



F.No Tender/ KQRS22/2023-24

Date-19.05.2023

## Tender Notice for Supply of Printing and Stationery

### Special Note:

- Send Tender **ONLY** through **REGISTERED POST**. Tender sent **By Courier/ By Hand** shall **NOT** be accepted.
- Enclose **DEMAND DRAFT/Pay Order of Rs. 5000/-** in the form of **EMD** in favour of "**KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C**" payable at **DELHI**.
- Our A/c details is Kendriya Vidyalaya Sec 22 Rohini VVN A/c No - 394502050000009 IFSC Code - UBIN0539457".
- Period/ Validity of Tender: **Up to 31 March 2024**
- Last date of Submission of Tender: **1.00 PM on 09.06.2023**
- Date of Opening of Tender: **11.00 AM on 12.06.2023**

### TENDER DOCUMENT

- Sealed quotations for the **Supply of Printing and Stationery** shown in the attached statement are invited from registered firms/ manufactures/ dealers by the undersigned on behalf of **KV Sector 22 Rohini at Pocket D 16 Sec 3 Rohini Delhi up to 1.00 PM on 09.06.2023**. Quotations should be sent under strong cover marked as "**Quotation for Supply of Printing and Stationery**, through **REGISTERED POST** as per enclosed list and not by the name. The quotations will be opened in the office of the undersigned at **11.00 AM on 12.06.2023**. However, in case the date of opening is declared a Government Holiday, the tenders will be opened on following working day at scheduled time 11.00 AM.
- The quotations shall be submitted according to the terms and conditions specified in paragraphs **3 to 23**. Unless specified otherwise in the quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
- The rates should be F.O.R. (if applicable) and should include (if applicable) transportation cost, excise duty, freight any other rates or imposition whatever liable in respect of the supplies freight etc. GST / Sate Tax at specified rates must be expressly stipulated in the quotation. Only in the event of acceptance of the quotation supply order will be issued to the firm. The responsibility of mentioning correct rate lies with the firm/ Tenderer.
- There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure should be written above and the same should be attested with full signature by the same signatory, who signed the quotations, in the absence of the attested corrections the quotations is liable to be rejected.
- The undersigned does not bind 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 one article specified in the attached statement as he may decide.
- Prior to the acceptance of the quotation, the undersigned reserves the right to call for samples or demonstrations, and the contractor shall be liable to supply the samples or give the demonstration free of cost. However, the supply order will be issued for either of the shortlisted category of products only after confirming the quality, rates and other related aspects to the satisfaction of the purchase committee. The undersigned reserves all the rights in this regard.



7. On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation. If the contractor fails to supply the article/ provide services within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market or get the rest of the contract completed by any other person(s) 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. In the event of acceptance of the quotation and placing of the order for purchase, the articles would be subjected to an inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to the approved samples or do not confirm to the specification prescribed.
10. **The rates quoted by the contractor shall hold good up to 31.03.2024.** No amendment in the rate except increase in the rates of GST during the period of execution of the contract will be accepted.
11. The samples of the articles for which rates are invited will be called in office and inspected between 09.00 am to 1.30 pm on any working day (except Saturdays/ Sundays/ Holidays) with prior intimation to firms.
12. Along with the quotation a copy of GST Certificate and Income Tax clearance Certificate etc. is required to be submitted. The quotation of unregistered firm will not be accepted.
13. These instructions to tenderers are to be signed by the contractors and returned with the tender.
14. **Sealed envelope will be opened on 11.00 AM on 09.06.2023** in the office of the undersigned in the presence of tenderers, if any. Further, decision regarding supply will be taken up the committee after inspection of the articles; specification, quality etc. and decision of the committee shall be final. If the tender is accepted, the payment of the Bill as per the approved rates of the articles will be made by cheque only.
15. Income Tax/TDS/SERVICE TAX /GST will be deducted as per Income Tax Act & Rules.
16. Tenderer will have to supply the articles within 05 days of the issue of supply order.
17. **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 articles while placing the supply order as the rates to be quoted are for the estimated quantities only. **The rates once agreed will be valid up to 31 March 2024.**
18. **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, regd., with the appropriate authorities for carrying out the described works, furnishing the declaration regarding blacklisting on stamp paper etc.
  - II. **Tender not enclosed with the required DD of EMD amount of Rs. 5000/- in favour of “KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C” through Demand Draft/PO ONLY.**
  - III. Unsigned tender document/ terms & conditions / pricing bid document.
  - IV. The specification of the paper attached with the tender document not found of the quality asked for.
  - V. The Tenderer not agreeing to any of the terms & conditions so listed.
19. The undersigned does not bind him-self 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 may be decided. Accordingly,



the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part.

