



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/2020/04

Dated: 29-Feb-2020

NOTICE: TENDER - KISS DELHI 2020 -21

SEALED TENDERS ARE INVITED FOR SUPPLY OF SCHOOL STATIONARY 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**.

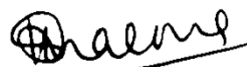
Important Information		
1	Tender Cost	Rs. 500
2	Tender Opening Date	29-02-2020
3	Tender Closing Date	14-Mar-2020
4	DD in favour of	KISS Delhi Govt. Sr. Sec. Resi. School
5	Tender Submission	Vill : Issapur, Najafgarh, Delhi-110073
6	Tender Opening	14-Mar-2020
7	Work Awarding On	16-Mar-2020

Details of Items

Earnest Money (EMD):Rs 30,000/-(To be deposited at the time of submission of tender)

Security Deposit (SD) :Rs 60,000/-(To be deposited by the successful vendor)

Sl. No.	Items	Estimated Cost (Rs.)	EMD(Rs.)	Security Deposit(Rs.)
1	School Stationary	12 Lakhs	30,000	60,000



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 Bedding Items

Sir,

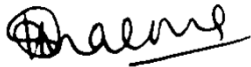
1. Sealed tenders are invited from Wholesale Dealers/ Distributors reputed firms for the supply of articles shown in the attached statement, by the undersigned for the **session 2020-21**. Tenders should be sent by the firms under **Registered Post/ By Hand** in a **strong sealed cover marked as Quotation 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	Type	Rate
1	Plain 2 line register	172 Pages Classmate 29.7*21 cm	2700	Pcs	
2	Cello Tape	2" inch, Big	40	Pcs	
3	Cello Tape	Small 1/2 Inch	20	Pcs	
4	White Sheet	A-4 size, Century Green Plus-Rim	150	Pcs	
5	Markers Permanent	kores	100	Pcs	
6	Stappler Pin	Kangaro Staple Pin No 10-1M	10	Box	
7	Fevicol	1Kg	10	Kg	
8	Cellophine Roll	Big Roll (5.450Kg Each Roll)	4	Roll	
9	Texture Sheets		50	Pkt	
10	Notebook : Hindi	180 Pages Classmate 24*18cm (2 line)	10000	Pcs	
		172 Pages Navneet 24*18cm (2 line)			
11	Notebook : Maths	172 Pages Navneet 24*18cm(Square)	600	Pcs	
		180 Pages Classmate 24*18cm(Square)			
12	Notebook : English	172 Pages Navneet 24*18cm(4 line)	600	Pcs	
		180 Pages Classmate 24*18cm(4 line)			
13	Files	Cobra	400	Pcs	
14	Files	Index	10	Pcs	
15	Pencils	Nataraj-621	5000	Pcs	
16	Sharpener	Nataraj	200	Pcs	
17	Pencil Box	Plastic Made	400	Pcs	
18	Geomatry Box	Camlin Nouvel (Instrument Box)	500	Pcs	
19	Duster - Board	Black Board- Normal Size	50	Pcs	
20	School Bags	See Sample at School	900	Pcs	
21	Blue Pens	Reynolds 045(ball point)	12000	Pcs	
22	Black Pens	Reynolds 045 (ball point)	600	Pcs	
23	Wool	black, pink, green, blue, orange, sky blue (1 each)	7	Pcs	
24	Double Sided Tape	Small	10	Pcs	
25	Maps	World Map,	600	Pcs	
		India Political,	1000	Pcs	
		India Physical	1000	Pcs	
26	Graph Paper	(100 in packet)	20	Pkt	
27	Mathematical Kit	As Available in Market (Big Size)	2	Pcs	
28	Double Sided Tape	Big	20	Pcs	
29	Stamp Pad	Faber Castell	5	Pcs	
30	Paper tying thread		5	Pcs	
31	Thermacol Sheets	Big (Thin)	100	Pcs	

