

TENDER COST OF RS 500/-

ARMY PUBLIC SCHOOL, DAGSHAI
DISTT- SOLAN (HP)

TENDER DOCUMENT: PART – II (FINANCIAL BID)

STATIONERY, PRINTING AND BOOKS FOR 2024-25 AS PER LIST ATTACHED AT APPCES 'A' to 'E'.

1. Terms & Conditions

- (a) The rates are required to be filled in figures as well as in words. Vendors are advised to affix transparent cello tape (neat & clean) on the column of rates. No amendment in the rate will be accepted.
- (b) There should not be any overwriting or cutting in the tender. If figures/words are to be amended it should be neatly scored out and the revised figures should be written above and the same should be attested with full signature and date. In the absence of attested signature, the tender is liable to be rejected.
- (c) Approved rates of items shall be for APS, Dagshai and must include transport charges, GST, freight charges and all other taxes rate or imposition whatever applicable in respect of the supply. APS Dagshai shall not be liable to pay any tax, freight etc, which may have been expressly stipulated in the tender in the event of acceptance of the tenders. Delivery and unloading of items/materials at APS Dagshai will be responsibility of contractor. **The rates shall remain unchanged as mutually agreed throughout the above period of supply/contractual obligations.**
- (d) The contractor will be required to deposit a sum of Rs 80,000/- (Rupees eighty thousand only) at the time of signing of contract as security deposit. This deposit will be refundable without any interest after the successful completion of the contract period, however, the same will be forfeited if the contract has to be terminated due to non-performance of the contract by contractor.
- (e) If the contractor fails to supply the items within stipulated time, APS Dagshai shall be at the liberty to buy items/materials from other agency and the difference of the amount on such purchases will be deducted from security money, and if such amount is in excess of the security amount the contractor will bear the balance amount if any.

- (f) The board detailed by APS Dagshai will inspect items/materials to be supplied by contractor as per the approved sample/specification and brand. In case supply does not confirm to the specifications & brand, the same is liable to be rejected and contractor will take the material back at his own cost and risk.
- (g) The contractor will supply demanded items/materials within stipulated time from the date of placing of supply order (including supply order by fax/telephone) failing which 0.5% of total cost of demanded items will be imposed as penalty per day.
- (h) The purchase quantity of various items may be increased/decreased during the year by APS Dagshai. In such an eventuality APS Dagshai will make payment of such items to contractor as per approved rates. The payment will be made by cheque within 30 days in the succeeding months after submitting of bills to APS Dagshai. No interest will be paid on late payment. The contractor will indicate clearly approved specifications and brand name of items in the bill also.
- (j) The rates approved by the board will also be applicable to APS Dagshai staff should they wish to procure ibid items from approved contractor.
- (k) **The quality of items/materials supplied by contractor must be of contracted brand and weightage as approved by the Board.** No other brand in lieu will be accepted by APS Dagshai. Each item will be checked by the board of APS Dagshai and it is at their discretion to reject any of the items, which they may consider not of desired brand, standard, specifications and size as approved by the Board. The contractor will indicate brand name, quantity, accounting units and rate/MRP/Discount of items on the bills clearly. The bill without brand name, quantity, accounting units & rate will be rejected. Generally, the requirement will be intimated to contractor 02 days in advance but in case of an urgent requirement, the contractor will have to arrange the supply of the required items at a notice of 24 hours. In case the contractor is unable to supply the indented items (in full or part) within time, APS Dagshai may purchase the unsupplied items from the market at contractor's risk and cost, including transportation cost, if any.
- (l) Army Public School, Dagshai reserves the right to terminate the contract without giving any reason, if the services of contractor are not found satisfactory and in such eventuality security deposit will be forfeited and contract will be awarded to next party. However, the contractor will be obliged to complete the contract and no termination from his side will be allowed. The contract can be cancelled by APS Dagshai due to following reasons:-
- (i) If the contractor fails to provide three supplies in time when ordered.
 - (ii) If APS Dagshai rejects the items/goods three times.
 - (iii) If APS Dagshai finds unsatisfactory services.

(m) **APS Dagshai may purchase any item from other sources in case of emergency or if found at lower rates than contracted items in open market.**

(n). The contractor will supply the items according to demand placed by APS Dagshai. In case of non-availability of any item in the market, the alternative/substitute may be supplied with the prior approval of APS Dagshai. The contractor will submit the bill on proper printed form to APS Dagshai, for payment.

(o). The contractor will pay the income tax directly to the concerned departments if any.

(p) **The tenderers preferably should be/have been dealing in similar class of items/services and which they have successfully completed during the last three years to any other organization and furnish the details thereof (with proof) along with tender documents. In case tender is awarded, the board detailed by School Management will check the same on ground.**

2. The tenders are subject to the approval by the board of officers detailed by the Chairman, APS Dagshai, who do not bind themselves to give reason for rejecting any tenders.

3 Prior to acceptance of the tender the undersigned reserves the right to call for sample and the contractor shall be liable to supply the same.

4. Conditional tender will not be accepted.

5. TDS as applicable under rules will be deducted from the bills of the contractor.


6. This tender notice will form part of the contractor agreement. The contract will remain valid from 01 Apr 2024 to 31 Mar 2025.

7. On acceptance of tender it will become a contract and shall be bound by terms and conditions of the tender.

8. Disputes of any will be subjected to Distt Court Solan only.

9. The tendering authority reserves the right to modify, reject or nullify any of the unsolicited offer, incomplete or partially completed and conditional tenders without assigning any reasons whatsoever.

10 In case, you are interested, you may send your tender in sealed envelope to reach the school latest by 25 Jan 2024.


Principal
APS Dagshai

ARMY PUBLIC SCHOOL, DAGSHAI
FINANCIAL BID OF OFFICE STATIONERY ITEMS FOR FY 2024-25 (PART -II)

Sr. No	Items	Unit	Brand Name	Rate	gs t
1	Carbon Papers	Per 100	Kores		
2	Paper pins	Each	Zebra/Rolex/Glove		
3	Ball pen ordinary (Red/blue/black)	Each	Cello fine grip /Renold/Camlin/butter flow/Gel		
4	Computer Ribbon (Dot matrix)/cartridge	Pkt	Citizen		
5	Address label sticker small/big for laser jet printer	pad	Oddy		
6	writing pads (slip pad) Nos. 33,22 & 11	nos	Neelgagan/Deepa/Mahadev		
7	Gum Bottle 700 ml) small/large	Bottle	Chelpark / Camel /Esec		
8	Highlighter (All colours)	piece	Luxure		
9	Board marker (bold)	piece	Luxure/Camline/Renold		
10	Stapler pin box (Small size)	box	Kores /Kangaru		
11	Stapler Machine small size steel& medium size	nos	Kangaroo		
12	Stamp pad	Each	(Ashoka)/kores		
13	Stamp pad ink (different sizes)	Per bottle	(Ashoka)/kores		
14	Pencil HB	Pkt	Natraj/HB/Flora		
15	Dak binder	nos	Neelgagan		
16	folders (dakpad)	nos	Neelgagan		
17	White & Green tag (Small)	per 100	Cotton/Nylon		
18	White & Green tag (Large)	per 100	Cotton/Nylon		
19	Fax Roll -30 mtr	per pc	Misubist/citizen		
20	Correction Fluid (big font)	per pc	Kores		
21	Correction pen/fluid	Each	Kores/Artline		
22	Calculator Citizen original	Each	Citizen/CASIO		
23	Drawing pins coloured small & large (Thumb pin)	Pkt			
24	Drawing pins brass small & large 75/50grms	Pkt	Bharat/unique/Flora/ Scholar		
25	Flap (File Binder)	piece	Camlin/fevi stic/glue stic		
26	Glue stic	piece	Camlin		
27	Grip binder / plastic binder	Pkt	Fix -wet		
28	IT pad (post) small, medium & big size etc. (Yellow slip)	Pad			
29	Paper clip	pkt	Rollex/Globe		
30	Punching machine double hole	nos	Kangaroo		
31	Plastic Scale 12"	piece	Natraj/Boss deluxe.		
32	Brown tape /transparent (paking) per role - 2"	roll	Wonder -WPL/Standard /Promise		
33	Brown tape/Transpaerent (paking) per role - 1" & .5"	roll	Wonder -WPL/Standard /Promise		
34	Permanent marker thin	nos	Luxure/camline/Art line		
35	Permanent marker bold	nos	Luxure/camline/Art line		
36	Cello tape (coloured) 1"	Roll	Wonder -WPL/Standard /Promise		
37	Cello tape (coloured) 5"	Roll	Wonder -WPL/Standard /Promise		
38	Rubber band big size	Pkt			
39	Thread (white tags) fine quality.	Bunch			
40	Computer File 15 x 12	piece			
41	Stock Register/Ledger (200,350,400 pages)	nos	Neelgagan		
42	Sketch book large thick	piece			

43	coloured Flags (five colure stripes)	pkt/pad			
44	Laminated flags				
45	Engagement pad	nos	Neelgagan, Deepa/Amadhav		
46	Poker (Wood handle/ plastic)	piece	Citizen		
47	Pin/Clip box (Dibbi)	piece			
48	Quick fix	piece			
49	Stencils	piece			
50	Paper cutter & blade large	nos			
51	Paper cutter & blade Medium				
52	Paper cutter & blade small	nos			
53	Pen stand (table)	Nos			
54	Ad Gel pen (Blue,Black,Red)	Each			
55	Ball pen butter flow	Each			
56	Sealing wax	PKT			
57	SOP Folder	Nos			
58	Hard half folder (Accounts Record)	Nos			
59	Talk sheet big size/small size	per metre	Fine quality		
60	Clip Board Transparent/ordinary	Nos			
61	Binder clips (small/medium/large)	Per pkt			
62	Ink pad and ink	nos	Kores Ashoka		
63	Colour pin	packt			
64	Ribbon coloured (cloth)	roll			
65	DO Envelope 7.5 x 7.5				
66	Transparent tape 2"				
67	Gum Bottle small	750 ml. per bottle of Standard Quality	Chelpark/camel		
		150 ml. per bottle of Standard Quality			
68	Table glass (sqft)				
69	Pilet pen V-7 (Green/blue/read)	Each			
70	Transparent tape 1"	each roll			
71	Pocket size Diary	each			
72	Red refill max writer/ zel/butter flow	Each			
73	Teacher Adjustment Duty Register	each			
74	Notice board with Aluminum Frame	nos			
75	Gum tube small (100gms/50gms/20gms)	Each			
76	Box files (Double binder -center)	per pkt			
77	Info policy folder (30,70 & 100 leaf)	Fine quality			

Conditional rates will neither be acceptable nor applicable.

Signature of tenderer _____
Name

Name & address of firm with seal

Email address _____

Contact No. _____

ARMY PUBLIC SCHOOL, DAGSHAI
FINANCIAL BID OF STATIONERY ITEMS OF STUDENETS FOR FY 2024-25 (PART -II)

