

NAVY CHILDREN SCHOOL, KOCHI

**INVITING TENDERS FOR SUPPLY AND DISTRIBUTION OF TEXT BOOKS,
NOTE BOOKS AND STATIONERY FOR THE ACADEMIC YEAR 2025-26**

Tender Notice No: NCS/TXT/C1 (i)

Date: Jan 25


1. Sealed tenders are invited from reputed vendors/ firms (NCERT/CBSE & Other Publishers) for the supply of study materials to the students for the academic year 2025-26.
2. Navy Children School, Kochi caters for schooling of 2205 students (approx.) from Class I to Class XII.
3. Visit school website (www.ncskochi.nesnavy.in) to download the tender/bid form.
4. You are requested to send the quotation (by post) in a sealed envelope in the prescribed Bid Form available on website. The cover should be super scribed clearly as "*Quotation for supply of text books, note books & stationery*" addressed to "**The Principal, Navy Children School, Naval Base, Kochi -04**" on or before 20 Jan 25.

Terms & Conditions:

- (a) The space to stock the items will be provided by the school as per the existing norms.
- (b) No cupboard or rack will be provided
- (c) The timings for the supply of text books, note books & stationery etc. is from 0700 hrs to 1500 hrs on all school working days.
- (d) All the text books (CBSE, NCERT & Other Publishers), Note books (Eco friendly good quality note books having 60 GSM papers - Navneet or Classmate) and all school stationery items prescribed by the school are to be supplied.
- (e) The list of Text books and Note books will be provided by the school.
- (f) The contractor may employ sufficient staff for distribution of items in school. Staff deployed for duty should behave cordially and extend courteous service to the customers.

- (g) Items for display or sale will be only those items for which license has been issued and with the consent of Principal/Director/Vice Chairman.
- (h) All the store items must be taken on stock on or before 10 Mar 2025 (for the academic year 25-26). Supply of items at school premises can be from 20 Mar 25 to 31 Mar 25. Remaining sales can be from a shop in the proximity for a period from 01 Apr 25 to 28 Feb 26.
- (i) One set of all text books of class I to class XII to be supplied free of cost as Library Copy.
- (j) An agreement in the prescribed format is to be signed by the contractor with the school authorities before starting supply and distribution of the items.
- (k) The period of supply of the items (text books, note books & stationery) will be 01 Mar 25 to 28 Feb 26.
- (l) Details of discount given to students for these items have to be indicated in the Bid form.
- (m) The successful tender if awarded contract should pay Rs.25,000/- as security deposit before signing the agreement.
- (n) School reserves the right to accept or reject any or all quotations without assigning any reason what so ever.




(Ajeena AP)
Principal
NCS (Kochi)

06 Jan 25