

**केन्द्रीय विद्यालय**  
**KENDRIYA VIDYALAYA**

.....

Ref. No.

Dated .....

To,

.....  
.....  
.....

**Subject : Invitation of Quotations to supply of good for \_\_\_\_\_ Regarding**

Sir / Madam,

1. 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 requisite items :  
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 KVS. The bidder shall quote for items in the format of quotation attached. Correction 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 rate 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...05% by bank draft in favour of Principal KV .....
- (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 ..... 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.

**P.T.O.**

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 items (Yes) 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 and 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 ..... 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....10%. In favour of Principal, KV ..... 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 on Room No. .... super scribed on the envelope as "Quotations for the supply of goods / equipment's 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 appreciates the interest of the bidders in the KVS.

All th above conditions are accepted by me/us

Station :

Date :

Witness -I

Name –

Address –

Occupation –

Witness-II

Name –

Address –

Occupation –

**PRINCIPAL**

Signature of the Tenderer

with seal of the firm