



**केन्द्रीय विद्यालय संगठन**  
**KENDRIYA VIDYALAYA KANJIKODE, PALAKKAD-678623**

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F.No.4-6/ KVK/ 2021-22/

Date:08/02/2022

**Sub: “Invitation for Quotations for photocopy of study materials-reg**

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, 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.

2. Sealed competitive quotation from the Registered Firms/ Contractors is invited by the undersigned on behalf of the Kendriya Vidyalaya, Kanjikode for supply of the following items:

Sl.N o	Brief description of goods	Specifications	Quantity (approx)	Delivery period	Place of delivery
1	Printing of A4 Size Papers- per page (back to back)				

Where Bureau of Indian standards (BIS) certification marked goods are available in market, goods with those or equivalent marking only shall be offered

**3. Bid Price**

(a) The contract shall be for the supply of the mentioned item to the KV Kanjikode. The bidder shall quote for items in the format of quotation attached.

Corrections, if any, shall be made by crossing out, initialing, dating and rewriting:

(b) All duties, taxes and other levies payable by the bidder, shall be included in the total price. However, the tax and duties livable should be quoted separately

(c) The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only);

(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 for 2 to 5 % of total amount. By bank draft in favour of Principal KV Kanjikode

(h) The firm should enclose supporting documents regarding registration of VAT/ ST/ITPAN.

**4. Validity of quotations**

The quotation shall remain valid for a period not less than one year after the deadline specified for submission of quotations.

**5. 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.

6. Award of contract:

(a) 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;

(b) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period;

(c) The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.

(d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods;\*May be struck off in case of Registered Bidders.

(e) Payment shall be made within 30 days after the delivery of goods and their acceptance;

(f) 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.

(g) The successful bidder has to deposit performance security with the ..... of the amount of **Rs. 10%** Total value of goods at the time of executing the supply order in favour of **Principal, Kendriya Vidyalaya, Kanjikode** in the form of DD.

7. Last date and time of receipt of quotations: 19.02.2022

You are requested to submit the sealed quotations in the letter cover superscribed on the envelope as "Invitation for Quotations for photocopy of study materials" due on 19.02.2022. Latest by 2.00Pm. The quotations shall be opened at **KV Kanjikode** on the same day. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

The purchaser looks forward to receiving the quotation and appreciate the interest of the bidders in the KVS.

**For sample copy you may contact the Vidyalaya office.**

Your faithfully,

Signature

Designation: mÉëÉcÉÉrÉÉi /PRINCIPAL

**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

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,

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 : .....