

**KENDRIIYA VIDYALAYA SANGATHAN**  
18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi-110602

**TENDER DOCUMENT FOR EMPANELMENT OF SUPPLIERS FOR STATIONERY  
ITEMS FOR THE YEAR 2013-14**

Kendriya Vidyalaya Sangathan is an Autonomous Organization under the Ministry of Human Resource Development Govt. of India funded by the Govt.

The Sangathan intends to empanel suppliers for stationery items and other Material required for day to day use in KVS(HQ) the annual requirement of stationery and other items will be Rs.15 Lakhs (Appx).

A notice inviting tender to empanelment is being notified in KVS website. Interested suppliers may submit tender forms duly completed upto 1.00 pm on 17.12.13. The tender forms may be collected from S&S section, KVS (HQ), Room No.213. The cost of the tender form is Rs.500/- non refundable. It can be deposited in the form of Demand Draft/Pay order in favour of Kendriya Vidyalaya Sangathan New Delhi. Tenders will be opened at 3.00 p.m. at KVS(HQ) on 17.12.13 in the presence of bidders. An earnest Money of Rs.25,000/- is to be deposited along-with tender document towards EMD. Tender without EMD will summarily be rejected. The suppliers will be empanelled for a period of one year which can further be extened for another year at the discretion of the Sangathan. The Supplier will be empanelled on the following terms & Conditions:-

- 1 The quotation shall be submitted according to the terms and conditions specified in paragraphs 2 to 11. Unless specified otherwise in the quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
- 2 The rates should be F.O.R.at KVS(HQ) and should include excise duty, sales tax, freight charges, any other taxes rates or imposition whatever liable in respect of the supplies. The Kendriya Vidyalaya Sangathan shall not be liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.
- 3 There should not be any over writings or corrections 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 the 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 the articles mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement as he may decide.
- 5 On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.
- 6 The firms whose quotation is accepted, herein after called the contractor & their EMD will be retained as security deposit and the same will be refunded after expiry of contract.

- 7 If the contractor fails to supply the articles within the time stipulated in the letter or acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or 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.
- 8 The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
- 9 Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.
- 10 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 conform to the specifications prescribed.
- 11 The rates quoted by the contractor shall hold good upto one year from the date of awarding the contract and may be extended for another one year with mutual contract on the same rates and terms & condition as mentioned in the initial contract. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.

Station:

Date:

  
(S.VIJAYA KUMAR)  
JOINT COMMISSIONER(ADMN.)

**KENDRIYA VIDYALAYA SANGATHAN**

18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi-110602

**TENDER FOR EMPANELMENT OF SUPPLIER FOR  
SUPPLYING THE STATIONERY ARTICLES**

1. Name of the Contractor(Tender) \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. PAN NO. \_\_\_\_\_
4. Registration No. under shop & Esstt. Act. \_\_\_\_\_
5. Type of Establishment : \_\_\_\_\_
6. Whether Govt/Semi-Govt./Private: \_\_\_\_\_
7. Details of contracts executed during  
Last one year
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  - iv) \_\_\_\_\_
  - v) \_\_\_\_\_
8. Present Assignments in hand
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  - iv) \_\_\_\_\_
  - v) \_\_\_\_\_
9. Rates of the articles as mentioned  
in the list : \_\_\_\_\_

Earnest money of Rs.25,000/- has been deposited vide Pay Order/DD No. \_\_\_\_\_  
Dated \_\_\_\_\_ in favour of Kendriya Vidyalaya Sangathan(HQ), New Delhi. All the Terms and  
conditions as mentioned in the tender documents are acceptable to me/us.

**SIGNATURE OF TENDERER**

**Note:- Tender documents along with rates is to be submitted duly signed and dated with this form.**

## RATE LIST

SL NO	NAME OF THE ITEM	
1	ALL PIN - BEL 100 GSM PER PACKET	
2	Binder Clip size 19,25,32	
3	Door Bell ding dong	
4	BUCKET (PLASTIC) 180 LTR.	
5	CALCULATOR 10 DIGIT (CASIO) MJ-100D	
6	CALCULATOR 12 DIGIT (CASIO) MJ-120DJ	
7	CANDLE (GOOD QUALITY) 400 GSM	
8	CARBON A*4 - KORES - BLUE (PER PKT)	
9	CARBON A*4 - KORES - BLACK (PER PKT)	
10	CARTRIDGE NO. 56	
11	CARTRIDGE NO. 57	
12	CARTRIDGE NO. 20	
13	CARTRIDGE NO. 21	
14	CARTRIDGE NO.22	
15	CARTRIDGE NO.540 A	
16	CARTRIDGE NO.2612A	
17	CARTRIDGE NO. CC 388 A	
18	CARTRIDGE NO. CB 436 A	
19	CARTRIDGE NO. 852 (BLACK)	
20	CARTRIDGE NO. 853 (BLACK)	
21	C.D. - R 700 MB (SONY)	
22	C.D. - RW 700 MB (SONY)	
23	C.D. MAILER PER PIECE	
24	CLIP 'U' VIKRAM 35 MM (STEEL)	
25	CLIP 'U' (PLASTIC COATED) Zen	
26	CELL PENCIL (EVERADY)	

27	CELL BIG (EVERADY)	
28	CELL - AAA (EVERADY)	
29	CELLO TAPE (SMALL) - WONDER ½" X 10 yard	
30	CELLO TAPE 2" X 30 METER (TRANSPARENT)	
31	COLIN PER PIECE 500 ml	
32	COLOUR FLAG DE'SMAT (PM 3 13805) 3 PCs 25X75	
33	CORRECTING FLUID PEN (WHITE) kores	
34	DAK PAD (GOOD QUALITY) PLASTIC COATED NEELGAGAN	
35	DOUBLE TAPE	
36	DESK CALLENDAR STAND (STEEL) GOOD QUALITY	
37	DETOL LIQUID (MEDIUM) PER BOTTLE 250ml	
38	DUMPER / SPONGE	
39	DUSTBIN PLASTIC PLAIN	
40	DUSTER (ORD) - COTTON - GOOD QUALITY WHITE 40" X 40"	
41	DUSTER FLOOR 40" X 40" (FINE QUALITY)	
42	DUSTER SOFT (YELLOW) medium	
43	DRAWING PIN (GOLDEN) Fixwell	
44	ENVELOPES - WHITE printed 9" X 4" THICK - 120 GSM as per sample	
45	ENVELOPES - WHITE Printed 11" X 5" THICK - 120 GSM	
46	ENVELOPES - (WITH CLOTH) 16" X 12" - 120 GSM Printed as per sample	
47	ENVELOPES - WITH CLOTH 10" X 12" - 120 GSM Printed as pe sample	
48	ERASSER - NON DUST (APSARA)	
49	FAX ROLL 210 X 30 METER - MITSBISH	
50	FEVI STICK SUPER 15 GM	

51	FILE BOARD ( NEELGAGAN) NO. 31 (SUPER QUALITY)	
52	FILE COVER Printed RECORD FILE (SUPER QUALITY)	
53	GLASS TUMBLER 10C	
54	GUM BOTTLE (BIG) - KORES 700ML	
55	GUM BOTTLE (SMALL)- 300 ML KORES	
56	HIGHLIGHTER (LUXOR GLOLITER)	
57	JUG FOR WATER – Flora	
58	INDEX FILE (NEELGAGAN) No.35	
59	MARKER PEN (BLACK PERMANENT)Luxor	
60	MARKEN CLOTH DOUBLE WIDTH 127 CM	
61	MOUSE PAD	
62	NOTE SHEET NEELGAGAN - GREEN F/S 100 GSM (100 SHEETS)Printed	
63	PAPER WEIGHT GLASS - MEDIUM	
64	PASTE IT SLIP YELLOW 3X3	
65	PEN STAND WITH FOUR PENS (GOOD QUALITY)	
66	PENCIL LEAD (ORDINARY) NATRAJ, H.B.	
67	PENCIL SHORTHAND - APSARA	
68	PEN CELLO BUTTERFLOW (BLUE & RED)	
69	PEN DRIVE - 4 GB - KINGSTON	
70	PEN DRIVE - 8 GB - KINGSTON	
71	PEN DRIVE - 16 GB - KINGSTON	
72	PEN Jetter ( BLUE & Black)	
73	PEN Cello fine grip (BLUE,Black & Red)	
74	PEN AD- GEL Trimax (BLUE,BLACK,RED&GREEN),	
75	PEN PILOT V-5 (BLUE,BLACK,RED, GREEN)	

76	PHOTO COPY PAPER A-4 - POWER X 75 GSM	
77	PHOTO COPY PAPER F/S POWER X 75 GSM	
78	PIN CUSHION (ORDINARY) <i>Kebica</i>	
79	PLASTIC FOLDERS WITH BUTTON(good quality)	
80	PLASTIC FOLDER 'L' SHAPE (TRANAPARANT) A'4 SIZE	
81	PLASTIC FOLDER (WITH BASE)MARCO	
82	POCKER STEEL (MEDIUM SIZE)	
83	POCKER STEEL (BIG SIZE)	
84	PUNCH MACHINE (SINGLE) - KANGAROO	
85	PUNCH MACHINE (DOUBLE) - KANGAROO No.600	
86	REFILE AD-GEL <i>Trimax</i> (BLUE, BLACK, RED GREEN)	
87	REFILE <i>Cello fine grip</i> (BLUE, BLACK, RED)	
88	RUBBER BAND - 4" (NYLON) ½ KG	
89	REGISTER 2 QR. O/B (SARASWATI)	
90	REGISTER 4 QR. O/B (SARASWATI)	
91	REGISTER 6 QR. LEATHER BINDING (SARASWATI)	
92	REGISTER 8 QR. LEATHER BINDING (SARASWATI)	
93	REGISTER 10 QR. LEATHER BINDING (SARASWATI)	
94	ROOM FRESHNER - PREMIUM PER PIECE	
95	RING BINDER - <i>soloRB 402</i>	
96	SCALE PLASTIC - 12"	
97	SCISSORS (MEDIUM SIZE) 6 <i>kabica</i>	
98	SEALING WAX	
99	SHARPER - NATRAJ	
100	SHORTHAND NOTE BOOK - BITOO	

101	SLIP PAD - Neelgagan No.33	
102	SOAP - DETOL 100 GRM/Lux 100 GRM	
103	SOAP RIN 250 GRM	
104	SPIRAL NOTE BOOK NO.66 NEELGAGAN (PREMIUM)	
105	STAPLER SMALL KANGAROO - 10No.	
106	STAPLER BIG KANGAROO - 455HD-45	
107	STAPLER PIN SMALL NO.10	
108	STAPLER PIN BIG KANGAROO.24/6	
109	STAMP PAD - Golden (MEDIUM)	
110	STAMP PAD INK Supreme	
111	SKETCH PEN (ECHO 1X12)	
112	SUTLI JUTE PER ¼ KG PACKET(GOLA)	
113	TAG (WHITE THICK SUPER QUALITY)	
114	TAG (BIG GREEN)	
115	TOWEL FCY JACQUARD LYRICS 75X150 B/BYE (WHITE)	
116	VIM 1 KG.	
117	BOARD DUSTER	
118	WHITE BOARD MARKER	
119	STOCK REGISTER 8QR SARASWATI	
120	CARTRIDGE NO. M-43 samsung	
121	CARTRIDGE NO. 541A to 543 A	
122	CARTRIDGE NO. 18 BLACK	
123	CARTRIDGE NO. 18 (Yellow, Magenda,cyan)	
124	CARTRIDGE NO. 13 (Yellow, Magenda,cyan)	
125	CARTRIDGE NO. 13(BLACK)	
126	CARTRIDGE NO.51629AA	
127	CARTRIDGE NO. C8727AA	
128	CARTRIDGE NO. CC621AA	
129	CARTRIDGE NO. CC621AA	



130	<i>CARTRIDGE NO. C656AA</i>	
131	<i>CARTRIDGE NO. C6657AA</i>	
132	<i>Refill jetter Blue</i>	
133	<i>PHOTOCOPY PAPER A-4 POWER X75 GSM (colour)</i>	
134	<i>DVD R,Sony 4.7GB</i>	