

**TENDER FOR PURCHASE OF CLEANING & SANITATION ITEMS ON
AS & WHEN REQUIRED BASIS FOR THE F.Y.2025-26**

IMPORTANT DETAILS

(1) LAST DATE FOR SUBMISSION OF BID 25/04/25 AT 2.00 P.M.

**(2) DATE AND TIME OF OPENING OF BID IN
PRESENCE OF BIDDERS/ REPRESENTATIVES OF BIDDER: - 25/4/25
AT 2.30 P.M.**

(3) EARNEST MONEY:-Rs.10,000/-

Name of Firm:

Address of Firm:

Phone No.

PAN No.

GST No.

EMAIL ID :-

DATE:-

Authorized Contact Person's Name & Contact No.:

I hereby submit that the information provided by me are true to the best of my knowledge and belief. Any discrepancy in the document may lead to the cancellation of tender.

Signature of Authorised Signatory of Firm with Seal

Terms and conditions for awarding the Annual Rate Contract.

- (1). The firm shall quote its rates for a period of one year. The term of annual rate contract may be extended for further on same terms and conditions with the consent of both the parties.
- (2). The firm shall commence the work/supply immediately after awarding the annual rate contract till the specialized date mentioned in supply/work order or extended period if any.
- (3). **Firm/Contractor must submit the Earnest Money of Rs 10,000/-**, in the form of a Demand-draft issued by a Nationalized/Schedule Bank in favour of the Registrar, National Law University, Jodhpur payable at Jodhpur at the time of submission of tender documents. Earnest Money shall be refunded/adjusted against security deposit, if any, after award of work order, as the case may be.
- (4) In absence of earnest money, quotation shall not be entertained in any circumstances.
- (5) In case of claim for exemption from deposit of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.
- (6). **Successful bidder shall be required to deposit security money equal to 10%(TEN PERCENT) of amount of approximate consumption/service, for a period of one year**
- (7). In case of non-submission of security deposit by successful bidder, work order/supply order shall stand cancelled and earnest money shall be forfeited by the University. Further, University shall have right to give work/supply order to next bidder, in accordance with the bid.
- (8). In case of non-fulfillment of any condition of work/supply order, University shall have a right to forfeit the security deposit or penalty may be imposed as may be decided by the University.
- (9). The Agencies shall be bound to fulfill all the conditions of the tender.
- (10) Tenders are non-transferable.
- (11) The agency shall quote its rates which shall be inclusive of all taxes, transportation etc. whatsoever. Tax if applicable should be mentioned in quotation clearly. In absence of that price will be treated as inclusive of taxes and any change/rise in price shall not be accepted. The rates should not be higher those quoted in any other organisation/institution or the MRP. Any hike in price during annual rate contract period shall not be entertained for any reason.

(12). Rates should be quoted inschedule of quantity mentioned by university, and it should be signed by authorized signatory.

(13). Rates should be quoted in figures as well as in words, in case of difference in both the rates for whatsoever reason; lower rates mentioned shall be treated as final.

(14). Successful Supplier shall not show their inability to execute work/supply items given as per the tender. In such case, the University may black list/debar the Agency. Agency may not be allowed to participate in any tender in future fro the period as may be decided by the university. The Security Deposit of such Agency shall be forfeited without any prejudice.

(15) Incomplete tender may be rejected.

(16) Conditional tender shall be rejected.

(17). The firm must submit the PAN, GST No. along with tender form, failing which, tender shall be rejected.

(18). Any clarification required by the bidder shall be asked only in writing through e-mail/fax/post and reply of the same will also be communicated only in writing.

(19).All disputes pertaining to the contract is limited to the jurisdiction of Vice- Chancellor,
NLU, Jodhpur, District Court of Jodhpur and in exceptional cases to the Hon'ble High
Court of Rajasthan, Jodhpur.

(20). Without prejudice to above, the parties reserve the right to enter into an Arbitration process in accordance with the relevant clause of Arbitration and Conciliation Act, 1996.

(21) The NLU, Jodhpur reserves its right to reject/accept any or reject all tenders at any time without assigning any reason thereof. It shall be without any liability towards the bidder.

(22)Payment shall be made only after submission of original bill with necessary document and after supply of complete items/execution of work.

(23) It shall be responsibility of the firm/agency to ensure the safe, timely reaching sealed envelop to the office of the Registrar, National Law University, Jodhpur, N.H.-65, Nagour Road, Mandore, Jodhpur (Raj.). University shall not be liable for any delay for any reason.

(24). The firm must not have been debarred / blacklisted by any Govt. Deptt, agency, PSUs / institution / agencies / autonomous organisations. The bidder shall submit a self certification by an authorized person duly notarized to this effect.(attach self declaration certificate duly notary attested)in the prescribed format attached as Annexure”A”

(25). The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the terms and conditions, technical specifications etc.

(26). University reserves its right to modify the bid document/details by way of amendment. **Notification for Such amendment shall be notified only on university website, therefore bidders are advised to visit university website time to time**

(27). **Successful bidder shall be calculated on indivisual basis for items as mentioned in Annexure”B”**

(28)Any losses sustained by Institute due to negligence of agency service in the form of loss/damage of property, will be recoverable from the contractor, as the money value shall be estimated by the Institute. The decision of the institute in this regard will be final and binding on the contractor/firm.

(29)The Contractor/firm will adopt all safety measures /precautions while executing the work. In case of any accident /causality of any personnel, involved in work the complete responsibility will be borne by the contractor/firm himself and University will not be held responsible for any claim/compensation.

(30) In case work/service/items not found as per specifications of the University, whole work shall be rejected and there shall not be any liability towards University for any reason.

(31) University may take clarification from bidder and may take appropriate decision accordingly. The decision of University shall be final and binding to all.

(32)NLU, Jodhpur does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders received without assigning any reason, which shall be without any liability towards the bidder.

(33)If any delay occurred by the executing firm, penalty as may be decided by the University shall be imposed.

(34)The firm/contarctor will adopt all safety measures /precautions while executing the work in relation to all material, equipment and accessories etc.University will not be responsible for any loss, theft, damage etc for any reason.

(35) In case of any error in calculation, corrected amount will be considered for calculation of lowest bidder

(36)In case of any false statement ,incorrect or false/document submitted by the firm university shall have the right to reject the bid, cancel the work order, impose the penalty, forfeit of EMD or/and security deposit, black listing of firm, withhold of payment for executed work as decided by competent authority .

All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

ACCEPTANCE

I/We have carefully read and understood the above terms and conditions of the bid and agree to abide by them.

Signature of the bidder with seal

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART
IN TENDER**

(To be executed & attested by Public Notary/executive Magistrate on Rs 100/-non judicial stamp paper by the Tendered]

1. I/We _____ of M/s _____
hereby declare that our company _____ having
registered _____ address _____ at
_____ has never been 'Blacklisted/debarred by any State/Central
Govt,Department/Organization till date nor we are facing/filed any Litigation proceeding
regarding debarring (blacklisting) with either of the above said agencies.

OR

1. I/We _____ of M/s _____
hereby declare that our company _____ having
registered address at _____
_____ was blacklisted or debarred by State/ Central Govt,Department/Organization from
taking part in tenders for a period of _____ years wef _____ to
_____.the period is over on _____ and now the
firm /company is entitled to take part in tenders.
2. In case of above information found false, I/we are fully aware that the tender/contract
will be rejected/cancelled by National Law University, Jodhpur, and EMD/Security
deposit shall be forfeited.
3. In addition to the above National Law University, Jodhpur will not be responsible to pay
the bills for any completed /partially completed work/supply.

DEPONENT

ATTESTED:
(Public Notary/executive Magistrate)

NAME:- _____

Address: _____

**LIST OF CLEANING & SANITATION ITEMS REQUIRED ON AS &
WHEN REQUIERD BASIS DURING THE YEAR**

S.no	Description	specifications	Unit	Appro Qty	Price per unit	
					Rate in figures	Rate in words
1	Urinal cubes	Air Affair 300 gms	Packet	200		
2	Air Freshener Stick	Odonil (50 gms. Weight)	Packet	50		
3	Room Freshener(Spray)	Godrej 220 ml (126 gms.)	Bottle	50		
4	Toilet Cleaner	Harpic (400 gms. pack)	Bottle	400		
5	Glass cleaner	Colin (500ml)	Bottle	20		
6	Insect spray	Hit (400 ML/248 gms.)	Bottle	50		
7	Washing Powder	(Wheel (01 Kg. pkt)	Kg.	400		
8	Naphthalene Balls	Supreme brand	Kg.	50		
9	Soap Liquid Dettol	Packet of 185 ML.(Refill Pack)	Packet	60		
10	Phenyl white (herbal)	Clox, brand of pine oil based. 5 Ltr. packing	Ltr.	1000		
11	Phenyl Black	lamp brand of Bengal chemicals 5 Ltr. packing	Ltr.	100		
12	Acid (Toilet Cleaner)	Normal Tejab 05/10 ltr. packing of good quality	Ltr.	700		
13	Mopper cloth (pochha big)	SKT – 28"x28" as per sample	Each	600		
14	Broom Soft (phool jharu)	Modi Green 555 brand as per sample	Each	600		
15	Broom hard (Bans)	Big size 3 feet length, 800 gram weight (as per sample)	Each	60		
16	Broom hard(Bans)	Medium size 2 feet length, 600 gram weight (as per sample)	Each	150		
17	Allout Liquid Refill	45 ml.	each	40		
18	Dustbin plastic office	Pavan	Each	20		
19	Dustbin plastic office	Nakoda	Each	20		
20	Dustbin plastic office with lid swing type	Pavan	Each	10		

21	Dustbin plastic office with lid swing type	Nakoda	Each	10		
22	Scrubber (Brush) plastic	SKT	Each	300		
23	Wiper floor (with handle) big size	Unique	Each	75		
24	Wiper (floor cleaner) medium size	Unique	Each	150		
25	Wiper(floor cleaner) small size	Unique	Each	50		
26	Dust Pan plastic	Maruti plast	Each	100		
27	Dust Pan Iron	Big Size	Each	20		
28	Brush Toilet Cleaning	SPI product	Each	100		
29	Duster Cloth	Rajkamal 20"x20" SKT product	Each	200		
30	Tissue paper	Daisy 2 ply/ supreme	Roll	150		
31	Soap carbolic	Lifebuoy 125 gram	Cake	300		
32	Bucket plastic 16 Ltr.	Pavan	Each	50		
33	Bucket plastic 16 Ltr.	Nakoda	Each	50		
34	Mug plastic 1 ltr.	Pavan	Each	50		
35	Mug plastic 1 ltr.	Nakoda	Each	50		
36	Dustbin (Swing lid) big 60 Ltr. Capacity	Pavan	Each	20		
37	Dustbin (Swing lid) big 32 Ltr. Capacity	Pavan	Each	20		
38	Dustbin (Swing lid) big 32 Ltr. Capacity	Nakoda	Each	20		
39	Dustbin (Swing lid) big 60 Ltr. Capacity	Nakoda	Each	20		
40	Paper Napkin	Green touch/funny time, 100 tissues	Pkt.	75		