


TENDER NOTICE

KENDRIYA VIDYALAYA SANGATHAN
(Ministry of Human Resource Development)
18, Institutional Area
Shaheed Jeet Singh Marg
New Delhi

Sealed quotations are invited for empanelment of printers for printing work of Magazine, Annual Report and other material. Sealed quotations should reach within 15 days of publications of this notice. For detail, visit WEBSITE www.kvsangathan.nic.in


(S. S. Sehrawat)
Dy. Commissioner (Pers)
Kendriya Vidyalaya Sangathan (HQ)
New Delhi

KENDRIYA VIDYALAYA SANGATHAN

**18, Institutional Area
Shaheed Jeet Singh Marg
New Delhi- 110016**

TENDER DOCUMENT FOR EMPANELMENT OF PRINTER FOR PRINTING WORK FOR THE YEAR 2009 – 2010 & 2010 – 2011.

Kendriya Vidyalaya Sangathan is an Autonomous Organization under the Ministry of Human Resource Development funded by the Government. The Sangathan opens and administers the Vidyalayas to cater to the educational needs of the children of transferable Central Govt. Employee. At present there are 981 Kendriya Vidyalayas spread all over the country which are administered through 18 Regional Offices. Commissioner, KVS is the Chief Executive Officer of Sangathan and HQ is situated at New Delhi.

The Sangathan intends to empanel the printers for printing work of KVS (HQ). Following are some of the normal printing works which are executed through approved printers:-

- i) "Sangam" a quarterly magazine*
- ii) Annual Report of the Sangathan*
- iii) Annual Accounts and Audit Report of the Sangathan.*
- iv) Letter Heads*
- v) Visiting Cards*
- vi) Circulars/Orders/Forms*
- vii) News letters quarterly*
- viii) Books/Manuals as Accounts code, Education Code, Seniority List, Rule manuals etc.*

A notice for empanelment of the printers have been published in the Times of India & Nav Bharat Times and the interested printers may submit their tender forms duly completed within 7 days of the publication of notice. The tender forms may be collected from Senior Administrative Officer, KVS (HQ) in Room No. 310 or can be down loaded from the KVS website. The cost of the tender form is Rs.100/- (non refundable). The cost of tender form can be deposited in the form of Demand Draft/ Pay Order in favour of Kendriya Vidyaaya Sangathan, New Delhi. Tenders will be opened at 3.00 p.m. on the day following the last date of receipt of tenders in the presence of printers, so desired. An earnest money of Rs.10, 000/- is to be deposited along with tender documents. Non-receipt EMD will disqualify the printer from empanelment of printers. EMD of non empanelled printers will be refunded within 60 days of opening of tenders for empanelment. The printer will be empanelled up to the period of 31.3.2011 which can be further extended at the discretion of the Sangathan. The printer will be empanelled on the following terms & conditions:

- i) *The material to be printed from this office for printing of the books, journals and magazines etc and deliver the printed material to this office as directed within stipulated period.*
- ii) *In the event of defective execution of work leading rejection of work the firm will print the same and carry out corrections and improvements as may be advised and no extra cost/charges shall be admitted for such work.*
- iii) *Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the agreement governing such printing assignments and may lead to removal of such printers without any condition from the panel of KVS printers.*
- iv) *It is up to the firms to ensure quality production and in case of sub-standard printing; a penalty of 5% on the total admissible charges will be imposed.*
- v) *The contractor shall have to print the material for which the rates (with papers) may be sent in the proforma enclosed which should be signed by the duly authorized person.*
- vi) *Details and addresses of the Department/Offices for whom the printing work is being executed may be enclosed with tender documents alongwith copies of work orders or certification of work done.*
- vii) *Details of Machine & manpower available may also be attached in a separate sheet with tender.*
- viii) *Permanent Account No. of Income Tax and details of Bank Account No. & Branch is also to be indicated.*
- ix) *The approved printers will have to deposit a security deposit of Rs. 20000/- (Rupees Twenty thousand only) against award of work. The same will be refunded without any interest upon completion of contract period after adjustment of dues, if any, from the printers.*
- x) *For delay in execution of work, the printer will be liable to pay as damages at 1% of awarded value of work per week subject to a maximum of 5% of value of work.*

STATEMENT INDICATING THE RATES FOR DIFFERENT KIND OF PRINTING WORK (WITH PAPER)

Sl No	Size & specifications	Cost of Printing Including composing, process sing, plate making charges of 8 pages format or part thereof	Scanning charges (Per Image/picture)	Scanning charges (Per image/picture)	B/W or line drawing	4 colour photograph	2 colour	4 colour	2 colour	4 colour	Printing charges for cover 2 page (outer/inner) for 1100 copies and subsequent 1000 copies or part thereof	Printing charges for cover 2 page (outer/inner) for 1100 copies and subsequent 1000 copies or part thereof	Binding charges per format of 8 pages or part thereof for upto 1100 copies and subsequent 1000 copies or part thereof	Centre stitching	Side stitching	Perfect thread with little pasting	Hard case binding	Cover lamination charges (per cover)	Printing of letter head per 100 pages on Bond paper (with paper)	Double colour	Single colour	Printing of visiting card per 100 (with card)	Double colour	Single colour	Any other charges if any		
	Demy Quarto (23" x 36" /8"	1100 copies	Subsequent 1000 copies or part thereof																								
	Demy Octavo (23" x 36" /16"																										
	Crown Quarto (20 x 30"/8"																										
	Crown Quarto (20 x 30"/16"																										
	Full scap 17" x 27"/4"																										

All rates are invited for upto 1100 copies and subsequent 1000 copies or part thereof except for which otherwise specified.

- Paper to be used :
- (1) (White) 74 MAPLITHO NSD PRM PAPER - 23 X 36 /18.6 KG GSM Ballarpur / JK
 - (2) Art Card 23 x 36 / 300 GSM Ballarpur /JK
 - (3) Art Paper 23 x 36 170 GSM or 45.2 Kg

Seal of authorised person