

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-2022-23/APSKH

16 May 2023

Dear Sir/Madam

- 1 Your quotation in sealed cover is invited for Printing of Documents Academic Session 2022-23. 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.
6. 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.
7. 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 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.
8. Your quotation envelope be marked in the block letters as **PRINTING OF DOCUMENTS** last dated 27 May 2023.
9. The undersigned reserves the right to reject any or all the quotations/letters without assigning any reason.



Anamika
(Anamika Sharma)
Offg Principal
APS Khadakwasla

PRINCIPAL
ARMY PUBLIC SCHOOL
KHADAKWASLA, PUNE-411023

COMMERCIAL BID FOR PRINTING OF DOCUMENTS 2022-23

S.No	Particulars	Qty. Nos.	Rate	Amount
1	Admission Forms 100 gsm, (Both side single color Printing) (Legal size, 100 pgs Each Book)	05		
2	PTM Registrar (size-8.5"x11 inches, 135 pages 80 gsm Maplitho paper Register Binding)	50		
3	Daily planner for teachors (8 x 9 Inches), 220 pages , 80 gsm	50		
4	Admission Registrar , 100 Gsm, 200 Pgs, with hard good binding (Size 17/27)	05		
5	Sanction Registrar , 100 Gsm, 480 Pgs, with hard good binding (Size 8/13)	02		
6	Parado Stato Registrar (Size 200mm X 285mm, 100 Pages, 80 Gsm, Maplitho Paper, Register Binding)	04		
7	Staff Attendance Registrar (250 Pages Fullscape Size, white paper, Single Colour Printing & Binding)	05		
8	Class Attendance Registrar	50		
9	Activity Certificate (250 Gsm, Art paper, Size A4, Multi Colour)	300		
10	Sports Certificate (250 Gsm, Art paper, Size A4, Multi Colour)	400		
11	Academic Certificate (250 Gsm, Art paper, Size A4, Multi Colour)	400		
12	Lesson plan dairy	200		
13	Admit Card	5		
14	Admission form issue register	5		
15	Class 10 Pre-Board Sheet A	4500		
16	Class 10 Pre-Board Sheet B	4500		
17	Class 12 Pre-Board Sheet A	4500		
18	Class 12 Pre-Board Sheet B	4500		
19	Class 12 Answer sheet (main A)	1500		
20	Class 12 Answer sheet B	1500		
21	Class II Answer sheet A	1000		
22	Class II Answer sheet B	2000		
23	Class 9 and 10 Answer Sheet A (Half yearly and Main Exam)	2000		
24	Class 9 and 10 Answer Sheet B (Half yearly and Main Exam)	2000		
25	Class 6 to 8 Answer Sheet A	3000		
26	Class 6 to 8 Answer Sheet B	3000		
27	Class 4 to 5 Answer Sheet A	2000		
28	Class 4 to 5 Answer Sheet B	2000		
29	Class dairy	70		
30	TC Register	2		
31	School Envelops	1000		
	Total			
	GST %			
	Grand Total			

GST No. to be stamped.

Company Seal

(Authorised signatory of company)

Place _____

Presiding Officer _____

Date _____

Member 1 _____

2 _____

3 _____