



केन्द्रीय विद्यालय सिंगरौली जिला सिंगरौली म. प्र. -486889

KENDRIYA VIDYALAYA, SINGRAULI` DISTT. SINGRAULI, M.P. -486889

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F. No 15/Accts/KVSGR/ 2019-20

Date- 27.01.2020

**TENDER NOTICE FOR THE SUPPLY OF PRINTING ITEMS**

1. Sealed quotations for the supply of **PRINTING ITEMS** shown in the attached statement are invited from registered firms/ manufactures/ dealers by the undersigned on behalf of KV **SINGRAULI up to 1.00 pm on 10.02.2020** Quotations should be sent under strong cover marked as "Quotation for the supply of **PRINTING ITEMS**, as per enclosed list and not by the name. The quotations will be opened in the office of the undersigned at **14.00 hrs on 10.02.2020**. However, in case the date of opening is declared a Government Holiday, the tenders will be opened on following working day at scheduled time 14.00 hrs.
2. The quotations shall be submitted according to the terms and conditions specified in paragraphs 3 to 21. Unless specified otherwise in the quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The rates should be F.O.R. and should include transportation cost, excise duty, freight any other rates or imposition whatever liable in respect of the supplies freight etc. GST / Sate Tax at specified rates must be expressly stipulated in the quotation. Only in the event of acceptance of the quotation supply order will be issued to the firm. The responsibility of mentioning correct rate lies with the firm/ Tenderer.
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 should be written above and the same should be attested with full signature by the same signatory, who signed the quotations, in the absence of the attested corrections the quotations is liable to be rejected.
5. The undersigned does not bind to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as he may decide
6. **EMD cost: RS. 2000/- (in form of demand draft only in favour of VVN account KV Singrauli).** The successful bidder will Deposit-Security deposit/performance security which shall be payable @ 10% of the approximate total cost in form of demand draft only in favour of VVN account KV Singrauli within seven days of intimation. Performance security in form of Cheque or Cash will not be accepted.
7. On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation. If the contractor fails to supply the article/ provide services within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market or get the rest of the contract completed by any other person(s) or firm and the difference of price, if any shall be



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deducted from the earnest money/ security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.

8. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
9. Prior to the acceptance of the quotation, the undersigned reserves the right to call for samples or demonstrations, and the contractor shall be liable to supply the samples or give the demonstration free of cost. However, the supply order will be issued for either of the shortlisted category of products only after confirming the quality, rates and other related aspects to the satisfaction of the purchase committee. The undersigned reserves all the rights in this regard.
10. In the event of acceptance of the quotation and placing of the order for purchase, the articles would be subjected to an inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to the approved samples or do not confirm to the specification prescribed.
11. The rates quoted by the contractor shall hold good up to One Year. No amendment in the rate except increase in the rates of GST during the period of execution of the contract will be accepted.
12. The samples of the articles for which rates are invited will be called in office and inspected between 10.00 am to 04.00 pm on any working day (except Saturdays/ Sundays/ Holidays) with prior intimation to firms.
13. Along with the quotation a copy of GST Certificate and Income Tax Clearance Certificate etc. is required to be submitted. The quotation of unregistered firm will not be accepted.
14. These instructions to tenderers are to be signed by the contractors and returned with the tender.
15. Sealed envelope will be opened on **14.00 hrs** on **10.02.2020** in the office of the undersigned in the presence of tenderers, if any. Further, decision regarding supply will be taken up the committee after inspection of the articles; specification, quality etc. and decision of the committee shall be final. If the tender is accepted, the payment of the Bill as per the approved rates of the articles will be made by cheque only.
16. Income Tax /GST will be deducted as per Income Tax Act & Rules.
17. Tenderer will have to supply the articles within 10 days of the issue of supply order.
18. TOLERANCE CLAUSE It is further clarified that the quantities for the said materials and its pages as shown in the volume of work, may get varied. Hence, the purchaser reserves the right for ten percent (10%) plus/ minus in the quantities of the articles while placing the supply order as the rates to be quoted are for the estimated quantities only. The rates once agreed will be valid for one year.
19. UNRESPONSIVE TENDERS The following kind of tenders will be treated as unresponsive tenders"



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- I. Not meeting the qualifying criteria i.e., carrying required financial/ solvency status, regd., with the appropriate authorities for carrying out the described works, furnishing the declaration regarding blacklisting on stamp paper etc
  - II. Tender not enclosed with the required DD/PO/ of EMD amount of Rs. 2000/-
  - III. Unsigned tender document/ terms & conditions / pricing bid document.
  - IV. The specification of the paper attached with the tender document not found of the quality asked for.
  - V. The Tenderer not agreeing to any of the terms & conditions so listed.
20. The undersigned does not bind him-self to accept the lowest quotation and reserves the right to accept the quotation in whole or, in part, i.e., with respect to all the articles mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement as may be decided. Accordingly, the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part.

