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केन्द्रीय विद्यालय छतरपुर

महोबा रोड, छतरपुर (म०प्र०)-471001

KENDRIYA VIDYALAYA CHHATARPUR

Mahoba Road, Chhatarpur (M.P.)- Pin:471001

Phone No: 07682-245577,

CBSE School No.-03196

CBSE Affiliation No.-1000060

E-mail: chhatarpurkv@gmail.com

Website: www.kvchhatarpur.edu.in

F.Tender/KVC/2019-20/

Date:05 /10/2019

निविदाआमंत्रण सूचना TENDER INVITATION NOTICE

Subject: Tender/Quotation for Stationary, CMP, Examination Goods / Articles

1. Sealed Tender/Quotation for the supply of the articles shown in the **attached format** are invited by the undersigned on behalf of Kendriya Vidyalaya Chhatarpur (M.P.) from **06.10.2019 to 21.10.2019** by 12:00 Noon. Tender/Quotations should be sent under strong sealed cover marked as a "**Tender/Quotation For Stationary, CMP, Examination Goods / Articles** in the Vidyalaya by post/ by hand. The quotations will be opened in the office of the undersigned at **12:00 noon. on 22-10-2019.**
2. The quotation shall be submitted according to the terms & conditions specified in paragraphs 3 to 16. 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 GST, 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. The tender / bid is invited for procurement / purchase of goods, services etc. of estimated value of **Rs.2,00,000/- (Rs. Two Lakhs only)**, hence Earnest Money Deposit (EMD) / Bid Security of **Rs.2,000/- (Rupees Two Thousand Only)** through DD/NEFT in favour of Vidyalaya Vikas Nidhi, K.V Chhatarpur (IFSC CODE-UBIN0541044 And A/C No.- 41040205000009) is to be furnished alongwith the Bid/Tender. The Earnest Money Deposit (EMD) / Bid Security will be refunded without interest to all unsuccessful bidders or in the event of rejection of the bid/tender or when the tenders / bids have been finalized for procurement / purchase of goods, services etc.
8. If applicable for the goods / articles, the firm / persons whose quotation is accepted, hereinafter, called the contractor, shall deposit an earnest money of Rs. 10% alongwith the quotation which

shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below:

Security Deposit at 10%

If the contract is not agreeable to pay Security Deposit, The reasons there of should be specified and the undersigned will reserve the right to accept or reject the request.

9. If 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.
10. 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.
11. 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.
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 02 years 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.
18. The contractor whom the above terms and conditions are acceptable shall submit the completed tenders/bids to this Office by **12:00 Noon** in sealed cover on or before **21.10.2019**. The tender will be opened on **22.10.2019** at **12.00 Noon** in the Chamber of Principal, Kendriya Vidyalaya, Chhatarpur (M.P.) in presence of the bidders/tenderers.

Encls.: Tender Format

Principal

Kendriya Vidyalaya Chhatarpur (M.P.)

१/प्राचार्य/Principal
केन्द्रीय विद्यालय Kendriya Vidyalaya
छतरपुर (म.प्र.)-Chhatarpur-471001

Offered in
money will

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KENDRIYA VIDYALAYA CHHATARPUR (M.P.)- 488001

कार्यालयीन, प्राथमिक कक्षाओं का न्यूनतम साझा कार्यक्रम, कला शिक्षा, परीक्षा कार्य आदि सामग्री आपूर्ति हेतु
निविदा प्रारूप (पृष्ठ 1 से 5 तक)

Date:.....

Sr. No.	Description of Goods/Articles/ Items	Quantity	MRP per Pc. / Pkt. / Unit	GST % age	Discount %age on MRP	Total Rate (in INR) Per Pc. / Pkt. / Unit
1	File Cover Simple	1				
2	File Cover Laminated (Spring)	1				
3	File Cover Spring (Simple)	1				
4	File Tag Pack Small	1 Pkt.				
5	File Tag Pack Big Size	1 Pkt.				
6	Gum Bottle 150 ml- Camel	1 Pc.				
7	Gum Bottle 700 ml- Camel	1 Pc.				
8	Carbon Kores	1 Pkt.				
9	Box File Index	1 Pc.				
10	Box File Regzine	1 Pc.				
11	Duster Cloth	1 Pc.				
12	Simple Chalk White	1 Pkt.				
13	Chalk Kores Dustless White	1 Pkt.				
14	Chalk Kores Dustless Colour	1 Pkt.				
15	Eraser Natraj	1Pcs				
16	U Pin	1 Pkt.				
17	Thump Pin	1 Pkt.				
18	All Pin	1 Pkt.				
19	Drawing Pin	1 Pkt.				
20	Natraj Pencil	1 Pkt.				
21	Scale 24 Inch- Steel	1 Pc.				
22	Brown Tape - 1"	6 Pc.				
23	Cello Tape - 1"	6 Pc.				
24	Brown Tape (2" inch)	6 Pc.				
25	Whitener Kores	1 Pc.				
26	Photo Copy Paper Size A4 70GSM(JK Easy Copier)	1 Pkt.				
27	Photo Copy Paper Size FS(JK Easy Copier)	1 Pkt.				
28	Photo Copy Paper Size A3(JK Easy Copier)	1 Pkt.				
29	Photo Copy Paper Size A4 Colour(JK Easy Copier)	1 Pkt.				

30	Envelope White: Size 9'X4"	100			
31	Envelope White: Size 11'X5"	100			
32	Laminated Envelope Size 11'X5"	100			
33	Laminated Envelope Size 10'X12"	100			
34	Refill Blue, Red, Black	1 Pc			
35	Stamp Pad Camel	1 Pc			
36	Stamp Ink- Camel	1 Pc			
37	Ruled Register No. 1	1 Pc			
38	Ruled Register No. 2	1 Pc			
39	Ruled Register No. 3	1 Pc			
40	Ruled Register No. 4	1 Pc			
41	Sketch Pen - Camel	1 Pkt			
42	Stapler Pin - Cores No. 10	1 Pkt.			
43	Stapler Pin - Cores No. 24/6	1 Pkt.			
44	Paper Wait	1 Pcs			
45	Ruled Paper / Plane	1 Dasta			
46	Plastic Rassi	1 Pkt.			
47	Dusting Cloth	1 Pcs			
48	Reynolds Marker Black, Blue & Red	1 Pcs			
49	Chapra/ Sealing Wax	1 Pkt.			
50	Rubber Band	1 Pkt			
51	Thread	1 Pkt.			
52	Binder Clip	1 Pkt.			
53	Writing Pad Hardboard	1 Pc			
54	Steel Ruler 12"	1 Pc.			
55	Steel Ruler 6"	1 Pc.			
56	Stapler Small	1 Pc			
57	Stapler Medium	1 Pc			
58	Stapler Big	1 Pc			
59	Register 100 pages	1 Pc			
60	Register 150 pages	1 Pc			
61	Register 200 pages	1 Pc			
62	Dak Pad	1 Pc			
63	Page Flag	1 Pkt			
Primary Classes C.M.P. Dept.					
1	Drawing Sheet / Chart Paper	1 Pkt			

2	Thermo coal Sheet Thick	1 Pkt			
3	Thermo coal Sheet Thin	1 Pkt			
4	Brown Sheet	1 Pkt			
5	Florescent Sheet	1 Pkt			
6	Glazed Paper	1 Pkt			
7	Hand Made Sheet	1 Pkt			
8	Thick Sheets (Drawing Japanese)	1 Pkt			
9	Fevicol	1 K.G			
10	Gum Stick	1 Pcs			
11	Fevi Stick	1 Pcs			
12	Sketch Pens Different Types Thick	1 Pkt			
13	Sketch Pens Different Types Thin	1 Pkt			
14	Wax Colour	1 Pkt			
15	Maps of India - Political	1 Pc			
16	Maps of India - Physical	1 Pc			
17	Chart :- Animal Plants	1 Pkt			
18	Chart :- Plants	1 Pkt			
19	Chart :- Leaders	1 Pkt			
20	Chart :- Flowers	1 Pkt			
21	Chart :- Different houses	1 Pkt			
22	Chart :- Transports	1 Pkt			
23	Chart :- Insect Birds	1 Pkt			
24	Chart :- Kitchen Equipment	1 Pkt			
25	Chart :- Utensils	1 Pkt			
26	Farming Tools Charts	1 Pkt			
27	House Building Tools Charts	1 Pkt			
28	Good Habits Charts	1 Pkt			
29	Map of M.P. Political	1 Pkt			
30	Map of M.P. Physical	1 Pkt			
31	Graph Paper	1 Pkt			
32	Ribbon Thick Different Colours	1 Pkt			
33	Ribbon Thin Different Colours	1 Pkt			
34	Ice-cream Sticks Spoons	1 Pkt			
35	Hard board	1 Pcs			
36	Rubber Bands	1 Pkt			
37	Balloons	1 Pkt			
38	Transparent Polythene bags 2"x3"	1 Pcs			
39	ZiletinPlastic (Transparent) 3"x3"	1 Pcs			
40	Water Colour	1Pkt			

41	Painting Brush Different Size	1 Pcs				
42	Coloured tape	1 Pc.				
43	Double Sided Tape	1 Pc.				
44	Clay Kit	1 Pkt.				
45	Thumb pins	1 Pkt.				
46	Plastic sheet roll (Large)	1 Roll				
47	Mathematical Kit	1 Pc				
48	Abacus	1 Pc				
49	Fractional Disc (Kit)	1 Pc				
50	Different Shapes (Circles, Cubes, Suqares etc.) Medium Size	1 Pc				
Art Education Dept.						
1	Water Colour Tubes (12Shades)	1Pkt				
2	Oil Colour Box	1 Pkt				
3	Coloured Tape	1 Pkt				
4	Acrylic Colour	1 Pkt				
5	Chart Paper	1 Pcs				
6	Black Paper	1 Pcs				
7	Transparent Sheets	1 Pkt				
8	Silver Sheets	1 Pcs				
9	Highlighter	1 Pcs				
10	Glass Colour	1 Pkt				
11	Round Brushes	1 Pkt				
12	Pencil Colour	1 Pkt				
13	Crayons Colour	1 Pkt				
14	Camline Black ink	1 Pcs				
15	Canvas Roll	1 Roll				
16	Drawing Sketch Pad	1 Pad				
17	Drawing Book (Sketch Copy)	1 Pcs				
18	Saton Ribbon	1 Pcs				
19	Poster Colour	1 Pkt				
20	Coloured Paper Strips	1 Pkt				
21	Ball Pen(Butter Flow Reynold) Green, Blue, Red,Black	1 Pkt				
22	Tag Big	1 Lachhi				
23	Tag Small	1 Lachhi				
24	Glitter Powder	1 Pkt.				
25	Gard file	1 file				
26						

नोट: निविदा प्रपत्र सील बंद लिफाफे में हो एवं लिफाफे के उपर की ओर "कार्यालयीन, प्राथमिक कक्षाओं का न्यूनतम साझा कार्यक्रम, कला शिक्षा, परीक्षा कार्य आदि सामग्री आपूर्ति हेतु निविदा प्रारूप" अवश्य लिखें।

विशेष: सभी सामग्री/वस्तुओं की दरें विद्यालय द्वारा दिये गये उपरोक्त कम एवं मात्रानुसार 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। निविदाकर्ता इस प्रारूपप्रपत्र में भी निविदा कर सकते हैं।

घोषणा: मुझे निविदाप्रपत्र में उल्लिखित सभी आपूर्ति एवं सेवा शर्तें / नियम स्वीकार हैं।

हस्ताक्षर फर्म प्रोप्राइटर

प्रोप्राइटर का नाम

फर्म का नाम पता एवं सील.....

पंजीयन/टिननं

सम्पर्कफोन/ मोबाइल नं०.....

FORMAT OF QUOTATION

Sr. No.	Article with full description		Amount in Rs. (Including GST)
1	Student's daily attendance Register	Sufficient for 60 Students (With Hard Board Binding as per KVS format	
2	Teacher's diary Primary Section	Sufficient for whole year With Hard Board Binding 100 Pages as per KVS latest format	
3	Teacher's diary Secondary Section	Sufficient for whole year With Hard Board Binding 100 Pages as per KVS latest format	
4	Student diary, Medium size With multicolor laminated cover Student diary, Medium size without multicolor laminated cover	6 1/4" * 8" Total 88 Pages (Approx.) 6 1/4" * 8" Total 88 Pages (Approx.)	
5	Character Certificate book	(Long Size) 100 Pages Duplicate bound as per KVS latest format	
6	Staff Attendance Register	(Arrival & Departure) 80 Pages with binding as per KVS latest format	
7	Ledger for School Fund & VVN	100 Pages (Large Size) as per KVS latest format	
8	Cash Book for School Fund & VVN	100 Pages (Large Size) as per KVS latest format	
9	Stock Register Consumable & Non Consumable	100 Pages (Large Size) as per KVS latest format	
10	Letter Receipt or Dispatch Register	100 Pages (Large Size) as per KVS latest format	
11	Admission & withdrawal Register	100 Pages (Large Size) as per KVS latest format	
12	Teacher Arrangement Register	80 Pages as per KVS latest format	
13	Summary of daily Collection & fines	80 Pages as per KVS latest format	
14	Peon Book	100 Pages as per KVS latest format	
15	TC Withdrawal forms	Per 100 as per KVS latest format	
16	Admission form on ledger paper Both side Printed	Per 100 as per KVS latest format	
17	Tender Invitation from Both side Printed	Per 100 as per KVS latest format	
18	Comparative Statement of Quotations	Per 100 as per KVS latest format	
19	Requisition forms	Per 100 as per KVS latest format	
20	Supply order forms	Per 100 as per KVS latest format	
21	TA Bill form	Per 100 as per KVS latest format	
22	Medical Reimbursement forms	Per 100 as per KVS latest format	
23	Pay bill forms	Large Size Per 100 as per KVS latest format	
24	Children Education allow. forms	Per 100 as per KVS latest format	
25	Register & issue Book form library	Each as per KVS latest format	
26	Income Tax A/C Register	100 Pages as per KVS latest format	
27	Service book for staff	Each as per KVS latest format	
28	Envelopes Printed with school name & Logo	6" * 4" Per 1000	
29	Envelopes Printed with school name & Logo	9" * 4" Per 1000	
30	Envelopes Printed with school name & Logo	11" * 5" Per 1000	
31	Chalk box (No dust able)	Per Box	
32	Chalk box (dust able)	Per Box	
33	Photo Copies Paper	A-4 Size Per Ream	
34	Photo Copies Paper	A-3 Size Per Ream	
35	Photo Copies Paper	F-S Size Per Ream	
36	Blank CD (Writable & Re-Writable)	Each	
37	Yellow Envelopes cloth Binding (12x16)	(Big Size) Each	
38	Yellow Envelopes cloth Binding (10x12)	(Medium Size) Each	
39	Carbon Paper	(Kores) Each	

40	File Folders	Each
41	Typing Fluid	30 M/. (Kores Deluxe)
42	Stamp Pad	Each
43	Cello Tape Big (2" & 4")	Each
44	Writing pad	100 skes
45	All Pins	100 Gram Pkt
46	Tag Big Green	100
47	Gum Bottle	Each Bottle 700 ml
48	Stapler Pin No. 10	Per Box
49	Rubber Band (Big Size)	(Per K.G)
50	Plastic Sutli	(Per K.G)
51	Sealing Wax	Per Box
52	Answer Sheets	4 Pages (9"*11") Per 1000, 60gsm cream wove.
53	Answer Sheets	8 Pages (9"*11") Per 1000, 60gsm cream wove.
54	Answer Sheets	12 Pages (9"*11") Per 1000, 60gsm cream wove.
55	Answer Sheets	16 Pages (9"*11") Per 1000, 60gsm cream wove.
56	Graph Paper	Size 9"*11" Per 100
57	Outline Maps	Per100
58	Wax Coated thread ball	100 G.m
59	Mark Slips	(Primary) as per KVS latest format
60	Mark Slips	(Secondary) as per KVS latest format
61	Medical Checkup	(Both Side Print) Each as per KVS latest format
62	Drawing Pins	Per 100 G.m Packet
63	Thread	(Guchhi) Per
64	Sutli	Per K.G.
65	Result Register Primary Section	(Sufficient for 60 Students) Each as per KVS latest format
66	Result Register Secondary Section (VI-X and (XI-XII)	(Sufficient for 60 Students) Each as per KVS latest format
67	Report Card Primary Report Card Primary(Multicolour)	I,II & III to V Each as per KVS latest format
68	Report Card Secondary – VI to X Senior Secondary – XI to XIII	VI to X and XI to XII Each (Multicolour) as per KVS latest format
69	Result Sheet for Compilation of mark & Grade for Primary Section	Each as per KVS latest format
70	Result Sheet for Compilation of mark for Middle Section	Each as per KVS latest format
71	Result Sheet for Compilation of Remark for Senior Secondary Section	Each as per KVS latest format
72	Invigilation duty statements (In Register form)	Each as per KVS latest format
73	Receiving of ABS (In Register form)	Each as per KVS latest format
74	List of Absentee (In Register form)	Each as per KVS latest format
75	Issuing of answer Books (In Register form)	Each as per KVS latest format
76	Seating Plan form	Per 100 as per KVS latest format
77	GPF Collection & Deposit form	100 Pages Each
78	Question Paper Printing 9"x11"	100 question paper
79	Cheque issue Register	100 Pages Each
80	Letter Pads with School Name Printed9"x11"	100 Pages
81	Full Scape	Size 8"*13"
82	Medium	Size 10½"*5"
83	Issuing of AB (Statements) in Register form	Each.
84	Duster (Wooden)	Each

85	File (Spring Laminated)	Each	
86	File (Without – Spring)	Each	
87	Professional Tax Maintenance Register	Each (for whole year)	
88	Roller (Riso-KS-800)	Each	
89	Ink Bottle (Riso-KS-800)	Each	
90	Cartridge for Sharp AR6023NV Digital Copier	Each	
91	School Magazine (Book Side) with colored printing 80 pages	Each	
92	Register Long	Each	
	100 Pages	Each	
	140 Pages	Each	
93	200 Pages	Each	
	Class Diary (Both Side Printing 200 Pages) as per KVS latest format	Each	
94	Ink for Photocopy Machine (Model No. -5816 LV)	Per Pack	
95	Paper weight (Glass)	Each	
96	GPF/CPF/NRDC Maintenance Register	Each	
		TOTAL	

Sign.....

Name of Proprietor.....

Seal

Name Of the Firm-----

PAN No.....

GST No.....