing.

21. Warranty: - The goods supplied by result of this contract/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in the tender document/supply order. The seller guarantees that the said goods would continue to confirm to the description and quality aforesaid for a period of 12 months from the date of delivery/installation of the said goods/stores/articles/furniture to the buyer or 15 months from the date of shipment/dispatch from the sellers work, whichever is earlier.

22. Disputes:-In the event of any dispute or disagreement arising between the contractors and any other department of Himachal Pradesh National law University , Shimla with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the **Registrar, Himachal Pradesh National law University , Shimla** whose decision will be final and binding upon the contractor.

23. Rate must be valid for a period of 1 year, which, if the University authority desires, may be extended for further period issuing proper notification.

24. **Himachal Pradesh National law University , Shimla** reserves all rights to accept or reject any Tender without showing any reason.



25. Samples should be produced of the bidders as per the required purchase order timely before delivery of the goods to the university.

26. Regarding Supply of materials, Abnormal Low Rate or Abnormal High Rates(in comparison to the market Rate) will not be considered.

27. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.

28. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

29. The items (wherever applicable) shall be supplied in original packing from the suppliers clearly indicating quality no., name of company, manufacturing date & Price. The supply shall be completed as prescribed in Purchase Order.

30. The contract is for a period of one year from the October 2022 to September 2023.

**TECHNICAL BID FORMAT ANNEXURE - "1"**

1	Name of the firm/company/proprietary concern registered	
2	Copy of constitution or legal status of the sole proprietorship/ firm/agency etc.	
3	Address of registered office	
4	Address proof of the office with in 100 kms from the university	
5	Telephone Nos./Fax/E-mail	
6	Specify your firm/company is a manufacturer/ authorized dealer/ distributor/ Agency	
7	Earnest Deposits money (EMD) Yes/No	
8	EMD Details DD/Bank Guarantee No. Dated Drawn on Bank Amount- (Rupees. ....) (Attach certified copy of statement of A/c for the last years) Telephone Number of Banker	
9	PAN No. (Attach attested copy)	
10	GST Reg. No. Mandatory (Attach attested copy)	
11	Proof of financial status ,Turnover certificate for the last One financial years. annual turnover must be at least Rs. 20 Lakhs Only.	
12	Copy of Income Tax Return Filed Acknowledgements for last Three years.	
13	<b>Original Technical Catalogue</b> of the quoted model (enclose) (If applicable)	
14	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
15	Whether rates quoted are inclusive of all taxes or not.	

16	The bidder must have a running shop for one years or in similar business of supply in Govt. institutions/PSU's/Autonomous Body. Necessary supporting documents like registration of shop, work	
17	Enclose an affidavit duly certified by(enclosed/Not enclosed) the notary at the location of the Agencies/Head quarters that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	

**(Signature of Authorised Person)**

**(Name)**

**(Designation)**

**Name of Firm/Company/Agency**

**Contact Details**

## **ANNEXURE “2”**

### **PRICE BID FORM**

To,  
The Registrar,  
Himachal Pradesh National Law University,  
Ghandal, Distt. Shimla  
Himachal Pradesh, (171014)

Dear Sir,

1. I/We .....submitted the bid for Tender No. HPNLU/Tender/Sanitary / 2022-23/
2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.
4. Below rates should be inclusive of Transportation/loading/unloading/Insurance etc.
5. The quantity may vary as per the usage . The items in which brand mentioned should be of good quality otherwise it should be rejected .
6. The samples of the unbranded items should be seen at the store of the **HIMACHAL PRADESH NATIONAL LAW UNIVERSITY** .

Sr. No.	Item Name	Brand	Quantity (Nos.)	Unit	Basic Rate	GST Rate(%)	Price inclusive of all taxes and other charges F.O.R RATE
1	Harpic Bottle (500 ml)	CLEANZO	500	Bottle			
2	Harpic in Ltrs (5 Ltr Galon)	CLEANZO	100	Ltrs			
3	Phenyl Gainda black (500 ml)	CLEANZO	300	Bottle			
4	Phenyl Black (5 Ltr Galon)	CLEANZO	100	Ltrs			
5	Broom Soft Plastic	KLEENO CELLO	500	Nos.			
6	Broom Hard	KLEENO CELLO	300	Nos.			
7	Long Handle Hard		20	Nos.			

	Broo/ Kada Jhadu (Broom Handle Material-Bamboo)						
8	Dusting Broom	KLEENO CELLO	30	Nos.			
9	Dustpan (full size)	KLEENO CELLO	100	Nos.			
10	Colin/ Glass Cleaner (500 ml)	CLEANZO	300	Bottle			
11	Colin/Glass Cleaner (5Ltrs Galon)	CLEANZO	100	Ltrs			
12	Lizol Floor Cleaner liquid/Lizol (500ml)	CLEANZO	100	Bottle			
13	Lizol Floor Cleaner liquid/Lizol (5 Ltrs Galon)	CLEANZO	50	Ltrs			
14	Floor Duster Cotton (36 x 36")	KLEENO CELLO	500	Pieces			
15	Hand Wash (Softening & Germ Protection) ( 5Ltrs Galon))	CLEANZO	100	Ltrs			
16	Hand Wash (Softening & Germ Protection) (250ml)	CLEANZO	100	Bottle			
17	Hand Wash Pouch (500ml)	CLEANZO	50	Pouch			
18	Hand Soap - (43gm)	DETTOL	50	Tikki			
19	Hand Soap - (12gm)		50	Tikki			
20	Table Duster/ Dusting Towel (16/16")	KLEENO CELLO	500	Pieces			
21	Computer Duster (Textrick Cotton Yellow Dust Cleaner Duster Cloth(Size 42 cm x 37 cm) (16 x 16")		200	Pieces			
22	Table wipes (170mmx210mm)	KLEENO CELLO	10	Pkt			
23	Floor Wiper heavy- duty (5 ft rod length, 60 cm)	KLEENO CELLO	300	Pieces			
24	Toilet Brush (Rectangular)	KLEENO CELLO	200	Nos.			
25	Garbege bag Small (Size 21 x 21 x 1 Centimeters) (10-30 ltr dustbin)	KLEENO CELLO	40	Roll			
26	Garbege bag Large (size 32 x 42 inch) (60ltr dustbin)	KLEENO CELLO	30	Roll			
27	Room Freshner	ODONIL	10	Nos.			

	(200- 250ml)					
28	Odonil (75g)	ODONIL	50	Pkt		
29	Bathroom Air Freshener Zipper Mix -30gm (10gm*3)		20	Pkt		
30	Vim Liquid (155 ml)		300	Pouch		
31	Vim Liquid (250 ml)	CLEANZO	100	Bottle		
32	Surgical Gloves	MAX	2000	Pair		
33	Toilet Cleaning Hard Glove (8 No.)	VICTOR	50	Pair		
34	Toilet Cleaning Hard Glove (10 No.)	VICTOR	10	Pair		
35	Sodium Hypoclorite (5 Ltr Galon)	CLEANZO	50	Ltr		
36	Tissue Paper (Silk Touch 2 Ply Napkin) Size: 33cm x 33cm		100	Pkt		
37	Tissue Paper ordinary (Size: 33cm x 33cm)		200	Pkt		
38	Toilet Paper Roll Plain (50 mtr 250gsm)		20	Roll		
39	Detergent powder small (pack 10-20g)		20	Pkt		
40	Sanitizer - (30ML)		200	Bottle		
41	Sanitizer - (60 ML)		100	Bottle		
42	Sanitizer - (100 ML )	CLEANZO	50	Bottle		
43	Sanitizer - 500 ML	CLEANZO	200	Bottle		
44	Sanitizer (5Ltr galon)	CLEANZO	200	Ltr		
45	Detol 60 ml	CLEANZO	10	Bottle		
46	Mask (Surgical)		2000	Nos.		
47	Mask N95 (Original)		20	Nos.		
48	Cotton Mask		500	Nos.		
49	Phenol Tikki	CLEANZO	10	Pkts		
50	Harpic Tikki	CLEANZO	20	Tikki		
51	Phenyle Golli	CLEANZO	20	Pkts		
52	Acid Tile Cleaner (in 1 ltr packing )	CLEANZO	50	Bottle		
53	Scrubber Soft (Scotch bright)		100	Pieces		
54	Steelwool		100	Pieces		
55	Hand Towels	BOMBAY DYEING	50	Pieces		
56	Towels Large size (white & Mehroon Color)	BOMBAY DYEING	20	Pieces		
57	PPE Kit		50	Kit		

58	Foot oprated Sanitizer Machine		20	Nos.			
59	Auto Sanitizer Machine 10 Ltr		10	Nos.			
60	Mug Plastic (1 Ltr)		20	Nos.			
61	Jug Plastic		20	Nos.			
62	Dustbin Push (8 ltr)		50	Nos.			
63	Dustbin Open (8Ltr)		50	Nos.			
64	Dustbin Open (5 Ltr)		100	Nos.			
65	Dustbin big 60 ltr		20	Nos.			
66	Buckets (15 Ltr)		20	Pcs			
67	Buckets (22Ltr)		30	Pcs			
68	Disposable Dinner Plates (Big)		2000	Nos.			
69	Disposable Spoon		2000	Nos.			
70	Disposable Tea Glass 150ml		2000	Nos.			
71	Disposable water Glass		2000	Nos.			
72	Disposable Namkeen Plates (small)		2000	Nos.			
73	Disposable Bowels(donne)		2000	Nos.			

Note:

1. Above rates should be inclusive of taxes/of Transportation/loading/unloading/Insurance etc.
2. Mentioned the standard replacement 1/2/3/5/10 year warranty /guarantee in front of materials.

**(Signature of Authorized Person)**

**(Name)**

**(Designation)**

**Name of Firm/Company/Agency**

**Contact Details**

(on the official letter head of the firm)

Ref: \_\_\_\_\_

**Declaration by the Bidder**

I/We hereby declare that all the terms and conditions of the tender document as/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further I/We here by declare the following:

1. I/We never been blacklisted by any institution/department due to any reason.
2. I/We are ready to get our capabilities inspected by the Officer/Committee of the University, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake to:

1. No to object our disqualification on the basis of above declaration, if found wrong and misrepresented at any point of time during contract.
2. The workers deployed will be more than 18 years and shall comply all the statutory requirements.

Place:

Bidders signature

Official Seal

Date:



## SUPPLY OF SANITARY ITMES ON RATE CONTRACT BASIS

### SPECIMEN AGREEMENT

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the tenderer for acknowledging that he/she has seen the terms and conditions of the agreement.

#### Agreement

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The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2022 between M/s. \_\_\_\_\_ herein referred to as the contractor carrying on business under the name and style of M/s. \_\_\_\_\_ of the one part and **The Registrar, Himachal Pradesh National Law University, Shimla, Ghandal**), herein after referred to as the other part whereas the said contractor has agreed with the **HPNLU, Shimla**, for supply of required Items in conformity with the requirements & specifications and matching the samples in terms of quality, size, shape, colour etc.

Now this indenture witnesseth that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows.

1. The contractor agrees to undertake to supply **sanitary items** as per the requirement as agreed to in their bid letter no. -----dated -----  
----- at the rates quoted by him/them. The rates are inclusive of all the levies taxes like sales tax and excise duty freighted. .
2. The supply of **sanitary items** which are not in conformity with the requirements/ specifications are liable to be rejected.
3. This contract shall be effective from-----to ----- . The Tender is valid for a period of one year from the date of signing of/ opening of the tender. The contract may be extended with the same terms and conditions and rates for three more months with the consent of both the parties. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the department. The contractor shall agree that the penalty @ one percent (1%) of the P.Os shall be imposed for each week of delay in delivery with reference to the delivery period given if he fails to deliver the same within the specified period mentioned in purchase order to maximum extent of 5% and penalty of 20% of P.Os shall be imposed for any substandard (inferior quality) / incomplete supply along with cancellation of work order.
4. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be

observed with full power. **Registrar , Himachal Pradesh National Law University, Shimla** will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.

5. The security deposit shall be released after six months after successful completion of the work at the end of the contract period including the extended period, if any.

6 That all disputes , differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights , duties or liability of the parties shall be referred to the sole arbitration of the registrar, himachal Pradesh national law university or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

7. The Security Deposit is liable to be forfeited to the Registrar, Himachal Pradesh National Law University without any prejudice to any other rights and remedies of Registrar, Himachal Pradesh National Law University in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period if any.

8. That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

That the contractor acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof, the contractor has set his hand and the **Registrar, Himachal Pradesh National Law University** has caused for and on his behalf to set his hand, the day and the year first written above.

Signature of the authorized official of the  
Company/Firm

Signature:

Name :

Address :

Signature of the authorized official of  
the HPNLU

Signature:

Name :

Address :

### **WITNESSES**

1.

1.