20. As per the instruction of Kendriya Vidyalaya Sangathan New Delhi, the article(s) / service available on GeM portal, that must be procured through Govt e- Market portal. The buyer is not bound to purchase from the firm in this regard.
21. The Quotationer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case, QUOTATIONS shall be liable to be summarily rejected.
22. 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.
23. The undersigned does not bind herself 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 one article specified in the attached statement as may be decided. In case of few items being quoted lowest by a bidder other than a bidder who has quoted lowest rates for majority of the items of the QUOTATIONS, the decision, in such a situation, may be taken to award the supply order to the successful bidder for majority of items only, although at lowest rates as quoted by other bidder, so as to facilitate the monitoring/convenience of supplies from a single/more supplier. Accordingly, the undersigned reserves the right to reject any or all QUOTATIONS without assigning any reasons thereof, either in full or in part.

### **Evaluation of quotations:**

KV Sector 22 Rohini shall evaluate and compare the quotations determined to be substantially responsive i.e. which are: Properly signed, and conforming to the terms and conditions. The evaluation would be done for all the items put together. 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. Such lowest tenderer will have to agree to other lowest quote of other unsuccessful tenderer in case in some items he has quoted higher rate than the lowest rate.

### **24. Award of contract:**

Contract will be awarded to the tenderer who fulfill all terms and conditions of tender and quote lowest total value after tax / GST etc. as per Annexure IV. Such lowest tenderer will have to agree to other lowest quote of other unsuccessful tenderer in case in some items he has quoted higher rate than the lowest rate.

- a. The purchaser will execute award the purchase order/ Work order to the bid whose quotation has been determined to be substantially responsive and who has offered the lowest price.
- 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 conditions accepted.
- d. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- e. Payment is 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 contract.
- g. KV Sector 22 Rohini reserves the right to split contract into two or more parts.

#### **GENERAL:**

- a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Principal KV SEC 22 Rohini, Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

#### **Impound of EMD:**

EMD of the successful bidder shall be liable to be forfeited if the agency does not fulfil any of the following conditions:

1. If the Bidder withdraws their offer during the period of tender validity.
2. If after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
3. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract.

#### **OTHER INSTRUCTIONS FOR SUPPLY OF PRINTING AND STATIONERY**

1. Rate may be quoted as per items list at Annexure IV.
2. In case of any dispute, anomalies or difference of opinion, the decision of Principal KV Sector 22 Rohini shall be final and binding.
3. KV Sector 22 Rohini shall reserve the right to cancel contract without assigning any reason thereof.
4. KV Sector 22 Rohini also reserves the right to increase and decrease the work during the contract period with prior intimation to the contractor.
5. Delivery of the goods is to be made at KV SEC 22 ROHINI Running AT Pocket D16 SEC 3 ROHINI DELHI-110085 The vendor has to make his own arrangements to deliver the material.



6. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the quotation / proposal is liable to be rejected.
7. Under no circumstance, sub-standard material will be accepted.
8. The items must be delivered as per time frame given by KV SEC 22 ROHINI DELHI.
9. Payment will be made to the party within one month on submission of bill subject to tally of the bill and the supplied items. No advance payment shall be made under any circumstances.
10. The firm will have to bear the cost of damage that may occur during transportation, etc.
11. The GST has rolled out with effect from 01.07.2017. For implementation of GST in KV SEC 22 ROHINI DELHI, Firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the firms/bidder without GST registration details will be summarily rejected.
12. Quotations received by KV SEC 22 ROHINI DELHI from various parties/vendors will be scrutinize and compiled for L1 rates as the quotations invited for empanelment of agencies for outsourcing of tent services. Parties whichever is interested in working with KV SEC 22 ROHINI DELHI on the compiled L1 rates will be kept in panel for further services.
13. The empanelment shall be initially valid for a period of up to **31 March 2024** with effect from date of award of supply order and may be extended for another year on mutually agreed term and conditions.
14. The firm should never have been blacklisted by any Govt./Pvt. Organization as on date. The same needs to be submitted on an affidavit duly notarized. However, given the credentials of the bidder, the undersigned reserves all the rights of any discretion in this regard.
15. On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation. If the contractor fails to supply the article/provide services within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the article from the market or get the rest of the contract completed by any other person(s) or firm and the difference of price, if any shall be deducted from the earnest money.
16. KV SEC 22 ROHINI DELHI will have the prerogative to take the service of any empaneled parties at any time if so desire.
17. KV SEC 22 ROHINI DELHI reserves the right to reject any or all offers received, without assigning any reason.
18. In the event of acceptance of the quotation and placing of the order for purchase, the articles/Providing services may be subjected to inspection by the undersigned or her representatives and are liable to be rejected if the articles supplied/providing services are not according to the approved items or do not confirm to the specification prescribed. The successful tenderers will have to supply the articles within 05 days of the issue of supply order at a place mentioned in the supply order.



केन्द्रीयविद्यालय,सैक्टर-22,रोहिणी  
कार्यस्थल,डी16-,सैक्टर3-,रोहिणी,दिल्ली  
**KENDRIYA VIDYALAYA, SECTOR-22, ROHINI**  
**AT D-16 SECTOR-3, ROHINI, DELHI-110085**

Website <https://rohinisec22.kvs.ac.in> E-mail: [principalkvrohini22@gmail.com](mailto:principalkvrohini22@gmail.com)

Phone No. 011-49064286

19. False Information: In the event of furnishing false/incorrect/incomplete information by the bidder, the EMD 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 information in the QUOTATIONS, 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.

### **Liquidated Damaged (LD) Clause**

While awarding a contract, an LD clause for levying penalty on the Supplier in case of delay in effecting delivery of goods/service as under:

- 10% of the total value of respective order for each hour of delay in providing services of **Printing and stationery**.

DATE :

PRINCIPAL  
KV SEC 22 ROHINI



**Annexure : I**

**CHECK LIST OF ENCLOSURES WITH TENDER DOCUMENT OF PRINTING AND STATIONERY**

- A. Terms & Conditions in the tender above duly signed in token of accepting them all unconditionally.
- B. Price Bidding document in Annexure-IV duly filled in with the rates and duly signed with full name and seal of the firm.
- C. **Profile/ Experience of Firm.**
- D. **Address of firm, Contact Number / Mobile No. of Owner / firm, Email address of firm etc.**
- E. **Bank Account details of the firm (Name of account holder, Account No., IFSC code, name of bank with address)**
- F. EMD of Rs. 5000/- (Rs five thousand only) in the form of **DEMAND DRAFT/CHEQUE** in favour of **KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C** payable at DELHI.
- G. **A copy of PAN NUMBER.**
- H. **A Copy of GST CERTIFICATE to be enclosed.**
- I. A copy of Returns of IT filed of latest year to be enclosed.
- J. Any other document required by the text inside the document. Strike out whichever is not applicable.

**Signature of the Bidder**

**with date & Seal of the Firm**



**Quotation for empanelment of agencies for Supply of Printing and stationery  
at KV Sec 22 Rohini Delhi**

**COMPANY/FIRM PROFILE**

S.No	Particulars	To be filled by Vendor/Agency
1.	<b>Full Name of the Firm</b> (In Capital letters)	
2.	<b>Firm Address</b> Telephone No Email Address Office Contact:- Mobile :-	
	Name, Designation and Tel. No(s) of the Contract Person Fax No(s) e-mail address	
3.	Year of commencement of Business <b>A copy of Experience certificate of the firm must be enclosed</b>	
4.	<b>Statutory Details</b> (Photocopy to be attached) A. PAN no B. Registration No. of the Firm if any C. GST Registration No. if any D. Latest IT return E. Registration for Shop And Establishment if any	
5.	<b>Earnest Money Deposit (EMD)</b> in the form of <b>Demand Draft/Pay Order of Rs. 5000/-</b> (Rupees Five Thousands only) drawn on in favour of <b>"KENDRIYA VIDYALAYA SEC 22 ROHINI VIDYALAYA VIKAS NIDHI A/C"</b> payable at DELHI.	Demand Draft No. _____ Dated _____ drawn on _____

Date:

Signature of the Authorized Signatory with  
Seal of the Agency/ Firm





To

The Principal  
KV Sector 22 Rohini Delhi  
Running At Pocket D 16, Sector 3 Rohini Delhi  
PIN – 110085 (011-49064286)

**AGREEMENT BY THE FIRM ON THE TERMS & CONDITIONS FOR Supply of PRINTING AND STATIONERY**

Sub: Tender/ Quotation for Empanelment of Agencies/ firm for Supply of Printing and stationery at **KV Sector 22 Rohini Delhi Running At Pocket D 16, Sector 3 Rohini Delhi.**

Sir,

This is with reference to your tender no: **1444-KV/SEC22/Tender/2023-24** dated **19-05-2023**. We are interested in participate in the tender / quotation for Empanelment of Agencies for Supply of **Printing and stationery** at **KV Sec 22 Rohini Running At Pocket D 16, Sector 3 Rohini Delhi**. We declare that: -

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.
- viii) **I/We, hereby undertake that all the terms & conditions for quotation mentioned in this document any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same fully.**

(Signature of the Bidder)  
Printed Name Designation

Official seal/ stamp

Date:



**LIST OF ITEMS OF Supply of PRINTING AND STATIONERY**

EXAMINATION STATIONERY					
Sl. No.	Name of item with Specification / Particulars	Unit	Rate without GST	Rate of GST	RATE with GST
1.	(A) Examination Question Paper Printing Size 9×11" First 100 copies (including Figure Scanning, binding, envelope packing)	Per Page Per 100			
	Examination Question Paper Printing Size 9×11" Next 100 copies (including Figure Scanning, binding, envelope packing)	Per Page Per 100			
	(B) Examination Question Paper Printing Size 10×7½" Offset Printing First 100 copies	Per Page Per 100			
	Examination Question Paper Printing Size 10×7½" Next 100 copies (including Figure Scanning, binding, envelope packing)	Per Page Per 100			
2.	Progress Report Card size 13×10" 230 gms art card multi colour printing Primary & Secondary	Per 100			
3.	Result Register 70 pages on 80 gsm ledger paper size 13×8"	Each			
4.	Result Sheet for Primary and Secondary on 250 gsm ledger paper	Per 100			
5.	Progress Sheet approx Legal size on 100 gsm paper Single Colour Printing with logo as watermark	Each			
	Multi Colour Printing with logo as watermark	Each			
	Without Printing plain	Each			
6.	Progress Sheet approx A4 size on 100 gsm paper Single Colour Printing with logo as watermark	Each			
	Multi Colour Printing with logo as watermark	Each			
	Without Printing plain	Each			
7.	Plastic File Folder FS Size with Printing	Each			
8.	Plastic File Folder A4 Size with Printing	Each			
9.	Plastic File Folder FS Size without Printing	Each			
10.	Plastic File Folder A4 Size without Printing	Each			
11.	Folder Two fold FS Size Multi colour Printing	Each			
12.	Brown Envelope FS Size Single Colour Printing	Each			
13.	Marks Slip Tests size 5×13" on Balarpur paper	Per 100			
14.	Marks Slip for Primary size 8×13" on Balarpur paper	Per 100			
15.	Ans. Script 9×11" 4 Pages Unprinted on Balarpur paper	Per 1000			
16.	Ans. Script 9×11" 4 Pages Printed on Balarpur paper	Per 1000			
17.	Ans. Script 9×11" 8 Pages Printed on Balarpur paper	Per 1000			
18.	Ans. Script 9×11" 12 Pages Printed on Balarpur paper	Per 1000			



19.	Ans. Script 9×11" 16 Pages Printed on Balarpur paper	Per 1000			
20.	Ans. Book size 9×11" Approximate page 24 C.B.S.E. Board Pattern	Per 1000			
21.	Vidyalaya Patrika size 8½×10½" total no. of pages 64 pages 7.6 kg. Balarpur Paper. Hindi, English, Sanskrit Computerised Offset Printing + 8 Pages Art Paper 130 gms Photo Colour Offset Printing + 4 Pages 250 gms Art Cards Title Four Colour Offset Printing with one side Lamination	Each			
	Additional 4 pages Colour Offset Printing	Each			
	Additional 4 pages Black & White	Each			
22.	Newsletter size 8½×10½" 4 Pages 250 gms Art Paper with four colour offset printing	Each			
23.	Newsletter size 8½×10½" 8 Pages 250 gms Art Paper with colour offset	Each			
24.	School Readiness Activity Booklet's size A4/ 8½"×10½" both side Black & White Printing 70 gsm Mapletho Paper Rates for 4 pages Black & White Printing	Each 4 Pages			
	Title 250 gsm Art Card single colour printing	Each Book			
	Title 250 gsm Art Card Four colour printing	Each Book			
	Spiral Binding	Each Book			
	Perfect Binding	Each Book			

### OFFICE STATIONERY

Sl. No.	Name of Item	Unit	Rate without GST	Rate of GST	RATES with GST
1.	Admission / Withdrawal Form on Ledger Paper	Per 100			
2.	A.P.A. Form 12 Pages as per KVS 9"×11½"	Per 100			
3.	Admission & Withdrawal Register 250 Pages, Strong Leather Binding size 15"×20"	Each			
4.	Cash Book Full PVC Binding	Each			
5.	Daily Att. & Fee Register 76 Pages	Each			
6.	Dispatch Register 250 Pages Strong Leather Binding	Each			
7.	Diary Register 250 Pages Strong Leather Binding	Each			
8.	Essentiality Certificate (A+B)	Per 100			
9.	Fee Receipt Book Big Size A-4	Each			
	Fee Receipt Book Small Size Book	Each			
10.	CS-12 Miscellaneous Receipt Book	Each			
11.	Invitation Cards of Ivory Card Sheet size 5"×7" with Envelope both side Printing Ivory 400 gms. Card Sheet	Per 100			
12.	Invitation Cards of 13.6 J.K. Card Sheet, Both Side Printing	Per 100			
13.	Library Book Issue Register 250 Pages on Ledger Paper	Each			
14.	Library Accession Register 250 Pages on 90 gms Ledger Paper	Each			



### OFFICE STATIONERY

Sl. No.	Name of Item	Unit	Rate without GST	Rate of GST	RATES with GST
15.	Ledger A/c Register Full PVC Binding on 90 gms Ledger Paper	Each			
16.(A)	Medical Reimbursement Forms 4 Pages	Per 100			
(B)	Medical Form No. 97, Application 2 Pages	Per 100			
17.	Order Pads for Ledger Paper	Per 100			
18.	Provisional/Character Certificate Book	Each			
19.	Printing Time Table Sheet size 12×18"	Per 100			
20.	Lesson Observation Diary	Each			
21.	Registration Form for class XI on both side 90 gms Ledger Paper	Per 100			
22.	Registration Form as per sample with numbering	Per 100			
23.	Stock Register (Non-consumable) on 130 gms Ledger Paper	Each			
24.	Stock Register (Consumable) on 130 gms Ledger Paper	Each			
25.	Service Book for Staff with Gatta Binding 50 Pages on Ledger Paper	Each			
26.	Student Complaint Cards size 4×6"	Per 100			
27.	T.A. Bill Form	Per 100			
28.	Teachers Diary for Secondary classes 160 pages	Each			
29.	Teachers Diary for Primary classes 160 pages	Each			
30.	Teachers Arrangement Book 100 pages size 10"×15"	Each Book			
31.	Teacher Attendance Register	Each			
32.	Teacher Daily Diary size 10"×7½" 200 Pages with Gatta Binding	Each			
33.	Visitor Register 250 Pages Leather Binding	Each			
34.	Registers Printed KVS Pattern Size 8"×13" – 60 Pages	Each			
35.	Registers Printed KVS Pattern Size 8"×13" – 80 Pages	Each			
36.	Registers Printed KVS Pattern Size 8"×13" – 120 Pages	Each			
37.	Registers Printed KVS Pattern Size 8"×13" – 180 Pages	Each			
38.	All Performa Size 9"×11" One Page	Per 100			
39.	All Performa size 9"×11" Two Pages	Per 100			
40.	All Performa size 9"×11" Three Pages	Per 100			
41.	All Performa size FS one Page	Per 100			
42.	All Performa size FS Two Pages	Per 100			
43.	All Performa size FS Three Pages	Per 100			
44.	All Performa size A3 One Page	Per 100			
45.	All Performa size A3 Two Pages	Per 100			
46.	All Performa size A3 Three Pages	Per 100			
47.	Student Diary size 6"×8" Total 120 Pages (Standard Size) good quality mapletho paper and Title Hard Card Board 4 colour offset printing with Lamination	Each			



### OFFICE STATIONERY

Sl. No.	Name of Item	Unit	Rate without GST	Rate of GST	RATES with GST
48.	Medical Checkup Cards as per Sample	Per 100			
49.	Sports & Cultural Merit Certificate 300 gms Ivory Card Sheet 2 Colour Screen Printing	Each			
50.	Sports & Cultural Merit Certificate 300 gms Art Card Sheet Four Colour Offset Printing	Each			
51.	Library Card as per sample	Per 100			
52.	Birthday Card as per sample Multicolour Printing	Each			
53.	Student Complaint Book in Duplicate	Each Book			
54.	Question Paper setting Form both side printing Size FS	Per 100			

### STATIONERY ITEMS

Sl. No.	Name of Item	Unit	Rate without GST	Rate of GST	RATES with GST
1.	Chart Paper	Each			
2.	Pastel Sheet	Each			
3.	Kite Paper	Each			
4.	Glazed Paper	Each			
5.	Handmade Sheet	Each			
6.	Florescent Sheet	Each			
7.	Ivory Sheet	Each			
8.	Sketch Pens Stick (20 colour set)	Per Set			
9.	Sketch Pens Stick (15 Colour Set)	Per Set			
10.	Sketch Pen stick Jumbo Park	Per Set			
11.	Sketch Pen Luxor Singh Colour Set	Per Set			
12.	Fevi Stick	Each			
13.	Fevicol 100 gms	Each			
14.	Fevicol 200 gms	Each			
15.	Fevicol 500 gms	Each			
16.	Fevicol 50 gms	Each			
17.	Poster Colour 12 Colour Set	Per Set			
18.	Poster Colour 6 Colour Set	Per set			
19.	Crayons Colour	Per Set			
20.	Pencil Colour	Per Set			
21.	Permanent Marker Camlin/Reynolds	Each			
22.	White Board Marker	Each			



केन्द्रीयविद्यालय,सैक्टर-22,रोहिणी  
कार्यस्थल,डी16-,सैक्टर3-,रोहिणी,दिल्ली  
KENDRIYA VIDYALAYA, SECTOR-22, ROHINI  
AT D-16 SECTOR-3, ROHINI, DELHI-110085

Website <https://rohinishc22.kvs.ac.in> E-mail: [principalkvrohini22@gmail.com](mailto:principalkvrohini22@gmail.com)

Phone No. 011-49064286

### STATIONERY ITEMS

Sl. No.	Name of Item	Unit	Rate without GST	Rate of GST	RATES with GST
23.	Stick Bold Marker	Each			
24.	Golden Paper / Silver Paper	Each			
25.	Plastic Scale 12"	Each			
26.	Plastic Scale 24"	Each			
27.	Steel Scale 12"	Each			
28.	Steel Scale 24"	Each			
29.	Pencil Natraj	Per Pkt.			
30.	Eraser Non-Dust	Per Pkt.			
31.	Sharpener	Each			
32.	Brown Tape 1"	Each			
33.	Brown Tape 2"	Each			
34.	Cello Tape 1"	Each			
35.	Cello Tape 2"	Each			
36.	Cello Tape ½"	Each			
37.	Double Sided Tape	Each			
38.	Cellophane Sheet	Per Mtr.			
39.	Board Pin Fanta	Each			
40.	Board Pin Big Size	Each			
41.	Board Pin Coloured	Each			
42.	Pin Cushion	Each			
43.	Water Sponge	Each			
44.	Stapler 10-D	Each			
45.	Stapler Big Size	Each			
46.	Stapler Pin Max	Each			
47.	Stapler Pin Big Size	Each			
48.	Coloured Tape Big Size	Each			
49.	Luxor Hi-Techpoint Pen	Each			
50.	V-5/Uniball Pen	Each			
51.	Stamp Pad	Each			
52.	Stamp Pad Ink	Each			
53.	Reynolds Pen	Each			
54.	Reynolds Refille	Each			
55.	Paper Cutter Small	Each			
56.	Paper Cutter Big Size	Each			
57.	Scissor Plastic Small	Each			
58.	Scissor Plastic Big	Each			
59.	Scissor (Brass Handle)	Each			



