

TENDER NOTICE

Subject: Invitation to Tender for Supply of Stationery Items for the Academic Year 2025-26

Sealed quotations are invited from reputed and experienced vendors/suppliers for the **supply of stationery items** for DAV IPS SECTOR 8B, BOKARO and DAV IPS SECTOR 9E, BOKARO for the upcoming academic session.

List of Stationery Items (indicative):

Vendors are requested to quote rates for the following items (the full list with specifications will be provided with the tender document):

- A4 size paper (75 GSM, branded)
 - Registers (various sizes)
 - Notebooks (single-line, double-line, graph)
 - Pens (blue/black/red)
 - Pencils, erasers, sharpeners
 - Whiteboard markers and duster
 - Files and folders
 - Drawing sheets and art supplies
 - Staplers, pins, punches
 - Glue, scissors, tapes
 - Envelopes and covers
- (Note: Final quantity will be communicated after bid selection)*
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Eligibility Criteria:

- The vendor must have a valid business registration, PAN, and GST number.
 - Must have a minimum of **5 years of experience** in supplying stationery to schools/institutions.
 - Must not have been blacklisted by any government or private institution.
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Terms and Conditions:

1. **Quotation Submission:** Quotations must be submitted in a sealed envelope clearly marked "**Tender for Supply of Stationery Items**" by **9/7/2025**, during office hours, at **DAV IPS SECTOR 8B, BOKARO..**
2. **Rates:** The rates should be quoted **per unit** and must be **inclusive of all applicable taxes, packaging, and delivery charges.**
3. **Validity:** The quoted prices must remain valid for a period of **90 days** from the date of opening of the tender.

4. **Sample Submission:** Vendors may be asked to submit samples of select items before final approval.
 5. **Quality:** Items must be new, unused, and of acceptable quality and standard. Inferior or substandard items will be rejected.
 6. **Delivery:** All items must be delivered to the school premises within **07 days** of issuing the work/purchase order.
 7. **Payment Terms:** Payment will be made within **30 working days** of full delivery and satisfactory verification of items.
 8. **Penalty:** Late delivery or non-compliance with specifications will attract a penalty of 10% of the cost or may lead to cancellation of the order.
 9. **Right to Reject:** The school reserves the right to accept or reject any or all bids without assigning any reason.
 10. **Dispute:** In case of any disputes, the decision of the school management will be final and binding.
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Contact for Clarification:

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