जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/एफ./जे.यू./स्टोर/2026/906 दिनांकः 28/02/2026

ई–निविदा आमंत्रण सूचना

जीवाजी विश्वविद्यालय में उपकरण/सामग्री क्रय करने हेतु अधिकृत विक्रेता अथवा निर्माता से https://mptenders.gov.in पर ऑनलाइन निविदायें आमंत्रित की जाती है।

क्र.	टेण्डर आई.डी. क्रमांक	उपकरण/सामग्री	निविदा की अनुमानित लागत	ऑनलाईन धरोहर राशि	निविदा प्रपत्र की कीमत
1	2026_JIWAJ_486465_1	स्टेशनरी क्रय	25,00,000/-	75,000/-	5,000/-
2	2026_JIWAJ_486466_1	सफाई सामग्री क्रय	10,00,000/-	30,000/-	2,000/-
3	2026_JIWAJ_486467_1	लाईट कार्य	20,00,000/-	60,000/-	2,000/-
4	2026_JIWAJ_486468_1	केटरिंग सेवायें	80,00,000/-	2,40,000/-	10,000/-
5	2026_JIWAJ_486469_1	सामान्य मुद्रण कार्य (मय कागज सहित)	20,00,000/-	60,000/-	2,000/-
6	2026_JIWAJ_486470_1	टेन्ट एवं डेकोरेशन कार्य	40,00,000/-	1,20,000/-	5,000/-
7	2026_JIWAJ_486471_1	बाईडिंग कार्य	15,00,000/-	45,000/-	2,000/-
8	2026_JIWAJ_486472_1	रसायन, ग्लासवेयर, प्लास्टिक वेयर एवं अन्य क्लास वर्क मटेरियल	50,00,000/-	1,50,000/-	5,000/-

निविदा प्रपत्र एवं निविदा की समस्त शर्तों का अवलोकन विश्वविद्यालय की वेबसाइट www.jiwaji.edu पर भी किया जा सकता है।

1. ऑनलाईन निविदा क्रय करने की प्रारम्भ **दिनांक 06.03.2026 तक 11:00 AM तक**
2. ऑनलाईन निविदा क्रय करने एवं जमा करने की अंतिम **दिनांक 26.03.2026 तक 5:00 PM तक**
3. ऑनलाईन टेन्डर (प्राइज बिड) खोलने की **दिनांक 30.03.2026 तक 11:00 AM तक**
4. निविदा की शेष तिथियॉ सम्पूर्ण जानकारी, शर्ते एवं समस्त संशोधन केवल उपरोक्त दर्शाई गई वेबसाइड पर देखी जा सकती है इस हेतु अलग से कोई विज्ञापन/समाचार पत्रों में प्रकाशित नही किया जायेगा।
5. कार्य/सामग्री की मात्रा कम/ज्यादा भी हो सकती है।
6. निविदा स्वीकृत/अस्वीकृत/निरस्तीकरण या संशोधन के अधिकार कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर के पास रहेंगे।

कुलसचिव

जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/26/ दिनांक.....

ई–निविदा सूचना

जीवाजी विश्वविद्यालय में वर्ष भर के लिये सफाई सामग्री क्रय हेतु वार्षिक दर अनुबन्ध हेतु अनुभवी फर्मों से https://mptenders.gov.in पर ऑनलाईन निविदा आमंत्रित की जाती है। विवरण निम्नानुसार है:–

क्र.	टेण्डर आई.डी. क्रमांक	कार्य का विवरण	कार्य की अनुमानितराशि	धरोहर राशि रूपये	निविदा प्रपत्र की कीमत रूपये
1.	**2026_JIWAJ_ _1**	सफाई सामग्री क्रय	रूपये 10,00,000/– (दस लाख रूपये)	रूपये 30,000/– (तीस हजार रूपये)	रू. 1500/– (वापसी योग्य नहीं)

निविदा प्रपत्र एवं निविदा की समस्त शर्तों का अवलोकन विश्वविद्यालय की वेबसाइट www.jiwaji.edu पर भी किया जा सकता है।

