

CALL FOR QUOTATIONS :

PRINTING OF STUDENT DIARY 2026-27 FOR APS UDHAMPUR

Introduction

1. Army Public School, Udhampur invites offers in **single bid system** for the project "**Printing of Student Diary 2026-27 for APS Udhampur**". Preference be given to Printing Presses having operational facilities in Udhampur to ensure timely execution of work, effective coordination and adherence to the academic timeline.
2. Bids are invited for the project as specified below :-

S No	Details	A/U	Qty	Rate	Amount
2.1	<p>Printing of Student Diary 2026-27</p> <p><u>Specification and design of the Student Diary</u></p> <p>2.1.1 Total No of Leafs – 88 (176 pages excluding outer cover) on fine paper 80 GSM Balarpur Maplitho.</p> <p>2.1.2 Size of pages – 9.5 inch x 7 inch</p> <p>2.1.3 Outer cover – Plastic coated synthetic paper 270 GSM</p> <p>2.1.4 Proper Binding of the diary.</p> <p>Note :- Sample of Student Diary is kept in the school office. Vendor must see the sample before quoting the rates and get himself registered for having seen the sample. Vendor quotes without having seen the sample will not be accepted by the Board of Officers.</p> <p>- Designing and typing will be done by vendor only. Material (if any) will be provided by school in hard/soft form.</p> <p>- Date of Completion of the project is 31 Mar 2026 positively.</p>	Nos	4200		

3. **Commercial Bid**

- (a) Prices of the items should be inclusive of GST.
 - (b) However, quoted price should include cost of material, transportation, installation and labour charges incurred to make the items functional in the school premises.
4. (a) Last date for submission of bid by **1500 hrs on 07 Feb 2026**. The sealed bid should be reached by the due date and time. The responsibility to ensure this lies with the bidder. Bid received beyond the time and date given above shall be rejected.

(b) **Manner of depositing the bids:** Sealed bid should be sent by **Registered Post / Courier only** at the address mentioned in **Para 20 below** 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 or deposit by himself in Tender Box 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 :** **09 Feb 2026 at 1100 hrs at APS, Primary Wing, Udhamapur.** (if due to any exigency or 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.

(d) **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) of **Rs 5,000/-** in the name of Principal, APS Udhamapur along with their **technical bid/ submit MSME Cert only.** The EMD should be submitted in the form of Fixed Deposit Receipt (FDR), Call Deposit Receipt (CDR) or cheque from any of the public sector banks or a pvt sector bank auth to conduct govt business.

Special conditions

5. **Payment Terms:** It will be mandatory for the bidders to indicate their Bank Account numbers and other relevant payment details so that payments could be made through cheque.

6. **Full payments shall be made on completion of the full order as specified,** after inspection and acceptance of items for quality, completeness and serviceability by the Board detailed by the purchaser. Payment will be made for the complete order and not in parts.

7. Payment would be made through cheque once the Acceptance has been issued by BOO after receipt, installation and commissioning of stores at loc which will be given in Supply Order. No advance payment is admissible.

8. **Paying Authority :** Army Public School, Udhamapur after prior approval of Competent Financial authority.

9. **Quality:** The quality of the stores delivered according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores or specifications enumerated as per RFP and shall also include therein Modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The Seller shall supply an interchangeability certificate along with the changed part numbers wherein it should be mentioned that item would provide as much life as the original item.

10. **Inspection Authority :** The inspection will be carried out by bd of Officers detailed by the school management.

11. **Liquidated Damages:** Liquidated Damages (LD), if the Seller fails to deliver the stores in full, within the stipulated period from the date of the supply/installation order, he shall pay the CUSTOMER liquidated damages, at the rate of 1% of the total value of the supply order for each completed week. Moreover, the CUSTOMER will have the right to terminate the supply order in case of such delay beyond 10 weeks and the customer would have the option to buy the items and accessories from the market at the vendors risk and cost.

General.

12. **Jurisdiction.** The Court of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising in respect of the contract.

13. No Litigation/Arbitration under any circumstances at any stage is applicable, the decision of Principal/ Mgt Body of Army Public School, Udhamapur will be final and binding in all respect.

14. **Ownership Title:** The ownership of all the items being supplied will be with Principal Army Public School Udhampur. All documents and registration details to this effect will be handed over by the vendor at the time of delivery.

15. **Manual and Literature.** All related manuals, literature and Test certificate for the items supplied will also be handed over with the equipment.

16. The school will not pay any insurance charges. The consignee accepts no responsibility or liability for loss or damage to goods in transit, or for rejected stores stored in school premises for any reason whatsoever..

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

(a) Postal Address :-

**Coordinator
Army Public School
Primary Wing, Udhampur
PO - Garhi
Tehsil & Dist - Udhampur
Pin - 182121
Jammu & Kashmir**

(b) Mobile : **9596881756** (c) E-mail id: **apsudhpurchase@gmail.com**

18. 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. No bidder to be called during opening of quotation. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

19. Income tax payment will be vendor's liability. 1% TDS will be deducted as per IT Rules (Whereas applicable).


(Reena Sharma)
Offg Principal