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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/BZE/QPT/2023/19

Date: 24.01.2023

TENDER NOTICE FOR PRINTING WORKS

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.
- 6) Prices should be quoted F. O. R. Destination.
Free delivery at Regional Offices of DAV Public Schools, Bihar Zone located in different city of Bihar.
- 7) Tender in a 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 **28th January, 2023 by 15:00 hrs.** Tenders will be opened on **29th January 2023 by 15:00 hrs.**
- 8) 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.

- 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 to the address as per S. No. (6) above.
- 11) Payment against Bill / Invoice shall be released only after supply of the printed items to the satisfaction of the Regional Office, Bihar Zone (BH). No interest will be payable on the delayed payments. Payment will be made directly to the Printer's 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) Approximate quantity printing is given in the tender documents.
- 13) 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.**
- 14) 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.
- 15) Soft copy of final printed items (in PDF format) has to be provided to The Regional Office, DAV Public Schools, Bihar Zone - E, Gaya within two days of final delivery of the printed items.
- 16) 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 THE PRINTING WORK

- 1 Name of printed documents : Question Papers for Annual Exam, 2023
- 2 Volume of work : 1,00,000 pages approx. (Qty. may increase or decrease with 15%)
- 3 Type-setting/Composing : Font: 11 pt. Times New Roman for English; and 12 pt. Chanakya or Devnagari for Hindi.
Line Spacing 1.15
Page Margin: Top & Bottom = 0.75 inch, Left & Right = 0.5 inch.
- 4 Mode & Format of printing : Black & White offset printing.
Pages & Printing sides:
- 1 - Page, Single Side
 - 1 - Page, Both Side
 - 2 - Page, 1 - page both side with 1 - page single side
 - 2 - Page, Both Side
 - 3 - Page, 2 - page both side with 1- page single side
 - 3 - Page, all sides
- 5 Paper for Text : 58 GSM printing paper
Paper Size: 21.59 x 27.94 cm (letter) / 21 x 29.7 cm (A4)
- 6 Proof Reading : First proof is to be checked by the Regional Office, Bihar Zone. Final proofs are 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.
- 7 Time Schedule : Must be completed by 13.02.2023
- 8 Delivery of printed material : The printed copies of question papers are to be packed class wise & subject wise according to the details provided. The printed materials need to be delivered to the Regional Offices, Bihar Zone located in different city of Bihar.
10. Soft Copy : PDF file of the publication must be supplied by the Printer.

PROFORMA FOR THE CHECK - LIST

The following proforma of the Check - list need to be filled by the Tenderer Mandatorily.

1. Name & Complete Address of Firm/Company:

Telephone No. / Mobile No.:											Pin Code:												
Email Id:																							
2. Name of Proprietor/Manager/Contact Person with Contact No.:																							

- 3. Registration No. & Date**
- 4. Certificate from Govt. Dept.: (Yes / No)**
- Issuing Authority**
- 5. GST Registration No.:**
- 6. Proof of last GST return (Yes / No)**
- 7. PAN Card No.**
- 8. Proof of 3 years' experience in printing work with Govt. Dept./PSU's having similar kind of jobs (Yes / No)**
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- 9. Declaration for not blacklisted by the Govt. Dept./PSU etc.: (Yes / No)**
- 10. Rate of Printing including GST attached: (Yes / No)**
- 11. Rate of Printing excluding GST attached: (Yes / No)**

I/We certify that the information furnished above is true and correct. In case, any of such information/documents furnished by me/us are found to be fictitious, it would be deemed to be a breach of T&C and liable for legal action.

Dated:

*Name with Designation of Authorised Signatory & Seal
of the Firm*