



DR.B.R.AMBEDKARNATIONALLAWUNIVERSITY,SONEPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

REQUEST FOR QUOTATION (RFQ)

Ref.No.: DBRANLU/P&S/2026/43/RFQ-02

Date:13.06.2026

Subject: REQUEST FOR QUOTATION FOR RATE CONTRACT FOR HOUSEKEEPING ITEMS

Dr. B.R. Ambedkar National Law University, Sonipat, Haryana, invites quotations from reputed suppliers/distributors/manufacturers for Rate Contract of Housekeeping Items (refer Annexure-I) to be used at the University campus, Rajiv Gandhi Education City, Rai, Sonipat (Haryana) for a period of one year, extendable on satisfactory performance.

Terms and Conditions

Quotations must reach in the office of the Registrar, Dr. B. R. Ambedkar National Law University, Plot No. 5, Rajiv Gandhi Education City, Rai, Sonipat – 131029 within 15 days of issuance of this RFQ i.e., by on or before **5:00 PM of 29.06.2026** either through post, courier, hand or by hand.

1. The quotations will be opened on next day of closing date of submission of quotations at 11:00 AM.
2. Conditional bid would not be entertained.
3. Bidder should up hold good business practices.

4. Eligibility Criteria

4.1 The bidder must have valid GST registration.

4.2 The bidder have at least 02 year experience of supplying similar items to any University during FY 2021-22, 2022-23, 2023-24, 2024-25 or 2025-26.

4.3 The bidder is required to produce following undertaking/certificate with the quotation:

I “That the rates, and other terms and conditions offered to Dr. B. R. Ambedkar National Law University, Sonipat are in no way inferior to those being offered to other Govt./Semi Govt. Depts./Public Sector Undertaking/Institutions including DGS&D/DS&D (Haryana)”.

II “That in case, the rates are reduced/or more discount including any special incentives for sales promotion is offered by you during the currency of rate contract,

the University shall be informed promptly and shall be entitled for that benefit/incentive”.

III “That you have not been debarred/blacklisted by DGS&D/DS&D (Haryana) or any State Govt. Dept./Central Govt. Dept./ University etc.”.

5. A rational balance of quality, quantity and cost of the product offered / quoted by the firms, which meet the eligibility criteria, shall be the sole basis of awarding the contract.
6. The rate contract shall remain valid for a period of one year from the date of issuance of Rate Contract or expenditure upto the limit of Rs. 5, 00,000/- in a year, whichever is earlier and may be extended further on satisfactory performance and mutual consent.
7. Prices must be inclusive of all charges (all taxes, loading, unloading, packing, freight, delivery, etc.).
8. The financial bid shall be evaluated on considering the total lowest quoted rate for all items. The evaluation will be carried out on a total bid value basis.
9. Delivery of goods shall be made by the supplier within 10-15 days of placing of purchase order, however, in case of emergent requirement he has to supply the required quantity of goods within 05 days of placing order.
10. Rate contract items will be purchased on monthly basis/as or when required.
11. Penalty: Delay beyond delivery period days will attract 1% penalty per day, up to 10% of total order value and University Penalty Clause is as under:

Penalty clause will be applicable as per University Accounts Code Clause no. 12.67 (In case, the material/work is not supplied/executed within the supply/work compensation amount equal to 1% of the cost of the material/contract per day, provided that the total amount of compensation shall not exceed 10% of the total cost of the material/contract. After the lapse of 15 days beyond the stipulated/extended period, it will be the discretion of the University to cancel the supply/work execution order at the risk and cost of the supplier/contractor).

12. DBRANLU reserves the right to reject any quotation without assigning reason.
13. Payment: 100% after successful supply and verification by Inspection Committee.

There is no any provision of advance payment in the rules of the University. Thus the payment will be made against the work completion/delivery of material. As a

general policy, the University try to make payment within one month of the receipt of material subject to proper installation, wherever applicable, and satisfactory inspection of the installation committee.

