



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](mailto:principalkvrohini22@gmail.com)  
Phone No. 011-49064286

F. No. Tender/ KQRS22/2023-24

Date-14.02.2024

**Tender Notice for SERVICES OF FINANCE/ INCOME TAX / GST / SERVICE TAX ETC.**

**Special Note:**

- a) Send **Sealed Envelope of Tender ONLY** through **REGISTERED POST**.
- b) **Sealed Envelope of Tender sent By Courier/ By Hand** shall **NOT** be accepted.
- c) Enclose **DEMAND DRAFT of Rs. 1000/-** in the form of **EMD** in favour of "**KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C**" payable at **DELHI**.
- d) **EMD** in the form of **CHEQUE** shall **NOT** be accepted.
- e) Our A/c details is Kendriya Vidyalaya Sec 22 Rohini VVN A/c No - 394502050000009 IFSC Code - UBIN0539457".
- f) Period/ Validity of Tender: **01-04-2024 to 31 March 2025**
- g) Last date of Submission of Tender: **1.00 PM on 02.03.2024**
- h) Date of Opening of Tender: **12.30 PM on 05.03.2024**

**TENDER DOCUMENT**

1. Sealed quotations for the **SERVICES OF FINANCE/ INCOME TAX / GST / SERVICE TAX ETC.** shown in the attached statement are invited from registered firms/ Chartered Accountant by the undersigned on behalf of KV Sector 22 Rohini at Pocket D 16 Sec 3 Rohini Delhi up to **1.00 PM on 02.03.2024**. Quotations should be sent under strong cover marked as "**Quotation for SERVICES OF FINANCE/ INCOME TAX / GST / SERVICE TAX ETC.**", through **REGISTERED POST** as per enclosed list and not by the name. The quotations will be opened in the office of the undersigned at **12.30 PM on 05.03.2024**. However, in case the date of opening is declared a Government Holiday, the tenders will be opened on following working day at scheduled time **12.30 PM**.
2. 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.
3. The responsibility of mentioning correct rate lies with the firm/ Bidder.
4. 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.
5. 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.
6. 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.



केन्द्रीयविद्यालय,सैक्टर-22,रोहिणी  
कार्यस्थल,डी16-सैक्टर3-रोहिणी,दिल्ली  
**KENDRIYA VIDYALAYA, SECTOR-22, ROHINI**  
**AT D-16 SECTOR-3, ROHINI, DELHI-110085**  
Website <https://rohinishec22.kvs.ac.in> E-mail: [principalkvrohini22@gmail.com](mailto:principalkvrohini22@gmail.com)  
Phone No. 011-49064286

7. The quantity of items 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 demonstration of services, and the contractor shall be liable to give the demonstration free of cost. The undersigned reserves all the rights in this regard.
9. **The rates quoted by the contractor shall hold good up to 31.03.2025.** No amendment in the rate except increase in the rates of GST during the period of execution of the contract will be accepted.
10. The services of items for which rates are invited will be called in office and inspected between 09.00 am to 1.30 pm on any working day (except Saturdays/ Sundays/ Holidays) with prior intimation to firms.
11. Along with the quotation a copy of GST Certificate and Income Tax clearance Certificate etc. is required to be submitted. The quotation of unregistered firm will not be accepted.
12. These instructions to Bidders are to be signed by the contractors and returned with the tender.
13. **Sealed envelope will be opened on 12.30 PM on 05.03.2024** in the office of the undersigned in the presence of Bidders, 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.
14. Income Tax/TDS/SERVICE TAX /GST will be deducted as per Income Tax Act & Rules.
15. Bidder will have to provide the services within time frame of the issue of work order.
16. **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 This Vidyalaya 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 2025.**
17. **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 of EMD amount of Rs. 1000/- 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 Bidder not agreeing to any of the terms & conditions so listed.
18. 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.
19. **As per the instruction of Kendriya Vidyalaya Sangathan New Delhi, the service available on GeM portal, that must be procured through Govt e- Market portal. The buyer is not bound to procure from the firm in this regard.**
20. The BIDDER 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.



21. 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.
22. 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. This Vidyalaya will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. Such lowest Bidder will have to agree to other lowest quote of other unsuccessful Bidder in case in some items he has quoted higher rate than the lowest rate.

### **23. Award of contract:**

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

- a. The This Vidyalaya 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. Payment is made within 30 days after the providing of services and their acceptance. This vidyalaya is a small KV where the crisis of fund remains off and on. The efforts by this vidyalaya will be made for your payments earliest.
- e. Notwithstanding the above, the This Vidyalaya 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.
- f. KV Sector 22 Rohini reserves the right to split contract into two or more parts.



- g. The firm has to sign the terms and conditions supplied by this Vidyalaya after award of the Contract / tender.

**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 SERVICES OF FINANCE/ INCOME TAX / GST / SERVICE TAX ETC.**

1. Rate may be quoted as per items list at Annexure IV.
2. In case of any dispute, anomalies or difference of opinion, the decision of Principal KV Sector 22 Rohini shall be final and binding.
3. KV Sector 22 Rohini shall reserve the right to cancel contract without assigning any reason thereof.
4. KV Sector 22 Rohini also reserves the right to increase OR decrease the supply of quantity during the contract period with prior intimation to the contractor.
5. Providing the services are 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.
6. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the quotation / proposal is liable to be rejected.
7. Under no circumstance, sub-standard material will be accepted.
8. The items must be delivered as per time frame given by KV SEC 22 ROHINI DELHI.
9. 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.



