

APSD/Accts Gen/

Mar 2021

QUOTATION FOR PRINTING ITEMS

1 Sealed tenders are invited from wholesale dealers/ distributors/ reputed firms for **printing of items** enclosed as per **Appx 'A'** by the undersigned for the session 2021-22 ie 01 Apr 2021 to 31 Mar 2022. Tenders should be sent by the firms under Registered post/By Hand in a strong sealed cover. The tender should reach the office of undersigned by 18Mar 2021.

Eligibility Criteria -As per Appx 'B'

Terms and Condition

- (a) The rates are required to be filled in figures as well as in words. Vendors are advised to affix transparent cello tape (neat & clean) on the column of rates. No amendment in the rate will be accepted.
- (b) There should not be any overwriting or cutting in the tender. If figures/words are to be amended it should be neatly scored out and the revised figures should be written above and the same should be attested with full signature and date. In the absence of attested signature, the tender is liable to be rejected.
- (c) Approved rates of items shall be for APS, Dagshai and must include transport charges, GST, freight charges and all other taxes rate or imposition whatever applicable to in respect of the supply. The APS Dagshai shall not be liable to pay any tax, freight etc which may have been expressly stipulated in the tender in the event of acceptance of the tenders. **The rates shall remain unchanged as mutually agreed throughout the above period of supply/contractual obligations.**
- (d) If the party fails to supply the items within stipulated time, the APS Dagshai shall be at the liberty to get printing items from other agency and the difference of the amount on such purchases will be deducted from security money, and if such amount is in excess of the security amount the party will bear the balance amount if any.
- (e) The party will be required to deposit a sum of Rs 10,000/- (Rupees ten thousand only) at the time of signing of contract as security deposit. This deposit will be refundable without any interest after the successful completion of the contract period however, the same will be forfeited if the contract has to be terminated due to non-performance of the contract by party.
- (f) The board detailed by the APS Dagshai will inspect **printing items** to be supplied by party as per the approved sample/specification and brand. In case supply does not confirm to the specifications & brand, the same is liable to be rejected and party will take the material back at its own cost and risk.

(g) The party will supply within three days from the date of placing of supply order (including supply order by fax/telephone) failing which ½ % of total cost of demanded items will be imposed as penalty per day.

(h). The purchase quantity of various items may be increased/decreased during the year by APS Dagshai. In such an eventuality APS Dagshai will make payment of such items to party as per approved rates. The payment will be made by cheque within 10 days following succeeding months after submitting of bills to APS Dagshai. No interest will be paid on late payment. The party will indicate clearly approved specifications and brand name of items in the bill also.

(j). **The APS Dagshai may print any items from other sources in case of emergency or if found at lower rates than contracted items in open market.**

(k). The party (contractor) will supply the items according to demand placed by APS Dagshai. In case of non-availability of any item in the market, the alternative/substitute may be supplied with the prior approval of APS Dagshai. The party will submit the bill on proper printed form to APS Dagshai, for payment.

(l). The party (contractor) will pay the income tax directly to the concerned departments if any

(m) The dealer should himself be dealing in supply/services of items for which tender has been asked rather than outsourcing.

2. The tenders are subject to the approval by the board of officers detailed by the Chairman, APS Dagshai, who do not bind themselves to give reason for rejecting any tenders.

3 Prior to acceptance of the tender the undersigned reserves the right to call for sample and the Party shall be liable to supply the same. No material shall be supplied by the APS Dagshai.

4. Income tax, TDS and sale tax as applicable under rules will be deducted from the bills of the contractor in not paid by the contractor.

5. This tender notice will form part of the contractor agreement.

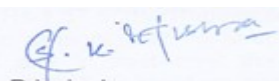
6. On acceptance of tender it will become a contract and shall be bound by terms and conditions of the tender.

7. Photocopy of GST Certificate will be mandatory to be attached with tender documents without which tender will be rejected.

8. Disputes of any will be subjected to Distt Court Solan Only.

9. The tendering authority reserves the right to modify, reject or nullify any of the unsolicited offer, incomplete or partially completed and conditional tenders without assigning any reasons whatsoever.

10. In case, you are interested, you may send your tender in sealed envelope to reach the school lasted by 18Mar 2021.



Principal
APS Dagshai

ARMY PUBLIC SCHOOL DAGSHAI Rates for printing items fy 2021-22						
Sr. No.	Items	Specification	Qty approx	Rate per pc	GST	Total
1	Student Dairy	Size 7 x 4.25inches	650			
2	Teacher Dairy 200 pages	Size A4	35			
	Teacher Dairy 210 pages	Size A4				
3	School Calender	Size : 4 x 6 inches pages : 4+12 paper Title : 300gsm art card paper inner : 58gsm white Printing : cover 4 colors inner single color black Fabrication : cover one side lamination binding side stitch	700			
4	Printing of invitation card					
5	Printing of school Prospectus	Size : 8.5 x 11 inch approx. Pages : 22 (11 leafs) 4+18 Paper Title : 300 GSM art card + matt lamination +UV Inner page paper: 130 GSM gloss Centre stitch binding Printing: 4 colours Offset Designing of 22 pages with envelope net cloth coated.	1000			
6	Printing of school Magazine					
	Total number of pages -124 (Coloured)					
	Cover Pages -	Hard Bound with Jackets (Laminated, glazed. 11 x 9 inches)				
	Paper Specifications	UV Carving (300gsm) of better quality).(Size appx 27.5cms x 21.5 cms)				
	Paper Quality	Minimum 130 gsm				
	No of copies	850 Approx	-			
	Please also quote printing charges per additional page separately.					
	Within 20 days of finalization of proof.					
	Signature of tenderer _____					
	Name					
	Name & address of firm with seal					

	Email address _____					
	Contact No. _____					

TECHNICAL BID
WITHOUT TENDER COST, GST NO AND EARNEST MONEY (IN THE FIRM OF DEMAND DRAFT ONLY) TENDER WILL BE REJECTED

Appx 'B'

Cost of tender is Rs500/- (Non-refundable) and
Earnest Money of Rs 10,000/- Refundable

Receipt No of tender form cost _____
Or
Draft No of tender form cost _____
Date _____

Earnest Money – Rs 10,000/-
in favour of Principal APS Dagshai
Draft No _____
Payable at PNB Dagshai/ any other
Bank at Solan.

ARMY PUBLIC SCHOOL, DAGSHAI
DISTT. SOLAN (HP)

1. **Name of the items for which tender is quoted.** _____

2. **Name of the Proprietor/Partner** _____

3. **Quote Particulars**

(a) Regd No of Firm/Shop _____

(b) GST No (Attach photocopy) _____

(c) **Legal status of firm /dealer/contractor**

(i) **Individual**

(ii) **Proprietorship**

(iii) **Partnership Firm**

(iv) **Company**

(v) **Society Trust/LLP**

(d) Nature of business _____

(e) PAN NO (Attach photocopy) _____

(f) Telephone, Mobile No. _____

(g) Email _____

Signature of the
proprietor/partner _____

4. **Please attach previous years' following documents for analysis the financial condition of firm/dealer/agency:-**

(i) Balance sheet, Profit & Loss accounts/Annual turnover of previous year audited by CA.

5. **Detail(s) of bank account(s) of the Firms/dealers/proprietors.**

Name of account holder _____

Account No _____

IFSC Code _____

Name of Bank _____ Address _____

6. **Have you supplied similar class of items/services successfully completed during the last three years to any other organization if yes, furnish the details thereof (with proof)**

7. Have your firm ever been black listed by any institution or autonomous agency? if yes, give details

I, _____ solemnly declare that the statements made above are correct to the best of my knowledge and belief and shall abide by the terms and conditions as mentioned in tender letter to this firm.

Place _____
proprietor/partner
Date _____

Signature of the
Addresses _____

Note
Tender will be rejected without GST No, Tender cost & Earnest Money