



Maharashtra National Law University Mumbai

Invitation for Expression of Interest (EOI)

1. Annual Rate Contract for supply of Stationery Items (2024-2025) and
2. Annual Rate Contract for supply of Housekeeping Material (2024-2025)

Annual Rate Contract Period: 1 Year

Application Fees: 2000/- (Non-Refundable)

EOI Opening Date: 26.02.2024

EOI Closing Date: 28.03.2024

Interested suppliers may visit the Website www.mnlumumbai.edu.in and download the RESPONSE FORM [Annexure A]. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and Registered Post to **The Registrar (I/c), Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai-400076**. Please read General Instructions carefully. Documents must reach on or before 17:00 hours of **Thursday, March 28th 2024**. No hand delivery.

**REGISTRAR (I/c),
MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI**

Maharashtra National Law University Mumbai

2nd Floor, CETTM MTNL, Hiranandani Gardens, Technology Street,
Powai, Mumbai - 400 076.

INVITATION FOR EXPRESSION OF INTEREST FOR ANNUAL RATE CONTRACT FOR SUPPLY OF HOUSEKEEPING MATERIALS (2024-2025)

1. INTRODUCTION

Maharashtra National Law University Mumbai was established under the Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.

Currently, Maharashtra National Law University Mumbai is operating from the 2nd Floor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai - 400 076.

The University invites expressions of interest (EOI) from eligible agencies for the supply of Housekeeping Materials. For this, the University will enter into an annual rate contract with the selected supplier(s) for various items. Agencies, that are located in Mumbai and regularly supply such items for Government offices, Public Sector Units (PSUs), banks, and higher educational institutions are requested to respond.

2. ELIGIBILITY

The agency should satisfy the following eligibility conditions:

- a) Should have supplied Housekeeping Materials. during the last three years [2021, 2022, and 2023] worth at least
 - (i) Rs. 3.00 lakhs per annum to any one organisation, OR

- (ii) Rs. 2.00 lakhs per annum each to any two organisations, OR
- (iii) Rs. 1.00 Lakhs per annum to more than two organisations.

- b. The applicant agency should be a bonafide supplier/vendor of Housekeeping Materials. Applicant should submit proof in support of the same.
- c. Agency should have a retail or wholesale shop or godown in Mumbai having an established facility for the supply of goods at the client's premises on short notice and in an uninterrupted manner.
- d. Agency shall have the following statutory valid registration certificates and licenses:
 - i. GST(Goods and Services Tax) Registration
 - ii. Shop Establishment License
 - iii. Permanent Account Number (PAN)
 - iv. Any other registration required per statutory/local norms for the supply of items.

3. HOW TO APPLY

Interested suppliers may visit the Website <https://mnlumumbai.edu.in/tendernotice.php> and download the RESPONSE FORM [*Annexure A*] AND PRICE BID [*Annexure B*] (in Excel format). Filled in a form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and registered Speed post/Courier to the Registrar, Maharashtra National Law University Mumbai, 2nd Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076. The envelope containing the documents will mention the sender's name and address, telephone number, and e-mail address, along with the website if any, and superscripted RESPONSE TO EOI FOR HOUSEKEEPING MATERIALS. Please read the General Instructions below carefully. **Documents must arrive on or before 17:00 hours on Thursday, March 28th 2024. HAND DELIVERY IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.**

