

केन्द्रीय विद्यालय

सी एल आर आई, अड्यार,चेन्नई २०-

टेलीफोन नं ०४४ -२४४२१२१९

फैक्स नं २४४५४९३३ ०४४ -



KENDRIYA VIDYALAYA

CLRI, ADYAR, CHENNAI-20

Telephone No.-044 24421219

Fax No.- 044 24454933

F.89-1/KV CLRI/2019-20/

Dated: 05.03.2020

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Sub: Invitation for quotation for PRINTING AND SUPPLY OF SCHOOL REQUIREMENT (For the year 2020-21 - April 2020 to March 2021)- reg.

Sir/Madam,

1. The KVS a centrally funded Autonomous body is a society registered under societies Registration Act 1860. The Sangathan administers the scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Government employees.
2. Sealed competitive quotations from the registered firms are invited by the undersigned on behalf of the KVS for supply of the following items.

PRINTING & SUPPLY OF SCHOOL REQUIREMENT(For the year 2020-21- April 2020 to March 2021 - SEPARATE LIST ATTACHED

3. Bid Price

- a) The contract shall be for the supply of the mentioned items/work to the KVS. The bidder shall quote for items/work in the format of quotation attached. Correction, if any shall be made by crossing out, initialing, dating and rewriting.
- b) All duties, taxes and other series payable by the bidder shall be included in the total price. However, the tax and duties leviable should be quoted separately.

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- c) The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupee 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 firm should enclose supporting documents regarding registration of VAT/ST/ITPAN.

4. Validity of Quotation

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

5. Evaluation of quotation

The purchaser will evaluate and compare the quotation determined to be substantially responsive, ie, 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. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

6. Award of Contract

- a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially response 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 the award to clearly specify any change in the unit price or any other terms and conditions accepted.

d) Normal commercial warranty/guaranty 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 quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

g) LAST DATE AND TIME OF RECEIPT OF QUOTATION:

You are requested to submit the sealed quotations super scribed on the envelop as "**Quotation for PRINTING & SUPPLY OF SCHOOL REQUIREMENT**". The due date is **25.03.2020** latest by 3.00 pm. The quotation shall be opened at 3.30 pm on **26.03.2020**. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so. The purchaser looks forward to receiving the quotation and appreciates the interest of the bidders in the KVS.

Yours faithfully,

(Y. Rama Prasad)

Principal

KV CLRI, Chennai

For and on behalf of the
Kendriya Vidyalaya Sangathan.

REQUIREMENT FOR PRINTING AND SUPPLYING OF SCHOOL REQUIREMENT

S.No	Requirement	Rate		
1	Student's Diary Size 8.5" x 5.5", 100 pages hard board bound/laminated			
2	1000 Nos. 32 Pages Answer Book A4 Size ruled (Good quality)			
3	1000 Nos.12 Pages Answer Books A4 Size Ruled (Good quality)			
4	1000 Nos.8 Pages Answer books A4 Size Ruled (Good quality)			
5	1000 Nos.4 Pages Answer Books A4 Size Ruled (Good quality)			
6	1000 Nos.4 Pages Additional Sheets A4 Size Ruled (Good quality)			
7	1000 Nos.4 Pages Answer books D/Cap ¼ Size ruled (Good quality)			
8	1000 Nos. 2 Pages Answer books D/Cap ¼ size ruled (Good quality)			
9	Vidyalaya Patrika Specifications: D/Crown 10" x 7.5"			
	Every 8 Pages Text matter Printing on 31 Kg Maplitho paper			
	4 Pages 4 Colour Photos 130 GSM Foreign Art paper			
	4 Pages 4 Colour Painting 130 GSM Foreign Art paper			
	4 Pages 4 Colour wrapper 300 GSM Art Board with laminated with perfect Binding			
10	Vidyalaya Patrika Specification : Demy ¼ size			
	Every 8 Pages Text Matter Printing on 31 kg Maplitho paper			
	Colour Photos – 4 Pages Printing on 130 GSM Art Paper			
	Colour Drawing – 4 Pages Printing on 130 GSM Art Paper			
	Cover Colour – 4 Pages Printing on 300 GSM Art			

	Board with Perfect Binding			
11	Question Paper A4 Size Printing and paper Cost Only	1-100	101-200	201 & above
	Printing and Paper Cost only			
	English Rate per page			
	Typing and printing paper cost			
	English Rate per page			
	Hindi Rate per page	1-100(Copies)	101-200(Copies)	201- & above(Copies)
	Printing and paper cost only			
	Typing and printing paper cost			
	Pictures Scanning charges each 35/-			
12	Staff Attendance Register			
13	Fee Collection Register			
14	Cash book Register (200 Folios) Half Leather Bound			
16	Admission forms 100 each			
17	Grade Register for Primary			
18	Mark Register for Secondary			
19	Progress Report for Primary class			
20	Progress Report for Secondary class			
21	Progress Report for classes X & XII			
22	Consumable Register			
23	Non- Consumable Register			
24	Summary of fees and Firm Collection Register			
25	Despatch Register			
26	Casual Leave Register			
27	Inward Register			
28	Postage Accounts Register			
29	Certificate of Merit of Size 9 ¼ x 7 ¼			
30	Certificate of Merit of Size 11 ¼ x 9 ¼			
32	Library cards each			

33	Students Medical Checkup cards each			
34	Bonafide Certificate(Book.)			
35	TC Withdrawal(Book)			
36	Relieving Order in Triplicate (Book)			
37	Conduct Certificate –in duplicate			
38	TA/LTC/Medical Bill (1000 Forms) Each			
39	CS-41 –Standard form for making payment (100 No.s)			
40	Birth Day Card (Post Card Size) - 500			
41	Students Attendance Register - each			
42	Anecdotal Record card – 100 nos.			
43	Teacher’s Diaries (According to BACK TO BASICS including Revised Lesson Note and Monitoring Tools) – For class I to V - each			
44	Teacher’s Diaries (According to BACK TO BASICS including Revised Lesson Note and Monitoring Tools) – For class VI to VIII - each			
45	Teacher’s Diaries – For class IX to XII - each			
46	Newspaper & Periodical Register - each			
47	Distribution of Furniture Register - each			
48	Register for Class Room Observation by the Principal (As per BACK TO BASICS) - each			
49	Teacher’s Arrangement Register - each			
50	Annual Day/Sports Day Invitation card – 100 nos.			
51	Result Register – VI – VIII			
52	Result Register – IX - XII			