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REGIONAL OFFICE
DAV Public Schools, Bihar Zone
C/o DAV Public School, Cantt. Area, Gaya (Bihar) – 823004
Email Id: davpsbrze@gmail.com

Tender Ref. No.: DAV/BRZ-E/2024/SM

Date: 22.03.2024

TENDER NOTICE FOR PRINTING OF SCHOOL MAGAZINE, 2024 - 25

The DAV Public schools located in different city of Bihar publish its school magazine. Accordingly, the tender is hereby invited from the Printers for the printing of the magazine as and when required by the schools in academic session 2024 - 25.

Eligibility & Other Information:

- 1) The bidders Should be an Indian Printing Press/Firm engaged in printing and Registered as per existing norms from Government Department.
- 2) They should have minimum **three years** of experience in printing works with Govt. Depts./PSUs/MNCs/etc.
- 3) They Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration to this effect is to be submitted.
- 4) For bidding, the firms are required to submit the following self-attested and duly rubber stamped (on each page) photocopies of the following documents relating to their printing press/firm:
 - (a) Registration Certificate as per existing norms from Government Department;
 - (b) Copy of GST Registration Certificates;
 - (c) Copy of latest GST return
 - (d) Copy of PAN Card;
 - (e) Declaration regarding blacklisting
- 5) The rates should be quoted in Indian Rupees (in both words and figures) only. Prices should be quoted F. O. R. Destination. Free delivery at respective DAV Public School located in different city of Bihar.
- 6) Tender in a **CLOSED & SEALED ENVELOPE** should be addressed to -
The Assistant Regional Officer
DAV Public Schools
(Bihar Zone – E)
C/o DAV Public School, Cantt. Area, Gaya (Bihar)
Pin Code – 823 004

and must reach on or **before 28.03.2024 by 17:00 hrs.** Tenders will be opened on **30.03.2024 by 12:30 hrs.**

NOTE: Tender in a closed and sealed envelope must be sent through Registered Post/Courier or can be submitted by hand to the office of Assistant Regional Officer, Bihar Zone – E, Gaya (Bihar).

- 7) In the event of failure on the part of work by Bidder/Printing Press/Firm, the rest work may get completed from another printing press/firm and the previously engaged printing press/ firm will have to reimburse the extra expenditure incurred thereafter.
- 8) In case of non-completion of the work/delay in delivery, the bidder may be blacklisted for two consecutive years.
- 9) Process of printing should be as per requirement of the job.
- 10) Printed material will have to be supplied as and when required after approval of the final proof from the respective school.
- 11) The Bill / Invoice shall be in the name of the school. Payment against Bill / Invoice shall be released only after supply of the printed items to the satisfaction of the school concerned. No interest will be payable on the delayed payments. Payment will be made directly to the Printer/Firm through Multi - city cheque only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**
- 12) The Tenderer will be bound by the details furnished by him/her while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him/her liable for **legal action besides termination of the contract.**
- 13) No charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the bidder only.
- 14) Soft copy of final printed items (in PDF format) has to be provided to The Principal of the concerned DAV Public School within two days of final delivery of the printed items.
- 15) This office has right to amend any T&C listed in the documents as per the changes notified by the Govt. and has right to add or delete any para for quality management of printing work.

Sd/-
Regional Officers
Bihar Zone

Specifications for Printing of the School Magazine, 2024 – 25

- 1. Name of printed documents** : School Magazine
- 2. Volume of work** : 1000 (may increase as per the requirement)
- 3. Mode, Format & Pages of printing** :
- Size: A4
 - Cover Page (4 pages): **300 GSM** Art Board – Multicolour printing & Gloss lamination.
 - Inner 6 pages: **180 GSM** Art Board – Multicolour printing (May increase as per requirement of the school).
 - Rest Pages: **100 GSM** Imported Maplitho – multicolour printing.
 - Total No. of inner Pages of Magazine – 100 (may increase as per requirement of the school), excluding 4 cover pages.
 - Section sewing paper back binding.
- NOTE: Rate for printing of all 3 types of pages should be quoted separately, including & excluding GST.**
- 4. Proof Reading** : First proof is to be checked by the respective school. Final proof is to be thoroughly checked by the Printer himself to ensure that all corrections, alterations, additions and deletions, etc. are carried out. Final printing must be error free in all respects.
- 5. Time Schedule** : Must be completed **within 1 month** from date of Work Order.
- 6. Delivery of printed material** : The printed materials is to be delivered to the Address mentioned in the Work Order.
- 7. Soft Copy** : PDF file must be supplied by the Printer.

