V J T I
Veermata Jijabai Technological Institute
(Central Technological Institute, Maharashtra State, INDIA)
H. R. Mahajani Marg, Matunga, Mumbai 400019
Tel.No. +91 22 24198101-02 Fax: +91 22 24102874
www.vjti.ac.in

Ref No. Maintenance/Academic/ 4226 **/2026** **Date: -** 14 OCT 2026

QUOTATION NOTICE

M/s. .....
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Subject: - Supply of Housekeeping Consumables, Cleaning Materials and Allied Sanitation Items for Housekeeping Works at the VJTI Academic Area.

Quotation Issue Date: 14.10.2026
Due date of Submission: 28.10.2026, up to 5 pm.
Estimated Cost: Rs.5,11,825.00 (Including GST)
Tender Processing Fee: Rs.200.00+ Rs.36.00 (GST @18%) = Rs.236.00 (Rupees Two Hundred Thirty-Six only), non-refundable.
Earnest Money Deposit: Rs. 5,118.00 (Rupees Five Thousand One Hundred Eighteen and Paise Zero Only).

Dear Sir,
The Institute intends to undertake the work **"Supply of Housekeeping Consumables, Cleaning Materials and Allied Sanitation Items for Housekeeping Works at the VJTI Academic Area."** for which sealed quotations are invited. You are requested to quote the rates/price/cost in Annexure – I (BOQ).

TERMS & CONDITIONS

1. **Quotation submission**

- Sealed quotation, addressed to Director, VJTI, shall be submitted at First Floor, Inward Section, VJTI, H. R. Mahajani Marg, Matunga, Mumbai 400019, in person so as to reach this Office on or before the due date and time.
- The sealed envelope shall be superscripted with Reference No. mentioned overleaf.
- Quotations must be submitted either on the official letterhead of the firm/vendor/ company/organization, OR on the uploaded BOQ with quoted rates duly signed and stamped with the company stamp and seal, else the quotation will be rejected outright.
- The contractor is required to submit the quotation notice duly stamped and signed as a token of accepting all terms and conditions mentioned therein.
- **Tender Processing Fee** and **Earnest Money Deposit** shall be paid **online through the link https://onlinesbi.sbi.bank.in/sbicollect/icollecthome.htm (Please refer Annexure II)**
- The Transaction details shall be submitted along with quotation/ Tender.
- **Refund of Earnest Money Deposit:** After successful completion of the work, the EMD of the successful bidder shall be refunded. The EMD of unsuccessful bidders shall be refunded after acceptance of the work order by the successful bidder.
- The bidders are requested to quote their rates item-wise and not lumpsum, else the quotation will be rejected outright.
- Please mention your GST, PAN and any other relevant identification /registration numbers.

- If the due date turns out to be a holiday for unforeseen reasons, the quotation should be accepted on the next working day.
- The quotation should be valid for a period of 60 days.
- The rate/price/cost quoted should be inclusive of all items, labour charges, transportation cost, etc.

2. Payment: -

- Payment after the satisfactory completion of work will be made by bank transfer only.
- As per Institute policy, no advance payment will be made.

3. Acceptance of quotation

- The Institute reserves the right of rejection of any or all the quotations without assigning any reasons.
- Canvassing in any form would lead to rejection of quotations.
- Quotations received after the due date will not be considered.
- Quotations without Signature and Stamp / Seal will be rejected.

4. Additional Terms & Conditions: -

- No extra item shall be executed without obtaining prior written approval from the Engineer-in-Charge. Any extra item carried out without such approval shall not be considered for payment. Payment for approved extra items shall be processed and released only along with the final bill.
- All materials to be supplied under this contract shall be of Original Equipment Manufacturer (OEM) quality, new, and free from defects. The materials shall conform to relevant IS standards and shall be sourced from reputed and approved manufacturers/brands as detailed below.
- Payment will be made after the Quality Check by the Engineer in charge.
- **A site visit form** must be obtained from the maintenance section and attached along with the quotation.
- The contractor has to provide the **Geo-tagged photos** of before work, in-progress work, and after work.
- The work may be carried out on all days from 8.00 AM to 6.00 PM. For working in late hours, Dean (ID & M) permission shall be obtained.
- **Duration: 45 days.** Work should be completed within 45 calendar days from the date of work order.
- Variation in quantity or extra items shall be executed only after prior approval of the competent authority (Dean ID & M / Director)
- In the event that the bidder quotes an amount lower than the estimated cost, the bidder shall be liable to pay Additional Security Deposit (ASD), as stipulated under the prevailing PWD norms.
- A penalty of Rs. 500/- per day will be levied for the delay in completion of work.
- The Dean (ID & M) shall act as the "Engineer-in-Charge" for the work.
- All the debris generated from the works is to be removed by the Contractor. It should be disposed of away from the Institute premises following Municipality rules, with all leads and lifts.

Dean (ID & M)

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Annexure – I (BOQ)

Name of Work: Supply of Housekeeping Consumables, Cleaning Materials and Allied Sanitation Items for Housekeeping Works at the VJTI Academic Area.

Sr. No.	Item Description	Unit	Quantity	Rate	Amount
1	Floor Cleaning Phenyl Make: Sunny/Vswas/Shine/Kangaroo/Sigma.	Litre	350		
2	Toilet Cleaner Make: Harpic/Lizol/Domex/Trishul.	Litre	280		
3	Glass Cleaner (750ml) Make: Colin/Doctor Clean.	Bottle	30		
4	Hand Wash Liquid Make: Dettol/Lifebuoy/Savlon.	Litre	130		
5	Detergent Powder Make: Tide/Surf Excel/Rin/Wheel/Nirma.	Kg	100		
6	Supply of Local Institutional Grade Naphthalene Balls Make: Nilgiri or equivalent.	Kg	10		
7	Urinal Cubes (Sanicubes) institutional grade, suitable for urinal use, minimum 40g per cube, Make: WonderFresh/Trishul/Kohinoor or equivalent.	Nos.	400		
8	Urinal Screen Mat deodorizing/anti-splash urinal screen mat, suitable for standard urinals, good quality, Make: Cottonmist/Biodoc/Diversey/Taski/Ecolab/Kimberly-Clark or equivalent, as approved by VJTI.	Nos.	80		
9	Room Freshener Spray – 200/250 ml pack, Make: Godrej Aer/Air Wick/Odonil or equivalent.	Nos.	30		
10	Toilet/Bathroom Freshener – Deodorizing toilet/bathroom freshener, 50–100 g per 50–100 g block/gel/piece/pack, suitable for institutional use. Make: Godrej Aer/Air Wick/Odonil or equivalent.	Packet	60		
11	Garbage Bags (Small) – Approx. 10–15 Litres capacity, minimum 30-micron thickness, good-quality, tear-resistant and leak-resistant, suitable for routine housekeeping waste. Make: Presto/Garb N Care/NGM/Falcon Hygiene/Primeware or equivalent.	Nos.	300		

12	Garbage Bags (Medium) – Approx. 30–40 Litres capacity, minimum 40-micron thickness, good-quality, tear-resistant and leak-resistant, suitable for routine housekeeping waste. Make: Presto/Garb N Care/NGM/Falcon Hygiene/Primeware or equivalent.	Nos.	600		
13	Garbage Bags (Large) – Approx. 50–60 Litres capacity, minimum 50-micron thickness, good-quality, tear-resistant and leak-resistant, suitable for routine housekeeping waste. Make: Presto/Garb N Care/NGM/Falcon Hygiene/Primeware or equivalent.	Nos.	500		
14	Toilet Paper Roll – 2-ply, minimum 100 m length, approximately 100–110 mm width, good-quality, soft and absorbent, suitable for institutional use. Make: Ecosoft/Origami/Selpak/Premier or equivalent.	Roll	55		
15	Cotton/microfiber table duster, minimum 30 cm × 30 cm, washable and reusable, suitable for dusting tables, desks and furniture; Make: Hariom/MRV or equivalent.	Nos.	100		
16	Cotton/microfiber floor duster, minimum 45 cm × 45 cm, washable and reusable, suitable for cleaning floors; Make: Hariom/MRV or equivalent.	Nos.	60		
17	Microfiber cleaning cloth, minimum 250 GSM, size minimum 40 cm × 40 cm, washable and reusable, lint-free, suitable for general cleaning. Make: Scotch-Brite/Gala or equivalent.	Nos.	80		
18	Soft indoor broom with durable handle, minimum 90 cm overall length, suitable for sweeping dust from smooth indoor floors; washable/cleanable. Make: Gala/Scotch-Brite/555/Gorilla.	Nos.	100		
19	Indonesian-type/coconut-fibre hard broom with durable handle, minimum 90 cm overall length, suitable for heavy-duty sweeping of outdoor/rough floors. Make: Gala/555/Gorilla or equivalent.	Nos.	100		
20	Floor Wiper (16-20") Make: Gala/Scotch-Brite/Cello.	Nos.	35		
21	Floor Wiper (Approx. 24") Make: Gala/Scotch brite/ Cello.	Nos.	35		
22	Wet Mop Complete Set, 40 cm mop-head width, Make: Gala/Scotch-Brite/Milton.	Nos.	30		
23	Wet Mop Refill, 40 cm mop-head, Make: Gala/Scotch-Brite.	Nos.	60		
24	Dry Mop Complete Set, 40 cm mop-head width, Make: Gala/Scotch-Brite/Milton.	Nos.	25		
25	Dry Mop Refill, 40 cm mop-head width, Make: Gala/Scotch-Brite.	Nos.	40		

26	Toilet Brush minimum 40 cm overall length, Make: Gala/Scotch brite/ Cello.	Nos.	50		
27	Scrub Pad, approximate size 4" × 6", Make: Scotch-Brite or equivalent.	Nos.	100		
28	Dust Pan Make: Princeware/Chakachak/Gala/Cello	Nos.	40		
29	Water Bucket (minimum 15 Ltr) Make: Milton/Princeware/Nakoda/Nilkamal/Joyo	Nos.	20		
30	Hand Wiper, minimum blade width 25–30 cm, Make: Gala/Scotch-Brite.	Nos.	35		
31	Rubber Hand Gloves Heavy-duty reusable rubber/PVC hand gloves, chemical-resistant, minimum 30 cm cuff length, suitable for toilet cleaning, waste handling and use with housekeeping chemicals; available in appropriate sizes and suitable for repeated use. Make: Scotch-Brite/Venus/Safe-X or equivalent.	Pair	150		
32	Disposable 3-ply non-woven face mask with elastic ear loops and nose-fit provision, suitable for general housekeeping, cleaning and dust-related activities; individually/appropriately packed. Make: Venus/Safe-X or equivalent.	Nos.	350		
33	Washable and reusable multi-layer fabric dust mask, minimum 2/3-layer construction, good facial fit, adjustable ear loops and nose-fit provision, suitable for protection against general dust during housekeeping and cleaning activities, as approved by VJTI.	Nos.	50		
34	Drain Cleaning Liquid Make: Harpic DrainXpert/Drano or equivalent.	Litre	25		
35	Caustic Soda, minimum 98% purity, Make: Nirma/Chamak/Aditya Birla	Kg	20		
36	Suction Pump (Booch Pump) Make: Gala/Cello/Princeware	Nos.	20		
37	Heavy-Duty Garbage Bags for Construction / Repair Waste Minimum 36×48 inch, 100–120 micron, extra-heavy-duty, tear-resistant, puncture-resistant and leak-resistant; suitable for plaster, cement debris, dust, small masonry pieces and packing waste	Nos.	400		
38	TASKI R2 Hard-surface/floor cleaner, 5 L can, Diversey/TASKI or equivalent	Can	15		
39	TASKI R4 Furniture/metal/another surface cleaner, 5 L can, Diversey/TASKI or equivalent	Can	15		

40	TASKI R5 multi-purpose cleaner, institutional grade, 5 L can, Diversey/TASKI or equivalent	Can	15		
41	Grass Broom / Phool Jhadu: Natural grass broom with strong binding and durable handle, minimum 90 cm overall length and minimum 30 cm sweeping width, suitable for sweeping indoor areas, courtyards, pathways and open areas; suitable for repeated housekeeping use. Make: 555/Gorilla or equivalent.	Nos.	100		
				Total Basic Amount=	
				CGST 9% =	
				SGST 9% =	
				Total Gross Amount=	

Annexure - II

Steps to be followed for making online payment through

STATE BANK COLLECT

1) Visit https://www.onlinesbi.sbi/
2) Click on "SB Collect"
3) Select the category type as "Educational Institutions"
4) Click on 'Go'
5) Choose the institution name as "Veermata Jijabai Technological Institute"
6) Select the appropriate payment category: "EMD" or "Tender Processing Fees"
7) On the next screen, fill in all the required details
8) Proceed as instructed and click on "Next"
9) You will be redirected to the payment gateway
10) Select the preferred payment mode and complete the transaction
11) Upon successful payment, an online receipt will be generated, which is to be submitted along with the quotation