**21. 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.
- (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 conditions accepted.
- (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- (e) Payment is 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 contract.

**PRINCIPAL  
KV SINGRAULI**

All the above conditions are accepted by me/us.

Tenderer seal & Signature \_\_\_\_\_

Station \_\_\_\_\_

Date \_\_\_\_\_

Name of Signatory \_\_\_\_\_



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## **CHECK LIST OF ENCLOSURES WITH TENDER DOCUMENT**

- 1.** List of similar type of works executed by the firm so far, especially with KVS. Enclosed copies of supply orders, if any.
- 2.** Terms & Conditions from 1 to 21 above duly signed in token of accepting them all unconditionally.
- 3.** Price Bidding document in Annex-I duly filled in with the rates and duly signed with full name and seal of the firm.
- 4.** An affidavit on non-judicial stamp paper of Rs.100/- duly notarized will have to be submitted by the firm declaring that the firm has never been blacklisted by any Govt./ Pvt. Organization/ institution or department.
- 5.** Latest IT Returns of the firm GST Clearance Certificate for the year 2017-18/ 2018-19. Along with the quotations, a copy of Sales Tax Registration / GST Certificate etc. be enclosed.
- 6.** Concerned OEM/ Dealership Certificate for applied Article.
- 7.** Pre Contract Integrity Pact in the prescribed format enclosed with tender.
- 8.** Any other document required by the text inside the document.
- 9.** Please sign. On each pages on each documents / Bid price etc.

Strike out whichever is not applicable.

**Signature of the Bidder with date & Seal of the Firm**

# KENDRIYA VIDYALAYA SINGRAULI

## List of Printing Materials Quotation/Tender 2020

S.N	Name of Items	Specification	Quantity	Rate	GST %	GST AMT.	Total Rate F.O.R
1	Mark Slip	9" x 11" Size	100 Nos.				
2	Arrangement books	Legal size (3x50) set in each book colour paper 54 GSM cream wove paper	Each book				
3	Question papers	Single side 9" x 11" size 58 GSM cream wove paper including composing, printing, stitching & packet packing.	50 Nos.				
4	Question papers	Single side 9" x 11" size 58 GSM cream wove paper including composing, printing, stitching & packet packing.	100 Nos.				
5	Question papers	Single side 9" x 11" size 58 GSM cream wove paper including composing, printing, stitching & packet packing.	150 Nos.				
6	Question papers	Single side 9" x 11" size 58 GSM cream wove paper including composing, printing, stitching & packet packing.	200 Nos.				
7	Question papers	Both side 9" x 11" size 58 GSM cream wove paper including composing, printing, stitching & packet packing.	50 Nos.				
8	Question papers	Both side 9" x 11" size 58 GSM cream wove paper including composing, printing, stitching & packet packing.	100 Nos.				
9	Question papers	Both sides 9" x 11" size 58 GSM cream wove paper including composing, printing, stitching & packet packing.	150 Nos.				
10	Question papers	Both side 9" x 11" size 58 GSM cream wove paper including composing, printing, stitching & packet packing.	200 Nos.				
11	Result Register	Class 1st to 10th (50 pages) 9" x 11" size 80 GSM Maplitho paper.	Each				
12	Result Register	Class 11th to 12th (50 pages) 9" x 11" size 80 GSM maplitho paper.	Each				
13	Progress report card	Class 11th to 12th (single colour) 9" x 11" size 300 GSM Art card sheet.	100 Nos.				
14	Progress report card	Class 1st to 10th on Art card sheet 300 GSM 2 fold multicolor printing.	100 Nos.				

