



DAV PUBLIC SCHOOL

SECTOR - 6, CDA, CUTTACK - 753014

(Affiliated to C.B.S.E., New Delhi, Affiliation No. - 1530046, School No. 15341)

Ref.No : **DAV(CDA)/684/2023**

Date 19.06.2023

QUOTATION CALL NOTICE

Sealed quotations are hereby invited by the undersigned from reputed suppliers/agencies for supply of Office Stationeries to **DAV Public School, Sector-6, CDA, Cuttack** for the session 2023-2024 as per specification and list of items given in the quotation format. Interested parties / suppliers / agencies may submit their sealed quotation in the prescribed format on or before 24.06.2023, by 2 p.m positively. The quotations received after the stipulated date and time due to postal delay or incomplete in any respect shall not be considered. The quotations without **GST/CST/OST/ TIN NO.** shall not be considered. The sealed quotations should be submitted at the office of the undersigned as per the terms & conditions mentioned below. The envelope containing the quotation must be written "QUOTATION FOR SUPPLY OF OFFICE STATIONERIES". The undersigned reserves the right to cancel any/all the quotation(s) without assigning any reason thereof.

Nehal
19/06/23
PRINCIPAL
PRINCIPAL
DAV Public School
Sector-6, CDA, Cuttack-14
School No.15341
Affiliation No.1530046

Copy to:

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

**QUOTATION FOR REQUIREMENT OF OFFICE STATIONERY FOR THE
SESSION 2023-2024**

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.		Good Quality	
2	Peon Book	1 No.	Good Quality	
3	Alpin	1 Pkt.	Oddy	
4	T-pins	1 Pkt.	Oddy	
5	Push Pin(Board Pin)	1 Pkt.	Good Quality	
6	Gems Clip	1 Pkt.	Good Quality	
7	Stapler (Small)	1 No.	Kangaro	
8	Stapler (Big)	1 No.	Kangaro	
9	Stapler Pin (Small)	1 Box (20 Pkts.)	Kangaro	
10	Stapler Pin (Big)	1 Box (20 Pkts.)	Kangaro	
11	Stamp Pad (Size 88 mm x 54 mm)	1 No.	Faber - Castell	
12	Stamp Pad Ink	110 ml	Faber - Castell	
13	Stamp Pad Inkless	1 No.	Camel	
14	Knife	1 No.	Good Quality	
15	Punching Machine (Double Whole) DP 600	1 No.	Kangaro	
16	Punching Machine (Single Whole)	1 No.	Kangaro	
17	Ball Pen (Double Action/Head)	1 Pkt.	Link	
18	Pencil	1 Pkt.	Apsara / Natraj	
19	Cutter	1 No.	Natraj	
20	Eraser	1 No.	Natraj	
21	Cello Tape 1/2"	1 Roll	Wonder-555	
22	Cello Tape 1"	1 Roll	Wonder-555	
23	Cello Tape 2"	1 Roll	Wonder-555	
24	Colour Cello Tape 1"	1 Roll	Wonder-555	
25	Colour Cello Tape 2"	1 Roll	Wonder-555	
26	Steel Scale (Long)	1 No.		
27	Correction Pen	1 No.	Faber - Castell	
28	Gum Bottle (Fevicol) 100 g.	1 No.	Good Quality	
29	Gum Bottle (Fevicol) 42 g.	1 No.	Good Quality	
30	Rubber Band (Small Size)	1 K.g.	Good Quality	
31	Rubber Band (Big Size)	1 K.g.	Good Quality	
32	Tag (Nylon)	1000 nos.	Kores	
33	Thread ball (Examination use)	1 Pkt.(4 Boll)	Good Quality	
34	Counting Sponge	1 No.	Good Quality	
35	Scissor(Big)	1 No.	Munix	
36	Scissor(Small)	1 No.	Munix	
37	Sealing Wax	1 Pkts(400 Gm)	Grapes	
38	Duster	1 Pc	Ajanta	

