

**REQUEST FOR PROPOSAL FOR PRINTING OF DOCUMENTS**

Tele: 020-25290084

Army Public School Khadakwasla  
National Defence Academy  
PO NDA Khadakwasla  
Pune-411 023

33/DOC/AY-2021-22/APSKH

19 Aug 2021

Dear Sir/Madam

1 Your quotation in sealed cover is invited for Printing of Documents Academic Session 2021-22. The specifications for the same are listed in Commercial Bid format attached as Appendix 'A'. Please super scribe the above mentioned Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.

2. Any query regarding our requirement can be made on 020-25290084 & site survey if required can be done during school hours preferably between – 1200hrs to 1400hrs.

3. The address and contact numbers for sending bids:-

**PRINCIPAL,  
ARMY PUBLIC SCHOOL KHADAKWASLA  
BARRACK NO. 3,  
NATIONAL DEFENCE ACADEMY  
KHADAKWASLA  
PUNE -411023**

4. The rate(s) quoted by you should be inclusive of GST as applicable & should be shown separately if chargeable.

5. Your quotation should be valid for a period of 120 days from the date of submission.

5. If your quotation is accepted, supply and completion will have to be rendered within 30 days from the date of placing a supply order by this school as mentioned in the supply order.


6. 100% payment for the documents delivered & accepted will be made through cheque after inspection of items as per RFP & acceptance of the same by Board of Officers.

7. Liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the liquidated damages being not higher than 10% of the value of delayed stores.

7. Your quotation envelope be marked in the block letters as **PRINTING OF DOCUMENTS** last dated **28 Aug 2021**

8. The undersigned reserves the right to reject any or all the quotations/letters without assigning any reason.



  
(Sreeja V)  
Principal  
APS Khadakwasla

**COMMERCIAL BID FOR PRINTING OF DOCUMENTS 2021-22**

S.No	Particulars	Qty. Nos.	Rate	Amount
1	<b>Admission Forms</b> 100 gsm (Both side single color Printing) (Legal size, 100 pgs Each Book)	10		
2	<b>Log Book</b> (Class Diary) 8"x9 Inches, 220 pages, 80 gsm. Maplithopaper, Register Binding	70		
3	<b>PTM Register</b> (size-8.5"x11 inches, 135 pages 80 gsm Maplitho paper Register Binding)	80		
4	<b>Daily planner for teachers</b> ( 8 x 9 Inches), 220 pages , 80 gsm	100		
5	<b>Property Register</b> (10x14") 100 gsm,100 pages Front Back, 01 clr printing Hard Binding, Full Cloth on One Side	05		
6	<b>Admission Register</b> ,100 Gsm,200 Pgs, with hard good binding (Size 17/27)	05		
7	<b>Sanction Register</b> , 100 Gsm, 480 Pgs, with hard good binding (Size 8/13)	02		
8	<b>Parade State Register</b> (Size 200mm X 285mm, 100 Pages, 80 Gsm, Maplitho Paper, Register Binding)	02		
9	<b>Staff Attendance Register</b> (250 Pages Full scape Size, white paper, Single Colour Printing & Binding)	02		
10	<b>Class Attendance Register</b>	110		
11	<b>Activity Certificate</b> (250 Gsm, Art paper, Size A4, Multi Colour)	400		
12	<b>Sports Certificate</b> ( 250 Gsm, Art paper, Size A4, Multi Colour)	400		
13	<b>Academic Certificate</b> (250 Gsm, Art paper, Size A4, Multi Colour)	300		
14	<b>Report Card</b> Multi Colour, 250 Gsm 1 Side	700		
15	<b>Report Card</b> Multi Colour, 250 Gsm 2 Side	700		
16	<b>Fee Slip</b>	500		
17	<b>Admit Card</b>	200 Pages		
18	<b>Admission Form Issue Register</b>	05 No		
19	<b>Class 10 Pre-Board Sheet A</b>	5000 Set		
20	<b>Class 10 Pre-Board Sheet B</b>	10,000 Set		
21	<b>Class 9 and 10 Answer Sheet A (Half yearly and Main Exam)</b>	10,000 Set		
22	<b>Class 5 to 8 Answer Sheet A</b>	12,500 Set		
23	<b>Class 5 to 8 Answer Sheet B</b>	20,000 Set		
24	<b>School Envelops</b>	1000 Pcs		
	<b>Total</b>			
	<b>GST %</b>			
	<b>Grand Total</b>			

(i) GST No. to be stamped.

Company Seal

(Authorised signatory of company)

Place \_\_\_\_\_

Presiding Officer \_\_\_\_\_

Date \_\_\_\_\_

Member 1 \_\_\_\_\_

2 \_\_\_\_\_