



केंद्रीय विद्यालय, सी.आर.पी.एफ कैम्प, झाड़ौदा कलां  
KENDRIYA VIDYALAYA CRP F CAMP, JHARODA KALAN  
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Ref. No. F-PURCHASE./KVJK/2023-2024/

दिनांक: 17.04.2023

1. मैसर्स परफेक्ट प्रिंटर्स एंड ट्रेडर्स, ए-2/10, सैक्टर-15, रोहिणी, दिल्ली -110085
2. मैसर्स आदिनाथ एंटरप्राइसिस, 29, निशांत कुंज, पिलर नं. 332 के नजदीक, पीतम पुरा, दिल्ली-110034
3. मैसर्स जगदीश प्रिंटर्स एंड कंप्यूटर सोलुशंस प्राइवेट लिमिटेड, एच-257, सैक्टर-3, डीएसआईआईडीसी, बवाना, दिल्ली-110039
4. मैसर्स लक्ष्मी स्टोर, बी-1606, शास्त्री नगर, दिल्ली-110052
5. मैसर्स प्रवीण ब्रोडर्स, नौचंदी, मेरठ सिटी
6. मैसर्स विनोद एंटरप्राइसिस, शास्त्री नगर, मेरठ
7. मैसर्स जयको फाइन प्रिंटर्स, राजेंदर नगर, मेरठ
8. मैसर्स सौरभ एंटरप्राइसिस, शास्त्री नगर, मेरठ

विषय: “Invitation for Quotations for supply of Stationary & Printed Articles for use in  
Kendriya Vidyalaya CRPF JHARODA KALAN New Delhi – reg.”

महोदय,

The Kendriya Vidyalaya Sangathan a centrally funded Autonomous Body is 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. Employee.

Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya, CR PF: JHARODA KALAN for supply of the following items for a period of 01 year which may be extended.

S.No.	Brief description of goods	UNIT	RATE	TAX IF ANY	AMOUNT INCLUDING TAX PER UNIT
LIST ENCLOSED					

Where Bureau of Indian Standards (BIS) certification marked goods are available in market, goods with those or equivalent marking only shall be offered.

**3. Bid Price**

a) The contract shall be for the supply of the mentioned items to the KVS. The bidder shall quote for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initiating, dating and rewriting.

All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties leviable should be quoted separately.

The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only)

The price should be quoted in Indian Rupees only.

Each bidder shall submit only one quotation.

Telex or Facsimile quotations are not acceptable.

The bid should be submitted along with EMD for Rs. 5000/- by Bank Draft in favour of Principal Kendriya Vidyalaya Jharoda Kalan New Delhi

The firm should enclose supporting documents regarding registration of VAT/ST/ITPAN/GST.

**4. Validity of quotations**

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

**5. Evaluation of quotations**

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are :-

Properly signed, and  
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:**

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 5 above.

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.

The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.

Normal commercial warranty/guarantee shall be applicable to the supplied goods.

Payment shall be made within 30 days after the delivery of goods and their acceptance.

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 a time prior to the award of the contract.

The successful bidder has to deposit performance security with the Rs.5000/- in favour of Kendriya Vidyalaya CRPF JHARODA KALAN in the form of DD.

**07. Last date and time of receipt of quotations.**

You are requested to submit the sealed quotations in the Office of Kendriya Vidyalaya, CRPF Jharoda Kalan New Delhi subscribed on the envelope as "Quotations for the supply of stationary on 04.05.2023 latest by 12.30 p.m." The quotations shall be opened at 01.00 P.M on the same day. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

