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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/RC/2023/129*

*Date: 18.08.2023*

**TENDER NOTICE FOR PRINTING OF REPORT CARD 2023**

*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 **25<sup>th</sup> August, 2023 by 17:00 hrs.** Tenders will be opened on **26<sup>th</sup> August 2023 by 14:00 hrs.**

**NOTE: TENDER IN A CLOSED AND SEALED ENVELOPED 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) 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 of 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

<b>SPECIFICATIONS FOR THE PRINTING OF REPORT CARD 2023</b>
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- 1 Name of printed documents : Report Card 2023 - 24
- 2 Volume of work : 50,000 Pcs (Seventy Five Thousand Only)\*  
*\*It may increase depending on final requirement of the schools.*
- 3 Mode, Format & Pages of printing :  
 a) Report Card Type – I: 220 GSM Art Paper Cover page (4 pages) with 165 GSM Inner pages  
*(Rate should be quoted for cover pages and per inner pages separately.)*  
 b) Report Card Type – II: 220 GSM Art Paper (4 pages)  
 c) Report Card Type - III: 220 GSM Art Paper (2 pages)
  - Paper Size: 10.5" x 8.5"
  - Multicolour printing
- 4 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.
- 5 Time Schedule : Must be completed by 20.09.2023
- 6 Delivery of printed material : The printed REPORT CARD 2023 has to be delivered to the Regional Offices, Bihar Zone located in different city of Bihar.
10. Soft Copy : PDF file of the REPORT CARD must be supplied by the Printer.

