

ARMY PUBLIC SCHOOL PATHANKOT
CALL FOR QUOTATION

1680004/APSP/Stationery/2024

06 Jul 2024

CALL FOR QUOTATIONS – PURCHASE OF STATIONERY ITEMS & PRINTING
MATERIAL FOR THE ACADEMIC SESSION 2024-25
PART – I

1. Bids are invited in single bid system for procurement of stationery/printing items for APS Pathankot as per list attached.

Eligibility Criteria:-

2. The bidder should have valid GST No.

3. The work required are categorized in Appx 'A' & 'B' attached to this RFP. It may please be noted that quotation will be submitted in sealed envelope.

Other Details:-

4. Bids in sealed cover are for procurement of stationery/printing items for APS Pathankot. Please super scribe “_____” (Category of work i.e. "Procurement stationery/printing items for RFP No **1680004/APSP/Stationery/2024 dt 06 Jul 2024** for procurement of stationery/printing items for APS Pathankot on sealed cover will be super scribed to avoid the bid being declared invalid.

(a) Last date for submission of bids by or before **1500 hrs** on **15 July 2024**. The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the bidder. Bids received beyond the time and date given above shall be rejected.

(b) Manner of depositing the bids : Sealed bids should be either dropped in the Quotation Box marked as Quotation box or sent by registered post to APS Pathankot, Near KV-2, Sujampur Area, Pathankot prior to the due date and time. No responsibility will be taken for postal delay or non delivery/non receipt of bid documents. Bids sent by FAX or email will not be considered.

(c) The exact date & time for opening of bids will be uploaded on school website as per availability of Presiding Officer. If due to any exigency, the due date for opening of the bids is declared closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer.

(d) **Location of the Tender Box** : Main office of APS Pathankot. Only those bids that are found in the quotation box will be opened. Bids dropped in the wrong box will be tendered invalid.

(e) The quantity given in appx A and B are approximate. The rates of stationery and printing material should be valid for the entire year (Jun 24- March 25) except any changes by Govt in GST. Supply order will be given on requirement basis. Interested vendors should see the sample of Printing items from school before submitting their quotations.

(f) Selected vendor should supply the materials as per supply order with in stipulated period failing which supply order will be cancelled and L2 vendor will be called for the same.

5. The address and contact number bids or seeking clarifications regarding this RFP are given below:-

(a) Bids/queries will be addressed to : **Principal, Army Public School, Pathankot.**

(b) Postal Address for sending the bids : **Army Public School Pathankot, Near KV-2, Sujanpur Area**

(c) Interested vendors to download call for quotation alongwith other related documents for stationery/printing materials from school website i.e. "WWW.APSPATHANKOT.ORG" on Payment of Rs 100/- through DD. Vendors will submit call for quotation alongwith EMD of RS 20,000/- in favour of Principal APS Pathankot (To be refunded after one month).

(d) Name/ designation of the contact Person : **Dr Anju Saini, Principal Army Public School Pathankot.**

(d) Telephone number : **Civil 0186 – 2920399 (O)**

(g) E-mail id : APSPATHANKOT@AWESINDIA.EDU.ORG

6. The RFP is being issued with no financial commitment and the school reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Sd/ x x x x x
(Dr Anju Saini)
Principal
APS Pathankot

Appx 'A'

(Ref APS Pathankot call for quotation

No 1680004/APSP/Stationery/2024

Dated __July 2024)

