

ARMY PUBLIC SCHOOL
DHAR ROAD, PO SATTANI-182101

www.apsdharroad.com

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Land Line No – 01992-294867 (Civil)

Email ID: apsdharroad@gmail.com

NOTICE INVITING QUOTATIONS
ARMY PUBLIC SCHOOL DHAR ROAD

1. Principal APS Dhar Road on behalf of the Chairman APS Dhar Road invites sealed quotations from eligible Printing/Stationery vendors/firms for **Procurement of Office Stationery & Printing of Registers/Documents at APS Dhar Road** by **04 Mar 2023**. Vendors/Firms are requested to quote rate each for item separately as specified in list “**Annexure ‘A’**” to this Notice.
2. Cost of material, transportation and labour charges and applicable taxes etc complete should be mentioned.
3. GST Number of the firm is required to be quoted.
4. Interested Firm/Vendor can visit the school on any day to clarify any query with regard to the above project.
5. Last date for submission of bids by 1600 hr on **04 Mar 2023**. 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.
6. Sealed bids should be sent by registered post at the address given below 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.
7. Location of the tender Box: Army Public School, Dhar Road.
8. Address of the School is as under:-

Army Public School, Dhar Road
PO-Sattani, Pin -182101
Jammu & Kashmir (UT)
9. This school reserves the right to change or vary any part thereof at any stage and also reserves the right to withdraw the project, should it become necessary at any stage/reject the quotations on **Technical Grounds/Incomplete Specification**.

Sdxxx
(Dr Jyoti Bedyal)
Principal
APS Dhar Road

ARMY PUBLIC SCHOOL DHAR ROAD

SUPPLY OF SCHOOL STATIONERY:
APS DHAR ROAD (ACADEMIC SESSION: 2023-24)

S. No	Items	A/U	Qty	Rate (in Rs)	Remarks
(a)	<u>Office Department</u>				
(i)	A4 Size Paper	Nos			
(ii)	Binder Clips Oddy 41 mm	Pkts			
(iii)	Binder Clips Oddy Big 51 mm	Pkts			
(iv)	CD Marker Black	Nos			
(v)	Yellow Envelope (A-4)	Pkts			
(vi)	Yellow Envelope Large	Pkts			
(vii)	White Envelope	Pkts			
(viii)	Highlighter	Nos			
(ix)	Whitener	Nos			
(x)	Engagement Pad	Nos			
(xi)	Pencil Packet	Nos			
(xii)	Blue Pen V 0.5	Nos			
(xiii)	Green Pen V 0.5	Nos			
(xiv)	Red Pen V 0.5	Nos			
(xv)	Blue Ball Pen (Rs 5/-)	Pkts			
(xvi)	Fevistick Medium	Pkts			
(xvii)	Flag Plastic (Multicolor)	Pkts			
(xviii)	Stapler Pin Large	Pkts			
(xix)	Sticky Pad	Nos			
(xx)	Stapler Pin Small	Pkts			
(xxi)	File Binder	Nos			
(xxii)	Yellow Charts	Nos			
(xxiii)	Coloured U-Clips	Pkts			
(xxiv)	Talc Sheet	Roll			
(xxv)	Red Tape	Nos			
(xxvi)	Poker	Nos			
(xxvii)	Glossary Paper (Photo Paper)	Pkt			
(xxviii)	Blank CDs	Pkt			
(xxix)	Paper Cutter	Nos			
(xxx)	Stapler Small	Nos			
(xxxi)	Stapler Large	Nos			
(xxxii)	Scale Steel	Nos			
(xxxiii)	Box File	Nos			
	Total (In Rs)				

S. No	Items	A/U	Qty	Rate (in Rs)	Remarks
(b)	<u>Library</u>				
(i)	Scrap Book				
(ii)	Transparent Tapes (Big Size)				
(iii)	Fevicol Bottle (Big Size)				
(iv)	Cutter				
	Total (In Rs)				
(c)	<u>Computer Lab</u>				
(i)	Staplers (Big)				
(ii)	Staplers (Small)				
(iii)	Puncher				
(iv)	Pape A4 Reams				
(v)	Stapler Pins (Big)				
(vi)	Stapler Pins (Small)				
	Total (In Rs)				
(d)	<u>Academics Department</u>				
(i)	A4 Paper				
(ii)	A4 Coloured Paper				
	Total (In Rs)				

