



കേന്ദ്രീയ വിദ്യാലയം കൊല്ലം
केंद्रीय विद्यालय कोल्लम
KENDRIYA VIDYALAYA KOLLAM

रामकुलंगरा कावनाड (पोस्ट) कोल्लम ६९१००३ Ramankulangara, Kavanad P.O. Kollam 691003
0474 2799494, 2799696, E-Mail: kvkollam@yahoo.co.in Web : https://kollam.kvs.ac.in
Reg. Code: 27, Stn. code: 628, Scl Code: 2098 CBSE School No: 79048: CBSE Affiliation No: 900030
(भारत सरकार मानव संसाधन विकास मंत्रालय के अधीन स्वायत्त संस्था)
(Autonomous Body under the Ministry of HRD, Govt. of India)

F.No. 310111/1/2022-23/KVK / 277 (a)

Dated: 05-12-2022

Tender Invitation

Sub: Tender for the Supply of Identity Card to Students / Staff of the Vidyalaya
(Urgent Requirement).

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 quotations are invited for the Supply of Identity Card to Students / Staff of the Vidyalaya as detailed below. The quotations to be submitted to the Vidyalaya in sealed cover by registered post or to be dropped in the Tender Box kept in the Vidyalaya in the format given as Annexure I.

The last date of receipt of Quotation is 14-12-2022 before 02.00 p.m

Specifications:

Sl.No.	Item	Item Description / Specification
1	Type of ID Card	Reusable PVC Holder - Length 10 cm x Width 6 cm
2	Photo	Passport size colour photo in School uniform to be taken in the Vidyalaya
3	Sticker	Laminated Sticker (Water proof) colour printing double side with size- 8.5cm x 5.5 cm
4	Tag	Saturn Tag width 16mm with printing of the name of the School in Hindi & English
5	Length of the Tag	Approx. Up to 1 Mtr length
6	Colour of the Tag	Maroon Colour tag with print
7	Details to be printed	School logo with full name of the School and address Name of Student / Admission No. / DOB/ Class & section/Blood Group/Address /Phone Number / Library Scan Code

3. The quoted amount in the tender/quotation should not include any hidden costs.

4. The rates should be F.O.R and should include excise duty, GST, sales tax, freight charges, any other taxes, flood cess, rates or imposition whatever liable in respect of the supplies. The Kendriya Vidyalaya shall not be liable to pay any tax, freight etc. which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.

5. The bidder may submit sample ID Card along with the quotation.

6. Bidder must have registered office in Kerala & should have supplied items in Kerala, previously. Proof to be attached.

7. The rate quoted should include all Taxes, Labour, transportation, loading & unloading as required.
8. The total price quoted include the supply on the site.
10. Each bidder shall submit only one quotation.
11. Payment shall be made within 30 days after the supply goods & their acceptance by the office, after inspection by the committee appointed for inspection of goods supplied.
12. 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 without assigning any reasons thereof.
13. It will be the whole responsibility of the party to supply items on the site as required by the Vidyalaya, for which no charge/levies will be given by the Vidyalaya.
14. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.
15. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
16. It will be the sole responsibility of the vendor to supply the item on site i.e. at KV Kollam. If the supplied item does not meet the required quality, it will not be accepted by the Vidyalaya. Once it is not accepted the vendor will take back or remove the items supplied from the premises of the Vidyalaya at the earliest but not later than 10 days. No further communication/intimation in this regard will be entertained and the decision of the Principal will be final in this regard.
17. The materials used should be of Good Quality and Attractive Color.
18. 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.
19. The data in respect of each child/staff will be the property of the Vidyalaya. The supplier / vendor will be responsible for the privacy of the data of student / staff which is required to be printed on the ID card and should not use this data for any other purpose. The security and safety of this data will be the sole responsibility of the vendor to whom the supply order is issued. The supplier should give an undertaking for the privacy and secrecy of the data used by them for printing on the ID card.
20. The rate quoted / validity of the quotation must be up to 31st March 2023. This can be extended further, if agreeable for both parties.

Station: Kollam
Date : 05/12/2022


PRINCIPAL
Kendriya Vidyalaya, Kollam.

ANNEXURE – I

QUOTATION FOR SUPPLY OF IDENTITY CARD

F.No.

Date:

To
The Principal
Kendriya Vidyalaya ,
Ramankulangara , Kavanad Post
Kollam, PIN 691003

Madam/sir,

With reference to KV Kollam , tender letter No. F .No. 310111/1/2022-23/KVK / Dated: 05-12-2022 kindly find enclosed herewith the rate of ID card printing and supply in the Vidyalaya.

Sl.No.	Item	Item Description / Specification	Remarks if any
1	Type of ID Card	Reusable PVC Holder - Length 10 cm x Width 6 cm	
2	Photo	Passport size colour photo in School uniform to be taken in the Vidyalaya	
3	Sticker	Laminated Sticker (Water proof) colour printing double side with size- 8.5cm x 5.5 cm	
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6	Colour of the Tag	Maroon Colour tag with print	
7	Details to be printed	School logo with full name of the School and address Name of Student / Admission No. / DOB/ Class & section/Blood Group/Address /Phone Number / Library Scan Code	
Total Amount / per ID card			

Name & Address of the Firm

Telephone Number

Registration No/ ID of the firm

GST No.

PAN Card.

Name and Signature of the Supplier

Telephone Number

Seal / Rubber Stamp of the Firm:

Date:

Place: