Appendix

CALL OF QUOTATION : PRINTING AND SUPPLY OF ANSWER BOOKS/MISC ITEMS FOR EXAM CELL FOR THE ACADEMIC SESSION 2024-25

Ser No.	Nomenclature	A/U	Qty Reqd	Cost per Answer Sheet/items	Total Cost	Remarks
(a)	16 Pages (08 Leaves) Single Line Answer Sheets (Size 9"x11", Orient Paper best & first Page Print ed)	Nos	20000			
(b)	12 Pages (06 Leaves) Answer Sheets (Size 9" x 11" Orient Paper best & first Page printed)	Nos	22000			
(c)	08 Pages (04 Leaves) Answer Sheets (size 9" x 11", Orient Paper best)	Nos	15000			
(e)	04 Pages (02 Leave) Single Line Answer Sheets (Size 9" x 11" Orient Paper best)	Nos	39000			
(f)	Arrangement Register (Size 8" x 13", 70 gm shivpur ledger, 500 pages (250 leaves) both side printed duly binded and stitched.	Nos	2			
(g)	Students attendance Register (Size $9^{1/2}$ x 14", 58 gm shivpur Ledger both side printed, 68 pages (34 leaves), center pined)	Nos	140			
(h)	Certificates (Sports & Academic) (Size $7^{1/4}$ x 9" screen print tri-colour, Card sheet 300 gm lucky)	Nos	2500			
	Total					
	GST (As applicable)					
	Grand Total					

Tele : 0291- 2510559 (civ)
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10792/APSJ/Accts(ii)

Army Public School
Near FOL Depot
Ajmer Road
Jodhpur (Raj) – 342 010
19 Sep 2024

CALL FOR QUOTATION

Sir,

1. We would like to carry out **Printing of answer books/Misc items for exam cell** of our school as per details given in the appendix attached.

2. 5% of the total cost will be retained in the form of Joint FD/Bank Guarantee as security deposit by the final bidder and the same will be refunded on completion of requisite printing and supply.

3. "The firm must ensure that the printing and paper quality is standard.

4. Total cost (including all taxes) to be mentioned should be all inclusive. No additional payment will be made.

5. All quotation documents will be signed by the authorized firm's representative and firm's rubber stamp will be affixed on all the pages of the documents including envelope in which the quotation document will be sealed.

6. "Quotation for **"Printing of answer books/Misc Items for exam cell"** will clearly be mentioned on top of the envelope.

7. Payment will be made by cheque after verification by the Project Management Group.

8. Photocopy of GST Registration and PAN Card will be attached with the quotation.

9. Firms to mention their full address with telephone number on the envelope.

10. Time Period for execution of requisite job - Within 25 days on issue of supply order.

11. If the **requisite job** will not be **executed** in the prescribed period ie 25 days, then firm has to apply in writing with valid reasons for extension of supply period which will be accorded by the chairman for 5 days only, thereafter necessary penalty will be levied as under :-

(a) 1% Liquidated Damages will be deducted upto 10 days.

(b) Thereafter 2% penalty will be levied for every 10 days or part thereof.

12. **Pre-Bid Meeting/Interaction**. A pre bid meeting/interaction will be held for all interested vendors on **26 Sep 2024** at 1100 hr at Army Public School, Jodhpur. Pre Bid meeting attendance is **compulsory** for all participating bidders for the said quotation.

13. In view of the above, you are requested to intimate your quotation. Your quotation in a sealed cover addressed to the Principal, Army Public School Jodhpur should reach this office by 1100 **hrs on 30 Sep 2024**. The quotation will be opened at **1115** hrs on **30 Sep 2024**.

(Dr (Mrs) Tabassum Khan)
Principal

To be filled by the Firm before Submission of Quotation

Name & address of the firm : _____

TIN No (Compulsory) : _____

GST No (Compulsory) : _____

Name of the Firm's owner/Rep : _____

Signature of the firm's owner/rep with seal : _____

Telephone & Mobile No : _____

E-mail address of the Firm : _____

Date of Depositing of the Quotation : _____