



केन्द्रीयविद्यालय,सैक्टर-22,रोहिणी  
कार्यस्थल,डी16-,सैक्टर3-,रोहिणी,दिल्ली  
KENDRIYA VIDYALAYA, SECTOR-22, ROHINI  
AT D-16 SECTOR-3, ROHINI, DELHI-110085  
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Phone No. 011-49064286

F.5-Tender/KVRS-22/2022-2023

Dated: 03.03.2023

## TENDER INVITATION FORM

**Duration of tender – 1 Year (01 April 2023 to 31<sup>st</sup> March 2024)**

**EMD – Rs. 5,000/- (Five Thousand Rupees Only)**

**Subject: Quotation for the supply of वित्त/आयकर/जीएसटी/सेवा कर संबंधित कार्य**

1. Sealed quotation for the supply of the articles shown in the attached statement are invited by the undersigned up to **2:10 P.M 18.03.2023**. Quotations should be sent under strong sealed cover marked as **Quotation for the supply of वित्त/आयकर/जीएसटी/सेवा कर संबंधित कार्य** and not by name. The quotation will be opened in the office of the undersigned at **10:00 A.M. on 20.03.2023**.

2. The quotation shall be submitted accordingly to the terms & conditions specified in paragraphs 3 to 15 Unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to.

3. The rate should be F.O.R. and should include excise duty, sales tax, freight charges, any other taxes rates or imposition whatever liable in respect of the supply. The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the quotation in the event of acceptance of the quotation.

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 written above and the same attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected.

5. The undersigned does not bind him to accept the lowest quotation and are reserves the right to accept the quotation in whole or in part i.e. with respect to all articles mentioned in the attached statement as he may decide.

6. On acceptance of the quotation it will become a contract and shall be bound by the terms and condition of the quotation.

7. The person/persons whose quotation is accepted, hereinafter, called the contractor, shall deposit an earnest money of Rs. 10% alongwith the quotation which shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below:

**Security Deposit at in Rs. 5000/- (Five Thousand Rupees only)**

If the contract is not agreeable to pay Security Deposit. The reasons there of should be specified and the undersigned will reserve the right to accept or reject the request.

8. If the contractor fails to supply the articles within the time stipulated in the later or acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market to get the rest of the contract completed by the any other person on firm and the difference of price, if any shall be deducted from the earnest money/Security deposit & in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.

9. The quantity articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason. In case and order for any articles is placed for quantity 100 or more one sample shall be retained by the school and no cost will be paid for the same.

10. Prior to acceptance of the quotation, the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.

11. In the event of acceptance of the quotation and placing of the order for purchase the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.

12. The rates quoted by the contractor shall hold up to **31.03.2024** No amendment in the rate excepted increase in the rate of Sales Tax during the period of execution of the contract, will be accepted.

13. The contractor shall be required to fix a tin liable on the furniture supplied by him, giving his name and year of manufacture.


14. The amount of security deposit shall be retained by the Vidyalaya for a period of six months. From the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.

15. Quotation which do not comply with the above conditions are liable to be rejected.

16. These instructions to tenders are to be signed by the contractors and returned with the tender.

17. Above terms and conditions may be changed by this vidyalaya at any time. An agreement between this Vidyalaya and the party is to be made at the time of awarding the Contract.

Delhi Date 03.03.2023

  
03.03.2023  
प्राचार्य / PRINCIPAL  
केन्द्रीय विद्यालय  
सेक्टर-22 रोहिणी दिल्ली

All the above condition are accepted by me/us

Signature of the Tenderer

Witness – 1

Witness – II

**KENDRIYA VIDYALAYA SECTOR 22 ROHINI DELHI**

**SESSION 2023-24**

**RATE FOR THE SPELL: 01-04-2023 TO 31-03-2024**

<b>Serial No.</b>	<b>Particulars</b>	<b>Rates</b>
1.	<b>Preparation &amp; Filling of Data of Tds of Salary &amp; Non-Salary (Quarterly)</b>	
2.	<b>NSDL charges &amp; Other charges</b>	
3.	<b>Preparation &amp; Printing of Form 16 (Part A &amp; Part B)</b>	
4.	<b>Preparation and efilling of correction statement of any quarter/quarters</b>	
5.	<b>Opinion on Income Tax and Tds Matters</b>	
6.	<b>Reply to the notices received from ITD</b>	
7.	<b>Representation before the income tax authorities</b>	
8.	<b>Filling of GSTR-7, Downloading and Printing of GSTR_-7form</b>	
9.	<b>Any other services in relation TDS -Income Tax &amp; TDS -GST Matters</b>	

Name and address of Firm: \_\_\_\_\_

(Signature of Authorized Signatory)

Date \_\_\_\_\_

Stamp of Firm \_\_\_\_\_

