



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/2024/12

Dated: 09-Mar-2024

NOTICE INVITING TENDER - 2024-25

KINDLY NOTE

- ❖ It is a 2-stage bidding process.
- ❖ Your bid shall compulsorily contain 2 sealed envelopes in one large, sealed envelope. Not doing so will result in your bid being cancelled.
- ❖ One sealed envelope should be labelled: “**TECHNICAL BID**”
- ❖ Second sealed envelope should be labelled: “**FINANCIAL BID**”
- ❖ Envelope with “Technical Bid” will be opened first.
- ❖ Financial Bids will be opened only for bidders qualifying the “Technical Bid”

Tender Basic Information:

Sealed Tenders For	COMPUTER HARDWARE, SOFTWARE AND SERVICE & MAINTENANCE
Tender Document From	School website www.kissdelhi.ac.in/tender
Tender Fee	No Fee
Tender Closing Date	28.03.2024 by 10.00 AM.
Tender Opening Date	09.03.2024
Opening of Technical Bids	28.03.2024 from 11:00 AM in the presence of school PAC.
Opening of Financial Bids	29.03.2024 from 11.00 AM (Only for qualified technical bids)
DD in favour of	KISS Delhi Govt. Sr. Sec. Resi. School
Tender Submission	Vill : Issapur, Najafgarh, Delhi-110073
Tender Proceedings	Interested bidders may remain present on both days.
Work Award On	29-March-2024

Large Sealed Envelope Must Contain

1. Technical Bid	2. Financial Bid
Bank DD for EMD. Amount mentioned below. MUST	Quotation/Rate of the Items mentioned Inclusive of All Taxes.
FILLED, SIGNED (all pages), STAMPED Tender Document. MUST	
All necessary documents as mentioned. MUST	
Samples of all eligible items requested. MUST	

Sl. No.	Items	Estimated Cost (Rs.)	EMD(Rs.)	Security Deposit (Rs.)
1	Computer Hardware, Software, Service & Maintenance	7 Lakhs	17,500	35,000

Date: 09-Mar-2024

CEO
(KISSDGSSRS)

Date: 09-Mar-2024

To

Sub: Tenders for the supply of supply of Computer Hardware, Software, Service & Maintenance

Sir,

1. Sealed tenders are invited from Wholesale Dealers/ Distributers of reputed firms for the supply of articles shown in the attached statement, by the undersigned for the session **2024-25**. 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 mentioned above before the Tender Closing Date. Tenders will be opened by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School 's Purchase Advisory Committee (KISSDGSSRS - PAC) on the Tender Opening Date mentioned above.
2. The tenderer's financial bid shall be opened only if the bidder has qualified in the technical bid.
3. The tenderer must quote rates for ALL the items(s) mentioned in Annexure – 'A'. If the tenderer has not quoted rates for all the items which the school wants to procure then his Financial Bid will be treated as cancelled. However, this does not bind the school to place orders for the quoted items in parts. School is free to place order for one or more items as per the requirements of the school.
4. The tenderer must submit all the documents and samples for ALL the items where it is possible to provide samples as mentioned in Annexure –'B'. Not submitting the samples for one or all the unbranded items will result in disqualification of the entire bid. All the samples submitted by a tenderer should be labeled and tagged (stitched to the item) with the name of the tenderer.
5. Items supplied by the successful bidder after winning a bid must match the sample provided in quality, specification and colure.
6. Bids by related companies/firms where the companies/firms are registered at same address or they have same owners or have same directors or if any of the director is common among the companies/firms bidding for the tender will result in disqualification of all the bids.
7. The quotation shall be submitted according to the terms and conditions specified in paragraph 2 to 41 & these conditions will not change in any case.

8. 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.
9. 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.
10. 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 herself 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 she may decide.
11. 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.
12. On acceptance of the quotation, it will become a contract and shall be bound by terms and conditions of the quotation.
13. 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.
14. Earnest Money (EMD) is to be deposited by all bidders except for Micro & Small Enterprises (MSE's) or who are registered with the Central Purchase Organisation as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME). Copy of valid MSME Registration Certificate has to be submitted along with bid. Otherwise, their offer will be considered as disqualified due to non-submission of EMD.
15. 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.
16. 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

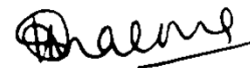
the security deposit is paid by the K.I.S.S. Delhi Govt. Sr. Sec. Residential School, the Vendors shall be liable to pay that amount.

17. Interested supplier can see the samples of the items/articles to be supplied at the K.I.S.S. Delhi Govt. Sr. Sec. Residential School. **Samples provided by the vendors/suppliers shall be retained by the school and no cost will be paid for the same. 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. For branded items manufactured by reputed companies providing samples is not mandatory.**
18. 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.
19. 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.
20. The rates are required to be quoted by the Vendor **both in fig. and words** valid **up to 28.03.2025**. No amendment in the rate will be accepted.
21. 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.
22. 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.
23. 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.
24. Quotations, which do not comply with the above conditions, are liable to be rejected.
25. 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.
26. 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.
27. 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.

