

TENDER FOR PRINTING OF ANNUAL MAGAZINE 2025-26

Dear Sir,

1. The School is interested in printing 3200 copies of magazine. Please quote the rate for four colour printing with specification at Para 1(c) (i to viii) under heading printing. The specifications are given below :-

(a) **Size of Paper** - A4

(b) **Description of Paper**

- (i) 150 GSM Sinar Mas Art Paper on inner matter multi colour pages.
- (ii) 350 GSM Art Card on cover pages.
- (iii) 200 GSM for open size two folder inside.

(c) **Printing**

- (i) 4 colour mixing printing 148 pages.
- (ii) Cover (front and back and both inner) in four colour (Four Cover Pages).
- (iii) Total colour pages with cover will be 148+04 pages = 152 pages.
- (iv) 4 colour printing will be done by PS plates.

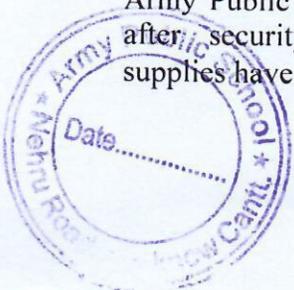
(d) **Binding** Jujbandi with Perfect Machine Binding.

(e) **Miscellaneous**

- (i) All the composing, designing and proof reading will be done by the printer.
- (ii) Sanskrit Text will also be there in the magazine.
- (iii) Magazine print with A class quality with colour scanned full page by PS Plates.
- (iv) Open size 14" x 11" two folder inside page with magazine
- (v) UV Spot and UV coating on front & back cover page
- (vi) There will be flash cut design of the pages
- (vii) Printer should have at least one four colour machine in their press. Supportive document should be attached of the machine with vendor.
- (viii) Sample of the paper should be attached with tender quotation.

2. **Earnest Money.** Tender must be accompanied with a Demand Draft of Rs 5000/- payable to the Principal, Army Public School, Nehru Road, Lucknow which is refundable within 30 days of non-acceptance of tender.

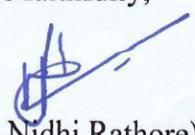
3. **Security Money.** After acceptance of the order, printer will deposit a security money equivalent to 7.5% of the value of the order in form FD/Bank Guarantee in favour of Principal, Army Public School, Nehru Road, Lucknow within a week. The EMD will be refunded only after security money is deposited. The security money will be refunded three months after supplies have been received and account settled.



4. **Delivery.** Within four weeks after getting approved printing material.
5. School Magazine will be published in the month of June 2026.
6. Following points to be noted with respect to Liquidated Damages (LD) :-
 - (a) Imposed @ 0.5% of the price of delayed/undelivered stores per week and not more than 10% cumulatively.
 - (b) LD will be imposed if extension of delivery period not taken.
7. **Penalty**
 - (a) After four weeks, if not delivered, the order for printing of magazine may stand cancelled at the discretion of the School management and consequently the security money will be forfeited by the school.
 - (b) If the quality/quantity of the magazine is not found as per the supply order, the Principal may levy a penalty @10% of the total value of the order or the order for printing of magazine will be cancelled and the security money will be forfeited by the school.
8. **Proof.** The final proof is to be made on the prescribed paper in dummy form of magazine which will be approved by the school before printing. The school or its authorized representative may visit the press during printing to inspect the progress/quality of work.
9. **Payment.** Payment would be made by cheque on receipt of the entire quantity and checking for quality and quantity by a Board of Teachers.
10. You are requested to kindly send your quotation in a sealed cover along with sample sheet of paper brand, mentioning brand for inner pages/colour pages and cover paper duly signed by you, so as to reach this office latest by 27 Feb 2026. The rate quoted should be valid up to July 2026.
11. The school reserves its right to reject any tender without assigning any reasons whatsoever. The school also reserves its right to alter the quantity either way up to 10% of the number of magazines to be printed.
12. **Term and Conditions.** Terms and conditions for participating in tender are given at Appendix A. Copy of the documents to be enclosed with the tender form without fail.
13. You are also requested to see the sample of Magazine available in the school office.
14. The date and time for opening of tender will be intimated telephonically to the vendors.



Yours faithfully,


(Mrs Nidhi Rathore)
Principal