



पत्रांक:- F. 25095/2026-27/Purchase/1268/ 139

दिनांक: 09.06.2026

दर / कोटेशन / Rate / Quotation

विषय: - पीएम श्री केन्द्रीय विद्यालय आयुध निर्माणी द्वारा सत्र 2026-27 हेतु बिस्तर एवं सजावटी सामग्री किराये पर उपलब्ध कराने हेतु कोटेशन आमंत्रण।

Subject: Inviting Rate / Quotation for Hiring of Bedding, Decorative and other Items at PM SHRI Kendriya Vidyalaya Ordnance Factory Dumdum for the Session 2026-27.

महोदय/Sir,

केंद्रीय विद्यालय संगठन (केवीएस), जो कि भारत सरकार द्वारा वित्तपोषित एक स्वायत्त संस्था है तथा सोसायटी पंजीकरण अधिनियम, 1860 के अंतर्गत पंजीकृत है, केंद्रीय विद्यालयों की उस योजना का संचालन करता है जिसका उद्देश्य मुख्य रूप से स्थानांतरणीय केंद्रीय सरकारी कर्मचारियों के बच्चों सहित अन्य विद्यार्थियों को गुणवत्तापूर्ण शिक्षा प्रदान करना है। पीएम श्री केंद्रीय विद्यालय आयुध निर्माणी दमदम, केंद्रीय विद्यालय संगठन के अधीन संचालित एक विद्यालय है तथा समयसमय पर केवीएस द्वारा जारी क्रय नियमों का पालन करता है।

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 of imparting education to the children of transferable Central Govt. Employees among others. PM SHRI Kendriya Vidyalaya Ordnance Factory Dumdum is a school running under Kendriya Vidyalaya Sangathan following the purchase rules as instructed by KVS from time to time.

पीएम श्री केंद्रीय विद्यालय आयुध निर्माणी दमदम की ओर से अधोहस्ताक्षरी द्वारा विद्यालय हेतु बिस्तर एवं सजावटी सामग्री (संलग्न सूची के अनुसार) किराये पर उपलब्ध कराने के लिए पंजीकृत फर्मों से सीलबंद तुलनात्मक कोटेशन आमंत्रित किए जाते हैं।

2. Sealed comparative quotations from the registered firms are invited by the undersigned on behalf of the PM SHRI Kendriya Vidyalaya Ordnance Factory Dumdum for Hiring of Bedding & Decorative items of this Vidyalaya (List Attached).

3. बोली मूल्य / Bid Price:

a) अनुबंध केवल इस विद्यालय के लिए निर्दिष्ट वस्तुओं को किराये पर उपलब्ध कराने हेतु होगा। बोलीदाता संलग्न कोटेशन प्रारूप में दौरे उद्धृत करेगा। यदि किसी प्रकार का संशोधन किया जाता है, तो उसे काटकर, हस्ताक्षर एवं दिनांक सहित पुनः सही प्रविष्टि अंकित की जानी चाहिए। The contract shall be for hiring of the mentioned items to this school only. 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) बोलीदाता द्वारा देय सभी शुल्क, कर एवं अन्य उपकर कुल मूल्य में सम्मिलित होंगे। तथापि, लागू करें एवं शुल्कों को पृथक रूप से दर्शाया जाना चाहिए। 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) बोलीदाता द्वारा उद्धृत दौरे अनुबंध की अवधि तक स्थिर रहेंगी तथा केवल भारतीय रुपये में ही उद्धृत की जाएंगी। The rate quoted by the bidder shall be fixed for the duration of the contract and shall be quoted in Indian Rupees only.

d) प्रत्येक बोलीदाता केवल एक ही कोटेशन प्रस्तुत करेगा। Each bidder shall submit only one quotation.



c) टैलेक्स अथवा फैक्स द्वारा प्राप्त कोटेशन स्वीकार नहीं किए जाएंगे। Telex or facsimile quotations are not acceptable.

f) फर्म को जीएसटी पंजीकरण एवं आयकर पैन (PAN) से संबंधित दस्तावेजों की प्रतियां संलग्न करनी होंगी। The firm should enclose supporting documents regarding Registration of GST/ IT PAN.

4. कोटेशन का मूल्यांकन/ Validity of the Quotation:

कोटेशन प्रस्तुत करने की अंतिम तिथि से कम से कम एक वर्ष की अवधि तक कोटेशन वैध रहेगा। The quotation shall remain valid for a period not less than one year after deadline specified for submission of quotations.

5. कोटेशन का मूल्यांकन/ Evaluation of Quotation:

क्रेता उन कोटेशनों का मूल्यांकन एवं तुलना करेगा जो निम्नलिखित शर्तों को पर्याप्त रूप से (विद्यालय) पूरा करते हों/ The Buyer will evaluate and compare the quotations determined to be substantially responsive i.e. which are: -

- विधिवत हस्ताक्षरित हों; तथा / properly signed, and
- निर्धारित नियमों, शर्तों एवं विनिर्देशों के अनुरूप हों।/ Confirming to the terms & conditions and specifications.

सभी मदों का मूल्यांकन एक साथ किया जाएगा। जिन मदों के लिए कोई दर उद्धृत नहीं की गई होगी, उनके लिए शून्य (0) दर मानते हुए कुल राशि की गणना की जाएगी। यदि किसी बोलीदाता ने किसी एक या अधिक मदों की आंशिक मात्रा के लिए दर उद्धृत की है, तो ऐसी बोली को गैर) अनुक्रियाशील-Non-Responsive) माना जाएगा। अनुबंध उस उत्तरदायी बोलीदाता को प्रदान किया जाएगा जिसकी सभी मदों के लिए कुल लागत न्यूनतम होगी। 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. Buyer will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

6. अनुबंध प्रदान करना/ Award of Contract:

- क्रेता उस बोलीदाता को अनुबंध प्रदान करेगा जिसकी बोली पर्याप्त रूप से उत्तरदायी पाई गई हो तथा जिसने न्यूनतम दर की पेशकश की हो।/ The buyer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest rate.
- जिसकी बोली स्वीकार की जाएगी, उसे कोटेशन की वैधता अवधि समाप्त होने से पूर्व विद्यालय द्वारा सूचित किया जाएगा। /The bidder whose bid is accepted will be notified of the award of the contract by the Vidyalaya prior to expiry of the quotation validity period.
- स्वीकृति पत्र में इकाई मूल्य अथवा अन्य स्वीकृत नियम एवं शर्तों में किए गए किसी भी परिवर्तन का स्पष्ट उल्लेख होगा। /The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
- क्रेता, बोली की वैधता अवधि समाप्त होने से पूर्व, चयनित बोलीदाता को अनुबंध प्रदान करने की सूचना देगा। स्वीकृत प्रस्ताव की शर्तों को अनुबंध में सम्मिलित किया जाएगा।/ The buyer prior to the expiration of the Bid Validity period, will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- उपर्युक्त के बावजूद, क्रेता को यह अधिकार सुरक्षित रहेगा कि वह किसी भी या सभी कोटेशनों को स्वीकार अथवा अस्वीकार कर सकता है तथा अनुबंध प्रदान करने से पूर्व किसी भी समय निविदा प्रक्रिया को निरस्त कर सकता है।/ Notwithstanding the above, the buyer reserves the right to accept or reject any

पीएम श्री केन्द्रीय विद्यालय
आयुध निर्माणी, दम दम, जेसोर रोड
कोलकाता 700 028



PM SHRI Kendriya Vidyalaya
Ordnance Factory, Dum Dum
Jessore Road, Kolkata – 700 028
Phone No. – 25592500, 25299463
Email – kvofdumdum2011@gmail.com
Website – <https://ofdumdum.kvs.ac.in>
KV Code – 1268, School No. – 19198
CBSE Affiliation No. 2400033

quotations and to cancel the bidding process and reject all quotations at any time prior to the awards of the contract.

7. कोटेशन प्राप्त करने की अंतिम तिथि एवं समय: 24.06.26, अपराह्न 02:00 बजे तक। प्राप्त कोटेशनों को अगले कार्य दिवस को अपराह्न 02:00 बजे अधोहस्ताक्षरी के कार्यालय में खोला जाएगा। इच्छुक बोलीदाता अथवा उनके अधिकृत प्रतिनिधि कोटेशन खोलने के समय उपस्थित हो सकते हैं।/ Last Date and Time of receipt of quotations 24.06.2026 at 02:00 P.M. The Quotations will be opened at the office of the undersigned on the following day at 02:00 PM. The bidders or their representative who wish to be present at the time of opening of quotations are invited to do so.

विद्यालय आपके कोटेशन की प्रतीक्षा कर रहा है तथा इस केन्द्रीय विद्यालय में आपकी रुचि एवं सहभागिता की सराहना करता है।/ The Vidyalaya looks forward to receive the quotation and appreciates the interest of the bidder in this KV.



(अरविन्द कुमार शर्मा)

प्राचार्य/Principal

पीएम श्री केन्द्रीय विद्यालय आयुध निर्माणी
PM Shri Kendriya Vidyalaya Ordnance Factory
दमदम कोलकाता/Dum Dum Kolkata-28

प्रति: -विद्यालय के सभी सूचना पट्ट, मुख्य द्वार तथा विद्यालय के आधिकारिक वेबसाइट पर प्रदर्शित / To Display
on all Notice Board, Front Gate & Official Website of the Vidyalaya.

BEDDING, DECORATIVE AND OTHERS SERVICES**(from 20.06.2026 to 19.06.2027)****QUOTATION FOR HIRING OF DECORATIVE ITEM.**

Sl. No.	Name of Item	Specification	Unit	Rate Quoted
1	Plastic Chairs	Normal (Per day)	01	
2	Plastic Chairs	Special (Per day)	01	
3	VIP CHAIR	Special (Per day)	01	
4	Banquet Chairs	Special (Per day)	01	
5	Plastic table	04 Seater (Per day)	01	
6	Wooden table	04 Seater (Per day)	01	
7	Wooden table	06 Seater (Per day)	01	
8	Table covers	Per day	01	
9	Frills	Per day	01	
10	Chowki /Cot	Iron (Per day)	01	
11	Carpet	New (Per day)	Per Square foot	
12	Carpet	Old (Per day)	Per Square foot	
13	Mattress	Per day	01	
14	Bed sheet	Per day	01	
15	Pillow	Per day	01	
16	Blanket	Per day	01	
17	Tosok	Per day	01	
18	Pandal with Chala	New Cloth (Per day)	Per square foot	
19	Pandal with flat Chala	New Cloth (Per day)	Per square foot	
20	Round tables +Covers +Frills	Per day	01	
21	Tea table	Per day	01	
21	Tea table + Cover	Per day	01	
22	Satranchi /Dari	Best quality (Per day)	01	
23	Road Mat	Per day	01	
24	Sofa set	Per day	01	
25	Generator	Per day	01	
26	Flag Hoisting Dias	Per day	01	
27	Stand Fan	Per day	01	
28	Tube light (LED)	Per day	01	
29	Halogen light (LED)	Per day	01	
30	Decoration of Main Gate as per requirement	Per day	Per square foot	
31	Decoration of Stage as per requirement	Per day	Per square foot	

The rates to be quoted by the bidder shall be in INR inclusive of all

Signature of the Proprietor: _____

Name of the Proprietor: _____

Seal of the firm: _____

Undertaking
(To be given on Company Letter Head)

ANNEXURE - E

DATE:

To
The Principal,
Kendriya Vidyalaya OF Dum Dum,
Jessore Road, Kolkata-700028
E-mail : kvofdumdum2011@gmail.com

Sub :Acceptance of Terms & Conditions of Tender

Tender Reference No. F. 25095/2026-27/Purchase/1268/ दिनांक: 09.06.2026

Name of Tender / Work: **Quotation for Hiring of Bedding, Decorative and other Items at PM SHRI Kendriya Vidyalaya
Ordinance Factory Dumdum for the Session 2026-27.**

Dear Sir,
I, ... Son / Daughter of Shri
Proprietor/Partner/Director / Authorized Signatory of and competent to sign this
declaration and execute this tenderdocument.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my
acceptance of the same. The rates quoted by me are valid and binding upon me.

The corrigendum(s) issued from time to time by your department / organization to have all been taken into
consideration, while submitting this acceptance letter.

The information / documents furnished along with the above application are true and authentic to the best of
my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information /
fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution
under appropriate law.

I have apprised myself fully about the job to be done during the currency of period of agreement and also
acknowledge to bear the consequences of non-performance or deficiencies in services on my part.

Company / firm has done in past satisfactory / disciplined work and not blacklisted in past by any client.

I/We hereby certify that the firm possess all the required licence/certification to perform the work.

The one is relating to the other in the manner as father, Mother, Son(s) and Son's in wife(daughter-in-law),
Daughter(s) and Daughter 'husband (Son-in-law), Brother(s) and Brother's wife, Sister(s) and Sister's
Husband(brother-in-law)is/are employed in ESIC Department either directly recruited or on deputation near
relative is working in the ESIC.

In case any provisions of this tender are found violated, then your department / organization shall without
prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full
said earnest money deposit absolutely

Yours faithfully,

(Signature of the Bidder with Official Seal)

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

Sl. No.	Particulars	Confirm
01	Name of the Bidding company / Firm	
02	Name of Owner / Partners / Directors	
03	Address of Office/ Offices; Full particulars of Office	
04	Telephone No. / Email Address	
05	EMD of Rs. 10,000.00 in favour of “KV OF Dum Dum V Vikas Nidhi”	
06	Registration details	
	a) Copy of Registration/ Incorporation Certificate of firms/ Pvt. Ltd. Company/ Ltd. Company/ Partnership/ Proprietorship.	
	b) Copy of GST Registration Certificate with details of the last payment.	
	c) Attested copy of PAN / TAN Number	
07	Experience related details	
	A) Copies of satisfactory work Completion certificate in support of at least one work i.e. (A) or (b) or (c). (Refer Sl. No. 7 of Minimum Eligibility Criteria.	
	B) Documentary evidence to prove past experience (Refer Sl. No. 6 of Minimum Eligibility Criteria)	
	Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed financial years the date of constitution shall be considered for this criteria. (To prove bidder Turnover).	
08	Miscellaneous	
	a) Bidders profile on Letter Head of Bidder as per Annexure D Duly filled, Signed & Stamped by Authourized Signatory of Bidder.	
	b) Acceptance of Terms and Conditions of Tender as per Annexure E in letter head.	
	c) Tender documents duly signed and stamped by authorized signatory	
09	Bank Details with Proof of Document.	
	Name and Address of Bank	
	Account Number	
	IFS Code	
10	Other relevant Documents (Part of technical bid)	
11	An undertaking to the effect that the bidder has not been declared as blacklisted in the proforma attached as Annexure – F.	
12	Escalation Matrix	

The Principal

PM SHRI Kendriya Vidyalaya

Ordnance Factory

Dum Dum, Jessore Road,

Kolkata – 700028.

Sub: Declaration for Non-Blacklisting

**Name of Tender / Work: - Quotation for Hiring of Bedding, Decorative and other Items at PM SHRI Kendriya Vidyalaya
Ordnance Factory Dumdum for the Session 2026-27.**

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours Faithfully,

(To be submitted by the firms along with their quotations)

PAN NO. _____ (Please attach copy of the PAN Card).

Trade Licence No. _____ (Please attach copy of the Licence)

Firm Account No. Details _____

CERTIFICATE

All the above conditions given in the tender documents are accepted by me / us.

Signature & Seal of the Supplier / Tenderer

Date: _____

Place: _____

Witness – I	Witness – II
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Occupation: _____	Occupation: _____
_____	_____