

**TENDER PAPER SL NO: web form**

**OFFICE OF THE  
NOTIFIED AREA COUNCIL,  
PURUSHOTTAMPUR  
  
TENDER PAPER  
FOR  
SUPPLY OF MATERIALS FOR CITY SANITATION  
MAINTAINANCE WORK  
OF PURUSHOTTAMPUR NAC  
FOR THE YEAR 2025**

**Points to remember while submitting tender documents:**

1. Page no. 01 to 06 to be sealed in envelope containing Technical Bid.
2. Page no.07 to 09 shall be sealed in envelope containing financial bid.
3. Each page to be signed by the bidders.
4. For any clarification, the bidder may be contact the office or may mail the required matter through email "[purushottampurnac@gmail.com](mailto:purushottampurnac@gmail.com)" by quoting his/her tender paper serial number and name.

**: SUBMISSION OF TENDER PAPER:**

The tender shall be prepared and submitted separately in sealed envelopes in two parts viz-Part-I & Part-II clearly indicating on the covers

- Part-I (Technical bid should contain all relevant documents/ paper of tender including the cost of Tender Paper, EMD(In shape of DD) , Copy of PAN Card, Copy of Valid GST Registration Certificate/ GST Clearance Certificate (Return copy of last three months)/ Manufacture Certificate /Authorized Distributor/ Dealership Certificate etc.) & the envelop shall be sealed and super scribed as **"TECHNICAL BID : Tender for the Work- SUPPLY OF MATERIALS FOR CITY SANITATION MAINTAINANCE WORK OF PURUSHOTTAMPUR NAC FOR THE YEAR 2025"**
- Part-II (Financial Bid should contain the offered rate of materials including all taxes ,transportation and all other cost for delivery at this office) & the envelop shall be sealed and super scribed as **"FINANCIAL BID : Tender for the Work- SUPPLY OF MATERIALS FOR CITY SANITATION MAINTAINANCE WORK OF PURUSHOTTAMPUR NAC FOR THE YEAR 2025"**
- Those two sealed enveloped shall be kept in single big cover and super scribed as **"Tender for the Work- SUPPLY OF MATERIALS FOR CITY SANITATION MAINTAINANCE WORK OF PURUSHOTTAMPUR NAC FOR THE YEAR 2025 "** addressed to the Executive Officer, Purushottampur NAC.
- The full name and postal address, e-mail address and telephone number/ Cell number of the tenderer shall be written on the bottom left corner of the sealed envelope.

**: OPENING & SELECTION OF BID:**

- The bidders or their representatives (duly authorized by the bidder in written format) shall only be allowed during opening of the bid.
- The technical bid shall be opened first in presence of the officials, tender committee and bidders or their representatives , the documents as per check list in Technical bid form shall be verified , absence of any documents shall liable to reject the bid or as committee decides .
- The financial bid of shall be opened only for bid qualified in the technical bid. And the item wise quoted rate will be compared and accordingly the bidder (L1) will be selected as supplier for the item for one year from date of order.
- If the last date of receipt and date of opening happens to be govt. holiday, then the next working day will be treated as the last date of receipt and date of opening at the same time.

Signature of the bidder with seal

Date.

Sd/-

**Executive Officer  
NAC, Purushottampur**

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**OFFICE OF THE NOTIFIED AREA COUNCIL, PURUSHOTTAMPUR**

**PART – I**  
**TECHNICAL BID DOCUMENT**

***(To be enveloped in separate sealed cover)***

*(Technical bid should contain all relevant documents/ paper of tender including the cost of TP, EMD, PAN Card, GST Registration Certificate/ GST Clearance Certificate (Return copy of last three months)/ Licence/ Authorized Distributor. Dealership Certificate etc.)*

**NAME OF WORK:**                      **SUPPLY OF MATERIALS FOR CITY SANITATION  
MAINTAINANCE WORK OF PURUSHOTTAMPUR NAC FOR  
THE YEAR 2025.**

1. Tender Paper Cost deposit in shape of MR/DD No. \_\_\_\_\_ / Dt. \_\_\_\_\_
2. EMD deposit in shape Demand Draft only. No. \_\_\_\_\_ / Dt. \_\_\_\_\_
3. GST NO.: \_\_\_\_\_ PHOTO COPY ENCLOSED : YES/NO
4. PAN: \_\_\_\_\_ PHOTO COPY ENCLOSED : YES/NO

And the following document as mentioned below:

**ELIGIBILITY CRITERIA & GENERAL INSTRUCTIONS TO TENDER**

The technical bid shall be accompanied with self-attested photocopies of the following requisite document otherwise, the bid shall be rejected out rightly.

1. Valid Dealership Certificate/Authorization Certificate/ Manufacturing License etc. as applicable should be enclosed (as specified in the tender scheduled).
2. Experience Certificate of at least one year in supply of materials related to maintenance of sanitation hygiene in any ULB, Government Organization or any register and reputed organization .(Copy of work orders can also be considered for experience evaluation)
3. GST Registration Certificate
4. PAN Card
5. GST Clearance Certificate (GSTR-3B last three months)
6. Income tax clearance certificate for the assessment year – previous three consecutive years.
7. The bidder should quote the rate including all taxes and transportation charges up to the delivery point.
8. The bidder has to deliver the materials in good quality to the NAC Office, Purushottampur.
9. The quoted rate would stand valid for one calendar year and in this period no enhancement would be allowed.
10. The cost of tender paper Demand Draft only @ Rs. 10,000/- (Rupees Ten Thousand) only per set which is non-refundable, the paper cost clearly indicated in separate cover "Cost of Tender paper for the Work- SUPPLY OF MATERIALS FOR CITY SANITATION MAINTAINANCE WORK OF PURUSHOTTAMPUR NAC FOR THE YEAR 2025"
11. EMD sum of Rs. 20,000/- (Rupees Twenty Thousand) only in the shape of DD/ TDR pledge to Executive Officer, Purushottampur NAC should be attached along with the quotation paper.
12. The authorities have reserved the right to accept or reject all quotations received without assigning any reason thereof.

Signature of the bidder with seal  
Date.

Sd/-  
**Executive Officer**  
**NAC, Purushottampur**

**GENERAL CONDITION**

1. The bidders are expected to examine all the instructions, terms and conditions in the bid document. Failure to furnish all information as per the bid documents and submission of bids not substantially responsive to the bid document in every respect will be at bidders' risk and shall result in the rejection of the bid.
2. The bid is meant for the supply of sanitary materials as specified in the tender Purushottampur NAC shall have the right to float any comprehensive bid during the contract period and no party will have the right to challenge it.
3. Purushottampur NAC shall have the right to terminate the contract on the ground of supply of poor-quality materials.
4. Conditional and incomplete bid is liable for rejection.
5. Bids containing overwriting/ additions/ alterations/ erasers/ obliteration and other discrepancies should be properly attested by them.
6. Letter of authorization for representing the Reg. Firm etc. and to sign the bid document should be enclosed along with the bid document.
7. The bidder shall sign every page of the tender document and submit all of them.
8. The bidder should quote both in figures and words. Where ever, if there is deference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
9. All the documents furnished by the bidder are subject to verification from issuing authority. In case any manipulation is found, the EMD will be forfeited and steps shall be taken for black listing the bidder.
10. Name of Firm/ Person should not be mentioned in the M.R at the time of issue of T.P.

**Signature of the bidder with seal**

**Date-**

**Sd/-**

**Executive Officer  
NAC, Purushottampur**

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## OFFICE OF THE NOTIFIED AREA COUNCIL, PURUSHOTTAMPUR

### DETAILED TENDER CALL NOTICE

Name of the Work	SUPPLY OF MATERIALS FOR CITY SANITATION MAINTAINANCE WORK OF PURUSHOTTAMPUR NAC FOR THE YEAR 2025”
E.M.D.	Rs. 20,000/-
Agency	As per eligibility criteria
Period of Tender	01 (One) Year
Cost of bid documents	Rs. 10,000/-
Sale of documents	From 27-03-2025 to 09-04-2025 up to 5.00 P.M.
Last date of receipt of filled-up bid documents	Dt. 09-04-2025 up to 05:00 PM
Date of opening of Bids	Dt. 10-04-2025 , 11:30 AM onwards

Sd/-

**Executive Officer  
NAC, Purushottampur**

**OFFICE OF THE NOTIFIED AREA COUNCIL, PURUSHOTTAMPUR**

**TENDER PAPER  
PART – II  
(FINANCIAL BID)**

**SUPPLY OF MATERIALS FOR CITY SANITATION  
MAINTAINANCE WORK OF PURUSHOTTAMPUR  
NAC FOR THE YEAR 2025.**



**ANNEXURE-II**

**OFFICE OF THE NOTIFIED AREA COUNCIL, PURUSHOTTAMPUR**

**FINANCIAL BID FORM**

(No documents should be enclosed in this bid form)

Sl. No.	Name of the Materials with Brand Name (ISI/BIS marked)	Unit	Rate	GST %	GST Amount	Total (Rs.)
1	Sanitizer	Per Ltr.				
2	Hand Soap (Dettol/Lifebuoy)	Per pic of 100g				
3	Washing Powder	Per KG				
4	Toilet Cleaner Liquid	Per Litre				
5	Toilet cleaner Acid	Per Litre				
6	Floor Cleaner liquid	Per litre				
7	Hand Gloves (Rubber-reusable)	Per Pair.				
8	Bleaching Powder Gr-1 (25 Kg.)	Per Bag				
9	Malathion Oil	Per Ltr.				
11	Phenyl – Black	50 Ltr. Per Drum				
12	Larva Killer	Per Ltr.				
13	King fog	Per Ltr.				
14	Phenyl White	50 Ltr. Per Drum				
15	Lime/ Chalk Powder (25 Kg.)	Per Bag				
16	Helmet (Yellow/ Green)	Per Pc.				
17	Protective Face Mask	Per Each				
18	Uniform; Jacket (Fluorescent)	Per Pc.				
19	Gum Boot/ Shoes	Per Pair.				
20	Goggles	Per Pc.				
21	PPE Kit for Sanitation Workers (Including gloves, gowns, shoe covers, head covers, masks, respirators, eye protection, face shields, and goggles)	Per KIT.				



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22	Garbage Bamboo Basket	Per Pc.				
23	Spray Machine 16 Liter Capacity	Per Each				
24	Garbage Covering Nylon Net	Per sqft.				
25	Iron Crowbar (Heavy Duty)	Per Pc.				
26	Wheel Barrow (5 Cft. Capacity GI Bucket)	Per Each				
27	Iron Garden Rake (Heavy) 4 Feet	Per Pc.				
28	Gardening Lawn Leaf Rake	Per Pc.				
29	Shovel (Favda) with Wooden Handle	Per Pc.				
30	Shovel (kodi) with Wooden Handle	Per Pc.				
31	TATA Belcha	Per Pc.				
32	Push Cart (6.4 Cft. Capacity GI Bucket)	Per Pc.				
33	Broom with bamboo/wooden stick	Per Each				
34	Dustbin 10 Litre Capacity (Blue/Green/Red)	Per pc				
35	Dustbin 80 Litre Capacity (Blue/Green/Red)	Per pc				
36	Synthetic Tarpaulin (15 12 ft)	Per pc				

**Note:** *Any discrepancies found during the bid comparison, the decision of the tender committee shall be the final decision.*

Signature of the bidder with seal  
Date-

Sd/-  
**Executive Officer**  
**NAC, Purushottampur**