

CALL FOR QUOTATION FOR PRINTING OF STUDENTS DIARY 2025-26

1. The School is interested in printing 3600 copies of Students Diaries 2025-26 as per specification given below :-

- (a) **Size of Diary.** 8.5 x 5.5 inches.
- (b) **Description of Paper**
- (i) 80 GSM Maplitho/Century on inner matter for text.
 - (ii) 300 GSM Art Card on cover page.
 - (iii) Hard PVC Black with dye cutting cover supported cover with wiro binding.
 - (iv) 300 GSM Art Card Half Cover tag printed in four colour above PVC Cover.
 - (v) 250 GSM Art Cards four colour 12 sheet inserted inside diary in between black & white pages.
- (c) **Printing**
- (i) 200 pages of one colour (Black) on inner matter. Printing will be done by PS Plates.
 - (ii) Cover (front & back and both inner) in four colours. Printing will be done by PS Plate.
 - (iii) 250 GSM Art Cards four colour 12 sheet inserted inside diary in between black & white pages.
- (d) **Binding**
- (i) Hard PVC Black with dye cutting cover supported cover with wiro binding.
 - (ii) 300 GSM Art Card Half Cover tag printed in four colour above PVC Cover.
- (e) **Miscellaneous**
- (i) All the composing, designing and proof reading will be done by printer.
 - (ii) Every page of the diary will be numbered (1 to 212).
 - (iii) Dummy of diary should be provided before printing.



2. **Earnest Money.** Quotation must be accompanied with a Demand Draft of Rs 5000/- payable to the Principal, Army Public School, Nehru Road, Lucknow which is refundable within 30 days of non-acceptance of quotation. Dealers are requested to send a request letter after 30 days for return of earnest money.

3. **Security Money.** Printer will deposit security money equivalent to 5% of the value of the order in form of Joint FD/Bank Guarantee in favour of Principal, Army Public School, Nehru Road within a week on receipt of Supply Order.

4 **Delivery.** Within four weeks after getting approval of printing material

5 **Liquidated Damages** Following points to be noted with respect to Liquidated Damages (LD) -

- (a) Imposed @ 0.5% of the price of delayed/undelivered stores per week and not more than 10% cumulatively.
- (b) LD will be imposed if extension of delivery period is not taken.

6 **Penalty**

(a) After four weeks, if not delivered, the order for printing of diaries may stand cancelled at the discretion of the School Management and consequently the security money will be forfeited by the school.

(b) If the quality and quantity of the diary is not found as per the supply order the Principal may levy a penalty @10% of the total value of the order or the order for printing of diary will be cancelled and the security money will be forfeited by the school.

7 **Proof.** The proof is to be made on the prescribed paper and submitted within 15 days which will be approved by the school before printing. The school or its authorized representative may visit the press during printing to inspect the progress/quality of work.

8 **Payment.** Payment would be made by RTGS/NEFT on receipt of the entire quantity and checking for quality and quantity by a Board of Officers detailed by the Chairman.

9 You are requested to kindly send your quotation (including all taxes), in a sealed cover along with sample sheet of paper brand, mentioning brand for inner pages/colour pages and cover paper duly signed by you, so as to reach this office latest by **31 Mar 2025**.

10 The School reserves its right to reject any quotation without assigning any reasons whatsoever. The School also reserves its right to alter the quantity either way up to 10% of the numbers of Diaries to be printed.

11. You are also requested to see the sample of Diary available in the School office.

12. The date and time for opening of quotation will be intimated telephonically to the vendors.



(Mrs Nidhi Rathore)
Principal
Dr