



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
क्षेत्रीय कार्यालय / BHOPAL REGION
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Opp. Maida Mills,
Bhopal – 462 011.

F. 14089/3/8-2/2016/KVS/BPL/

Dated : /06/2016.

To,

Subject :- Invitation for quotations for supply of Stationery Items for use in the Kendriya Vidyalaya Sangathan, Regional Office, Bhopal - regarding.

Sir / Madam,

01. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, under the Ministry of HRD, Govt. of India, 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.
02. Sealed competitive quotations from the Registered Firms (along with photocopies of their Registration No. / TIN No. / TAN No. / PAN No. / VAT etc.) are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for supply of the items mentioned in the enclosed list. Where Bureau of Indian Standards (BIS) certification marked goods are available in market, goods with those on equivalent marking only shall be offered.
03. Bid Price :-
 - a) The contract shall be for the supply of the mentioned items to the Kendriya Vidyalaya Sangathan. The bidder shall quote for items in the format of quotation attached. Corrections or overwriting, if any, shall be made by crossing out, initialing, dating and rewriting. The revised figure written above and the same attested with signature and date.
 - b) All duties, taxes and other levies payable by the bidder, shall be included in the total price. 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.
 - 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 bid should be submitted along with EMD (Earnest Money Deposit) for Rs. 10,000/- (Rupees Ten Thousand only) by bank demand draft (DD) in favour of 'Kendriya Vidyalaya Sangathan, Regional Office A/c, Bhopal'.
 - h) The firm should enclose supporting documents regarding registration of Firm / VAT / Service Tax / IT PAN / TIN / TAN etc.
04. Validity of quotations :-

The quotation shall remain valid for a period of 01 year after the deadline specified for submission of quotations.
05. Evaluation of quotations :-

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e. which are :-

 - a) Properly signed, and
 - b) Conform to the terms and conditions and specifications.

The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

06. Award of contract :-
- The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above.
 - The bidder whose bid is accepted will be notified of this award of the contract by the office prior to expiration of the quotation validity period.
 - The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
 - Normal commercial warranty / guarantee shall be applicable to the supplied goods.
 - Payment shall be made within 30 days after the delivery of goods and their acceptance.
 - Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

The Pre-Contract Integrity Pact shall be signed if the value of contract is Rs. 05.00 lakhs and above.

07. Last date and time of receipt of quotations :-

You are requested to submit the sealed quotations in the Chamber of Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, Bhopal subscribed on the envelope as "Quotations for the supply of Stationery Items" due on 24/06/2016 latest by 12.30 P.M. The quotations shall be opened at 02.30 P.M. on the same day i.e. 24/06/2016. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so. The sample may be inspected on any working day from 10.00 A.M. to 04.30 P.M. except holidays (Saturday & Sunday) upto 23/06/2016.

08. The quotations shall be submitted according to the terms and conditions specified in the quotation.
09. 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 the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as he may decide. Purchases are to be made as and when articles/items required irrespective of no. of quantity.
10. As per Commercial Tax Department, Govt. of Madhya Pradesh letter No.2996/PS/CT/08 Bhopal dated 29/07/2008 VAT will be levied and deducted at the time of payment of the bill, as per specified rates.

The purchaser looks forward to receive the quotations and appreciates the interest of the bidders in the Kendriya Vidyalaya Sangathan.

NOTE :- QUOTATION SHOULD BE SENT IN THE ENCLOSED PROFORMA.

Encl. : As above [Part – II (Total No. of pages 06 – from 01 to 06)].

(Isampal)
Deputy Commissioner
Kendriya Vidyalaya Sangathan,
Regional Office, Bhopal

PART - II

Name & Address of the
Tenderer / Supplier with Seal

To,

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
Regional Office,
Bhopal.

Subject :- Submission of rates for the supply of Stationery and others Items.

