



**N.N.Srivastava**  
Principal Cum-ARO

Affiliation No. 3430148

**DAV Public School, Koyla Nagar,**  
BCCL, Township Dhanbad-826005  
Tele : (0) 0326 - 2230715

Ref.No.DAVPS(KN)/Tender/2025-26/46

17/04/2026

**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited by the Customised Students ID card maker/ Supplier by the undersigned on behalf of '**DAV PUBLIC SCHOOL, KOYLA NAGAR**'. for printing and supply Students ID Card for the session 2026-27 as per details / specification attached with this letter in Annexure-1 & 2

Quotation in sealed cover shall be submitted to the undersigned office on or before **23/04/2026** by 2 :00 PM.

- **Payment Terms:** 100% after work

Terms & conditions :

1. The rate should be F.O.R. and should include all the taxes, transport charges and other expenses.
2. The supplier/printer must collect the primary data and students details along with photograph from the classteachers by their own means with the permission of the head of the school.
3. There should not be any overwriting or corrections in the quotation, it should be well printed and sealed.
4. Undersigned does not bind himself/herself to accept the lowest quotation if the quotation does not match all the specifications as required / mentioned and reserve the right to cancel the quotation.
5. The Printer/ supplier must have experience for at least Three years preferably in Students ID Card printing and shall submit documentary proof
6. The Printer will be given a certain time frame to collect the data, print the Students ID card and supply of it.

S/D-

(N.N.Srivastava)  
Principal Cum-ARO

Striving for the cause of Education in Jharkhand, West Bengal, U.P. & M.P.

DAV College Managing Committee, Chitragupta Road, New Delhi – 110055

Phone : (011) 23515951 , Fax : (011) 23632520 , 23540558

**ON COMPANY LETTER HEAD**

**ANNEXURE-1**

**(IT IS MANDATORY FOR ALL BIDDERS ; THEY SHOULD FILL ALL FIELDS "CLEARLY" IN THIS FORM)**

PRINTING AND SUPPLY OF STUDENTS ID CARD AT DAV PUBLIC SCHOOL KOYLA NAGAR

1	Name of company /Firm/Agency and its Registration no.	:	
2	Name of Proprietor /director of the company /firm/ agency registration must be enclosed	:	
3	Full Address of Reg. Office(A copy of company/firm registration must be enclosed	:	
4	Telephone no / Mobile number	:	
5	E- mail - ID	:	
6	Details of Banker/ Bank with full address	:	
7	Bank A/C Num. (Proof attaché)	:	
8	PAN/GSTIN Registration Number of firm (Enclosed a copy of the same)	:	

**Place:**

**(Signature of Authorized Person)**

**Date:-**

**Full Name:**

**(Seal)**

**ON COMPANY LETTER HEAD**

**ANNEXURE-2**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>Qntt. req. Approx.</b>	<b>Unit Rate</b>	<b>Amount</b>
1	Material:- Premium Polyvinyl Chloride(PVC)	<b>6600 students</b>		
2	Thickness: 30 mil (0.76mm)			
3	Finish:- Glossy (Professional Look)			
4	Durability Features:- Waterproof, Scratch-resistant, and fade-resistant			
5	Size- CR80 (3.375" x 2.125"/ 85.66 mm x 54mm)			
6	Corners:- Rounded Corners for safety			
7	Printing Quality:- Resolution - Minimum 300 DPI or higher for sharp text and clear photo			
8	Photo Quality: Clear and high resolution photos			
9	Identification Elements: Photo, Name , Roll Number, Class, Date of Birth, Blood Group , Valid Till			
10	Holder - Rigid Transparent PVC holder for protection, usually with a vertical or horizontal orientation			
11	Lanyard:- High Quality 20mm 100% Polyester fabric, usually with a safety breakaway clip with multicolour printing of school name.			
12	Sample :- As per the details asked sample should be attached with quotation.			
	<b>Sub total</b>			
	<b>GST :</b>			
	<b>Grand Total Amount</b>			
<b>In Words:</b>				

Place:

(Signature of Authorized Person)

Date:-

Full Name:

(Seal)