

	CBSE Affiliation No.-200007 CBSE School Code – 39281 KV Code - 1499		Website – https://no2asftezpur.kvs.ac.in Email – kvtezpur1499@gmail.com Phone – 03712-295796 / 258805	
केंद्रीय विद्यालय क्र. २		Kendriya Vidyalaya No. 2		
वायु सेना स्थल तेजपुर		Air Force Station Tezpur		
पोस्ट ऑफिस सलोनीबारी		Post Office Salonibari		
जिला सोनितपुर, असम – 784104		District Sonitpur, Assam – 784104		
				

F. No. /1499- 240 /KVAFT-2/2022-23/ 266

Date: 04.01.2023

Subject: Invitation of tender for Printing works -Reg.

Madam/Sir

1. Kendriya Vidyalaya-2, AFS, Tezpur, an Educational Institute run by Kendriya Vidyalaya Sangathan, an autonomous Body under Government of India, Registered under Societies Act, 1860. The Sangathan administers the scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees along with others.
2. Sealed competitive quotations from the registered firms/service providers are invited by the Principal, Kendriya Vidyalaya-2, AFS, Tezpur for providing/ supply of the following service/items.

Brief description of service/Item
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- | |
|-------------------|
| (i) Printing work |
|-------------------|

3. Bid Price:

- (a) The bidder shall bid for the supply of the above-mentioned services/items to the Kendriya Vidyalaya-2, AFS, Tezpur. The bidder shall quote the services/items in the format of quotation as enclosed. Correction, if any, require shall be made by crossing out, initialling with date and rewriting.
- (b) All duties, taxes and other levies payable by the bidder shall be included in the total price.
- (c) The rates quoted by the bidder shall be fixed and valid for **the duration of the contract i.e. for one year from the date of award of the contract.**
- (d) The prices to be quoted in Indian Rupees only.
- (e) Each bidder shall submit only one quotation.
- (f) Quotations are to be submitted addressing “To The Principal, Kendriya Vidyalaya -2, AFS, Tezpur, clearly super scribing on the envelop as **“QUOTATION FOR PRINTING WORK.”**”
- (g) The firm must enclose supporting documents in favour of the firm like registration certificates for similar work, GST, IT-PAN, TAN etc. without fail.

4. Validity of quotation:

The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.

5. Evaluation of quotations:



The purchaser will evaluate and compare the quotations determine to be substantially Responsive i.e. which are:

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

The evaluation would be done for all the service/items. The bidder who has quoted for partial quantity of any or more item(s) would be treated as non-responsive. The contractor shall keep in mind that the rates quoted shall be competitive and do not in any manner whatsoever compromise with the quality of items and services to be provided by him. Kendriya Vidyalaya -2, AFS, Tezpur will award the contract to the responsive bidder whose quote is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

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.
- B) The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expiry of the quotation validity period.
- C) The notification of award shall clearly specify any change in the unit price or any other terms and condition accepted.
- D) Normal commercial warranty/guarantee shall be applicable to the supplied goods/services.
- E) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations, cancel the bidding process and reject all quotations at any stage/time prior to the award of contract.


SANJAY SARKAR 
प्राचार्य / प्र. ...
केन्द्रीय विद्यालय ...
Kandriya Vidyalaya No. 2
एडु सेवा स्थल, तेजपुर
AFS, Tezpur

PRINCIPAL
K V -2, AFS Tezpur

Signature of the Party with date & seal

ADDITIONAL TERMS AND CONDITIONS

These terms and conditions shall be valid for one (01) year from the date of commencement of providing printing works/material.

01. AVAILABILITY OF OFFICE OF the SERVICE PROVIDER: The registered office of the bidder/service Provider must be located in the state of Assam.
02. The bidder must have valid Trade license, PAN and GST registration. (DOCUMENTARY EVIDENCE/PROOF TO BE SUBMITTED.)
03. The bidder must have experience of similar works/services at least of three years with Govt. Department or PSUs.
04. The bidder must be in possession of valid License/registration certificate of the establishment.
05. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings. Bidder to upload undertaking to this effect with bid.
06. The Vidyalaya reserves the right to terminate the contract at any time without assigning any reason thereof, if the services are found unsatisfactory and award the contract to the next successful bidder. In that case, the contractor will lose his performance guarantee amount as well.
07. The Vidyalaya does not bind itself to accept the lowest or any proposals and reserves the right to reject any proposal and reject all tenders, at any time prior to award of contract, without thereby incurring any liability to the affected tenderer, or tenderers or any obligations to inform the affected tenderer or tenderers of the grounds for the Vidyalaya's action.
08. The items to be delivered on every occasion at the Vidyalaya at the bidder's cost.
09. Parties to provide account details in the form of cancelled cheque for refund of EMD if any.
10. Payment will be done in the form cheque only in the name of the firm within 15 (fifteen) working days 'after the satisfactory completion of each contract, after deducting TDS/GST as applicable. In case services rendered are found to be unsatisfactory or substandard by a committee duly constituted by the Principal, a penalty of 2 to 5% of the contract value will be imposed at the discretion of the Principal, which shall be binding and final. Under no circumstances the contractor shall be paid advance money.

Note :

1. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

Sanjay Sarkar
Principal



K V KV -2, AFS, Tezpur
प्राचार्य / Principal
केन्द्रीय विद्यालय न-2
Kendriya Vidyalaya No-2
ययु सेना स्थल, तेजपुर
A.F.S. Tezpur

APPLICATION PROFORMA (On letter pad of Firm)

1	2	3	4	5
Sl No	Item/Service Specification	UNIT	Minimum order quantity	Rate with tax in Rs. (Per Unit)
1	<p>Question Paper:</p> <p>a. A4 size, plain paper of minimum 75 GSM (Single Side)</p> <p>b. A4 size, plain paper of minimum 75 GSM (Single Side)</p> <p>c. A4 size, plain paper of minimum 75 GSM (Both Side)</p> <p>d. A4 size, plain paper of minimum 75 GSM (Both Side)</p>	<p>Page</p> <p>Page</p> <p>Page</p> <p>Page</p>	<p>50</p> <p>150</p> <p>50</p> <p>150</p>	
02	<p>Answer Script with heading and Side Printing:</p> <p>1500. Ruled sheet of 75 GSM (4 Pages)</p> <p>b. Ruled sheet of 75 GSM (8 Pages)</p> <p>c. Ruled sheet of 75 GSM (12 Pages)</p> <p>d. Ruled sheet of 75 GSM (16 Pages)</p>	<p>Page</p> <p>Page</p> <p>Page</p> <p>Page</p>	<p>5000</p> <p>5000</p> <p>3000</p> <p>2000</p>	
03	Report Card (Half Demy Size, 4colour pages of 150 GSM)	Page	1500	
04	Invitation Card (Multi Colour, 1/5 glossy paper of 150 GSM)	Page	100	
05	<p>Students' Diary</p> <p>a. Front and Back Cover pages multi colour with lamination A5 paper of 250 GSM.</p> <p>b. Remaining pages single colour (Key) of 75 GSM Maplitho paper (Maximum 60 pages) of each diary with perfect binding.</p>	<p>Page</p> <p>Page</p>	<p>1500</p> <p>1500 Diaries</p>	

06	School Magazine: a. Front and Back Cover pages multi colour with lamination A4 paper of 250 GSM. b. Remaining pages two colours of 75 GSM Maplitho paper (Maximum 80 pages) of each magazine with perfect binding.	Page Book	1500 1500 Copies.	
07	Merit Certificate: ¼ Demy Multi colour of 300 GSM	Page	100	
08	Character Certificates (75 GSM single colour Paper) consisting of 50 leafs in each book.	Book	25 Books	
09	Medical report Card (75 GSM single colour Paper)	Page	1500	
10	Flex/Banner per square feet	Square feet	As per requirement	

Declaration: I have gone through the Tender Proforma of Kendriya Vidyalaya AFS-2, Tezpur carefully and agree to offer my services to the Vidyalaya as per the terms and conditions mentioned in the tender notice without any deviation, whatsoever at the rates quoted in the column No. 5 of above.

I have deposited/not deposited Rs.5000/- (Rupees five thousand only) towards EMD by Cheque/Bankers Cheque No. _____
Dated _____ drawn in favour of "Kendriya Vidyaaya-2, AFS Tezpur VVN Account."

Date: _____

Signature with date and stamp