



केंद्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN  
केंद्रीय विद्यालय , बिलासपुर / KENDRIYA VIDYALAYA BILASPUR  
गुरु नानक चौक के पास बिलासपुर / NEAR GURUNANAK CHOWK BILASPUR

Ref: No.F.15/KV/BSP/2019-20/

Dated : 13.03.2020

To  
M/s \_\_\_\_\_

Sub:- Invitation for Quotations for Printing & Supply for Examination , Games & Sports , CCA etc..

Sir/Madam ,

1. The Kendriya Vidyalaya Sangathan a centrally Autonomous Body, is a Society registered under Societies Registration Act 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up the imparting education to the children of transferable Central Govt. Employees.
2. Sealed competitive quotations from the Registered Firm are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for supply of the following items.

Sl.No.	Brief description of goods	Specifications	Quantity (Approx)	Delivery period	Place of delivery
LIST ENCLOSED.					

Where Bureaus of India 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 , initialing dating 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 livable should be quoted separately.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract ( and shall be quoted in Indian Rupees only ) .
- d) The Price should be quoted in Indian Rupees only.
- e) Each bidder shall submit only one quotation.
- f) Telex or Facsimile quotations are not acceptable.
- g) The bid should be submitted along with EMD for Rs. 10000/- by Bank Draft in favour of “ Vidyalaya Vikas Nidhi, Kendriya Vidyalaya, Bilaspur ”
- h) The firm should enclosed supporting documents regarding registration of GST /VAT/ST/ITPAN.
- i) Firm should submit attested copy of valid trade licence obtained from concerned agencies .
- j) PAN No. GST No. and Current IT clearance certificate ( attach copy )

04. Validity of quotations

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

05. Evaluation of quotations :

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

- a) Properly signed , and



:: 2 ::

- b) 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.

**06. 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 quotation and to cancel the bidding process and reject all quotations of any time prior to the award of the contract.
- The successful bidder has to deposit performance security with the " Kendriya Vidyalaya , Bilaspur" of the amount of Rs. 10% of cost of work awarded in favour of " Vidyalaya Vikas Nidhi, Kendriya Vidyalaya Bilaspur " in the form of DD only.

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

You are requested to submit the sealed quotations by **Speed Post/ Registered Post** only ( by hand not accepted ) super scribed on the envelop as " **Quotations for Printing** " due on **27.03.2020** latest by 02.00 p.m. The quotations shall be opened at **02.00 p.m.** on **28.03.2020** The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

The purchaser looks forward to receiving the quotation and appreciate the interest of the bidders in the KVS.

Yours faithfully

Encl: List of articles .

PRINCIPAL



**KENDRIYA VIDYALAYA BILASPUR ( CG)**

**List of Articles for Printing**

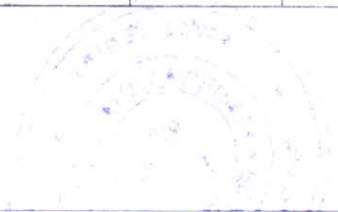
Sl.No	Name of items	Unit	Unit Rate	GST/ Tax	Rate with taxes
01	Daily attendance Register(As per Sample)	Each			
02	Fees receipt books in duplicate with school name(As per Sample)	Each			
03	Register of summary of daily collection(As per Sample)	Each			
04	Receipt book for misc income(As per Sample)	Each			
05	Pay bill register(As per Sample)	Each			
06	TA bill forms(loose sheets) (As per Sample)	Each			
07	Cash book School Fund(As per Sample)	Each			
08	Cash Book for VVN(As per Sample)	Each			
09	Stock Register (Non-Consumable)( (As per Sample)	Each			
10	Stock Register (Consumable)( (As per Sample)	Each			
11	Advance Recoverable A/C Register ( (As per Sample)	Each			
12	Dispatch register(big size , 400 pages) (As per Sample)	Each			
13	Postage stamp Register(As per Sample)	Each			
14	Medical reimbursement forms(As per Sample)	Each			
15	Casual leave Register(As per Sample)	Each			
16	Admission forms(As per Sample)	100			
17	Withdrawal forms(As per Sample)	100			
18	Staff attendance Register(with 100 number of pages) (As per Sample)	Each			
19	Class wise summary of fees and fine register(As per Sample)	Each			
20	Character certificate books (As per Sample)100 pages	Each			
21	Admission and withdrawal register(As per Sample)	Each			
22	Daily attendance Register(As per Sample)	Each			
23	Pay bill Register(As per Sample)	Each			
24	TA bill forms(Loose sheets) (As per Sample)	100			
25	Advance recoverable A/C Register(As per Sample)	Each			
26	Postage stamp Register(As per Sample)	Each			
27	Essentiality Certificate (As per Sample)	100			
28	Essentiality Certificate (As per Sample)	100			
29	Provident Fund Register (As per Sample)	Each			
30	Form for payment of claims other than establishment(As per Sample)	100			
31	Cheque & Draft receipt register(As per Sample)	Each			
32	LTC form(As per Sample)	100			
33	Tender invitation form(As per Sample)	100			
34	Stock Verification form(As per Sample)	100			
35	LTC Register(As per Sample)	Each			
36	Registration form for admission(As per Sample)	100			



37	Answer sheet 16 pages(28x22 .5cm) as per Sample)52 gsm With caging	1000			
38	Answer sheet 12 pages(28x22.5cm) As per Sample) 52 gsm	1000			
39	Answer sheet 8 pages(28x22.5 cm) As per Sample) 52 gsm	1000			
40	Answer sheet 4 pages(28x22 5. cm) As per Sample) 52 gsm	1000			
	Answer sheet 4 pages(28x22 .5cm) As per Sample) 52 gsm ( Unprinted )	1000			
41	Polyester un punched plate(Technova) Thickness-100 microns ,width-216 mm ,length -368 mm Answer sheet 16 pages(28x22) (As per Sample))				
42	Result Register(Primary) for 1 & 2, 50 page size-8x13(As per Sample))	Each			
43	Result Register(Primary) for 3 & 5, 50 page size-8x13(As per Sample))	Each			
44	Result Register(Secondary) for 1 & 2, 50 page size-8x13(As per Sample))	Each			
45	Grade list(As per Sample)	100			
46	CCE sheet(As per Sample)	100			
47	Annual Overall Sip Booklet for Leave(As per Sample)	100			
48	Arrangement Book (150 page),A4 size (one side printing (As per Sample)	Each			
49	News Paper and Periodical Register(As per Sample)	Each			
50	Library Accession Register	Each			
51	CCE Report card for class X,100, (As per Sample)	Each			
52	Letter pad Full scape size(8x13),colour printing(As per Sample)	Each			
53	Letter pad Medium size(10.5x7.5),colour printing(As per Sample)	Each			
54	Letter pad Small size(9x7.5),colour printing(As per Sample)	Each			
55	Letter pad Std. size(9x11),colour printing(As per Sample)	Each			
56	Printing of question paper(Rate to be quoted as per details given below) (As per Sample)				
57	25 Copies of 01 side, A-4	25			
58	25Copies of both side , A-4	25			
59	50 Copies of 01 side , A-4	50			
60	50 Copies of both side , A-4	50			
61	75 Copies of 01 side , A-4	75			
62	75 Copies of both side , A-4	75			
63	100 Copies of 01 side , A-4	100			
64	100 Copies of both side , A-4	100			
65	125 Copies of 01 side , A-4	125			
66	125 Copies of both side , A-4	125			
67	150Copies of 01 side , A-4	150			
68	150 copies of both side A-4	150			
69	200 Copies of 01 side , A-4	200			



70	200 copies of both side A-4	200			
71	Mark slip (Secondary ),	100			
72	Mark slip (Primary )	100			
73	Last Pay certificate (As per sample )	100			
74	Progress Report Card on Art card Multi colour 1 side	Each			
75	Progress Report Card on Art card Multi colour both side	Each			
76	Progress Report Card on Art card single colour 1 side	Each			
77	Progress Report Card on Art card single colour both side	Each			
78	Certificate A-4 size 1 side , 300 gsm gloss multi colour	Each			
79	Certificate A-4 size 1 side , 300 gsm matt multi colour	Each			
80	Certificate FS size 1 side , 300 gsm matt multi colour	Each			
81	Certificate FS size 1 side , 300 gsm gloss multi colour	Each			
82	Certificate A-4 size both side , 300 gsm gloss/ matt multi colour	Each			
83	Certificate A-4 size both side , 300 gsm gloss/matt multi colour	Each			
84	Certificate FS size both side , 300 gsm gloss /matt multi colour	Each			
86	Vidyalaya Patrika (100 page excluding colour sheet Cover sheet both side . multi colour , glossy 170 gsm size 11x8.5" Coloured pages both side multi colour 8 pages 110 gsm size 11x8.5" Internal printed B/W 58 gsm size 11x8.5"	Each			
87	Vidyalaya Patrika 70 page excluding colour sheet Cover sheet both side . multi colour , glossy 170 gsm size 11x8.5" Coloured pages both side multi colour 8 pages 110 gsm size 11x8.5" Internal printed B/W 52 gsm size 11x8.5"	Each			
89	CMP News Letter (A4 size multicolour 4 pages on 300 GSM Art Card Sheet	Each			
90	Home work sheet (As per Vidyalaya Sample )	100			
91	Invigilator duty cum Approval sheet (Room diary) (Both Side Printed	100			
92	Regi. Of School strength (200 pages orient paper 13" x 16" )	Each			
93	Student Diary $7\frac{1}{4} \times 9\frac{3}{4}$ ( 100 pages Maplitho paper 70 gsm cover colour printing )	Each			
94	Student Diary $7\frac{1}{4} \times 9\frac{3}{4}$ ( 100 pages Maplitho paper 70 gsm cover colour printing )	Each			
95	Invitation card and Envelope (Ivery sheet (single colour)	100			
96	Invitation card and Envelope (Ivery sheet (double colour)	100			
97	Invitation card and Envelope (On Art card multi colour printing minimum 1000 nos (Envelop white single colour print )	100			
98	Telephone Register (As per sample	Each			
99	Result Sheet (Size 17" x 27"	100			
100	Greeting card and Envelope (I/V sheet single colour	100			
101	Greeting card and Envelope (I/V sheet double colour	100			



102.A	Test card for Scout Guide & Cub Bulbul (On card sheet	100			
102.B.	Library card/ Birthday card (B/W printing on thick card sheet per 100	100			
103	Income Tax A/C Register(40 pages	Each			
104	Ledger type register (big size for using ledger by allotting pages for each head)( As per sample	Each			
105	Leave Forms ( As per sample	100			
106	Requisition Slip (As per sample	100			
107	TC withdrawal form (As per sample	100			
108	Order Book (As per sample -	Each			
109	Forms for festival advance ( As per sample	100			
110	Peon Book (As per sample -	Each			
113	Petty Cash Book for VVN (As per sample -	Each			
114	School Readyness Programme (24 pages+ cover –each	Each			
115	Continuous Evaluation folder for each child class I & II (Result Register Type).(50 pages each book.	Each			
116	Anecdotal Record book (50 pages each book.	Each			
117	Split up syllabus class I to V	100			
118	Endorsement	100			
119	Library Register ( 200 pages each register – each	Each			
120	Teacher's Daily Diary (Both side printing -each	Each			
121	Class Diary (Monitor) (Both side printing each	Each			
122	Teacher's Diary monthly ( Primary & secondary -each	Each			
123	Examination Data Sheet ( As per Vidyalaya sample	100			
124	Staff Attendance register (30 pages (15"x20")Min 20 Reg.	Each			
125	Student attendance register (30 pages (15"x20")each	Each			
126	Register of summary daily collection fees (50 pages -each	Each			
127	Register of summary daily collection fees (100 pages -each	Each			
128	Income Tax A/C Register (40 pages	Each			
129	Income Tax A/C Register ( 100 pages )	Each			
130	Student Medical Checkup Card one side both side 8x6" 180 gsm	Each			
131	Tender invitation form (As per sample	100			
132	Supply order form (As per sample	100			
133	TA Advance form (As per sample	100			
134	Leave application form EL (As per sample	100			
135	Casual leave application form (As per sample	100			
136	Service Book (As per sample	Each			
137	App for grant for CL/HPL/CCL(As per sample	100			
138	Reimbursement of children allowance register(As per sample-100 pages each	100			
139	Class Room observation by the Principal/VP/HM (As per sample	100			
140	Daily General Supervision Diary (100 pages each	100			
141	Cheque/DD issue Register (100 pages	Each			



142	CCE student assessment Register A3 size(50 pages	Each			
143	Printed Register –Invigilator duty	Each			
144	Printed Register-Absentee	Each			
145	Report Card on Art Card Multi Colour one side	Each			
146	Report Card on Art Card Multi Colour two side	Each			
137	Report Card on Art Card Single Colour one side	Each			
138	Report Card on Art Card Single Colour two side	Each			
139	Invigilator duty cum approval sheet ( Room diary) – A-4 size on both side	Each			
140	Test card for Scout Guide & Cub Bulbul on card sheet both side 12 x 8 180 gsm	100			
141	Continuous evaluation folder for each child class I & II ( Result Reg. type)	Each			
142	I Card 3x2" laminated both side multi colour with holder	Each			
143	Birth day card post card size – Multi colour 180 gsm one side	100			
144	Birth day card post card size – Multi colour 180 gsm both side	100			
145	Discipline card post card size Red/Yellow/Green 180 gsm one side	100			
146	Discipline card post card size Red/Yellow/Green 180 gsm both side	100			
147	Printing banner ( normal flax ) per Sq fit	Per Sq. fit			
148	Printing banner with wooden bid normal flax per sq. fit	Per Sq. fit			
149	Printing banner star flax with wooden bid per sq	Per Sq. fit			
150	Printing banner on star flax with iron bid per sq	Per Sq. fit			

