

TENDER COST OF RS 500/-

ARMY PUBLIC SCHOOL, DAGSHAI
DISTT- SOLAN (HP)

TENDER DOCUMENT: FINANCIAL BID

PRINTING OF SCHOOL MAGAZINE, SCHOOL CALENDER, TEACHER & STUDNETS'
DAIRY PROSPECTUS AND INVITATION CARD FOR FY 2024-25
AS PER LIST ATTACHED AT APPX 'A'.

Terms & Conditions

- (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 printing material shall be for APS, Dagshai and must include transport charges, GST, freight charges and all other taxes rate or imposition whatever applicable in respect of the supply of printing material. 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. Delivery and unloading of materials at APS Dagshai will be responsibility of contractor. **The rates shall remain unchanged as mutually agreed throughout the above period of supply/contractual obligations.**
- (d) The contractor 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 contractor.
- (e) If the contractor fails to supply the printing material within stipulated time, APS Dagshai shall be at the liberty to get it printed 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 contractor will bear the balance amount if any.

- (f) The board detailed by APS Dagshai will inspect materials to be supplied by contractor as per the approved sample/specification. In case supply does not confirm to the specifications, the same is liable to be rejected and contractor will take the material back at his own cost and risk.
- (g) The contractor will supply demanded items/materials within stipulated time from the date of placing of work order (including work order by fax/telephone) failing which 0.5% of total cost of demanded printing material will be imposed as penalty per day.
- (h) The payment will be made by cheque within 30 days in the succeeding months after submitting of bills to APS Dagshai. No interest will be paid on late payment. The contractor will indicate clearly approved specifications and name of items in the bill also.
- (j) The rates approved by the board will also be applicable to APS Dagshai staff should they wish to procure ibid items from approved contractor.
- (k) **The quality of items/materials supplied by contractor must be of contracted specification and quality as approved by the Board.** No other specification in lieu will be accepted by APS Dagshai. Printing material will be checked by the board of APS Dagshai and it is at their discretion to reject any of the items, which they may consider not of desired standard, specifications and size as approved by the Board. The contractor will indicate name, quantity, accounting units and rate/MRP of items on the bills clearly. The bill without name, quantity, accounting units & rate will be rejected. Generally, the requirement will be intimated to contractor ten days in advance but in case of an urgent requirement, the contractor will have to arrange the supply of the required items at a notice of 24 hours.
- (l) Army Public School, Dagshai reserves the right to terminate the contract without giving any reason, if the services of contractor are not found satisfactory and in such eventuality security deposit will be forfeited and contract will be awarded to next party. However, the contractor will be obliged to complete the contract and no termination from his side will be allowed. The contract can be cancelled by APS Dagshai due to following reasons:-
- (i) If the contractor fails to provide three supplies when ordered.
 - (ii) If APS Dagshai rejects the items/goods three times.
 - (iii) If APS Dagshai finds unsatisfactory services.
- (m) **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.**
- (n) The contractor will supply the items according to demand placed by APS Dagshai. The contractor will submit the bill on proper printed form to APS Dagshai, for payment.

- (o). The contractor will pay the income tax directly to the concerned departments if any.
- (p). The tenderers preferably should be/have been dealing in similar class of items/services and which they have successfully completed during the last three years to any other organization and furnish the details thereof (with proof) along with tender documents. In case tender is awarded, the board detailed by School Management will check the same on ground.
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 contractor shall be liable to supply the same.
 4. Conditional tender will not be accepted.
 5. TDS as applicable under rules will be deducted from the bills of the contractor.
 6. This tender notice will form part of the contractor agreement. The contract will remain valid from 01 Apr 2024 to 31 Mar 2025.
 7. On acceptance of tender it will become a contract and shall be bound by terms and conditions of the tender.
 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 latest by 25 Jan 2024.



Principal
APS Dagshai

**ARMY PUBLIC SCHOOL DAGSHAI
FINANCIAL BID OF SCHOOL MAGAZINE, PROSPECTUS AND MISC PRINTING ITEMS FOR FY 2024-25**

Sr.N	Items	Specification	Qty approx	Rate	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	700			
3	School Celender	Size : 4 x 6 inches pages : 4+12 Title : 300gsm art card paper inner : 58gsm white Printing : cover 4 colors inner single color black Fabrication : cover one side lamination binding side stitch				
4	Printing of invitation card	Size : 8.5 x 11 inch approx.	1000			
5	Printing of school Prospectus	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.	700			
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.					
	Note: gauntity of above mentioned items may be drecreased/increased as per requirement.					

Signature of tenderer _____
Name _____

Name & address of firm with seal _____

Email address _____

Contact No. _____

GENERAL INFORMATION

1.	Name of Applicant / Company	
2.	Address for correspondence	
3.	Contact Person: _____ Telephone No. _____ Mobile _____ Email ID _____	
4.	Type of Organization: (a) An individual (b) A proprietary firm	
5.	Place and Year of Incorporation	Attach photocopy
6.	GST No.	Attach photocopy
7.	PAN No	

DETAILS OF ITEMS/SERVICES SUPPLIED/PROVIDED DURING THE LAST 3 YEARS
(DETAILS TO BE FURNISHED IN THE FOLLOWING FORMAT)

S.N	Name of contract	Name & Address of the client	Remarks
o.			

Seal and Signature of Applicant