



केन्द्रीय विद्यालय दमोह
KENDRIYA VIDYALAYA DAMOH
किल्लाई नाका बालाकोट रोड , दमोह-(म.प्र.) 470661
KILLAI NAKA BALAKOT ROAD DAMOH (M.P.)470661
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निविदा आमंत्रण सूचना

TENDER INVITATION NOTICE

F. 22090 /KV Damoh/2017-18/

Date: 16.05.2017

To,

Subject: Quotation Stationary Supply & Printing Material.

1. Sealed Quotation for the supply of the articles shown in the **attached format** are invited by the undersigned on behalf of Kendriya Vidyalaya, Damoh (M.P.) upto **02:00 P.M. on 15.06.2017**. Quotations should be sent under strong sealed cover marked as a “**Quotation Stationary Supply & Printing material**” in the Vidyalaya. The quotations will be opened in the office of the undersigned at **02:30 P.M. on 15 .06.2017**.
2. The quotation shall be submitted according 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 by the bidder.
3. The rate should be F.O.R. and should include excise duty, Sales tax, freight charges, any other taxes, rates of 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 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 format 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 to the terms and condition of the quotation.
7. 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.
8. In the event of the quotation is accepted as the lowest bid the bidder has to deposit Performance Security in the form of a Demand Draft/Bank guarantee in favour of K V Damoh @ 5-10% of the estimated cost of the contract

9. If the contractor is not agree/able to pay Security Deposit. The reasons there of should be specified and the intender will reserve the right to accept or reject the request.
10. In the contractor fails to supply the articles within the time stipulated the undersigned shall be at liberty to purchase the article from the market to get the rest of the contact 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.
11. 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.
12. In the event 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.
13. The rates quoted by the contractor / bidder shall hold up to 01 year period. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.
14. The contractor shall be required to fix a tin liable on the furniture supplied by him, giving his name any year of manufacture.
15. 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.
16. Quotation which do not comply with the above conditions are liable to be rejected.
17. These instructions to tenders are to be signed by the contractors and returned with the tender.

Encls.: Tender Format

Principal
Kendriya Vidyalaya
Damoh (M.P.)

All the above Terms & Conditions are accepted by me/us

Signature of the Bidder/Tenderer with seal of the firm:

Name & Address of Firm:

Witness – I Name :
 Address :
 Occupation :

Witness – II Name :
 Address :
 Occupation :

KENDRIYA VIDYALAYA DAMOH (M.P.)- 470661

Quotation Stationary Supply & Printing (2017-18)

Sr. No.	Description of Goods/Articles/ Items	Approx Quantity Required	Rate per Pc. / Pkt. /Pr.Sqr.Ft/ Unit	VAT %	Total Rate (in INR) Per Pc. /Unit inclusive of All Taxes
1	File Cover Simple	100			
2	File Cover Laminated (Spring)	100			
3	File Cover Spring (Simple)	100			
4	File Tag Pack Small	10 Pkt.			
5	File Tag Pack Big Size	10 Pkt.			
6	Gum Bottle 150 ML- Camel	20			
7	Gum Bottle 700 ML- Camel	20			
8	Carbon Paper Kores Legal size	10 Pkt.			
9	Carbon Paper Kores A-3 size	10 Pkt.			
10	Box File Index	1 Pcs			
11	Box File Regzine	20 Pcs.			
12	Photo Copy Paper A4 70 GSM(JK Copier)	20 Ream			
13	Photo Copy Paper FS 70 GSM(JK Copier)	20 Ream			
14	Photo Copy Paper A3 70 GSM(JK Copier)	20 Ream			
15	Photo Copy Paper A4 75 GSM(JK Copier)	20 Ream			
16	Photo Copy Paper FS 75 GSM(JK Copier)	20 Ream			
17	Photo Copy Paper A3 75 GSM(JK Copier)	20 Ream			
18	Bound Paper A4 Size 100GSM(JK)	20 Ream			
19	Bound Paper A4 Size 120 GSM (JK)	20 Ream			
20	White Chalk Kores Dustless	200 Pkt.			
21	Colored Chalk Kores Dustless	200 Pkt.			

22	Chalk White Simple	200 Pkt.			
23	Colored Chalk Simple	200 Pkt.			
24	Eraser Natraj	10 Pkt.			
25	U Pin	10 Pkt.			
26	Thump Pin	10 Pkt.			
27	All Pin	10 Pkt.			
28	Highlighter	10 Pcs			
29	Natraj Pencil	10 Pkt.			
30	Scale 24 Inch- Steel	5 Pcs			
31	Brown Tape – 1’’	10 Pcs			
32	Cello Tape – 1’’	10 Pcs			
21	Brown Tape (2’’ inch)	10Pcs			
22	Whitener Kores	20 Pcs			
	Envelope White Size 9’X4’’	200			
24	Envelope White Size 11’X5’’	200			
25	Laminated Envelope Size 11’X5’’	200			
26	Laminated Envelope Size 10’X12’’	200			
27	Stamp Pad Camel	5 Pcs			
28	Ruled Register with glazed Paper Pages- 100	20 Pcs			
29	Ruled Register with glazed Paper Pages - 200	20 Pcs.			
30	Ruled Register with glazed Paper Pages - 240	20 Pcs.			
31	Sketch Pen - Camel	1 Pkt			
32	Stapler Pin – Kores/ Kangaroo No. 10	10 Pkt.			
33	Stapler Pin - Kores / Kangaroo No. 24/6	10 Pkt.			
34	Fevicol (100 gm Pack)	10 Pcs.			
35	Ruled Paper / Plane	1000 Sheets			
36	File Tags (Large Size)	200 Pcs.			
37	Black Board Duster with Wodden Base	50 Pcs			
38	White Board Duster with Plastic Base	50 Pcs			

39	Reynolds Marker Black, Blue & Red	1 Pcs			
40	Chapra / Sealing Wax	1 Pkt.			
41	Rubber Band (Different Sizes)	2 Kg.			
Primary Classes C.M.P. Dept.					
1	Drawing Sheets (FS)	1 Ream			
2	Chart Paper	100 Pcs.			
3	Thermo coal Sheet (Thick)	50 Pcs.			
4	Thermo coal Sheet (Thin)	50 Pcs.			
5	Brown Sheet (Full Size)	100 Pcs			
6	Florescent Sheet (A3 Size)	100 Pcs.			
7	Glazed Paper(A3 Size)	1 Ream			
8	Glazed Paper(A4 Size)	1 Ream			
9	Hand Made Sheet	100 Pcs.			
10	Thick Sheets (Drawing Japanese)	1 Ream			
11	Fevicol	1 K.G			
12	Gum Stick	10 Pcs			
13	Fevi Stick	10 Pcs			
14	Sketch Pens Different Types (Thick and Thin)	10 Pkt			
15	Wax Color	10 Pkt			
16	Maps of India - Political & Phy.	200 Pcs			
17	Chart :- Animal Plants	10 Pcs			
	Leaders, Flowers	10 Pcs			
	Different houses	10 Pcs			
	Transports,	10 Pcs			
	Insect Birds	10 Pcs			

	Kitchen Equipment	10 Pcs			
	Utensils	10 Pcs			
18	Farming Tools Charts	5 Pcs.			
19	House Building Tools Charts	5 Pcs.			
20	Good Habits Charts	5 Pcs.			
21	Map of M.P. Political & Phy.	5 Pcs.			
22	Graph Paper (Book of 100 Pages)	5 Books			
23	Ribbon (Thick and Thin) Different Colors	10 Pkt			
24	Hard board	10 Pcs			
25	Transparent Polythene bags different Size	500 g.			
26	Ziletin Plastic (Transparent) 3"x3" Fit	250 g.			
27	Water Color	5 Pcs			
28	Painting Brush Different Size	10 Pcs			
29	Colored tape	5 Pcs			
30	Double Sided Tape	10 Pcs			
31	Clay Kit	3 Pkt.			
32	Thumb pins	10 Pkt.			
33	Plastic sheet roll (Large)	5 Roll			
Art Education Dept.					
1.	Water Color Tubes (12Shades)	10 Pkt			
2	Oil Color Box	10 Pkt			
3	Colored Tape	10 Pkt			
4	Acrylic Color	10 Pkt			
5	Chart Paper	100 Pcs			
6	Black Paper	100 Pcs			
7	Transparent Sheets	100 Pcs			
8	Silver Sheets	100 Pcs			
9	Glass Color	10 Pkt			

10	Round Brushes	10 Pcs			
11	Pencil Color	10 Pkt			
12	Crayons Color	10 Pkt			
13	Drawing Pin	50 Pkt			
14	Canvas Roll	10 Roll			
15	Drawing Sketch Pad	10 Pad			
16	Satin Ribbon	10 Pcs			
18	Poster Color	10 Pkt			
19	Colored Paper Strips	10 Pkt			
20	Glitter Powder	5 Pkt.			

List of Examination Material/ Items (PRINTING)

Sr. No.	Description of Goods/Articles/ Items	Approx Quantity Required	Rate per Pc. / Pkt. /Pr.Sqr.Ft/ Unit	VAT %	Total Rate (in INR) Per Pc. /Unit inclusive of All Taxes
1	Examination Answer Books with KVS Logo and KV Damoh Name (10"x7.1/2") containing 16 pages per thousand 65 GSM	1000			
2	Examination Answer Books with KVS Logo and KV Damoh Name (10"x7. 1/2") containing 12 pages per thousand (65 GSM)	1000			
3	Examination Answer Books with KVS Logo and KV Damoh Name (10"x7. 1/2") containing 08 pages per thousand (65 GSM)	1000			
4	Examination Answer Books with KVS Logo and KV Damoh Name (10"x7. 1/2") containing 04 pages per thousand (65 GSM)	1000			
5	Examination Answer Books with KVS Logo and KV Damoh Name (11"x9") containing 16 pages per thousand (65 GSM)	1000			

6	Examination Answer Books with KVS Logo and KV Damoh Name (11"x9") containing 12 pages per thousand (65 GSM)	1000			
7	Examination Answer Books with KVS Logo and KV Damoh Name (11"x9") containing 08 pages per thousand (65 GSM)	1000			
8	Examination Answer Books with KVS Logo and KV Damoh Name (11"x9") containing 04 pages per thousand (65 GSM)	1000			
9	Sealing Wax	1 Pkt.			
10	Rubber Band	Per Kg			

CONFIDENTIAL EXAMINATION QUESTION PAPERS PRINTING

1	Primary Classes two in one Question Paper cum Answer Book (Size 8"x12") Paper Quality 75Gsm Milk White JK/ Century Green Rate per 100 Page	2000 pages			
2	Secondary & Sr. Sec. Section (Size 6"x8") Question Paper Quality 75Gsm Milk White JK/ Century Green Rate per 100 Pages	2000 pages			
3	Secondary & Sr. Sec. Section (Size 6' x 8') Question Paper Quality 75Gsm Milk White JK/ Century Green Rate per 100 Page	2000 pages			
4	Cloth Pasted Envelops 16"x12"	100			
5	Cloth Pasted Envelops 10"x12"	100			
6	Cloth Pasted Envelops 8"x10"	100			

TEACHER'S DIARIES

1	Teacher's Diaries (Revised with part 'A,'B" and lesson notes form (for Middle Secondary & Senior Secondary classes) Total pages 96 each (making with 300 gsm multi colour Duplex Board with Laminated used paper 64 GSM sirpur of century 'A' Grade Mill with perfect Heavy binding)	EACH			
2	Teacher's Diaries for Primary classes total pages 96 (making with 300 gsm Multi colour duplex board with Laminated used paper 64 century 'A' Grade Mill with perfect Heavy binding)	EACH			

3	Teacher's Diaries (Revised with Part 'A, 'B' and lesson notes form (for middle secondary and senior secondary classes)(Total pages 160 marking with hard bound printed with multi colour J.K.art paper used paper 80 Gsm star paper mill)	EACH			
4	Teachers Diaries for Primary Classes (Total pages 160 making with hard bound printed with multi colour J.K.Art paper used paper 80 GSM star paper .	EACH			

STUDENT DIARIES

1	Student diaries with school name and Insignia printed each 6-1/4"x 8" Total pages 104 title four colour printing with cosmo Lamination (Staff List , Holiday list printing charge extra)	Each			
2	Student diaries with school name and insignia printed each 7"x 9-1/4" total pages 148 title four colour printing with cosmo lamination (staff list , holiday list printing charge Totally free)	Each			

सभी सामग्री/वस्तुओं की दरें विद्यालय द्वारा दिये गये उपरोक्त क्रमानुसार ही होनी चाहिये। इस बात का आवश्यक रूप से ध्यान रखा जाये। साथ ही सभी फर्म अपना पंजीयन क्र० / टिन क्र० आवश्यक रूप से अंकित करें। निविदाकर्त्ता इस प्रारूप प्रपत्र में भी निविदा कर सकते हैं। **क्रय की जाने वाली सामग्री/वस्तुओं की मात्रा अनुमानित है जो घट या बढ़ सकती है।**

हस्ताक्षर फर्म प्रोप्राइटर

प्रोप्राइटर का नाम

फर्म का नाम पता एवं सील.....

.....
पंजीयन/टिन नं

सम्पर्क फोन / मोबाइल नं०.....