



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
संभागीय कार्यालय / **REGIONAL OFFICE**
के0वि0न01, ए0एफ0एस0कैम्पस, सैक्टर-14
KV No.1, AFS Campus, Sector-14
गुरुग्राम / **Gurugram (Haryana)-122007**
PH:0124-2307399(DC)/2307499/2307599
E-mail: dcrogurgaon@kvsedu.org
aorogurgaon@kvsedu.org

F.320089/Purchase/Admn/KVS/GGN/APAR./-

Date- .07.2020

M/s _____


**QUOTATION FOR PRINTING AND SUPPLY OF APAR BOOKLETS-
REGARDING**

- 1 Sealed quotations for printing and supply of APAR Booklets are invited by the undersigned on behalf of Kendriya Vidyalaya Sangathan, Regional Office, Gurugram up to **12.00 hrs. by 31.07.2020**. Quotations should be sent under strong sealed cover marked as "**QUOTATION FOR PRINTING AND SUPPLY OF APAR BOOKLETS**" and not by name. The quotations will be opened in the office of undersigned at **15.00 hrs on 31.07.2020**.
- 2 The Quotation should be submitted according to the terms and conditions specified in paragraphs 03 to 12 unless specified otherwise in the quotation. It shall be construed that the terms and condition stipulated hereunder have been agreed to.
- 3 The rates should be F.O.R and should include all applicable taxes. 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 over writing or correction 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.
- 5 The undersigned does not bind him/her to accept the lowest quotation and reserves the right to accept the quotation in whole or in part.
- 6 On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms & conditions of the quotations.
- 7 The firms should deposit an earnest money of Rs. 5000/- (Rupees Five thousand only) alongwith the quotations through DD in favour of "Deputy Commissioner, KVS, RO, Gurgaon" payable at Gurugram which shall be refunded in the event of rejection of quotation. The earnest money will be forfeited in the event of failure to provide the services. In the event of acceptance 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%

- 8 If the contractor fails to supply the articles within the time stipulated in letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of contract done by any other person or firm and the difference of price, if any, shall be deducted from the Earnest Money /Security Deposit. In case any amount in excess of the Security Deposit is paid by the contractor shall be liable to pay this amount.
- 9 The quantity of articles indicated in the attached statement (Annexure-1) 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 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 confirm to the specifications prescribed.
- 12 The rates quoted by the CONTRACTOR shall hold good up to 12 months. No amendment in the rate except increase in the rate of Tax during the period of exception of the contract will be accepted.
- 13 The Rates should be mentioned against each item in attached sheet/ (Annexure-1) duly signed by the contractor/supplier.

Yours faithfully,


(P.K. Koul)

DEPUTY COMMISSIONER

Encl : Annexure-1

Specification of APAR Booklet

Kindly quote the rates for printing & supply of APAR Booklets in different colours as given below:

- a) Cover page (Light Pink) for Group 'A' Officer
- b) Cover page (Yellow) for Group 'C' Non teaching
- c) Cover page (Light Green)- for Teaching Staff

1. Size of Booklet : 28 cm X 22 cm
2. Cover Page with printing in black text (1st page printing and last page without printing)
3. Cover Page & Back Page -300GSM
4. Inside Pages -80 GSM (Maplitho Paper of Grade-A mill having brightness of 88% minimum, opacity of 89 minimum duly binded with cover page) (Both side printing in Black text)

S.N o	Rates quoted for Booklets	Rates (Inclusive of all Taxes	Remarks if any.
1	Rates quoted upto 100 Booklets		
2	Rates quoted upto 500 Booklets		
3	Rates quoted upto 700 Booklets		
4	Rates quoted upto 1000 Booklets		
3	Rates quoted upto 2000 Booklets		
4	Rates quoted upto 3000 Booklets		

Sign. Of Prop. with seal & date