Sl. No.	Description of Stationery Items / Brief Specifications	Quantity	Rate per Item / Piece / Packet in Rupees	VAT Rate in %	VAT Amount in Rupees	Total Rate inclusive of VAT in Rupees
1.	All Pin BEL 100 GSM	50 Pkt.				
2.	Clip U Vikram 35 MM 10 Pkt/box	100 Pkt.				
3.	Clip U Vikram 35 MM 10 coated Pkt/box	100 Pkt.				
4.	Pin cushion (Ordinary) ESVEE	10 No.				
5.	Pin cushion (Ord.) ESVEE Besto	10 No.				
6.	Ball Pen (Ordinary) Cello Gripper	100 No.				
7.	Ball Pen Jotter (Reynold)	50 No.				
8.	Jotter Pen (Blue & Red)	30 No.				
9.	Jotter Refill Blue (Titus)	50 No.				
10.	Jotter Refill Blue (Cello)	20 No.				
11.	Jotter Refill Black/Red (Titus)	80 No.				
12.	Jetter Refill (Reynold)	50 No.				
13.	Refill Ordinary Cello Gripper	100 No.				
14.	Ad-gel Pen Achiever	30 No.				
15.	Ad-gel Refill (Black/Blue/Green)	50 No.				
16.	Gel Pen	20 No.				
17.	Gel Pen (Cello) (Blue/Red/Black)	20 No.				
18.	Gel Refill (Blue/Black/Red)	20 No.				
19.	Pilot pen V-5 (For class I Officer)	05 No.				
20.	Pilot pen V-7 (For class I Officer)	05 No.				
21.	Pilot V7 Hi-Tecpoint 0.7 pen Cartridge system	50 No.				
22.	Rorito T-MAX pen refillable fluid ink system	50 No.				
23.	Refill Cartridge - Pilot V7 Hi-Tecpoint 0.7 pen	50 No.				
24.	Refill Fluid Cartridge - Rorito T-MAX pen	50 No.				
25.	Holder Pen Blue	10 Pkt.				
26.	Holder Pen Red	04 Pkt.				
27.	Pen Holder (Two pen) both side	04 Pkt.				
28.	02 Pen set (Gel Pen+Ball pen) Cello	10 No.				
29.	Pen Stand with 2 pens (Good quality)	05 No.				
30.	Pen Stand big size with pen	05 No.				
31.	Scale Plastic Natraj 12 inch	12 No.				
32.	Pocker Plastic Handle	05 No.				
33.	Tag (thick) good quality (white) 6"	24 Gross				
34.	Pencil Lead (Ordinary) Natraj HB (10 pencil in a pkt.)	30 Pkt.				
35.	Pencil Lead (Ordinary) Apsara (10 pencil in a pkt.)	50 Pkt.				

Sl. No.	Description of Stationery Items / Brief Specifications	Quantity	Rate per Item / Piece / Packet in Rupees	VAT Rate in %	VAT Amount in Rupees	Total Rate inclusive of VAT in Rupees
36.	Rubber (pencil) Apsara (Non dust) 20 in pkt.	20 Pkt.				
37.	Sharpener Natraj 20 sharpner in pkt.	20 Pkt.				
38.	Correcting Fluid (White) - Kores 30 ML	30 No.				
39.	Correcting Fluid (white) Pen - Kores	20 No.				
40.	Calculator Citizen CT 580 - 12 digit	10 No.				
41.	Calculator Orpat OT 1400T - 12 digit	10 No.				
42.	Note sheet Green F/s (100 sheets) - 75 gsm	1000 No.				
43.	Paper Weight (Glass) Medium	10 No.				
44.	Candle (good quality) 400 GSM with stand	10 No.				
45.	Scissor medium 6" (Plastic handle)	02 No.				
46.	Scissor medium 9" steel	02 No.				
47.	Fevi Stik small	10 No.				
48.	Fevicol 200 gm Pedilite	10 No.				
49.	Stepler Small - Kangaroo 10	12 No.				
50.	Stepler medium - Kangaroo HD 45	12 No.				
51.	Stapler Jumbo size Kangaroo (steel)	05 No.				
52.	Stapler Jumbo size Kangaroo (steel) HP 15	05 No.				
53.	Stapler Jumbo size Kangaroo (steel) 10	05 No.				
54.	Stapler Big Kangaroo 455	05 No.				
55.	Stepler Pin (small) (pkt. of 20 boxes of No. 10-1M 1000 steples (20X50) Kangaroo	36 Pkt.				
56.	Punch Machine (Single) Kangaroo	10 No.				
57.	Punch Machine (Double) Kangaroo medium size	10 No.				
58.	Punch Machine (Double) Kangaroo Jumbo size 800	02 No.				
59.	Punch Machine (Double) Kangaroo Jumbo size 600	02 No.				
60.	Highlighter Pen (Eddying) mix colour pkt. (Pik) (5 pen set)	10 Pkt.				
61.	Sketch Pen multi colour pkt. (Eco)	10 Pkt.				
62.	Sketch Pen multi colour pkt. (Pik)	10 Pkt.				
63.	Permanent Marker Pen black (thick) Reynold	10 No.				
64.	Permanent Marker Pen black (thin) Reynold	10 No.				
65.	Permanent Marker Pen black (thin) Pik	10 No.				
66.	Page Marker (Coloured Flag Dismate) PM-313405 (3 pc) (25X75) Assorted Colours	10 No.				
67.	Sticky Pad Dismate (Yellows 331Y) (7.5X7.5 size)	10 No.				
68.	Sticky Pad (Yellows 331Y) (7.5X7.5 size)	10 No.				
69.	White Board Marker (Rotomac) (black/blue/red)	12 No.				

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70.	White Board Marker (Pik) (black/blue/red)	12 No.				
71.	White Board Duster	02 No.				
72.	White Board Marker Ink Rotomac (RB-15) (black/blue/red)	05 No.				
73.	Ink Stamp pad Ashoka (small)	05 No.				
74.	Ink Stamp pad Ashoka (medium)	05 No.				
75.	Ink Stamp Pad Ashoka (big)	05 No.				
76.	Stamp Ink blue Kores 200 ML	05 No.				
77.	Stamp Ink blue Ashoka 200 ML	05 No.				
78.	Rubber Band-1 (Good quality) double ply	01 Kg				
79.	Cello Tape Big - 1 inch Transparent - 100 meter	50 Role				
80.	Despatch Tape Brown 2 Inche - 200 meter	100 Role				
81.	Tape Dispenser Medium size 1 Inch - 100 meter	50 Role				
82.	Envelopes 9 inch X 4 inch thick - 100 GSM	25000 No.				
83.	Envelopes 11 inch X 5 inch thick - 100 GSM	50000 No.				
84.	Envelopes 16 inch X 12 inch with cloth yellow 120 GSM	10000 No.				
85.	Envelopes 16 inch X 12 inch with cloth yellow 100 GSM	10000 No.				
86.	Envelopes 16 inch X 12 inch with lamination yellow 120 GSM	10000 No.				
87.	Envelopes 10 inch X 12 inch with cloth Yellow	5000 No.				
88.	Envelopes 10 inch X 12 inch with lamination Yellow	10000 No.				
89.	Envelopes 16 inch X 6 inch with Cloth Yellow 120 GSM	2000 No.				
90.	Envelopes 16 inch X 6 inch with lamination Yellow - 100 GSM	2000 No.				
91.	Gum Bottle (small) Kores 300 ML	06 No.				
92.	Gum Bottle (small) Camel 300 ML	06 No.				
93.	Gum Bottle (small) Stripe 300 ML	06 No.				
94.	Gum Bottle (Big) Kores 700 ML	20 No.				
95.	Gum Bottle (Big) Camel 700 ML	20 No.				
96.	Gum Bottle (Big) Stripe 700 ML	20 No.				
97.	Paste bottle (Big) Stripe 700 ML	20 No.				
98.	Paste bottle (Big) Kores 700 ML	20 No.				
99.	Paste bottle (Big) Camel 700 ML	20 No.				
100.	CDR 4 GB Moser Bear	200 No.				
101.	CD RW 4 GB Moser Bear	200 No.				
102.	DVD R 4 GB Moser Bear	100 No.				
103.	DVD RW 4X 4.7 GB Moser Bear	100 No.				
104.	CDR 8 GB Moser Bear	200 No.				
105.	CD RW 8 GB Moser Bear	200 No.				
106.	DVD R 8 GB Moser Bear	100 No.				
107.	DVD RW 8 GB Moser Bear	100 No.				

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108.	CD Mailer Envelops	200 No.				
109.	CD Cover (Plastic)	200 No.				
110.	Pendrive 2 GB Moser Bear	10 No.				
111.	Pendrive 4 GB Moser Bear	10 No.				
112.	Pendrive 8 GB Transcend Moser Bear	10 No.				
113.	Pendrive 16 GB Transcend Moser Bear	10 No.				
114.	Pendrive 32 GB Moser Bear	05 No.				
115.	Index File (Box file) Big size Jumbudeep	24 No.				
116.	Index File (Box file) Big size Neelgagan	24 No.				
117.	Index File (Box file) Big size A to Z	24 No.				
118.	Voucher File Neelgagan (Big size)	20 No.				
119.	Voucher File A to Z (Big size)	20 No.				
120.	Voucher File Jumbudeep (Big size)	20 No.				
121.	Spiral Note Book - Neelgagan A/4 size 100 sheets (premium)	50 No.				
122.	Spiral Note Book - A/4 size 100 sheets (premium)	50 No.				
123.	Slip Pad Bittoo 80 pages	50 No.				
124.	Spiral Pad (Conference Pad) 40 pages Neelgagan	50 No.				
125.	Spiral Pad (Conference Pad) 40 pages	50 No.				
126.	Slip Pad / Writing Pad small Jambudeep No. 33	50 No.				
127.	File Cover (Brown) thick (without quoted) Jambudeep (No. J-280)	2000 No.				
128.	File Cover (Brown) thick (without quoted) Veer (No. 825)	2000 No.				
129.	File Board - Neelgagan 500 GSM (good quality)	5000 No.				
130.	File Board - Jammudeep 500 GSM (good quality)	5000 No.				
131.	Clamp File INF-SF 851 (A-4 size)	50 Pkt.				
132.	Clamp File Clip file (A-4 size)	50 Pkt.				
133.	Solo - Meeting Folder (No. CC115)	50 No.				
134.	Plastic File Cover	50 No.				
135.	Plastic Leaf Bag	20 No.				
136.	File Cover - Cobra No. 5000 with centre clip	50 No.				
137.	Sheet Paper A-4 size	05 No.				
138.	My Clear Bag	50 No.				
139.	Register Neelgagan 01 Qr Ordinary Binding	30 No.				
140.	Register Arithant 01 Qr Ordinary Binding	30 No.				
141.	Register Neelgagan 02 Qr Ordinary Binding	30 No.				
142.	Register Arithant 02 Qr Ordinary Binding	30 No.				
143.	Register Neelgagan 04 Qr Ordinary Binding	30 No.				

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144.	Register Arithant 04 Qr Ordinary Binding	30 No.				
145.	Register Neelgagan 06 Qr (3/4 Leather Binding)	20 No.				
146.	Register Jambudeep 06 Qr Cloth Binding)	20 No.				
147.	Register Jambudeep 06 Qr (3/4 Leather Binding)	10 No.				
148.	Register Neelgagan 08 Qr (3/4 Leather Binding (Saraswati)	10 No.				
149.	Register Arihant 08 Qr (3/4 Leather Binding (Saraswati)	10 No.				
150.	Register Jambudeep 08 Qr Cloth Binding (Saraswati)	10 No.				
151.	Register Jambudeep 08 Qr (3/4 Leather Binding)	10 No.				
152.	Register Neelgagan 10 Qr (3/4 Leather Binding (Saraswati)	05 No.				
153.	Register Jambudeep 10 Qr Leather Binding	05 No.				
154.	Register Arthant Work 10 Qr Leather Binding (Saraswati)	20 No.				
155.	Register Jambudeep 10 Qr Cloth Binding (Saraswati)	05 No.				
156.	Index Register 6 Qr Neelgagan Leather Binding	24 No.				
157.	Index Register 6 Qr Arihant (3/4 Leather Binding)	24 No.				
158.	Photocopy paper A-4 J.K. Red (75 GSM)	1000 Pkt.				
159.	Photocopy paper A-4 Power (75 GSM)	1000 Pkt.				
160.	Photocopy paper A-4 Xerox (75 g/m) Economy grade multipurpose copy / print (weight 2.3 kg per pkt.)	1000 Pkt.				
161.	Photocopy paper F/s Power (75 GSM)	200 Pkt.				
162.	Photocopy paper F/s J.K. Red (75 GSM)	200 Pkt.				
163.	Photocopy paper FSL (75 g/m) Xerox Economy grade multipurpose copy / print (weight 2.8 kg per pkt.)	200 Pkt.				
164.	Photocopy paper A-3 J.K. Red (75 GSM)	50 Pkt.				
165.	Photocopy paper A-3 Power (75 GSM)	50 Pkt.				
166.	Photocopy paper A-3 (75 g/m) Xerox Economy grade multipurpose copy / print (weight 4.7 kg per pkt.)	50 Pkt.				
167.	PVC Strip File	50 No.				
168.	Spring File Solo	100 No.				
169.	File folder with 20 leafs	10 No.				
170.	L File folder	50 No.				
171.	Pencil Cell for wall clock (thick)	12 No.				

Sl. No.	Description of Stationery Items / Brief Specifications	Quantity	Rate per Item / Piece / Packet in Rupees	VAT Rate in %	VAT Amount in Rupees	Total Rate inclusive of VAT in Rupees
172.	Button Cell for calculator	12 No.				
173.	Remote Cell (thick)	12 No.				
174.	Pencil Cell for wall clock (thin)	12 No.				
175.	Table Bell	05 No.				
176.	Plastic File Tray (small size)	05 No.				
177.	Plastic Sutali 500 gm. bundle	10 Bundle				
178.	Baste (Pink) 40 inch X40 inch	200 No.				
179.	Baste (Yellow) 40 inch X40 inch	200 No.				
180.	Finger Grip (Spunj)	10 No.				
181.	Black Hit (big size)	50 No.				
182.	Goodnight refill	50 No.				
183.	Room freshner	20 No.				

Total – 183 Items.

We agree to supply the above printed material items in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty / guarantee of 12 months shall apply to the offered goods.

Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Demand Draft No. _____ dated _____ drawn on _____

Signature of Tenderor _____
with seal, date and time _____