



**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/ 294

25/02/2026

### **NOTICE INVITING QUOTATIONS**

Sealed quotations for Printing & Supply of School students diary for the session 2026-27, '**DAV Public School, Koyla Nagar**' are invited by the undersigned on behalf of '**SCHOOL**' from reputed printer/printing press/suppliers who have a valid GST as per details / specification attached with the letter .

Quotation in sealed cover shall be submitted to the undersigned office on or before **02/03/2026** by 2 :00 PM.

- **Payment Terms:** 100 % upon completion of work successfully

#### 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 supplier must have experience for at least three years preferably in printing of School Stationary items and shall submit documentary proof.
6. The supplier must provide sample of paper quality / GSM at the time of tender submission.

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 ; THE SHOULD FILL ALL'FIELDS "CLEARLY" IN THIS FORM)**

FOR PRINTING AND SUPPLY OF STUDENT'S DIARY FOR THE SESSION 2026-27

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.	:	
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**

Specification for Printing of Students Diary for the session 2026-27,  
for DAV Public School, Koyla Nagar- Dhanbad

1. Requirement: 6600 copies
2. Size: 18cm x 24cm
3. Quality of paper
  - A. Cover sheet 4 Pages (2 Sheets) should be of 250 GSM Indian Art Card Sheet Multicolour Printing with lamination.
  - B. Inner sheets should be 75 GSM white orient cream wove superior quality papers with 172 pages black & White printing and 04 page Multicolour printing. Total inner 176 pages (88 Sheets)
  - C. The content of printing material will be given to the Lowest bidder/ printer/ supplier
  - D. Total Sheets to be bound with thread & Super fix glue.

4. Financial Bid

S No.	Item with Description	Unit	Total Qntt.	Basic cost per Unit	Applicable GST Rate %	Applicable GST Rate Rs	Total Unit cost including GST	Total Cost for Qntt. given in Column -4
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Students Diary for the session 2026-27	Nos	6600					

**Place:**

**(Signature of Authorized Person)**

**Date:-**

**Full Name:**

**(Seal)**