

APS/10

16 Mar 2023

**QUOTATION CALL LETTER**

1. Quotations are invited for printing of the following stationery items/Registers/ Diaries etc for the school in a sealed envelope to this office by 23 Mar 2023 :-

Ser No	Description of Item	A/U	Qty
1	Class Attendance Register 32 Sheet	Nos	100
2	File Cover Coloured	Nos	500
3	File Cover White	Nos	100
4	Birthday Card	Nos	3500
5	Record Book 150 Sheet	Nos	100
6	CRV/CIV Pad	Pad	20
7	Prospectious ( As per sample)	Nos	1000
8	Pay Bill Register	Nos	10
9	Student Diary ( Size 21 x 15.5 cm, 96 Pages with perfect binding )	Nos	3800
10	Library Register 80 Sheet	Nos	03
11	Library Ledger 300 Sheet	Nos	04
12	TC Form 200 Pages each	Pad	20
13	Staff Attendance Register	Nos	10
14	Expendable Ledger	Nos	05
15	Leave Register	Nos	10
16	Out Pass Pad	Pad	15
17	Fee Register	Nos	10
18	Teacher Adjustment Register	Nos	10
19	Pink Slip for Library book A4 Sheet	Nos	6000
20	Account Ledger (As per sample)	Nos	01

2. Vendors/dealers are advised to visit the school to see the samples/make/ quality etc of the items required/to be printed before quoting the rates.

Yours faithfully,

Principal  
Army Public School  
Hisar



**NOTES :-**

- The stores/items will be consigned to the Army Public School, Hisar.
- Payment shall be made on receipt of complete stores/items through RTGS.
- Where GST is charged, the supplier will quote his GST Regn Number
- TDS will be deducted on the work as applicable.
- Copy of PAN Card and letter of Proprietorship will be required.