

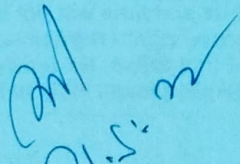
Form No.	:
Date of Issue	:
M.R. No.	:
Cost of Form	: Rs. 100/-



KENDRIYA VIDYALAYA DATIA
(A Constituent unit of KVS, under Ministry of Education,
Govt. of India)
JHANSI ROAD ,CHITWA DATIA 475661

**NOTICE FOR INVITING TENDERS for
Providing of
Office Stationary
and Printing
Services**

Signature of the Bidder along with Seal


21.5.20
प्राचार्य
केंद्रीय विद्यालय, दतिया (मध्य)



KENDRIYA VIDYALAYA , DATIA
(A Constituent unit of KVS, under Ministry of Education,
Govt. of India)
JHANSI ROAD ,CHITWA DATIA 475661

Tender No. F.53/KVD/SI Contract/2022-23		Dated : 20/05/2022.
Name of the Work	Cost of Tender Form (Non-	Bid Security (EMD)
Providing of Office STATIONERY AND PRINTING SERVICES	Rs. 100/- (Rupees One Hundred	Rs. 10,000/- (Rupees Ten Thousand Only)

Sealed tenders are invited under Two Bid system – Technical Bid & Financial Bid in separate sealed envelopes from DATIA, GWALIOR, JHANSI based reputed, competent, registered and experienced firms/ agencies, having good credentials and should financial standing to provide Office Stationery and Printing Services for the use in Kendriya Vidyalaya Dtaia as per the details given in the Tender document for a period of one year.

Tender forms costing Rs. 100/- can be obtained from Vidyalaya on all working day from the date of uploading tender form in Vidyalaya website / publication of advertisement till 05.06.2022 till 01.00 PM. Tender form is also available at website of Vidyalaya <https://datia.kvs.ac.in> In case tender form is downloaded from website, the tenderer shall enclose cost of tender form through a Demand Draft of Rs. 1 00/- in favour of "VIDYALAYA VIKAS NIDHI ACCOUNT KV DATIA " payable at DATIA along with Tender form, failing which form will be rejected.

Last date for receipt of sealed tender is 05.06.2022 at 13.00 hrs. and will be opened by the Tender Evaluation Committee (TEC) in the presence of tenderers (if any) or their authorized representatives who wish to be present on date of opening tender(date will be notified on school website)in this Vidyalaya. The tenders received after the above said scheduled date and time will not be considered in any manner. The tenders can be sent to this office by speed post / registered post / courier / by hand submitted in Vidyalaya to deputed employee of this office. No tender by Fax / E-mail or any other medium will be entertained. For further details please visit website of this Vidyalaya <https://datia.kvs.ac.in>

Principal

Signature of the Bidder along with Seal

(Handwritten Signature)
Principal
केन्द्रीय विद्यालय, चितवा (झारखण्ड)



KENDRIYA VIDYALAYA DATIA
(A Constituent unit of KVS, under Ministry of Education, Govt. of India)
JHANSI ROAD CHITWA , DATIA, M.P. -475661

ADVERTISED TENDER ENQUIRY SESSION 2021-22
TECHNICAL BID FORM No. -1

Affix latest
Passport size
recent
photograph of
the
prospective
Bidder

TECHNICAL BID TENDER FORM FOR PROVIDING Office STATIONERY and Printing Services

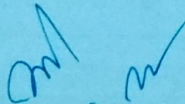
1	Name, address of the firm/Agency and Telephone & Mobile numbers.	
2	e-mail of the firm/ proprietor	
3	Website address of the firm	
4	Registration No. of the Firm/ Agency	
5	Name, Designation, Address and Telephone/Mobile No. of Authorized person of Firm/ Agency to deal with.	
6	Year of Establishment of firm	
7	Whether having ISO Certificate	
8	PAN No	
8a	GST No.	
9	TIN/TAN/CST/ SERVICE TAX NO (Whichever is applicable)	
10	Employees Provident Fund Account No.	
11	ESIC Number	
12	License number under Contract Labour (R&A) Act.	
13	Whether firm/agency is registered with tent, light, sound Association, if yes provide registration No. with attested copy.	
14	Details of Bid Security (EMD) deposited:	
	(a) Amount	Rs. (in words)
	(b) DD No.	
	(c) Date of issue	
	(d) Bank Name	

