

BHARATIYA VIDYA BHAVAN'S MEHTA VIDYALAYA

MEHTA SADAN, KASTURBA GANDHI MARG, NEW DELHI-110001

M/s _____

14th August, 2018

Subject :- Printing of School Magazine.

Dear Sir,


Quotation are invited from reputed printers of School magazine 2018-19. Specification for School **BHAVIDYA MAGAZINE.**

1. Total No. of pages 200 (approx)
2. Black and white printing 50 B/W pages (approx.)
 - a. Multi colour printing 140 pages (approx.)
 - b. Size 11" x 8.5 "
3. Binding- perfect binding (Horizontal binding)
4. Paper – inside : 130 GSM Paper quality: imported Art paper
5. Outside cover – 300 GSM Paper quality : imported Art Card
6. Paper quality of black and white printing paper – 80 GSM sunshine.

Broad Terms for Engagement of Magazine Printer.

1. Printer should have previous experience of printing magazines for BVB's Mehta Vidyalaya.
2. Proof of his experience should be called for.
3. Copies of magazine printed should be asked for and evaluated by the editorial board.
4. Printer should have thorough knowledge of formatting, saving, making back – ups of magazine material.
5. Printer's technicians should have direct communication with the editorial board.
6. Printer should be directly printing not outsourcing it to persons or other printing presses.
7. Printer should bring their laptop to school every time they visits the school to collect material and have his own pen drives.
8. Printer should be able to type Hindi material without errors.
9. Quality of binding should be strong.
10. Errors and mistakes committed should be nil.
11. Printer should edit photographs as per requirement.
12. Printer should have good aesthetic sense in – (a) Visual appeal (b) Colour coordination Creative presentation. All the listed are the responsibility of the printer.
13. Printer will show three proofs of the material cover to cover as proof. The penultimate will be in colour and spiral.
14. Printer will be available on phone
15. Printer shall deliver materials around 10:00 a.m. and not after 1:00 p.m.
 - 1st copy of complete set on 10.09.2018
 - 2nd copy of complete set on 20.09.2018
 - 3rd copy of complete set on 28.09.2018Full set of magazine on 03.10.2018
Final delivery of 2500 copies of Bhavidya on 8th October, 2018

Please Give Your Quotation by 30.08.2018


Dr. (Mrs.) Anju Tandon
Principal