

केंद्रीय विद्यालय सैक्टर ए-5, पॉकेट-11 नरेला, दिल्ली - 110040 दूरभाष नं० - 27787278 / 79		Kendriya Vidyalaya Sector A - 5, Pocket - 11, Narela, Delhi -110040 Phone No. - 27787278 / 79
Website: www.narela.kvs.ac.in		Email : principalkvnarela@gmail.com

फा. 13/के.वि.नरेला/2019-20/1215

दिनांक: 12.02.2020

अल्पकालीन निविदा सूचना (SHORT TERM TENDER NOTICE)

Sealed Tenders are invited from Prospective suppliers/ Authorized distributors of ergonomic design school furniture willingly to supply quality stores at Kendriya Vidyalaya Narela, Delhi-40 as mentioned below in two bid format viz. technical and Financial Bid. The tender form can be obtained by depositing Rs. 500/- for each tender as cost of tender at the Vidyalaya office during Vidyalaya office hours from 10.00AM to 1.00PM on any working day w.e.f. **12.02.2020 to 17.02.2020** and the tender documents can also be downloaded from the website of the Vidyalaya www.narela.kvs.ac.in and cost of tender may be deposited in the form of DD/Cheque/Cash (Separate from EMD) in favour of **Principal KV Narela, Delhi** in the envelop of Technical Bid. The **last date** to receipt of the filled in Tender form for bids is **17.02.2020 up to 02.00 PM** and tender will be **opened on 17.02.2020 at 3.00 PM**.

Details of Goods to be purchased:

Sl.N.	Name of Service/ Category	Brief Description	Earnest Money Deposit
1	School Furniture (Students Dual Desk) for Senior Secondary & Secondary Students. Quantity 200-300 or part thereof.	1. For Sr. Sec. overall Dimensions: Seat: W-1050mm x D-950/450 mm x Ht-760/450mm Seat Structure: Made up of cold rolled close annealed MS Tube 50x25x1.25mm thick MIG welded to press formed MS cold rolled close annealed section 95x25x1.0 thick and MS cold rolled close annealed tube dia 25mm x1.2mm thick. Desk Structure: Made up of MS cold rolled close annealed Tube 50x25x1.25 thick MIG welded to press formed MS cold rolled close annealed section 95x25x1.0 thick. Seat & Desktop made of 18mm thick pre-laminated particle board. Side edges covered by teak wood polished rib. Provided book shelf below table top. All steel components are epoxy powder coated followed by anti-corrosion treatment of surface as the sample placed in Vidyalaya. 2. The same quality & specification for secondary classes.	Rs. 10000/- In form of DD/Cheque


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Note: Separate cheque /DD/Cash is to be deposited for the cost of tender document.

General Terms and Conditions for Supplying Services:

1. Tender submitted by the firm(s) in the prescribed "Application Form" only will be accepted.
2. All pages of "tender" and a copy of tender documents submitted shall be signed and stamped by the authorised representative of the Firm.
3. Preference will be given to those firms who are on the approved list of Govt. Dept. and Public Sector Undertakings or ISO/AIOTA Certificate holders or dealers authorised by manufacturers.

It should be clearly be mentioned on each envelop: Technical Bid for School Furniture (Item/Services name) marked 'A' and financial bid for school furniture on marked 'B'. Both these envelopes should be sealed in one envelope before submission.

4. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the application form.
5. If KV Narela, Delhi approves any firm as Supplier. The Supplier has to supply the material at KV Narela, Delhi on or **before 23 Feb 2020** and has to accept the KV Narela, Delhi payment terms and conditions i.e. Payment shall be made by Digital Transactions once the materials are supplied in good condition.
6. Firms/Manufacturers/Authorised dealers are requested to submit their Bank account detail, IFSC code etc. and e-mail address.
7. Any change in address, phone number, Fax no. Shall be informed to KV Narela, Delhi immediately, to have proper communication with these Firms/Manufacturers.
8. K.V. Narela, Delhi reserves the right to reject any Tender without assigning any Reason.
9. Last date of receipt of tender (sealed packed with hard copy including all relevant documents) is **17.02.2020 up to 2.00 PM**. The Tender received after the stipulated time shall not be considered and liable to be rejected summarily.
10. As per the Tender document there shall be two Bids-**Technical Bid and Financial Bid**. The Bids should be sealed separately and marked as **-A and-B** respectively and further sealed in one envelop, addressed to the Principal KV Narela, Delhi-40.
11. The Bid will be opened on **17.02.2020 at 3.00 PM** in the Vidyalaya premises in presence of the representatives of the bidder who wish to be present, (with proper I/D proof duly authenticated by the firm).
12. The tenderer shall be deemed to have studied the items, specifications and the details of the supplies to be made within the time schedule and to have acquainted himself /themselves with the conditions.
13. Tenders not confirming the terms and conditions, and not accompanied by earnest money deposit are liable to be rejected summarily.


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14. Both the technical bid and financial bid should be duly filled in and submitted in original in clear and legible writing.
15. Separate sheets may be attached whenever necessary in addition to the registration form.
16. The rates are to be quoted in INR (Indian Rupees) and written in words and figure both (In case both figures do not match, the lower rate will be taken in consideration).
17. Rates quotes should include transportation, freight charges. All kinds of taxes GST etc. should be mentioned separately and clearly.
18. No amendment in the rate of item (except in the rate of GST) within the period of execution of the contract will be accepted for increase as well as reduction.
19. There should not be any over writing or corrections in the tenders. If the figure is required to be amended, it should be neatly scored out, the revised figure written about and the same attested with signature and date, otherwise the tender will be liable for rejection.
20. In the event of acceptance of the quotation and placing of the order for purchase, an actual sample of articles ordered is subjected to be submitted before supply of goods for approval and quality check. If the articles supplied do not match as per the sample approved the purchase order may be treated as cancelled.
21. If the suppliers fail to supply any quantity of materials within the time stipulated in the supply order, the undersigned will be at liberty to cancel the order and procure the materials from other sources and the EMD (Earnest Money Deposit) amount shall stand forfeited. In case of partial supplies, a penalty @ 2% per day of the balance item value shall be deducted or order may be cancelled by Vidyalaya authority whichever is in the interest of institution.
22. However, in case of delay on account of unavoidable and beyond control circumstances of the supplier, necessary permission will be taken from the competent authority for extension of the time limits and it will be the sole discretion of intender to extend the date seeing circumstances.
23. It would not be binding upon the authority to accept the lowest tender (L-1). The authority reserves the right to accept the Tender in whole or in the part, as may be decided.
24. The bid security of those firms whose tenders are not approved will be refunded within 30 days. However, no interest will be paid.
25. A sample of the article/item for which tender is invited is lying in Vidyalaya which may be seen during working hours. The material supplied should be as per the sample.
26. **Performance Security Deposit:**

The amount of Bid security/EMD will be refunded on receipt of performance Security or will be adjusted in performance security/Security Deposit. If the accepted bidder fails to remit the performance security within prescribed time, the bid security remitted by him will be forfeited and his bid may be held void. The performance security will only be released after the successful completion and the final payment of the Job.


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27. **Tolerance Clause:** It is further clarified that the Quantities for the said material may get varied; hence the purchaser reserves the right for ten percent (10%) Plus/ Minus in the quantities of the material while placing the supply order as the rates to be Quoted are for the estimated Quantities only.
28. **Unresponsive Tenders:** The following kind of tenders will be treated as unresponsive tenders:
- Not meeting the qualifying criteria i.e. carrying required financial / solvency status, registration with the appropriate authorities for carrying out the described works, Furnishing the declaration regarding blacklisting on stamp paper etc.
 - Tender not enclosed with the required DD/ PO of EMD/Cheque.
 - Unsigned Tender document / terms and condition and Pricing Bid document on each and every Page.
 - The specification of the paper attached with the tender document not found for the quality asked for.
 - The tenderer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
 - The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons. No under letting or subletting to any other 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/ forged information by the bidder, the bid security 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/ forged information in the tender, the agreement is liable to be terminated and performance security and other payment due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly.
 - Late Bids:** Any bid received after the due date/time of submission of the bids prescribed shall be rejected and returned unopened to the bidder.
29. **Amendment to Bid document:** At any time prior to the deadline for the submission of bids K.V. Narela, Delhi may make any amendment without assigning any reason, whether at its own initiative or in response to clarification required by any prospective bidder, modify the bid document. The amendment will be uploaded in the KV Narela, Delhi website www.narela.kvs.ac.in for the benefit of all the prospective bidder.
30. **Non Transferability:** The Tender is not transferable.
31. The quotation shall be submitted according to the terms & conditions specified. Unless specified otherwise in the Quotation it shall be construed that the terms & conditions


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stipulated here under have been agreed to by the bidder. In any case the bidder violates the terms & Conditions the tender will be rejected.

32. The contractor will be fully responsible for repair, maintenance of the items at least for one year of the receipt of the item.
33. The contract will remain valid for one year.
34. **Disputes:** Any Disputes Shall be under the Jurisdiction of **HONOURABLE DEPUTY COMMISSIONER K.V.S. R.O. Delhi.**
35. The Vidyalaya shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties, if any.
36. **Evaluation of Bid:** The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions in the following manners.
The bid will be treated as non-responsive if the following document are not attached: -
 - a) Attested copy of license obtained from the Concerned Department.
 - b) Brief profile of the company and evidence to establish that the bidder has successfully executed contract of similar nature and magnitude in the last three (3) years.
 - c) Any other document needed to be an authorized firm.

37. Award of contract:

- a) The indenter will award the contract to the bidder whose bid has been determined to be substantially responsive.
- b) The indenter reserves the right at the time of award of contract to increase or decrease the requirement of goods.
- c) The indenter prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- d) Notwithstanding the above the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of contract without assigning any reason.

38. Last date and time of Receipt of Bids:

You are requested to submit the sealed Bids super scribed on the envelop of Bids for Providing Goods in KV Narela, Delhi upto **17.02.2020 by 2 PM. The tender will be opened at 3.00 pm on 17/02/2020 at the K.V. Narela, Delhi** in the presence of Bidders if they wish to be present in person or through authorized representative with authority letter.

If the last date of Depositing and opening of the tender happens to be declared holiday then the tender will be deposited/opened on the next working day/ or as feasible to the KV Narela, other terms and condition and the time schedule remaining unchanged.


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The indenter looks forward to receive the bids in the formats of Bid attached only and appreciated the interest of the Goods supplier in the KV Narela, Delhi-40.

39. The one actual sample of Goods for which the order has been placed has to be submitted by supplier for quality checking before supply of Goods.
40. In case of any Queries or clarification, please feel free to contact us at telephone no. **011-27787279**.


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// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/S..... (Name & address of Agency/firm) is neither blacklisted by any Government Department / Autonomous body / PSU nor any criminal case is registered against the firm.

Date:

Place:

Complete Address:_____

Office Landline No.:_011-_____

Mobile No 1

2

Email – Id:.....

Signature of Proprietor/ Authorized signatory

Name:.....

Seal:.....

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

: ACCEPTANCE OF THE TENDERERS:

The terms & conditions enumerated in the document from SL. No. 1 to 42 have been read by me /us and are accepted by me/us.

Date:.....

Place:.....

Signature of Proprietor/ Authorized signatory

Name:.....

Seal:.....

Complete Address:

ANNEXURE-I

S. No	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Establishment ID	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person with stamp.	
5.	Whether registered with and holding license from all concerned Government/ Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	Service Tax/GST Registration Number (copy to be enclosed)	
8.	Whether all the pages of tender document are duly signed by authorized signatory, in token of acceptance of the same, is Attached.	
9.	Whether agency profile is attached?	
10.	Length of experience in the field.	
11.	Copy Attested copy of proof of ISO/AIOTA Registration.	
12.	Details of other clients/ establishment/ organization where the bidder has supplied similar item in last three years	

Sign of Bidder and Seal

Establishment ...

Full Name of Bidder.....

Address and date

Letter head of the bidding firm

Annexure II

Covering letter for submission of Financial Bid

Letter No:

Date:_____

To,

The Principal
Kendriya Vidyalaya
Narela, Delhi,
Delhi 110040.

Dear Sir,

We, the undersigned, offer to provide **school furniture** in accordance with your request dt._____. Our attached Financial Proposal is for the sum of(in words and figures).

This amount is inclusive of the applicable charges & payment of statutory obligations. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials] :

Name and Title of Signatory : _____

Name of Firm : _____

Address : _____