



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर  
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR  
Deemed to be University

(Declared under Distinct Category by Ministry of Education, Government of India)

NAAC ACCREDITED WITH A++ Grade

Gola Ka Mandir, Gwalior (M.P.)- 474005, INDIA

Ph.:+91-751-2409300, E-mail: vicechancellor@mitsgwalior.in, Website: www.mitsgwalior.in



Cost of Tender Form: Rs 1000/- (Non-refundable)

S.No.



TENDER DOCUMENT

FOR

Procurement of Cleaning Items

2024 - 2025

The tender documents contains pages (07) from page No.01 to 07



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**TENDER NOTICE**

Sealed tenders are invited from eligible Suppliers/agencies having PAN/GST No. and Income Tax return form. The tender form shall be issued to those Suppliers/agencies who qualify the above criteria.

Cat.No.	Category of Tenders	Earnest Money (Rs.)	Cost of Tender form Rs.
1.	Procurement of Cleaning Items	5,000/-	1,000/-

The tender form can be obtained from the office of the Registrar, on or before **04-12-2024** up to 2:00 PM by depositing the cost of tender form in cash (Non-refundable) during Institute working hours. The last date for the submission of completed tender form is **04-12-2024** up to 3:00 PM and tenders will be opened on **04-12-2024** @ 4:00 PM in the presence of the renderers or their representatives. The tender documents can be downloaded from the institute website [www.mitsgwalior.in](http://www.mitsgwalior.in). The tenders directly downloaded from the Institute website, must be attached with a demand draft of Rs 1,000/- in favor of the **Director**, MITS, Gwalior, payable at Gwalior, as the cost of tender form.

**(Registrar)**



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**GENERAL TERMS AND CONDITIONS**

1. Tender documents can be obtained against cash payment/DD of Rs.1000/- in favour of **Director**, MITS, Gwalior payable at Gwalior (non-refundable) on or before **04-12-2024** upto **02:00 PM** from the Institute during working days. The tender form can also be directly downloaded from the institute website **www.mitsgwalior.in** and shall be enclosed with tender form fees of Rs.1000 in form of a D.D. in name of vice Chancellor, MITS, payable at Gwalior.
2. Earnest money amount of **Rs. 5,000/-** deposit (EMD) is to be submitted directly as per item Head along with the completed tender form duly sealed in 1<sup>st</sup> cover. The EMD shall be in the form of Demand Draft in favour of the **Director , MITS, Gwalior** payable at Gwalior.
3. Eligibility Criteria for applying for the tender:-
  - A. Valid GST Number is compulsory.
  - B. Valid PAN Card.
  - C. Proof of the Latest Income Tax Return

**These certificates along with tender cost DD & EMD DD are to be put inside the 1<sup>st</sup> envelope.**

4. The tenderers shall submit the tender in two sealed envelopes marked as 1<sup>st</sup> and 2<sup>nd</sup>. **The first envelope should contain the E.M.D. Tender Cost (if downloaded from institute website) and copies of all relevant documents pertaining to eligibility criteria and the second envelop should contain the tender form of the price bid.** In case the 1<sup>st</sup> cover is not annexed for eligibility criteria in the proper form as mentioned above in clause (3) and/or is without E.M.D. the envelop marked 2<sup>nd</sup> will not be opened at all and the same will be rejected and no representations shall be entertained in this regard. The sealed covers must be super-scribed with the contents contained there in.
5. The last date and time of submission of tenders is on **04-12-2024** upto **03:00 PM**.
6. Tenders will be opened on **04-12-2024** at **04:00 PM**. First envelop will be opened from **04:00 PM** and the second envelope for the eligible tenderers will be opened on the same date.
7. **Validity of the rates will be upto one year** & can be extended with the due permission of the Hon. Vice Chancellor of MITS-DU.
8. Telegraphic/Fax and conditional tenders shall not be accepted.
9. Vice Chancellor , **MITS, Gwalior**, reserves the right to accept or reject any or all tenders without assigning any reason thereof, **even the lowest tender does not necessarily qualify for the order.**
10. The rates should be **F.O.R. at site (Institute Premises)**. No extra charges on this account (for Octroi, sales tax and surcharge, etc) shall be payable to the suppliers.
11. Our Institute is exempted to pay excise duty.



