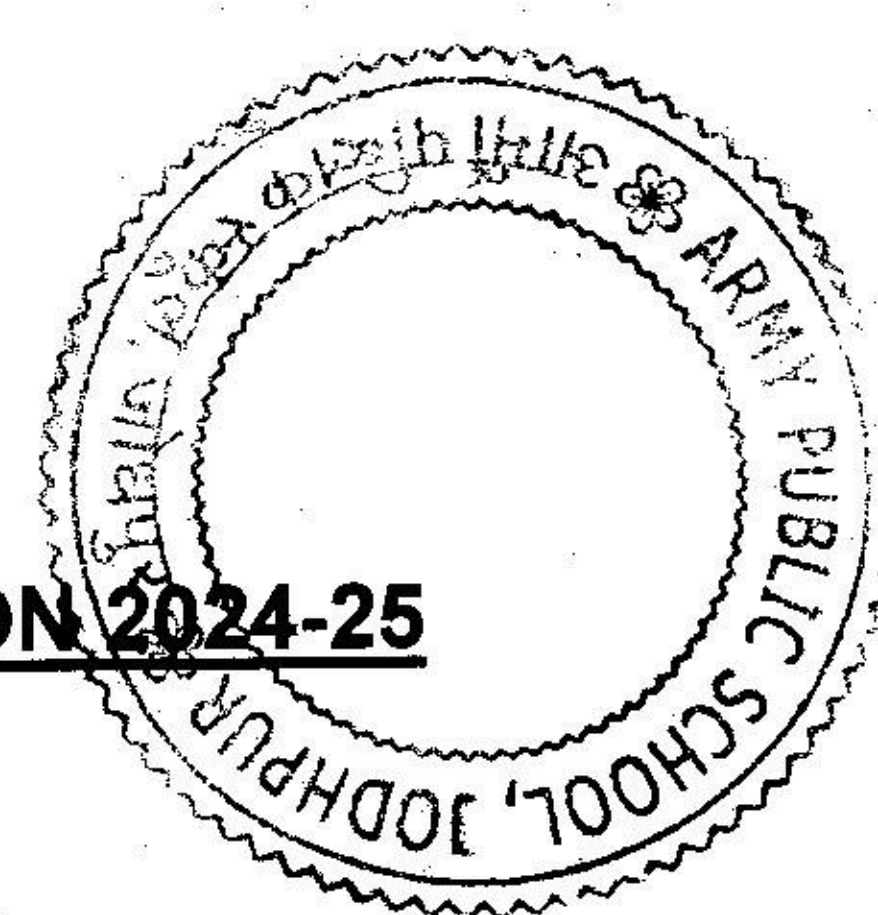


QUOTATION DOCUMENTS

ARMY PUBLIC SCHOOL JODHPUR

PRINTING & SUPPLY OF STATIONERY ITEMS FOR ACADEMIC SESSION 2024-25



1. Rate for printing & supply of each copy (inclusive of all taxes) of following:-

- (a) School Diaries Size 18 cm (width) x 20 cm (length) : Rs _____ per copy.
(b) School Diaries Size 13.6 cm (width) x 21.6 cm (length) : Rs _____ per copy.
(c) Fee Cards : Rs _____ per copy.
(c) Students' Attendance Register : Rs _____ per copy.

2. Specification of Documents.

(a) School Diary (Nursery to V).

- (i) Total pages - 200 pages (50 leaves) both side printed
(ii) Quality of paper - 70 gm Maplito paper
(iii) Size of the diary - 18 cm (width) x 20 cm (length)
(iv) Cover pages - 300 gm – front & back pages multi colour printed and mat laminated
(v) Qty required - Approx 2600 copies

(b) School Diary (VI to XII).

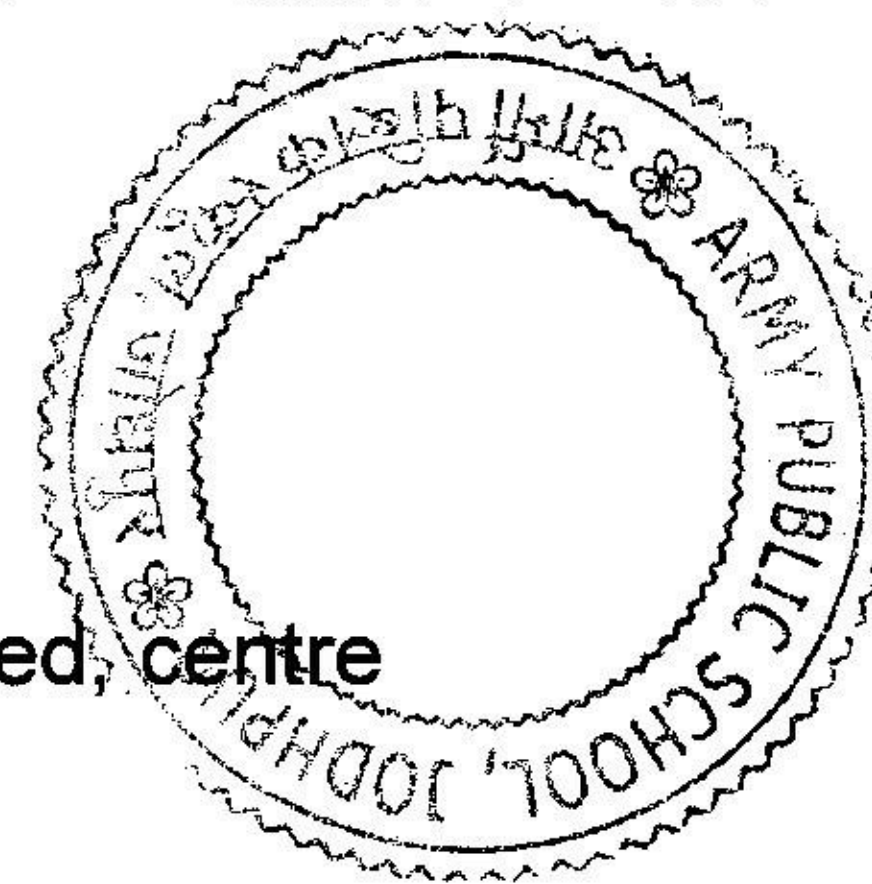
- (i) Total pages - 200 pages (50 leaves) both side printed (including 12 pages (06 leaves) both side colour print)
(ii) Quality of paper - 70 gm Maplito paper
(iii) Size of the diary - 13.6 cm (width) x 21.6 cm (length)
(iv) Cover pages - 300 gm – front & back pages multi colour printed and mat laminated
(v) Qty required - Approx 3000 copies

(c) Fee Cards.

(i) Type of Fee Cards - Fee cards will be of four types in four various colour papers as follows:-

- (a) Green Cards - For other ranks.
(b) Yellow Cards - JCOs.
(c) Red - Officers.
(d) White - Civilians.
- (ii) Total leaves in each card - Four leaves both side printed. Each leaf will contain three same copies i.e. one parent copy, one school copy and one bank copy.
- (iii) Cover page - Both side printed on thick drawing sheet
- (iv) Quality of leaves paper - 70 gms coloured paper
(v) Quantity Required - Green Cards - 4500
Yellow Cards - 1000
Red Cards - 200
White Cards - 40
- (vi) Size of the card - 9" x 7.5"
- (vi) Fee of each category will be different.

Signature of Firm Rep with Seal



(c) **Students' Attendance Register.**

- | | | | |
|-------|-------------------|---|---|
| (i) | Total Pages | - | 34 pages both side printed, centre pined and binding |
| (ii) | Size | - | 9 ½" x 14" |
| (iii) | Quality of Paper | - | 58 gm Shivpur Ledger both side printed and centre pined |
| (iv) | Quantity Required | - | 130 |
3. Time period - Within 20 days on & receipt of printing material
 4. Payment - On supply & verification of the items
 5. Last date of submission of quotation - **1100 hrs, 13 Mar 2024**
 6. Date of opening of quotation - **13 Mar 2024 (1115 hrs).** If the quotation will not be opened on the same day due to any exigencies, the same will be intimated to the firms telephonically.
 7. Earnest Money - A joint FD/Bank Guarantee equivalent to 5% of the total quotation cost for a period of three months to be deposited by the final bidder at the time of issue of supply order
 8. The costs mentioned by the vendor will be valid for atleast 180 days
 9. The vendor will check sample before filling of tender.
 10. Firms will attach samples of the papers.
 11. Firms to mention their full address with telephone number on the envelope.

Tabassum Khan

(Dr (Mrs) Tabassum Khan)
Principal
Army Public School Jodhpur

Signature of Firm Rep with Seal

To be filled by the Firm before Delivery

- | | | | |
|-----|--|---|-------------------------|
| 1. | Name of the Firm | : | _____ |
| 2. | Firm Owner's Name | : | _____ |
| 3. | Address of the Firm | : | _____

_____ |
| 4. | Contact Number | : | _____ |
| 5. | Email Id | : | _____ |
| 6. | PAN Card Number (attach Photocopy) | : | _____ |
| 7. | GST Number (attach Photocopy) | : | _____ |
| 8. | Service Tax Number (attach photocopy) | : | _____ |
| 9. | Detail Increase (attach statement) | : | _____ |
| 10. | Any previous project with school
(Give name of project/work done) | : | _____ |
| 11. | Date of Depositing Quotation Document | : | _____ |