

DELHI POLICE PUBLIC SCHOOL

B-4, SAFDARJUNG ENCLAVE, NEW DELHI-110029

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Ref. No.: DPPS/249

Date : 28/05/25

To,

M/s _____

Subject:- Inviting Bids for printing of school Magazine (Sahas).

Sir/Madam,

Delhi Police Public School intend to get school magazine printed from the reputed firms dealing in this field. The specification with quantity for the same shall be as under:-

S.no	Particulars/Specification	Quantity
1.	Cover page (4 pages) imported Art Card All four colour printing a) Size 11"x8.5" b) Paper : 300 GSM- Gloss c) Cover : Laminated	2030 Magazines
2.	Inside (120 Pages) a) All pages in 100 GSM-Imported Art paper b) All four colour printing c) 100 GSM Gloss d) Lamination-matt/gloss thermal lamination	
3.	Binding:- a) Perfect binding with section securing b) Special effects on cover page like spot UV/Hot Foil Stamping	

Note:- Designing and Type setting is included.

You are requested to submit your lowest quotation/bid in two bid system- (i) Technical Bid & (ii) Financial Bid. The Technical Bid should have technical documents only, along with the EMD DD. Financial bid must contain only financial bid.

- i) The bidder must have own offset printing press facilities & print the magazine. Please enclose documentary evidence of the same I.e, ownership proof etc.

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- ii) The firm should be in the field of printing, for minimum past 3 years, please enclosed documentary evidence like registration with appropriate authority etc.
- iii) The firm must be registered with GST.
- iv) Firms should have experience of printing school/college magazine, annual reports etc. Two samples of 02 school 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 head, where such magazines have been supplied, indicating that supplies made were to their satisfaction.
- v) The bidder have to deposit a DD of Rs. 10,000/- only along with the technical bid in the form of EMD in favouring of Delhi Police Public School, Safdarjung Enclave. No any exemption is allowed in this regard. Financial Bid as well as Technical Bid should be sealed in the separate covers duly superscribed and both these sealed covers 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 10/06/2025 at 12:00 Noon. The quotation will be opened on same day i.e 12:30 PM in the presence of purchase committee & representatives of firms.

Firstly, Technical Bids shall be opened followed by Financial Bids. The EMD should be attached be attached with Technical Bids only. EMD with Financial Bid shall not be considered. Financial Bids of only those firms will be opened whose Technical Bids are found in order and sound.

The other terms and conditions are as under:-

1. Sample of school magazine proposed to be got printed can be seen at the school office on working days during working hours 09:00 AM to 2:00 PM.
2. The bid received after scheduled time/ date shall not be entertained.
3. Conditional bid will not be accepted.
4. The rates should include the GST as applicable and delivery has to be free of cost in this school premises.
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 any reason.
7. The quoting firm must have its own offset printing press & other facilities.
8. The rate bid shall be valid for minimum 1 year.
9. 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.



10. 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 earnest money amount shall be forfeited, beside black listing the firm.
11. Printing has to be done only after final sample is approved by the Principal/DPPS. In case, the printing of magazine are done without approval of the same, school authority shall not receive the magazine and it shall be the whole risk of vendor. School shall not pay any amount to the vendor, for the such negligence/failure of the bidder. In case delivery of Magazines is done by the bidder, the same shall not be returned nor any payment shall be released.
12. Photos/CD will be provided by the school. Vendor shall print the same as supplied or with modifications as per direction of the School.
13. Payment shall be made only after the supply of magazines. No advance payment shall be done at any cost.
14. Details of tender are also available on school's website www.delhipolicepublischool.com.
15. Page quality and material 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.
16. School has a right to visit the press of bidders, if needed, to assess capacity and quality of work being performed or to be performed.
17. The bidder is also expected to mention other hidden charges, if any. No payment against no specifically mentioned charges shall be made to the bidder.
18. In case of any dispute, decision of the school authority shall be final and binding.
19. The vendor must abide by all the terms and conditions of the school strictly.
20. All disputes are subject to Delhi Jurisdiction.
21. Specifications or no. of copies mentioned may be change at any time, by the school authority, before printing of the magazine.
22. In case of urgent requirement, bidder may be asked to print 10-20 copies or more after delivery of the mentioned quantities.
23. It shall be the sole responsibility of the bidder to drop the bid in the drop box of the Magazine tender before the closing date & time. Bid received after due date & time shall not be considered.

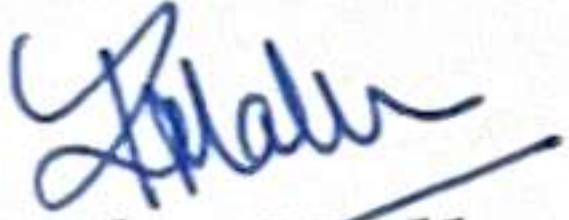
Check List of documents.

The following documents should be submitted with the envelope and documents should be properly pages in tender format:-

1. Registration of the firm with the registrar/registering authority concerned.



2. GST/Tax registration.
3. PAN Card.
4. Experience certificate/Proof of previous printing work in 3 schools/company, from the previous or current school.
5. Demand Draft of Rs. 10,000/- only in favour of Delhi Police Public School, Safdarjung Enclave, New Delhi.
6. Undertaking of Non- Blacklisting by any company/organization/institution.
7. Price of Bid (with all taxes/GST). Technical and Financial bids should be separate.
8. Signed copy of terms and conditions, as a token of acceptance of terms and conditions.
9. Any other relevant document, if any.



Ruby Malhotra

Principal/DPPS/SJE