



കേന്ദ്രീയ വിദ്യാലയം, എ.എഫ്.എസ്. അക്കുലം തിരുവനന്തപുരം 29

केन्द्रीय विद्यालय ए. एफ. एस. आककुलम त्रीवेन्द्रम-29

KENDRIYA VIDYALAYA AFS AKKULAM TRIVANDRUM-29

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CBSE Affl.No:900025, School Code.07287

Ref No.F- 31/89 /KVAFSTVM/2017.18/

Date :- 21.10.17

To,
M/s

Sub:- “ Invitation for Quotations for “Printing of Vidyalaya Magazines/CMP Newsletter”
for use in the KV – 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 Vidyalaya set up for imparting education to the children of transferable central Govt. Employees.

2. Sealed competitive quotations from the registered firms are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for supply of the following items:

Sl. No	Item	Size	Quality of Paper	Cover Page	Printing	Spacing	Remark
1	Vidyalaya Magazine	8.5” x 11”	80 GSM maplitho paper for inside pages ,130 GSM Art card for inside colour pages and 300 GSM art card cover (as per requirement)	300 GSM art card with lamination	As per requirement Cover page(both inner and outer)/ photo pages to be multicolored	Normal	Total Approx no of pages =64 (No. of colour pages including photo pages not to exceed 12. No of copies =1300) Total Approx. no of pages =72 (No. of colour pages including photo pages not to exceed 16. No of copies =1300) Total Approx no of pages = 80 (No. of colour pages including photo pages not to exceed 16. No of copies = 1300)
2	Students diary	7” x 9.5”	200 GSM Art Card for cover page. 80 GSM Maplitho paper for inside pages	130 GSM Art Card with lamination	Cover page (both inner and outer)in multi colour	Normal	Total No of pages= 76 No of copies =1300
2.	CMP News Letter	9” x 11”	300 GSM art card with lamination	NA	Multicolored printing	As per the requirement	
3.	Certificates	9” x 11”	300 GSM art card with lamination	NA	Multicolored printing	As per the requirement	
4	Answer sheet	A4	70 GSM ruled paper	N/A	B/W	As per the requirement	

1. The estimate for all the two should be put separately and to be projected in the quoted amount and should include all type of taxes.
2. Where Bureau of Indian standards (BIS) certification marked goods are available in market, goods with those or equivalent marking only shall be offered.
3. The above said work is a totally time limited programme. Entire printing work to be completed within specified time limit.
4. **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 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 **1000/-** by bank draft in favour of **Kendriya Vidyalaya Air Force Station, Akkulam, Trivandrum**
 - h. The firm should enclose supporting documents regarding registration of VAT/ST/IT PAN.
4. **Validity of quotations**

The quotation shall remain valid for a period of **One Year** after the deadline specified for submission of quotations (w.e.f from 14.11.17).
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/completion of work 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 has to deposit performance security of the total amount of Rs. 10% in favour of Principal **Kendriya Vidyalaya Air Force Station, Akkulam, Trivandrum** in the form of Demand draft.
- h) At the time of payment TDS will be deducted @ 2.2%.

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

You are requested to submit the sealed quotations in the Tender by post super scribed on the envelope as “

TENDER FOR PRINTING” latest by 14.11.2017/2.00 pm

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

Yours faithfully,

Signature :

Name :

Designation: Principal

For and on behalf of the

Kendriya Vidyalaya Air Force
Station, Akkulam, Trivandrum

Supply of Printing materials

Ref: News paper Advt. Dated : _____, Tender
No _____

Format of Quotation

Sl. No	Item	Size	Quality of Paper	Cover Page	Printing	Spacing	Remark	Quoted rate for single copy	Rate for additional 100 copies
1	Vidyalaya Magazine	8.5" x 11"	80 GSM maplitho paper for inside pages ,130 GSM Art card for inside colour pages and 300 GSM art card cover (as per requirement)	300 GSM art card with lamination	As per requirement Cover page(both inner and outer)/ photo pages to be multicolored	Normal	Total Approx no of pages =64 (No. of colour pages including photo pages not to exceed 12. No of copies =1300)		
							Total Approx. no of pages =72 (No. of colour pages including photo pages not to exceed 16. No of copies =1300)		
							Total Approx no of pages = 80 (No. of colour pages including photo pages not to exceed 16. No of copies = 1300)		
2	Students diary	7" x 9.5"	200 GSM Art Card for cover page. 80 GSM Maplitho paper for inside pages	130 GSM Art Card with lamination	Cover page (both inner and outer)in multi colour	Normal	Total No of pages= 76 No of copies =1300		
2.	CMP News Letter	9" x 11"	300 GSM art card with lamination	NA	Multicolored printing	As per the requirement	4 pages x 500 copies		
							8 pages x 500 copies		
							16 pages x 500 copies		
3.	Certificates	9" x 11"	300 GSM art card with lamination	NA	Multicolored printing	As per the requirement	200 copies, 1 page		
							500 copies, 1 page		
							1000 copies, 1 page		
4	Answer sheet	A4	70 GSM ruled paper	N/A	B/W	As per the requirement	16 pages, 3000 copies		NA
							16pages,10,000copies`		
							8 pages, 5000 copies		
							8 pages, 10000copies		
							4pages, 50,00 copies`		
4 pages,10,000 copies`									

We agree to supply the above goods in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted within the period specified in the Invitation for quotations.

We also confirm that the normal commercial warranty/guarantee of-----months shall apply to the offered goods.

Bid security of Rs. _____ (Rs _____)
Is furnished herewith vide Bank draft No, _____ dated _____ drawn on _____.

Signature
Name:
Date:

Seal