

TENDER DOCUMENTS FOR

Printing of Stationery Items

ARMY PUBLIC SCHOOL, FEROZEPUR

No APS/FZR/TN (2022-23)

Form No. _____
(For office use only)

TENDER FORM FOR PRINTING OF ITEMS FOR APS, FEROZEPUR

1. Name of Printing Press : _____
2. PAN/GST No : _____
3. Complete Address : _____

_____ Pin _____
4. Phone No. : _____ (Shop/Office)
_____ (Residence)
_____ (Mobile)
5. Details of Earnest money : DD/CHQ No _____ dated _____
_____ Amount _____
Bank _____
6. Total amount of expenditure offered : _____
7. All docs to be signed separately : _____
8. Have you submitted relevant documents : YES/NO
as per Ser No 8(d) of general instructions.

Date : Feb 2023

Signature of the Applicant/
with Rubber Stamp

ARMY PUBLIC SCHOOL, FEROZEPUR

TENDER FORM FOR PRINTING OF ITEMS FOR APS, FEROZEPUR

1. On behalf of the Army Public School, Ferozepur I invite you to forward your Tender form for printing of school stationary for Army Public School, Ferozepur.
2. The conditions, which will govern the contract are contained in appendices as under, any special conditions attached to this invitation to tender also form part of the conditions :-
 - (a) Details of Items - Appendix –A
 - (b) Commercial Bid - Appendix – B
3. If you are in position to quote for supply in accordance with the requirement stated in this tender enquiry, the same will be filled in, signed on each page and returned in duplicate to the addressee as mentioned at Para 8 below. You must also furnish with tender all information called as far as indicated in this tender enquiry and any other relevant info.
4. Commercial bids will be sealed envelope enclosed as per Para 8 below.
5. The technical and commercial bids will be duly authenticated and companies will affix their company's stamp in the space provided at the top of each sheet and authorized signatory of the company/dealer must sign on technical and commercial bid forms, additional sheets duly authenticated may be attached to elucidate specification/clarify a point.
6. The tender is not transferable.
7. **Scope of Work.** The project will encompass the printing of Stationery procurement of required items. The following will be required to be done:-
 - (a) The details of items are given at Appendix –B.
 - (b) Supply of all items (As per final proof) will be as per the desired specifications.
8. **Schedule of events:**
 - (a) The bidder may depute their representative, duly authorized in writing, to attend the opening the bids on the due date and time. Rates and important Commercial clauses quoted by all bidders will be read out in the presence of the representative of all the bidders. The event will not be postponed due to non presence of your representative.
 - (b) **Cost of Tender.** Rs 500/- (Rupees Five Hundred Only) to be submitted in the form of Demand Draft in favor of Army Public School, Ferozepur.
 - (c) **Last date of submission.** Last date of submission of tender forms is 1500hrs on **25 Feb 2023** inside two different envelopes to be submitted through registered post/by hand as under :-
 - (d) **Venue.** Date & time for opening of Commercial Bids at 1200hrs on **27 Feb 2023** at Army Public School, Ferozepur. Fresh dates will be intimated in case of any change.
 - (i) Forwarding letter as per Appx 'A' & App'B' (Details of firm and details of items).
 - (ii) Commercial bid as Appx 'C'.

(e) **Address for submission of Tender Form.** Principal, Army Public School, Near Army Recruiting Office, Ferozepur Cantt – 152001.

9. **Pre Bid Meetings/Clarification of Bids.** No pre bid meeting to be held. Clarification sought by the bidder should be in writing (Letter/E-mail) and submission latest by date & time mentioned in schedule of events. The email of this office is apsfzr@gmail.com.

10. **Delivery and Implementation Schedule.** Delivery and installation of all items for acceptance at APS, Ferozepur completed in all respects by/before **25 Mar 2023.**

Commercial Aspects.

11. A locked tender box for receipt of tender will be placed at outside office of Principal, Army Public School, Ferozepur.

12. Tender received by post/courier by due date and time will be placed in the box.

13. The box will be sealed at 1500hrs on **25 Feb 2023.**

14. The price charged for stores supplied by the firm shall in no event exceed the lowest price at which the stores of identical description would be made available by any firm at Ferozepur.

15. The customer reserves the right to order all or part of the items/stores being ordered in the tender at his discretion.

16. In case the vendor wishes to furnish any additional information/particulars of quotation conditions etc e.g. those relating to tax/duties or allowance of discount, rabbits etc that cannot be accommodated in tender form, they may do so by means of a note attached with tender form(to be attached with commercial bid).

17. In case the store(s) are found unfit/inferior quality or not to the specification you will be liable to replace the same free of cost.

18. Any further information required can be obtained on application on any working day from the office or the Principal Army Public School, Ferozepur between 1000hrs – 1400hrs till **25 Feb 2023.**

19. **Inspection.** Inspection & quality will be recorded by BOO after delivery of all items as per the requirement of the school.

20. **Payment Terms.** The payment will be made after completion of tender & acceptance by the inspection Board of Officers.

21. **Fall Clause.** The price charged for the stores supplied under the contract by the seller shall no event exceed the lowest prices at which the seller sells the stores or offer to sell stores of identical description to any persons/organization including the purchaser or any department or any statutory undertaking the central or state government as the case may be during the period till performance all Supply Order placed during the currency of the rate contract is completed.

22. **Earnest Money Deposit.** The Earnest Money Deposit (EMD) should be in separate envelope. Bidders are required to submit an EMD amount of Rs 10,000/- (Rupees Ten Thousand Only) in favour of Army Public School, Ferozepur alongwith their bids in current date.

Sd/-xxx
Presiding Officer

DETAILS OF ITEMS

(VENDOR MUST USE THIS FORM IN ORIGINAL)

Name of Vendor _____

S No	Item	Specification	Qty
(a)	Student Diary	Color Cover Page- 01 (front/back) both side printed (size 17.5cm x 23.5 cm), inner page: 80 both side b/w printing 64gsm (size 17.5cm x 23.5cm), Soft Bind	1600
(b)	Health Card	Size - 14cm x 17.5cm B/w print on Single side Hard paper 125gsm	1600
(c)	Attendance Register	Inner page :- 32 both side b/w printing (size 33cm x 21cm) 75gsm, Hard Bind plain (size 34cm x 22cm)	50
(d)	Teachers Diary	Color Cover Page:- 01 (front/back) printed(size 21.5cm x 27 cm), inner page:- 105 both side b/w printing 75gsm (size 21cm x 26cm), Hard Bind	50
(e)	Class Transaction Register	Inner Page:- 121 both side b/w printing (size 23.5cm x 17.5cm) 75gsm, soft bind with one side transparent sheet	60
(f)	File Cover (Superior Quality)	Legal Size (Single colour front side Printing)	500
(g)	In Service Participation Certificate	Size (8" x 10") Multi colour	100
(h)	Cobra File (Superior Quality)	Legal Size (Single colour front side Printing)	200
(j)	School Envelop	Size (9" x 4") Single colour front side print (With/Without Window)	500
(k)	School Envelop	Size (10" x 12") Single colour front side print	500
(l)	Cash Book	Size (16" x 26") 100 pages (ledger) without print & superior hard binding.	02
(m)	TC Issue Register	Size (8.5" x 14") 200 pages (ledger) with print & superior hard binding.	02
(n)	Buses In/Out Record Register	Size (8.5" x 14") 200 pages (ledger) with print & superior hard binding.	04
(o)	Students In/Out Register (Buses Strength)	Size (8.5" x 14") 200 pages (ledger) with print & superior hard binding.	04

COMMERCIAL BID FORM

(VENDOR MUST USE THIS FORM IN ORIGINAL)

Name of Vendor _____

Ser No	Desired Specifications		Qty	Rate per unit	Cost for all units	Tax/ GST	Total cost	Remarks
	Specifications							
(a)	Student Diary	Color Cover Page- 01 (front/back) both side printed (size 17.5cm x 23.5 cm), inner page: 80 both side b/w printing 64gsm (size 17.5cm x 23.5cm), Soft Bind	1600					
(b)	Health Card	Size - 14cm x 17.5cm B/w print on Single side Hard paper 125gsm	1600					
(c)	Attendance Register	Inner page :- 32 both side b/w printing (size 33cm x 21cm) 75gsm, Hard Bind plain (size 34cm x 22cm)	50					
(d)	Teachers Diary	Color Cover Page:- 01 (front/back) printed(size 21.5cm x 27 cm), inner page:- 105 both side b/w printing 75gsm (size 21cm x 26cm), Hard Bind	50					
(e)	Class Transaction Register	Inner Page:- 121 both side b/w printing (size 23.5cm x 17.5cm) 75gsm, soft bind with one side transparent sheet	60					
(f)	File Cover (Superior Quality)	Legal Size (Single colour front side Printing)	500					
(g)	In Service Participation Certificate	Size (8" x 10") Multi colour	100					
(h)	Cobra File (Superior Quality)	Legal Size (Single colour front side Printing)	200					
(j)	School Envelop	Size (9" x 4") Single colour front side print (With/Without Window)	500					
(k)	School Envelop	Size (10" x 12") Single colour front side print	500					
(l)	Cash Book	Size (16" x 26") 100 pages (ledger) without print & superior hard binding.	02					
(m)	TC Issue Register	Size (8.5" x 14") 200 pages (ledger) with print & superior hard binding.	02					
(n)	Buses In/Out Record Register	Size (8.5" x 14") 200 pages (ledger) with print & superior hard binding.	04					