



# CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ NO.- 07/2022-23 Group A

Date:05/08/2022

## E-TENDER NOTICE FOR CLEANING, SCAVENGING SERVICES INSIDE CNLU CAMPUS

Chanakya National Law University invites quotations through online E-tendering System from the reputed service providers for all types of Cleaning, Scavenging Services inside CNLU campus.

CNLU hereby publishes the TENDER on e-tendering Portal (Website) i.e., <https://www.tenderwizard.com/CNLU> in Electronic mode hereinafter referred as “e-Tendering”, TENDER will be here under called as “e-Tender”. The e-tender published online through aforesaid portal (website) consisting of standard tender conditions, specifications, for aforesaid Services. Please note that copy of the above e-tender may be downloaded from this portal and should be mandatorily submitted in Online Electronic Mode hereinafter referred as “Online Offer”.

### Support

1. Prospective quotationers should contact our service provider M/s Karnataka State Electronics Development Corporation Ltd. {KEIONICS (KSEDC)}, 1<sup>st</sup> floor, Old Bank of India compound, M/22, Building, Road No.- 25, S K Nagar, Patna 800001, Mobile no.:- 9771414548, 9771414547, 9934589011, 7542028164, E-mail : [twbihareproc@etenderwizard.com](mailto:twbihareproc@etenderwizard.com) between 10:00 am and 05:00 pm of working days for E-Tendering process related queries.
2. Any Suggestions / Clarifications / query related to terms & conditions of the quotation and services mentioned in tender document may be put forth in the pre-bid meeting or through written letter / e- mail to [registrar@cnlu.ac.in](mailto:registrar@cnlu.ac.in) up to 10/08/2022 till 12:00 Noon.

### Instructions for E-Tendering

1. **Tender Quotationing Methodology:**
  - a) Technical Quotation & Financial Quotation
2. **Broad outline of activities from Quotationers prospective**
  - a) Quotationer should procure Digital Signing Certificate (DSC)-III
  - b) Quotationer should register on our e-Procurement portal i.e., <https://www.tenderwizard.in/CNLU>
  - c) To use the Electronic Tender portal quotationer need to register on the portal. Registration of each organization is to be done by one of its senior person vis-a-vis Authorized Signatory who will be the main personnel coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the <https://www.tenderwizard.in/CNLU> and follow further instructions as given on the site.
  - d) After registration quotationer should create Users and assign roles of the authority of his / her firm on the above portal
  - e) Quotationer can view Notice Inviting Tender (NIT) or Notice Inviting quotation on the above portal
  - f) Quotationer can also download the Official Copy of Tender Documents from the above portal
  - g) Quotationer should submit its quotation through above portal
  - h) Quotationer may attend the Public/Limited Online Tender Opening Event (TOE) on the above portal
3. **Digital Certificates**
  - a) For integrity of data and authenticity/ non-repudiation of electronic records, and to be complaint with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC) of Class III or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].



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## **Scope of work**

1. The scope of work shall include all type of cleaning, Scavenging Services and House-Keeping Services along with required insecticides and materials in Administrative Block, Academic Blocks, Guest House, Library Building, Boys Hostel, Girls Hostel, Guest House, Vice Chancellor Residence, Registrar Residence, stairs of Staff Quarters Type- I, III and IV, Road Side inside campus, Power Sub Station, All Pump & Intakewell Rooms, Security Guard Rooms, Cleaning of RCC Over Head Tank of 10,000 litre, RCC Water Tank (Girls' Hostel & Boys' Hostel) of 129400 Ltr., PVC Water Tank (2000 Litres)- 12 nos., PVC Water Tank (1500 Litres)-4 nos., PVC Water Tank (1000 Litre)-3 nos., PVC Water Tank (500 Litres)-6 nos., drain and Campus Areas earmarked within the University Campus.
2. Place & Area will be as per Annexure-I and list of materials will be as per Annexure-II.
3. All the toilets should be cleaned thrice daily or more if required by using Black phenyl as directed by the concerned official by using toilet cleaning machines.(Please refer Annexure-III for details.)
4. All commodes & pans should be cleared with toilet cleaning machines & detergents each day and for places where there are septic tanks the same should be washed with liquid cleaner.
5. Naphthalene balls@4 for each urinal & 4 for each wash basin should be placed once each week or early if required.
6. Toilets floors & walls (up to tiles) corridors, kitchens, common room, staircase & other common places like lobby etc. should be cleaned by floor cleaning equipment's and mopped every day and washed by liquid soap to the required level once in a week.(The ownership /Leasehold /arrangement on rent may be annexed with the technical offer.
7. Roof cleaning should be done fortnightly.
8. The open areas such as roads etc. of the campus both inside & outside should be kept neat & clean by removing jungles, rubbish etc. at all times. The approach roads, connecting main roads etc. should be kept clean on daily basis.
9. Plants, shrubs etc. on the walls, roof etc. should be uprooted accordingly as directed by competent authority of CNLU for a said work.
10. The sewer lines, urinal outlets etc. need to be cleaned immediately in the event of any chocking.
11. The drains should be cleaned as per requirement at least (fortnightly). Bleaching powder of approved make should be spread on the surrounding surface of drains twice a month or as directed.
12. The vats, except PMC garbage bins, should be kept clean on regular basis and the rubbish thus collected should be disposed off by the agencies with their own transport through Patna Municipal Corporation at their designated places.
13. The dead animals, if any, should be removed immediately from the campus.
14. Road side inside CNLU campus should be kept clean by chichalling on a regular basis.
15. The vacant rooms/area, if any, to be cleaned and washed as and when required and instructed.



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16. All toilets & classrooms on the corridors of both hostels, main Academics Building to be cleaned once before 8:00 AM on working days.
17. Dusting of all chairs, tables, benches etc. of the hostel, classrooms & drawing halls to be done once daily on all working days.
18. Any other urgent job assigned from time to time.

## **Eligibility Criteria:**

Quotationer having the under mentioned documents shall be eligible for participating in this tender. List of documents are as mentioned below:

1. Scan of duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm`s Bank Account Details with Bank Name & Address and IFSC / RTGS codes be mentioned.
2. Scan of PAN card (in name of Proprietor in case of Proprietorship Firm/ Firm/ Body Corporate & GST certificate.
3. Scan of duly signed and filled-in Annexure-II
4. Scan of Affidavit as per Annexure-IV
5. Scan of ESI certificate
6. Scan of EPF certificate
7. Scan of updated valid registration certificates of registered under Indian Companies Act 1956 / Partnership Act or Proprietorship / Registered under Shop & Establishment registration / Registered with MSME for similar work.
8. Scan of one work order / agreements of similiar work during the last three financial years (from 2018-19 to 2020-21) with Scan of satisfactory work completion certificate in reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / Professional bodies etc. The quotationer must have performed similar work in around 3 lakhs square feet of campus.
9. Scan of the receipt of depository through NEFT / RTGS for EMD.
10. Scan of the receipt of depository through NEFT / RTGS for Cost of Document.
11. Scan of document in support of yearly turnover of Rupees One Crore.
12. Scan of certificate in support that firm / company is STARTUP and MSME registered along with scan of Udyog Aadhar / Udyam Aadhar in single pdf format.
13. Scan of document of IT return of as last three years.
14. Scan of audited profit & loss account & Balance sheet and auditor`s report of last three financial years.
15. **Existing service provider will not to eligible to participate in the tender.**



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## Important Date & Time

- ✓ Last date & time of online submission : up to 01:00 pm on 22/08/2022
- ✓ Pre-Bid Meeting date & time : at 10/08/2022 at 12:00 Noon
- ✓ Online Opening of Technical Quotation date & time : at 02:00 pm on 22/08/2022
- ✓ Online Opening of Financial quotation date & time : at 01:00 pm on 26/08/2022
- ✓ Place of all meeting : Registrar's Chamber

## Availability of Tender

Tender documents may be downloaded in the tender section at front page of CNLU website i.e., <https://cnlu.ac.in> and in the CNLU's e-Tender portal i.e., <https://www.tenderwizard.in/CNLU>

## Terms & Conditions

1. **Tender document shall not be acceptable through post, courier or any offline mode.** Interested quotationers are advised to submit the quotation only through our e-Tendering portal.
2. Service Provider will be decided by to be deployed on these services itself to carry out the work of all type of Cleaning, Scavenging Services and House-Keeping Services inside CNLU campus as per the scope mentioned above.
3. All the day to day work assigned by the Competent Authority of CNLU should be completed within the stipulated time frame with existing manpower deployed by the firm.
4. Scanned documents as mentioned in Eligibility criteria is mandatory. Quotationer should upload all the scan of Genuine documents otherwise their technical quotation shall be declared non responsive.
5. **Original document of Affidavit as per Annexure-IV should be submitted by quotationer during opening of Technical Quotation.**
6. Quotationer or their authorised representative shall remain present during the Pre-Quotation meeting and at the time of opening of Technical Quotation and quotationers whose technical quotation is declared responsive shall remain present at the time of opening of Financial Quotation.
7. The price will be remain firm and fixed during the pendency of contract. It will not vary on any account whatsoever.
8. EMD Cost: Rs. 60,000.00 (Rupees Sixty Thousand Only) should be submitted through **NEFT / RTGS to our Account Number 625901144189.of ICICI Bank, Branch: Exhibition Road, Patna, IFSC Code: ICIC0006259.** Scan of the receipt of depository should be uploaded on our e-tendering portal while submitting the quotation.
9. Cost of tender fee: Rs.5,000.00 (Rupees Five Thousand Only) and should be submitted through **NEFT / RTGS to our Account Number 625901144189.of ICICI Bank, Branch: Exhibition Road, Patna, IFSC Code: ICIC0006259.** Scan of the receipt of depository should be uploaded on our e-tendering portal while submitting the quotation.
10. Tender processing fee: Rs. 826.00 (Rupees Eight Hundred Twenty Six Only) with GST should be submitted through payment gateway to service provider.



