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Kendriya Vidyalaya Bilaspur (CG)  
Ministry of Education: Govt. of India  
Near Guru Nanak Chowk, Bilaspur-495004  
Email- [bilaspurkv@gmail.com](mailto:bilaspurkv@gmail.com)

Ref.No.F.15/KV/BSP/2022-23/812-816

Date:-29/07/2022

1. M/s Mayank Offset Printers 16, rakesh jain Praksh Bhavan, Kankali talab, Raipur Chhattisgarh-492001
2. M/s Bajrang Printing Press कोन्हेर गार्डन के सामने तिलक नगर बिलासपुर 495001
3. M/s Mahavir Offset Printers 720, Geeta Nagar, Choubey Colony Raipur (C.G) -492001
4. M/s Gateway Infotech Services, Hema Nagar, Chowk Balaji Plaza, Shop No. 118 Bilaspur 495004
5. M/s Rukhmani Graphics, Seepat Road, New Sarkanda, Chhattisgarh-495001
6. OPEN TO ALL FIRM  
LIMITED CUM OPEN TENDER/QUOTATION

SUB- Invitation for Quotation for supply of good (Printing Stationary) for use in kvs- reg.

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan a centrally Autonomous Body, is a society registered under societies Registration Act 1860. The Sangathan administers the scheme of kendriya vidyalaya set up the imparting education to the children of transferable central govt. employee.
2. Sealed comparative quotation from the Registered firm are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for supply of the following items.

Sl. No.	Brief description of goods	Specification	Quantity	Delivery period	Place of delivery
List Enclosed					

Where Bureaus of Indian standards (BIS) certification marked goods are available in the market, goods with those or equivalent marking only shall be offered.

### 3. Bid prices.

- a. The contract shall be for the supply of the mentioned items to the kvs. The bidder shall quote for items in the format of quotation attached. corrections, if any shall be made by crossing out, initialialing 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 price should be quoted in Indian rupees only.
- e. Each bidder shall submit only one quotation.

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- f. Telex or Facsimile quotation are not acceptable.
- g. The firm should enclose supporting documents regarding valid registration of GST & Trade licence

#### 4. VALIDITY OF QUOTATION.

The quotation shall remain valid for a period not less than 90 days after the deadline specified for the submission of quotations.

#### 5. EVALUATION OF QUOTATIONS:

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

- Properly signed and
- Confirm to the terms and conditions of 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 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 item put together is the lowest.

#### 6. AWARD OF CONTRACT:

- The purchaser will award the contract to the bidder whose quotation has been determined to the substantially responsive and who has offered the lowest price as per para 5 above.
- 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.
- The notification of award to clearly specify any change in the unit price or any other terms and conditions accepted.
- Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- Payment shall be made within 30 days after the delivery of goods and their acceptance.
- Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations of any time prior to the award of the contract.
- The successful bidder has to deposit performance security with the "Kendriya Vidyalaya Bilaspur" of the amount of \_\_\_\_\_ in the favors of "Vidyalaya Vikas Nidhi, Kendriya Vidyalaya, Bilaspur" in the form of DD only.

#### 7. Last date and time

You are requested to submit the sealed quotations by Speed/Post/Registered Post only (by hand not acceptable) super scribed on the envelop as "quotations for Printed Stationary due on 12/08/2022 latest by 2.00pm. the quotation shall be opened at 3 pm on 12/08/2022 the bidder or their representative who choose to be present at the time of opening of quotation are invited to do so. Quoted rate will remain valid for 12 Months from the opening of LTE/Bid.

The purchaser looks forward to receiving the quotation and appreciates the interest of the bidder in the KVS.

Yours Faithfully

ENCL: List of articles

11/8/22

(DHIRENDR KUMAR JHA)  
PRINCIPAL  
केन्द्रीय विद्यालय/ Kendriya Vidyalaya  
ए. ए. ए. सेक्टर कॉलोनी/ SEC Ry. Colony  
बिलासपुर (छ.प्र.)/ Bilaspur (C.G.)

# KENDRIYA VIDYALAYA BILASPUR

## PRICE BID

### Printing Stationery (Printing Works)



S.No	Form No.	Name of article with full description	Unit Rate	GST of Unit rate	Unit rate Inclusive all taxes	Quantity	Grand Total
1	CS-9	Daily attendance Register(As per Sample)				Each	
2	CS-10(a)	Fees receipt books in duplicate with school name(as per sample)				Each	
3	CS-11	Register of summary of daily collection(as per sample)				Each	
4	CS-12	Receipt book for misc income(as per sample)				Each	
5	CS-14	Pay bill register(as per sample)				Each	
6	CS-17	TA bill forms(loose sheets ) (as per sample)				Each	
7	CS-22	Cash book school fund(as per sample)				Each	
8	CS(a)	Cash Book for VVN(as per sample)				Each	
9	CS-24	Stock Register(Non-Consumable) (as per sample)				Each	
10	CS(a)	Stock Register(Consumable) (as per sample)				Each	
11	CS-28(3)	Advance Recoverable A/C Register(as per sample)				Each	
12	CS-30	Despatch register(big size,400 pages) (as per sample)				Each	
13	CS-31	Postage stamp Register(as per sample)				Each	
14	CS-32(a)	Medical reimbursement forms(as per sample)				Each	
15	M-3	Casual leave register(as per sample)				Each	
16	M-5	Admission forms(as per sample)				100 pages	
17	M-6	Withdrawal forms(as per sample)				100 pages	

