

## **UWC HOUSEKEEPING IMPLEMENTATION RFQ DOCUMENT**

**Name of Work:** -Supply of WASTE BINS as per the desired Specification)

**CLIENT: KUCAOA**

**RFQ NO:** UWC/HOUSEKEEPING/PHASE III/2024/03    Dated: 06.07.2024

Closing Date of Quotation: 14.07.2024 at 17.00 hrs. SEALED

QUOTATION OPENING DATE: 15.07.2024 at 11.00 hrs.

Authority: - President, Kolkata Uniworld City Apartment Owners Association.

Sealed Documents to Be Delivered: -Uniworld City, Facility Maintenance Office, Action Area III, New Town, Kolkata -700160.

Survey: - Survey if required is to be conducted by the OEM/Partner at their own cost for:

- a. Procurement of Housekeeping Item

Minimum required quantity is mentioned but the exact quantity may vary depending upon actual requirement. The minimum price per unit needs to be quoted and all prices need to be valid till 15<sup>th</sup> August, 2025. This is a Rate Contract for Phase III implementation till 30th July, 2025. Detail Specification of the Items are mentioned in the RFQ.

### **Phase I Implementation:-Scope of work**

The current scope of Housekeeping Item is detailed as under below:

Procurement of Housekeeping Item.

Schedule, Specification & Qty of Items for Quoting Prices



**Specification of Waste Bin**

Brand	TAJ / ARISTO / NILKAMAL
Capacity	60 Ltr Dustbin With Lid
<b>Colour &amp; Quantity</b>	<b>BLACK = 456 Nos RED =28 Nos YELLOW= 28 Nos</b>
Opening Mechanism	Removable Swing Lid which rotates 360 Degree, Lightweight, Easy to Lift With Metal Coated Side Handel's ,
Material	Resistant to UV, Heat – Extra Strong 100%Virgin (HDPE)
Dimenisons	47.5 (D) X 69.5 Cm (Height)
Total weight	Minimum 2.390 kg each Dustbin

Notes: - GST as applicable on all items should be mentioned with & the rates.

1. Warranty as per the Manufacturer warranty mentioned in warranty card

**Payment terms:-** 1. No Advance payment against the Purchase of materials.  
2. 100% against delivery materials, against Submission of Proforma Invoice.

Date:-

Signature of Bidder with office seal

## **Special Terms and Conditions**

1. The supplied materials will be checked and passed by the competent authority of KUCAOA.
2. Both the rates are to be quoted in columns, i.e., without GST and with GST.
3. **The applicable GST rate needs to be mentioned below the rate schedule in proper place.**
4. Prior to quoting of rate surveying of Uniworld City complex is allowed – Site Incharge Mr. Rabi Pal (Mob. No. 7576041175) needs to be contacted.
5. Invoice, Challan, Warranty certificate, Inspection/Acceptance certificates have to be submitted to the committee for making payment after Supply of those Materials
6. Payment will be made as per recommendation of KUCAOA competent authority.
  
7. Only hard copy of Quotation duly signed and sealed envelope within scheduled date and time will be accepted (Separate quotations are to be submitted for different clusters). No mail or Fax/WhatsApp or unsealed loose paper will be accepted.
8. The Materials needs to be started within 07 days after issuance of letter of acceptance (LOA).
  
9. This RFQ & quotations is a formal Tender for Housekeeping Equipments.
  
10. For any clarifications, please contact Site Housekeeping Site Incharge Mr. Rabi Pal (Mob. No. 7576041175) and for UWC survey please contact Facility Manager Mr. Angshuman Bhattacharyya Mob. No. 7596041170.
  
13. Normally no extensions of the scheduled delivery or completion dates should be granted except where events constituting force majeure, as provided in the contract, have occurred or the other circumstances demands for.

