

Kendriya Vidyalaya No 1, Air Force Station, Hindan, Ghaziabad

F.Qtn/KV1H/2022-23/

Dated: 10/01/2024

To  
M/s. TO WHOM IT MAY CONCERN

Sub: Invitation for Quotations for supply of goods for use in the KVS for AMC of Photo state / Reso machines Reg".

Sir/Madam,

The Kendriya Vidyalaya Sangathan; a centrally funded Autonomous Body is

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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 of the following items:

[illegible]

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

### 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. 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. .... by bank draft/Cheque in favour of Principal, KV No 1, AFS, Hindan ( MSME firms are exempted, please attach registration certificate)
- h. The firm should enclose supporting documents regarding registration of GST & PAN.

#### 4. Validity of quotations

The quotation shall remain valid for a period of one year i.e. upto 31/01/2025 or 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 determine 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

(g) The successful bidder has to deposit performance security with the..... of the amount of Rs..... in favour of Principal, KV, No 1, AFS, Hindan in the form of DD/Cheque.

7. Last date and Time of receipt of quotations:

You are requested to submit the sealed quotations by Speed/Registered Post only. Super scribed on the envelope as Quotations for the supply of Goods/Equipments for the AMC of Prokstate/ due on 31/01/2024 latest by 12 PM The quotations shall be opened at 2 PM on the time 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 appreciate the interest of the bidders in the KVS.

Yours faithfully,

Signature

Name:

Designation:

For and on behalf of the

Kendriya Vidyalaya Sangathan

**KENDRIYA VIDYALAYA, NO. 1 AFS HINDAN, GZB**

**rates for AMC of Photostat/Reso Machines & Supply of Toner Cartridge & Refilling Etc. - 2023-24,**

**(INCLUSIVE ALL EXP., GST EXTRA, IF APPLICABLE)**

S.No.	Items Particulars	Specifications	Unit/Pk + Rate (Rs.)	GST %	Total Amount with GST
1	Sharp Photocopier AR-5516	AMC - 01 Year			
2	Sharp Photocopier AR-5620	AMC - 01 Year			
3	Canon MFD IR-2525	AMC - 01 Year			
4	Riso Machine KS-800	AMC - 01 Year			
5	Riso Machine KZ-30	AMC - 01 Year			
6	Sharp AR-5516 Toner Cartridge	01			
7	Sharp AR-205 DR	01			
8	Sharp AR-205 SD	01			
9	Sharp Developer MX 235-AT	01			
10	Sharp Drum AR-205 DR	01			
11	Sharp Developer MX-235 AV	01			
12	Riso KS-800 Ink	01			
13	Riso KS-800 Master Roll	01			
14	Riso KZ-30 Ink	01			
15	Riso KZ-30 Master Roll	01			
16	Canon Toner Carriage NPG-50	01			
17	Toner Blade	01			
18	Toner Teflon	01			
19	Toner Cartridge Sharp 5516/5620 REFILLING	01			
20	KYOCERA TASKalfa 5003i	AMC-01 Year			
21	Toner Refilling (KYOCERA TASKalfa 5003i)	01			
22	Toner New (KYOCERA TASKalfa 5003i)	01			

**Photocopies of GST, PAN registration certificate must be attached with this quotation. (Mandatory).**

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.

Signature :  
Prop./Partner:  
Name :  
Date :  
GST No. :  
PAN No. :  
Contact No. :  
Rubber Seal of the Firm: