

केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय के अधीन)
क्षेत्रीय कार्यालय - चेन्नै
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KENDRIYA VIDYALAYA SANGATHAN
(Under Ministry of HRD)
Regional Office - Chennai
I.I.T. Campus, Chennai - 600 036
E-mail : dechennaikvs@gmail.com
Website: www.kvsrochennai.tn.nic.in

F.17090/Stationary/2017-18/KVS(CHER)

Date:29.11.2017

Sub: Invitation for Quotation for supplying stationary items to Kendriya Vidyalaya Sangathan, Regional Office, Chennai - 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 the following items:

| Sl.no | Name of the Item | Size | Qty |
|---------------|------------------|------|-----|
| LIST ATTACHED | | | |

Where Bureau of Indian Standards (BIS) Certification marked goods are available in market, goods with those or equivalent marking only shall be offered.

- a. The contract shall be for the supply of the mentioned items to KVS RO Chennai. 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 rate. 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 Rupee 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 firm should enclose supporting documents regarding registration of VAT/ST/IT PAN. Organization Register No., Full Address with Phone No., etc.
- h. The firm should enclose the proof of contract presently they have allotted work order.

3. Validity of Quotations

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

4. Evaluation of Bid:

The Purchaser will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i). **The bid will be treated as non-responsive if following documents are not enclosed in the bid cover:**

- a. Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 years.
- b. Audited Balance Sheet & Profit and Loss Account.
- c. List of clientele during last 3 years along with cost of assignment.
- d. PAN No. and Current IT clearance certificate.
- e. Attested copy of proof of Service Tax Registration.

The evaluation would be done for all the items put together. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. The office will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

5. Award of Contract:

- a. The Purchaser will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price.
- 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 and their acceptance.
- f. Notwithstanding the above, the Purchaser reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

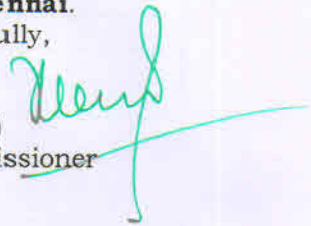
6. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations by speed post superscribed on the envelope as "**Quotations for Supplying of Stationary Items**" latest by **04.00 pm on or before 19.12.2017**. The quotations shall be opened at **Kendriya Vidyalaya Sangathan, Regional Office, Chennai** at 11.00 hours on **the next working day 20.12.2017**. The bidders firm will be intimated by post.

The organization (**Kendriya Vidyalaya Sangathan, Regional Office, Chennai**) looks forward to receive the quotations and appreciate the interest of the bidders in the **Kendriya Vidyalaya Sangathan, Regional Office, Chennai**.

Yours faithfully,

(C. Mani)
Deputy Commissioner



FORMAT OF QUOTATION

Commercial Offer for stationary items to supply at Kendriya Vidyalaya Sangathan,
Regional Office, IIT Campus, Chennai

