

TENDER FORM FOR PRINTING OF TEACHERS DIARY, CLASS DIARY, STUDENTS ATTENDANCE REGISTER, ANECDOTAL REGISTER AND HARD BOND REGISTER WITH SCHOOL NAME AND LOGO FOR ARMY PUBLIC SCHOOL, AMBALA CANTT

1. Name of Firm/Contractor : _____
with full address, tele No & Email. _____
Tele No _____
Email No _____

2. GST/TIN No of the Firm/Contractor. : _____

3. PAN No of the Firm/Contractor : _____

4. Details of Work:-

<u>Ser No</u>	<u>Nature of Work</u>	<u>Qty</u>	<u>Rate/copy</u>	<u>Rate/copy with GST</u>	<u>Total cost with GST</u>
1.	Printing of Teachers diary, Class diary, Students attendance register, Anecdotal Register and Hard bond register with school name and logo for Army Public School, Ambala Cantt as specifications/details/sample given by the Army Public School, Ambala Cantt :-				
	(a) Teachers diary (English)	135			
	(b) Students Attendance Register	120			
	(c) Class diary	85			
	(d) Anecdotal Register 150 Pages	33			
	(e) Anecdotal Register 100 Pages	46			
	(f) Hard Bond Register with school name and logo	100			

5. Time for completion of the work shall be 30 days from the date of issue of work order.

6. Failure to complete the work within the period of completion shall invite reduction of compensation at the rate of 0.2% of the contract amount per week till completion of work to the satisfaction of the School Management. The School Management may consider grant of extension of time beyond the initial period of completion in case he is fully satisfied that the delay is due to circumstance beyond control of the contractor.

7. No sub-letting of any part of portion of the work shall be permitted and it shall be the sole responsibility of the contractor undertaking the work to complete the work within time.

8. No advance payment shall be made.

9. The rates quoted by the contractor shall include all applicable taxes, octroi, tpt, loading/unloading and labour charges and will be applicable for 180 days from the date of opening of tender.

10. Last date of receipt of sealed tenders duly completed is 1300 hrs on 19 Feb 2024. All bids received after 1300 hrs on 19 Feb 2024 shall be considered invalid and shall not be opened. Tenders will be opened on 19 Feb 2024 at 1330 Hrs.

11. This office reserves the right to cancel/accept/reject any/all tenders without assigning any reason for the same and decision of this institution will be final and binding. Nos of copies to be purchased may vary/decrease as per requirement.

12. **Note.** Successful bidder will provide the samples of items with their bids and will work as per specifications/approval given by the school to the vendor.

13. Commercial Bid Amount - Rs. _____
GST% - Rs. _____
Total - Rs. _____

Station : Ambala cantt

(Signature of Bidder with stamp
Accepting the above terms & conditions)

Date : Feb 2024

SPECIFICATIONS FOR PRINTING OF TEACHERS DIARY, CLASS DIARY, STUDENTS ATTENDANCE REGISTER, ANECDOTAL REGISTER AND HARD BOND REGISTER WITH SCHOOL NAME AND LOGO FOR ARMY PUBLIC SCHOOL, AMBALA CANTT

1. Name of Firm/Agency with full address: _____
2. The specifications required for the diaries are as under:-
 - (a) **Teachers Diary** (As per sample shown and as discussed)
 - (i) Out side cover 350 GSM art card printed in four colour
 - (ii) Inner leaf 100(200 pages) in single colour printing 80 GSM paper.
 - (iii) Size standard in A4, portrait.Binding (Hard binding/Swing thread/side stich binding/Staple binding) as decided by the School.
 - (b) **Attendance Register**
 - (i) As per sample shown and as discussed.
 - (ii) Paper of Good quality. As approved by school
 - (iii) Binding (Hard binding/Swing thread/side stich binding/Staple binding) as decided by the School.
 - (c) **Class Diary** (As per sample shown and as discussed)
 - (i) Out side cover 350 GSM art card in single colour printing.
 - (ii) 230 pages in single colour printing 80 GSM paper.
 - (iii) Size standard in A4. Quality of paper to be approved by school.
 - (d) **Anecdotal Register** As per sample shown and as discussed.
 - (i) Paper of Good quality. As approved by school
 - (ii) Binding (Hard binding/Swing thread/side stich binding/Staple binding) as decided by the School.
 - (iii) To be print and supply as per sample shown and data given
 - (e) **Hard Bond register with school name and logo**
 - (i) As per sample shown and as discussed.
 - (ii) Paper of Good quality. As approved by school
 - (iv) Binding (Hard binding/Swing thread/side stich binding/Staple binding) as decided by the School.
3. The rates of items to be quoted against each.

Station: Ambala Cantt

(Signature of Bidder with stamp
Accepting the above terms & conditions)

Date : Feb 2024