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 **केन्द्रीya ivaValaya , naM–2‚ ko•ir•pu•bala pirsar‚ BauvanaoSvar**

 **Kendriya Vidyalaya No-2, CRPF Campus, Bhubaneswar**

 **Web site-www.no2bhubanewar.kvs.ac.in** E-mail**-****principalkv2bbsr@gmail.com**

 **School No. 08306 Affiliation No. 1500015 -0674-2550822 (0674 – 2550822)**

Ref.No.F.15225/02/1147/2021/ Date: 03.02.2021

 **REGD.POST**

## To

**Sub:**“Invitation for quotations for supply of **STEEL NAME PLATE** for use in the Kendriya Vidyalaya – reg”

**Sir/Madam,**

 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 Kendriya Vidyalaya Sangathan for supply of the following items:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Brief description of goods | Specifications | Quantity (approx) | Delivery period | Place of delivery |
| 01 | Drawing attached | Attached | 70 |  7 days | KV.No.II,CRPF, Bhubaneswar. |

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, in the **firm`s pad**. 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 Fascimile quotations are not acceptable.

g The bid should be submitted along with EMD for ***Rs.1000***/-(Rs.One thousand only) by Bank draft in favour of ***VVN A/c, Kendriya Vidyalaya, NO.II, CRPF, BHUBANESWAR payable at BHUBANESWAR***.

h The firm should enclose supporting documents regarding registration of GST & ITPAN etc.

***Contd.Page..2/-***

***Page..2/-***

4. ***Validity of quotations***

 The quotation shall remain valid for a period upto **18.02.2022.**

5 ***Evaluation of quotations :***

 The purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e. which are:

1. Properly signed, and
2. 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 s 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:***

1. 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. 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.
2. The Notification of award to clearly specify any change in the unit price or any other terms and conditions accepted.
3. Payment shall be made within 30 days after the delivery & installation of goods acceptance.
4. 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.

7. ***Last date and time of receipt of quotations;***

 You are requested to submit the sealed quotations to the Principal superscribed on the envelope as “***Quotations for the supply of Name plate*** ***,*** *due* **on 18.02.2021 latest by 12.00 Noon.** The quotations shall be opened at Kendriya Vidyalaya, ***No.II, CRPF, BHUBANESWAR*** on **19.02.2021 at 11.00 AM*.*** 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,

( Dr.A.K.Khatua)

 PRINCIPAL

 For and on behalf of the Kendriya Vidyalaya Sangathan

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| --- | --- | --- |
|  | **KENDRIYA VIDYALAYA NO.II,CRPF,BHUBANESWAR** |  |
|  | **FORMAT OF QUOTATION FOR STEEL NAME PLATE**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | **Brief description of goods with specifications** | **Quantity**(Approx.) | **Unit price****(01 pc )** |
| 1 | Name plate1. 18 gauges ½ “ sq. Frame.2. 20 gauges inner plate – 6” X 11”3. Reverse letter snickering on the inner plate – colour Blue4. 3” thick plate with screw hole for fitting. | **70 PC** |  |
| Note: | *Rate inclusive all duties & installation charge* etc. |

Date :\_\_\_\_\_\_\_\_\_\_ Signature & seal

of the firm………..…………………..