

केन्द्रीयविद्यालय,सैक्टर-22,रोहिणी कार्यस्थल,डी16-,सैक्टर3-,रोहिणी,दिल्ली KENDRIYA VIDYALAYA, SECTOR-22, ROHINI AT D-16 SECTOR-3, ROHINI, DELHI-110085

Website https://rohinisec22.kvs.ac.in E-mail: principalkvrohini22@gmail.com

Phone No. 011-49064286

Dated: 03.03.2023

F.5-Tender/KVRS-22/2022-2023

TENDER INVITATION FORM

<u>Duration of tender – 1 Year (01 April 2023 to 31st March 2024)</u> EMD – Rs. 5,000/- (Five Thousand Rupees Only)

Subject: Quotation for the supply of ऑफिस स्टेशनरी, प्रिंटिंग स्टेशनरी

- 1. Sealed quotation for the supply of the articles shown in the attached statement are invited by the undersigned up to 2:10 P.M 18.03.2023. Quotations should be sent under strong sealed cove marked as Quotation for the supply of ऑफिस स्टेशनरी, प्रिंटिंग स्टेशनरी and not by name. The quotation will be opened in the office of the undersigned at 10:00 A.M. on 20.03.2023.
- The quotation shall be submitted accordingly to the terms & conditions specified in paragraphs 3 to 15 Unless specified otherwise in the quotation it shall be construed that the terms & conditions stipulated hereunder have been agreed to.
- 3. The rate should be F.O.R. and should include excise duty, sales tax, freight charges, any other taxes rates or 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 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 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 him to accept the lowest quotation and are reserves the right to accept the quotation in whole o in part i.e. with respect to all articles mentioned in the attached statement as he may decide.
- On acceptance of the quotation it will become a contact and shall be bound by the terms and condition of the quotation.
- 7. The person/persons whose quotation is accepted, hereinafter, called the contractor, shall deposit an earnest money of Rs. 10% alongwith the quotation which shall be refunds 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 in Rs. 5000/- (Five Thousand Rupees only)

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.

8. if the contractor fails to supply the articles within the time stipulated in the later or acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market to get the rest of the contract completed by the any other person on 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.

9. 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 and 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.

10. 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.

11. In the event of acceptance 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.

12. The rates quoted by the contractor shall hold up to. 31.03.2024 No amendment in the rate excepted increase in the rate of Sales Tax during the period of execution of the contract, will be accepted.

13. The contractor shall be required to fix a tin liable on the furniture supplied by him, giving his name and year of manufacture.

14. 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.

15. Quotation which do not comply with the above conditions are liable to be rejected.

16. These instructionss to tenders are to be signed by the contractors and returned with the tender.

17. Above terms and conditions may be changed by this vidyalaya at any time. An agreement between this Vidyalaya and the party is to be made at the time of awarding the Contract.

Delhi Date 03.03.2023

All the above condition are accepted by me/us

Signature of the Tenderer

Witness - 1

FORM NO.	PARTICULARS		PER	PRICE
CS-3	Class Room Observation Forms by The Principal / VP / HM		100	1.5
CS-4	Merit Certificate in Multi Colours		100	
CS-4(a)	Birthday Card in Multi Colours		100	
CS-4(b)	Anecdotal Record Register	*** ***	Each	
CS-5	Gate Entry Register	*** ***	Each	1
CS-6	Anecdotal record card		100	
CS-7	Register of funds received from KVS		Each	
CS-8	Register of School Strength		7.0	
CS-9	Daily attendance Register (on superior paper with an additional sheet for details about the students)	*** ***	LIV.	
CS-9 (a)	Lecture Attendance Register			
CS-11	Register of summary of Daily Collection			
CS-12	Receipt Books for Misc. Income (Below 5 Book will not be supplied)		2.9%	
CS-13	Comparative statements of quotations		100	
CS-14	Pay Bill Register		Each	
CS-16	Periodical increment forms			
CS-17	T.A. Bill forms (loose sheets)			
CS-18	Acquittance Roll Register		Each	
CS-19	Register of contingent charges			
CS-20	Register of letters & communications received			
CS-21	Telephone Register			
CS-22	Cash Book for School fund			
CS-22 (a)	Cash Book for Vidyalaya Vikash Nidhi			
CS-24	Stock Register (non-consumable)	*** ***	Each	
CS-24 (a)	Stock Register (consumable)			
CS-25	Property Register			
CS-26	Library Accession Register			271
CS-27	Register of issue of Books from library			
CS-28 (1)	Fee and Fines A/c Register			
CS-28 (2)	Pay & Allowances A/c Register		(#/E	
CS-28 (3)	Advance Recoverable A/c Register			
CS-28 (4)	Contingencies A/c Register			
CS-28 (6)	Furniture A/c Register		10	
CS-28 (7)	Library Books A/c Register			-
CS-28 (8)	Laboratory Equipment A/c Register		190	
CS-28 (12)	Teaching Aids A/c Register	*** ***		
CS-28 (13)	Sports Equipments A/c Register		100	
CS-28 (14)	Maintenance & Repairs A/c Register			N Inch
CS-28 (15)	Construction A/c Register			M 12
CS-28 (17)	Crafts Equipment A/c Register			
CS-28 (18)	Miscellaneous Receipt & payment Register			
CS-28 (20)	C.P.F. A/c Register	*** ***	34 2	
CS-28 (21)	IncomeTax A/c Register			
CS-28 (23)	Losses write off A/c Register	*** ***		

41. A d

CS-28 (25)	Ledger type register (Big size for using ledger	Each
C3-20 (23)	by allotting pages for each head)	Lacii
CS-29	Ballistan of Stationary auticia & /a Ballistan	
CS-29	Boundal Bariston	Each
CS-30	Entraria de la Companya del Companya de la Companya del Companya de la Companya d	
CS-31 (a)	Madical minde managed frames	100
CS-32 (a)	Franklalik, Gardetaka III	
CS-32 (D)	Faceutiality, Contilinate (D)	
CS-32 (d)	Medical Bill Register	Each
CS-33	Certificate of claiming Children Education Allowance	100
CS-34	Forms for claims for reimbursement of tution fees	A
CS-35	Register of claims for reimbursement of tuition fees	Each
CS-36 (a)	Leave A/c Register	
CS-36 (b)	Leave A/c Forms	100
CS-37	Last Pay Certificate (LPC) Forms	
CS-41	Forms for payment of claims other than establishment	
CS-42	Register of advance & Recoveries	Each
CS-43 (b)	Acceptance of provident fund rules form 'A'	100
CS-43 (c)	Nomination Form 'B'	
CS-43 (d)	Nomination Form 'C'	
CS-44	Application for Advance from CPF/GPF account	
CS-45	Application for final withdrawal from CPF/GPF account	(10)
CS-47	Report regarding looses of articles other with than due to theft	
CS-48	Register of Breakage of articles	Each
CS-49	List of articles recommended for write off	100
CS-52	Fee concession & exemption Register	
	(a) For Scheduled Caste/Tribe	Each
	(b) For Children of Teacher	
	(c) For Brothers/Sister concession	
	(d) For Full & Half Fee exemption	
CS-53	Library Fine Register	
CS-54	Class Wise Summary of Fees & Fine	
	MISC. REGISTER & FORMS	
M-2	T.A. Bill Register	
M-3	Casual Leave Register	100
M-4	Requisition Slips	*
M-5	Admission forms Withdrawal forms	
M-6 M-7	Scholar Register Complete for I to XII Class Note Student Attendance Register	Each
M-8	Staff Attendance Register	*
M-9	Teacher's Arrangement Regiser	
M-10 (A)	Teacher's Diaries (According to BACK TO BASICS including Revised	u
in 10 au	Lesson Note and Monitoring Tools) - For Class I to V	and the control of
M-10 (B)	Teacher's Diaries According to BACK TO BASICS including Revised	4
10 151	Lesson Note and Monitoring Tools) - For Class VI to VIII	
M-10 (C)	Teacher's Diaries According to BACK TO BASICS - For class IX to X	
M-10 (D)	Teacher's Diaries According to BACK TO BASICS - For class XI to XII	
M-10 (b)	PeriodWise DailyTeacher Diary Hard Bound Hard Bound	
M-10 (c)	Monitor Diary Hard Bound Hard Bound	
M-11	Order Book	
M-12	Newspaper & periodical Register	
M-13	Service Books Revised with Latest instructions Hard Bound	
	as per Chaudheri's Compilation of fundamental rules Hard Bound	
M-14	Character Cartificate Book	
	Payme fay factival advance	100
M-16	Forms for festival advance	11.7-0
M-17	Admission & Withdrawal Register	Each
M-18	Peon Book	N# 1 1 1 1 1 1 1 1 1 1
	Generator Log Book	
M-18 (a)	Generator Log Book	
		40.0
M-18(b)	Vehicle Log Book	
M-18(b) M-20	Vehicle Log Book Guard Files	Each
M-18(b)	Vehicle Log Book	Each

