



KENDRIYA VIDYALAYA MAITHON DAM

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Ref No: F.A-18/KVM/2008/

Date: 15.12.2008

SPEED POST

To

Subject: Quotation for **PRINTING OF BROCHURE : 2009-10** – reg.

- 1 Sealed quotation for **PRINTING OF BROCHURE : 2009-10** as shown in the attached statement is invited by the undersigned up to **29.12.2008 (01.00 P.M.)**. Quotation should be sent under strong sealed cover marked as **“Quotation for PRINTING OF BROCHURE: 2009-10”** and not by name. The Quotation will be opened in the office of the undersigned at 01.30 P.M. on **29.12.2008** (date).
2. The quotation shall be submitted according to the terms & conditions in paragraph 3 to 17. Unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
3. The rates should be F.O.R. and should include excise duty, sales tax, freight charges; any other taxes whatever liable in respect of the supply. The Vidyalaya shall not be liable to pay any tax, freight etc. that shall be expressly stipulated in the quotation in the event of acceptance of the quotation.
4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended it should be neatly scored out and the revised figure should be written above and the same attested with full signature and date. In the absence of attested signature the quotations is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all articles mentioned in the statement as he may decide.
6. On acceptance of the quotation it will become a contract and shall be bound to the terms and condition of the quotation.
7. The tenderer, shall deposit an earnest money of **Rs. 500/- (Rupees Five hundred only)** along with the quotation which shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract in the event of acceptance of the quotation.
8. If the Contractor fails to supply the articles within the time stipulated in the supply order, the undersigned shall be at liberty to purchase the articles from the market or got the rest of the contract completed by any other person or firm and the difference of price, if any shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.

P.T.O.

9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reasons. In case an order for any articles is placed for quantity 100 or more, one sample shall be retained by the school and no cost will be paid for the same.
10. Prior to acceptance of the quotation, the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
11. In the event of acceptance of the quotation and placing of the order for purchase the articles ordered for, it would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
12. The rates quoted by the contractor shall hold good up to **six months** from the date of opening of tender. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.
13. **Xerox copy of Registration of firm should be enclosed along with the Quotation. TIN/ VAT No. should be mentioned on the top of the quotation.**
14. *These instructions to tenders are to be signed by the Contractors and returned with the tender.*
15. There shouldn't be any alteration/addition or modification in the specification of the list enclosed.
16. E.M.D. for **Rs. 500/- (Rupees Five hundred only)** in the shape of a crossed Demand Draft / Banker's Cheque in favour of **VVN A/c. Kendriya Vidyalaya, Maithon Dam**, payable at **United Bank of India, Maithon** should be enclosed with the quotation.
17. Quotations that do not comply with the above conditions are liable to be rejected.

PRINCIPAL

All the above conditions are accepted by me/us.

Station :

Signature of the Tenderer
Seal of the Firm

Date:

Witness: 1.
2.



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KENDRIYA VIDYALAYA MAITHON DAM

QUOTATION FOR PRINTING OF BROCHURE: 2009-10

Sl. No.	ITEM	DESCRIPTION	UNIT	RATE (inclusive of all Taxes)
1	Brochure (Type-I)	Size: 10½" x 8½" Total Pages: 16 - including cover Cover Page : Multicolour Other Pages : 12 - Single colour (Approx requirement: 500 copies)	Each	
2	Brochure (Type-II)	Size: 8½" x 5½" Total Pages: 24 - including cover Cover Page : Multicolour Other Pages: 20 - Single colour (Approx requirement: 500 copies)	Each	

Date:

Signature :

Place :

Name of the Firm :

Seal of the Firm :

TIN :