

Address Copy Enclosed

Sub: Quotations for supply of Printed Material Reg
Sir,

Sealed quotation for the supply of the article shown in the attached statement are invited by the undersigned on behalf of the Kendriya Vidyalaya Tirumalagiri upto 2:00 PM (time), (date)

23/10/19. Quotation should be sent to the undersigned cover marked as Printed Material and not by name. The quotation will be opened in the office of the undersigned at 3:00 PM (time) on 29/10/19 (date).

- The quotation shall be submitted according to the terms and conditions specified in paragraphs 3 to 15. Unless specified otherwise in the quotation it shall be construed that the terms and condition stipulated hereunder have been agreed to.
- The rate should be for and should include excise duty, sales tax, freight charges any other taxes, rates or imposition whatever liable in respect of the supplies. The Kendriya Vidyalaya shall not be liable to pay any tax, freight etc, which has not been expressly stipulated in the event of acceptance of the quotation.
- There should not be any overwriting or correction in the quotation, if a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of the attested signature the quotation is liable to be rejected.
- The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept their quotation in whole or in part, i.e. with respect to all the article mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement as he may decide.
- On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and condition of the quotation.
- The person/persons whose quotation is accepted, hereinafter called the contractor, shall deposit an earnest money of Rs. ___ 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 the quotation, the earnest money adjusted towards security deposit which shall be payable at the rate mentioned below
Security Deposit at Nil_%
- If the contractor fails to supply the articles within the time stipulated in letter of acceptance by the undersigned the undersigned shall be at liberty to purchase the article form the market 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.
- The quality of articles indicated in the attached statement may be increased or decreased at the direction of the undersigned without assigning any reason.
- Prior to acceptance of the quotation the undersigned reserves the right to call for samples and demonstration and the contractor shall be liable to supply the samples or give the demonstration free.
- In the event of acceptance of the quotation and placing of the order for purchase of the article order for would be subjected to an inspection by the undersigned or his representative and are laible to be rejected if the articles supplied are not according to approved samples or do not confirm to the specification prescribed.
- The rates quoted by the contractor shall hold good upto 1 YEAR. No amendment in the rate except increase in the rate of sales tax during the period for execution on the contract will be accepted.
- The amount of security deposit shall be retained by the vidyalaya for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.
- Quotation which do not comply with the above conditions are liable to be rejected.
- These instruction to tenders are to be signed by contractors and returned with the tender.
- Note: It is Mandatory to furnished the following information along with photocopies mentioned.**

Name of the Firm	Nature of business/wholesale/Retail	Year of establishment	Details of the specific goods/services dealt with	Whether registered or not, if so registration i.e. IT/TAN/GST No. (Copy of the same may be obtained)	Whether post sales service undertaken free of cost during the warranty period	Whether proof of having paid income tax as on date produced (copy to be enclosed)

Rates inclusive of all taxes/GST may be quoted in the list enclosed and may be sent by registered post or courier only

14/10/2019
प्रचार्य/Principal
केन्द्रीय PRINCIPAL
KENDRIYA VIDYALAYA
तिरुमलगिरी/Tirumalagiri
सिकन्दराबाद-15/Secunderabad

KENDRIYA VIDAYLAYA TIRUMALAGIRI, SECUNDERABAD- 15

LIST OF ARTICLES

S.No.	Article	Qty.	Rate (Rs)
1	Examination question papers on 1/4 Demmi size , 60 GSM Paper including DTP (for all subjects), printing, pining and packing of subject wise		
	With 60 GSM paper 8 x 11 size	1st 100 Nos	
		Subsequent 50	
2	2. Answer sheets 1/4 demmi size with rulling, school name & logo printing on 60 GSM paper		
	16 pages	each	
	12 pages	each	
	08 pages	each	
	04 pages	each	
	02 pages	each	
	Answer sheets 1/4 demmi size with rulling, school, Name and logo printing on 70 GSM paper		
	16 pages	each	
	12 pages each	each	
	08 pages each	each	
	04 pages each	each	
02 pages each	each		
3	Bonafied certificates on 100 GSM mapthilo 1/8 demy size without Copy 100 sheets Pad	each	
	Bonafied certificates on 100 GSM mapthilo 1/8 demy size		
	1+1 100set book each Each @ Rs.	each	
4	Student attendance register 1/4 crown size (9½ x 14) on 60GSM paper (Approx. 100 Nos.)	each	
	Misc Receipt book (serially numbered) with duplicate bill (size 6 x 4 ")	each	
5	Admission register 200 pages, 15"x10" on ledger paper (pinned and rexinebounded)	each	
	CCA / Merit / Sports Certificates of A4 size on, 250 GSM Ivory card/Art card with double colour A4 size on 250 GSM Ivory		
7	Each for 1st 100 copies each with double colour	each	
	each for subsequent 100 copies	each	
	each for 1st 100 copies with Multi colour	each	
	each for subsequent 100 copies	each	
8	Admission form 1/4 full scape size 2 pages on 70 GSM	each pad	
	Registration forms 1/4 full scape size 4 pages on 70 GSM, ledger paper with numbering and single colour printing		
9	If the Quantity is Below 500		
	1st 100 Nos	each pad	
	Subsequent 100		
	If the quantity is Above 500		
	1st 500 Nos	each	
	Subsequent 100 copies	each	

10	Teacher's diaries on 1/4 full scape size on 60 GSM, Mapitho paper including DPT & Binding charges		
	200 pages of Primary Each @ Rs.	each	
	200 pages of Secondary Each @ Rs.	each	
11	CC E Records on 1/4 full scape size on 60 GSM, Maplitho paper including DTP & Binding charges		
	Primary	each	
	Secondary	each	
12	Printing of any matter on 1/4 demmi size 60 GSM, paper including DTP (for all subjects), printing, pinning and packing of subject wise & school wise with front and back thick sheets with labelling of class, subject and year with 60 GSM paper, 8x11 size		
	1st 100 Nos.	each	
	subsequent 100 Nos.	each	
13	Library cards with 10.3 Kg Card.	each	
	Library cards with 17.0 Kg Card	each	
14	Staff attendance Register	each	
15	Banner	Per sq feet	
16	Vidyalaya patrika 1/4 demmy size cover page with 130 GSM art paper duly laminated, inside colour photographs with 90/130 GSM Art paper and running matter single colour on 60/70 GSM maplitho paper including DTP and perfect binding charges		
	a	Photographs on 90 GSM Art paper with multicolour	per page
	b	photographs on 130 GSM Art paper with Multicolour	per page
	c	cover page on 250 GSM Art paper with Multicolour duly laminated	per page
	d	Running matter single colour on 60 GSM Maplitho paper	per page
	e	Running mater single colour on 70 GSM maplitho paper	per page
17	Students diary with 128 pages with single colour cover on colour card 1/8 demmy size, 70 gms paper including DPT and binding charges	each	
18	students Medical Check up cards	each	
19	Invitation cards double colour with cover printing (8" x 5") for first 100 numbers	each	
	subsequent 100 numbers	each	
20	Invitation pamphlets single on 70 GSM 1/8 size both side printing, first 100	each	
	subsequent 100 numbers	each	

signature of Proprieter of the firm with seal of theoffice

14/10/2019
 I/c प्रमुख/Principal
 केन्द्रीय विद्यालय
 KENDRIYA VIDYALAYA
 तिरुमलगिरी/Tirumalagiri
 सिकन्दराबाद-15/Secunderabad-15.