1. ऑनलाईन टेन्डर क्रय करने की अंतिम दिनांक ..... समय 05:00 सांय तक।
2. ऑनलाईनटेन्डर (प्राइज बिड) जमाकरने की अंतिमदिनांक ..... समय 05:00 सांय तक।
3. निविदा की शेष तिथियों सम्पूर्ण जानकारी शर्तें एवं समस्त संशोधन केवल उपरोक्त दर्शाई गई वेबसाइट पर देखी जा सकती है इस हेतु अलग से कोई विज्ञापन/समाचार पत्रों में प्रकाशित नहीं किया जावेगा।
4. किसी भी कार्य की निविदा स्वीकृत/अस्वीकृत/निरस्तीकरण या संशोधन का अधिकार कुलसचिव को है।

कुलसचिव

JIWAJI UNIVERSITY, GWALIOR (M.P.)

CHECK LIST OF ENCLOSURES

Please arrange documents in for technical bid as per enclosure number given below -

Enclosure-1	Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.
Enclosure-2	Copy of PAN No. issued by Income tax department
Enclosure-3	Copy of GST Registration Certificate issued by GST Department.
Enclosure-4	Copy of Registration Certificate of Firm/Company/Industry
Enclosure-5	Copy of (FY 2022-23, 2023-24, 2024-25) CA certified turnover certificate with UDIN number.
Enclosure-6	Copy of Income Tax Return for the last three assessment Year relevant to income tax assessment year of the firm /(i.e. AY 2023-24, 2024-25, 2025-26)
Enclosure-7	Copies of work orders for proving the experience of supply of atleast 05 Lacs value of cleaning materialfor any university or similar statutory bodies for any two calendar years out of previous five calendar years.
Enclosure-8	Sample copy of complete cleaning material.
Enclosure-9	Copy of registration certificate of State LUN/DIC/UDYAM/ Shop Act/MSME.

JIWAJI UNIVERSITY, GWALIOR

GENERAL TERMS & CONDITIONS

Tenderer should read these conditions carefully and comply strictly while sending their tenders. If a tenderer has any doubt regarding the terms & conditions and specifications, mentioned in the tender notice or in case any clarification is required, the tenderer may seek it from Registrar, Jiwaji University, Gwalior before submitting the tender. The decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the tenderer.

1. This tender is issued for the supply of approximate value of **Rs. 10 Lacs** Cleaning material. Registrar, Jiwaji University, Gwalior may increase or decrease in above mentioned quantity as per the actual requirement of the university.
2. Online tender will be received till ……..up to 05:00 PM.
3. Date and time of opening of Technical bid ……at 03:00 PM.
4. **EARNEST MONEY -**
   (i) E-Tender shall be submitted online along with an earnest money of Rs. 30,000/- without which tenders will not be considered. The amount should be deposited online.
   (ii) The MSME/ Start up in relevant category registered firms will be exempted from EMD as per M.P. Govt. rules.
   (iii) The Micro& Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi&Village Industries Commission (KVIC)/Khadi& Village Industries Board (KVIB)/CoirBoard/NSIC/Directorate of Handicraft and Handlooms / UdyogAadharMemorandum(UAM) or any other body specified by Ministry of Micro, Small & Medium Enterprises on the date of opening of tender for the tendered item(s) shall be exempted from payment of Earnest Money. In support of above the bidders shall be required to upload the requisite documents on the portal of MP Tender, failing which their techno commercial bid shall not be considered for opening. Cases of exemption from payment of EMD will be dealt under provisions of M. P. BhandarKrayaNiyam and SewaUparjanNiyam 2015. (as amended 2022)
   (iv) Refund of earnest money: - The earnest money of unsuccessful tenderer shall be refunded soon after finalization of Tender.
5. The agreement/contract is initially valid for a period of one year from the date of agreement. The contract may be extended for one more year or for a specified period of time on similar terms and conditions by mutual consent of both the

parties *i.e.* the Tenderer and the Registrar, Jiwaji University as per recommendation of review committee duly constituted by Vice-Chancellor, Jiwaji University and the final recommendation duly approved by competent authority.

6. Supplying firm should have experience of supplying of at least 05 Lacs value of Cleaning material for any university or similar statutory bodies for any twoyears out of previous five calendar years (Please upload copies of work order with technical bid)
7. Supplying firm should have an average annual turnover of atleast Rs. 20 Lacs for any three financial years out of previous five financial year (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25)
8. Tenderer should have PAN No. issued by Income Tax department and copy of Income Tax Return of the firm for assessment year 2023-24, 2024-25 and 2025-26 should be uploaded with the Technical bid.
9. Tenderer should be registered as a registered Firm/Company/Industry for the tendered items. (Please upload copy of registration certificate with technical bid.)
10. Tenderer should be registered under State LUN/DIC/UDYAM/Shop Act/MSME for the tendered items. (Please upload copy of registration certificate with technical bid)
11. Tenderer should have registration of GST No. issued by GST Department. (Please upload copy of registration with technical bid and copy of 3 month GST Retrun should also enclosed with bid.
12. It is compulsory to submit sample copy of each Cleaning material item before the bid end date, acknowledgement of the same should be uploaded at the time of tender submission and send along with technical bid to prove the technical capacity of the firm to undertake the work.
13. Technical bid shall be opened only of those who have paid online EMD and cost of tender form as specified, except MSME registered firms.
14. Financial offer shall be opened only of those who have submitted proper EMD (Except MSME), sample of Cleaning material item and cost of tender document and are selected in Technical bid Evaluation.
15. **Submission of the Tender Document**
    The tender document shall be uploaded online only.
16. Declaration on Rs. 100/- Notarized stamp paper fornothaving vigilance/CBI or the court case pending against the firm and the firm has not been banned/delisted/blacklistedbyanyTenderInvitingAuthorityorbyany organization of State Government or by Government of India.Tender would be technically cancelled without this affidavit.
17. Declaration on Rs. 500/- notarized stamp paper for the authentication of submitted documents.
18. (i) In event of Tender being submitted by proprietary firm tender must be signed by sole proprietor. In event of a power of attorney authorizing him to do so; and in

the case of company, the tender must be signed by authorized signatory as the manner lay in the Articles of association.

(ii) Any change in the constitution of the Firm/Company shall be notified forthwith by the tenderer in writing to the Registrar, Jiwaji University, Gwalior and such change shall not relieve any former member of the Firm/Company from the liability under the contract. No new partner/partners shall be accepted in the Firm by the tenderer in respect of the contract unless he/they agree to abide by all its terms and conditions and deposit with the Registrar, Jiwaji University, Gwalior a written agreement to this effect. The tenderer receipt for acknowledgement or date of any partner subsequently accepted as above shall bind all of them that and will be a sufficient discharge for any of the purposes of the contract.

20. **Forfeiture of earnest moneydeposit:-**The earnest money deposit will be forfeited in the following cases:-

(i) When the tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.

(ii) When the tenderer does not submit the security deposit/Bank Guarantee within specified time after the order is given.

(iii) When the tenderer does not execute the offer agreement prescribed within the specified time.

(iv) When the tenderer fails to supply the Cleaning material as per the order within the time prescribed.

21. The tenderer shall sign with seal on every page of the tender documents and Terms & Conditions as token of his acceptance of all the Terms & Conditions of the tender and upload the same along with technical bid. In case of non-receipt of terms and conditions duly signed with the technical bid the tender will be rejected.

22. In case, Cleaning materialsupplied by the approved firm does not conform to the required standard, the payment thereof, if received by the supplier shall have to be refunded to the Registrar, Jiwaji University, Gwalior. The supplier will not have any rightful claim to the payment of cost of substandard supplies which are consumed either in part or whole pending receipt of laboratory and other test. It may be noted that supply of goods less in weight and volume than those mentioned of the label of the container is an offence and the same will be dealt with in the manner prescribed under rules.

23. **RATES**

Only net rates should be quoted. No Separate free goods or cash discounts should be offered. Rates must be valid for a period i.e. duration of tender agreement effective from the date on which agreement is made with the tenderer and must be offered confirming to the following :-

(i) Delivery should be given to Jiwaji University, Gwalior. The University will pay no cartage or transportation charges and the rates must be quoted inclusive accordingly.

(ii)Rates must be offered net only against the specified column of the financial bid. The net rate must be inclusive of all charges by way of packing, forwarding, incidental of transit charge including transit insurance, octroi and any other levies or duties etc. charge on the product except GST. If rates are quoted giving any free goods quantity or cash discounts the same shall not be considered.

(iii) The rates must be written both in words and figures in financial bid, in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.

24. **TAX:**

Only GSTas applicable and surcharge if applicable will be paid over net rate.

25. **SECURITY DEPOSIT & AGREEMENT**

(i) Firm whose offer is accepted will have to deposit a performance guarantee in form of a bank guarantee equal to 3% (Three Percent) of the total value of approximate quantity of Cleaningmaterial in favour of Registrar, Jiwaji University, Gwalior The earnest money of the successful tenderer may be adjusted towards performance guarantee. The security deposit will be refunded after three months from the date of expiry of the contract or on the expiry of guarantee, if any, whichever is later. The department will pay no interest on security deposit/Earnest money deposit.

(ii) Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 1,000/- in the prescribed form with the Registrar, Jiwaji University, Gwalior within 10 days from the date on which the order is issued to the tenderer.

(iii) In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable to be forfeited by Registrar Jiwaji University, Gwalior and the decision of the Registrar shall be final. The expenses of completing and stamping the agreement shall be paid by the tenderer.

26. **SUPPLY ORDERS**

All the supply orders will be placed to the approved supplier through registered post only and the date of registration at the post office will be treated as the date of order for calculating the period of execution. The supplying firm will execute all orders within specified time as specified in work order.

27.Subletting or assigning contract to third party is prohibited. In the event if Tenderer violates this condition, Registrar, Jiwaji University, Gwalior shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the Jiwaji University,

Gwalior may sustain in consequence or arising out of such replacement of the contract.

28. **Penalty for Delay -**

(i) The time specified for delivery in the supply order shall be deemed to be theessence of the contract and the successful Tenderer shall arrange supply of required quantity of Cleaning material within the specified period on receipt of order from Jiwaji University, Gwalior.

(ii) In case of delay in the delivery period the penalty shall be made on the basis of following percentages of value of Cleaning material item which the tenderer has supply :-

(A) Delay upto one-fourth period of the prescribed Delivery - 2.5%
(B) Delay exceeding one fourth but not exceeding half of the prescribed delivery period - 5%
(C) Delay exceeding half but not exceeding three-fourth of the prescribed delivery period - 7.5%
(D) Delay exceeding three-fourth of the prescribed period - 10%

(iii) Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.

(iv) The maximum amount of agreed penalty shall be up to 50%.

(v) If the supplying firm requests for an extension of time in completion of contractual supply on account of occurrence of any circumstances beyond control of human being, he shall apply in writing to the Registrar, Jiwaji University, Gwalior for the same immediately on occurrence of the circumstances. Decision of the Vice Chancellor of the Jiwaji University, Gwalior shall be final and binding to the tenderer in this regard.

(vi) If the tenderer is unable to complete the supply within the specified or extended period, the Registrar shall be entitled to purchase the goods or any part thereof from elsewhere without notice to the tenderer on his (i.e., Tenderers) account and risk. The tenderer shall be liable to pay any loss or damage which the Registrar, Jiwaji University, Gwalior may sustain by reasons of such failure on the part of the tenderer. If recovery is not possible from the bill and the demand, the recovery of such amount or sum due from the tenderer shall be made under the act or any other law for the time being in force.

29. All the Cleaning materialsupplied shall be of the best quality and conforming to the specifications laid down in the tender document and the schedule attached to agreement and in strict accordance with and equal to the approved standard samples. The decision of Registrar, Jiwaji University, Gwalior regarding the quality of Cleaning materialshall be final and binding upon the tenderer. In case any of theCleaning materialsupplied are not found as per specification or declared sub-standard/spurious, they shall be liable to be rejected and any expenses of loss

caused to the party as a result of rejection of supplies shall be entirely at his account.

30. The tenderer must remove rejected Cleaning materialfrom the destination where they lie within 30 days from the date of information of rejection. The officials will take reasonable care of such materials but will not be responsible for any loss or damage that may occur to while it is on their premises.

31.The tenderer shall be responsible for the proper packing and delivery of the Cleaning material supplied to the University. In the event of any loss, damage, or breakage or shortage, the tenderer shall fulfil the loss and shortage found at the checking of the Cleaning material. Tenderer will fulfill the shortage within stipulated time to the University.

32. Remittance charges on payment made to the firm will be borne by the firm.

33. (i) Direct or indirect canvassing on the part of Tenderers or their representative shall disqualify their tenders.

(ii) Supplier may be disqualified, banned or suspended from business during the rate contract, if:-

A. Fails to execute a contract ;
B. declared bankrupt or insolvent or its financial position has become unsound, and in the case of a limited company, it is wound-up or taken into liquidation;
C. The firm is suspected to be doubtful loyalty to state ;
D. The state bureau of investigation finds moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.
E. Registrar, Jiwaji University, Gwalior is prima-facie of the view that the firm is guilty of an offence involving moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.

34. The quantity and value of Cleaning material to be suppliedindicated in the tender is mere estimates and is intended to give an idea to the prospective Tenderers to enable them to decidewhether they will undertake to supply the Cleaning materialto this University on most competitive rates. The figures indicated in the tender do not constitute any commitment on the part of the university to purchase Cleaning materialin the quantity shown therein. It is further made clear that the University does not bind itself topurchase all quantity mentioned in the tender and no objection against the quantity of the indent of Cleaning materialbeing more or less than the approximate quantitywill be entertained and shall not be acceptable as a ground for non-supply on the quantity indented.

35. The contract shall generally be awarded to the lowest tenderer as per the Bid Evaluation Criteria. However the Registrar, Jiwaji University Gwalior does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject

any or all the offers either in full or in part without assigning any reason. The Registrar, Jiwaji University, Gwalior also reserves the right to reject any bid which in his opinion is violating any of the conditions without any liability to any loss whatsoever it may cause to the tenderer in the process.

36. The Contract for the supply can be repudiated at any time by the Registrar, Jiwaji University, Gwalior if the Cleaning material are not supplied to his satisfaction after giving an opportunity to the Tenderer of being heard and after reasons for repudiation being recorded by him in writing.
37. Extra stipulation or any other conditions contrary to the above Tender Conditions are not acceptable and may tender liable to rejection.
38. The tender must be signed at the end of Terms & Conditions agreeing to abide by all conditions of the tender and accept them into.
39. **FALL CLAUSE:**
    The prices charged for the Cleaning materialsupply under the contract by successful Tenderer shall in no event exceed the lowest price at which the successfulTenderer sells it to any other persons during the period of the contract. If any time, duringthe period of the contract, the tenderer reduces the sales price chargeable under thecontract, he shall forthwith notify such reduction to the Registrar, Jiwaji University,Gwalior and the price payable under the contract of the Cleaning materialsuppliedafter the date of coming into force of such reduction or sale shall stand correspondingreduced.
40. Cleaning materialrejected by the University will have to be replaced by the tenderer at his own cost within the time limit fixed by the Registrar Jiwaji University, Gwalior.
41. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior Jurisdiction only.
42. In the event of dispute arising out of this agreement, the Kulguru, JiwajiUniversity, Gwalior shall be the sole arbitrator and his decision shall be final and binding on both the parties.
43. It is expected and assumed that all documents, certificates, declarations made are true and correct on the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Jiwaji

University, Gwalior then the awarded contract may beliable for cancellation at the discretion of Jiwaji University and EMD/ Security Deposit will be forfeited.

Registrar
Jiwaji University, Gwalior

I/We have read the above terms and conditions and I/We agree to abide by the same.

Signature of tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR (M.P.)

Technical bid for Supply of Cleaning material

(Please write all entries in Capital letters and upload relevant documents as required)

1- Name of the Firm :…….

2- Address of the Firm : ……

:.....

:…..…….....

3- Name of the Proprietor of the Firm :……..…….....……

4- Telephone Number 1- Office :…….....…… 2- Residence …….....…….....…

3- Mobile :……4.Fax :…….....…….……

5- E-Mail Id of The Firm : …….. …….....…..

6- Details of The EMD Amount : Rs……. Online deposit receipt No…….....…….

Dated…….....…….……

7- Details of the Cost of e-tender Purchased :. …….....……....

(Please upload photocopy of the receipt) -Receipt No…….....….... Dated…….....…….

8- PAN No. issued by Income Tax Department : ……....……

(Please upload photocopy)

9- GST Registration No. issued by GST:…….....…….....…….

Department (Please upload photocopy)

10- Whether Registration No./Certificate Registered Firm/Company/ Yes/No.

Industry/upload or not :(Please upload photocopy)

11- Annual turnover of the firm for the previous Three financial years 2022-23 Rs…….....

2023-24 Rs….....……

2024-25 Rs…….....……

Signature of tenderer with Seal

12. Whether Audited Balance sheet along with Audit Report of the firm for the previous three financial years 2022-23,2023-24 and 2024-25 is uploaded or not (Please upload photocopy)	**:**	**Yes/No**
13. Whether Income Tax Return of the firm for the last previous Three assessment years 2022-23, 2023-24 and 2024-25 is uploaded or not. (Please upload photocopy)	**:**	**Yes/No**
14. Whether sample of Cleaning materialUpload/submitted or not.	**:**	**Yes/No**
15. Whether Acceptance of terms & conditions is uploaded or not. (Please sign each page of terms & conditions as token of acceptance and upload with technical bid)	**:**	**Yes/No**
16. Whether copy of registration certificate of state LUN/DIC/UDYAM/ Shop Act/MSME is uploaded or not (upload a photocopy)	**:**	**Yes/No**

Signature of Tenderer with Seal

Details of work orders for proving the experience of supply of at least **05 LACS** value of Cleaning materialfor any university or similar statutory bodies for any two years out of previous five calendar years.

Year	Name of University/Institute	Whether Work order is uploaded or not.
2021	**1.** **2.** **3.**	**Yes/No** **Yes/No** **Yes/No**
2022	**1.** **2.** **3.**	**Yes/No** **Yes/No** **Yes/No**
2023	**1.** **2.** **3.**	**Yes/No** **Yes/No** **Yes/No**
2024	**1.** **2.** **3.**	**Yes/No** **Yes/No** **Yes/No**
2025	**1.** **2.** **3.**	**Yes/No** **Yes/No** **Yes/No**

Signature of tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR

Commercial bid for Supplying of Cleaning material

1. Name of The Firm .....

2. Address of The firm .....

3. Telephone No. .....

4. Tender ID No. – 2026_JIWAJ_

Please read general terms & conditions carefully before filling the financial bid. Quoted rates must be inclusive of all charges by way of packing, forwarding incidental of transit charge including transit insurance, octroi and any other levies or duties etc. and transportation of material upto University office/store except Sales Tax (GST).

Note :-

1. No Quantity of Cash Discounts should be offered.
2. Rate should be Written Both in Words and Figures.

S.No	Items Details.	Approximate Qty.	Rate Per No.		
			Rate	GST	Total
1.	Phenyl Gainda (5 Ltr. pack)	1000 Pack			
2.	Phenyl Gainda (1 Ltr. pack)	2000 Pack			
3.	Phenyl tablet Big Doctor Brand	500 kg.			
4.	Hand wash soap (Small)savlon	100 No.			
5.	Acid Bottle -01 Liter	500 bottle			
6.	Seek broom	1000 No.			
7.	Flowers broom	500 No.			
8.	Bamboo broom with Rod	100 No.			
9.	Duster Cloths (Pocha)	200 No.			
10.	Floor cloth- pochha Big	200 No.			
11.	Floor Wiper Big size	50 No.			
12.	Hand Gloves Rubber	50 Pair			

13.	Toilet Brush	50			
14.	Floor Scrubbing Brush (Juna)	50			
15.	Odonil (Air Freshener) 50 gm	100 Pkt.			
16.	Odonil (Air Freshener) 75 gm	100 Pkt.			
17.	Colin Big	50 No.			
18.	Black Phenyl	50 Liter			
19.	Harpic Big	50 No.			
20.	Black Hit Small	25 No.			
21.	Detergent Powder	150 Pkt.			
22.	Hand Wash	200 No.			
23.	All Out Refill	200 No.			
24.	Room Freshener	200 No.			
25.	Water Supply Pipe ½ Inch (Lejum)	50 Feet			
26.	Water Supply Pipe 1 Inch (Lejum)	50 Feet			
27.	Room Freshener Godrej	100 No.			
28.	Hand Wash i. Dettol ii. Savlon	200 No.			

