

OFFICE OF THE CONVENOR (SPORTS) ZONE XI DISTRICT NORTH WEST(B)

SARVODAYA VIDYALAYA, KAILASH ENCLAVE, DELHI-110034

SCHOOL ID- 1411005

REF NO.....

DATED .....

SEALED QUOTATIONS ARE INVITED BY THE UNDER SIGNED FOR PURCHASE OF TROPHIES AND MEDALS FOR ZONAL SPORTS AND CULTURAL PRIZE DISTRIBUTION (2014-15)

THE FOLLOWING IS THE ELIGIBILITY CRITERIA FOR THE BIDDER

- 1. THE FIRM SHOULD HAVE PAN NUMBER
- 2. THE FIRM SHOULD HAVE TIN NUMBER
- 3. THE FIRM SHOULD HAVE SERVICE TAX NUMBER
- 4. THE FIRM SHOULD HAVE EXPERIENCE OF DOING WORK IN GOVT SCHOOLS
- 5. THE FIRM SHOULD BE MORE THAN THREE YEAR OLD AND MUST HAVE OFFICE IN DELHI

ALL THE FIRMS WHO ARE INTERESTED AND HAVING ABOVE QUALIFICATION MAY COLLECT DETAILED TENDER DOCUMENT ON SHOWING THE PROOF OF ABOVE FIVE TERMS AND CONDITIONS .

THE LAST DATE OF OBTAINING TENDER DOCUMENT FROM SCHOOL OFFICE DURING SCHOOL HOURS IS 28/02/2015.

THE LAST DATE AND TIME FOR SUBMISSION OF SEALED QUOTATION IS 03/03/2015 AT 11:00 AM.

For 

**MRS NEELU GUPTA**  
 Principal  
 Govt. Sar. Co-Ed. Vidyalaya  
 Kailash Enclave,  
 Saraswati Vihar,  
**CONVENOR**

Name & Address of the firm

Signature of Bidder with Stamp

TENDER DOCUMENT

REF NO.....

DATED .....

To,

SEALED QUOTATIONS ARE INVITED BY THE UNDER SIGNED FOR ZONAL PRIZE DISTRIBUTION FUNCTION .THE LAST DATE OF SUBMITTING QUOTATION IS 03/03/2015 AT 11:00 AM

ELIGIBILITY CRITERIA IS AS UNDER

- 1. THE FIRM SHOULD HAVE PAN NUMBER OF DELHI
- 2. THE FIRM SHOULD HAVE TIN NUMBER OF DELHI
- 3. THE FIRM SHOULD HAVE SERVICE TAX NUMBER OF DELHI
- 4. THE FIRM SHOULD HAVE EXPERIENCE OF DOING WORK IN GOVT SCHOOLS IN DELHI
- 5. THE FIRM SHOULD BE MORE THAN THREE YEAR OLD AND MUST HAVE REGISTERED OFFICE IN DELHI

Terms and conditions

- 1. The bid should be accompanied by the supporting document in respect of eligibility criteria otherwise the bid will be rejected.
- 2. The lowest bidder firm has to deposit performance security worth Rs. 20,000/- in the form of cheque/draft/fdr/bank guarantee in the favour of principal and should be valid for 6 months ,the performance security will be released only after completion of work and satisfactory report of purchase committee members.

for 

Principal  
Govt. Sar. Co-Ed. Vidyalaya  
Kailash Enclave,  
Saraswati Vihar, Delhi-64

3. If the firm fails to supply within 15 DAYS of work order the performance security will be forfeited and firm may be blacklisted for 3 years in future.
  4. The supply should be completed 15 days of placing the order otherwise 5% per week penalty will be imposed of balance work value.
  5. Regarding quality and quantity of work done by the firm the final decision is vested only on the members of purchase committee and the decision of purchase committee members will be final and binding on the bidder.
  6. The payment will be processed only after recommendation of purchase committee.
  7. The payments will be made after TDS deductions as per Govt. rules.
  8. No advance will be given.
  9. The trophy and medal specification has been given on the bottom of this tender form.
  10. The rates should be quoted only on the prescribed tender document.
  11. No counter condition or term is allowed in tender if any counter condition or term mentioned the bid by the bidder the bid will be rejected without any further communication.
  12. Every bidder should submit an undertaking that his/her firm has never been blacklisted by the Govt. Department in past and the facts and information filled by bidders are true to his believes.
  13. If before or after getting work order it has been found that the bidder has submitted any wrong information the bid may be rejected even after award of work and performance security will be forfeited.
- The final decision in regard to any dispute is only vested with the Directorate of Education.
15. Your rates should inclusive of all work such as material, labour, taxes which are applicable and freight up to school, no any extra charges will be paid in any condition.
  16. If there is any additional cost of work such as Vat, Service Tax is there clearly mention the % of tax in the bid, otherwise it will be presumed that taxes are inclusive in your bid.
  17. The samples of items should be submitted with the tender otherwise your tender will not be considered.
  18. The payment will be made before 31<sup>st</sup> March 2015 subject to satisfaction of purchase committee; no interest will be paid for delayed period if any.
  19. The specifications of the trophy & medals should be submitted with the tender such as height, weight, width of trophy and wooden, metal, fiber including metal strip pasting containing printing of logo etc.
  20. The rates should not be more than Rs. 1000/- per set i.e. First, second % Third Prize (3 Pcs. Will be considered as 1 set). The rates should be including VAT/cartage charge etc.

For   
Principal  
Govt. Sar. Co-Ed. Vidyalaya  
Kailash Enclave,  
Sarawati Vihar, Delhi-64

OFFICE OF THE CONVENOR (SPORTS) ZONE XI DISTRICT NORTH WEST(B)

SARVODAYA VIDYALAYA, KAILASH ENCLAVE, DELHI-110034,

SCHOOL ID 1411005

**ITEMS OF WORK**

1. TROPHIES FOR 1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup> POSITION COMBINED
2. MEDALS FOR 1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup> POSITION
3. OVERALL TROPHIES
4. PRINTING OF ANNUAL REPORT BOOK
5. REFRESHMENT (LUNCH PER HEAD)
6. HIRING OF TENT, SHAMIANA, CHAIRS, PA SYSTEM, ETC.
7. PHOTOGRAPHY
8. DECORATION, STATIONERY ETC.

For   
Principal  
Govt. Sar. Co-Ed. Vidyalaya  
Kailash Enclave,  
Sarodwari Vihar, Delhi-34