



पीएम श्री केंद्रीय विद्यालय सेक्टर-8, रोहिणी, दिल्ली-110085

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान

PM SHRI KENDRIYA VIDYALAYA SECTOR-8, ROHINI, DELHI-110085

An Autonomous Body under Ministry of Education, Government of India

वेबसाइट Website: www.rohinishc8.kvs.ac.in | ईमेल Email: pmshevik.sec8rohini@gmail.com | 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:

Sub.: Invitation for Quotations for Printing of Examination and 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 for Kendriya Vidyalaya Sector-8 Rohini for supply of the items

S. No	Description of goods/ equipment	Brief specifications	Quantity	UNIT RATE	Place of Delivery
	<u>EXAMINATION STATIONERY</u>			Within 15 days	KV Sector-8 Rohini
1.	Ans. Script	9×11" 4 Pages Unprinted on 7.6 kg. Balarpur paper	Per 1000		
	Ans. Script	9×11" 4 Pages Printed on 7.6 kg. Balarpur Paper	Per 1000		
	Ans. Script	9×11" 8 Pages Printed on 7.6 kg. Balarpur Paper	Per 1000		
	Ans. Script	9×11" 12 Pages Printed on 7.6 kg. Balarpur Paper	Per 1000		
	Ans. Script	9×11" 16 Pages Printed on 7.6 kg. Balarpur Paper	Per 1000		
	Ans. Script	9×11" Pages 24 Printed on 7.6 kg. Balarpur Paper	Per 1000		
	Ans. Script	9×11" Pages 24+½ Printed on 7.6 kg. Balarpur Paper CBSE board pattern	Per 1000		
2.	Question Paper Setting Proforma	On 7.8 kg. Ledger paper	Per 100		
3.(a)	Examination Question Paper Printing	Size 8½×10½" Booklet First 100 copies	Per page per 100		
	Examination Question Paper Printing	Size 8½×10½" Booklet Next 100 copies	Per paper per 100		
	Examination Question Paper Printing	Size 8½×10½" Booklet Next 25copies	Per page per 25		
(b)	Examination Question Paper Printing	Size 9½×7¼" offset printing First 100 copies	Per page per 100		
	Examination Question Paper Printing	Size 9½×7¼" offset printing next 100 copies	Per page per 100		
	Examination Question	Size 9½×7¼" offset printing next 25	Per page		

	Paper Printing	copies	per25		
4.a)	Result Sheet for Primary & Secondary	A-4 size coloured and emblem of KVS on background	Per 100		
b)	Result Sheet for Primary & Secondary	Legal size coloured and emblem of KVS on background	Per 100		
c)	Result Sheet for Primary & Secondary	A-3 size coloured and emblem of KVS on background	Per 100		
5.	Vidyalaya Patrika	Size 8½×10½" total no. of pages 64 pages 7.6 kg., Balarpur paper, Hindi, English, and Sanskrit Computerized Offset Printing 8 pages 130 gms Art Paper Colour Photo Offset Printing, 4 Pages 250 gms Art Cards Title four colour offset Printing with one side Lamination.	Each		
	Additional 4 pages	Colour Offset Printing	Each		
	Additional 4 Pages	Black & White	Each		
6.	Student Diary	Size 6¼×8" Total 120 pages (Standard size) good quality Mapleton paper and Title Hard Card Board 4 colour offset printing with Lamination	Each		
7.	Newsletter	Size 8×10" Total 4 pages 250 gms Imported Art Card with four colour offset printing	Each		
8.	Newsletter	Size 8×10" Total 8 pages 250 gms Imported Art Card Paper with four Colour Offset Printing	Each		
9.	Newsletter	Size 8×10" Total 12 pages 130 gms Imported Art Card Paper with four Colour Offset Printing	Each		
PRINTED STATIONERY FOR OFFICE					
1.	Admission Form	On 80 gms Ledger Paper	Per 100		
2.	Admission & withdrawal Register	250 pages, strong leather binding size 15"×20"	Each		
3.	Cash Book	Full PVC Binding on Ledger Paper 90 gms 150 pages	Each		
4.	Provisional & character certificate	Per 100	Each		
5.	C.B.S.E. Evaluation Card	As per sample	Each		
6.	Catalogue card Standard size	Per 100	Each		
7.	Daily Attendance & Fee Register	76 pages 80 gms Ledger Paper	Each		
8.	Despatch Register	250 pages Strong Leather Binding 80 gms Ledger Paper	Each		
9.	Daily Register	250 pages Strong Leather Binding 80 gms Leather Paper	Each		
10.	Essentiality Certificate (A+B)	80 gms Ledger Paper	Per 100		
11.	Fee Receipt Book	Big Size A-4	Each		
12.	CS-12 Miscellaneous Receipt Book		Each		
13.	Invitation Card of Ivory card sheet	both side multicolour printing on 300 gsm Art Card with envelope with name of Vidyalaya printed	Per 100		
14.	Invitation cards	13.6 J.K. Card Sheet, both side printing	Per 100		
15.	Ledger A/c Register	Full PVC Binding on 90 gms Ledger Paper	Each		

16.	Medical Reimbursement Forms	4 Pages	Per 100		
17a.	Medical Form No. 97, Application	2 pages	Per 100		
b.	Provisional Certificate Book		Each		
18.	Printing time table sheet	Size 12×18"	Per 100		
19.	Lesson Observation Diary	With spiral binding	Each		
20.	Registration form for class XI	On both side 90 gms Ledger Paper	Per 100		
21.	Stock Register (Non-consumable)	130 pages on Ledger paper	Each		
22.	Stock Register (Consumable)	130 Pages on Ledger Paper	Each		
23.	Student Registration form	80 gms Ledger Paper	Per 100		
24.	Service Book for Staff	With gatta binding 50 pages on Ledger Paper	Each		
25.	Student Complaint Book Duplicate	As per sample	Each		
26.	Student Complaint Cards	As per sample	Per 100		
27.	T.A. Bill Form	Size 18×11" white paper 80 gms	Per 100		
28.	Teacher Diary for secondary classes	220 pages	Each		
29.	Teacher Diary for Primary classes	220 pages	Each		
30.	Teachers Arrangement Book	100 pages size 10½×14½" on white paper	Each		
31.	Teacher Attendance Register	76 pages 80 gms ledger paper	Each		
32.	Teacher Daily Diary	Size 10×7½" 200 pages with gatta binding	Each		
33.	Withdrawal Form	On 90 gms Ledger Paper	Per 100		
34.	Visitor Register	250 pages Leather binding	Each		
35.	Registers Printed on KVS Pattern	Size 8×13-60 pages on 80 gms Ledger Paper	Each		
36.	Registers Printed on KVS Pattern	Size 8×13-80 pages on 80 gms Ledger Paper	Each		
37.	Registers Printed on KVS Pattern	Size 8×13-120 pages on 80 gms Ledger Paper	Each		
38.	Registers Printed on KVS Pattern	Size 8×13-180 pages on 80 gms Ledger Paper	Each		
39.	All Performa	Size 9×11" A-4 size one page	Per 100		
40.	All Performa	Size 9×11" A-4 size two page	Per 100		
41.	All Performa	Size 9×11" A-4 size three page	Per 100		
42.	All Performa	Size FS size one page	Per 100		
43.	All Performa	Size FS size two page	Per 100		
44.	All Performa	Size FS size three page	Per 100		
45.	All Performa	Size A-3 size one page	Per 100		
46.	All Performa	Size A-3 size two page	Per 100		
47.	All Performa	Size A-3 size three page	Per 100		
48.	Medical Check-up cards (Blue/Pink/Yellow)	Size 9×11 coloured 400gsm starmill	Per 100		
49.	Sports & cultural merit certificate	300 gms Ivory card sheet 2 colour screen printing	Each		
50.	Library Book Issue Register	250 pages on 90 gms Ledger paper	Each		
51.	Library Accession Register	250 pages on 90 gms Ledger paper	Each		
52.	Library Book Pocket		Per 100		

53.	Library Book Cards		Per 100		
54.	Library cards	4½×6"	Per 100		
55.	Sports & cultural merit certificate	300 gms Art card sheet Four colour offset printing	Each		

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 as FOR within 15 days . 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 mentioned in the separate column 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. The prices should be quoted in Indian Rupees only,
- e. Each bidder shall submit only one quotation;
- f. **TELEX, FACSIMILE OR BY HAND QUOTATIONS ARE NOT ACCEPTABLE.**
- g. The bid should be submitted along with EMD for **15000/- (Fifteen Thousand only)** by bank draft in favour of **KV SEC-8 ROHINI VVN (I SHIFT) A/C.**
- h. The firm should enclose supporting documents regarding registration of GST.
- i. **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) confirm 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) Normal commercial warranty/ guarantee shall be applicable to the supplied goods;
- d) Payment shall be made within 30 days after the delivery of goods and their acceptance;
- e) 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 Printing of Examination & 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.

The purchaser looks forward to receiving the quotation and appreciates the interest of the bidders in the KVS.

Yours faithfully,

PRINCIPAL

KENDRIYA VIDYALAYA SECTOR-8 ROHINI, DELHI-110085

FORMAT OF QUOTATIONS FOR PRINTING OF EXAMINATION AND OFFICE STATIONERY FOR THE SESSION 2025-26

S. No	Description of goods/ equipment	Brief specifications	Quantity	Unit Rate	GST %	Total amount with GST
	<u>EXAMINATION STATIONERY</u>					
1.	Ans. Script	9×11" 4 Pages Unprinted on 7.6 kg. Balarpur paper	Per 1000			
	Ans. Script	9×11" 4 Pages Printed on 7.6 kg. Balarpur Paper	Per 1000			
	Ans. Script	9×11" 8 Pages Printed on 7.6 kg. Balarpur Paper	Per 1000			
	Ans. Script	9×11" 12 Pages Printed on 7.6 kg. Balarpur Paper	Per 1000			
	Ans. Script	9×11" 16 Pages Printed on 7.6 kg. Balarpur Paper	Per 1000			
	Ans. Script	9×11" Pages 24 Printed on 7.6 kg. Balarpur Paper	Per 1000			
	Ans. Script	9×11" Pages 24+½ Printed on 7.6 kg. Balarpur Paper CBSE board pattern	Per 1000			
2.	Question Paper Setting Proforma	On 7.8 kg. Ledger paper	Per 100			
3.(a)	Examination Question Paper Printing	Size 8½×10½" Booklet First 100 copies	Per page per 100			
	Examination Question Paper Printing	Size 8½×10½" Booklet Next 100 copies	Per paper per 100			
	Examination Question Paper Printing	Size 8½×10½" Booklet Next 25copies	Per page per 25			
(b)	Examination Question Paper Printing	Size 9½"×7¼" offset printing First 100 copies	Per page per 100			
	Examination Question Paper Printing	Size 9½×7¼" offset printing next 100 copies	Per page per 100			
	Examination Question Paper Printing	Size 9½×7¼" offset printing next 25 copies	Per page per25			
4.a)	Result Sheet for Primary & Secondary	A-4 size coloured and emblem of KVS on background	Per 100			
b)	Result Sheet for Primary & Secondary	Legal size coloured and emblem of KVS on background	Per 100			
c)	Result Sheet for Primary & Secondary	A-3 size coloured and emblem of KVS on background	Per 100			
5.	Vidyalaya Patrika	Size 8½×10½" total no. of pages 64 pages 7.6 kg., Balarpur paper, Hindi, English, and Sanskrit Computerized	Each			

		Offset Printing 8 pages 130 gms Art Paper Colour Photo Offset Printing, 4 Pages 250 gms Art Cards Title four colour offset Printing with one side Lamination.				
	Additional 4 pages	Colour Offset Printing	Each			
	Additional 4 Pages	Black & White	Each			
6.	Student Diary	Size 6¼×8" Total 120 pages (Standard size) good quality Mapleton paper and Title Hard Card Board 4 colour offset printing with Lamination	Each			
7.	Newsletter	Size 8×10" Total 4 pages 250 gms Imported Art Card with four colour offset printing	Each			
8.	Newsletter	Size 8×10" Total 8 pages 250 gms Imported Art Card Paper with four Colour Offset Printing	Each			
9.	Newsletter	Size 8×10" Total 12 pages 130 gms Imported Art Card Paper with four Colour Offset Printing	Each			
PRINTED STATIONERY FOR OFFICE						
1.	Admission Form	On 80 gms Ledger Paper	Per 100			
2.	Admission & withdrawal Register	250 pages, strong leather binding size 15"×20"	Each			
3.	Cash Book	Full PVC Binding on Ledger Paper 90 gms 150 pages	Each			
4.	Provisional & character certificate	Per 100	Each			
5.	C.B.S.E. Evaluation Card	As per sample	Each			
6.	Catalogue card Standard size	Per 100	Each			
7.	Daily Attendance & Fee Register	76 pages 80 gms Ledger Paper	Each			
8.	Despatch Register	250 pages Strong Leather Binding 80 gms Ledger Paper	Each			
9.	Daily Register	250 pages Strong Leather Binding 80 gms Leather Paper	Each			
10.	Essentiality Certificate (A+B)	80 gms Ledger Paper	Per 100			
11.	Fee Receipt Book	Big Size A-4	Each			
12.	CS-12 Miscellaneous Receipt Book		Each			
13.	Invitation Card of Ivory card sheet	both side multicolour printing on 300 gsm Art Card with envelope with name of Vidyalaya printed	Per 100			
14.	Invitation cards	13.6 J.K. Card Sheet, both side printing	Per 100			
15.	Ledger A/c Register	Full PVC Binding on 90 gms Ledger Paper	Each			

16.	Medical Reimbursement Forms	4 Pages	Per 100			
17a.	Medical Form No. 97, Application	2 pages	Per 100			
b.	Provisional Certificate Book		Each			
18.	Printing time table sheet	Size 12×18"	Per 100			
19.	Lesson Observation Diary	With spiral binding	Each			
20.	Registration form for class XI	On both side 90 gms Ledger Paper	Per 100			
21.	Stock Register (Non-consumable)	130 pages on Ledger paper	Each			
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23.	Student Registration form	80 gms Ledger Paper	Per 100			
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25.	Student Complaint Book Duplicate	As per sample	Each			
26.	Student Complaint Cards	As per sample	Per 100			
27.	T.A. Bill Form	Size 18×11" white paper 80 gms	Per 100			
28.	Teacher Diary for secondary classes	220 pages	Each			
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52.	Library Book Pocket		Per 100			
53.	Library Book Cards		Per 100			
54.	Library cards	4½×6"	Per 100			
55.	Sports & cultural merit certificate	300 gms Art card sheet Four colour offset printing	Each			

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 ` _____ (_____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____.

(Bidder)

Signature _____

Name (in block letters) _____

Name of firm _____

Mobile No. _____

Dated: _____

Seal of the firm _____