

1058/APSU

09 Mar 2021

**CALL FOR QUOTATIONS/TENDERS: PRINTING OF STATIONERY ITEMS FOR SCHOOL
OFFICE OF APS UDHAMPUR**

Introduction

1. Army Public School, Udhampur invites offers in single bid system from the Printers for printing of under mentioned stationery items:-

Ser No	Item(s)	Qty required
(a)	Withdrawal Forms pad of 100 forms 33 cm x 21 cm	15
(b)	Registration forms pad of 100 forms 33 cm x 21 cm	10
(c)	Admission forms pad of 100 forms 33 cm x 21 cm	15
(d)	Leave Record (Teachers/ Adm Staff) 150 leaf 32 cm x 21 cm	08
(e)	Attendance Registers for Teachers/Adm Staff 100 leaf 32 cm x 21 cm	12
(f)	Pre- Sanction Book 180 leaf 32 cm x 21 cm	04
(g)	Sanction Book 180 leaf 32 cm x 21 cm	04
(h)	Admission/ Withdrawal Register 200 leaf 32 cm x 21cm	04
(j)	Withdrawal Register 200 leaf 32 cm x 21cm	04
(k)	Scholar cum Fee Registers 200 leaf of size 41 cm x 33 cm	06

2. **Eligibility criteria** : Printers having proper GST Number may submit their bids.

3. Bids in sealed cover are invited for printing of above stationery items. The printers having proper valid GST number may submit their bids. Please super scribe "Printing of stationery items for APS Udhampur ", RFP number i.e 1058/APSU and date of opening of the bids i.e. **13 Mar 2021** on the sealed cover to avoid the bid being declared invalid.

5 (a) Last date for submission of bids by **1500 hr on 12 Mar 2021**. 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 Quotation Box marked as 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.

(c) Time and date for opening of bids: **13 Mar 2021 at 1000 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 quotation box will be opened.

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 : 01992-295370
Mobile : 9596881756

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

7. This RFP is being issued with no financial commitment and the customer 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