32	Card Board sheets	Standard Size	50	Pcs	
33	Ice-Cream Stick		50	Pkt	
34	Pen Drive	8GB - San Disk	10	Nos	
35	Safety Pins		20	Pkt	
36	Handmade sheets	Plain	200	Sheets	
		Textured			
37	Cartridge Sheets	white	200	Sheets	
		multicolor	250	Sheets	
38	Charts	Colourful (all colors)	500	Pcs	
39	A-3 Size Sheets	Colourful	100	Pkt	
40	Tissue Paper		50	Box	
41	Orgamic Paper	Small	200	Pkt	
42	Glaze Paper	A-4	150	Pkt	
43	Pastels Sheets	Textured	10	sheets	
44	Black Charts	Standard Size	100	Pcs	
45	Hot Gun		2	Nos	
46	A-3 Size Sheets	White	250	Pkt	
47	Sparkle Sheets	No Company (Local) Different color	108	Sheets	
48	Drawing File (Classmate)	Big (A3 Size)	1600	Pcs	
49		Small (21 cm x 29.7 cm) 40 pages	200	Pcs	
50	Acrylic Colours	Hobby Idea	50	Sets	
51	Poster Colours	Camel	30	Sets	
52	Artist Water Colour	Big	10	Sets	
53	Glass Colour	Big	10	Sets	
54	Fabric Colour	Faber Castell	20	Sets	
55	Rangoli Colour	Each Colour	10	Sets	
56	Pearl Colour	Hobby Ideas	10	Sets	
57	Sketch Colour	Multi- Color Luxer (pack of 12)	900	Pack	
58	Colour Spray	Pack of 12	2	Sets	
59	Pencil Colour	Big (pack of 12)	10	Sets	
60	Fabric Colour Tubes	Pack of 12, Faber Castel	5	Sets	
61	Colourful Markers	Round	80	Pkt	
		Flat			
62	Black Markers	Round	40	Pkt	
		Flat			
63	Sparkle Tubes	Big	30	Pkt	
64	Sparkle Pen	Big	15	Pkt	
65	Painting Brushes	Flat- Big (Camel)	10	Pcs	
66		Flat- Small (Camel)	10	Pcs	
67	Painting Brushes	Round- Big(Camel)	10	Pcs	
68		Round-Small(Camel)	10	Pcs	
69	Pencils	camlin 8b	10	Pkt	
70	Chalk Box	(Non Dust) Doms	300	Pkt	

71	Thermacol Cutter	kangaro	5	Pcs	
72	Sparkle Tape	Colourful	30	Pcs	
73	Thumb Pins		10	Pkt	
74	Pencil Colour	Faber Castell	20	Box	
75	Stones & Pearls		40	Pkt	
76	Scale Steel	Big	12	Pcs	
		Small	12	Pcs	
77	Globe	Big Size	1	Pcs	
78	White Charts		200	Pcs	
79	Sparkle Powder	All Colors (each color)	10	Pkt	
80	Crape Papers	Multicolor	100	Pkt	
81	velvet paper		10	Pkt	
82	Shape Cutters	star, flower, moon, smileys (5 each)	20	Pkt	
83	butter paper		10	Pkt	
84	Soft pastel colors	15 in each	10	Pkt	
85	Register (Hard Top)	Delta (Pages 240)	20	Pcs	
86	Student's Attendance Register		40	Pcs	
87	Teacher's Diary		40	Pcs	
88	Brown Paper		100	Pcs	
89	White Board Markers	Kores	400	Pcs	
90	Rubber Band	Big	2	Pkt	
91	Registers recycled papers	Delta 340 Pages for rough work 253*188 mm	1800	Pcs	
92	Printer	Laser (M1136) HP	2	Nos	
93	Hot Glue	Stick	12	Stick	
94	Canvas		5	Pcs	
95	Atlas		5	Pcs	
96	Stencil Map (Indian Poltical)	Indian Standard Size	10	Pcs	
97	Carbon Paper		1	Box	
98	Pen	Uniball Eye-UB 157 Roller Pen	50	Pcs	

Signature of the Tenderer :

Stamp of the Firm :