



ಪಿಲಿಕುಳ ಅಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರ

PILIKULA DEVELOPMENT AUTHORITY

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No.PDA(1).CR:111/HKM/2022-23

Date:23.2.2023

TENDER FOR SUPPLY OF HOUSEKEEPING ITEMS UNDER RATE CONTRACT

Tenders are invited from reputed agencies and suppliers having proven track record in supplying Housekeeping materials to Pilikula Development Authority (PDA) with minimum 03 years' experience in relevant field. For more details please visit our web site: www.pilikula.com.

Last date for submission of tender	04.00 PM. On 15.3.2023
Tender document Fee	Rs. 1,770/-
EMD Amount	Rs. 7,500/-
Date & Time of Opening of Tender Documents	4.30 PM. On 15.3.2023.

COMMISSIONER

Notice Inviting Tenders

Sub.: Annual Rate Contract for Purchase of House Keeping Items

Pilikula Development Authority (PDA), Mangalore intends to enter in to rate contract for a period of one year from the date of finalization of contract of **“House Keeping Items”** for use in PDA on the following terms and conditions:

1. Tentative purchase amount for one year is Rs.3.00 Lakhs.
2. **Tender Documents:**
 - a) Tender documents are available on payment of Rs.1,770/-(inclusive of GST @ 18%) at office of the Commissioner, Pilikula Development Authority, Mangalore on any working day before 4.3.2023 upto 3.00 p.m
 - b) Tender documents can also be downloaded from PDA website www.pilikula.com. The bidder shall pay the prescribed cost of tender document by demand draft in the name of Pilikula Development Authority on or before submission of bids along with technical documents as per “Annexure -1”
3. **Bid Validity:** Bid shall remain valid for a period of 60 days from the date of opening of bid.
4. **Bid Evaluation:** Duly filled Price Bid shall be evaluated on lowest tender basis.
5. The cost cost per unit (kg/ltrs/no.) quoted should be exclusive of taxes. Applicable taxes to be mentioned separately as per **“Annexure -2”** . Tax applicable at the time of invoice will be paid.
6. Prices quoted by the bidder shall remain FIRM until closure of contract.
7. **Earnest Money Deposit:** The Bidders shall submit D.D. of **Rs 7,500/- (Rs. Seven Thousand Five hundred and Fifty only)** in the name of Pilikula Development Authority along with tender document.
8. **Tender Submission process**

Interested bidder may submit their tender documents at the Office of the Commissioner, Pilikula Development Authority before last date and time for submission of Tenders. PDA will not be responsible for delay of tender due to any reason. For this, bidders are requested to attach the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

GENERAL TERMS AND CONDITIONS:

9. Tender not accompanied with requisite amount of Earnest Money and tender fee will be summarily rejected and no correspondence in this regard will be entertained
10. The EMD of unsuccessful bidders shall be returned after the issuance of award to the successful bidder. No interest shall be paid by the PDA on the EMD.
11. The successful bidder is required to submit a security deposit of Rs.15000/- (Rupees Fifteen thousand only) within 15 days from the receipt of the letter of acceptance. And the Security Deposit will be released after successful completion of contract. No interest will be paid for this amount.
12. In case the tenderer fails to deposit the requisite Security Deposit, the EMD furnished by the tenderer shall be forfeited without any further notice to the tenderer/bidder. The Security Deposit shall be valid for minimum 30 days after the expiry of the contract.
13. The PDA reserves the right to accept or reject any or all the tenders prior to award of contract in part or in full without assigning any reason thereof whatsoever.
14. PDA reserves the right to re-tender or modify the terms & conditions of the tender. It also reserves the rights to negotiate the rates with the bidders.
15. **MSME/SSI Units:** The units registered with MSME/SSI/NSIC etc., are exempted from payment of EMD subject to following:
 - a) Submission/attach of registration certificate with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or National Small Industries Corporation
 - b) Valid registration during validity period of quotation.
 - c) Applied for registration or for renewal will not be accepted. Such offers will be treated as offer received without EMD
 - d) The award to MSME Firms shall be regulated as per Govt. Guidelines.
16. **Delivery Schedule:** Purchase order will be issued on monthly/quarterly basis or as per requirement and the successful bidder shall ensure delivery of materials to PDA Office within 7 days from the date of placement of each purchase order.
17. **Payment:** payment will be made after receipt of materials against each Purchase Order in good condition and full quantity to the entire satisfaction of Consignee. Normally payment will be made within thirty working days after the supply is made.

18. Delayed delivery & Compensation for delay:

- a) If the delivery of materials/goods in full and in good condition is not completed for whatsoever reason within the stipulated period, an amount @1% (one percent of the undelivered materials) would be deducted from the payment due to supplier subject to the maximum of 10% (ten percent of the undelivered materials).
- b) In case, short supply in all respect is delayed beyond 70 days of scheduled delivery period in that case, the Security Deposit will be forfeited without any notice.
- c) Further if the delivery of materials/goods is not commenced at all for whatsoever reason within the scheduled delivery period, in that case the PDA reserve the right to cancel the order with forfeiture of EMD without any notice.
- d) In case of any defects and materials is not found to be as per specification, the same shall be made good/replaced by the concerned firm as per the instructions of PDA failing which it will attract action as above.

19. The PDA reserves the right to increase/decrease the quantity at the time of placing the order.

20. In case **4.3.2023** happens to be holiday, the tenders shall be opened on next working day at the same time and place.

21. Submission of bid means that bidder has to read all the terms and conditions of the tender document carefully and will comply them all unconditionally. Conditional bids will not be accepted.

22. PDA, Mangalore reserves the right to split the quantity/items ordered on more than one vendor.

23. Approximate requirement of one year:- As shown in "Annexure-2" to this document.

24. IMPORTANT INSTRUCTIONS FOR THE BIDDER

- (i) Samples for the quoted items have to be submitted whenever asked.
- (ii) The Rate contract will be initially for a period of **one year** from the date of agreement of contract. However it can be extended for 02 more years on satisfactory performance basis analysed annually or as and when desired by the PDA. Price quoted by the bidder will remain FIRM during the currency of contract and any extension thereof.

- (iii) Bidder must have an experience of at least 03 years in supplying of housekeeping materials to govt. / educational institution / autonomous bodies /PSUs Etc. Copy of award of contract / purchase order / successful contract completion report of 03 years must be attached as proof.
- (iv) Bidder must have its office in Mangalore. Proof of address must be attached in support of his claim.
- (v) Detail checklist and pre-qualification criteria is attached as “**Annexure 3**” to this document.
- (vi) The materials shall be of the best quality and as per specification demanded. At any stage these are found unsuitable shall be liable to be rejected by the PDA. The decision of the PDA shall be final and binding on the Supplier.
- (vii) In case the materials or any part thereof has been rejected the unit shall be at liberty to purchase the same at the cost and expenses of the supplier and the extra amount spent by PDA on account of such purchases, shall be deducted from the bill of Successful bidder/supplier. In case of repeated defaults the PDA management reserves the right to terminate the contract and the supplier shall have no right to any compensation or damages in this regard.
- (viii) As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such materials which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the PDA
- (ix) The quantities shown in the “Annexure – 2” are only estimated requirements. The PDA reserves the right to increase/decrease the quantities. No arrangement of any kind shall be entertained. The PDA also reserves the right to place order on any item/items of the purchase order throughout the currency of the contract and the supplier shall not be entitled to claim any compensation or damages.
- (x) The supplier shall maintain proper date wise record of all indents placed on them by the PDA for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents.
- (xii) The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the PDA management
- (xiii) In case of breach of any of the conditions stipulated herein the unit shall be at liberty to terminate contract without prejudice to the right of the PDA to claim damages on account of breaches thereof in the same manner as above.

(xiv) In event of dispute arising between supplier and the PDA during the currency of the contract the same shall be referred to the sole arbitration of the Chairman, PDA or the officer appointed by him whose decision shall be final and legally binding on the parties and there will be no objection to this effect that the officer who has been appointed by the Chairman an employee of the PDA.

(xv) FORCE MAJURE:

If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non- performance or delay in performance.

COMMISSIONER

TECHNICAL BID

(To be attached) Name and address of the bidder:

1. Name of the bidder
 - a) Full postal address of the supplier

 - b) Telephone number

 - c) e-mail :
2. Total annual turn-over(value in Rupees) for the year 2021-2022
3. Copy of Income Tax Return of the firm/company/agency for last financial year.
4. Certified copies of audited balance sheets along with profit & loss account of the firm
5. Past supply details for 3 years (major orders only)
(Experience certificate should be enclosed as proof)
6. Other documents as per checklist vide **Annexure - 3**

Signature of the Bidder/Tenderer with seal

FINANCIAL BID

(Attached excel sheet needs to be filled & attached with e-tender)

HOUSEKEEPING ITEMS RATE CONTRACT

(Rs.)

APPROX. QUANTITY FOR HOUSEKEEPING MATERIALS FOR ONE YEAR							
Sl. No.	Description of Items	Approx. Qty. per year	Unit	Make (to be mentioned)	Unit Rate	Applicable Taxes	Total
1	Acid Liquid	200	Ltrs.				
2	Ant Powder	2	kgs				
3	Broom Hard (Coconut)	150	Nos.				
4	Broom Soft	100	Nos.				
4	Bleaching Powder	200	KG				
5	Bucket with Lid(Medium Size)	90	Nos.				
6	Bucket with Lid (Small Size)	5	Nos.				
7	Bottle cleaning brush	5	Nos				
8	Colin Liquid / Glass Cleaner (500ml)	100	Nos.				
9	Cotton Round Mop with stick (1.5 Mtrs.)	100	Nos.				
10	Cob Web remover	10	Nos.				
11	Dettol Soap (125 gm)	150	Nos.				
12	Dusting cloth	75	Nos.				
13	Disposal Plastic hand Gloves	500	Nos.				
14	Dust bins Small with lid(5 Ltrs)	100	Nos.				
15	Dettol Antiseptic liquid (500ML)	100	Nos.				
16	Duster Cloth 40mx40cm	100	Nos.				
17	Dustbin Small 5 Ltrs. Without lid	50	Nos.				
18	Dustbin 90 Ltrs. Wheel based With top openable attached cover	25	Nos.				
19	Dust Pan	50	Nos.				
20	Floor cleaner	600	ltrs				
21	Fruit cutting knife	2	Nos.				
22	Fodder basket	10	Nos.				
23	Garbage Bags Black for 90 Ltrs. (Heavy)	100	Kgs.				
24	Garbage Bags Black for 5 Ltr.	150	Kgs				
25	Garbage Bags Black – size.	360	Kgs				
26	Harpic Liquid Toilet cleaner 500ML	120	Nos.				
27	Harpic Fresh Matic 50g	200	Nos.				

28	HPI CUBES	700	Nos.				
29	Hard brush	50	Nos.				
30	Hit spray	5	Nos.				
31	Liquid Hand Wash 250 ML	150	Nos.				
32	Lizol Liquid 500 ML	150	Nos.				
33	Lime Powder	25	kgs				
34	Long Mop wiper	15	Nos.				
35	Mop Refill cotton (Round Handle Type)	200	Nos.				
36	Mug	24	Nos.				
37	Mop cloth	300	Nos.				
38	Naphthalene Balls white	50	Kgs				
39	Odomos	50	Nos.				
40	Odonil Big 75g	300	Nos.				
41	Orange dusting cloth	75	Nos.				
42	Phenyl	1000	litrs				
43	Pine Oil	500	Ltrs.				
44	Pad Lock (Small)	30	Nos.				
45	Pad Lock (Large)	36	Nos.				
46	Plastic Mug	50	Nos.				
47	Plastic Bucket (small)	60	Nos.				
48	Plastic bucket (large)	30	Nos.				
49	Plastic Food Tray	30	Nos.				
50	Room Freshener 300 ML	125	Nos.				
51	Rat Killer 100gm pack	100	Nos.				
52	Rin Soap (250gm)	100	Nos.				
53	Soap Oil	300	Ltrs.				
54	Scrubbing pads Nylon (Green)	150	Nos.				
55	Sabina Powder 1kg pack	100	Nos.				
56	Steel water bowl	5	Nos.				
57	Toilet Cleaning Brush – L Shape	250	Nos.				
58	Toilet Cleaning Brush (Round Shape)	100	Nos.				
59	Tissue Paper 30cmx30cm (Roll)	50	Pkt.				
60	Torch Light	20	Nos.				
61	Turmeric Powder	10	kgs				
62	Urinal Cake Colour	450	PKT				
63	Urinal Spril Pad / Screen Mat	100	Nos.				
64	Vim Bar (250gm)	120	Nos.				
65	Washing Powder 1 Kg.	15	KG.				
66	White Cloth (Waste Cloth)	200	Kgs.				
67	Wiper	50	Nos.				
68	Working Towel Small 40cmx40cm	100	Nos.				
69	Yellow Cloth Thick	200	Nos.				

Signature of the Bidder/Tenderer with seal

CHECK LIST

The following documents must be attached in following serial order only.

Sl. No.	Particulars	Yes/ No
01.	Receipt of Tender Fee payment for Rs. 1770/- (Rupees One Thousand Seven hundred and Seventy only Inclusive of GST @ 18%) to be attached. (Non-Refundable).	
02	Receipt for EMD payment of Rs. 7,500/- (Rupees Seven thousand five hundred Only) to be attached.	
03.	Photocopy of valid NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be attached in case of claiming EMD exemption.	
04.	Firm / Company Registration certificate (Copy to be attached)	
05.	Certificate by the bidder to be attached stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.	
06.	Certificate by the bidder to be attached that they have read and understand all the term and conditions mentioned in the tender document.	
07.	Copy of appropriate PAN Card	
08.	Copy of GST Registration certificate	
09.	Experience of at least 3 years in supplying of housekeeping materials to govt. / educational institution / autonomous bodies. Copy of award of contract must be attached as proof.	
10.	Undertaking regarding rates will be firm during one year contract period.	
11.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last financial year.	
12.	Certified copies of audited balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last years, ending 31st March 2022 should be at least 5 Lakhs. (Attach Proof)	

Signature of the Bidder/Tenderer with seal