



केन्द्रीय विद्यालय संगठन
क्षेत्रीय कार्यालय, एरणाकुलम

KENDRIYA VIDYALAYA
SANGATHAN REGIONAL OFFICE, ERNAKULAM,
KOCHI – 682 020

PhoneNo.0484- 2205111 , 0484-2203091
E -mail : dcernakulamregion@gmail.com,
Website: <https://roernakulam.kvs.gov.in/>

F.31089/02 /2020-21/KVS RO (EKM)

Date : 18.11.2020

Sub: Quotation for **Service contract of refilling of Toner/ cartridges of Printers at RO-** regarding.

Sir/Madam,

Kendriya Vidyalaya Sangathan is an autonomous organization under Ministry of HRD, Govt. of India. One of its Regional Office is functioning at Ernakulam in the KV Ernakulam Campus. The Competent authority Deputy Commissioner, KVS RO, Ernakulam wants to give contract **for refilling of Toner/cartridges etc of Printers.**

In this regard, sealed quotations for the following services are invited by the undersigned on behalf of KVS **up 10.00 hrs by 03.12.2020.** Quotations should be sent to the undersigned under sealed cover marked as **“Quotation for Service Contract for refilling of Printer -refilling of Toner/cartridges”** in the format annexed. The quotations will be opened in this office at 12.00 hrs. on **03.12.2020.**

TERMS AND CONDITIONS

1. This quotation shall be valid for a period of **One Year** from the date of acceptance of the quotation.
2. In case of any hike in the price of items/works in between, the rates quoted in the quotation only will be valid during the validity period.
3. There should not be any over writings or corrections in the quotations, if a figure is amended, it should be duly attested.
4. The competent authority does not bind himself to accept the lowest quotation and reserves the right to accept the quotations in whole or in part.
5. Quotation should be submitted in a separate letter head pad of the agency as per above format and should not fill up the above format.
6. GST/TIN number should invariably be mentioned along with the registration certificate number of the agency. A Copy of the Registration

- certificate issued by the Registrar of firms & societies need to be enclosed along with the quotation.
7. Rates should be quoted for all the slabs as mentioned above.
 8. Any quotation submitted without fulfilling the above terms & conditions shall not be accepted & no further correspondence would be entertained.
 9. PAN Number should be in the name of company and not in the name of proprietor for Income Tax Purpose.
 10. Payment will be made through digital mode

Evaluation of Bid:

The Purchaser will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and confirm to the terms & conditions in the following manner:

The bid will be treated as non-responsive if following documents are not enclosed in the bid cover:

- (a) The tender document downloaded from <https://roernakulam.kvs.gov.in> website .
- (b) Demand Draft of Earnest Money Deposit (EMD) of **Rs.2000/-** drawn in favour of **DC KVSRO Account** payable at **Ernakulam**.
- (c) Details of successfully executed similar work along with work order copies and amount.
- (d) A copy of PAN/TAN, registration certificate with Income Tax, GST, and other statutory bodies as per the requirement of the contract.
- (e) Complete copy of tender document duly signed/stamped on all pages
- (f) Details of firm/company setup and establishment.
- (g) List of current clients for whom similar works are executed citing the no. of employees employed by the contractor.(Attach documentary proof)
- (h) Income Tax Return for last successive three years ending March 2020.
- (i) An undertaking that the bidder has not been black listed by any government organization during the last 3 years.

Last date and time of receipt of quotations:

Technical Bid and Financial Bid should be sealed in two separate envelopes and then placed together in a single envelope superscribing "Technical Bid", "Financial Bid" and "Quotation for Service Contract for refilling of Toner/cartridges ". Financial Bid will be opened only if Technical Bid is in order. Therefore, both bids must not be placed in a single envelope.

You are requested to submit the sealed quotations by speed post/by hand superscribed on the envelope as **“Technical Bid”, “Financial Bid” and “Quotation for contract for refilling of Toner/cartridges of Printer ”** latest by **10.00 hrs on or before 03.12.2020**. The quotations shall be opened at **Kendriya Vidyalaya Sangathan, Regional Office, Ernakulam** at 12.00 hours **on the same day (03.12.2020)**. An earnest money Rs.2000/- (Rupees Two thousand only) is to be deposited along with tender document.

The Indentor looks forward to receive the quotation and appreciate the interest of the bidders in the KVS.

Yours faithfully,



(R Senthil Kumar)

Deputy Commissioner



KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE ERNAKULAM

Annexure

**FORMAT OF FINANCIAL BID FOR SERVICE CONTRACT FOR REFILLING OF TONER
/CARTRIDGES OF PRINTERS**

1.Name and Address of the Firm:

2.Bank Account Details

- a) Name of Account:
b) Account Number:
c) IFSC code :

3.GST Registration Number:

4.TAN/PAN Number :

S.No	Description of work-Canon Printer	Quantity	Rate(Rs)
1	HP/CANON TONER REFILLING	1	
2	HD DRUM	1	
3	BLADE	1	
4	TONER CASE	1	
5	MRS	1	
6	PCR	1	

Note:

1. GST/Service tax and SC and ST are etc. as per Govt. orders.
2. Payment will be through Bank Account.

We agree to provide the services for above said works by the terms & conditions contained in the Bid document and also agree to enter into the agreement for one year.

Bidder

Signature _____

Name: _____

Date & Time: _____

(Office seal)