

Letter No / Ref No / 2021 / 0523 / 27688

Dated = 27/8/21

### Notice Inviting Quotation

The Haryana Pond and Waste Water Management Authority (HPWWMA) invites quotations for the supply of House Keeping items from the open market firms/ suppliers/ agencies. The description of items, fee details and other terms and conditions can be viewed/ downloaded from our website [www.hpwwma.org.in](http://www.hpwwma.org.in) interested parties dealing in this field may send their sealed offers as super-scribed "HOUSE KEEPING ITEMS" addressed to the Member Secretary, HPWWMA, Bays No. 39 & 40, Block-B, Sector-4, Panchkula on or before 07/09/2021 up to 02:00 PM. The quotations will be opened on the same date at 03:30 pm.

Member Secretary,  
HPWWMA, Panchkula

**Haryana Pond and Waste Water Management Authority, Bays No. 39 &  
40, Sector-04 Panchkula**

**House keeping items for four months.**

S. No.	Name of Items	Make	Quantity	Rate (per unit) in figure with GST	Rate (per unit) in words with GST
1	Room Freshner	Odonil	10 no		
2	Vaiper	Local	4 no		
3	Duster (coller)	Local	10 no		
4	Harpice 500 ml	Harpice	6 no		
5	Pharnial	local	8 no		
6	Reg Harpice 500 ml	Harpice	5 no		
7	Scot Beight	scot beight	5 no.		
8	Vim Bar (Liquid 500 ml)	vim	8 no		
9	Hand wash	lifeboy	10 no		
10	Colin 500 ml	colin	6 no		
11	Lozol I LETTER	lizol	3 no		
12	Broom	local	4 no		
13	Scot Beight Pochha	scot beight	5 no.		
14	Door Met (Carpet)	local	4 no		
15	Dustbin Small	polyset	3 no		

Signature of Bidder

Name of Bidder

Address:

Mobile No.

**Terms and Conditions:**

1. The invitation is open to all manufacture, their authorized suppliers and general order suppliers, who are having at least 03 years of experience in supply of Housekeeping items to the Govt. offices or Govt. Undertakings/Organizations etc.
2. Rates mentioned in the quotation, if accepted, shall remain the same during the currency of rate contract for a period of four months and no requests for any increase in the rates will be entertained during the contract period, No advance payment will be made.
3. The HPWWMA will not accept any duplicate/ substandard items. If the supplier is not able to supply the items as per make/ sample, action may be taken against the firm i.e. imposition of penalty, cancellation of contract or forfeiture of EMD/ Performance Security including that of blacklisting of the firm.
4. The firm should be in a position to supply Housekeeping items even at a short notice of one day and on holidays/ Saturday/ Sunday also.
5. If the supplied items are found defective, the same should be replaced within a period of 2 days.
6. All items are required to be supplied in the office of HPWWMA, Sector-4, Panchkula. The suppliers will be responsible for delivery of goods in good condition at their own risks cost. No cartage charges for supply of items will be paid by the HPWWMA.
7. The firm should be registered with the Government for the purpose of VAT/ Sales Tax etc. and the certified copies should be attached with the bid documents.
8. Rates should be quoted in the prescribed Pro-forma as **Annexure-I**. The rates should be inclusive of all taxes & nothing extra will be paid.
9. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents after giving required notice. The decision of competent authority in this regard will be final and binding.
10. Duly constituted committee shall open and evaluate the bids and accordingly accept the bid(s) on the basis of lowest quote and quality of sample of non-branded items.
11. The validity of the contract will be initially for a period of 04 months. After expiry of the contact, HPWWMA may extend the contract for another period not exceeding 7 months on the same rates, terms and conditions.



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Annexure-III

Sr. No.	Particulars	To be filled by the Contractor.s
1	(a) Name of Firm/ Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email address	
	(g) Name of business partner, if any	
2	PAN Number (copies to enclosed)	
3	GST/VAT Registration Certificate (copies to enclosed along with TIN Numbers)	
4	Service Tax Registration No. (copies to enclosed)	
5	Details of EMD i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
6	Whether terms and conditions are acceptable or not?	
7	Whether the firm is blacklisted by any	

**DECLARATION**

Date: .....

To,

The Member Secretary,  
The Haryana Pond and Waste Water Management Authority,  
Sector-4, Panchkula

Dear Sir,

I/ We ..... hereby confirm that our firm has not been banned or blacklisted by any government organization/Financial Institution/Court /Public Sector Unit /Central Government and no Police/Vigilance enquiry/criminal case is pending against us.

.....

Signature of Authorized Person

Date:

Name: .....

Place: .....

Designation: .....

Seal:.....