

Tender Document

For

“Supply of Cleaning Items and Consumables”

Tender no. 01/HIGH COURT/2024/Protocol

HIGH COURT of Judicature at Allahabad
Civil Lines, Prayagraj- 211017
Ph.:2422335-37, Fax: 0532-2420152
www.allahabadhighcourt.in

Tender Notice

Supply of Cleaning Items and Consumables

Sealed Tenders are invited from reputed and eligible firms for Supply of Cleaning Items and Consumables for Allahabad High Court, as per the specifications and terms and conditions mentioned in the tender document which can be downloaded from the official website of the High Court at <http://www.allahabadhighcourt.in> . For more information, please visit the website of the Allahabad High Court.

Interested and eligible Bidders may submit their Bid either personally or by post (registered or speed post)/courier to the Registrar General, Allahabad High Court, Allahabad, U.P. - 211017, so as to reach the Allahabad High Court on or before **16.08.2024 by 1.00 p.m.**

The High Court reserves the right to reject any or all the Bids without assigning any reason thereof.

Sd/-

Registrar General

Invitation for Bids

Sealed bids are invited, in two bids format, from reputed and eligible bidders for Supply of Cleaning Items and Consumables for Allahabad High Court.

S. No	Item	Description
1	Scope of Work	Supply of Cleaning Items and Consumables as per the details mentioned at Annexure-2.
2	Cost of Tender Document	Rs 500/- (non-refundable) payable by Demand Draft of any scheduled Bank in favour of Registrar General, High Court Allahabad, payable at Prayagraj.
3	Availability of Tender Document	Tender documents can be downloaded from the Official web site of High Court of Judicature at Allahabad (www.allahabadhighcourt.in)
4	Last date of submission of Bid	16.08.2024, 1.00 pm
5	Date of opening of Technical Bid	16.08.2024, 4.00 pm
7	Date of opening of Financial Bid	16.08.2024, 4.30 pm
8	Earnest Money Deposit	Rs 5,000/- as Demand Draft of any scheduled Bank in favour of Registrar General, High Court Allahabad, payable at Prayagraj.
9	Performance Security	5% of the total Work order value in the form of Performance Bank Guarantee on the format attached as Annexure-5
10	Place of opening of Tender	Office of Registrar Protocol, Allahabad High Court
11	Address for communication	Registrar General, High Court of Judicature at Allahabad Civil Lines, Prayagraj- 211017

Note

*Any future Corrigenda/ addendum shall be posted only on the official website of Allahabad High Court www.allahabadhighcourt.in . Tenderers are advised to visit the website regularly during this period. In case of any query please write to (Mr. Ashish Srivastava) Registrar Protocol, High Court of Judicature at Allahabad Civil Lines, Prayagraj- 211017 or call him on 9415218422.

S/d
Registrar General,
HIGH COURT of Judicature at
Allahabad

General Terms & Conditions

1. **Eligibility Criteria:** Bidder must have the following to be eligible to qualify in the tender:
 - a) The Bidder/Tenderer should be an Indian registered company /sole proprietorship firm engaged in supplying the consumables for cleaning purposes in bulk to Govt. Departments/PSUs/Hotels with minimum experience of 02 (Two) years.
 - b) Must not be black listed by any government entity;
 - c) Only those firms are eligible for submitting bids, who have an average annual business turnover of Rs. 10 lacs in consumables for the last two years.
 - d) Attach Certificate from Chartered Accountant verifying the turnover over last two financial years.**

NOTE:

- i. The work executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.
- ii. Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid.

Tenders/bids not meeting any of the above "Eligibility Criteria" shall be rejected.

2. **Cost of Tender Document:** Tenderers shall download tender document from the website of Allahabad High Court (www.allahabadhighcourt.in) and attach Demand Draft of Rs 500/- as tender fee (nonrefundable) in favour of Registrar General, High Court Allahabad, payable at Prayagraj. The demand draft of tender fee should be enclosed with the Tender document, while submitting the Bid.
3. **Earnest Money Deposit (EMD):** - Earnest money in the form of Demand Draft of Rs. 5,000/- (Five Thousand) is to be deposited in the favour of Registrar General, High Court Allahabad, payable at Prayagraj. The demand draft should be from any nationalized/scheduled bank. Tender documents without EMD are liable to be rejected.
4. Rates to be quoted in Indian Rupees and should be inclusive of all applicable taxes and charges.
5. **Sealing and Marking of Bids:** The bidders shall submit the technical bid (containing the D.D. of Tender fee, Earnest Money, copy of downloaded Tender documents signed in ink and stamped on every page as well as filled in Technical Bid Formats 1 & 2 and other supporting documents to substantiate their claim of eligibility) in one sealed envelope clearly marked as "**Technical Bid - 01/High Court/2024/Protocol**" with the name, address and telephone number of the bidder clearly marked on the envelope. The Financial bid in the prescribed format should also be provided in a separate sealed envelope clearly marked as "**Financial Bid - 01/High Court/2024/Protocol**" with the name, addresses and telephone number of the bidder clearly marked on the envelope. Both these envelopes should be placed & sealed in one main outer envelope super-scribed as "**Bid for Supply of Cleaning Items and Consumables, - 01/High Court/2024/Protocol**" with the name, address and telephone number of the bidder clearly marked on the envelope. Failure to comply with these instructions will amount to disqualification of the bid.
6. **Deadline for Submission of Bids:** Bids must reach Allahabad High Court at the address specified but not later than the time and date specified in the Tender notice.

7. **Bid Price:** Each bidder shall submit only one quotation. The prices should be quoted in Indian Rupees only. Prices should be on F.O.R basis for High Court. The bidders shall indicate on the prescribed financial Bid format, item-wise and final Bid Price of the items listed. Taxes/ incidental charge if any, payable by the Bidder for the supply of materials under this Tender shall be included in the final Bid price. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
8. Allahabad High Court reserves the right to accept or reject any or all the tenders at any stage without specifying any reason thereof.
9. The **validity of rates quoted** will be for a period of 90 days from the date of opening of Technical Bids.
10. **Attendance:** Prospective Bidder representatives shall sign a register evidencing their attendance, if they so choose to attend the bid opening.
11. **Preliminary Examination:** Before starting evaluation, the bids will be examined to determine whether they are complete in all respect, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. In case of computational error, the basic price quoted in words will prevail. If bid is determined as not substantially responsive, the High Court will reject it and the financial bids of only the substantially responsive bids will be considered.
12. The process of **evaluation of bid** is as follows:
 - a. The technical bid will be evaluated first to check if the tender fee and EMD for Bid Security is in order and as per requirement of the bid and whether the Bid qualifies Eligibility Criteria as specified. The scrutiny of technical proposals will be based on the Evaluation Criteria determined by the High Court.
 - b. The Financial bid of only those bidders will be opened whose technical bids are substantially responsive and approved by the High Court. In case, the financial bid is not opened on the day specified in the tender document, the High Court may decide to open the financial bid on subsequent dates. In such case, the date, time and place of opening of financial bid will be notified on the website or conveyed over the phone to the participating Bidders.
 - c. After scrutiny and after having examined the proposal as per the requirement of the High Court, the High Court may accept the bid price of the bidder whose bid is found to be the lowest in terms of cost or the one which is most technically viable or any other bid found suitable or reject any or all of the bids, without assigning any reasons thereof. The decision of the High Court in this regard shall be final and binding to the Bidders. High Court also reserves the right to negotiate.
13. **Service support requirement:**
 - a) Successful bidder will ensure that the deliverables are ready before the assigned date specified for delivery in the work order or any date communicated to the bidder well in advance keeping in view the convenience of the bidder. The bidder shall comply with the timelines.

Failure to comply with this condition may result in, but not limited to:

 - i. Forfeiture of EMD/ Performance Security
 - ii. Imposition of penalty at the rate of 2% of the work order value, per day or part thereof subject to a maximum of 10% of the Work Order value.
 - iii. The High Court shall be free to get the delivery from some other vendor and the actual amount paid to the that engaged vendor will be recovered from the bidder;
 - iv. The bidder will be blacklisted from participating in future tenders of Allahabad High Court.

