
CALL FOR QUOTATIONS

Sir,

1. Bids are invited for printing of under mentioned stationery items for 2019-20 as per approx quantity and specifications:-

Teachers' Diary (Approx 170)

- (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.

Students Attendance Registers(Approx 130):

- (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.

Marks Registers for class XI and XII (Approx 12)

- (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 board.

Marks Registers for class VI to X (Approx 45)

- (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.

Marks Registers for class I to V (Approx 55)

- (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.

Class Diary (Aprox 100)

- (a) Total No of Leafs – 103 (206 pages exc 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.

Student Diary (Approx 4.700)

(a) Total No of Leafs – 88 (176 pages excluding outer cover) on fine paper 80 GSM

(b) Size of pages – 22 cm x 17 cm

(c) Outer cover – Plastic coated synthetic paper 270 GSM

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. Bids in sealed cover are invited for printing of stationery items noted above. Please superscribe "Printing of _____(Name of item to be printed)", RFP number i.e 1058/APSU and date of opening of the bids i.e. **18 Feb 2019** on the sealed cover to avoid the bid being declared invalid.

4. (a) Last date for submission of bids by **1700 hr on 16 Feb 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: **18 Feb 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.

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) Fax number : 01992-274128

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,

A handwritten signature in black ink, appearing to be 'S. H. U.', written in a cursive style.

Principal