



केंद्रीय 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/2018-19

Date:07.05.2018

To

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Sub: - Quotation for Stationery Items.

Sealed quotations forPurchase of **Stationery Items** are invited by the under signed on behalf of Kendriya Vidyalaya NAD, Aluva up to 2.P.Mon 23.05.2018 through **by post only**. Quotation should be sent under strong sealed cover marked as “**Quotation for the Purchase of Stationery Items** tothe Principal and not by name. The quotation will be opened in the office of the undersigned at 3.00 P.M on 23.05.2018

The quotations shall be submitted according tothe terms& conditions specified in 3 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. In case an order for any article is placed for quantity 100 or more one sample shall be retained by the school and not cost will be paid for the same.
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 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.
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.

PRINCIPAL

KENDRIYA VIDYALAYA NAD ALUVA, KALAMASSERY
LIST OF ITEMS

SI No	Particulars of Articles	Qty
1.	A4 size paper (75 gsm)	1 Pkt
2.	A4 size paper (75 gsm) Coloured	1 Pkt
3.	A3 size paper (75 gsm)	1 Pkt
4.	Legal size paper (75 gsm)	1 Pkt
5.	Colour Cards A4 size (100 gsm)	1 Pkt
6.	Graph papers (Large)	1 No
7.	Outline Map-India	1 No
8.	Outline Map-World	1 No
9.	Ruled paper (foolscap)(double)	1 No
10.	Ruled paper (foolscap)(single)	1 No
11.	Ruled Register (100 pages)	1 No
12.	Ruled Register (200 pages)	1 No
13.	Stapler (ordinary size)	1 No
14.	Stapler (Large size)	1 No
15.	Stapler pins (ordinary size)	1 No
16.	Stapler pins (Large size)	1 No
17.	Cello tape (transparent) 1"	1 No
18.	Cello tape (transparent) 3"	1 No
19.	Brown tape (wide)	1 No
20.	Rubber bands (big size)	(½ kg)
21.	Rubber bands (medium size)	(½ kg)
22.	Ball Pen (less than Rs 15)	1 No
23.	Pencil	1 Pkt of 10 nos
24.	Sketch pen	1 Pkt of 12 Nos
25.	Highlighter pen	1 No
26.	Permanent Marker Pen	1 No
27.	White Board Marker	1 No
28.	CD/ DVD /OHP Marker	1 No
29.	Box files	1 No
30.	Paper files (Laminated)	1 No
31.	Paper files (Ordinary)	1 No
32.	Multi folder file	1 No
33.	Paper Punch (Ordinary size)	1 No
34.	Paper Punch (Medium size)	1 No
35.	Paper Punch (Large size)	1 No

36.	Scissors (Large Size) - Zigzag	1 No
37.	Scissors (Medium Size)	1 No
38.	Paper tags (small size)	per 50 Nos
39.	Steel Scale (Long)	1 No
40.	Fevi stick glue 22g	1 No
41.	Fevicol (100 gm)	1 No
42.	Fevicol (250 gm)	1 No
43.	Fevicol (500 gm)	1 No
44.	Binder Clips (1½ " width)	1 No
45.	Jump clips	1 pkt
46.	Paper (steel) pins	1 pkt
47.	Cloth Cover – Letter size	1 No
48.	Cloth Cover – A5 size	1 No
49.	Cloth Cover – A4 size	1 No
50.	Cloth Cover – A3 size	1 No
51.	Envelopes (Small)	1 No
52.	Envelopes (Large)	1 No
53.	Twine Threads	1 pkt
54.	CD	1 No
55.	DVD	1 No
56.	CD/DVD Cover	1 No
57.	Transparent Clear bag	1 No
58.	Stick File	1 No