
CALL FOR QUOTATIONS

Sir,

1. Bids are invited for printing of Student Diary for 2020-21 approx quantity- 5,100 as specified below:-

Student Diary (Approx 5,100)

- (a) Total No of Leafs – 88 (176 pages excluding outer cover) on fine paper 80 GSM Balarpur Maplitho.
- (b) Size of pages – 22 cm x 17 cm
- (c) Outer cover – Plastic coated synthetic paper 270 GSM
- (d) Binding : Binding of the diary will be proper thread binding.
2. **Sample of Student Diary can be seen in the school office before quoting the rates. GST return last paid is mandatory to be attached with the bids.**
3. Bids in sealed cover are invited for printing of Student Diary. Please super scribe "Printing of Student Diary", 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.
4. (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.
- (e) Place of opening of bids: Army Public School Senior Wing, Udhampur.
- (f) Earnest Money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 12,000 along with their bids. The EMD may be submitted in the form of Fixed Deposit Receipt, Term Deposit Receipt, Banker's Cheque of Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business.

(g) Bids received without EMD will be rejected.

5. 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) Mobile No : 9596881756

6. 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