



केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan  
संभागीय कार्यालय / REGIONAL OFFICE  
के0वि0न01, ए0एफ0एस0कैम्पस, सैक्टर-14  
KV No.1, AFSCampus, Sector-14  
गुडगाँव / Gurgaon (Haryana)-122001  
Phone: 0124-2307399(DC), 2307499, 2307599, 2307699  
E-mail: dcrourgaon@kvsedu.org

F 32029/2018/PUR/ADMN./KVS/GGN

Dated June 2019  
Speed post

To

1. M/s Praveen Brother Meerut City.
2. M/s Jayco Fine Printers, Meerut.
3. M/s Saurabh Enterprises, Meerut.
4. M/s Perfect Printers & Traders Rohini, Delhi.
5. M/s Riddhi Siddhi Enterprises, Gurgaon.
6. M/s Agarwal offset Printers Meerut.

Sub: Quotation for supply of office stationery items -Reg.

Sir/Madam

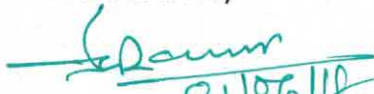
1. Sealed quotations for stationery items are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan upto 18/06/18 by 2.00 P.M. Quotations should be sent under strong cover superscribing "Quotation for supply of stationery items "and not by name. The quotations will be opened in the office of the undersigned on 18.06.2018 at 3.00 P.M.
2. The quotations shall be submitted according to the terms and conditions specified in paragraphs 03 to 14. Unless specified otherwise in the quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The rates should be FOR and should include all taxes and freight charges. The KVS 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.
4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out and the revised figure should be written above and the same be attested with full signature and date. In the absence of the attested signatures, the quotation shall be liable to be rejected.
5. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or part, i.e with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the enclosed statement as he may decide.
6. On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.
7. The contractor/supplier, shall deposit an earnest money of Rs. 10,000/- (Rupees Ten Thousand only) alongwith the quotation which shall be refunded in the event of rejection of the quotation. The earnest money will be forfeited in the event of failure to comply with the contract and the terms and conditions agreed upon. In the event of acceptance of the quotation, the earnest money will be adjusted towards Security Deposit which shall be payable @ 10% of the quantum of work annually done.

If the contractor/supplier is not agreeable to pay Security Deposit, the reasons thereof should be specified and the undersigned reserves the right to accept or reject the request.

8. If the contractor/supplier fails to supply the articles within the time stipulated in the letter of 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 deposited and in case, the amount is in excess.
9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reasons thereof.
10. Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor/supplier shall be liable to supply the samples or give demonstration free of cost.
11. In the event of acceptance of the quotation and placing of order for purchase, the articles ordered for, would be subjected to an inspection by the undersigned or its representative and are liable to be rejected if the articles supplied are not according to the approved samples or do not conform to the specifications prescribed in the order.
12. The rates quoted by the contractor/supplier shall hold good for one year initially . No amendment in the rates except increase in the rate of Sales Tax/VAT during the period of execution of the contract will be accepted.
13. The rates should be mentioned against each item in the attached sheet/list duly signed by the contractor/supplier.
14. GST Registration must be provided with the quotations.


Encls: as above ( List of stationery items )

Yours faithfully

  
01/06/18

(S.S.RAWAT)

Deputy Commissioner

DCA  
1/6/2018  
  
1/6/18

**KENDRIYA VIDYALYA SANGATHAN, REGIONAL OFFICE GURUGRAM**  
**LIST OF STATIONERY ITEMS**

Sl. No.	Description of goods / equipments and their brief specification	Quantity	Unit / Pkt Rate (Rs.)	Total Amount without GST	GST Rate (%)	GST Amount	Total Amount Including GST
1	Staff Attendance Reg.80 Pages(10" x 15"	each					
2	Cash Book 192 pages (8" x 13")	each					
3	Ledger (8" x 13") 192 pages	each					
4	Postage & Stamp A/c Reg.(8" x 10.5")	each					
5	Despatch Register ((8" x 13") 192 pages	each					
6	Diary Register (8" x 10.5")	each					
7	Stock Register (8" x 13") 192 Pages:	each					
	Consumable						
	Non-Consumable						
8	Medical Bill Reg. (8" x 10.5")	each					
9	Casual Leave Register(8" x 10.5")	each					
10	Advance & Recovery Reg.( (8" x 13")	each					
11	Service Book 36 Pages	each					
12	Ruled Register 2Q	each					
13	Ruled Register 3 Q	each					
14	Ruled Register 4 Q	each					
15	Assets Register	each					
16	Cheque Issue Register	each					
17	Visitor Register 250 pages Leather Binding	each					
18	TA Bill Form ( 16" x 11")	each					
19	Conveyance Form (16" x 11")	each					
20	T.A. Bill Register	each					
21	Issue Register(Ordinary) 8" x 10.5"	each					
22	Issue Register(200 Pages) 8" x 10.5"	each					
23	Photo Copy Ream A-4 JK 75 GSM	Per ream					
24	Photo Copy Full scape	Per ream					
25	Photo Copy A-3	Per ream					
26	File Cover with name of RO	each					
27	File Board	each					
28	Cloth Duster standard size	each					
29	Gum Bottle 700 ml Camel	each					
30	Gum Bottle 300 ml Camel	each					
31	Cloth Envelop 16" x 12"	each					
32	Cloth Envelop 12" x 10"	each					
33	Envelop(Laminated) 16" x 12"	each					
34	Envelop(Laminated) 12" x 10"	each					
35	Envelop(Laminated) 10" x 8"	each					
36	White Envelopes 11" x 5"	Per 1000					
37	White Envelopes 10" x 4 1/2 "	Per 1000					
38	White Envelopes 9" x 4 1/2 "	Per 1000					
39	White Envelopes 7" x 5"	Per 1000					
40	White Envelopes 6" x 4 1/2 "	Per 1000					
41	All Pin	each box					
42	Sutli	Per Kg					
43	Plastic Sutli	Per kg					
44	Thread Ball	each					
45	U Clips	Per box					
46	Stamp Pad Neel Kamal	each					
47	Stamp Pad Ink Neel Kamal	each					
48	Stapler (Big) Kangaro	each					
49	Stapler (Small) Kangaro	each					
50	Stapler Pin (Big) Kangaro	Per Pkt.					
51	Stapler Pin (Small) Kangaro	Per Pkt.					
52	Rubber Band (big)	Per Pkt					
53	White Tags (Small)	Per pack					
54	Green Tags (Big)	Per pack					
55	Sharpner Natraj	each					
56	Eraser Natraj	each					
57	Pencil Natraj	each					

59	Glue Stick (Small) fevi stick	each					
60	Glue Stick (big) fevi stick	each					
61	Sketch Pens Luxor	Each pkt.					
62	Punching Machine (Double) Kangaro	each					
63	Punching Maching (Single) Kangaro	each					
64	Cello Tape (Big) White 1"	each					
65	Cello Tape (Big) White 2"	each					
66	Ruled Sheets	each pkt.					
67	Pin Cushion	each					
68	Brown Tape	each					
69	Scissor (Big) Sundaram	each					
70	Scissor (Small) Sundaram	each					
71	Marker pen Luxor	each					
72	Bold Marker Luxor	each					
73	Ball Pen/Gel Pen Cello Butter flow	each					
74	Paper Weight (Ordinary)	each					
75	Paper Weight (Superior)	each					
76	Register 144 Page	each					
77	Register 192 Page	each					
78	Correcting Fluid Pen Kores	each					
79	Eraser Pad (Superier)	each					
80	Sealing Wax	Per pkt.					
81	Pilot Pen Luxor	each					
82	Pilot Pen V-5	each					
83	Hi-Lighter Pen Luxor	each					
84	Plastic Scale 12"	each					
85	Steel Scale 12"	each					
86	Calculator (Big) CASIO 12 digit (Citizen)	each					
87	Markeen (Cloth)	Per m.					
88	Note Sheet Pad	each					
89	Flag Strip (Coloured)	each					
90	Fevicol (Tube)	each					
91	Scribbling pad	each					
92	Pen Stand	each					
93	Dumper	each					
94	Note Pad -33	each					
95	Pocket Note Pad	each					
96	Index File	each					
97	CD Box	each					
98	Pen Drives 16 GB	each					
99	Pen Drives 32 GB	each					
100	Paper Tray	each					
101	Tape Dispenser 1 inch	each					
102	Tape Dispenser 2 inch	each					
103	Chimti (Clip)	each					

**We agree to supply the above goods in accordance with the specification for the above mention unit Price shown against the item(s) for which the Quotation have been submitted, which the period specified in the invitation for quotations. We also confiem that the normal commercial warranty/Gurrantee of months shall apply to the offered goods.**

(Bidder)

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date: \_\_\_\_\_