Signature :
Name :
Seal :

PROFORMA OF PERFORMANCE BANK GUARANTEE

In consideration of the Registrar, Jiwaji University, Gwalior (hereinafter called the "Client") having offered to accept the terms and conditions of the proposed agreement (hereinafter called the "saidAgreement") between Registrar, Jiwaji University, Gwalior and M/s..... (hereinafter called the "said Contractor") for the work of Cleaning material having agreed to production of an irrevocable bank guarantee for Rs._____ (Rupees _____ only) as a security / guarantee from the contractor for compliance of its obligations in accordance with the terms and conditions in the said agreement.

We _____ (hereafter referred to as the "Bank") hereby undertake following:

1. We undertake to pay to the Client any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment theunder, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee
3. We further agree with the Client that the Client shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to …..... unless extended on demand by the Client Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs._____ (Rupees _____ only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.
   Dated the _____ day of ____ for _____

Signature of the authorized officer of the Bank

Name & Designation of the officer

Seal, Name & Address of the Bank and Address of the Branch

FORMAT OF CONTRACT AGREEMENT

(On Non-judicial Stamp Paper as per M.P. Govt. rules)

THIS AGREEMENT made the .....day of ....., 2026 Between Registrar, JiwajiUniversity,Gwalior (hereinafter "the Client") of the one part and M/*s* _____ _____
(hereinafter called "the Contractor") of the other part:

WHEREAS the Client is desirous that certain services viz. Supply of Cleaning material in the tender referenceno. _____ Dated _____ and has accepted a bid by the Contractor for the performance services for the sum of *Rs.* _____ */- (Rupees* _____ *only)* (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

a) The Letter of Acceptance issued by the Client.
b) The supplier's bid including enclosures, annexure, etc.
c) Tender document along with all enclosed documents.
d) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the service provider, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

Sl. No	**Brief Description of Services**	**Contract Duration**	**Total Price**	**GST tax in %**	**Total value inclusive of GST tax**
1					

5. The agreement/contract is initially valid for a period of one year from the date of agreement. The contract may be extended for one more year or for a specified period of time on similar terms and conditions by mutual consent of both the parties *i.e.* the Tenderer and the Registrar, Jiwaji University as per recommendation of review committee duly constituted by Vice-Chancellor, Jiwaji University and the final recommendation duly approved by competent authority.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said _____
(For the Client) In the presence of
.....

Signature

Name

Address

Witness 1. 2.

Signed, Sealed and Delivered by the

Said _____ (For the Contractor)

In the presence of .....

Signature

Name

Address

Witness 1. 2.

Signature with seal of the deponent (bidder)

// AFFIDAVIT//

(To be submitted along with Technical Bid)

I/We……. who is/are ……. (status in the firm/company) and competent for submission of theaffidavit on behalf of M/s……...……

(Contractor) do solemnly affirm an oath and state that:

I/we, am/are fully satisfied for the correctness of the certificates / records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No……. for……

(name of work) dated ……...issued by the ……... (name of the department).

I/we am/are fully responsible for the correctness of following self-certified information/document and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
    a. Online deposit receipt for amount deposited as earnest money, online deposit receipt for cost of bid document and other relevant document are authentic.
    b. Information regarding financial qualification and annual turnover is correct.
    c. Information regarding various technical qualifications is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

OR

4. Following close relative are working in the department:

Name……..…Post……Present Posting……

I/We……..…..above deponent do hereby certify that the facts mentioned in above

paras 1 to 4 are correct to the best of my knowledge and belief.

Verified today ……(Dated) at……..(place)

Signature with seal of the deponent (bidder)

I certify and agree with all the terms and condition of this tender document. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the expectations of the University from the Firm regarding Cleaning material required by the JiwajiUniversity. I am ready to providing and cleaning material to the University on the quoted rates mentioned in the Financial Bid and submitted by me under the terms and conditions of the University as stated in this tender document.

.

Signature of the Tenderer

Name ……..

Seal …….