

**ATTENTION:-** Please mention the name of the Department on the envelope with enquiry number and due date.

**SHRI G.S. INSTITUTE OF TECHNOLOGY AND SCIENCE, INDORE.**  
23, Park Road, Indore-452003, Madhya Pradesh.

**GST No. 23AAETS 0767 J1ZC**

TELEGRAM:-GOSTINST  
E-Mail:- contact@sgsits.ac.in  
Website: [www.sgsits.ac.in](http://www.sgsits.ac.in)

Telephones:- (0731) 2582135/  
FAX: (0731) 2432540  
Director Office: (0731) 2544415/2582112

13 JAN 2025

To, \_\_\_\_\_  
M/s \_\_\_\_\_

Enquiry for the Department of Stores/Cleaning Material-ARC/2024-25/  
Enquiry No. ~~1180~~ Dated 10.01.2025 Due Date 28.01.2025

**Subject:- Quotations for material required on Annual Rate Contract**

Dear Sir/Madam,

Kindly quote your lowest price/rates for the following materials form ready stock, in sealed cover giving enquiry number and dates and due date on the cover of the quotations so as to reach the under signed on or before **28.01.2025** failing which the quotation will not be considered. The rates should be for only the materials asked for and not for any other substitute. The quotations are not conforming to the terms and conditions given overleaf may be rejected:

S. No.	Description of items	Quantity (Approx.)
1.	<p><b>Annual Rate Contract for Cleaning/House-keeping Material:</b> <u>(Details of items required as per enclosed List)</u></p> <ol style="list-style-type: none"><li>Quoted rates should be FOR- Institute (Free Delivery).</li><li>GST: EXTRA (Rate of tax to be mentioned), <b>Firm must have valid GST Registration.</b></li><li><b>Quoted rates to be valid for 365 days, <u>order to be placed as and when required during this period.</u></b></li><li>Payment: 100% within 3 weeks, after satisfactory receipts at our Institute.</li><li>Samples/Catalogue/Brochure should be enclosed along with offer.</li><li>Please mention on Top of envelope "<b>ARC-Cleaning Materials</b>" with enquiry no. and Due Date, addressed to Director, SGSITS, INDORE-452003.</li></ol>	As per List.

Thanking you.

Yours faithfully,

  
13/01/2025  
Prof. I/C-Stores

Continue on ...2

The annual consumption of following Cleaning Material for Institute cleaning:

S. No.	Name of item with detail	Total Quantity Approx. Nos.
1	Clips for Mop	50
2	Clips for Dry Mop	50
3	Toilet/Hockey Brush	80
4	Mop Refills (Wet): Size- 9"	90
5	Naphthalene/Phenol Tablet: Coloured Big size.	75 Kg.
6	Cleaning/Washing Powder	200
7	Bleaching Powder	100
8	Choke Pumps	60
9	Wiper-Big a. with Nut Bolt Wiper-Big b. Regular Plastic	100
10	<b>Garbage Bags</b> (Black) size-26"x32" or 30"x40"	200 Kg.
11	Scrubber/Kunche: Steel Big size (Scotch brite)	200
12	Dusting Cloth	100
13	Hand Gloves	100
14	Road <b>Broom: Heavy duty</b> (Dandewali)	120
15	Floor Broom (400 Grams)	150
16	Kharate Broom	150
17	Bamboo Broom/ Jala Zadu.	70
18	Mop (Dry): Size- 24" with 5' long Rod/Danda	100 Nos.
19	Mop (Wet): with 5' long Rod/Danda	100 Nos.
20	Dustpan/Supdi Plastic	100 Nos.

**Note:**

1. Quoted rates should be FOR- Institute (Free Delivery).
2. GST: EXTRA (Rate of tax to be mentioned), **Firm must have valid GST Registration.**
3. **Quoted rates to be valid for 365 days, order to be placed as and when required during this period.**
4. Payment: 100% within 3 weeks, after satisfactory receipts at our Institute.
5. **Samples/Catalogue/Brochure should be enclosed along with offer.**
6. Please mention on Top of envelope "ARC-Cleaning Materials" with enquiry no. and Due Date, addressed to Director, SGSITS, INDORE-452003.

Prof. I/C-Stores



(2)

1. Quotations should be sealed.
2. Quotations shall be only for the item required.
3. Price quoted should basic price, in case of local firms they should quote **F.O.R. delivery in the Institute premises.**
4. Tender may be accepted in part or in full or may be rejected summarily without assigning any reasons.
5. **Rejected (not up to the standard) articles should be removed by supplier within 15 days from the Institute at their own expenses.**
6. Delivery period must be mentioned.
7. Tender should be valid for at least 45 days from the date of quotation, except for furniture for which this offer shall be considered only from the date of the samples have been received at the Institute.
8. In case of dispute the decision of the Director shall be final.
9. Ordinary the payment of the materials/equipment etc. shall be made only after receiving complete articles in a good and satisfactory condition unless, otherwise agreed.
10. Prices should be quoted F.O.R. destination, Indore.
11. (a) Two copies of the orders are sent to supplier. The firm should send their bill along with the original white copy of order. **The payment shall not be made without the original white copy of the order.**  
(b) In case of the white copy of the indent is misplaced or lost, the firm should produce the following certificate on **Non Judicial Stamp** paper of Rs.50/- only, which may be sent along with the bill for payment:

**CERTIFICATE:**

"Certified that the original indent No. \_\_\_\_\_ dtd . \_\_\_\_\_ for the supply of \_\_\_\_\_ was sent to be submitted along with the Bill/Invoice No. ----- dated \_\_\_\_\_ for Rs. \_\_\_\_\_ but the same is misplaced. The claim is put up for the first time and in case the original is found no further claim will be put up.

Place \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE  
With Rubber Stamp