**Termination for Default:** The client may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the Contract in whole or in part: If the Bidder fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser; or If the Bidder fails to perform any other obligation(s) under the Contract. If the Bidder, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. For the purpose of this clause: “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the borrower of the benefits of free and open competition. In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or services similar to those undelivered, and the Bidder shall be liable to the Purchaser for any excess costs for such similar Goods or services. However, the Bidder shall continue the performance of the Contract to the extent not terminated. The contractor/bidder shall not display the photographs & content of the work and also will not take advantage through publicity of the work without written permission of the Institute. Non-Compliance to this may result in the blacklisted of firm. The incomplete and conditional tender will be rejected. Quoting unrealistic rates will also be treated as a disqualification.

**Force Majeure:** In no event shall either Party have any liability for failure to comply with this Agreement, if such failure results directly from the occurrence of any contingency beyond the reasonable control of the Party, including, without limitation, strike or other labor disturbance, riot, major power failure, war, natural calamities including but not limited to floods, earthquakes, fire, volcanic eruptions, epidemics, National Emergency, interference by any government or governmental agency, embargo, seizure, or enactment or abolition of any law, statute, ordinance, rule, or regulation (each a " Force Majeure Event"). In the event that either Party is unable to perform any of its obligations under this Agreement because of a Force Majeure Event, the Party who has been so affected shall as soon as be, after coming to

know of the Force Majeure Event, inform the other Party and shall take reasonable steps to resume performance as soon as may be after the cessation of the Force Majeure Event. If the period of non-performance due to a Force Majeure Event exceeds thirty (30) days, the Party whose ability to perform has been so affected may, by giving written notice, terminate this Agreement.

Date:-

Signature of Bidder with office seal

**Annexure-A**  
**Tender Acceptance Letter**  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender document conditions of above-mentioned tender document / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)

**Annexure B:**

**Undertaking**

It is certified that my Firm/Agency/Company has never been black listed/debarred by the any of the Government Departments/Autonomous Institutions/Universities/Public Sector Undertaking of the Government of India/ any State Government/semi -Govt/corporation/ reputed educational institutions and no criminal case is pending against the said Firm/Agency/Company.

Signature of the Authorized Signatory -----  
Name of the Signatory-----  
Name of the Firm/Agency/Contractor-----  
Seal of the Firm/Agency/Contractor-----  
Place-----  
Date-----

**Annexure-C**  
**CERTIFICATE OF GUARANTEE/WARRANTY**

(This certificate may be reproduced)

- i) I/We certify that the guarantee/warranty shall be starting from the date of satisfactory installation, commissioning and handing over of the equipment and of works conducted therewith covered under the Supply order in working Condition. During the guarantee/warranty period I/We shall provide “after sale service” and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above guarantee/ warranty shall begin only from the date of installation, commissioning and handing over the equipment in working order. The benefit of change in dates of the guarantee/warranty period shall be in the interest of the user/your Institute.
- ii) During the warranty period, we shall provide at least three preventive maintenance visits & all breakdown services without any charges.
- iii) Uptime Guarantee: During the guarantee/warranty period, we will be responsible to maintain the equipment in good working condition and all the complaints will be attended by us within 5 days of receipt of the complaint in our office. In case there is delay of more than 5 days in attending to a complaint from our side then you can count the number of days in excess of the permissible response time in the downtime.
- iv) We certify that the equipment being offered/quoted is the latest model and that spares for the equipment will be available for a period of at least 5 years and we also guarantee that we will keep the client informed of any up-date of the equipment over a period of 5 years.
- v) We guarantee that we will supply the Housekeeping Items if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price or an agreed percentage of profit on the landed cost.
- vi) We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.
- vii) We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

Date :

**Authorized Signatory Place**  
**(With Seal)**

**Annexure-D**  
**DECLARATION SHEET**

We..... hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1. Phone	
2. FAX	
3. Email	
4. Contract person Name	
5. Mobile Number	
6. GST Number	
7. PAN Number	

Date :

**Authorized Signatory Place  
(With Seal)**