



केन्द्रीय विद्यालय
KENDRIYA VIDYALAYA

Bolarum, Secunderabad - 500087

21060-29803596

TENDER INVITATION FORM

Ref. No. F-21090 (KVB/2020-21)

Dated 08-05-2020

To,

M/s.....

Subject : Quotation for the supply of Printing Stationery

1. Sealed quotation for the supply of the articles shown in the attached statement are invited by the undersigned up to 2-00 P.M. 23-05-2020 (date). Quotations should be sent under strong sealed cover marked as Quotation for the supply of Printing Stationery and not by name. The quotation will be opened in the office of the undersigned at 3-00 P.M. on 23-05-2020 (date.)
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 himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any one or more than one articles specified 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 10%

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.

P.T.O.

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 any other person or 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 one year. 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 instruction to tenders are to be signed by the contractors and returned with the tender.
17. I. Tax @ 2% will be deducted as per norms

All the above condition are accepted by me/us

Station :

Date :

Witness -I Name -

Address -

Occupation -

Witness-II Name -

Address -

Occupation -

K. K. K.
PRINCIPAL
प्राचार्य/Principal
केन्द्रीय विद्यालय/Signature of the Tenders
अलेन्डी लाइन्स, जे.जे. नगर पोस्ट
Allenby Lines, J.J. Nagar Post
बोलास, सिक्किमबाद/Bolarum, Secunderabad-087.

KENDRIYA VIDYALAYA BOLARUM
Quotation for PRINTING MATERIALS for the year 2020-21.

S.No.	Particulars of item	Size / page	Remarks
1	Students dairies	Single colour cover on colour card 1/8 dummy size of 128 pages and with 70 GSM paper incl.DTP & binding charges.	
2	Vidyalayapatrika	1/4 Demy size	
	1. Inner pages 80 GSM white Mablimo Single colour	Quote per page	
	2. Messages & Photos in multicolour on 130 GSM Art paper.	Quote per page	
	3. Title pages in multicolour on 300 GSM Art card with Mat Lamination	Quote per page	
3	Question paper 1/4 Demy size 60GSM white paper all subjects all classes.	Quote per page 100 copies	
	Subsequent 100 copies per page & supplementary answer paper.	Quote per page 100 copies	
4	Main answer paper 1/4 demy size CBSE model.	Quote for each. 02 pages 04 pages 08 pages 12 pages	
5	Merit certification in multicolour on 300 GSM Art card 1/4 Demy size	Quote per page First 100 copies Subsequent 100 copies.	
6	Printing matter (any matter) 4 demmy size all subjects on 70 GSM white paper.	Quote per page First 100 copies Subsequent 100 copies.	
7	Teacher dairy Primary / Secondary 200 pages.	¼ foolscap size on 70 GSM maplitho paper incl. DTP & Binding charges.	
8	Student attendance registers	¼ crown size (9 ½ X 14)	
09	CCE records on	¼ full scape size on 60 GSM, Maplitho Paper including DTP & Binding.	
10	Invitation cards	8x5 of 250 GSM ivory/art card Multi colour per 100	
11	Invitation pamphlets.	single colour per 100 on both sides printing	
12	Registration forms 1/4 full scape size 4 pages on 80 GSM ledger paper with numbering and single colour printing	Single colour Rate Upto 500 Rate Above 500-1000	



प्राचार्य/Principal

केन्द्रीय विद्यालय / Kendriya Vidyalaya
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