

Tele: 01792 - 266147

Army Public School
Dagshai - 173210
Dist - Solan (HP)

APSD/Quot/

29 Dec 2018

**TENDER FOR SUPPLY OF NOTE BOOKS, STATIONERY AND PRINTING STATIONERY TO
APS DAGSHAI (HP) FOR THE SESSION 2019-20**

Dear Sir,

1. Sealed tenders are invited from manufactures, wholesale dealers/ distributors/ reputed firms for the supply of the Note books, stationery and printing items enclosed as per Appx 'A' 'B' 'C' & 'D' by the undersigned for the session 2019-20 ie 01 Apr 2019 to 31 Mar 2020. 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 25 Jan 2019.

Eligibility Criteria -As per Appx 'D'

Terms & Conditions: -

- (a) The approved rates should be FOR APS Dagshai and should include , GST, freight charges and all other taxes or imposition whatever liable to in respect of the supply. The school shall not be liable to pay any tax, freight etc. **The rates shall remain unchanged as mutually agreed throughout the above period of supply**
- (b) The rates are required to be filled in figures as well as in words and same should not be more than MRP in any case. Vendors are advised to affix transparent cello tape (neat & claen) on the column of rates. No amendment in the rate will be accepted.
- (c) 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
- (d) On acceptance of the tender, it will become a contract and shall be bound by terms and conditions.
- (e) The Principal does not bind himself to accept the lowest tender and reserves the right to accept the tender in whole or part. Contract will be awarded on the basis of the lowest average rate of items grouped into different categories but due importance will be given to the quality of the branded items before doing so. The school authorities have the rights to accept or reject the tender without assigning any reason.

(f) The notebooks, stationery and printing items supplied by the successful tender will be inspected by a committee detailed by the school authorities. In case the supply does not confirm to the specifications, the same is liable to be rejected and the supplier will take the materials back at his own cost and risk.

(g) Prior to acceptance of the tender, the undersigned reserves the right to call for sample at time of negotiation.

(h) The successful tenderer will supply demanded items within two days from date of placing of the supply order (including supply order by fax/email/on telephone) failing which ½ % of total cost will be imposed as penalty per day.

(j) The payment will be made by cheque within 30 days after submitting the bills in the school. No interest will be paid on late payment of bills. The approved contractor will indicate clearly the approved specification, brand name of items/quantity on bills.

(k) If the contractor fails to supply the items within stipulated time, the Principal shall be at the liberty to buy items from other agency and the difference of the amount on such purchase will be deducted from security money, and if such amount is in excess of the security amount the contractor shall bear the balance amount.

(l) The approved contractor will be required to deposit a sum of Rs 27,000/- at the time of signing of contract against security. This deposit will be refundable without any interest thereon after the successful completion of the contract period but is liable to be forfeited if the contract has to be terminated due to non-performance by the contractor.

m) Conditional offer other than our terms and conditions shall not be accepted. The approved rates will be valid from 01 Apr 2019 to 31 Mar 2020. The rates approved by the board will be applicable to the APS staff also.

(n) Tender submitted through other than the tender shall not be accepted.

2. In case, you are interested, you may send your tender in sealed envelope to reach the school latest by 25 Jan 2019.


Bursar
APS Dagshai

Encl: As above

ARMY PUBLIC SCHOOL, DAGSHAI

RATES OF NOTEBOOKS AND PRINTING STATIONERY ITEMS FOR THE YEAR 2019-20

Sr. No	Items	Unit	Brand Name/specificati on	Rates
1	Note book 192 pages (one side plain) for maths	Each	Classmate	
		Each	Shiksha	
		Each	Own brand	
2	Note Book 192 Single Line	Each	Classmate	
		Each	Shiksha	
		Each	Own brand	
3	Note Book 192 Pages Double Line	Each	Classmate	
		Each	Shiksha	
		Each	Own brand	
4	Note Book 100 Pages Single Line	Each	Classmate	
		Each	Shiksha	
		Each	Own brand	
5	Note Book 40 Pages Single Line	Each	Classmate	
			Shiksha	
			Own brand	
6	Note Book 150 Pages	Each	Classmate	
			Shiksha	
			Own brand	
7	Ruled Register 100 Pages	Each	Lotus	
			Shiksha	
			Own brand	
8	Ruled Register 200 Pages	Each	Lotus	
			Shiksha	
			Own brand	
9	Ruled Register 294 Pages	Each	Lotus	
			Shiksha	
			Own brand	
10	Exam Answer Sheet printed for full scape 4 pages	Per 1000		
11	Exam Answer Sheet printed for full scape 8 pages	Per 1000		
12	Exam Answer Sheet printed for full scape 12 pages	Per 1000		
13	Exam Answer Sheet printed for full scape 16 pages	Per 1000		
14	Photocopier Paper	Ream	JK Red	
	(a) A4	Ream		
	(b) FS	Ream		
	(c) A3	Ream		
	(d) B4	Ream		
	(e) B5	Ream		
15	Photocopier Paper		JK Green	
	(a) A4	Ream		
	(b) FS	Ream		
	(c) A3	Ream		
	(d) B4	Ream		
	(e) A4 size glossy paper	Ream		
16	Computer Stationery (Plain)		Citizen	

	(a) Part I Plain	Ream	10X12 15x12 12	20x	
	(b) Part II Plain	Ream	10X12 15x12 12	20x	
	(c) Part iii Plain	Ream	10X12 15x12 12	20x	
	(d) Part iii printed bills	Ream			
17	Envelop (Taj Mahal) - Small, Medium (both plain & window)	Per 1000	Taj Mahal		
18	Yellow envelop with cloth 8 x 10, 10 x 12, 12x 16	Per 1000	Taj Mahal		
19	Yellow "without cloth or lamination- 8x10, 10x12, 12x16	Per 1000	Taj Mahal		
20	Envelop 12 x16 w/o cloth quouted	Per 1000			
20	Stock Ledger printed 200 pages,	Per pc	Neelgagan		
21	Stock Ledger printed 300 pages	Per pc	Neelgagan		
22	Stock Ledger printed 400 pages	Per pc	Neelgagan		
23	Stock Ledger printed 500 pages	Per pc	Neelgagan		
24	Printing of letter head pad with school's logo - 100 pages, Size A4	Each	Royal Executive bonds		
25	Printing of mannual reciept book- 300 Pages (ledger type) 16" x 12"	Each	Royal Executive bonds		
26	Printing of student's Ledger -300 pages 13" x 9"	Each	Ledger sheet		
27	Prining of requisition pad books/sty (duplicate) (size 7" x 4") 100 pages	Each	Ledger sheet		
28	Printing of requisition pad (CSD/Uniform) (Duplicate) 100 pages (Size 7 " x 5")	Each	Ordinary paper		
29	Printing of leave pad 100 pages 10.5" x 7"	Each	Ordinary paper		
30	Printing of Journal Voucher (8"x 4") single	Each	Ordinary paper		
31	Printing of dhobi register - 100 sheets, A4 size	Each	Fine quality		
32	Printing of dak receipt and despatch register -400 sheets 13" x 8.5"	Each	Ledger sheet		
33	Printing of sanction book (triplicate) containing 150 pages	Each	Fine quality		
34	Printing of KOT Book (in duplicate) containg 100pages (6" x 4")	Each	Fine quality		
35	Printing of bank & cash vouchers (Dublicate)	Ream	Ordinary paper		
36	Office File Cover (Multicoloured)	Nos			
37	Hard file cover (Accounts Office)	Nos	hard and soft with cloth coated		
38	File cover (Student and office)	Nos	Fine quality		
39	Printing of receipt/issue vouchers (100 pages)		Ordinary paper		
40	Printing of part -I requisition pad for purchase of store (Triplicate) 8.5" x 6.5")		Ordinary paper		
41	Printing of free issue pad 8" x 5" duplicate (sty items to teachers)		Ordinary paper		
42	Printing of TC Register in triplicate	150 pages	Fine quality		

43	Printing of Dhobi bill in triplicate -size legal page	150 pages	Fine quality	
44	Printing of clothing list in triplicate	150 pages	Fine quality	
45	Printing of mess requisition book in duplicate			
46	Printing of TA/DA Form	100 pages pa	Fine quality	
47	Prining of receipt			
48	Attedance register (1st half/2nd half) page 40sheets			
49	Attendance register (1-30 days) page 40 sheets			
50	Arival/departure register - size A4	120 sheets		
51	Printing of hair cutting and bath register -100 pages			
52	Printing of sanction book of store - Estate i/c (Triplicate) 17 cm x 22cm - 50 pages	Nos		
53	Printing of coupan pad (Duplicate) Size 22 cm x 9cm pages 100	Nos		
54	MI Room slip			
55	Printing of students clothing list size 10" x 4" in duplicate 50 pages			
56	Printing of school news letter	per page	Glossy paper	
57	Printing of Merit Certificate	per certificate		
58	Printing of leave register 125 pages	Each	Ordinary paper	
59	Five time attendance register 50 pages	Each	Ordinary paper	

Signature of tenderer _____

Name

Name & address of firm with seal

Email address _____

Contact No. _____

ARMY PUBLIC SCHOOL, DAGSHAI

Appx 'B'

RATES OF STATIONERY ITEMS FOR THE FINANCIAL YEAR 2019-20

Sr. No	Items	Unit	Brand Name	Rates	GST rates if any	Total
1	Pencil	Each	Camlin/ Flora/Natraj/Apsara, Art line			
2	Rubber (Eraser)	Each	Apsara/Camel & Natraj, art line			
3	Gum Tube small 150 ml	Each	Camline/ Chelpark, kores			
4	Crayon 12 Shade (Pkt)	Pkt	Colstar/Chelpark/Natraj/C amline			
5	Scale 30 cm thick	Each	Natraj or Camlin/power			
6	Scale 15 cm	Each	Natraj/camlin/power			
7	Drawing Instrument Box	Each	Natraj /Camlin/Pritivi			
8	Sharpner	Each	Natraj or Camlin, Apsara/Artline			
9	Ink Bottle (60 ml)	Each	Chelpark 60 ml			
10	Ink Pen	Each	Decco			
11	Poster Colour 6 shades	Each	Camline			
12	Poster Colour 12 shades	Each	Camline			
13	Chalk White Dust less (cartoons containing 60 pkt)	Box	Kores			
14	Compass	Each	camel or kores			
15	Pilot Pen blue, black & Red	Each	Luxor Hi- Tecpoint			
16	Protractor	Each	Camel/Natraj			
17	Cello tape (Miracle) - 9 Mtr	Each	Miracle /promise/ wonder/pride			
18	Gum bottle 150ml	per bottle	Camel			
19	Gum bottle 300ml	per bottle	Camel			
20	Ball Pen blue and red	per pkt	Reynold (045), Montex Hybrnd, Cello/Maxriter(f)			
21	Plastic palletete	Each	Ballarpur			
22	Brush (53.5) no. 0 (Round)	Each				
23	Brush (53.5) no. 0 (Round/flat)	Each	Colstar/camline/novelty			
24	Brush (53.5) no. 1	Each	Colstar/camline/proline			

Sr. No	Items	Unit	Brand Name	Rates	GST rates if any	Total
25	Brush (53.5) no. 2 '-----do-----	Each	Colstar/camline/proline			
26	Brush (53.5) no. 3 '-----do-----	Each	Colstar/camline/proline			
27	Brush (53.5) no. 4 '-----do-----	Each	Colstar/camline/proline			
28	Brush (53.5) no. 5 '-----do-----	Each	Colstar/camline/proline			
29	Brush (53.5) no. 6	Each	Colstar/camline/proline			
30	Brush (53.5) no. 7 '-----do-----	Each	Colstar/camline/proline			
31	Brush (53.5) no. 8	Each	Colstar/camline/proline			
32	Brush (53.5) no. 9 '-----do-----	Each	Colstar/camline/proline			
33	Brush (53.5) no. 10	Each	Colstar/camline/proline			
34	Brush (54.5) no. 0	Each	Colstar/camline/proline			
35	Brush (54.5) no. 1	Each	Colstar/camline/proline			
36	Brush (54.5) no. 2	Each	Colstar/camline/proline			
37	Brush (54.5) no. 3	Each	Colstar/camline/proline			
38	Brush (54.5) no. 4	Each	Colstar/camline/proline			
39	Brush (54.5) no. 5	Each	Colstar/camline/proline			
40	Brush (54.5) no. 6	Each	Colstar/camline/proline			
41	Brush (54.5) no. 7	Each	Colstar/camline/proline			
42	Brush (54.5) no. 8	Each	Colstar/camline/proline			
43	Brush (54.5) no. 9	Each	Colstar/camline/proline			
44	Brush (54.5) no. 10	Each	Colstar/camline/proline			
45	Cello Maxxter pen blue,black & red	Pkt	Cello			
46	Gel pen class mate (Blue & Black)		Octo Glide/Octane			
47	Adiel pen red /Achiver	Nos	Adiel			
48	Gel pen Digital Gel Flair sportly	Each	Digital Gel Fair Sportly			
49	Refill Gel Pen Slick G-5/Renolds, Cello Supper	Each	Cello/Supper			
51	link pen with in cartridge	pc	montex			
52	In pen (jumbo size) with in cartridge	pc	Camline			
53	Refill Renold /cello pen (ball)	Each	Maxwriter/cello			
54	Chart white Thin/Thick	Each	Ballarpurbit			
55	Chart coloured Thin/Thick	Each	Ballarpurbit			
56	Handmade sheet	Each	Bit			
57	Art Card	Each				
58	Black waterproof ink	Nos	Camlin			
59	Brown tape 2inch 30 metre	Roll	Shoolini/Promiser/wonder/Stanard			
60	Brown tape 1inch 30 metre	Each	Shoolini/Promiser/wonder/Stanard			
61	Pilot pen ink	Nos	ComeitL uxor			

No	Description	Unit	Brand Name	Notes	GS 1 Rates if any	Total
62	Name slip	Nos	Five star			
63	Attendance Register 100 pages, 200 pages	Each	Neelgagan/saraswati			
64	Celophene sheet plastic cover	Ream	Fine quality			
65	Chart Paper coloured	Ream	Ballarpur			
66	Chart Paper (guard size)	Ream	Ballarpur			
67	Drawing pencil set colour	Pkt	Natraj or Camlin/fiber caset 12 shades (Triangular)			
68	Chalk coloured (60 boxes pack)	Pkt/cartoons	Kores			
69	OHP Marker thick (Black) Thin	Nos	Super Brand			
70	Ruled sheet full scope 12 x20	Ream	Lotus			
71	White board marker (Refilling) (Blue/Red/Black)	Piece	Luxure			
72	Brown sheet thick glazed paper small/big	Each	a product/bill/555			
73	Out line maps world & different countries	Per 100				
74	Out line maps world & different countries blue sea	Per 100				
75	Ruled Sheets, Double full scope	Each	Neelgagan/lotus/capital			
76	Drawing Sheet (Big) Bilaspur - 22" x 28"	Ream	Ballarpur/bit			
77	Cartridge sheet (160 gsm)	Ream	Ballarpur/bit			
78	Drawing Pencil B	Each	Natraj/Camlin			
79	Drawing Pencil 2B	Each	Natraj/Camlin			
80	Drawing Pencil 4B	Each	Natraj/Camlin			
81	Drawing Pencil 6B	Each	Natraj/Camlin			
82	Drawing Pencil 8B	Each	Natraj/Camlin			
83	Drawing Pencil 10B	Each	Natraj/Camlin			
84	Graph Note Book (32 pages) size 21 x 29 cm)	Each	Lotus/green planets			
84	Black Board Duster	Pkt	write on 1103			
85	Brown sheet laminated	Nos	a product -555			

86	Brown sheet laminated (Roll)	Roll	555/bit			
87	Fevistic (15gms)	Nos	fevical/vevistic			
88	Fevistic (8gms)	Nos	fevical/vevistic			
Sr. No	Items	Unit	Brand Name	Rates	GST rates if any	Total
89	Feviquike small/Big	Nos				
90	Soft Pastel Colour	Pkt	Camelin			
91	Oil Pastel Colour (24 shaded)	Pkt	Camelin			
92	Oil Pastel Colour (48 shaded)	Pkt	Camelin			
93	Pencil Colour (12 shades)	Pkt	Natraj or Camlin			
94	Skeetch pen (Coloured) set (12 shades)	Pkt	Luxor			
95	Poster Colour 06 shades	Pkt	Camelin			
96	Poster Colour 12 shades	Pkt	Camelin			
97	Water colour tube and cake	Pkt/Box	Camelin, Natraj, Camel etc			
98	Water colour cake	Box	Natraj, Camel			
99	Cartridge sheet fine quality	Ream	Bill			
100	Practical Sheets (S) one side ruled	pkt	Neelgagan/Gulati/Jindal			
101	Practical sheets (s) both side ruled	pkt	Neelgagan/Gulati/Jindal			

Sr. No	Items	Unit	Brand Name	Rates	GST rates if any	Total
102	Practical sheets (s) plain	pkt	Neelgagan/Gulati/ Jindal			
103	Practical sheets (Geography) one side ruled	pkt	Neelgagan/Gulati/ Jindal			
104	Practical sheets (Geography) both side ruled	pkt	Neelgagan/Gulati/ Jindal			
105	Practical sheets (Geography) plain	pkt	Neelgagan/Gulati/ Jindal			
106	Drawing Note book (Small) 40 pages	Pc	Neelgagan/Gulati/ Jindal			
107	Practical file (small) with tag	PC	Neelgagan/standard/Ji ndal/lotus			
108	Practical file (big) Geography with tag	pc	Neelgagan/standard/Ji ndal/lotus			
109	Practical file (plastic transparent)	pc	Slegart-z- 999/Dolphin			
110	Project/Practical note books (science & Geometry) 130 pages		BBD/Moon light /evergreen			

Note: please tick brand of items before quoting rates

OFFICE STATIONERY AND OTHER ITEMS 2019-20

Appx 'A'

Sr. No	Items	Unit	Brand Name	Rates	GST rates if any	Total
1	Carbon Papers	Per 100	Kores			
2	Paper pins	Each	Zebra/Rollex/Glove			
3	Ball pen ordinary	Each	Cello fine grip /Renold/Camlin exam /Gel			
4	Computer Ribbon (Dot matrix)	Pkt	Citizen			
5	Address label sticker small/big for laser jet printer	pad	Oddy			
6	writing pads (slip pad) Nos. 33,22 & 11	nos	Neelgagan			
7	Gum Bottle 700 ml) small/large	Bottle	Chelpark / Camel			
8	Highlighter	piece	Luxure			
9	Board marker (bold)	piece	Luxure			
10	Stapler pin box (Small size)	box	Kores /Kangaru			
11	Stapler Machine small size steel& medium size	nos	Kores			
12	Stamp pad and ink	Each	(Ashokaj/kores			
13	Pencil HB	Pkt	Natraj/HB			
14	Dak binder & folders (dakpad)	nos	Neelgagan			
15	White & Green tag (Small)	per 100	Cotton/Nylon			
16	White & Green tag (Large)	per 100	Cotton/Nylon			
17	Fax Roll -30 mtr	per pc	Misubist/citizen			
18	Correction Fluid	per pc	Kores			
19	Correction pen/Fluid	Each	Kores/Arline			
20	Calculator Citizen original	Each	Citizen			
21	Drawing pins coloured small & large (Thumb pin)	Pkt				
22	Drawing pins brass small & large 75/50grms	Pkt	Bharat/unique			
23	Flap (File Binder)	piece				
24	Gluestick (MRP Rs 50)	piece	Camlin			
25	Grip binder	Pkt	Fix -wel			
26	IT pad (post) small, medium etc. (Yellow slip)	Pad				
27	Paper clip	pkt	Rollex/Globe			

Sr. No	Items	Unit	Brand Name	Rates	GST rates if any	Total
28	Punching machine double hole	nos	Kangaroo			
29	Plastic Scale 12"	piece	Natraj			
30	Brown tape (paking) per role - 2" & 1"	roll	Wonder -WPL/Standard /Promise			
31	Permanent marker thin/bold	nos	Luxure			
32	Cello tape (coloured) half inch 2" & 1" & .5"	Roll	Wonder -WPL/Standard /Promise			
33	Rubber band big size	Pkt				
34	Thread	Bunch				
35	Computer File 15 x 12	piece				
36	Stock Register/Ledger (200,350,400 pages)	nos	Neelgagan			
37	Sketch book large thick	piece				
38	Coloured Flags (five colour stripes)	pkt				
39	Engagement pad	nos	Neelgagan, Deepa/Amadhav			
40	Poker (Wood handle/ plastic)	piece	Citizen			
41	Pin/Clip box (Dibbi)	piece				
42	Quick fix	piece				
43	Stencils	piece				
44	Paper cutter & blade large	nos				
45	Paper cutter & blade Medium	nos				
46	Paper cutter & blade small	nos				
47	Pen satnd (table)	Nos				
48	Ad Gel pen (Blue,Black,Red)	Each				
49	Ball pen butterflow	Each				
50	Sealing wax	PKT				
51	SOP Folder	Nos				
52	Hard half folder	Nos				
53	Talk sheet	per metre				
54	Clip Board Transpant/ordinary	Nos				
55	Binder clips (small/medium/large)	nos				
56	Ink pad	nos				
57	Colour pin	packt				
58	Lever lock folder (large medium)	nos				
59	Ribbon cloured (cloth)					
60	DO Envelope 7.5 x 7.5					
61	Transparent tape 2"					

62	Gum Bottle small	750 ml. per bottle of Standard Quality	Chelpark/camel				
63	Table glass (sqft)	Each					
64	Hi tech point luxor	Each					
Sr. No	Items	Unit	Brand Name	Rates	GST rates if any	Total	
65	Trasparent tape 1"	each roll					
66	Pocket size Diary	each					
67	Red refill	Pkt					
68	Teacher Adjustment Duty Register	each					
69	Notice board with Aluminium Frame						
70	Gum tube small	Each					

Please tick the brand of items before quotating rates

Signature of tenderer _____

Name _____

Name & address of firm with seal

 Email address _____

Contact No. _____

WITHOUT TENDER COST AND EARNEST MONEY (IN THE FIRM OF DEMAND DRAFT ONLY)
TENDER WILL BE REJECTED

Appx 'D'

Cost of tender is Rs 200/- (Non-refundable) and

Earnest Money of Rs 10,000/- refundable

Receipt No of tender form cost _____

Earnest Money – Rs 10,000/-

Or

in favour of Principal APS Dagshai

Draft No of tender form cost _____

Draft No _____

Date _____

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 _____

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

(i) **Individual**

(ii) **Proprietorship**

(iii) **Partnership Firm**

(iv) **Company**

(v) **Society Trust/LLP**

(d) Nature of business _____

(e) PAN NO _____

(f) Telephone, Mobile No., Fax No. and e-mail address _____

4. **Mandatory 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.

(ii) Up-to-date Income Tax Clearance Certificate.

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

Name of account holder _____

Account No _____

IFSC Code _____

Name of Bank _____ Address _____

5. 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)

6. 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 _____

Date _____

Signature of the proprietor/partner

Addresses _____
