

# **TENDER DOCUMENT**

**Sub: Awarding of Rate Contract for supplying of Computer related Items for the period of 1 Year from the date of contract.**

Sir/Madam,

Please find enclosed herewith the tender documents for providing catering services at PM SHRI PM SHRI PM SHRI Kendriya Vidyalaya KNN Ghaziabad. Tender duly filled, signed and stamped in sealed cover addressed to the Principal, PM SHRI Kendriya Vidyalaya Kamla Nehru Nagar Ghaziabad, 201002, Uttar Pradesh should reach latest by 12:00 hrs. On 10.03.2025. The tender will be opened on 02.30 Hrs on 10.03.2025

In case of any query or clarification related to location, space etc., please feel free to visit the Vidyalaya.

**(PLEASE SUBMIT ALL THE PAGES CONTAINED IN THIS DOCUMENT ANNEXURE I, II & III DULY SIGNED AND SEALED)**

**Earnest Money:** Demand draft of Rs 2000/- (Rupees Two Thousand Only) to be paid towards Principal, Kendriya Vidyalaya KNN Ghaziabad.

PRINCIPAL

Encl: Tender Document.

**Tender form to be submitted by the Tenderer**

1. Name of the Firm \_\_\_\_\_
2. Address \_\_\_\_\_
3. Contact No: \_\_\_\_\_
4. Registration/Licence No. \_\_\_\_\_  
(Copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)
5. PAN No ..... (Copy to be Enclosed)
6. GST No:.....(Copy to be Enclosed)
7. Year of Establishment \_\_\_\_\_
  
8. Contracts executed till date (Experience)  
(Nature thereof): Govt. Semi Govt./Private  
Please give details of contracts executed in a separate sheet, along with documentary proof if any thereof
  - i)
  - ii)
  - iii)
  - iv)
  
9. Present assignment in hand: Govt./Semi./Private
  - i)
  - ii)
  - iii)
  - iv)

Earnest Money: Rs 2000 in the form of Demand Draft in favour of Principal KV KNN Ghaziabad

10. Account Number
11. Account IFSC Code
12. Account name
13. Bank name (For Returning EMD)

14. All the items and conditions, as mentioned in the Tender Form are acceptable to me /us.

Date: \_\_\_\_\_

Signature of the Tenderer With stamp

# Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh 201002

## Open Tender

Sub : "Invitation for Quotations for supply of goods for use in the Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh 201002 - reg"

Sir/Madam,

1. 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 quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh 201002 for supply of the following items:

Sl. No.	Brief description of goods	Specifications	Quantity (approx)	Delivery period	Place of delivery
1.	List enclosed for items				
2.					
3.					

**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 items to the Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh 201002. 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 leviable 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 Rs.Two Thousand only by bank draft in favour of Principal KV KNN Ghaziabad.**
- h. The firm should enclose supporting documents regarding registration of GST/IT/PAN.

\*May be struck off in case of Registered Bidders.

### 4. Validity of quotations

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 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;
- (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 for rate contract has to deposit performance security of the amount of Rs. 5000/- (Rs Five thousand) in favour of Principal KV KNN Ghaziabad in the form of DD. The performance security will be returned after 30 days of the contract will get expired.**

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

You are requested to submit the sealed quotations in the Tender Box/or by post superscripted on the envelope as "**Quotations for the supply of goods/equipment for the** , latest by 10.03.2025 before 1200 Hrs. The quotations shall be opened at 02:30 Hrs 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 KV KNN Ghaziabad.

Yours faithfully,

Signature.....

Name:.....

Designation: .....

## FORMAT OF QUOTATION

S. No.	Description of goods / equipment	Brief specifications	Quantity	Unit /Pkt Rate (Rs.)	Total Amount without GST	GST Rate in (%)	GST Amount	Total Amount with GST
1.								
2.								
3.								

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 : .....

# List of Items

## Subject: - Quotation for Computer & Other Parts Rates

S.N	Item Description	Qty	Rate																														
1	CMOS Battery	01 PC																															
2	D-LINK / TP Link/ Tenda WIFI Device USB Adaptor	01 PC																															
3	Mouse USB Brand Dell, Hp ,Logitech	01 PC																															
4	Keyboard USB Brand Dell, HP ,Logitech	01 PC																															
5	Pen Drive 32 GB HP, Kingstone, Scandisk	01 PC																															
6	Samsung Xpress M2876ND Original Toner	01 PC																															
7	Samsung Toner Refilling	01 PC																															
8	Canon LaserJet 337A Tonner Original	01 PC																															
9	Tonner Drum	01 PC																															
10	Tonner Blade	01 PC																															
11	Tonner PCR	01 PC																															
12	Tonner Magnate	01 PC																															
13	TEFLON	01 PC																															
14	Pressure Roller	01 PC																															
15	Online UPS 42AH Battery	01 PC																															
16	UPS Battery 7AH, 12v Normal	01 PC																															
17	UPS Single Battery	01 PC																															
18	UPS Double Battery	01mtr																															
19	Power Cable 1 mtr	01 PC																															
20	HDMI Cable 10 mtr	01 PC																															
21	VGA Splitter Branded	01 PC																															
22	Pen Drive 128 GB HP, Kingston, Scandisk	01 PC																															
23	Quick Heal Total Security 10 User 3 Year	01 PC																															
24	Installation of Cameras(including all components)	Per unit																															
25	Establishment of LAN per computer(including all components)	Per comp																															
26	Konika Minolta Repair and Maintenance	01 PC																															
27	256 GB SSD WD Green/Zebronics	01 PC																															
28	External Hard Disk 4TB WD/Seagate	01 PC																															
29	IP Camera with 2mp(Bullet/Dome)	01 PC																															
30	<b>Magic Slate with specifications:</b>	01 PC																															
	<table border="1"> <thead> <tr> <th>Sl.no</th> <th colspan="2">Specification</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Screen Size</td> <td>&gt;=15 Inch</td> </tr> <tr> <td>2</td> <td>Item Weight</td> <td>300-400 g</td> </tr> <tr> <td>3</td> <td>Included Components</td> <td>Stylus Pen</td> </tr> <tr> <td>4</td> <td>Ink color</td> <td>Multi-Color</td> </tr> <tr> <td>5</td> <td>Battery Type</td> <td>Rechargeable</td> </tr> <tr> <td>6</td> <td>Usage</td> <td>1 lakh times or more</td> </tr> <tr> <td>7</td> <td>Connectivity</td> <td>USB</td> </tr> <tr> <td>8</td> <td>Other Features</td> <td>1) Water proof 2) Rounded Corners, no sharp edges 3) Environment Friendly</td> </tr> <tr> <td>9</td> <td>Battery Charging adapter.</td> <td>Yes</td> </tr> </tbody> </table>	Sl.no	Specification		1	Screen Size	>=15 Inch	2	Item Weight	300-400 g	3	Included Components	Stylus Pen	4	Ink color	Multi-Color	5	Battery Type	Rechargeable	6	Usage	1 lakh times or more	7	Connectivity	USB	8	Other Features	1) Water proof 2) Rounded Corners, no sharp edges 3) Environment Friendly	9	Battery Charging adapter.	Yes		
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