



DC

केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan  
संभागीय कार्यालय / REGIONAL OFFICE  
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F.320089/Purchase/Admn/KVS/GGN/ 7502/ - 15030

Dated: 03.03.2020  
Speed post/

To

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\_\_\_\_\_  
\_\_\_\_\_

Sub: Quotation for Printing of T.C. Booklets - 200 Nos.

Sir/Madam

1. Sealed quotations for Printing of 200 T.C. Booklets are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan, Regional Office, Gurugram upto 14.30 hrs. by 18.03.2020. Quotations should be sent under strong cover marked as "Quotation for printing of T.C. Booklets" and not by name. The quotations will be opened in the office of the undersigned at 15.00 hrs. on 18.03.2020.
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 & the revised figure should be written above and the same should be attested with full signature and date. In the absence of the attested signature the quotation is 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 attached 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.

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The person/persons, whose quotation is accepted, hereinafter called the contractor/supplier, shall deposit an earnest money of Rs. 20,000/- (Rupees Twenty thousand only) along with 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. In the event of the quotation, the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below:

Security Deposit at 10% of the total value of Contract.

- 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 deposit and in case any amount in excess to the security deposit is paid, the defaulter contractor/supplier shall be liable to pay this amount.
  9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
  10. Prior to acceptance of the quotation, the undersigned reserves the right to call 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 his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
  12. The rates quoted by the contractor/supplier shall hold good upto for one year only. No amendment in the rates except increase in the rate of GST during the period of execution of the contract will be accepted.
  13. The rates should be mentioned against each item in attached sheet/list duly signed by the contractor/supplier.
  14. The rates should be inclusive of GST or any other Tax.
- This issues with the approval of Competent Authority.

Encls: Annexure-A (One pages)

Yours faithfully

  
(K.R. Chugh)<sup>02/03/</sup>

Assistant Commissioner

**KENDRIYA VIDYALAYA SANGTHAN**  
**GURUGRAM**

**Annexure-A**

Requirement – 200 T.C. Booklets.

**Specification**

TC Booklet (WITH INSIGNIA)  
1 PAPER: LEDGER PAPER 100 GSM  
TWO WHITE PAGE: 70 GSM  
HEIGHT : 13.25 INCH  
WIDTH: 8 INCH  
THREAD BINDING  
2 PAPER PERFORATED  
1 PAGE ATTACHED  
  
SERIAL NUMBER: STARTING FROM ( 37001 & onwards)  
100 NUMBERS IN EACH BOOKLET.

**Signature of bidder with seal**