Signature of Proprietor

S.N	Name of Items	Specification	Quantity	Rate	GST		Total Rate
15	Progress report card	Class 1st to 10th on Art card sheet 300 GSM 2 fold double color printing.	100 Nos.				
16	Certificate	9" x 11" size single colour printing Art card sheet 300 GSM.	100 Nos.				
17	Certificate	9" x 11" size double colour printing Art card sheet 300 GSM printing.	100 Nos.				
18	Certificate	9" x 11" size Multicolour printing Art card sheet 300 GSM.	500 Nos.				
19	Vidyalaya Patrika	8 1/2 x 11" size 4 pages colour cover 300 GSM art card + 4 page colour inside 130 GSM art paper + 6 4 pages black and white inside 80 GSM Maplitho paper.	1000 Nos.				
20	CMP Newsletter with designing	9" x 11" size multicolor 4 page on 300 GSM art card sheet	300 Nos.				
21	CMP Newsletter with designing	9" x 11" size multicolor 4 page on 300 GSM art card sheet	500 Nos.				
22	CMP Newsletter with designing	9" x 11" size multicolor 4 page on 300 GSM art card sheet	1000 Nos.				
23	Registration forms & Ackn. Slip	17" x 24" / 4 size ledger paper 4 pages 80 GSM paper	100 Nos.				
24	Invigilator duty sheet (Room diary)	9" x 11" size cream wove paper 58 Gsm both side printing	100 Nos.				
25	Register of school strength	200 pages 13" x 16" size ledger paper.	Each regi.				
26	Admission form	2 page full scape cream wove paper 58 Gsm.	100 Nos.				
27	Staff attendance register	30 pages (15" x 20") ledger paper 80 Gsm.	Each regi.				
28	Student diary	7 1/2 x 9 3/4 size (96 pages) maplitho paper 70 Gsm B/W & Cover multicolour printing 300 Gsm art card.	1000 Nos.				
29	Letter pad	9" x 11" on maplitho 70 Gsm paper	Each pad				
30	Letter pad A5	On maplitho 70 Gsm paper	Each pad				
31	Envelope with printing	9" x 14" single colour printing 80 Gsm	100 Nos.				
32	Envelope with printing	11" x 5" single colour printing 80 Gsm	100 Nos.				
33	Envelope with printing	10" x 4 1/2 single colour printing 80 Gsm	100 Nos.				
34	Invitation card & envelope	Single colour 300 Gsm on art card sheet	100 Nos.				
35	Invitation card & envelope	Double colour 300 Gsm on art card sheet	100 Nos.				

S.N	Name of Items	Specification	Quantity	Rate	GST		Total Rate
36	Invitation card & envelope	multi-colour printing on art card 300 Gsm minimum Qty.	1000 Nos.				
37	Greeting card & envelope	Single color printing on art card sheet 300 Gsm.	100 Nos.				
38	Greeting card & envelope	Double color printing on art card sheet 300 Gsm.	100 Nos.				
39	Greeting card & envelope	multi-color printing on art card 300 Gsm minimum Qty.	1000 Nos.				
40	Test card scout guide & cub-bulbul	On thick card sheet	100 Nos.				
41	Library card	On thick card sheet	100 Nos.				
42	Library register	17" x 27" cream wove paper 60 Gsm as per sample (200 pages each register)	Each regi.				
43	Teacher's daily diary	A/6 size cream wove paper 58 Gsm (100 pages each book)	Each book				
44	Class diary (monitor)	A/6 size cream wove paper 58 Gsm (100 pages each book)	Each book				
45	Teacher's diary (monthly prim. & sec.)	9" x 11" size (156 pages each diary)	Each book				
46	9" x 11" size printing	Single side printing on cream wove paper 58 Gsm paper.	1000 Nos.				
47	9" x 11" size printing	Both side printing on cream wove paper 58 Gsm paper.	1000 Nos.				
48	Student attendance reg.	15" x 20" size 80 Gsm ledger paper 30 pages each reg.	Each regi.				
49	Answer sheet	4 pages 9" x 11" size 58 Gsm cream wove paper.	1000 Nos.				
50	Answer sheet	8 pages 9" x 11" size 58 Gsm cream wove paper with printing	1000 Nos.				
51	Answer sheet	12 pages 9" x 11" size 58 Gsm cream wove paper with printing	1000 Nos.				
52	Answer sheet	16 pages 9" x 11" size 58 Gsm cream wove paper with printing	1000 Nos.				
53	Answer sheet	24 pages 9" x 11" size 58 Gsm cream wove paper with printing	1000 Nos.				
54	Fees receipt book	A/12 size cream wove paper 58 Gsm (1st copy white + 2nd copy colour) paper 2 x 100 each book	Each book				
55	T.A. bill form	A/3 size cream wove paper 58 Gsm both side printed	100 Nos.				
56	Register of summary of daily collection fees	13" x 16" size of ledger paper 50 pages each register	Each regi.				
57	Register of summary of daily collection fees	13" x 16" size of ledger paper 100 pages each register	Each regi.				

S.N	Name of Items	Specification	Quantity	Rate	GST		Total Rate
58	Receipt book for misc income cs-12	A/8 size cream wove paper 58 Gsm (1st copy white + 2nd copy colour) paper 54 Gsm 2 x 100 each set book	Each regi.				
59	In wards register	13" x 16" size on ledger paper 50 pages each register	Each regi.				
60	Telephone Register	13" x 16" size on ledger paper 50 pages each register)	Each regi.				
61	Cash book for S.F. & V.V.N.	13 1/2 x 17" size on ledger paper 80 Gsm (100 pages each register)	Each regi.				
62	Cash book for S.F. & V.V.N.	13 1/2 x 17" size on ledger paper 80 Gsm (200 pages each register)	Each regi.				
63	Stock register (non-consumable)	13 1/2 x 17" size on ledger paper each register	Each regi.				
64	Stock register (consumable)	13 1/2 x 16" size on ledger paper each register as per sample	Each regi.				
65	Income tax A/C register	13 1/2 x 17" size on ledger paper each register (40 pages each register).	Each regi.				
66	Ledger register for s.f. & VVN	13 1/2 x 17" size on ledger paper 80 Gsm ( 100 pages each register)	Each regi.				
67	Dispatch register	13" x 16" size on ledger paper each register as per sample 100 pages each regi.	Each regi.				
68	Postage stamp A/C register	16" x 26" = 4 size on ledger paper each register as per sample	Each regi.				
69	Casual leave register	13 1/2 x 17" size on ledger paper each register as per sample	Each regi.				
70	Leave form	On cream wove paper 58 Gsm	100 Nos.				
71	Requisition slips	9" x 11" size cream wove paper 58 Gsm as per sample	100 Nos.				
72	T.C. Withdrawal form	Cream wove paper 58 Gsm as per sample	100 Nos.				
73	Order book	On ledger paper each register as per sample	Each book				
74	Forms for festival advances	As per sample	100 Nos.				
75	Peon book	6 1/2 x 8" = 8 size on ledger paper as per sample	Each book				
76	ACR book for principal/teaching staff/ non teaching staff	9" x 11" size single colour printing + cover thick card sheet + inner page maplitho paper 70 Gsm	Each book				
77	Petty cash book for sf & vvn	13" x 16" ,A4 size on ledger paper each register as per sample each regi.	Each regi.				
78	Student medical check up cards	9" x 11" size thick colour card sheet	100 Nos.				



79	Tender invitation form	Legal size on ledge paper printing on both side	100 Nos.				
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Signature of Proprietor

S.N	Name of Items	Specification	Quantity	Rate	GST		Total Rate
80	Supply order form	Legal size on cream wove paper printing on single side	100 Nos.				
81	T.A. Advance form	Size cream wove paper 58 gsm as per sample	100 Nos.				
82	Leave application forms (E/L)	9" x 11" size cream wove paper 58 gsm as per sample	100 Nos.				
83	Casual leave application forms	9" x 11" size cream wove paper 58 gsm as per sample	100 Nos.				
84	Newspaper & periodical reg.	13 1/2 x 17" size cream wove paper (100 pages each register) as per sample	Each regi.				
85	Accession register for library	17" x 27" /4 size cream wove paper (100 pages each register) as per sample	Each regi.				
86	Service book	13 1/2 x 17" ledger as per sample	Each book				
87	App for cl/splcl/com leave forms	Legal size cream wove paper 58 gsm as per sample	100 Nos.				
88	Salary register (plain) for pasting of computerized salary sheet 100 page	17" x 27" full white plain sheet	Each regi.				
89	Reimbursement of children allow register	13 1/2 x 17" ledger paper as per sample	Each regi.				
90	Class room observation by the principal / vp/hm	9" x 11" size cream wove paper 58 gsm 50 pages each register.	Each regi.				
91	Daily general supervision diary	9" x 11" size cream wove paper 58 gsm 100 pages each diary . as per sample	Each regi.				
92	Medical bill form	Legal size 58 gsm cream wove paper both side printed. As per sample.	100 Nos.				
93	Cheque & DD issue register	13" x 16" size on ladger paper 80 gsm (100 page each reg) As per sample	Each regi.				
94	CCE assessment register	13 1/2 x 17" ledger paper (50 pages each register) as per sample	Each regi.				
95	Class wise summary of fees & fines collection register CS-54 Reg	16" x 26" /4 size ledger paper (50 pages each register) as per sample	Each regi.				
96	School readiness programme	9" x 11" size cream wove paper 58 gsm 24 pages + cover thick colour sheet	Each				
97	Endorsement to be parents	A/8 size cream wove paper 58 gsm both size printed	Each book				

98	Character certificate book	8" x 13" size maplitho paper 80 gsm as per sample (250 page each reg)	Each regi.				
99	Correction note book supervision record	9" x 11" size maplitho paper 70 gsm as per sample (each book 100 pages)	Each book				

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S.N	Name of Items	Specification	Quantity	Rate	GST		Total Rate
100	Visitor's register	9" x 11" size maplitho paper 70 gsm as per sample (each reg. 100 pages)	Each regi.				
101	Flex Banner	Without printing only sheet white per square feet					
102	Flex Banner	Multi Colour printing per square feet without framing					
103	Framing of Flex Banner per square feet	Multi Colour with thread printing per square feet with framing					
104	Students ID	Multicolour Standard Size per piece					

Signature of Proprietor with Firm Seal

Date:

Place: