



DELHI PUBLIC SCHOOL DHALIGAON

NOTICE INVITING QUOTATION

Date : 10/05/2025

The school is inviting sealed quotations from competent bidders to design, print and publish the School Annual Magazine-"ORACLE":2024-25. Relevant documents in this regard will be available on the school website (www.dpsdhaligaon.com), interested bidders can download the tender documents and submit the filled up documents at the school office on all working days w.e.f. May 10 to May 17, 2025 in between 9:00 A.M. to 11:00 A.M. & 2:00 P.M. to 4:00 P.M.

All quotations will be opened at 2:00 P.M. on May 19, 2025 at the School Library (Block-II). The presence of bidders is preferable during the opening of the quotations.

It is to be noted that the undersigned reserves the right to accept or reject the tender at any stage without assigning any reason thereof. It is also to be noted that quoting the lowest price is not the only criteria for securing the order. The Committee reserves the right to finalise the order to be placed after considering all aspects.


Principal

PRINCIPAL

Delhi Public School, Dhaligaon

Dist.: Chirang, Assam-783385

DELHI PUBLIC SCHOOL DHALIGAON

IOCL BGR TOWNSHIP DHALIGAON, CHIRANG, ASSAM
FORMAT OF QUOTATION FOR ANNUAL MAGAZINE- "ORACLE"

Sl. No.	Details	Technical Specification
1.	Size	A4 Demy.
2.	Total No. of Pages	90 (including cover pages).
3.	Total No. of Copies	1,300 copies
4.	Multi-coloured pages	All (Offset Printing).
5.	Front & Back Cover Pages	300 GSM Glossy Art Board with UV Coated. (Sample enclosed).
6.	General Pages	130 GSM Glossy Finish Art Board with UV Coated. (Sample enclosed).
7.	Binding	Perfect Binding.
8.	Photos and Written matter	Clarity of Photos to be maintained.
9.	Leaflet & Bookmark	Inclusion of Leaflet & Bookmark.

Details of Quoted Rate (inclusive GST) to be filled up and submitted by the Proprietor:

Sl. No.	Other Sp	Quantity	Rate	Amounts
1.	Cover Pages (4 Nos.) Glossy (Multi-coloured 300 GSM Board with Lamination	4 Nos.		
2.	86 No. Inner Coloured Mat Pages (130 GSM Paper) (Cost per page X 86 Nos. Pages)	86 Pages		
3.	GST Rate (As inclusive)			
4.	Cost per Copy (Inclusive of GST @)			
5.	Cost of 1350 Nos. Copies inclusive of GST @)			

Details about Quoter's Work Experience:

1. Work Experience at DPS Dhaligaon (if any) (Please attached proof):
2. Work Experience in any other Schools (if any) (Pleas attach proof):
3. Name & Address of the Bank:
4. Name of the Account Holder:
5. Account No.:
6. IFSC Code:
7. PAN No.:
8. AADHAR No.:
9. GST/TIN No.:

Signature:

Name of the Proprietor:

Name of Press with Address:

Contact No.:

Email ID:

Date:

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

DELHI PUBLIC SCHOOL DHALIGAON**TERMS & CONDITIONS FOR PRINTING & PUBLISHING OF ANNUAL MAGAZINE (EDITION-20)**

1. All pre-printing work will be done after school hours, i.e, from 3:30 -6:30 P.M. if need be, 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 days time of order.
3. Magazines should be published within 10 working days of approval of the final proof.
4. Dummy copies (2+1(coloured)=3) of the Annual Magazine 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 magazines 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 amount)
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 magazines 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 Annual Magazine 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

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