M-22 (a)	Student's Diaries with school name and Insignia printed each 61/4" x 8" Total Page 104 Title Four Colour Printing With Cosmo Lamination (Staff List, Holidays List Printing Charge 30 paisa extra per page) Standard Size Superior Quality Total Pages 104		
M-23	Petty Cash Book for School fund	Each	
M-24	Petty Cash Book for Vidyalaya Vikas Nidhi		
M-25	File cover with Insignia	***************************************	
M-25(a)	FileTag	100	
M-25(b)	File Folder	Each	
M-26	Student's Medical check up cards	100	
M-28	Medical Report forms (for issuing to parents about medical report of students)		_
M-29	Register of Bills prepared	Each	
M-30	Register of Files & Registers		
M-31	Increment Register		
M-33	Loss. & damage Register (for each Laboratory)	Each	
M-34	Fee concession & examption application forms	100	
M-35	Student Complaint Card for parents/Guardian (post card size)		
M-36	Tender invitations forms		
M-37	Sunnly order forms		
M-41	Group Insurance forms		-
M-42	Medical Advance forms		
M-43	TA Advance forms		
M-44	StockVerification A/c forms		
M-45	Condemnation Board's Report forms		
M-46			
M-48	Assets Register	Each	
77777	Movement Register	Each	
M-49	Leave Application Forms	100	
M-49 (a)	Casual Leave Application form	100	
M-50	Visitor's Book	Each	
M-51	L.T.C. Forms	100	W
M-52	L.T.C. Register	Each	
M-54	Vehicle Log Book	Each	
M-55	DebitVouchers	100	
M-56	Cheque Issue Register	Each	
M-57	Register of Service Book Available in Office	1	
M-58	Library Books Lost Register		
M-59	L.T.C. Bill Forms	100	11.
M-60	Distribution of Furniture Register	Each	
M-63	Night Watchman Charge handing over Register	Each	
M-64	Group Insurance Regiser		
M-67	Staff Relieving Order forms	100	
M-68	Order Note Sheets	100	
M-69	Cheque & draft Receipt Register	Each	
M-73	Movement Order Form	100	
M-74	Dak Pad	Each	71
M-75	Joining Report after Availing of Leave	100	
M-76	Detail of Expenditure	100	
M-77	School Name Printed Envelope Taj Mahal White Paper 10½" x 4½"	1000	
	" " 9" x 4"		
	" " 6° x 3½"		
VI-78 (a)	Cloth Pasted Envelops16" x 12" (Below 100 will not be supplied)	100	M
	Cloth Pasted Envelops10" x 12" (Below 100 will not be supplied)		
	Cloth Pasted Envelops 8" x 10" (Below 100 will not be supplied)		
		1	