STATIONERY ITEMS

Ser No	Description	A/U	Qty (Approx)	Rate (Approx)	%age of GST	GST amount	Rate after GST	Total amount
1.	Photo Paper Legal size JK 70 GSM	Reams	700					
2.	Photo Paper A4 Size JK 70 GSM	Reams	170					
3.	Stapler small 10 Nos (Kangaro)	Nos	26					
4.	Stapler Pins 10 Nos (Kangaro/Kores) 20 pkt In one Pkt	Pkt (20pkt in one pkt)	20					
5.	Stapler Pins 24/6 -1M Nos (Kangaro/Kores)	Pkt (20pkt in one pkt)	8					
6.	Stapler 24/6 - 1M(Kangaro)	Nos	6					
7.	Registers 100 pages (Hard (32 ounce) thread binding	Nos	120					
8.	Scale steel (Omax)	Nos	13					
9.	Paper Cutter (Big)	Nos	25					
10.	Paper Cutter blade (Stainless Steel)	Nos	20					
11.	Scissors 9" with Plastic handle	Nos	15					
12.	Cello Tape (Transparent) large 2" width	Nos	50					
13.	Cello Tape (Transparent) small ½ "	Nos	30					
14.	Cello Tape(Brown) large 2" width	Nos	50					
15.	Correction Pens (Faber – Castell) 7ml.	Nos	50					
16.	Permanent Marker (Reynolds) (Red, green & black) (5 each)	NOS	60					
17.	White board marker (Temporary) Black	Nos	50					
18.	Pen blue/red/black (butter flow).(Blue 100, red 20 & 10 Black)	Nos	130					
19.	Drawing Paper Push Pins, 3200 Pieces Per Kg, Size: 20 Mm	Kg	1					
20.	Binder clips (Saya) Small 19mm (144 Pcs of one Pkt)	Pkt	40					
21.	Binder clips (Saya) 32mm	Pkt	30					
22.	Binder clips (Saya) 41mm	Pkt	20					
23.	Black board duster	Nos	20					
24.	U-clip Plastic Oddy	Pkt	50					
25.	File Tag white thread good quality	Bdl	50					

26.	File Tags Long Thread (Green)	Bdl	5					
27.	Highlighter (Yellow, Green, Orange)	Nos	50					
28.	Chart associated colour (Sky blue (325) & Sea Green 100, white 150 & 50 Yellow, Black 20,	Chart	650					
29.	Computer CD (Sony) 50 of each spindle	Spindle (100 pcs)	2					
30.	Computer DVD Sony	Nos	10					
31.	Envelope 9"x4" white (25 envl in one pkt)	Pkt (25 Pcs)	10					
32.	Envelope 11"x 4.5" white (25 envl in One pkt)	Pkt (25 Pcs)	10					
33.	Envelope 8" Wx11" L yellow (for A4 Papers) 50 in one pkt	Pkt (50 Pcs)	12					
34.	Envelope 11" w x14" L yellow (for File covers)	Pkt (25 Pcs)	12					
35.	Pad ink Blue	bottle	5					
36.	Pad ink Red	bottle	2					
37.	Stamp pad blue 100mm x 69mm	Pad	5					
38.	Chalk white (Kores) (144 stick in one pkt)	Pkt	100					
39.	Calculator Casio (MJ-120D.)	Nos	10					
40.	Riso ink (RISO SF 5130 E II A)	Nos	55					
41.	Riso master (RISO SF 5130 E IIA)	Nos	55					
42.	Double sided tape (Big)	Nos	30					
43.	Oddy Re Stick Notes	Pad	40					
44.	Sponge dumper	Nos	10					
45.	Punching machine (double holes)	Nos	4					
46.	Fevicol 200 gms	Nos	23					
47.	Fevicol 22.5 gms	Nos	80					
48.	Fevi stick- 15gm	Nos	54					
49.	Folder index file	Nos	5					
50.	OHP Marker (Black/Green/Red)	Pkt	6					
51.	Transparent Pvc Roll 54 Inch, Size: W-54" X L-50 Mtr ...	Roll	1					
52.	Rubber band (Big size)	Kg	7					
53.	Thread (Atti) Rolls	Nos	150					
54.	Plastic bags White (10 Kg capacity @ 50 pcs in each packet)	Pkt	15					

