



Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)

630 Gnan Marg, Sri City, Tirupati District - 517 646, Andhra Pradesh, India e-mail: procurement@iiits.in, www.iiits.ac.in

TENDER INVITATION

Indian Institute of Information Technology Sri City, Chittoor invites online e-Tenders through the Central Public Procurement (CPP) Portal under the Two-Bid System (Technical Bid and Financial Bid) for entering into a Rate Contract for Supply of Housekeeping & Cleaning Materials.

TENDER SCHEDULE

Name of the Tender	Annual Rate Contract for Supply of Housekeeping & Cleaning Materials to IIIT Sri City Chittoor
Type of Bid	Two bid system (Technical bid and Financial bid)
Tender Enquiry No.	IIITS/Rate Contract/2026/05/01/HK, dt.18.05.2026
Submission of offer	Through CPP Portal, Government of India only https://eprocure.gov.in/eprocure/app
Bid Issue Date	18-May-26
Pre-Bid Meeting	28 May, 2026 @ 11:00 Hrs @ IIIT Sri City Chittoor
Last Date for submission of e-bids	9 th June, 2026 @ 11:00 Hrs
Opening of Technical bid	10 th June, 2026 @ 11:00 Hrs
Opening of Financial bid	The date will be communicated to the technically qualified bidders.
Value of the contract	Rs.20,00,000/- (Rupees Twenty Lakhs only)
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs.40,000/- (Rupees Forty thousand only) must be deposited through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are in Page 3)
Performance Bank Guarantee	10% of the contract value

1. NOTICE INVITING e-TENDER

Name of e-tender: Annual Rate Contract for Supply of Housekeeping & Cleaning Materials to IIIT Sri City Chittoor

1. NOTICE INVITING E-TENDER:

- e-Bids are invited under the Two-Bid System (Part-I: Technical Bid and Part-II: Financial Bid) by the Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh, from eligible and reputed manufacturers, wholesalers, registered firms, agencies, and suppliers for entering into an Annual Rate Contract for the Supply of Housekeeping and Cleaning materials to the Institute.
- The contract shall be valid for a period of one year from the date of commencement as specified in the tender document. If the performance of the contractor is found satisfactory, the contract may be extended for up to two additional years on a year-to-year basis on the same terms and conditions, subject to satisfactory performance and at the sole discretion of the Institute.
- Interested bidders who meet the eligibility criteria specified in the tender document are requested to submit their bids through the CPP Portal within the stipulated time schedule. The detailed terms and conditions, scope of work, eligibility requirements, and submission guidelines are provided in the tender document.
- Bidders are advised to carefully read all instructions before submitting their bids. The Institute reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- Further details are available in the tender document.

2. ISSUE OF TENDER DOCUMENT:

- The tender document can be downloaded from the Institute website <https://iiits.ac.in/> and the CPP Portal of the Government of India
- Any corrigendum/addendum/modification issued by the Competent Authority after publication of the tender shall be uploaded only on the CPP Portal and the Institute website. The prospective bidders are advised to visit the websites regularly for updates before submission of bids. No separate notification in this regard shall be published in newspapers.
- No alteration or modification in the tender document shall be permitted. Conditional or incomplete bids are liable to be summarily rejected.
- The bidder shall bear all costs associated with the preparation and submission of the bid.
- IIIT Sri City Chittoor shall, in no case, be responsible or liable for such costs, regardless of the conduct or outcome of the bidding process.
- Detailed eligibility criteria, specifications, scope of work, and terms & conditions of the contract are provided in the tender document. Bidders are advised to carefully read the tender document and verify their eligibility before participating in the bidding process.

3. SCOPE OF WORK

The scope of work includes the supply of Housekeeping & Cleaning materials to the Institute as and when required during the contract period, based on orders issued by the Institute. Supplies shall be made in accordance with the specifications, quality standards, and delivery schedules mentioned in the tender document.

4. EARNEST MONEY DEPOSIT (EMD)

- The Earnest Money Deposit amounting to Rs.40,000/- (Rupees Forty Thousand only) must be deposited in the form of NEFT to “IIIT Sri City Chittoor Opex Account” (A/c.No. 110167506587, IFSC Code.CNRB0013247,Sri City (Mallavaripalem) Branch, 115, Peepul Boulevard Sri City, Tirupati District, AP-517 646. All bidders have to pay the EMD including MSME Registered firms as per the tender document.
- EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Bank Guarantee. In the case of a successful bidder, the EMD may be adjusted towards the Performance Bank Guarantee on request.
- The EMD shall be liable for forfeiture if the bidder withdraws the bid after submission of the tender or after the acceptance of the offer and fails to remit the Performance Bank Guarantee.
- No interest will be paid on the EMD / Performance Bank Guarantee.
- The Bidders will have to upload a scanned copy of Payment details towards EMD and the same will be accepted only on verification and confirmation by the Institute.
- Any delay in credit will not be entertained by the IIIT Sri City Chittoor.
- Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying bidder. If any bidder approaches for EMD, it will be forfeited at the discretion of the competent authority of IIIT Sri City Chittoor.

5. PERFORMANCE BANK GUARANTEE:

- The bidder will have to furnish performance bank guarantee for 10% of the total bid value in the form of a Bank Guarantee from a commercial bank in the format appended for proper performance of the contract agreement, (notwithstanding and/or without prejudice to any other provisions in the contract) within a period of 7 days from the date of issue of letter of acceptance. This period can be further extended by the IIIT Sri City Chittoor up to a maximum of 7 days on written request by the bidders stating the reasons for delay in procuring the performance guarantee, to the satisfaction of the Competent Authority.
- The Competent Authority shall not make a claim under the performance guarantee except for amounts to which IIIT Sri City Chittoor is entitled under the contract (notwithstanding and/or without prejudice to any other provisions in the contract agreement), in the event of,
- Failure by the contractor to extend validity of the Performance guarantee as described herein above, in which event IIIT Sri City Chittoor may claim the full amount of the performance security.
- Failure by the contractor to pay IIIT Sri City Chittoor any amount due, either as agreed by the catering contractor or determined under any of the rules/clauses/terms and conditions of the agreement, within 30 days of the service of the notice to this effect by IIIT Sri City Chittoor.
- In the event of the contract being rescinded under provision of any of the rules/clauses/terms and conditions of the agreement, the performance security in the form of Bank guarantee shall stand forfeited in full and shall be absolutely at the disposal of IIIT Sri City Chittoor.

6. SUBMISSION OF TENDER

- All pages of the tender document shall be duly signed and stamped by the bidder.
- The bids shall be submitted only through CPP Portal within the stipulated date and time.
- Manual submission of bids shall not be accepted.
- Late bids shall not be entertained under any circumstances.

7. OPENING OF BIDS

- Technical bids shall be opened on the date and time mentioned in the tender schedule by the Tender Opening Committee constituted by IIIT Sri City Chittoor.
- Financial bids of only technically qualified bidders shall be opened at a later date, which will be communicated through CPP Portal/e-mail.
- The decision of IIIT Sri City Chittoor regarding technical qualification shall be final and binding.

8. EVALUATION OF BIDS

- The bids shall be evaluated based on eligibility criteria, technical responsiveness, quality of samples, compliance with specifications and quoted rates.
- Bidders quoting rates for less than 60% of the items may be treated as non-responsive.
- IIIT Sri City Chittoor reserves the right to seek clarification/documents from bidders during evaluation.
- Samples of housekeeping & cleaning materials may be called from technically qualified bidders for inspection and quality assessment.

9. IIIT Sri City Chittoor reserves the full rights:

- to accept or reject or cancel any or all tenders at any time either in whole or in part or to invite revised price bids or to annul the bidding process or to relax/amend/withdraw any of the terms and conditions as continued in the tender documents without assigning any reason, thereof.
- to postpone and/or extend the date of receipt/opening of tender or to withdraw the same at any time before finalization without incurring any liability to the affected bidder / Bidder.
- to omit/delete any item(s) from the schedule of requirements at the time of allotment or before the commencement of work without assigning any reason whatsoever.
- to increase/decrease the quantity of items in the tender as per requirement.
- If the date of opening of the tender is declared as holiday, it will be opened on the next working day at the same time.
- No correspondence/inquiry after submission of the tender shall be entertained.
- Any dispute or difference arising between the supplier(s) and IIIT Sri City Chittoor in connection with this contract shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The Sole Arbitrator shall be appointed by the Director, IIIT Sri City Chittoor. The award of the Arbitrator shall be final and binding on both the parties. The venue of arbitration shall be Tirupati District, Andhra Pradesh, and the courts at Tirupati District, Andhra Pradesh shall have exclusive jurisdiction.

**2.CHECK LIST OF DOCUMENTS
TO BE ATTACHED AND SUBMITTED THROUGH CPP PORTAL
ONLY ALONG WITH THE TECHNICAL BID**

Sl.No.	Particulars	Submitted (Yes/No)	Page No.
1	Covering Letter on Firm's Letter Head		
2	Tender document (Duly signed and stamped on all pages) as token of acceptance of all terms and conditions.		
3	Corrigendum, Addendum & Pre-bid meeting MoM (if any) (Duly signed and stamped on all pages)		
4	Proof of payment of EMD of Rs.40,000/- (Rupees Forty Thousand Only)		
5	Copy of Firm Registration Certificate/Shop & Establishment Certificate		
6	Proof of Registered Office/Branch Office within 100 Kms road distance from IIIT Sri City Chittoor		
7	Copy of Bank Account Details along with Cancelled Cheque		
8	Copy of GST Registration Certificate		
9	Copy of PAN Card		
10	Copy of TAN Registration		
11	Copy of Affidavit duly notarized on non-judicial stamp paper regarding non-blacklisting/debarment and no criminal case pending against the firm for the last five years		
12	Copy of affidavit confirming that the firm has not been penalized for supply of inferior or substandard items.		
13	Un-priced duly signed stamped List of quoted Items (for those all items or minimum 60% items bidder interested to participate under this tender must be accompanied with Technical Bid without indicating price)		
14	Copies of Balance Sheets, Profit & Loss Accounts, and Income Tax Returns for any three financial years out of the last five financial years (2020-21 to 2024-25) showing average annual turnover of not less than Rs.15.00 Lakhs.		
A	Copies of Balance Sheets		
	Year 1		
	Year 2		
	Year 3		
B	Copies of Profit & Loss Accounts		
	Year 1		
	Year 2		
	Year 3		
C	Copies of Income Tax Returns		
	Year 1		
	Year 2		
	Year 3		

