



DAV PUBLIC SCHOOL, BERHAMPUR (ODISHA)

Ref.No. : DAV/BAM/ 590/2025Date : 07/08/2025

TENDER CALL NOTICE

Quotation for Supply of Office Stationeries for the Academic Session 2025-26 to DAV Public School, Berhampur.

1. Sealed quotations for the supply of the materials shown above are invited by the undersigned on behalf of DAV Public School, Berhampur upto 01:00 P.M. by 14th August 2025.
Quotations should be sent under the sealed cover marked as: "Quotation for the Supply of Office Stationeries" and not by name. The quotation received from the agency / dealers / suppliers must have GST.
2. Quotations shall be submitted in Annexure A and in accordance with the terms and conditions specified in paragraphs 3 to 9. Unless otherwise specified in the quotations, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The rates should be F.O.R. and should include excise duty, sales tax, freight charges, any other taxes, rates or impositions which are leviable e.g., packing charges in respect of the supplies. The school shall not be liable to pay any tax, freight, etc. which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.
4. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of such attestation the quotation is liable to be rejected.
5. The undersigned does not bind herself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e., with respect to all the materials / articles mentioned in the received quotation statement or in respect of one or more than one articles specified in the attached statement as she may decide.
6. On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms and conditions of the quotation.
7. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance / purchase order by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person or firm.
8. Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.
9. Quotations which do not comply with the above conditions are liable to be rejected.

Mrs. Dharashree Padhi

Principal

**PRINCIPAL,
D.A.V. PUBLIC SCHOOL
BERHAMPUR (GM.) ODISHA**

Copy To:

1. School's Notice Board and Website.
2. The concerned agencies / suppliers / dealers of computer peripherals.
3. The concerned file for record.

School Address: Sadananda Vihar, Gosaninuagaon, BERHAMPUR. Dt. Ganjam, Odisha. Pin : 760003.

Ph : 09439549765 . email : principal@davberhampur.org

Managed by : DAV College Managing Committee, Chitra Gupta Road, DELHI

**QUOTATION FOR SUPPLY OF OFFICE STATIONERIES TO
DAV PUBLIC SCHOOL, BERHAMPUR, ODISHA
FOR THE SESSION 2025-2026**

Name of the Firm / Dealer : _____

Complete Address : _____

Mobile No : _____

Email : _____

GST No : _____

Sl. No.	Name of the Items	Quantity	Brand	Rate (In Rs.) (Including all taxes)
1	Adhesive Colured Sticky Note	1 No.	O Claro	
2	Alpin / T Pin Stand	1 No.	Good Quality	
3	Battery (Pencil)	1 No.	Eveready	
4	Battery (Remote)	1 No.	Eveready	
5	Calculator (12 digits)	1 No.	Good Quality	
6	Calling Bell (Battery Operated)	1 No.	Good Quality	
7	Cello Tape 1" (Brown)	1 Roll	Good Quality	
8	Cello Tape 1" (White)	1 Roll	Good Quality	
9	Cello Tape 1/2" (Brown)	1 Roll	Good Quality	
10	Cello Tape 1/2" (White)	1 Roll	Good Quality	
11	Cello Tape 2" (Brown)	1 Roll	Good Quality	
12	Cello Tape 2" (White)	1 Roll	Good Quality	
13	Cello Tape Cutter Machine (Big)	1 Pc	Good Quality	
14	Cello Tape Cutter Machine (Small)	1 Pc	Good Quality	
15	Cellophane Paper	1 Pkt	Good Quality	
16	Chalk (Coloured Non-Dust)	1 Box	Good Quality	
17	Chalk (White Non-Dust)	1 Box	Good Quality	
18	Chart Paper/Drawing Sheet	12 Pcs	Good Quality	
19	Clip Binder (Large)	1 Pkt.	Good Quality	
20	Clip Binder (Medium)	1 Pkt.	Good Quality	
21	Clip Binder (Small)	1 Pkt.	Good Quality	
22	Clip Board/Exam. Board	1 No.	Good Quality	
23	Clip Gems	1 Pkt.	Good Quality	
24	Colour Cello Tape 1"	1 Roll	Good Quality	

Sl. No.	Name of the Items	Quantity	Brand	Rate (In Rs.) (Including all taxes)
25	Colour Cello Tape 2"	1 Roll	Good Quality	
26	Counting Sponge	1 No.	Good Quality	
27	Double Side Adhesive Tape	1 No.	Good Quality	
28	Duster (For Blackboard)	1 Pc	Good Quality	
29	Duster (For Whiteboard)	1 Pc	Good Quality	
30	Envelope (A4 Cloth Covering)	1 Pkt	Good Quality	
31	Envelope (A4) Brown	1 Pkt	Good Quality	
32	Envelope (Big) Brown / White	1 Pkt	Good Quality	
33	Envelope (Medium) Brown / White	1 Pkt	Good Quality	
34	Envelope (Small) Brown / White	1 Pkt	Good Quality	
35	Eraser	12 Pcs	Natraj	
36	Fevi Stick Gum	1 Pc	Pidlite	
37	File Arch (Big)	1 No.	Good Quality	
38	File Arch (Small)	1 No.	Good Quality	
39	File Board	1 No.	Good Quality	
40	File Cobra	1 No.	Good Quality	
41	File Cover Colour	1 No.	Good Quality	
42	File Cover Transparent	1 No.	Good Quality	
43	File Stick	1 No.	Good Quality	
44	Finger Grip	1 No.	Good Quality	
45	Fly Leaf	1 No.	Good Quality	
46	Folder Plastic Botton	1 No.	Good Quality	
47	Folder Plastic L (A4 Size)	1 No.	Good Quality	
48	Graph Paper (Both Side)	1000 Pcs	Good Quality	
49	Graph Paper (One Side)	1000 Pcs	Good Quality	
50	Gum Bottle (Fevicol)	1 No.	Good Quality	
51	Knife	1 No.	Good Quality	
52	Note Pad (Plain 22 pages)	1 No.	Good Quality	
53	Note Pad (Plain 80 pages)	1 No.	Good Quality	
54	Note Pad (Single line 22 pages)	1 No.	Good Quality	
55	Note Pad (Single line 80 pages)	1 No.	Good Quality	
56	Paper A3 White 100 GSM	1 Pkt.	J.K.Copier	
57	Paper A3 White 70 GSM	1 Pkt.	J.K.Copier	
58	Paper A4 Colour 100 GSM	1 Pkt.	Good Quality	

