



D.A.V. PUBLIC SCHOOL KUSUNDA, DHANBAD



BCCL AREA-VI, NEAR GODHAR MORE

PO: KUSUNDA, DIST: DHANBAD (JHARKHAND) PIN-828116

Email: davpskusunda@gmail.com Website: www.davpskusunda.com Tel: 0326-2330025 (O) Mob. 6202756115(O)

School No. 66212

PS Cell Code No. JH-013

Affiliation No. 3430019

A Co Education, English Medium School, Affiliated to CBSE, New Delhi upto Class XII

Ref. No.- DAVPS(KSD)/ 25-26/Tender File/ 924

Date : 12.03.2026

NOTICE INVITING QUOTATIONS

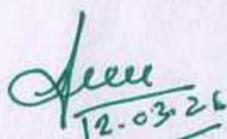
Sealed quotations for printing and supply of “Stationery Items – Teachers Diary, Students Attendance Register & Activity Register” from authorised dealer / printer having GST number are invited by the undersigned on behalf of “DAV Public School, Kusunda, Dhanbad” as per details / specification attached with the letter.

Quotation in sealed cover shall be submitted to the undersigned on or before 17th of March 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 Stationery items and shall submit documentary proof.
6. The supplier must provide a sample paper quality / GSM at the time of tender submission.


12.03.26

(A. K. Dubey)

Principal

PRINCIPAL

DAV PUBLIC SCHOOL

KUSUNDA, DHANBAD-828116

(AFF. NO. 3430019)

Head Off: D.A.V. College Managing Committee, Chitragupta Road, New Delhi-110055

Regional Off.: Mr. N. N. Srivastava, Asst. Regional Officer (I.C.), D.A.V. Institution, Jharkhand Zone – C
C/o D.A.V. Public School, Koyla Nagar BCCL Township, Dhanbad - 826005

ON COMPANY LETTER HEAD

Annexure – 1

(IT IS MANDATORY FOR ALL BIDDERS TO FILL ALL THE FIELDS CLEARLY IN THIS FORM)

FOR PRINTING AND SUPPLY OF STATIONERY ITEMS FOR THE SESSION 2026-27

01.	Name of the Company/Firm/Agency and its Registration No.	:	
02.	Name of the Proprietor/Director of the company/firm/agency registration must be enclosed	:	
03.	Full Address of Reg. Office(A copy of company/firm registration must be enclosed)	:	
04.	Telephone no. / Mobile no.	:	
05.	E-Mail ID	:	
06.	Details of Bank with full address	:	
07.	Bank Account No.	:	
08.	PAN/GSTIN Registration Number of firm(Enclose a copy of the same)	:	

Place :

Date :

(Signature of Authorised Person)

Full Name :

(Seal)

ON COMPANY LETTER HEAD

Annexure – 2

**Specification for Printing of Teachers Diary for the Session 2026-27,
for DAV Public School, Kusunda, Dhanbad**

1. Requirement : 75 copies(approx.)
2. Size : 28cm x 22cm
3. Description :
- a. No. of Pages : 154 pages
- b. Cover Sheet : In 250 GSM, Multicolour printing with
Cover Lamination
- c. Inner Sheets : In 70 GSM
superior quality papers with 152 pages black
& white printing. Total inner 152 pages
(76 sheets)
- d. Quality : Multicolour printing and perfect
Binding with thread and super fix glue.
- e. The content of printing material will be given to the Lowest
Bidder / Printer / Supplier

4. Financial Bid :

S.No.	Item with Description	Unit	Total Qty.	Basic Cost Per Unit	Applicable GST Rate %	Applicable GST Rate Rs.	Total Unit cost incl. GST	Total cost for quantity given in Column 4
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Teachers Diary for the Session 2026-27	No.	75 (approx.)					

Place :

Date :

(Signature of Authorised Person)

Full Name :

(Seal)

ON COMPANY LETTER HEAD

Annexure – 3

**Specification for Printing of Students Attendance Register for the
Session 2026-27, for DAV Public School, Kusunda, Dhanbad**

- 1. Requirement : 40 copies(approx.)**
- 2. Size : 34cm x 22.5cm**
- 3. Description :**
- a. No. of Pages : 88 pages**
 - b. Cover Sheet : Two colour printing with gloss lamination, thread sewing and hard bound binding**
 - c. Inner Sheets : In 70 GSM Ledger Paper single colour superior quality papers with 88 pages black & white printing. Total inner 88 pages (44 sheets)**
 - d. Quality : Multicolour printing and perfect Binding with thread and super fix glue.**
 - e. The content of printing material will be given to the Lowest Bidder / Printer / Supplier**

4. Financial Bid :

S.No.	Item with Description	Unit	Total Qty.	Basic Cost Per Unit	Applicable GST Rate %	Applicable GST Rate Rs.	Total Unit cost incl. GST	Total cost for quantity given in Column 4
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Students Attendance Register for the Session 2026-27	No.	40 (approx.)					

Place :

Date :

(Signature of Authorised Person)

Full Name :

(Seal)

ON COMPANY LETTER HEAD

Annexure – 4

**Specification for Printing of Activity Register for the Session 2026-27,
for DAV Public School, Kusunda, Dhanbad**

1. Requirement : 55 copies(approx.)
2. Size : 34cm x 22.5cm
3. Description :
- a. No. of Pages : 108 pages
- b. Cover Sheet : Two colour printing with gloss lamination, thread sewing and hard bound binding
- c. Inner Sheets : In 70 GSM Ledger Paper single colour superior quality papers with 108 pages black & white printing. Total inner 108 pages (54 sheets)
- d. Quality : Multicolour printing and perfect Binding with thread and super fix glue.
- e. The content of printing material will be given to the Lowest Bidder / Printer / Supplier

4. Financial Bid :

S.No.	Item with Description	Unit	Total Qty.	Basic Cost Per Unit	Applicable GST Rate %	Applicable GST Rate Rs.	Total Unit cost incl. GST	Total cost for quantity given in Column 4
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Activity Register for the Session 2026-27	No.	55 (approx.)					

Place :

Date :

(Signature of Authorised Person)

Full Name :

(Seal)