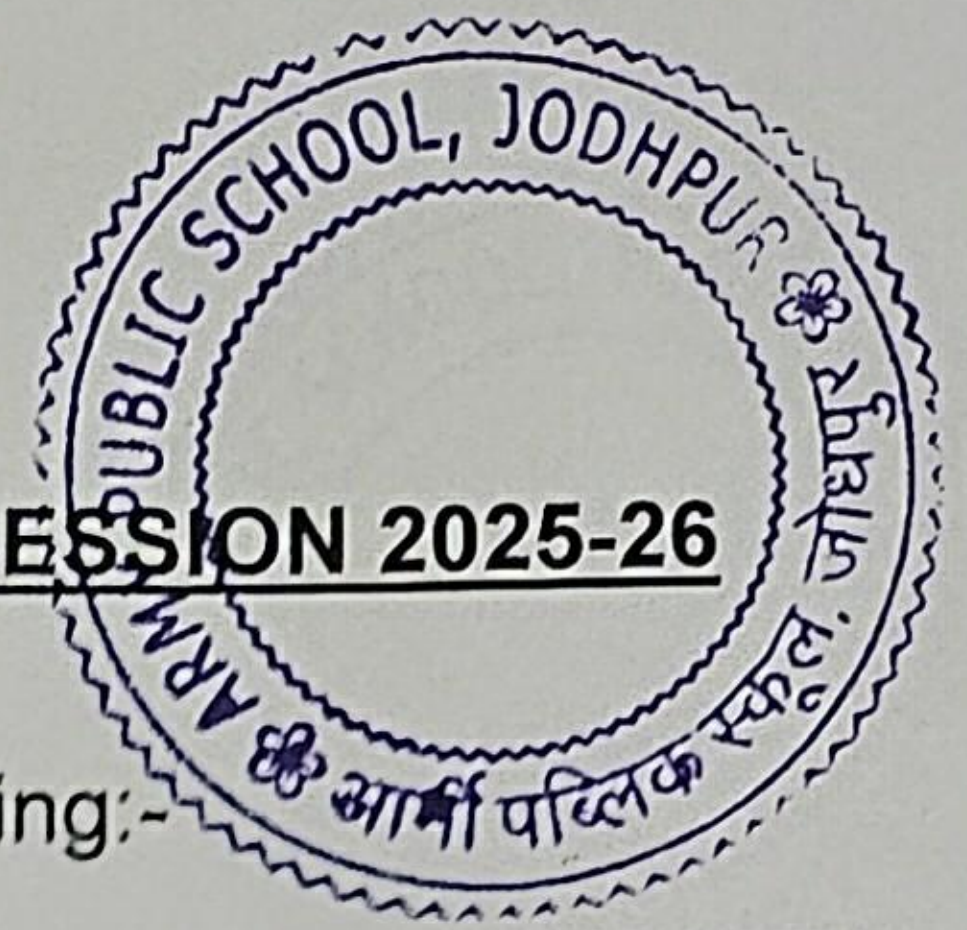


QUOTATION DOCUMENTS
ARMY PUBLIC SCHOOL JODHPUR
PRINTING & SUPPLY OF STATIONERY ITEMS FOR ACADEMIC SESSION 2025-26



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) Students' Attendance Register : Rs _____ per copy.
2. **Specification of Documents.**
 - (a) **School Diary (Nursery to V).**
 - (i) Total pages - 200 pages (100 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 2300 copies
 - (b) **School Diary (VI to XII).**
 - (i) Total pages - 200 pages (100 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 2700 copies
 - (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, 10 Feb 2025**
6. Date of opening of quotation - **10 Feb 2025 (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

Signature of Firm Rep with Seal



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.
12. **Pre-Bid Meeting/Interaction.** A pre bid meeting/interaction will be held for all interested vendors on **05 Feb 2025** at 1100 hr at Army Public School, Jodhpur. Pre Bid meeting attendance is **compulsory** for all participating bidders for the said quotation.

(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 | : | <hr/> |
| 2. | Firm Owner's Name | : | <hr/> |
| 3. | Address of the Firm | : | <hr/>
<hr/> |
| 4. | Contact Number | : | <hr/> |
| 5. | Email Id | : | <hr/> |
| 6. | PAN Card Number (attach Photocopy) | : | <hr/> |
| 7. | GST Number (attach Photocopy) | : | <hr/> |
| 8. | Service Tax Number (attach photocopy) | : | <hr/> |
| 9. | Detail Increase (attach statement) | : | <hr/> |
| 10. | Any previous project with school
(Give name of project/work done) | : | <hr/> |
| 11. | Date of Depositing Quotation Document | : | <hr/> |