



**KENDRIYA VIDYALAYA NO.1, CHANDIMANDIR CANTT.**

**TENDER DOCUMENT**

**FOR**

**Procurement of Sports Material for KVS Gurugram Region  
(2020-21)**

## **NOTICE INVITING TENDER**

The Tender document contains two folders,  
Folder -1 contains

1. Part – I NOTICE INVITING TENDER/TERMS & CONDITIONS
2. Part–II TECHNICAL BID PROFORMA WITH CHECK LIST OF DOCUMENTS  
TO BE ATTACHED WITH IT
3. ANNEXURE ‘A’ – AUTHORIZATION LETTER
4. ANNEXURE ‘B’ – AFFIDAVIT

Folder-2 contains

Part – III COMMERCIAL BID & SPECIFICATIONS FOR SPORTS ITMES

## PART – I

# NOTICE INVITING TENDER & TERMS AND CONDITIONS

## NOTICE

Sealed tenders are invited under two bid system from the Registered Firms/ Manufacturers/ Authorized dealers for the supply of Sports Kits/ Goods/ Articles. A non-refundable Demand Draft of Rs.1000/- (Rupees One Thousand Only) drawn in favour of **'THE PRINCIPAL, KENDRIYA VIDYALAYA No.1, CHANDIMANDIR CANTT.'** payable at **Panchkula**, must be deposited at the time of submission of tender against tender fee if the Tender Document is downloaded from the website of this vidyalaya. And if the hard copy of the tender document is obtained from the Vidyalaya on the payment of Rs.1000/- as tender fee then original CS-12 received from this Vidyalaya is to be attached as one of the documents along with the Technical Bid. The firms/agencies are also required to carry adequate financial status with an annual turnover of **Rs. 50,00,000/- (Fifty Lakhs) or more** per year for the last two years and a solvency status of Rs. 05.00 Lakhs from their bankers. Technical & Financial Bids are to be submitted in separate sealed envelopes **"A" and "B"**.

As per the tender documents there shall be two types of bids namely **Technical Bid and Commercial Bid**. The Technical Bid and Commercial Bid shall be sent in separate sealed envelopes marked as 'A' and 'B' respectively addressed to **The Principal, K.V. No.1, Chandimandir Cantt., Panchkula**. The Technical Bid must accompany the Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft issued from any Scheduled Bank in favour of **'THE PRINCIPAL, KENDRIYA VIDYALAYA No.1, CHANDIMANDIR CANTT.'** payable at Panchkula. Earnest Money Deposit shall not be accepted through any other mode of payment. The tenders containing Technical Bid and Commercial Bid duly sealed in two separate envelopes as mentioned above should be then put in **an outer cover** (bigger envelop) which is also to be sealed and superscribed as **"Tender for Procurement of Sports Material 2020-21"** and addressed to the **The Principal, K.V. No.1, Chandimandir Cantt., Panchkula**. The tenders will be received up to 10:00 hrs. on or before **30.03.2020**. The tender received unsealed/incomplete or after stipulated date and time shall not be accepted and be summarily rejected.

The Technical Bid in envelope "A" will be opened on 30.03.2020 at 11.00 hrs in the presence of the Authorized Representative/s of the bidders, who wish to be present in the Campus/Premises of **Kendriya Vidyalaya No.1, Chandimandir Cantt.** The declaration/announcement of 'Qualified Firms for the Financial Bid' will be made on **30.03.2020 after 4.00 PM**.

**The qualified bidders / authorized representatives of the registered firms in Technical Bid process are required to display the sample of each article mentioned in the list of items in Commercial Bid Part-III at Kendriya Vidyalaya, No.1, Chandimandir Cantt. on 31.03.2020 at 10.00 hrs. The rates of the firm will not be entertained without samples of the articles. The samples should be strictly as per the specification mentioned in the Technical Specification (enclosed in Part-III). The selected samples will be retained till the completion of supply/task. The tenders not conforming to the requirements and as laid down in the terms and conditions or not**

accompanied by Earnest Money are liable to be rejected summarily. All pages of the tender should be signed by the bidder with seal. The Technical and Commercial Bids shall be duly filled in and submitted in original. The writing should be clear and legible. Where figures are furnished, the same are to be written in words also within brackets. All columns in the tender documents should be duly filled up.

1	Description of work	Supply of Sports Material viz Shoes (Jogger), Specific Playing kit, Shirt, Blazer etc. (as per the specification attached in Commercial Bid-Part III)
2	Volume of Work	As given in the Commercial bid in Part III
3	Specification of the items	As given in the Commercial bid in Part III
4	Owner	<b>The Principal, Kendriya Vidyalaya No.1, Chandimandir Cantt.</b>
5	EMD	<b>Rs.50,000/- (Rupees Fifty Thousand only)(by DD favouring 'The Principal, K.V. No.1, Chandimandir Cantt.')</b>
6	Time of completion	15 days from date of placing the supply order
7	Performance Security Deposit	10% of the Billed Value
8	Schedule of submission of Tender	30.03.2020 at 10.00hrs.
9	Date & Time of opening of Technical Bid	30.03.2020 at 11.00hrs.

Submission of sealed envelope of tender containing Technical and Commercial Bid will be as follows.

**Part – I Terms and Conditions** –To be submitted by the bidder along with the Technical Bid. Each and every page should be signed by the bidder indicating the acceptance of all the terms and conditions.

**Part – II Technical Bid** –To be submitted in original, signed, stamped and complete in all respects along with duly self-attested documents.

**Part- III Commercial Bid Forms** –To be submitted in original, signed, stamped and completed in all respects.

**Part- IV** An affidavit on Non Judicial Stamp Paper of Rs.50/- stating that the firm has been Blacklisted is to be signed by supplier/authorized person and also to be got duly attested by Notary.

- a. The Terms and Conditions as prescribed in Part- I and Technical Bid in Part – II of the tender documents should be filled in original and should be sealed in a separate envelope “A” as per checklist. The envelope containing Technical Bid should be superscribed as “**Technical Bid Envelope-A**”.
- b. The Commercial Bid as prescribed in Part- III of the tender document should be filled in original and sealed in a separate envelope “B”. The envelope containing Commercial Bid envelope should be superscribed as “**Commercial Bid Envelope “B”**”.

- c. The tender comprising the Technical and Commercial bid should be signed by all the partners in case of partnership firm and by Managing Director in case of private/ public limited firm.
- d. The bid must be unconditional and in the format given in the tender documents. Both the envelopes containing (I) Technical Bid – Envelope A (II) Commercial Bid – Envelope B should be put in a single outer bigger envelope sealed and addressed to **The Principal, Kendriya Vidyalaya No.1, Chandimandir Cantt.** and superscribed as **“Tender for Procurement of Sports Material 2020-21”**

## **TERMS & CONDITIONS**

1. Sealed quotations for the supply of Sports Materials are invited by the undersigned from the registered firms/manufactures/Dealers up to 10.00 hrs. on or before 30.03.2020 in the sealed cover marked as **“Tender for Procurement of Sports Material 2020-21”**. The Technical Bid will be opened in the office of the undersigned at 11.00 hrs on 30.03.2020 and Financial Bid will be opened on 31.03.2020 after 12.00 hrs. For any unavoidable change, in tender notice/ date and time of opening of tender/display of articles etc. –firms/suppliers shall remain in constant touch with the website of the school (**<https://no1chandimandir.kvs.ac.in>**). Any such changes shall be notified only on the website of the school and no intimation shall be given through any other mode.
2. This document states the complete information of date of submission & opening of tender, period allowed for the work etc. The Tenderers shall be deemed to have studied the specifications and details of the items to be supplied within the prescribed time schedule and to have acquainted himself / themselves with the conditions attached therein. The bidders / their authorized representatives are permitted to be present at the time of the opening of the tenders.
3. The rates are to be quoted in whole rupee (not in paisa) in the relevant columns of Commercial Bid Part-III. **The rates in column 7 of the Commercial Bid are to be quoted F.O.R. at Kendriya Vidyalaya No.1, Chandimandir Cantt.** It is further termed that in case the quoted rates are found to be more than the MRP, the firm shall be blacklisted without prejudice and shall be liable to any other appropriate action, as may be deemed fit, whatsoever. Incomplete/ Conditional tenders are liable to be summarily rejected. However, the undersigned reserves the right to decide on such a matter in the interest of the Sangathan, if felt necessary.
4. The rates quoted by the contractor shall hold good and valid up to **one** year from the date of finalization of the tender. No amendment in the rate except increase/decrease in Govt. tax rates during the period of execution of the contract will be accepted.
5. There should not be any overwriting or corrections in the tenders. If the figure is required to be amended, it should be neatly scored out, and the revised figure is to be written above and the same is to be attested with signature and date failing which the tender will be liable for summarily rejection.

