



DAV PUBLIC SCHOOL

UNIT - VIII, BHUBANESWAR, ODISHA

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



Ref. No. DAV(UNIT-VIII)/ 768 /2024

Date : 15-04-2024

QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from the agency / supplier / firm for supply of "**Office Stationery**". Interested parties may furnish their rates in the prescribed format through email / post / courier / by hand to the undersigned as per the terms & conditions given below. The last date of receipt of quotation is **22 APRIL 2024 (AN)**. The quotation received either after the stipulated date and time or incomplete in any respect will not be considered. The quotation without GST / TIN / PAN number shall not be considered. The envelope containing the quotation must be super scribed as "**QUOTATION FOR OFFICE STATIONERY**". The undersigned reserves the right to cancel either any or all the quotations without assigning any reason thereof.


15/04/24
PRINCIPAL

Encl: Form of Quotation

Copy to:

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

**QUOTATION FOR REQUIREMENT OF OFFICE STATIONARY
FOR THE SESSION 2024-2025**

Sl. No	Name of the Items	Quantity	Brand	R A T E
1	Single Ruled Register No. 10	Per No.	Good Quality	
2	Single Ruled Register No. 12	Per No.	Good Quality	
3	Single Ruled Register No. 14	Per No.	Good Quality	
4	Single Ruled Register No. 16	Per No.	Good Quality	
5	Single Ruled Register No. 18	Per No.	Good Quality	
6	Single Ruled Register No. 20	Per No.	Good Quality	
7	Peon Book	1 No	Good Quality	
8	Vehicle Log Book	1 No.	Good Quality	
9	Alpin	1 Pkt	Bell /Other Comp	
10	T-Pins	1 Pkt	Bell /Other Comp	
11	Push Pin (Board Pin)	1 Pkt	Good Quality	
12	Gem Clips (26 mm & 35 mm)	1 Pkt	Bell	
13	Stapler HP-45	1 No.	Kangaro	
14	Stapler HP10	1 No	Kangaro	
15	Stapler Pin 24/6-1m (Small)	1 Box (20 Pkts)	Kangaro	
16	Stapler Pin(No.10-1m) (Big)	1 Box (20 Pkts)	Kangaro	
17	Stamp Pad(Size 88mm X 54mm)	1 No.	Faber-Castell	
18	Stamp Pad Ink	110 ml	Grape	
19	Stamp Pad Inkless	1 No.	Good Quality	
20	Knife	1 No	Good Quality	
21	Punching Machine (Double Whole)(DP 500)	1 No	Kangaro	
22	Punching Machine (Double Whole)(DP 600)	1 No	Kangaro	
23	Punching Machine (Double Whole)(DP 700)	1 No	Kangaro	
24	Punching Machine (Double Whole)(DP 800)	1 No	Kangaro	
25	Punching Machine(Double Whole) (DP 1000)	1 No	Kangaro	
26	Punching Machine (Single Whole)	1 No	Kangaro	
27	Ball Pen(Double Action/ Head)	1 Pkt	Link	
28	Pencil	1 Pkt	Apsara/Natraj	
29	Pencil Cutter	1 Pkt	Natraj	
30	Eraser	1 no.	Camlin	
31	Cello Tape 1/2"	1 Roll		
32	Cello Tape 1"	1 Roll		
33	Cello Tape 2"	1 Roll		
34	Colour Cello tape 1"	1 Roll		
35	Colour Cello tape 2"	1 Roll		
36	Steel Scale (Long)	1 No		
37	Plastic Scale (Long)	1 No		
38	Plastic Scale (Small)	1 No		
39	Sketch Pen(12 Colour) Mini size	1 Pkt		
40	Sketch Pen(12 Colour) Actual size	1 Pkt		
41	Carbon Paper Black (Size 210 X 330)	1Pkt (100 sheet)	Kores	
42	Carbon Paper Blue (Size 210 X 330)	1Pkt (100 sheet)	Kores	
43	Carbon Paper Black 420 X 330	1Pkt (100 sheet)	Kores	
44	Correction Pen	1 No	Faber-Castell	
45	Correction Fluid and Diluter	1 No (15 ml)		
46	Gum Bottle (700 ml)	1 No.	Grape/Camlin	
47	Rubber Band (Small Size) Non-synthetic	1 Kg	Good Quality	
48	Rubber Band (Big Size) Non-synthetic	1 Kg	Good Quality	
49	Tag (Nylon) / (Cotton)	1000 nos.	Good Quality	
50	Budkin	1 no.	Good Quality	

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Sl. No	Name of the Items	Quantity	Brand	R A T E
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	
69	Paper Cutter Big Size	1 Pc.	Good Quality	
70	Cello Tape Cutter Mahine (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 (L Folder)	1 No.	Good Quality	
85	Stick File	1 No.	Good Quality	
86	Note Pad (Single line 22Pages)	1 No.	Good Quality	
87	Note Pad (Single line 80Pages)	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	75 GSM	
93	JK Easy Copier (Green Pkt)	1 Pkt	70 GSM	
94	A4 White Paper (J.K. Copier)	1 Pkt	100 GSM	
95	JK Copier(A3 size) (Red Pkt)	1 Pkt	75 GSM	
96	JK Copier Legal Size (Red Pkt)	1 Pkt	75 GSM	
97	A4 Colour Paper 70 GSM	1 Pkt	Good Quality	
98	A4 Colour Paper 100 GSM	1 Pkt	Good Quality	
99	Finger Grip	1 No.	Good Quality	
100	Ball Point Pen	1 Pkt	Goldex	

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Sl. No	Name of the Items	Quantity	Brand	R A T E
101	Ball Point Pen (Rs.5/-)	1 Pkt	Other than Goldex	
102	Ball Point Pen (Rs. 10/-)	1 Pkt	Other than Goldex	
103	Gel Pen	1 Pkt	Good Quality	
104	Cellophin Paper	1 No.	Good Quality	
105	Pin Stand	1 No.	Good Quality	
106	Brown Paper	1 No.	Good Quality	
107	Board File	1 No.	Good Quality	
108	Chalk(White) Dust free	1 Cartoon	White Horse	
109	Chalk(White) Dust free	1 Cartoon	Kores	
110	Chalk(Colour) Dust Free	1 Cartoon	Good Quality	
111	Chalk(Colour) Dust Free	1 Cartoon	Kores	
112	Stock Register (Small)	1 No.	Good Quality	
113	Stock Register (Big)	1 No.	Good Quality	
114	Fly Leaf File	1 No.	Good Quality	
115	Pen Stand	1 No.	Good Quality	
116	Chat Paper/ Drawing Sheet	1 No.	Good Quality	
117	Double Side Tape	1 No.	Deer Brand	
118	Clip Board / Exam Board	1 No.	Good Quality	
119	Lamination Pouch Film (Card Size)	1 Pkt.	Excellam	
120	Lamination Pouch Film (A4 Size)	1 Pkt.	Excellam	
121	Pen Drive (16 GB)	1 No.	HP	
122	Pen Drive (32 GB)	1 No.	HP	
123	Brush Pens (Different Colour)	1 Pkt. (12 Nos.)	Camlin	
124	Poster Colour (12 Colour in a Packet)	1 Pkt	Good Quality	
125	Fevicol (200 Gram)	1 No.		
126	Permanent Black Marker Pen	1 No.	Good Quality	
127	Permanent Red Marker Pen	1 Nos.	Good Quality	
128	Oddy Glossy Paper A4 size	1 Pkt.	Per pkt (50 sheets)	
129	Oddy Transparent Sheet A4 size	1 Pkt.	Per Pkt (100 sheets)	
130	Cross Refill(Original)	1 No.	Good Quality	
131	Writing Pad	1 No.(Rolling)	Good Quality	
132	Tissue Paper	1 Pkt.	Good Quality	
133	Towel Full Size White	1 Nos.	Good Quality	
134	Towel Full Size Coloured	1 Nos.	Good Quality	
135	Towel for Car (Set)	1 Set	Good Quality	
136	Lock	1 Nos.	Link	
137	Lock	1 Nos.	Mobaj	