

तत् त्वं पूनन् अपावृष्य
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan

अधीनस्थ मानव संसाधन विकास मंत्रालय, भारत सरकार / Under Ministry of HRD, Govt of India

क्षेत्रीय कार्यालय, जम्मू / Regional Office (Jammu),

राजकीय चिकित्सालय मार्ग, / Govt Hospital Road,

गाँधी नगर, जम्मू-180004 / **Gandhinagar, JAMMU-180004**

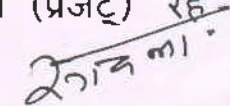
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निविदा आमंत्रण सूचना

एतद द्वारा केन्द्रीय विद्यालय संगठन. संभागीय कार्यालय, जम्मू की ओर से पंजीकृत फर्म से ऑफिस स्टेशनरी (office stationery) की आपूर्ति के लिए मोहरबंद निविदा (quotation) आमंत्रित की जाती हैं। पूर्ण विवरण तथा शर्तें और टेंडर डॉक्यूमेंट (Tender Document) इस कार्यालय की वेबसाइट www.kvsrojammu.org पर उपलब्ध है जिससे इस डाउनलोड करके निविदा दस्तावेज फीस रुपये 200/- की डी.डी (Demand Draft) के साथ जमा कर सकते हैं। डी.डी (Demand Draft) “ KVS, RO, Jammu” के पक्ष (favour) में लिखा/draw किया जाये।

मोहरबंद निविदा जमा करने की अंतिम तिथि 30.06.2017 दोपहर 1 बजे तक है। निविदा अद्योहस्ताक्षरकर्ता के कार्यालय में दिनांक 30.06.2017 को 3 बजे खोली जाएंगी और इस प्रक्रिया के समय आवेदक फर्म के अधिकृत प्रतिनिधि उपस्थित (प्रेजेंट) रह सकते हैं।


(सिरिमला सांबना)

उपायुक्त



केन्द्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan

अधीनस्थ भागवत संसोधन विकास पत्रालय, भारत सरकार / Under Ministry of HRD, Govt of India

क्षेत्रीय कार्यालय, जम्मू / Regional Office (Jammu),

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TENDER INVITATION FORM

Sub:- Quotation for the supply of stationery items.

1. Sealed quotation of the supply of the articles shown in the attached statement (Annexure 'A') is invited by the undersigned up to 1300 Hrs. 30.06.2017. Quotations should be sent under strong sealed cover marked as "Quotation stationery items" and not by name. The quotation will be opened in the office of the undersigned at 1500 Hrs on 30.06.2017.

2. The quotation shall be submitted according to the terms and conditions specified in paragraph 3 to 15 unless specified otherwise in the quotation it shall be constructed that the terms and 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 rate or imposition whatever liable is respect of the supplies. The KVS, RO, Jammu, shall not be liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.

4. There should not be any overwriting or correction in the quotation. If a figure is to be amended it should be neatly scored out and the revised figure written should be attested with full signature and date. In the absence of attested signature the quotation 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 attached statement or in respect of any one or more than one articles specified in the attached statement as he may decide.

6. On acceptance of the quotation it will become a contract and shall be bound by the terms and conditions of the quotation.

7. The person / persons, whose quotation is accepted, hereinafter, called the contractor, shall deposit the bid security of Rs.5,000/- (DD in favour of KVS,RO,Jammu) 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. The earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below:
Security Deposit @ 5 % of the amount of supply order.

8. If the contractor fails to provide the services within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to procure the services 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.

9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason. In case an order for any articles is placed for quantity 100 or more one sample shall be retained by the office 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 of 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 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 conform to be specifications prescribed.

12. The rates quoted by the contractor shall hold up to 31.03.2018. 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. The amount of security deposit shall be retained by office 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.

14. Quotations which do not comply with the above conditions are liable to be rejected.

15. The contractor has to submit income tax clearance certificate before supply of articles or else income tax (TDS) as applicable will be deducted from the payment of the bill.


(Shrinata Sambanna)
Deputy Commissioner

All the above conditions are accepted by me/us.

Signature of the tenderee
with seal of the firm

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE JAMMU

Annexure 'A' to the Stationery Tender Document

S. No.	Particular	Tentative Quantity of Articles to be purchased	Rate quoted in Rs. Per article	Remarks
1	Cello Tape Brown 1" 65 mtrs	30 Pkts		
2	Cello Tape Brown 2" 65 mtrs	30 Pkts		
3	Cello Tape Transparent 1" 65 mtrs	20 Pkts		
4	Cello Tape Transparent 2" 65 mtrs	20 Pkts		
5	Colin spray 500 ml-Blue	06 Nos		
6	Correcting Fluid Pen	30 Nos		
7	Damper Superior	20 Nos		
8	Envelop 10"x12" Cloth lined	1000 Nos		
9	Envelop 12"x16" Cloth lined	1000 Nos		
10	Envelop 9"x4" White (Taj Mahal Brand)	2500 Nos		
11	Envelop-11"x5" White (Taj Mahal Brand)	4000 Nos		
12	Fevi Sticks 35 gms-Superior	40 Nos		
13	File Boards Superior Quality (sample may be obtained from this office)	1200 Nos		
14	Gum Bottles 700 ml	20 Bottles		
15	High Lighter All Colours	30 Nos		
16	Pilot Pens V-7 Black/Blue/Green	30 Nos each		
17	Pen Reynolds Trimax Black/Blue	30 Nos each		
18	Pen Cello Butter Flow	50 Nos		
19	Pen Rotomac 4 G Roller	50 Nos		
20	Permanent Marker All Colours	20 Nos		
21	Photostat A-4 Size 75 GSM (Power Brand)	500 Reams		
	Photostat FS(Legal) Size 75 GSM (Power Brand)	500 Reams		
	Photostat A-4 Size 75 GSM (JK Brand)			
	Photostat FS(Legal) Size 75 GSM (JK Brand)			
22	Document File Folder/Dak Pad with fine finish & good quality	10 Nos		
23	Register Ordinary 6 Quire-Ruled-Superior	10 Nos		
24	Rubber/Eraser Non dust	30 Nos		
25	Scale Plastic-Size 1 ft	15 Nos		
26	Sketch PEN -Standard size (quote the rate for packet and not per sketch pen)	10 Pkts.		
27	Slip Pads Ruled Spiral binding Size: No.33	20 Nos		
28	Stamp Pads Medium Blue	10 Nos		
29	Stapler Big Size Kangaroo make	05 Nos		
30	Stapler Pins Big Size -24/6 Kangaroo make	50 Pkts		
31	Stapler Pins Small Size No.10 Kangaroo make	50 Pkts		
32	Stapler Medium Size No.10 Kangaroo make	10 Nos		
33	Punching Machine -with single punching rod	10 Nos		
34	Sticking Flags Tri-colour Size:3"x3"	50 Nos		
35	Sticking Pads Size:3"x4"	10 Nos		
36	Tags Small Size white/coloured Superior Quality(quote the prize for bundle containing Approx. 500 Pcs, length 9")	30 Bundles		
37	Tags(Lases) Large Size Green Colour Superior Quality-144 Pcs length 24"	15 Bundles		
38	All Pins T- shaped Easy Push	30 Pkts		
39	U-Clips 100 Plastic coated	30 Pkts		
40	Cloth Dusters for cleaning and sweeping	15 Nos		
41	New Toner of Printer 88-A, HP laser Jet	As per requirement		
42	New Toner of Printer 925 Canon	As per requirement		
43	Dispatch Register	10 Nos		
44	Diary Register	10 Nos		
45	White cloth for parcel	25 Meter		
46	Calculator	02 Nos		
47	Plastic Sutli Roll	05 Nos		

Signature of Tenderee with Seal

**FORM FOR THE FIRMS TO BE FILLED AND SUBMITTED ALONGWITH TENDER DOCUMENT FOR
STATIONERY ITEMS TO KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE JAMMU IN
REFERENCE TO ADD DATED 14.06.2017.**

1. Name & address of the firm :- _____
2. Telephone number
a) Landline - _____
b) Mobile - _____
3. Name of the owner of the firm with address :- _____
4. VAT, TIN, TAN number of the firm
VAT NO _____
TIN NO _____
TAN NO _____
5. PAN number of Firm :- _____
6. Copies of return of VAT/TIN/TAN :- _____
of last ONE year should be attached with format
7. Details of experience & supply orders executed during the last 02 years

Institution where rendered service / supplied articles	Period	Name of supplies / service	If contract cancelled before expiry, mention reason for the same

8. Name & address OF bank with IFSC code _____

Dated :- _____

Signature of owner of the firm & seal

Undertaking

I, Mr./Ms. _____ Proprietor/owner of _____ M/S _____ do hereby undertake that the above furnished information is correct to the best of my knowledge and belief. In case of any information / supporting document furnished by me found to be incorrect / false, the offer of my contract will be cancelled automatically and action may be taken as per KVS rule. I assure you to provide the best service to the KVS, RO, Jammu.

Place: _____
Date: _____

Signature _____
Name of Proprietor _____
Seal of the Firm _____