

No - 2394  
27-18-5-18

**SUBJECT: INVITING SEALED QUOTATIONS FOR PRINTING AND SUPPLY OF D.M.SCHOOL  
MAGAZINE & DIARY FOR THE SESSION 2018-2019**

To

M/s. \_\_\_\_\_

Sub: Inviting sealed Quotations for printing and supply of D.M.School Magazine for the session 2018-2019  
Sir,

It is proposed to print 1250 copies of D.M.School Magazine for the session 2018-19 as per the specifications mentioned below.

**SPECIFICATIONS:**

01. Total no. of pages- 136 (approx)
  - a) English : 81 Pages
  - b) Oriya : 40 Pages
  - c) Bengali : 03 Pages
  - d) Hindi/Sanskrit/Urdu: 12 Pages
02. Size – 11X 9 inches with glazed cover pages.
03. No. of colour pages- 16 single side printed (other than cover pages/coloured 4 pages).  
All photographs and coloured pages must be laminated.
04. Paper quality – 80 GSM JK Map litho paper printing. 170 GSM Cover Page, 130 GSM inside coloured pages.
05. Illustration/ sketches etc. 40 pages/ Pcs
06. Spelling checking must be done properly (Through spell check)

**TERMS & CONDITIONS:**

01. The 1<sup>st</sup> proof of the manuscript containing five languages (English, Sanskrit, Hindi and Bengali) should be submitted to the Institute within 10 days from the date of receipt of the script.
2. The 2<sup>nd</sup> and final proof of the manuscript should be submitted for correction within 07 days each one from the date of its receipt.
3. The final printed magazines must be delivered at the Institute on free of delivery cost within 15 days after receipt of the corrected 3<sup>rd</sup> and final proof of manuscripts.
4. Total No. of pages is approximate, in case of variation (of up-to 10 Pages more or less) the cost will vary proportionately. The printer should print the Magazine with the specified papers. In case of using sub-standard quality of paper and printing is not in order, the entire printed materials will be rejected.
5. Successful bidder will have to deposit 10% of the contract value as performance security which is refundable after completion of the job. In case the firm does not deliver the magazine in full no., on time, the deposited value will be forfeited.
6. The printer should possess and indicate PAN and TIN No.
7. The printer should submit at least one sample of their printing work in the form of a magazine/bulletin etc., so as to have an idea of the quality of their work.

In case you are interested to undertake the printing work of the D.M.School Magazine with the above specifications and terms and conditions, you may submit quotation along with sample paper, Art paper and Art Board mentioning the bulk price for 1250 copies, superscribing on the envelope “**Quotation for Printing of D.M.School Magazine 2018-19**” so as to reach the undersigned on or before **24.05.2018**. The quotation received in unsealed condition, without GSTN and PAN No. sample Art Board & Art Paper(s) and after the stipulated date, will not be taken into consideration.

The Institute reserves the right to reject any or all quotations without assigning any reason thereof.

This issues with the approval of the competent authority.

Yours faithfully,

  
Administrative Officer  
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No. 2395  
Dt-18-5-18

To

Sub: Quotation for printing of D.M. School Diary for the session 2018-2019.

Dear Sir,

It is proposed to print total of 1200 copies of the School Diary as per the specifications given below. In case you are interested to print and supply the School Diary, you may submit quotation mentioning your valid PAN and TIN No. in a sealed cover super scribing the envelope "Quotation for D.M.School Diary 2018-2019" so as to reach the undersigned on or before 24.05.2018.

SL. NO	FOR PRIMARY	FOR SECONDARY
1	Size : 9.5" X7.5"	Size : 9.5" X7.5"
2	Paper : 80 GSM JK Map litho Paper	Paper : 80 GSM JK Map litho Paper
3	Printing includes English, Oriya, Hindi and Sanskrit	Printing includes English, Oriya, Hindi and Sanskrit
4	No. of Pages :136	No. of Pages : 154
5	Properly Bound	Properly Bound
6	Glossy, Thick Frontside with school photograph and backside calendar of April 2017 to March 2018.	Glossy, Thick Frontside with school photograph and backside calendar of April 2017 to March 2018.
7	No. of Copies:400	No. of Copies:800

The specimen copy of the Diary is available in the Institute General Store, which can be examined before submission of quotation. The rate to be quoted against the materials with quantity is valid up-to 31.04.2019.

Please note that the entire printed material will be rejected if the quality of printing is not satisfactory and the quality of paper is not as per the specifications mentioned or materials not delivered in stipulated time.

The quotation received after due date, unsealed quotation without valid PAN and TIN number will not be considered. The Institute reserves the right to reject any or all quotation without assigning any reason thereof.

This issues with the approval of the competent authority.

Yours faithfully,

  
Administrative Officer

( P.S. 2/2 )