- b) The deliverables will be examined by the nominated person for quality and quantity. In case the quality is not in compliance with the specifications, the bidder will be asked to replace the same. In case the Bidder fails to rectify the defect, the same will be procured from the market and the difference in cost will be recovered from the bidder.
14. **Forfeiture of EMD:** The EMD may be forfeited if the Bidder withdraws its bid, or in case of a successful Bidder, if the Bidder:
- a) Fails to accept the letter of Intent and submits performance security within 7 days of issue of letter of intent by Allahabad High Court
 - b) Fails to accept or fails to deliver as per the order.
15. **Issue of Letter of Intent:** The letter of Intent shall be issued to the selected bidder after the announcement of name of the successful bidder by the High Court. The issuance of letter of intent shall be construed as an acceptance of offer of the bidder by Allahabad High Court and shall form a part of legal and enforceable contract between the Allahabad High Court and the successful bidder.
16. **Payment condition:** Payment shall be considered due only after the satisfactory delivery of consumables. **No advance payment will be made.** The payment to the Successful Bidder will be done as per the actual consumables supplied and the rates agreed thereof.
17. **No interest on deposits:** No interest shall be payable on any kind of deposit retained by Allahabad High Court during the performance of the work under this tender or during the progression of tender process.
18. **Performance Security:** The successful bidder will be required to submit equivalence of 5% of the work order value as a guarantee for the satisfactory performance of the work under this tender. The performance security should be in the form of bank guarantee from any scheduled bank and as per the prescribed format provided in the tender document.
19. **Sub Letting:** The Successful Bidder cannot assign or transfer and sub-let its interest/ obligations under this tender without prior written permission of the Allahabad High Court.
20. **Termination of Contract for default:** The High Court, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Successful Bidder, terminate the work order associated with this tender in part or whole.
- a. If the Successful Bidder fails to deliver any or all the goods within the time period (s) specified in the work order, or any extension thereof granted by the High Court.
 - b. If the Successful Bidder fails to perform any other obligation(s) under this tender; and
 - c. If the Successful Bidder, in either of the above circumstances, does not remedy his failure within a period of 7 days (or such longer period as the High Court may authorize in writing) after receipt of the default notice from the High Court.

In the event, the High Court terminates the workorder in whole or in part pursuant to above para the High Court may procure, upon such terms and in such manner as it deems appropriate, similar to those undelivered and the Successful Bidder shall be liable to the High Court for any excess cost for such similar goods/works. However, the Successful Bidder shall continue the performance of the work to the extent not terminated.

21. **Governing law and dispute resolution:** The obligation under this tender shall be governed by and interpreted in accordance with the laws of India. All disputes or differences whatsoever arising between the Parties, out of or in relation to the meaning, scope or execution of work or failure to execute the same whether arising during the progress of the work or after the completion or

abandonment thereof or breach thereof, shall be settled amicably. If, however, the Parties are not able to resolve such dispute or difference amicably, the same shall be referred for Arbitration to a sole Arbitrator, the person appointed by Registrar General, High Court of Judicature at Allahabad. In case any party wants to take the dispute to a Court of Law after arbitration award as aforesaid, it is expressly agreed that only the Courts in Prayagraj shall have the Jurisdiction.

Signature of the Tenderer in ink
With stamp and date

Special Technical Conditions

1. The Specifications of the items offered by the tenderer must tally with the specifications mentioned in the tender document.
2. The applicable Taxes and other levies payable by the successful bidders shall be included in the Total Price. Nothing extra over and above the total price quoted by the bidder shall be payable to the bidder by Allahabad High Court.
3. All the materials should be delivered as brand new. No damaged/ loose packing would be accepted.
4. The order is to be supplied in parts as per the demand.
5. Supplies shall be accepted subject to the complete satisfaction of the High Court. Any defect found in the materials supplied will render the supplies open to rejection and decision of the High Court, shall be final and legally binding. The rejected supplies shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to High Court. Alternatively, the supplies may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.
6. The bidder firm must provide confirmation on the name of the authorized signatory and his attested signature on the letter head of the firm indicating that the power of attorney has been conferred upon such person to act on the behalf of the bidder in respect of this tender.

Signature of the Tenderer in ink

With stamp and date

Letter for Submission of Tender

To

Registrar General,
High Court of Judicature at Allahabad,
Prayagraj (U P)

Subject: Tender for Supply of Cleaning Items and Consumables (Tender No. 01/HIGH COURT/2024/Protocol).

Dear Sir,

Having examined the tender document and having understood the provisions and requirements relating to the tender, we hereby submit our offer and confirm our acceptance to execute the order within due time period, at the rates quoted by us in the accompanying Financial Bid. If, after our offer is accepted, we fail to execute or complete the work as described in the Tender we agree that, ALLAHABAD HIGH COURT shall have full authority to forfeit the earnest money/ security deposit and cancel our order with no obligation on their part.

We confirm having deposited earnest money of Rs 5,000/- (Rupees Five thousand Only) by Demand Draft No..... dated drawn onBank Branch attached here to, and the information required, as per annexures attached.

