



फ.सं 31089/A-17/के वि एस ए पी/2025-26/

दिनांक: 01.07.2025

Sub: INVITING QUOTATIONS FOR HIRING THE SERVICES FOR PHOTO COPYING (XEROX) AT PM SHRI KV SAP THIRUVANANTHAPURAM

महोदया/महोदय,

1. PM Shri Kendriya Vidyalaya SAP, Thiruvananthapuram, An Autonomous Body under Ministry of Education, Government of India, is an Educational Institution under Kendriya Vidyalaya Sangathan 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 among others.

2. Sealed competitive quotations from leading photocopying center in Thiruvananthapuram are invited by the Principal PM Shri Kendriya Vidyalaya SAP Thiruvananthapuram for photo copying (Xerox) services in regular intervals. Vidyalaya will issue the orders for photo copying with minimum 50 (fifty) or above pages. Kindly quote the lowest rate for taking photocopies as per the details mentioned below:-

3. Our Requirement for photo copying (Xerox) :-

- i) Paper to be used 75 GSM, White paper.
- ii) Print out in Black and White

S No	Size of the Paper	Printing	Rate including stapling charges (if required for multiple pages)	GST	Total Amount including GST
1	A4	Single Side			
		Double Side			
2	A3	Single Side			
		Double Side			
3	Legal	Single Side			
		Double Side			

4. The bidder shall quote the rates in the format of quotation (Enclosed). Corrections, if any, shall be made by crossing out, initialing with date and rewriting.

5. 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.

6. The rates quoted by the bidder shall be fixed for the duration of the contract i.e. for one year from the date of award of the contract.

7. Each bidder shall submit only one quotation

8. Quotations are not acceptable if submitted through e-mail/Fax etc.

9. The firm should enclose supporting documents regarding registration of GST/IT – PAN /TAN /Registration Certificates/ without fail.

10. Tax Deducted at Source (TDS) will be deducted as per applicable Rates.

11. The bid form is free to download from the website <https://trivandrumsap.kvs.ac.in> . Printed forms will not be supplied from the Vidyalaya. No fees to be deposited.

12. The bidder shall attach the duly signed Pre-Contract Integrity Pact as Annexure to the Tender Document

13. The bid should be submitted along with EMD for Rs. 1000/- through RTGS or bank draft in favour of "Principal Kendriya Vidyalaya SAP Thiruvananthapuram VVN A/c "payable at Thiruvananthapuram. The EMD paid will be refunded in the case of unsuccessful bidders within 90 days from the date of opening of Quotations. Quotation without EMD of Rs. 1000/- shall be rejected

14. Evaluation of quotations:

The Purchases will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

- a. Properly signed
- b. Confirm to the terms and conditions and specifications.

The evaluation would be done for all the items/services put together. The items/services 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. KV SAP Thiruvananthapuram will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

15. 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 expirations accepted.
- c) The Notification of Award shall be clearly specifying any change in the unit price or any other terms and conditions accepted.
- d) Payment shall be made within 15 days after the supply is completed.
- 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.

16. Last date and time of receipt of quotations:

The quotations and/or documents should be in sealed cover with super scribed on the envelop as "Quotations for hiring of services for photocopying)" and should reach in this Vidyalaya on or **before 25th July 2025 (1400 Hrs).** **The quotation shall be opened on the same day (25.07.2025) at 1500 Hrs.** The representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

सधन्यवाद

भवदीय



प्राचार्य/PRINCIPAL

पीएम श्री केन्द्रीय विद्यालय, एसएपी तिरुवनन्तपुरम

PM SHRI KENDRIYA VIDYALAYA SAP
THIRUVANANTHAPURAM

पेरुरकडा पी ओ तिरुवनन्तपुरम-695005

PEROORKADA P.O, THIRUVANANTHAPURAM - 695005

**FORMAT OF QUOTATION FOR HIRING OF SERVICES FOR PHOTO COPYING AT
PM SHRI KENDRIYA VIDYALAYA SAP THIRUVANANTHAPURAM, PEROORKADA P.O**

1. Name of the Firm :
2. Name of the Proprietor :
3. Address :
4. Telephone / Mob Number :
5. License/Registration certificate :
Attach Proof (Valid up to)
6. PAN, TIN, GST Nos. (Attach Proof):
7. E-mail id :

S No	Size of the Paper	Printing	Rate including stapling charges (if required for multiple pages)	GST	Total Amount with GST
1	A4	Single Side			
		Double Side			
2	A3	Single Side			
		Double Side			
3	Legal	Single Side			
		Double Side			

Please attach proof of account in the name of the firm i.e either cancelled cheque or Copy of pass book

Declaration

I have gone through the Tender proforma of PM Shri Kendriya Vidyalaya SAP Thiruvananthapuram carefully and agree to offer my services to the Vidyalaya as per the terms and conditions mentioned in the tender **without any deviation**, whatsoever at the rates quoted in the column No. 6 of above.

I have deposited Rs. **1000/-** towards EMD through Demand Draft No dated drawn in favour of "PM SHRI Kendriya Vidyalaya SAP Thiruvananthapuram VVN Account". (EMD exemption applicable for MSEs/MSMEs as per the GFR 2017)

We agree to provide the services for photo copying (Xerox) 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.

Date

Signature with Stamp