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12. The rates should include all material, labour charges, profit & relevant taxes including GST, if any.
13. The tenderers whose tender is accepted shall have to sign an agreement as per the format of institute.
14. Any amount due or becoming due for the tender shall be recovered from their bills.
15. The competent authority reserves the right to increase or decrease the quantity of any item or cell during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
16. The rate should be competitive and workable.
17. Any controversy will be subject to display in Gwalior Jurisdiction only.
18. The Income Tax shall be deducted from the bills as per the rules.
19. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
20. The supplier shall execute the work as per specification mentioned in the supply order.
21. Before making any supply of any materials to the Institute, the tenderers or his representative shall get it approved by the competent authority, otherwise the supply shall not be approved. To check the rest of supply, he should submit the approved sample in our office, if items do not belong to reputed or registered make.
22. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
23. Warranty period should be clearly specified as per the latest terms & conditions of the original manufacturers and the parts and labour cost are to be included for the full warranty period.
24. The warranty period will be considered from the date of supply of the items.
25. M.I.T.S., Gwalior will have rights to check the sample before supply.
26. Payment will be made after the successful and satisfactory supply of the items.
27. The EMD of successful tenderers will be released only after Completion of Tender duration.

**Dr. R.K.Pandit**  
**(Vice Chancellor)**

I have studied the above general terms & conditions of contract and shall abide by them.

**Signature with Seal of Contractor/Firm**

**Name:**.....

**Date :**.....

Signature : .....



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Cleaning Items

S.No.	Name of Item	specifications	Unit	GST %	Rate with GST
1	Black Phenyl (500 MI )-	Doctor / Equivalent			
2	Surf Powder - 1Kg	Wheel/ Jhalak / Vim			
3	Kitchen Duster	As per sample			
4	Toilet cleaner 500 ml	Harpic/ Equivalent			
5	glass cleaner 500 ml	Colin / Equivalent			
6	Black hit -400 ml	As Per sample			
7	Baygon spray-400 ml	As Per sample			
8	Room freshener 220 ml-	Godrej/odonil/Equivalent			
9	Floor duster Medium	As Per sample			
10	Scotch brite -wipes	As Per sample			
11	Yellow duster	As Per sample			
12	Bath shop-100gm	Dettol/ Equivalent			
13	Acid HCL (1150 Gvt.)	As Per sample			
14	Floor cleaning/ Pochha (36*36 )	As Per sample			
15	Cleanup floor wiper- plastic- 24"	Any Make			
16	Cleanup <b>kitchen</b> wiper-plastic	Any make			
17	Cotton floor mop	As Per sample			
18	Air pocket	Godrej/odonil/Equivalent			
19	Broom Phool- (super 350gm )	As Per sample			
20	Broom seek- ( 350gm )	As Per sample			
21	Sweeper broom- ( 900gm )	As Per sample			
22	Naphthalene ball -100gm	As Per sample			
23	Urinal screen mat	As Per sample			
24	Urinal cubes	As Per sample			
25	liquid Hand wash- 300ml	Dettol/Equivalent			
26	Dustpan	As Per sample			
27	Toilet brush	As Per sample			
28	Hand gloves	As Per sample			
29	floor cleaner -	Lizol / Equivalent			
30	Liquid hand shop refill	Dettol/ Equivalent			
31	Choking pump- ( rubber round )	As Per sample			
32	Cobweb brush	As Per sample			
33	Plastic mug 1 ltr	As Per sample			





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34	Plastic bucket 20 ltr	As Per sample			
35	Dustbin 10 ltr -simple	As Per sample			
36	Dustbin 15 ltr -paddle	As Per sample			
37	Dustbin 60 ltr	As Per sample			
38	Phenyl- (500MI)	Doctor/ Equivalent			
39	Baans laathi 6 feet	As Per sample			
40	Broom seek bundale ( 50kg )	As Per sample			
41	Bans kadi bundal	As Per sample			
42	Dry mop cotton 24"	As Per sample			
43	White floor cleaner	As Per sample			
44	Bathroom cleaner	As Per sample			
45	Toilet cleaner loose	As Per sample			
46	Tiles cleaner loose	As Per sample			
47	Tiles cleaner- ( 500 ml )	As Per sample			
48	Kala bhoot- ( 500 MI )	As Per sample			
49	Brasso Metal polish 500MI	Any Make			
50	Paper roll ( tissue Roll )	Any make			
51	Hypo Chlorite Liquid (500 MI )	Any make			
52	Hand sanitizer 5 Ltr can	Any make			
53	Hand sanitizer 50 MI	Any make			

Seal and sign of the supplier with date.

Name : .....