

**QUOTATION**

Date: \_\_\_\_\_

**The Principal  
DPS International  
Saket, New Delhi**

Dear Madam,

We are pleased to submit our best rates for following items.

S. No.	Description	Classes
1	Text Books as per approved by Cambridge University as per Annexure B	Nursery to XII
2	Stationery as per Annexure C	Nursery to Class IV

Total Quoted Amount of Maintenance Charges: \_\_\_\_\_

Any other conditions: \_\_\_\_\_

**With regards,**

**Authorized Signatory (Sign. with Company Seal):** \_\_\_\_\_

**M/s** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Ph.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Calling Quotation for awarding Contract for sale of School Book shop**  
**During the session 2024-2025 at DPSI, Saket & RK Puram.**

Dear Sir/Madam,

Sealed quotation are invited as **Annexure 'A'** on behalf of Delhi Public School International, P-37, Sector-VI, Pushp Vihar, M.B. Road, Saket, New Delhi-110017 to run the school book shop for supplying the Text Books/Note Books, Cambridge (IGCSE, A Level), Cambridge University Press (CUP).

**Terms & Conditions:**

1. All books (**Annexure 'B'**) and stationery (**Annexure 'C'**) to be supplied as per list provided by the school before commencement of next session w.e.f. 1<sup>st</sup> April, 2024. (Expected total strength of students as on 01.04.2024 is 900 approx).
2. Classwise price list of books and stationery to be approved by the competent authority/Principal DPSI, before commencing the sale.
3. While finalisation of the contract, the Agency quoting the maximum maintenance charges of the total value of the sale of Text Books, Note Books and Stationery will be invited to run the Bookshop at the school. The maintenance charges should be quoted as a total L/S amount and not as a %age of sale or subjected to any other conditions.
4. The Agency need to pay maintenance charges in two instalments i.e. 50% of the total amount shall be paid in advance at the time of signing of contract and remaining 50% to be paid at the time of commencement of Second Semester.
5. If the Agency defaults to make the payment as above, by due date, interest @ 15% p.a. will be charged from the due date to actual date of payment.
6. An amount of Rs.3,00,000/- shall be deposited by the Agency as security deposit, which will be refunded on expiry of the contract, after clearance of all the dues payable by you.
7. If you fail to pay the maintenance charge as above, your contract shall immediately be terminated and security deposit will be forfeited without any notice.
8. In the beginning of academic session, a sale counter shall be provided in the school for 10 days (**20.03.2024 to 30.03.2024**) tentatively.

You will use the premises allotted to this exclusively for the purpose for which the space is allotted and follow the timings.

9. You will not display/exhibit any items which in the opinion of the school are objectionable/undesirable. Also, you will not hold any auction or similar activities in the school.
10. You will not make any alteration/additions in the premises allotted to him and shall not remove fixtures/fittings provided in the space allotted to him. You will not make any changes in the color coating of the exterior of the premises allotted to you nor will be put up sign boards, posters or bills, etc.
11. You shall not store any inflammable goods in the premises allotted to you and will not use the premise for preparing goods of any kind.
12. You can deploy one person whose character has been verified and ensure that he is free from any infection, contagious diseases.
13. You need to keep the space allotted to you neat and tidy.
14. The price and quality of goods sold by you will be determined by the school, rates will be reviewed by the committee from time to time.
15. The school will not be responsible for any damage of goods due to burglary or natural calamities.
16. The Agency will be responsible for any damage/loss caused by its employee need to make the goods during the tenure of the contract.
17. Any disputes arising out of this contract, will be referred to an Arbitrator appointed by the school and his/her decisions shall be final and binding on both the parties.
18. The school reserves its right to reject any/all quotations without asiging any reason.

