



F.N.43089/2020-21/ITI MKP/PRINTING

Dated: 12.06.2019

Sub: "Invitation for Quotations for Stationery and Printing Service in the Vidyalaya - reg"

Sir/Madam,

The Kendriya Vidyalaya, ITI, Mankapur is a part of Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees.

2. Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for supply of the following items:-

Sl. No.	Brief description of goods/service	Specifications	Quantity (approx)	Delivery period	Place of delivery
1	As per list given at Annexure-I		As mentioned	As & when required	KV Mankapur

Where Bureau of Indian standards (BIS) certification marked goods are available in market, goods with those or equivalent marking only shall be offered.

3. Bid Price:

a. The contract shall be for the supply of the mentioned items to the Kendriya Vidyalaya, ITI, Mankapur. The bidder shall quote price for items in the format enclosed.

b. All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties leviable should be quoted separately. However, **TDS shall be deducted at the time of payment done as per the provisions of Income Tax Act/ Rules, as amended, from time to time as per income tax rules may deducted from service charges/overall profit.**

c. The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only);

d. The prices should be quoted in Indian Rupees only,

e. Each bidder shall submit only one quotation;

f. Telex or Facsimile or Emailed quotations are not acceptable

g. The bid should be submitted along with EMD for Rs. **5,000/- (Rupees Five Thousand only)** by bank draft only in favour of **VIDYALAY VIKAS NIDHI KENDRIYA VIDYALAY MANKAPUR.**

h. The firm should enclose supporting documents regarding registration of GST/ST/IT/PAN, whichever is applicable.

4. Validity of quotations

The quotation shall remain valid for a period not less than **One Year** after the deadline specified for submission of quotations.

5. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

- a) properly signed, and
- b) Conform to the terms and conditions and specifications.

The evaluation would be done for all the items put together as well as separately also. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive.

6. 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 offered the lowest price as per para 5 above;
- (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 and conditions accepted.
- (c) Normal commercial warranty/guarantee shall be applicable to the supplied goods;
- (d) Payment shall be made within 30 days after the delivery of goods and their acceptance;
- (e) Notwithstanding the above, the Purchaser i.e. Kendriya Vidyalaya, ITI, Mankapur 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 award of the contract.
- (f) The EMD amount of successful bidder will be kept in Kendriya Vidyalaya, ITI, Mankapur and EMD of other competitive firms (Un-successful bidder) will be returned immediately.

7. Last date and time of receipt of quotations:

You are requested to submit the Sealed Bids through **Registered /Speed Post/ By hand** super scribed on the envelope as **"Quotations for providing Printing Services & Stationery", latest by 02.07.2020 on or before 04:00 PM**. The quotations shall be opened at 01:00 pm on 03.07.2020. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day. Other terms and conditions and the time schedule remaining unchanged. No tender shall be accepted after stipulated date & time.

This Kendriya Vidyalaya, ITI, Mankapur looks forward to receiving the quotation and appreciate the interest of the bidders in the KVS.

Yours faithfully,

[MEWA LAL]
Principal

Encl: Format for Quotation. Kendriya Vidyalaya, ITI, MANKAPUR

Format for Quotation
Printing Material (2020-21)

Sl.No	Description of Goods/Equipments	Quantity	Rate	GST%	Total Cost
1	Supplementary Answer Book Size 9"x 11" No. of page – 04, Paper Quality : 56 gsm MB Paper With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	Per 1000 Copies			
2	Supplementary Answer Book Size 9"x 11" No. of page – 04, Paper Quality : 56 gsm Orient Paper With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	Per 1000 Copies			
3	Main Answer Book Size 9"x 11" No. of page – 08, Paper Quality : 56 gsm MB Paper With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	Per 1000 Copies			
4	Main Answer Book Size 9"x 11" No. of page – 08, Paper Quality : 56 gsm Orient Paper With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	Per 1000 Copies			
5	Main Answer Book Size 9"x 11" No. of page – 12, Paper Quality : 56 gsm MB Paper With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	Per 1000 Copies			
6	Main Answer Book Size 9"x 11" No. of page – 12, Paper Quality : 56 gsm Orient Paper With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	Per 1000 Copies			
7	Main Answer Book Size 9"x 11" No. of page – 16, Paper Quality : 56 gsm MB Paper With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	Per 1000 Copies			
8	Main Answer Book Size 9"x 11" No. of page – 16, Paper Quality : 56 gsm Orient Paper With Vidyalaya mono & other details	Per 1000 Copies			

	printed on the front page and a TAG hole on top left corner				
9	Question Paper - (Top Confidential) Blank text Printing, Size - 8"X10.5" with 64 gsm Maplitho Paper of Grade A Mill having brightness of 89% (minimum), Opacity of 90 (minimum) dully numbered and binded.	First 50 copies per page			
10	Question Paper - (Top Confidential) Blank text Printing, Size - 8"X10.5" with 64 gsm Maplitho Paper of Grade A Mill having brightness of 89% (minimum), Opacity of 90 (minimum) dully numbered and binded.	51 to 100 copies per page			
11	Packing of Question Paper	Per Packet			
12	Report Card printing both side on 100 GSM paper Full Size	Per Card			
13	Vidyalaya Patrika : Size 8.5"X10.5" Having 60 Pages of 70 gsm Maplitho/Orient Paper of Grade A Mill having brightness of 89% (minimum), Opacity of 90 (minimum) + 12 Pages Photograph Multicolour 130 gsm Art Paper + 4 Pages Cover with lamination 250 gsm Art Sheet	Per Copy (Minimum 1000 Copies)			
14	Student Diary : Size - 6.5"X8" of 88 Pages 56 gsm Orient Paper + 4 Pages Cover Multicolour with lamination on 250 gsm Art Sheet	Per Copy (Minimum 1000 Copies)			
15	Certificate (8.5"x11"- 300 gsm Art sheet - Double Colour)	Per 100 Copies			
16	Certificate (8.5"x11"- 300 gsm Art sheet - Multi Colour)	Per 100 Copies			
17	Invitation Card and Envelop (7"x 5"- 250 gsm Art sheet- Multi Colour) with printing a envelop	Per 100 Copies			
18	Thread roll (4 rolls in 1 pkt)	Per Packet			
19	Rubber band (Large Size) 500 gm	Per Packet			
20	Maps	Per 100 Copies			
21	Graph Paper - A4 Size	Per 100 Copies			
22	Medical Card (as per sample)	Per 100 Copies			
23	Library Card (as per sample)	Per 100 Copies			
24	Scout - Test Card (as per sample)	Per 100 Copies			
25	Arrangement Register (Hard Binding) -100 sheets (as per sample)	Per register			

26	Class Room Observation Form (Hard Binding) -100 sheets (as per sample)	Per register			
27	Registration Form (as per sample)	Per 100 Copies			
28	Admission Form (as per sample)	Per 100 Copies			
29	Flex / Banner	Per Sq. Ft.			
30	Eligibility Forms (as per sample)	Per 100 Copies			
31	Medical Form (as per sample)	Per 100 Copies			
32	NOC Risk Form (as per sample)	Per 100 Copies			
33	Pay Bill Register (150 pages both side) 33"x42" (as per sample)	Per register			
34	Dispatch Register(21"x33") (250 pages both side) (as per sample)	Per register			
35	Inward Register (21"x33") (250 pages both side) (as per sample)	Per register			
36	Teachers Dairy for Primary (21"x33") (250 pages both side) (as per sample)	Per 100 Copies			
37	Teachers Dairy for Secondary (21"x33") (250 pages both side) (as per sample)	Per 100 Copies			
38	Library Accession Register(21"x33") (250 pages both side) (as per sample)	Per register			
39	Various proforma printing Size=A4 (Single side) GSM 65	Per 100 Copies			
40	Various proforma printing Size=A4 (Double side) GSM 65	Per 100 Copies			
41	Various proforma printing Size=FS (Single side) GSM 65	Per 100 Copies			
42	Various proforma printing Size=FS (Double side) GSM 65	Per 100 Copies			

BID SECURITY DEPOSITE FORMAT

We, (name of the bidder/firm) agree to supply the above goods in accordance with the specification for the above mention unit price shown against the items(s) for which quotations have been submitted, within the period specified in the initiative for quotations.

Bid Security of Rs. 5000/- (Rupees FIVE THOUSAND ONLY) is furnish herewith vide Bank Draft No.....dated.....drawn on.....in favour of **VIDYALAY VIKAS NIDHI KENDRIYA VIDYALAY MANKAPUR.**

All terms and conditions are accepted by me/us.

(Bidder)
Signature.....
Name:-.....
Seal of the firm

Date:-.....
Place:-

Witness-I

Signature -
Name -
Address-.....
Occupation -
.....

Witness-II

Signature -
Name -
Address-.....
Occupation -