

केन्द्रीय विद्यालय आई.आई.टी.परिसर  
चेन्नई - ६०००३६  
ई-मेल : [kviitprince@yahoo.com](mailto:kviitprince@yahoo.com)  
वेबसाइट : [www.kviitchennai.tn.nic.in](http://www.kviitchennai.tn.nic.in)  
दूरभाष : ०४४-२२५७०९०७, २२५७९४१०



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(मानव संसाधन विकास मंत्रालय के तहत एक स्वायत्त निकाय), भारत सरकार (An Autonomous body under MHRD), Govt. of India

Date

No.F.

To  
(As per the List)

Sub : "Invitation for Quotations for supply of goods for use in the KVS - reg"

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees.

2. Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for supply of the following items :

Sl. No.	Brief description of goods	Specifications	Quantity (approx)	Delivery period	Place of delivery

Where Bureau of Indian standards (BIS) certification marked goods are available in market, goods with those or equivalent marking only shall be offered

3. Bid Price

- The contract shall be for the supply of the mentioned items to the KVS. The bidder shall quote for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting;
- All duties, taxes and other levies payable by the bidder, shall be included in the total price. However, the tax and duties leviable should be quoted separately.

- c. The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only);
- d. The prices should be quoted in Indian Rupees only,
- e. Each bidder shall submit only one quotation;
- f. Telex or Facsimile quotations are not acceptable
- \*g. The bid should be submitted along with EMD for Rs. \_\_\_\_\_ by bank draft in favour of \_\_\_\_\_
- h. The firm should enclose supporting documents regarding registration of VAT/ST/ITPAN.

4. Validity of quotations

The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.

5. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

- a) properly signed, and
- b) conform to the terms and conditions and specifications.

The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

6. Award of contract:

- (a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above;
- (b) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period;
- (c) The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
- (d) Normal commercial warranty/guarantee shall be applicable to the supplied goods;

\*May be struck off in case of Registered Bidders.

- (e) Payment shall be made within 30 days after the delivery of goods and their acceptance;
- (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- (g) The successful bidder has to deposit performance security with the ..... of the amount of Rs. .... in favour of ..... in the form of DD/Cash.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations in the Tender Box { in front of Room No. .... } superscribed on the envelope as "Quotations for the supply of goods/equipments for the ..... due on ..... latest by ..... The quotations shall be opened at ..... on the same day. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

The purchaser looks forward to receiving the quotation and appreciate the interest of the bidders in the KVS.

Yours faithfully,

8. TDS at the rate of 2.2% will be deducted from the bill amount.

9. Quote your PAN No. in the quotation.

Signature  
Name:  
Designation:  
For and on behalf of the  
Kendriya Vidyalaya Sangathan