| S.No. | Name of the items | Unit | Rate per Unit | Tax if any | Total Cost |
|-------|---|----------|---------------|------------|------------|
| 1 | JK Copier A4 size – 75 gsm | 1 Ream | | | |
| 2 | JK Copier FS – 75 gsm | 1 Ream | | | |
| 3 | JK Copier A3 – 75 gsm | 1 Ream | | | |
| 4 | Stapler - Kangaro – 10 | 1 No. | | | |
| 5 | Stapler Pins – No.10 (1M) - | 1 Box | | | |
| 6 | Stapler – Kangaro – Big | 1 No. | | | |
| 7 | Stappler Pins (big) | 1 Box | | | |
| 8 | Bell Clips – 26 mm | 1 Box | | | |
| 9 | Bell Clips – 35 mm | 1 Box | | | |
| 10 | Bell Pins | 1 Box | | | |
| 11 | Camel Gum Bottle – 700 ml | 1 No. | | | |
| 12 | Fevistick – 8 Grms | 1 Box | | | |
| 13 | Whitner (Pen type) – Correction Pen – Faber Castell – 7 ml | 1 No. | | | |
| 14 | Pen – Blue – Cello Zipper | 1 No. | | | |
| 15 | Pen – Black – Cello Zipper | 1 No. | | | |
| 16 | Pen – Red – Cello Zipper | 1 No. | | | |
| 17 | Pen - Green (Gel) – Add Gel | 1 No. | | | |
| 18 | Tags – Medium – 8 Inch | 1 Bunch | | | |
| 19 | Urgent/Ordinary File Pads | 100 Nos. | | | |
| 20 | File Covers (full Scape Size) | 100 Nos. | | | |
| 21 | Box files - Big | 1 No. | | | |
| 22 | Table Writing Pads (plywood) – 18" x 24" | 1 No. | | | |
| 23 | Permanent Marker (to write on CDs) – Faber Castell | 1 Nos. | | | |
| 24 | CD Mailers – Desan Product | 50 Nos. | | | |
| 25 | CDs - Sony | 100 Nos. | | | |
| 26 | DVDs – Sony | 100 Nos. | | | |
| 27 | CDs - Sony - rewritable | 100 Nos. | | | |
| 28 | DVDs – Sony - Rewritable | 100 Nos. | | | |
| 29 | White Board Marker – Black - Faber Castell | 1 No. | | | |
| 30 | White Board Marker – Blue - Faber Castell | 1 No. | | | |
| 31 | Faber Castell – Textliner 48 (highlighter) | 1 No. | | | |
| 32 | Camlin Violet Stamp Pad, Size – 15.7cm x 9.6cm | 1 No. | | | |
| 33 | Ink Pad Ink blue – 60 ml | 1 No. | | | |
| 34 | Twain ball - Big size ball | 1 No. | | | |
| 35 | Rubber Bands – JS Sanyo Gold – 80 Gms | 1 Box | | | |
| 36 | Rubber Bands – Big | ½ Kg | | | |
| 37 | Rubber Bands – Medium | ½ Kg | | | |
| 38 | Single Punch – Kangaro | 1 No. | | | |
| 39 | Double Punch – Kangaro - Big size | 1 No. | | | |
| 40 | Kangaro HDP-1320 – Paper Punch | 1 No. | | | |
| 41 | Color flaps – pager marker -3m | 1 packet | | | |
| 42 | Color flaps – pager marker -12m | 1 packet | | | |
| 43 | Long size Register – Ruled (page numbered) – 1 quire | 1 No. | | | |
| 44 | Long size Register – Ruled (page numbered) – 2 quire | 1 No. | | | |
| 45 | Long size Register – Ruled (page numbered) – 3 quire | 1 No. | | | |
| 46 | Long size Register – Ruled (page numbered) – 4 quire | 1 No. | | | |
| 47 | Long size Register – Ruled (page numbered) – 6 quire | 1 No. | | | |
| 48 | Long size Register- Ruled A to Z register | 1 No. | | | |
| 49 | Pencil – Apsara | 1 Box | | | |
| 50 | Eraser – Apsara | 1 Box | | | |
| 51 | Sketch Pens – Faber Castell | 1 Packet | | | |
| 52 | Cleaning Cloth - Blue | 1 Mtr. | | | |

| | | | | | |
|----|--|----------|--|--|--|
| 53 | Cleaning Cloth - Yellow | 1 No. | | | |
| 54 | Sealing Wax Gold seal super fine sealing wax | 1 Box | | | |
| 55 | Brown Tape – 2" | 1 Box | | | |
| 56 | Brown Tape – 4" | 1 Box | | | |
| 57 | Brown Sheet – Laminated | 1 Sheet | | | |
| 58 | Packing Cloth | 1 Mtr. | | | |
| 59 | Cello Tape – 1" | 1 Box | | | |
| 60 | Cello Tape – 2" | 1 Box | | | |
| 61 | Stick files transparent – Ordinary | 1 No. | | | |
| 62 | Stick files transparent – Spl. | 1 No. | | | |
| 63 | Note Sheet Pad | 1 No. | | | |
| 64 | Paper Weight – Glass | 1 No. | | | |
| 65 | Scribbling Pad | 1 No. | | | |
| 66 | HP Pendrive – 32 GB | 1 No. | | | |
| 67 | HP Pendrive – 16 GB | 1 No. | | | |
| 68 | Scribbling Book | 1 No. | | | |
| 69 | Cloth cover 16" x 14 " | 100 Nos. | | | |
| 70 | Office Scissors –Medium size - Saya | 1 No. | | | |
| 71 | Canon 328 Catridge | 1 No. | | | |
| 72 | HP 12 A Catridge | 1 No. | | | |
| 73 | HP 88 A | 1 No. | | | |
| 74 | HP 36 A | 1 No. | | | |
| 75 | Samsung ML 1640/SCx108 | 1 No. | | | |
| 76 | Calculator- Casio DJ 240D | 1 No. | | | |

We agree to supply and installation of the above items of equipment in accordance with the specifications for a total contract price mentioned above for the period specified in the Invitation for Quotations (i.e for one year).

(Bidder)

Name :

Signature :

Date :