



केंद्रीय विद्यालय संगठन

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

F.11090-1/2018-KVS(S&S)

दिनांक : 24-04-18

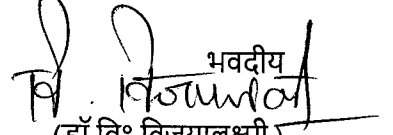
1. मैसर्स एम.के. एंटरप्राइजेज, 281, दूसरी मंजिल, लम्बी गाली, एसपी मुखर्जी मार्ग, नई दिल्ली .
2. मैसर्स भागमल जैन एंड संस, 2565-66, नाइवाड़ा, चावरी बाजार, दिल्ली -110006.
3. मैसर्स जैनको प्रिंटर और स्टेशनर्स, 2323, गैली छोटी पहाड़ वाली, धरमपुर, चावरी बाजार, दिल्ली -110006.
4. मैसर्स यूआरआरडर, 920, दूसरी मंजिल, मेला राम हाउस, चावरी बाजार, दिल्ली -110006
5. मैसर्स ग्रीनवर्ल्ड एंटरप्राइजेज, 4-बी, डीडीए फ्लैट्स, माता सुंदर रोड, नई दिल्ली -110002
6. मैसर्स अंकिता उद्यम, 118 / एफ 8 गैली नं. 4, पूर्वी मोती बाग, सराई रोहिल्ला, दिल्ली -110007.
7. डीएलए एंटरप्राइजेज, 232/71 ए, ए -1, तेजब मिल कंपाउंड, न्यू कोट गौव, गाजियाबाद.
8. मैसर्स क्रिसेंट स्टेशनर्स, 201, पालिका जगह पंचकुओयन रोड, नई के पीछे दिल्ली -110001.

विषय : वर्ष 2018-20 के दौरान स्टेशनरी वस्तुओं की आपूर्ति हेतु निविदाओं का आमंत्रण ।

महोदय,

Please refer to the subject cited above for empanelment of suppliers for stationery items 2018-2020, you may visit our website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) to download tender

document and submit the same duly completed in all respect upto 12.30 PM on 16-05-18

  
(डॉ वि० विजयालक्ष्मी)  
संयुक्त आयुक्त (प्रशा०)

Copy to :

उपायुक्त ,(EDP) alongwith a copy of the text of the tender notice for uploading on the KVS website.

*12/5/18*  
*24/5/18*

## TENDER NOTICE

केंद्रीय विद्यालय संगठन  
18, संस्थागत क्षेत्र, शहीद जीतसिंह मार्ग  
नई दिल्ली - 110 016

(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)

F.11089-6/2017-KVS(S&S)

Dated:

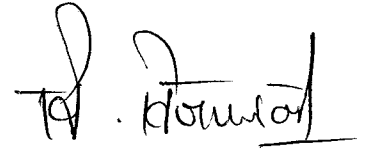
वर्ष 2018-20 के दौरान स्टेशनरी वस्तुओं की आपूर्ति हेतु निविदाओं का आमंत्रण

केंद्रीय विद्यालय संगठन (मुख्यालय) में स्टेशनरी वस्तुओं की आपूर्ति हेतु इच्छुक एवं योग्य फ़र्मों से मुहरबंद निविदाएं आमंत्रित की जाती हैं। निविदा फ़ार्म विस्तृत जानकारी के साथ के.वि.स. की मुख्यालय की वेबसाइट [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) पर उपलब्ध है जिसे डाऊनलोड कर वांछित निविदा फीस रुपये 500/- के डी० डी०/बैंकेर्स चेक के साथ जमा किया जा सकता है।

मुहरबंद निविदाएं केंद्रीय विद्यालय संगठन (मुख्यालय) में सेवा एवं आपूर्ति अनुभाग कमरा संख्या 213 में दिनांक 16-05-18 दोपहर 12.30 बजे तक जमा किए जा सकते हैं। प्राप्त निविदाएँ दिनांक 16-05-18 को दोपहर 3.00 बजे द्रोणाचार्य कक्ष में खोली जाएंगी।

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Sealed Tenders are invited for empanelment of suppliers for supply of stationery items and other material required for day to day use in KVS (HQ). Sealed tender should reach this office within 21 days of publication of this notice. For detail, visit WEB – SITE [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

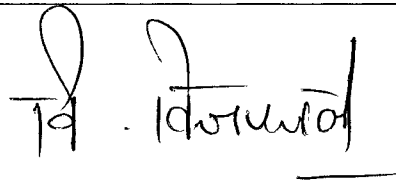


(डॉ० वि० विजयालक्ष्मी)  
संयुक्त आयुक्त (प्रशा.)

## टेंडर

केन्द्रीय विद्यालय संगठन (मुख्यालय) नई दिल्ली द्वारा  
स्टेशनरी वस्तुओं की आपूर्ति हेतु वर्ष 2018 से 2020  
तक आपूर्तिकर्ताओं को पैनलबद्ध करने हेतु निविदा  
आमंत्रण सूचना

इच्छुक एवं योग्य फ़र्मों से निविदा फॉर्म कमरा संख्या-  
213, केन्द्रीय विद्यालय संगठन (मुख्यालय), 18 संस्थागत  
क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016 से दिनांक  
24-04-18 से 16-05-2018 को (अप.) 12.30 बजे तक  
केन्द्रीय विद्यालय संगठन (मु0), नई दिल्ली के पक्ष में  
रू०500/- (रूपये पाँच सौ मात्र) नगद/डिमांड ड्राफ्ट/बैंक  
पे. ऑर्डर आदि जमा करके प्राप्त कर सकते हैं। निविदा फार्म  
इस कार्यालय की वेबसाइट ([www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)) से  
भी डाऊनलोड किया जा सकता है परंतु इसकी लागत  
तकनीकी बोली के साथ दिनांक 16-05-18 12.30 बजे तक जमा  
किया जाना आवश्यक है।

  
V. K. Jaiswal

**केंद्रीय विद्यालय संगठन**  
18, संस्थागत क्षेत्र, शहीद जीतसिंह मार्ग  
नई दिल्ली / New Dehi-110 016

**TENDER DOCUMENT FOR EMPANELMENT OF SUPPLIERS FOR STATIONERY  
ITEMS FOR THE YEAR 2018-2020**

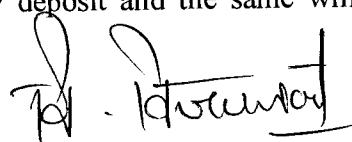
Kendriya Vidyalaya Sangathan is an Autonomous Organization under the Ministry of Human Resource Development Govt. of India fully funded by the Govt. of India.

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

A notice inviting tender to empanelment is being notified in KVS website. Interested suppliers may submit tender forms duly completed in all respect by upto **12.30 pm 16/5/18** --- The tender forms may be collected from S&S section, KVS (HQ), Room No.213. or can be downloaded from KVS Website and be furnished with the requisite tender fee. The cost of the tender form is Rs.500/- non refundable. It can be deposited in the form of Demand Draft/Pay order in favour of Kendriya Vidyalaya Sangathan, New Delhi. Tenders will be opened at 3.00 p.m. at KVS(HQ) on ~~16/5/18~~ in the presence of the bidders.

An earnest Money of Rs.25,000/- is to be deposited along-with tender document towards EMD. Tender without EMD will summarily be rejected. The suppliers will be empanelled for a period of **Two Year** which can further be extended for another **one year** at the discretion of the Sangathan on the basis of satisfactory services. The Supplier will be empanelled on the following terms & Conditions:-

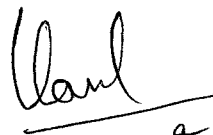
1. The quotation shall be submitted according to the terms and conditions specified in paragraphs 2 to 11. Unless specified otherwise in the quotation, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
2. The rates should be F.O.R. and should include excise duty, sales tax, freight charges/GST, any other taxes rates or imposition whatever liable in respect of the supplies. The Kendriya Vidyalaya Sangathan shall not be liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.
3. There should not be any over writings or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure may be attested with full signature and date. In the absence of the attested signature the quotation is liable to be rejected.
4. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than on article specified in the attached statement.
5. On acceptance of the quotation it will become a contract and the contractor shall abide by the terms and conditions of the quotation will be.
6. The firms whose quotation is accepted, herein after called the contractor, & their EMD will be retained as security deposit and the same will be refunded after expiry of contract.



Contd.,

7. If the contractor fails to supply the articles within the stipulated time in the letter or acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person or firm and the difference of price, if any, shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
8. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
9. Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.
10. In the event of acceptance of the quotation and placing of the supply order for purchase, the articles ordered for would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not conform to the specifications prescribed.
11. The rates quoted by the contractor shall be valid for two year from the date of awarding the contract and may be extended for another one year with mutual consent on the same rates and terms & condition as mentioned in the initial contract. No amendment in the rate except increase in the rate of Taxes during the period of execution of the contract will be accepted.
12. Rates may be clearly quoted with/or without tax.

Station: New Delhi  
Date: 24/4/2018



(Dr. V. Vijayalkshmi)  
JOINT COMMISSIONER (ADMN.)

**केंद्रीय विद्यालय संगठन**  
18, संस्थागत क्षेत्र, शहीद जीतसिंह मार्ग  
नई दिल्ली / New Dehi-110 016

**TENDER FOR EMPANELMENT OF SUPPLIER FOR  
SUPPLYING THE STATIONERY ARTICLES**

1. Name of the Contractor(Tenderer) \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. PAN NO. \_\_\_\_\_  
TIN NO. \_\_\_\_\_
4. GSTIN No. under shop & Esstt.Act. \_\_\_\_\_
5. Type of Establishment \_\_\_\_\_
6. Whether Govt/Semi-Govt./Private: \_\_\_\_\_
7. Details of contracts executed during  
Last one year  
i) \_\_\_\_\_  
ii) \_\_\_\_\_  
iii) \_\_\_\_\_  
iv) \_\_\_\_\_
8. Present Assignments in hand  
i) \_\_\_\_\_  
ii) \_\_\_\_\_  
iii) \_\_\_\_\_  
iv) \_\_\_\_\_
9. Rates of the articles as mentioned  
in the list (Annexure -I) \_\_\_\_\_
10. Bank Details :Name of the Bank \_\_\_\_\_  
IFSC Code : \_\_\_\_\_  
Account No. : \_\_\_\_\_

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

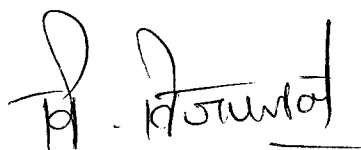
SIGNATURE OF TENDERER

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



## RATE LIST

SL NO	NAME OF THE ITEM	RATE
1	ALL PIN – BEL 100 GSM PER PACKET	
2	Binder Clip music 555 size,25mm,32mm,41mm	
3	Door Bell ding dong	
4	BUCKET (PLASTIC) 18 LTR. Cello	
5	CALCULATOR 12 DIGIT (CASIO)MJ-120DJ	
6	CANDLE (GOOD QUALITY) 400 GSM	
7	CARBON A"4 – KORES(multicopy) – BLUE (PER PKT)	
8	CARBON A"4 – KORES – BLACK (PER PKT)	
9	CARTRIDGE NO.2612A	
10	CARTRIDGE NO. CC 388 A	
11	CARTRIDGE NO. 205 A Samsung	
12	C.D.MARKER PEN (BLACK/GREEN/RED)	
13	CLIP 'U' BELL 35 MM (STEEL)	
14	CLIP 'U' (PLASTIC COATED) Zen	
15	CELL PENCIL (EVERADY)AARed colour	
16	CELL BIG (EVERADY)Red colour	
17	CELL – AAA (EVERADY)Red colour	
18	CELLO TAPE (SMALL) – WONDER ½" X 30 mtr.	
19	CELLO TAPE WONDER 2" X 40 METER (TRANSPARENT)	
20	CELLO TAPE WONDERt 2" X 40 METER ((Brown)	
21	COLIN PER PIECE 500 ml	
22	COLOUR FLAG DE'SMAT (PM 31340S) 3 PCs 25X76mm	
23	CORRECTING FLUID PEN (WHITE) kores 7ml	
24	DUSTBIN BIG SIZE 60 LTR.	
25	DAK PAD (GOOD QUALITY) PLASTIC COATED NEELGAGAN	
26	DOUBLE TAPE	
27	DETOL LIQUID (Hand wasch) (MEDIUM) PER BOTTLE 250ml	
28	DUMPER / SPONGE	
29	DUSTBIN PLASTIC PLAIN (small)cello 12 LTR	
30	DUSTER (ORD) – COTTON – GOOD QUALITY WHITE 16"X16"	
31	DUSTER FLOOR 36"X36"" (FINE QUALITY)	
32	DUSTER SOFT (YELLOW) medium 16"X16"	
33	DRAWING PIN (Fanta) Fixwell	
34	ENVELOPES – WHITE printed 9" X 4" THICK – 100 GSM super sun shine as per sample	
35	ENVELOPES – Yellow 8" X10" as per sample	
36	ENVELOPES – WHITE Printed 11" X 5" . THICK – 100 GSM SUPER SUN SHINE	
37	ENVELOPES – (WITH CLOTH) 16" X 12" – Printed as per sample	



RATE LIST

38	ENVELOPES – WITH CLOTH 10” X 12” – Printed as per sample	
39	ERASSER – NON DUST (APSARA)	
40	GLUE STICK KORES 15 GM	
41	FILE BOARD – ( NEELGAGAN) NO. 31 (SUPER QUALITY)	
42	FILE COVER Printed RECORD FILE (SUPER QUALITY)	
43	GLASS TUMBLER 10C (yera)	
44	GUM BOTTLE (BIG) – KORES 700ML	
45	GUM BOTTLE (SMALL)- 300 ML KORES	
46	HIGHLIGHTER (LUXOR GLOLITER)	
47	JUG FOR WATER – Flora 2500ml	
48	INDEX FILE (NEELGAGAN) No.35	
49	MARKER PEN (BLACK PERMANENT)Luxor	
50	MARKEN CLOTH DOUBLE WIDTH 127 CM	
51	MOUSE PAD (Good Quality)	
52	NOTE SHEET NEELGAGAN – GREEN F/S 100 GSM (100 SHEETS)	
53	PAPER WEIGHT GLASS – MEDIUM	
54	PASTE IT SLIP YELLOW 3X3 BUTTERFLY	
55	PEN STAND WITH FOUR PENS (GOOD QUALITY)	
56	PENCIL LEAD (ORDINARY) NATRAJ, H.B.	
57	PENCIL SHORTHAND – APSARA	
58	PEN CELLO BUTTERFLOW (BLUE & BLACK)	
59	PEN DRIVE – 8 GB – TRANSCEND	
60	PEN DRIVE – 16 GB – TRANSCEND	
61	PEN DRIVE – 32 GB – TRANSCEND	
62	PEN DRIVE – 64 GB – TRANSCEND	
63	PEN Cello fine grip Ordinary (BLUE,Black & Red)	
64	PEN AD- GEL Trimax (BLUE, BLACK, RED & GREEN)	
65	PEN UNIBOLL FINE	
66	PEN PILOT V-5 (BLUE,BLACK,RED,GREEN)	
67	PHOTO COPY PAPER A-4 – JK 75 GSM Red COLOUR PACKING	
68	PHOTO COPY PAPER JK 75 GSM Red colour packing	
69	PIN CUSHION (ORDINARY) SUPEREME	
70	PLASTIC FOLDERS WITH BUTTON(good quality)	
71	PLASTIC FOLDER ‘L’ SHAPE (TRANAPARANT) A’4 SIZE SUN	
72	PLASTIC FOLDER ‘L’ SHAPE (TRANAPARANT) F/S SIZE	
73	PLASTIC FOLDER (WITH BASE)MARCO	
74	POCKER STEEL	
75	PUNCH MACHINE (SINGLE) – KANGAROO	
76	PUNCH MACHINE (DOUBLE) – KANGAROO No.600	
77	REFILE AD-GEL Trimax (BLUE,BLACK,RED GREEN)	
78	REFILE BUTTERFLOW (BLUE & Black)	

*(Signature)*



केंद्रीय विद्यालय संगठन

(ANNEXURE-I)

RATE LIST

79	REFILE Cello fine grip (BLUE,BLACK,RED)	
80	RUBBER BAND – 4” (NYLON) ½ KG	
81	REGISTER SARASWATI 288 pages)	
82	REGISTER 6 QR. LEATHER BINDING (SARASWATI)	
83	REGISTER 8 QR. LEATHER BINDING (SARASWATI)	
84	REGISTER 10 QR. LEATHER BINDING (SARASWATI)	
85	ROOM FRESHNER – PREMIUM PER PIECE	
86	RING BINDER – soloRB 402	
87	SCALE PLASTIC - 12”	
88	SCISSORS (MEDIUM SIZE) 6 “kabica	
89	SEALING WAX	
90	SHARPER – NATRAJ	
91	SHORTHAND NOTE BOOK – BITOO	
92	SLIP PAD – Neelgagan No.33 (40 SHEET)	
93	SOAP – DETOL 75 GRM	
94	SOAP Surf Excel 200 GRM	
95	SPIRAL NOTE BOOK ( 100 pages ruled)	
96	SPIRAL NOTE BOOK (150 Pages each, ruled, A4, White Plain) <i>Good quality</i>	
97	STAPLER SMALL KANGAROO – HD-10D	
98	STAPLER BIG KANGAROO – 455HD-45	
99	STAPLER PIN SMALL NO.10 KANGAROO	
100	STAPLER PIN BIG KANGAROO 24/6	
101	STAMP PAD – Select (India)	
102	STAMP PAD INK Supreme	
103	SUTLI JUTE PER ¼ KG PACKET(GOLA)	
104	TAG (WHITE THICK SUPER QUALITY)	
105	TOWEL FCY 75X150 B/BYE (WHITE)/GRAY	
106	VIM 1 KG.	
107	BOARD DUSTER	
108	WHITE BOARD MARKER	
109	STOCK REGISTER 8QR SARASWATI	
110	Pen Hydra Gel	
111	PHOTOCOPY PAPER A-4 POWER X75 GSM COLOUR /PINK/SKY/ETC	

*H. Kumar*