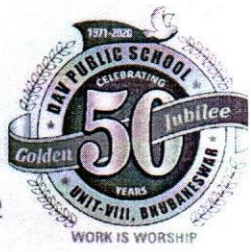




DAV PUBLIC SCHOOL

UNIT - VIII, BHUBANESWAR, ODISHA

AFFILIATED TO CBSE, NEW DELHI, AFFILIATION No. 1530006, SCHOOL No. 15342



Ref. No. DAV(UNIT-VIII)/ 758 /2022

Date : 23/04/2022

NOTICE

Sealed quotations are hereby invited by the undersigned from the agency / suppliers for supply of office stationary for the session 2022-2023 as per the format enclosed. Interested parties may furnish their rates in the closed envelope as per the terms & conditions given below. The last date of receipt of quotation is **30/04/2022 by 4.00 pm**. The quotation without GST / TIN / PAN number shall not be considered. The envelope containing the quotation must be superscribed as "**QUOTATION FOR OFFICE STATIONERY- 2022-23**"

- 1) DAV Public School, Unit-VIII, BBSR does not bind themselves to accept the lowest quotation and reserve the right to accept or reject any quotation without assigning any reason whatsoever.
- 2) The rates must be mentioned as per the brand mentioned in the format.
- 3) The brand name should be mentioned against the items marked as "**good quality**" in the prescribed format.
- 4) The rates must be mentioned inclusive of all taxes.
- 5) The samples of the paper items and other material mentioned as "good quality" must be given at the time submission of quotation.


PRINCIPAL
DAV Public School, Unit-VIII,
Bhubaneswar - 12

Encl : As mentioned above.

Copy to:

1. School Notice Board / Reception Counter / School Website.
2. The Principal, DAV Public Schools, Bhubaneswar & Cuttack for information with a request to kindly take necessary steps to display the notice on the school Notice Board for information of all concerned.

QUOTATION FOR REQUIREMENT OF OFFICE STATIONARY
FOR THE SESSION 2022-2023

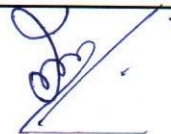
Name of the Dealers :- _____

Complete Address:- _____

Mobile No :- _____ Email :- _____

GST No. :- _____ PAN No. :- _____

Sl. No.	Name of the Items	Quantity	Brand	Rate (Including CGST & SGST)
1	Single Ruled Register Per No.	Per No.	Good Quality	
2	Staff Attendance Register(In and out)	Per No.	Good Quality	
3	Student's Attendance Register (Present & Absent)	Per No.	Good Quality	
4	Peon Book	1 No	Good Quality	
5	Vehicle Log Book	1 No.	Good Quality	
6	Alpin	1 pkt.	Bell / Other Comp.	
7	T-Pins	1 pkt	Bell / Other Comp.	
8	Push Pin(Board Pin)	1 pkt.	Good Quality	
9	Gems Clip,(26 mm & 35 mm)	1 pkt.	Bell	
10	Stapler HS- G10	1 No	Kangaro	
11	Stapler HP-45	1 No.	Kangaro	
12	Stapler HP10	1 No	Kangaro	
13	Stapler Pin 24/6-1m (Small)	1 Box (20 Pkts)	Kangaro	
14	Stapler Pin(No.10-1m) (Big)	1 Box (20 Pkts)	Kangaro	
15	Stamp Pad (Size 88mm X 54 mm)	1 No.	Faber-Castell	
16	Stamp Pad Ink	110 ml	Grapes	
17	Stamp Pad Inkless	1 No.	Good Quality	
18	Knife	1 No	Good Quality	
19	Puching Machine (Double Whole) (DP 500)	1 No	Kangaro	
20	Puching Machine (Double Whole) (DP 600)	1 No	Kangaro	
21	Puching Machine (Double Whole) (DP 700)	1 No	Kangaro	
22	Puching Machine (Double Whole) (DP 800)	1 No	Kangaro	
23	Puching Machine (Double Whole) (DP 900)	1 No	Kangaro	
24	Puching Machine (Double Whole) (DP 1000)	1 No	Kangaro	
25	Punching Machine (Single Whole)	1 No	Kangaro	
26	Ball Pen(Double Action/Head)	1 pkt.	Link	
27	Pencil	1 pkt.	Apsara/Natraj	
28	Pencil Cutter	1 Pkt.	Natraj	



Sl. No.	Name of the Items	Quantity	Brand	Rate (Including CGST & SGST)
29	Eraser	1 no.	Camel	
30	Cello Tape 1/2"	1 Roll		
31	Cello Tape 1"	1 Roll		
32	Cello Tape 2"	1 Roll		
33	Colour Cello tape 1"	1 Roll		
34	Colour Cello tape 2"	1 Roll		
35	Steel Scale (Long)	1 No		
36	Plastic Scale (Long)	1 No		
37	Plastic Scale (Small)	1 No		
38	Sketch Pen(12 Colour) Mini size	1 pkt.		
39	Sketch Pen(12 Colour) Actual size	1 pkt		
40	Carbon Paper Black (Size 210 X 330)	1 pkt. (100 sheet)	Kores	
41	Carbon Paper Blue (Size 210 X 330)	1pkt. (100 sheet)	Kores	
42	Carbon Paper Black 420 X 330	1 pkt. (100 sheet)	Kores	
43	Correction Pen	1 No	Faber-Castell	
44	Correction Fluid and Diluter	1 No (15 ml)		
45	Gum Bottle 700 ml	1 No.	Grape/Camlin	
46	Gum Bottle (Fevicol-200 Gram)	1 No.		
47	Rubber Band(Small Size)	1 Kg	Good Quality	
48	Rubber Bank(Big Size)	1 Kg	Good Quality	
49	Tag (Nylon) / (Cotton)	1000 nos.	Good Quality	
50	Budkin	1 no.	Good Quality	
51	Thread Ball	1 Pkt (4 Ball)		
52	Counting Sponge	1 No.		
53	Scissor (Big)	1 No.	Good Quality	
54	Scissor (Small)	1 No.	Good Quality	
55	Sealing Wax	1 Pkt.(400 Gm)	Good Quality	
56	Duster	1 Pc.	Good Quality	
57	Plastic Sutuli	1 kg		
58	Graph Paper(Both Side)	1000 Pcs	Good Quality	
59	Graph Paper(One side)	1000 Pcs.	Good Quality	
60	Paper Weight (Round/Square/Flat)	1 Pc		
61	CD Marker Pen	1 Pc		
62	White Board Marker Pen	1 Pc		
63	Permanent Marker Pen	1 Pc		
64	Highlighter Pen	Per Pkt (6 Nos.)		
65	Fevi Stick	1 Pc		
66	Fevi Gum	1 Pc		
67	Glue Stick	1 no. (15 gm)		
68	Paper Cutter Small Size	1 Pc.	Good Quality	

