



N.N.Srivastava

Principal

Mobile : 9431392666

Affiliation No. 3430148

DAV Public School, Koyla Nagar,

BCCL, Township Dhanbad-826005

Tele : (0) 0326 - 2230715, Fax : 0326- 2230715

Ref.No.DAVPS(KN)/Tender/2025-26/ 708

02/01/2026

NOTICE INVITING QUOTATIONS

Sealed quotations for Printing & supply of Stationary items as per annexure -01 attached are invited from regular printing press/suppliers by the undersigned on behalf of '**DAV Public School, Koyla Nagar**' Printing press/Dealears/ suppliers who have a valid GST may submit the quotation as per details / specification attached with the letter .

Quotation in sealed cover shall be submitted to the undersigned office on or before 09/01/2026 till 2 :00 PM.

Terms & conditions :

1. The rate should be F.O.R. and should include all the taxes, transport charges and other expenses.
2. There should not be any overwriting or corrections in the quotation.
3. On acceptance of quotation it will become a contract.
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 quantity of articles in the attached statement may be increased or decreased at the discretion of the undersigned.
6. If the supplier/ Printing press wanted to see the sample physically they may come to the undersigned office before submission of the quotation.

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 LETTER HEAD

ANNEXURE-1

Sl. No.	Description	Unit	Quantity (Approximate)	Unit Rate	Amount
1	Printing and Supply of Order Book with Serial No. Each Serial Number must have three copies in different colour: First page (White)- Original Copy, Second page (Red)- Vender/ Supplier Copy and third page (yellow)- Office record copy. In 60 GSM Maplitho paper. Size- 27cm x 18cm. Cover must be binding with 70GSM paper. Order book must have detachable pages. (Sample attached)	Each	20 books (Each unit must have 50 number of supply order (150 pages)		
2	Printing of Certificate of Achievement (As per Sample), Glossy paper Size- 30cm x 23cm GSM:- 180 GSM Multicolour page	Each	1000 piece		
3	Supply of Cover File with printing of School name with Logo on the top of the cover file , file number, File name (As per Sample) Size:- 35cm x 25cm GSM: 240 to 260 GSM	Each	300 Piece		
4	Yellow colour A-5 Plastic coated Envelop with printing of School Name and address on the from side of Envelop bottom end.	Each	200 piece		
5	Printing of Cheque issue Register (As per Sample)Board Binding (Machine) with page number. Total 100 pages . GSM-70, Size- A-5, Good Quality Paper	Each	10 piece		
Grand Total Amount (Rs.)					
In Word: Rupees					

Signature of Proprietor / Partner

DAV PUBLIC SHCOOL KOYLANAGAR

DHANBAD

Sl. No. 0999

SUPPLY ORDER

M/s _____

Please supply the following items before _____

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10

INDENTOR

Name _____

Department _____

Sign. _____

Date _____

REMARKS

Approved / Not approved

Principal

DAV PUBLIC SHCOOL KOYLANAGAR
DHANBAD

Sl. No. 0999

SUPPLY ORDER

M/s _____

Please supply the following items before _____

01
02
03
04
05
06
07
08
09
10

INDENTOR

Name _____

Department _____

Sign. _____

Date _____

REMARKS

Approved / Not approved

Principal

DAV PUBLIC SHCOOL KOYLANAGAR
DHANBAD

Sl. No. 0999

SUPPLY ORDER

M/s _____

Please supply the following items before _____

01
02
03
04
05
06
07
08
09
10

INDENTOR

Name _____

Department _____

Sign. _____

Date _____

REMARKS

Approved / Not approved

Principal

**ASSTT. REGIONAL OFFICE
DAV PUBLIC SCHOOLS
JHARKHAND ZONE- C
DAV PUBLIC SCHOOL, KOYLANAGAR
DHANBAD (JH)**



FILE NO.:

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D.A.V. PUBLIC SCHOOL



KOYLA NAGAR, DHANBAD
JHARKHAND, ZONE-C

APPOINTMENT ORDER

Name

By virtue of the authority vested in me as the Principal of D.A.V. Public School, Koyla Nagar and you having pledged yourself in the presence of all assembled here to carry out the duties entrusted to you. I do hereby appoint you and charge you to carry out your responsibilities to the best of your ability.

Given under my hands this day of 20 at

Koyla Nagar, Dhanbad

N. N. SRIVASTAVA
PRINCIPAL

DAV PUBLIC SCHOOL, KOYLA NAGAR- DHANBAD
SUPPLY ORDER

SL NO. 001

DATE OF PURCHASE:

ORDER TO : MS _____

ADDRESS: _____

LAST DATE OF PURCHASE:

PLEASE SUPPLY ON /BEFORE _____

SL NO	PARTICULAR	Unit Required	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

DEPARTMENT : _____

INDENTOR NAME: _____

Principal

INDENTOR SIGNATURE _____

MEMBER OF PURCHASE COMMITTEE- SIGNATURE _____



DAV PUBLIC SCHOOL
CHEQUE ISSUE

JHARKHAND ZONE-C

REGISTER