I/we further confirm that –

- i. The general terms and conditions and special technical conditions of the Tender documents have been fully examined and full cognizance taken thereof in arriving at the price/ tendered sums contained therein in my/ our tender.
- ii. I/ We confirm that we satisfy the qualifying criteria as prescribed in the Tender document and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- iii. I/we have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- iv. The quoted rates shall be valid for not less than 90 days from the date of opening of technical bid of this tender.
- v. I/we further confirm that all the pages of the Tender documents have been read, understood and signed, stamped and there is no deviation/discrepancy.
- vi. I /We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the Tender document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of award of Work Order as per the requirements of ALLAHABAD HIGH COURT without any escalation in rate.
- vii. I /We hereby declare that in case the work order is awarded to us, we shall submit the Performance Guarantee as required in the prescribed format (the format of Performance Bank Guarantee is provided in the tender document).
- viii. I /We hereby declare that in case the work order is awarded to us, we agree with payment terms specified in the tender documents.
- ix. It is being certified that all the information provided in the tender form are true and correct to the best of my /our knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage.
- x. I /We assure the Allahabad High Court that I / We will NOT be outsourcing any work specified in the tender document, to any other firm without the written permission of the Allahabad High Court.

- xi. I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., for providing the requisite services.
- xii. I/We hereby declare that this tender, on acceptance communicated by you, shall constitute a valid and binding contract between us.
- xiii. I/We hereby declare that my/our firm has never been blacklisted by any Government entity/Public sector undertaking or any other private entity for non-completion of work or for non-performance.

Signature of the Tenderer

With stamp and date

TECHNICAL BID/CHECKLIST

01/High Court/2024/Protocol

A). GENERAL INFORMATION (Part of the Technical Bid)

S. No	Item	Description (to be filled in by the Tenderer)
1	Tender fee Details Instrument No: and date: Amount in Rs. Name of the Bank and Branch:	
2	EMD Details Instrument No: and date: Amount in Rs. Name of the Bank and Branch:	
3	Name and Address of the Tenderer	
4	Fax	
5	e-Mail	
6	Mobile	
7	Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc.	
8	Name of Authorised signatory/ contact person and Telephone No.	
9	Year of Establishment	
10	GST Number/ PAN Number:	
11	Yearly Turnover of the last 2 financial years (Rs)	
	2023-2024	
	2022-2023	
12	CA certificate certifying the turnover	
13	Name and Address of the Banker	
14	Any other information/document: please specify	

Note: Pl. attach copies of the relevant documents/certificates. Separate sheets may be attached wherever necessary.

Note:

1. Bidder/Tenderer to ensure that all
 - ❖ Pages in the tender document have been signed and stamped by the authorized person
 - ❖ Pages have been numbered
 - ❖ Documents are legible (clearly readable)

Signature of the Tenderer in ink

With stamp and date

BILL OF QUANTITY**For Supply of Cleaning Items and Consumables**

S. No.	Name of the Item in demand	Estimated Quantity required in a Year	Specification of Products
1.	Black Phenyl (5Ltr pack)	120 pcs.	Brand: Diamond Manufacturer: Sunrise Chemical Industries, Kanpur Colour of solution: Black Packaging: 5 Litre plastic container
2.	White Phenyl 5Ltr pack	300 pcs.	Brand: Diamond (Sunshine) Manufacturer: Sunrise Chemical Industries, Kanpur Colour of solution: White Packaging: 5 Litre plastic container
3.	Harpic FlushMatic In-cistern Toilet Cleaner	2100 pcs.	Brand: Harpic Weight of single cube (gm): 50 grams Shape of cube: Cubical Colour of cube: Blue Fragrance: Aquamarine
4.	Odonil Air Freshener	2100 pcs.	Brand: Dabur Type: Fragrance blocks Packaging size (gms): 72 Grams block Fragrance: Multi (Rose/ Lavender/ Jasmine/ Orange)
5.	Naphthalene balls (Kapoor goli)	144 Kg	Brand: Supreme Manufacturer: Supreme Industries, Bhilai Weight: 100 gms HDPE bag Packaging: HDPE bag of 1Kg (100gmsX10) Ball diameter: 20mm Grade: 1, Colour : Extra White
6.	Soft Broom (Phool Jhadu)	720 pcs.	Brand: Monkey 555 Soft broom Manufacturer: Vibhava Industries, Dharwad, Karnatka Material: Good quality grass Over weight of single broom: 400gms Length of broom: 110 cms Handle material: Plastic/ Steel /plastic strips
7.	Mop with handle	360 pcs.	Brand: Unique Type: Dust Control Mop Manufacturer: Unique Trading Company, 138, New Qutub Road, Teliwara, Delhi - 110006 Length of Handle: 5' Handle material: Aluminum/Steel Base frame Size: 24" Base frame material: Good quality cotton material (refillable) Colour: White/ blue
8.	Mop refill	600 pcs	Material: Heavy duty dense cotton material with thick upper canvas Size: Suitable for 24" frame size mop Colour: White/ blue
9.	Harpic Toilet Cleaner	720 pcs.	Brand: Harpic Model: Power plus disinfectant Type: Toilet cleaner liquid Container type: Bottle with nozzle Size: 500ml Colour: Blue Shelf Life: 12 months
10.	Toilet Cleaner liquid	1800 pcs (500 ml)	Brand: Diamond Manufacturer: Sunrise Chemical Industries, Kanpur Packaging: 500 ml. pet bottle
11.	Colin Glass Cleaner (500 ml) spray nozzle	600 pcs.	Brand: Colin Model: Glass and surface cleaner with shine boosters Packaging size: 500 ml Packaging type: container with inbuilt spray device
12.	Dishwashing Powder	480 pcs.	Brand: Nip Type: Dishwashing powder Packaging: Poly pack Packaging size: 625 gms
13.	Bleaching Powder	300 Kg	Brand: B.B.C. Type: Powdered Grade: 1, Chlorine: 34% Packing: HDPE bag Packing size: 25 Kgs
14.	Lime (for whitewash)	1500 Kg	Form: Powdered Packing: 50 kgs plastic bag Use: Whitewashing Purity: >90%

15.	Lizol disinfectant surface cleaner	300 Bottles	Brand: Lizol Packing: 500 ml plastic bottle Content: Benzalkonium Chloride Disinfectant Fluid Manufacturer: Reckitt Benckiser (India) Pvt. Ltd. Fragrance: Citrus Shelf Life: 1 year
16.	Floor Wiper	240 pcs	Brand: Unique Type: HO45 Action Blade Size: 45 cm Rod size: 127 cm, heavy duty powder coated handle rod
17.	Detergent powder 500 gms poly pack	360 pcs.	Brand: Wheel Packing: Poly pack 500 gms Form: Powder Shelf Life: 1 year
18.	Seek Jhadu (coconut broom)	600 pcs	Brand: Generic Bristle Material: Coconut fibre Bristle Type: Good quality bristles of reddish brown colour Length of bristles: 100 cms Weight of each broom: 500 gms Each broom neatly tied with plastic string making comfortable grip
19.	Plastic Bag (Jhal)	240 pcs.	Made of: Woven nylon Quality: Thick, dense and durable Size of the bag: 100cms x 150cms Use: For collection of trash
20.	Toilet Paper Roll	300 pcs.	Brand: Kressa Manufacturer: Kulture Forever Pvt Ltd. Type: Good quality, soft bath tissues Ply rating: 2 Ply Pull size: 9.8 x 11 cm (200 Pulls/Roll) Material : 100% virgin fibre, soft and absorbent, chlorine free Packing size: pack of 6 rolls
21.	Toilet Brush	180 pcs.	Brand: Unique Type: CN07 Double Action Toilet Brush Product Weight: 170 grams No. of Tufts: 115 Product Material: Virgin Plastic
22.	Plastic Brush	120	Brand: Unique Type: CN15 Sweepy Hard Magic Brush Product Weight: 120 grams Product Material: Virgin Plastic No. of Tufts: 76
23.	Paint Brush	24 pcs.	Brand: Berger Marketed by: Berger Paints India Ltd. Material: Wood and natural bristles Size: 4", Type: flat Easy blending and durable: Yes
24.	Rat trap cage (Big Size)	48 pcs	Make: Steel Size: Big Size (10x5x5 inch) Shape: Cubical Type: Manually operated
25.	Hand Gloves Rubber	300 pairs	Product Material: Vinyl/ Rubber gloves Minimum Length: 25 Cms. Minimum thickness: 0.25 mm Heavy duty: Yes, Reusable: Yes Soft, comfortable fit, flexible and dexterous to wear: Yes Chemical resistant to acid and alkali: Yes Non-allergic, non-irritant and anti-static: Yes Self-Life: 3 Years
26.	Tile Brush	120 pcs.	Brand: Unique Type: TB01 Tile Brush Product Weight: 60 grams Pad Material: Heavy Duty Nylon Product Material: Virgin Plastic
27.	Waste Bin plastic	-----	Brand: Milton, Star Swing bin Material: Plastic, Good quality Capacity: 40 Ltr Diameter: 43 cm, Height: 64 cm Swing lid: Yes Both side handle to lift: Yes
28.	Garbage Disposal Bag	18000 pcs.	Type: Biodegradable garbage bag Size required: 30x36 inch, Capacity: 40 ltrs Packaging: 10/15 pieces roll Colour: Black, Material: LDPE Thickness: >75 micron Durable, leak proof and reusable: Yes
29.	Wash basin scrubber	420 pcs.	Type: Scrub Pad Material: Fibre Size: Large (10x14 cms) Key Features: Stain Cutters

			Color: Green
30.	Mopping cloth	480 pcs.	Type: Mopping cloth Material: Water absorbent thick cotton material Size of each cloth piece: 28''x 28'' Colour: White

Note:

1. The actual delivery date shall be mentioned in the Work order/s. Payments shall be deemed to be due corresponding for the part of the order that would be delivered to the satisfaction of High Court.
2. Actual quantities in work order may vary from estimated demand depicted above. Payments shall be made as per the actual quantities ordered.

Signature of the Tenderer in ink

With stamp and date

FORMAT FOR SUBMITTING FINANCIAL BID

01/High Court/2024/Protocol

S. No.	Name of the Item in demand	Estimated Quantity required in a Year	Specification of Products	Unit Rate (inclusive of applicable tax/ levies and charges)	Amount
1	Black Phenyl (5Ltr pack)	120 pcs.	Brand : Diamond Manufacturer : Sunrise Chemical Industries, Kanpur Colour of solution : Black Packaging : 5 Litre plastic container		
2	White Phenyl 5Ltr pack	300 pcs.	Brand : Diamond (Sunshine) Manufacturer : Sunrise Chemical Industries, Kanpur Colour of solution : White Packaging : 5 Litre plastic container		
3	Harpic FlushMatic In-cistern Toilet Cleaner	2100 pcs.	Brand : Harpic Weight of single cube (gm) : 50 grams Shape of cube : Cubical Colour of cube : Blue Fragrance : Aquamarine		
4	Odonil Air Freshener	2100 pcs.	Brand : Dabur Type : Fragrance blocks Packaging size (gms) : 72 Grams block Fragrance : Multi (Rose/ Lavender/ Jasmine/ Orange)		
5	Naphthalene balls (Kapoor goli)	144 Kg	Brand : Supreme Manufacturer : Supreme Industries, Bhilai Weight : 100 gms HDPE bag Packaging : HDPE bag of 1Kg (100gmsX10) Ball diameter : 20mm Grade : 1, Colour : Extra White		
6	Soft Broom (Phool Jhadu)	720 pcs.	Brand : Monkey 555 Soft broom Manufacturer : Vibhava Industries, Dharwad, Karnatka Material : Good quality grass Over weight of single broom : 400gms Length of broom : 110 cms Handle material : Plastic/ Steel /plastic strips		
7	Mop with handle	360 pcs.	Brand : Unique Type : Dust Control Mop Manufacturer : Unique Trading Company, 138, New Qutub Road, Teliwara, Delhi - 110006 Length of Handle : 5' Handle material : Aluminium/Steel Base frame Size : 24" Base frame material : Good quality cotton material (refillable) Colour : White/ blue		
8	Mop refill	600 pcs	Material : Heavy duty dense cotton material with thick upper canvas Size: Suitable for 24" frame size mop Colour : White/ blue		
9	Harpic Toilet Cleaner	720 pcs.	Brand : Harpic Model : Power plus disinfectant Type : Toilet cleaner liquid Container type : Bottle with nozzle Size : 500ml Colour : Blue Shelf Life : 12 months		
10	Toilet Cleaner liquid	1800 pcs (500 ml)	Brand: Diamond Manufacturer : Sunrise Chemical Industries, Kanpur Packaging : 500 ml. pet bottle		
11	Colin Glass Cleaner (500 ml) spray nozzle	600 pcs.	Brand : Colin Model : Glass and surface cleaner with shine boosters Packaging size : 500 ml Packaging type : container with inbuilt spray device		
12	Dishwashing Powder	480 pcs.	Brand : Nip Type : Dishwashing powder Packaging : Poly pack Packaging size : 625 gms		

13	Bleaching Powder	300 Kg	Brand : B.B.C. Type : Powdered Grade : 1, Chlorine : 34% Packing : HDPE bag Packing size : 25 Kgs		
14	Lime (for whitewash)	1500 Kg	Form : Powdered Packing : 50 kgs plastic bag Use : Whitewashing Purity : >90%		
15	Lizol disinfectant surface cleaner	300 Bottles	Brand : Lizol Packing : 500 ml plastic bottle Content : Benzalkonium Chloride Disinfectant Fluid Manufacturer : Reckitt Benckiser(India) Pvt. Ltd. Fragrance : Citrus Shelf Life : 1 year		
16	Floor Wiper	240 pcs	Brand : Unique Type : HO45 Action Blade Size : 45 cm Rod size : 127 cm, heavy duty powder coated handle rod		
17	Detergent powder 500 gms poly pack	360 pcs.	Brand : Wheel Packing : Poly pack 500 gms Form : Powder Shelf Life : 1 year		
18	Seek Jhadu (coconut broom)	600 pcs	Brand : Generic Bristle Material : Coconut fibre Bristle Type : Good quality bristles of reddish brown colour Length of bristles : 100 cms Weight of each broom : 500 gms Each broom neatly tied with plastic string making comfortable grip		
19	Plastic Bag (Jhal)	240 pcs.	Made of : Woven nylon Quality : Thick, dense and durable Size of the bag : 100cms x 150cms Use : For collection of trash		
20	Toilet Paper Roll	300 pcs.	Brand : Kressa Manufacturer : Kulture Forever Pvt Ltd. Type : Good quality, soft bath tissues Ply rating : 2 Ply Pull size : 9.8 x 11 cm (200 Pulls/Roll) Material : 100% virgin fibre, soft and absorbent, chlorine free Packing size : pack of 6 rolls		
21	Toilet Brush	180 pcs.	Brand : Unique Type : CN07 Double Action Toilet Brush Product Weight : 170 grams No. of Tufts : 115 Product Material : Virgin Plastic		
22	Plastic Brush	120	Brand : Unique Type : CN15 Sweeepy Hard Magic Brush Product Weight : 120 grams Product Material : Virgin Plastic No. of Tufts : 76		
23	Paint Brush	24 pcs.	Brand : Berger Marketed by : Berger Paints India Ltd. Material : Wood and natural bristles Size : 4", Type : flat Easy blending and durable : Yes		
24	Rat trap cage (Big Size)	48 pcs	Make : Steel Size: Big Size (10x5x5 inch) Shape: Cubical Type : Manually operated		
25	Hand Gloves Rubber	300 pairs	Product Material : Vinyl/ Rubber gloves Minimum Length : 25 Cms. Minimum thickness : 0.25 mm Heavy duty : Yes, Reusable : Yes Soft, comfortable fit, flexible and dexterous to wear : Yes Chemical resistant to acid and alkali : Yes Non-allergic, non-irritant and anti static : Yes Self Life : 3 Years		
26	Tile Brush	120 pcs.	Brand : Unique Type : TB01 Tile Brush Product Weight : 60 grams Pad Material : Heavy Duty Nylon Product Material : Virgin Plastic		
27	Waste Bin plastic	-----	Brand : Milton, Star Swing bin		

			Material : Plastic, Good quality Capacity : 40 Ltr Diameter : 43 cm, Height : 64 cm Swing lid : Yes Both side handle to lift : Yes		
28	Garbage Disposal Bag	18000 pcs.	Type : Biodegradable garbage bag Size required : 30x36 inch, Capacity : 40 ltrs Packaging : 10/15 pieces roll Colour : Black, Material : LDPE Thickness : >75 micron Durable, leak proof and reusable : Yes		
29	Wash basin scrubber	420 pcs.	Type : Scrub Pad Material : Fibre Size : Large (10x14 cms) Key Features : Stain Cutters Color : Green		
30	Mopping cloth	480 pcs.	Type : Mopping cloth Material : Water absorbent thick cotton material Size of each cloth piece : 28" x 28" Color : White		
Total amount					

Total Bid price inclusive of all applicable taxes, levies and other charges in words Rs.

.....

(In case of discrepancy in the quoted amount in figures and words, the quoted amount in words will prevail.).

We agree to supply the above goods in accordance with the technical specifications within the period specified for a total price as mentioned above.

Signature of the Tenderer in ink
With stamp and date

Letter of authorization for attending the Bid opening
(ON THE LETTER HEAD OF THE BIDDER)

Sub: Authorization for attending the technical bid opening on -----and financial bid on ----- of the tender (01/High Court/2024/Protocol) for Supply of Cleaning Items and Consumables.

Following person whose name and signature is appended below is hereby authorized to attend the bid opening for the tender mentioned above on behalf of the bidder , office Address

Name and specimen signature of the representative:
(Encircled and stamped by the Tenderer)

Name and specimen signature of the alternate representative:
(Encircled and stamped by the Tenderer)

Signature of the Tenderer in ink
With stamp and date

PERFORMANCE BANK GUARANTEE PROFORMA

(To be executed on Non-Judicial Stamp Paper of Rs. 100/- or such higher value as per the Stamp Act of the State in which the Guarantee is issued. Stamp Paper shall be in the name of the Bank issuing the guarantee.)

