

Tele : 07324-272747

Army Public School
The Mall Road
Mhow - 453441

1016/APSM/24-25/Printing

31 Aug 2024

INVITATION OF TENDER FOR PRINTING OF STATIONERY ITEMS
FOR ARMY PUBLIC SCHOOL MHOW

1. Principal, Army Public School, Mhow hereinafter referred to as Buyer, is interested in proposal for "Procurement of Stationery Items" for Army Public School, Mhow. Sealed envelopes are invited for supply of items listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP Number on the sealed envelope to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:-

(a) Bids/queries to be addressed to:-

The Army Public School, Mhow (MP) - 453441

(b) Postal address for sending the Bids:-

Principal, Army Public School, Mhow (MP) - 453441

(c) Name/designation of the contact personnel:-

**Mr P K Tiwari
Principal,
Army Public School, The Mall Road
Mhow (MP) - 453441**

(d) Telephone number of the contact personnel. **07324 -272747**

(e) E-mail id of school. **apsmhow@gmail.com**

3. **Last date and time for depositing the Bids. 1400 hrs on 12 Sep 2024.** The sealed Bids envelope should be deposited/reached by the due date and time. The responsibility to ensure this lies with the Bidder.

4. **Manner of depositing the Bids.** Sealed tender should be sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery / non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).


PRINCIPAL
Army Public School Mhow
Dist. Indore (M.P.)

6. **Technical Bid.** Technical Bids is required for “**Printing of Stationery Items**” for Army Public School, Mhow as given at Appendix ‘A’ to tender.
7. **Commercial Bid.** Commercial Bids is required for “**Printing of Stationery Items**” for Army Public School, Mhow as given at Appendix ‘B’ to tender.
8. **Validity of Tender :** The bid should remain valid till 90 days from the last date of submission of the tender , make, model and version (latest) will be specified for all items.
9. **Acceptance Testing.** All items will be subjected to detailed acceptance testing procedure by a Board of Officers as per scope of work for the project. The details of the procedure will be worked out jointly by the vendor and the user. The specifications of the items should be in conformity with the details provided by the vendor and as per the given specifications. Any additional equipment needed for acceptance testing would be provided by the Vendor at his own cost. In case any item is found not as per laid down specifications and the consignment rejected, the vendor shall remove the item from user premises at his cost. The user would issue an acceptance certificate on successful completion of acceptance testing.
10. **Payment Terms.** It will be mandatory for the Bidders to indicate the bank account numbers and other relevant e-payment details so that payments could be made through ECS/ EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payment through ECS is at Form DPM-11(Available in MOD website and can be given on request). The Payment will be made after delivery and acceptance testing of items.
11. **Advance Payments.** No advance payment(s) will be made.
12. **Transportation.** All the stores will be delivered at the consignee address. Seller will bear all the costs and freight for transportation including cost of insurance if any.
13. Please ensure that this is your best and final offer.


Yours faithfully,

(P K Tiwari)

Principal

Army Public School Mhow.
Dist. Indore (M.P.)

Enclosures : As above

APPENDIX A

1016/APSM/24-25/Printing

31 Aug 2024

INVITATION OF TENDER FOR "PRINTING OF STATIONERY ITEMS"
FOR ARMY PUBLIC SCHOOL MHOW

To,
The Principal
Army Public School
The Mall Road,
Mhow (MP)

1. Name of the Agency /firm/ organization and address _____
2. Date of Establishment/ Incorporation (with registration Nos) _____ (Copy to be Attached)
3. Status of the Agency _____
4. The details of Printing of Stationery Items for Army Public School, Mhow are as under :-

