



DELHI PUBLIC SCHOOL DHALIGAON

INVITATION OF QUOTATION FOR SCHOOL ALMANAC: 2026-27

Date: 30/01/26

The school invites sealed quotations from competent bidders to design & publish the school **Almanac (2026-27)**. All Relevant information & documents in this regard are available on the official website (www.dpsdhaligaon.com).

The **last date of submission** of filled-in tender documents at the office is **06-02-2026 by 1:00 P.M.**

All quotations will be opened on **09-02-2026 at 1:50 P.M.** at the **School Library(Block-II)**. The presence of bidders is preferable during the opening of the quotations.

The undersigned reserves the right to accept or reject the tender at any stage without assigning any reason thereof.

For any further details, Ms. Rimi Sarkar may be contacted at Mobile No. 9954763289 between 6:00-8:00 P.M.


Principal

MISSION STATEMENT

To promote the idea of holistic education for all students with an emphasis on scholastic and co-scholastic areas instilling the values of life, inculcating Self-discipline, Effective communication and Critical thinking with a sensitivity towards Environment.



ESTD. : 1997

Delhi Public School Dhaligaon

(Under the aegis of the Delhi Public School Society, New Delhi)

CBSE Affiliation No. - 230024

BGR Township :: Dhaligaon :: Dist. Chirang :: BTAD :: Assam :: PIN -783 385

Phone : 03664-241078 & 243598 (O) :: FAX : 03364-241078

E-mail : dpsdhaligaon2012@gmail.com

Website : www.dpsdhaligaon.com

Ref: DPSD/ADMN/...../26

Date: 30-01-2026

To

M/s _____

Subject: Tender call for printing & publishing of School ALMANAC (2026-27)

Dear Proprietor,

With respect to the subject cited above, sealed quotation is invited by the undersigned in the prescribed format as mentioned in Annexure-1 for the printing & publishing of the school ALMANAC (2026-27) as per the terms & conditions mentioned in Annexure-2. The quotations will be thoroughly analyzed and compared before placing order to the most competent party.

For any further clarification, Ms. Rimi Sarkar (9954763286) may be contacted.

Thanking you,


Principal

Enclosed: 1. Quotation document with specifications (Annexure-1)
2. Terms & conditions (Annexure-2)

DELHI PUBLIC SCHOOL DHALIGAON

QUOTATION FORMAT: SCHOOL ALMANAC : 2026-27

Sl. No.	Details	Specifications
1.	Size	Double Crown 18
2.	Total no of pages	80

Sl. No.	Specifications	Cost Details
1.	Cover pages (4) glossy (multi-coloured 300 GSM Board with lamination)	Cost per coloured glossy page @ X 4 pages=
2.	8 inner coloured glossy pages (130 GSM paper)	Cost @ X 8 pages=
3.	Inside 68 pages (bi-coloured 70 GSM paper)	Cost @ X 68 pages=
4.	GST (inclusive)	@
5.	Cost per copy inclusive of _____% GST	@
6.	Cost of 1550 copies inclusive of _____% GST	@

1. Work Experience in any school/ DPS Dhaligaon:
2. Work Experience in any other institute (specify the number of years with documental proof):
3. Name of the Bank :
4. Name of the Account Holder :
5. A/C No. :
6. IFSC Code :
7. PAN No. :
8. AADHAAR No. :
9. GST/TIN No. :

Signature:

Name of the Proprietor:

Name of Press with address:

Contact No:

Email i/d:

Date:

NB: Xerox copies of GST Certificate, PAN & AADHAAR CARDS along with work experience accomplished proof to be enclosed with this format.

DELHI PUBLIC SCHOOL DHALIGAON

TERMS & CONDITIONS FOR PRINTING & PUBLISHING OF ALMANAC (2026-27)

1. All pre-printing work will be done after school hours, i.e., from 3:30 -6:30 P.M. If needed, work will continue on holidays & Sundays. An expert typist-cum-designer fully equipped with required machinery & technology is to be deputed at school for this purpose.
2. Pre-printing work is to be completed by 20-25 days of the time of order.
3. Almanacs should be published within 10 working days of approval of the final proof.
4. Dummy copies {2+1 (coloured)=3} of the Almanac will be part of the total cost.
5. There is no provision for partial or advance payment.
6. A soft copy of the entire matter should be available with the school.
7. Any error(if at all) committed by the vendor & traced post printing, is to be rectified free of cost by the vendor.
8. If the delivery of Almanacs gets delayed from the scheduled date, a fine @ ₹ 100/- on per day basis, will be charged from the vendor. (The same may be deducted from the total amounts.)
9. For additional pages or more copies, printing cost will be at pro rata basis.
10. If any new tax is introduced by the Government or there is a hike in the existing rate of tax calculated within the interim period, the same will be borne by the vendor.
11. Payment will be made within two (2) working weeks of delivery of almanacs by cheque to the vendor's bank account.
12. All terms & conditions will remain unchanged till the completion of the order and disbursement of payment.
13. In case of any catastrophe, natural or man-made or unforeseen cause, the order will stand cancelled and the vendor cannot claim any further order on this ground in upcoming years.
14. The content, layout & design of the Almanac is the sole copyright of DPS Dhaligaon & cannot be shared or used anywhere at any given point of time without the written permission from the school authority. Breach of conduct will be subject to legal penalties.
15. In case of any dispute, the matter will be resolved under the jurisdiction of District & Session Court, Chirang, Assam.



Principal