

Website: boudh.kvs.ac.in

केन्द्रीय विद्यालय बौद्ध

पो – बौद्ध)७६२०१४(

जिला – बौद्ध

स्थापना - २००७

(मानव संसाधन विकास मंत्रालय भारत सरकार के अधीनस्थ)



E-mail: boudhkv1@gmail.com
KV Code: 2065, Stn. Code: 596, Region Code:04

& ☎ (06841) 223222

KENDRIYA VIDYALAYA BOUDH

PO: Boudh – 762014

Distt. Boudh (Odisha)

Estt. 2007

(Under Min. of HRD, Govt. of India)

F.15029/2065/KVB/2020/

DATE- 06-03-2020

Sub: Invitation for Quotation for supply of printed and stationery items for use in
KV Boudh:

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 Sangathan for supply of the following items:

Sr. No.	Name of article with specification	Unit
1	Registration form 4 pages	EACH
2	Vidyalaya Patrika, 10.5" X 8.5" multi colored cover page (4 pages) on Art Board with lamination, inner multicolour 8 pages in Art Paper Inner B&W pages- 88 pages in maplitho paper cover laminated including cost of DTP, plate making Printing, Binding etc.	EACH
3	Student attendance Register (32 pages with student details and month wise summary of fee collection)	EACH
4	Activity Plan Book (50 pages)	EACH
5	Principal's Class Observation Book (50 pages 2 sided)	EACH
6	Printing Charges of question papers 10.5" X 8.5" white paper	PER 100 nos.
7	Printing Charges of question papers 10.5" X 8.5" white paper Rate per 200	per 200 nos.
8	Printing Charges of question papers 10.5" X 8.5" white paper Rate per 1000 or part there of one page	per 1000 nos.
9	Certificate multi colour 10.5"x 8.5" quality of board Art board	EACH

10	News letter Multi color 10.5"x8.5" to be printed on Art Paper	EACH
11	Medical card in thick board	100
12	Examination Ans. Sheet with printing on the front page. Ruling on all pages with stapling 16 Page Answer Sheet	1000
A	16 Page Answer Sheet	1000
B	12 Page Answer Sheet	1000
C	8 Page Answer Sheet	1000
D	4 Page Supplementary	1000
13	Laboratory log. Book	1
14	TA Bill Both Side Printed A3 size	100
15	Monitor report- 50 Sheets Each	1
16	Student diary Crown size 100 pages multi cover (laminated)	EACH
17	Student Diary 8"x 5.5" size 100 pages multi cover (laminated)	EACH
18	Split up syllabus Size 10"x9" 60GSM white paper Cost including binding	PER PAGE
19	Birthday Card (multi color) size 30 ½" x 6 ½ " GSM art Board	EACH
20	Invitation card with envelope both side printed 7"x5" size Single color printing	EACH
21	Invitation card with envelope both side printed 8"x5" size. Multi Colour printing.	PER 500
22	Admission Form 2 pages (both side printed) A4 size 75 GSM paper	EACH
23	Library Issue register(100 Folios each 75 GSM paper)	EACH
24	Student Profile Register (100 Folios each 75 GSM page)	EACH
25	Progress Cards (One side single colour) size: 10x8" Art Board 300GSM	EACH
26	Progress Cards (One side multi colour) Size 10x8" Art Board 300 GSM	EACH
27	Progress cards (both side single colour) size 10x8" Art board 300 GSM	EACH
28	Progress Cards (Both Side Multi Colour) Size 10x8" Art Board 300 GSM	EACH
29	TC withdrawal form a4 size 75 GSM paper	100
30	Teachers diary 168 pages back to basics /CCE for class I to VIII 75 GSM Paper	EACH
31	Teachers Diary 168 pages Secondary /Sr Secondary 75 GSM Paper	EACH
32	Staff Attendance Registers (Big Size)	EACH
33	Arrangement Register – 50 Folios each	EACH

34	Test Cards for Scout -Thick Boards	EACH
35.	Despatch Register (100 FOLIOS EACH 75 GSM PAGE)	EACH
36.	LIBRARY BOOK ISSUE REGISTER	EACH
37.	CASUAL LEAVE REGISTER	EACH
38.	SUPPLY ORDER FORM	EACH
39.	T.A. ADVANCE FORM	EACH
40.	CONDEMNATION BOARD REPORT	EACH
41	DUSTER 15cm(length) x 4cm (breadth)x 3 cm (height)	EACH
42	LIBRARY CARD	EACH
43	BREAKAGE REGISTER	EACH
44	PERIOD-WISE TEACHERS DIARY	EACH
45	CHARACTER CERTIFICATE BOOK	EACH
46	ASSET REGISTER	EACH
47	A4 PAPER 75 GSM SIZE 21.0x 29.7cm	500 SHEETS
48	ARCH FILE	EACH
49	COBRA FILE	EACH
50	COVER FILE	EACH
51	TAG FILE	EACH
52	TRANSPARENT FILE	EACH
53	ENVELOPE A3 SIZE with school logo and Principal's address	EACH
54	ENVELOPE A3 (CLOTH) with school logo and Principal's address	EACH
55	ENVELOPE size 25.4 cm(length) x 11.4 cm(breadth) with school logo and Principal's address	50 PIECES
56	ENVELOPE SIZE 25.5cm (length) x 20cm(breadth) with school logo and Principal's address	50 PIECES
57	Dustless CHALK (WHITE)	PACKET
58	Dustless CHALK (COLORED)	PACKET

All files and envelopes should have name, logo and address of the KV Boudh printed on it in Hindi and English (below Hindi). All registers to be pasted with name and address of the Vidyalaya on the cover page.

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 in the KVS. The bidder shall quote for items in the format of quotation attached . Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- 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.
- 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 quotations are not acceptable.
- g. The bid should be submitted along with EMD of Rs. 3000/- by NEFT in favour of Vidyalaya Vikash Nidhi Account of KV Boudh payable at Boudh Account no **645702010003216** IFS Code- **UBIN0564575**. The proof of the transaction to be submitted along with bid.
- h. The firm should enclose supporting documents regarding registration of GSTIN & ITPAN.

4. Validity of quotations

The quotation shall remain valid for a period not less than one year after the deadline specified for submission of quotation.

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) Confirm 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. Purchaser will award the contract to the responsive bidder who quotes the lowest price.

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.

*May be stuck off in case of Registered Bidders.

e.) Payment shall be made within 30 days after the delivery of goods and their acceptance depending upon the funds available in VVN of KV Boudh.

f.) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations or to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

g.) The successful bidder has to deposit performance security of 10% of the amount of supply order in favour of Vidyalaya Vikash Nidhi account of KV Boudh payable at Boudh A/C no. **645702010003216** IFS Code-**UBIN0564575** through NEFT.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations to the Principal, KV Boudh superscribed on the envelope as "Quotations for the supply of Printed and Stationery items for the Kendriya Vidyalaya, Boudh due on **20-03-2020** latest by **03:00 P.M.**

The quotations shall be opened in the office of the Principal, KV, Boudh on **21-03-2020** at **11 AM** . The bidders or their representatives who choose to be present at the time of opening are invited to do so.

The purchaser looks forward to receive the quotation and appreciates the interest of the bidders in the KVS.

Yours faithfully

Signature:

Name: Mrs. Sujata Ratha

Designation: Principal (KV Boudh)

For and on behalf of KVS

FORMAT OF QUOTATION

Sl. No.	Description of articles	Brief Specifications	Quantity	Unit/PKT Rate (Rs.)	Total Amount Without GST	GST Rate in (%)	GST amount	Total amount with GST
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

We agree to supply the above goods in accordance with the specifications for the above mentioned unit price shown against the item(s) for which quotations have been submitted, within the period specified in the invitation for quotations.

We also confirm that the normal commercial warranty/ guarantee ofMonths shall apply to the offered goods.

Bid security of
 Rs _____ (Rupees _____) is
 furnished herewith vide Bank Draft/NEFT
 No. _____ dated _____ drawn on _____.

(Bidder)

Signature.....
 Name:.....
 Date.....
 Seal.....