14. Any queries relating to the RFQ document and the terms and conditions contained therein should be addressed to the Purchase and Store Branch of Dr. B. R. Ambedkar National Law University at Email: purchase.store@dbranlu.ac.in

15. In case of any discrepancy or dispute related to this rate contract the final decision of the Hon'ble Vice Chancellor shall be final.

16. The University has the full and exclusive right to accept or reject any or call RFQ, increase and decrease order quantity, without assigning any reasons and also to cancel the supply at any time without assigning any reason.

17. Performance Security:

- Performance Bank Guarantee is mandatory. The Successful Bidder shall require to submit the performance security/Guarantee in favour of Registrar, Dr. B. R. Ambedkar National Law University for an amount of Rs. 20,000/- (Rs. Twenty Thousand Only) in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank within 15 days from the date of receipt of work order/purchase order and should be kept valid for a period of 180 days beyond the date of completion of contract period. The Performance security in other form viz., FD/Term Deposit Receipt etc. shall not be accepted.
- If the supplier shall not submit the performance security within 15 days from the date of receipt of work order/purchase order and if there is delay in submission of performance security, purchase order may be cancelled or as decided by the competent authority.

18. Forfeiture of Performance Security: If bidder violates any of the provisions of the terms and conditions of the proposal or fails to fulfill the all terms & conditions, requirements or indulges in any such activities as would jeopardize the work., submitting false/misleading information/ declaration/ documents/ proof/etc., University may "FORFEITED" the Performance Bank Guarantee either fully or partially, as decided by the University and/or "Banning" the supplier for participating in any job for a period of two years. The decision of the University shall be final and shall not be called upon to question under any circumstances.

19. The bidders may visit the University during working hours on any working day before submission of the quotation to inspect/check the samples and understand the requirements/specifications of the items/services to be supplied under the RFQ.
20. Jurisdiction: All disputes subject to courts in Sonapat, Haryana.

Note: In case of supply of substandard or inferior quality items by your firm, the items shall be rejected, and you shall be responsible for supplying items of the required quality in the same price.

Company/Firm Details

Name of the Firm	
Address of the Firm	
Contact Person Name & Number	
E-mail ID of the Firm	
GST No. of the Firm (Copy attached)	

Stamp & Signature of the Company/Firm

Financial Quotation Format

S. No.	Item Name	Estimated Monthly Required Quantity	Brand	Color/ Size/ Material	Basic Rate per Unit (Rs.)	GST (%) (Rs.)	Price per Unit With GST (Rs.)	Total Amount (Rs.)
		(A)			(B)	(C)	(D)	E=A*D
1	Phenyl	60 Ltr	Genda	White				
2	Lizol (All In 1)	60 Ltr	Lizol	-				
3	Harpic	60 Ltr	Harpic	Blue				
4	Tissue Paper	100 Nos	Pristo	White				
5	Paper Roll	10 Nos	-	-				
6	Odonil (Gel Pocket Floral Valley)	30 Nos	Odonil	-				
7	Phool Broom(Soft)	15 Nos	-	-				
8	Broom(with Bamboo)	15 Nos	-	-				
9	Wiper	15 Nos	-	Medium				
10	Jala Brush with pole	5 Nos	-	Big				
11	Garbage Bag (Big)	10 Kg	-	Black				
12	Garbage Bag (Small)	20 Kg	-	Black				
13	Bucket	5 Nos	-	Big (20 ltr.) Plastic				

