



KENDRIYA VIDYALAYA MAITHON DAM

– () /Dist. Dhanbad – 828 207 (Jharkhand)

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Ref No: F.150346/5/2010-1172/Quot. For Printing./

Date: 14.05.2010

SPEED POST

To

Subject: Quotation for PRINTING Items – reg.

1. Sealed quotation for **PRINTING Items** as shown in the attached statement (A1, A2 & A3) is invited by the undersigned up to **31.05.2010 (1.40 P.M. Noon)**. Quotation should be sent under strong sealed cover marked as "**Quotation for PRINTING Items**" and not by name. The Quotation will be opened in the office of the undersigned at 10.00 A.M. on **01.06.2010**.
2. The quotation shall be submitted according to the terms & conditions in paragraph 3 to 22. Unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
3. The quotation should be submitted in two bids, (i) Technical Bid and (ii) Financial Bid.
4. The Technical Bid would consists of (a) EMD, (b) Registration/VAT/TIN certificate, (c) Copy of PAN card, (d) Details of the company/firm/agency enclosing nature of works performed during the last three years.
5. The Financial Bid would consists of the rates quoted by the company/firm/agency.
6. The Technical Bid will be opened first and after assessing the technical formalities, the Financial Bid will be opened. In the event of non-fulfilling of criteria (Technical Bid), the Financial Bid will not be opened and the tender will be considered rejected.
7. 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.
8. 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.
9. 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.
10. On acceptance of the quotation it will become a contract and shall be bound to the terms and condition of the quotation.
11. The tenderer, shall deposit an earnest money of **Rs. 5000/- (Rupees Five thousand 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. The earnest money will be adjusted towards **Security Deposit** which shall be payable @ **10%** of the total bill amount.

P.T.O.

12. 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 get 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.
13. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reasons.
14. 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.
15. 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.
16. The rates quoted by the contractor shall hold good up to **31.03.2011**. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.
17. **The Vidyalaya shall retain the amount of security deposit for a period of six months from the date of completion of supplies as a safeguard against any other defect appearing in the articles supplied within the period.**
18. Xerox copy of Registration of firm should be enclosed along with the Quotation. **TIN No.** should be mentioned invariably on the quotation.
19. **Any alteration/addition or modification in the specification of the items will not be accepted.**
20. E.M.D. for **Rs. 5000/- (Rupees Five thousand 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. The EMD can be directly deposited in the A/c. No. 1494010107549, (VVN A/c. Kendriya Vidyalaya Maithon Dam), Branch – United Bank of India, Maithan, (**IFSC Code: UTB10MHNK29**). The Challan of the deposit should be enclosed with the Technical Bid.
21. Quotations that do not comply with the above conditions are liable to be rejected.
22. These instructions to tenders are to be signed by the Contractors and returned with the tender.

PRINCIPAL

All the above conditions are accepted by me/us.

Station

Signature of the Tenderer

Date:

VAT No.

Witness: 1.

Seal of the Firm

2.

KENDRIYA VIDYALAYA MAITHON DAM
QUOTATION FOR PRINTING

Sl. No.	ITEM	Unit	Rate
1	Activity Plan Book: 50 sheets (100 pages)	Per Book	
2	Admission Brochure Size: 10½" x 8½" : Total Pages: 24 - including cover Cover Page : Multicolour & Laminated Other Pages: 20 - Single colour (Approx requirement: 500 copies)	100	
3	Certificate Size: 10½"x8½" : Bi-colour printing on Ivory/Art Board	100	
4	Certificate Size: 10½"x8½" : Multicolour printing on Ivory/Art Board	100	
5	Classroom Observation Book by the Principal (Book of 50 pages)	Per Book	
6	Date sheet for Exam.(Size: 10"x 8")	100	
7	Examination Answer Book 11"x9" - 4 pages	1000	
8	Examination Answer Book 11"x9" - 8 pages	1000	
9	Examination Answer Book 11"x9"- 12 pages	1000	
10	Examination Answer Book 11"x9" - 16 pages	1000	
11	Grade Sheet for Cl.I to V (Subjectwise/Classwise)	100	
12	Graph paper (Centimeter) (Size : 11"x9")	100	
13	Invitation Card Size: 7"x 5" with envelopes (printed) Both side printing, Orient/JK Board (for students)	1000	
14	Invitation Card Size: 9"x 5" - with envelopes (printed) 2-folder Spl. Type (For Guests & VIPs)	100	

Date:

Signature :

Place :

Name of the Firm :

Seal of the Firm :

TIN :

Contd...2/-

Sl. No.	ITEM	Unit	Rate
15	Progress Report Card for Cl.I & II (with plastic cover)	100	
16	Progress Report Card for III to V (with plastic cover)	100	
17	Progress Report Book for VI to VIII	100	
18	Progress Report Card (CCE) for Class-IX	100	
19	Progress Report Card . Cl.X & XII	100	
20	Question Paper Size: 11"x9" (For Unit Test/Performance Test/Admission Test etc.)	Per page per 100	
21	Question Paper Size: 11"x9" (For Unit Test/Performance Test/Admission Test etc.)	Per page per 130	
22	Question Paper Size: 11"x9" (For Unit Test/Performance Test/Admission Test etc.) (For printing of quantity 300 & above)	Per printed page	
23	Registration form Size: Legal, 4-Pages Printed on Ledger Paper	Each	
24	Result Register . Primary (52 pages)	Each	
25	Result Register . Secondary (52 pages)	Each	
26	Students Diary Size: 8" x 5½" : Total No. of Pages: 150 Cover: Bi-colour and provided with transparent plastic cover. Good Quality white paper should be used (Approximate requirement : 1300)	Each	
27	Students Medical Check up card (Size: 13" x 8½"): Single colour	Each	
28	Newsletter Size: 10½"x8½" Total 16 pages including cover Cover Page : Thick and laminated Other Pages: 12 – Glossy & Single colour (Approx requirement: 600 copies)	Each	
29	Vidyalaya Patrika Size: 10½" x 8½" : Total Pages: 100 - including cover Cover Page : Multicolour & Laminated; Glossy Page : 12 - Multicolour Other pages : 84 - Single colour with illustrations (Approx requirement: 1200 copies)	Each	

Date:

Signature :

Place :

Name of the Firm :

Seal of the Firm :

TIN :