



# GAIL D.A.V. PUBLIC SCHOOL

(An English Medium Co-educational Sr. Secondary School)

(Managed by D.A.V. College Managing Committee, New Delhi)

GAIL Gaon, Dibiyapur, Distt. Auraiya (U.P.) - 206 244.

Affiliated to CBSE Delhi vide Affiliation No. 2130336.

## Notice inviting Quotations

Sealed quotations for **Printing & Supply of Student ID Cards** as per specifications shown in the Annexure-A are invited by the undersigned by **30.04.2025**. Quotations should be sent under sealed cover marked as: **Supply & Printing of Student ID Cards**. The quotations will be opened in the office of the undersigned at 10:00 A.M. on **01.05.2025**. The quotations shall be submitted in the attached **quotation form** only and as per the terms & conditions given below:

- The rate should be F.O.R. GAIL DAV Public School and should include GST, freight charges, any other taxes, rates or imposition which are leviable e.g., packing charges in respect of the supplies. The school/institution will not be liable to pay any tax, freight, etc., which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.
- There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same be attested with full signature and date. In the absence of such attestation the quotation is liable to be rejected.
- The undersigned does not bind herself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of one or more than one articles specified in the attached statement as he may decide.
- On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms & conditions of the quotation.
- Supply of the Student ID Cards will be completed within **15 (Fifteen)** days from the date of finalization of Student data from the school for ID Cards. Data of the students will be provided in Excel Sheets by the school for reference.
- It is mandatory to supply Parent cards for parents of the students. For data collection of parents, vendor has to decide the process for accurate and effective collection of data in time.
- If the contractor fails to supply the articles within the stipulated time, the undersigned will be at liberty to purchase the articles from the market or get the rest of the contract completed by any other party and the difference of price, if any, will be deducted from the quotation/billing amount.
- The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason. Further, any item received in substandard quantity will require to be replaced.
- Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.
- In the event of acceptance of the quotation and placing of the order for purchases the articles ordered for, would be subjected to an inspection by the undersigned or her representative and are liable to be rejected if the articles supplied are not according to approved samples or do not conform to the specifications prescribed.
- The rates quoted by the contractor shall hold good up to **31.03.2026**. No amendment in the rate except increase in the rate of Tax during the period of execution of the contract will be accepted.
- Quotations which do not comply with the above terms & conditions are liable to be rejected.

(Deepa Sharan)  
Principal

# GAIL DAV PUBLIC SCHOOL

## General Terms/ Conditions to submit quotations for printing of Student ID Cards

- The quotation shall be submitted through speed post/ registered post at:

**Principal**  
**GAIL DAV PUBLIC SCHOOL**  
**GAIL GAON, DIBIYAPUR**  
**AURAIYA-206244 (UP)**

- The job work is for 1300 (Approx.) identity cards. Quantity of order may vary.
- Data of the students/ parents/ teachers will be provided by the school in excel sheet.
- The firm is required to take the photograph of each student in a given slot time i.e. 2-3 days., designing & printing of Identity Cards.
- Printing quality /material of card/ holder/ ribbon / design should be as per the specification provided in Annexure-A.
- Exemplary services in timely manner and quality work is expected from the vendor.
- Delay in supply of the order or any variation in standard quality of material may attract **penal deduction** as decided by the Principal, GAIL DAV Public School, Dibiyapur, from the payment of the bill.
- Quoted rates shall include all expenses related to freight, packaging and other expenses.
- PAN and GST certificate of the vendor should be enclosed with the quotation submitted.
- Covering letter shall be the part of the quotation documents.
- GAIL DAV PUBLIC SCHOOL reserves the right to modify/change/delete/add any further terms and conditions.

S.No.	Standard Specification	Quantity	Rate Per Card Excluding Taxes	Total Amount (Rs.)
1.	<p><b><u>ID Cards:</u></b></p> <ul style="list-style-type: none"> <li>• Media Material : PC, HIPS, PVC, PP</li> <li>• Thickness : it should be between 2 mm to 5 mm</li> <li>• Printing Quality : glossy print, waterproof, scratch resistant, should not fade</li> <li>• Printing Type : Both Side, Directly on Surface</li> <li>• Image Quality : Minimum 300 dpi</li> <li>• Photography : should be done from the vendor side</li> </ul> <p><b><u>Lanyard :</u></b></p> <ul style="list-style-type: none"> <li>• 16 mm x 90cm Satin Digital printed with school name (length may vary according to student's Height)</li> </ul> <p><b><u>For Staff :</u></b></p> <ul style="list-style-type: none"> <li>• 20 mm x 90cm Satin Digital printed with school name (length may vary according to student's Height)</li> </ul> <p><b><u>Parents' Card:</u></b></p> <ul style="list-style-type: none"> <li>• Card Material: PVC</li> <li>• Thickness : 300 micron (same as Debit Card)</li> <li>• Printing Quality : 300 dpi Glossy Surface and Double side printing</li> </ul>	<p><b>1300 Cards Approx</b></p>		
	<b>Add: Tax (if any)</b>			
	<b>Grand Total (in figure)</b>			
	<b>Grand Total (in words)</b>			

Date:

Signature of Authorized person with seal

**(Format of covering letter to be printed on vendor letter head)**

**Date:**

**To,  
Principal  
GAIL DAV Public School  
GAIL Gaon, Dibiyapur Auraiya,  
U.P. 206244**

**Sub: Quotation for printing of student ID cards.**

**Dear Madam,**

With reference to the above, I am/ We are enclosing our quotation for printing of ID cards for GAIL DAV Public School, GAIL Gaon, Dibiyapur. I / We hereby reconfirm and declare that I / We have carefully read and understood the terms and condition including instructions and all the contents stated therein.

Thanking Yours faithfully,

(Signature of the Authorized Person with seal)

**Name:**

**Mobile No.:**