

NOTICE INVITING OF QUOTATION

DATE: 04.06.2020

1. Sealed rate quotation are invited from Interested Firms for Supplying the following items on behalf of Principal Kendriya Vidyalaya ONGC Agartala. The details of article & all other terms & conditions are available on the School website (<https://ongcagartala.kvs.ac.in/>) / Office of the Vidyalaya in working days.(9.00AM to 2.00 PM)
 - A. STATIONERY ITEMS & CLEANING ITEMS
 - B. PRINTING MATERIALS
 - C. CATERING & PANDAL ITEMS
 - D. SPORTS ITEMS,MEDALS
2. Last date of receiving tenders is 20.06.2020(before 2.00 PM).The tenders shall be opened on the next working day(22.06.2020) at 11.30hrs.
3. Clearing Certificate in respect of Income Tax,GST and PAN Card, Trade License copy(Self Attested) should be submitted along with the Tender Paper. Rate of article should be per unit and included all taxes & charges
4. Quotation should be sent under strong cover marked as quotation for the supply of _____ & not by name.

PRINCIPAL

KENDRIYA VIDYALAYA ONGC AGARTALA

KENDRIYA VIDYALAYA

ONGC AGARTALA

TENDER INVITATION FORM

Ref. No. F.1855-23/KV-ONGC/AGT/20020-21/

Date _____

To

Subject : **Quotation for Supply of _____ -Reg**

1. Sealed quotation for the supply of the articles shown in the attached statement are invited by the undersigned up to **2.00 P.M 20/06/19 (date) Saturday** , Quotations should be sent under strong sealed cover marked as quotations for the supply of **above mention subject** and not by name. The quotation will be opened in the office of the undersigned at **11.030 A.M. on 22/06//2020(date) Monday** The quotation shall be submitted accordingly to the term & conditions specified in paragraph 3 to 16 unless specified otherwise in the quotations it shall be construed that the term & conditions stipulated hereunder have been agreed to.
2. The rate should be **F.O.R.** and should include excise duty, sales tax, freight charges, any other taxes rate or imposition whatever liable in respect of the supply. 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.
3. There should not be any overwriting or correction in the quotation. If a figure is to be amended it should be neatly scored out the revised figure written above and the same attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected.
4. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any or more than one articles specified in the attached statement as he may decide.
5. On acceptance of the quotation it will become a contract and shall be bound be the term and condition of the quotation.
6. The person/persons, whose quotation is accepted, hereinafter, called the contractor, shall deposit an earnest money of Rs.____% along with the quotation which shall be refunds in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the quotation the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below :
7. Security Deposit at 10 %

If the contract is not agreeable to pay Security Deposit, The persons there of should be specified and the undersigned will reserve the right to accept or reject the request.

8. 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 & in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
9. The quantity articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reasons. In case any 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.
10. Prior to acceptance of the quotation, the undersigned reserved the right to call for sample or demonstration and the contractor shall be liable to supply the same or give the demonstration free of cost.
11. 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 specification prescribed.
12. The rate quoted by the contractor shall hold up to **30.06.21** No amendment in the rate excepted increased in the rate of Sales Tax during the period of execution of the contract, will be accepted.
13. The amount of security deposit shall be retained by the Vidyalaya for a period of six months form the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.
14. Quotation which do not comply with the above conditions are liable to be rejected.
15. These instructions to tenders are to be signed by the contractors and returned with the tender.

All the above condition are accepted by me/us.

PRINCIPAL

Date : _____

Signature of the Tenderer

Encl: List Enclosed.

KENDRIYA VIDYALAYA ONGC AGARTALA**LIST OF THE STATIONERY & CLEANING ITEMS**

SL No.	Items	Rate of Items
7.	Xerox Paper A4(JK)(21cmx29.7cm) GSM-75 Qty-500sheets, net weight-2.34kg	
8.	Xerox paper FS (JK)(21cmx34.5cm) GSM-75 Qty-500sheets, net weight-2.78kg	
9.	Alpin T.Size (Emage) New weight-50gm	
10.	Zemes Clip (Plastic coated) Best Quality	
11.	Stapler Pin Big Size (Kores)	
12.	Stapler Pin Small Size (Kores)	
13.	Stamp Pad Ink	
14.	Index File (Plastic)	
15.	Clip File (Commander) Cobra Clip File	
16.	File (Tag System) With Tag (Neelgagan)	
17.	Blank Register (Ruled) 6No.	
18.	Blank register (Ruled) 8No.	
19.	Thread Ball (Wax coated)	
20.	Chart Paper(Different Colour)	
21.	Stapler (Big Size) Kores	
22.	Board Pin (Best Quality)	
23.	White Correction Pen (Kores)	
24.	Stamp Pad (Big size) Kores	
25.	Cloth pasted Envelop (16" X 12") Best Quality With School Address	
26.	Cloth pasted Envelop (10"x12") Best Quality With School Address	
27.	Cloth pasted Envelop (8"x10") Best Quality With School Address	
28.	White Envelop with School Address Size : 11" X 5"	

29.	Chalk White (Dust less) Kores	
30.	Chalk Colour (Dust less) Kores	
31.	Phenyl (5ltrs Jar) CROSS	
32.	Harpic per Ltr.	
33.	Bleaching Powder Per Kg.	
34.	Full Jaru (Broom) per No.	
35.	Bamboo Broom Per No.	
36.	Broun Tap 2"	
37.	Cello Tap 2"	
38.	Neptolin Ball Per KG	
39.	Fevicol 200 gm.(Tube)	
40.	Jel pen Green/ Black	
41.	Pen(Cello Maxriter (F) Red, Blue, Black & Green	
42.	Sketch Pen (12 colours)	
43.	Rubber Band Plastic(Big Size)	
44.	Permanent Marker Pen (Flair or Kores)	
45.	Temporary Marker pen (Flair or Kores)	
46.	Duster (Wooden White sponge) for Green Board use	
47.	Carbon Blue (Kores) per Pkt.	
48.	Paper Flags (Oddy)	
43.	LOCK(Godraj/ Nayyars) 60mm	
44.	LOCK ((Godraj/ Nayyars) 30mm	
45.	Graph paper per 1000	
46.	Map(India) per 1000	
47.	Blank Pad (Ruled) 20" X 12" per No.	
48.	PIN POT	
49.	Calulator OSR (SR-510)	

50.	Sealing Wax	
51.	Plastic Tread	
52.	Plastic Belcha	
53.	Cotton Brush	
54.	Hand Towel	
55.	Scotch Bite	
56.	Room Freshener	
57.	Bucket (Platic)	
58.	Odonil	
59.	Hand Wash Per ltr	
60.	Detol 500gm.bottle	
61.	Dusting Cloth Per pice.	
62	Dettol/ Life boy Soap	

PRINCIPAL

**KENDRIYA VIDYALAYA ONGC AGARTALA
LIST OF CATERING & PANDAL ITEMS**

Sl. No	Name of Particulars	Rate
1.	BreakFast: Bread with Butter/Jam or Puri& Dal Fry/Chola, Egg, Banana/Apple with Milk & Tea	
2.	Lunch:Veg: Chapati, ce(Basmati),Dal/Rajma,Mix Veg, Paneer, Papad, Salad, Chatni, Sweet Non Veg: Chapati, Rice(basmati),Dal/Rajma, Mix Veg, Fish/ Chicken, papad, Salad, Chatni, Sweet	
3.	Evening Tea: Juice/ Soup ,Snacks(Chop/ Patties) Tea	
4.	Dinner:Veg: Chapati, Rice Basmati), Dal /Rajma,Mix Veg, Paneer, Papad, Salad, Chatni, Sweet Non Veg: Chapati, Rice(Basmati),Dal/Rajma, Mix Veg, Fish/ Chicken, Papad, Salad, Chatni, Sweet	
5.	Working Lunch : Chapati, Rice, Dalmakani /Rajma, Veg Korma, AlopotoIdIna, or Seasonal Veg, Paneer/Chicken, Papad, Salad, Green Chatni, Sweet Morning Tea with Sancks& Evening Tea with Snacks	
6.	Matress Pillow Bed Sheet Blanket Candle, Good Night Coil Room Heater G) Plastic Chair H) Carpet(per qr.ft)	
7.	Pandal : Temporary Bamboo fitting Pandal with cloth decoration Rate @per Sqr.ft	