55.	Pencils Natraj	Pkt	30					
56.	Erasers Natraj	Pkt	10					
57.	Sharpener	Pkt	10					
58.	Ink Toner Photostate Machine (Sharp AR-6020 NV)	Nos	8					
59.	Map : Political Map of India @ 100 in each packet (pkts)	Pkts	228					
60.	Map : Physical Map of India @ 100 in each packet (pkts)	Pkts	212					
61.	Map : Physical Map of World @ 100 in each packet (pkts)	Pkts	210					
62.	Map : Political Map of World @ 100 in each packet (pkts)	Pkts	200					
63.	Graph Papers : (For Mathematics) @ 100 Sheets in each Packet (pkts)	Pkts	224					
64.	Executive Bond 100 GSM (for Report Card)	Nos	5000					
65.	Florescent sheet associated colour (Pink/Green/Blue/Yellow/Red/Orange) 20 each	Sheet	120					
66.	Glaze sheet. (Pink/Green/Blue/Yellow/Red/Orange) 20 each	Sheet	120					
67.	Ivory Sheets	Sheet	40					
68.	Glitter Sheets (Orange, Green, Purple, Pink, Magenta, Blue, Red, Golden)	Pkt	8					
69.	Coloured Sheets (A3 Size, legal, A4 Size)	Pkt	4					
70.	Glossy Sheets	Sheets	10					
71.	Fabric Glue	Pkt	3					
72.	Fabric Colours Camlen (1 Box of each color)	Box	1 box each					
73.	Pencils Colours Camlen	Pkt	2					
74.	Aqua Colours Doms	Pkt	4					
75.	Painting Brushes Camlen round 4 Nos round	pack	4					
76.	Black Tape Big Size	Nos	7					
77.	Black Markers Bold	Nos	6					
78.	3D liners (each color)	Box	2 box each					
79.	Golden Glitter Tubes	Boxes	5					

80.	Ivory Sheets A4 Size	Nos	20					
81.	Multicolour Sheets (full size 6 each colour)	Pkt	30					
82.	Gift Wrappers	Nos	50					
83.	Red Ribbon medium Size	Rolls	4					
84.	cellophane sheets for gift wrap (without glue)	Nos	50					
85.	File Binder Strap	Nos	100					
86.	Refill for Butter Flow Pen (Red 10 & 90 Blue)	Nos	100					
87.	Sketch Pen All colours Regular & Medium Nib	Nos	60					
88.	CD Marker Black & Red	Pkt	6					
89.	File Cover White Normal without Printing	Nos	100					
90.	Push Pins Brass Top Big Size	Box	7					
91.	Clip Board	Nos	4					
92.	Pen stand	Nos	4					
93.	Permanent Black Markers (Fine Tip)	pkt	2					
94.	Permanent Black Markers (Medium Tip)	Pkt	2					
95.	Permanent Black Markers (Chisel Tip)	Pkt	2					
96.	Talc sheet Roll Standard Size	roll	4					
97.	Paper Flags	Pads	52					
98.	Hand Made sheets full Size	Nos	5					
99.	Green paper for TC making Legal Size	Reams	4					
100.	Binder Folder with lock	Nos	10					
101.	V7 Pen Blue & green	Nos	10					
102.	CD Cover for Mailing of CD	Pkt	10					

Appx 'B'

(Ref APS Pathankot call for quotation

No 1680004/APSP/Printing Mtrl/2024

Dated __July 2024)

PRINTING MATERIAL

Ser No	Description	A/U	Qty (Approx)	Rate (Approx)	%age of GST	GST amount	Rate after GST	Total amount
1.	Answer Sheets (Four Lines For English): 03 Leafs/06 Pages.	Booklet	1200					
2.	Answer Sheets (Four Lines For English): 04 Leafs/08 Pages.	Booklet	1100					
3.	Answer Sheets (Four Lines For English): 08 Leafs/16 Pages.	Booklet	2550					
4.	Answer Sheets (Square Boxes for Maths): 02 Leafs/04 Pages.	Booklet	1000					
5.	Answer Sheets (Square Boxes for Maths): 03 Leafs/6 Pages.	Booklet	1200					
6.	Answer Sheets (Square Boxes for Maths): 04 Leafs/8 Pages.	Booklet	550					
7.	Answer Sheets (Square Boxes for Maths): 08 Leafs/16 Pages.	Booklet	2400					
8.	Answer Sheets (Two Lines):03 Leafs/06 Pages.	Booklet	4400					
9.	Answer Sheets (Two Lines):04 Leafs/08 Pages.	Booklet	2000					
10.	Answer Sheets (Two Lines):06 Leafs/12 Pages.	Booklet	3000					
11.	Answer Sheets (Continuation: Four Lines):04 Leaf/08 Pages.	Booklet	3850					
12.	Answer Sheets(Two Lines):06 Leafs/12 Pages	Booklet	24000					
13.	Answer Sheets(Two Lines):04 Leafs/08 Pages	Booklet	21000					
14.	Answer Sheets(Two Lines):12 Leafs/24 Pages	Booklet	20200					
15.	Answer Sheets (Continuation: Two Lines):02 Leaf/04 Pages.	Booklet	132000					
16.	Student's Class PTM record register	Nos	60					
17.	HOD Observation Register	Nos	15					
18.	Student's PTM record register	Nos	2					
19.	School Digest	Nos	2					
20.	Student's Merit certificates	Nos	3000					
21.	Prospectus Sale Record Register	Nos	1					

22.	Student's Strength attendance register	Nos	2					
23.	School Prospectus	Nos	1000					
24.	Budget control register	Nos	1					
25.	Arrangement register	Nos	2					
26.	File cover white with school emblem	Nos	300					
27.	File cover with school emblem(Green, Blue, Pink & yellow)	"	530					
28.	Invitation cards	Nos	2000					
29.	Salary Register (400 Pgs)	Nos	0					
30.	Account Ledger ATL Grant (100 Pgs)	Nos	0					
31.	Account Ledger GIA Grant (100 Pgs)	Nos	0					
32.	Teacher's Attendance Register	Nos	10					
33.	Leave Sanction Register	Nos	1					
34.	Leave Record Register	Nos	1					
35.	Student Movement Record Register	Nos	2					
36.	Staff Books issue Record Register	Nos	2					
37.	Invitation cards for Annual Function	Nos	1000					
38.	Certificate for Inter APS Competition	Nos	600					
39.	Service Books	Nos	100					
40.	Medical Cards for Pry & Sec Wing	Nos	2000					
41.	Note Pad Principal	Nos	10					
42.	Note Pad Headmistress	Nos	10					
43.	Note Pad Vice Principal	Nos	10					
44.	Note Pad Head Clerk	Nos	10					
45.	Note Pad LDC	Nos	20					
46.	Note Pad Accountant	Nos	10					
47.	Note Pad UDC	Nos	10					
48.	Admission & Withdrawal Register (210 pgs in sea green paper)	Nos	2					
49.	Expendable (CIV & CRV register)	Nos	3					

Sign of dealer with affixing stamp _____

ADVERTISEMENT
ARMY PUBLIC SCHOOL PATHANKOT

PROCUREMENT OF STATIONERY/PRINTING MATERIALS

1. Interested vendors to download call for quotation alongwith other related documents for stationery / printing materials from school website i.e. "www.apspathankot.org" on Payment of Rs 100/- through DD. Vendors will submit call for quotation alongwith EMD of RS 20,000/- in favour of 'Principal APS Pathankot' (To be refunded after one month). The quantity given in the RFP is approximate.
2. The rates of Stationery & Printing Materials should be valid for the entire financial year (Apr 2024 to Mar 2025). **Supply order will be given on requirement basis.**
3. Last date for submission of call for quotation ie. **15 July 2024.** EMD of successful vendor will be refunded without interest on completion of work. **For printing materials only-** vendors having own printing press will be accepted.

Sd/-x x x
Principal