Sl. No.	Name of the Items	Quantity	Brand	Rate (In Rs.) (Including all taxes)
59	Paper A4 Colour 70 GSM	1 Pkt.	Good Quality	
60	Paper A4 White 100 GSM	1 Pkt.	J.K.Copier	
61	Paper A4 White 70 GSM	1 Pkt.	J.K.Copier	
62	Paper Brown Colour	1 Pkt	Good Quality	
63	Paper Carbon Blue / Black	1 No.	Good Quality	
64	Paper Cutter Big Size	1 Pc	Good Quality	
65	Paper Cutter Small Size	1 Pc	Good Quality	
66	Paper Legal Size Colour 100 GSM	1 Pkt.	Good Quality	
67	Paper Legal Size Colour 70 GSM	1 Pkt.	Good Quality	
68	Paper Legal Size White 100 GSM	1 Pkt.	J.K.Copier	
69	Paper Legal Size White 70 GSM	1 Pkt.	J.K.Copier	
70	Paper Weight (Round/ Square/ Flat)	1 Pc	Good Quality	
71	Pen (White Fluid for Correction)	1 No.	Faber - Castell	
72	Pen Ball Pen (Retractable)	1 Pkt	Good Quality	
73	Pen Ball Point (Use & Throw)	1 Pkt.	Good Quality	
74	Pen CD Marker	1 Pc	Linc	
75	Pen Gel	1 Pkt.	Montex	
76	Pen Highlighter	1 Pc	Good Quality	
77	Pen Permanent Marker	1 Pc	Good Quality	
78	Pen Sketch	1 Pkt.	Good Quality	
79	Pen Stand	1 No.	Good Quality	
80	Pen White Board Marker	1 Pc	Luxor	
81	Pencil	1 Pkt.	Apsara / Natraj	
82	Pencil Cutter / Sharpener	1 No.	Natraj	
83	Peon Book	1 No/	Good Quality	
84	Pin (Alpin)	1 Pkt.	Good Quality	
85	Pin (T-Pin)	1 Pkt.	Good Quality	
86	Pin Push (Board Pin)	1 Pkt.	Good Quality	
87	Plastic Sutuli	1 K.g.	Good Quality	
88	Punching Machine (Double Hole)	1 No.	Kangaro	
89	Punching Machine (Single Hole)	1 No.	Kangaro	
90	Register Cash Book	1 No.	Good Quality	
91	Register Dak Despatch	1 No.	Good Quality	
92	Register Dak Receiving	1 No.	Good Quality	

Sl. No.	Name of the Items	Quantity	Brand	Rate (In Rs.) (Including all taxes)
93	Register Ledger Book	1 No.	Good Quality	
94	Register Single Ruled A4 Size	1 No.	Good Quality	
95	Register Stock (Big)	1 No.	Good Quality	
96	Register Stock (Small)	1 No.	Good Quality	
97	Register Teachers Attendance	1 No.	Good Quality	
98	Register Visitor Entry & Exit	1 No.	Good Quality	
99	Rubber Band (Big Size)	1 K.g.	Good Quality	
100	Rubber Band (Small Size)	1 K.g.	Good Quality	
101	Scale Fiber (Long)	1 No.	Good Quality	
102	Scale Steel (Long)	1 No.	Good Quality	
103	Scissor (Big)	1 No.	Good Quality	
104	Scissor (Small)	1 No.	Good Quality	
105	Sealing Wax	250 Gm	Good Quality	
106	Stamp Pad (88 mm x 54 mm)	1 No.	Faber - Castell	
107	Stamp Pad Ink	100 ml	Camel	
108	Stamp Pad Inkless	1 No.	Good Quality	
109	Stapler (Big)	1 No.	Kangaro	
110	Stapler (Small)	1 No.	Kangaro	
111	Stapler Pin (Big)	1 Box (20 Pkts.)	Kangaro	
112	Stapler Pin (Small)	1 Box (20 Pkts.)	Kores	
113	Straight Rod Paper Holder (Poker)	1 Pc.	Good Quality	
114	Tag (Nylon)	100 nos.	Good Quality	
115	Thread Ball (Examination use)	1 Pkt.	Good Quality	

Full Signature of the Quotationer (With Date)

Contact Nos.