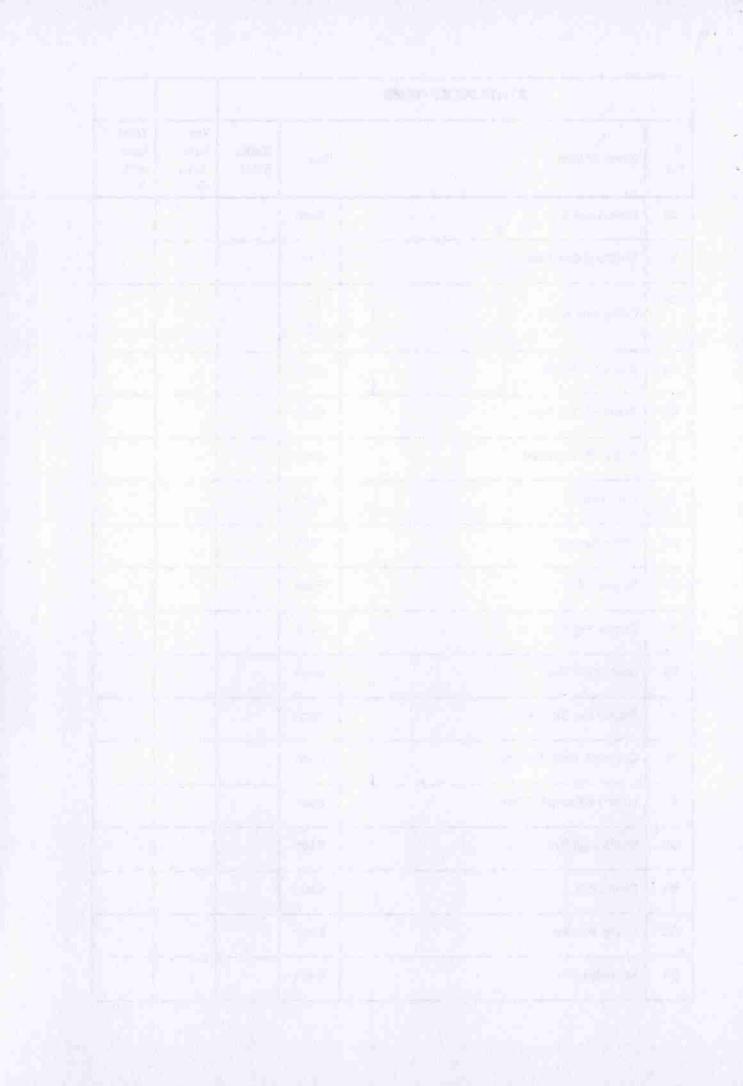
	OTHER EXAMINATION ARTICLES		
M-22 (a)	Student's Diaries with school name and Insignia printed each 61/4" x 8" Total Page 104 Title Four Colour Printing With Cosmo Lamination (Staff List, Holidays List Printing Charge 30 paisa extra per page)	Each	
	Standard Size Superior Quality Total Pages 104	400	-
	Student Assessment Form	100	_11
1.	Register of Internal Examination Result of Central Board	Each	
2.	New Progress report with School Name & Insignia Latest Revised		
	- For Class I & II	100	
	- For Class III to VIII (According to Back To Basics Format)	100	
	- For Class IX to X (Back to Basics Format)	100	
	- For Classes XI to XII (Back to Basics Format)	100	
3.	Result Register based on New Progress Report Sufficient for 55 Students	7	
	- For Class I & II Latest Revised	Each	
	- For Class III To VIII (According to Back to Basic Format)	Each	
	- For Class IX to X (According to Back to Basic Format)	Each	
	- For class XI to XII (According to Back to Basic Format)	Each	
4.	Examination Question Setting Form	100	
5.	Marks Slip for Class I to II	100	
	Marks Slip for Class III to VIII (According to Back to Basic Format)	100	
	Marks Slip for Class IX to X (According to Back to Basic Format)	100	
	Marks Slip for Class XI to XII (According to Back to Basic Format)	100	
7.	Desk Slips	100	
8.	Receiving Answer Scripts Statements	100	П.
9.	Invigilation Duty Statements	100	
10.	List of absentees in Exam. Hall	100	
11.	Answer Script issued statement	100	
12.	Sitting plan forms	100	
13.	Log Table Book	Each	
14.	Out Line Maps World, Asia, India, Africa, Europe	100	
	Out Line Maps Australia, Yuresia, North America, South America	100	
15.	Political Out Line Maps World, Asia, India, Africa, Europe	100	
	Political Out Line Maps North America, South America, Australia	100	
16.	Black Board Dusters Superior Quality	Each	
17.	Exam. Answer Books (11" x 9") approx 16 pages per thousand (Paper 68 GSM)	1000	
	Exam. Answer Books (11" x 9") approx 12 pages per thousand (Paper 68 GSM)	1000	
	Exam. Answer Books (11" x 9") approx 8 pages per thousand (Paper 68 GSM)	1000	
	Supplementary Answer Sheets (11" x 9") approx 4 pages per thousand (Paper 68 GSM)	1000	
18.	Examination Answer Books Issue Register	Each	
19.	Graph Papers	100	
20.	Drawing Sheets	100	
21.	Wax Coated Thread Ball	Each	_
22.	Sealing Wax	Вох	
23.	Rubber Band	Per Kg.	
	OTHER LIBRARY ITEMS		
1.	Printed Lables (Such as CLEAN ME)	100	
2.		100	
	72.1 10 12 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	100	
3.		100	
4.	Library Card		
5.	Catalogue Cards	100	
6.	Book Cards	100	
7.	Book Pockets	100	
0	Date Labels for pasting inside books	100	
8.	Printed Labels for reference books	100	

