

ARMY PUBLIC SCHOOL, SUKNA

**QUOTATIONS/TENDERS ARE INVITED FOR PROCUREMENT OF OFFICE STATIONERY,
EXAM STATIONERY, TEACHING AIDS AND UPKEEP & MAINT ITEMS**

1. Quotations/tenders are invited from the vendors/dealers/printers for procurement of under mentioned Office stationery, Exam stationery, Teaching Aids and Upkeep and maint items. The samples and specifications of the required items are available at School Office:-

(a) Office stationery items

S/NO	Ledger pg No	Name of the Items	A/U	Qty Req
1	53	Papers -A4 (Century)	Ream	30
2.	24	Papers -Legal/FS (Century)	Ream	06
3.	92	Cloth Envelope (Legal)	Nos	50
4.	10	Brown Paper (Big)	Nos	30
5.	06	Fevicol (200 gms)	Btls	04
6.	29	CD Writer Pen	Nos	03
7.	86	Highlighter (Yellow)	Pkts	02
8.	94	Pencils	Pkts	02
9.	95	Erasers	Pkts	01
10.	127	Scale Steel 12"	Nos	02
11.	96	U Clip Plastic Coated	Nos	05
12.	128	Paper Pin	Pkts	03
13.	115	Blue Gel Pens (Principal) Uniball	Nos	03
14.	34	Blue Ball Pen	Nos	10
15.	39	Fevistick/Glue stick	Nos	03
16.	04	Binder Clip (Med)	Pkts	03
17.	04	Binder Clip (Small)	Pkts	03
18.	89	Register (Rulled) Hard Binding - 100 Pages	Nos	05
19.	89	Register (Rulled) Hard Binding 200 Pages	Nos	05
20.	187	File Tag Plastic	Bdls	02
21	106	Cartidge Black (Laser jet Printer) 12A	Nos	15
22.	25	Arch File with Clip	Nos	30
23	33	Stapler No 45 (Kangaru)	Nos	01
24	33	Stapler No 10 (Kangaru)	Nos	02
25.	32	Stapler Pin No 45	Pkt	01
26.	50	Board Pins (Box of 20 pkts)	Box	01
27.	28	Correction Fluid (Whiter	Nos	02

(b) Stationery items for Exam

Ser No	Name of the items	A/U	Quantity Demanded	Appx Rate	Appx Cost
1	Answer sheet-16 pgs (for classes VI-XII)	Nos.	5000		
2	Answer sheet-08 pgs (for class I-V) for major subjects	Nos.	2000		
3	Answer sheet-04 pgs (for class I-V) for minor subjects	Nos.	1000		
4	Supplementary sheet (04 pgs)	Nos.	4000		
5	Supplementary sheet (02 pgs)	Nos.	3000		
6	Practical Answer sheet-06 pgs (for classes XI-XII)	Nos.	200		
7	Xerox paper(century) for printing question papers	Ream	250		
8	Thread Balls(containing 04 balls)	Pkts	4		
9	Graph sheet in cms (containg 100 pieces)	Pkts	10		
10	Desk Slip (containing 10 slips of 10 pages)	Pkts	5		
11	Rubber Band (500gms in a packet)	Pkts	8		
12	Master roll for xerox machine (Gestener)	Nos.	15		
13	Ink for Xerox Machine(Gestener)/CPI 10	Nos.	15		
14	Cloth for packing(Markin) *colour as per CBSE requirement	Mtrs	25		
15	Cello tape (broad)	Nos.	2		
16	Canon Image Runner 2525 (Ink)	Nos.	2		
17	Thicker Drawing sheets (CL: XI-XII)	Nos.	100		
18	Printed Thinner Drawing sheets (CL: I-VIII)	Nos.	1000		
19	Printing of Heading of Report Card (colour)	Nos.	500		
20	Sealing wax	pkd	5		
21	Stapler (NO.10)	Nos.	4		

(c) Teaching Aids

<u>Ser No</u>	<u>Name of project/Items</u>	<u>Qty Reqd</u>	<u>Approx Cost</u>	
			<u>Rate</u>	<u>Cost</u>
1.	Vinyl Sunboard pasting with lamination for teaching aid (size 8" x 2")	04		
2.	Vinyl Sunboard pasting with lamination for teaching aid (size 8" x 1½")	04		

(d) Upkeep and maint items

Ser No	Name of the items	A/U	Appx Rate	Appx Cost
1	Dettol Soap (Small)	Nos		
2	Insect Killer Spray 425 ml (Mortin)	Bottles		
3	Colin Glass Cleaner	Bottles		
4	Dettol Handwash	Bottles		
5	Washing Powder (Tide) 100 gm pkt	Pkts		
6	Phool Jharu (Good Quality) as per sample	Nos		
7	Broom Stick (Coconut)	Kg		
8	Dusting Cloth	Nos		
9	Pochha Cloth	Nos		
10	Harpic (500 ml)/600ml	Bottles		
11	Lyzol (500 ml)	Bottles		
12	Handle Pochha	Nos		
13	Pencil Cell (Everedy) for Wall Clocks	Nos		
14	Remote Cell (Everedy) for CAL/TAeL	Nos		
15	Phynyle Lemon Flavour (5 Ltrs)	Bottles		
16	Nepthalin Ball (100 gms)	Pkts		
17	Room Freshner (Levender/Jasmine)	Bottles		
18	Wipper with Handle	Nos		
19	Scotch Bright (Big)	Nos		
20	Exo Dishwash	Nos		
21	Bleaching Powder (25 Kg) Stable	Bags		
22	Nails (Various Size) 2", 2.5", 3"	Kg		
23	Blade for Lawn Moover (Honda)	Nos		
24	Wire for Grass Cutting Machine (Trimmer Line)	Roll		
25	Cable Clip 6mm	Pkts		
26	Cable Clip 7mm	Pkts		
27	Cable Clip 9mm	Pkts		
28	Engine Oil (for Lawn Moover) Max	Ltr		
29	Mobil 2 T 500 ml (Max)	Nos		
30	Door Curtain Ring	Pkts		
31	Screw 2"	Pkts		
32	Screw 3"	Pkts		
33	Insulation Tape	Roll		
34	Roofing Bolts 1.5"	Pkts		
35	Roofing Bolts 2"	Pkts		
36	Roofing Bolts 2.5"	Pkts		
37	Class Dustbin Plastic	Pcs		
38	Bucket Plastic 10 Ltrs	Pcs		
39	Catapole (water rubber)	Nos		

40	Pad Lock 50mm with Key No engraved (with 3 key)	Nos		
41	Sanitizer Zar (5 Ltrs)	Nos		
42	Hand Sanitizer Bottle 500 ml	Nos		
43	Head for grass cutter	Nos		
44	Brasso Metal Polish	Bottles		
45	Mug Plastic Bright	Nos		
46	Wood Barnish 500 ml	Tin		
47	Robin Blue	Kgs		
48	Whitewash Brush	Nos		
49	Weather Coat (Sig Red)	Ltr		
50	Weather Coat Yellow	Ltr		
51	Weather Coat Green	Ltr		
52	Paint White	Ltr		
53	Paint Black	Ltr		
54	Paint Red	Ltr		
55	Paint Smoke Grey	Ltr		
56	Tarpin Oil	Ltr		
57	Paint Brush 3", 2" & 1'	Nos		
58	Sand Paper	Pcs		
59	Lime bag 10 kg (Apple Brand)	Bags		
60	Tower Bolt Ring (Iron)	Pcs		
61	Welding Rod	Pkt		
62	Carbolic Acid 1 ltr	Bottle		
63	Iron wire Brush	Pcs		
64	Iron/Steel patti	Pcs		
65	Electric wire 1mm	Coil		
66	U PVC pipe hook 1 1/2"	Pkt		
67	J Hook	Pcs		

2. Your quotation for the aforesaid stationery items sealed/packed (mention the title of the quotations on top of envelopes) should reach to the school latest by **23 Dec 2022**. Thereafter, no quotations will be accepted.

Yours Sincerely,

Sd/- x x x x x x x
(Mrs Dola Sarkar Sinha)
Principal
Army Public School, Sukna