

# **TENDER DOCUMENT**

**06/06/2024**

**Sub: Awarding of Contract for providing of stationary items and printing services for the period of 1 Year from the date of contract.**

Sir/Madam,

Please find enclosed herewith the tender documents for providing of stationary items and printing services at PM SHRI PM SHRI PM SHRI Kendriya Vidyalaya KNN Ghaziabad. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, PM SHRI Kendriya Vidyalaya Kamla Nehru Nagar Ghaziabad, 201002, Uttar Pradesh should reach latest by 14.00 hrs. on 25.06.2024. The tender will be opened on 14.30 Hrs on 25.06.2024

In case of any query or clarification related to location, space etc., please feel free to visit the Vidyalaya.

**(PLEASE SUBMIT ALL THE PAGES CONTAINED IN THIS DOCUMENT ANNEXURE I, II & III DULY SIGNED AND SEALED)**

**Earnest Money:** Demand draft of Rs 2000/- (Rupees Two Thousand Only) to be paid towards Principal, Kendriya Vidyalaya KNN Ghaziabad.

PRINCIPAL

Encl: Tender Document.

**Tender form to be submitted by the Tenderer**

1. Name of the Firm \_\_\_\_\_
2. Address \_\_\_\_\_
3. Contact No: \_\_\_\_\_
4. Registration/Licence No. \_\_\_\_\_  
(Copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)
5. PAN No ..... (Copy to be Enclosed)
6. GST No:.....(Copy to be Enclosed)
7. Year of Establishment \_\_\_\_\_
  
8. Contracts executed till date (Experience)  
(Nature thereof): Govt. Semi Govt./Private  
Please give details of contracts executed in a separate sheet, along with documentary proof if any thereof
  - i)
  - ii)
  - iii)
  - iv)
  
9. Present assignment in hand: Govt./Semi./Private
  - i)
  - ii)
  - iii)
  - iv)

**Earnest Money**: Rs 2000 in the form of Demand Draft in favour of Principal KV KNN Ghaziabad

10. All the items and conditions, as mentioned in the Tender Form are acceptable to me /us.

Date: \_\_\_\_\_

Signature of the Tenderer With stamp

**PM SHRI Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh  
201002**

**Open Tender**

**Sub : "Invitation for Quotations for supply of goods for use in the PM SHRI Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh 201002 - reg"**

Sir/Madam,

1. 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. Employees.

2. Sealed competitive quotations from Firms are invited through open tender by the undersigned on behalf of the PM SHRI Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh 201002 for supply of the items as per Annexure III:

**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 PM SHRI Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh 201002. 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 leviable 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 prices 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. Two Thousand only by bank draft in favour of Principal KV KNN Ghaziabad.**
- h. The firm should enclose supporting documents regarding registration of GST/IT/PAN.

\*May be struck off in case of Registered Bidders.

**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 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:**

- (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 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 to 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;
- (e) Payment shall be 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 award of the contract.
- (g) **The successful bidder for rate contract has to deposit performance security of the amount of Rs. 5000/- (Rs Five thousand) in favour of Principal KV KNN Ghaziabad in the form of DD. The performance security will be returned after 30 days of the contract will get expired**

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

You are requested to submit the sealed quotations in the Tender Box/or by post superscribed on the envelope as "**Quotations for the supply of goods/equipments for the** , latest by 25.06.2024 before 1400 Hrs. The quotations shall be opened at 1430 Hrs 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.

The purchaser looks forward to receiving the quotation and appreciate the interest of the bidders in the KV KNN Ghaziabad.

Yours faithfully,

Signature.....

Name:.....

Designation: .....

**LIST OF PRINTING MATERIAL FOR 2024-2025  
MATERIAL (A)**

Sl. No	Description of Item	Unit	Rate	GST	Total
1	Examination Question Paper Printing size 9x11" Booklet First 100 copies,70gm GSM Balarpur Paper Examination Question Paper Printing size 9x11" Next 100 copies (Including Figure Scanning , Folding, Stitching and Binding, Envelope Packing Charges)	Per Page Per 100/ Next Hundred			
2	Examination Question Paper Printing size10x7 1/2" offset printing first 100 copies (70gm GSM Balarpur) Examination Question Paper Printing size 10x7 1/2" Next 100 copies ( Including Figure Scanning , Folding, Stitching and Binding , Envelope Packing Charges)	Per Page Per 100/ Next Hundred			
3	Progress Report Card size 13x10" 230 gms art card Multicolor Printing Primary & Secondary	Per 100			
4	Result Register 70 pages on 80 gms ledger paper size13x8"	Each			
5	Result Sheet for Primary and Secondary on 250 gms ledger paper	Per 100			
6	Student Diary size 6 1/4x8" Total 120 pages (Standard size)good quality mapletho paper and Title Hard Card Board 4colour offset printing with Lamination.	Each			
7	Medical Checkup Cards as per Sample Size 9x11"	Per 100			
8	Sports &Cultural Merit Certificate 300 gms Ivory Card sheet 2 Colour Screen Printing	Each			
9	Sports &Cultural Merit Certificate 300 gms Ivory Card sheet Four Colour offset Printing	Each			
10	Vidyalaya Patrika size 8 1/2x10 1/2" total no. of pages 64 pages 7.6 Kg. Balarpur paper. Hindi, English, Sanskrit Computerized Offset Printing 8 Pages130 gms Art Paper Colour Photo Offset Printing 4 Pages 250 gms Art cards Title Four Colour Offset Printing with one side Lamination Each Additional 4 pages ColourOffset Printing Additional 4 pages Black & White	Each Each Each			
11	News letter size 8 1/2 x10 1/2 " 4 pages 250 gms art paper with four colour offset printing68	Each			
12	News letter size 8 1/2 x10 1/2 " 8 pages 250 gms art paper with four colour offset printing	Each			

13	School Readiness Activity Booklet's size A4 8 ½ X 10 ½ both side Black & white Printing 70gsm Mapleto Paper and 4 pages title 250 gsm single color printing with perfect binding.	Each			
14	Rate for 4 Pages Black & White Printing	Each			
15	Title 250 gsm art card Single colour printing	Each			
16	Title 250 gsm art card Four colour printing	Each			
17	Spiral Binding	Each			
18	Perfect Binding	Each			
19	i)Examination Question papers printing of Finished size 8.5 x 10.5 "on 64 gsm Maplitho paper of A grade mill of 89%(minimum)brightness ,Opacity of 90(minimum) and including binding, stiching, folding, scanning etc a)For qty 501 to 1000 b)For qty 1001 to 3000 c)For qty 3001 to 5000	Per Page per 100			
20	ii)Packing detail The said Question Papers to be properly packed/sealed in the multiples of 20-25 subject-wise in cloth-lined envelopes and further envelopes to be finally packed and sealed with coloured paper as seal and detail of packet printed on this and then envelopes in plastic gunny bags for school with seal tie tag with unique sr no. on bag.	(a)Cloth-lined envelop of A-4 size sealed with printed coloured wrapper (b)Plastic gunny bag with seal tie with sr no tag			
21	Study Material a) Study Material Books text Matter on 70 gsm of grade A mill @ maplitho paper of size 8.5" x 10.7" for the 1st 100 qty	Per page			
	b) Study Material Books text Matter on 70 gsm of grade A mill @ maplitho paper of size 8.5" x 10.7" for the 1st 1000 qty	Per Page			
	c) Study Material Books text Matter on 70 gsm of grade A mill @ maplitho paper of size 8.5" x 10.7" for the next 1000qty	Per Page			
	d) Study Material Books cover on 250 gsm of grade A Mill @ card of size 8.5" x 10.7"	Per cover			

Note: Rate & GST % should be filled in all respect on all the items otherwise Tender will be rejected.

### **MATERIAL (B)**

Sl. No.	Description of Item	Unit	Rate	GST	Total

1	Admission/Withdrawal Form on Ledger Paper	Per 100			
2	A.C.R. form 6 pages as per KVS Norms 9×11½	Per 100			
3	Admission & withdrawal Register 250 pages, Strong Leather Binding size 15"x20"	EACH			
4	Cash Book Full PVC Binding	EACH			
5	Daily Att. & Fee Register 76 Pages.(Student)	Each			
6	Despatch Register 250 Pages strong Leather Binding	Each			
7	Diary Register 250 pages Strong Leather Binding	Each			
8	Essentiality Certificate (A+B)	Per 100			
9	Fee Receipt Book Big size A-4	Each			
	Fee Receipt Book Small Size	Each			
10	CS-12 Miscellenous Receipt Book	Each			
11	Invitation Cards of Ivory card sheet size 5x7" with Envelope both side Printing Ivory 400 gms. card sheet	Per 100			
12	Invitation cards of 13.6 J.K. card sheet, Both side printing	Per 100			
13	Library Book Issue Register 250 pages on 90 Gms Ledger paper	Each			
14	Library Accession Register 250 pages on 90 Gms Ledger paper	Each			
15	Ledger A/c Register Full PVC Binding on 90 Gms Ledger paper	Each			
16. A.	Medical Reimbursement Forms 4 pages	Per 100			
B.	Medical Form No 97, Application 2 Pages	Per 100			
17	Order Pads for Ledger Paper	Per 100			
18	Provisional/ Character Certificate book	EACH BOOK			

19	Printing Time Table sheet size 12x18"	Per 100			
20	Lesson Observation Diary	Each			
21	Registration form for class XI on Both Side 90 Gms Ledger paper	Per 100			
22	Stock Register ( Non-consumable) 130 Pages Ledger Paper	EACH			
23	Stock Register ( consumable) 130 Pages Ledger Paper	EACH			
24	Service Book for Staff with Gatta Binding 50 Pages on Ledger paper	Each			
25	Student Complaint Cards Size 4 x 6"	Per 100			
26	T.A. Bill form	Per 100			
27	Teachers Diary for Secondary classes 160 Pages	Each			
28	Teachers Diary for Primary classes 160 Pages	Each			
29	Teachers Arrangement Book 100 pages Size 10 x 15"	Each Book			
30	Teacher Attendance Register	Each			
31	Teacher Daily Diary size 10 x 7½" 200 pages with gatta Binding	EACH			
32	Visitor Register 250 Pages Leather Binding	Each			
33	Registers Printed KVS Pattern Size 8x13- 60 pages	Each			
34	Registers Printed KVS Pattern Size 8x13- 80 pages	Each			
35	Registers Printed KVS Pattern Size 8x13- 120 pages	Each			
36	Registers Printed KVS Pattern Size 8x13- 180 pages	Each			
37	All performa size 9x11" one page	Per 100			
38	All Performa size 9x11" two page	Per100			
39	All Performa size 9x11"	Per			



	three page	100			
40	All performa size FS one page	Per 100			
41	All performa size FS two page	Per 100			
42	All performa size FS three page	Per 100			
43	All performa size A3 one page	Per 100			
44	All performa size A3 two page	Per 100			
45	All performa size A3 three page	Per 100			
46	Marks Slip size 5x13" on Balarpur paper	Per 100			
47	MARKS SLIP FOR PRIMARY SIZE 8X13" ON BALARPUR PAPER	Per 100			
48	Ans. Script 9x11" 4 Pages unprinted on 7.6 kg Balarpur paper	Per 1000			
49	Ans. Script 9x11" 4 Pages Printed on 7.6 kg Balarpur paper	Per 1000			
50	Ans. Script 9x11" 8 Pages Printed on 7.6 kg Balarpur paper	Per 1000			
51	Ans. Script 9x11" 12 Pages Printed on 7.6 kg Balarpur paper	Per 1000			
52	Ans. Script 9x11" 16 Pages Printed on 7.6 kg Balarpur paper	Per 1000			
53	Ans. Book size 9x11" page 24 + 1/2 Page on C.B.S.E. board Pattern	Per 1000			

Note: Rate & GST % should be filled in all respect on all the items otherwise Tender will be rejected.