Sr. No	Items	Unit	Brand Name	Rate	GST	Total
1	Pencil	Each	Camlin/ Flora/Natraj/Apsara, Art line			
2	Rubber (Eraser)	Each	Apsara/Camel & Natraj, art line			
3	Gum bottle	Each	Camline/ kores/Fevigum/stickezy			
4	Crayon 12 Shade (Pkt)	Pkt	Colstar/Chelpark/Natraj/ Camline			
5	Scale 30 cm thick	Each	Natraj or Camlin/power/boss delues			
6	Scale 15 cm	Each	Natraj/camlin/power			
7	Drawing Instrument Box (Geo box)	Each	Natraj /Camlin/Prithvi/Doms			
8	Sharpener	Each	Natraj/Camlin/Apsara/Artline			
9	Ink Bottle (60 ml)	Each	Chelpark 60 ml			
10	Ink Pen (ordinaery)	Each	Decco			
11	Poster Colour 6 shades	Each	Camline			
12	Poster Colour 12 shades	Each	Camline			
13	Chalk White Dust less (cartoons containing 60 pkt)	Box	Kores			
14	Compass (0.5)	Each	camel or kores / Natraj			
15	Pilot Pen blue, black & Red/ V.7	Each	Luxor HI- Tecpoint			
16	Protector	Each	Camel/Natraj			
17	Cello tape (Miracle) - .5"	Each	Miracle /promise/ wonder/pride			
18	Gum botttle 150ml	per bottle	Camel/ kores/esce			
19	Gum bottle 300ml/700ml	per bottle	Camel/ kores/esce			
20	Ball Pen blue and red/black	per pkt	Reynold (045), Montex Hybrind, Cello pin point 0-5/maxrites.			
21	Plastic pallet	Each	Ballarpur			
22	Brush (53.5) no. 0 (Round)	Each				
23	Brush (53.5) no. 0 (Round/flat)	Each	Colstar/camline/novelity/Artline			
24	Brush (53.5) no. 1 '-----do-----	Each	Colstar/camline/novelity/Artline			
25	Brush (53.5) no. 2 '-----do-----	Each	Colstar/camline/novelity/Artline			
26	Brush (53.5) no. 3 '-----do-----	Each	Colstar/camline/novelity/Artline			
27	Brush (53.5) no. 4 '-----do-----	Each	Colstar/camline/novelity/Artline			
28	Brush (53.5) no. 5 '-----do-----	Each	Colstar/camline/novelity/Artline			
29	Brush (53.5) no. 6	Each	Colstar/camline/novelity/Artline			
30	Brush (53.5) no. 7 '-----do-----	Each	Colstar/camline/novelity/Artline			
31	Brush (53.5) no. 8	Each	Colstar/camline/novelity/Artline			
32	Brush (53.5) no. 9 '-----do-----	Each	Colstar/camline/novelity/Artline			
33	Brush (53.5) no. 10	Each	Colstar/camline/novelity/Artline			
34	Brush (54.5) no. 0	Each	Colstar/camline/novelity/Artline			
35	Brush (54.5) no. 1	Each	Colstar/camline/novelity/Artline			
36	Brush (54.5) no. 2	Each	Colstar/camline/novelity/Artline			
37	Brush (54.5) no. 3	Each	Colstar/camline/novelity/Artline			
38	Brush (54.5) no. 4	Each	Colstar/camline/novelity/Artline			
39	Brush (54.5) no. 5	Each	Colstar/camline/novelity/Artline			
40	Brush (54.5) no. 6	Each	Colstar/camline/novelity/Artline			
41	Brush (54.5) no. 7	Each	Colstar/camline/novelity/Artline			
42	Brush (54.5) no. 8	Each	Colstar/camline/novelity/Artline			
43	Brush (54.5) no. 9	Each	Colstar/camline/novelity/Artline			

44	Brush (54.5) no. 10	Each	Colstar/camline/novelity/Artline			
45	Cello Maxriter pen blue, black & red	Pkt	Cello (pin point 0.5)			
46	Gel pen class mate (Blue & Black/red/green)	Pkt	Octo Glide/Octane/Unomax			
47	Adjel pen red /Achiever	Nos	Adjel			
48	Gel pen Digital Gel Flair sportily	Each	Digital Gel Fair Sportly			
49	Refill Gel Pen /Reynolds, Cello Supper	Each	Cello/Supper/Unomax			
50	Ink pen with in cartridge	pc	montex			
51	Ink pen (jumbo size) with in cartridge	pc	Camline/other brands			
52	Refill Ball pen Renold /cello pen (bolt)	Each	Maxwriter/cello			
53	Chart white cloured thin/thick	Each	Ballarpur/bilt			
54	Handmade sheet (coloured) fine quality	Each	Bilt			
55	Origami coloured paper	Pkt	Oddy			
56	Florescent Sheets (coloured) Pkt	Pkt	Fine quality (oddy)			
57	Drawing pencils set	Pkt	Camlin/doms/Artline			
58	Art Card	Each				
59	Black waterproof ink	Nos	Camlin			
60	Brown tape 2inch transparent	Roll	Shoolini/Promise/wonder/Stanard			
61	Brown tape 1inch transparent	Each	Shoolini/Promise/wonder/Stanard			
62	Pilot pen ink	Nos	Comel/Luxor			
63	Name slip (Fine quality)	Nos	Five star/other brand			
64	Attendance Register 100 pages, 200 pages (class teachers)	Each	Neelgagan/saraswati/other			
65	Cellophane sheet plastic cover	Per roll	Fine quality (50 mtrs, 40 mtrs, 20mtrs)			
66						
67						
68	Drawing pencil set colour	Pkt	Natraj or Camlin/fiber casel 12 shades (Trigular)			
69	Chalk coloured (60 boxes pack) OMEGA/kores	Pkt/carto ons	Kores			
70	OHP Marker thick (Black) Thin/Thcik	Nos	Camline/ any other super brand			
71	Rulled sheet full scope 12 x20	Ream	Lotus			
72	White board marker (Refilling) (Blue/Red/Black)	Piece	Luxure/Camline/ any other super brand			
73	White board marker ink	Bottel				
74	Brown sheet thick glazed paper small/big	Each	a product/bilt/555			
75	Out line maps India & different countries	Per 100				
76	Out line maps world & different countries blue sea	Per 100				
77	Ruled Sheets , Double full scape/24 sheets	Each	Neelgagan/lotus/capital			
78	Drawing Sheet (Big) Bilaspur - 22" x 28"	Ream	Ballarpur/bilt			
79	Cartridge sheet (160 gsm)	Ream	Ballarpur/bilt			
80	Drawing Pencil B	Each	Natraj/Camlin			
81	Drawing Pencil 2B	Each	30 21.40			
82	Drawing Pencil 4B	Each	Natraj/Camlin			
83	Drawing Pencil 6B	Each	Natraj/Camlin			
84	Drawing Pencil 8B	Each	Natraj/Camlin			
85	Drawing Pencil 10B	Each	Natraj/Camlin			

86	Graph Note Book (32 pages) size 21 x 29 cm) /25 pages	Each	Lotus/green planets/Edumaster			
87	Black Board Duster	Pkt	write on 1103/model No 1114, Apple duster/any other super brand			
88	Brown sheet laminated	Nos	a product -555			
89	Brown sheet laminated (Roll)	Roll	555/bilt			
90	Fevi stic (15gms)30gms	Nos	fevical/vevi stick			
91	Fevi stic (8gms)	Nos	fevical/vevi stick			
92	Feviquike small/Big	Nos				
93	Soft Pastel Colour	Pkt	Camelin			
94	Oil Pastel Colour (24 shaded)/25	Pkt	Camelin			
95	Oil Pastel Colour (48 shaded)	Pkt	Camelin			
96	Pencil Colour (12 shades)	Pkt	Natraj or Camlin			
97	Sketch pen (Coloured) set (12 shades)	Pkt	Luxor			
98	Poster Colour 06 shades	Pkt	Camelin			
99	Poster Colour 12 shades	Pkt	Camelin			
100	Water colour tube and cake	Pkt/Box	Camelin, Natraj, Camel etc			
101	Water colour cake (24 shades)	Box	Natraj, Camel			
102	Drawing pencil set (HB to 10B)	Pkt	Camline/Doms/APSRA			
103	Practical Sheets (S) one side ruled	pkt	Neelgagan/Gulati/ Jindal			
104	Practical sheets (s) both side ruled	pkt	Neelgagan/Gulati/ Jindal			
105	Practical sheets (s) plain	pkt	Neelgagan/Gulati/ Jindal			
106	Practical sheets (Geography) one side ruled	pkt	Neelgagan/Gulati/ Jindal			
107	Practical sheets (Geography) both side ruled	pkt	Neelgagan/Gulati/ Jindal			
108	Drawing Note book (Small) 40 pages	Pc	Neelgagan/Gulati/ Jindal			
109	Practical file (small) with tag	PC	Neelgagan/standard/Jindal/lotus			
110	Practical file (big) Geography with tag	pc	Neelgagan/standard/Jindal/lotus			
111	Practical file (plastic transparent)	pc	Slegart-z- 999/Dolphin/fine quality			
112	Project/Practical note books (science & Geometry) 130 pages (size 27x21 cm)		BBD/Moon light /evergreen/Mychoice/classmate			
113	Science Lab Manual -10	pc				
114	Note books cover (Transparent plastic of various sizes)					

Conditional rates will neither be acceptable nor applicable.

Signature of tenderer _____
Name

Name & address of firm with seal

Email address _____

Contact No. _____

ARMY PUBLIC SCHOOL, DAGSHAI**FINANCIAL BID OF NOTE BOOKS FOR STUDENTS FOR FY 2024-25 (PART II)****for Students**

Sr. No	Items	Unit	Brand Name/specific ation	Rate	GST	Total
1	Note book 192 pages (one side plain) for maths	Each	Classmate			
		Each	Shiksha			
		Each	Own brand			
2	Note Book 192 pages Single Line	Each	Classmate			
		Each	Shiksha			
		Each	Own brand			
3	Note Book 192 pages Double Line /172 pages	Each	Classmate			
		Each	Shiksha			
		Each	Own brand			
4	Note Book 100 pages Single Line /120 pages	Each	Classmate			
		Each	Shiksha			
		Each	Own brand			
5	Note Book 40 pages Single Line/ 32 pages	Each	Classmate			
		Each	Shiksha			
		Each	Own brand			
6	Note Book 150 pages/140 pages.	Each	Classmate			
		Each	Shiksha			
		Each	Own brand			
7	Ruled Register 100 pages/120 pages	Each	Lotus			
		Each	Shiksha			
		Each	Own brand			
8	Ruled Register 200 pages/240 pages	Each	Lotus			
		Each	Shiksha			
		Each	Own brand			
9	Ruled Register 294 pages /304 pages	Each	Lotus			
		Each	Shiksha			
		Each	Own brand			

Conditional rates will neither be acceptable nor applicable.

Signature of tenderer _____

Name

Name & address of firm with seal

Email address _____

Contact No. _____

Appx 'D'

ARMY PUBLIC SCHOOL DAGSHAI
FINANCIAL BID OF BOOKS FIR FY 2024-25 (PART II)

Sr No	Name	Discount Rate
(I)	Books NCERT Classes from VI TO XII	
(II)	Books (Army Edition) class V and other classes as prescribed by AWES HQ	
(iii)	Books of private publication for classes V to XII	
(iv)	Practical Note books (As demanded by the class teacher)	
(v)	Plastic Binding charges	
(vi)	Lab manuals of maths/science etc (IX to XII) (Reputed publications).	

Conditional rates will neither be acceptable nor applicable.

Signature of tenderer_____

Name

Name & address of firm with seal

Email address_____

Contact No. _____

ARMY PUBLIC SCHOOL, DAGSHA
FINANCIAL BID OF PRINTING ITEMS FOR AND MATERIAL FOR OFFICE THE YEAR 2024-25 (PART -II)

Sr. No	Items	Unit	Brand Name/specification	Rate	GST	Total
1	Exam Answer Sheet printed for full scape 4 sheet	Per 1000				
2	Exam Answer Sheet printed for full scape 8 sheet	Per 1000				
3	Exam Answer Sheet printed for full scape 12 sheet	Per 1000				
4	Exam Answer Sheet printed for full scape 16 sheet	Per 1000				
5	Photocopier Paper	Ream	JK Red/ Eco rise			
	A4	Ream				
	FS	Ream				
	A3	Ream				
	B4	Ream				
	B5	Ream				
6	Photocopier Paper		JK Green/Eco rise			
	A4	Ream				
	FS	Ream				
	A3	Ream				
	B4	Ream				
	A4 size glossy paper 100 sheets	Ream	135.000			
7	Computer Stationery (Plain)		Citizen			
	Part I Plain	Ream	10X12 15x12 20x 12			
	Part II Plain	Ream	10X12 15x12 20x 12			
	Part iii Plain	Ream	10X12 15x12 20x 12			
	Part iii printed bills	Ream				
8	Envelop (Taj Mahal) - Small, Medium (both plain & window)	Per 1000	Ballapur/Taj Mahal			
9	Yellow envelop with cloth 8 x 10, 10 x 12, 12x 16	Per 1000	Ballapur/Taj Mahal			
10	Yellow "without cloth or lamination- 8x10,10x12,12x16	Per 1000	Ballapur/Taj Mahal			
11	Envelop 12 x16 w/o cloth coated	Per 1000				
12	Stock Ledger printed 200 sheet /256 pages	Per pc	Ledger sheet			
13	Stock Ledger printed 300 sheet	Per pc	Ledger sheet			
14	Stock Ledger printed 400 sheet	Per pc	Ledger sheet			
15	Stock Ledger printed 500 sheet	Per pc	Ledger sheet			
16	Printing of letter head pad with school's logo - 100 sheet, Size A4	Each	Royal Executive bonds			
17	Printing of manual receipt book- 300 sheet (ledger type) 16" x 12"	Each	Royal Executive bonds			
18	Printing of student's Ledger -300 sheet 13" x 9"	Each	Ledger sheet			
19	Printing of requisition pad books/sty (duplicate) (size 7" x 4") 100 sheet /4.50	Each	Normal sheet			
20	Printing of requisition pad (uniform) (Triplicate) 100 sheet (Size 7 " x 5")	Each	Ordinary paper			
21	Printing of leave pad 100 sheet 10.5" x 7"	Each	Ordinary paper			
22	Printing of Journal Voucher (8"x 4") single	Each	Ordinary paper			
23	Printing of dhobi register - 100 sheets, A4 size	Each	Fine quality ledger sheet			
24	Printing of dak receipt and dispatch register -400 sheets 13" x 8.5"	Each	Ledger sheet			
25	Printing of sanction book (triplicate) containing 50 per head.	Each	Fine quality			
26	Printing of sanction book (duplicate) containing 100 per head.	Each	Fine quality			

26	Printing of KOT Book (in duplicate) containing 100 sheet (6" x 4")	Each	Fine quality			
27	Printing of bank & cash vouchers (Duplicate)	Ream	Ordinary paper			
28	Office File Cover (Multicolored)	Nos	Fine quality			
	White file cover with green borders	Nos	Fine quality			
29	Hard file cover (Accounts Office)	Nos	hard and soft with cloth coated			
30	Plastic file (project) A4 Size	Nos	Fine quality			
31	File cover (Student and office)	Nos	Fine quality			
32	Printing of receipt/issue vouchers (100 sheet)	Pad	Ordinary paper			
33	Printing of part -I requisition pad for purchase of store (Triplicate) 8.5" x 6.5"	Pad	Ordinary paper			
34	Printing of free issue pad 8" x 5" duplicate (sty items to teachers)	Pad	Ordinary paper			
35	Printing of TC Register in triplicate	150 sheet	Fine quality			
36	Printing of Dhobi bill in triplicate -size legal sheet	150 sheet	Ordinary paper			
37	Printing of clothing list (Duplicate)	120 sheet	Ordinary paper			
38	Printing of mess requisition book in duplicate		Ordinary paper			
39	Printing of TA/DA Form	100 sheet pad	Fine quality			
40	Attendance register (1st half/2nd half) page 40sheets (thin)	Nos				
41	Attendance register (1-30 days) page 40 sheets (thick)/64	Nos				
42	Arrival/departure register - size A4	120 sheets				
43	Printing of hair cutting and bath register -100 pages					
44	Printing of sanction book of store -Estate i/c (Triplicate) 17 cm x 22cm -50 sheet	Nos				
45	Printing of coupon pad (Duplicate) Size 22 cm x 9cm sheet 100	Nos				
46	MI Room slip (Triplicate)	Pad (100pc)				
47	Printing of students clothing list size 10" x 4" in duplicate 50 sheet					
48	Printing of school news letter	per page	Glossy paper			
49	Printing of Merit Certificate A4 sheet	per Hundred certificate	Fine quality			
50	Printing of leave register 125 sheet, A4 sheet	Each	Fine quality			
51	Five time attendance register 50 sheet	Each	Fine quality			
52	Computerized Digital Printing Vinyl sheet pasted on 3mm sun board	Per Sqft				
53	Computerized Digital Printing Vinyl sheet pasted on 5mm sun board	Per Sqft				
54	Computerized printing Normal star flex	Per Sqft				
55	Laminated flags (05 stripe or 03 stripes) ie from 'A', 'B', 'C', 'D', 'E', 'F' or as per school requirement	Pad				
56	Printing of receipt/issue vouchers (100 sheet) (Duplicate)					

Conditional rates will neither be acceptable nor applicable.

Signature of tenderer _____
Name

Name & address of firm with seal

Email address _____

Contact No. _____