KENDRIYA VIDYALAYA, CRPF, HYDERABAD

TENDER INVITATION FORM

F.No.89/KCPF/HVD/2012-13/

Dated: 12-8-2016

To

________________________________________

Sub QUOTATION FOR Printing / Printing materials

Reg

Sirs,

1) Sealed quotation for the supply of articles shown below are invited by the undersigned upto 23-8-2016. Quotations should be sent under strong sealed cover marked as Quotation for Printing / Printing materials and not by name. The quotation will be opened in the office of Principal Kendriya Vidyalaya CRPF Baskas Hyderabad at 10:00 am on 23-8-2016.

2) The Quotation shall be submitted according to the terms and conditions specified in paragraphs 3 to 17 unless specified otherwise in the quotation, it shall be construed that, the terms and conditions stipulated here under have been agreed to.

3) The rate should be F.O.R and should include excise duty, sales tax, freight charges, any other taxes, rates or 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 quotation in the vent of acceptance of the quotation.

4) There should not be any over writing or corrections in the quotation. If a figure is to be amended, it should be nearly 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 are reserves the right to accept the quotation in full or less than the quotation in full or part i.e with respect to all articles mentioned in the attached statement or in respect of any one or more that 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 by the terms and conditions of the quotation.

7) The person/persons whose quotation is accepted, hereinafter called the contractor, shall deposit an earnest money of Rs. ______ along with the quotation which shall be refunded in the vent 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 shall reserve the right to accept or reject the request.

8) If the contractor fails to supply the articles with in the time stipulated in the latter or acceptance by the undersigned the undersigned shall be at liberty to purchase the articles from the market to get the reset of the contract 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.

9) The quantity article indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
10. Prior to acceptance of this 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.

11. In the event of acceptance 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 conform to the specifications prescribed.

12. The rates quoted by the contractor shall hold up to March 2012. No amendment in the rate except the increase in the rate of sales tax during the period of execution of the contract, will be accepted.

13. The contractor shall be required to fix a tin label on the furniture supplied by him, giving his name and year of manufacture.

14. 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.

15. Quotation, which do not comply with the above conditions are liable to be rejected.

16. These instructions to tenders are to be signed by the contractors and returned with the tender.

17. TENDERS SHOULD BE SUBMITTED/SENT BY REGD. POST ONLY AND THE VIDYALAYA IS NOT RESPONSIBLE FOR ANY POSTAL DELAY. Tenders received by Ordinary Post will not be accepted.

Copy Enclosed

ALL THE ABOVE CONDITIONS ARE ACCEPTED BY ME/US:

STATION:

DATE:

WITNESS NAME:

ADDRESS:

OCCUPATION:

SIGNATURE OF THE TENDER WITH SEAL OTHER FRIM.
KENDRIYA VIDYALAYA

You are requested to quote the following items:

1. Student diary with single colour cover on colour card
   1/8 Demmy size and with 60/70 GSM paper including
   DTP & Binding charges
   128 pages including cover page with 60 GSM paper each
   128 pages including cover page with 70 GSM paper each
   Student diary with Multi colour cover on 250 GSM art
   card 1/8 Demmy size and with 60/70 GSM paper
   Including DTP & Binding charges
   128 pages including cover page with 60 GSM paper each
   128 pages including cover page with 70 GSM paper each

2. Vidyalaya patrika 1/4 demmy size cover page
   with 250 GSM art paper duly laminated, inside colour
   Photographs with 130 GSM Art paper and
   Running matter single colour on 60/70 GSM
   Maplitho paper including DTP & Perfect Binding
   Photographs on 130 GSM Art paper with Multi colour
   Cover page on 250 GSM Art Paper with Multi colour
   laminated
   Running matter single colour on 60 GSM Maplitho paper
   Running matter single colour on 70 GSM Maplitho paper
   per page

3. Teacher’s diaries on 1/4 full scape size on 60 GSM
   Maplitho paper including DTP & Binding charges
   Below 100 copies
   Primary: 200 pages each
   Secondary: 200 pages each
   100 and Above
   Primary: 200 pages each
   Secondary: 200 pages each

4. Invitation card 8x5 size of 250 GSM Ivory/Art card with
   single colour printing of cover.
   Card Double Colour both side printing 1st 100 Nos.
   Card Double Colour both side printing Subsequent
   100 copies each
5. Examination question papers on 1/4 Demmi size - 60 GSM paper including DTP (for all subjects), printing, pinning and packing of subject wise and school wise.
With 60 GSM paper 5 x 8 size per page
1st 100 Nos.
With 60 GSM paper 5 x 8 size per page
Subsequent 100 copies
With 60 GSM paper 8 x 11 size per page 1st 100 Nos.
With 60 GSM paper 8 x 11 size per page
Subsequent 100 copies

6. CCA / Merit / Sports Certificates of A4 size on 250GSM Ivory card / Art Card
With Double colour A4 size on 250 GSM Ivory / Art Card each for 1st 100 copies
With Double colour A4 size on 250 GSM Ivory / Art Card each for subsequent 100 copies
With Multi colour A4 size on 250 GSM Ivory / Art Card each for 1st 100 copies
With Multi colour A4 size on 250 GSM Ivory / Art Card each for subsequent 100 copies

7. News letter 1/4 demmi size
With single colour 60 GSM paper
Multi colour 90 GSM Art paper
Multi colour 130 GSM Art paper

8. Answer sheets 1/4 demmi size with school name & logo printing on 60 GSM paper
16 pages each set
12 pages each set
08 pages each set
04 pages
02 pages

9. Student Attendance register 1/4 crown size (9½ x 14) on 60 GSM paper

10. Staff Attendance register 1/4 crown size (9½ x 14) on 60 GSM paper
11. Medical cards on 10.4 Kg colour card 12 x 10 size both side printing

12. Progress cards Primary of size 12½ x 9" on 10.4 colour card both side printing
   Progress Report Secondary of size 5 x 8½ 8 pages
   With 60 GSM paper and cover page with 10.4 colour card

13. Student mark register of 70 GSM 1/4 full scep size
   ledger paper with 10.4 kg colour card for provision of
   60 students including DTP and Binding charges
   Primary
   Secondary

14. Mark slips of 1/4 full scep size with 60 GSM
   Maplitho paper 100 sheets pad.

15. Grade slips of 1/8 full scep size with 60 GSM
   Maplitho paper 100 sheets pad

16. Envelops with printing 10" x 4" size

17. Bank Fee challans 1/4 full scep size on 60 GSM
   paper 100 sheets pad.

18. Office file with printing on 17kg colour card by
    providing spring type filling accessory

19. Academic supervising register on 70 GSM
    Maplitho paper

20. Cash Book 10" x 15" size on 70 GSM Ledger paper
    200 pages with Rexine binding

21. ACR Forms 1/4 demmi size on 70 GSM Ledger paper

22. Evaluation Certificates on 130 GSM Art paper with
double colour for Class VI, VII, VIII
    Evaluation Certificates on 130 GSM Art paper with
double colour for Class IX & X

23. Admission Brochure 11" x 17" size Multi colour with
    both side printing & both side lamination on 250 GSM Art card

If the Quantity is Below 500
1st 100 Nos.
Subsequent 100 copies
If the quantity is Above 500
1st 500 Nos.
Subsequent 100 copies

24. Registration forms 1/4 full scape size 4 pages on
80 GSM ledger paper with numbering and single
colour printing

If the Quantity is Below 500
1st 100 Nos.
Subsequent 100 copies

If the quantity is Above 500
1st 500 Nos.
Subsequent 100 copies

25. Printing of any matter on 1/4 demmi size - 60 GSM
paper including DTP (for all subjects), Printing, pining
and packing of subject wise and school wise.
With 60 GSM paper 5 x 8 size per page
1st 100 Nos.
With 60 GSM paper 5 x 8 size per page
Subsequent 100 copies
With 60 GSM paper 8 x 11 size per page
1st 100 Nos.
With 60 GSM paper 8 x 11 size per page
Subsequent 100 copies

26. Admission Register 10" x 15" size on 70 GSM
Ledger paper 200 pages with Rexine binding

27. Library Accession Register 10" x 15" size on
70 GSM Ledger paper 200 pages with Rexine
binding

28. Library Card

29. Printing & Supply of Stock registers
200 pages on ledger paper
Consumable
Non- Consumable

30. Printing & Supply of CCE records
Secondary
Primary