

केन्द्रीय विद्यालय संगठन
(समस्त संसाधन विकास मंत्रालय के अधीन)
क्षेत्रीय कार्यालय - चेन्नई
आई आई टी कैंपस, चेन्नई - 600 036
☎ 044 - 22570367 / 22570344 / 22570053
Fax: 044 - 22570159



KENDRIYA VIDYALAYA SANGATHAN
(Under Ministry of HRD)
Regional Office - Chennai
I.I.T. Campus, Chennai - 600 036
E-mail : dcchennaikvs@gmail.com
Website: www.kvsrochennai.tn.nic.in

F.No.17090/SSM/2017-18/KVS(CHER)

Date:29.11.2017

TERMS AND CONDITIONS FOR QUOTATIONS FOR PRINTING STUDY MATERIALS FOR THE YEAR 2017-2018.

1. Sealed quotations for printing of the above articles are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan up to **4 PM of 19.12.2017**. Quotation should be sent to the undersigned in a strong sealed cover marked as "Quotation for Printing of Study Materials" by Post or in person. The quotation shall be opened in the office of the undersigned at **11.00 AM on the next working day (20.12.2017)**.
2. The quotation shall be submitted accordingly as per the terms and conditions specified below. Unless specified otherwise in the quotation it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The details of the materials to be printed are given hereunder:
 - i) Study Materials for Classes IX to XII
Details are given in the Annexure of this tender form
4. The study materials should be delivered at the Kendriya Vidyalayas as per the list placed in the Annexure. The KVS shall not be liable to pay any Tax/Freight charges etc. No hidden cost is allowed under any circumstances.
5. The specification of papers to be used is as follows:-
 - (i) Size & Brand of Paper:-
 - (a) Study materials - Demy ¼ sizes 60 GSM Maplitho paper
170 GSM Art board with four colour cover page
should be used as the cover of the study materials
with perfect binding. Each book is expected to
contain around 150 pages.
6. The rate should be quoted for printing per page for study materials separately for delivery at Chennai / to various Kendriya Vidyalayas located at Tamil Nadu & Pondicherry. The rates should include the cost of packing and supplying these materials at the venues specified.
7. 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.
8. 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.
9. On the acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.
10. The person(s) whose quotation is accepted, shall be called as 'Contractor' and shall **deposit an earnest money of Rs.5,000/- (Rupees Five 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 "**KVS, RO, ACCOUNT**" and 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 with in 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**" payable at IIT Campus, Chennai. 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.

11. 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.
12. The quantity of the material to be supplied and other details are specified in the Annexure. However, the following details have to be kept in mind while printing these materials:
 - (i) The rates for the printing of study materials should include printing of the wrapper the weight of which would be 250 GSM (Art Paper)
 - (ii) Colour printing has been included only for the cover.
 - (iii) 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.
 - (iv) The quantity of items specified to be printed as indicated in the Annexure may be increased or decreased at the discretion of the undersigned without assigning any reason.
13. 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.
14. 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.
15. The printing matter will be given in the form of CD by this office.
16. 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.
17. 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.**
18. 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).

19. Quotations which do not comply with the above conditions are liable to be rejected.
20. The items printed has to be neatly packed class-wise and school -wise for safe and proper delivery failing which the undersigned is having the right to reject the supply made and to recover the cost towards the same. The items should be deliver to the respective Kendriya Vidyalayas/ Regional office as per list attached.(*)
21. Printing shall be done on both sides of the paper and it should be a compact one without wasting much space.
22. **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.**
23. **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. Firm Registration No., GST, TIN No., PAN No. and Service Tax No.
 - c. Income tax returns filed in the last three financially 2014-15, 2015-16 and 2016-17.
 - d. Specimen copies of papers to be used for printing of these materials be enclosed.
 - e. 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.
24. 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.

25. Page settings /formatting of the books:

The CD copy may be converted into book format before printing and be shown to the undersigned before final printing.


(C. Mani)
Deputy Commissioner

FORMAT OF BID FOR PRINTING OF STUDY MATERIAL

Name of the Firm:

Address:

S.No.	Specification	No. of Books required	Rate per page (including GST) to Print and deliver at outside KVs of Chennai Region located in Tamil Nadu and Puducherry as per the list enclosed
(1)	(2)	(3)	(4)
1	Demmy ¼ size 60 GSM Maplitho paper Wrapper 170 GSM Art board with four colour printing with perfect binding.	Rate for 1 - 200 books	
		Rate for 201 - 500 Books	
		Rate for 501- 1000 Books	
		Rate for 1001 - 1500 Books	
		Rate for 1501 - 3000 Books	
		Rate for above 3000 books	
2	Rate of GST		

Note: Rate to deliver at outside KVs means including packing and delivery charges of study materials.

We agree to print and supply of student study material 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: _____