

**TENDER FORM AND TERMS AND CONDITION FOR OUTSOURCING OF JOB
OF PHOTO COPYING & SPIRAL BINDING**

1. Place of work : Kendriya Vidyalaya Sangathan,
Head Quarters, New Delhi
18 Institutional Area
Shaheed Jeet Singh Marg,
New Delhi -110016.
2. Nature of Job Installation of Photocopier (High Speed Model) and arrangement for Spiral Binding.
3. Facilities to be provided by the Agency
 - a) Operator
 - b) Xerox Machine
 - c) Photostate paper (as per sample/ requirement.
 - d) Toner
4. Facilities to be provided by KVS
 - Suitable space will be provided by KVS in the office premises on the following conditions:
 - a) The rent will be charges by KVS @ @Rs2000/- (Rupees two thousand only) Per month
 - b) The electricity charges will be charged as per separate sub meter reading.
- 5
 - i) The machine should be kept in good functional condition along with sufficient Quantity of papers during all working days.
 - ii) The Agency shall provide an operator who should be available on all working hours between 9 to 6 p.m.. The photocopy work will be completed on the same day. In case of emergency, the operator will work beyond office hours or on holidays without any extra charge
 - iii) The arrangement can be terminated with one month's notice by the KVS
 - iv) No rent for the photocopier machine installed in KVS will be charged by the firm
 - v) Payment will be made within 15 days from the date of receipt of the bill on monthly basis
 - vi) The sealed tender should accompany with Earnest Money of Rs 20000/- (Rupees twenty thousand only) without which the tender will not be considered. Earnest money of unsuccessful bidders will be released within one month from the date of closing of tender. In respect of successful bidder, EMD will be partially adjusted against Security Deposit.

vii) Security Deposit: The successful bidder will have to deposit a security of Rs 35000/-(Rupees thirty five thousand only) after reducing EMD of Rs 20000/- Already paid by him. Security Deposit will be refunded after one month of Completion of contract and after recovery of dues from the agency if any,

viii) In case Agency fails to undertake the job, the same will be got done from the open market at the cost of agency and excess expenditure on this account will be recovered from the agency

6. The contract will be awarded initially for one year which may be renewed subject to the Satisfactory performance of contractor purely at the discretion of the Sangathan. The Contractor has no right for renewal of the contract at his own.

7. The tender form can be obtained from the S & S section, Room No 213 of this office on any working day from the date of advertisement to 21.09.2011 at 1 PM on payment of Rs 500/- by demand draft/pay order drawn in favour of Kendriya Vidyalaya Sangathan,(Hqrs_) payable at New Delhi. In case form is downloaded from website of KVS; the DD of Rs 500/-(Rupees five hundred only) in favour of Kendriya Vidyalaya Sangathan, Head Quarter, New Delhi be sent alongwith tender form, failing which form will be rejected.

8 The sealed tenders duly filled in all respects super scribed as Tender for installation of photocopies machine should reach S & S Section in room no 213 of this office up to 1 PM of 21.09.2011. Tender will be opened at 3 PM on 21.09.2011 in the presence of tenderers who may like to be present.

9. Rates for photocopy charges inclusive of cost of paper (sample enclosed) may be quoted hereunder: -

Rates (on one side of paper)	Rates (on both side of paper)
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- a) A-4 per copy
- b) F/s -do-
- c) B-4 -do
- d) A-3 -do

Rates of spiral binding

Spiral size No

- a) 10
- b) 12
- c) 15
- d) 18
- e) 20

10. Name of the contractor (Tenderer)

11 Address of firm

12. Pan No (with attested copy for evidence)

13. Registration No. under shop & Estt Act
(With attested copy)

14 Type of Establishment

15 Whether Govt/Semi-Govt./Private

16 List of client etc. during last 3 years along with cost of assignment

- a)
- b)
- c)
- d)
- e)
- f)

17. Present Assignment in hand

- a)
- b)
- c)
- d)
- e)
- f)

Earnest money of Rs 20000/- (Rupees twenty thousand only) has been deposited 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 PROPRIETOR
With seal