



DAV PUBLIC SCHOOL

NTPC, TALCHER THERMAL, ANGUL, ODISGA-759101

Affiliated to CBSE (Sr. Sec.), Delhi • Affiliation No.-1530074 • School No.-15325

Ref.No.:DAVPS/NTPC/TTPS/.....798.....

Date :.....08/07/2024.....

QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from the regular Supplier/ Agency for **supply of office stationery, printing materials and Computer paper** as per requirement from time to time till Dt. 31/03/2025. Interested parties may submit their quotations for the purpose as per prescribed proforma attached. The sealed quotations should reach the undersigned on or before **15/07/2025 up to 02:00 PM**. The quotations received after the stipulated date & time due to postal delay or incomplete in any respect shall not be considered. The quotations without GST Certificate shall not be considered. The envelope containing the quotation must be written as “ **Quotation for supply of office stationery, printing materials and Computer paper**”. The undersigned reserves the right to cancel any/ all the quotations without assigning any reasons thereof.

Skarungo

PRINCIPAL
PRINCIPAL
DAV Public School
NTPC/TTPS
Dist-Angul-759101

TERMS & CONDITION

1. Rates are to be quoted for supply of material, which included transportation, loading, unloading, all taxes applicable.
2. The school authority does not bind to accept the lowest quotation & reserves the right to accept or reject any quotation without assigning any reasons whatsoever.
3. The materials should reach the school site in good condition.
4. The payment will be made after supply of materials and submission of bill.

Copy to: -

- 1.School Website
- 2.School Notice Board

DAV PUBLIC SCHOOL, NTPC, TALCHER THERMAL, ANGUL(ODISHA)

Name of the supplier/Agencies.....

Address.....

Mobile No.....

SI No.	Particulars	Quantity	Unit Price	Total Price (Inclusive of Taxes)
1	Ballpoint Pen(Elkos Signy)	150		
2	Ballpoint Pen(Linc Pentonic)	30		
3	Green ink Pen(Pentel EnerGel BL-417)	10		
4	Red Pen(Linc Pentonic)	10		
5	Highlighters(Green Colour)	10		
6	Permanent CD Markers(Kores)	10		
7	Sketch Pen (24 Shades Doms)	10 pkt		
8	Colour Pencil (12 Shades Doms)	15 pkt		
9	Eraser	1 Pkt		
10	A4 Paper(75 GSM)	90 pkt		
11	A4 Paper(70 GSM)	160 pkt		
12	A3 Paper	5 pkt		
13	Legal Size Paper(75 GSM)	5 pkt		
14	J.K Bond paper(500 Sheet) Packet	20 pkt		
15	Graph Paper(100 Sheet)	20 pkt		
16	Political Map India(100 Sheet)	20 pkt		
17	Drawing Sheet	350 Pic		
18	Glossy Paper	5pkt		
19	BROWN Cover Paper	20 nos		
20	Notepads(1/6 Size)	10		
21	Sticky Notes(Spiral five Colour)	5 pkt		
22	Sticky Notes(Normal Five Colour)	5 pkt		
23	Register No.04	50		
24	Register No.06	30		
25	Register No.08	20		
26	Stock Register	20		
27	Dak Despatch Register	1		
28	Letter Receive Register	1		
29	Staplers Kangaro HP-10	4		
30	Staplers Big Kangaro HP-24	4		
31	Staples Pin No.10	60 pkt		
32	Staples Pin No.24	40 pkt		
33	Staple Removers	4		
34	Calculator(12 digit Check) CASIO	2		
35	Gem Clips	2 pkt		
36	Binder Clips Small	2 pkt		
37	Binder Clips Medium	2 pkt		
38	Binder Clips Big	2 pkt		
39	Rubber Bands(Big)	2 Kg		
40	Rubber Bands(Small)	1/2 Kg		

SI No.	Particulars	Quantity	Unit Price	Total Price (Inclusive of Taxes)
41	ALPIN	1 pkt		
42	Thumbtacks	5 pkt		
43	Scissors(Big)	2		
44	Paper Trimmers	1		
45	Cello Tape Normal(2")	7		
46	Cello Tape Normal(1")	7		
47	Cello Tape Normal(1/2")	5		
48	Cello Tape Brown(2")	7		
49	Tape Dispensers	2		
50	Glue Sticks(Fevistic)	10		
51	Liquid Glue(Fevicol)(100 ml)	10		
52	Correction Pen (Camlin)	5		
53	Thread roll	10		
54	Tag	30		
55	Stamp Pad (Camlin Small)	10		
56	Paperweights	1 pkt		
57	Punching Machine -Double Hole(kangaro)DP-52	2		
58	Punching Machine -Double Hole(kangaro)DP-700	1		
59	Paper Hole Puncher	4		
60	Pen Stand Round	4		
61	Scale Steel (30CM)	3		
62	Bottom File	80		
63	Lever Arch Files (Solo/Lotous/Elephant Brand)	20		
64	Fly Leaf	50		
65	Cover File	30		
66	Flat File	30		
67	L Folder	30		
68	Envelop A4 Size	100		
69	Envelop A4 Size Cloth Line	100		
70	Clipboard	5		
71	Drawing Sheet	350 Pic		
72	Whiteboard Markers	160		
73	Whiteboard Erasers/Duster	80		
74	MARKER INK	400		
75	Non Dust Chalk	20 Pkt		

GST No.....

PAN No.....

Quotation No.....

Date.....

Signature of Supplier/Agency