

केन्द्रीय विद्यालय सैनिक विहार दिल्ली-34		KENDRIYA VIDYALAYA SAINIK VIHAR, DELHI-34 TELEPHONE: 27025480 FAX: 27022979
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F. No.38/KVSV/2021-22/

दिनांक: 09.08.2021

Bid security (EMD): Rs. 10,000 (Ten Thousand Only)

Sale Price of Tender document: Rs.500.00

Last date to submit by speed post 25.08.2021 by 12.00 Noon

Issued from 09.08.2021 to 25.08.2021

To

Sub: - Rate Contract for Purchase of Stationary during contract period

01	Description of work	Rate Contract for Stationary requirement during contract period
02	Specifications of the items	As mentioned along with list of items, samples, general standards in use.
03	Owner	KV Sainik Vihar
04	Earnest Money Deposit	Rs.10000/- by DD/BC favoring "VVN Account KV Sainik Vihar" payable at New Delhi).
05	Time of Completion	15 days from the date of placing the supply order.
06	Performance Security Deposit	Rs.10% which will be refunded after 3 months of contract period
07	Schedule of submission	Up to 1200 hrs on 25.08.2021 at KV Sainik Vihar Delhi
08	Date & time of opening Quotation	01:00 P.M. on 25.08.2021

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan a centrally funded Autonomous Body is a Society registered under Societies" Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employee.
2. **Sealed Tenders are invited in two bid system (Technical and Commercial both).**
3. **Both bids should be sent separately in two sealed envelopes super scribing the Technical bid (Annexure A) & Commercial Bid (Annexure B & C) on the top of the envelopes. The terms and conditions of the tender are enclosed. Technical Bid will be opened first and Commercial bid shall be opened in respect of those tenderers, which fulfill the conditions stipulated in Technical Bid. Both tenders should be sent to undersigned so as to reach on or before 25th August 2021 which will be opened on same date at the address mentioned above in the presence of those tenderers, who may choose to be present. The particulars of the tender are required to be filled in enclosed proforma only. Bids not sent as per above requirement will not be opened.**
 - a. Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya SAINIK VIHAR New Delhi for Stationary Requirement in the list attached for a period of **One Year** which may be extended. Where Bureau of India Standards (BIS) or any recognized certification marked goods are available in market, goods with those or equivalent marking only shall be offered.

- b. The contract shall be for service and supply of the mentioned items to the KVS. The bidder shall quote for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- c. All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties livable should be quoted separately.
- d. The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only)
- e. The price should be quoted in Indian Rupees only.
- f. Each bidder shall submit only one quotation.
- g. Email or Facsimile quotations are not acceptable.
- h. The bid should be submitted along with EMD for **Rs.10000/-** by bank draft in favour of VVN Kendriya Vidyalaya SAINIK VIHAR New Delhi
- i. The firm should enclose supporting documents regarding registration of GST/IT/PAN.

4. Validity of quotations

The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.

5. Evaluation of quotations

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are:

- a) Properly signed, and Conform to the terms and conditions and specifications.

The evaluation would be done for all the items put together. The bidder who has quoted for partial quantity of any one or more item (s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

6. Award of contract:

- a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above.
- b) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period.
- c) The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
- d) Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- e) Payment shall be made within 30 days after the delivery of goods and their acceptance.
- f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any a time prior to the award of the contract.
- g) The successful bidder has to deposit performance security with the Rs.10% of total amount in favour of VVN Kendriya Vidyalaya SAINIK VIHAR in the form of DD/Cash
- h) The supplier shall quote the rates of each item for the quantity mentioned in the list Enclosed. The rate list indicating price must be signed with seal by the Authorized person of the supplier. The rates quoted shall be final for the contract period of one year. If any taxes are to be charged extra, it should be specifically mentioned in the list.
- i) The rates quoted by the contractor shall hold good upto 12 months. No amendment in the rate except increase in the rates of Sales Tax/VAT/GST during the period of execution of the contract will be accepted.

- j) The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or, in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as he may decide.
- k) Tenderer will have to supply the article within 02 weeks of the issue of supply order or any other period specified in order.
- l) In the event of acceptance of the quotation and placing of the order for purchase, the articles ordered for would be subjected to an inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to the approved samples or do not confirm to the specifications prescribed.
- m) In the event of defective supply of material leading to rejection of material, the Supplier/contractor will replace the material without any extra cost.
- n) Income Tax will be deducted at the time of payment as per Income Tax Act and rules.
- o) On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation. If the contractor fails to supply the article/provide services within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market or get the rest of the contract completed by any other person (s) or firm and the difference of price, if any shall be deducted from the earnest money / security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
- p) The Firms shall deposit bid security as mentioned separately in the form of Account Payee Demand Draft/Pay order which would be returned to the unsuccessful bidders after the expiry of the 30 days after the award of contract. The performance security as mentioned in Tender Notice should be furnished by the successful bidder in the form of Demand Draft/Pay order. This will remain valid for the period of 60 days beyond the date of completion of all contractual obligations including warrantee and bid security can be adjusted by the successful bidder against the performance security.
- q) The amount of Security Deposit shall be retained the Vidyalaya for a period of six months from the date of completion of supplies as a safeguard against any defect earning in the articles supplied within this period.
- r) Refusal to execute the supply/work orders shall be viewed as violation of the provisions of the agreement and may lead to removal of such supplier from the panel of KV in addition to forfeiting of security deposit.

7. Last date and time of receipt of quotations.

You are requested to submit the sealed quotations through speed post/registered post to the Kendriya Vidyalaya, SAINIK VIHAR New Delhi subscribed on the envelope as "Rate Contract for Stationary Requirement during contract period due **on 25.08.2021 latest by 12.00 Noon**. The quotations shall be opened at 01.00 p.m. on 25.08.2021. The bidders or their authorized representatives, who intend to attend the tender opening, are to bring with them letters of authority from the corresponding tenderers.

(PRINCIPAL)
KV Sainik Vihar
New Delhi

TECHNICAL BID

TERMS AND CONDITIONS

- 1. The tenderers need to quote the rates as per Commercial bid as per Annexure B & C (Not to be attached with Technical bid)**
- 2. The tenderers are required to submit the EMD of Rs. 10,000/- by way of DD/BC in favour of VVN Account Kendriya Vidyalaya SAINIK VIHAR payable at Delhi, along with the tender failing which the tender is liable for rejection. Cheque will not be accepted as EMD.**
- 3. The Tenderer should have experience in this line.**
- 4. Tenderer will submit the contact numbers of persons, firms and companies which are utilizing the services of the contractor.**

(DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID)

- 1. A duly self attested copy of GST registration, PAN Card must be enclosed with the Technical Bid, failing which the Tender will be liable for rejection.**
- 2. A copy pf Returns of IT etc filed of latest year to be enclosed.**
- 3. Contact numbers of other clients/CUSTOMERS to be enclosed.**
- 4. The tenderers are required to submit the EMD of Rs. 10,000/- by way of DD in favour of VVN , Kendriya Vidyalaya SAINIK VIHAR payable at Delhi, along with Technical Bid of the tender failing which the tender is liable for rejection**

(Signature of Tenderer for having agreed to above conditions)

COMMERCIAL BID

A. COMMERCIAL TERMS AND CONDITIONS

- 1) Rate may be quoted as per Annexure C.
- 2) The rate quoted should be inclusive of all labour, material charges, Misc charges like transport etc. which is binding for entire contract period ,
- 3) Rates are firm. No escalation due to increase in material and labour charges will be paid extra during contract period.
- 4) Initially contract will be on trial basis for a period of 3 months from the date of awarding contract. On satisfactory performance of the trial period, the KVS reserve the right to extend the contract on the same rate and terms and conditions for the total period of 12 months (Including the period of trial) or more.
- 5) The said contract would cover general requirements on need basis.
- 6) Be it clearly understood and agreed that time is essence of contract.
- 7) Payment will be made on monthly basis. The Supplier should submit bills with copy of Work Order and other details to Committee in Charge by 5th of the succeeding month. The satisfactory work completion certificate shall be submitted along with the bills.
- 8) Payment will be arranged within 30 days of the acceptance of the bill in normal circumstances. Any delay in submission of the bill as above will be at your risk and cost
- 9) The Supplier will maintain a details separately which should got countersigned by Committee In Charge or users.
- 10) No over writing or corrections will be allowed on bills or documents.
- 11) The Supplier shall work under the direction of Committee In Charge for this contract
- 12) The contract may be terminated by the KVS in case of repeated delays in starting the supply. In such case no compensation will be claimed by Supplier.
- 13) The said contract may be terminated by giving one month notice by KVS side.
- 14) The sample of Stationary material to be supplied shall be made available and get approval before the start of the work to the Committee in Charge or any authorized representative.
- 15) In case of any dispute, anomalies or difference of opinion, the decision of Principal KVS shall be final and binding.
- 16) The Supplier shall not be allowed to outsource any part of the contract work to any subcontractor.
- 17) KVS shall reserve the right to cancel contract without assigning any reason thereof.
- 18) KVS also reserve the right to increase and decrease the work during the contract period with prior intimation to the Supplier.

- 19) KVS Sainik Vihar will not have obligation and Supplier shall indemnify KVS Sainik Vihar against any / all claim which may arise under the provision of various acts, Govt. order etc and any breach of such laws or regulations shall be deemed to be breach of this contract.
- 20) Stationary will be done as per sample or instructions given during process of Stationary. Paper will be used best for the purpose or as per sample whichever is better.

B. GENERAL TERMS AND CONDITIONS

1. This document states the complete information of date of submission & opening of QUOTATIONS, period allowed for the work etc. The tenderers shall be deemed to have studied the items, specifications and details of the supplies to be made within the time schedule attached and to have acquainted himself/ themselves with the conditions attached. The bidders/their representatives are permitted to be present at the time of the opening of the QUOTATIONS.
2. The rates are to be quoted in whole rupee (not in paise) and should be F.O.R. at KV Sainik Vihar inclusive of all taxes as applicable. Only in the event of acceptance of the quotation, supply order will be issued to the firm. The responsibility of mentioning correct rate lies with the firm/ QUOTATIONS. The rates quoted by the Supplier shall hold good up to One Year.
3. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure should be written above and the same should be attested with full signature by the same signatory with stamp, who signed the quotations, in the absence of the attested corrections the quotations is liable to be rejected.
4. The undersigned does not bind herself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement.
5. EMD will be refunded in the event of rejection of quotation. The earnest money will be forfeited in the event of failures to comply with the contract. In the event of acceptance of the quotation, the earnest money will be adjusted towards Security Deposit/ Performance Security which shall be payable Rs.10%/- . The quotations without Earnest Money Deposit, whatsoever, will not be accepted in accordance with Article 180(iv) of the Accounts Code of KVS.
6. The firm should never have been blacklisted by any Govt./Pvt. Organization as on date. The same needs to be submitted on an affidavit duly notarized. However, given the credentials of the bidder, the undersigned reserves all the rights of any discretion in this regard.
7. On acceptance of the quotation, it will become a contract and the Supplier shall be bound by the terms and conditions of the quotation. If the Supplier fails to supply the article/provide services within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market or get the rest of the contract completed by any other person(s) or firm and the difference of price, if any shall be deducted from the earnest money/ security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the Supplier shall be liable to pay this amount.
8. In the event of acceptance of the quotation and placing of the order for purchase, the articles/Providing services may be subject to inspection by the undersigned or her representatives and are liable to be rejected if the articles supplied/providing services are not according to the approved items or do not confirm to the specification prescribed. The successful tenderers will have to supply the articles within 05 days of the issue of supply order at a place mentioned in the supply order.
9. Along with the quotation a copy of GST Certificate and Income Tax clearance Certificate etc. is required to be submitted. The quotation of unregistered firm will not be accepted.
10. Sealed envelope will be opened on 25.08.2021 at 01.00 PM in the office of the undersigned in the presence of the purchase committee and the representatives of firms, if any.

Further, decision regarding supply will be taken by the committee after inspection of the articles; specification, quality etc. and decision of the committee shall be final. If the QUOTATIONS is accepted, the payment of the Bill as per the approved rates of the articles will be made by Cheque/DD/RTGS only. The TDS will be deducted as per Income Tax Act & Rules, as applicable.

11. UNRESPONSIVE QUOTATIONS

The following kind of QUOTATIONS will be treated as unresponsive QUOTATIONS:

QUOTATIONS not enclosed with the required DD of EMD amount of Rs10000/- (Ten Thousand Only).

Unsigned QUOTATIONS document/terms & conditions/pricing bid document.

The QUOTATIONSER not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case, QUOTATIONS shall be liable to be summarily rejected.

The Supplier shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances.

False Information: In the event of furnishing false/incorrect/incomplete information by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect/incomplete information in the QUOTATIONS, the agreement is liable to be terminated and performance security and other payments due to the Supplier shall be forfeited without prejudice to the Supplier liable to be blacklisted accordingly.

13. The undersigned does not bind herself to accept the lowest quotation and reserves the right to accept the quotation in whole or, in part, i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as may be decided. In case of few items being quoted lowest by a bidder other than a bidder who has quoted lowest rates for majority of the items of the QUOTATIONS, the decision, in such a situation, may be taken to award the supply order to the successful bidder for majority of items only, although at lowest rates as quoted by other bidder, so as to facilitate the monitoring/convenience of supplies from a single/more supplier. Accordingly, the undersigned reserves the right to reject any or all QUOTATIONS without assigning any reasons thereof, either in full or in part.

AWARD OF CONTRACT

- a) The purchaser will execute award the purchase order/ Work order to the bid whose quotation has been determined to be substantially responsive and who has offered the lowest price.
- b) The bidder whose bid is accepted will be notified of the execution of the purchase order by the office prior to expiration of the quotation validity period.
- c) The Notification of award to clearly specify any change in the unit price or any other terms conditions accepted.
- d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- e) Payment will be made within 30 days after the delivery of goods and their acceptance.
- f) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the contract.
- g) KVS reserves the right to split contract into two or more parts.

PRINCIPAL

AGREEMENT

I/We, hereby undertake that all the terms & conditions for quotation mentioned in this document any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same fully.

(Signature of Tenderer for having agreed to above conditions)

ANNEXURE -C

	Name of Stationary Items	UNIT	RATE	GST	Total (4+5)
1	2	3	4	5	6
1	File Board Thick Per Dozen	per dozen			
2	Gum Bottle camel 300ml	each			
3	Fevicol tube 100gms	each			
4	Photocopier paper A-4 size century per rim	each			
5	Photocopier paper legal size century per rim	each			
6	Poltical outline map per100	per 100			
7	Physical outline map per100	per 100			
8	Sutli per kg	per kg			
9	Thread Ball each	each			
10	Rulled register 1 quire	each			
	Rulled register 2 quire	each			
	Rulled register 4 quire	each			
11	Rubber band per pkt (Big)	each			
12	All pin bell per pkt	per pkt			
13	Guard file each	each			
14	File cover (thick) per dozen	per dozen			
15	File size yellow cloth envelope laminated inside per 100	per 100			
16	Voucher file each	each			
17	White chalk per pkt	each box			
18	White chalk dustless per pkt	each box			
19	Brown tape 2" per roll	per roll			
20	Chart paper 22" x 27" each	each			
21	Chalk Coloured per pkt	each			
22	Pencil Natraj per pkt	per pkt			
23	Eraser each	each			
24	Scissors small each	each			
25	Scissors big each	each			
26	Colour tape Big per roll	each			
27	Golden paper each	each			
28	Sketch pen per set	per set			
29	Marker pen each	each pen			
30	Drawing pin per pkt	per pkt			
31	Drawing sheet ¼ size per 100	per100			
32	Glaze paper big size each	each			
33	Reynolds pen each	each			
34	Cello Butterflow pen	each			
35	White fluid ink each	each			
36	Cartridge sheet each	each			
37	Flourscent sheet each	each			
38	Thermocol ½ inch sheet each	each			
39	Photocopier paper A-3 size per ream	per rim			

40	Rulled paper each ream	per rim			
41	Cutter each	each			
42	Punching machine double each	each			
43	Stapler big each	each			
44	Rubber stamp bilingual per word	per word			
45	Pastel colours each pkt	each pkt			
46	Poster colours each pkt	each pkt			
47	Fabric colours each pkt	each pkt			
48	Glitter pen set	per set			
49	Glitter tube each	each			
50	Transparent tape $\frac{1}{2}$ " each	per roll			
51	Transparent tape 1" each	per roll			
52	Tape dispensers each	each			
53	Velvet Sheets each	each			
54	Silver paper each	each			
55	Stamp pad each	each			
56	Brass class passes 2" x 2" laminated	per piece			
57	Brass Badges 75" x 21/2 Laminated	per piece			
58	Graph paper $\frac{1}{2}$ mm	per 100			
59	Magazine size yellow cloth envelope	per 100			
60	Pilot Gel pen green	each			
	Total				

Signature
with stamp