



DAV PUBLIC SCHOOL, NTPC

TALCHER THERMAL, ANGUL, ODISHA

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

Ref. No: DAVPS/NTPC/TTPS/238

Date: 21.05.2025

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. 31/03/2026. Interested parties may submit their quotations for the purpose as per prescribed proforma attached. The sealed quotations should reach the undersigned on or before **25/07/2025**. The quotations received after the stipulated date 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 copier paper"**. The undersigned reserves the right to cancel any/all the quotations without assigning any reasons thereof.

S. K. S. S.
PRINCIPAL
DAV Public School
NTPC / TTPS
Dist-Angul-759101

TERMS & CONDITION

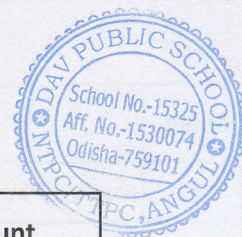
1. Rates are to be quoted for supply of material, which included transportation, loading, unloading, all taxes applicable.
2. The school authority does not bind to accept the lowest quotation & reserves the right to accept or reject any quotation without assigning any reasons whatsoever.
3. The materials 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)

Requirement of Office Stationeries,A4 Paper & Teaching Aids for Session 2025-26.



Sl No.	Particulars	Reqd. Quantity	Unit Price	Amount
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 (Whitner)	1 Pkt		
10	A4 Paper(75 GSM)	100 pkt		
11	A4 Paper(70 GSM)	180 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 Photo Paper	5pkt		
19	Glossy Sticker Paper	5pkt		
20	BROWN Cover Paper	20 nos		
21	Notepads(1/6 Size)	100pcs		
22	Sticky Notes(Normal Five Colour)	10 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		

Sl No.	Particulars	Reqd. Quantity	Unit Price	Amount
32	Staples Pin No.24	40 pkt		
33	Staple Removers	4		
34	Calculator(12 digit Check) CASIO	2		
35	Gem Clips Steel	10 pkt		
36	Gem Clips Steel Big	10 pkt		
37	Binder Clips Small	2 pkt		
38	Binder Clips Medium	2 pkt		
39	Binder Clips Big	2 pkt		
40	Rubber Bands(Big)	2 Kg		
41	Rubber Bands(Small)	1/2 Kg		
42	ALPIN	1 pkt		
43	Thumbtacks	5 pkt		
44	Scissors(Big)	2		
45	Cello Tape Normal(2")	10 pcs		
46	Cello Tape Normal(1")	10pcs		
47	Cello Tape Normal(1/2")	5pcs		
48	Cello Tape Brown(2")	5 pcs		
49	Tape Dispensers	2 nos		
50	Glue Sticks(Fevistic)	10 nos		
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		

Sl No.	Particulars	Reqd. Quantity	Unit Price	Amount
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	Whiteboard Markers	160		
72	Whiteboard Erasers/Duster	80		
73	MARKER INK	400		
74	Non Dust Chalk	20 Pkt		

Signature of Bidder

Date.....