



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur,
P.S- Tekari, District- Gaya (Bihar) PIN- 824 236

Subject: Supply of Cleaning Items

Central University of South Bihar Gaya invites proposals for Gaya Campus for **Supply of Cleaning Items** as per details mentioned below **(Annexure-A)** from the reputed shops/ establishments. You are requested to kindly send the quotations/ proposals latest by **25/07/2024 till 4:00 PM** to the below mentioned address **by registered post / speed post /in drop box (Tender Box):**

To,
The Registrar (Tender Document)
Central University of South Bihar
SH-7, Gaya- Panchanpur Road,
Village- Karhara, Post- Fatehpur,
P.S- Tekari, District- Gaya (Bihar)
PIN- 824 236

Email- registrar@cub.ac.in

Website- www.cusb.ac.in

Contact – 0631-2229519

CPP Portal web site:

www.eprocure.gov.in/epublish/app/epublish/app



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P.S- Tekari, District- Gaya (Bihar) PIN- 824 236

Index for Tender Form

Sl. No.	Details	:	Deadline
1.	Tender Notice No.	:	CUSB/PSD/ADMIN/CLEANING ITEM/T/08/2024-25 Date: 04/07/2024
2.	Name of work	:	Supply of Cleaning Items
3.	Tender Fee	:	Rs. 500/- in shape of DD
4.	Earnest Money Deposit	:	Rs. 25,000/- in shape of DD in favour of Central University of South Bihar payable at GAYA.
5.	Start of submission of Bids	:	04/07/2024
6.	Last date and time for receipt of Bids	:	25/07/2024 by 4:00 PM
7.	Place of opening of Bids	:	CUSB Panchanpur, Gaya

Note: Prospective bidder may visit the site to understand the location, nature of items before submission of bid.

Tender documents will be on **single-bid system** and must be accompanied by the Bid Security Fee/Earnest Money Deposit (Refundable). The Earnest Money Deposit is to be paid in the form of Bank Draft in favour of the 'Central University of South Bihar' payable at Gaya.

Price Bid: The bidder has to quote the rate in '**Financial Bid Proforma**' as per the item list given in **Annexure-A** in a separate sealed envelope stating '*Financial Bid Document*' along with *Tender Number kept in Main Envelope*. The rate quoted should be inclusive of all taxes, freight charges etc. in figure as well as in words for total amount. The University reserves the right to cancel the tender, if any false information is furnished.



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Notice Inviting Tender (NIT)

Sl. No	Description of Goods	Estimated Cost (Rs.)	Earnest Money to be Deposited	Last date & time of submission of Tender document	Time & date of opening of Tender	Time allowed for completion of delivery and installation
1.	Supply of Cleaning Items at Central University of South Bihar, Gaya.	10 Lakh	Rs. 25,000/-	25/07/2024 by 4:00 PM	Shall be intimated on University website.	30 days after issue of Purchase Order/Work Order

Terms & Conditions

1. Bid/ Quotation will be sent by courier/ registered post/ speed post/ by hand (to be submitted in Tender Box) and will not be accepted after last date of submission.
2. The relevant papers in regards to eligibility criteria along with Tender Fee/EMD should be in sealed envelope. Bidders should clearly mention NIT reference on envelop **CUSB/PSD/CLEANING ITEM/T/08/2024-25, Date: 04/07/2024**. EMD in shape of Demand Draft of **Rs. 25000/-** should be in favour of "Central University of South Bihar" Payable at Gaya.
3. The rate offered should be quoted **F.O.R CUSB Gaya Campus**.
4. In case of Ex-Godown terms, the amount of packaging, forwarding, freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax and other statutory levels must be mentioned.
Quoted amount should be inclusive of all and no extra charges shall be paid over that if once order is placed.
5. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted.
6. Quotation should have validity of at least 90 days from the date of opening.
7. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.



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8. **Cleaning Items supplied should not be obsolete /used/old stock but should be of requisite brand with standard expiry but not less than one year.**
9. Delivery period for supply of material within **04 weeks**, F.O.R. CUSB Gaya from the date of issuance of Purchase Order.
10. The penalty @ 1% per week subject to a maximum of 10% of the delayed delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
11. Our standard payment terms & condition is 100% against delivery and successful satisfactory report by concerned section/ department.
12. Unless otherwise stated delivery of goods at **CUSB Gaya Campus** as per conditions as specified in Purchase Order.
13. Copies of GST registration certificate of the firm, with the TIN number clearly indicated therein will have to accompany the quotation to be submitted.
14. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers and envelops submitted.
15. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
16. The quotations are liable to be rejected if the fore going conditions are not complied with.
17. Printed conditions of the firm, if any, will not be binding on us.
18. Late and delayed tender will not be considered.
19. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Gaya, India only.
20. CUSB reserves the right to cancel the tender at any stage.
21. Compliance sheet about the specification asked must be enclosed with the proposal.
22. The bidders to submit the signed copy of tender document with the proposal.
23. EMD of unsuccessful bidders shall be refunded once order is placed but the same of Successful bidder shall be refunded after completion of one year period.



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CHECKLIST

We hereby declare that the following requirements have been fulfilled by us –

Sl. No.	Particulars	Yes/No
1	Tender Fee Rs. 500/- in form of Demand Draft in favour of “Central University of South Bihar”, Payable at Gaya.	
2	Earnest Money Deposit (EMD) of Rs. 25000/- in form of Demand Draft in favour of “Central University of South Bihar”, Payable at Gaya.	
3	Copy of PAN Card	
4	Copy of GST No.	
5	Copy of ITR of the last three years.	
6	Documentary evidence for the turnover of last financial year.	
7	Experience certificate of job in related areas. At least 02 copy of Purchase Order of related work experience be attached with the tender document.	
8	Income Tax Return copy of last 02 years	
9	Audited Balance Sheet of last 02 years, if applicable	
10	Duly filled in ‘PRICE BID PROFORMA’ in separate envelope kept in Main Envelope	
11	<i>Certificate related to “at least one year of Expiry of supplied Cleaning Items”.</i>	
12	<i>Non-Blacklisting Certificate</i>	
13	Every page of the tender documents and the enclosed copies of the certificates must be signed with seal.	



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TECHNICAL BID PROFORMA

NIT No. :	CUSB/PSD/ADMIN/CLEANING ITEM/T/08/2024-25, Date: 04/07/2024		
Sub.: Supply of Cleaning Items			
1.	Name of the Organization/Firm		
2.	Head Office / Registered Office		
	Telephone No/mobile No.		
	Fax No.		
	Email		
	Web site (if any)		
	Date of Establishment		
	Branch Office in Gaya , if any		
	(Provide Complete Address)		
	Telephone No.		
	Fax No./Email		
3.	Name of Chief Executive/ Proprietor / Partners with Designation		
	Telephone No./Mobile No.		
	Fax No./ Email		
4.	Name of Contact Person		
	Telephone No./Mobile No		
	Fax No./Email		
5.	Type of Organization	Certified Documents to be enclosed	
a.	Proprietary		Trade License
b.	Partnership		Partnership Deed, Trade License
c.	Private Limited Company		Memorandum of Article
d.	Public Limited Company		Certificate of Registration
e.	Public Sector		Trade License



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6. Nature of Business (tick the relevant)					
Manufacturing		Service		Dealership	
Stockiest		Indian Agent		Indian Branch Office	
Others Pl. Specify					
7. Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated					
Scientific Equipment		Electronics		Lab Consumables & Chemicals	
Electrical Items		Computer Peripherals		Computers	
Laboratory Equipments		Office Automation Product		Electrical Works	
Sport Materials		Water Coolers		Air-conditioners	
AV Equipments		Boards		Other, please specify.....	
Audited Annual Turnover during last 3 years (Rs. In Lakhs) (enclose Chartered Accountant's certification & Income Tax Return Copy)					
Year		Rupees (in Lakhs)		Annexure (Number)	
2022-23					
2021-22					
2020-21					
8. Commercial Information (enclose Attested Copy wherever Applicable)					
S. No.	Information		Details		Annexure (Number)
a.	GST Registration Number				
b.	Excise Registration Number Trade / Factory License Number				
c.	PAN No.				
d.	Details of Registration Certificate with DGS&D/NCCF				
e.	SSI/NSIC/MSME Certificate				
f.	Current dealership agreement with Principal Letter No. / Date / Valid upto				
g.	Relevant IISI/ SO Certificate, if any				



