

NO : YPS/ 267
DATE : 7/3/ 2024

Subject

QUOTATION FOR PRINTING

Dear Sir,

1. Please forward your quotation by 15 Mar 2024 for printing of the following items alongwith sample of the paper being used for each item: -

| Ser | Description | Page | Qty |
|-----|---|------|-----|
| (a) | Teachers Diary Hard Bond (hard bond ,White paper superior) | 168 | 110 |
| (b) | Student attendance register (hard bond large size, white superior paper) | 64 | 30 |
| (c) | School Tuck Shop (hard bond, paper two Colour - Yellow & white and Double page) | 100 | 50 |
| (d) | Absentee Slip (Hard bond back side, white superior paper) | 100 | 50 |
| (e) | Absentee Slip Small (hard bond back side, white superior paper) | 100 | 50 |
| (f) | Stationery Slip (hard bond back side, white superior paper) | 100 | 20 |
| (g) | Supply Order book (Hard bond , Paper- three colour copy- Yellow, White & Pink and Triple page) | 100 | 20 |
| (h) | Hobbies/Sports attendance register (white superior paper) | 16 | 80 |
| (i) | Leave book (hard bond two Colour - Pink & white and Double page) | 100 | 25 |
| (j) | Student Leave book (hard bond back side two Colour - Pink & white and Double page) | 100 | 50 |
| (k) | Student Result Record Register (hard bond white superior paper) | 50 | 50 |
| (l) | Stock Register (hard bond white superior paper) | 300 | 20 |
| (m) | Boarding House Report Register cloth binding | 500 | 20 |
| (n) | Parents Meet Register (BH) Hard binding) | 200 | 10 |
| (o) | Visitor Slip (hard bond back side) | 100 | 50 |
| (p) | Visitor Register (Hard bond both side) | 200 | 10 |
| (q) | Bulletin Adjustment Register | 100 | 20 |
| (r) | Time table register | 20 | 10 |

2. Sample can be obtained from the school office during any working hour.

Yours Faithfully,

Bursar

**TENDER ENQUIRY FOR THE SUPPLY OF STATIONERY FOR THE
YEAR 2024- 2025**

| | |
|----|--|
| 1 | Sealed Tenders are invited for the supply of stationery items with earnest money of Rs 15,000/- (Rupees fifty thousand only) to be deposited with each tender. Details of items required are listed as per Appendix attached herewith. |
| 2 | The school reserves the right to accept or reject any tender without assigning any reason and the correspondence will not be entertained on this account. |
| 3 | Tender documents should be submitted alongwith the samples in respect of each items. |
| 4 | The earnest money of Rs 15,000/- (Rupees fifty thousand only) will be refunded in respect of tenders whose tender are rejected. |
| 5 | Earnest money of Rs 15,000/- (Rupees fifty thousand only) will be retained as security amount for the whole financial year in respect of tender whose tender is accepted by the School. |
| 6 | Tender documents may be sent to School by post/ deliver it in a sealed cover. |
| 7 | Please quote of all rates including all taxes and F.O.R., Yadavindra Public School, Patiala |
| 8 | The Supply of all items covered under this tender is liable to increase or decrease without prior notice. |
| 9 | The school reserves the right to take supply in parts. |
| 10 | Samples of all items and paper duly marked with your identity and signed should be enclosed with the GST rate list. Quotations not accompanied by the samples are not likely to be considered. |
| 11 | A tender can be rejected by the Director without assigning any reason. |
| 12 | The last date for submission of tender of 15 Mar 2024. |

No : YPS/268

Date : 07 Mar 2024



BURSAR

I accept the above terms and conditions.

