



KISS Delhi

(A joint venture between Govt. of NCT of Delhi & Kalinga Institute of Social Sciences, Bhubaneswar, Odisha)

Village Issapur, Najafgarh, Delhi – 110073

No. KISSDEL/TENDERS/T&C/2018/04

Dated: 31-Jan-2018

NOTICE: TENDER - KISS DELHI 2018-19

SEALED TENDERS ARE INVITED FOR SUPPLY OF School Stationary to KISS Delhi, Village Issapur, Najafgarh, Delhi-110073 FOR THE SESSION YEAR 2018-19.

- 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 **23.02.2018** by **10.00 AM**.
- Tenders will be opened on **23.02.2018 from 2:00 PM** onwards in the presence of KISS Delhi 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** 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**.

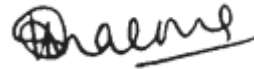
Important Information		
1	Tender Cost	Rs. 500
2	Tender Opening Date	31-Jan-2018
3	Tender Closing Date	23-Feb-2018
4	DD in favour of	KISS Delhi
5	Tender Submission	Vill : Issapur, Najafgarh, Delhi-110073
6	Tender Opening	23-Feb-2018
7	Work Awarding On	26-Feb-2018

Details of Items

Earnest Money (EMD):Rs 11,250/-(To be deposited at the time of submission of tender)

Security Deposit (SD):Rs 22,500/-(To be deposited by the successful vendor)

Sl. No.	Items	Estimated Cost (Rs.)	EMD(Rs.)	Security Deposit(Rs.)
1	School Stationary	4.5Lacs	11,250	22,500



Date: 31-Jan-2018

**CEO, KISS Delhi
Issapur, Najafgarh
Delhi - 110073**

Date: 31-Jan-2018

To,

Sub: Tenders for the supply of School Stationary

Sir,

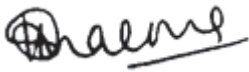
1. Sealed tenders are invited from manufactures, Wholesale Dealers/ Distributers reputed firms for the supply of articles shown in the attached statement, by the undersigned for the **session 2018-19**. Tenders should be sent by the firms under **Registered Post/ By Hand** in a **strong sealed cover marked as Quotation for the supply of subject cited items**. The tender should reach the office address **Vill: Issapur, Najafgarh, Delhi – 110073** by **23.02.2018** by **10.00AM**. Tenders will be opened by the KISS Delhi Purchase Advisory Committee (KISS Delhi - PAC) on 23.02.2018 i.e. **from 2.00 PM onwards in KISS Delhi 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 KISS Delhi 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.** KISS Delhi 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 KISS Delhi 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** at Delhi. **Quotations attached with DCR, FDR, MCC/ Cheque will be treated as cancelled.**
10. 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.
11. If the supplier fails to supply the items within the time stipulated in the letter of acceptance by the undersigned, KISS Delhi 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 Contractor & in case any amount in excess of the security deposit is paid by the KISS Delhi, the contractor shall be liable to pay that amount.
12. Interested supplier can see the samples at the KISS Delhi School to provide similar items. **Samples 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.
13. Prior to acceptance of the quotation the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demo free of cost.
14. 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 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.
15. The rates are required to be quoted by the supplier **both in fig. and words** valid up to **23.02.2019**. No amendment in the rate will be accepted.
16. The supplier shall be required to fix a TIN label on the furniture supplied by him, giving his name and year of manufacture.

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 KISS Delhi.
18. Any adulteration found in the supply will be the sole responsibility of the firm/agency and action will be initiated against the firm/agency 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 KISS Delhi 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 KISS Delhi, 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, KISS Delhi.
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, KISS Delhi, Issapur, Najafgarh, Delhi – 110073.
24. The bills so submitted by the firm / agency in the office of The Principal, KISS Delhi, 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 / agency.
25. It will be the discretion of CEO, KISS Delhi or his representative to make enquiries in order to judge the suitability and the capacity of any firm / agency and decision to enter into a contract or otherwise would rest with CEO, KISS Delhi. It will also be the discretion of CEO, KISS Delhi to award order of any items to more than one firm/agency in case of necessity in the school.
26. The amount of security deposited shall be retained by the KISS Delhi 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 contractor shall not be entitled to any interest from the KISS Delhi 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 Vendor and returned with the tender.



CEO
KISS Delhi
Issapur, Najafgarh

Date 31- Jan – 2018

(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 KISS Delhi on behalf of KISS Delhi 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,
KISS Delhi,
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 **2018-19 (valid up to 23.02.2019)** 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** 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.)	Price
1	Plain 2 line register	Classmate/ Navneet etc	50	
2	Correcting Pens	camlin/luxor/ kores etc	5	
3	Scissor	Big	10	
4	Cello Tape	2" inch, Big	20	
5	Calculator	Casio/ citizen etc.	4	
6	White Sheet	A-4 size, Century Green Plus-Rim	60	
7	Markers Permanent	camlin/luxor/ kores etc	30	
8	Stappler	kangaro	5	
9	Stappler Pin	Kangaro Staple Pin No 10-1M	5 Box	
10	Fevicol	1Kg X 5	5 kg	
11	Cellophine Roll	Big Roll (5.450Kg Each Roll	2	
12	Brown Paper	Standard Size for Covering	100	
13	Notebook : Hindi (2 line)	Classmate/ Navneet	6500	
14	Notebook : Maths (Square)	Classmate/ Navneet	1200	
15	Notebook : English (4line)	Classmate/ Navneet	1000	
16	Files	Cobra	600	
17	Files	Index	10	
18	Pencils	Nataraj	7000	
19	Eraser	Nataraj	500 pcs	
20	Sharpener	Nataraj	200 pcs	
21	Pencil Box	Plastic Made	500	
22	Geomaty Box	6th class to 8th class -for maths, Camlin	300	
23	Duster - Board	Black Board- Normal Size	50	
24	School Bags		800	
25	Blue Pens (ball point)	Uniball	800	
26	Blue pens refill (ball point)	Uniball	5400	
27	Black pens (ball point)	Uniball	600	
28	Black pens refill (ball point)	Uniball	600	
29	Chalk		100 pkt	
30	Maps	World Map, India Political, India Physical	600 each	
31	Graph Paper		2 rim	
32	Mathematical Kit	As Available in Market (Big Size)	2	
33	Double Sided Tape	Big	10 each	

34	Stamp Pad	Find the Sample at KISS Delhi School Campus	5	
35	Beaker	Science Lab	2	
	Test Tubes		4	
	Filter Paper Box		2	
	Red& Blue litmus Paper		2	
	Burner		1	
	round bottom flask		1	
	copper sulphate solution		1 kg	
	baking soda		1 kg	
	dropers		2	
	concave lens		1	
	convex lens		1	
	prism		1	
	battery -12 volt		1	
	Pencil cells - eveready		5	
	bulb		1	
wire	5 mtr			
36	Paper tying thread		6 packets	
37	Thermacol Sheets	Big (Thin)	100 pcs	
38	Card Board	Standard Size	50	
39	Ice-Cream Stick		20 pkt	
40	White Cloth		2 mtr	
41	Colored Silk Thread		25 pkt	
42	Pen Drive	8GB - San Disk	5	
43	Library Accession Register	Find the Sample at KISS Delhi School Campus	1	
44	Safety Pins		20 pkt	
45	Trophies	Big	20	
		Medium	20	
		Small	20	
46	Handmade sheets	Plain & Textured	100	
47	Cartridge Sheets	White	150	
48	Cartridge Sheets	Colourful	250	
49	Charts	Colourful	500	
50	A-3 Size Sheets	Colourful	50 pkt	
51	Tissue Paper	Roll	50	
52	Diy Paper / Creap Paper		50 pkt	
53	Orgamic Paper	Small	100 pkt	
54	Glaze Paper	A-4	100 pkt	
55	Pastels Sheets	Textured	100	
56	Black Charts/Sheets	Standard Size	100	

57	Kite Paper	Multi-Colour	10 pkt each colour	
58	A-3 Size Sheets	White	200 pkt	
59	Sparkle Sheets	No Company (Local)	100	
60	Drawing File	Big	1000	
		Small	600	
61	Jute		20 metre	
62	Acrylic Colours	Hobby Idea	50 sets	
63	Poster Colours	Camel	30 sets	
64	Artist Water Colour	Big	10 sets	
65	Glass Colour	Big	20 pkt	
66	Fabric Colour	Faber Castell	10 sets	
67	Rangoli Colour	Multi- Color	Each Colour 10 pkt	
68	Pearl Colour	Hobby Ideas	20 sets	
69	Sketch Colour	Multi- Color Cello	100 pkt	
70	Colour Spray	Pack of 12	10 sets	
71	Pencil Colour	Big	20 sets	
72	Fabric Colour Tubes	Pack of 12, Faber Castel	50 pkt	
73	Colourful Markers	Round & Flat	20 pkt	
74	Black Markers	Round & Flat	20 pkt	
75	Oil Pastel Colours	Faber Castell	800 pkt	
76	Colourful Ink Pen	Faber Castell	10 pkt	
77	Sparkle Tubes	Big	20 pkt	
78	Sparkle Pen	Big	15 pkt	
79	Painting Brushes	Flat- Big Camel	5 sets	
		Flat- Small (Camel)	5 sets	
80	Painting Brushes (Camel)	Round- Big	5 sets	
		Round-Small	5 sets	
81	Flower Wire/Copper Wire		10 sets	
82	Chalk Powder		10 kg	
83	Thermacol Cutter		10	
84	Sparkle Tape	Colourful	80	
85	Hot Glue		5 kg	
86	Thumb Pins		20 pkt	
87	Drawing Board	size- 4/3	1	
88	Pencil Colour	Faber Castell	5 box	
89	Stones & Pearls		20 pkt	
90	Diyas	Big	75	
		Small	75	
91	Balloons	Multi- Color & Multi Size	1500-2000	

92	POP Powder	1 Kg x 5	5 kg	
93	Mud Pot	Surahi	2	
94	Scale Steel	Big	10	
95	Globe	Big Size	2	
96	Log Book for vehicles	Big Size	4	
97	Table Pads		10	

Note: In case of any confusion with respect to the make/specification/color/size etc it is suggested that the supplier should get in touch with the school so as to quote the rate of the desired items. If required they may come and see the sample as well.

Signature of the Tenderer :

Stamp of the Firm :.....