

REQUEST FOR PROPOSAL FOR PRINTING OF SCHOOL STUDENTS & TEACHERS DIARY FOR ACADEMIC SESSION 2024-25

Tele: 020-25290084

Army Public School Khadakwasla
Barrack No 3
PO NDA Khadakwasla
Pune-411 023

33/DIARY/APSKH

23 Mar 2024

REQUEST FOR PROPOSAL FOR PRINTING OF SCHOOL STUDENTS & TEACHERS DIARY FOR ACADEMIC SESSION 2024-25

Dear Sir/Madam

- 1 Your proposal/quotation in sealed cover is invited for printing of school students & teachers diary for academic session 2024-25 as per commercial bid format details attached at Appendix 'A'.
- 2 Your quotation should be valid for a period of 120 days from the date of opening of bid. If your quotation is accepted, supply of the stores and completion of work will have to be rendered within 15 days from the date of placing a supply order by this school.
- 3 Please quote our RFP number and date of tender opening on sealed cover.
- 4 **Submission of Bids :**

Cover-I: Commercial Bids

- a) Commercial Bids as per Appx 'A' .
 - b) OEM Certificate.
 - c) Certificate of Acceptance of Standard and special condition of RFP.
5. Submit your commercial bids in sealed envelopes, duly marked as a Commercial Bid for RFP No 33/DIARY/APSKH Dt 23 Mar 2024. Your firm name and address must be mentioned on the envelope and same should have official seal and ink signed by your authorized representative. Bid to be submitted to APS Khadakwasla where a tender box has been placed with RFP No. 33/DIARY/APSKH Dt 3) Mar 2024. Bid through date to be forwarded to the following address:

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

- 6 Forwarding or receiving bids through any other means like Fax, mail etc will not be accepted.
- 7 L1 firm will be decided on the basis of total cost as quoted in the commercial bid. Format for applying commercial bid is enclosed with this RFP as Appendix 'A'. The rate (s) quoted by you for printing of school students & teachers diary for academic session 2024-25 should be inclusive of all local taxes / Sales tax, GST and Excise should be shown separately of chargeable.

8. **Payment Terms.** 100% payment of the printing of school students & teachers diary for academic session 2024-25 will be made through cheque subject to rendering of satisfactory service and fulfilling all term & conditions of the supply order / contract no advance payment (s) will be made.

9. **Standard Condition**

(a) The rate(s) quoted by you for printing of school diary for academic session 2024-25 should be inclusive of all local taxes/ Sales tax, GST and Excise should be shown separately if chargeable.

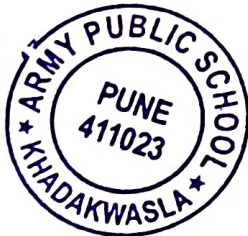
(b) Liquidated damages to the sum of 10 % of the contract price of the delayed/ undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the liquidated damages being not higher than 10% of the value of delayed stores will be levied.

(c) The undersigned reserves the right to reject any or all the quotations without assigning any reason.

10. This RFP is issued with no financial commitment and buyer reserves the right to change or cancel any part thereof at any stage. The buyer reserves the right to reject any or all of the offers without assigning any reasons what so ever. The buyer also reserves the right to withdraw the RFP should it be necessary at any stage.

11. Your quotation envelope be marked in the block letters as **PRINTING OF SCHOOL STUDENTS & TEACHERS DIARY FOR ACADEMIC SESSION 2024-25** last dated **31 Mar 2024**.

12. Please acknowledge receipt.




(Kavita Kadam)
Principal
APS Khadakwasla

Appendix 'A'
Refors: 33/DIARY/APSKH
Dated :-

**COMMERCIAL BID FOR PRINTING OF SCHOOL STUDENTS & TEACHERS DIARY FOR
ACADEMIC SESSION 2024-25**

S. No.	Particulars	Qty.	Rate (Per Diary)	Total Amt
1.	<u>School Students Diary 2024-25</u> Size :- A-4 (Crown Size) 180 Pages Cover- Multicolor/ 300 Gsm/ Art card B/B Printing with malt lamination. Inside Pages: 172 Pages B&W 80 Gsm Maplitho Paper. Colour Paper: - Inside 8 Pages colour printing, 130 GSM Art card with perfect binding. Perforated Pages : 06 Pages , B &W 80 GSM.	1740 Nos (Approx)		
2.	<u>School Teachers Diary 2024-25</u> Size :- A-4 (Crown Size) 160 Pages Cover- Multicolor/ 300 Gsm/ Art card B/B Printing with malt lamination. Inside Pages: 160 Pages B&W 80 Gsm Maplitho Paper.	60 Nos		
	Total			
	GST 18 %			
	Grand Total			

- (i) Is GST extra
- (ii) If Yes then mention the following :-
 - (a) Total value on which GST is leviable:-
 - (b) Rate of GST :-
 - (c) Total value of GST leviable:-
- (iii) Is Service Tax extra :-
- (iv) If Yes then mention the following :-
 - (d) Total value on which Service Tax is leviable :-
 - (e) Rate of Service Tax :-
 - (f) Total Value of Service Tax leviable :-
- (v) Octroi/Entry taxes :- No Octroi is applicable to APS Khadakwasla being out of PMC limits.
- (vi) CST/BST/TIN/PIN NO. to be stamped.

Company Seal

(Authorised signatory of company)

Place _____

Presiding Officer _____

Date _____

Member 1 _____

2 _____

3 _____