**TENDER FORM FOR THE SUPPLY OF** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Duration of Supply - 1st April, 2024 to 31st March, 2025***

**TERMS & CONDITIONS OF THE CONTRACT**

1. The tender should be addressed to the School Administrator, Unison World School.
2. All tenderers are required to deposit their tenders by hand into Tender Box kept at School premises or by Registered / Speed Post /Courier in sealed envelopes along with a demand draft of `20,000 (Rupees Twenty Thousand only) as earnest money. The earnest money will be refunded to unsuccessful tenders. The earnest money of the successful tenders will be retained as interest free refundable security.
3. Tenders should reach the officer mentioned in the tender notification latest by the due date and time noted therein. Tender(s) received after the specified date and time will not be considered at any cost.
4. The rates will be considered firm during the entire duration of the contract. Tenders with price variation clause are liable to be rejected.
5. Tenders will be opened on **22nd December, 2024** at 12 pm in the presence of tenderers or their nominees, who may be present at that time.
6. The vendor has to quote for all the items mentioned in the list as per specified brand. Not quoting for any items as per required specification / brand will be lead to automatic disqualification of the bid.
7. The rates quoted for any item with MRP along with discount is acceptable. However, quoting discount without MRP is not acceptable.
8. Supplies will be made of best quality and approved specification. The School’s decision will be final and binding. In the event of short supplies or delay in supply, the School will be entitled to make up for the deficiency by direct purchase from other sources and will be entitled to recover the difference in price at the risk and expense of the Contractor from the contractor’s bill, if a price higher than contracted is paid.
9. In the event of defective, unhygienic or poor quality goods are supplied, of which the School shall be the absolute judge, the school will be entitled to reject the supplies or at its discretion, accept the supplies and make the deduction from the price, as it deems fit, or by any scale laid down in the contract.
10. The School shall devise such tests and investigations on the question of quality as it deems fit, but a signature on the contractors challan only signifies receipt of supplies subject to test and acceptance, and does not absolve the contractors from his/her responsibility on this score.
11. Supplies will be made as per delivery schedule laid down by the School and will be registered vide printed delivery challans presented in duplicate. The receipt of supply will be made by signature on one copy of the delivery challan by a person authorized by the School. Such signed challans must be attached to the Suppliers bill. Bill must be submitted once every 15 days and will be paid through NEFT/RTGS as per the scheduled period of payment.
12. In the event of termination of contract without the written consent of the School, the interest free security deposit will not be refunded.
13. The contractor shall have to pay all stamps duties / lawyer’s charges and other expenses incidental to the execution of the agreement.
14. The School reserves the right to award the contract on the basis of either or any i.e. lowest quote rates, supply quality, supplied brands/make or credibility of the contractor.
15. Under no circumstances or situation, the School’s decision can be challenged by the vendor for not being awarded the contract.
16. All disputes shall be subject to Dehradun Jurisdiction only.

**Authorized Signatory**

**Details of Attached Bank Draft as Earnest Money Deposit**

|  |  |  |
| --- | --- | --- |
| **S No** | **Details** | **To be filled by the Organization** |
| 1 | Name of Tenderer |  |
|  | Name of the Firm |  |
| 2 | Address of Tenderer |  |
| 3 | Contact No |  |
| 4 | Tender for the Supply of |  |
| 5 | DD/ Cheque No |  |
| 6 | Date of DD/ Cheque |  |
| 7 | Drawn on (Name of Bank) |  |
| 8 | Earnest Money Amount |  |

***Signature and Seal of the Firm***

Tender Form for providing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the period 1st April, 2024 to 31st March, 2025 at Unison World School, Dehradun

|  |  |  |
| --- | --- | --- |
| **S No** | **Particulars** | **Details to be filled by the Organization** |
| 1 | Name of the Firm |  |
| 2 | Registered Address |  |
| 3 | Name of the Contact Person |  |
| 4 | Telephone/ Mobile No |  |
| 5 | E-Mail |  |
| 6 | Registration No of the Firm |  |
|  | (Submit Copy of Registration No Certificate) |  |
| 7 | GST No of the Firm |  |
|  | (Submit Copy of GST Registration No Certificate) |  |
| 8 | Permanent Account Number of the Company |  |
|  | (Submit Copy of PAN) |  |
| 9 | EPF Registration No |  |
|  | (Submit Copy of EPF Registration No Certificate) |  |
| 10 | ESI Registration No |  |
|  | (Submit Copy of ESI Registration Certificate) |  |

**Note** - Please mention NA against entries that are **N**ot **A**pplicable

**UNDERTAKING**

1. The undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We give the rights to the Bureau to forfeit the security money deposit by me/us in case of breach of conditions of Contract.

***Signature and Seal of the Firm***