Bank GUARANTEE NO.:

DATED:

Dear Sirs,

1. THIS DEED OF GUARANTEE made on this day of 20..... between the High Court of Judicature at Allahabad (hereinafter referred to as the "High Court" which expression shall unless excluded by or repugnant to the context includes its successors) of the first part and the (hereinafter referred to as the "Bank" which expression shall unless excluded by or repugnant to the context include its successors) of the second part.
2. Whereas the Letter of Intent dated has been issued by the High Court to having its registered office at (hereinafter referred to as "Bidder") for carrying out work related to Tender (01/High Court/2024/Protocol) floated for Supply of Cleaning Items and Consumables and for providing service support as per the terms and conditions of the Tender.
3. AND WHEREAS as per requirement that the Bidder has to furnish a Performance Bank Guarantee of 5% of the total Bid Value as mentioned in the Letter of Intent i.e. Rs (Rupees) only, valid for a period of 06 months (Six months) after the completion of the entire work by way of security for the final, satisfactory completion of the work and for providing service support as per the terms and conditions of the Tender.

AND WHEREAS on the request of the Bidder, the Bank executes these presents.

4.0. THIS DEED WITNESSES AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN PARTIES HERETO AS FOLLOWS:

- 4.1. The Bank hereby guarantees to the High Court that the(name of the Bidder) is capable of executing the said work to the satisfaction of the High Court. In the event of non-satisfactory performance of the work, stipulated in the Work Order, the Bank shall indemnify and keep the High Court indemnified to the extent of 5% of the total Work Order Value i.e. Rs (Rupees) only, valid for a period of 06 months (Six months) after the completion of the entire work related to Tender (01/High Court/2024/Protocol) floated for Supply of Cleaning Items and Consumables, against any loss or damage that may be caused to or suffered by the High Court on account of such non satisfactory performance of the work, stipulated in the Work Order and that the decision of the High Court in this regard will be final and conclusive.
- 4.2. In consideration of the aforesaid clause 4.1 and at the request of the Bidder, we the Bank hereby irrevocably and unconditionally guarantee that the Bidder shall perform in an orderly manner its obligations in accordance with the terms and conditions set forth in the Tender and in the event of the Bidder's failure to do so, the Bank shall unconditionally pay to the High Court, on demand, any amount up

to the value mentioned in clause 4.1, without any reference to the Bidder and without questioning the claim.

4.3 In the event of non-satisfactory performance of the work, stipulated in the Work Order, the decision of the High Court in this regard shall be final and binding on the Bank without demur. The Bank shall pay forthwith the amount demanded by the High Court notwithstanding any dispute, if any, between the High Court and the Bidder.

4.4 The Bank further agrees that the guarantee herein shall remain in force during the period mentioned in Clause 4.1 above and also any extended period provided by the High Court beyond the aforesaid period.

4.5 This Guarantee shall not be affected by any change in the constitution, amalgamation, absorption or reconstitution of the Bidder or the Bank.

4.6 The Bank undertakes not to revoke this guarantee at the instance of the Bidder for any reason whatsoever.

4.7 The Bank further agrees that in order to give full effect to the Bank guarantee, the High Court shall be entitled to act as if the Bank were its principal debtors in respect of its claim against the Bidder and the Bank hereby expressly waives all its rights of surety ship and other rights, if any, which are in any way inconsistent with this Guarantee.

Notwithstanding anything herein above, liability of the Bank under this guarantee is restricted to Rs

(Rupees) only and it will remain in force up to the period specified in Clause 4.1

COUNTERSIGNED

Signature:

Name:

Designation:

Organization:

Signature:

Name:

Designation:

Organization:

Checklist

1. Technical Bid Envelop:
 - a. Tender Fee {Rs 500/- (non-refundable) payable by Demand Draft of any scheduled Bank in favour of Registrar General, High Court Allahabad, payable at Prayagraj.}
 - b. EMD {Rs 5,000/- as Demand Draft of any scheduled Bank in favour of Registrar General, High Court Allahabad, payable at Prayagraj.}
 - c. Documentary proof of Registration and incorporation particulars of the bidder
 - d. Documentary proof of GST Number/ PAN Number:
 - e. C.A. certificate certifying the turnover of last 2 financial years
 - f. A copy of Tender Documents bearing signature of the Tenderer on every page in ink with stamp and date (except Annexure-3)
 - g. Filled in 'Letter for Submission of Tender'
 - h. Filled in Technical Bid format (Annexure-1)
 - i. BILL OF QUANTITY (Annexure-2) signed and Stamped with Date
 - j. Letter of authorization for attending the Bid opening (Annexure-4)
2. Financial bid Envelop:
 - a. Filled in Financial Bid Format (Annexure-3)