PRINCIPAL

KENDRIYA VIDYALAYA ONGC AGARTALA		
MATERIALS LIST OF PRINTING		
Sl.No	PARTICULARS	RATE
1.	Vidyalaya Patrika Double Demi 1/8 Size (It Contained 120 Pages Including Inner 12 Page Multicolour In 130gsm Art Paper & Page Cover In 190 Gsm Art Paper With Cover Lamination & Perfect Binding)	<hr/> <hr/>
2.	Certificate Double Crown 1/8 , 250gsm Art Paper (Games And Sports/ Cca/ Birthday & Academic & Merit) (Multicolour)	
3.	Invitation Card (For Vip) (As Per Specification) (Both Side)	
4.	Invitation Card (For Students) (As Per Specification) (Both Side)	
5.	Medical Checkup Card (As Per Specification)	
6.	Admission Registartion Form	
7.	Student Diary (Cover 190 Gsm) 120 Pages(Title Four Colour Printing With Cosmo Lamination Staff List & Holiday List)	
8.	Teachers Diary(Primary & Secondary & Sr. Secondary) Revised.	
9.	Period Wise Daile Teachers Diary	
10.	Cce Register	
11.	Printing Of Forms, A4size (Single Side & Both Side.)	
12.	Staff Attendance Register	
13.	Exam. Answer Books (11" X9 ") Approx. 16 Pages (Paper 68 Gsm)	
14.	Exam. Answer Books (11" X9 ") Approx. 12 Pages (Paper 68 Gsm)	
15.	Exam. Answer Books (11" X9 ") Approx. 08 Pages (Paper 68 Gsm)	
16.	Supplementary Answer Sheets (11" X9 ") Approx. 04 Pages (Paper 68 Gsm)	
17.	Printing Charge Of Question Paper A-4 Size(One Side Printing) (Max.100 Question Paper For Each Subject In Each Class)	
18.	Printing Charge Of Question Papera-4 Size(Both Side Printing) (Max.100 Question Paper For Each Subject In Each Class)	

19.	Paper Cost for Printing of Q.Paper	
20.	Result Register	
21.	Teachers Daily Diary	
22.	Arrangemnets Register	
23.	Readiness Book	
24.	Student Attendance Register	
25.	Flex Printing Including Design (Per Square Feet)	
26.	Admission Register	
27.	Map India	
28.	Map World	
29.	Graph Paper	
30.	Ta Bills Form	
31.	Student Council Badge	
32.	Library Card	
33.	Admission Register	
34.	Admission Form	
35.	Tc Withdrawal Form	
36.	Student's Identity Card (Plastic Card)	

PRINCIPAL

KENDRIYA VIDYALAYA ONGC AGARTALA
LIST OF SPORTS ITEMS

Sl. No	Name of the Items	Rate
1.	Volley Ball(Cosco Super Volly)	
2.	Foot Ball 5 No (Nevia)	
3.	Foot Ball 3 No (Nevia)	
4.	Basket Ball No. 5 (Cosco Super)	
5.	Basket Ball No. 7 (Cosco Super)	
6.	Badminton Racket (Yonex Silver)	
7.	Shuttle Cock(Yonex Mavis 500(
8.	Table Tennis Bat (Gold Star)	
9.	Table Tennis Ball (40 Plus)	
10.	Table Tennis Board(STAG 1000 DX)	
11.	Cricket Bat English Willow(for U-19) SS Heritage	
12.	Cricket Ball (SG Club)	
13.	Cricket Playing Kit (Trousers and Shirts) Shiv Naresh, PG/LW	
14.	Cricket Shoes(ASK Gold/ASD)	
15.	Playing Kit for Foot Ball (Shiv Naresh)	
16.	Playing Kit Volley Ball (Shiv Naresh)	
17.	Playing Kit Basket Ball (Shiv Naresh)	
18.	Playing Kit for Badminton (Shiv Naresh)	
19.	Athletics Shorts & T Shirts (Shiv Naresh)	
20.	Shoes (5 No to 8 No.) Nivia	
21.	Medal 2" dia medium(Gold, Silver, Bronze)	
22,	Mementoes big/medium/small	
23.	Lime Powder	

24.	Plastic Disk	
25.	Skipping Rope	

PRINCIPAL