(Handwritten signature)
मुखिये
केन्द्रीय विद्यालय, दत्तिया (MP)

15		To be filled by the Bidder	For office use
	<i>Information to be provided Annual Turnover (in Lakhs) During the last three year in any of the Institute's/Autonomous Institutions/Universities/Public Sector/ Undertakings of the Government of India or autonomous bodies of Government of India or Public Sector Banks or Local Bodies/Municipalities or in any reputed private bank</i>	Rs.	
		(F. Y. 2019-2020)	
		Rs.	
		(F. Y. 2020-2021)	
16	Experience of running these services (in years)		
17	Volume of work done during the last three financial years		
18	Address of Agency's office		

NOTE: ENCLOSE THE PROOF FOR ABOVE CITED DECLARATIONS

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.


 21.5.20
 प्राचार्य
 केंद्र विद्यालय, दरिया (सोडरो)

(Signature of the bidder)
Name and Address (with seal)

Tender Documents:-**Eligibility Criteria**

The Vendor must meet the following criteria (please attach necessary supporting documents for all, in Technical Bid envelope) :

- Valid registration proof of the firm.
- Past experience of at least last t h r e e years in executing similar kind of work in a reputed organization / institute of education.
- Should have self-sufficiency and adequate stocking in a store /go down located within the municipal limits of DATIA.
- All pages of Tender should be signed by the authorized signatory of the company/firm.
- Should possess all statutory requirements as applicable, such as Labour License, GST, Shop and Establishment registration certificate and PAN card and other statutory requirements with appropriate license from competent authority.

Technical Bid

Technical bid should contains the documents related to bidders qualification and Earnest Money Deposit details & should be marked as "Technical Bid for Office Stationery and Printing Services" along with following documents in a sealed envelope :-

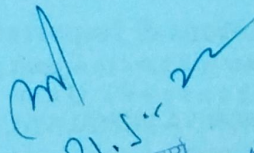
- i. Tender fee in the form of Demand Draft of Rs. 100/- drawn in favour of "V.V.N. A/C, KENDRIYA VIDYALAYA, DATIA " payable at DATIA from a scheduled or commercial bank or cash receipt of tender fee.
- ii. Demand Draft of Earnest Money Deposit for Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of "V.V.N. A/C, KENDRIYA VIDYALAYA, DATIA" payable at DATIA from a scheduled or commercial bank.
- iii. Valid registration certificate of the firm from the competent authority.
- iv. Income tax return for the last three years (2019-20,2020-21, 2021-22).
- v. Income and Expenditure Statement of the firm for the last three years (2019-20, 2020-21, 2021-22).
- vi. GST/TIN/PAN Number registration certificates of the firm.

Financial Bid

Financial bid should contains the documents related to financial bid of the tender & should be marked as "Financial Bid for Office Stationery and Printing Services" in a sealed envelope contain following details :-

- i. The financial bid must be submitted as per the Annexure the Tender.
- ii. The financial bid should include the rates, taxes etc. and all other charges including transportation, labour etc. with terms and conditions, if any.

NOTE :- Vender should quote rates for individual items separately. For comparison purpose total rates for all the items will be considered as one package. It is compulsory to submit rates for all items separately.

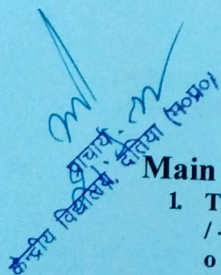

 21.5.22
 प्राचार्य
 केन्द्रीय विद्यालय, दतिया (म.प्र.)

Terms and Conditions for the Tenderers

1. The tenders received late or without Earnest Money (EMD) or submitted without complete documents or incomplete in any respect will not be considered.
2. The tenders will be opened by a Tender Evaluation Committee (TEC) of the Vidyalaya. The tenders will be opened in the presence of the tenderers or their authorized representatives who wish to be present at the time of opening of the tenders.
3. The Vidyalaya also reserves the right to increase or decrease the scope of work by any margin depending on the requirement.
4. For any dispute, the Vidyalaya shall be the final authority and its decision based on TEC shall be final and binding on all the parties.
5. The Vidyalaya reserves all rights to accept or reject any or all tenders in part or full without assigning any reason thereof.
6. Rates should be quoted item wise for the articles.
7. The rates of taxes, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.
8. The bill must contain the item number of the order against the titles supplied.
9. Delivery :- The supplier will be responsible for delivery supply and installation of the material in good condition at Vidyalaya or site at their own cost and no other charges for the same is to be payable. Transportation of all items to site and back from Vidyalaya or site is total responsibility of the firm
10. Payment :- Payment will be made in Indian rupees only through account payee Cheque or through NEFT/RTGS (Union Bank of India) within reasonable time.
11. Sub-letting of the Contract :- The successful applicants shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order or severe penalty.
12. Penalties :- In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, the Vidyalaya will terminate the supply order at the risk and cost of the bidder whose quotation has been accepted and
 - a. Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
 - b. Impose a penalty up to 50% of the total value of the order and confiscate earnest money.

Main Terms, Conditions & Important Instructions :

1. The successful bidder will have to deposit performance security of Rs. 10,000/- (Rs. Ten Thousand) Only in form of Demand Draft in favour of "VVN A/C, KENDRIYA VIDYALAYA, DATIA". The EMD amount will not carry any interest.
2. All the items supplied should be as per standard specification, if the items are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier.
3. The Vidyalaya has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
4. Contract can be terminated at any time in case the services are not found satisfactory.
5. In case you are unable to meet the supplies of our ordered items, the bidder will be blacklisted.
6. Transit Insurance if any, will be borne by supplier.
7. All items like (Office Stationery and Printing Services) should be in good conditions

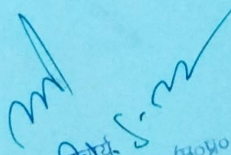


 Kendriya Vidyalaya, Datia

8. Rate must be quoted on unit basis (including transportation & labor etc.) in the price schedule only including all Taxes (if any).
9. For any emergency situation, the contractor will provide solution related to his work at no extra cost.
10. Rates will be compared on the basis of individual items.
11. The representatives of the firm should be available on telephone and also on mobile to enable this Vidyalaya to call them in emergency situation. Therefore telephone nos. as well as mobile nos. will also be provided to Vidyalaya.
12. No Advance Payment will be made.
13. Final payment of the agency will be released after successful supply of required material and after deducting all Govt. taxes.
14. Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
15. The Contractor whose tender is accepted will be required to furnish performance guarantee of Rs. 10,000 (Rupees Ten Thousand only) within 15 days of the award of work. This guarantee shall be in the form of demand draft of any scheduled bank drawn in favour of "V.V.N. A/C, KENDRIYA VIDYALAYA, DATIA" payable at DATIA. Performance guarantee shall be returned after successful completion of work. No interest shall be paid on Performance Guarantee/EMD.
16. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
17. Conditional tenders other than the terms and conditions of the tender document will not be accepted.

IMPORTANT NOTICE

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders. Conditional quotations are liable to be rejected. The Vidyalaya will process the tender as per the standard procedures. The Competent authority of the Vidyalaya reserves the right to reject any or all or part of bid without assigning any reason and shall also not be bound to give any clarifications to the agencies whose bids are rejected based on the recommendations of the Tender Evaluation Committee.

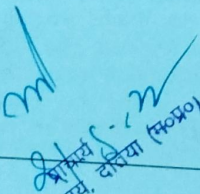

 प्रियंका
 केन्द्रीय विद्यालय, दतिया (म.प्र.)

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS

The work will be awarded to the L-1 agency (Comparative chart will be prepared on the basis of rates).

In case of tie in financial bid decision of Tender Evaluation Committee (TEC) of Kendriya Vidyalaya, DATIA at that time will be final, committee may adopt draw of lots or any other suitable method to break the tie without giving any justification to anyone & decision of Tender Evaluation Committee (TEC) of Kendriya Vidyalaya DATIA cannot be challenged in any manner and also be abide by all the Tenderers.

Signature of the
Bidder (Name and Address of
the Bidder)


श्री. एस. एन. (सि.एस.ओ.)
केंद्रीय विद्यालय, दारुवा (मि.एस.ओ.)

CHECK LIST OF ENCLOSURES FOR SUBMISSION OF TENDER DOCUMENT

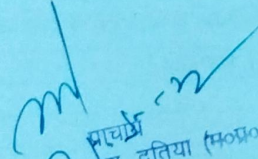
S. No.	DECSRIPTION	Details of Submission
1	Original Tender Documents duly signed on each and every page	YES / NO
2	Demand Draft of Rs. 10,000/-as Earnest Money Deposit	YES / NO
3	Demand Draft of Rs. 100/- as Tender Fee or Money Receipt of Tender Fee	YES / NO
4	Rates mentioned only in the prescribed format (Financial Bid)	YES / NO
5	Latest Sales Tax / Commercial Tax Clearance Certificate	YES / NO
6	Latest Income Tax Clearance Certificate	YES / NO
7	PAN / TAN /TIN / Service Tax Registration No.	YES / NO
8	Work experience certificate	YES / NO
9	Firm is not blacklisted from any Govt. deptt. / Institutions related self declaration	YES / NO

Date :

Place

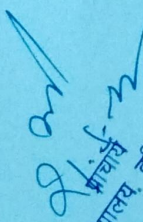
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SIGNATURE OF THE TENDERER WITH SEAL


 मध्य
 केन्द्रीय न्यायालय, दतिया (म०प्र०)

FINANCIAL BID

Sl. No.	Description of the Items (Stationery)	Specification	unit	Rate
1	All Pin			
2	Candle (6 in a box)		Packet	
3	Cello Tape (1/2" x 50 mtrs.)		Box	
4	Cello Tape (1/2" x 50 mtrs.)		Per Piece	
5	Cello Tape (1" x 50 mtrs.)		Per Piece	
6	Cello Tape (2" x 50 mtrs.)		Per Piece	
7	Color flag (tri-color) 3x3"		Per Pad	
8	Coloured Chart Paper		Per Dozen	
9	Coloured Sheet (A4- Size)		Per Pkt	
10	Dak Pad		Per Piece	
11	Drawing Sheet		Per Dozen	
12	Dust Free Chalk (Coloured)	KORES	Per Box	
13	Dust Free Chalk (White)	KORES	Per Box	
14	Envelop (Brown) SE-5	As sample	per 100 Nos.	
15	Envelop (Brown) SE-6	As sample	per 100 Nos.	
16	Envelop white without window White SE-5 printed	As sample	per 100 Nos.	
17	Envelop white without window White SE-6 printed	As sample	per 100 Nos.	
18	Extra Strong Thread Ball (100 gm.)		Roll	
19	Fevicole 1000 gm			
20	Fevicole 200 gm			
21	Fevicole 500 gm			
22	Fevicole Tube (100 gram pack)		Per Piece	
23	Fevistick (5 gm)		Per Piece	
24	Fevistick (8 gm)		Per Piece	
25	File Board		10 Pcs.	
26	File Board - 500 GSM (good quality)			
27	File Cover - Cobra No. 5000 with centre clip			
28	File Cover (Brown) thick			
29	File Cover Printed			
30	Full Scape Paper	75 gsm	10 Pcs.	
31	Glazed Paper		Ream	
32	Glittering Tape		Per Dozen	
33	Glue Stick (15g.)		Per Pkt	
34	Gum Bottle (150 ml.)		Per Piece	
35	Gum Bottle (300 ml)		Bottle	
36	Index File (Box file) Big size		Bottle	
37	Non-Dust Eraser (Pencil)		No.	


 प्रो. विद्यालय, दतिया
 2022

38	Note pad /Slip pad	100 Pages	Per Pad
39	Note pad /Slip pad	50 Pages	Per Pad
40	Note Sheet (A-4 size) Green, 100 sheet	80 GSM.	Per Pad
41	OHP/Transparency Writing Pen		per piece
42	Packing Cloth (white Markin)	As sample per	Meter
43	Packing Paper (Brown) (29 x 44 cm.)	100 gsm	100 Sheets
44	Packing Tape (Brown) (2 1/2" x 65 mtrs.)		Roll
45	Paper Cutter (Heavy Quality Plastic)		Per Piece
46	Paper Cutter (Heavy Quality Steel)		Per Piece
47	Paper Cutter MRP Rs. 5/-		Per Piece
48	Pen MRP Rs. 10/-		No.
49	Pen MRP Rs. 20/-		No.
50	Pen MRP Rs. 50/-		
51	Pen Ordinary MRP Rs. 5/-		No.
52	Pencil Cell AAA		Set
53	Pencil Cell, AA		No.
54	Permanent Marker Product No.970		Per Piece
55	Photocopy Paper (A-3 size)	75 gsm	Ream
56	Photocopy Paper (A-3 size)	75 gsm	Ream
57	Photocopy Paper (A-4 size)	75 gsm	Ream
58	Photocopy Paper (A-4 size)	75 gsm	Ream
59	Photoglossy Paper A-4 Size, Product No. PG-230A 450		Box
60	Plastic folder with print		10 Pcs.
61	Pocker Plastic Handle		
62	Printed Book size Envelop Brown with cloth lining	As sample per	100 No.
63	Printed File size Envelop Brown with cloth lining	As sample per	100 Nos.
64	Punch – Double		Per Piece
65	Punch – Single		Per Piece
66	Rubber Band		Per KG
67	Rubber Band		Per KG
68	Ruled Register (192 pages) (Hard bound) 19cm X 30 cm		No.
69	Ruled Register (288 pages) (Hard bound) 19cm X 30 cm		No.
70	Ruled Register (384 pages) (Hard bound) 19cm X 30 cm		No.
71	Ruled Register (96 pages) (Hard bound) 19cm X 30 cm		No.
72	Sation Ribbon (1/2 inch)		
73	Sation Ribbon (one inch)		
74	Sealing Wax (10 in a box)		Per Pkt
75	Self sticking yellow Slip (3" x 4"/76mm x 102mm)		Box
76	Sharpner with Cap		Per Pad
77	Sketch Pen (12 Pc. Set)		No.
78	Sketch Pen (OHP)(5 in a set)		Set
79	Slip Pad / Writing Pad small		Set

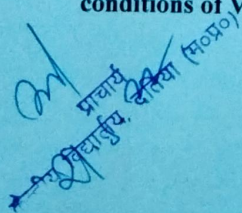
Q. S. M.
 प्राचार्य
 विद्यालय, दरिया

80	Stamp Pad		No.
81	Stamp Pad Ink		Bottle
82	Stapler HD-10 D		Per Piece
83	Stapler HD-45		Per Piece
84	Stapler Pin No. 10 1M		Box
85	Stapler Pin No. 24/6		Box
86	Steel scale 12"		No.
87	Sutli (Plastic)		Per Kg
88	Tag (White)(200 tags pack)		Bundle
89	Thumb Pin		Per Pkt
90	Thumb Pin (Brass)		Per Pkt
91	Thumb Pins (Plastic Coated)		Per Packet
92	U Clip (in box) Plastic Quoted		Box
93	White Board Marker		Per Piece
94	White Duster (24" x 24") - do -		Dozen
95	White Duster (36" x 36") Fine quality Cotton		Dozen
96	Window Envelop white SE-5 printed		100 Nos.
97	Window Envelop white SE-6 printed		100 Nos.

Printing Services:-

1	Question Paper (9"x11") with figure per page per hundred (1 st Page)	
2	Question Paper (9" x 11") with figure per page per hundred (2 nd page) on overleaf of 1 st page	
3	Question Paper (9"x11")with figure per page per 50 (1 st page)	
4	Question Paper (9"x11") with figure per page per 50 (2 nd page) On overleaf of 1 st Page	
5	Student Diaries 104 Pages 70gmMailfitho paper with Printing and multicolour (laminated) size 6.25"x7.75"	Each
6	Leave arrangement pad 100 sheets	per pad
7	Student Daily Diary for lesson Notes Primary/Secondary (200 Pages)	Each
8	Teacher Daily Diary for lesson Notes Primary/ Secondary (80 pages)	Each
9	Staff Attendance Register	Each
10	Student Attendance Register	Each
11	Vidyalaya Patrika 80 Pages size 9"x11" with 12 Multicolour pages	Each
12	Misc. Registers 80 Pages	Each
13	Misc. Registers 150 Pages	Each
14	M-25 File Cover with school logo & name	Each
15	M-61 File Folder	Each
16	Withdrawal Form	Per 100
17	Admission Form	Per 100

I/We have seen the ten der form and hereby agree to all the terms and conditions of Vidyalaya and rates quoted by us are abided on us.


 मालिका
 विद्यालय, बरना (महाराष्ट्र)

Name & signature of Authorized person of agency.
 Address, Telephone No. Email Address & seal of the Agency