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11. Incomplete quotation and quotation without genuine documents are liable for rejection. No responsibility will be taken for any type of technical glitch while online submission of quotation

12. Service Label Agreement(SLA): During the warranty period SLA will be applicable as below:

<u>Sr. No.</u>	<u>Services</u>	<u>Time Limit</u>
1.	Service support should be available on all working days.	Sundays and General Holidays are Excluded
2.	Time limit for emergency service during defect liability period.	As mutually agreed by Vendor and CNLU authorities (depends upon the situation).
3.	If the service provider fails to provide the service within time period as mutually agreed by him and CNLU authorities :	An amount of Rs. 500 per work will be penalized to service provider.

13. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the whole process at any time prior to the award of contract, without assigning any reason whatsoever.

14. **Agreement & Performance Security**

- a) Successful quotationer shall enter into the agreement on PWD F-2 agreement or **Rs. 1,000.00 (Rupees One Thousand) non judicial stamp paper** within **fifteen (15) working days** from the **date of work order**.
- b) Initial Performance security shall be **5% (Five Percent)** of the amount of the agreement mentioned in LOA. EMD shall be adjusted in amount of performance security. Successful quotationer can deposit amount of performance security after deducting amount of EMD in form of **NEFT / RTGS/ DD / Bank Guarantee / Fixed Deposit** for performance security at the time of agreement.

15. **Amendment of Quotation Document.**

- a. At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective quotationer, modify the Quotation Document by an amendment.
- b. The amendment will be notified through official website of Chanakya National Law University for all the prospective quotationers.
- c. In order to afford prospective quotationer reasonable time in which to take the amendment into account in preparing their quotations, the Client may, at its discretion, extend the last date for the receipt of the Quotations.

16. Chanakya National Law University reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever.

17. University will not provide any residential facility to workers / authorities of successful quotationer inside campus.

18. Work shall be done strictly as per scope of work and direction of competent authority of CNLU, Patna.

19. Clarification regarding contents of the quotations: During evaluation and comparison of quotations, CNLU may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought, offered or permitted. No post-quotation



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clarification on the initiative of the quotationer will be entertained.

20. Price should be quoted in Indian Rupees only.
21. All labour bye laws & regulations are to be followed by the contractor.
22. The contractor shall arrange all tools necessary for the execution of the work at his own cost.
23. Lowest responsive quotationer will be considered on the total amount of quotations of the respective work.
24. All the risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the contract other than the expected risks will be the responsibility of the contractor / firm.
25. The contract initially will be for a period of one year from the date of award of work. However, it can be extended on the same terms & conditions subject to satisfactory work of the contractor for another one year or for mutually agreed period. It may come to end any time provided the services are not up to mark. The termination will precede 30 days advance notice to the service provider.
26. The agency shall replace immediately any of its personnel who is found unacceptable to CNLU because of, incompetence, conflict of interest, improper conduct etc. up on receiving a notice from CNLU. No association or trade union activities will be allowed by the manpower supplied by the agency.
27. In the event of any labour problem it shall be the responsibility of the service provider to settle the issue at his own risk & cost. During the period of such problem or any other reasons, if the services are disrupted, the cost of the same shall be deducted from the service provider or as per actual cost born by the University. (Please refer para 3 of F-2 agreement.)
28. The agency staffs are to be properly uniformed with safety shoes and identity cards supplied by the agency while on duty.
29. The agency shall provide sufficient stock of all the regular as well as emergency materials, in CNLU store for undertaking any urgent work. Stock and the quality of the materials shall be inspected as per specification.
30. Corridors and toilet floor should be cleaned through Floor Cleaning Machine and Indian & Western type Toilet in CNLU campus should be cleaned through Toilet Cleaning Machine.
31. If there is a report of any urgent work the same has to be taken up and completed for the respective areas with immediate effect.
32. The consumables items will be checked in advance by the competent authority / authorities of CNLU..
33. The contractor shall employ appropriate number of Supervisors, experienced in the field of Scavenging & Cleaning at the University premises at its own cost for taking care of queries/matters relating to general discipline, incidents, accidents relating to the company and its employees and also for immediate interaction with the institute authorities.
34. Physical Standards and Qualifications: The employee of the contractor shall be of good character and sound health. Scavenging Supervisor should be Graduate.
35. Contractor shall provide minimum two Rickshaw Vans for garbage collecting & dumping. Agency also to provide sufficient numbers of following items throughout the year:



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- a) Bucket,
- b) Gum Boot,
- c) Glass wiper,
- d) Dhamma,
- e) Stick,
- f) Dry Moping,
- g) Wet Moping,
- h) Wiper etc.
- i) Dustbin (Office, Hostel, Quarters, Mess, Canteen, Academic Building & Library) – As per requirement.
- j) Ladder

36. **TERMINATION OF CONTRACT DUE TO CONTRACTOR'S FAULT:** Conditions leading to termination of contract:

- i) If the Contractor
  - a) becomes bankrupt or insolvent, or,
  - b) makes arrangements with or assignment in favour of his creditor, or agrees to carry out the contract under a committee of inspection of his creditors or
  - c) being a company or corporation goes into liquidation by a resolution passed by the Board of Directors/ General Body of the share-holders or as a result of court order (other than voluntary liquidation for the purpose of amalgamation or reconstruction) ; or
  - d) has execution levied on his goods or property or the works, or
  - e) assigns or sublets the contract or any part thereof otherwise than as provided for under conditions of this contract, or
  - f) abandons the contract, or
  - g) persistently disregards instructions of the Officer or contravenes any
  - h) provisions of the contract, or
  - i) fails to adhere to the agreed programme of work or fails to complete the works or parts of the works within the stipulated or extended period of completion, or is unlikely to complete the whole work or part thereof within time because of poor record of progress; or
  - j) fails to remove materials from the site, or pull down and replace work, after receiving notice from the Officer to the effect that the said materials or works have been condemned or rejected, or
  - k) fails to take steps to employ competent and/ or additional staff and labour, or
  - l) fails to afford the Officer or his representative proper facilities for inspecting the works or any part thereof, or
  - m) promises, offers or gives any bribe, commission, gift or advantage, either himself or through his partners, agents or servants to any officer or employee of the Officer or the Employer, or to any person on their behalf, in relation to obtaining or execution of this or any other contract with the Employer, or





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n) Suppresses or gives wrong information while submitting the Quotation.

1 : *In any such case service provider or in other cases where the University deemed fit it may serve the with a notice in writing to that effect and if the Contractor does not, within Seven days after delivery to him of such notice, proceed to make good his default in so far as the same is capable of being made good, and carry on the work or comply with such instructions as aforesaid to the entire satisfaction of the Officer, the university shall be entitled after giving 48 hours' notice in writing to terminate the contract, as a whole or in part or parts (as may be specified in such notice).*

2 : *In cases of termination of contract, the Employer/Officer shall be entitled to forfeit the whole of the Security deposit.*

### 37. FORE-CLOSURE OF CONTRACT:

- a. The CNLU/Officer shall be entitled to fore-close the contract, at any time, should, in the
- b. University's opinion, the cessation of works becomes necessary, owing to paucity of funds or from any other cause whatsoever. Notice in writing from the University of such Closure and reasons therefore, shall be conclusive evidence thereof.

38. **SETTLEMENT OF DISPUTES** - Dispute, if any, will be subject to Patna Jurisdiction only.

### 39. Payment Terms

- a) Monthly payment will be admissible as per actual area covered during pendency of contract.
- b) Payment will be released only on submission of following documents:
  - i. Check list of various areas duly signed by authorised staff of CNLU.
  - ii. Verification of the material procured/utilized duly signed by authorized staff of CNLU.
- c) Necessary deduction while making the payment are as mentioned hereunder:
  - i. **Applicable TDS** will be deducted from the bill of total amount without tax as per provision of Government of India and certificate for the same will be issue,
  - ii. **Applicable amount** will be deducted from total GST
  - iii. **3% of total amount** will be deducted from the total bill without GST of the firm without tax for staff welfare fund of CNLU. This amount is non-refundable.

Signature of Quotationer

Registrar  
CNLU, Patna





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Annexure-I

Details of area of operational and frequency of work is as given here under:

Sr. No.	Department	Cleaning Days	1 <sup>st</sup> Shift Area (In sqft.)	2 <sup>nd</sup> Shift Area (In sqft.)	Cleaning work during Vacation Periods	
					Area	Remarks
1.	Girls Hostel	Daily	68347	2800	23800	Office, Corridor, Toilet and Stair
2.	Boys Hostel	Daily	68347	2800	23800	
3.	Registrar Qtr. Plinth surroundings area	Daily	2510			
4.	Academic Buildings-I	Daily	24850			
5.	Academic Buildings-II	Daily	28677		29527 Daily 24000 Two Days (Class Rooms)	Office, Corridor, Toilet and Stair
6.	V.C. Chamber (5 Room & Corridor)	Daily	5068			
7.	Administrative Block (1 <sup>st</sup> Floor West Side Area)	Daily	2250+1500 (5 Days)			
8.	Registrar Chamber ( 3 Rooms)	Daily	1460			
9.	Examination Section (1 <sup>st</sup> and Ground Floor)	Daily	3150			
10.	Basement Car Parking area	Daily	5000			
11.	Basement Room (2) Driver Room, Toilet.	Daily	770			
12.	Narmada Guest House-2	Daily	2200			
13.	Office, Corridor, Stair & open sky area	Daily	6100			
14.	V.C. Residence (4556) Plinth surroundings area (1250) Terrace area (1150)	Daily	2247			
15.	Library & Inter Centre	Daily	30190			
16.	Surroundings area of Boys Hostel (Mon, Thurs) Vacation Period One Day (Thurs)	2 Days	4592			
17.	Surroundings area of Girls Hostel (Mon, Thurs) Vacation Period One Day (Thurs)	2 Days	4592			
18.	University Road (Mon, Thurs)	2 Days	82895			
19.	Drainage Area (Mon, Wed, Sat)	3 Days	12986			
20.	Guest House-1	Daily	4780			
21.	Staff Quarter-1, Plinth & Common Area	Daily	1848			
22.	Staff Quarter-2 Plinth & Common Area	Daily	2200			
23.	Staff Quarter-3 Plinth & Common Area	Daily	1748			
24.	Sub Station Room	Daily	2400			
25.	Library Moot Court Hall	5 Days	1600			
26.	Administrative Building East Side Corridor, Stair, Open sky	Daily	6100			
27.	Office (Dr. Manoj Mishra, Dr. S.C. Roy & others)	Daily	4519			

Daily may referred as works days. For Hostel services all working days during which hostel remain occupied will be taken up

Signature of Quotationer with Stamp

REGISTRAR



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Annexure-II

## List of materials to be supplied to CNLU

Sr. No.	Items	Quantity.
1.	White Phenyle	
2.	Naphthalene balls	
3.	Black Phenyle	
4.	Liquid Soap	
5.	Soft Jharu	
6.	Broom Stick	
7.	Bleaching Powder	
8.	Hand Gloves (ISO Certified Company)	
9.	G.I. Wire (Standard Company)	
10.	Pan Brush (ISO Certified Company)	
11.	Mopping Brush (ISO Certified Company)	
12.	Choke Remover (ISO Certified Company)	
13.	Bamboo	
14.	Odonil	
15.	Baytex (Bayer)	
16.	K-Othrine (Bayer)	
17.	King Fog (Bayer)	
18.	Urinal Cubes	
19.	Harpic	
20.	Rickshaw (on permanent basis for disposal of Garbage from CNLU campus)	
21.	Floor Tiles Cleaning Materials (a) Lizol (b) Mr. Muscle (iii) Domes (iv)	
22.	Basin and Sink Cleaner (a) Blue Harpic For Toilet (b) Red Harpic	
23.	Hand Wash (a) Dettol (b) Lifebuoy	

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

Registrar, CNLU

Date



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Annexure-IV

**Declaration by Quotationer on a non-judicial stamp paper of value Rs. 100/-**

I / we declare

that my / our company  
namely..... has neither been black listed  
by any Government / Non-Government Organisation nor have any litigation enquiry pending and / or initiated by  
any of these Department or Court of Law with regards to the works executed by our company since incorporation.  
No FIR has been lodged against us.

That all the terms & conditions, scope of work & eligibility criteria of NIQ No.-06/2022-23 Group A Dated  
19/07/2022 are acceptable to me / us.

That the documents annexed along-with the quotation are genuine the originals of the said documents  
are under our possession they are not tampered by me / us while copying.

If case, declaration above found fake or forged at any time then

- a) my quotation document shall be rejected
- b) Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled and
- c) FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

REGISTRAR, CNLU

Date