भवदीय

(डॉ. सुनील कुमार)  
प्राचार्य

**LIST OF STATIONARY ITEMS**

S.No.	Name of articles	Description	Rates
1	Envelope 10.5x4.5" with School Name on 100 gsm paper	Per 1000	
2	Cello Tape ½" Brown/Transparent	Each	
3	Cello Tape Big 1" Brown/Transparent	Each	
4	Cello Tape Big 2" Brown/Transparent	Each	
5	Correction/ Permanent/White board Marker Pen	each	
6a	Chalk Box (Without Dust)/ Kores Non dust	Per Box	
6b	Chalk Box (Without Dust)/premium/colour quality crown 50 stick approx	Per Box	
7	Duster plastic good quality black board	each	
8	Duster for Cloth (good quality)	Each	
9	Duster for Wooden Best Quality	Each	
10	Thread ball	Each	
11	Tag White/Green	Packet	
12	Envelope cloth line 12 x 16	Each	
13	Envelope cloth line 12 x 10	Each	
14	File Board 10x 14 hard board with corner	Each	
15	File Covers Best Quality with School Name Printed 350 gms	Each	
16	Ruled Register 2Q.Hard bound 60/65 gsm paper	Each	
17	Ruled Register 3Q.Hard bound 60/65 gsm paper	Each	
18	Ruled Register 4Q.Hard bound 60/65 gsm paper	Each	
19	Photo Copier Paper A4 Size spectra/Century	Per Rim	
20	Photo Copier Paper FS Size spectra /Century	Per Rim	
21	Sutli Plastic Roll	each	
22	Stapler pin small pkt	each	
23	Ruled Paper 13x 16	Ream	
24	Rubber Band Pkt Nylon	each pkt	
25	USB PEN DRIVE 8 GB	each	
26	Pen ball	each	
27	Fevi stick	each	
28	All Pin Bell	each	
29	Index / Gaurd File/ Med.Pasting file	each	
	<b>Printing Items &amp; Material</b>		
1	Any Booklet/ Profile/performa/OTBA/HOTS for student or Staff on 70/80 gsm paper single colour printing for pri/sec per 4 pg.	per 100	
2	Any Booklet/ Profile/performa/OTBA/HOTS for student or Staff on 90/100 gsm paper Multi colour print for pri/sec per 4 pg.	per 100	
3	Any Booklet 8.25x10.7"4colour printing front & back of cover common on art card imported 250/270gsm Including Binding /designing/printing or pasting	per 100	
4	Certificate merit 300 gms art card Multi color colour printing above 500 qty	Per 100	
5	Certificate merit 300 gms art card Multi color colour printing above 1500 qty	Per 100	
6	Cash Book/Ledger Full PVC hard bound Binding rexen	Each	
7	Any class Observation Diary or performa	Each	
8	Printed Form According to KVS A/4 both side 70 gsm on White maplitho paper	Per 100	
9	Printed Form According to KVS A/4 size single side 70 gsm on maplitho paper	Per 100	
10	Printed Form According to KVS FS size both side 70 gsm on White maplitho paper	Per 100	
11	Printed Form According to KVS FS size single side 70 gsm on White maplitho paper	per 100	
12	Printed Register According to KVS 250 pages 80/70 gsm ledger paper bilt	Each	
13	Printed Register According to KVS 120 pages 80/70 gsm ledger paper bilt	Each	
14	Printed Register According to KVS 100 pages 80/70 gsm ledger paper bilt	Each	
15	Printed Register According to KVS 64 pages 80/70 gsm ledger paper bilt	Each	

16	Student Diary 6 1/2x7 3/4" ,120 pgs 64 gsm with 4 colour cover board with lam.perfect pasting	Each	
17	Class Attendance student Reg. on 100 gsm paper bilt 10x15" hard bound Multicolour printing	Each	
18	Teacher Attendance Register 100 gsm hard bound	Each	
19	Teachers Arrangement Book big size 10x15" 70 gsm	Each	
20	Teacher/monitor Daily Diary with hard board bound 70 gsm	Each	
21	Teachers Diary for Primary/Secondary Classes on 80 gsm Hard Bound	Each	
22	Medical/Profile/progress Card etc yellow / white printing 7X10" on card sheet	Per 100	
23	News Letter printing in four Colour Size 8.5 x10.5" on 170 gsm Art Paper Per 4 page	per 1000	
24	<b>Vidyalaya Patrika</b> size 8½x10½" with Designing and Binding perfect		
25	Cover 4 Colour Printing on artcard Bilt 300gsm with lamination	Each	
26	4 Colour Printing on art paper Bilt 135 gsm	per 4 pages	
27	Text matter single colour printing on maplitho paper of 80 gsm.	per 4 pages	
	<b>EXAMINATION Printing Material</b>		
1	Grade slip for Primary/secondary 70 gsm 8.5 x 10.5 both side	Per 100	
2	Marks Slip Tests secondary on 70 gsm 5x14"	Per 100	
3	Date sheet for UT / HY / Annual Examination	Per 100	
4	Ans. Book 8.5x10.5" 4 Pages Printed on Balarpur or equivalent 68 GSM	Per 1000	
5	Ans. Book 8.5x10.5" 8 Pages Printed on Balarpur or equivalent 68 GSM	Per 1000	
6	Ans. Book 8.5x10.5" 12 Pages Printed on Balarpur or equivalent 68 GSM	Per 1000	
7	Ans. Book 8.5x10.5" 16 Pages Printed on Balarpur or equivalent 68 GSM	Per 1000	
8	Ans. Book 8.5x10.5" 24 Pages Printed on Balarpur or equivalent 68 GSM	Per 1000	
9	Examination Question Paper Printing size 8.5x10.5" first 100 70 gsm	per page/100	
10	Exam.Question Paper Printing size 8.5x10.5" Next 100 70 gsm	per page/100	
11	Examination Question Paper Printing size 10x7" per100 70 gsm	per page/100	
12	Block Making charges per sq. inch	per Sq. inch	
13	Folding, Sticking and Binding charges	Per 100	
14	Envelope Packing Charges cloth line or good quality	Each	
15	Progress sheet for all classes printed FS/A4 size Approx on 100 gsm Bilt paper	per 100	
16	A Single Colour printing with logo as water mark	per 100	
17	B Multi Colour printing with logo as water mark	per 100	
18	Progress Report for pri./ Sec. /Middle etc 4 pages 11x8.5 (4 colour)250 gsm	Per 100	
19	Result Register for Senior Secondary/Secondary/primary 8x 13 for upto 120 pages	Each	
20	Graph paper 9x11"	Per 100	
21	Out Line Maps. Physical and Political	Per 100	
22	Question paper setting performa	per 100	
23	Registration Form for new admission with dual no. fs size both side 80 gsm ledger paper	per 1000	
24	Flaps Folder Multi Colour printed on single side on 220 gsm art card	Per 100	
25	Ruled Register Hard bound lotus 144 pg	Each	
26	Ruled Register Hard bound Lotus 192pg	Each	