

केन्द्रीय विद्यालय, नबरंगपुर

चुटियागुड़ा, नबरंगपुर (ओडिशा) पिन 764059

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स्थापना /Estd.:-2007 केविकोड/ KV code: 2069

ई-मेल/ E-mail: kendriyavidyalaya.nabarangpur@gmail.com



KENDRIYA VIDYALAYA, NABARANGPUR

CHUTIAGUDA, NABARANGPUR (ODISHA) PIN:-764059

सीबीएसई स्कूल कोड/CBSE Sch. Code:53089

सीबीएसईसं.संख्या/CBSE Affil. No. :- 1500035

वेबसाइट/ Website: <https://nabarangpur.kvs.ac.in>

Ref.No. F. 320/KV-NPR/2069/2021-22/

Dated: 20/07/2021

## Quotation invitation document/TENDER DOCUMENT

To

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**Sub: Quotation for providing Certificates, Students' Diary and Exam Answer Sheets for Kendriya Vidyalaya Nabarangpur.**

Respected sir/ madam,

A sealed quotation is invited and Firms are abide by following terms & conditions:-

1. The quotation shall be submitted according to the terms & conditions specified in paragraphs 1 to 18.
2. Unless specified otherwise in the quotation, it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
3. The rate should be F.O.R. and should include excise duty/sales tax/VAT/ GST/freight charges, any other taxes/rates or imposition whatever liable in respect of the supply in the Vidyalaya. The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the quotation in the event of acceptance of the quotation.
4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended it should be neatly scored out and the revised figure written above should be attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest quotation and are reserves the right to accept the quotation in whole or in part i.e. with respect to all stationary articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he may decide.
6. On acceptance of the quotation it will become a contract and shall be bound by the terms and condition of the quotation.
7. The person/persons, hereinafter, called the bidders, All shall have to deposit an Earnest Money Deposit (bid security) **of Rs.5,000 - by account payee Cheque /Bank draft** (in the favor of **KV NABARANGPUR VVN ACCOUNT, Payable at Nabarangpur**) along with the sealed quotation which shall be refunded to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract as such in the event of rejection of the quotation.
  - The Earnest Money Deposit shall be forfeited in the event of failure to comply with the contract.
  - In case of no deposit of EMD, bidding shall be treated as invalid and unresponsive & will not be considered.

- Bidding documents quoted with NIL/ ZERO, the bid shall be treated as unresponsive and will not be considered.
8. In the event of the acceptance of quotations the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below:  
Security Deposit at 10% of the value of Order or NIL whichever is less.  
If the contractor is not agreeable to pay Security Deposit, The reasons there of should be specified and the undersigned will reserve the right to accept or reject the request.
  9. If the contractor fails to supply the articles within the time stipulated in the later of acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market to get the rest of the contract completed by any other person or firm and the difference of price, if any shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
  10. In case an order for any articles is placed for quantity 100 or more one sample shall be retained by the school and no cost will be paid for the same.
  11. Prior to acceptance of the quotation, the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
  12. In the event of acceptance of the quotation and placing of the order for purchase the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
  13. The rates quoted by the contractor shall hold up to **SIX MONTHS**. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.
  14. The amount of security deposit shall be retained by the Vidyalaya for a period of six months from the date of completion of supplies as a safeguard against any defect appearing the articles supplied within this period.
  15. Quotations which do not comply with the above conditions are liable to be rejected.
  16. These instructions to tenders are to be signed by the contractors and returned with the tender.
  17. Sealed Quotation must bear the title "**Quotation for Certificates, Students' Diary, Exam Answer Sheet (2020-21)**" on the envelope and sent to PRINCIPAL, KENDRIYA VIDYALAYA, NABARANGPUR, CHUTIAGUDA, NABARANGPUR (ODISHA) PIN:-764059 latest by 4:00 PM of 11/08/2021 by post.
  18. Sealed quotation will be opened at 1:00 PM of 12/08/2021 in the presence of Committee member. All bidders are cordially invited for opening of sealed quotation with Proper Identity Card or Authorization letter in case of Bidder Representative.

Yours truly

Principal  
For and on behalf of Kendriya Vidyalaya Nabarangpur

## FORMAT OF BID

(The quoted rate should include excise duty/sales tax/VAT/ GST/ freight charges, any other taxes/rates or imposition whatever liable in respect of the supply in the Vidyalaya.)

SL.NO	NAME OF ARTICLE	SPECIFICATION	DESCRIPTION	QUANTITY REQUIRED	Quoted price for the mentioned quantity (In Rs.)
01.	Certificates	Good Quality product	1. Size- 10 ½ x 8 ½ appx. 2. Multicolor	500 (Sports) 1000 (CCA)	
02.	Students' Diary	Good Quality product	1. 100 pages each 2. Multi-color cover 3. Cover laminated	900	
03.	Exam Answer Sheet	Good Quality product	1. 04 pages (Addl.)	6000	
04.	Exam Answer Sheet	Good Quality product	1. 08 pages (Main)	8000	

Signature of the applicant/party/tenderer with date and seal.

All the conditions (in paragraphs 1 to 18 along with the statements of Stationary articles for which quotation is invited) are accepted by me/us:

Bid Security of Rs. 5000/- (Rupees five thousand only) is furnished herewith vide Bank Draft/cheque No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ (Bidder).

Signature of the applicant/party/tenderer with seal.

Place:

Date:

Agency Name:

Registration No.:

PAN No/TIN No :

GST No. :

Mobile No. :

**Witness:-I**

Signature:-

Name:- \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

**Witness:-II**

Signature:-

Name:- \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_