



केन्द्रीय विद्यालय पन्ना (म०प्र०) 488001

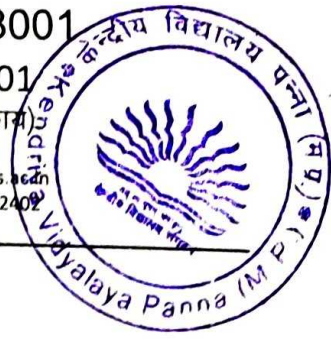
Kendriya Vidyalaya Panna (M.P.) 488001

(शिक्षा मंत्रालय, भारत सरकार के अधीन एवं स्वायत्त निकाय)

(An Autonomous Body under Ministry of Education, Govt. of India)

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CBSE School Code: 54144, CBSE Affiliation No.: 1000083 UDISE: 23100322409



## निविदा आमंत्रण सूचना

### TENDER INVITATION NOTICE

F. 22090/KVPanna/2022-23/

Date: 05.07.2022

#### Subject: Tender/Quotation for Stationary, CMP, Examination Goods / Articles

1. Sealed Tender/Quotation for the supply of the articles shown in the **attached format** are invited by the undersigned on behalf of Kendriya Vidyalaya Panna (M.P.) from 06.07.2022 to 19.07.2022 by 01.30 p.m. Tender/Quotations should be sent under strong sealed cover marked as a "**Tender/Quotation for Stationary, CMP, Examination Goods / Articles**" in the Vidyalaya. The quotations will be opened in the office of the undersigned at 02:00 P.M. on 19.07.2022.
2. The quotation shall be submitted according to the terms & conditions specified in paragraphs 3 to 16. Unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to by the bidder.
3. The rate should be F.O.R. and should include GST, freight charges, any other taxes, rates of imposition whatever liable in respect of the supply. The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated 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 written above and the same attested with full signature and date. In the absence of 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 in part i.e. with respect to all articles mentioned in the attached format or in respect of any one or more than one articles specified in the attached statement as he may decide.
6. On acceptance of the quotation it will become a contract and shall be bound to the terms and condition of the quotation.
7. The tender / bid is invited for procurement / purchase of goods, services etc. of estimated value of Rs.2,00,000/- (Rs. Two Lakhs only), hence Earnest Money Deposit (EMD) / Bid Security of **Rs.2,000/- (Rupees Two Thousand Only)** is to be furnished alongwith the Bid/Tender in favour of Vidyalaya Vikas Nidhi, K.V. Panna (M.P). The Earnest Money Deposit (EMD) / Bid Security will be refunded without interest to all unsuccessful bidders or in the event of rejection of the bid/tender or when the tenders / bids have been finalized for procurement / purchase of goods, services etc.
8. If applicable for the goods / articles, the firm / persons whose quotation is accepted, hereinafter, called the contractor, shall deposit an earnest money of Rs. 10% 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. 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%**

If the contract is not agreeable to pay Security Deposit, The reasons there of should be specified and the undersigned will reserve the right to accept or reject the request.

the contractor fails to supply the articles within the time stipulated the undersigned shall be at liberty to purchase the article from the market to 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 & in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.

10. The quantity articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason. In case an order for any articles is placed for quantity 100 or more one sample shall be retained by the school and no cost will be paid for the same.
11. Prior to acceptance of the quotation, the undersigned reserves, the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
12. In the event 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 confirm to the specifications prescribed.
13. The rates quoted by the contractor / bidder shall hold up to 02 years period. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.
14. The contractor shall be required to fix a tin liable on the furniture supplied by him, giving his name any year of manufacture.
15. The amount of security deposit shall be retained by the Vidyalaya for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.
16. Quotation which do not comply with the above conditions are liable to be rejected.
17. These instructions to tenders are to be signed by the contractors and returned with the tender.
18. The contractor whom the above terms and conditions are acceptable shall submit the completed tenders/bids to this Office by **01.30 pm** in sealed cover on or before **19.07.2022**. The tender will be opened on the same day at **02.00 pm** in the Chamber of Principal, Kendriya Vidyalaya, Panna (M.P.) in presence of the bidders/tenderers.

Encls.: Tender Format

  
Principal

Kendriya Vidyalaya

Panna (M.P.)  
प्रिन्सिपल/Principal  
केन्द्रीय विद्यालय/Kendriya Vidyalaya  
पन्ना (म.प्र.)/Panna (M.P.)

**KENDRIYA VIDYALAYA PANNA (M.P.)- 488001**

कार्यालयीन, प्राथमिक कक्षाओं का न्यूनतम साझा कार्यक्रम, कला शिक्षा, परीक्षा कार्य आदि सामग्री आपूर्ति हेतु  
निविदा प्रारूप (पृष्ठ 1 से 7 तक)

Date:.....



Sr. No.	Description of Goods/Articles/ Items	Quantity	MRP per Pc. / Pkt. / Unit	GST % age	Discount %age on MRP	Total Rate (in INR) Per Pc. / Pkt. / Unit inclusive of Taxes
1	File Cover Simple (Spring)	1				
2	File Cover Laminated (Spring) Cobra file No.1111	1				
3	File Cover Laminated (Spring) Naman File No.1500	1				
4	File Tag Pack Small	1 Pkt.				
5	File Tag Pack Big Size	1 Pkt.				
6	Gum Bottle 150 ml- Camel	1 Pc.				
7	Gum Bottle 700 ml- Camel	1 Pc.				
8	Carbon Kores	1 Pkt.				
9	Box File Index	1 Pc.				
10	Box File Regzine	1 Pc.				
11	Duster Cloth	1 Pc.				
12	Simple Chalk White	1 Pkt.				
13	Chalk Kores Dustless White	1 Pkt.				
14	Chalk Kores Dustless Colour	1 Pkt.				
15	Eraser Natraj	1Pcs				
16	U Pin	1 Pkt.				
17	Thump Pin	1 Pkt.				
18	All Pin	1 Pkt.				
19	Drawing Pin	1 Pkt.				
20	Natraj Pencil	1 Pkt.				
21	Scale 24 Inch- Steel	1 Pc.				
22	Brown Tape – 1''	1 Pc.				
23	Cello Tape – 1''	1Pc.				
24	Brown Tape (2'' inch)	1 Pc.				
25	Whitener Kores	1 Pc.				
26	Photo Copy Paper Size A4 70GSM (JK Easy Copier)	1 Pkt.				
27	Photo Copy Paper Size FS(JK Easy Copier)	1 Pkt.				

28	Photo Copy Paper Size A3(JK Easy Copier)	1 Pkt.				
29	Photo Copy Paper Size A4 Colour (JK Easy Copier)	1 Pkt.				
30	<b>Envelope White:</b> Size 9"X4" (120GSM)	100				
31	<b>Envelope White:</b> Size 11"X5" (120GSM)	100				
32	Laminated Envelope Size 11"X5" (150 GSM)	100				
33	Laminated Envelope Size 10"X12" (150 GSM)	100				
34	Refill Blue, Red, Black	1 Pc				
35	Stamp Pad Camel	1 Pc				
36	Stamp Ink- Camel	1 Pc				
37	Ruled Register No. 1	1 Pc				
38	Ruled Register No. 2	1 Pc				
39	Ruled Register No. 3	1 Pc				
40	Ruled Register No. 4	1 Pc				
41	Sketch Pen - Camel	1 Pkt				
42	Stapler Pin - Cores No. 10	1 Pkt.				
43	Stapler Pin - Cores No. 24/6	1 Pkt.				
44	Paper Wait	1 Pcs				
45	Ruled Paper / Plane	1 Dasta				
46	Plastic Rassi	1 Pkt.				
47	Dusting Cloth	1 Pcs				
48	Reynolds Marker Black, Blue & Red	1 Pcs				
49	Chapra/ Sealing Wax	1 Pkt.				
50	Rubber Band	1 Pkt				
51	Thread	1 Pkt.				
52	Binder Clip	1 Pkt.				
53	Writing Pad Hardboard	1 Pc				
54	Steel Ruler 12"	1 Pc.				
55	Steel Ruler 6"	1 Pc.				
56	Stapler Small	1 Pc				
57	Stapler Medium	1 Pc				
58	Stapler Big	1 Pc				
59	Register 100 pages	1 Pc				
60	Register 150 pages	1 Pc				
61	Register 180 pages	1 Pc				
62	Dak Pad	1 Pc				
63	Page Flag	1 Pkt				

Primary Classes C.M.P. Dept.						
1	Drawing Sheet / Chart Paper	1 Pkt				
2	Thermo coal Sheet Thick	1 Pkt				
3	Thermo coal Sheet Thin	1 Pkt				
4	Brown Sheet	1 Pkt				
5	Florescent Sheet	1 Pkt				
6	Glazed Paper	1 Pkt				
7	Hand Made Sheet	1 Pkt				
8	Thick Sheets (Drawing Japanese)	1 Pkt				
9	Fevicol	1 K.G				
10	Gum Stick	1 Pcs				
11	Fevi Stick (Kores Green Transparent)	1 Pcs				
12	Sketch Pens Different Types Thick	1 Pkt				
13	Sketch Pens Different Types Thin	1 Pkt				
14	Wax Colour	1 Pkt				
15	Maps of India – Political	1 Pc				
16	Maps of India – Physical	1 Pc				
17	Chart :- Animal Plants	1 Pkt				
18	Chart :- Plants	1 Pkt				
19	Chart :- Leaders	1 Pkt				
20	Chart :- Flowers	1 Pkt				
21	Chart :- Different houses	1 Pkt				
22	Chart :- Transports	1 Pkt				
23	Chart :- Insect Birds	1 Pkt				
24	Chart :- Kitchen Equipment	1 Pkt				
25	Chart :- Utensils	1 Pkt				
26	Farming Tools Charts	1 Pkt				
27	House Building Tools Charts	1 Pkt				
28	Good Habits Charts	1 Pkt				
29	Map of M.P. Political	1 Pkt				
30	Map of M.P. Physical	1 Pkt				
31	Graph Paper	1 Pkt				
32	Ribbon Thick Different Colours	1 Pkt				
33	Ribbon Thin Different Colours	1 Pkt				
34	Ice-cream Sticks Spoons	1 Pkt				
35	Hard board	1 Pcs				
36	Rubber Bands	1 Pkt				
37	Balloons	1 Pkt				

38	Transparent Polythene bags 2"X3"	1 Pcs				
39	Ziletin Plastic ( Transparent) 3"x3"	1 Pcs				
40	Water Colour	1Pkt				
41	Painting Brush Different Size	1 Pcs				
42	Coloured tape	1 Pc.				
43	Double Sided Tape	1 Pc.				
44	Clay Kit	1 Pkt.				
45	Thumb pins	1 Pkt.				
46	Plastic sheet roll (Large)	1 Roll				
47	Mathematical Kit	1 Pc				
48	Abacus	1 Pc				
49	Fractional Disc (Kit)	1 Pc				
50	Different Shapes (Circles, Cubes, Suqares etc.) Medium Size	1 Pc				
<b>Art Education Dept.</b>						
1	Water Colour Tubes (12Shades)	1Pkt				
2	Oil Colour Box	1 Pkt				
3	Coloured Tape	1 Pkt				
4	Acrylic Colour	1 Pkt				
5	Chart Paper	1 Pcs				
6	Black Paper	1 Pcs				
7	Transparent Sheets	1 Pkt				
8	Silver Sheets	1 Pcs				
9	Highlighter	1 Pcs				
10	Glass Colour	1 Pkt				
11	Round Brushes	1 Pkt				
12	Pencil Colour	1 Pkt				
13	Crayons Colour	1 Pkt				
14	Camline Black ink	1 Pcs				
15	Canvas Roll	1 Roll				
16	Drawing Sketch Pad	1 Pad				
17	Drawing Book (Sketch Copy)	1 Pcs				
18	Saton Ribbon	1 Pcs				
19	Poster Colour	1 Pkt				
20	Coloured Paper Strips	1 Pkt				
21	Ball Pen (Butter Flow Reynold) Green, Blue, Red, Black	1 Pkt				
22	Tag Big	1 Lachhi				
	Tag Small	1 Lachhi				

23	Glitter Powder	1 Pkt.				
List of Examination Material/ Items						
1	Examination Answer Books with KVS Logo and KV Panna Name (10"x7 ½ ")containing 16 pages per thousand	1000				
2	Examination Answer Books with KVS Logo and KV Panna Name (10"x7 ½ ") containing 12 pages per thousand	1000				
3	Examination Answer Books with KVS Logo and KV Panna Name (10"x7 ½ ") containing 08 pages per thousand	1000				
4	Examination Answer Books with KVS Logo and KV Panna Name (10"x7 ½ ") containing 04 pages per thousand	1000				
5	Examination Answer Books with KVS Logo and KV Panna Name (11"x9") containing 16 pages per thousand	1000				
6	Examination Answer Books with KVS Logo and KV Panna Name (11"x9") containing 12 pages per thousand	1000				
7	Examination Answer Books with KVS Logo and KV Panna Name (11"x9") containing 08 pages per thousand	1000				
8	Examination Answer Books with KVS Logo and KV Panna Name (11"x9") containing 04 pages per thousand	1000				
9	Student's Diaries with School name and Insignia printed each 6¼" X 8" Total 96 pages Title Four Color Printing	1 Pc				

CONFIDENTIAL EXAMINATION QUESTION PAPERS PRINTING						
1	Primary Classes two in one Question Paper cum Answer Book (Size 8"x12") Paper Quality 75Gsm Milk White JK/ Century Green Rate per Page for Maximum 90 copies – Single Side Printing	90 copies				
2	Primary Classes two in one Question Paper cum Answer Book (Size 8"x12") Paper Quality 75Gsm Milk White JK/ Century Green Rate per Page for Maximum 90 copies – Double Side Printing	90 copies				
3	Secondary & Sr. Sec. Section (Size 6"x8") Question Paper Quality 75Gsm Milk White JK/ Century Green Rate per Page for Maximum 90 copies – Single Side Printing	90 copies				
4	Secondary & Sr. Sec. Section (Size 6"x8") Question Paper Quality 75Gsm Milk White JK/ Century Green Rate per Page for Maximum 90 copies – Single Side Printing	90 copies				
5	Secondary & Sr. Sec. Section (Size 6"x8") Question Paper Quality 75Gsm Milk White JK/ Century Green Rate per Page for Maximum 45 copies - Single Side Printing	45 copies				
6	Secondary & Sr. Sec. Section (Size 6"x8") Question Paper Quality 75Gsm Milk White JK/ Century Green Rate per Page for Maximum 45 copies - Double Side Printing	45 copies				
7	Cloth Pasted Envelops 16"x12"	100				
8	Cloth Pasted Envelops 10"x12"	100				
9	Cloth Pasted Envelops 8"x10"	100				
SCHOOL MAGZINE AND CMP NEWS LETTER						
1	80 pages/40 leaves with Black Ink Printing on 70 GSM inner pages, 8 pages/4 leaves on 90 GSM with Multi color printing, Cover page on 220 GSM paper with Multicolor printing with Lamination & Binding (A4 size)	1000				
2	40 pages/20 leaves with Black Ink Printing on 70 GSM inner pages, 4 pages/2 leaves on 90 GSM with Multi color printing, Cover page on 220 GSM paper with Multicolor printing with Lamination & Binding (A4 size)	1000				
3	40 pages/20 leaves with Black Ink Printing on 57 GSM inner pages, 4 pages/2 leaves on 70 GSM with Multi color printing, Cover page on 220 GSM paper with Multicolor printing with Lamination & Binding (A4 size)	1000				



4	4 page multi color printing on 120 GSM Glazed paper (Folder type)					
<b>GENERAL PURPOSE PRINTING (FORMS, FORMATS ETC.)</b>						
1	Black ink printing on 70 GSM JK Century Milky White paper with composing (A4 size)	1000				
2	Black ink printing on 70 GSM JK Century Milky White paper with composing (A4 size)	500				
3	Multi color printing on 70 GSM JK Century Milky White paper with composing (A4 size)	1000				
4	Multi color printing on 70 GSM JK Century Milky White paper with composing (A4 size)	500				
5	Black ink printing on 70 GSM JK Century Milky White paper with composing (FS size)	1000				
6	Black ink printing on 70 GSM JK Century Milky White paper with composing (FS size)	500				
7	Multi color printing on 70 GSM JK Century Milky White paper with composing (FS size)	1000				
8	Multi color printing on 70 GSM JK Century Milky White paper with composing (FS size)	500				
<b>BANNER (FLEX PRINTING)</b>						
1	Multi color Flex Printing on standard PVC Base without Iron Frame	Per Square Foot				
2	Multi color Flex Printing on standard PVC Base with Iron Frame	Per Square Foot				

**नोट:** निविदा प्रपत्र सील बंद लिफाफे में हो एवं लिफाफे के उपर की ओर "कार्यालयीन, प्राथमिक कक्षाओं का न्यूनतम साझा कार्यक्रम, कला शिक्षा, परीक्षा कार्य आदि सामग्री आपूर्ति हेतु निविदा प्रारूप " अवष्य लिखें।

**विषय:** सभी सामग्री/वस्तुओं की दरें विद्यालय द्वारा दिये गये उपरोक्त कम एवं मात्रानुसार ही होनी चाहिये। इस बात का आवष्यक रूप से ध्यान रखा जाये। साथ ही सभी फर्म अपना पंजीयन क्र०/जी.एस.टी क्र० आवष्यक रूप से अंकित करें। निविदाकर्ता इस प्रारूप प्रपत्र में भी निविदा कर सकते हैं।

**घोषणा:** मुझे निविदा प्रपत्र में उल्लिखित सभी आपूर्ति एवं सेवा शर्तें / नियम स्वीकार हैं।

हस्ताक्षर फर्म प्रोप्राइटर .....

प्रोप्राइटर का नाम .....

फर्म का नाम पता एवं सील.....

पंजीयन/टिन नं .....

सम्पर्क फोन/ मोबाइल नं०.....