### STATIONERY ITEMS

Sl. No.	Name of Item	Unit	Rate without GST	Rate of GST	RATES with GST
60.	Calculator 10 Digit	Each			
61.	Cello Butterflow Pen	Each			
62.	Cello Butterflow Refille	Each			
63.	Brown Sheet	Each			
64.	OHP Marker	Each			
65.	OHP Sheet	Per Pkt.			
66.	Sealing Wax	Per Box			
67.	Gum Tube	Each			
68.	Pocker Steel	Each			
69.	ADD Achiever Pen	Each			
70.	Paper Weight	Each			
71.	Coloured Sheet A-4 Size	Per Pkt.			
72.	Coloured Sheet A-3 Size	Per Pkt.			
73.	My Clear Bag	Each			
74.	Sparkle Sheet A-4 Size	Each			
75.	Zen Clip	Per Pkt.			
76.	Sticky Pad	Each			
77.	Dak Pad	Each			
78.	Writing Pad 1/8	Each			
79.	Punching Machine Single	Each			
	Punching Machine Double	Each			
80.	Tags White (Small)	Per Pkt.			
81.	Tags Green (Big Size)	Per Pkt.			
82.	All Pin Bell 100 gms.	Per Box			
83.	Gum Bottle 300 mL Camel / Ashoka	Each			
	Gum Bottle 700 mL Camel / Ashoka	Each			
84.	Carbon Kores Small Blue	Per Box			
	Carbon Kores Big Blue	Per Box			
85.	Wooden Duster	Each			
86.	Cloth Duster Best Quality	Each			
87.	Index File	Each			
88.	Valvet Sheet	Each			
89.	Thread Ball 100 gms.	Each			
90.	Sparkle Pen	Each			
91.	Sutli Jute Wali	Per Kg.			
92.	Sutli Plastic	Per Pkt.			
93.	Drawing Sheet 9×11"	Per 100			



### STATIONERY ITEMS

Sl. No.	Name of Item	Unit	Rate without GST	Rate of GST	RATES with GST
94.	Rubber Bands 3" Nylon	Per Pkt.			
95.	White Fluid (Kores) (Double)	Each			
	White Fluid Pen	Each			
96.	Markeen	Per Mtr.			
97.	Fevicol Tubes	Each			
98.	Highlighter Pen	Each			
99.	Graph Paper	Per 100			
100.	Outline Map physical & Political	Per 100			
101.	Date Sheet	Per 100			
102.	File Board	Each			
103.	Cloth Envelope Small Size	Each			
104.	Cloth Envelope Medium Size	Each			
105.	Cloth Envelope Full Size	Each			
106.	Photo Copier Paper Century A4 Size	Per Rim			
107.	Photo Copier Paper Century A3 Size	Per Rim			
108.	Photo Copier Paper Century FS Size	Per Rim			
109.	File Covers Best Quality with School Name Printed	Each			
110.	Guard File 10×15" Pasting	Each			
111.	Envelope 11×15" with School Name Printed	Per 1000			
112.	Envelope 9×4" with School Name Printed	Per 1000			
113.	Ruled Register 3Q. 12×7"	Each			
114.	Ruled Register 4Q. 12×7"	Each			
115.	Chalk Box Doms	Per Box			
116.	Chalk Box Coloured Kores 50 Stick	Per Box			
117.	Chalk Box Kores 50 Stick	Per Box			
118.	Chalk Box Kores 144 Stick	Per Box			
119.	Chalk Box Apsara	Per Box			
120.	Full Scape Paper Size 13×16" Rulled	Per Rim			
121.	Full Scape Paper Size 13×16" Unrulled	Per Rim			
122.	Cobra File	Each			
123.	Satin Ribbon	Each			
124.	Tape Dispenser	Each			
125.	Scissor Zig Zag	Each			
126.	Sparkle Sheet A-3 Size	Each			
127.	Cut Marker Chisel	Each			
128.	A-3 Size Cartridge Sheet	Per Pkt.			
129.	A-4 Size Cartridge Sheet	Per Pkt.			





केन्द्रीयविद्यालय,सैक्टर-22,रोहिणी  
कार्यस्थल,डी16-,सैक्टर3-,रोहिणी,दिल्ली  
**KENDRIYA VIDYALAYA, SECTOR-22, ROHINI**  
**AT D-16 SECTOR-3, ROHINI, DELHI-110085**

Website <https://rohinisec22.kvs.ac.in> E-mail: [principalkvrohini22@gmail.com](mailto:principalkvrohini22@gmail.com)

Phone No. 011-49064286

<b>STATIONERY ITEMS</b>					
Sl. No.	Name of Item	Unit	Rate without GST	Rate of GST	RATES with GST
130.	A-3 Size Ivory Sheet	Per Pkt			
131.	A-4 Size Ivory Sheet	Per Pkt.			

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 specification in the Invitation for Quotations.

(Bidder)

Signature\_\_\_\_\_

Name\_\_\_\_\_