Sl.No.	Name of the Items	Quantity	Brand	Rate(Including CGST & SGST)
39	Plastic Sutuli	1 K.g.		
40	Graph Paper (Both Side)	1000 Pc	Camlin	
41	Graph Paper (One Side)	1000 Pc	Camlin	
42	Paper Weight (Round/ Square/ Flat)	1 Pc		
43	CD Marker Pen	1 Pc	Faber - Castle	
44	White Board Marker Pen	1 Pc	Faber - Castle	
45	Permanent Marker Pen	1 Pc	Faber - Castle	
46	Highlighter Pen	1 Pc	Camlin	
47	Fevi Stick Gum	1 Pc	Pidilite	
48	Stick Gum	1 Pc	Pidilite	
49	Paper Cutter Small Size	1 Pc	Good Quality	
50	Paper Cutter Big Size	1 Pc	Good Quality	
51	Cello Tape Cutter Machine (Big Size)	1 Pc	Cello	
52	Cello Tape Cutter Machine (Small Size)	1 Pc	Cello	
53	Remote Battery (AAA)	1 No.	Duracel	
54	Pencil Battery	1 No.	Duracel	
55	Binder Clip (Small)	1 Pkt.	Oddy	
56	Binder Clip (Medium)	1 Pkt.	Oddy	
57	Binder Clip (Large)	1 Pkt.	Oddy	
58	Transparent File Cover	1 No.	Good Quality	
59	Colour File Cover	1 No.	Good Quality	
60	Arch File (Small)	1 No.	Good Quality	
61	Arch File (Big)	1 No.	Good Quality	
62	Cobra File	1 No.	Lotus	
63	Plastic Bottom Folder	1 No.	Good Quality	
64	Plastic L Folder	1 No.	Good Quality	
65	Stick File	1 No.	Good Quality	
66	Note Pad (Single line 22 pages)	1 No.	Good Quality	
67	Note Pad (Single line 80 pages)	1 No.	Good Quality	
68	Note Pad (Plain 22 pages)	1 No.	Good Quality	
69	Note Pad (Plain 80 pages)	1 No.	Good Quality	
70	Write on removable adhesive notes	1 No.	O Claro	
71	Calculator(12 digits)	1 No.	Casio	
72	A4 White Paper 70 GSM	1 Pkt.	J.K.Copier	
73	A4 White Paper 100 GSM	1 Pkt.	J.K.Copier	
74	A3 White Paper 70 GSM	1 Pkt.	J.K.Copier	
75	A3 White Paper 100 GSM	1 Pkt.	J.K.Copier	
76	Legal Size White Paper 70 GSM	1 Pkt.	J.K.Copier	
77	Legal Size White Paper 100 GSM	1 Pkt.	J.K.Copier	
78	A4 Colour Paper 70 GSM	1 Pkt.	Good Quality	
79	A4 Colour Paper 100 GSM	1 Pkt.	Good Quality	
80	Legal Size Colour Paper 70 GSM	1 Pkt.	Good Quality	
81	Legal Size Colour Paper 100 GSM	1 Pkt.	Good Quality	
82	Finger Grip	1 No.	Kores	
83	Ball Pen (Use & Throw)	1 Pkt.	Elkos	
84	Gel Pen	1 Pkt.	Good Quality	
85	Envelop - (Small)	1 No.	Good Quality	

Sl.No.	Name of the Items	Quantity	Brand	Rate(Including CGST & SGST)
86	Envelop - (Medium)	1 No.	Good Quality	
87	Envelop - (Big)	1 No.	Good Quality	
88	Cellophin Paper	1 No.	Good Quality	
89	Pin Stand	1 No.	Good Quality	
90	Student Attendance Register	1 No.	Good Quality	
91	Teacher Attendance Register	1 No.	Good Quality	
92	Brown Paper	1 No.	Good Quality	
93	Board File	1 No.	Good Quality	
94	Chalk (White Non-Dust)	1 Cartoon	Good Quality	
95	Chalk (Coloured Non-Dust)	1 Cartoon	Good Quality	
96	Sketch Pen	1 Pkt.	Kores	
97	Stock Register (Small)	1 No.	Good Quality	
98	Stock Register (Big)	1 No.	Good Quality	
99	Despatch Register (Small)	1 No.	Good Quality	
100	Despatch Register (Big)	1 No.	Good Quality	
101	Gems Clip	1 Pkt.	Grapes	
102	Fly Leaf	1 No.	Good Quality	
103	Pen Stand	1 No.	Ajanta	
104	Chart Paper/Drawing Sheet	1 No.	Good Quality	
105	Calling Bell	1 No.	Ajanta	
106	Double side Tape	1 No.	Oddy	
107	Clip Board/Exam. Board	1 No.	Camlin	

Signature of the Quotationer
with Address, Phone No and Seal