



DELHI PUBLIC SCHOOL DHALIGAON

NOTICE INVITING QUOTATION

The school invites sealed quotations from competent bidders to design the school e-Annual Magazine- ORACLE: (2026-27). Relevant documents in this regard are available on the school official website www.dpsdhaligaon.com. The same can be downloaded, filled up and submitted at the school office on or before **28/05/26 (Thursday) by 3:30PM.**

All quotations will be **opened at 1:50 PM on 29/05/26 (Friday) at the Library (Block-II).** The presence of the bidders is preferable during the opening of the quotation.

For any further details, Ms. Abhijita Phukan Gogoi (9435848838) may be contacted.

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


Principal

DELHI PUBLIC SCHOOL DHALIGAON**QUOTATION FORMAT: ANNUAL MAGAZINE-ORACLE**

Sl. No.	Details	Specifications
1.	Size	A4 Demy
2.	Total no. of pages	90 (including cover pages)
3.	Multi-coloured pages	All
4.	Clarity of photos to be maintained	

Sl. No.	Specifications	Cost Details
1.	Designing Charges	Cost of designing per page @ X 90 pages =
2.	GST (inclusive @)	@
3.	Cost of designing per copy 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 ANNUAL MAGAZINE (EDITION-20)

1. All typing and designing work will be done after school hours, i.e., from 3:30 - 6:30 P.M. If needed, the work will continue on holidays & Sundays also. An expert typist cum designer, fully equipped with required machinery & technology is to be deputed at school for this purpose.
2. Typing and Designing work is to be completed by 20 days time of order.
3. 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. For additional pages, typing & designing cost will be at pro rata basis.
10. If any new tax is introduced by the Government or there is 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 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 e-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