



F. 17089/APAR/2017-18/KVS(CHER)

Date: 29.11.2017.

Sub: "Invitation for Quotations for Print and supply of **APAR forms (bilingual Hindi & English)** for use in the KVS/KVs - reg.

Sir/Madam,

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 the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for supply of the following items:

Sl. No	Brief description of items	Specifications *	Place of delivery
**	1. Proforma-A (for Group A Officers) Pink colour 2. Proforma-B (for SO and ASO) Blue Colour 3. Proforma-D (Teaching Staff) Green colour 4.. Proforma- C (Non Teaching staff) Yellow colour	Bilingual (Hindi & English) 12 pages Inner paper 21.3 Kg Maplitho Paper 80 gsm Single Colour 4 Pages Wrapper 220 gsm Art Board Multi Colour Print	KVS.RO. IIT Campus Chennai

** 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

- 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;
- 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 prices 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 **Rs.2000/-** by bank draft in favour of "**KVS Account**", payable at IIT Campus, Chennai
- The firm should enclose supporting documents regarding registration of GST/ST/ITPAN.
- Sample of the papers are to be enclosed for verification**

4. Validity of quotations

The quotation shall remain **valid** for a period not less than **one year** after the deadline specified for submission of quotations.

5. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations by speed post superscripted on the envelope as "**Quotations for Print and supply of APAR forms latest by 4.00 PM on 19.12.2017**". The quotations shall be opened at 11.00 AM at KVS, RO, Chennai on the next working day (20.12.2017). 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,


(C. Mani)

Deputy Commissioner

Encl. As stated above

FORMAT OF QUOTATION FOR PRINTING OF APAR FORMS IN BILINGUAL

Name of the Firm:

Address:

Sl No	Description of goods / equipment	Brief specifications	Quantity	Unit / Per book Rate (Rs.)	GST Rate in (%)	GST Amount	Total Amount with GST (5)+(7)
1	2	3	4	5	6	7	8
1.	Proforma-A (Bilingual-Hindi & English) (for Group A Officers) (12 Pages)	Pink colour 12 pages Inner paper 21.3 Kg Maplitho Paper 80 gsm Single Colour 4 Pages Wrapper 220 gsm Art Board Multi Colour Print	50-100 Nos				
2.	Proforma-B (Bilingual-Hindi & English) (for Group B Officers) (12 Pages)	Blue colour 12 pages Inner paper 21.3 Kg Maplitho Paper 80 gsm Single Colour 4 Pages Wrapper 220 gsm Art Board Multi Colour Print	1-50 Nos				
3	Proforma-D (Bilingual-Hindi & English) (Teaching Staff)	Green colour 12 pages Inner paper 21.3 Kg Maplitho Paper 80 gsm Single Colour 4 Pages Wrapper 220 gsm Art Board Multi Colour Print	1500 to 1800 Nos				
4.	Proforma- C (Bilingual-Hindi & English) (Non Teaching staff) Yellow colour	Green colour 12 pages Inner paper 21.3 Kg Maplitho Paper 80 gsm Single Colour 4 Pages Wrapper 220 gsm Art Board Multi Colour Print	1 to 300 Nos				
	Total Forms		2200				

We agree to Print and 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. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

(Bidder)

Signature:
Name:
Date: