



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA – 700 016

Telephones: +91-33-2252-1031/34/35
+91-33-2252-1602/1492/1619
Fax: +91-33-2252-1723/7993/1026
Website: www.icmai.in

TENDER NOTICE

Ref. No.:LPC (CLEANINGAGENT)/11/2018

November 7, 2018

Sub: Supply of Cleaning Agents and Housekeeping materials

Reputed and reliable suppliers are invited to offer their rate for supply of cleaning agents and housekeeping materials as per details given in **Annexure 1**:

Eligibility:

- Must have GSTN.
- Must have a Trade License

Terms & Conditions :

- The quoted rate shall include cost of material, labours, transport, taxes & duties, royalties, octroi, loading, unloading and other local taxes or levies etc. if any.
- This will be a 3 year contract.
- Rates quoted for the items/cleaning agents will be valid for 3 years of the contract
- The validity of this quotation will be for 90 days
- No deviation in quality will be entertained.
- **Payments would be made on actual consumption only.**
- Payment will be made within working 30 days against the invoice through e-payment.

Intending Tenderers can contact **Shri Kaushikmoy Mukherjee, Sr. officer** on any Working Days (Monday – Friday) during office Hours for Specimen/any further clarification at own cost.

Quotation, signed by the Tenderer with Seal, should be put in a sealed Envelope, superscribed with the words **“Tender for supply of cleaning agents & housekeeping materials”**, and submitted **strictly as per format, given below, with paper samples duly signed and stamped, on or before 12.00 noon of November 12, 2018** to Ms. Moumita Das / Ms. Sucharita Chakraborty, headquarters of the Institute at 12, Sudder Street, Kolkata – 700 016.

The Institute is not bound to accept the lowest Tender. The Institute reserves the right to cancel any or all the Tenders without assigning any reason thereof.

INFORMATION SHEET			
Sl.	Particulars	Information to be furnished by the applicant	For use By ICAI
01	Name of the Company (Tenderer/Applicant)		
02	Name & contact no. of authorized person to deal with queries & information etc.		
03	GST no.		
03	Bank Details (IFS code, branch name, account type, number etc)		

Important note –

- **Selection of L1 party will be on basis of Total of Annexure 1 (Monthly consumption of cleaning agent and housekeeping materials).**
- **Payment will be made on actual consumption; Quantity of consumption mentioned in Annexure 1 is an estimated quantity exact quantity may differ from assumption.**

CONVENER – LPC



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Annexure 1

Monthly Consumption of Cleaning Agent and Housekeeping materials

SL. No	Name of Items	Brand	Qty.	Rate inclusive all (rs.)
H/K-01	Hand Wash	Branded	10 Ltr.	
H/K-02	Collin	Branded	2 Ltr.	
H/K-03	Wet Mop With Rod	Best availability	1 Pcs	
H/K-04	Dry Mop	Best availability	1 Pcs	
H/K-05	Spray Guns	Local	2 Pcs	
H/K-06	Garbage Bag (24x30)	Branded	10 Pkt.	
H/K-07	Garbage Bag (17x23)	Branded	10 Pkt.	
H/K-08	Naphthalene Balls	Branded	2 Kg.	
H/K-09	Scotch Brite	Branded	10 Pcs	
H/K-10	Floor Scrubbing Brush	Branded	6 Pcs	
H/K-11	Stick Broom With Handle	Local	5 Pcs	
H/K-12	Table Duster	Branded	12 Pcs	
H/K-13	Floor Duster	Branded	10 Pcs	
H/K-14	Glass Duster	Branded	10 Pcs	
H/K-15	Bucket (16Ltr.)	Local	1 Pcs	
H/K-16	Mug	Local	1 Pcs	
H/K-17	W.C Brush(Hockey Brush)	Branded	6 Pcs	
H/K-18	Dry Mop Refill	Branded	2 Pcs	
H/K-19	Wet Mop Refill	Branded	6 Pcs	
H/K-20	Soft Broom	Local	6 Pcs	
H/K-21	Urinal Cube	Branded	24 Pkt.	
H/K-22	Room freshener	Branded	8 Pcs	
H/K-23	Cobweb Brush	Branded	2 Pcs	
H/K-24	Odonil	Branded	10 Pcs	
H/K-25	Bleaching Powder	Branded	1 Kg.	
H/K-26	Harpic	Best availability	5 Lt.	
H/K-27	Black Hit	Best availability	3 nos	
H/K-28	Toilet Paper	Best availability	3 nos	
H/K-29	Floor Cleaner	Best availability	10 Ltr.	
H/K-30	Surf	Best availability	2 Kg.	
H/K-31	Wiper	Best availability	1 Set	
H/K-32	Phenyl	Best availability	10 ltr.	
			Total	
In words.....				_____