



# DELHI POLICE PUBLIC SCHOOL

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Ref. No: DPPS/ 597-607

Date : 26/9/17

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

Sub: Quotation for Designing & Printing of School Magazine (SAHAS) in two-bid system.

Sir/Madam,

We intend to get our school magazine printed. The specification for the same shall be as under:-

Sr. No.	Particulars / Specification	Quantity
1.	<b>Cover Page (4 Pages) Imported Art Card</b>	2250 Magazines
2.	<b>All Four Colour Printing</b> a) Size 11" x 8.5" b) Paper : 300 gsm Gloss c) Cover – Laminated	
3.	<b>Inside (96 Pages)</b> a) All Pages in 100 gsm. Imported Art Paper b) All Four Colour Printing c) 100 gsm Gloss. d) Lamination-matt/gloss thermal lamination.	
4.	<b>Binding-</b> a) Perfect binding with section securing. 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 & News Letters etc. 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 **09.10.2017 up to 11:00 A.M.** The quotation will be opened on same day i.e. **09.10.2017 at 12.00 P.M. (Technical Bid) and at 01:00 P.M. (Financial Bid)** in the presence of Purchase Committee & representatives of firms. The terms & conditions are as under:-

1. Sample of school magazine proposed to be got printed can be seen at the school office during working hours.
2. Vat, if any, should be mentioned separately.
3. The TIN No. should be mentioned in the quotation itself.
4. The quoting firm must have its own offset printing press & other facilities.
5. 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 alongwith the quotation to assess the quality of work alongwith certificates from the schools/institute, where such magazines have been supplied, indicating that supplies made were to their satisfaction.
6. Any change in magazine specification etc. can be carried out at any stage before final printing of the magazine & cost has to be adjusted accordingly.
7. Supply of magazine has to be made within four weeks of placing the order. Delay may lead to cancellation of order & forfeiture of earnest money.
8. The L-1 firm has to deposit security of Rs.5000/- (refundable on completion of order) in the shape of Bank Draft in favour of "Delhi Police Public School".
9. Printing has to be done only after final sample is approved by the Editor/DPPS.
10. Photos/CD will be provided by the school.
11. Payment shall be made within 30 days of supply of magazines meeting our requirement quality-wise.
12. Details of quotation are also available on school's website [www.delhipolicepublicschool.com](http://www.delhipolicepublicschool.com).

Yours faithfully,

(Dr. Prashant Vasudev)  
Principal