

**REQUEST FOR PROPOSAL FOR PRINTING OF SCHOOL CALENDAR & STUDENTS DIARY
FOR ACADEMIC SESSION 2025-26**

Tele: 020-25290084

Army Public School Khadakwasla
Barrack No 3
PO NDA Khadakwasla
Pune-411 023

33/DIARY/APSKH

17 Mar 2025

Dear Sir/Madam

- 1 Your proposal/quotation in sealed cover is invited for printing of school calendar & students diary for academic session 2025-26 as per commercial bid format details attached at Appendix 'A'.
- 2 Your quotation should be valid for a period of 120 days from the date of opening of bid. If your quotation is accepted, supply of the stores and completion of work will have to be rendered within 15 days from the date of placing a supply order by this school.
- 3 Please quote our RFP number and date of tender opening on sealed cover.
- 4 **Submission of Bids :**

Cover-I: Commercial Bids

a) Commercial Bids as per Appx 'A' .

- 5 Submit your commercial bids in sealed envelopes, duly marked as a Commercial Bid for RFP No 33/DIARY/APSKH Dt 17 Mar 2025. Your firm name and address must be mentioned on the envelope and same should have official seal and ink signed by your authorized representative. Bid to be submitted to APS Khadakwasla where a tender box has been placed with RFP No. 33/DIARY/APSKH Dt 17 Mar 2025. Bid through date to be forwarded to the following address:

PRINCIPAL,
ARMY PUBLIC SCHOOL KHADAKWASLA
BARRACK NO. 3, NATIONAL DEFENCE ACADEMY
KHADAKWASLA, PUNE -411023

- 6 Forwarding or receiving bids through any other means like Fax, mail etc will not be accepted.
- 7 L1 firm will be decided on the basis of total cost as quoted in the commercial bid. Format for applying commercial bid is enclosed with this RFP as Appendix 'A'. The rate (s) quoted by you for printing of school calendar & students diary for academic session 2025-26 should be inclusive of all local taxes / Sales tax, GST and Excise should be shown separately of chargeable.
- 8 **Payment Terms.** 100% payment of the printing of school calendar & students diary for academic session 2025-26 will be made through cheque subject to rendering of satisfactory service and fulfilling all term & conditions of the supply order / contract no advance payment (s) will be made.

9. **Standard Condition**

(a) The rate(s) quoted by you for printing of school calendar & students diary for academic session 2025-26 should be inclusive of all local taxes/ Sales tax, GST and Excise should be shown separately if chargeable.

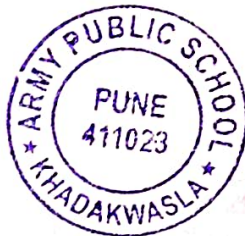
(b) Liquidated damages to the sum of 10 % of the contract price of the delayed/ undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the liquidated damages being not higher than 10% of the value of delayed stores will be levied.


(c) The undersigned reserves the right to reject any or all the quotations without assigning any reason.

10. This RFP is issued with no financial commitment and buyer reserves the right to change or cancel any part thereof at any stage. The buyer reserves the right to reject any or all of the offers without assigning any reasons what so ever. The buyer also reserves the right to withdraw the RFP should it be necessary at any stage.

11. Your quotation envelope be marked in the block letters as **PRINTING OF SCHOOL CALENDAR & STUDENTS DIARY FOR ACADEMIC SESSION 2025-26** last dated 22 Mar 2025.

12. Please acknowledge receipt.




(Dr Yasmin Kaur)
Principal
APS Khadakwasla

**PRINCIPAL
ARMY PUBLIC SCHOOL
KHADAKWASLA, PUNE-411023**

**COMMERCIAL BID FOR PRINTING OF SCHOOL CALENDAR & STUDENTS DIARY FOR
ACADEMIC SESSION 2025-26**

S. No.	Particulars	Qty.	Rate (Per Diary)	Total Amt
1.	<u>School Calendar & Students Diary 2025-26</u> Almanac Printing Size: 9" x 7" Cover Page Printing – Four colour -4 pages (250 GSM) Printing- Four colour -10 pages (70 GSM) Black & White -122 pages (70 GSM) Printing all pages front & Back Perfect Binding Include Designing Charges	2500 Nos (Approx)		
	Total			
	GST 18 %			
	Grand Total			

- (i) Is GST extra
- (ii) If Yes then mention the following :-
 - (a) Total value on which GST is leviable:-
 - (b) Rate of GST :-
 - (c) Total value of GST leviable:-
- (iii) Is Service Tax extra :-
- (iv) If Yes then mention the following :-
 - (a) Total value on which Service Tax is leviable :-
 - (b) Rate of Service Tax :-
 - (c) Total Value of Service Tax leviable :-
- (v) Octroi/Entry taxes :- No Octroi is applicable to APS Khadakwasla being out of PMC limits.
- (vi) CST/BST/TIN/PIN NO. to be stamped.
- (vii) **Your firm name, address and contact number must be mentioned on the envelope and same should have official seal and ink signed by your authorized representative**

Company Seal

(Authorised signatory of company)

Place _____

Presiding Officer _____

Date _____

Member 1 _____

2 _____

3 _____