S. No.	Item Name	Estimated Monthly Required Quantity	Brand	Color/ Size/ Material	Basic Rate per Unit (Rs.)	GST (%) (Rs.)	Price per Unit With GST (Rs.)	Total Amount (Rs.)
		(A)			(B)	(C)	(D)	E=A*D
14	Mug	10 Nos	-	Plastic				
15	Juna	20 Nos	-	Plastic				
16	Hand Wash	50 Nos	Dettol	250 ml each				
17	Washing Powder	10 Kg	Surf Excel	Powder				
18	Washing Liquid	5 Ltr	Surf Excel	Liquid				
19	Dust Pan	20 Nos	-	Steel/ Plastic				
20	Room Freshener	15 Nos	Godrej	Lemon				
21	Toilet Brush	10 Nos	-	Plastic				
22	Pouche	30 Nos	-	Big				
23	Naphthalene Balls	15 Pkts	Wonder Fresh	Colorful				
24	Hand Gloves	5 Pair	-	Yellow/ White				
25	Colin	15 Nos	-	Blue 250 ml each				
26	Black Hit	10 Pc	Hit	750 ml				
27	Coconut Oil	3 Ltr	Parachute	-				

S. No.	Item Name	Estimated Monthly Required Quantity	Brand	Color/ Size/ Material	Basic Rate per Unit (Rs.)	GST (%) (Rs.)	Price per Unit With GST (Rs.)	Total Amount (Rs.)
		(A)			(B)	(C)	(D)	E=A*D
28	Dustbin (Big, 80Ltr with Wheel)	5 Nos	Neelkamal	Plastic				
29	Dustbin (Small)	10 Nos	Neelkamal	Plastic				
30	Mop Wiper	15 Nos	Inuvik	Wet & Dry Cotton Pad				
31	Dusting Cloth	50 Nos	-	Colorful				
32	Tile Cleaner	10 Ltr	Roof Cera Clean (TT16)	-				
Grand Total								

1. I/We have read and understood the contents of the RFQ for rate contract of housekeeping items and agree to abide by the terms and conditions of this RFQ.
2. I/We shall supply the items of requisite quality and quantity at given rate in timely manner.

Stamp & Signature of the Company/Firm



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

***Note-This Contract is to be signed on Rs.100/- Non Judicial Stamp paper within 15 days after receiving of LOA/LOI by the bidder/supplier from buyer.**

(AN AGREEMENT BETWEEN DR. B. R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT, HARYANA AND THE SUPPLIER)*

Dr. B.R. Ambedkar National Law University, Rai, Sonipat, Haryana (DBRANLU), Enacted under Government of Haryana Act No.15 of 2012 represented through its authorized signatory.....(Name of Officer),.....
(Designation of Officer) (Which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as DBRANLU or Owner or the First Party.

And

Firm Name.....having its office at through its authorized signatory..... (Name & Post), (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as execution Manufacturers/Authorized Dealers/ Distributors/Agent or the **Second Party**.

Whereas DBRANLU has invited RFQ No.....for (Name of the RFQ) dated and M/s (Firm Name) submitted its proposal in this regard. DBRANLU after considering its offer has decided to engage.....(Firm Name) as executing agency.



Firm Name.....(execution Agency) is hereby agreed to take the RFQ No. for (Name of the RFQ) at the quoted rates, terms and conditions contained the RFQ, Work Order/Purchase Order and duly communication of the above said work.

Now, therefore, in consideration of the mutual covenants herein contained, it is hereby agreed between the parties as follows: -

The agreement shall come into force immediately after signing of this agreement by both the parties and shall remain valid until the final completion of the one year rate contract inclusive of warranty period or extended rate contract inclusive of warranty period or cancelled earlier by the Dr. B.R. Ambedkar National Law University, Sonipat, Haryana as per the time schedule prescribed in the RFQ document.

All the terms and conditions and Technical specifications contained in the RFQ No. for.....(Name of the RFQ) dated shall be the part of this agreement.

Firm Name.....(execution Agency) hereby declare that I Shall remain bound and abide by the rates, terms and conditions and technical specifications of the aforesaid as well as RFQ, Work Order/Purchase Order and due communications of the above said work.

In Witness whereof, the parties here to have caused this agreement to be signed in their respective names as of this day and year first above written.

Signed by

First Party: DBRANLU, Sonipat
Signature with seal
Date & Place

Second Party:
Signature with seal
Date & Place

In presence of (Witnesses)

1.

1.

2.

2.