

**QUALITY COUNCIL OF INDIA (BOARD NABL)**  
**Plot No.45, Sector-44, Gurgaon-122003, HARYANA**

No. NABL/HKM/2019-20

Dated 02/09/2019

To

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Dear Sir,

Quality Council of India (Board NABL) wishes to enter into Annual Rate Contract towards “**Supply of House Keeping Materials**” for a period of One Year for its office at Gurugram, Haryana. You are requested to kindly quote your most competitive rates for same in the format given below:-

S. No.	Particulars	Qty Per Month	Unit	Rate Per Unit Rs.	Applicable GST Rs.	Total Amount Rs.
1	Paper Napkins (Origami/Elegant/equiv.)	50	Pkts			
2	Face Tissues Box(Origami/Elegant/equiv)	10	Box			
3	Toilet Rolls (Origami/ equiv)	120	Rolls			
4	Floor Dusters (Vardan/ equiv)	6	Pcs			
5	Duster Cloth (White)	6	Pcs			
6	Duster Cloth (Yellow)	6	Pcs			
7	Dust Controller	2	Pcs			
8	Floor Wiper with handle (Gala/ equiv)	3	Pcs			
9	Glass Wiper (Hand Type)(Gala/ equiv)	3	Pcs			
10	Glass Cleaner (Colin/ equiv)	5	Ltr			
11	Bathroom Freshener (Odonil/equiv)	30	Pcs			
12	Hand Wash Dispenser 200 ml (Dettol)	3	Pcs			
13	Urinal Cubes (Odonil/ equiv)	10	Pcs			
14	Toilet Acid (Jain/ equiv)	5	Ltr			
15	R-2 Cleaner Solution(Taski/Lizol/ equiv)	5	Ltr			
16	Phenyl (Lizol/Harpic)	5	Ltr			
17	Room Freshener (Air Wick/Odonil/ equiv)	6	Pcs			
18	Cockroaches Spray (Hit/Mortein) Big	5	Pcs			
19	Mosquito Spray (Hit/Mortein) Big	5	Pcs			
20	Naphthalene Balls (Trishul)(500 Gms)	2	Pkt			
21	R-6 Cleaner Solution(Harpic/ equiv)	5	Ltr			
22	Hand wash (Dettol)	5	Ltr			
23	Polythene Garbage Bag Black (Big)	8	Kg			
24	Polythene Garbage Bag Black (Small)	30	Pkt			
25	Hard Broom (Gulab Rai/ equiv)	5	Pc			
26	Soft Broom (Gulab Rai/ equiv)	5	Pcs			
27	Toilet Brush (Neelkamal/ equiv)	3	Pcs			
28	Toilet Plunger/Butch	1	Pc			
29	Detergent Powder (Nirma/Ghadi)	1	Kg			
30	Kitchen bar (VIM/Exo/ equiv)	3	Pcs			
31	Scotch Brite (2' x 3")	5	Pcs			
32	Old Cloth (Dhoti)	10	Pc			
33	Disposable Rubber Gloves	10	Pcs			
34	Plastic Bucket (20 Ltr)(Neelkamal/Cello)	As and when required	Pcs			
35	Plastic Mug (1ltr) (Neelkamal/Cello)		Pcs			
36	Plastic Twine (Sutli) (Orient/ equiv)		Kg			

The sealed quotation in the above format in an envelope addressed to “**AD (HR & A)** Quality Council of India (Board NABL), Plot No.45, Sector-44, Gurgaon-122003, Haryana” superscripted “**Quotation for Supply of House Keeping Materials**” must reach on or before **16/09/2019 (3.30 pm)** along with the signed copy of the terms and conditions.(Appended below)

**QUALITY COUNCIL OF INDIA (BOARD NABL)**  
**Plot No.45, Sector-44, Gurgaon-122003, HARYANA**

**TERMS & CONDITIONS (T & C)**

**1. SCOPE OF WORK:-**

Supply of House Keeping Materials on monthly requirement basis for a period of **One Year** in the office of Quality Council of India (Board NABL) as per above rates, the quantities may vary as per monthly requirements. The cost of annual requirement is approximately Rs. 2-3 Lac (taxes extra). The contract will come into force from next month of award of contract.

**1.1 The bid shall be submitted along with EMD of Rs. 1,000 (Rs. One Thousand only) in the form of Account payee Demand Draft in favoring Quality Council of India (Board NABL). Any bid without EMD shall be rejected.**

1.2 The EMD of unsuccessful bidders will be returned within 15 days of opening of the tender and EMD submitted by the successful bidder will be retained by NABL. This amount will be adjusted against the amount of performance security as mentioned hereafter.

1.3 The successful bidder will have to furnish **Performance Security @ 10%** of the contract value in the form of Account payee Demand Draft/ Bank Guarantee of same amount in favour of NABL at the time of award of contract.

1.4 Performance Security should remain valid for a period of 30 (Thirty) days beyond the date of completion of all contractual obligations of the supplier.

1.5 If the Performance Security for the balance amount (i.e. EMD-10% Contract Value) is not received at NABL within stipulated time, equivalent amount shall be deducted from 1<sup>st</sup> payment and balance payment will be released.

1.6 Performance Security will be refunded to supplier without any interest whatsoever, after 30 days of completion of the contract period of One Year in all respects.

**2. The rates must be quoted clearly indicating GST rates and amount applicable.**

**3.** The rates quoted will be fixed for a period of **One Year** However the Govt Levies/Taxes will be applicable as per the date of supply of materials to NABL. The contract will expire/cease to exist after one year automatically from its date of commencement.

**4.** The supply of the material is to be completed within **5 days** at site of NABL; from the date of the communication through e-mail, Telephone, letter etc. In case the goods of same brand are not available goods of same quality of equivalent brand may be supplied after getting approval from NABL officials. In case you intend to seek any clarification, (Pre-Bid) please Contact **Sh Arun Sharma – Tel No. 0124-4679784 (between 10.00 am to 4.30 pm on working days –Monday to Friday).**

**5. MINIMUM ELIGIBILITY CRITERIA**

The Agency/Firm should be registered under Shops & Establishment Act, GST, Companies Act/ Registrar of Firms. Contractor's annual turnover arising out of such contracts should not be less than Rs.5 Lacs per annum with minimum of three years experience in providing Housekeeping Material & Allied Services. The Agency should have at least two running contracts of similar nature. The agency should produce proof of the same in the form of Orders, Contracts or other documents of similar nature.

**6.** Transportation of goods/material required shall be sole responsibility of the contractor and QCI/NABL will not entertain claim of any kind.

**7. Cancellation of Contract:** In cases of poor quality/workmanship and non-compliance of tender / agreement or above T & C services provided by the Contractor/ Service Provider and are not found to be satisfactory, the contract shall be terminated forthwith by QCI/NABL without assigning any reason whatsoever.

**8.** The payment will be released on Monthly basis within 15 days of submission of proper Invoice towards supply & acceptance of material by QCI/NABL office.

**9. Settlement of Dispute and Jurisdiction:**

**9.1.** Any dispute and or differences arising out of above or relating to this Contract shall be resolved amicably between the NABL and contractor within the period of 30 days from the date of occurrence of the dispute and if the same could not be resolved within the said period, then the dispute will be referred to sole arbitrator to be appointed by CEO, NABL as per the Arbitration and Conciliation Act, 1996.

**9.2.** Both parties agree to subject all legal matters pertaining to this Contract to Local Gurgaon Jurisdiction only.

**10.** All rights towards above terms & conditions are reserved by NABL.

**Declaration by the bidder:-**

The above mentioned terms & conditions are accepted by us.

Bidders Signature & Seal

Yours faithfully,



P. X. Xavier  
A. D.(H.R.& A)