

Tele : 3384 (Army)
244352 (Civil)

Army School Dhar Road
Udhampur

320/Sty /APSDR

11 Feb 2021

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(Firm Concerned)

CALLING FOR QUOTATIONS : PRINTING OF REGISTERS/DOCUMENTS

Dear Sir/Madam,

1. It is inform you that this school intends to procure/**Print various Registers /Documents** from your firm.
2. The vendors are requested to quote their rates for all Registers/Documents for approval & firm order. List of Registers/Documents to be printed is attached.
3. Your are requested to kindly fwd your quotation for the above items latest by **20 Feb 2021**.

Thanking you

Yours sincerely,


(Mrs Jyoti Bedyal)
Principal

Distribution:-

Raina Stationery, Udhampur
Prem Traders, Udhampur
Rajindra Printing Press, Udhampur
JK Printers, Udhampur
National Printing Press, Udhampur

School Website : www.apsdharroad.com

Copy to:-

SO to Chairman
HQ 611 (I) AD Bde
C/o 56 APO

SO to Vice Chairman
104 AD Regt
C/o 56 APO

PRINTING OF REGISTERS/DOCUMENTS: APS DHAR ROAD
(ACADEMIC SESSION: 2021-2022)

S.No	Items	Qty
a)	<u>Office Department</u>	
i)	Attendance Register	04
ii)	Pupils Attendance Register (350 pages)	01
iii)	Student's Homework Register (350 pages)	01
iv)	Leave register (200 pages)	01
v)	Incoming Mail Register (200 pages)	01
vi)	Student's Security Deposit Register (400 pages)	01
vii)	Staff Security Deposit Register (400 pages)	01
viii)	Outgoing Mail Register (200 pages)	01
ix)	SAMC Register (200 pages)	01
x)	Annual Adm & Technical Inspection Register (200 pages)	01
xi)	Circular Register (200 pages)	01
xii)	Employees Out pass Register (200 pages)	01
xiii)	Outgoing Minute Sheet Register (200 pages)	01
xiv)	Demand Sanction Book (200 pages)	01
b)	<u>Library</u>	
i)	Student Book Issue/Return Register (200 pages)	01
c)	<u>Medical Room</u>	
i)	Student's First Aid Record Register (200 pages)	01
d)	<u>NCC</u>	
i)	Training Register (200 pages)	01
ii)	Attendance Register (200 pages)	01
iii)	Enrolment Register (200 pages)	01
e)	<u>Security Guard</u>	
i)	Temperature Register (200 pages)	01
ii)	Employee Out pass Register (200 pages)	01
iii)	Quotation Register (200 pages)	01
iv)	Army Entry Record Register (200 pages)	01
v)	Civil Entry Record Register (200 pages)	01
f)	<u>Academics Department</u>	
i)	Lesson Plan Diary (Teacher's Dairy)	60
ii)	Class Dairy (120 pages)	40
iii)	Marks Register	40
iv)	Students Attendance Register	40
v)	House Register (110 pages)	04
vi)	Club Registers (100 pages)	04
g)	<u>Art/Craft Register</u>	
i)	Kids Talent Register (200 pages)	01
h)	<u>Exam Cell</u>	
i)	Examination Circular Register (200 pages)	01