

**NAVY CHILDREN SCHOOL, KOCHI**  
**TENDER ENQUIRY FOR PRINTING OF SCHOOL DIARIES 2019-20**

1. You are hereby requested to furnish quotation (per book ) for printing and supply of our School Diaries for the academic year 2019-20 for **2400 copies** as per the following details:-

- (a) Cover four pages (220 gsm) multicolour printing with lamination and diary type binding.
- (b) Size - 22 cm x 14 cm
- (c) In side pages: Black & White (70 gsm) - 130 Pages (Appx.)
- (d) Colour Paper (Yellow/Pink/Blue)with Single colour print - 26 ,, ,,
- (e) Multi Colour pages - 34 ,, ,,

2. Other terms & conditions are as follows:-

- (a) **Quotation in sealed envelope super scribed clearly “Tender enquiry for printing of school diaries 2019-20”** with the firm’s address and telephone number, should reach the school office not later than **26 Nov 2018**.
- (b) **All taxes and other duties if any are to be quoted separately.**
- (c) Quote your GST number.
- (d) Please enclose paper samples.
- (e) Payment will be made on completing the works satisfactorily and returning all matters to school.
- (f) Diary should be printed and supplied to school on or before 10 March 2019.
- (g) Delay in printing and supply of the diary in time, fine will attract upto 10% of the total amount.
- (h) Representative (Designing & DTP) from the press should report at school for compilation of the magazine in between school time (0730 hrs to 1500 hrs).
- (j) You are requested sign & submit this tender enquiry along with your quotation.

3. The approval or rejection of the quotation rests with “The Principal, Navy Children School, Kochi – 4”.

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

**PRINCIPAL**