
CALL FOR QUOTATIONS

Sir,

1. Bids are invited for printing of under mentioned stationery items for 2020-21 as per approx quantity and specifications:-

Teachers' Diary (Approx 180)

- (a) Total No of Leafs – 80 (pages 160 excluding outer cover) on 80 GSM paper.
- (b) Size of pages- 30 cm x 21 cm.
- (c) Outer cover – A good quality hard card board laminated on outer side with print of the subject.
- (d) Binding : Binding will be proper thread binding.

Students Attendance Registers(Approx 140):

- (a) Total No of Leafs – 32 (pages 64 excluding outer cover) on 80 GSM paper.
- (b) Size of pages – 30 cm x 21.5 cm.
- (c) Outer cover- A good quality hard card board with proper print of the subject.
- (d) Binding : Binding will be proper thread binding

Marks Registers for class XI and XII (Approx 14)

- (a) Total No of leafs- 40 (Pages 80) on 80 GSM paper.
- (b) Size of register(pages)- 32.5 cm x 21.3 cm.
- (c) Outer cover - A good quality hard card boardn with proper print of the subject.
- (d) Binding : Binding will be proper thread binding

Marks Registers for class VI to X (Approx 50)

- (a) Total No of leafs– 40 (80 pages) on 80 GSM paper.
- (b) Size of Pages- 32.5 cm x 21.3 cm.
- (c) Outer cover - A good quality hard card board with proper print of the subject.
- (d) Binding : Binding will be proper thread binding

Marks Registers for class I to V (Approx 60)

- (a) Total No of Leafs – 40(Pages 80) on 80 GSM paper.
- (b) Size of Pages- 32.5 cm x 21.3 cm.
- (c) Outer cover - A good quality hard card board with proper print of the subject.
- (d) Binding : Binding will be proper thread binding

Class Diary (Aprox 120)

- (a) Total No of Leafs – 103 (206 pages excl outer cover) on 80 GSM paper.
- (b) Size of pages- 23 cm x 21 cm (Portrait).
- (c) Outer cover – A good quality hard card board laminated on outer side with print of the subject.
- (d) Binding : Binding will be proper thread binding.

2. It may please be noted that separate quotes will be forwarded in separate envelope for each item for the purpose of quoting the rates. Rates quoted for multi items found in one quotation/ one envelope are liable to be rejected.

3. Sample of each item is available in the school. Interested printers may see the sample of the items before quoting the rates.

4. Bids in sealed cover are invited from the printers having valid GST No for printing of stationery items noted above. Please super scribe "Printing of _____(Name of item to be printed)", RFP number i.e 1058/APSU and date of opening of the bids i.e. **14 Dec 2019** on the sealed cover to avoid the bid being declared invalid.

5. (a) Last date for submission of bids by **1500 hr on 13 Dec 2019**. The sealed bids should be deposited/ reach by the due date and time. The responsibility to ensure this lies with the bidder. Bids received beyond the time and date given above shall be rejected.

(b) Manner of depositing the bids: Sealed bids should be either dropped in the Tender Box marked as Tender/ Quotation box, APS, Udhampur or sent by registered post at the address given above so as to reach by the due date and time. No responsibility will be taken for postal delay or non delivery/ non receipt of bid documents. Bids sent by FAX or e-mail will not be considered (unless the latter has been specifically called for by these modes due to urgency).

(c) Time and date for opening of bids: **14 Dec 2019 at 1200 hrs** at Main office, APS Udhampur. (if due to any exigency, the due date for opening of the bids is declared closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer).

(d) Location of the Tender Box: Reception of APS Sr Wing, Udhampur. Only those bids that are found in the tender box will be opened. Bids dropped in the wrong tender box will be rendered invalid.

6. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below:-

- (a) Bids/queries to be addressed to : Principal, Army Public School, Udhampur.

(b) Postal Address for sending the bids: Army Public School, PO PTA, Udhampur- 182104

(c) Name/ designation of the contact person: Sanjeev Kumar, Principal, APS, Udhampur.

(d) Telephone number : Mil : 2167, Civil : 01992-274128

(e) E-mail id: apsudhampur @ gmail.com

(f) Fax number : 01992-274128

7. This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Yours faithfully,



Principal