



കേന്ദ്രീയ വിദ്യാലയം, കൊല്ലം
केन्द्रीय विद्यालय, कोल्लम
KENDRIYA VIDYALAYA, KOLLAM

तिरुमुल्लावारम (पोस्ट) कोल्लम-12. Thirumullavaram P.O., West Kollam - 691 012
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(भारत सरकार मानव संसाधन विकास मंत्रालय के अधीन स्वायत्त संस्था)
(Autonomous Body under the Ministry of HRD, Govt. of India)

F. No. 1-3 / KVK/2016-17/

Dated: 20.2.2017

To

Quotation for Printing

1. Sealed quotations for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of the **K.V. KOLLAM** upto **01.00 P.M.** by **06.3.2017**. Sealed Quotations should be submitted in the Tender Box in front of Principal's room or by Courier or Post writing **quotation for Printing** on the Top of the envelop. The quotations will be opened in the office of the undersigned at **02.00 PM** on **06.3.2017**.
2. The quotations shall be submitted according to the terms and conditions specified in paragraphs 3 to 18. Unless specified otherwise in the quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background, **proof of registration of IT/TAN/VAT etc. should be mentioned in the bid.**
4. The rates should be F.O.R. 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 quotation in the event of acceptance of the quotation.
5. There should not be any over writings or corrections 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.
6. 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 on article specified in the attached statement as he/she decide.
7. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.
8. The person/persons whose quotation is accepted, hereinafter called the contractor, shall deposit an **earnest money of Rs. 3000/-** 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 being accepted, the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below:

Security Deposit -10 % .

(If the contractor is not agreeable to pay Security Deposit the reasons therefore should be specified and the undersigned reserves the right to accept or reject the request.

9. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contractor 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.
10. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
11. Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.
12. 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 article supplied are not according to approved samples or do not conform to the specifications prescribed.
13. The rates quoted by the contractor shall hold good initially upto **31.03.2018**, which may be extended further. No amendment in the rate except increase in the rate of Tax/taxes during the period of execution of the contract, will be accepted.

PRINCIPAL

**All the above conditions are accepted
by me/us.**

Signature of the Tenderer with seal of the firm

Station :

Date :

Witness- I Name :

Address :

Occupation :

Witness – II Name :

Address :

Occupation :

FORMAT OF QUOTATION

Sl no.	Description of goods/equipment	Brief specifications	Quantity	Unit/Pkt Rate(Rs)	Total amount without VAT	VAT rate in (%)	VAT Amount	Total Amount with VAT
1	Students Dairy	D1/8 size, 100 pages including Cover. Cover page 220 gsm art paper with multi colour printing Inner 96 pages 70 gsm white map litho paper with black & white printing Setting, colour designing, layout , printing, perfect binding with cost of paper	750 Nos					
2	Teachers Diary	D1/4 size 230 Pages Cover page 300 gsm multi colour printing Inner page 70 gsm white map litho paper with black & white printing Setting, colour designing, layout , printing, perfect binding with cost of paper and plastic pouch	25 Nos					
3	Answer Sheet	Specifications: D 1/4 th size 60 gsm white paper with B& W printing a) 16 pages main sheet printing 1000 copies b) 12 pages main sheet printing 1000 copies c) 8 pages main sheet printing 1000 copies d) 4 pages Supplementary sheet printing 1000 copies						

- 1) We agree to supply the above goods 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.
- 2) We understand that the TDS will be deducted as per rules.
- 3) The bank details are as follows.
 - a. Name of Bank and & address of the branch :
 - b. Bank Account No. :
 - c. IFSC code of Bank :
 - d. MICR Code :
- 4) TIN of the Firm :
- 5) PAN No. :

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

Bid security of Rs.....(Rupees.....)
is furnished herewith vide bank draft No.....dated.....drawn
on

(Bidder)

Signature:.....

Name:.....

Date:.....