### **LIST OF STATIONARY ITEMS FOR 2024-2025**

SL.NO.	Description of Item	Unit	Rate	GST	Total
1.	Brown Tape 1"	Each			

2.	Brown Tape 2"	Each			
3.	Cello Tape 1"	Each			
4.	Cello Tape 2"	Each			
5.	Cello Tape ½"	Each			
6.	Pin Cousin	Each			
7.	Water Spunch	Each			
8.	Stapler 10-D	Each			
9.	Stapler Big Size	Each			
10	Stapler Pin Max	Each			
11	Stapler Pin Big Size	Each			
12	Colored Tape Big Size	Each			
13	Stamp Pad	Each			
14	Reynolds Pen	Each			
15	Scissor (Brass Handle)	Each			
16	Calculator 10 Digit (ORPAT/CASIO)	Each			
17	Sealing Wax	Per Box			
18	Gum Tube	Each			
19	Zen Clip	Per Pkt			
20	Punching Machine Single	Each			
21	Punching Machine Double	Each			
22	Tags White (Small)	Per Pkt.			
23	Tags Green(Big size)	Per Pkt			
24	All Pin Bell 100 gms.	Per Box			
25	Wooden duster	Each			
26	Cloth duster Best Quality	Each			
27	Index File	Each			
28	Graph paper	Per 100			
29	Outline map Physical & Political	Per 100			

30	Date Sheet	Per 100			
31	File Board	EACH			
32	Cloth Envelope small size	EACH			
33	Cloth Envelope medium size	EACH			
34	Cloth Envelope full size	EACH			
35	Photo Copier Paper Century A4 Size	Per Rim			
36	Photo Copier Paper Century A3 Size	Per Rim			
37	Photo Copier Paper Century FS Size	Per Rim			
38	File Covers Best Quality with school name printed	EACH			
39	GUARD FILE 10X15" PASTING	EACH			
40	Envelope 11x5" with School Name Printed	Per 1000			
41	Envelope 9x4" with School Name Printed	Per 1000			
42	Ruled Register 1Q. 12x7"85	Each			
43	Ruled Register 2Q. 12x7"	Each			
44	" " " 3Q. 12x7"	Each			
45	" " " 4Q. 12x7"	Each			
46	Chalk Box Colored (Kores)	Per Box			
47	Chalk Box 50 Sticks (Kores)	Per Box			

48	Full scape paper size 13x16" Ruled	Per Box			
49	Full scape paper size 13x16"Unrulled	Per Rim			
50	Pay Bill Gurad File/Folder	each			
51	Fevicol Tube	100 Gm			
52	Marker Permanent	Each			
53	White Board Marker	Each			
54	Brow Sheet	Each			
55	My Clear Bag	Each			
56	Chart Paper	Each			
57	Sketch Pen	12 Pc			
58	Hand Made sheet	Each			
59	Pastel Color	Each set			
60	Pencil Color	Each Set			
61	Board Pin Fanta	Each box			
62	Wrapping Paper	Each			
63	Sesser Plastic Handle big (10 inch)	Each			
64	Double Side Tape (Roll) 2"	Each			
65	Pen Green (Pilot)	Each			
66	Eraser	1 Pkt			
67	U- Clip	1 Pkt			
68	Color Sheet A-4 (Different Color)	Each			
69	Cello fin Sheet	1 Mtr			
70	Fevi Stick	Each			
71	Thread Ball	Each			

72	Broun Paper Roll	50 Mtr.			
73	Result Sheet A4 Size	Per 100			
74	Scale (Big)	Each			
75	Gel Pen (Red)	Each			
76	Report Sheet FS size water Marks Printing	Per 100			
77	Report Sheet A4 size water Marks Printing	Per 100			
78	Plastic Leaf A4 size	Each			
79	Butter flow Blue Pen	Each			
80	Rubber Band	Pkt			
81	Paper Cutter Big	Each			
82	Bled Cutter	Each			
83	Highlighter Pen	P/Set			
84	Fluid Pen	Each			
85	Pencil	Pkt			

**Note: Rate & GST % should be filled in all respect on all the items otherwise Tender will be rejected.**

Signature of the contractor  
Office Seal  
Date: