

केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली
KENDRIYA VIDYALAYA SANGATHAN
An Autonomous Body Under Ministry of Education, Govt. of India
मुख्यालय, नई दिल्ली /Head Quarters, New Delhi
18, Institutional Area, S.J. Marg, New Delhi-110016.
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Computer No:15084

File No: 11-S-S0AMPC/1/2022-Service and Supply

दिनांक : 26.06.2023

प्रति,

विषय:- फोटोकापी एवं स्पाइरल बाइंडिंग कार्यों के लिए निविदा आमंत्रण सूचना।

महोदय,

उपर्युक्त विषयांतरगत संलग्न निविदा आमंत्रण सूचना जिसे केन्द्रीय विद्यालय संगठन [मुख्यालय] के सक्षमाधिकारी द्वारा अनुमोदित किया गया प्राप्त करें।

आपसे अनुरोध है कि निविदा आमंत्रण सूचना में वर्णित नियमों एवं शर्तों की अनुपालना में निविदा फार्म विधिवत भरकर वांछित कागजात जैसे फ़र्म का पंजीकरण, जीएसटी, अनुभव, धरोहर राशि इत्यादि की स्वहस्ताक्षरित प्रतियों सहित दिनांक अंकित करके फ़र्म की मुद्रा मुद्रित कर दिनांक 17.07.2023 बजे 1.00 बजे तक कमरा संख्या 213, सेवा एवम आपूर्ति अनुभाग में जमा करवाएँ। समयोपरि निविदाएँ किसी भी हाल में स्वीकार नहीं की जाएंगी।

भवदीय,

[यतीश कुमार]

अनुभाग अधिकारी [से. आ..]

संलग्नक: यथोपरि

उपयुक्त, शैक्षिक/ई डी पी, केन्द्रीय विद्यालय संगठन [मुख्यालय], नई दिल्ली को इस निवेदन के साथ कि संलग्न निविदा आमंत्रण सूचना को विभागीय वेब साइट पर अपलोड करवाने का श्रम करें।



ePublishing System, Government of India

Tender Details

Date : 26-Jun-2023 04:36 PM

Basic Details

Organisation Chain	Kendriya Vidyalaya Sangathan HQ Administration-KVS HQ		
Tender Reference Number	Invite bids for Photocopies/Spiral Binding Work		
Tender ID	2023_KVS_716824_1		
Tender Type	Limited.	Form of contract	Rate Contract
Tender Category	Services	No. of Covers	2
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	As Per Tender Document

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Invite bids for photocopies/Spiral binding work(Technical).
2	Finance	.xls	Invite bids for photocopies/Spiral binding work (Finance).

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00	Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA				

EMD Fee Details

EMD Amount in ₹	25,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Kendriya Vidyalaya Sangathan	EMD Payable At	New Delhi

Work / Item(s)

Title	Invite bids for Photocopies/Spiral Binding Work				
Work Description	Invite bids for Photocopies/Spiral Binding Work				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	5,00,000	Product Category	Photostat services	Sub category	NA
Contract Type	Rate Contract	Bid Validity(Days)	90	Period Of Work(Days)	1095
Location	KVS(HQ),18, Institutional Area ,SJS Marg,New Delhi	Pincode	110016	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	KVS(HQ)

Critical Dates

Publish Date	26-Jun-2023 05:00 PM	Bid Opening Date	17-Jul-2023 03:30 PM
Document Download / Sale Start Date	26-Jun-2023 05:00 PM	Document Download / Sale End Date	17-Jul-2023 01:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	26-Jun-2023 05:00 PM	Bid Submission End Date	17-Jul-2023 01:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Invite bids for Photocopies/Spiral Binding Work	1340.85

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Photocopy and Spiral Bid.pdf	Invite bids for Photocopies/Spiral Binding Work	1340.85

Tender Inviting Authority

Name	Assistant Commissioner (Admn)
Address	KVS(HQ),18, Institutional Area ,SJS Marg, New Delhi-110016.

Tender Creator Details

Created By	Shiv Karan
Designation	ASO
Created Date	26-Jun-2023 04:16 PM

Kendriya Vidyalaya Sangathan [HQ]

Notice Inviting Tender

Kendriya Vidyalaya Sangathan [HQ] is an autonomous body under Ministry of Education, Government of India has its HQ at 18, Institutional Area, SJS Marg, New Delhi-110016 & intends to invite bids for Photocopies/Spiral Binding Work..

ANNEXURE - "A"

PHOTOCOPY WORK

Sl.No.	Description	Rate [in Rs.]	Rate [in Rs.]	Rate [in Rs.]	Rate [in Rs.]
		A/4	F/S	B/4	A/3
1	Rate per copy one side of paper [ordinary]				
2	Rate per copy both side of paper [ordinary]				
3	Rate per copy one side of paper [Colour]				
4	Rate per copy both side of paper [Colour]				

SPIRAL BINDING WORK

Sl.No.	Size	Rate [in Rs.]
1	10	
2	12	
3	15	
4	18	
5	20	

Terms and condition: -

1. Initially, the contract will be for a period of 03 year which will be extended further for two more years on year to year basis subject to the condition of satisfactory services on same rates, terms & condition and mutual consent of both the parties and as per the approval of the Competent Authority.
2. The vendor should have 03 years [2019-20, 2020-21 & 2022-23] latest experience in the relevant filed of work in Govt./Semi-Govt. organization.
3. The vendor should furnish self-attested copies of all the documents

viz. registration of the firm, GST/PAN & other statutory documents required essentially.

4. The agency has to install [02] two numbers of high-speed new model latest photocopier machines to execute the job speedily and efficiently. All the consumable like paper, toner and any other repair for the machines will have to be arranged by the vendor himself and no expenditure in this regard will be borne by the buying entity i.e. KVS [HQ].
5. Good quality of paper preferably JK or similar brands and also binding ingredients of high quality should be used for the photocopy and spiral binding work.
6. The working hour will be started from 9:00 AM to 5:30 PM. However, the vendor has to provide the services prior to and beyond office hour also as per the requirement of the organization.
7. The contract could be seized on prior notice of 02 month notice by both the parties.
8. In case of failure to execute the work as per the requirement of the organization the work of the urgent nature may be got done from open market and the expenditure will be borne by the vending agency.
9. The payment will be released on monthly basis. The vendor has to maintain proper record of the job and should furnish verification in token of executed job alongwith bills for payment.
10. The vendor has to bear all expenses for deployment of his employee and also to ensure EPF and ESI and other statutory obligation are complied with.
11. The behavior of the service provider or his deployed employee should be courteous and polite during the business hours.
12. The vendor has to pay a rent of Rs. 3,500 (Three thousand five hundred only) per month and it will be deducted from the monthly payment. No rent will be paid by the KVS(HQ) for installation of the photocopier machines in any way.
13. Average approximate copies for a month will 25000 to 30000.
14. A Bid Security of Rs. 25,000/- [Rupees Twenty Five Thousand Only] needs to be deposited by the bidder alongwith the bid documents in the form of a Demand Draft in favour of KVS [HQ] payable at New Delhi.
15. The successful bidder will be required to furnish a Performance Security of Rs. 50,000/- [Rupees Thousand Only] in the form of a Demand Draft in favour of KVS [HQ] payable at New Delhi which should remain valid for a period of sixty days beyond the date of

completion of all contractual obligations of the supplier including warranty obligations.

16. The Bid Security of the unsuccessful bidders will be refunded to them at the earliest after expiry of the final bid validity and latest on or before the 30th days after the award of the contract in compliance of GFR-2017.
17. Exemption from furnishing EMD/experience etc. will given in compliance of GFR-2017

Signature of Vendor/ Authorized person with seal & date