



Kalinga Institute of Social Sciences Delhi Govt. Senior Secondary Residential School

(A joint venture between Govt. of NCT of Delhi & Kalinga Institute of Social Sciences, Bhubaneswar, Odisha)
A Fully Free Co-Educational Residential School for Underprivileged Children belonging to SC/ST/OBC/Minorities of Delhi
Village Issapur, Najafgarh, Delhi – 110073

No. KISSDEL/TENDERS/T&C/2020/06

Dated: 29-Feb-2020

NOTICE: TENDER - KISS DELHI 2020 -21

SEALED TENDERS ARE INVITED FOR SUPPLY OF Groceries, Toiletries & Cleaning Items To K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Village Issapur, Najafgarh, Delhi-110073 FOR THE SESSION YEAR 2020-21.

- The tender documents containing requirement, specifications and terms & conditions can be obtained from the school website www.kissdelhi.ac.in/tender and submitted to this office by accompanying a **demand draft of Rs. 500/-**.
- The cost of each tender form is **Rs.500/- (non-refundable)**.
- The last date for submission of sealed tenders is **14.03.2020** by **10.00 AM**.
- Tenders will be opened on **14.03.2020 from 11:00 AM** onwards in the presence of K.I.S.S. Delhi Govt. Sr. Sec. Residential School 's Purchase Advisory Committee at the address mentioned above.
- Interested vendors or their authorized representatives may remain present at the time of opening of tenders.
- All the DD to be made in favour of **KISS Delhi Govt. Sr. Sec. Resi. School** payable at any Nationalised Bank branch at Delhi.

The sealed bid in envelop shall contain

1. **DD/Receipt of purchase** of Tender Document.
2. **DD for EMD**. Amount mentioned below.
3. **FILLED, SIGNED (all pages), STAMPED** Tender Document
4. **All necessary documents** as mentioned.
5. **Quotation/Rate** of the Items mentioned **Inclusive of All Taxes**.

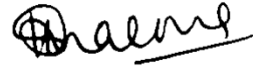
Important Information		
1	Tender Cost	Rs. 500
2	Tender Opening Date	29-02-2020
3	Tender Closing Date	14-Mar-2020
4	DD in favour of	KISS Delhi Govt. Sr. Sec. Resi. School
5	Tender Submission	Vill : Issapur, Najafgarh, Delhi-110073
6	Tender Opening	14-Mar-2020
7	Work Awarding On	16-Mar-2020

Details of Items

Earnest Money (EMD):Rs 75,000/-(To be deposited at the time of submission of tender)

Security Deposit (SD) :Rs 1,50,000/-(To be deposited by the successful vendor)

Sl. No.	Items	Estimated Cost (Rs.)	EMD(Rs.)	Security Deposit(Rs.)
1	Groceries, Toiletries & Cleaning Items	30 Lakhs	75,000	1,50,000



Date: 29- Feb-2020

**CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School
Vill: Issapur, Najafgarh, Delhi - 110073**

Date: 29-Feb-2020

To,

Sub: Tenders for the supply of Groceries, Cleaning & Toiletries Items

Sir,

1. Sealed tenders are invited from Wholesale Dealers/ Distributors reputed firms for the supply of articles shown in the attached statement, by the undersigned for the **session 2020-21**. Tenders should be sent by the firms under **Registered Post/ By Hand** in a **strong sealed cover marked as Quotation for the supply of subject cited items**. The tender should reach the office address **Vill: Issapur, Najafgarh, Delhi – 110073** by **14.03.2020** by **10.00AM**. Tenders will be opened by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School 's Purchase Advisory Committee (KISS Delhi - PAC) on 14.03.2020 i.e. **from 11.00 AM onwards in K.I.S.S. Delhi Govt. Sr. Sec. Residential School , Vill: Issapur, Najafgarh, Delhi – 110073**
2. The tenderer may quote rates for all the items(s) mentioned in Annexure –'A' or any part thereof.
3. The quotation shall be submitted according to the **terms and conditions specified in paragraph 3 to 30** & these conditions will not be changed in any case.
4. The rate should be F.O.R. and **should include GST, Freight Charges and all other taxes** as per Govt. rules whatever liable to in respect of the supply. The K.I.S.S. Delhi Govt. Sr. Sec. Residential School shall not be liable to pay any tax, transportation etc., which may have been expressly stipulated in the quotation in the event of acceptance of the quotation.
5. **The rates are required to be filled in figures as well as in words and the same should not be more than MRP in any case.** K.I.S.S. Delhi Govt. Sr. Sec. Residential School will not be liable to release the payment beyond MRP in case the rates are increased by the manufacturer during the contract of supply.
6. There should not be any overwriting or cutting in the quotation. If a figure/ word 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 and date. In the absence of attested signature the quotation is liable to be rejected. 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 articles mentioned in the attached statement or in respect of any one or more than one items specified in the attached statement as he may decide.