STATIONERY ITEMS					
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
1.	Chart Paper	Each			
2.	Pastel Sheet	Each			
3.	Kite Paper	Each			
4.	Glazed Paper	Each			
5.	Handmade Sheet	Each			
6.	Flourscent Sheet	Each			
7.	Ivory Sheet	Each			
8.	Sketch Pens Stick (20 colour set)	Per Set			
9.	Sketch Pens Stic (15 Colour Set)	Per Set	411		
10.	Sketch Pen stic Jumbo Park	Per Set			
11,	Sketch Pen Luxor Singh Colour Set	Per Set			
12.	Fevi Stick	Each			
13.	Fevicol 100 gms	Each			
14.	Fevicol 200 gms	Each			
15.	Fevicol 500 gms	Each			
16.	Fevicol 50 gms	Each			
17.	Poster Colour 12 Colour Set	Per Set			
18.	Poster Colour 6 Colour Set	Per set			

	STATIONERY ITEMS				
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
19.	Crayons Colour	Per Set			
20.	Pencil Colour	Per Set			
21.	Permanent Marer Camlin/Reynolds	Each			
22.	White Board Marker	Each			
23.	Stic Bold Marker	Each			
24.	Golden Paper / Silver Paper	Each			
25.	Plastic Scale 12"	Each			
26.	Plastic Scale 24"	Each			
27.	Steel Scale 12"	Each			
28.	Steel Scale 24"	Each			
29.	Pencil Natraj	Per Pkt.			
30.	Eraser Non-Dust	Per Pkt.			
31.	Sharpner	Each			
32.	Brown Tape 1"	Each			
33.	Brown Tape 2"	Each			
34.	Cello Tape 1"	Each			
35.	Cello Tape 2"	Each			