S. No	Items	A/U	Qty	Rate (in Rs)	Remarks
(e)	Resource Room				
(i)	Black Chart Paper	Nos			
(ii)	Ivory Sheets	Nos			
(iii)	Pencil Box	Nos			
(iv)	White Board Marker	Nos			
(v)	Cello Tape (Big Size)	Nos			
(vi)	Cello Tape (Small Size)	Nos			
(vii)	Fevicol Bottle (Medium)	Nos			
(viii)	A4 Paper	Ream			
	Total (In Rs)				
(f)	Art & Craft				
(i)	Chart Paper (White)	Nos			
(ii)	Chart Paper (Black)	Nos			
(iii)	Fluorescent Papers (All colours)	Nos			
(iv)	Glaze Papers (All Colours)	Nos			
(v)	Handmade Paper (Green)	Nos			
(vi)	Chart Paper (Yellow)	Nos			
(vii)	Ivory Sheet	Nos			
(viii)	Kite Paper (All colours)	Nos			
(ix)	Crepe Paper (All Colours)	Nos			
(x)	Golden Paper	Nos			
(xi)	Silver Paper	Nos			
(xii)	Fevicol (500 ml)	Nos			
(xiii)	Glitter Tape (Full Length)	Pack			
(xiv)	Coloured Tape (Plain) ½ "	Nos			
(xv)	Coloured Tape (Plain) 1 "	Nos			
(xvi)	Brown Tape (Plain) 1"	Nos			
(xvii)	Brown Tape (Plain) 2"	Nos			
(xviii)	Cello Tape (Plain) ½ "	Nos			
(xix)	Cello Tape (Plain) 1"	Nos			
(xx)	Cello Tape (Plain) 2"	Nos			
(xxi)	Foam Tape 1"	Nos			
(xxii)	Masking Type	Nos			

S. No	Items	A/U	Qty	Rate (in Rs)	Remarks
(xxiii)	Glitter paper (Multicoloured)	Pack			
(xxiv)	Ribbon (All colours)	Nos			
(xxv)	Paper Pins	Boxes			
(xxvi)	Safety Pins	Dozens			
(xxvii)	Stapler Pins (Big)	Pack			
(xxviii)	Stapler Pins (Small)	Pack			
(xxix)	Drawing Pins	Pack			
(xxx)	Push Pins	Nos			
(xxxi)	Cutter Blades (Big)	Nos			
(xxxii)	Cutter Blades (Small)	Nos			
(xxxiii)	Brushes (Flat)	Nos			
(xxxiv)	Brushes (Round)	Nos			
(xxxv)	Poster Colour (12 shades)	Packs			
(xxxvi)	Brush Pens	Packs			
(xxxvii)	Marker (.5) Black	Pack			
(xxxviii)	Marker (.5) Red	Pack			
(xxxix)	Marker (.5) Blue	Pack			
(xl)	Marker (.5) Green	Pack			
(xli)	Board Marker (Red)	Pack			
(xlii)	Board Marker (Blue)	Pack			
(xliii)	Board Marker (Black)	Pack			
(xliv)	Board Marker (Green)	Pack			
(xlv)	Drawing Pencils (Set)	Pcs			
(xlvi)	Pencil Colour (24 Shades)	Packs			
(xlvii)	Thread Roll	Pcs			
(xlviii)	Spray Colours (Blue, Red, Yellow, Black, Grey & White)	01 Each			
(xlix)	Canvas 10" x 12"	Nos			
(l)	Pencil (HB)	Nos			
(li)	A4 Paper	Reams			
	Total (In Rs)				

