
CALL FOR QUOTATIONS: PRINTING OF SCHOOL MAGAZINE

Sir,

1. Bids are invited for printing and supply of School Magazine 2018-19 approx quantity- 3,700.

2. Specification and design of the magazine is as under:-

Technical Bid

- (a) Size of the Magazine – 9" x 11"
- (b) Coloured pages - 50
- (c) Black and White Glazed pages- 50
- (d) Total pages - 100
- (e) 300 GSM Titles page with lamination both sides with Matt Lamination and UV Effects.
- (f) 90 GSM Art paper will be used for Black/White pages inside the Magazine.
- (g) 170 GSM Art paper will be used for coloured papers inside the Magazine.
- (h) Binding of the Magazine will be perfect thread binding.
- (j) Designing will be done by the Printer himself.

Commercial Bid

- (a) Prices of the items should be inclusive of GST.
- (b) Cost of material, transportation and labour charges etc complete should be mentioned.

3. **It may please be noted that Technical Bid and Commercial Bid given above need to be submitted in separate sealed envelope. Technical and Commercial Bid found in single envelope will liable to be rejected.**

4. Bids in sealed cover are invited for printing of school magazine (3,700 Nos). Please superscribe "Printing of School Magazine", RFP number i.e 1058/APSU and date of opening of the bids i.e. **26 Dec 2018** on the sealed cover to avoid the bid being declared invalid.

5. (a) Last date for submission of bids by **1700 hr on 24 Dec 2018**. 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 Tender Box marked as Tender/ Quotation box, APS, Udhampur or sent by registered post at the address given above so as to reach by 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 e-mail will not be considered (unless the latter has been specifically called for by these modes due to urgency).

(c) Time and date for opening of bids: **26 Dec 2018 at 1200 hrs** at Main office, APS Udhampur. (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: Reception of APS Sr Wing, Udhampur. Only those bids that are found in the tender box will be opened. Bids dropped in the wrong tender box will be rendered invalid.

(e) Place of opening of bids: Army Public School Senior Wing, Udhampur. The bidders may depute their representatives, duly authorized in writing to attend the opening of bids on the due date and time. Rates and important commercial/ technical clauses quoted by all bidders will be read out in the presence of the representatives of all the bidders. This event will not be postponed due to non-presence of your representative.

(f) Earnest Money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 15,000 along with their bids. The EMD may be submitted in the form of an Account Payee Draft, fixed Deposit Receipt, Banker's Cheque of Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business.

(g) Bids received without EMD will be rejected.

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

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

(b) Postal Address for sending the bids: Army Public School, PO PTA, Udhampur- 182104

(c) Name/ designation of the contact person: Sanjeev Kumar, Principal, APS, Udhampur.

(d) Telephone number : Mil : 2167, Civil : 01992-274128

(e) E-mail id: apsudhampur @ gmail.com

(f) Fax number : 01992-274128

7. This RFP is being issued with no financial commitment and the buyer 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.

Yours faithfully,


Principal