



F.No Tender/ KQRS22/2023-24

Date-19.05.2023

TENDER NOTICE FOR THE SUPPLY OF TENT

Special Note:

- Send Tender **ONLY** through **REGISTERED POST**. Tender sent **By Courier/ By Hand** shall **NOT** be accepted.
- Enclose **DEMAND DRAFT/ PAY ORDER of Rs. 2000/-** in the form of **EMD** in favour of **"KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C"** payable at **DELHI**.
- Our A/c details is Kendriya Vidyalaya Sec 22 Rohini VVN A/c No - 394502050000009 IFSC Code - UBIN0539457".
- Validity of Tender: **Up to 31 March 2024**
- Last date of Submission of Tender: **1.00 PM on 09.06.2023**
- Date of Opening of Tender: **11.00 AM on 12.06.2023**

TENDER DOCUMENT

- Sealed quotations for the **SUPPLY OF TENT** shown in the attached statement are invited from registered firms/ manufactures/ dealers by the undersigned on behalf of **KV Sector 22 Rohini at Pocket D 16 Sec 3 Rohini Delhi up to 1.00 PM on 09.06.2023**. Quotations should be sent under strong cover marked as **"Quotation for the SUPPLY OF TENT"**, through **REGISTERED POST** as per enclosed list and not by the name. The quotations will be opened in the office of the undersigned at **11.00 AM on 12.06.2023**. However, in case the date of opening is declared a Government Holiday, the tenders will be opened on following working day at scheduled time 11.00 AM.
- The quotations shall be submitted according to the terms and conditions specified in paragraphs 3 to 23. Unless specified otherwise in the quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
- The rates should be F.O.R. (if applicable) and should include (if applicable) transportation cost, excise duty, freight any other rates or imposition whatever liable in respect of the supplies freight etc. GST / Sate Tax at specified rates must be expressly stipulated in the quotation. Only in the event of acceptance of the quotation supply order will be issued to the firm. The responsibility of mentioning correct rate lies with the firm/ Tenderer.
- There should not be any overwriting or corrections in the quotation. If a figure 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 by the same signatory, who signed the quotations, in the absence of the attested corrections the quotations is liable to be rejected.
- The undersigned does not bind to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as he may decide
- On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation. If the contractor fails to supply the article/ provide services within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market or get the rest of the contract completed by any other person(s) or firm and the difference of price, if any shall be deducted from the earnest money/ security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
- The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.



8. Prior to the acceptance of the quotation, the undersigned reserves the right to call for samples or demonstrations, and the contractor shall be liable to supply the samples or give the demonstration free of cost. However, the supply order will be issued for either of the shortlisted category of products only after confirming the quality, rates and other related aspects to the satisfaction of the purchase committee. The undersigned reserves all the rights in this regard.
9. In the event of acceptance of the quotation and placing of the order for purchase, the articles would be subjected to an inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to the approved samples or do not confirm to the specification prescribed.
10. **The rates quoted by the contractor shall hold good up to 31.03.2024.** No amendment in the rate except increase in the rates of GST during the period of execution of the contract will be accepted.
11. The samples of the articles for which rates are invited will be called in office and inspected between 09.00 am to 03.00 pm on any working day (except Saturdays/ Sundays/ Holidays) with prior intimation to firms.
12. Along with the quotation a copy of GST Certificate is required to be submitted. The quotation of unregistered firm will not be accepted.
13. These instructions to tenderers are to be signed by the contractors and returned with the tender.
14. **Sealed envelope will be opened on 11.00 AM on 09.06.2023** in the office of the undersigned in the presence of tenderers, if any. Further, decision regarding supply will be taken up the committee after inspection of the articles; specification, quality etc. and decision of the committee shall be final. If the tender is accepted, the payment of the Bill as per the approved rates of the articles will be made by cheque only.
15. Income Tax/TDS/SERVICE TAX /GST will be deducted as per Income Tax Act & Rules.
16. Tenderer will have to supply the articles as per date(s) mentioned in the supply order.
17. TOLERANCE CLAUSE: it is further clarified that the quantities for the said materials and its pages as shown in the volume of work, may get varied. Hence, the purchaser reserves the right for ten percent (10%) plus/ minus in the quantities of the articles while placing the supply order as the rates to be quoted are for the estimated quantities only. **The rates once agreed will be valid up to 31 March 2024.**
18. UNRESPONSIVE TENDERS: The following kind of tenders will be treated as unresponsive tenders"
 - I. Not meeting the qualifying criteria i.e., carrying required financial/ solvency status, regd., with the appropriate authorities for carrying out the described works, furnishing the declaration regarding blacklisting on stamp paper etc.
 - II. **Tender not enclosed with the required DD/PAY ORDER of EMD amount of Rs. 2000/- in favour of "KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C" through Demand Draft ONLY.**
 - III. Unsigned tender document/ terms & conditions / pricing bid document.
 - IV. The specification of the paper attached with the tender document not found of the quality asked for.
 - V. The Tenderer not agreeing to any of the terms & conditions so listed.
19. The undersigned does not bind him-self to accept the lowest quotation and reserves the right to accept the quotation in whole or, in part, i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement as may be decided. Accordingly, the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part.
20. As per the instruction of Kendriya Vidyalaya Sangathan New Delhi, the article(s) / service available on GeM portal, that must be procured through Govt e- Market portal. The buyer is not bound to purchase from the firm in this regard.



21. The Quotation not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case, QUOTATIONS shall be liable to be summarily rejected.
22. The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances.
23. 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 the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as may be decided. In case of few items being quoted lowest by a bidder other than a bidder who has quoted lowest rates for majority of the items of the QUOTATIONS, the decision, in such a situation, may be taken to award the supply order to the successful bidder for majority of items only, although at lowest rates as quoted by other bidder, so as to facilitate the monitoring/convenience of supplies from a single/more supplier. Accordingly, the undersigned reserves the right to reject any or all QUOTATIONS without assigning any reasons thereof, either in full or in part.

Evaluation of quotations:

KV Sector 22 Rohini shall evaluate and compare the quotations determined to be substantially responsive i.e. which are: Properly signed, and conforming to the terms and conditions. The evaluation would be done for all the items put together. The bidder who has quoted for partial quantity of any one or more item (s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. Such lowest tenderer will have to agree to other lowest quote of other unsuccessful tenderer in case in some items he has quoted higher rate than the lowest rate.

24. Award of contract:

Contract will be awarded to the tenderer who fulfill all terms and conditions of tender and quote lowest total value after tax / GST etc. as per Annexure IV. Such lowest tenderer will have to agree to other lowest quote of other unsuccessful tenderer in case in some items he has quoted higher rate than the lowest rate.

- a. The purchaser will execute award the purchase order/ Work order to the bid whose quotation has been determined to be substantially responsive and who has offered the lowest price.
- b. The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expiration of the quotation validity period.
- c. The Notification of award to clearly specify any change in the unit price or any other terms conditions accepted.
- d. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- e. Payment is made within 30 days after the delivery of goods and their acceptance.



- f. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the contract.
- g. KV Sector 22 Rohini reserves the right to split contract into two or more parts.

GENERAL:

- a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the **Principal KV SEC 22 Rohini, Delhi**. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

Impound of EMD

EMD of the successful bidder shall be liable to be forfeited if the agency does not fulfil any of the following conditions:

1. If the Bidder withdraws their offer during the period of tender validity.
2. If after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
3. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;

“OTHER INSTRUCTIONS FOR SUPPLY OF TENT FACILITY”

1. Delivery of the goods is to be made at KV SEC 22 ROHINI Running AT Pocket D16 SEC 3 ROHINI DELHI-110085. The vendor has to make his own arrangements to deliver the material.
2. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the quotation / proposal is liable to be rejected.
3. The rates for hiring should be inclusive of fixing charges, operation charges etc.
4. The party must have sufficient workers like Supervisors, electricians, generator operators, helpers etc.
5. Waiters/Steward should be neatly dressed up.
6. All the items i.e. tent / kanat, carpets, mattress, sofa, chair and linen, supplied by the firm should be neat & clean, unfaded, etc. Under no circumstance, sub-standard material will be accepted.
7. The color of the tent / frill, etc. should be matching with the Banquet Chair or as advised the Authorized Officer.
8. For every program the color of the tent/ Parda, frill, and chair colors should be different depending upon the occasion.



9. Pedestal Fan must be in good condition, old and sound creating fans should not be used.
10. Crockery set used should be of good quality and unbreakable.
11. The items must be delivered as per time frame given by the institute.
12. Payment will be made to the party within one month on submission of bill subject to tally of the bill and the supplied items. No advance payment shall be made under any circumstances.
13. The firm will have to bear the cost of damage that may occur during transportation, etc.
14. The GST has rolled out with effect from 01.07.2017. For implementation of GST in **KV SEC 22 ROHINI DELHI**, Firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the firms/bidder without GST registration details will be summarily rejected.
15. Quotations received by **KV SEC 22 ROHINI DELHI** from various parties/vendors will be scrutinize and compiled for L1 rates as the quotations invited for empanelment of agencies for outsourcing of tent services. Parties whichever is interested in working with **KV SEC 22 ROHINI DELHI** on the compiled L1 rates will be kept in panel for further services.
16. The empanelment shall be initially valid for a period of **up to 31 March 2024** with effect from date of award of work order and may be extended for another year on mutually agreed term and conditions.
17. **KV SEC 22 ROHINI DELHI** will have the prerogative to take the service of any empaneled parties at any time if so desire.
18. **KV SEC 22 ROHINI DELHI** reserves the right to reject any or all offers received, without assigning any reason.
19. **KV SEC 22 ROHINI DELHI** will not be responsible for any loss, damages etc. due to negligence of labour/worker, employees of the Tent House agency and natural calamities, fire etc.
20. The agency/contractor shall make adequate arrangements for the safety of his worker and passerby, **KV SEC 22 ROHINI DELHI** shall not be liable for any claim, suit and other legal proceedings that may be brought by any person for injury sustained, any compensation including under worker's compensation act owing to the neglect on the part of the agency/contractor.

Liquidated Damaged (LD) Clause

While awarding a contract, an LD clause for levying penalty on the Supplier in case of delay in effecting delivery of goods/service as under:

- 10% of the total value of respective order for each hour of delay in making tent arrangements /other service.

DATE :

PRINCIPAL
KV SEC 22 ROHINI



केन्द्रीयविद्यालय,सैक्टर-22,रोहिणी
कार्यस्थल,डी16-,सैक्टर3-,रोहिणी,दिल्ली
KENDRIYA VIDYALAYA, SECTOR-22, ROHINI
AT D-16 SECTOR-3, ROHINI, DELHI-110085

Website <https://rohinisec22.kvs.ac.in> E-mail: principalkvrohini22@gmail.com

Phone No. 011-49064286

Annexure : I

CHECK LIST OF ENCLOSURES WITH TENDER DOCUMENT

- A.** Terms & Conditions from 1 to 24 above duly signed in token of accepting them all unconditionally.
- B.** Price Bidding document in Annexure-IV duly filled in with the rates and duly signed with full name and seal of the firm.
- C.** Profile/ Experience of Firm.
- D.** Address of firm, Contact Number / Mobile No. of Owner / firm, Email address of firm etc.
- E.** Bank Account details of the firm (Name of account holder, Account No., IFSC code, name of bank with address)
- F.** EMD of Rs. 2000/- (Rs TWO thousand only) in the form of **DEMAND DRAFT/PAY ORDER** in favour of **KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C** payable at **DELHI**.
- G.** A copy of PAN NUMBER.
- H.** A Copy of GST CERTIFICATE to be enclosed.
- I.** Any other document required by the text inside the document. Strike out whichever is not applicable.

Signature of the Bidder with date & Seal of the Firm



**Quotation for empanelment of agencies for outsourcing of tent services
for functions at KV Sec 22 Rohini Delhi**

COMPANY/FIRM PROFILE

S.No	Particulars	To be filled by Vendor/Agency
1.	Full Name of the Firm (In Capital letters)	
2.	Firm Address Telephone No Email Address Office Contact:- Mobile :-	
	Name, Designation and Tel. No(s) of the Contract Person Fax No(s) e-mail address	
3.	Year of commencement of Business	
4.	Statutory Details (Photocopy to be attached) A. PAN no B. Registration No. of the Firm if any C. GST Registration No. if any D. Registration for Shop And Establishment if any	
5.	Earnest Money Deposit (EMD) in the form of Demand Draft/PO of Rs. 2000/- (Rupees TWO Thousands only) drawn on in favour of “KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C” payable at DELHI.	Demand Draft/PO No. _____ Dated _____ drawn on _____

Date:

Signature of the Authorized Signatory
with Seal of the Agency/ Firm



Annexure - III

To

The Principal
KV Sector 22 Rohini Delhi
Running At Pocket D 16, Sector 3 Rohini Delhi
PIN - 110085 (011-49064286)

Sub: Tender/ Quotation for Empanelment of Agencies/ firm for outsourcing tent services for functions at
KV Sector 22 Rohini Delhi Running At Pocket D 16, Sector 3 Rohini Delhi.

Sir,

This is with reference to your tender no: **1444-KV/SEC22/Tender/2023-24** dated **19-05-2023**. We are interested in participate in the tender / quotation for Empanelment of Agencies for outsourcing of tent services for functions at **KV Sec 22 Rohini Running At Pocket D 16, Sector 3 Rohini Delhi**. We declare that: -

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name Designation

Official seal/ stamp

Date:



LIST OF ITEMS OF TENT

S NO	NAME OF THE ITEMS	Specifications	Rate without GST	Rate of GST	RATES with GST (Each. 1)
01.	Ceiling	Sq ft			
02.	Side Parda	Sq ft			
03.	Table 2' X 5' Sq ft	Each			
	Table cover	Each			
04.	Chair Banquet	EACH			
	Chair Cover	EACH			
	Chair Belt / Ribbon	EACH			
05.	Round Table 4' X 4' Sq ft	Each			
	Round Table Cover	Each			
	Round Table Top	Each			
6.	Carpet	Sq ft			
7.	Matting (Red/ Blue/Green/ other colour)	Sq ft			
8	Border / Khidki	Sq ft			
9	Sofa Iron rod	(Two Seaters)			
	Sofa Wooden	(Two Seaters)			
	Sofa Wooden	(Three Seaters)			
10	Water Glass	Each			
11	Jug	Each			
	Mug	Each			



12	Tray	Each			
13	Sound System	(2 Mike & 2 Column)			
	Sound System	(4 Mike & 4 Column) with mixer			
	Sound System	(6 Mike & 6 Column) with mixer / recorder			
	Sound System	(8 Mike & 8 Column) with mixer / recorder			
14	Generator Set With Diesel per hour	5 KVA 10 KVA 25 KVA 40 KVA 62 KVA			
	Generator Set Without Diesel per hour	5 KVA 10 KVA 25 KVA 40 KVA 62 KVA			
15	Local Waiter	Per person			
	Service Waiter	Per person			
16	Sheet /Chadar	Each			
17	Centre Table	Each			
	Centre Table Glass	Each			
18	Pedestal Fan	Each			
	Pedestal Fan (Big)	Each			
	Mist Fan	Each			
19	Ceiling Fan	Each			
20	Table Masking Fall	Each			
21	Cutlery Service	Per person			
22	Moveable stage curtain	Sq ft			



23	Side stage Curtain	Sq ft			
24	Cot	Each			
25	Complete Bedding Set including mattress (4" foam) pillow cover, velvet touch blanket or chaddar & white sheet (to be changed after two days)	Each			
26	Extra Velvet Touch Blanket OR Razai	Each			
27	Tube Light	Each			
28	Dharri	Sq Ft			
29	LED Television	Sq ft			
30	Air Cooler 60 Litr.	Each			
31	Takhat 3' X 6'	Each			
32	Paper sheet	Sq ft			
33	Shivalik Chair	Each			
	Shivalik Chair with Ribbon	Each			
	Wooden Chair	Each			
	VIP chair	Each			
	Carpet Woolen	Sq feet			
34	Grass matting	Sq feet			
35	Customized ceiling on Truss (On Beam + Pillar)	Sq Feet			
36	Customized Side Masking	Sq Ft			



37	Side Jhallar	Sq ft			
38	White Chandni	Sq ft			
39	Entry gate of pipe structure	Sq ft			
40	Entry gate of Truss structure	Sq Ft			
41	Entry gate of Bans Balli structure	Sq ft			
42	Water proof pandal on Bans Balli structure	Sq ft			
43	Hi Table with cover and top	Each			
44	Ramp Stage 2.5 ft Height	Each			
	Ramp Stage 4 ft Height	Each			
	Ramp Stage 5 ft Height	Each			
	Ramp Stage 6 ft Height	Each			
45	Cooler Jambo	Each			
46	Air Conditioner	per ton			
47	Gas Heater	Each			
48	Electric Heater	Each			
49	Iron Barricade	Sq ft			
50	Service tray	Each			
51	Coffee Machine with Operator	One			
52	Light LED warm	100 W			
53	Light LED (PAR)	Each			



54	LED projector	Each			
55	Carriage Vehicle per Trip	1. Rikshaw			
		2. Champion			
		3. Tata Ace			
		4. Tata 407			
		5. Canter Truck			
		6. Tractor with trolley			
		7. Canter Truck			

We agree to supply the above goods in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specification in the Invitation for Quotations.

(Bidder)

Signature_____

Name_____