

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

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Ref. No.:

Date: 28 - 08 - 2025

QUOTATION NOTICE

Sub: Invitation Quotation for Supply of Printing Items for the School for the session: 2025-26

Sealed quotations are invited from reputed and experienced vendors/proprietors for the supply of printing items required for the school, as per the list enclosed in Annexure-I.

1. Submission of Quotation:

- Last date & time for submission: 03 - 09 - 2025 (Wednesday) up to 11:30 a.m.
- Venue: Office of the Principal, DPS Dhaligaon.

2. Opening of Quotations:

- Date & time: 04 - 09 - 2025 (Thursday) at 1:30 p.m. in the office of the undersigned.
- In case of bandh/holiday, the quotation will be opened on the next working day at the same time
- Quoters or their authorized representatives may remain present at the time of opening.

3. GST Compliance:

- Quoters must have a valid GST Registration Number and mention the same in their quotation.
- The vendor shall ensure that GST rules and invoicing requirements are strictly complied with.
- Applicable GST rates should be clearly mentioned in the quotation.

4. Terms & Conditions:

- The order will be awarded to the party quoting the lowest price (L1).
- The supply of items must be completed within 10 days from the date of the supply order.
- The school reserves the right to cancel, modify, or reject any or all quotations without assigning any reason.
- The Committee will first verify the quality of the materials quoted by the L-1 quoter. The order will be placed only if the quality is found satisfactory. In case the materials do not meet the required standards, the Committee reserves the right to cancel the offer and consider the L-2 bidder, and so on.

Interested vendors are requested to submit their quotations in a sealed envelope clearly marked as:

"Quotation for Printing Items".

For details of required items and quantity, please refer to Annexure-I attached.

**Principal
Delhi Public School, Dhaligaon**



Vendor Declaration Format (To be submitted along with quotation)

I/We hereby declare that:

1. I/We hold a valid GST Registration bearing GSTIN:
2. My/Our PAN No. is:
3. The rates quoted are inclusive/exclusive of GST (as mentioned in the quotation).
4. I/We undertake to comply with all statutory provisions regarding GST and other applicable laws.
5. All information furnished is true and correct to the best of my/our knowledge.

Signature with Seal

Name of Proprietor / Authorized Signatory

Date:



DELHI PUBLIC SCHOOL, DHALIGAON

REQUIREMENT LIST FOR SUPPLY OF PRINTING ITEMS FOR THE SESSION 2025-26

ANNEXURE-I

1	2	3	4	5	6
Sl. No.	Items & Specification	Total Quantity		Est. Rate (in Rs.)	Total Amounts
1	Answer Sheet (12 Pages) (IX & XI) (As per Specimen)	2,000	Nos.		
2	Answer Sheet (8 Pages) (III to IX & XI) (As per Specimen)	4,000	Nos.		
3	Answer Sheet with OMR page (X & XII) (12 Pages) (As per Specimen)	3,000	Nos.		
4	Character Certificate (100 Pages in each Book) (As per Specimen)	10	Book		
5	Class Diary (Block 1&2)(As per Specimen)	50	Nos.		
6	Inter-house Participation Certificate (As per Specimen)	1,000	Nos.		
7	Library Book Card (As per Specimen)	300	Cards		
8	Library Book Card Pocket (As per Specimen)	300	Pocket		
9	Library Borrower Card (As per Specimen)	300	Cards		
10	Library Students Card (As per Specimen)	300	Cards		
11	Merit Certificate (As per Specimen)	500	Nos.		
12	Report Card for Bal Vatika I & II. (As per Specimen)	600	Nos.		
13	Student's Attendance register (Block 1&2) (As per Specimen)	85	Nos.		
14	Supplimentary Sheet (4 Pages) (As per Specimen)	8,000	Nos.		
15	Teacher's diary (Block1&2) (As per Specimen)	95	Nos.		
16	Transfer Certificate (100 Pages in each Book) (As per Specimen)	10	Book		
Note : Quoted Rates must be inclusive of GST.		TOTAL AMOUNTS :			

Sign. & Seal of Quoter