18	M-8	Staff attendance register(with 100 numbers of pages) (as per sample)				Each	
19	CS-54	Class wise summary of fees and fine register(as per sample)				Each	
20	M-14	Character certificate books (as per sample)				Each	
21	M-17	Admission and withdrawal register (as per sample)				Each	
22	CS-9	Daily attendance register(as per sample)				Each	
23	CS-14	Pay bill register(as per sample)				Each	
24	CS-17	TA bill forms(Loose sheets) (as per sample)				100 pages	
25	CS-28(3)	Advance recoverable A/C Register(as per sample)				Each	
26	CS-31	Postage stamp register(as per sample)				Each	
27	CS-32(b)	Essentiality certificate (as per sample)				100 pages	
28	CS-32(c)	Essentiality certificate (as per sample)				100 pages	
29	CS-40	Provident fund register(as per sample)				Each	
30	CS-41	Form for payment of claims other than establishment(as per sample)				Per page	
31	M-69	Cheque & Draft receipt register(as per sample)				Each	
32	M-51	LTC form (as per sample)				100 pages	
33	M-36	Tender invitation form(as per sample)				100 pages	
34	M-44	Stock Verification form(as per sample)				100 pages	
35	M-52	LTC Register(As per sample)				100 pages	
36		Registration forms for admission(as per sample)				100 pages	
37		Answer sheet 16 pages(28*22) (as per sample)				Per set with print	
38		Answer sheet 12 pages(28*22) (as per sample)				Per set with print	
39		Answer sheet 8 pages(28*22) (as per sample)				Per set with print	
40		Answer sheet 4 pages(28*22) (as per sample)				Per set with print	



		100 microns, width-216 mm,length-368mm answer sheet 16 pages(28*22) (as per sample)					
42		Result Register(Primary) for 1&2,50 page size 8*13 (as per sample)				Each	
43		Result Register(Primary) for 3&5,50 page size 8*13 (as per sample)				Each	
44		Result Register(Secondary) for 1&2,50 page size 8*13 (as per sample)				Each	
45		Grade list (as per sample)				Each	
46		sheet(as per sample)				Each	
47		Annual Overall slip Booklet for Leave(as per sample)				Each	
48		Arrangement Book(150 page),A4 Size (one side printing) (as per sample) (as per sample)				Each	
49		News Paper and Periodical Register(as per sample)				Each	
50		Library Accession Register				Each	
51		CCE Report card for class X,100(as per sample)				Each	
52		Letter pad Full scape size(8*13), colour printing (as per sample)				Each	
53		Letter pad medium size(10.5*7.5),colour printing(as per sample)				Each	
54		Letter pad medium size(9*7.5),colour printing(as per sample)				Each	
55		Letter pad medium size(9*11),colour printing(as per sample)				Each	
56		Printing of question paper(Rate to be quoted as per details given below) (as per sample)					
57		25 Copies of 01 side,8*11 (as per sample)					
58		26 Copies of both side,8*11 (as per sample)					
59		50 Copies of 01 side,8*11 (as per sample)					
		50 Copies of both side,8*11 (as per sample)					
		75 Copies of 01 side,8*11 (as per sample)					

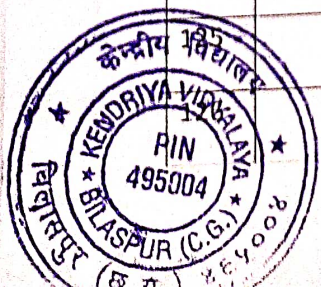


62		75 Copies of both side,8*11 (as per sample)					
63		100 Copies of 01 side,8*11 (as per sample)					
64		100 Copies of both side,8*11 (as per sample)					
65		125 Copies of 01 side,8*11 (as per sample)					
66		125 Copies of both side,8*11 (as per sample)					
67		150 Copies of 01 side,8*11 (as per sample)					
68		150 Copies of both side,8*11 (as per sample)					
69		Marks slip (secondary)				100 pages	
70		Marks slip (primary)				100 pages	
71		Last pay certificate (as per sample)				100 pages	
72		Progress report card (class I to X on art card two fold multicolor ptg.)				Each	
73		Progress Report card(class XI to XII on art card two fold single color ptg.)				Each	
74		Certificate(I/V sheet)(single color)				100 pages	
75		Certificate(I/V sheet)(Double color)				100 pages	
76		Certificate(I/V sheet)(Multi color)				100 pages	
77		Vidyalaya patrika(100 pages B/W +4 pages inner colour +4 pages cover in colour)				Each	
78		Vidyalaya patrika(64 pages B/W +4 pages inner colour +4 pages cover in colour)				Each	
79		CMP news letter(A4 size multicolour 4 pages on 300 GSM art Card Sheet)				100 pages	
80		Home work sheet (As per Vidyalaya sample)				100 pages	
81		Invigilator duty cum approval sheet(room diary) (Both side printed)				Each	
82		Regi. Of school strength (200 pages orient paper 13"*16")				Each	
83		Student Diary $7\frac{1}{4} * 9\frac{3}{4}$ (100 pages maplitho paper 70 gsm cover colour printing)					



84		Student Diary $7\frac{1}{4} * 9\frac{3}{4}$ (100 pages maplitho paper 70 gsm cover colour printing)				Each	
85		Invitation card and Envelope(Every sheet)(single sheet)				Per 100 8"* 5"	
86		Invitation card and Envelope(Every sheet)(double sheet)				Per 100 8"* 5"	
87		Invitation card and Envelope(on art card multi colour printing minimum 1000 nos )( Envelope white single colour print))				Per 100 8"* 5"	
88		Telephone Register(As per sample)				Each	
89		Result sheet(size 17"*27")				Per 100	
90		Greeting card and envelope(I/V sheet single colour)				Each 7"*5"	
91		Greeting card and envelope(I/V sheet Double colour)				Each	
92		Test card for scout guide & cub bulbul (on card sheet)				Each	
93		Library card/ birth card(B/W printing on thick card sheet per 100)				Each	
94		Income Tax A/C register(40 pages)				Each	
95		Ledger type register(big size for using ledger by allotting pages for each head) (As per sample)				Each	
96		Leave Forms (As per sample)				100 nos.	
97		Requisition (As per sample)				100 nos.	
98		TC withdrawal form (As per sample)				100 nos.	
99		Order Book(As per sample)				Each	
100		Forms for festival advance(As per sample)				100 nos.	
101		Peon Book (As per sample)				Each	
102. A		(A) Annual Confidential report book for teaching staff(As per sample)				Each	
102. B		(B) Annual confidential book for non- teaching staff (as per sample)				Each	

103	Petty cash book for VVN (As per sample)				Each
104	School Readiness programme (24 pages + cover - each)				Each
105	Continuous Evaluation folder for each child class I & II (Result register type) (50 pages each book)				Each
106	Anecdotal Record book (50 pages each book)				Each
107	Split up syllabus class I to V				Per 100
108	Endorsement				Per 100
109	Library register(200 pages each register -each)				Each
110	Teacher's Daily Diary(Both side printing -each)				Each
111	Class Diary(Monitor) (Both side printing each)				Each
112	Teacher's Diary monthly(Primary & secondary-each)				Each
113	Examination Data Sheet(As per Vidyalaya sample)				Each A-4 size
114	Staff Attendance register(30 pages (15"*20") min 20 reg.)				Each
115	Student attendance register(30 pages (15"*20")) each				Each
116	Register of summary daily collection fees(50 pages - each)				Each
117	Register of summary daily collection fees(100 pages - each)				Each
118	Income Tax A/C Register(40 pages)				Each
119	Income Tax A/C Register(100 pages)				Each
120	Student medical checkup card (As per sample)				Each
121	Tender invitation form (As per sample)				As per sample
122	Supply order form (As per sample)				As per sample
123	TA advance form (As per sample)				As per sample
124	Leave application form EL (As per sample)				As per sample
	Casual leave application form (As per sample)				As per sample
	Service Book (As per sample)				As per sample





127		App for grant for CL/HPL/CCL(As per sample)				As per sample	
128		Reimbursement of children allowance register(As per sample-100 pages each)					
129		Class room observation by the principal/VP/HM(As per sample)				As per sample	
130		Daily General Supervision Diary(100 pages each)				Each	
131		Cheque/DD issue Register(100 pages)					
132		CCE student assessment register A3 size (50 pages)				Each	
133		Printed Register-Invigilation duty					
134		Printed Register -Absentee					
135		Report card on art card multi colour one side					
136		Report card on art card multi colour two side					
137		Report card on art card single colour one side					
138		Report card on art card single colour two side					
139		Invigilator duty cum approval sheet(room-diary)- A-4 size on both side					
140		Test card for scout guide & cub bulbul on card sheet					
141		Continuous evaluation folder for each child class I & II (Result Reg. type)					

Note : L1 will be decided on the basis of Lowest Rate Quoted.

Signature of Agency/Proprietor

Address.....

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GST NUMBER COPY ATTACH .....

PAN NO COPY ATTACH .....

Tel. No.....

Mo. No.....

Date: .....