Signature of the Contractor RO
his authorized agent. Seal of
the Firm OR full address

Phone No _____

Regd No _____

Date :

YADAVINDRA PUBLIC SCHOOL, PATIALA
LIST OF STATIONERY ITEMS FOR THE YEAR 2024-2025

| S. No | Nomenclature | Make | Quantity |
|-------|--|---------------|----------|
| 1 | Answer copy 1 st page printed school name with 08 pages copy size 28 x 22 cms paper H.C. Ballarpur/Maplitho 70gms | | 18,000 |
| 2 | -----do----- 06 Page | | 17,000 |
| 3 | -----do----- 04 Page | | 10,000 |
| 4 | Loose sheet ream size 11 x 8 ½ (ruled) 500 sheets in a ream. (Same quality of paper) | | 200pkt |
| 5 | Marker Black (Send Sample) | | 1000pcs |
| 6 | Wooden Black Board Duster (Send Sample) | | 500pcs |
| 7 | Paper Clip large plastic coated (Send Sample) | | 50pkt |
| 8 | Binder Clip 15MM (Send Sample) | | 50pkt |
| 9 | Binder Clip 20MM (Send Sample) | | 50pkt |
| 10 | Binder Clip 25MM (Send Sample) | | 50pkt |
| 11 | Drawing pin pkt superior / Plastic coated coloured | | 250pkt |
| 12 | Sketch pen pkt thin coloured 12 shade | | 50pkt |
| 13 | Sketch pen pkt thin coloured fiber 12 shade | | 50pk |
| 14 | Drawing sheet pkt A3 (24 sheets) Cartridge paper | | 100pcs |
| 15 | Drawing sheet pkt A4 (24 sheets) Cartridge paper | | 500pcs |
| 16 | Photostat paper ream -A/4 | Spectra | 500pkt |
| 17 | Photostat paper ream -legal | Spectra | 30pkt |
| 18 | Register 2 Qrs (single line) | | 100pcs |
| 19 | Ball pen red, blue & black (Send Sample) | | 500pcs |
| 20 | Gel pen -do- (Send Sample) | | 500pcs |
| 21 | Chart sheet superior quality thick assorted colours | | 500pcs |
| 22 | Black Chart Paper | | 200pcs |
| 23 | Fevicol 200gms (Send Sample) | | 100pcs |
| 24 | Ivory sheet | | 100pcs |
| 25 | Colour Pastel sheet size A4 | | 50pcs |
| 26 | Fevi stick 15gm (Send Sample) | Kores | 200pcs |
| 27 | Stapler No -10 | Max/ Kangaroo | 20pcs |
| 28 | Staples pin pkt Np -10) | Max/ Kangaroo | 200pcs |
| 29 | Stapler (big) | Max/ Kangaroo | 20pcs |
| 30 | Stapler Pin pkt (big) | Max/ Kangaroo | 50pcs |
| 31 | Ribbon Role Medal Assorted color (Send Sample) | | 50pcs |
| 32 | Cutter Big (Send Sample) | | 20pcs |
| 33 | Cutter Small (Send Sample) | | 20pcs |
| 34 | Scissor (big) (Send Sample) | | 50pcs |
| 35 | Cello Tape 1inch (Send Sample) | | 50 pcs |
| 36 | Cello Tape 2 inch (Send Sample) | | 50 pcs |
| 37 | Packing tape 2inch (Send Sample) | | 50pcs |
| 38 | Double side tape role (Send Sample) | | 20pcs |
| 39 | Bold Marker Black Permanent (Send Sample) | | 20box |
| 40 | C.D marker black(Send Sample) | | 20box |
| 41 | Scale Plastic 24" Steel (Send Sample) | | 10pcs |
| 42 | Stic Pad Different Size (Send Sample) | | 50pcs |
| 43 | Flag (Different colour) | | 50pcs |
| 44. | Impact Gel Pen 1.0 (Green, Blue , Red and Black) | | 20pcs |
| 45 | Impact Gel Refill 1.0 (Green, Blue , Red and Black) | | 100pcs |
| 46. | Whitener | | 20pcs |
| 47. | Eraser | Good Quality | 100pcs |