



केन्द्रीय विद्यालय एन ए डी आलुवा  
*Kendriya Vidyalaya NAD, Aluva*  
एच एम टी कोलनी पोस्ट, कलमशेरि -

683503

H.M.T.COLONY P.O, KALAMASSERY-683503

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F. Quotation/KVNAD/2016-2017

Date: 07.05.2018

To

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Sub: - Quotation for printing items –reg.

Sealed quotations for printing items are invited by the under signed on behalf of Kendriya Vidyalaya NAD,Aluva up to **2.P.M 22.05.2018**. Quotation should be sent under strong sealed cover marked as “quotations for printing items tothe Principal and not by name. The quotation will be opened in the office of the undersigned at **02.30 P.M on 22.05.2018**.

The quotations shall be submitted according tothe terms& conditions specified in3 to 9.Unless specified otherwise in the quotations it shall be construed that the terms & conditions stipulated hereunder have been agreed to.

1. There should not be any overwriting or corrections in the quotations. 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 quotations is liable to be rejected.
2. The undersigned does not bind himself to accept the lowest quotations and reserves the right to accept the quotations in whole or in part i.e. with respect of all 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.
3. On acceptance of the quotations it will become a contract and shall be bound by the terms and conditions of the quotations.
4. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to procure items fromthe others 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 & in case any amount in excess of security deposit & in case any amount in excess of security deposit is paid by the undersigned, the contractor shall be liable to pay this amount

5. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
6. Prior to acceptance of the Quotations, 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.
7. In the event of acceptance of the quotations 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 sample or do not confirm to the specifications prescribed.
8. The firm shall deposit Rs. 1000 ( Rs Thousand only ) by DD / Pay Order drawn in favor of VVN Account , Payable at Kalamassery as earnest money along with the filled up Quotation. The earnest money shall be returned to the unsuccessful firms after the award of the contract.
9. Credential, building capability, quality control systems, past performance, after-service, financial background, proof of registration of IT,/TAN/VAT etc. should be mentioned in the bid.
10. The contractor should quote the rate and tax separately. The rate should be inclusive of supplying the items at the location in the Vidyalaya, loading and unloading charges etc. The rates quoted by the contractor shall hold good up to one year. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.

PRINCIPAL

KENDRIYA VIDYALAYA NAD ALUVA, KALAMASSERY

LIST OF ITEMS

SL NO	Name of article with full description	Qty
1	Students Diary as per KV specification ( 100 pages , cover in multi-color printing )	1 book
2	Birthday Cards 300 GSM multicolor printing	1 No
3	Certificates A4 size . 300 GSM multicolor	1 No/ up to 500 Nos
		1 No/ above 500 Nos
4	Certificates A4 size , 300 GSM double colour Certificates A4 size , 300 GSM Single colour	1 No
		1 No
5	Vidyalaya patrika , Demi 1/4 <sup>th</sup> size ( 1500 copies )	
	1. Cover 4 pages multi colour with lamination	
	2. Inside colour pages ( 4 colour for page )	
	3. Inside black & white pages per page	
	4. Inside pages double colour	
	5. Binding charges	1 book
6	Fee challan	1 book
7	Staff Attendance Register	1 book
8	Teachers Diary Secondary	1 book
	Teachers Diary Primary	1 book
9	Dispatch register	1 book
SL NO	Name of article with full description	Qty

10	Letter Receipt register	I book
11	CL Register	I book
12	Petty cash book	I book
13	Cash book ( VVN &SF)	I book
14	Ledgers ( VVN &SF)	I book
15	Service Book	
16	Students attendance register	I book
17	Academic Record class III IV and V	I book
18	Continuous Comprehensive Evaluation Folder classes I and II	I book
19	Assessment book Primary – English /Hindi	I book
20	Assessment book Primary – Maths	I book
21	Assessment book Primary – Evs	I book
22	Progress Report Class XI	I book
23	Answer book with title page – 16 pages ( 54 gsm)	1000 Nos
24	Answer book with title page – 12 pages ( 54 gsm)	1000 Nos
25	Answer book with title page – 8 pages ( 54 gsm)	1000 Nos
26	Answer book with title page – 4 pages ( 54 gsm)	1000 Nos
27	Supplementary answer sheet 4 pages ( 54 gsm)	1000 Nos
28	Arrangement Register	I book
29	Postage Register	I book
SL NO	Name of article with full description	Qty
30	Cheque Issue Register	I book
31	Advance Register	I book
32	Order book	I book

33	Printing of Question Paper , size demi ¼ Per page (100 copies )	100 Nos
	Additional 25 copies	
	50 copies	
	60 copies	
	100copies	
34	News letter size demi ¼ ( cover page with one side lamination 170 GSM ) Inner page ( Maplitho 12 pages balck& white 70GSM	1000 Nos
	News letter size demi ¼ ( cover page with one side lamination 170 GSM ) Inner page ( Maplitho 12 pages balck& white 75 GSM	1000 Nos
	News letter size demi ¼ ( cover page with one side lamination 170 GSM ) Inner page ( Maplitho 12 pages balck& white 80 GSM )	1000 Nos