

येबसाइट Website: <u>www.rohinisec8.kvs.ac.in</u> | ईमेल Email: <u>pmshrikv.sec8rohini@gmail.com</u> | दूरभाष Tel.: 011-27944923 के.वि. कोड KV Code: 1443 | सीबीएसई संबद्धता कोड CBSE Aff. Code: 2700034 | सीबीएसई स्कूल कोड CBSE School Code: 89008 F.10/ACC/KV S-8R/2025-26/ Dated:

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#### Sub.: Invitation for Quotations for Supply of Office Stationery for use in KVS-reg.

Sir,

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 Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees.

The Vidyalaya will give priority to the GeM Portal for purchasing goods/services as per the instructions of the Kendriya Vidyalaya Sangathan (HQ) and this quotation will be used only for the emergency requirement of the Vidyalaya.

2. Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for supply of items:-

0S.No	Item	Unit	Rate	GST %
1.	All Pin	Box	Within 15 days	KV Sector-
2.	Add Gel Pen	Each		8 Rohini
3.	Add Gel Pen Refill	Each		
4.	Artoon color set (12 shades)	Pkt		
5.	ACP Sheet with Digital Vinyl Print	Sq ft		
6.	Acrylic Sheet 5 mm with digital vinyl Print (Single side )	Sq Inch		
7.	Acrylic Sheet 5 mm with digital vinyl Print ( Both side )	Sq Inch		
8.	ACP Sheet with Digital Vinyl Print and Iron Frame	Sq ft		
9.	Bold Marker Pen	Each		
10.	Brown Sheet 18 x 28 Thin	Each		
11.	Brown Sheet 18 x 28 Thick	Each		
12.	Ball Pen Reynold 0.45	Each		
13.	Ball Pen Max Writter	Each		
14.	Ball Pen Butter Flo	Each		
15.	Brush Set (Flat) Synthetic	Set		
16.	Brush Set (Round) Synthetic	Set		
17.	Brown Tape 1 $\frac{1}{2}$ 60Mt.	Roll		
18.	Brown Tape 2" 60Mt.	Roll		
19.	Blank CD Writable	Each		
20.		Each		
21.	Black /green board with Aluminum frame	Sq ft		

### LIST OF STATIONERY ITEMS

22.	Blinds in Blackout with foam coated fabric and	Saft
22.		Sq ft
23.	manual rolling Binding of Admission Form	Each
	Binding of Admission Register	Each
-		Each
25.		
26. 27.	<u> </u>	Each Each
	6	
28.		Each
29.		Each
30.		Each
	Carbon Paper Small Kores	Box
32.	Cellophane sheet (plastic sheet) 24.5 inch	Roll
33.	1	Each
34.	1	Each
35.		Each
36.		Pkt
37.	2	Pkt
38.	1	Pkt
39.		Each
40.		Each
41.	5	Pkt
42.		Pkt
43.	Double side tape 1" 5 yards	Roll
44.	6	Pkt
45.	0	Pkt
46.	6	Pkt
47.		Sq feet
48.	Duster Cloth Yellow	Each
49.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Each
	Duster (wooden) Dumper	Each
		Each
	Eraser Non Dust Envelope File size cloth lined	Each     Each
53. 54.		Each
	Envelope 10" X 12" Laminated	Each
56.		
	1	Ream
57.	File Tag Green (Fine Quality)100 TagsFile Tag White (Fine Quality)300 Tags	Bdl Bdl
59.	6	Each
	File cover cobra	Each
-	File board	Each
62.		Each
-	Fluorescent sheet Big Size	Each
64.		Pkt
65.		Set
-	Fabric Colour 10 shades	Set
67.	Fevicol 100 Gms	Each
68.		Each
69.		Each
	Fevistick 8 Gms	Each
	Fevistick 15 Gms	Each
72.	Flex banner (star)	Sq ft

72	Flex with Pasting	Saft
73.	· · · · · · · · · · · · · · · · · · ·	Sq ft
	Flex with frame and stand in 1 inch sq Iron pipe Flex with frame in 1 inch sq Iron pipe	Sq ft
	Gum Bottle 300 Ml Camel	Sq ft Each
77.	Geometry Box Camel Scholar	Each
	Geometry Box Camel Exam	Each Pad
79.	Graph Sheet (100 Sheets)	
80.		Each
81.		Pkt Roll
82.	Glitter Tape Big 0,5 Inch 30 meter	
<u>83.</u> 84.	Golden and silver paper Green Chalk Board Aluminum Frame with normal	Each
04.	wooden sheet on back side	Sq Feet
85.	Green Chalk Board Aluminum Frame with	Sq Feet
65.	Belgium Mica pasted on front side and magnetic GI	SqTeet
	sheet on the back side	
86	Handmade Sheet	Each
	Handmade sheet Designer	Each
	Highlighter	Each
	Honor's Board on ACP Sheet with Vinyl Print	Sq. Ft
	Honor's Board on 8mm Glass with Vinyl Print	Sq.Ft
	Index File Fancy	Each
	Ivory Sheet Big size	Each
	Ivory Sheet A-3 25 Sheets	Pkt
	Ivory Sheet A-4 25 Sheets	Pkt
	Jute Sutli	Bdl.
	Locks 40 mm	Each
	Locks 40 mm	Each
	My Clear Bag Single Pocket	Each
	My Clear Bag Double Pocket	Each
100	Oil Pastel 13 shades Camel	Set
	Oil Pastel 25 shades Camel	Set
	OHP sheet	Each
	OHP Market	Each
	Origami Sheet	Pkt
	Outline Map	Pad
	Photocopier Paper A-3 Century	Ream
	Photocopier Paper A-4 Century	Ream
	Photocopier Paper F.S. Century	Ream
	Permanent Marker Pen	Each
	Punching Machine Single (Kangaroo)	Each
	Punching Machine Double (Kangaroo)	Each
	Pin Cushion	Each
	Plastic Sutli	Bdl
	Paper Cutter Small	Each
	Paper Cutter Big	Each
-	Pasting File	Each
	Poster Colour T6 Camel	Set
	Poster Colour T12 Camel	Set
	Pastel Sheet Thick Big size	Each
	Pastel Sheet A-3 Size 20 Sheets	Pkt
	Pastel Sheet A-4 Size 20 Sheets	Pkt
121		INU

122	Pencil Colour Half size	Pkt
	Pencil Colour Full size	Pkt
	Pilot Pen 045	Each
125	Pilot Pen V5	Each
	Photo Glossy Paper (20 sheets)	Pkt
	Pencil Natraj	Pkt
	Pencil Apsara	Pkt
	Pencil Cell	Each
	Rangoli Colours	Per Kg
	Rubber Band 500 grams pkt	Pkt
132	Rules Register 96 Pages	Each
	Ruled Register 144 Pages	Each
	Ruled Register 192 Pages	Each
	Ruled Register 240 Pages	Each
	Report File	Each
	Ring File	Each
	Stamp Pad (Chelpark)	Each
	Sticky Pad 2 x 3'	Each
	Sticky Pad 3 x 3'	Each
	Sealing Wax	Box
	Sketch pen	Pkt
	Scale 12" (plastic)	Each
	Scale 12" (steal)	Each
	Stapler Machine No. 10 (Kangaroo)	Each
	Stapler Machine 10D (Plastic Kangaroo)	Each
	Stapler Machine HD 45 Kangaroo	Each
	Stapler machine HP 45 kangaroo	Each
	Stapler Pin 24/6	Pkt
	Stapler Pin No. 10	Pkt
	Stamp Pad Ink	Bottle
	Sparkle Pen	Set
	Sparkle sheet A4 size 10 sheets	Pkt
	Sparkle Tape (Big) <sup>1</sup> / <sub>2</sub> inch ( 30metre)	Roll
	Scissor Big	Each
	Scissor medium	Each
	Scissor Small	Each
	Sun Stamp F	Each
	Sun Stamp A	Each
-	Sun Stamp X	Each
	Sun Board 5mm with Digital Print	Sq. ft
	Sparkle Tube	Each
	Student Badges in Plastic 1" x 3"	Each
	Student Badges in Plastic 1" x 3" Student Badges in Plastic 2" x 3"	Each
	Student Dadges in Plastic 2 X 3 Student Out Pass in Plastic with string 2" x 2"	Each
	Student Out Pass in Plastic with string 2" x 2" Student Out Pass in Plastic with string 2" x 3"	Each
	Sharpner	Each
169	Sartin Ribbon ½"	Roll
	Sartin Ribbon 1"	Roll
	Slip pad no.33	Each
	Sashes (in saitan cloth) with printing	Each
	Transparent Tape 1" 60 Mt.	Roll
	Transparent Tape 1 60 Mt. Transparent Tape 2" 60 Mt.	Roll
1/3	11anoparcin 1 apr 2 00 Mil.	

174	Thread Roll 100 Gms	Roll
	Thermocol <sup>1</sup> / <sub>2</sub> "	Each
	Thermocol 1"	Each
177	U Clip 20 mm	Pkt
178	T – Angle 16 inch in Iron with powder Coating and	Each
	Installation	
179	T – Angle 16 inch in SS ( 304 ) with installation	Each
180	U Clip 20 mm Coloured	Pkt
	Uniball pen	Each
	Wax Crayon 12 Shades	Set
183	Wax Crayon 24 Shades	Set
184	White board marker pen	Each
185	White board marker ink	Each
186	White borad with Aluminum frame	Sq feet
187	Wall Map (laminated 30"x 40")	Each
188	Flag in satin cloth with single side printing	Each
	( 120cm x 90cm)	
189	Flag in satin cloth with both side printing	Each
	( 120cm x 90cm)	
190	Flag in satin cloth with single side printing	Each
	( 150cm x 100cm)	
191	Flag in satin cloth with both side printing	Each
	( 150cm x 100cm	
	Acrylic Color 500ML (Pidilite)	
	Spray Paint Color (200ML)	
	Brush Pen 26 Shades (Doms)	
195	Molding Clay (900Gm) (Pidilite)	

(Bidder)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

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

#### 3. Bid Price

- a. The contract shall be for the supply of the mentioned items to the KV Sector-8 Rohini. The bidder shall quote for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initiating, dating 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 for the duration of the contract (and shall be quoted in Indian Rupees only);
- d. Each bidder shall submit only one quotation;
- e. TELEX, FACSIMILE OR BY HAND QUOTATIONS ARE NOT ACCEPTABLE.
- f. The bid should be submitted along with EMD for **`10,000/- (`Ten Thousand only)** By demand draft in favour of **KV Sec-8 Rohini VVN (I Shift) A/c**
- g. The firm should enclose supporting documents regarding registration of GST.
- h. A CANCELLED CHEQUE OF THE FIRM.

#### 4. Validity of quotations

The quotation shall remain valid upto 31.07.2026.

#### 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.
- c) The Purchaser will award the contract to the responsive bidder whose cost is the lowest for each item.

#### 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 expiration of the quotation validity period.
- c) The notification of ward 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.

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

You are requested to send the sealed quotations through speed post/registered post only super scribed on the envelope as **"Quotations for the supply of Office Stationery,** by **26-07-2025** 

The quotations shall be opened at Principal Chamber on 28-07-2025 at 11:30 am. The bidders of their representatives who choose to be present at the time of opening of quotations are invited to do so.

Yours faithfully,

PRINCIPAL

## KENDRIYA VIDYALAYA SECTOR-8 ROHINI, DELHI-110085

# FORMAT OF QUOTATION FOR OFFICE STATIONERY THE SESSION 2025-26

## LIST OF STATIONERY ITEMS

S.No.	Item		Rate	GST %	Amt. with GST
1.	All Pin	Box			
2.	Add Gel Pen	Each			
3.	Add Gel Pen Refill	Each			
4.	Artoon color set (12 shades)	Pkt			
5.	ACP Sheet with Digital Vinyl Print	Sq ft			
6.	Acrylic Sheet 5 mm with digital vinyl Print	Sq			
	(Single side )	Inch			
7.	Acrylic Sheet 5 mm with digital vinyl Print	Sq			
	(Both side)	Inch			
8.	ACP Sheet with Digital Vinyl Print and Iron Frame	Sq ft			
9.	Bold Marker Pen	Each			
10.	Brown Sheet 18 x 28 Thin	Each			
11.	Brown Sheet 18 x 28 Thick	Each			
12.	Ball Pen Reynold 0.45	Each			
13.	Ball Pen Max Writter	Each			
14.	Ball Pen Butter Flo	Each			
15.	Brush Set (Flat) Synthetic	Set			
16.	Brush Set (Round) Synthetic	Set			
17.	Brown Tape 1 <sup>1</sup> / <sub>2</sub> " 60Mt.	Roll			
18.	Brown Tape 2" 60Mt.	Roll			
19.	Blank CD Writable				
20.	Blank DVD Writable	Each			
21.	Black /green board with Aluminum frame	Sq ft			
22.	Blinds in Blackout with foam coated fabric and manual rolling	Sq ft			
23.	Binding of Admission Form	Each			
24.	Binding of Admission Register	Each			
25.	Binding of Student Attendance Register	Each			
26.	Binding of Teacher Attendance Register	Each			
27.	Binding of Vouchers	Each			
28.	Binding of SR Register	Each			
29.	Binding of Service Book (Racsin)	Each			
30.	Button Folder Broad	Each			
31.	Carbon Paper Small Kores	Box			
32.	Cellophane sheet (plastic sheet) 24.5 inch	Roll			
33.	Chart Paper Thin	Each			
34.	Chart Paper Thick	Each			
35.	Card Board	Each			
36.	Chalk white non Dust Vidyarthi -50 sticks	Pkt			
37.	Chalk Colored non Dust Vidyarthi -50sticks	Pkt			
38.	Chalk white apsara -10 sticks	Pkt			
<u> </u>	Colored Tape Big <sup>1</sup> / <sub>2</sub> inch (30 meter)	Each			
40.	Correction Pen	Each			
41.	Cartridge Sheet A-3 25sheets	Pkt			

42.	Cartridge Sheet A-4 25sheets	Pkt
43.	Cartridge Sheet A-4 25sheets	Pkt
44.	Double side tape 1" 5 yards	Roll
45.	Drawing Pin Small Head	Pkt
46.	Drawing Pin Bold Head	Pkt
40.	Drawing Pin Plastic Colored	Pkt
48.	Display board with Aluminum frame	Sq feet
40.	Duster Cloth Yellow	Each
50.	Duster Cloth White (Big Size)	Each
51.	Duster (wooden)	Each
52.	Dumper	Each
53.	Eraser Non Dust	Each
54.	Envelope File size cloth lined	Each
55.	Envelope 10" X 12" cloth lined	Each
56.	Envelope 10" X 12" Laminated	Each
57.	Full Scale Paper size 13 x 16 Ruled	Ream
58.	File Tag Green (Fine Quality) 100 Tags	Bdl
59.	File Tag White (Fine Quality) 300 Tags	Bdl
60.	File cover corner tag	Each
61.	File cover cobra	Each
62.	File board	Each
63.	Fabric Colour 15 ml	Each
<u>64</u> .	Fluorescent sheet Big Size Fluorescent Sheet A-4	Each Pkt
65. 66.	Fabric Colour 6 shades	Set
67.	Fabric Colour 0 shades	Set
68.	Fevicol 100 Gms	Each
<u> </u>	Fevicol 200 Gms	Each
70.	Fevicol 500 Gms	Each
70.	Fevistick 8 Gms	Each
71.	Fevistick 15 Gms	Each
72.	Flex banner (star)	Sq ft
73.	Flex with Pasting	Sq ft
75.	Flex with frame and stand in 1 inch sq Iron pipe	Sq ft
76.	Flex with frame in 1 inch sq Iron pipe	Sq ft
70.	Gum Bottle 300 Ml Camel	Each
78.	Geometry Box Camel Scholar	Each
79.	Geometry Box Camel Exam	Each
80.	Graph Sheet (100 Sheets)	Pad
81.	Gift Wrapping Paper	Each
82.	Glitter Powder 100 Gram	Pkt
83.	Glitter Tape Big 0,5 Inch 30 meter	Roll
84.	Golden and silver paper	Each
85.	Green Chalk Board Aluminum Frame with normal	Sq
	wooden sheet on back side	Feet
86.	Green Chalk Board Aluminum Frame with	Sq
	Belgium Mica pasted on front side and magnetic GI	Feet
	sheet on the back side	
87.	Handmade Sheet	Each
88.	Handmade sheet Designer	Each
89.	Highlighter	Each

90.	Honor's Board on ACP Sheet with Vinyl Print	Sq. Ft	
91.	Honor's Board on 8mm Glass with Vinyl Print	Sq.Ft	
92.	Index File Fancy	Each	
93.	Ivory Sheet Big size	Each	
94.	Ivory Sheet A-3 25 Sheets	Pkt	
95.	Ivory Sheet A-4 25 Sheets	Pkt	
96.	Jute Sutli	Bdl.	
97.	Locks 40 mm	Each	
98.	Locks 65 mm	Each	
98. 99.	My Clear Bag Single Pocket	Each	
100.	My Clear Bag Double Pocket	Each	
100.	Oil Pastel 13 shades Camel	Set	
101.	Oil Pastel 25 shades Camel	Set	
102.	OHP sheet	Each	
103.	OHP Market	Each	
-			
105.	Origami Sheet	Pkt	
106.	Outline Map	Pad	
107.	Photocopier Paper A-3 Century	Ream	
108.	Photocopier Paper A-4 Century	Ream	
109.	Photocopier Paper F.S. Century	Ream	
110.	Permanent Marker Pen	Each	
111.	Punching Machine Single (Kangaroo)	Each	
112.	Punching Machine Double (Kangaroo)	Each	
113.	Pin Cushion	Each	
114.	Plastic Sutli	Bdl	
115.	Paper Cutter Small	Each	
116.	Paper Cutter Big	Each	
117.	Pasting File	Each	
118.	Poster Colour T6 Camel	Set	
119.	Poster Colour T12 Camel	Set	
120.	Pastel Sheet Thick Big size	Each	
121.	Pastel Sheet A-3 Size 20 Sheets	Pkt	
122.	Pastel Sheet A-4 Size 20 Sheets	Pkt	
123.	Pencil Colour Half size	Pkt	
124.	Pencil Colour Full size	Pkt	
125.	Pilot Pen 045	Each	
126.	Pilot Pen V5	Each	
127.	Photo Glossy Paper (20 sheets)	Pkt	
128.	Pencil Natraj	Pkt	
129.	Pencil Apsara	Pkt	
130.	Pencil Cell	Each	
131.	Rangoli Colours	Per Kg	
132.	Rubber Band 500 grams pkt	Pkt	
133.	Rules Register 96 Pages	Each	
134.	Ruled Register 144 Pages	Each	
135.	Ruled Register 192 Pages	Each	
136.	Ruled Register 240 Pages	Each	
137.	Report File	Each	
138.	Ring File	Each	
139.	Stamp Pad (Chelpark)	Each	
140.	Sticky Pad 2 x 3'	Each	
141.	Sticky Pad 3 x 3'	Each	

143.Sketch penPkt144.Scale 12" (steal)Each145.Scale 12" (steal)Each146.Stapler Machine No. 10 (Kangaroo)Each147.Stapler Machine HD 0 (Plastic Kangaroo)Each148.Stapler machine HD 45 kangarooEach149.Stapler machine HD 45 kangarooEach150.Stapler Pin 24/6Pkt151.Stapler Pin No. 10Pkt152.Stapler Pin No. 10Pkt153.Sparkle PenSet154.Sparkle PenSet155.Sparkle PenRoll155.Sparkle Tape (Big) ½ inch (30metre)Roll156.Scissor BigEach157.Scissor SmallEach158.Scissor SmallEach159.Sun Stamp AEach160.Sun Stamp AEach161.Sun Stamp AEach162.Sun Board Smm with Digital PrintSq. ft163.Sparkle Tabe in Plastic 1" x 3"Each164.Student Badges in Plastic 1" x 3"Each165.Student Our Pass in Plastic with string 2" x 2"Each166.Student Our Pass in Plastic with string 2" x 3"Each167.Satin Ribbon 1"Roll1171.171.Slip pad no.33Each172.Sashes (in satian cloth) with printingEach173.Transparent Tape 1" 60 Mt.Roll174.Transparent Tape 2" 60 Mt.Roll175.Thread Roll	142.	Sealing Wax	Box	
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( 120cm x 90cm)	189.	Flag in satin cloth with single side printing (120cm x 90cm)	Each	
190.Flag in satin cloth with both side printingEach( 120cm x 90cm)( 120cm x 90cm)	190.	Flag in satin cloth with both side printing	Each	

191.	Flag in satin cloth with single side printing	Each		
	(150cm x 100cm)			
193	Acrylic Color 500ML (Pidilite)			
194	Spray Paint Color (200ML)			
195	Brush Pen 26 Shades (Doms)			
196	Molding Clay (900Gm) (Pidilite)			

(Bidder)	)
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Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

(Biddor)

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 specification in the Invitation for Quotations. I/We have read all instructions from S.No. 1 to 7.

We also confirm that the normal commercial warranty / guarantee of \_\_\_\_\_ months shall apply to the offered goods.

Bid Security of `	-	(`)	i	is	5
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furnished herewith vide Bank Draft No.\_\_\_\_\_dated\_\_\_\_\_drawn on\_\_\_\_\_.

	(Diudei)
Signature	
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Name (in block letters)\_\_\_\_\_

Name of firm\_\_\_\_\_

Mobile No. \_\_\_\_\_

Dated:\_\_\_\_\_

Seal of the firm\_\_\_\_\_