

**NAVY CHILDREN SCHOOL, KOCHI**

**TENDER ENQUIRY FOR PRINTING OF SCHOOL DIARY (ALMANAC) FOR AY 2025-26**

NIT No: NCS/GC/B42/TE1

16 Dec 24

1. You are hereby requested to furnish quotation (**PER BOOK**) for printing and supply of our School diaries (ALMANAC) for AY 2025-26 for 2500 copies as per the following details:

- (a) Cover four pages (300 GSM) multicolour printing with lamination and diary type binding.
- (b) Designing of the diary will be carried out from the school side and other required DTP works to be completed at Printers side.

2. Size & Pages of Diary

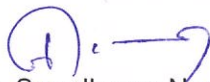
- (a) Size - 21 CM x 14CM
- (b) Inside pages in 70 GSM:
  - (i) Black & white - 80
  - (ii) Colour paper  
(Yellow/Pink/Blue/Green)  
With single colour print - 34
  - (iii) Multicolour pages - 26

3. Other terms & Conditions are as follows:-

- (a) Send your quotations in a sealed envelope super scribed clearly "Tender Enquiry for printing of School Diary 2025-26" on or before **10 Jan 25**
- (b) All taxes and duties if any to be quoted per book.
- (c) Please enclose paper samples along with the quotation.
- (d) Diaries should be printed and supplied to school on or before **10 Mar 25**. Delay in printing/ supplying of diaries beyond **10 Mar 25**, will attract fine up to 10% of the total amount.
- (e) All draft materials provided by the school are to be returned along with the printed diaries.
- (f) Payment will be made within 15 days of satisfactory delivery at the Navy Children School, Kochi

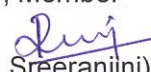
4. The approval or rejection of the quotation rests with The Principal, Navy Children School, Kochi.


5. For further details and sample of diary, contact school office - 8281018999.


  
(Mr. Sreedharan Namboothiri)  
TGT, Member


  
(Ms. Mariya Candida)  
TGT, Member

  
(Ms. Ligi Xavier)  
PRT, Member

  
(Ms. Sreeranjini)  
PRT, Member

  
(Ms. Priya Chandran)  
Vice Principal, Board President

  
H.M. Jerry Thomas

  
Principal, NCS (Kochi)  
Dec. 24