

QUOTATION FOR HOUSEKEEPING MATERIAL

Date: _____

**The Principal
DPS International,
Saket, New Delhi**

Dear Madam,

We are pleased to submit our best rates for following housekeeping items.

S. No.	Description	Rate per Pcs.
1	Dettol Handwash 900 ML	
2	Dettol Antiseptic 125 ML	
3	Tissue Box (Wintex)	
4	Toilet Rool (Liora)	
5	Garbage Bag Small (Sagar 18 x 24)	
6	Garbage Bag Big (Sagar 30 x 40)	
7	Hit Black 400ML	
8	Hit Red 400ML	
9	Room Freshener Air Wick (200gm)	
10	Odonil (Toilet Use) 75gm	
11	Harpic 500ML	
12	Lizol 500ML	
13	Surf Excel	
14	Vim Powder	
15	Colin	
16	White Duster 30 x 23 (Glass)	
17	Floor Duster 36 x 36	
18	Hard Broom	
19	Soft Broom (Laxmi)	
20	Toilet Brush (No1 Super Greate)	

21	Toilet Pump	
22	Wiper (vigo)	
23	Steel Juna (Good Home)	
24	Dust Control (Real)	
25	Phenyl White (Tirshul)	
26	Vim Bar soap 300gm	
27	Yellow Duster 30 x 30	
28	Brasso	
29	Dust Pan	
30	Mainsion Polish	
31	R1	
32	R 2	
33	R 7	
34	R 9	
35.	Dust Bin Small	
36	Dust Bin Big	
37	Scotch Brite	

GST & Other Taxes: _____

Payments Terms: _____

Delivery: _____

Any Other Condition: _____

With regards

Authorized Signatory (Sign with Company Seal): _____

M/s. _____

Ph. _____

GENERAL CONDITIONS OF THE NIT

1. The quotation/tender may be sent in sealed envelopes super scribing for supply of housekeeping items material by post/hand sufficiently early to reach the School within date and time or may be delivered to the undersigned.
2. The quotation/tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India/Delhi then next working day of the school will be treated as due date of Tender.
3. The Agency is required to quote their lowest rates for the items detailed in Annexure'A' enclosed herewith and the rates should be valid for a minimum period of 60 days from the last date of submission of quotation. The agency shall not be entitled during the said period of 60 days to revoke or cancel its tender or to vary the quotation or any terms thereof.
4. Hypothetical or conditional q u o t a t i o n shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered.
5. The School will deal with the tenderer/agency directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the School.
6. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the quotation invalid.
7. The School, in its discretion, reserves the right not to open the quotation in front of the agency and reject or accept any or all quotations, partly or completely, at any time without assigning any reason thereof.
8. Each agency has to certify that all the terms and conditions are acceptable to him.
9. The agency should specifically state whether rates are inclusive of GST (as applicable); if not, it will be deemed that rates are inclusive of GST.
10. Supply of material shall be strictly as per requirement of the supply order.
11. The supply of genuine material shall be required to be made within the stipulated time on conveyance of Purchase Order and in case supply is not made within the stipulated time and the School is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which the School may directly deduct from Bills.
12. Supply of material are to be made on bill basis. The payment is normally made after full supply is received and accepted as per specifications/requirement.

13. Even after awarding the rate Contract, the School reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
14. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the School.
15. The materials supplied will be inspected by an Inspection Committee of Senior Officers of the School and in case the supply is not found in conformity with the approved specifications and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good quality exactly commensurate with approved specifications at the cost of the tenderer. The decision of the Committee in this regard shall be final.
16. The payment will be made only after full supply is received and accepted as per approved specifications against single supply order.

INVITATION OF QUOTATION

Eligible/Interested parties may send their Quotation in sealed envelopes superscribing supply of Housekeeping Material and addressed by name to the undersigned so as to reach **on or before 21.01.2024** upto 3:00 P.M.

Ms.Sravani Rao
Principal