



पीएम श्री केन्द्रीयविद्यालयकंजीकोड,पालक्काडः 678 623  
PMSHRI KENDRIYA VIDYALAYA KANJIKODE,  
PALAKKAD : 678623  
ई- मेल: [principalkanjikode@yahoo.co.in](mailto:principalkanjikode@yahoo.co.in)  
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दूरभाष: 0491-2566317



F.No. 4-6/ KVK/ 2025-2026/

Date: 02/01/2026

**Sub : "Invitation for Quotations for Staff Quarter Maintenance work (civil) – reg.**

Sir/Madam,

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 quotation from the Registered Firms / Contractors is invited by the undersigned on behalf of the Kendriya Vidyalaya Kanjikode.

3. **Scope of Work** - The contract involves complete repair and maintenance of the premises. The successful bidder will be responsible for providing all necessary materials, labor, tools, and equipment. The work includes :-

- (a) **Plumbing** : Water pipeline laying, replacement of taps, sink jali, bathroom grating, fixing/installation of flush tank
- (b) **Civil & Tiling**: Sinking/lifting adjustments as required, installation of floor/wall tiling, and installation of door thresholds, change into Western commode.
- (c) **Painting** : Full painting of designated areas and structural patch work.

3. **Bid Price :-**

- (a) The contract shall be for the work as mentioned in the scope of work above. 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 livable 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 2 to 5% of total amount by bank draft in favour of Principal KV Kanjikode.
- (h) The firm should enclose supporting documents regarding registration of VAT/ ST/ITPAN.

4. **Validity of quotations :-**

The quotation shall remain valid for a period not less than two months 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; \*May be struck off in case of Registered Bidders.
- (e) Payment shall be made within 30 days after completion of the work and their acceptance;
- (f) Not with standing 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 has to deposit performance security with the ..... of the amount of Rs. 10% Total value of goods at the time of executing the supply order in favour of Principal, Kendriya Vidyalaya, Kanjikode in the form of DD.

7. **Submission Guidelines** :- The quotation must be submitted in a sealed envelope for each work separately and should include :-

- (a) Material Cost : A detailed breakdown of the brands and quality of materials to be used.
- (b) Labor Charges: Total service fees for all tasks mentioned.
- (c) Timeline: Estimated days to complete the project.
- (d) Warranty: Brief mention of any service warranty on seepage and plumbing works.

8. Last date and time of receipt of quotations : **13/01/2026**.

9. You are requested to submit the sealed quotations in the Tender Box / post {in front of Room No. } superscribed on the envelope as "Quotations for Staff Quarter maintenance work (civil) 13/01/2026 Latest by 12.00Noon. The quotations shall be opened at **KV Kanjikode** on the same day at 2.00 PM. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

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

**Note :-**

**Mandatory Site Visit** - To ensure accuracy in the quote, all interested contractors must visit the site to assess the current condition before submitting their bid.

- Site Visit Window: [03 Jan 2026 to 06 Jan 2026]
- Contact Person for Visit: [Ms Aswathi TB / 8943125509]



Yours faithfully,

Signature

Name

Designation : PRINCIPAL

**Copy to :-**

The Quartering Committee

- for necessary action as per the office order dated 02/01/2026.

Mrs Bindhiya N  
PGT (CS)

- with an instruction to upload the LTE in the Vidyalaya Web Site please.

## FORMAT OF QUOTATION

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

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 : .....