

Email- [apsdamana@awesindia.edu.in](mailto:apsdamana@awesindia.edu.in)

Tele – 0191-2604786

Army Public School Damana  
Muthi, Jammu

05/APSD/ Accts 11 Feb 2026

### CALL FOR QUOTATIONS

Dear Sir/ Madam

1. Quotations are invited for the following purchase/works of Army Public School Damana as per quantity and description given below :-

Ser No	Type of Item/ Eqpt	A/U	Qty Required
1.1	<p><b>Name of Work:</b> <u>Purchase/ printing of Stationery items for APS Damana.</u> List of items (Registers, Ledgers, Files, Tr Diaries, etc) required to print for APS Damana is enclosed for quoting rates (Total items to print is 20 with different qty for each items). <b>Note :</b> The GSM of the page should be specified in the quotation for each item. The pages should be of such quality that while writing, the pen ink should not spread to the other side.</p>	Nos	Total items to print is 20 with different quantities for each item
1.2	<p><b>Name of Work :</b> <u>Supply and Install Incinerator for Girls Washrooms at Sr and Jr Wing.</u> <u>Specification of Incinerator Machine</u> Size : Medium Burning Capacity : 12 – 15 Napkin in one cycle 200-250 napkin in a day Body Material : Mild Steel Ash : 1 Gm, Operation : Electrical Watt : 1000 Dimension : LHW 23x59x33 (Approx)</p>	Nos	09 Nos
1.3	<p><b>Name of Work :</b> <u>Extension of Stage in Multipurpose Hall at Sr Wing of APS Damana.</u> Scope of work is as under :- 1.3.1 Construction of 9" brick wall size 33' x 3' (L x H) to extend the stage by 3'. 1.3.2 Construction of 9" brick wall size 33' x 1.5' x 6" (ht) for placing Gamla Pots. <b>Note:</b> Bricks will be provided by the school. 1.3.3 Malwa will be filled between the gap of stage and proposed walls. 1.3.4 Supply and Fixing of Kota Stone with complete polishing. Total area for fixing of Kota Stone is approx 264 Sqft, Edges to be grinded.</p>	Job	01

2. You are requested to quote your rates for the said works/purchases as per description/ scope of work mentioned at Para 1 (1.1 to 1.3) above.

3. The following specifications are also required to be mentioned in the quotation :-

3.1 Total Cost including GST, freight & any other charges.

3.2 Discount, if any.

- 3.3 Warranty period (if any).
  - 3.4 Validity period of the quotation.
  - 3.5 Contact No and valid email address.
4. Vendors are requested to visit the site on any working day from 1000 - 1400 hrs with effect from 11 Feb 2026 to 16 Feb 2026, if desired.
5. No advance payment shall be made. The vendors are requested to send their quotations duly addressed in sealed envelopes/ through email. Quotations will be dropped into the quotation box kept at gate of Army Public School Damana till 18 Feb 2026 (1200 hrs). No quotation will be accepted beyond the stipulated time frame. Quotation should reach to the undermentioned address :-
- The Principal  
Army Public School, Muthi, Damana
6. The quotation of Non GST firm will be rejected.
7. Work to be started immediately after issue of work/ purchase order. The School/Board of Officers 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 quotation.

  
for (Mrs Pushpinder Kaur)  
Principal  
APS Damana

### STATIONERY REQUIREMENT

Ser No	Name of Register	Size of Register	No of Pages	A/U	Qty
1	Master Ledger of Files / Registers	13" x 8.5"	200	Nos	2
2	Daily Diary	13" x 8.5"	200	Nos	4
3	Outgoing mail Register	14" x 10"	200	Nos	2
4	Staff Security Deposit Register	13" x 8.5"	200	Nos	2
5	Folders (Salary/ EPF)	14.5" x 13"	-	Nos	4
6	Dak Folders Red/ Green(03 each)	15" x 10"	-	Nos	6
7	Property Ledger	14.5" x 9.5"	200	Nos	2
8	Sanction Register	14.5" x 9.5"	100	Nos	1
9	Petty Cash Register	12" x 8.5"	100	Nos	1
10	Leave Record Register	13" x 8"	200	Nos	1
11	PTM Register	11" x 8.5"	25	Nos	80
12	Attendance Register	14" x 9.5"	32	Nos	150
13	Tr Diary (Senior)	11" x 8.5"	61	Nos	65
14	Tr Diary (Foundational)	11" x 8.5"	62	Nos	25
15	Newspaper Record Register	13" x 8"	150	Nos	1
16	Yellow Files	14" x 10"	-	Nos	500
17	Green Files	14" x 10"	-	Nos	1000
18	Blue Files	14" x 10"	-	Nos	100
19	Laminated White Files with logo	14" x 10"	-	Nos	100
20	Laminated White Files without logo	14" x 10"	-	Nos	100