

OFFICE OF DEPUTY DIRECTOR OF EDUCATION:  
**PATRACHAR VIDYALAYA**  
DIRECTORATE OF EDUCATION  
BL BLOCK SHALIMAR BAGH, DELHI-88

F.No. PV/Prospectus/2013-2014/

Dated: 20.05.2013

**TENDER NOTICE**

**Sub: QUOTATION FOR PRINTING PROSPECTUS & RECEIPT BOOKS.**

Sir,

Sealed quotations are invited for printing of app. 13000 prospectus & receipt books for Patrachar vidyalaya for academic session 2013-14 .The number prospectus & receipt books can be increased later on as per the demand and admission of the students. The specimen of the prospectus can be seen at the office of Patrachar Vidyalaya.

You are requested to send your rates for printing the prospectus latest by **04.06.2013 at 2.00 p.m** in a sealed envelope super scribed "**Quotation for printing prospectus & Receipt books for the year 2013-2014**" in the office of the undersigned. **Specimen paper of each category be attached with quotation.** The specimen is as follows:

**1. Printing of prospectus A-4 size**

Inner paper on 60GSM White paper on good quality paper consisting of 29 pages with one identity card of 300 GSM Art card and also one computer form , one fee slip and one admission form on 80 GSM paper. Title on 220 GSM art cards, multi color printing, with all charges including binding, numbering etc.

**2. PRINTING OF RECEIPT BOOKS: ( App. 300 books )**

Size A 8 size on 60 GSM paper in duplicate with two colored leaf containing 50X2 leaves, with all charges including binding, numbering etc

**TERMS & CONDITIONS**

1. Quote the cost of each prospectus
2. Quote the cost of each receipt book.
3. Printer should have TIN number and rate should be quoted on letter head.
4. Printer should have PAN number.
5. Quote the rates clearly in words & figures indicating the freight charges, taxes, VAT etc if any
6. The work should be completed with in three days after placing the work order
7. Quality of work to be maintained strictly as per the specifications provided.
8. E/M is to be deposited @5% of the total cost at the time of placing the order.
9. If the work is delayed, E/M will be forfeited and work will be allotted to the next higher bidder.
10. The sample of prospectus and receipt books may be inspected at this office on any working day between 10 am to 4 pm.

**This issues with the prior approval of Director Of Education vide U.O. 4661/DE dated 14.05.2013**

Thanking you.

Dy. Director of Education  
PATRACHAR VIDYALAYA  
Dated: 20.05.2013

Dy. Director of Education  
PATRACHAR VIDYALAYA

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