GENERAL INSTRUCTIONS

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.2 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect, or contact some of the offices to whom supplies are made by the agency before selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.
4. The agency should submit the Application Fees of Rs. 1000/- (Rupees One Thousand Only) (non-refundable) in the form of a demand draft in favor of Maharashtra National Law University Mumbai.
5. The list of items [Annexure B] likely to be supplied is only tentative and not exhaustive. Rates per unit are to be quoted both in figures and words. The quotations should be sealed in a separate smaller envelope and superscripted PRICE BID. This envelope will be kept in the main large envelope containing other documents and the Response form.
6. Accepted rates shall be valid for one year for any quantity supplied from **April 2024 to March 2025**. No interim change of rate will be permitted.
7. The Agency shall undertake to supply items not included in the schedule of rates on emergency at a competitive market rate.
8. The Selected agency shall undertake to supply the items indented generally within three days or such other period as may be indicted in the P.O.
9. The aggregate value of supply under the proposed rate contract is estimated to be around Rs. 2.00 lakhs per annum.
10. The selected agency shall enter into a Rate Contract valid for one year and furnish a security deposit of Rs. 10,000 (Rupees Ten Thousand Only) in the form of DD in favor of Maharashtra National Law University Mumbai.

11. Strictly no CC/BCC to be marked to any other mail ID. Violation will lead to Disqualification and cancellation.

12. canvassing in any manner at any stage will be a disqualification and may lead to Black listing of the Vendor.

For further details, **please contact (022) 25703187**

APPLICATION TO BID FOR SUPPLY OF HOUSEKEEPING MATERIALS
(2024-2025)

Name of the Firm _____

The Registrar,
Maharashtra National Law University Mumbai,
2nd Floor, CETTM MTNL Building,
Hiranandani Gardens, Technology Street,
Powai, Mumbai - 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Annual Rate Contract for Supply of Housekeeping Materials and with this declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ is correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the Agency.

RESPONSE SHEET

Information to be furnished by the Agency

1	Name of the Agency	
2	Address	
3	Contact details: Mobile E-Mail and website	
4	Type of the Organization (Whether Sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid I. GST Number II. Permanent Account Number (PAN) of the Firm III. Any other registration that is required as per statutory/local norms for supply of stationery items	

6	Name and PAN of Proprietor/ Partners / Directors of the Organization/ Firm a) b) c)	
7	Year of Establishment	
8	Length of business in the field of Hardware & Electrical Part Supplies	_____ Years
9	Similar supplies carried out during the last 3 years by the firm	Details are to be furnished in your prescribed Performa
10	Details of similar supplies on which the firm is engaged at present.	Details to be furnished in your prescribed Performa
11	The average annual turnover of the Agency for the last three years.	
12	Yearly turnover of the firm during last 3 years. Please attach certified copies of account statements.	A) 2021 B) 2022 C) 2023
13	Details of Earnest Money Deposit (DD in the favour of Maharashtra National Law University Mumbai)	Draft No. _____ Date_____ Bank Name. _____ Rs.10000/-
14	<ul style="list-style-type: none"> • Whether any civil suit/litigation in the contracts executed during the last 3 years has arisen and is pending in any court of law. If so, please furnish full details. • Have you been disqualified by any Entity/ Institution? 	

Place

Date

AGENCY SEAL

AUTHORISED SIGNATORY

PRICE BID FOR CONSIDERATION OF HOUSEKEEPING ITEMS UNDER RATE CONTRACT**I- HOUSEKEEPING ITEMS**

Item	Qty.	Unit	GST %	Rate quote per unit	
				In Figure INR	In Words
Cleaning Chemical					
Chemical Dish wash- 1					
A. Dishwash 200ML	1	Nos			
B. Dishwash 500 MI	1	Nos			
C. Dishwash Dettol 250 MI	1	Nos			
D. Dishwash 1 Ltr Can (TDC)	1	Nos			
E. Dishwash Regular 1 Ltr Can	1	Nos			
F. Dishwash Regular 5 Ltr Can (TDC)	1	Nos			
G. Liquid Soap Sasa 1 Ltr Can	1	Nos			
H. Liquid Soap Sasa 5 Ltr Can	1	Nos			
I. Liquid Vim 500 ml	1	Nos			
Chemical Floor Cleaner- 2					
A. Floor Cleaner Regular 1 Ltr Can	1	Nos			
B. Floor Cleaner Regular 500ML	1	Nos			
C. Floor Cleaner Regular 5 Ltr Can	1	Nos			
Chemical Glass Cleaner-3					

Name of Firm:

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Signature of authorized signatories:

A. Glass Cleaner 500 MI	1	Nos			
B. Glass Cleaner Colin (Care) 250 MI					
C. Glass Cleaner Colin (Care) 500 MI	1	Nos			
D. Glass Cleaner D Handel 5 Ltr Can	1	Nos			
E. Glass Cleaner Regular 5 Ltr Can	1	Nos			
Chemical Handwash-4					
A. Crew Pouch 900MI	1	Nos			
B. Handwash 200MI	1	Nos			
C. Handwash Bright Shine 1 Ltr Can (Dettol)	1	Nos			
D. Handwash Dettol 1 Ltr	1	Nos			
E. Handwash Dettol Pouch	1	Nos			
F. Handwash Dettol Pump 200ML	1	Nos			
G. Handwash D Handel 1 Ltr Can	1	Nos			
H. Handwash D Handel 5 Ltr Can (TDC)	1	Nos			
I. Handwash Fem 5 Ltr Can	1	Nos			
J. Handwash Pump Bright Shine 500 MI	1	Nos			
K. Handwash Regular 5 Ltr Can	1	Nos			
L. Handwash Taski 5ltr	1	Nos			

Name of Firm:

Signature of authorized signatories:

Chemical H.K- 5					
A Air Revitalisor	1	Nos			
B.Air Revitalisor Refil	1	Nos			
C. Carpet Shampoo 5 Ltr	1	Nos			
Chemical Liquid-6					
A. Comfort Fibric Conditioner	1	Nos			
B. Liquid Air Freshner 1 Ltr Can	1	Nos			
C.Liquid Air Freshner 5 Ltr Can	1	Nos			
D. Liquid Bleach 5 Ltr - 2	1	Nos			
E. Liquid Bleach(Aala)1 Ltr Can	1	Nos			
F. Liquid Bleach(Aala)5 Ltr Can	1	Nos			
G. Liquid Blich(Aala)500 MI	1	Nos			
H. Liquid Soap Multiwash 1 Ltr Can	1	Nos			
I. Liquid Soap Multiwash 5 Ltr Can	1	Nos			
Chemical Liquid Other Item-7					
A. Dettol Anticeptic 1 Ltr	1	Nos			
B. Dettol Anticeptic 250 MI	1	Nos			
C.Dettol Anticeptic 500 MI	1	Nos			

Name of Firm:

Signature of authorized signatories:

D.Dettol Anticeptic 5 Ltr	1	Nos			
Chemical Phenyl-8					
A.Phenyl Black Hospital 5 Ltr Can	1	Nos			
B.Phenyl Green 200 MI	1	Nos			
C. Phenyl Green 5 Ltr	1	Nos			
D. Phenyl Harble Eco 1 Ltr	1	Nos			
E. Phenyl Harble Eco 200 MI	1	Nos			
F. Phenyl Harble Eco 500 MI	1	Nos			
G. Phenyl Harble Eco 5 Ltr	1	Nos			
H. Phenyl Sunny 1 Ltr	1	Nos			
I. Phenyl Sunny 500 MI	1	Nos			
J. Phenyl Sunny 5 Ltr	1	Nos			
K. Phenyl White 1 Ltr	1	Nos			
L. Phenyl White 5 Ltr	1	Nos			
M. Lizol 500 ml					
Chemical Poison-9					
A. Hit Spray Big Black	1	Nos			
B. Hit Spray Big Red	1	Nos			

Name of Firm:

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Signature of authorized signatories:

C. Hit Spray Small Black	1	Nos			
D. Mortin Coil	1	Nos			
E. Mortin Spray Big	1	Nos			
F. Mortin Spray Small	1	Nos			
Chemical Powder-10					
A. Boric Acid Powder 400 gm	1	Nos			
B. Bleaching Powder Maruti 25 Kg	1	Nos			
C. Bleaching Powder Tiger 25 KG	1	Nos			
D. Bleaching Powder 500gm	1	Nos			
Chemical Soap-11					
A. Black Soap 1.5	1	Nos			
Chemical Taski Product-12					
A. Taski R1	1	Nos			
B. Taski R2	1	Nos			
C. Taski R3	1	Nos			
D.Taski R4	1	Nos			
E. Taski R5	1	Nos			
F.Taski R6	1	Nos			
G. Taski R7	1	Nos			

Name of Firm:

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Signature of authorized signatories:

H.Taski R9	1	Nos			
Chemical Toilet Cleaner-13					
A. Harpic 500 MI	1	Nos			
B. Toilet Cleaner 1000 MI	1	Nos			
C.Toilet Cleaner Acid 1 Ltr Can	1	Nos			
D.Toilet Cleaner Acid 5 Ltr Can	1	Nos			
Chemical Washing Powder-14					
A.Nirma Powder 1kg	1	Pkt			
B.Pitambari Powder 1Kg	1	Pkt			
C.Pitambari Powder 200 gm	1	Pkt			
D.Powder Drainex Small Pack	1	Pkt			
E.Sanite Powder 4.5kg	1	Pkt			
F.Surf Excel 1 kg	1	Pkt			
G.Tamberi Powder	1	Pkt			
H.Well Washing Powder (Loose)1kg	1	Pkt			
I.Well Wash Powder 1kg Vie Well	1	Pkt			
J.Well Wash Powder 250gm	1	Pkt			
K.Well Wash Powder 500gm	1	Pkt			
Sanitizer-15					
A. Hand Sanitizer 100ml	1	Nos			

Name of Firm:

Signature of authorized signatories:

B. Hand Sanitizer 250 MI	1	Nos			
C. Hand Sanitizer 500ml	1	Nos			
D. Hand Sanitizer 50 MI	1	Nos			
E. Hand Sanitizer 5 Ltr	1	Nos			
F. Hand Sanitizer 750ML	1	Nos			
Broom-16					
A. Broom Hard	1	Nos			
B. Broom PVC	1	Nos			
C. Broom Soft	1	Nos			
Brush-17					
A. Bottle Brush	1	Nos			
B. Brush Aluminum	1	Nos			
C. Brush Chokcup Pump	1	Nos			
D. Brush Painting	1	Nos			
E. Brush Pvc	1	Nos			
F. Brush Roller	1	Nos			
G. Brush Toilet	1	Nos			
H. Brush Carpet Soft	1	Nos			
I. Brush Wooden Rod	1	Nos			
J. Brush Double Hocky 1st	1	Nos			

Name of Firm:

Signature of authorized signatories:

K. Brush Double Hocky 1st	1	Nos			
L. Brush Feather	1	Nos			
Duster-18					
A. Duster Floor Big Blue Patta	1	Nos			
B. Duster Floor Big Redpatha	1	Nos			
C. Duster Floor Medium	1	Nos			
D. Duster Floor Socity Medium	1	Nos			
E. Duster Glass Big	1	Nos			
F. Duster Glass Microfiber	1	Nos			
G. Duster Glass Small	1	Nos			
Duster Imp Check Big	1	Nos			
H. Duster Imp Check Small	1	Nos			
I. Duster Table White	1	Nos			
J. Duster Turkish Medium	1	Nos			
K. Duster Yellow Jumbo	1	Nos			
L.Duster Yellow Medium	1	Nos			
Mop-19					
A. Mop Dry	1	Nos			
B. Mop Plastic	1	Nos			
C. Mop Refils	1	Nos			

Name of Firm:

Signature of authorized signatories:

D. Mop Steel	1	Nos			
E. Mop 18" Dry Mop Set	1	Nos			
F. Mop 24" Dry Mop Set	1	Nos			
G. Mop Bucket mop home brite Ringar Trolley	1	Nos			
H. Mop Clip & Fit Medium	1	Nos			
I. Mop Clip & Fit Small	1	Nos			
J. Mop Plastic Round 250	1	Nos			
K. Mop Wooden	1	Nos			
Rod-20					
A. Rod Bucket Mop	1	Nos			
B. Rod Steel 5 FT	1	Nos			
C. Rod Telescopic	1	Nos			
D. Wooden Rod 4 ft	1	Nos			
Scrubber-21					
A. Scrubber Green	1	Nos			
B. Scrubber Plastic	1	Nos			
C. Scrubber Steel	1	Nos			
D. Scrubber Wipe Scruber	1	Nos			
E. Steel Whool - 5 Kg	1	Nos			
F. Scrub Pad - Scotch Brite	1	Nos			

Name of Firm:

Signature of authorized signatories:

G. Multipurpose Scrub Sponge	1	Nos			
Wiper-22					
A. Wiper Aluminium & SS	1	Nos			
B. Wiper Glass	1	Nos			
C. Wiper Heavy Duty	1	Nos			
D. Wiper Kitchen	1	Nos			
E. Wiper PVC	1	Nos			
F. Floor Wiper with Rod Swachh	1	Nos			
G. Jumbo 21 wiper	1	Nos			
H. kitchen wiper	1	Nos			
I. Sweety 16 Wiper	1	Nos			
J. Wiper 3G	1	Nos			
K. Wiper Alluminium 16"	1	Nos			
L. Wiper Bathroom 14"	1	Nos			
M. Wiper Clinex 24"	1	Nos			
N. Wiper Glass Medium	1	Nos			
O.Wiper Kitchen IMP	1	Nos			
P. Wiper Lux	1	Nos			
Q.Wiper Rubber 1 1/2"	1	Nos			
R. Wiper Rubber 2"	1	Nos			

Name of Firm:

Signature of authorized signatories:

S. Wiper Ruf & Tuff	1	Nos			
T. Wiper Sada	1	Nos			
U. Wiper Steel 18"	1	Nos			
V. Wiper Zebra	1	Nos			
W. Wiper Set	70 Cm x 40 Cm	Per/ Pkt			
Handgloves-23					
A. Handgloves Cotton	1	Nos			
B. Handgloves Dotted	1	Nos			
C. Handgloves P P	1	Nos			
D. Handgloves Rubbers	1	Nos			
E. Handgloves Surgical Blue	1	Nos			
F. Handgloves Surgical Pkts	1	Nos			
G. Handgloves Surgical Regular	1	Nos			
Other Plastic Products-24					
A. Scoup Big	1	Nos			
B. Scoup Small	1	Nos			
C. Spray Bottle	1	Nos			
D. Supdi	1	Nos			
E. Supdi Pandel (Lio) / Dust Pan Polyset	1	Nos			
F. Wall Hook	1	Nos			

Name of Firm:

Signature of authorized signatories:

Plastic Bucket-25					
A. Bucket 10 Ltr	1	Nos			
B. Bucket 13 Ltr	1	Nos			
C. Bucket 20 Ltr	1	Nos			
D. Bucket 25 Ltr	1	Nos			
E. Bucket 18 Ltr unbreakable for use of dustbin	1	Nos			
Plastic Mug-26					
A. Mug 1 Ltr	1	Nos			
B. Mug 500 Gm	1	Nos			
Napthlins & Sani Cube-27					
A. Napthalin Ball white 100gm	1	Pkts			
B. Napthalin Ball White 1kg	1	Pkts			
C. Napthalin Ball White 250gm	1	Pkts			
D. Napthalene Ball Coloured					
D. Napthalin Ball 500gm	1	Pkts			
E. Sani Cube 120 Gm	1	Pkts			
F. Sani Cube 450 Gm	1	Pkts			
G.Sani Cube Round	1	Pkts			
H. Urinal Strip	1	Pkts			
Room Freshner-28					

Name of Firm:

Signature of authorized signatories:

A. Air Freshner Push Airwoak Mrp100	1	Nos			
B. Air Pocket Stop-O	1	Nos			
C. Automatic Room Air- freshener Machine (Airwick)	1	Nos			
D. Camphor Cone	1	Nos			
E. Odonil 4 In1 (50 Gm)	1	Nos			
F . Odonil 50 Gms (40 MRP)	1	Nos			
G. Room Fresh Air Wick Refil	1	Nos			
H. Room Freshner 7 Orchid	1	Nos			
I. Room Freshner Air Wick	1	Nos			
J. Room Freshner La Brezza	1	Nos			
K. Room Freshner Lia	1	Nos			
L. Room Freshner Regular	1	Nos			
M. Room Freshner Machine	1	Nos			
N. Pocket Air Wick (Godrej)	1	Nos			
Soap Dispenser-29					
A. Steel Soap Dispensar 1000 MI	1	Nos			
B. Steel Soap Dispensar 500 MI	1	Nos			
C. Steel Soap Dispensar 800 MI	1	Nos			
Garbage Bag -30					
A. Cello Garbage Bag 30*50 Vergin(Black) Pkt	1	Pkts			

Name of Firm:

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Signature of authorized signatories:

B. Cello Garbage Bag Roll 19*21 Black	1	Nos			
C. Cello Garbage Bag Roll 29*39 Black	1	Nos			
D. Cello Garbage Bag Roll 30*50 Black	1	Nos			
Mat					
Holo Mat-31					
A. Mat Holo 16*24	1	Nos			
B. Mat Holo 20*40	1	Nos			
C. Mat Holo 3*5(100*150)	1	Nos			
D. Mat Holo 80*120	1	Nos			
Mat Foot-32					
A. Mat 1M Grass Mat	1	Sq.ft			
B. Mat 2M Grass Mat	1	Sq.ft			
C. Mat Duro Tuff (Green) 3ft	1	Sq.ft			
D. Mat Duro Tuff (Blue) 2ft	1	Sq.ft			
E. Mat Duro Tuff (Blue) 3ft	1	Sq.ft			
F. Mat Duro Tuff (Blue) 4ft	1	Sq.ft			
G. Mat Duro Tuff (Gray) 4 ft	1	Sq.ft			
H. Mat Duro Tuff (Green) 2ft	1	Sq.ft			
I. Mat Duro Tuff (Green) 3ft	1	Sq.ft			
J. Mat Duro Tuff (Green) 4ft	1	Sq.ft			

Name of Firm:

Signature of authorized signatories:

K. Mat Duro Tuff (Grey) 2ft	1	Sq.ft			
L. Mat Duro Tuff Mix Size	1	Sq.ft			
M. Mat Duro Tuff (Red) 2ft	1	Sq.ft			
N. Mat Duro Tuff (Red) 3ft	1	Sq.ft			
O. Mat Duro Tuff (Red) 4ft	1	Sq.ft			
P. Mat Green Soft 2 ft	1	Sq.ft			
Q. Mat Green Soft 4 ft	1	Sq.ft			
R. Mat Grey Soft 2 ft	1	Sq.ft			
S. Mat Jutt Mat	1	Sq.ft			
T. Mat Red Soft 2 ft	1	Sq.ft			
U. Mat Red Soft 4 ft	1	Sq.ft			
V. Mat Rubber 16*21 Doot	1	Sq.ft			
W. Mat S 4 ft	1	Sq.ft			
Tissue -33					
A. Roll Tissue Paper goodquality	1	Nos			
B. Tissue Paper Box (Premier Box / Maruti Box) With Good Quality	1	Nos			
C. Tissue Paper Packet With Good Quality	1	Nos			
Dusting Cloth Orange - 34	1	Nos			

Name of Firm:

Signature of authorized signatories:

Cotton Duster Checks - 35	1	Nos			
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Name of Firm:

Signature of authorized signatories: