



**भारतीय बीमा विनियामक और विकास प्राधिकरण**  
**Insurance Regulatory and Development Authority of India**  
**Survey No.115/1, Nanakramguda, Financial District,**  
**Hyderabad 500032**  
**Tel: 91 40 20204800 Web: www.irdai.gov.in**

**Ref No. – IRDA/ADMN/NTC/TNDR/060/03/2021**

**Date : 31/03/2021**

**Empanelment of Suppliers of Housekeeping Material and Pantry Items**

Insurance Regulatory and Development Authority of India (IRDAI), Hyderabad intends to prepare a panel of reputed vendors for supply of housekeeping material and pantry items. Orders for supply of the items will be placed with the empaneled vendors after inviting quotations.

Those interested to be empaneled can apply on the prescribed form which is available at IRDAI's website [www.irdai.gov.in](http://www.irdai.gov.in).

The prescribed proforma duly filled in may be submitted in a sealed cover clearly superscribing it as 'Application for Empanelment of Vendors for supply of housekeeping material and pantry items' to the General Manager (Administration), IRDAI, Survey No.115/1, Nanakramguda, Financial District, Hyderabad 500032 latest by 4:00 PM on 21<sup>st</sup> April, 2021.

IRDAI reserves the right to reject any or all the applications without assigning any reasons thereof.

GM (Administration)

Signature of the Authorised Person with Seal of the firm / company

**Application for Empanelment of Suppliers of Housekeeping Material and Pantry Items**

1.	Name of the Organization	
2.	Type of the Organization, whether Self Proprietorship, Partnership, Public/Private Limited Company etc.	
3	Registered Office Address and telephone/fax no.	
4.	Name of the Proprietor/Partners/Directors in the Organization	
5.	GST Registration no.	
6.	PAN No.	
7.	In operation since (years)/Annual Turn-over	
8.	Name and address of the Bankers, telephone, Email and Fax No.	
9.	Turnover of the last three years	
10.	Name and Address of the entities / corporates / business houses / Government Departments / PSUs etc. with whom there is empanelment / supply arrangements for Housekeeping Material and Pantry Items.	

Please attach copies of the last three years Income Tax returns and Accounts Statements (Profit & Loss Account and Balance Sheet).

Place :

Date :

Signature of Applicant

Signature of the Authorised Person with Seal of the firm / company

**The list of items likely to be procured**

S. No.	Items	Brand	Quantity required per Annum	Quantity
1	Air Cleaner – Odonil ( Pack of 50 gram)	Odonil, Godrej or equivalent (50 grams)	960	Units
2	Dusting Cloth ( length= 2 feet and breadth= 1feet)	2 feet X 1 feet	600	Units
3	Liquid Handwash	Dettol, Lifebuoy or equivalent ( 5 litre)	216	litres
4	Milk Powder	Nestle or equivalent	24	Kg
5	Mop Refills	Gala or equivalent	240	Units
6	Steel Scrubber	Gala or equivalent	120	Units
7	Sugar Sachet	-	24	Kg
8	Toilet Brush (Double Side)	-	48	Units
9	Batteries	Duracell Lithium 223 (Code-CR-P2) 6V or equivalent	144	Units
10	Batteries ( AA 1.5V)	Duracell or equivalent	480	Units
11	Batteries ( AAA 1.5V)	Duracell or equivalent	48	Units
12	Biscuits (Different varieties)	Britania, Parle or equivalent	Varies as per requirement	Units
13	Brooms	Gala or equivalent	180	Units
14	Cloth washing Bar	-	60	Units
15	Coffee Powder	Nescafe, Bru or equivalent	24	Kg
16	Dish wash ( 700grams)	Vim Bar or equivalent	144	Units
17	Floor Cleaner ( 1 litre)	Harpic or equivalent	336	litres
18	Floor Cleaner - Soap Oil ( 5 litre)	-	180	litres
19	Floor Cleaner ( 2 litre)	Lizol or equivalent	180	litres
20	Garbage Bags different sizes – Big Size	-	120	Kg
21	Table/Glass Cleaners ( 500ml)	Colin or equivalent	180	litres
22	Green Tea (Different varieties)	Tetley or equivalent	Varies as per requirement	No. of bags
23	Mops	Gala or equivalent	144	Units
24	Naphthalene Balls – Sanitary Cubes	-	48	Kg
25	Naphthalene Balls – Small	-	24	Kg
26	Phenyl	-	300	litres
27	Room Fresheners (270 ml)	Odonil, Godrej or equivalent	180	Units

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28	Tea Bags (Different varieties)	Tajmahal, Girnar or equivalent	Varies as per requirement	No. of bags
29	Tissue Papers ( M Fold - pack of 150 pulls)	Kosher, Kimsoft or equivalent	5280	Packs
30	Washing Powder	Tide, Rin, Surf Excel or equivalent	96	Kg
31	Water Bottles ( 1 litre bottle)	Kinley or equivalent	480	litres
32	Hand Sanitiser	Lifebuoy or equivalent	240	litres

The list is indicative in nature. The list of detailed items will be issued while calling for tenders from the empanelled vendors, as and when required. The tendered items shall be supplied at IRDAI, Survey No.115/1, Nanakramguda, Financial District, Hyderabad 500032.

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### **Terms and Conditions of Empanelment**

1. The applicants should have a minimum annual turnover of Rs.10 lakhs from sale of Housekeeping Material and Pantry Items during the past three years 2017-18, 2018-19, and 2019-20.
2. Applicants should be those who are already having supply arrangements of Housekeeping Material and Pantry items with large Corporates/PSUs/Government Departments.
3. The applicant should not have been debarred/blacklisted by any Government/Semi-Government/Public Sector Organization.
4. Applicants must have their office/establishment at Hyderabad.
5. Applications along with the covering letter and supporting documents shall be submitted in a sealed cover. If submitted information/documents are found to be incomplete/deficient, IRDAI may call for additional information from the respective vendor/s.
6. Applications containing false or inadequate information are liable for rejection.
7. IRDAI reserves the right to reject any or all applications without assigning any reason thereof.
8. Decision of IRDAI with regard to empanelment of the vendors will be final and binding.
9. Information furnished in the application shall be kept confidential.
10. The period of empanelment is 3 years.
11. IRDAI also reserves the right to place orders with other than empanelled vendors based on its need.
12. Sub-contract in any form is not permitted.
13. IRDAI reserves the right to remove any empanelled firm, on account of deficiency in services.
14. Duly filled in proposal seeking empanelment should reach the GM (Administration), IRDAI, Survey No.115/1, Nanakramguda, Financial District, Hyderabad 500032 latest by 4:00 PM on 21<sup>st</sup> April, 2021.

Signature of the Authorised Person with Seal of the firm / company