



# DELHI POLICE PUBLIC SCHOOL

B-4, SAFDARJUNG ENCLAVE, NEW DELHI - 110029

TEL : 26177094 TELEFAX : 26187275

www.delhipolicepublicschool.com, e-mail: dpps.school@gmail.com

Ref. No: DPPS/ 560

Date : 31-12-2018

M/S \_\_\_\_\_

Sub: Tender for Printing of School Magazine (SAHAS) in two bid system.

Sir/Madam,

We intend to get our school magazine printed from the reputed firm dealing in this field. The specification with quantity for the same shall be as under:-

| S. No. | Particulars/Specification  | Quantity              |
|--------|--|-----------------------|
| 1      | <b>Cover page (4pages) Imported Art Card</b><br><b>All four Color Printing</b><br>a) Size 11" x 8.5"<br>b) Paper : 300 gsm Gloss<br>c) Cover - Laminated             | <b>2300 Magazines</b> |
| 2      | <b>Inside (100 pages)</b><br>a) All pages in 100 gsm Imported Art Paper<br>b) All Four Color Printing<br>100 GSM Gloss.<br>Lamination-matt/gloss thermal lamination. |                       |
| 3      | <b>Binding-</b><br>a) Perfect binding with section securing.<br>b) Special Effects on cover page like Spot UV / Hot Foil Stamping                                    |                       |

You are requested to submit your quotation in two bid system – (i) Technical Bid & (ii) Financial Bid. The Technical Bid (contain all the specification of printing material and also the sample of magazine so printed by the firm) & Financial Bid should be sealed in separate cover duly superscribed and both these sealed cover are to be put in a bigger cover which should also be sealed and duly superscribed with "QUOTATION FOR SCHOOL MAGAZINE". The last date & time of receipt of quotation is 18.01.2019 at 1:00 p.m. The quotation will be opened on same day i.e. 1:30 p.m. in the presence of Purchase Committee & representatives of firms. Firstly Technical Bids shall be opened followed by Financial Bids. Financial Bids of only those firms should be opened whose Technical Bids will be sound.

Yours Faithfully,

  
(Rubi Malhotra)  
Head of School

### TERMS & CONDITIONS:-

1. Sample of school magazine proposed to be got printed can be seen at the school office during working hours.
2. The bid received after scheduled time/date shall not be entertained.
3. Conditional bid will not be accepted.
4. The rates should includes the GST as applicable.
5. The number of magazine required is approximate and can be decreased or increased as per actual requirement.
6. The school management or purchase committee reserves the right to reject any bid without assigning reason.
7. The quoting firm must have its own offset printing press & other facilities.
8. Firms with experience of printing school/college magazine, annual reports of limited firms will be preferred. Two samples of magazines printed by the quoting firm are to be supplied along with the quotation to assess the quality of work along with certificates from the schools/Institute, where such magazines have been supplied, indicating that supplies made were to their satisfaction.
9. The rate bid shall be valid for minimum 1 year.
10. Any change in magazine specification etc. can be carried out at any stage before final printing of the magazine. No extra cost shall be given to the vendor for the same.
11. The successful vendor has to supply the magazines within stipulated time from the date of issue of work order and according to the demand of the school, failing which the total bill amount shall be forfeited.
12. Printing has to be done only after final sample is approved by the Editor/DPPS.
13. Photos/CD will be provided by the school.
14. Payment shall be made only after the supply of magazines. No advance payment shall be done at any cost.
15. Details of tender are also available on school's website [www.delhipolicepublicschool.com](http://www.delhipolicepublicschool.com).
16. The material and printing of the magazine should be strictly according to the specifications mentioned, failing which the order shall be cancelled and earnest money shall be forfeited. No payment shall be made in such case.
17. The bidder shall have to deposit a DD of Rs. 10000/- only along with the bid in the form of EMD.
18. All disputes are subject to Delhi Jurisdiction.
19. In case of any dispute, decision of the school authority shall be final and binding.
20. The vendor must abide by all the terms and conditions of the school strictly.

  
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