KISS Delhi

(A joint venture between Govt. of NCT of Delhi & Kalinga Institute of Social Sciences, Bhubaneswar, Odisha)
A Fully Free Co-Educational Residential School
Village Issapur, Najafgarh, Delhi – 110073

No. KISSDEL/TENDERS/T&C/2019/02 **Dated: 02-03-2019**

NOTICE: TENDER - KISS DELHI 2019-20

SEALED TENDERS ARE INVITED FOR SUPPLY OF Bedding Items To KISS Delhi, Village Issapur, Najafgarh, Delhi-110073 FOR THE SESSION YEAR 2019-20.

- 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 **18.03.2019** by **10.00 AM**.
- Tenders will be opened on **18.03.2019 from 11:00 AM** 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	02-03-2019
3	Tender Closing Date	18-03-2019
4	DD in favour of	KISS Delhi
5	Tender Submission	Vill : Issapur, Najafgarh, Delhi-110073
6	Tender Opening	18-Mar-2019
7	Work Awarding On	19-Mar-2019

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	Bedding Items	12,00,000	30,000	60,000

Date: 02- 03-2019

CEO, KISS Delhi
Issapur, Najafgarh
Delhi - 110073

Date: 02-Mar-2019

To,

_____

_____

_____

Sub: Tenders for the supply of Bedding Items

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 2019-20.** 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** 18.03.2019 by **10.00 AM.** Tenders will be opened by the KISS Delhi Purchase Advisory Committee (KISS Delhi - PAC) on 18.03.2019 i.e. **from 11.00 AM 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 31** & 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** 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 KISS Delhi. Otherwise their offer will not 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 as the case may be to the unsuccessful Bidders without any interest after opening of Price Bid. 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, 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 Vendor & in case any amount in excess of the security deposit is paid by the KISS Delhi, the vendor shall be liable to pay that amount.

13. Interested supplier can see the samples at the KISS Delhi 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. **For items of unbranded nature for e.g. bedding items/school uniform providing samples with quotation is mandatory. Not providing the samples along with the bids will result in rejection of the bid.**

14. Prior to acceptance of the quotation the undersigned reserves the right to call for sample or demonstration and the Vendor 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 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 contractor **both in fig. and words** valid **up to 18.03.2020**. No amendment in the rate will be accepted.

17. The supplier shall be required to fix a TIN label on the furniture supplied by him, giving his name and year of manufacture.

18. 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.

19. Any adulteration found in the supply will be the sole responsibility of the firm/agency and action will be initiated against the firm/supplier and not against the KISS Delhi in any case.

20. 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.

21. Quotations, which do not comply with the above conditions, are liable to be rejected.

22. 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.

23. 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.

24. 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.

25. 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 / contractor.

26. 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 particular 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 contract of any services to more than one firm in case of necessity in the school.

27. 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.

28. 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.

29. 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.

30. 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.

31. These instructions to tenders are to be signed by the contractors and returned with the tender.

CEO
KISS Delhi
Issapur, Najafgarh

Date: 02– Mar – 2019

(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 **2019-20 (valid up to 18.03.2020)** 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	Mattress	Cotton Fabric, White No.1 Cotton Filled, Size 3' x 6', Weight: 8 Kg	200	
2	Bed sheets with 1 Pillow Cover	Material: Cotton Fast Color, Finish: Lustre ,Color: Multi Color / Printed Single Bedsheet with 1 PillowCover Size: 60 inch x 84 inch Pillow Case: 16 inch x 24 inch Wash: Hand & Machine wash cold & Hot water ,TC: 200 to 400 Printing: KISS Delhi & Logo	2400	
3	Rajai	Interested Vendor can see the samples at the KISS Delhi School before submit the tender	200	
4	Quilt Cover	Color: White/Off-White Material: Cotton ,Size: 138 x 220cms	500	
5	Pillow	Standard Size : 20' X 26', 100% All Organic Cotton Fiber Medium Filled	300	
6	Bath Towel	Material: 100% Cotton Color: Any 4 - Red/ Blue/ Grey /Brown /Wheat-Well-woven fine and soft linen-Highly absorbent Size : 70 cm x 140 cm ,Gsm : 460Wash: Machine or normal hand-wash in cold water	900	

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 :……