

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2  
INVITATION TO TENDER

Ref: JVM/OT-06/2025-26

Dated 16.01.2026

Sub: Printing and Supply of Student's Diary, Teacher's Diary, and Bus I. Card  
to Jawahar Vidya Mandir, Shyamali

DESCRIPTION OF WORK.	OFFSET PRINTING AND SUPPLY OF STUDENT'S DIARY,TEACHER'S DIARY, AND BUS I.CARD TO JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 28.01.2026 BY 12.00 PM IN THE OFFICE OF THE PRINCIPAL JVM SHYAMALI,RANCHI-834 002
DATE & TIME OF OPENING OF TENDER.	28.01.2026 AT 1.00 PM IN JVM SHYAMALI, RANCHI
REFERENCE NO. OF TENDER .	JVM/OT- 06/2025-26

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to by Offset Printing and supply of Students' Diary, Teacher's Diary, and Bus I. Card to JVM Shyamali and would invite you to submit your best offers in sealed cover so as to reach us on or before the due date and time as mentioned above.

- |      |              |   |                          |
|------|--------------|---|--------------------------|
| i)   | Annexure-I   | : | Instruction to tender    |
| ii)  | Annexure-II  | : | Technical and Commercial |
| iii) | Annexure-III | : | List of items            |
| iv)  | Annexure-IV  | : | Price format             |

Thanking you,

Yours faithfully,  
Jawahar Vidya Mandir, Shyamali.

*Samarjit Jana*  
16/01/26  
( Samarjit Jana )  
Principal

Principal  
Jawahar Vidya Mandir  
Shyamali, Ranchi

Page 1 of 6

*Venkat*

## ( Instruction of retender)

1.0 **SUBMISSION OF TENDER:**

- 1.1 Only those party can participate in tender enquiry who has GST NUMBER.
- 1.2 Price should be inclusive GST.
- 1.3 Tenderer should have experience in Printing School Diary or similar work During last three years and submit one sample of printed School Diary or similar work.
- 1.4 **Third party bidder is not allowed.**

2.0 **SUBMISSION OF TENDER:**

- 2.1 Tender shall be submitted in separate sealed cover, in two parts, as mentioned below.

2.2 **Part-I :TECHNO COMMERCIAL BID (Unpriced)**

Part-1 of the offer shall contain a copy of the complete invitation to Tender duly signed and stamped by the bidders as a token of acceptance to the terms and conditions of the Invitation of Tender.

2.3 **Part-II: PRICE BID**

The price bid shall be submitted in the prescribed Price format enclosed at Annexure-IV. Both sealed envelopes viz Part-I and Part-II shall be put in a separate sealed cover which shall superscribe "Tender Number & date". The sealed cover containing sealed Part-I & Part-II envelopes shall be sent to the following address.

To  
Principal  
Jawahar Vidya Mandir Shyamali,  
P.O.Doranda, Dist. Ranchi-834002

- 2.4 JVM reserves the right to accept any bid or reject any or all bids without assigning any reason thereof.
- 2.5 Offers not submitted as per the requirement of JVM as indicated in the "Invitation to Tender" are likely to be rejected.
- 2.6. The techno-commercial bid will be opened in presence of the bidder's representative on 28.01.2026 at 1.00 pm. Bidders are requested to depute their authorized representative.
- 2.7 Price bid will be opened only for techno-commercially eligible tenderer.
- 2.8 **Price evaluation criteria: - Item wise L1 bidder will be evaluated.**

*Sang*  
16/01/26  
Principal  
Jawahar Vidya Mandir  
Shyamali, Ranchi

### 3.0 SCOPE OF WORKS:-

- i) Above items by offset printing and supply at F.O.R. Jawahar Vidya Mandir Shyamali
- ii) Quality of paper must be as per approved paper only.
- iii) Price should be inclusive GST but mention the GST in percentage clearly.
- iv) All the material will be printed after proof verification.

### Terms and Conditions: -

#### 4.0 Cost of Tender Document

The tender (techno-commercial part-I) must be accompanied by Cost of Tender Document, which is non-refundable, in the form of a Demand Draft drawn on any Nationalized Bank in favor of Jawahar Vidya Mandir, Ranchi for a value of Rs. 500/- (Rupees Five hundred only). Tender not accompanied by cost of Tender shall be liable for rejection

#### 5.0 Validity of Rates:

The rate quoted by the tenderer shall remain valid for a period of three months. It shall come into force from the date of issue of the work order by JVM Shyamali. Purchaser shall have the option to procure different items from different bidders as per L1 rates.

#### 6.0 Payment Terms

100% payment shall be released within 20 days after supply of printing items on submission of bill along with receipted challan and certified copy from concerned deptt. of the School.

#### 7.0 Time Schedule

7.1 The successful tenderer shall be required to complete the printing and supply of above item within 6(six) weeks from date of final proof reading.

7.2 If Tenderer does not execute the said work within the stipulated time a penalty of Rs. 150/- per day will be deducted from the bill.

7.3 If the event the supplied material is not conforming with the ordered specification and approved paper, the material so supplied will be rejected without paying any price compensation. The decision of JVM in this regard will be final.

pages 3/6

  
Principal  
Jawahar Vidya Mandir  
Shyamali, Ranchi

**Annexure -II****Technical - Commercial Bid**

Sl no.	General requirement:-	Please confirm:-
1	Submit your samples Paper against each item.	
2	Please quote your rates inclusive of GST.	
3	Tenderer should have experience in Printing School Diary or similar work During last three years and submit one sample of printed School Diary or similar work.	
4	Consent regarding validity of tender for a period of three months. It shall come into force from the date of issue of the work order by JVM Shyamali.	
5	Payment shall be released within 20 days.	
6	Successful tenderer shall be required to complete the printing and supply of items within 6 weeks from date of final proof reading.	
7	F.O.R (Jawahar Vidya Mandir, Shyamali,Ranchi)	
8	Name, address & telephone number of the agency / firm	
9	Name, Designation, Address and telephone No. of authorized person.	
10	Copy of PAN card issued by Income Tax Department	
11	GST No. (Please attach)	
12	Details of Cost of tender documents: a) Amount: b) Demand Draft c) Date of issue: d) Name of issuing Bank:	

This is to certify that I / We before signing this tender have read and fully understood about the requirement of the printing items for JVM Shyamali, Ranchi.

Signature o the tenderer with Seal

Annexure-III

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

Ref: JVM/OT-06/2025-26

Dated 16.01.2026

List of items:-

Sl. No.	Description of items.	Qty. approx. reqd.
1	Student's Dairy by offset printing with multicolor printing of 32 pages including cover pages and rest 108 pages will be one color on art paper laminated with Plastic size ( 21.5x13.5 cm) total nos. of pages contained 140 i.e. 70 sheets on <b>80 GSM white paper (cover pages will be on Art Board of 300 GSM) as per our sample only</b>	6200 nos.
2	Teacher's Diary by offset printing with multicolor printing of cover on 250 GSM Art Board and lamination size 27x19 cm nos. of pages 220 i.e.110 sheets on 60 GSM white paper as per our sample only	160 "
3	Bus I. Card with Plastic Jacket ,Dory and clip size of jacket 6x9 cm	2000 pcs..

Sample of above mentioned items may be collected from Purchase deptt. In JVM Shyamali, Ranchi (Accounts Section) 9.00 am to 12.00 noon on all working day.

pages 5/6

Annexure-IV

Ref: JVM/OT-06/2025-26

Date 16/01/2026

PRICE SCHEDULE FORMAT

Sl. No.	Description of printing items	Qty. approx. reqd.	Rates with GST
1	Student's Dairy by offset printing with multicolor printing of 32 pages including cover pages and rest 108 pages will be one color on art paper laminated with Plastic size ( 21.5x13.5 cm) total nos. of pages contained 140 i.e 70 sheets on 80 GSM white paper (cover pages will be on Art Board of 300 GSM as per our sample only	6200 nos.	
2	Teacher's Diary by offset printing with multicolor printing of cover on 250 GSM Art Board and lamination size 27x19 cm nos. of pages 220 i.e110 sheets on 80 GSM white paper as per our specification only	160 nos.	
3	Bus I. Card with Plastic Jacket and Dory. size of jacket 6x9 cm	2000 nos.	

Signature of the tenderer with Seal