



DAV PUBLIC SCHOOL, NTPC

TALCHER THERMAL, ANGUL, ODISHA

(Affiliated to CBSE, New Delhi, Affiliation No : 1530074, School No: 15325)

Ref. No: DAVPS/NTPC/TTPS/ 357

Date: 20.08.2026

QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from the regular Supplier/ Agency for **supply of office stationery, printing materials & copier paper** as per requirement from time to time till Dt. 31/03/2027. Interested parties may submit their quotations for the purpose as per prescribed proforma attached. The sealed quotations should reach the undersigned on or before **28/08/2026**. The quotations received after the stipulated date or incomplete in any respect shall not be considered. The quotations without GSTN shall not be considered. The envelope containing the quotation must be written as "**Quotation for supply of Office Stationery, Printing materials and Copier Paper**". The undersigned reserves the right to cancel any/ all the quotations without assigning any reasons thereof.

PRINCIPAL

PRINCIPAL
DAV Public School
NTPC/TTPS
Angul-759101, Odisha

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.



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QUOTATION FOR SUPPLY OF OFFICE STATIONERY, PRINTING MATERIALS AND COPIER PAPER

Name of the Supplier :

Address

.....Contact No.....

GSTIN No:.....

Quotation No.....

Date.....

Sl No.	Particulars	Quantity	Unit Price	Total Price (Inclusive of Taxes)
01	Ballpoint Pen(Elkos Signy)	150		
02	Ballpoint Pen(Linc Pentonic)	30		
03	Green ink Pen(Pentel EnerGel BL-417)	10		
04	Red Pen(Linc Pentonic)	10		
05	Highlighters(Green Colour)	10		
06	Permanent CD Markers(Kores)	10		
07	Sketch Pen (24 Shades Doms)	10 pkt		
08	Colour Pencil (12 Shades Doms)	15 pkt		
09	Eraser	1 Pkt		
10	A4 Paper(75 GSM)	90 pkt		
11	A4 Paper(70 GSM)	220 pkt		
12	A3 Paper	5 pkt		
13	Legal Size Paper(75 GSM)	5 pkt		
14	J.K Excel 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		

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25	Register No.08	20		
26	Register No.10			
27	Register No.12			
28	Stock Register	20		
29	Dak Despatch Register	1		
30	Letter Receive Register	1		
31	Staplers Kangaro HP-10	4		
32	Staplers Big Kangaro HP-24	4		
33	Staples Pin No.10	60 pkt		
34	Staples Pin No.24	40 pkt		
35	Staple Removers	4		
36	Calculator(12 digit Check) CASIO	2		
37	Gem Clips	2 pkt		
38	Binder Clips Small	2 pkt		
39	Binder Clips Medium	2 pkt		
40	Binder Clips Big	2 pkt		
41	Rubber Bands(Big)	2 Kg		
42	Rubber Bands(Small)	1/2 Kg		
43	ALPIN	1 pkt		
44	Thumbtacks	5 pkt		
45	Scissors(Big)	2		
46	Paper Trimmers	1		
47	Cello Tape Normal(2")	7		
48	Cello Tape Normal(1")	7		
49	Cello Tape Normal(1/2")	5		
50	Cello Tape Brown(2")	7		
51	Tape Dispensers	2		
52	Glue Sticks(Fevistic)	10		
53	Liquid Glue(Fevicol)(100 ml)	10		
54	Correction Pen (Camlin)	5		
55	Thread roll	10		
56	Tag	30		
57	Stamp Pad (Camlin Small)	10		
58	Paperweights	1 pkt		
59	Punching Machine -Double Hole(kangaro)DP-52	2		
60	Punching Machine -Double Hole(kangaro)DP-700	1		

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61	Paper Hole Puncher	4		
62	Pen Stand Round	4		
63	Scale Steel (30CM)	3		
64	Bottom File	80		
65	Lever Arch Files (Solo/Lotous/Elephant Brand)	20		
66	Fly Leaf	50		
67	Cover File	30		
68	Flat File	30		
69	L Folder	30		
70	Envelop A4 Size	100		
71	Envelop A4 Size Cloth Line	100		
72	Clipboard	5		
73	Whiteboard Markers	160		
74	Whiteboard Erasers/Duster	80		
75	MARKER INK	400		
76	Non Dust Chalk	20 Pkt		

Submitted to the **Principal, DAV Public School, NTPC/TTPS, Angul-759101**

Signature of Bidder

Date.....