

Sub: Quotations for supply of Stationery 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)

28/10/19. Quotation should be sent to the undersigned cover marked as Stationery Items 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 liable 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.

15. 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

V. K. Rao 14/10/2019  
PRINCIPAL  
केन्द्रीय विद्यालय  
KENDRIYA VIDYALAYA

KENDRIYA VIDYALAYA TIRUMALAGIRI SECUNDERABAD - 500015

COMPARATIVE STATEMENT FOR STATIONERY ITEMS

S.No	Name of the article	Brand	Quantity	Rate
1	Adhesive tape Brown (1 inch)	KP wonder 555	each	
2	Adhesive tape Brown (2 inches)	KP wonder 555	each	
3	Alpins	Shell pins	box	
4	Box files - big		each	
5	Calculator	casio Dj 1200	each	
6	Cello tape (1 inch)	KP wonder 555	each	
7	Cello tape (2 inches)	KP wonder 555	each	
8	Chalk dustless	kores	per box	
9	Cloth lined cover A4 size		per 100	
10	Cloth lined cover big size		per 100	
11	Correcting fluid pen	kores	each	
12	Dusters		each	
13	File folders		each	
14	Gem clips	kores	per box	
15	Glue stick	fevistick	per box	
16	Gum paste 150 ml	camlin	per bottle	
17	Gum paste 700 ml	camlin	per bottle	
18	Highlighters	faber castell	each	
19	Markers pens	camlin	each	
20	Note Pad - 5	Ajay	each	
21	Note pad-8	Ajay	each	
22	Pasting files		each	
23	Pencils	camlin	per box	
24	Pin box		each	
25	Rubber bands big		per kg	
26	Ruled Register - 1 quire		each	
27	Scale stainless steal 30 cm		each	
28	Scissors aluminimum		each	
29	Sealing wax		per box	
30	Single punch	kangaroo	each	
31	Stapler	kangaroo	each	
32	Stapler 9 (max)	kangaroo		
33	Stapler pads- big size	kores	each	



34	Stapler pins - big	kangaroo	each	
35	Stapler pins - small	kangaroo	each	
36	stamp pad			
37	Tags		per 100	
38	Twin Thread		bundle	
39	Writing carbon - blue FC	kores	per box	
40	Xerox paper A3- 70 GSM	IK	ream	
41	Xerox paper A4-70 GSM	IK	ream	
42	Xerox paper FC-70 GSM	IK	ream	

PRIETER OF THE FIRM WITH SEAL

*V. Kesava* 14/10/2019  
 SIGNATURE OF THE PRINCIPAL  
 प्रचार्य/Principal  
 केन्द्रीय विद्यालय  
 KENDRIYA VIDYALAYA  
 तिरुमलगिरी/Tirumalagiri  
 सिकन्दराबाद-15/Secunderabad-15