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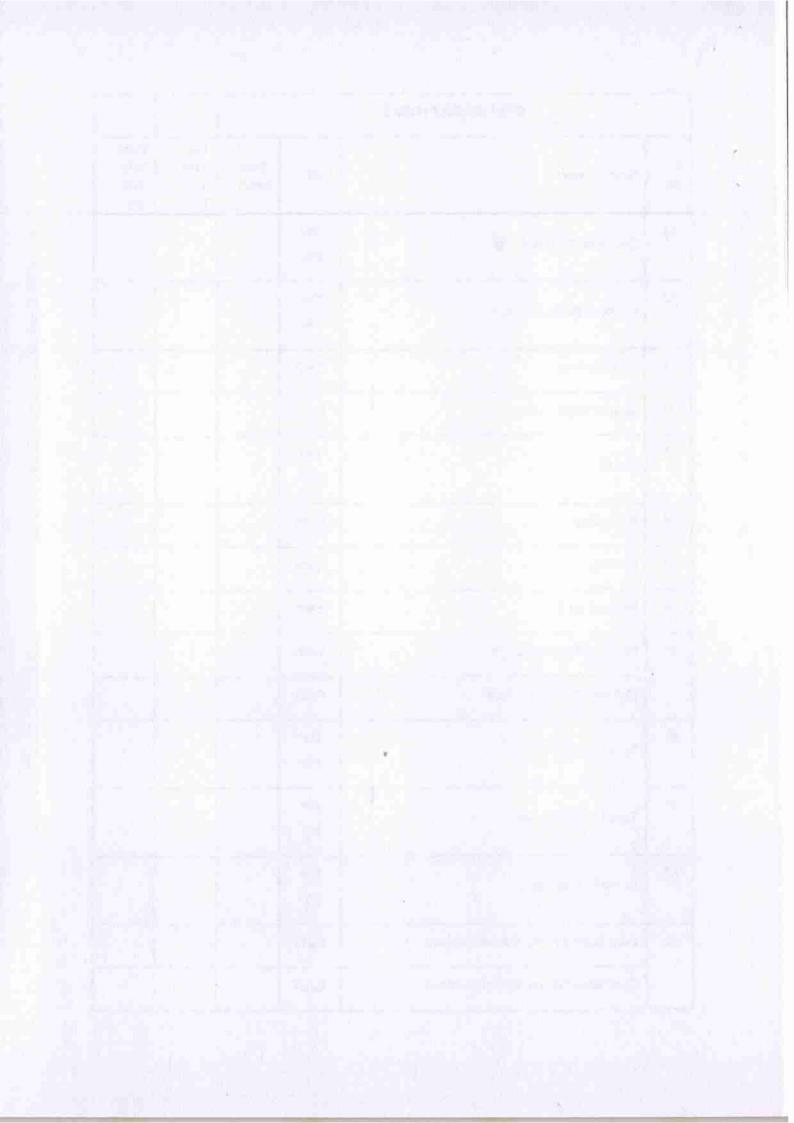
	STATIONERY IT	TEMS			
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
36.	Cello Tape ½"	Each			
37.	Double Sided Tape	Each			
38.	Cellophine Sheet	Per Mtr.			
39.	Board Pin Fanta	Each			
40.	Board Pin Big Size	Each			
41.	Board Pin Coloured	Each			
42.	Pin Cousion	Each			
43.	Water Spunch	Each			
44.	Stapler 10-D	Each			
45.	Stapler Big Size	Each			
46.	Stapler Pin Max	Each			
47.	Stapler Pin Big Size	Each			
48.	Coloured Tape Big Size	Each			
49.	Luxor Hi-Techpoint Pen	Each			
50.	V-5/Uniball Pen	Each			
51.	Stamp Pad	Each			
52.	Stamp Pad Ink	Each			
53.	Reynolds Pen	Each			



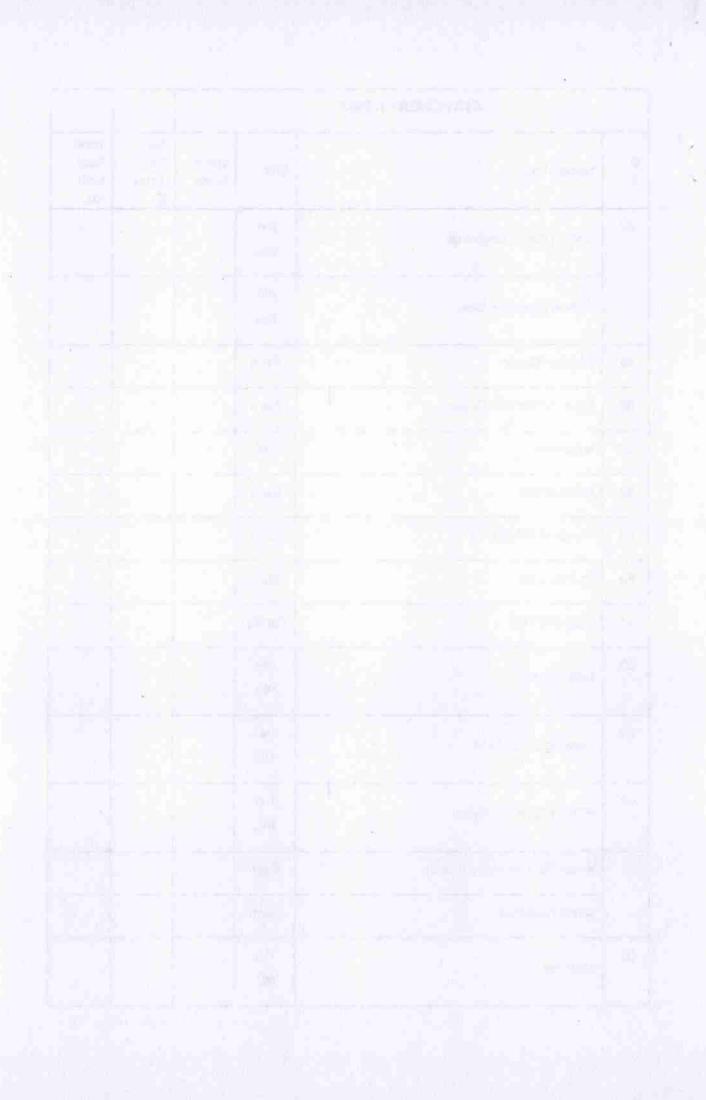
	STATIONERY IT	TEMS			
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
54.	Reynolds Refille	Each			
55.	Paper Cutter Small	Each			
56.	Paper Cutter Big Size	Each			
57.	Scissor Plastic Small	Each			
58.	Scissor Plastic Big	Each			
59.	Scissor (Brass Handle)	Each			
60.	Calculator 10 Digit	Each			
61.	Cello Butterflow Pen	Each			
62.	Cello Butterflow Refille	Each			
63.	Brown Sheet	Each			
64.	OHP Marker	Each			
65.	OHP Sheet	Per Pkt.			
66.	Sealing Wax	Per Box			
67.	Gum Tube	Each			
68.	Pocker Steel	Each			
69.	ADD Achiever Pen	Each			
70.	Paper Weight	Each			



	STATIONERY ITEMS				
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
71.	Coloured Sheet A-4 Size	Per Pkt.			
72.	Coloured Sheet A-3 Size	Per Pkt.			
73.	My Clear Bag	Each			
74.	Sparkle Sheet A-4 Size	Each			
75.	Zen Clip	Per Pkt.			
76.	Sticky Pad	Each			
77.	Dak Pad	Each			
78.	Writing Pad 1/8	Each			
79.	Punching Machine Single	Each			
	Punching Machine Double	Each			
80.	Tags White (Small)	Per Pkt.			
81.	Tags Green (Big Size)	Per Pkt.	H		
82.	All Pin Bell 100 gms.	Per Box			
83.	Gum Bottle 300 mL Camel / Ashoka	Each			
	Gum Bottle 700 mL Camel / Ashoka	Each			



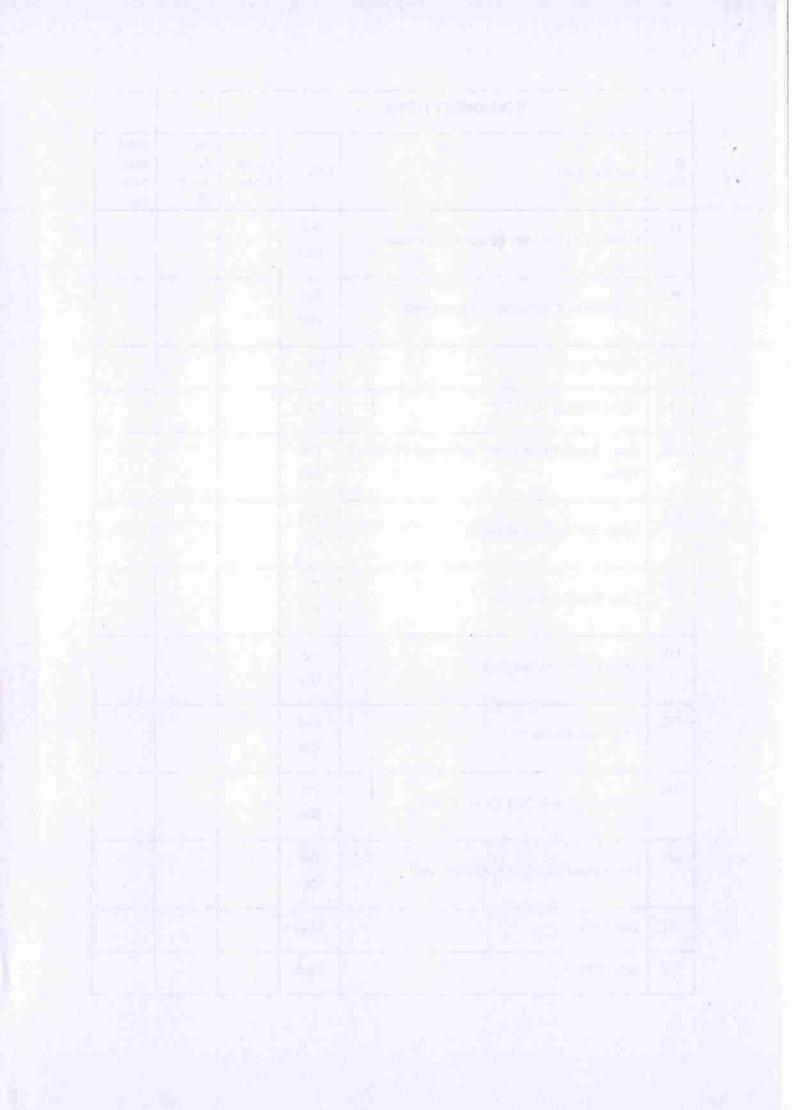
	STATIONERY ITE	MS			
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
84.	Carbon Kores Small Blue	Per Box			
	Carbon Kores Big Blue	Per Box		H.	
85.	Wooden Duster	Each	141		
86.	Cloth Duster Best Quality	Each			
87.	Index File	Each			
88.	Valvet Sheet	Each			
89.	Thread Ball 100 gms.	Each			
90.	Sparkle Pen	Each			
91.	Sutli Jute Wali	Per Kg.			
92.	Sutli Plastic	Per Pkt.			
93.	Drawing Sheet 9×11"	Per 100			
94.	Rubber Bands 3" Nylon	Per Pkt.			
95.	White Fluid (Kores) (Double)	Each			
	White Fluid Pen	Each			
96.	Markeen	Per Mtr.			



	STATIONERY ITEMS				
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
97.	Fevicol Tubes	Each			
98.	Highlighter Pen	Each			
99.	Graph Paper	Per 100			
100.	Outline Map physical & Political	Per 100			
101.	Date Sheet	Per 100			
102.	File Board	Each			
103.	Cloth Envelope Small Size	Each			
104.	Cloth Envelope Medium Size	Each			
105.	Cloth Envelope Full Size	Each			
106.	Photo Copier Paper Century A4 Size	Per Rim			
107.	Photo Copier Paper Century A3 Size	Per Rim			ľ
108.	Photo Copier Paper Century FS Size	Per Rim			
109.	File Covers Best Quality with School Name Printed	Each			
110.	Guard File 10×15" Pasting	Each			

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	STATIONERY ITEMS				1
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
111.	Envelope 11×15" with School Name Printed	Per 1000			
112.	Envelope 9×4" with School Name Printed	Per 1000			
113.	Ruled Register 3Q. 12×7"	Each			
114.	Ruled Register 4Q. 12×7"	Each			
115.	Chalk Box (Without Dust) Taj/Vidyarthi Brand 50 Sticks	Per Box			
116.	Chalk Box Coloured Dustless	Per Box			
117.	Chalk Box Kores 50 Stick	Per Box			
118.	Chalk Box Kores 144 Stick	Per Box			
119.	Chalk Box Apsara	Per Box			
120.	Full Scape Paper Size 13×16" Rulled	Per Rim			
121.	Full Scape Paper Size 13×16" Unrulled	Per Rim			
122.	Cobra File	Each			
123.	Satin Ribbon	Each			



	STATIONERY ITEMS				
SI. No.	Name of Item	Unit	Quote Rates	Tax Rate Extra @	Total Rate with tax
124.	Register on Duplex Board	Each			
125.	Scissor Zig Zag	Each			
126.	Sparkle Sheet A-3 Size	Each			
127.	Cut Marker Chisel	Each			