S. No	Items	A/U	Qty	Rate (in Rs)	Remarks
(g)	Exam Cell				
(i)	A4 Size sheets	Reams			
(ii)	Staplers (Small)	Nos			
(iii)	Stapler (Large)	Nos			
(iv)	Stapler Pins (Small)	Nos			
(v)	Stapler Pin (Large)	Nos			
(vi)	Thread	Rolls			
(vii)	Rubber Bands (Big)	Pkts			
(viii)	Rubber Bands (Small)	Pkts			
(ix)	Stamp Pad	Nos			
(x)	Toners for RICOH 2501	Nos			
(xi)	India Map Political (with separate UT of Ladakh)	Pkts			
(xii)	India Map Physical (with separate UT of Ladakh)	Pkts			
(xiii)	World Map-Physical	Pkts			
(xiv)	World Map-Political	Pkts			
(xv)	Graph Papers (A4 Size Sheet)	Nos			
(xvi)	Yellow Envelope	Nos			
(xvii)	Sacks	Nos			
(xviii)	A3 size sheets	Pkts			
(xix)	Register Big Size	Nos			
(xx)	PTM Register	Nos			
(xxi)	White Glossy Files (with school logo)	Nos			
(xxii)	File Clips Big Size	Pkts			
(xxiii)	Coloured Flag	Pkts			
(xxiv)	Zip Lock Regine Bags	Nos			
(xxv)	Marker Blue, Black & Red (Each)	Nos			
(xxvi)	Cello Tape Broad (Transparent)	Rolls			
(xxvii)	Thin Plastic Rope	Nos			
(xxviii)	Red Tape	Nos			
(xxix)	Tonner for Richo 3344	Nos			
(xxx)	Master Roll for Ricoh 3344	Rolls			
(xxxi)	Wooden Box (For keeping stapler, pins and rubber etc)	Nos			
	Total (In Rs)				
	Grand Total (In Rs)				

ARMY PUBLIC SCHOOL DHAR ROAD
PRINTING OF REGISTERS/ DOCUMENTS

: APS DHAR ROAD (ACADEMIC SESSION: (2023-24))

S. No	Items	A/U	Qty	Rate (in Rs)	Remarks
(a)	<u>Office Department</u>				
(i)	Columnar Cash Book (200 Pages)	Nos			Specimen to be collected from the school
(ii)	Sanction Book (200 Pages)	Nos			
(iii)	Register of Funds recd and their utilization (200 Pages)	Nos			
(iv)	FDRs Register (200 Pages)	Nos			
(v)	Cheque Book Register (200 Pages)	Nos			
(vi)	Security Deposit Register (Staff) (200 Pages)	Nos			
(vii)	Security Deposit Register (Students) (200 Pages)	Nos			
(viii)	Grant-in-Aid-Ledger (200 Pages)	Nos			
(ix)	File Covers 100 each (Red, Green, Orange & Yellow)	Nos			
(x)	Students Registration Register (200 Pages)	Nos			
(xi)	Attendance Register (Staff)	Nos			
(xii)	Outgoing Mail Register (200 Pages)	Nos			
(xiii)	Circular Register (200 Pages)	Nos			
(xiv)	Army Personality Register (200 Pages)	Nos			
(xv)	Civilian Entry Register (200 Pages)	Nos			
(xvi)	Employ Out Pass Register	Nos			
	Total (In Rs)				

S. No	Items	A/U	Qty	Rate (in Rs)	Remarks
(b)	<u>Library</u>				
(i)	Teachers Issue Register (200 Pages)				Specimen to be collected from the school
(ii)	Students Issue Register (200 Pages)				
(iii)	Long Register (200 Pages)				
	Total (In Rs)				
(c)	<u>Computer Lab</u>				
(i)	File Covers				
	Total (In Rs)				
(d)	<u>Academics Department</u>				
(i)	CCA Circular Register (200 pages)				Specimen to be collected from the school
(ii)	CCA Result Register (200 Pages)				
(iii)	Lesson Plan Diary (170 Pages)				
(iv)	Class Diary (100 Pages)				
(v)	Attendance Register (50 Pages)				
(vi)	Marks Register (120 Pages)				
(vii)	House Register (70 Pages)				
(viii)	Club Register (70 Pages)				
(ix)	Coordinators Register (150 Pages)				
	Total (In Rs)				

S. No	Items	A/U	Qty	Rate (in Rs)	Remarks
(e)	Resource Room				
(i)	Registers (200 Pages)				Specimen to be collected from the school
(ii)	File Covers				
	Total (In Rs)				
(f)	Exam Cell				
(ii)	Main Answer Sheets (4 leaf)				
(iii)	Supplementary Answer Sheets (2 Leaf)				
	Total (In Rs)				
	Grand Total (In Rs)				