

V.V.Giri National Labour Institute  
Sector-24, NOIDA- 201301 (U.P.)

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## **ANNUAL CONTRACT FOR SUPPLY OF HOUSEKEEPING ITEMS**

Date of Advertisement: 08.07.2011

Date of Issue of Tender

Last Date for submission of Tender: 28.07.2011 by (3.00 p.m.)

Date of Opening of Technical Bids of the tender 28.07.2011 at (4.00 p.m.)

Tender form issued to:-

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**Signature of issuing officer**

**(The tender envelope should be marked with Tender for "Annual Contract for Supply of Housekeeping Items)**

**V.V Giri National Labour Institute, NOIDA**  
**(An autonomous body of Ministry of Labour and  
Employment, Govt, of India)**

V.V.Giri National Labour Institute invites tender for **Annual Contract for Supply of Housekeeping Items** from the suitable Manufacturers/Suppliers having considerable experience in the field. Intending bidders may obtain copy of the tender documents containing details of the Items, Terms and Conditions of the Contract etc., from V.V. Giri National Labour Institute, Sector - 24, NOIDA (U.P.) on payment of Rs. 500/- (Nonrefundable) and submit the sealed Tender within 21 days from the date of release of Advertisement to Assistant Administrative Officer.

**V.V.GIRI NATIONAL LABOUR INSTITUTE**  
Sector-24, NOIDA-201301 (UP)

**Tender Procedure**

The Tenderer would submit the sealed Tender duly marked containing following information..

1. Name of Tenderer
2. Experience
3. Bidder must have experience of five years in Supply of Housekeeping Items in Private Sector /PSUs/Training Institute/Academic Institute/MNC (documents to be furnished alongwith Tender).
4. Client certificate supported by (a) executing one similar work/services indicating period and amount and (b) experience, Documentary proof, duly notarized by Notary Public, must be submitted against the experience.
5. The bidder should have annual turn over minimum of Rs. 2.00 lakh in one year, (enclose document)
6. A certificate stating that the tenderer has visited the site and has fully familiarised himself with site conditions while submitting the tender.
7. The Bidders can submit their rates for all the items **or** one of the following: b) Housekeeping items.
8. Demand Draft of Rs. 10000/- drawn in favour of V.V.Giri National Labour Institute, Sector-24, NOIDA, as Earnest Money and shall be forwarded with the bid.

## Terms and Conditions of the Contract

1. The rates submitted should clearly be indicated the make of item, size, weight, quantity and other specification etc., wherever required for a particular item.
2. The rates will be valid for a period of one year. It can be extended if the services of the Agency is found satisfactory.
3. Generally the order will be placed in lot on quarterly basis. However, the order can be placed for particular item at any time which the Agency has to supply within the time given.
4. The items supplied by agency should be original and as per the specification given in the Tender.
5. The payment of the items supplied will be made on receipts of items, its verification as per the specification.
6. TDS will be deducted as per the rule in this regard.
7. The Institute reserves the right to terminate the contract with a notice of one week if the services are not found satisfactory.
8. The institute may also impose suitable penalty if the services are not found satisfactory.
9. The contract may be terminated at any time by either side by giving a notice of one month.
10. The agency shall not sub-let/off load/entrust the whole work or any part thereof to any other person/party to carry out his obligations arising out of the contract.
11. All the rates quoted are firm and inclusive of all labour, transportation and any other expenses that agency may incur in execution of the job.
12. Timely and courteous service of good quality is the essence of the service under this contract.
13. The Institute reserves the right to select any tender or reject any or all tenders without assigning any reasons whatsoever.
14. In case of dispute regarding the services, quality or the quantity of material/items the decision of the Authorised Officer of V.V.Giri National Labour Institute will be final and binding.
15. In case of breach of agreement, VVG NLI will have a right for forfeiture of security deposits.

## GENERAL TERMS AND CONDITIONS OF CONTRACT

- i. The VVG NLI premises being restricted area, all the articles which are taken out of or brought inside shall be liable for security check/gate pass system or any other system, enforced from time to time.
- ii. The agency shall not use the premises for any other activities except the purpose for which it has been provide for and indented.
- iii. The agency shall ensure that their representatives are courteous and their behaviour and manners are polite and proper towards all employees of VVG NLI.

## **LIST OF ITEMS TO BE SUPPLIED:**

The list of items to be supplied may be seen at Annexure I.

## **SITE**

- i. The site of work is V.V.Giri National Labour Institute, Sector-24, NOIDA-201301 UP.
- ii. The Tenderers must visit the site of work and see for themselves and acquaint thoroughly with all the site conditions which may effect the supply of the material.

## **Earnest Money**

No tender will be considered which is not accompanied by Demand Draft of **Rs.10000/-** drawn in favour of **V.V.Giri National Labour Institute, NOIDA**, as Earnest Money. Otherwise the tender will be cancelled. In the event of the Tenderer withdrawing his Tender before the expiration of two calendar months from the date fixed for receiving Tenders or such other date as the Tenderer may be required to extend the Tender will be cancelled and the Earnest Money will be forfeited to the V.V.Giri National Labour Institute and on the understanding also that if the Tender is accepted the Bond or Guarantee would be furnished when required. The Earnest Money will be returned to unsuccessful bonafide **Tenderers within three months after the date fixed for receiving tenders or at such earlier time as a tender may have been accepted by the V.V.Giri National Labour Institute.** In the case of the successful Tenderer the Earnest Money will be adjusted as soon as the formal agreement and the Bond or Guarantee have been executed.

## **TAXES**

Tax deduction at source as per Government rules will be applicable from time to time.

## **CONTRACT PERIOD**

The contract will be for one year period. However, the performance will be evaluated after three months of award of contract. If performance is unsatisfactory, the contract will be terminated after giving one month's notice by either side or as mutually agreed by both the parties. The Contract period after successful completion of one year can be extended as mutually agreed upon.

## LAST DATE

The last date of submission of Tender is \_\_\_\_\_ by 3.00 p.m. The tenders should be submitted in a sealed cover to The Assistant Administrative Officer, V.V. Giri National Labour Institute, Sector - 24, NOIDA, U.P. The envelope should be marked with tender for **ANNUAL Contract for Supply of Housekeeping Items.**

## HOUSEKEEPING

S.No.	Item	Make	Required for 2011-12
1.	Acid		07
2.	Baygon/ Hit Spray medium size		25
4.	Bucket	Supreme	08
5.	Brush (Toilet Plastic)	Supreme	09
6.	Colin		50
7.	Cell ( Remote)/ Pencil	Eveready	431
8.	Duster white	18X18	749
9.	Duster Yellow	24X18	24
10.	Duster Floor	24X18	199
11.	Dustbin	5 litre	17
12.	Finit tin	1 litre	07
13.	Finit Pump		08
14.	Foot Mat		
15.	Glass Tumbler	yera	197
16.	Glass cover		07 set
17.	Harpic	140	71
19.	Jharu (Phool)	Plastic handle	79
20.	Jharu (Nariyal)	144	240*
21.	Jalawala brush		09
22.	Jhoona		40
23.	Liquid Soap	Doctors	16
24.	Lizol bottle		47
25.	Lock	harrison	15
26.	Mayur Jug 5 litre	Milton	06
27.	Mug	Supreme	24
28.	Naphthalene ball	Mahesh	42

29.	Odonil pkt		137
30.	Phenyl /Klinzo		70
31.	Palta		07
32.	Room Freshner		72
33.	Surf	Nirma/Fena	106
34.	Sootli (medium)	Supreme	09
36.	Toilet paper roll standard		133
37.	Urinal cube Packet		40
38.	Vim pkt(1kg)		118
39.	Wiper (big)		18
40.	Wall clock	Citizen/Samay	10
41.	Buch Pump		
42.	Wooden Floor brush		01
43.	Basso 200 ml		06
46.	Towel (Standard size)	Bombay dying/DCM	12