Sl. No.	Name of the Items	Quantity	Brand	Rate (Including CGST & SGST)
69	Paper Cutter Big Size	1 Pc.	Good Quality	
70	Cello Tape Cutter Machine (Big Size)	1 Pc.		
71	Cello Tape Cutter Machine (Small Size)	1 Pc.		
72	Pencil Battery	1 No.		
73	Remote Battery	1 No.		
74	Binder Clip (19 mm)	1 pkt		
75	Binder Clip (25 mm)	1 pkt		
76	Binder Clip (32 mm)	1 pkt		
77	Binder Clip (41 mm)	1 pkt		
78	Transparent File Cover	Per No.	Good Quality	
79	Colour File Cover	Per No.	Good Quality	
80	Arch File (Small Size)	1 No.	Good Quality	
81	Arch File (Big Size)	1 No.	Good Quality	
82	Cobra File	1 No.	Good Quality	
83	Plastic Bottom Folder	1 No.	Good Quality	
84	Plastic Folder	1 No.	Good Quality	
85	Stick File	1 No.	Good Quality	
86	Note Pad (Single line 22 Pages)	1 No.	Good Quality	
87	Note Pad (Single line 80 Pages)	1 No.	Good Quality	
88	Note Pad (Plain 22 Pages)	1 No.	Good Quality	
89	Note Pad (Plain 80 Pages)	1 No.	Good Quality	
90	Write on removable adhesive notes	1 No.	O Claro	
91	Calculator (12digits)	1 No.	Good Quality	
92	J.K. Copier (A4 size) (Red Pkt)	1 pkt	70 GSM	
93	J.K. Copier (A4 size) (Red Pkt)	1 pkt	75 GSM	
94	JK Easy Copier (Green Pkt)	1 pkt	70 GSM	
95	A4 White Paper (J.K. Copier)	1 pkt	100 GSM	
96	JK Copier(A3 size) (Red Pkt)	1 pkt.	75 GSM	
97	JK Copier Legal Size (Red Pkt)	1 pkt	75 GSM	
98	A4 Colour Paper 70 GSM	1 pkt	Good Quality	
99	A4 Colour Paper 100 GSM	1 pkt	Good Quality	
100	Finger Grip	1 No.	Good Quality	
101	Ball Point Pen	1 Pkt	Goldex	
102	Gel Pen	1 Pkt	Good Quality	
103	Cellophane Paper	1 No.	Good Quality	
104	Pin Stand	1 No.	Good Quality	
105	Brown Paper	1 No.	Good Quality	
106	Board File	1 No.	Good Quality	
107	Chalk(White) Dust free	1 Cartoon	White Horse	
108	Chalk(White) Dust free	1 Cartoon	Kores	
109	Chalk(Colour) Dust Free	1 Cartoon	Good Quality	
110	Chalk(Colour) Dust Free	1 Cartoon	Kores	

Sl. No.	Name of the Items	Quantity	Brand	Rate (Including CGST & SGST)
111	Stock Register (Small)	1 No.	Good Quality	
112	Stock Register (Big)	1 No.	Good Quality	
113	Despatch Register (Small)	1 No.	Good Quality	
114	Despatch Register (Big)	1 No.	Good Quality	
115	DAK Receipt Register (Small)	1 No.	Good Quality	
116	DAK Receipt Register (Small)	1 No.	Good Quality	
117	Admission Withdrawal Register (Small)	1 No.	Good Quality	
118	Admission Withdrawal Register (Big)	1 No.	Good Quality	
119	Fly Leaf File	1 No.	Good Quality	
120	Pen Stand	1 No.	Good Quality	
121	Chat Paper/ Drawing Sheet	1 No.	Good Quality	
122	Double Side Tape	1 No.	Deer Brand	
123	Clip Board / Exam Board	1 No.	Good Quality	
124	Lamination Pouch Film (Card Size)	1 Pkt.	Excellam	
125	Lamination Pouch Film (A4 Size)	1 Pkt.	Excellam	
126	Pen Drive (8 GB)	1 No.	HP	
127	Pen Drive (16 GB)	1 No.	HP	
128	Pen Drive (32 GB)	1 No.	HP	
129	Brush Pens (Different Colour)	1 Pkt. (12 Nos.)	Camlin	
130	Poster Colour (12 Colour in a Packet)	1 Pkt	Good Quality	
131	Fevicol (200 Gram)	1 No.		
132	Permanent Black Marker Pen	1 No.	Good Quality	
133	Permanent Red Marker Pen	1 Nos.	Good Quality	
134	Oddy Glossy Paper A4 size	1 Pkt.	Per pkt (50 sheets)	
135	Oddy Transparent Sheet A4 size	1 Pkt.	Per Pkt (100 sheets)	
136	Cross Refill(Original)	1 No.	Good Quality	
137	Writing Pad	1 No.(Rolling)	Good Quality	
138	Tissue Paper	1 Pkt.	Good Quality	
139	Towel Full Size White	1 Nos.	Good Quality	
140	Towel Full Size Coloured	1 Nos.	Good Quality	
141	Towel for Car (Set)	1 Set	Good Quality	
142	Lock	1 Nos.	Link ✓	
143	Lock	1 Nos.	Mobaj ✓	


 Principal
 D.A.P. PUBLIC SCHOOL
 UNIT-VIII, BHUBANESWAR

Signature of the Supplier with Seal