

केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय के अधीन)
क्षेत्रीय कार्यालय चेन्नई
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F.No.17090/S,N,C/2017-18/KVS(CHER)

Date: 29.11.2017

**INVITATION FOR QUOTATIONS FOR PRINTING OF SOUVENIR, NEWS LETTER
AND CERTIFICATES FOR THE YEAR 2017-18**

TERMS AND CONDITIONS

1. Sealed quotations for printing of the above articles are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan up to 04.00 pm on 19.12.2017. Quotation should be sent to the undersigned in a strong sealed cover marked as **"Quotation for Printing of Souvenir, News letter and Certificates"** by Post or in person. The quotation shall be opened in the office of the undersigned at 11.00 A.M. on **the next working day (20.12.2017)**
2. The quotation shall be submitted accordingly to the terms and conditions specified below. Unless specified otherwise in the quotation it shall be construed that the terms and conditions stipulated here under have been agreed to.
3. The question papers clearly stapled have to be delivered at the Regional Office of KVS, Regional Office, IIT Campus, Chennai - 600 036 in sealed cloth lined envelopes, paper wise/school wise as per the list to be provided along with the supply order.
4. **The specification of papers to be used is as follows:-**
 - (i) Size & Brand of Paper:-
 - (a) **Souvenir : Multicolour printing Bilingual**
Inner 170 GSM art paper (around 48 pages)
Wrapper 4 pages, 210 GSM art board with
laminated perfect binding.
 - (b) **News letter: Multicolour printing Bilingual**
130 GSM art paper with center pinning (around 16 pages)
 - (c) **Certificates: Single colour and Multicolour printing Bilingual**
300 GSM art board
5. The rate should be quoted for printing per page separately (for the range of print required) and packing charges including cost of cloth lined envelopes and delivery at KVS Regional Office, Chennai in the tabular format given in the annexure.
6. There shall not be any over writing, corrections in the quotation. If the figure is to be amended, it should be neatly scored out, the revised figure written above and the same be attested with full signature and date in the absence of attested signature, the quotation is liable to be rejected.
7. The undersigned does not bind himself to accept the lowest quotation and reserve the right to accept the quotation as a whole/or in parts.
8. On the acceptance of the quotation it will become a contract and the contractor shall bound by the terms and conditions of the quotation.
9. The person(s) whose quotation is accepted, shall be called as 'Contractor' and shall **deposit an earnest money of Rs.2,000/- (Rupees Two Thousand Only)** at the time of submitting the quotation itself. It should be in the form of a **Demand Draft drawn** on a Nationalized Bank, in favour of the **"KVS ACCOUNT"** payable at SBI/Canara Bank, IIT Branch, Chennai - 36 which shall be refunded in the event of rejection of the quotation. In the event of quotation being accepted **the printers (L-1)** will pay further earnest money which will be equivalent to 10% of the contract amount within 24 hours from the acceptance of the printing order.

Based on the projected cost of printing, distribution etc. the contract amount be calculated and the difference between EMD and contract amount be deposited in favour of "KVS ACCOUNT". The earnest money shall be forfeited in the event of failure to comply with the contract. In no case, the tender without EMD will be accepted. As such depositing EMD is compulsory irrespective of whether the firm is registered under SSI etc., or not.

10. If the contractor fails to supply the printed items within the time stipulated in terms of acceptance by the undersigned, the undersigned shall be at liberty to get the items printed from the market and the difference of prices, if any, shall be deducted from the earnest money deposit and in case any amount in excess of security deposit is paid by the undersigned for printing the items outside, the contractor is liable to pay that amount.
11. The following details have to be kept in mind while printing these materials:

No Colour printing has been included in any of these materials. The type of Font and its size should be selected to ensure easy readability. However, a sample must be shown to the undersigned before resorting to printing. The quantity to be printed is at the discretion of the undersigned without assigning any reason.
12. Before final print, the printer has to get the proof reading done by this office. If the printed materials of the final version are not found to be in accordance with the matter given in the CD and if any mistakes are found, appropriate deduction in payment will be made from the contractor and in this regard the decision of the undersigned is final.
13. The Printer has to print the materials in the specific brand of paper/approved sample only. If it is found not in conformity to the specifications prescribed it will be rejected /50% of the contract value will be deducted at the discretion of the undersigned.
14. The printing matter will be given in the form of CD by this office.
15. The rates quoted by the contractor shall hold good up to **one year from the date of approval of the comparative statement**. No amendments in the rates will be accepted, during the contract period.
16. The amount of security deposit shall be retained by the Kendriya Vidyalaya Sangathan till the work is completed and items delivered to the Kendriya Vidyalayas/Regional Office as a safeguard against any deficit in the Printing/ supply.
17. The income tax returns for the financial years filed in 2014-15, 2015-16 and 2016-17 shall be attached with the quotation (i.e. last 3 years).
18. Quotations which do not comply with the above conditions are liable to be rejected.
19. The items printed has to be neatly packed class-wise and school -wise / subject- wise for safe and proper delivery failure to which the undersigned is having the right to reject the supply made and to recover the cost towards the same.
20. Printing shall be done on both sides of the paper and it should be a compact one without wasting much space.
21. The printed items have to be supplied to the Vidyalaya/Regional Office within 15 days from the date of issue of order. Failure to which the undersigned is having the right to reject the supply made and to recover the cost towards the same.

22. Quotations without the following documents shall summarily be rejected:-

- a) Profile of the printer in one or two pages clearly indicating the type/quantum of work done by them in the last three financial years;
- b) Income tax returns filed in the last three financially 2014-15, 2015-16 and 2016-17.
- c) Specimen copies of papers to be used for printing of these materials be enclosed.
- d) If the printer wants to submit his tender form, he may inspect/see the matter to be printed in this office as hard copy cannot be provided.

23. Printing of the material should be strictly in conformity with the matter given in the form of CD/ specimen copy. Any deviation to this effect leads to cancellation of the order and forfeiture of EMD. As the CD is the property of KVS, piracy of the same is strictly prohibited. The Printer has to take due care in this regard.



(C. MANI)
DEPUTY COMMISSIONER

To

FORMAT OF BID FOR PRINTING OF STUDY MATERIAL

NAME OF THE FIRM:

ADDRESS:

Souvenir: Multicolour printing Bilingual
Inner 170 GSM art paper (around 48 pages)
Wrapper 4 pages, 210 GSM art board with
laminated perfect binding

S.No.	No. of copies	Cost per page (double side Printing)	GST In Rs.	Total of (3) +(4) in Rs.
(1)	(2)	(3)	(4)	(5)
01	BELOW 100			
02	101 - 200			

(b) News letter: Multicolour printing Bilingual
130 GSM art paper with center pinning (around 16 pages)

S.No.	No. of copies	Cost per page (Double Side Printing)	GST In Rs.	Total of (3) +(4) in Rs.
(1)	(2)	(3)	(4)	(5)
01	BELOW 100			
02	101 - 200			

(c) Certificates: Single colour and Multicolour printing Bilingual
300 GSM art board

S.No.	No. of copies	Cost for Single colour printing (Including GST)	Cost for multicolour printing (Including GST)
(1)	(2)	(3)	(4)
01	BELOW 100		
02	101 - 250		
03	251 - 500		
04	501-1000		
05	1001-1500		
06	1501-2000		

We agree to print and supply of Question Papers by the terms & conditions contained in the Bid document and also agree to enter into the agreement. Bid Security of Rs. _____ (Rupees _____ only) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

Bidder
 Signature _____
 Name: _____
 Date & Time: _____