| SN | Items | A/U | Qty |
|----|---|-----|-------|
| 1 | Teachers Diary (21 x 28cm) 200 Pgs 70 GSM | Nos | 150 |
| 2 | Students Attendance Register (10'x13') 70 GSM | Nos | 90 |
| 3 | Scholar Register 350 Pgs (9"x14") 60 GSM | Nos | 4 |
| 4 | APSM File Cover Plastic | Nos | 100 |
| 5 | APS Letter Pad 21x29cm (Executive Bond Paper | Nos | 500 |
| 6 | Cash receipt Books 21x29 cm (45 GSM) 400 Pgs | Nos | 5 |
| 7 | CCA Certificate (8.5"x11") 200 GSM | Nos | 1000 |
| 9 | Single Answer Sheet 24 Pages (9"x11") 56 GSM | Nos | 5000 |
| 10 | Single Line Answer Sheet 16 Pages (9"x11") 56 GSM | Nos | 12000 |
| 11 | Single Line Answer Sheet 12 Pages (9"x11") 56 GSM | Nos | 12000 |
| 12 | Sinle Line Answer Sheet 8 Pages (9"x11") 56 GSM | Nos | 10000 |
| 13 | Sinle Line Answer Sheet 4 Pages (9"x11") 56 GSM | Nos | 1000 |
| 14 | 4 Line Answer Sheet 12 Pages (9"x11") 56 GSM | Nos | 1000 |
| 15 | Square Line Answer Sheet 12 Pages (9"x11") 56 GSM | Nos | 2000 |
| 16 | Two Line Answer Sheet 12 Pages (9"x11") 56 GSM | Nos | 2000 |
| 17 | 4 Line answer Sheet 4 Pages (9"x11") 56 GSM | Nos | 1000 |
| 18 | Square Line answer sheet 4 Pages (9"x11") 56 GSM | Nos | 1000 |
| 19 | 2 Line answer Sheet 4 Pages (9"x11") 56 GSM | Nos | 1500 |
| 20 | 2 Line answer Sheet 8 Pages (9"x11") 56 GSM | Nos | 1000 |
| 21 | Square Line answer Sheet 8 Pages (9"x11") 56 GSM | Nos | 2000 |
| 22 | Four Line answer Sheet 8 Pages (9"x11") 56 GSM | Nos | 5000 |
| 23 | Birthday Cards | Nos | 300 |
| 24 | Anniversary Cards | Nos | 300 |
| 25 | Health Card | Nos | 3000 |

Date

Place :

Signature of Bidder with Seal


PRINCIPAL
Army Public School, Mhow
Dist. Indore (M.P.)

1016/APSM/24-25/Printing

APPENDIX 'B'

3/ Aug 2024

COMMERICAL BID FOR "PRINTING OF STATIONERY ITEMS"
FOR ARMY PUBLIC SCHOOL MHOW

To,
The Principal
Army Public School, Mhow

| SN | Items | A/U | Qty | Rate | Amount |
|--------------------|---|-----|-------|------|--------|
| 1 | Teachers Diary (21 x 28cm) 200 Pgs 70 GSM | Nos | 150 | | |
| 2 | Students Attendance Register (10'x13') 70 GSM | Nos | 90 | | |
| 3 | Scholar Register 350 Pgs (9"x14") 60 GSM | Nos | 4 | | |
| 4 | APSM File Cover Plastic | Nos | 100 | | |
| 5 | APS Letter Pad 21x29cm (Executive Bond Paper | Nos | 500 | | |
| 6 | Cash receipt Books 21x29 cm (45 GSM) 400 Pgs | Nos | 5 | | |
| 7 | CCA Certificate (8.5"x11") 200 GSM | Nos | 1000 | | |
| 9 | Single Answer Sheet 24 Pages (9"x11") 56 GSM | Nos | 5000 | | |
| 10 | Single Line Answer Sheet 16 Pages (9"x11") 56 GSM | Nos | 12000 | | |
| 11 | Single Line Answer Sheet 12 Pages (9"x11") 56 GSM | Nos | 12000 | | |
| 12 | Sinle Line Answer Sheet 8 Pages (9"x11") 56 GSM | Nos | 10000 | | |
| 13 | Sinle Line Answer Sheet 4 Pages (9"x11") 56 GSM | Nos | 1000 | | |
| 14 | 4 Line Answer Sheet 12 Pages (9"x11") 56 GSM | Nos | 1000 | | |
| 15 | Square Line Answer Sheet 12 Pages (9"x11") 56 GSM | Nos | 2000 | | |
| 16 | Two Line Answer Sheet 12 Pages (9"x11") 56 GSM | Nos | 2000 | | |
| 17 | 4 Line answer Sheet 4 Pages (9"x11") 56 GSM | Nos | 1000 | | |
| 18 | Square Line answer sheet 4 Pages (9"x11") 56 GSM | Nos | 1000 | | |
| 19 | 2 Line answer Sheet 4 Pages (9"x11") 56 GSM | Nos | 1500 | | |
| 20 | 2 Line answer Sheet 8 Pages (9"x11") 56 GSM | Nos | 1000 | | |
| 21 | Square Line answer Sheet 8 Pages (9"x11") 56 GSM | Nos | 2000 | | |
| 22 | Four Line answer Sheet 8 Pages (9"x11") 56 GSM | Nos | 5000 | | |
| 23 | Birthday Cards | Nos | 300 | | |
| 24 | Anniversary Cards | Nos | 300 | | |
| 25 | Health Card | Nos | 3000 | | |
| Total | | | | | |
| GST | | | | | |
| Grand Total | | | | | |

Date

Place :

Signature of Bidder with Seal


PRINCIPAL
Army Public School Mhow
Mhow, Dist. Indore, M.P.