

**TENDER ENQUIRY FOR THE SUPPLY OF STATIONERY FOR THE
YEAR 2025- 2026**

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 20 Mar 2025.

No : YPS/ 214

Date : 10 Mar 2025


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 _____

Date :

Regd No _____

YADAVINDRA PUBLIC SCHOOL, PATIALA
LIST OF STATIONERY ITEMS FOR THE YEAR 2025-2026

S. No	Nomenclature	Make	Quantity
1	Marker Black (Send Sample)		1000pcs
2	Wooden Black Board Duster (Send Sample)		500pcs
3	Paper Clip large plastic coated (Send Sample)		50pkt
4	Binder Clip 15MM (Send Sample)		50pkt
5	Binder Clip 20MM (Send Sample)		50pkt
6	Binder Clip 25MM (Send Sample)		50pkt
7	Drawing pin pkt superior / Plastic coated coloured		250pkt
8	Sketch pen pkt thin coloured fiber 12 shade		50pk
9	Drawing sheet pkt A3 (24 sheets) Cartridge paper		100pcs
10	Drawing sheet pkt A4 (24 sheets) Cartridge paper		500pcs
11	Photostat paper ream -A/4	Spectra	500pkt
12	Photostat paper ream -legal	Spectra	30pkt
13	Register 2 Qrs (single line)		150pcs
14	Ball pen red, blue & black (Send Sample)		800pcs
15	Gel pen -do- (Send Sample)		800pcs
16	Chart sheet superior quality thick assorted colours		500pcs
17	Black Chart Paper		200pcs
18	Fevicol 200gms (Send Sample)		100pcs
19	Ivory sheet		100pcs
20	Colour Pastel sheet size A4		50pcs
21	Fevi stick 15gm (Send Sample)	Kores	200pcs
22	Stapler No -10	Max/ Kangaroo	20pcs
23	Staples pin pkt Np -10)	Max/ Kangaroo	200pcs
24	Stapler (big)	Max/ Kangaroo	20pcs
25	Stapler Pin pkt (big)	Max/ Kangaroo	50pcs
26	Ribbon Role Medal Assorted color (Send Sample)		50pcs
27	Cutter Big (Send Sample)		20pcs
28	Cutter Small (Send Sample)		20pcs
29	Scissor (big) (Send Sample)		50pcs
30	Cello Tape 1inch (Send Sample)		50 pcs
31	Cello Tape 2 inch (Send Sample)		50 pcs
32	Packing tape 2inch (Send Sample)		50pcs
33	Double side tape role (Send Sample)		20pcs
34	Bold Marker Black Permanent (Send Sample)		20box
35	C.D marker black(Send Sample)		20box
36	Scale Plastic 24" Steel (Send Sample)		10pcs
37	Stic Pad Different Size (Send Sample)		50pcs
38	Flag (Different colour)		50pcs
39	Impact Gel Pen 1.0 (Green, Blue , Red and Black)		20pcs
40	Impact Gel Refill 1.0 (Green, Blue , Red and Black)		100pcs
41	Whitener		20pcs
42	Eraser	Godd Quality	50pcs

NO : YPS/ 213
DATE : 10/3/2025

Subject

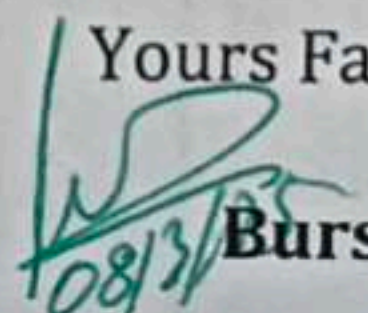
QUOTATION FOR PRINTING

Dear Sir,

1 Please forward your quotation by **10** Mar 2025 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
(s)	Visitor Record register (Hard bond both side)	100	10
(t)	School Calendar (Size 11cm x 14cm , Multicolor superior thick paper)	52	1000
(u)	Student's Diary deluxe thread binding size 12.5cms x 18.5cms, ITC 70gsm paper white(Front title multi colored hard bond)	128	600
(v)	Answer copy 1 st page printed school name with 08 pages copy size 28 x 22 cms paper H.C. Ballarpur/Maplitho 70gms		18000
(w)	-----do----- 06 Page		16000
(x)	-----do----- 04 Page		10000
(y)	Loose sheet ream size 11 x 8 ½ (ruled) 500 sheets in a ream		200

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

Yours Faithfully,

Bursar