**Your quotations quoting rates of maintenance charges offer for the above contract, alongwith present client list should reach the school latest by 21<sup>th</sup> January, 2024 (3.00 p.m.). To maintain confidentiality, please don't send your quotation by email.**

**Ms. Sravani Rao**  
**Principal**

**‘Annexure-C’****Rate list of Students’ Stationery Items for the Session 2024-25.**

<b>S. No.</b>	<b>Items Name</b>	<b>Rate</b>
1	Jodo Gyan - Akal Parivar Kit	
2	A-4- Coloured Sheet (Thick) - 20 Sheet	
3	A-4- Coloured Sheet (Thin) - 25 Sheet	
4	A-4 White Drawing Sheet - 25 Sheet	
5	Pastel sheet	
	Cartridge Sheet	
7	A4 Size Eva sheet Packet Packet (10 sheet)	
8	Flourscent sheet	
9	Punched White Drawing Sheet Packet (20 Sheets)	
10	Ivory Sheet	
11	Chart Paper - Coloured	
12	Crepe Paper	
13	Silver & Golden Paper	
14	Butter Paper	
15	Brown & White Paper Bag	
16	Silver Golden Card Sheet	
17	Origami Paper	
18	Handmade Sheet	
19	Envelopes A-4 Size (10x4)	
20	Glue - 100 gms (Pidilite)	
21	Glue - 100 gms (Camel)	
22	Glue - 100 gms (Oddy)	
23	Glue Stick - 3M	
24	Glue Stick - Oddy	
25	Glue Stick - 8 Gms (3M)	
26	Oil Pastel 25 Shade (Faber Castell)	
27	Oil Pastel 25 Shade (Camel)	
28	Poster colour 12 shade (Faber Castell/Camel)	
29	Poster Colour 12 Shade (Stic)	
30	Poster Colour - 18 Shade (Camel)	
31	Poster colour 6 shade (Faber Castell/Camel)	
32	Pencil Packet (Faber Castell)	
33	Pencil Packet (Maped)	
34	Pencil Packet (Dooms)	
35	Grip Plastic Crayons - 12 Shade (Faber Castell)	
36	Grip Plastic Crayon - 24 Shade (Faber Castell)	
37	Triangular Plastic Crayon - 26 Shade	
38	Colour Pencil 12 shade - Thick (12 Shade) - Dooms	
39	Colour Pencil (12 Shade) - Faber Castell	
40	Colour Pencil - 12 Shade - Maped	
41	Colour Pencil - 24 Shade (Faber Castell)	
42	Water Colour Pencil - 12 shade (Maped)	

43	Water Colour Pencil - 12 Shade (Faber Castell)	
44	First Grip Crayon - Ball/Grip (Faber Castell)	
45	Fevicryl Colour 6 shade	
<b>S. No</b>	<b>Items Name</b>	<b>Rate</b>
46	Fevicryl Colour 10 shade	
47	Acrylic Colour - 6 Shde (Camel)	
48	Plastic Ruler ( 6 Inch ) - Faber Castle	
49	Plastic Scale (12 Inch) - Faber Castell	
50	Labels	
51	Pocket file (Securex)	
52	Eraser (Maped)	
53	Sharpner (Maped)	
54	Modelling Dough (Faber Castell)	
55	Modelling Dough (Pidilite)	
56	Googly Eyes	
57	Zip pouch (Small)	
58	Cello Tape 1 inch	
59	Cello tape (1/2")	
60	Scissor Child Friendly) - Faber Castell	
61	Plastic Scissor (Maped)	
62	Disposabe Glass	
63	Disposable Plate	
64	Ice Cream stick	
65	Thin Craft Wire	
66	Satin Ribbon Roll Half Inch	
67	Satin Ribbon - 1 Inch	
68	Coloured Straw - Big	
69	Star And Sequence Pkt.	
70	Star /Smiley Sticker	
71	Assorted Decorative Material (Art)	
72	Glitter Powder	
73	Pipe Cleaner	
74	Big Button	
75	Binder File (Worldone)	
76	Note Books	
77	Note Book Plastic Cover	
78	Note Book	
79	Register	
80	Note Pad	
81	Sketch Book	
82	Blunt Scissor (Maped)	
83	Zip Pouch (Big)	
84	Note Book Cover	
85	Paint Brush 10 sets	

