



DAV PUBLIC SCHOOL

KALINGA NAGAR, GHATIKIA, BHUBANESWAR - 751029

(Affiliated to C.B.S.E., New Delhi, Affiliation No. 1530121, School No. 15321) U-DISE Code: 21170511377

Ref.No.DAV (KN) 776/2026

Date: 08.04.2026

QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from reputed supplier/ agency for supply of **Office Stationery**. Interested parties may send/ submit their quotations through email/ post/ courier/ by hand for the purpose, which should reach the office of the undersigned on or before **15 April 2026 by 5 PM** positively.

The quotations received either after the stipulated date & time or incomplete in any respect will not be considered. The undersigned reserves the right to cancel either any or all the quotation(s) without assigning any reason thereof.

TERMS & CONDITIONS

1. Rates are to be quoted including all charges.
2. The D.A.V. Public School Kalinga Nagar, Bhubaneswar does not bind themselves to accept the lowest quotation & reserves the right to accept or reject any quotation without assigning any reason whatsoever.
3. The Undersigned reserves the right to place the order to one or more than one supplier /agencies if necessary.
4. Payment will be made after supply of above items subject to verification & satisfaction of the undersigned or through the person in charge of works.


PRINCIPAL

Memo No. DAV(KN) 777 /2026

Date: 08.04.2026

Copy to:

1. The Notice Board / Website of the School for information of public / person concerned on this profession.
2. The Principal D.A.V. Public Schools, of Bhubaneswar & Cuttack for their kind information & with a request kindly to take necessary steps to display the Tender Notice on the School Notice Board for information of the person concerned on this profession/ line.
3. The concerned file for record.


PRINCIPAL

MANAGED BY: DAV COLLEGE MANAGING COMMITTEE, CHITRA GUPTA ROAD, DELHI

Address: Kalinga Nagar, Post: Ghatikia, Bhubaneswar - 751029 (Odisha)

Phone No.: 0674-2386185, Fax: 0674-2386335, E-mail: davkng09@gmail.com, Website: www.davkng.org.in

D.A.V. PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR- 29

QUOTATION FORM IN RESPECT OF SUPPLY OF OFFICE STATIONERY

Name of the Suppliers / Agencies : _____

Complete Address : _____

Contact No / Mobile No : _____

GST No. : _____

Date _____

Sl. No.	Description of Items	Unit	Rate (Including GST)
1	JK Copier A4 Easy 70 GSM	1 cartoon	
2	JK Copier Easy Legal Size	1 Pkt	
3	JK Copier Easy A3 Size	1 Pkt	
4	Bond Paper J.K. A4 (100 sheets)	1 pkt	
5	Register - 4 no	1 pc	
6	Register - 6 no	1 pc	
7	Register - 8 no	1 pc	
8	Register - 10 no	1 pc	
9	Register - 12 no	1 pc	
10	Correction Pen Camlin	1 No.	
11	Rubber Band Good Quality	1 Kg	
12	Stapler No. 10 Plastic Cover	1 No.	
13	Brown Cello Tape 2"	1 No	
14	Colour Chart Paper	1 pc	
15	White Chart Paper	1 pc	
16	Glitter Paper A4	1 pc	
17	Acrylic Color	1 set	
18	Colour paper flag	1 pkt	
19	Cutton Ribbon colour ½"	1 No	
20	Plastic Tray (Big)	1 No	
21	Sketch Pen	1set	
22	Permanent Marker Pen (Thick)	1 No	
23	Permanent Marker Pen (Thin)	1 No	
24	White Board Marker	1 No	
25	Writing Pad	1 No	
26	Double side gum tape	1 No	
27	Fevicol 500 ml	1 No	
28	Push Pin	1 pkt	
29	Origami Paper	1 pkt	
30	Ice Cream Stick	1 bundle	
31	Colour paper A4 Size	1 pkt (100	
32	Binder clip 41mm	1 pkt	
33	Binder Clip 19mm	1 pkt	

34	Binder Clip 32mm	1 pkt	
35	Scissor Medium (Good quality)	1 No	
36	Graph Paper A4 (100 sheet)	1 pkt	
37	Card Board Thick	1 pc	
38	Goldex Ball Pen (5 X 1 pkt)	1 pkt	
39	Green Pen	1 pc	
40	Pencil Kit	1 Pkt	
41	Eraser	1 pc	
42	Sharpener	1 pc	
43	Scale SS Dayal 12"	1 pc	
44	Glossy paper 50 sheet	1 pkt	
45	Crayons	1 pkt	
46	Gift Paper	1 pkt	
47	Plastic Folder	1 pc	
48	Board File	1 pc	
49	Arch File	1 pc	
50	Folder File	1 pc	
51	Ring File	1 pc	
52	Fevicol 100gm	1 pc	
53	Fevicol 500gm	1 pc	
54	Duster (Green Board)	1 pc	
55	Tag (Good Quality)	1 pc	
56	Paper Weight Flat (Good Quality)	1 pc	
57	Stapler	1 pc	
58	Big Size Stapler Pin Kangaroo	1 pc	
59	Small Size Stapler Pin No-10 Kangaroo	1 pc	
60	Chart Paper Big size	1 pc	
61	white	1 pc	
62	red	1 pc	
63	black	1 pc	
64	green	1 pc	
65	yellow	1 pc	
66	blue	1 pc	
67	orange	1 pc	
68	purple	1 pc	
69	pink	1 pc	
70	brown	1 pc	
71	Fevicol big size 500ml	1 bottle	
72	Fevicol small size 200ml	1 bottle	
73	Acrylic Bottle (10 Colour set)	1 box	
74	Paint Brush (Medium size)	1 Pc	
75	Double sided tape	1 pcs	
76	Glitter Paper	1Packet	
77	Golden	1 Packet	
78	Silver	1 Packet	
79	Red	1 Packet	
80	Green	1 Packet	

81	Yellow	1 Packet	
82	Blue	1 Packet	
83	Paper Glass big size	1 pkt	
84	Paper cups big size	1 pkt	
85	Paper Straw long	1 pkt	
86	Card Board sheet	1 pc	
87	Balloons 100 pcs packets	1 pc	
88	Origamy Multicolour A4 Size paper	1 pc	
89	Marker (thin size, blue, black, red)	1 pc	
90	Marker (thick size, blue, black, red)	1 Packet	
91	Pushpin (board pin)	1 Box	
92	Thick satin Ribbon (red, green, blue)	1 pc	
93	Thin satin Ribbon (red, green, blue)	1 pc	
94	Hullahoop (medium size)	1 no	
95	Paper Plate Big size	1 pkt	
96	Paper Plate medium size	1 pkt	
97	Wooden Spoon	1 pkt	
98	Coloured Ice cream stick	1 bundle	
99	Toothpick	1 packet	
100	Hard Zink paper	1 pc	
101	Paper Cutter	1 pc	
102	Designed Scissors (4 types)	1 pc	
103	Stamp Pad	1 pc	
104	T. Pin	1 bundle	
105	Cloth Envelop A/4	1 packet	
106	Cloth Envelop A/3	1 pc	
107	Highlighter Pen	1 pc	
108	Single Punching Machine (Manual) Kangaroo	1 pc	
109	Double Punching Machine (Manual) Kangaroo	1 pc	

Any other Term/ Conditions:

- A. _____
- B. _____
- C. _____
- D. _____

Submitted to the Principal, DAV Public School, Kalinga Nagar, Bhubaneswar.

**Signature of the Quotationer
with Seal**