



केन्द्रीय विद्यालय
KENDRIYA VIDYALAYA
ओट्टप्पालम OTTAPALAM

Office / कार्यालय : 0466-2244388

Resi. / आवास : 0466-2244788

E-mail :

pincipalkvottapalam@gmail.com

Website :

www.pallapuram.kvs.ac.in

पालप्पुरम, Palappuram,

ओट्टप्पालम Ottapalam

पालक्काड ज़िला, Palakkad Dt.

केरल Kerala-679 103

Ref:F.No. 56/KV/OTP/2021-22

Date:01.10.2021

To

Sub : "Invitation for Quotations for Stage Curtains"-- reg
Sir/Madam,

Kendriya Vidyalaya Ottapalam, an Autonomous Body under Government of India ,is an Educational Institution under Kendriya Vidyalaya Sangathan 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 among others.

2. Sealed competitive quotations from the service providers are invited by the Principal Kendriya Vidyalaya Ottapalam on behalf of Kendriya Vidyalaya Sangathan for the supply of the following items:

Brief description of service
Stage Curtains Stitching Type with Pleates- Satin heavy Ice crush

Sl.No.	Description of goods/ equipment	Qty	Rate per mtr	Total Amount Without GST	GST Rate In %	GST amount	Total Amount With GST
1	Cloth	320mtr					
2	Stitching	78P					
3	Design scale up stitching	32.50F					
4	Fitting accessories + Labour						

3. Bid Price

- a. The contract shall be for the supply of the above mentioned items/services to the KV Ottapalam. The bidder shall quote the item / services in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, initialing with date 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 liveable should be quoted separately.
- c. The rates quoted by the bidder shall be fixed for the **duration of the contract i.e for one year** -from the date of award of the contract.
- d. The prices should be quoted in Indian Rupees only.
- e. Each bidder shall submit only one quotation;
- f. Quotations are not acceptable if submitted through e-mail/Fax etc.
- g. The Quantity can be increased or decreased. The payment will be made in actual on measurement after completion of work.
- h. The bid should be submitted along with EMD for Rs.1000/- through DD/RTGS in favour of "**Kendriya Vidyalaya Ottapalam** VVN Account" payable at Ottapalam (UBI Ottapalam Account No.580002050000002' IFSC Code:UBIN0558001 The EMD paid will be refunded in the case of unsuccessful bidders within 90 days from the date of opening of Quotation. Quotation without EMD of Rs.1000/- shall be rejected. **Earnest money is exempted for registered firms of KV Ottapalam only.**
- i. The firm/Contractor should enclose supporting documents regarding registration certificate for similar contract work /GST/IT- PAN /TAN / without fail.
- j. The bidder shall deposit an amount of Rs.100/- (Rupees One Hundred only) DD/through RTGS to "**Kendriya Vidyalaya Ottapalam** VVN Account" (UBI Ottapalam Account No.580002050000002, IFSC Code: UBIN0558001, towards tender fee. if the form is downloaded from the web site.
- k. **The bidder shall attach the duly signed Pre-Contract Integrity pact as Annexure to the Tender Document.**
- m. The Contractor may visit the Vidyalaya for measurement of the area if required. .

4. Validity of quotations

The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.

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) Conform to the terms and conditions and specifications.

The evaluation would be done for all the items/services separately. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. **The contractor shall keep in mind that the rates quoted shall be competitive and do not in any manner whatsoever compromise with the quality of items and services to be provided by him as per the terms and conditions.** KV Ottapalam will award the contract to the responsive bidder whose quote is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

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 3 and 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 shall 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/ services.
- (e) Payment shall be made within 15 days after the supply is completed.

(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 award of the contract.

(g) The successful bidder has to deposit **performance security** with the KV Ottapalam an amount of 5% of total cost in favour of "**Kendriya Vidyalaya Ottapalam VVN Account**" through RTGS, at the time of award of contract. The EMD of Rs.1000/- will be adjusted against the security Deposit amount, if paid by RTGS.

7. Last date and time of receipt of quotations:

You are requested to drop the sealed quotations in the Tender Box kept at Vidyalaya Office with super scribed on the envelope as "Invitation for Quotations for Stage Curtains " on or before 13.10.2021 (15 hours). The quotations shall be opened on 13.10.2021 at 15.15 hrs. The bidders or their representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

Yours faithfully,

PRINCIPAL

Principal
Kendriya Vidyalaya
Ottapalam
Kerala - 679 103

4
केन्द्रीय विद्यालय
ओट्टापलम
करले-६७९२०३

TERMS AND CONDITIONS

1. The Contractor of the contract shall begin the work only after obtaining the APPROVAL OF THE Maintenance Committee of the Vidyalaya with regard to the quality of the Material to be used for the work.
2. The awardees of the contract shall be liable to compensate the damages caused to the building or the materials in the building, if any, during the work.
3. The awardees of the contract shall be liable to pay compensation/penalty if the said work is not completed within the stipulated time.
4. The Labourers should maintain proper discipline and decorum when on duty in the Vidyalaya
5. Payment will be online transaction to account of the firm within 15 working days after the satisfactory completion of each contract, after deducting TDS/ST/Cess as applicable. In case the services rendered are found to be unsatisfactory by a committee nominated by the Principal, a penalty of 2 to 5 % of the contract value will be imposed at the discretion of the Principal, which shall be binding and final. Under no circumstances the contractor will paid advance money.
6. The Vidyalaya reserves the right to terminate the contract at any time without assigning any reasons thereof, if the services are found unsatisfactory and award the contract to the next successful bidder. In that case, the Contractor will lose his Performance guarantee amount.

Signature of the Supplier:

Principal
Kendriya Vidyalaya
Ottapalam
Kerala - 679 103

4
केन्द्रीय विद्यालय
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APPLICATION PROFORMA

- 1. Name of the firm / : _____
- 2. Name of the Proprietor : _____
- 3. Address : _____
- 4. Telephone No. : _____
- 5. License No. : _____
- 6. PAN, TIN, ST Nos. : _____

(Attach Proof)

7 Rate quoted for Stage

SI No	Item I Descriptions	Quantity	Unit	Rate with materials GST/Tax if any	Remarks
	Cloth	320 mtr			
	Stitching	78p			
	Dassian scale up stitching	32.50T			
	Fitting accessories + Labour				

Declaration:

I have gone through the Tender proforma of Kendriya Vidyalaya Ottapalam carefully and agree to offer my services to the Vidyalaya as per the terms and conditions mentioned in the tender without any deviation. whatsoever at the rates quoted in the column No. 5 of above.

I have deposited/Not deposit Rs...../- through RTGS in favour "of "Kendriya Vidyalaya Ottapalam VVN Account"

Date :

Signature with date and stamp