Sl.No.	Particulars	Submitted (Yes/No)	Page No.
15	The bidder shall have a minimum three years of experience from the year 2020-21 onwards in supplying housekeeping & cleaning materials to Government Departments, PSUs, Autonomous Bodies, Private Organizations, reputed Educational Institutions such as IITs, NITs, IIITs, Central Universities, etc.		
	Copies of Work Orders and Completion Certificates/ Experience Certificates issued by the concerned organizations. The contract start date and end date should be clearly mentioned in the submitted documents.		
16	Self-attested copies of Income Tax Returns for the last three financial years 2022-23, 2023-24 and 2024-25		
	a) One similar supply contract costing not less than Rs.4.00 Lakhs completed satisfactorily (Attach proof) (OR)		
	b) Two similar supply contracts costing not less than Rs.2.00 Lakhs each completed satisfactorily (Attach proof) (OR)		
	c) Three similar supply contracts costing not less than Rs.1.00 Lakh each completed satisfactorily (Attach proof)		
17	Annexure-I		
18	Annexure-II		
19	Annexure-III		
20	Annexure-IV		
21	Annexure-V		
22	Annexure-VI		
23	Annexure-VII		

(Authorized Signatory)

Signature :.....

Name of bidder.....

Date:.....

Seal :

3. Eligibility Criteria/Terms and Conditions

A) ELIGIBILITY CRITERIA:

The bidder must fulfill the following eligibility conditions. All documentary proof(s), duly self-attested and stamped (seal), shall be submitted along with the Technical Bid:

- a) Attach valid **Shops and Establishment Certificate** for the premises from where the Housekeeping & Cleaning Materials supply operations are undertaken.
- b) The bidder shall have an **average annual turnover** of not less than Rs.15.00 Lakhs during any three financial years out of the last five financial years (2020-21 to 2024-25). Copies of Balance Sheets, Profit & Loss Accounts, and Income Tax Returns of the relevant financial years shall be submitted along with the Technical Bid.
- c) The bidder shall submit self-attested copies of **Income Tax Returns** for the last three financial years 2022-23, 2023-24 and 2024-25.
- d) The bidder shall have a **minimum of three years' experience** from the year 2020-21 onwards in supplying Housekeeping & Cleaning materials to Government Departments, PSUs, Autonomous Bodies, Private Organizations, reputed Educational Institutions such as IITs, NITs, IIITs, Central Universities, etc. Documentary proof such as Work Orders and Completion Certificates/Experience Certificates issued by the competent authority from the concerned organizations shall be enclosed in support of the experience.
- e) The bidder should have satisfactorily **completed at least one similar supply contract** costing not less than **Rs.4.00 Lakhs** with any Government Department/PSU/Autonomous Body/Reputed Educational Institution/Private Organization. (OR) The bidder should have satisfactorily **completed at least two similar supply contracts** costing not less than **Rs.2.00 Lakhs** each with any Government Department/PSU/Autonomous Body/Reputed Educational Institution/Private Organization. (OR) The bidder should have satisfactorily **completed at least three similar supply contracts** costing not less than **Rs.1.00 Lakh** each with any Government Department/PSU/Autonomous Body/Reputed Educational Institution/Private Organization.
- f) The bidder shall submit an **undertaking** along with the Technical Bid stating that the representative of the firm shall submit samples of the Housekeeping & Cleaning materials quoted in the bid, with clear marking of item number and firm name only (without indicating prices), to the Office of the Registrar, IIIT Sri City Chittoor for inspection whenever called upon by the Institute after technical evaluation.
- g) The bidder shall have a **Registered Office/Branch Office** located within a radius of 100 km road distance from IIIT Sri City Chittoor.
- h) The bidder shall possess a valid **Bank Account along with cancelled cheque leaf, PAN, TAN, GST Registration Number** and other statutory registrations as applicable.
- i) The bidder shall submit an **Affidavit duly notarized on non-judicial stamp paper** of appropriate value stating that the firm has not been blacklisted/debarred by any Government Department/Organization/PSU/Autonomous Body and that no criminal case is pending against the firm for the last five years.
- j) The **affidavit** shall also confirm that the firm has not been penalized for supply of inferior or substandard items.
- k) Attach duly filled and signed Annexure-I to Annexure-V as per the details mentioned

- l) The bidder should be financially sound and capable of supplying bulk quantities of Housekeeping & Cleaning materials, including auxiliary/ancillary/incidental Housekeeping & Cleaning materials not specifically mentioned in the tender document, at short notice as per the Institute's requirement.
- m) The bidders are also required to submit samples of each Housekeeping & Cleaning material for which rates have been quoted. Only technically qualified bidders shall submit the samples, clearly indicating the quoted item numbers and firm name without mentioning prices, to the Institute for inspection before opening of the Financial Bid.
- n) The rates shall be quoted on FOR Destination basis inclusive of all charges. However, the detailed breakup of rates and applicable taxes shall be clearly indicated.
- o) The bidders shall quote rates for all items or for a minimum of 60% of the items specified in the Financial Bid (BoQ) as per the prescribed specifications. Bids quoting rates for less than 60% of the items shall be treated as non-responsive and shall not be considered.
- p) The Financial Bids of only technically qualified bidders shall be opened. Evaluation of Financial Bids shall be carried out on item-wise lowest quoted rates (Item-wise L1 basis). IIT Sri City Chittoor reserves the right to award the Rate Contract to one or more bidders for different items based on the item-wise lowest evaluated rates and satisfactory compliance with the tender conditions. The decision of IIT Sri City Chittoor in this regard shall be final and binding.
- q) The bidder shall also submit a duly signed and stamped copy of the tender document as token of acceptance of all terms and conditions of the tender.
- r) It shall be mandatory for the bidder to sign and stamp all pages of the tender document before submission of the bid through the CPP portal only.
- s) The bidder is advised to submit all required documents along with the Technical Bid as specified in the Check List, failing which the bid may be treated as non-responsive.

B) TERMS AND CONDITIONS:

- a) The bids shall remain valid for acceptance for a period of **90 days** from the date of opening of the Technical Bid prescribed in the tender document. A bid valid for a shorter period may be treated as non-responsive and rejected.
- b) The initial Rate Contract shall be valid for a period of one year from the date of award of contract or from the date specified in the Letter of Award (LoA). The contract may be extended further on a year-to-year basis for a maximum period of two additional years, subject to satisfactory performance of the contractor and at the same or lower rates under the prevailing circumstances. The performance of the contractor may be reviewed by the Committee at any time during the contract period.
- c) The successful bidder shall submit a Performance Security Deposit of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Bank Guarantee in the prescribed format. The Performance Security shall remain valid for a period of ninety days beyond completion of all contractual obligations. In case of extension of the contract, the Performance Security shall also be renewed accordingly. The EMD of the successful bidder shall be refunded after submission of the Performance Security Deposit.

- d)** The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangements for supply of the desired items even on short notice to IIIT Sri City Chittoor.
- e)** Details regarding quality, brand, specifications, etc., have been indicated against each item in the List of Housekeeping & Cleaning materials. Rates shall be quoted strictly in accordance with the specifications prescribed. In cases where no brand is specified, the bidder shall quote rates for best quality products conforming to prevailing standards.
- f)** The bidder shall also ensure availability of a responsible representative on call during all working days between 09:00 AM and 06:30 PM.
- g)** The selected bidder shall be required to arrange supply of Housekeeping & Cleaning materials on a regular basis as per the Dispatch Instructions/Purchase-cum-Supply Order issued during the working hours of the Institute. Since the rates are quoted on FOR Destination basis, no additional charges whatsoever shall be payable by IIIT Sri City Chittoor.
- h)** All payments shall be made only through electronic mode.
- i)** Order shall be issued on a requirement basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by IIIT Sri City, Chittoor.
- j)** If the selected firm fails to deliver the items or replace the defective/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Rupees Five Hundred only) on per day basis, subject to maximum of Rs.5000/- per item as penalty and the actual cost paid to be an outside agency by the IIIT Sri City Chittoor, for the desired Housekeeping & Cleaning materials, shall be deducted from the firm's pending bills or Performance Security, as the case may be.
- k)** IIIT Sri City Chittoor shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which no additional payment shall be made.
- l)** The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on the bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes deposited to Tax Authorities by the firm for a recent period, just before the submission of Bills must also be enclosed for reference of IIIT Sri City Chittoor authorities.
- m)** The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the IIIT Sri City, Chittoor while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be

canceled and performance security shall be stand forfeited.

- n) The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the IIIT Sri City Chittoor, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
- o) The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the IIIT Sri City, Chittoor. If it is found that the firm has given a sub-contract for supply of Housekeeping & Cleaning Materials items on the basis of procurement/supply order, the contract shall stand canceled & the performance security shall stand forfeited.
- p) The conditional/incomplete bids shall not be considered and shall be declared un- responsive.
- q) All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form through CPP only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un- responsive.
- r) If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the IIIT Sri City Chittoor shall have the authority to forfeit the EMD of Rs. 40,000/- (Rupees Forty Thousand only) deposited with the technical bid.
- s) IIIT Sri City Chittoor shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for Housekeeping & Cleaning Materials.
- t) The tenders will be opened through CPP portal only as per the date and time mentioned in the tender document / corrigendum / amendment to the tender, if any
- u) The IIIT Sri City Chittoor reserves the right to place an order for supply of any items mentioned in the tender document or otherwise, to any other firm(s)in emergency/unavoidable situation.
- v) The cleaning chemicals/materials supplied shall have adequate shelf life at the time of delivery. Expired or near-expiry materials shall not be accepted.
- w) The cleaning chemicals/materials supplied shall comply with applicable safety and environmental standards.
- x) This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.
- y) The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the Housekeeping & Cleaning Materials are being supplied by it to other Govt. Institutes/Ministries/ Departments/PSUs/Educational Institutes etc. If subsequently it is found

that the firm has supplied Housekeeping & Cleaning Materials at higher rates to the IIIT Sri City Chittoor, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,500/- (Rupees Fifteen Hundred only) on firm on such occasion and shall be doubled on subsequent occasions.

- z) Any complementary scheme offered by the manufacturer shall be provided to the IIIT Sri City, Chittoor with no additional cost.

(Authorized Signatory)
All Terms and Conditions Read & Signed by me

Signature :.....

Name of bidder.....

Rubber Stamp.....

4. Schedule of Requirements

Rate Contract for Supply of Housekeeping & Cleaning Materials as per the Prescribed List to
IIIT Sri City, Chittoor, Tirupati District, Andhra Pradesh – 517646

The items mentioned below shall be required by IIIT Sri City Chittoor:

Schedule of Requirement:

1. The Financial Bid (BoQ) shall be submitted through the CPP Portal only.
2. The demand for items shall be placed on the tendering firm/agency/company through Dispatch Instructions / Purchase-cum-Supply Orders from time to time during the contract period. The Institute may require items over and above those mentioned in the Financial Bid (BoQ), including ancillary, incidental, or supplementary items related to Housekeeping & Cleaning material. Such items shall be supplied at mutually agreed rates based on prevailing market prices and subject to approval of the Institute.
3. The quantities mentioned in the BOQ are tentative and may vary depending upon the actual requirements of the Institute
4. Supply orders may be issued for single or bulk quantities. The supplier shall ensure delivery within the time period specified in the Dispatch Instructions / Purchase Order.
5. All items shall be supplied at the destination location specified in the Dispatch Instructions / Purchase Order.
6. The Institute shall be the sole authority to cancel or amend any order as per requirement. The Institute may also place orders beyond office hours, on holidays, or at any designated delivery location, without any additional charges.
7. The Institute reserves the right to increase or decrease the quantity of items at the time of award of contract based on actual requirements. The quantities mentioned in this tender are indicative and tentative in nature.
8. List of Housekeeping & Cleaning Materials:

S. No.	Particulars	UOM	Make
1	White Phenol - 5 Ltr can (Milky white disinfectant cleaner, ISI standard)	Ltrs	Lizol, Domex, Taski, Deco, Diversey
2	Soap oil - 5 Ltr can (Floor cleaning soap oil concentrate, fragrant)	Ltrs	Power, Jyothy, Fena
3	R1 Liquid, 5L can (Toilet cleaner/descaler)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
4	R2 Liquid, 5L can (Floor cleaner neutral chemical)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
5	R3 Liquid, 5L can (Glass cleaner liquid)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
6	R4 Liquid, 5L can (Furniture polish/cleaner)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
7	R5 Liquid, 5L can (Heavy-duty degreaser)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
8	R6 Liquid, 5L can (Bathroom cleaner concentrate)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
9	R7 Liquid, 5L can (Multipurpose disinfectant)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
10	R8 Liquid, 5L can (Air freshener liquid)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
11	R9 Liquid, 5L can (Stainless steel cleaner/polish)	Ltrs	Taski, Diversey, Colin, 3M, Harpic, Lizol, Odonil
12	Hand Sanitizer, 5L can (70% alcohol-based)	Ltrs	Dettol, Lifebuoy, Savlon, Steril - G

13	Strong Acid (for Bathrooms/Wash Basins etc) - (Toilet descaling acid, industrial grade)	Ltrs	Harpic, Domex
14	Liquid Soap, 5L can (Hand wash liquid, antibacterial)	Ltrs	Harpic, Domex, Dettol, Savlon
15	Naphthalene Balls (White deodorizing balls, 1kg pack)	Kg	Sofy, Trishul, Mangalam
16	Hand wash Liquid 5L	Ltrs	Dettol, Lifebuoy, Godrej Protekt
17	Surf Powder 5L (Detergent powder, machine compatible)	Kg	Surf Excel, Ariel, Wheel, Tide, Rin, Fab, Bosch
18	Washing Machine Liquid, 5L can (Front/top load compatible)	Ltrs	Surf Excel, Ariel, Wheel, Tide, Rin, Fab, Bosch
19	Colin (500 ml) (Glass cleaner spray bottle)	Nos	Colin
20	Room Freshener (200 ml) (Aerosol spray)	Nos.	Air Wick, Godrej Aer, Odonil
21	Dust Picker / Pan (Virgin plastic, long handle)	Nos.	3M, Roots, Gala, Scotch-Brite
22	Wet Mop with 5ft Stick (Cotton refill, SS/MS rod)	Nos.	3M, Roots, Gala, Scotch-Brite
23	Wet Mop Refill Big (Heavy cotton refill)	Nos.	3M, Roots, Gala, Scotch-Brite
24	Dry Mop Set 18 inch (Aluminum frame with refill)	Nos.	3M, Roots, Gala, Scotch-Brite
25	Dry Mop Refill 18 inch (Cotton/microfiber)	Nos.	3M, Roots, Gala, Scotch-Brite
26	Glass Wiper (Stainless steel handle)	Nos.	3M, Roots, Gala, Scotch-Brite
27	Floor Wiper (Rubber blade, 18-24 inch)	Nos	3M, Roots, Gala, Scotch-Brite
28	Floor Scrubber with 5ft Stick (Hard bristle scrubber)	Nos.	3M, Roots, Gala, Scotch-Brite
29	Cobweb Brush (Extendable handle)	Nos.	Gala, Scotch-Brite
30	Fan Brush (Long handle microfiber)	Nos.	Gala
31	Odonil Air Freshener (50 gm) - Block type freshener	Nos.	Odonil
32	Floor Duster (cotton dusting cloth)	Nos.	Gala, Scotch-Brite
33	Table Duster (Soft microfiber/cotton)	Nos.	Gala, Scotch-Brite
34	Micro Fiber Cloth (300-400 GSM)	Nos.	Scotch-Brite, Amazon Solimo
35	Normal Checked Cloth (Cotton cleaning cloth)	Nos.	Local cotton waste cloth / Vimal
36	Scrubbing Pad (Green heavy-duty pad)	Nos.	Scotch-Brite
37	Soft Brooms (Soft grass/plastic)	Nos.	Gala
38	Hard Brooms (Coconut stick/PVC)	Nos.	Gala
39	Dust Bin Covers Jumbo – Green only	Kgs.	Clean plus
40	50–60 micron, heavy duty	Kgs.	Clean plus
41	Dust Bin Covers XL – Green only (40-50 micron)	Pkts	Clean Plus
42	Dust Bin Covers Medium – Green only (30-40 micron)	Pkts	Clean plus
43	Dust Bin Covers Small – Green only (20-30 Micron)	Pkts	Clean plus
44	W C Brush (Best quality) (Heavy-duty plastic)	Nos.	Scotch-Brite, Gala
45	Plastic Brush (Long) (Long handle hard brush)	Nos.	Gala

46	Wire Brush (Long) (MS wire bristles)	Nos.	JK
47	Caution Boards (Folding wet floor sign)	Nos.	Roots, 3M
48	Dust Bin 120–150 Ltrs (Green) (HDPE wheel bin)	Nos.	Nilkamal, Cello, Aristo, Milton
49	Dust Bin 50–60 Ltrs (Green) (Pedal/manual)	Nos.	Nilkamal, Cello, Aristo, Milton
50	Dust Bin 10–15 Ltrs (Green) (Pedal bin)	Nos.	Nilkamal, Cello, Aristo, Milton
51	Pedestal Dust Bin – 5 lts	Nos.	Nilkamal, Cello, Aristo, Milton
52	Rubber Hand Gloves (Standard size) - Reusable rubber gloves	Pair	Safex, Karam
53	Nose Mask (Standard size) - 3 ply disposable mask	Pkt	3M, Venus
54	Caution Boards (Folding wet floor sign)	Nos.	3M, Venus Safety
55	Hand Sanitizer Bottles (Empty dispenser bottle 500ml/1L)	Nos.	Milton, Cello
56	Window, Keyboard cleaner	Nos.	Scotch-Brite (3M)
57	Corners & Edges Dust Cleaning Brush for Window, Keyboard with Mini Dustpan 1 Pc	Nos.	Scotch-Brite (3M)
58	Dish Bar 50 gms	No's	Vim, Exo, RIN, Pril
59	Dish Liquid 500ml	Packet	Vim, Exo, RIN, Pril
60	Dish Liquid Bottle 500ml	No's	Vim, Exo, RIN, Pril

(Authorized Signatory)

Signature :

Name of bidder.....

Rubber Stamp.....

Annexure-I
(BASIC DETAILS)

1. Name of Housekeeping & Cleaning Materials Supplier: _____
Company/Firm/Agency
2. Name of proprietor/Director : _____
of the Company/Firm/Agency
3. Full Address of Reg. Office(A : _____
copy of Company/ Firm/
Agency registration must be
enclosed) _____
Telephone Nos. _____
Fax Nos. : _____
E-mail id : _____
4. Details of Banker of the Firm : _____
with full address _____
Telephone Nos. of Banker : _____
Fax Nos. of Banker : _____
E-mail Id of Banker : _____
5. Bank Ac/s No. of Firm for ECS : _____
Payments
6. PAN, TIN, TAN, GST Registration _____
No of the firm (Enclose copies
of the same) _____
7. Details of EMD : _____

8. Annual Turnover of the Tendering Company/Firm Agency for the last three Audited Financial Years (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2020-2021		
2021-2022		
2022-2023		
2023-2024		
2024-2025		

9. Give details of major contracts handled by the tendering Company / Firm / Agency for the last three years in the following format (enclose the self-attested copies):(if the space provided is insufficient, a separate sheet may be attached)

Sr. No.	Details of client along with address, telephone numbers and active email ids	Amount of Contract (Rs. in Lakh)	Duration of Contract	
			From	To
1				
2				
3				

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____

ANNEXURE “II”

Format of Experience certificate

Project Name	Name of the Employer *	Description of work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed)

* Attach certificate(s) of payments.

** Immediately preceding the financial year in which bids are received.

ANNEXURE “III”

**PLEASE PROVIDE THE DETAILS OF SIMILAR WORKS EXECUTED AS PER THE
ELIGIBILITY CRITERIA MENTIONED IN THE TENDER DOCUMENT**

S.No.	Name of the Organization	Contract Period	Contract Value

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____

DECLARATION

From:-

M/s.....

.....

.....

To

The Registrar,

Indian Institute of Information Technology Sri City Chittoor,

No.630, Gnan Marg, Sri City , Andhra Pradesh - 517646..

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/Director/ authorized signatory of the agency/Firm/company, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the organization was or is Proprietor or Partner or Director of any organization with whom the Government has banned /suspended business dealings. I/We further undertake to report to IIIT Sri City Chittoor, immediately after we are informed but in any case not later than 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____

Annexure V
UNDERTAKING AND DECLARATION BY THE BIDDER
on the firm letter head

- I, _____ S/o / D/o of Shri _____, Proprietor / Director / Authorized Signatory of the agency/firm mentioned above, am competent to sign this declaration and execute this tender document.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- I do hereby certify that the representative of our firm shall submit/place the samples of the Housekeeping & Cleaning Materials quoted by our firm (without indicating prices and with clear marking of the firm/agency name and item number on each item) to the Registrar, IIIT Sri City Chittoor, upon receipt of official intimation from the competent authority of IIIT Sri City Chittoor regarding the technical responsiveness of our firm for this tender.
- I do hereby confirm that rates have been quoted for a minimum of 60% of the items specified in the Financial Bid (BoQ) as per the prescribed specifications.
- I do hereby declare that our firm has not been penalized for supply of inferior/substandard items and is capable of supplying bulk quantities of Housekeeping & Cleaning Materials, including auxiliary/incidental Housekeeping & Cleaning Materials, at short notice as per the requirements of IIIT Sri City Chittoor.
- I do hereby confirm that a responsible representative of our firm shall be available on call during all working days between 09:00 AM and 06:30 PM.
- I do hereby undertake to submit samples of the Housekeeping & Cleaning Materials quoted by our firm whenever called upon by the Institute for inspection/evaluation as per the tender conditions.
- The rates of the Housekeeping & Cleaning Materials, for which samples are submitted to IIIT Sri City Chittoor, have already been quoted in the Financial Bid uploaded through the CPP Portal.
- The information/documents furnished along with the bid are true and authentic to the best of my/our knowledge and belief. I/We am/are fully aware that furnishing any false information or fabricated documents would lead to rejection of the tender at any stage besides liabilities towards prosecution under the appropriate law.
- I do hereby declare that our firm has neither been blacklisted/debarred nor has any criminal case been pending against the firm during the last five years by any Government Institute/Ministry/Department/PSU/Reputed Educational Institution, etc., with which the firm had contracted for supply of Housekeeping & Cleaning Materials. An affidavit duly notarized on non-judicial stamp paper of Rs.100/- is enclosed in support of this declaration. I further declare that the firm has not been penalized by any such organization for supply of poor/spurious/inferior Housekeeping & Cleaning Materials.

(Signature of authorized person)

Date: _____ Full Name: _____
Place: _____ Seal: _____

Annexure VI
Contract Form
(To be made on Rs.100 Non Judicial Stamp/E Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at Sri City on the _____ day of _____ Two Thousand Twenty Six between _____ **acting through Shri** _____, (hereinafter called “**Client**” which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal heirs /representatives and assignees) of the **First Part.**

AND

M/s _____, having its registered office at (hereinafter called as the “**Agency**” which expression unless repugnant to the context shall mean and include its successors, legal heirs /representatives and assignees etc.) of the **Second Part.**

WHEREAS the “**Client**”s desirous to engage the “**Agency**” for providing Housekeeping & Cleaning Materials for IIIT Sri City Chittoor as per the terms and conditions stated below:-

1. The Registered Office or Branch Office of the Agency should be located within a radius of 100 Kms. from IIIT Sri City Chittoor. The Agency should submit a proof of its office address.
2. The selected Agency services would be required to supply the Housekeeping & Cleaning Materials on a regular basis to IIIT Sri City Chittoor on all working days between 09.00 am. to 5.30 pm. No separate charges for delivery of goods would be paid by this office.
3. Order for items shall be placed on a requirement basis. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
4. If the selected Agency fails to deliver the Housekeeping & Cleaning Materials or replace the defective/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Five Hundred) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to an outside agency by IIIT Sri City Chittoor, for the desired Housekeeping & Cleaning Materials, shall be deducted from the firm’s pending bills or Performance Security, as the case may be.
5. The Agency shall be bound by the details furnished by him/her to the IIIT Sri City Chittoor while submitting the tender or at subsequent stages. Upon selection of the Agency, if at

any stage, the documents furnished by him/her is/are found to be false or the quality of the articles supplied is poor or rates are found higher than the rates on which the same item is supplied to any other government agency or is found of different specifications, it would be deemed to be a breach of the terms and conditions of the contract, the contract shall be canceled and performance security shall stand forfeited.

6. The rates quoted by the selected Agency, and as approved by the IIIT Sri City Chittoor, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of the contract, shall not be entertained at any stage during the currency of the contract.
7. The selected Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the IIIT Sri City Chittoor. If it is found that the firm has given a sub-contract for supply of Housekeeping & Cleaning Materials on the basis of procurement/supply order, the contract shall stand canceled / terminated & the performance security shall stand forfeited.
8. IIIT Sri City shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for Housekeeping & Cleaning Materials.
9. The Competent Authority of IIIT Sri City Chittoor reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the IIIT Sri City Chittoor.
10. The rate submitted by the Agency should not be higher than the rates at which the Housekeeping & Cleaning Materials are being supplied by it to other Govt. Institutes/Ministries/Departments. If subsequently it is found that the firm has supplied Housekeeping & Cleaning Materials at higher rates to the IIIT Sri City Chittoor, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,000/- on firm on such occasion and shall be doubled on subsequent occasions.
11. Any complementary scheme offered by the manufacturer shall be provided to the IIIT Sri City Chittoor with no additional cost.
12. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable year to year, subject to maximum period of 3 years, on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful Housekeeping & Cleaning Materials supplier Agency and IIIT Sri City Chittoor.

13. The IIT Sri City Chittoor reserves the right to place orders for supply of any housekeeping and cleaning materials mentioned in this tender document or any auxiliary/ancillary/incidental housekeeping and cleaning materials related to the scope of this tender, with any other firm(s) in case of emergency or unavoidable circumstances.

THIS AGREEMENT will take effect from _____ day-----of _____ Two Thousand Twenty Six.

IN WITNESS WHEREOF both the parties hereto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in the presence of the witnesses:

For and on behalf of the “Agency”

For and on behalf of the “IIT Sri City Chittoor”

Signature of the authorized Official

Signature of the authorized Officer

Name of the Official

Name of the Officer

Stamp / Seal of the “Agency”

SIGNED, SEALED AND DELIVERED

By the Said

By the said

_____ Name

_____ Name

on behalf of the “Agency”

on behalf of the “IIT Sri City Chittoor”

in presence of

in presence of

Witness:_____

Witness:_____

Name:_____

Name:_____

Address:_____

Address:_____

ANNEXURE - "VII"

FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,
Indian Institute of Information Technology Sri City Chittoor,
No.630, Gnan Marg, Sri City-517646..

In consideration of Indian Institute of Information Technology Sri City Chittoor[hereinafter referred to as IIIT Sri City Chittoor', which expression unless repugnant to the context and meaning thereof shall include its successors, heirs , legal representatives and assignees]having agreed to exempt M/s _____[hereinafter referred to as 'supplier /contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with IIIT Sri City Chittoor a sum of Rs. _____(Rupees _____)towards security/performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. _____(Rupees _____) as required under the terms and conditions of contract / work order No dated _____[hereinafter referred as the order'] placed by IIIT Sri City Chittoor on the said supplier/contractor. We, _____the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay IIIT Sri City Chittoor an amount not exceeding Rs. _____(Rupees _____) on the demand made by IIIT Sri City Chittoor on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract/order.

1. We _____ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from IIIT Sri City Chittoor stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by IIIT Sri City without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____(Rupees _____).
2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of IIIT Sri City Chittoor under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till IIIT Sri City Chittoor certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.
3. We the bank, undertake to pay to IIIT Sri City Chittoor any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.
4. We _____the bank further agree that IIIT Sri City Chittoor shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said

supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the IIIT Sri City Chittoor against the said supplier / contractor and to forbear or enforce any of terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of IIIT Sri City Chittoor or any indulgence by IIIT Sri City to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

5. Our liability under this guarantee is restricted to Rs. _____ (Rupees _____) and shall remain in force upto _____ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. _____. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier /contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The Registrar, IIIT Sri City, Chittoor, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh.
8. We, _____ the bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IIIT Sri City Chittoor in writing.
Signed on the _____ day of _____

For the Bank

Signature

**Witness:
Name & Address**

Name(s) & Designation(s)