

QUOTATION FOR STATIONARY ITEMS

Date:-

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

Dear Madam,

We are pleased to submit our best rates for the following Stationery items:-

S. No.	Description	Rate per item
1	CD Blank (Moser Baer/Sony)	
2	Dura Cell (AAA)	
3	Calculator (Citizen)	
4	DVD Blank (Moser Baer/Sony) 4.7GB	
5	Duster Magnetic (Best)	
6	Fevistic (Faber Castell)	
7	Transparent Folder	
8	L Shape Transparent Folder	
9	Glue Gun Stick (Makson)	
10	Glue Gun (Kangaro) 9w	
11	Index File (Solo/Kangaro)	
12	Label Paper A4 (Oddy)	

13	Highlighter (Faber Castell)	
14	Photocopy paper (JK Copier) 75GSM (500/Sheets)	
15	Colour Paper A4 size (JK Copier)75gsm	
16	Reynolds Ball Pen	

17	Stock Register (300 pages) (400 pages)	
18	Plain Register (200 pages)	
19	Dak Register (400 pages)	
20	Stapler Small/Big (Kangaro)	
21	Stamp Pad (Faber Castell)	
22	Stapler Pin (Kangaro) Small	
23	Cello Tape 1"	
24	Double Side Tape 1"	
25	Masking Tape	
26	White Tag	
27	Punching Machine (Kangaro) DP-600	
28	Sharpener (Faber Castell)	
29	White Board Marker Luxor/Artline	
30	Eraser (Faber Castell)	
31	Fevicol (50 grms.)	
32	Glossy Photo Paper	
33	Envelop Yellow Cloth Pasted	
34	Stapler HD45 (Big)	
35	Scissors Stainless Steel 7"	
36	Paper Cutter	
37	Pastel Sheets small/big	

38	Ribbon Satin 1'	
39	Ribbon Satin 1/2'	
40	Gift Packing Ribbon 1 '	
41	Golden Spray 500ml	
42	Silver Spray 500 ml	
43	Handmade Sheet	
44	Acrylic Colors	
45	Golden Color 500ML	
46	Silver Glitter Tube 15ml	
47	Buzzer	
48	Flip Chart (25 sheets/PKT)	
49	Blue Tack	
50	A6 Card (Multicolor)	

51	Sticky Pad Size- 3*3, 2*3, 3*4, 3*5 - (Yellow Colour)	
52	Brush 1/2' 1", 2"	
53	Camel paint box (6pc/Box)	
54	Catridge sheet 300GSM, 185GSM, 280GSM size-	
55	Glitters loose per kg	
56	Board Pins	
57	U Clip per box	
58	Binder Clips 25mm 1PKT/12pc	
59	Permanent Marker Luxor	
60	Montex pen	
61	ring binder solo 406	
62	Glue Gum Bottle 250 ML/ 500ML	
63	Glue Gun (100Watt)	

64	Dura Cell (AAA)	
65	Wooden Duster for green board	
66	rubber band (Large)	
67	paper seperator 10pc /1pkt(Multicolour)	
68	whitener	
69	Dak Folder	
70	Big Scissors 7",10", 12"	
71	(Good Quality)	
72	Set of 5 pieces (Carving Blade Set)	
73	Big Stapler Kangaro TS-823	
74	Big Stapler Pins (Kangaro)	
75	Duracell AA (Ultra)	
76	Duracell AAA (Ultra)	
77	Brown Paper (Wrapping Sheets) Per KG/MTR	
78	Carrogated Complete Roll (Per KG)	
79	Juke Rope (Sutti) Per KG	
80	Fevicol (1KG)	
81	Paint Brush round/flat (7pc in one set)	
82	Flat Brush 1.5inch	
83	Lamination sheets	
84	Cellophon sheets (per kg)	
85	Plastic Cover (Envelope) 42Lx38W cm	
86	Brown Envelope name printed A4	
87	Brown Envelope name printed A3	

GENERAL CONDITIONS OF THE NIT

1. The quotation/tender may be sent in sealed envelopes super scribing for supply of stationery items material by post/hand sufficiently early to reach the School within date and time or may be delivered to the undersigned.
2. The quotation/tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India/Delhi then next working day of the school will be treated as due date of Tender.
3. The Agency is required to quote their lowest rates for the items detailed in Annexure'A' enclosed herewith and the rates should be valid for a minimum period of 60 days from the last date of submission of quotation. The agency shall not be entitled during the said period of 60 days to revoke or cancel its tender or to vary the quotation or any terms thereof.
4. Hypothetical or conditional q u o t a t i o n shall not be entertained.
Tender once submitted shall not be allowed to be withdrawn or altered.
5. The School will deal with the tenderer/agency directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the School.
6. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the quotation invalid.

7. The School, in its discretion, reserves the right not to open the quotation in front of the agency and reject or accept any or all quotations, partly or completely, at any time without assigning any reason thereof.
8. Each agency has to certify that all the terms and conditions are acceptable to him.
9. The agency should specifically state whether rates are inclusive of GST (as applicable); if not, It will be deemed that rates are inclusive of GST.
10. Supply of material shall be strictly as per requirement of the supply order.
11. The supply of genuine material shall be required to be made within the stipulated time on conveyance of Purchase Order and in case supply is not made within the stipulated time and the School is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which the School may directly deduct from Bills.
12. Supply of material are to be made on bill basis. The payment is normally made after full supply is received and accepted as per specifications/requirement.
13. Even after awarding the rate Contract, the School reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
14. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the School.
15. The materials supplied will be inspected by an Inspection Committee of Senior Officers of the School and in case the supply is not found in conformity with the approved specifications and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good

quality exactly commensurate with approved specifications at the cost of the tenderer. The decision of the Committee in this regard shall be final.

16. The payment will be made only after full supply is received and accepted as per approved specifications against single supply order.

INVITATION OF QUOTATION

Eligible/Interested parties may send their Quotation in sealed envelopes superscribing supply of stationery Material and addressed by name to the undersigned so as to reach **on or before 21.01.2024** upto 3:00 P.M.

Ms.Sravani Rao
Principal