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h.	<u>Bank Details :</u> Account No.					
i.	Name of Bank & Branch					
j.	IFSC Code					
k.	Details of Tender Fee	Amount:	DD No. & Date	Name of the issuing Bank & Branch		
l.	Details of EMD	Amount:	DD No. & Date	Name of the issuing Bank & Branch		
m.	Details of Previous Supply in Govt. Organisations/ Govt. Educational Institutions	Name of the organization	Item Supplied / Qty.	Total Value (Rs in lakhs)		
9.	MSME Entrepreneur	Comment				
9.1.	Is the bidder MSME Entrepreneur	Y/N				
9.2.	If yes, the category (GEN/OBC/SC/ST/Women)	GEN	OBC	SC	ST	WOMEN
I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited.						
Signature of authorized representative:						
Date:.....						
10.	Note					
10.1.	Separate information sheet may be provided for item (s) in case space provided is not adequate.					
10.2.	Affidavit in the enclosed format on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.					

Sd/-

Registrar



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VENDOR DETAILS FORM

1.	Do you have a PFMS Unique ID (please tick)	NO	YES	UID No.-
2.	Name of the Firm			
3.	Address with City Name & Pin Code			
4.	Contact No.			
5.	Email ID			
6.	GST No. (Yes / No)	GST No. - If YES, a copy of GST CERTIFICATE must be attached. If NO, duly signed/sealed attached DECLARATION OF GST NON-ENROLMENT must be submitted.		
7.	PAN No.			
8.	TIN No.			
9.	ADHAR No.			
10.	Name of the Contact Person With Mobile No. & E-mail ID	Name : Mobile : E-mail ID :		
11.	Bank Account Details			
	Beneficiary Name			
	Bank Name & Branch			
	Bank Account Number			
	IFSC Code			
	MICR Code			
	Type of Bank Account	Saving Account	Current Account	Cash Credit
	Telephone no. and E-mail of Bank Branch	Telephone		
		Email ID		
12.	Vendor Type (please tick)	Manufacturer	Distributor	Reseller
		Service Provider	Stockiest	Indian Agency

Signature of Vendor with Seal

Name: _____

Date: _____

FOR OFFICE USE ONLY

Finance & Accounts Section

10.	FINANCIAL CONCURRENCE GIVEN	NO	YES	For Rs.:
11.	BUDGET CATEGORY	RECURRING	NON-RECURRING	PROJECT
12.	BUDGET HEAD (specify SUB-HEAD of expenditure)			
13.	CUSB BANK ACCOUNT DETAILS IN RESPECT TO POINT-11 & 12 FOR "RECEIPT" OF ONLINE EMD / SD (if any)	Bank Name :		
		Branch :		
		Account No. :		
		IFSC :		

Finance Officer

To : Purchase Section



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DECLARATION OF GST NON-ENROLMENT

DECLARATION OF GST NON-ENROLMENT

Dear Sir/Madam,

Sub: Declaration of non-requirement of registration under the
Central/State/UT/Integrated Goods and Services Tax Act, 2017

I/We.....(Name of the service provider/business entity), do hereby
declare that I/we am/are not registered under the Goods and Services
Tax Act, 2017 as (select and fill below for the relevant reason)

-I/We deal in/supply the category of goods or services
.....(Describe the nature of the services/goods) which are
exempted under the Goods and Service Tax Act, 2017.

-I/We have the annual aggregate turnover below the taxable limit
as specified under the Goods and Services Tax Act, 2017.

-I/We are yet to register ourselves under the Goods and Services
Tax Act, 2017.

I/We hereby also confirm that if anytime during any financial year
I/we decide or require or become liable to register under the GST,
I/we undertake to provide all the requisite documents and
information.

I/We request you to consider this communication as a declaration for
not requiring to be registered under the Goods and Service Tax Act,
2017.

I/We hereby also confirm that(Name of the service
recipient) shall not be liable for any loss accrued to me/us, due to
any registration default with the GST.

Signature of Authorised Signatory:

Name of the Authorised Signatory:

Name of Business:

Date:

Stamp/Seal of the business entity:



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UNDERTAKING BY THE TENDERER(S)

(On letterhead)

NAME OF WORK:

Tender Notice No. :

We confirm that we have quoted the rates in the tender considering Inter-alia the

1. Tender Document(s) including all Annexures, Technical Specification, Scope of Vendor, Special Condition of Contract & Purchase Rules and Procedure of University.
2. Additional Document(s) (if any)
3. BOQ Document (Price Bid Format)
4. Corrigendum (if any)
5. Pre Bid Meeting Minutes (if any)

We _____ (Name of the Tenderer) hereby certify that we have fully read and thoroughly understood the tender requirements and accept all terms and conditions of the tender including all corrigendum/addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/addendum, if any and minutes of the pre-bid meeting. In the event our offer is found acceptable and contract is awarded to us, the complete tender document shall be considered for constitution of Contract Agreement.

SIGNED FOR AND ON BEHALF OF TENDERER(S)

Name of Tenderer(s)

Date : __/__/____

Place :

Seal & Signature of Tenderer

NOTE: This declaration should be signed by the Tenderer's authorized representative on COMPANY LETTERHEAD who is signing the Bid and same to be submitted with Tender.



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Annexure-‘A’

(LIST OF CLEANING ITEMS)

Sr. No.	Items Name	Item Details	Brand/ Specification	Unit	Total Qty.
1	Acid (ISI Mark)	5 Ltr tin or similar	ISI Mark	Cane	140
2	Air Freshener	72 GM	ODONIL	Nos.	385
3	Bleaching Powder 25 Kg	25 Kg	Superior quality	pkt	39
4	Brasso (ISI Mark)	500 ml cane	ISI Mark	Nos.	15
5	Broom (Bans) Compound with Rod	-	Superior quality	Nos.	36
6	Broom hard Naryal Broom tilli	-	Superior quality	kg	78
7	Broom soft/Phool Jhadu	500 Gm (Heavy)	Superior quality	Nos.	100
8	Brush Hand Scrubbing	-	Superior quality	Nos.	106
9	Buckets 20 Liters	Transparent	Cello/ Milton	Nos.	80
10	Cleaning powder	1KG Pkt.	VIM/Nip	PKT	63
11	Cleanzo Liquid (ISI Mark)	5 Lts.	Diversy	Cane	29
12	Colin Spray (Glass cleaner)	5 Ltr tin or similar	Superior quality	Cane	25
13	Detergent Powder	Surf 500 gm Pkt	Wheel/Ghari	Pkt	72
14	Disinfectant Mat for Urinal	-	Superior quality	Nos.	165
15	Dust Pan	Plastic	Gala	Nos.	44
16	Dustbin with Cover	Plastic (20 Ltr)	Cello/ Nilkaml	Nos.	47
17	Dustbin without Cover	Plastic (20 Ltr)	Cello/ Nilkaml	Nos.	42
18	Dustbin-Cello (20 Lit Cap) with pedal	Plastic (20 Ltr)	Cello/ Nilkaml	Nos.	51
19	Duster Floor	36" X36"	Superior quality	Nos.	118
20	Duster White- Thick (Blue Border)	36" X36"	Superior quality	Nos.	254
21	Duster yellow	24" X 26"	Superior quality	Nos.	150
22	EZE Clean Plus (Mop)	75 cm	UNI-R-Tech	Nos.	46
23	EZE Squeegee 75 cm Wiper	75 cm	UNI-R-Tech	Nos.	32
24	Floor Cleaning liquid	5 Ltr tin or similar	Diversy/ Taski	Cane	25
25	Floor Disinfectant (Black Concentrate)	5 Ltr tin or similar	Diversy/ Taski	Cane	32
26	Garbage bag Black (Biowaste 55 Micron)	36x28	Superior quality	pkt	42
27	Garbage bag small (Biowaste 55 Micron)	19x21	Superior quality	pkt	12
28	Glass Squeeze	12" with Rod	Superior quality	Nos.	46
29	Glass Squeeze Rubber 1 Mtr	1 Meter	Superior quality	Nos.	16



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Sr. No.	Items Name	Item Details	Brand/ Specification	Unit	Total Qty.
30	Gloves hand (Rubber)	Rubber	Nova/Flocline	Pair	88
31	Handle Brush Scotch Bright Handle	-	Scotch Brite	Nos.	63
32	Harpic (Toilet Cleaner)	500ml bottle	Reckitt Benckiser India Ltd.	Per bottle	812
33	Hit Black Big	625ml	Superior quality	Nos.	72
34	Hockey Brush	-	Deepak	Nos.	85
35	Insert Plus Blue 75 cm	75 cm	Roots	Nos.	101
36	Kitchen Wiper	-	Superior quality	Nos.	38
37	Liquid Soap	5 ltr cane	Diversy	Cane	16
38	Lizal	500 ml	Reckitt Benckiser India Ltd.	Nos.	52
39	Mug (Plastic)	1 ltr.	Make Milton/ Cello	Nos.	172
40	Napkin Paper 100 Pulls	100 pulls	Superior quality	Pkt	67
41	Naphthalene Balls	-	Bengal Tiger	kg	47
42	Phenyl-5 Ltr	05 ltr	Superior quality	Cane	772
43	Room Freshener (150-250bm cane/bottle)	(150-250 bm cane/bottle)	Ambi Pure/ Premium	Nos.	82
44	Scotch Brite 10 cm x 15 cm	10 cm x 15 cm	Scotch Brite	Nos.	101
45	Small Dustbin	07ltr	Cello/Miolton/Deepak	Nos.	60
46	Soap Cake Mini size	-	Lifebouy/Lux/Nirma/Detol	Nos.	1404
47	Spray Bottle	500 Ml.	Superior quality	Nos.	42
48	Stain remover Foam/Tiles cleaner	5 Ltr tin or similar	Diversy/Taski	Cane	46
49	Urinal Cubes	90 gm	Odur Fresdh/ Glamic	Pkt	109



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FINANCIAL BID PROFORMA

TENDER NOTICE NO.: CUSB/PSD/CLEANING ITEM/T/08/2024-25, Date: 04/07/2024

SUB.: Supply of Cleaning Items.

Name of the Bidder: _____

Sr. No.	Items Name	Item Details	Brand/ Specification	Unit	Requirement number of cleaning items	Unit Rate (Rs.)	GST @	Total Amount inclusive of GST (Rs.)
1	Acid (ISI Mark)	5 Ltr tin or similar	ISI Mark	Cane	140			
2	Air Freshener	72 GM	ODONIL	Nos.	385			
3	Bleaching Powder 25 Kg	25 Kg	Superior quality	pkt	39			
4	Brasso (ISI Mark)	500 ml cane	Superior quality	Nos.	15			
5	Broom (Bans) Compound with Rod	-	Superior quality	Nos.	36			
6	Broom hard Naryal Broom tilli	-	Superior quality	kg	78			
7	Broom soft/Phool Jhadu	500 Gm (Heavy)	Superior quality	Nos.	100			
8	Brush Hand Scrubbing	-	Superior quality	Nos.	106			
9	Buckets 20 Liters	Transparent	Cello/ Milton	Nos.	80			
10	Cleaning powder	1KG Pkt.	VIM/Nip	PKT	63			
11	Cleanzo Liquid (ISI Mark)	5 Lts.	Diversy	Cane	29			
12	Colin Spray (Glass cleaner)	5 Ltr tin or similar	Superior quality	Cane	25			
13	Detergent Powder	Surf 500 gm Pkt	Wheel/Ghari	Pkt	72			
14	Disinfectant Mat for Urinal	-	Superior quality	Nos.	165			
15	Dust Pan	Plastic	Gala	Nos.	44			
16	Dustbin with Cover	Plastic (20 Ltr)	Cello/ Nilkaml	Nos.	47			
17	Dustbin without Cover	Plastic (20 Ltr)	Cello/ Nilkaml	Nos.	42			
18	Dustbin-Cello (20 Lit Cap) with pedal	Plastic (20 Ltr)	Cello/ Nilkaml	Nos.	51			
19	Duster Floor	36" X36"	Superior quality	Nos.	118			
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Sr. No.	Items Name	Item Details	Brand/ Specification	Unit	Requirement number of cleaning items	Unit Rate (Rs.)	GST @	Total Amount inclusive of GST (Rs.)
21	Duster yellow	24" X 26"	Superior quality	Nos.	150			
22	EZE Clean Plus (Mop)	75 cm	UNI-R-Tech	Nos.	46			
23	EZE Squeegee 75 cm Wiper	75 cm	UNI-R-Tech	Nos.	32			
24	Floor Cleaning liquid	5 Ltr tin or similar	Diversy/ Taski	Cane	25			
25	Floor Disinfectant (Black Concentrate)	5 Ltr tin or similar	Diversy/ Taski	Cane	32			
26	Garbage bag Black (Biowaste 55 Micron)	36x28	Superior quality	pkt	42			
27	Garbage bag small (Biowaste 55 Micron)	19x21	Superior quality	pkt	12			
28	Glass Squeeze	12" with Rod	Superior quality	Nos.	46			
29	Glass Squeeze Rubber 1 Mtr	1 Mtr	Superior quality	Nos.	16			
30	Gloves hand (Rubber)	Rubber	Nova/Flocline	Pair	88			
31	Handle Brush Scotch Bright Handle	-	Scotch Brite	Nos.	63			
32	Harpic (Toilet Cleaner)	500ml bottle	Reckitt Benckiser India Ltd.	Per bottle	812			
33	Hit Black Big	625ml	Superior quality	Nos.	72			
34	Hockey Brush	-	Deepak	Nos.	85			
35	Insert Plus Blue 75 cm	75 cm	Roots	Nos.	101			
36	Kitchen Wiper	-	Superior quality	Nos.	38			
37	Liquid Soap	5 ltr cane	Diversy	Cane	16			
38	Lizal	500 ml	Reckitt Benckiser India Ltd.	Nos.	52			
39	Mug (Plastic)	1 ltr.	Make Milton/ Cello	Nos.	172			
40	Napkin Paper 100 Pulls	100 Pulls	Superior quality	Pkt	67			
41	Naphthalene Balls	-	Bengal Tiger	kg	47			



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Sr. No.	Items Name	Item Details	Brand/ Specification	Unit	Requirement number of cleaning items	Unit Rate (Rs.)	GST @	Total Amount inclusive of GST (Rs.)
42	Phenyl-5 Ltr	05 ltr	Superior quality	Cane	772			
43	Room Freshener (150-250bm cane/bottle)	(150-250bm cane/bottle)	Amb Pure/ Premium	Nos.	82			
44	Scotch Brite 10 cm x 15 cm	10 cm x 15 cm	Scotch Brite	Nos.	101			
45	Small Dustbin	07ltr	Cello/Miolton/De epak	Nos.	60			
46	Soap Cake Mini size	-	Lifebouy/Lux/Nirma/Detol	Nos.	1404			
47	Spray Bottle	500 ML.	Superior quality	Nos.	42			
48	Stain remover Foam/Tiles cleaner	5 Ltr tin or similar	Diversy/Taski	Cane	46			
49	Urinal Cubes	90 gm	Odur Fresdh/ Glamic	Pkt	109			
Amount Total (Rs.)								
Basic Amount (Rs.)								
GST Amount (Rs.)								
Amount in words : Rupees								

Note: (i) Required Quantity mentioned in number of individual tablets or capsules or ampules only.

(ii) Above rates are inclusive of all and no other charges shall be paid extra.

(iii) No overwriting or use of whitener is permitted. If done it will be summarily rejected.

Date:

Signature _____

Name: _____

Designation & seal