10. The firm will have to bear the cost of damage that may occur during poor services, etc.
11. 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.
12. 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.
13. The empanelment shall be initially valid for a period of up to **31 March 2025** with effect from date of award of supply order and may be extended for another year on mutually agreed term and conditions.
14. The firm should never have been blacklisted by any Govt./Pvt. Organization as on date. The same needs to be submitted on an affidavit duly notarized. However, given the credentials of the bidder, the undersigned reserves all the rights of any discretion in this regard.
15. 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 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.
16. KV SEC 22 ROHINI DELHI will have the prerogative to take the service of any empaneled parties at any time if so desire.
17. KV SEC 22 ROHINI DELHI reserves the right to reject any or all offers received, without assigning any reason.
18. In the event of acceptance of the quotation and placing of the order for purchase, the Providing services may be subjected to inspection by the undersigned or her representatives and are liable to be rejected if the articles supplied/providing services are not according to the approved items or do not confirm to the specification prescribed. The successful Bidders will have to supply the articles within time frame of the issue of supply order at a place mentioned in the supply order.
19. False Information: In the event of furnishing false/incorrect/incomplete 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/incomplete information in the QUOTATIONS, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly.





**Liquidated Damaged (LD) Clause**

While awarding a contract, an LD clause for levying penalty on the Firm 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 providing services of **SERVICES OF FINANCE/ INCOME TAX / GST / SERVICE TAX ETC. .**

DATE : 14/2/2024

  
PRINCIPAL  
KV SEC 22 ROHINI  
प्राचार्य / PRINCIPAL  
केन्द्रीय विद्यालय  
सैक्टर-22 रोहिणी दिल्ली





**Annexure: I**

**CHECK LIST OF ENCLOSURES WITH TENDER DOCUMENT OF SERVICES OF FINANCE/  
INCOME TAX / GST / SERVICE TAX ETC.**

- A. Terms & Conditions in the tender 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. 1000/- (Rs One thousand only) in the form of **DEMAND DRAFT** 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. Registration of the Firm.
- J. A copy of Returns of IT filed of latest year 2022-23 / 2023-24 to be enclosed, if any
- K. 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**



**Annexure - II**

Page Turn Over.....



Quotation for SERVICES OF FINANCE/ INCOME TAX / GST / SERVICE TAX ETC. at  
KV Sec 22 Rohini Delhi

**COMPANY/FIRM PROFILE**

S.No	Particulars	To be filled by Vendor/Agency
1.	<b>Full Name of the Firm</b> (In Capital letters)	
2.	<b>Firm Address</b> 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 <b>A copy of Experience certificate of the firm must be enclosed</b>	
4.	<b>Statutory Details</b> (Photocopy to be attached) A. PAN no B. Registration No. of the Firm if any C. GST Registration No. if any D. Latest IT return E. Registration for Shop And Establishment if any	
5.	<b>Earnest Money Deposit (EMD)</b> in the form of <b>Demand Draft of Rs. 1000/-</b> (Rupees One Thousand only) drawn on in favour of <b>"KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C"</b> payable at DELHI.	Demand Draft No. _____ Dated _____ drawn on _____

Date:



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







केन्द्रीयविद्यालय,सैक्टर-22,रोहिणी  
कार्यस्थल,डी16-,सैक्टर3-,रोहिणी,दिल्ली

KENDRIYA VIDYALAYA, SECTOR-22, ROHINI  
AT D-16 SECTOR-3, ROHINI, DELHI-110085

Website <https://rohini22.kvs.ac.in> E-mail: [principalkvrohini22@gmail.com](mailto:principalkvrohini22@gmail.com)

Phone No. 011-49064286

**Annexure - III**

To

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

**AGREEMENT BY THE FIRM ON THE TERMS & CONDITIONS FOR SERVICES OF FINANCE / INCOME TAX /  
GST / SERVICE TAX ETC.**

Sub: Tender/ Quotation for Empanelment of Agencies/ firm for SERVICES OF FINANCE/ INCOME TAX /  
GST / SERVICE TAX ETC. 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 **14-02-2024**. We are interested in participate in the tender / quotation for Empanelment of Agencies for SERVICES OF FINANCE/ INCOME TAX / GST / SERVICE TAX ETC. 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.
- viii) **I/We, hereby undertake that all the terms & conditions for quotation mentioned in this document any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same fully.**

(Signature of the Bidder)  
Printed Name Designation

Official seal/ stamp  
Date:



Page Turn Over.....



**Annexure - IV**

**LIST OF SERVICES OF FINANCE/ INCOME TAX / GST / SERVICE TAX ETC.**

<b>Sr.</b>	<b>Particulars</b>	<b>Rates</b>
1.	Preparation & Filling of Data of TDS of Salary & Non-Salary <b>(Quarterly RATE)</b>	
2.	NSDL charges & Other charges	
3.	Preparation & Printing of Form 16 (Part A & Part B) <b>For Each Staff of Vidyalaya</b>	
4.	Preparation and e-filling of correction statement of any <b>quarter</b>	
5.	Opinion on Income Tax and TDS Matters	
6.	Reply to the notices received from Income Tax Dept.	
7.	Representation before the Income Tax Authorities	
8.	Filling of GSTR-7, Downloading and Printing of GSTR_-7 form	
9.	Any other services in relation TDS -Income Tax & TDS -GST Matters	

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 \_\_\_\_\_

