



केन्द्रीय विद्यालय संगठन (मुख्यालय)
18, संस्थागत क्षेत्र, शहीदजीत सिंह मार्ग,
नई दिल्ली-110016
Kendriya Vidyalaya Sangathan (HQ)
18, Institutional Area,
ShaheedJeet Singh Marg,
New Dehi-110 016
TEL.NO.26858570 FAX 26514179

फा.11090-16/2018-KVS (HQ)/S&S

Date: 02-11-2018

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs

MOST URGENT

Sub : - Empanelment of printer for printing of "Student Support Material" regarding.

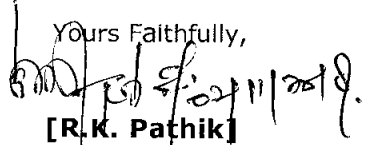
Madam/Sir,

With reference to the subject cited above, I am to convey the approval of the Competent Authority for empanelment of M/s. Chaudhary Printing Press, Mohan Pur Devi Asthan, Punaichak (Patna) for printing of Student Support Material at 58 GSM for paper, and 170 GSM for cover page @ 0.43 Paise & ₹3.55 respectively. The rates have to be F.O.R to the respective Regional Offices, KVS. The Rates are inclusive of Binding, Stitching, Transportation, Freight & GST etc. and the validity of rates will be 01 year from the date of issue of this letter. The work may be carried out/completed in compliance of tender terms envisaged in "Tender Document" [copy enclosed for ready reference].

You are, therefore, requested to get the Student Support Material (SSM) printed and ~~procured on the approved rates from the above printer~~ as per the directions issued by the Academic Division of this office from time-to-time.

Any query with regard to printing of SSM may please be referred to Sh. P.K. Koul, Deputy Commissioner [Academic], KVS HQ New Delhi.

Hindi version follows.

Yours Faithfully,

[R.K. Pathik]
Assistant Commissioner [Admn.]

Encl: Complete Tender Document.

Copy to:-

1. PS to Commissioner, KVS (HQ), New Delhi for information.
2. PS to Additional Commissioner (Admn.)/CVO, KVS (HQ), New Delhi for information.
3. PS to Additional Commissioner (Acad.), KVS (HQ), New Delhi for information.
4. Joint Commissioner (Acad.), KVS (HQ), New Delhi for information and further necessary action in the matter.
5. Deputy Commissioner (Acad. I), KVS (HQ), New Delhi with a request to provide the soft copy of the SSM to the vendor.
6. Deputy Commissioner [Acad.]/[EDP], KVS (HQ), New Delhi with a request to upload the document on KVS HQ website.
7. Asstt. Commissioner, [Acad.]/[EDP], KVS HQ New Delhi for information and necessary action.
8. M/s. Chaudhary Printing Press, Mohan Pur Devi Asthan, Punaichak (Patna) with the direction to execute the job on tender terms.
9. Guard File.



Kendriya Vidyalaya Sangathan
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi-110016

**NOTICE INVITING TENDER
(NATIONAL COMPETITIVE BIDDING)**

Tender for empanelment of printers on Rate Contract.

INDEX

SECTION	DESCRIPTION	PAGE NUMBERS
1	Scope of Work	2
2	Schedule of Tender Process	3
3	Turnover & Solvency status and other conditions	3-4
4	Terms & Condition	5-9
5	Check list for Technical Bid	10-11
6	Instruction for online Bid submission	12-14
7	Commercial Bid	
7.1	Letter	15
7.2	Rate	16
7.3	Pre-Contract Integrity Pact	17-22
7.4	BIDDER PROFILE	23
7.5	REPRESENTATIVE AUTHORIZATION LETTER	24
7.6	ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS.	25
7.7	BID LETTER (TECHNICAL BID)	26
7.8	FINANCIAL BID IN PDF Format.	27
7.9	DELIVERY CERTIFICATE	28
7.10	FORMAT OF BANK GUARANTEE	29
8	LIST OF REGIONAL OFFICES/DELIVERY LOCATIONS	30-32

1. SCOPE OF WORK

TENDER FOR EMPANELMENT OF PRINTERS ON RATE CONTRACT

NOTICE INVITING TENDERS (NIT) FOR PRINTING WORK OF KVS FOR 2018-19

Kendriya Vidyalaya Sangathan is an Autonomous body of Ministry of human Resource Development funded by Government of India. The Sangathan intends to empanel the rate contract with printers for printing work of Student Support Material for the 25 Regional Offices of KVS functioning in i) Ahmadabad ii) Agra iii) Bhubaneswar iv) Bangalore v) Bhopal vi) Chandigarh vii) Chennai viii) Dehradun ix) Delhi x) Ernakulam xi) Guwahati xii) Hyderabad xiii) Jammu xiv) Jabalpur xv) Jaipur xvi) Kolkata xvii) Mumbai xviii) Patna xix) Raipur xx) Ranchi xxi) Gurgaon xxii) Silchar xxiii) Tinsukia xxiv) Varanasi xxv) Lucknow

Interested Printers may download the tender document from CPPP <http://eprocure.gov.in/eprocure/app> with link from KVS website (www.kvsangathan.nic.in).

2. SCHEDULE OF TENDER PROCESS

On-line bids are invited on single stage two bid format (Technical and Financial bid) on per page basis for the printing of Student Support Material/other material in different subjects from the registered firms/agencies specialized in printing works. Manual bids shall not be accepted.

Schedule of Tender Process and its amendments

Sl no.	Particulars of activity	Proposed dates	Time
1	Publish Date	14.09.2018	1400 Hrs
2	Bid document download start date	14.09.2018	1400 Hrs
3	Query Start date	14.09.2018	1400 Hrs
4	Query end date	18.09.2018	1500 Hrs
5	Clarification Response date	24.09.2018	1700 Hrs
6	Bid Submission Start date	25.09.2018	1000 Hrs
7	Bid submission End date	03.10.2018	1500 Hrs
8	Bid opening date	04.10.2018	1500 Hrs

Issue of tender document:

Interested Printers may download the tender document from CPPP <http://eprocure.gov.in/eprocure/app> with link from KVS website (www.kvsangathan.nic.in).

The queries are to be sent at kvs_sands@yahoo.co.in latest by 18.09.2018.....and 1500...hrs. queries will be responded by SO(S&S)KVS...24.9.2018.and 1700...hrs. No query will be responded after the given date & time.

3. Turnover & Solvency status and other conditions

The firms/agencies are also required to carry adequate financial status with an average annual turnover of Rs 200 Lakhs for the last three years and a solvency status of Rs 50 Lakhs issued by their bankers on or after 01.4.2018. However, the conditions of prior Turnover and prior experience will stand relaxed for Startups as defined by DIPP (based on certification from competent authority in this regard) subject to meeting of quality and technical specifications.

As per the tender document there shall be two types of bids namely Technical bid and Commercial bid. The technical bid and commercial bid should be uploaded on CPP portal. The technical bid should accompany the

Earnest Money Deposit of Rs 5,00,000/- (Rs. Five Lakhs only) in the form of account payee demand draft/banker's cheque of any scheduled bank in favour of "Kendriya Vidyalaya Sangathan New Delhi" uploaded on the CPP Portal and Hard copy should be submitted to this Office super-scribed as "Tender for printing of Student Support Material" on or before 03.10.2018 at 1500 Hrs and addressed to Joint Commissioner (Admn.), Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016. The Technical Evaluation of the bids will be done by a Committee duly approved by the Competent Authority. Financial/Commercial Bid will be opened for Technically Qualified Bidders only. The Bid Description is as under:

SI No	Particulars	
1	Description of work	Printing and supply of Student Support Material booklets
2	Volume of work	As given in the Commercial bid
3	Owner	Kendriya Vidyalaya Sangathan New Delhi
4	Bid Security	Rs.5,00,000/- (Rs. Five lakh only) drawn in favour of Kendriya Vidyalaya Sangathan, New Delhi
5	Time of Completion	50 days from the date of placing the supply order
6	Performance Security Deposit	5% of the contract value
7	Place of opening	Office of the Joint Commissioner (Admn.), Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016.

NIT and Terms and Conditions- To be uploaded by the bidder with the technical bid as per Checklist after signing each and every page indicating the acceptance of all the terms & conditions.

Technical Bid - As per Checklist to be uploaded complete in all respect alongwith self-attested Annexures/Documents.

Commercial Bid Forms- To be uploaded complete in all respect.

The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm and by Managing Director or Director or Secretary authorized by the resolution of Board of Directors, in case of private/public limited firm.

d) The bid must be unconditional and in the format given in the tender document.

4. TERMS & CONDITIONS

1. This document states the complete information of date of submission & opening of tenders, period allowed for the work etc.
2. The tenderers shall be deemed to have studied the items, specifications and details of the supplies to be made within the time schedule attached and to have acquainted himself/themselves with the conditions attached.
3. The tenderer shall quote rates inclusive of all taxes etc. as applicable, whatsoever. The rates have to be FOR to the respective Regional Offices, KVS. Rates quoted shall include Binding, Stitching, Transportation, Freight and GST, etc. Separate mention for these activities of Binding, Stitching, Transportation, Freight and taxes, GST etc., will not be accepted. Incomplete/Conditional tenders are liable to be summarily rejected. However, the undersigned reserves the right to decide on such a matter in the interest of the Sangathan, if felt necessary.
4. The rates are to be quoted in Indian Rupees only. The bidder shall quote the prices both in words and figures. In case of difference in words and figures, the rates offered in words shall prevail for consideration.
5. The rates quoted by the contractor shall hold good and valid for one (01) year initially, which can be extended as per the requirement of the organization and as per the mutual consent of both the parties i.e. prospective printer and KVS subject to approval by the Competent Authority. No amendment in the rate except increase in the rates of Tax only during the period of execution of the contract will be accepted.
6. There should not be any overwriting or corrections in the tenders. If the figure is required to be amended, it should be neatly scored out, the revised figure written above and the same attested with signature and date; otherwise their tender will be liable for rejection.
7. The sample of the PAPER to be used is required to be submitted with Bid Security of the tender duly stamped with SEAL of the firm. The paper of the finished book may be got tested, if felt necessary. If the paper is not found as per specifications in the finished product, the supplier shall be penalized by either rejecting the whole lot of the material or penalty of proportionate cost, as may be decided by the undersigned while reserving all the rights in

this regard, further without prejudice to blacklist the supplier accordingly, if deemed fit.

8. In the event of acceptance of the quotation and placing of the order for purchase, the articles ordered may be subjected to an inspection by the undersigned or representatives and are liable to be rejected if the articles supplied are not according to the approved samples or do not conform to the specifications prescribed.

9. The printer should have at least One single colour & one 4- Colour offset machine, in-house Plate making, stitching & Binding unit. The printing facilities of the firm may be subjected to physical inspection by the team authorized by Kendriya Vidyalaya Sangathan, if required. The firm owning web printing machines will be treated advantageous for speedy completion of works, if other conditions are same. As such, the facility layout may be attached.

10. The bidder must have the sufficient experience in the job of designing & printing of similar work. At least two copies of work orders of Rs. 20 Lakhs each or one copy of single work order of Rs 30-40 lakhs during the last three years from Central/State Govt./PSUs/reputed organisation be attached. However, given the credentials of the bidder, the undersigned reserves the right of any discretion in this regard.

11. The bidder should not have been blacklisted or penalised by Govt of India/ State Govt/Departments/their affiliated Enterprises etc, during last 3 years and furnish an affidavit on Rs 100/- Non-Judicial stamp paper to this effect.

12. If the supplier fails to supply any quantity of material within the time stipulated in the supply order, the undersigned will be at liberty to cancel the order and procure the materials from other sources and the EMD amount shall stand forfeited. In case of partial supplies, a penalty @ 0.5% of the balance value shall be deductible for first 15 days and 1% of total value till one month. In case of delivery beyond 1 month, no delivery may be taken by the undersigned and the transaction may stand cancelled and shall entail forfeiture of performance security. However, in case of delay on account of unavoidable and beyond control circumstances of the supplier, necessary permission will be taken from the Competent Authority for extension of the time limits.

13. It would not be binding upon the authority to accept the lowest tender. The authority reserves the right to accept the tender in whole or in part, as may be decided. Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Courts of the respective Regional Office.

14. **Bid Security :**

(a) The Bid Security of Rs 5,00,000/- (Rs.Five Lakh only), will be deposited by the tenderer through account payee Demand Draft, Fixed

Deposit Receipt, or Banker's Cheque drawn in favour of the "Kendriya Vidyalaya Sangathan New Delhi". The scanned copy of account payee Demand Draft, Fixed Deposit Receipt, or Banker's Cheque should be uploaded on the portal and the Original copy should be deposited along with Sample paper to be used for Printing. The tenders will be rejected summarily in case of no-submission of Bid Security before the End Date/Time of submission of Tender. However, the exemption from furnishing the EMD shall be extended to the bidders of MSEs or registered with CPO or the KVS, as per GFR provisions.

(b) The Bid Security of those firms whose tenders are not approved will be refunded. However, no interest will be payable by Kendriya Vidyalaya Sangathan.

(c) **Performance Security Deposit** : The successful bidders will have to deposit the Performance Security at the rate of 5% of estimated value within a weeks time from the date of the award of the contract and should be valid up 60 days after the date of completion of contract. The amount of Bid Security will be refunded on receipt of performance Security. If the accepted bidder fails to remit the Performance security within prescribed time, the Bid Security remitted by him will be forfeited and his bid may be held void. The performance security will be released only after the successful completion and final payment of the job. The deposit is liable to be forfeited, if during the period of contract, the services are found to be unsatisfactory in any respect and/or if any of the condition of the contract is contravened/breached, an/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by Kendriya Vidyalaya Sangathan that the contracting firm may invite upon themselves due to any of the reasons specified above.

15. The L1 tenderer for the highest slab will be declared overall successful bidder for each of the printing assignments. However, the said L1 tenderer shall be liable to execute the printing works of other slabs also at the lowest rates quoted by any other firm for that respective slab, for that matter, if any. Further, in case, the L1 tenderer for the printing assignments quotes higher rates for allied assignments viz Cover page /delivery charges etc wherever applicable, the same will be deemed negotiated/lowered down at par with the L1 rates for allied items of other bidder, since the prime activity for the evaluation of lowest rates would be printing & supply of the printing material and as such the allied materials are merely complementary items to the printing assignments.

16. Kendriya Vidyalaya Sangathan reserves all the rights for placing the orders for Student Support Material to any reliable supplier/(s) borne on the list of empanelled RC, at the L1 rates, if deemed fit, in the interest of the organization.

17. **Delivery of Student Support Material:** The empanelled printers will be required to print the Student Support Material and deliver it directly to the Kendriya Vidyalaya Sangathan, Regional Office concerned. The particulars of Regional Offices are enclosed as well as may be seen from KVS website.

18. **Payment:** The bills will be settled within 30 days from the date of delivery of Student Support Material to the respective destinations of Regional Offices concerned. The bills shall be prepared in duplicate in favour of the Deputy Commissioner of the Regional Office concerned.

19. Tolerance Clause

It is further clarified that the quantities for the said materials and its pages as shown in the volume of work may get varied. Hence, the purchaser reserves the right for ten percent (10%) plus/minus in the quantities of the printing material while placing the supply order as the rates to be quoted are for the estimated quantities only.

20. Unresponsive tenders

The following kind of tenders will be treated as unresponsive tenders:

- i) Not meeting the qualifying criteria i.e. carrying required financial/solvency status, registered with the appropriate authorities for carrying out the described works, furnishing the declaration regarding blacklisting on stamp paper etc.
- ii) Tender not uploaded/enclosed with the required DD/PO of EMD amount of Rs. 5 Lakhs, except exemptions.
- iii) Unsigned tender document/terms & conditions/pricing bid document uploaded.
- iv) The specification of the paper submitted not found of the quality asked for.
- v) The tenderer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- vi) The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances.
- vii) **False Information:** In the event of furnishing false/incorrect/incomplete/forged information by the bidder,

the Bid Security in respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/incorrect/incomplete/forged information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly.

21. **Amendment to Bid documents:** At any time prior to the deadline for submission of bids, the Commissioner KVS may for any reason, whether on his own initiative or in response to query required by any prospective bidder, add/modify/delete any portion of the bid document by issuance of addendum which would be published on the website. The amendment will be uploaded in KVS website (www.kvsangathan.nic.in) for the benefit of all the prospective bidder. The addendum shall be binding on all the bidders. It is the responsibility of the Bidder to verify the amendments if any from the tender portal.
22. **Non transferability:** This tender is not transferable.
23. The undersigned does not bind him/her-self to accept the lowest quotation and reserves the right to accept the quotation in whole or, in part, i.e. accordingly, the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part.
24. **Extension:** The Tender is valid initially for one year from the date of award of Contract and can be extended further with the approval of the competent authority, on mutual consent given the work quality and experience.
25. List of original documents to be submitted in hard copy to Joint Commissioner (Admin), Kendriya Vidyalaya Sangathan Hqrs, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi by closing time & date as per schedule:
 1. **DD of Rs 5 Lacs for EMD.**
 2. **Sample paper/card of referred GSM to be used in printing**
 3. **Affidavit on Rs 100/- Non-judicial stamp paper towards Non-blacklisting, non-penalty, corrupt practices/Insolvency etc, of the firm.**
 4. **Pre-contract Integrity Pact duly signed by Bidders & witnesses.**

5. Technical Bid

Check List for Technical Bid

Sl No.	Particulars	Whether Uploaded in Technical Bid
1	NSIC Registration Number	
2	Certificate on Startup issued by DIPP	
3	Udyog Adhar Number	
4	ISO certified firm/ company (9001:2015)	
5	SSI Registration Number	
6	Registration Certificate under Shops and establishments Act or Municipal Factory Licence	
7	Police declaration under Press and Registration of Books Act	
8	Details of bank Account: Name of the bank Address Account No. Savings/Current Account IFSC Code No. (Pl. enclose a copy of the cheque leaf duly cancelled)	
9	Two Copies of printing work orders/bills for Rs 20 Lacs each or one copy of single order for Rs 30-40 lakhs during last 3 years for printing works (Pl. upload copies of the work order)	
10	Copy of printing work orders/bills for Student Support Materials for last 3 years along with performance report	
11	Copy of the PAN Card of Firm/Prop	
12	Copy of GST Registration No.	
13	Copy of Latest IT return/Clearance Certificates for 2015-16, 2016-17 & 2017-18.	
14	Copy of Latest VAT/ST/GST returns (whatsoever applicable)/Clearance Certificates for 2015-16, 2016-17 & 2017-	

	18.	
15	Average Turnover of Rs 200 Lacs for last 3 years, Audited Account Statements (Balance Sheets & Profit and Loss Account) for 2015-16, 2016-17 and 2017-18 (Un-audited, if not yet audited), duly attested by Chartered Accountant & Annual Report (in case of Pvt./Public Ltd. Firms) to be attached.	
16	Copy of Solvency certificate for Rs 50 Lakhs issued on or after 1.4.2018	
17	Affidavit regarding non-blacklisting, non-penalty, corrupt & fraudulent practices, Insolvency etc by GoI/State Govt/Deptt/PSEs etc on Non-Judicial Stamp Paper of Rs. 100/-	
18	Details of the No. & Type of owned Machines (Photo Layout of plant)	
19	Details of Bid Security Name of the Bank DD/BC No. Date Amount : RS 5,00,000/- (Rs 5 Lacs)	
20	SAMPLE OF paper (specimen duly attested under seal of bidder) for Grade-A mill Maplitho paper -58 Gsm, 64 Gsm & 80 Gsm. as per IS certification.	
21	SAMPLE OF COVER PAGE (specimen duly attested under seal of bidder) for Grade-A mill Art paper/card 170, 220 & 250 Gsm. as per IS certifications	
22	Documents for partnership firm/other firm	
23	Pre contract Integrity pact	
24	Duly signed and stamped Representative authorisation letter	
25	Duly signed letter towards acceptance of the terms & Conditions of the Tender document	
26	Duly filled-in Bid particulars	
27	Whether all enclosures signed with Seal by the owner/partner/director	
28	Duly Filled-In and signed Financial Bid to be uploaded in Pdf format.	

Note:

1. The fields from sl. no. 1 to 5 are not mandatory for technical evaluation of firms from exempted categories.
2. All the documents uploaded should be self-attested and stamped by the bidder.

6. INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document /schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption

using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

7.1) COMMERCIAL BID (To be submitted online)

To,

Dt : / /2018

The Commissioner,
Kendriya Vidyalaya Sangathan,
18 Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi-110067

Sub: Submission of Commercial Bid for printing of Student Support Material etc.

Sir,

Having examined the tender documents, terms and condition stipulated therein, specification of work etc., I/we, the under signed offer to execute the printing work in conformity with the said specifications and conditions of contract.

If our bid is accepted, we shall submit the performance securities as per the conditions mentioned in the contract. We agree to abide by this bid for a period of One Year from the date of opening of financial bid & it shall remain binding upon us and may be accepted at any time before the expiry of that period. The rates quoted above are applicable for the entire printing work to be done as per the quantity and quality mentioned in the tender document as enclosed. Further, the delivery of the printed material will be made at the FOR location of respective Regional Offices. We also agree to deposit the amount of Performance security of 5% of the contract value within one week of the award of contract, failing which we understand that the amount of bid security will be forfeited by Kendriya Vidyalaya Sangathan.

Yours faithfully,

Signature of the Bidder
With Full Name & Seal

7.2) Commercial/Financial Bidding Document
Quotation of Rates

For printing and supply of Support study material of different subjects (subject-wise booklets for each of them separately) and other related material in properly bound booklet form

Description of works with specifications	Estimated quantities in number of booklets with varied number of pages ranging in between about 100 to 250/300	Rate per page (in INR including all taxes)		
		58 GSM	64 GSM	80 GSM
i) Rates for black text printing with cost of paper & supply of study material booklets of 8.5" x 10.5" finished size using (i) 58 GSM (ii) 64 GSM (iii) 80 GSM Maplitho paper of Grade-A Mill duly binded with cover as described at (ii) below. All specifications have to be as per IS Certifications.		58 GSM	64 GSM	80 GSM
	Upto 1000 copies			
	1001 copies and above			
ii) Rates for a 4-pages Cover for booklets with cost of paper on Art card sheet of (i) 170 GSM (ii) 220 GSM (iii) 250 GSM of Grade A Mill in multi-colour printing duly laminated & binded on the booklet as described above in (i). All specifications have to be as per IS Certifications.	Each booklet as described above to be binded with the sald covers.	Rates to be quoted <u>per Cover</u> (in INR)		
		170 GSM	220 GSM	250 GSM
	Upto 1000 copies			
	1001 copies and above			

I/We declare that the commercial bid has been submitted without any counter condition and strictly as per the conditions of the tender documents and I/We are aware that the commercial bid is liable to be rejected if it contains any other condition.

Signature of the Bidder With full Name & Seal

Name of the Firm & Address
 Phone /Mobile no :
 Registration/VAT/TIN No. PAN No.....

7.3) PRE- CONTRACT INTEGRITY PACT

General

This pre-bid pre-contract Agreement (hereinafter called the integrity Pact) is made on day..... of themonth of 20..., between, on one hand, the Commissioner of KVS acting through Shri/Smt Designation: Joint Commissioner (Admin), KVS Hqrs, New Delhi the officer of KV/RO/ ZIET/KVS(HQ) (hereinafter called the "BUYER", which expression shall mean and include, **unless** the context otherwise requires, his successors in office and assigns) of the First Part and M/srepresented by Shri Chief Executive Officer (hereinafter called the "BIDDER/Seller" , which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure (Printing and delivery of study material etc)) and the BIDDER/Seller is willing to offer/has offered the stores and

WHEREAS the Bidder is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Ministry /Department of the Government of India/PSU performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/Prejudiced Dealing prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said stores/equipment at a comparative price in conformity with the defined specification by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in **order to secure** the contract by providing assurance to them that their competitors Will also Abstain from bribing and other corrupt practices, and the BUYER will commit to **prevent corruption** , in any form, by **its officials** by **following transparent** procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER

- 1.1 The BUYER undertake that no **official of the BUYER** connected directly or indirectly with the contract, **will demand, take a promise for or accept**, directly or through intermediaries, **any bribe , consideration, gift, reward, favour or any material or immaterial benefit** or any other **advantage** from the BIDDER, **either for themselves or. for any person, organization or third party related to the contract in exchange' for an advantage** in the bidding process bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will, during the pre.-contract stage, treat **all BIDDER alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.**

1.3 All the officials or the BUYER will report to the appropriate Government office any attempted or completed breaches or the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the FIJIYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

2. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to 'secure the contract' or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, - evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any **bribe, gift, -consideration**, reward, favour, any material or immaterial benefit or other advance commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

3.3* BIDDERS shall disclose the name and address of agents and representative and Indian BIDDERS shall disclose their foreign principals or associates.

3.4* BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5* The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/ **authorised** government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award, of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members agents brokers or any other intermediaries in connection with the contract and the details of service agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation contracting

and implementation of the contract.

- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such Information is divulged.
- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm the shall be disclosed by the BIDDER at the time of filing of tender. The term relative for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Ear nest Money (Security Deposit)

- 5.1 While submitting commercial bid, the BIDDER shall deposit an amount of Rs 5,00,000/- (to be specified in RFP) as Earnest Money/Security Deposit with the BUYER through DD/PO/BC any of the following instruments:

Bank Draft or a Pay Order in favour of "Kendriya Vidyalaya Sangathan, New Delhi".

- 5.2 The Earnest Money/Security Deposit shall be valid upto a period of 45 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for, imposing sanction for violation of this Pact.

- 5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security

Deposit for the period of its currency.

Sanctions for Violations

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract **negotiations** without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) **would continue.**
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To recover all sums already paid by the BUYER, **and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2%. higher than the LIBOR.** If any outstanding **payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores such outstanding payment could also be utilised to recover the aforesaid sum and interest.**
- (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the' payments, already made by the BUYER, along with interest.
- (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing-the contract.
- (ix) **In cases** .where irrevocable Letters of Credit have been received' in respect of any contract signed by the BUYER-with the BIDDER, the same shall not be opened.
- (x) Forfeiture of **Performance Bond in case of a decision by the BUYER to for forfeit the same without** assigning any reason for imposing sanction for violation of this Pact.

6.2 The BUYER will be entitled to take, all or any of the actions mentioned at para 6.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.

7. **Fall Clause**

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems

or subsystems at a price lower than that offered in the Present bid in respect of any other Ministry/ Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors

8.1 The BUYER has appointed Independent Monitors (here in after refer as Monitors) for this Pact in consultation with the Central Vigilant Commission (Names and Addresses of the Monitors to be given).

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including, that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be, under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relation between the parties. The parties will offer to the Monitor the option to participate in such meeting.

8.7.1 The Monitor will submit a written report to the designated BUYER/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or

criminal proceedings.

12. Validity

12.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this integrity Pact at _____ on _____

BUYER

Name of the Officer :

Designation : Joint Commissioner

Deptt./MINISTRY/PSU: KVS

Witness

1. _____

2. _____

BIDDER

CHIEF EXECUTIVE OFFICER

Witness

1. _____

2. _____

7.4) BIDDER PROFILE

Company Name & Address

Name			
Address			
City		District	
State		Pin	
Telephone		Mobile No	
Fax		E-mail	

1. Work Profile

Two Copies of printing work orders/bills for Rs 20 Lacs each or one copy of single order for Rs 30-40 lakhs during last 3 years for printing works (Pl. upload copies of the work order)

Sr. No.	Name of organization	Detail of printing work	Value (INR)
1.			
2.			

2. Annual Turnover

01	Annual turnover audited annual turnover in last three year	Annual turnover of the company in Rs,			
		FY	Turn Over (Rs.)		
			PBT	PAT	ATO
		2016-2017			
		2015-2016			
	2014-2015				

Signature of the Bidder

Date:

Place:

7.5) REPRESENTATIVE AUTHORIZATION LETTER

Date :

Ref : _____

To,
The Commissioner,
Kendriya Vidyalaya Sangathan,
18, Institutional Area,
Shaheed Ject Singh Marg,
New Delhi - 110 016.

Ms, /Mr, _____ is hereby authorized to sign relevant documents on behalf of the Company in dealing with Tender No.- _____, S/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,
Authorized Signatory

Representative Signature
Signature attested

7.6.) ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS

To,
The Commissioner,
Kendriya Vidyalaya Sangathan.
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi - 110 016.

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender No.-
_____, regarding Printing Work of Kendriya Vidyalaya Sangathan.

I declare that all the provisions, of this Tender Document are acceptable to my company, I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration

Signature of witness

Date:
Place:

Signature of the Bidder

Date:
Place:

7.7) BID LETTER (TECHNICAL BID)

To,
The Commissioner,
Kendriya Vidyalaya Sangathan,
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi - 110 016.

Ref: Tender No._____
Sir,

We declare.

- i) That we have complete knowledge in implementing the project under reference
- ii) That we are equipped with adequate manpower/machinery /technology for providing the services as per the parameters laid down in the Tender Document and we are prepared for live/technical demonstration of our capability and preparedness before the representatives of Kendriya Vidyalaya Sangathan.

We hereby offer to provide the Services at the prices and rates mentioned in the Financial Bid uploaded by us.

We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We enclose/ upload the complete Technical Bid as required.

We agree to abide by our offer (Bid validity) for a period of 90 days from the date fixed for submission of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions. The deviations from the Terms of Reference are only those mentioned, specifically by us.

Certified that the Bidder is OEM/Authorized Distributor and the person signing the tender is duly authorized.

Bid Security (Earnest Money) for an amount equal to Rs,-----) in the form of ----- will be submitted as required.

We confirm that we will complete the supply in one month from the date of issue of Work Order by respective Deputy Commissioner, Regional Office, Kendriya Vidyalaya Sangathan

We do hereby undertake that until a formal contract is prepared and executed this bid together with your written acceptance thereof or placement of letter of intent awarding the Contract, shall constitute a binding contract between us.

Date: _____

Signature of Bidder
Full Address:

Telephone No
Fax No

7.8) Financial Bid

Schedule of price bid in the form of Pdf format. Financial Proposal/Commercial bid format is provided as XXX.pdf along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this XXX.pdf as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner.

Commercial/Financial Bidding Document Quotation of Rates

For printing and supply of Support study material of different subjects (subject-wise booklets for each of them separately) and other related material in properly bound booklet form

Description of works with specifications	Estimated quantities in number of booklets with varied number of pages ranging in between about 100 to 250/300	Rate per page (in INR including all taxes)		
		58 GSM	64 GSM	80 GSM
i) Rates for black text printing with cost of paper & supply of study material booklets of 8.5" x 10.5" finished size using (i) 58 GSM (ii) 64 GSM (iii) 80 GSM Maplitho paper of Grade-A Mill duly binded with cover as described at (ii) below. All specifications have to be as per IS Certifications.				
	Upto 1000 copies			
	1001 copies and above			
ii) Rates for a 4-pages Cover for booklets with cost of paper on Art card sheet of (i) 170 GSM (ii) 220 GSM (iii) 250 GSM of Grade A Mill in multi-colour printing duly laminated & binded on the booklet as described above in (i). All specifications have to be as per IS Certifications.	Each booklet as described above to be binded with the said covers.	Rates to be quoted <u>per Cover</u> (in INR)		
		170 GSM	220 GSM	250 GSM
	Upto 1000 copies			
	1001 copies and above			

7.9) Delivery Certificate

To,
The Commissioner,
Kendriya Vidyalaya Sangathan.
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi - 110 016.

Sir,

We hereby declare that we ("Name of the Company") having address (address of the Company) have completed the successful printing work and delivered to the specified location as per list enclosed.

Date of Delivery:

Signature of Stock Holder

Signature of DC
(Complete Address of Regional Office)

7.10) FORMAT OF BANK GUARANTEE

Date:

Ref: _____

To,
The Commissioner,
Kendriya Vidyalaya Sangathan,
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi - 110 016.

Bank Guarantee No:
Amount of Guarantee:
Guarantee covers from:
Last date for lodgement of claim:

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of Tender no. dated for Printing Work in Kendriya Vidyalayas Sangathan. AND WHEREAS it has been stipulated by you in the said tender that the Supplier shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank recognized by you for the sum specified therein as BID SECURITY for compliance with the Supplier's obligations for a period in accordance with the Tender. AND WHEREAS we have agreed to give the Supplier such a bank Guarantee. NOW THEREFORE, we hereby affirm that we are Guarantors and responsible to you on behalf of the Supplier, up to a total of ` _____ /- (Rupees _____ Only) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of ` _____ /- (Rupees _____ Only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This Guarantee shall be valid as required in Tender for a period of

..... (Signature of the authorized officer of the Bank
..... Name and designation of the
..... Seal, name and address of the Bank/Branch

8. List of Kendriya Vidyalaya Sangathan, Regional Offices

with address, contact no. and e-mail IDs

Sl. No.	Name of Region	Address	E-MAIL	TEL PHONE NO
1	AGRA	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN , REGIONAL OFFICE, AGRA KV NO. 2 AGRA CANTT CAMPUS, GRAND PARADE ROAD, AGRA CANTT. AGRA – 282 001 (U.P.)	DCROAGRA@KVSEDU.ORG DCKVSR0AGRA@GMAIL.COM	0562- 2225583
2	AHMEDARAD	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN - AHMEDABAD REGION GYANDEEP, SECTOR-30 GANDHINAGAR, GUJARAT - 382 030	ACAHMEDABAD@YAHOO.COM	079 - 23260361
3	BENGALORE	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE K.KAMARAJA ROAD BANGALORE 560042	DCROBANGALORE@GMAIL.COM	080- 25543757
4	BHOPAL	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN BHOPAL REGION, OPP. MAIDA MILLS, HOSHANGABAD ROAD BHOPAL-462011	ACBHOPAL@YAHOO.COM ACKVSBHOPAL@YAHOO.COM	0755- 2550728 0755- 2552005
5	BHUBANESWAR	THE DEPUTY COMMISSIONER, REGIONAL OFFICE KENDRIYA VIDYALAYA SANGATHAN MANCHESWAR (RLY COLONY) BHUBANESWAR 751017 (ODISHA)	ADMNROBBSR@GMAIL.COM , ACKVSBBSR@GMAIL.COM , ACKVSBBSR@REDIFFMAIL.COM ,	0674- 2748366 0674- 2748355
6	CHANDIGARH	THE DEPUTY COMMISSIONER, KENDRYA VIDYALAYA SANGATHAN, REGIONAL OFFICE SCO 72-73, SECTOR 31-A DAKSHIN MARG, CHANDIGARH-160030	DCKVSD@GMAIL.COM	0172- 2638042
7	CHENNAI	THE DEPUTY COMMISSIONER, KVS RO, IIT CAMPUS, CHENNAI, PIN: 600036	DCCHENNAIKVS@GMAIL.COM	044- 225/0484
8	DEHARADUN	THE DEPUTY COMMISSIONER, KVS DEHRADUN REGION SALAWALA, HATHIBARKALA, DEHRADUN (U.K.)	ACKVSR0DDN@YAHOO.CO.IN , ACACADKVSRODDR@GMAIL.COM	0135- 2749510 0135- 2746200

9	DELHI	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN (DELHI REGION) OLD JNU CAMPUS, BABA GANGNATH MARG, NEAR BER SARAI (NEW MEHRAULI ROAD), NEW DELHI -110067	ACKVSDR@YAHOO.CO.IN	011- 26741252
10	ERNAKULAM	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN IGH ROAD, KADVANTHARA NEAR RAJIV GANDHI INDORE STADIUM ERNAKULAM-682020	DCERNAKULAMREGION@GMAIL.COM , DCROERNKULAM@KVSEDU.ORG	0484- 2205111
11	GURGAON	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN (REGIONAL OFFICE) (K.V. NO. 1, AFS GURGAON CAMPUS) SECTOR-14, OLD DELHI GURGAON ROAD, GURGAON (HARYANA)- 122001	DCKVSRGURGAON@GMAIL.COM DCROGURGAON@KVSEDU.ORG	0124- 2307399
12	GUWAHATI	THE DEPUTY COMMISSIONER, KVS RO GUWAHATI JAWAHAR NAGAR, NIPCCD ROAD KHANAPARA GUWAHATI- 781 022 ASSAM	KVSROGUWAHATI@GMAIL.COM , KVSROGUWAHATI@YAHOO.IN , KVSROGUWAHATI@REDIFFMAIL.COM	0361- 2360107
13	HYDERABAD	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, PICKET, SECUNDERABAD-500 009	DCHYDERABAD@YAHOO.COM	040- 27845649
14	JABALPUR	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, BEHIND SCIENCE COLLEGE, SOUTH CIVIL LINES, JABALPUR (M.P.)- 482011	ACJABALPUR@GMAIL.COM , ACJABALPUR@YAHOO.COM	0761- 2678381
15	JAIPUR	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN (REGIONAL OFFICE) 92, GANDHI NAGAR MARG, BAJAJ NAGAR, JAIPUR -302015 (RAJASTHAN)	KVSJPR@GMAIL.COM KVSJPR@REDIFFMAIL.COM	0141- 2704572
16	JAMMU	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, JAMMU- NEAR GOVT. HOSPITAL, GANDHI NAGAR, JAMMU PIN CODE : 180004	JAMMUACKV5@YAHOO.IN , ACKVSJ@YAHOO.CO.IN ,	0191- 2453528, 0191- 2456775
17	KOLKATA	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE KOLKATA EB BLOCK , LABONI, SECTOR 1, SALT LAKE , KOLKATA - 700064	KVS KOLKATA@YAHOO.CO.IN , DCROKOLKATA@KVSEDU.ORG	033- 23376998

18	LUCKNOW	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE, LUCKNOW SECTOR - J, ALIGANJ, LUCKNOW- 226024 (U.P.)	DCROLUCKNOW@KVSEDU.ORG DCROLUCKNOW@GMAIL.COM	0522- 2745386
19	MUMBAI	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, MUMBAI. IIT CAMPUS, POWAI, MUMBAI- 400076	kvmumbairegion@gmail.com , kvmracad@gmail.com	022- 25728060
20	PATNA	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN, LOHIYA NAGAR KANKARBAGH, PATNA-20	KVSROPATNA@YAHOO.COM	7070093670
21	RAIPUR	THE DEPUTY COMMISSIONER, KVS REGIONAL OFFICE KENDRIYA VIDYALAYA NO. 2 CAMPUS SECTOR IV PT. DINDAYAL UPADHYAY NAGAR RAIPUR 492010 CHHATTISGARH	DCKVSRORPR@GMAIL.COM	0771- 2262912 0/71- 2262913
22	RANCHI	THE DEPUTY COMMISSIONER, KVS REGIONAL OFFICE, KV NAMKUM CAMPUS, RANCHI PIN- 834010, JHARKHAND	KVS RANCHI@YAHOO.CO.IN	0651- 6888188
23	SILCHAR	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE, SILCHAR, NEAR LIONS EYE HOSPITAL CAPTAIN N.M.GUPTA SARANI, SILCHAR-788001	DCKVSRoSILCHAR@GMAIL.COM	03842- 234009 03842- 246887
24	TINSUKIA	THE DEPUTY COMMISSIONER, KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, TINSUKIA CAMPUS OF KENDRIYA VIDYALAYA, OIL , DULIAJAN DISTT - DIBRUGARH (ASSAM) - 786602	NEWKVSTINSUKIA@GMAIL.COM	0374- 2800031 0374- 2800056 0374- 2880035
25	VARANASI	THE DEPUTY COMMISSIONER, REGIONAL OFFICE KENDRIYA VIDYALAYA SANGATHAN, BHU,CAMPUS, VARANASI(U.P) - 221005	KVSROVNS@GMAIL.COM , KVSVARANASI@YAHOO.COM , DCROVARANASI@KVSEDU.ORG	0542- 2366116