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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/ST*

*Date: 29.11.2024*

**TENDER NOTICE FOR PRINTING WORK 2025**

**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 **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 14.12.2024 by 17:00 hrs.** Tenders will be opened on 16.12.2024 by 15:30 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).**

- 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) In case of non-completion of the work/delay in delivery, the bidder may be blacklisted for two consecutive years.
- 10) Process of printing should be as per requirement of the job.
- 11) Printed material will have to be supplied as and when required after approval of the final proof to the address as per S. No. (7) above.
- 12) The Bill / Invoice shall be in the name of the school as mentioned in the comprehensive quantity statement of the order. 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/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.**
- 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

<i>Specifications for the Printing Work, 2025</i>
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|---|---|--|
| <b>1 Name of printed documents</b>            | : | Refer to Annexure - 3  |
| <b>2 Volume of work</b>                       | : | Refer to Annexure - 3  |
| <b>3 Type setting/ Composing</b>              | : | Refer to Annexure - 3  |
| <b>4 Mode, Format &amp; Pages of printing</b> | : | Refer to Annexure - 3  |
| <b>5 Paper for Text</b>                       | : | Refer to Annexure - 3  |
| <b>6 Proof Reading</b>                        | : | 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. |
| <b>7 Time Schedule</b>                        | : | Must be completed by <b>10.03.2025</b> or as specified in <b>annexure - 3</b> .  |
| <b>8 Delivery of printed material</b>         | : | The printed materials are to be delivered to the Regional Offices, Bihar Zone located in different city of Bihar.  |
| <b>10. Soft Copy</b>                          | : | PDF file 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:

											Pin Code:									
Telephone No. / Mobile No.:																				
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' work experience in the area 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*

<b>DETAILS OF PRINTING WORK</b>
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Tender No.	S. No.	Name of Item	*Estimated Qty.	Quality of Paper & Printing
DAV/BRZ-E/2024/ST/139 Date: 29.11.2024	1	Student's Diary, 2025 - 26		<ul style="list-style-type: none"> <li>• Diary Size: 210 x 135 mm</li> <li>• Cover Page (4 pages): 300 GSM Art Board – Multicolour printing &amp; Gloss lamination</li> <li>• Inner 8 pages: 130 GSM Art Board – Multicolour printing</li> <li>• Rest Pages: 70 GSM Imported Maplitho – Bicolour printing</li> <li>• Section sewing paper back binding</li> <li>• Total No. of Pages of Diary – 176, excluding cover page.</li> </ul>
	2	Teacher's Diary, 2025 - 26		<ul style="list-style-type: none"> <li>• Diary Size: 8.35" x 11"</li> <li>• No. of Inner Pages: 224</li> <li>• No. of Cover Page: 4</li> <li>• 300 GSM Art Board for cover pages, Multicolour printing both side, Gloss lamination</li> <li>• 68 GSM Maplitho for inner pages, Black printing</li> <li>• Perfect glue binding with inner pages thread stitched</li> </ul>
DAV/BRZ-E/2024/ST/139A Date: 29.11.2024	1.	Syllabus 2025 - 26, Class – LKG to 7		<ul style="list-style-type: none"> <li>• Size: 7" x 9.5"</li> <li>• 170 GSM Art paper for cover pages, Multicolour printing</li> <li>• 60 GSM Maplitho for inner pages, Black printing</li> <li>• Central Book Staple Binding</li> <li>• No. of pages will be 16 to 32 depending on class</li> </ul>
DAV/BRZ-E/2024/ST/139B Date: 29.11.2024	1	Personal Bio-Data Form (with S. No.)		Form Size: legal Ledger 80 GSM Page, Legal Size, B&W Print, 1 Book = 100 form
	2	T.C. Form		Form Size: legal Ledger 80 GSM Page, Legal Size, B&W Print, 1 Book = 50 main + 50 (duplicate) form TC No. should be printed on main & duplicate
	3	Leave Application Form		Size: A5 Soft Cover, gum binding Inner 80 GSM pages, Size: A5, No. of inner pages: 100, B&W Print
	4	Registration Form (With S. No.)		Form Size: legal Ledger 80 GSM Page, Legal Size, B&W Print, 1 Book = 100 form
	5	Admission Form (With S. No.)		Form Size: legal Ledger 80 GSM Page, Legal Size, B&W Print, 1 Book = 100 form

DAV/BRZ-E/2024/ST 08.01.2024/139C Date: 29.11.2024	1	Techers Attendance Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	2	Student's Attendance Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 72, B&W Print
	3	Daily Class wise Att. Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	4	Class Record Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 200, B&W Print
	5	Library Accession Register		Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	6	Library Issue Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print

**Page no. should be printed on each page of the register.**

DAV/BRZ-E/2024/ST /139D Date: 29.11.2024	1	Refundable Security Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	2	Leave Record Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	3	Despatch Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	4	Admission Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	5	Service Book		Size: legal Sof Bond Cover 300 GSM, Book Staple Binding Inner ledger 80 GSM pages, Size: Legal, No. of inner pages: 32, B&W Print
	6	Cash Book		Register Size: legal

				Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 150, B&W Print
	7	Ledger Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 300, B&W Print
	8	Voucher		Size: A5 Soft Cover, gum binding Inner 80 GSM pages, Size: A5, No. of inner pages: 100, B&W Print, 1 Book = 100 voucher
	9	Logbook		Logbook Size: A5 Hard board Cover, Side & Corner Cloth binding Inner 80 GSM pages, A5, No. of inner pages: 100, B&W Print
	10	Student's Fee Ledger		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	11	Stock Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
	12	Salary Register		Register Size: legal Hard board Cover, Side & Corner Cloth binding Inner ledger, 80 GSM pages, Size: Legal, No. of inner pages: 100, B&W Print
<b>Page no. should be printed on each page of the register.</b>				
DAV/BRZ-E/2024/ST /139E Date: 29.11.2024	1	Question papers for Annual Examination, 2024-25		Paper Size: 21.59 x 27.94 cm (letter)/21 x 29.7 cm (A4) 58 GSM printing paper Black & White offset printing Pages & Printing sides: Vary From 1 – Page, Single Side to 3 - Pages, all sides (depends on Class & Subject) Printed Question papers are to be packed class wise & subject wise for each school <b>NOTE:</b> 1. Rate of printing should be quoted per page. 2. Date of work completion: 15.02.2025

**Note:**

1. *Separate Tender mentioning Tender No. on the top of envelope should be sent to the address mentioned in S. No. 7 of Page No. 1 of this tender document.*
2. *The Estimated quantity may increase or decrease depending upon zonal requirements.*