

**KENDRIYA VIDYALAYA SANGATHAN**

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

**TENDER DOCUMENT FOR EMPANELMENT OF SUPPLIERS FOR  
STATIONERY ITEMS FOR THE YEAR 2015-16**

**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 8.4.15. 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 8.4.15 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 secuity 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 consent 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:

  
15/3/15  
(U N KHAWARE)

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	RATE
1	ALL PIN - BEL 100 GSM PER PACKET	
2	Binder Clip music 555 size,25,32,41	
3	Door Bell ding dong	
4	BUCKET (PLASTIC) 18 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(multicopy) - BLUE (PER PKT)	
9	CARBON A*4 - KORES - BLACK (PER PKT)	
10	CARTRIDGE NO.2612A	
11	CARTRIDGE NO. CC 388 A	
12	CARTRIDGE NO. 852 (BLACK)	
13	CARTRIDGE NO. 853 (BLACK)	
14	C.D. - R 700 MB (SONY) SINGLE PIECE AND 10 PIECE RATE	
15	C.D. - RW 700 MB (SONY)Single pc.&10pc.pck	
16	C.D. MAILER PER PIECE	
17	CLIP 'U' BELL 35 MM (STEEL)	
18	CLIP 'U' (PLASTIC COATED) Zen	
19	CELL PENCIL (EVERADY)AA	
20	CELL BIG (EVERADY)	
21	CELL - AAA (EVERADY)	
22	CARTRIDGE 901 BLACK	
23	CARTRIDGE 901 COLOUR	
24	CELLO TAPE (SMALL) - WONDER ½" X 30 mtr.	
25	CELLO TAPE WONDER 2" X 40 METER (TRANSPARENT)	
26	CELLO TAPE WONDERt 2" X 40 METER ((Brown)	
27	COLIN PER PIECE 500 ml	

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28	COLOUR FLAG DE'SMAT (PM 3 1380S) 3 Pcs 25X75	
29	CORRECTING FLUID PEN (WHITE) kores 7ml	
30	DAK PAD (GOOD QUALITY) PLASTIC COATED NEELGAGAN	
31	DOUBLE TAPE	
32	DESK CALLENDAR STAND (STEEL) GOOD QUALITY	
33	DETOL LIQUID (MEDIUM) PER BOTTLE 250ml	
34	DUMPER / SPONGE	
35	DUSTBIN PLASTIC PLAIN (small)	
36	DUSTER (ORD) - COTTON - GOOD QUALITY WHITE 36"X36"	
37	DUSTER FLOOR 36"X36" (FINE QUALITY)	
38	DUSTER SOFT (YELLOW) medium 36"X36"	
39	DRAWING PIN (Fanta) Fixwell	
40	ENVELOPES - WHITE printed 9" X 4" THICK - 100 GSM super sun shine as per sample	
41	ENVELOPES - WHITE Printed 11" X 5" . THICK - 100 GSM SUPER SUN SHINE	
42	ENVELOPES - (WITH CLOTH) 16" X 12" -Printed as per sample	
43	ENVELOPES - WITH CLOTH 10" X 12" - Printed as pe sample	
44	ERASSER - NON DUST (APSARA)	
45	FAX ROLL 210 X 30 METER - MITSBISHI	
46	GLUE STICK KORES 15 GM	
47	FILE BOARD ( NEELGAGAN) NO. 31 (SUPER QUALITY)	
48	FILE COVER Printed RECORD FILE (SUPER QUALITY)	
49	GLASS TUMBLER 10C	
50	GUM BOTTLE (BIG) - KORES 700ML	
51	GUM BOTTLE (SMALL)- 300 ML KORES	
52	HIGHLITER (LUXOR GLOLITER)	
53	JUG FOR WATER - Flora	

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54	INDEX FILE (NEELGAGAN) No.35	
55	MARKER PEN (BLACK PERMANENT)Luxor	
56	MARKEN CLOTH DOUBLE WIDTH 127 CM	
57	MOUSE PAD	
58	NOTE SHEET NEELGAGAN - GREEN F/S 100 GSM (100 SHEETS) <del>1000</del>	
59	PAPER WEIGHT GLASS - MEDIUM	
60	PASTE IT SLIP YELLOW 3X3 BUTTERFLY	
61	PEN STAND WITH FOUR PENS (GOOD QUALITY)	
62	PENCIL LEAD (ORDINARY) NATRAJ, H.B.	
63	PENCIL SHORTHAND - APSARA	
64	PEN CELLO BUTTERFLOW (BLUE & bLACK)	
65	PEN DRIVE - 4 GB - KINGSTON	
66	PEN DRIVE - 8 GB - KINGSTON	
67	PEN DRIVE - 16 GB - KINGSTON	
68	PEN Jetter ( BLUE & Black)	
69	PEN Cello fine grip (BLUE,Black & Red)	
70	PEN AD- GEL Trimax (BLUE,BLACK,RED&GREEN),	
71	PEN PILOT V-5 (BLUE,BLACK,RED,GREEN)	
72	PHOTO COPY PAPER A-4 - POWER X 75 GSM	
73	PHOTO COPY PAPER F/S POWER X 75 GSM	
74	PIN CUSHION (ORDINARY) SUPEREME	
75	PLASTIC FOLDERS WITH BUTTON(good quality)	
76	PLASTIC FOLDER 'L' SHAPE (TRANAPARANT) A'4 SIZE SUN	
77	PLASTIC FOLDER (WITH BASE)MARCO	
78	POCKER STEEL	
79	PUNCH MACHINE (SINGLE) - KANGAROO	
80	PUNCH MACHINE (DOUBLE) - KANGAROO No. 600	
81	REFILE AD-GEL Trimax(BLUE,BLACK,RED GREEN)	

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82	REFILE BUTTERFLOW (BLUE & Black)	
83	REFILE Cello fine grip (BLUE, BLACK, RED)	
84	RUBBER BAND - 4" (NYLON) ½ KG	
85	REGISTER SARASWATI 144 pages)	
86	REGISTER SARASWATI 288 pages)	
87	REGISTER 6 QR. LEATHER BINDING (SARASWATI)	
88	REGISTER 8 QR. LEATHER BINDING (SARASWATI)	
89	REGISTER 10 QR. LEATHER BINDING (SARASWATI)	
90	ROOM FRESHNER - PREMIUM PER PIECE	
91	RING BINDER - soloRB 402	
92	SCALE PLASTIC - 12"	
93	SCISSORS (MEDIUM SIZE) 6 kabica	
94	SEALING WAX	
95	SHARPER - NATRAJ	
96	SHORTHAND NOTE BOOK - BITOO	
97	SLIP PAD - Neelgagan No.33 (40 SHEET)	
98	SOAP - DETOL 100 GRM/Lux 100 GRM	
99	SOAP RIN 250 GRM	
100	SPIRAL NOTE BOOK NO.66 NEELGAGAN (PREMIUM) (40 SHEET)	
101	STAPLER SMALL KANGAROO - HD-10D	
102	STAPLER BIG KANGAROO - 455HD-45	
103	STAPLER PIN SMALL NO.10KANGAROO	
104	STAPLER PIN BIG KANGAROO 24/6	
105	STAMP PAD - SUPREME (MEDIUM)	
106	STAMP PAD INK Supreme	
107	SKETCH PEN (ECHO 1X12)	
108	SUTLI JUTE PER ¼ KG PACKET(GOLA)	
109	TAG (WHITE THICK SUPER QUALITY)	
110	TAG (BIG GREEN)	
111	TOWEL FCY 75X150 B/BYE (WHITE)	

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112	VIM 1 KG.	
113	BOARD DUSTER	
114	WHITE BOARD MARKER	
115	STOCK REGISTER 8QR SARASWATI	
116	CARTRIDGE NO. M-43 samsung	
117	CARTRIDGE NO. 18 BLACK	
118	CARTRIDGE NO. 18 (Yellow, Magenda, cyan)	
119	Refill jetter Blue	
120	PHOTOCOPY PAPER A-4 POWER X75 GSM (colour)	
121	DVD R, Sony 4.7GB SINGLE PIECE RATE & 10 PIECE RATE	

*R. S. Pring*