6. The sample of the Shoes (Jogger), Blazer, Shirt etc.(items mentioned in the technical specification) by the shortlisted firms qualified for financial bids will be brought by the bidders for display/ inspection on 31.03.2020 at 10.00 hrs. In the event of the acceptance of the quotation and placing of the order for purchase, the articles will be subjected to an inspection by the undersigned or his representatives/Technical Committee and are liable to be rejected in case the articles supplied are not in accordance with approved samples or do not conform to the specifications prescribed. Tenderer will have to supply the articles **within 15 days** of the issue of supply order.
7. If the supplier fails to supply the prescribed quantity of material within the stipulated time as per the supply order, the undersigned will be at the liberty to cancel the order and procure the materials from other sources and the Performance Security shall stand forfeited. **In case of partial supplies, a penalty @ 20% of the total value or more may be levied on the supplier.** In case of delay in delivery of consignment within the stipulated time, no delivery shall be taken by the undersigned and the transaction shall stand cancelled and deposited EMD/ Security Deposits shall be forfeited.
8. 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 part, as may be decided. Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Court at Panchkula/Chandigarh only.
9. **EARNEST MONEY DEPOSIT:**
  - (a) The EM Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) will be deposited by the Tenderer through bank DD drawn in favour of The Principal, Kendriya Vidyalaya No.1, Chandimandir Cantt. payable at Panchkula. In the event of acceptance of tender, the amount of Earnest Money will be adjusted against Performance Security Deposit. The tender without EMD will be summarily rejected.
  - (b) The EMD of those firms whose tenders are not approved will be returned with the original DD. The bid security of the unsuccessful bidder will be returned within 30 days after the award of the contract.
  - (c) **Performance Security Deposit:** The successful bidders will have to deposit the performance Security @ 10% of estimated value within a week's time from the date of award of the contract and it should be valid up to 60 days after the date of completion of contract. However, the EMD amounts will be adjusted against the security deposits. If the accepted bidder fails to remit the Performance Security within prescribed time, the EMD remitted by him will be forfeited and his bid may be held void. The Performance Security will be released only after the successful completion and final payment of the job.
10. 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 demonstrations free of cost. **The samples must be displayed/ demonstrated strictly as per the technical specifications mentioned in Commercial Bid Part-III. The samples will be rejected if they do not conform to the given specification.** In order to have leverage for the quality products with economy, the rates of the items etc. have been called without specifying any particular brand available in the open market, while giving detailed specifications of the materials. The bidders are at liberty to either quote for any single or multiple brands for which firm is authorized. 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 Technical/Purchase Committee. The Undersigned / **Purchase Committee reserves all rights in this regard.**

#### **11. TOLERANCE CLAUSE**

It is further clarified that the quantity of the said sports items is the estimation as shown in the volume of the work which may get varied and the purchaser reserves the right for increase/decrease in the quantity of the articles while placing the supply order as the rates to be quoted are for the estimated quantities only. It is however further clarified that even smaller quantities of the articles may be ordered and that will be supplied/ honoured by the supplier at the approved rates of this tender.

#### **12. 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 work, furnishing the declaration regarding blacklisting on stamp paper etc .(as mentioned in Part – I Terms &Conditions)
- ii) Tender not enclosed with the required DD of EMD amount of Rs.50,000/- (Rs. Fifty Thousand only) and fee amount of Rs.1000/- (Rs. One thousand only) if applied on downloaded documents and CS-12 in original if obtained from this Vidyalaya.
- iii) Unsigned tender document/terms & conditions/pricing bid document.
- iv) 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 liable to be summarily rejected.
- v) 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.
- vi) Unsealed tender form will be treated as unresponsive.

**13. FALSE INFORMATION:** In the event of furnishing false/ incorrect information by the bidder, the EMD 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 information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice and the contractor shall be liable to be black listed accordingly.

**14.** The undersigned on behalf of the RSCB 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 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. Also, any of the terms and conditions for technical qualification is liable to be relaxed by the undersigned in the interest of the organization, if felt necessary. Accordingly, **the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part.**

- 15. INTEGRITY PACT:-** The successful bidder has to sign the integrity pact in the prescribed format of KVS before entering into the contract.
- 16.** The following documents must be attached along with the technical bid otherwise the quotation will not be accepted.
- a) The Registration of the firm, GST No. and PAN No.
  - b) Income Tax Clearance Certificate of last 02 years.
  - c) Annual Turnover of Rs. Fifty Lakh or more per year for the last two years.
  - d) And all other documents mentioned in the check list of part-II of the document.

**17. AWARD OF CONTRACT:**

- A.** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has been decided by the Purchase Committee.
- B.** The bidder whose bid is accepted will be informed about the award of the contract by the office prior to expiry of the quotation validity period.
- C.** Payment will be made within 40 days after the delivery of goods and their acceptance on receipt of bills induplicate.
- D.** Notwithstanding the above, The Principal, Kendriya Vidyalaya No.1, Chandimandir Cantt. reserves the right to accept or reject any quotation to cancel the bidding process and to reject all quotations at any time prior to the contract.
- E.** Normal commercial warranty/guarantee shall be applicable to the supplied goods.

PRINCIPAL

**AGREEMENT**

I/We hereby undertake that all the Technical and Commercial Bid conditions and other terms & conditions mentioned in this document from 1 to 17 or any changed conditions prior to the dead line for submission of the bids shall be accepted to us and I/We shall abide by the same fully.

(Signature of Prop./ Manager)

Full name with date / Rubber Stamp of the firm.



**PART – II**

**TECHNICAL BID FORM (ENVELOPE “A”)**

**GENERAL INFORMATION ON PROFILE OF THE BIDDER**

S.NO	PARTICULARS	REMARKS
1	NAME OF THE FIRM FIRM REGISTRATION NO NATURE OF THE FIRM: PUBLIC / PRIVATE/ PARTNERSHIP/PROPRIETORSHIP ADDRESS WITH PHONE NO / MOBILE NO., FAX AND E-MAIL. DETAIL OF DEMAND DRAFT IN RESPECT OF EMD AND TENDER FEE	(To be mentioned on original Letter Head of the Firm)
2	COPY OF SUPPLY ORDERS/ BILLS FOR RS 10.00 LAKHS OR ABOVE DURING LAST 2 YEARS 2018-19 & 2019-20.	
3	<b>COPY OF THE PAN CARD IN THE NAME OF FIRM.</b>	
4	COPY OF GST REGISTRATION	
5	COPY OF LATEST IT RETURN / CLEARANCE CERTIFICATE FOR 2017-18 & 2018-19 OF FIRM	
6	COPY OF LATEST GST RETURNS 2018-19 OF FIRM	
7	<b>SOLVENCY CERTIFICATE</b> FOR RS.05 LAKHS ISSUED ON OR AFTER 01.03.2020	
8	COPY OF BALANCE SHEET FOR 2017-18 & 2018-19 DULY ATTESTED BY C.A.	
9	AN AFFIDAVIT DULY ATTESTED BY NOTARY REGARDING THAT THE FIRM HAS NEVER BEEN BLACKLISTED ON NON JUDICIAL STAMP PAPER OF RS 50/-.	
10	DEMAND DRAFT OF EARNEST MONEY DEPOSIT (EMD) – AMOUNT: RS.50,000/- (RUPEES FIFTY THOUSAND ONLY) IN FAVOUR OF <b>THE PRINCIPAL, KENDRIYA VIDYALAYA NO.1, CHANDIMANDIR CANTT..</b>	
11	DOCUMENTARY PROOF OF PARTNERSHIP FIRM / OWNERSHIP OF THE FIRM/NSIC /ETC	
12	ALL ENCLOSURES SHOULD BE STAMPED AND SIGNED WITH DATE BY THE OWNER / PARTNER/ DIRECTOR/MANAGER	
13	COPY OF AUTHORIZATION CERTIFICATE OF REPUTED COMPANY	
14	COPY OF EXEMPTION CERTIFICATE ISSUED BY THE NSIC AUTHORITIES ALONG WITH THE LIST OF ITEMS, IF APPLICABLE. OTHERWISE EMD IS COMPULSORY FOR ALL. HOWEVER, THE TENDER FEE OF RS.1000/- WILL BE COMPULSORY FOR ALL THE FIRMS/BIDDERS TO PARTICIPATE IN THE TENDER PROCESS (NO EXEMPTION WILL BE THERE FOR TENDER FEE).	

Note:-

1. All the documents mentioned above from S.No 1 to S.No 14 are to be self- attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other than asked above.
3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as .....(Total No. of pages enclosed)

It is certified that I/ We have furnished all the documents mentioned above (From S.No 1 to S.No 14)and nothing has been concealed therein. If the information submitted in these documents turns out to be false/fabricated-I/We shall confront the consequences.

Signature of the Bidder  
Authorized person with seal

Date & Place

## **CHECKLIST OF TACHNICAL BID FOR THE PROCUREMENT OF SPORTS KIT/ITEM 2020-21**

Technical Bid shall be opened first and evaluated on **30.03.2020**. Thereafter the firms/suppliers who qualify the Technical Bid shall display their articles/items on 31.3.2020 at 10.00 hrs. After the inspection of the displayed items by the Technical Committee, the Financial Bids will be opened by the designated Purchase Committee on the same day.

**Self- attestation of the following (Except S.No.01) documents is required to be submitted with the Technical Bid by the bidder along with seal.**

S.No	PARTICULAR	
1	The Demand Draft for Rs. 50,000/- (Rupees Fifty Thousand only) towards EMD amount and Rs.1000/-(One Thousand only) towards Tender Fee, if applied on downloaded documents and CS-12 if the Tender Document has been obtained from KV No 1 Chandimandir Cantt. Payment of EMD and Tender Fee through <b>Cheques /Pay Orders/RTGS etc will not be accepted in any circumstances</b> and tender will be treated as received without EMD and hence unresponsive.	
2	Terms and conditions as per Annexure –I duly signed in token of acceptance of all T & Cs from 1 to 17 as in Part I of the Tender Document	
3	All certificates/documents asked for in the Technical Bid Form from S.No 1-14 to be annexed	
4	The supplier should have minimum annual turnover of Rs. Fifty Lakh or more, for the last two years.	
5	The copy of Audited Balance Sheet of the firm for last 2 years i.e. 2017-18 & 2018-19.	
6	An affidavit duly attested by Notary on Non Judicial Stamp Paper of Rs 50/- will have to be submitted by the firm declaring that the firm has never been black listed.	
7	The bidder must attach the experience in the job of supply of sports articles / items (Annex Copies of Bills/Orders)	
8	Any other documents as required by the text inside the documents.	

Signature of the Bidder with date & Seal of the firm.

**ANNEXURE 'A'**

Ref: \_\_\_\_\_

Date: \_\_\_\_\_

To

The Principal  
Kendriya Vidyalaya No.1,  
Chandimandir Cantt.

Subject: - Representative's Authorization Letter.

Ms./Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the Company in dealing with Tender pertaining to the procurement of Sports Material/Items advertised in the newspaper----- dated----- . He is also authorized to attend meetings & submit Technical & Commercial information as may be required by you in the course of processing above said Tender.

Authorized Signatory

Representative's Signature

Signature Attested

**Note:- It should be on the letter head of the firm/tenderer duly signed and stamped by authorized signatory.**

**Annexure-“B”**

(To be furnished on non-judicial stamp paper duly attested by the Notary).

**AFFIDAVIT**

I/We M/s \_\_\_\_\_ are registered as  
Manufacturer/Distributor/Supplier of \_\_\_\_\_  
\_\_\_\_\_ as per GST Registration  
Certificate No. issued by \_\_\_\_\_ having registered office  
at \_\_\_\_\_ and manufacturing/Supply base at  
\_\_\_\_\_ do

hereby declare and solemnly affirm that I/We have not been Black-Listed, nor  
mine/our Tenders or Supply Orders have ever been cancelled by any  
State/UT/Central Government or any partner or shareholder either directly or  
indirectly connected with or has any subsisting interest in the business of  
my/our firm nor any legal proceedings have ever been initiated/pending or any  
penalty has ever been levied due to delay of non-completion of supply order  
by any State/UT/Central Government or by any authority.

DEPONENT

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations  
are true and correct to the best of my knowledge and belief. No part of it is  
false and nothing has been concealed therein.

DEPONENT