7. The Purchase Advisory Committee nominated by the CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School to assess eligibility will carry out evaluation of the Bids. Decision of Purchase Advisory Committee which will not solely be based on the cheapest bid but also on other factors like fit and finish, Design and services along with delivery timeline. Vendors who can deliver the goods in less time (quickly) at a cheaper cost will be given preference.
8. On acceptance of the quotation it will become a contract and shall be bound by terms and conditions of the quotation.
9. The quotation should be accompanied with EMD mentioned in the tender notice in the shape of demand draft only in favour of **KISS Delhi Govt. Sr. Sec. Resi. School**, Village Issapur, Najafgarh, Delhi, payable at Delhi. **Quotations attached with DCR, FDR , MCC/ Cheque will be treated as cancelled.**
10. For Micro & Small Enterprises registered with NSIC are exempted from depositing cost of Tender Document and Earnest Money. If the Micro & Small Enterprises are not registered with NSIC then they will have to deposit cost of Tender Document, full amount of Earnest Money as per K.I.S.S. Delhi Govt. Sr. Sec. Residential School. Otherwise their offer will not be considered. Copy of valid NSIC certificate has to be submitted along with bid.
11. Successful Bidders will have to deposit **Security Deposit** Amount as mentioned in the Notice. The Earnest Money will be refunded in the event of rejection of the quotation. The security will be forfeited in the event of failure to comply with the contract.
12. If the supplier fails to supply the items within the time stipulated in the letter of acceptance by the undersigned, K.I.S.S. Delhi Govt. Sr. Sec. Residential School will be at liberty to purchase the items from others vendors and get the rest of the contract completed by any other person or firm and the difference of price, if any, shall be deducted from the Security deposit of the Vendors & in case any amount in excess of the security deposit is paid by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School, the Vendors shall be liable to pay that amount.
13. Interested supplier can see the samples at the K.I.S.S. Delhi Govt. Sr. Sec. Residential School to provide similar items. **Samples provided by the vendors/suppliers shall be retained by the school and no cost will be paid for the same.** Vendors are requested to submit the samples for only one type of brand to avoid any confusion while finalizing the rates.
14. Prior to acceptance of the quotation the undersigned reserves the right to call for sample or demonstration and the suppliers shall be liable to supply the sample or give the demo free of cost.
15. In the event of acceptance of the quotation and placing of the order to purchase the items order for the same would be subject to an inspection by the undersigned or his/her

representative and are liable to be rejected if the items supplied are not according to approved samples or do not conform to the specification prescribed.

16. The rates are required to be quoted by the Vendor **both in fig. and words valid up to 13.03.2021**. No amendment in the rate will be accepted.
17. All the Schemes floated by the manufacturer from time to time on Branded items will have to be provided by the vendors to the K.I.S.S. Delhi Govt. Sr. Sec. Residential School.
18. Any adulteration found in the supply will be the sole responsibility of the firm/supplier and action will be initiated against the firm/supplier and not against the KISS Delhi in any case.
19. As per Income Tax rules, TDS will be deducted out of the total payment to be made by this K.I.S.S. Delhi Govt. Sr. Sec. Residential School for where ever applicable as per government guidelines.
20. Quotations, which do not comply with the above conditions, are liable to be rejected.
21. The exact quantity of items to be purchased will be intimated after the tenders are accepted and approved but before the commencement of the supplies of items.
22. The **supply shall be made at Main Store at K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Vill: Issapur, Najafgarh, Delhi – 110073 up to 4 P.M. on all working days** / whenever required in the presence of Storekeeper or any other person deputed by the CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School.
23. A date wise account of the items supplied by the supplier shall be kept by him and **bill shall be submitted in triplicate at the end of every delivery** to The Principal, K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Vill : Issapur, Najafgarh, Delhi – 110073.
24. The bills so submitted by the firm / contractor in the office of The Principal, K.I.S.S. Delhi Govt. Sr. Sec. Residential School, Vill :Issapur, Najafgarh, Delhi – 110073 will be then verified and thereafter bills will be submitted to the concerned Pay & Accounts Officer for payment. However, if any amount of the bills is found by the Audit Office to have been over paid, the amount found over paid shall be refundable by the firm / contractor.
25. It will be the discretion of CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School or her representative to make enquiries in order to judge the suitability and the capacity of any particular firm / agencies and decision to enter into a contract or otherwise would rest with CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School. It will also be the discretion of CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School to award contract of any supplies to more than one firm in case of necessity in the school.
26. The amount of security deposited shall be retained by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School for a period till complete supply of items as per supply orders issued

or till the items are consumed or one month after the expiry of tender period, whichever is later as a safeguard against any defect or lack of quality appearing in the articles supplied within this period. The suppliers shall not be entitled to any interest from the K.I.S.S. Delhi Govt. Sr. Sec. Residential School for security deposit.

27. In case of similarity of rates, preference will be given to those who manufacture the product. Point-by-point compliance statement of the detailed specifications of the scope of supply of the tender document and the terms & conditions of the tender document should be enclosed.
28. Printed conditions mentioned in the Pre-qualification Bid by the vendor shall not be binding on us unless and until these are fully in conformity with the terms and conditions of tender.
29. Canvassing in any form in connection with this tender is strictly prohibited and the tender submitted by the vendor who resorts to canvassing are liable for rejection.
30. These instructions to tenders are to be signed by the vendors and returned with the tender.



CEO
K.I.S.S. Delhi Govt. Sr. Sec. Residential School
Vill :Issapur, Najafgarh, Delhi- 110073

Date 29– Feb– 2020

(To be signed by tenderers /vendors only)

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS OF TENDERS

It is certified that the terms & conditions as laid down in the tender forms are acceptable to me/ us and I/We fully agree with the same failing which CEO, K.I.S.S. Delhi Govt. Sr. Sec. Residential School on behalf of K.I.S.S. Delhi Govt. Sr. Sec. Residential School may take action as per rules.

Signature(s) of the Tenderer(s) _____ Date : _____

Name & full address of the firm _____

Contact Numbers : : Landline : _____

Contact Numbers: Mobile: _____

Note:-

(Tenderers are requested to submit their application along with requisite documents duly signed, as per above format on their firm's letter head/pad).

APPLICATION FOR SUBMITTING TENDER FORM

Dated: _____

The CEO,

K.I.S.S. Delhi Govt. Sr. Sec. Residential School

Village: Issapur, Najafgarh

Delhi - 110073

Sub: Submission of Tender Form for _____
(Name of store items as per tender)

Madam,

I have read the terms & conditions of the Tender Form and agree with the same. I am submitting the tender form for the supply of subject cited items for the session **2020-21 (valid up to 13.03.2021)** along with the required documents as mentioned below:

1. Signed and stamped Terms & Conditions
2. Copy of self-attested GST / Registration Certificate / PAN Card.
3. Bank Draft/FDR/BG as applicable from case to case in favor of **KISS Delhi Govt. Sr. Sec. Resi. School** as Cost of Tender & Earnest Money Deposit (EMD).
4. Undertaking that their Firm/Agency is not declared black listed by any Govt. / Authority / Department
5. List of items, quoted for mentioning the brand name clearly for the quoted item.
6. Copy of latest return of ITR/ GST if applicable.
7. Copy of Incorporation Certificate / Partnership Deed in case of partnership firm / an undertaking on firm's letter head that the firm is a proprietary firm.
8. Past Track Record, if any.
9. Contact Detail of the firm viz. Tel. No., Fax No., E-mail etc.

Full Signature of the Tenderer _____

Name of the Tenderer _____

Annexure – ‘A’.

REQUIREMENT OF VARIOUS ITEMS IN KISS DELHI

Sl. No	Items	Specification	Quantity (Approx.)	% of Discount on MRP
1	Atta	Naturefresh- 10Kg Bag	2000 Bag	
2	Rice	India Gate / SLM Basmati Mogra 25kg Bag	400 Bag	
3	Chana Dal	1Kg Pkt	1200 Pkt	
4	Arhar Dal	1Kg Pkt	1500 Pkt	
5	Rajma Chitra	1Kg Pkt	650 Pkt	
6	Moong Dal(Dhuli)	1 Kg Pkt	750 Pkt	
7	Kabuli Chana	1Kg Pkt	750 Pkt	
8	Sugar	5Kg Pkt	700 Pkt	
9	Rooh Afja	700 ml	450 Nos	
10	Chirwah/ Poha	Star 1 kg Pkt	500 Pkt	
11	Haldi Powder	Star 500 Gms Pkt	120 Pkt	
12	Dhania Powder	Star 500 Gms Pkt	120 Pkt	
13	Mirchi Powder	Star 500 Gms Pkt	120 Pkt	
14	Jeera Powder	Star 500 Gms Pkt	120 Pkt	
15	Soya Refined Oil	Dhara 15 Ltr Tin	120 Tin	
16	Suji	Pansari /Haathi 1kg Pkt	150 Pkt	
17	Salt	Tata 1kg Pkt	500 Pkt	
18	Kitchen King	Star 500 Gms Pkt	120 Pkt	
19	Tea	Tata 500 Gms Pkt	160 Pkt	
20	Biscuits	Parle Glucose 70 Gms Pkt	5500 Pkt	
21	Pavbhaji Masala	100 Gms Pkt	50 Pkt	
22	Vanaspati	Rath I Lts	60 Lts	
23	Horlicks Plain	I Kg Jar	50 Jar	
24	Pickle	Pachranga Mix	30 Nos	
25	Amchoor Powder	100 Gms Pkt	100 Pkt	
26	Besan	Pansari / Haathi 1 Kg Pkt	150 Pkt	
27	Dalia	Pansari /Haathi 1kg Pkt	150 Pkt	
28	Jam	Elleberry Mixed Fruit 1 Kg Jar	120 Nos	
29	Hing	LG 50 Gms Pkt	60 Pkt	
30	Soya Bari	1 Kg Pkt	60 Pkt	
31	Vinegar	Pachranga 750 ML Bottle	12 Nos	
32	Maida	Pansari / Haathi 1 Kg Pkt	120 Pkt	
33	Cornflakes	Mohan 500 Gms Pkt	500 Pkt	
34	Kashmiri/ Degi Mirchi	Star 100 Gms Pkt	120 Pkt	
35	Comb	Big	50 Nos	
36	Body Lotion	vesline, 200 ML	150 Nos	

37	Talcom Powder	Boroplus , 150 gm	250 Nos	
38	Agarbatti	Hari Darshan	20 Pkt	
39	Colin	500ml	80 Nos	
40	Toothpaste	Coalgate, 300 gm	1000 Nos	
41	Soap	Dettol , 125gm	4000 Nos	
42	Dettol Liquid	500ml	50 Nos	
43	Duster		300 Nos	
44	Tide Powder	1 Kg Pkt	1200 Pkt	
45	Toothbrush	coalgate	3200 Nos	
46	Shampoo	Dove, 180 ml	450 Nos	
47	Hit Black	Hit , 625ml	100 Nos	
48	Hit Red	Hit , 625ml	100 Nos	
49	Pencil Cell	Everready	100 Nos	
50	Handwash	Dettol	50 Nos	
51	Fena Powder	2 kg Pkt	300 Pkt	
52	Fena Soap	100 gm	600 Nos	
53	Napthalene Balls	12 balls in pkt	24 pkt	
54	Hair Oil	Dabur Amla , 90 ml	1500 Nos	
55	Harpic	500ml	250 Nos	
56	Jhadu Phool		300 Nos	
57	Jhadu Seekh		1000 Nos	
58	Juna Steel		250 Nos	
59	Juna Plastic		150 Nos	
60	Mosquito Machine	all out/good night, Small	50 Nos	
61	Mosquito Refill	all out/good night, Small	250 Nos	
62	Odonil		400 Nos	
63	Floor Duster (Poucha)		600 Nos	
64	Phenyle Black	Elephant 5 ltr Can	40 Can	
65	Phenyle White	Elephant 5 ltr can	400 Can	
66	Room Freshner	Spray /Godrej /160gms	100 Nos	
67	Toilet Brush		40 Nos	
68	Wiper	Large	300 Nos	
69	Yellow Duster		30 Nos	
70	Paper Napkin		50 pkt	
71	Sanitary Napkins	Branded	7500 Pcs	

Signature of the Tenderer :

Stamp of the Firm :