28. 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.
29. 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.
30. 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.
31. 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.
32. Deployment of one Qualified Engineers on Computer Hardware/Software on any one day in the week (Monday to Friday) from 9.30 a.m. to 5.00 p.m. in K.I.S.S. Delhi Govt. Sr. Sec. Residential School.
33. The Annual Maintenance Contract includes preventive as well as breakdown maintenance. Schedule for Preventive maintenance will be once in six months for all the system covered in AMC. The Vendor/Service provider will submit calls sheet/PM Report to the admin. office at K.I.S.S. Delhi Govt. Sr. Sec. Residential School.
34. AMC shall cover replacement of any part necessary for keeping the computer systems active and free from any defects. The replacement of all spares is included in the AMC except consumable items likes Toner, Cartridge etc. Also, the faulty Power Adapter, Power cables etc. will be replaced by the vendor/service provider.
35. Whether a defective item or components is to be replaced or repaired shall be at the sole discretion of the Vendors/Service Providers. All defective parts shall be replaced with good quality and OEM branded parts by the service provider without any extra charge. The Vendors/Service Providers shall provide original make genuine parts/components of similar configurations. Used/repaired parts of any other brand from any other source are not acceptable.
36. The Vendors/Service Providers shall ensure to abide by the copy right, intellectual property rights and other laws as applicable for providing any replacements for any components/software. Any violation of any legal requirement by the agency in this regard shall lead to termination of the contract forthwith and forfeiture of Security Deposit.

37. This AMC will be inclusive of Operating system support on all the systems covered under this contract. Any problem related with Operating system maintenance, reloading of Operating system with all device drivers, Operating system upgrade, device drivers, system configuration and network configuration will be attended & rectified by the Vendors/Service Providers. All required device drivers will be provided by the Vendors/Service Providers. For Operating system reinstallation, K.I.S.S. Delhi Govt. Sr. Sec. Residential School will provide the Operating system software.
38. To monitor the maintenance activity and to discuss other related matters, a fortnightly meeting between the K.I.S.S. Delhi Govt. Sr. Sec. Residential School and the Vendors/Service Providers will be held.
39. 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.
40. 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.
41. These instructions to tenders are to be signed by the vendors and returned with the tender.

Date 09-Mar- 2024



CEO
KISSDGSSRS

(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 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 **2024-25 (valid up to 28.03.2025)** 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. Last Three Years ITR & Balance Sheet along with latest GSTR returned
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 _____

REQUIREMENT OF VARIOUS ITEMS IN KISS DELHI GOVT.SR.SEC.RES.SCHOOL**(To be included in Financial Bid Only) Annexure – ‘A’.**

SL. NO	Item Description	Unit	Price Per Unit
1	Cartridge refilling Laser Printer	30	
2	Canon G2010 Cartridge	5	
3	Canon G3010 Cartridge	5	
4	Epson L3110	5	
5	Projector Installation in Classrooms	20	
6	Genuine Window 10 OS	1	

Sl. No	AMC Description	Qty	Period of AMC	AMC per Unit	Total AMC (Yly)
1	Computers – Intel(R) Core (TM) i3-2100 CPU@3.10GHZ Software: Windows 7 ultimate	34	One Year		
2	Printer, Copier	3	One Year		
3	Laser Printers (All makes/model)	4	One Year		

Note: 1. In case of any confusion with respect to the make/specification/color/size etc it 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 :.....

(To be included in Technical Bid Only) Annexure – ‘B’.

DETAILS OF VARIOUS DOCUMENTS

Sl. No	Document	Particulars	Submitted	
			Yes	No
1	Tender's Terms & Conditions	Signed and stamped		
2	GST Registration Certificate / PAN Card.	Self-Attested Copy		
3	Bank Draft/FDR/BG	Earnest Money Deposit (EMD).		
4	Undertaking	Firm/Agency Is not declared blacklisted by any Govt. / Authority / Department		
5	Last Three Years ITR & Balance Sheet along with latest GSTR returned	Self-Attested Copy		
6	Incorporation Certificate / Partnership Deed in case of partnership firm/ an undertaking on firm's letter head that the firm is a proprietary,	Copy of Incorporation Certificate / Partnership Deed in case of partnership firm, undertaking in Original on firm's letter head that the firm is a proprietary.		
7	Past Track Record	In Company Letter Head		
8	Contact Detail of the firm viz. Tel. No., Fax No., E-mail etc	In Company Letter Head		

Signature of the Tenderer:

Stamp of the Firm :.....

DETAILS OF VARIOUS SAMPLES

Sl. No.	Name of Item	Specification	Tick Appropriate Box		Sample Submitted	
			Branded	Un-Branded	Yes	No
1	Cartridge refilling	Laser Printer				
2	Canon Cartridge	G2010				
3	Canon Cartridge	G3010				
4	Epson	L3110				
5	Projector Installation	Classrooms				
6	Genuine Window	10 OS				

Signature of the Tenderer:

Stamp of the Firm :.....