



# केन्द्रीय विद्यालय काशीपुर

## KENDRIYA VIDYALAYA KASHIPUR

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INDUSTRIAL ESTATE, BAZPUR ROAD KASHIPUR – 244713  
Phone no: 05947-262050, 262366

F.VVN/Printing/2022-23/KVK/

Dated: 19.07.2022

**SPEED POST**

M/s .....

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

Sir/Madam,

The 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 Kashipur 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 Kashipur

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:**

- The contract shall be for the supply of the mentioned items to the KVS. The bidder shall quote for items in the format enclosed. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting;
- All duties, delivery & transportation charges upto KV Kashipur, 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 @ 2% of the total amount of the bill, will be deducted at the time of payment.
- The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only);
- The prices should be quoted in Indian Rupees only,
- Each bidder shall submit only one quotation;
- Telex or Facsimile quotations are not acceptable
- The Bidder shall deposit Rs. 5,000/- (Rs. Five Thousand only) as earnest money in the form of Demand Draft/ Pay Order/RTGS/NEFT/Bank Transfer in favour of "Vidyalaya Vikas Nidhi A/c., Kendriya Vidyalaya, Kashipur", payable at Kashipur alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract. **(Vidyalaya Vikas Nidhi Account No. 524002050000009, IFSC Code-UBIN0552402, Union Bank of India, Bazpur Road, Kashipur) The proof of submitting EMD in bank through RTGS/NEFT/Bank Transfer must be attached with quotation/tender. Cash and cheque will not be accepted as earnest money and tender will be treated as unresponsive in that case and will be rejected.**

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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. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. 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.
- (d) Normal commercial warranty/guarantee shall be applicable to the supplied goods;
- (e) Payment shall be made within 30 days after the delivery of goods and their acceptance;
- (f) Notwithstanding the above, the Purchaser 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.
- (g) The EMD amount of successful bidder will be kept in the Vidyalaya 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** superscribed on the envelope as "**Quotations for providing Printing Service**", latest by **06.08.2022 on or before 01:00 PM**. The quotations shall be opened at 01:30 PM on the same day. 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 Vidyalaya looks forward to receiving the quotation and appreciate the interest of the bidders in the KVS.

Yours faithfully,

**[Chetan Arora]**  
Principal

Encl: Format for Quotation.

Kendriya Vidyalaya Kashipur

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## Printing Material (2022-23)

Sl. No	Description of Goods/Equipments	Quantity	Rate	GST%
1	mRrj iqfLrdk lkbZt 9"x 11 " & 04 istokyh 60 th,l,e ¼Superior Quality½ With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	izfr 1000		
2	mRrj iqfLrdk lkbZt 9"x 11 " & 08 istokyh 60 th,l,e ¼Superior Quality½ With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	izfr 1000		
3	mRrj iqfLrdk lkbZt 9"x 11 " & 12 istokyh 60 th,l,e ¼Superior Quality½ With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	izfr 1000		
4	mRrj iqfLrdk lkbZt 9"x 11 " & 16 istokyh 60 th,l,e ¼Superior Quality½ With Vidyalaya mono & other details printed on the front page and a TAG hole on top left corner	izfr 1000		
5	Q.P. Printing ¼ 8.5" x 10.5" lkbZt½ (60 gsm paper) ¼Superior Quality½ – 1 side	1 ls 50 rd izfrist		
	Q.P. Printing ¼ 8.5" x 10.5" lkbZt½ (60 gsm paper) ¼Superior Quality½ – 2 side (Front & Back)			
6	Q.P. Printing ¼ 8.5" x 10.5" lkbZt½ (60 gsm paper) ¼Superior Quality½ – 1 side	1 ls 100 rd izfrist		
	Q.P. Printing ¼ 8.5" x 10.5" lkbZt½ (60 gsm paper) ¼Superior Quality½ – 2 side (Front & Back)			
7	Q.P. Printing ¼ 8.5" x 10.5" lkbZt½ (60 gsm paper) ¼Superior Quality½ – 1 side	1 ls 150 rd izfrist		
	Q.P. Printing ¼ 8.5" x 10.5" lkbZt½ (60 gsm paper) ¼Superior Quality½ – 2 side (Front & Back)			
8	Q.P. Printing ¼ 8.5" x 10.5" lkbZt½ (60 gsm paper) ¼Superior Quality½ – 1 side	1 ls 200 rd izfrist		
	Q.P. Printing ¼ 8.5" x 10.5" lkbZt½ (60 gsm paper) ¼Superior Quality½ – 2 side (Front & Back)			
9	Printing of CMP Newsletter 300 gsm paper Art Card Coloured laminated 8 pages	izfrux		

Sl. No	Description of Goods/Equipments	Quantity	Rate	GST%
10	Report Card printing both side on 100 GSM paper	Per Card		
11	शाला if=dk&lkbZt 8-5"x 10-5" 60 ist 70 xzkeisij \$ 12 ist QksVksxzkQ eYVhdyj 130 xzke vkVZ isij esa \$ 4 ist doj eYVhdyj e; ysfeus'ku 250 xzkevkVZ 'khVij	izfr ,d ¼U;wure 1000 izfr;ka½		
12	Nk= Mk;jh&lkbZt 6-5"x 8" 56 th,l,e 88 ist Orient isij \$ 4 ist doj eYVhdyj e; ysfeus'ku 250 xzkevkVZ 'khVij	izfr ,d ¼U;wure 1000 izfr;ka½		
13	izek.k i= (8.5"x11"- 300 gsm Art sheet – Double Colour)	izfr ISdM+k		
		izfr gtkj		
14	izek.k i= (8.5"x11"- 300 gsm Art sheet – Multi Colour)	izfr ISdM+k		
		izfr gtkj		
15	fuea=.k dkMZ ,oa fyQkQk (7"x 5"- 250 gsm Art sheet- Multi Colour) with printing a envelop	izfr ISdM+k		
16	Thread roll (4 rolls in 1 pkt)	izfr iSdsV		
17	Rubber band (Large Size) 500 gm	izfr iSdsV		
18	Maps	izfr ISdM+k		
19	Graph Paper – A4 Size	izfr ISdM+k		
20	Medical Card (as per sample)	izfr ISdM+k		
21	Library Card (as per sample)	izfr ISdM+k		
22	Scout – Test Card (as per sample)	izfr ISdM+k		
23	Arrangement Register (Hard Binding)-100 sheets	izfr jftLVj		
24	Admission Form (as per sample)	izfr ISdM+k		
25	Pay Bill Register ( 150 pages both side) 33"x42" (as per sample)	izfr ux		
26	Dispatch Register(21"x33") ( 250 pages both side ) (as per sample)	izfr ux		
27	Inward Register (21"x33") ( 250 pages both side ) (as per sample)	izfr ux		
28	Teachers Dairy for Primary(21"x33") (250 pages both side) (as per sample)	izfr ux		
29	Teachers Dairy for Secondary(21"x33") ( 250 pages both side ) (as per sample)	izfr ux		
30	Library Accession Register(21"x33") ( 250 pages both side) (as per sample)	izfr ux		
32	Various proforma printing Size=A4 (Single side) GSM 60	izfr ISdM+k		
33	Various proforma printing Size=A4 (Double side) GSM 60	izfr ISdM+k		
34	Various proforma printing Size=FS (Single side) GSM 60	izfr ISdM+k		
35	Various proforma printing Size=FS (Double side) GSM 60	izfr ISdM+k		
36	Student Attendance Register (as per sample)	izfr ux		

**Important Note:-**

निविदा के साथ उत्तर पुस्तिका एवं प्रश्न-पत्र का एक नमूना (sample) स्व-हस्ताक्षरित एवं मोहर लगा हुआ लगाना अनिवार्य है जिससे की कागज की गुणवत्ता एवं माप की जांच की जा सके. यदि कमेटी सदस्यों द्वारा sample कागज में कोई कमी पाई गयी निविदा को अस्वीकार कर दिया जायेगा.

**BID SECURITY DEPOSIT FORMAT**

We 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.

(Bidder)

Signature.....  
Name:-.....

Date:-.....