

TENDER ENQUIRY FOR PRINTING OF SCHOOL MAGAZINE - BEACON 2018-19

1. You are hereby requested to furnish quotation (**Portrait & Landscape**) for printing and supply (including paper and other charges) of our School Magazine - Beacon – 2018-19 for **2300 copies** as per the following details:-

- (a) Charges for cover four pages (310 gsm) in Art card, multicolour printing with matt lamination & Golden foiling per book.
- (b) Printing charges on good quality art paper (130 gsm) in multi colour for photographs, Art & drawings etc. - Per page of a book.
- (c) Perfect binding charges per book.
- (d) Designing & DTP charges of Magazine.
- (e) Representative (Designing & DTP) from the press should report at school for compilation of the magazine in between school time (0730 hrs to 1500 hrs).
- (f) All taxes and other charges if any are to be quoted separately.

2. Size & pages (Maximum) of Magazine:-

- (i) Size – 28cm x 21cm
- (ii) Pages – Cover pages – **4**, Inside colour pages - **130**

3. Other terms & conditions are as follows:-

- (a) Send your quotation in a sealed envelope super scribed clearly '**Tender enquiry for printing of school magazine 2018-19**' on or before **26 Nov 2018** with firm's address and telephone number.
- (b) Quote your GST/CST/PAN/TIN/SSI numbers.
- (c) Payment will be made on completing the works satisfactorily and returning all matter to school.
- (d) Please attach paper samples of 130gsm.
- (e) Magazine should be printed and supplied to school on or before 10 March 2019.
- (f) Delay in printing and supply of the magazine in time, fine will attract upto 10% of the total amount.
- (g) You are requested sign & submit this tender enquiry along with your quotation.

4. The approval or rejection of the quotation rests with "The Principal, Navy Children School, Kochi - 4."

5. For further details and sample copy of magazine, please contact the school office 04842874793 & 828101899.

PRINCIPAL