



**Kendriya Vidyalaya I.N.S. Mandovi**  
**Panjim, Goa- Pin: - 403109**  
**Phone: 0832-2402609 0832-2402480**  
**Website: <http://www.kvmandovi.org> E-mail:**  
**principal@[kvmandovi.org](mailto:kvmandovi.org)**  
**kvinsmandovi@rediffmail.com**

Ref: No.27350/KVM/2018-2019/

Date:05/12/2018

**Sub : "Invitation for Quotations for supply of Stationary- reg"**

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. Kendriya Vidyalaya INS Mandovi, Goa is an autonomous body, functioning under Ministry of HRD, Govt. of India.

2. Sealed competitive quotations from the Registered Firms are invited by the undersigned supply of the following items as given below.

**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**

- a. The contract shall be for the supply of the mentioned items to the KV INS Mandovi, Goa. 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;
- b. 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.1000/- by bank draft /Cheque to be drawn in favor of **The Principal, KV INS Mandovi VVN A/c payable at Reis Magos Verem, Branch, Goa.**
- h. The firm should enclose supporting documents regarding registration of GST/VAT/ST/ITPAN.
- i. In case of individual, Copy of PAN Card may be enclosed for verification.

**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.

**7. Last date and time of receipt of quotations:**

You are requested to submit the sealed quotations by SPEED POST to the Vidyalaya address superscribed on the envelope as "**Quotations for the supply of Stationary items for the Exam Department**", latest by 20/12/2018.

Yours faithfully,

**Signature**

**Name:**

**Designation:**

## FORMAT OF QUOTATION

sl No.	Description of goods / equipment	Brief specifications	Quantity	Unit /Pkt Rate (Rs.)	Total Amount without GST	GST Rate in (%)	GST Amount	Total Amount with GST
1.	A 4 Size paper	JK	01					
2.	FS Size paper	JK	01					
3.	Supplementary Answer booklets	4 pages	01					
4.	Main Answer booklets	8 pages	01					
5.	Main Answer booklets	12 pages	01					

We agree to supply the above goods in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations,

We also confirm that the normal commercial warranty/guarantee of ..... Months shall apply to the offered goods.

(Bidder)

Signature : .....

Name : .....

Date : .....