

ELIGIBILITY CRITERIA AND DOCUMENTS TO BE SUBMITTED FOR PUBLICATION OF SCHOOL MAGAZINE OF APS BENG DUBI

1. **Eligibility Criteria.**

Should have valid trade license with proven capabilities in the field of offset printing,

- (a) GST registration certificate
- (b) Must have filed Income tax return and audited by CA with PAN Number in last two years.
- (c) Should have email address and land line/Mobile number
- (d) Must have PAN card.

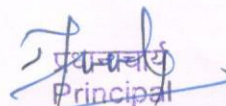
2. **Documents to be submitted alongwith quotation**

- (a) Copy of GST registration certificate with number
- (b) Copy of valid license number
- (c) Copy of Income tax return of last one year and audit report by CA with Annual Turnover.
- (d) Copy of PAN card.
- (e) Firms letter head with GST number and email id/ phone number printed
- (f) Cancelled cheque or bankers details of the firm/supplier.
- (e) Quantum of work of last one year in printing work.
- (f) Sample of Glossy paper of 200 GSM and 130 GSM to be used for cover page and inner pages respectively.

3. **Requirements of APS Bengdubi for publication of school journal**

- (a) Size of School Magazine - 11"x8 ½".
- (b) Cover page 04 pages (2 sheets – Front & rear) Glossy paper/Art paper 200 GSM
- (c) Approx 110-116 pages (55-58 sheets) paper multicolour print in thick glossy paper/Art paper 130 GSM excluding 04 cover pages. Magazine to be super scribed in two languages (Hindi and English).
- (d) Rate for extra per sheet (02 pages) needs to be mentioned separately if required.
- (e) Validity period of prices/rate.
- (f) Approximate time for completion of printing/job completion. **Liquidated Damage.** In case, L-1 vendor fails to deliver the total quantity of above magazine within stipulated period, liquidated damages @ 0.5% of contract amount will be deducted for delayed/undelivered magazine for every week of delay or part of a week. L-1 vendor has to maintain the time compliance for supply of magazine.
- (g) Selected L-1 vendor has to produce sample of different types of cover page as well as material stuff of magazine held with them between 0900 hrs to 1300 hrs on any working day before the Magazine Committee of the school for selection. We will also show you our previous year magazine to check the type and quality to be maintained. Compromise in size of paper, quality as per GSM **will not be** accepted. Book to be bounded properly so that paper should not loosen out at later stage.
- (g) Decision on payment of advance/part payment will be only on final decision of Chairman of SAMC, APS Bengdubi.
- (j) L-1 vendor to submit one copy of draft copy for final approval/proof reading in colour printing before taking final printing of 2800 magazines.




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