

TENDER DOCUMENT

Sub: Awarding of Contract for providing of stationary items and printing services for the period of 1 Year from the date of contract.

Sir/Madam,

Please find enclosed herewith the tender documents for providing of stationary items and printing 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 30.03.2026. The tender will be opened on 02.30 Hrs on 30.03.2026

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 deposited towards Principal, Kendriya Vidyalaya KNN Ghaziabad and submit the receipt along with the tender.

A/C Name -: KENDRIYA VIDYALAYA KNN GZB VIDYALAYA VIKAS NIDHI

A/C Number -:588102010002594

IFSC Code -: UBIN0558818

Bank Name -: UNION BANK OF INDIA

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)

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

**PM SHRI Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh
201002**

Open Tender

Sub : "Invitation for Quotations for supply of goods for use in the PM SHRI 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 Firms are invited through open tender by the undersigned on behalf of the PM SHRI Kendriya Vidyalaya KNN Ghaziabad, Uttar Pradesh 201002 for supply of the items as per Annexure III:

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 PM SHRI 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 superscribed on the envelope as "**Quotations for the supply of goods/equipments for the** latest by 30.03.2026 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 PM SHRI KV KNN Ghaziabad.

Yours faithfully,

Signature.....

Name:.....

Designation:

LIST OF PRINTING MATERIAL FOR 2026-20267
MATERIAL (A)

Sl. No	Description of Item	Unit	Rate	GST	Total
1	Examination Question Paper Printing size 9x11" Booklet First 100 copies,70gm GSM Balarpur Paper Examination Question Paper Printing size 9x11" Next 100 copies (Including Figure Scanning , Folding, Stitching and Binding, Envelope Packing Charges)	Per Page Per 100/ Next Hundred			
2	Examination Question Paper Printing size10x71/2" offset printing first 100 copies (70gm GSM Balarpur) Examination Question Paper Printing size 10x7½" Next 100 copies (Including Figure Scanning , Folding, Stitching and Binding , Envelope Packing Charges)	Per Page Per 100/ Next Hundred			
3	School Readiness Activity Booklet's size A4 8 ½ X 10 ½ both side Black & white Printing 70gsm Mapleto Paper and 4 pages title 250 gsm single color printing with perfect binding.	Each			
4	i)Examination Question papers printing of Finished size 8.5 x 10.5 "on 64 gsm Maplitho paper of A grade mill of 89%(minimum)brightness ,Opacity of 90(minimum) and including binding, stiching, folding, scanning etc a)For qty 501 to 1000 b)For qty 1001 to 3000 c)For qty 3001 to 5000	Per Page per 100			

Note: Rate & GST % should be filled in all respect on all the items otherwise Tender will be rejected.

Signature of the contractor
Office Seal
Date: