



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
18, संस्थागत क्षेत्र, शहीद जीतसिंह मार्ग
18, Institutional Area, Shaheed Jeet Singh Marg
दूरभाष /TEL-26858570, फ़ैक्स /FAX-26514179
नई दिल्ली / New Dehi-110 016
वेबसाइट /website:www.kvsangathan.nic.in

F.11089-1/2016-KVS(S&S)
To

Dated: 7.10.16

M/s. M.K.Enterprises, 1281, 2 nd floor, Lambi Gali, S.P.Mukherjee Marg, New Delhi	M/s.Bhagmal Jain & Sons, 2565-66, Naiwara, Chawri Bazar, Delhi-110006.
M/s.Jainco Printers & Stationers, 2323, Gali Chhoti Pahar Wali,, Dharampura, Chawri Bazar, Delhi-10006	M/s.U.R.Trders,, 920, 2 nd floor, Mela Ram House, Chawri Bazar, Delhi-06
M/s.Greenworld Enterprises, 4-B, DDA Flats, Mata Sundri Road, New Delhi-110002.	M/s.Crescent Stationers , 201, Behind Palika Place , Panchkuioan Road, New Delhi-11001
M/s.Ankita Enterprises , 118/F8 Gali no.4 East Moti Bagh, Sarai Rohilla, Delhi- 110007	M/s DLA Enterprises, 232/71A, A-1, Tezab Mill Compound, New Koat Gauv, Ghaziabad.

Subject: Tender Document for empanelment of suppliers for Stationery items

Sir,

Please refer to the subject cited above for empanelment of suppliers for stationery items 2016-17, you may visit our website www.kvsangathan.nic.in to download tender document and submit the same duly completed in all respect upto 2.30 pm on 21.10.16.

Yours faithfully,

R L Meena

(R L MEENA)

Asstt.Commissioner(Admn.&S&S)

Copy to : The Deputy Commissioner(EDP) alongwith a copy of tht text of the tender notice for uploading on the KVS website

KENDRIYA VIDYALAYA SANGATHAN
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi-110602

**TENDER DOCUMENT FOR EMPANELMENT OF SUPPLIERS FOR STATIONERY
ITEMS FOR THE YEAR 2016-17**

Kendriya Vidyalaya Sangathan is an Autonomous Organization under the Ministry of Human Resource Development Govt. of India funded by the Govt.

The Sangathan intends to empanel suppliers for stationery items and other Material required for day to day use in KVS(HQ) the annual requirement of stationery and other items will be Rs.15 Lakhs (Appx).

A notice inviting tender to empanelment is being notified in KVS website. Interested suppliers may submit tender forms duly completed upto 2.30 pm on 21.10.16 The tender forms may be collected from S&S section, KVS (HQ), Room No.213. The cost of the tender form is Rs.500/- non refundable. It can be deposited in the form of Demand Draft/Pay order in favour of Kendriya Vidyalaya Sangathan New Delhi. Tenders will be opened at 3.00 p.m. at KVS(HQ) on 21.10.16 in the presence of bidders. An earnest Money of Rs.25,000/- is to be deposited along-with tender document towards EMD. Tender without EMD will summarily be rejected. The suppliers will be empanelled for a period of one year which can further be extened for another year at the discretion of the Sangathan. The Supplier will be empanelled on the following terms & Conditions:-

1. The quotation shall be submitted according to the terms and conditions specified in paragraphs 2 to 11. Unless specified otherwise in the quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
2. The rates 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 supplies. The Kendriya Vidyalaya Sangathan 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.
3. There should not be any over writings 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 the attested signature the quotation is liable to be rejected.
4. 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 the articles mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement as he may decide.
5. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.
6. The firms whose quotation is accepted, herein after called the contractor, & their EMD will be retained as security deposit and the same will be refunded after expiry of contract.

7. If the contractor fails to supply the articles within the time stipulated in the letter or acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market 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 and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
8. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
9. Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.
10. 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 conform to the specifications prescribed.
11. The rates quoted by the contractor shall hold good upto one year from the date of awarding the contract and may be extended for another one year with mutual consent on the same rates and terms & condition as mentioned in the initial contract. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract will be accepted.

Station:

Date:


(S.VIJAYA KUMAR)
JOINT COMMISSIONER(ADMN.)

KENDRIYA VIDYALAYA SANGATHAN

18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi-110602

**TENDER FOR EMPANELMENT OF SUPPLIER FOR
SUPPLYING THE STATIONERY ARTICLES 2016-17**

1. Name of the Contractor(Tender) _____
2. Address/Mobile No. _____

3. PAN NO. _____
4. Registration No. under shop &
Estt.Act _____
5. Type of Establishment : _____
6. Whether Govt/Semi-Govt./Private: _____
7. Details of contracts executed during
Last one year
 - i)
 - ii)
 - iii)
 - iv)
 - v)
8. Present Assignments in hand
 - i)
 - ii)
 - iii)
 - iv)
 - v)
9. Rates of the articles as mentioned
in the list :

Earnest money of Rs.25,000/- has been deposited vide Pay Order/DD No. _____ Dated _____ in favour of Kendriya Vidyalaya Sangathan(HQ), New Delhi. All the Terms and conditions as mentioned in the tender documents are acceptable to me/us.

SIGNATURE OF TENDERER

Note:- Tender documents along with rates is to be submitted duly signed and dated with this form.

RATE LIST

SL NO	NAME OF THE ITEM	RATE
1	<i>ALL PIN - BEL 100 GSM PER PACKET</i>	
2	<i>Binder Clip music 555 size,25,32,41</i>	
3	<i>Door Bell ding dong</i>	
4	<i>BUCKET (PLASTIC) 18 LTR. Cello</i>	
5	<i>CALCULATOR 10 DIGIT (CASIO) MJ-100D</i>	
6	<i>CALCULATOR 12 DIGIT (CASIO) MJ-120DJ</i>	
7	<i>CANDLE (GOOD QUALITY) 400 GSM</i>	
8	<i>CARBON A*4 - KORES(multicopy) - BLUE (PER PKT)</i>	
9	<i>CARBON A*4 - KORES - BLACK (PER PKT)</i>	
10	<i>CARTRIDGE NO.2612A</i>	
11	<i>CARTRIDGE NO. CC 388 A</i>	
12	<i>CARTRIDGE NO. 205 A Samsung</i>	
13	<i>HP Toner NO. 410 (BLACK) HP TONER NO. 411 to 413 (colour)</i>	
14	<i>C.D. - R 700 MB (SONY) SINGLE PIECE AND 10 PIECE RATE</i>	
15	<i>C.D. - RW 700 MB (SONY)Single pc</i>	
16	<i>C.D. MAILER PER PIECE</i>	
17	<i>CLIP 'U' BELL 35 MM (STEEL)</i>	
18	<i>CLIP 'U' (PLASTIC COATED) Zen</i>	
19	<i>CELL PENCIL (EVERADY)AA Red colour</i>	
20	<i>CELL BIG (EVERADY)Red colour</i>	
21	<i>CELL - AAA (EVERADY)Red colour</i>	
22	<i>CARTRIDGE 305A BLACK</i>	
23	<i>CARTRIDGE 305A COLOUR</i>	
24	<i>CELLO TAPE (SMALL) - WONDER ½" X 30 mtr.</i>	
25	<i>CELLO TAPE WONDER 2" X 40 METER (TRANSPARENT)</i>	
26	<i>CELLO TAPE WONDER 2" X 40 METER ((Brown)</i>	

27	COLIN PER PIECE 500 ml	
28	COLOUR FLAG DE'SMAT (PM 31340S) 3 PCs 25X76mm	
29	CORRECTING FLUID PEN (WHITE) kores 7ml	
30	DAK PAD (GOOD QUALITY) PLASTIC COATED NEELGAGAN	
31	DOUBLE TAPE	
32	DESK CALLENDAR STAND (STEEL) GOOD QUALITY	
33	DETOL LIQUID (MEDIUM) PER BOTTLE 250ml	
34	DUMPER / SPONGE	
35	DUSTBIN PLASTIC PLAIN (small)cello	
36	DUSTER (ORD) - COTTON - GOOD QUALITY WHITE 16"X16"	
37	DUSTER FLOOR 36"X36" (FINE QUALITY)	
38	DUSTER SOFT (YELLOW) medium 16"X16"	
39	DRAWING PIN (Fanta) Fixwell	
40	ENVELOPES - WHITE printed 9" X 4" THICK - 100 GSM super sun shine as per sample	
41	ENVELOPES - WHITE Printed 11" X 5" . THICK - 100 GSM SUPER SUN SHINE	
42	ENVELOPES - (WITH CLOTH) 16" X 12" -Printed as per sample	
43	ENVELOPES - WITH CLOTH 10" X 12" - Printed as pe sample	
44	ERASSER - NON DUST (APSARA)	
45	FAX ROLL 210 X 30 METER - MITSBISH	
46	GLUE STICK KORES 15 GM	
47	FILE BOARD (NEELGAGAN) NO. 31 (SUPER QUALITY)	
48	FILE COVER Printed RECORD FILE (SUPER QUALITY)	
49	GLASS TUMBLER 10C (yera)	
50	GUM BOTTLE (BIG) - KORES 700ML	

51	<i>GUM BOTTLE (SMALL)- 300 ML KORES</i>	
52	<i>HIGHLIGHTER (LUXOR GLOLITER)</i>	
53	<i>JUG FOR WATER – Flora</i>	
54	<i>INDEX FILE (NEELGAGAN) No.35</i>	
55	<i>MARKER PEN (BLACK PERMANENT)Luxor</i>	
56	<i>MARKEN CLOTH DOUBLE WIDTH 127 CM</i>	
57	<i>MOUSE PAD</i>	
58	<i>NOTE SHEET NEELGAGAN - GREEN F/S 100 GSM (100 SHEETS)</i>	
59	<i>PAPER WEIGHT GLASS - MEDIUM</i>	
60	<i>PASTE IT SLIP YELLOW 3X3 BUTTERFLY</i>	
61	<i>PEN STAND WITH FOUR PENS (GOOD QUALITY)</i>	
62	<i>PENCIL LEAD (ORDINARY) NATRAJ, H.B.</i>	
63	<i>PENCIL SHORTHAND - APSARA</i>	
64	<i>PEN CELLO BUTTERFLOW (BLUE & bLACK)</i>	
65	<i>PEN DRIVE - 4 GB - KINGSTON</i>	
66	<i>PEN DRIVE - 8 GB - KINGSTON</i>	
67	<i>PEN DRIVE - 16 GB - KINGSTON</i>	
68	<i>PEN Jetter (BLUE & Black)</i>	
69	<i>PEN Cello fine grip (BLUE,Black & Red)</i>	
70	<i>PEN AD- GEL Trimax (BLUE,BLACK,RED&GREEN),</i>	
71	<i>PEN PILOT V-5 (BLUE,BLACK,RED, GREEN)</i>	
72	<i>PHOTO COPY PAPER A-4 - JK 75 GSM Red colour packing</i>	
73	<i>PHOTO COPY PAPER F/S JK 75 GSM Red colour packing</i>	
74	<i>PIN CUSHION (ORDINARY) SUPEREME</i>	
75	<i>PLASTIC FOLDERS WITH BUTTON(good quality)</i>	
76	<i>PLASTIC FOLDER 'L' SHAPE (TRANAPARANT) A'4</i>	

	<i>SIZE SUN</i>	
77	<i>PLASTIC FOLDER (WITH BASE)MARCO</i>	
78	<i>POCKER STEEL</i>	
79	<i>PUNCH MACHINE (SINGLE) - KANGAROO</i>	
80	<i>PUNCH MACHINE (DOUBLE) - KANGAROO No.600</i>	
81	<i>REFILE AD-GEL Trimax(BLUE,BLACK,RED GREEN)</i>	
82	<i>REFILE BUTTERFLOW (BLUE & Black)</i>	
83	<i>REFILE Cello fine grip (BLUE,BLACK,RED)</i>	
84	<i>RUBBER BAND - 4" (NYLON) ½ KG</i>	
85	<i>REGISTER SARASWATI 144 pages)</i>	
86	<i>REGISTER SARASWATI 288 pages)</i>	
87	<i>REGISTER 6 QR. LEATHER BINDING (SARASWATI)</i>	
88	<i>REGISTER 8 QR. LEATHER BINDING (SARASWATI)</i>	
89	<i>REGISTER 10 QR. LEATHER BINDING (SARASWATI)</i>	
90	<i>ROOM FRESHNER - PREMIUM PER PIECE</i>	
91	<i>RING BINDER - soloRB 402</i>	
92	<i>SCALE PLASTIC - 12"</i>	
93	<i>SCISSORS (MEDIUM SIZE) 6 kabica</i>	
94	<i>SEALING WAX</i>	
95	<i>SHARPER - NATRAJ</i>	
96	<i>SHORTHAND NOTE BOOK - BITOO</i>	
97	<i>SLIP PAD - Neelgagan No.33 (40 SHEET)</i>	
98	<i>SOAP - DETOL 75 GRM</i>	
99	<i>SOAP Surf Excel 200 GRM</i>	
100	<i>SPIRAL NOTE BOOK NO.66 NEELGAGAN (PREMIUM) (40 SHEET)</i>	
101	<i>STAPLER SMALL KANGAROO - HD-10D</i>	
102	<i>STAPLER BIG KANGAROO - 455HD-45</i>	
103	<i>STAPLER PIN SMALL NO.10 KANGAROO</i>	
104	<i>STAPLER PIN BIG KANGAROO 24/6</i>	
105	<i>STAMP PAD - Select (India)</i>	

106	<i>STAMP PAD INK Supreme</i>	
107	<i>SKETCH PEN (ECHO 1X12)</i>	
108	<i>SUTLI JUTE PER ¼ KG PACKET(GOLA)</i>	
109	<i>TAG (WHITE THICK SUPER QUALITY)</i>	
110	<i>TAG (BIG GREEN)</i>	
111	<i>TOWEL FCY 75X150 B/BYE (WHITE)</i>	
112	<i>VIM 1 KG.</i>	
113	<i>BOARD DUSTER</i>	
114	<i>WHITE BOARD MARKER</i>	
115	<i>STOCK REGISTER 8QR SARASWATI</i>	
116	<i>CARTRIDGE NO. M-43 samsung</i>	
117	<i>CARTRIDGE NO. 18 BLACK</i>	
118	<i>CARTRIDGE NO. 18 (Yellow, Magenda,cyan)</i>	
119	<i>Cartridge No.950XL Black</i>	
120	<i>Cartridge No.950XL colour</i>	
121	<i>Cartridge No.SCX4521D3</i>	
122	<i>Pen Hydra Gel</i>	
123	<i>PHOTOCOPY PAPER A-4 POWER X75 GSM (colour)</i>	
124	<i>DVD R,Sony 4.7GB SINGLE PIECE RATE & 10 PIECE RATE</i>	
125	<i>Punch Machine DP 800</i>	
126	<i>Electric Kettle</i>	