



# DAV PUBLIC SCHOOL

UNIT - VIII, BHUBANESWAR, ODISHA

AFFILIATED TO CBSE, NEW DELHI, AFFILIATION No.1530006, SCHOOL No. 15342

Ref. No. DAV(UNIT-VIII)/ 997 /2025

Date :24-4-2025

## QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from the agency / supplier / firm for supply of "**Office Stationery**". Interested parties may furnish their rates in the prescribed format through email / post / courier / by hand to the undersigned as per the terms & conditions given below. The last date of receipt of quotation is **02 MAY 2025 (AN)**. The quotation received either after the stipulated date and time or incomplete in any respect will not be considered. The quotation without GST / TIN / PAN number shall not be considered. The envelope containing the quotation must be super scribed as "**QUOTATION FOR OFFICE STATIONERY**". The undersigned reserves the right to cancel either any or all the quotations without assigning any reason thereof.

  
PRINCIPAL

Encl: Form of Quotation

Copy to:

1. The Notice Board & Website of the school for information of all concerned.
2. The Principal, DAV Public Schools, Bhubaneswar & Cuttack with a request to kindly take necessary steps to display the notice on the School Notice Board for information for all concerned.
3. The concerned file for record.



**QUOTATION FOR REQUIREMENT OF OFFICE STATIONERY**  
**FOR THE SESSION 2025-2026**

| Sl. No | Name of the Items                        | Quantity         | Brand            | RATE |
|--------|--|------------------|------------------|------|
| 1      | Single Ruled Register No. 10             | Per No.          | Good Quality     |      |
| 2      | Single Ruled Register No. 12             | Per No.          | Good Quality     |      |
| 3      | Single Ruled Register No. 14             | Per No.          | Good Quality     |      |
| 4      | Single Ruled Register No. 16             | Per No.          | Good Quality     |      |
| 5      | Single Ruled Register No. 18             | Per No.          | Good Quality     |      |
| 6      | Single Ruled Register No. 20             | Per No.          | Good Quality     |      |
| 7      | Peon Book                                | 1 No             | Good Quality     |      |
| 8      | Vehicle Log Book                         | 1 No.            | Good Quality     |      |
| 9      | Alpin                                    | 1 Pkt            | Bell /Other Comp |      |
| 10     | T-Pins                                   | 1 Pkt            | Bell /Other Comp |      |
| 11     | Push Pin (Board Pin)                     | 1 Pkt            | Good Quality     |      |
| 12     | Gem Clips (26 mm & 35 mm)                | 1 Pkt            | Bell             |      |
| 13     | Stapler HP-45                            | 1 No.            | Kangaro          |      |
| 14     | Stapler HP10                             | 1 No             | Kangaro          |      |
| 15     | Stapler Pin 24/6-1m (Small)              | 1 Box (20 Pkts)  | Kangaro          |      |
| 16     | Stapler Pin (No.10-1m) (Big)             | 1 Box (20 Pkts)  | Kangaro          |      |
| 17     | Stamp Pad(Size 88mm X 54mm)              | 1 No.            | Faber-Castell    |      |
| 18     | Stamp Pad Ink                            | 110 ml           | Grape            |      |
| 19     | Stamp Pad Inkless                        | 1 No.            | Good Quality     |      |
| 20     | Knife                                    | 1 No             | Good Quality     |      |
| 21     | Punching Machine (Double Whole)(DP 500)  | 1 No             | Kangaro          |      |
| 22     | Punching Machine (Double Whole)(DP 600)  | 1 No             | Kangaro          |      |
| 23     | Punching Machine (Double Whole)(DP 700)  | 1 No             | Kangaro          |      |
| 24     | Punching Machine (Double Whole)(DP 800)  | 1 No             | Kangaro          |      |
| 25     | Punching Machine(Double Whole) (DP 1000) | 1 No             | Kangaro          |      |
| 26     | Punching Machine (Single Whole)          | 1 No             | Kangaro          |      |
| 27     | Ball Pen(Double Action/ Head)            | 1 Pkt            | Link             |      |
| 28     | Pencil                                   | 1 Pkt            | Apsara/Natraj    |      |
| 29     | Pencil Cutter                            | 1 Pkt            | Natraj           |      |
| 30     | Eraser                                   | 1 no.            | Camlin           |      |
| 31     | Cello Tape 1/2"                          | 1 Roll           |                  |      |
| 32     | Cello Tape 1"                            | 1 Roll           |                  |      |
| 33     | Cello Tape 2"                            | 1 Roll           |                  |      |
| 34     | Colour Cello tape 1"                     | 1 Roll           |                  |      |
| 35     | Colour Cello tape 2"                     | 1 Roll           |                  |      |
| 36     | Steel Scale (Long)                       | 1 No             |                  |      |
| 37     | Plastic Scale (Long)                     | 1 No             |                  |      |
| 38     | Plastic Scale (Small)                    | 1 No             |                  |      |
| 39     | Sketch Pen(12 Colour) Mini size          | 1 Pkt            |                  |      |
| 40     | Sketch Pen(12 Colour) Actual size        | 1 Pkt            |                  |      |
| 41     | Carbon Paper Black (Size 210 X 330)      | 1Pkt (100 sheet) | Kores            |      |
| 42     | Carbon Paper Blue (Size 210 X 330)       | 1Pkt (100 sheet) | Kores            |      |
| 43     | Carbon Paper Black 420 X 330             | 1Pkt (100 sheet) | Kores            |      |
| 44     | Correction Pen                           | 1 No             | Faber-Castell    |      |
| 45     | Correction Fluid and Diluter             | 1 No (15 ml)     |                  |      |
| 46     | Gum Bottle (700 ml)                      | 1 No.            | Grape/Camlin     |      |
| 47     | Rubber Band (Small Size) Non-synthetic   | 1 Kg             | Good Quality     |      |



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|--------|--|------------------|--------------|------|
| 48     | Rubber Band (Big Size) Non-synthetic   | 1 Kg             | Good Quality |      |
| 49     | Tag (Nylon) / (Cotton)                 | 1000 nos.        | Good Quality |      |
| 50     | Budkin                                 | 1 no.            | Good Quality |      |
| 51     | Thread Ball                            | 1 Pkt (4 Ball)   |              |      |
| 52     | Counting Sponge                        | 1 No.            |              |      |
| 53     | Scissor (Big)                          | 1 No.            | Good Quality |      |
| 54     | Scissor (Small)                        | 1 No.            | Good Quality |      |
| 55     | Sealing Wax                            | 1 Pkt (400 Gm)   | Good Quality |      |
| 56     | Duster                                 | 1 Pc.            | Good Quality |      |
| 57     | Plastic Sutuli                         | 1 kg             |              |      |
| 58     | Graph Paper (Both Side)                | 1000 Pcs         | Good Quality |      |
| 59     | Graph Paper (One side)                 | 1000 Pcs.        | Good Quality |      |
| 60     | Paper Weight (Round/Square/Flat)       | 1 Pc             |              |      |
| 61     | CD Marker Pen                          | 1 Pc             |              |      |
| 62     | White Board Marker Pen                 | 1 Pc             |              |      |
| 63     | Permanent Marker Pen                   | 1 Pc             |              |      |
| 64     | Highlighter Pen                        | Per Pkt (6 Nos.) |              |      |
| 65     | Fevi Stick                             | 1 Pc             |              |      |
| 66     | Fevi Gum                               | 1 Pc             |              |      |
| 67     | Glue Stick                             | 1 no. (15 gm)    |              |      |
| 68     | Paper Cutter Small Size                | 1 Pc.            | Good Quality |      |
| 69     | Paper Cutter Big Size                  | 1 Pc.            | Good Quality |      |
| 70     | Cello Tape Cutter Mahine (Big Size)    | 1 Pc.            |              |      |
| 71     | Cello Tape Cutter Machine (Small Size) | 1 Pc.            |              |      |
| 72     | Pencil Battery                         | 1 No.            |              |      |
| 73     | Remote Battery                         | 1 No.            |              |      |
| 74     | Binder Clip (19 mm)                    | 1 Pkt            |              |      |
| 75     | Binder Clip (25 mm)                    | 1 Pkt            |              |      |
| 76     | Binder Clip (32 mm)                    | 1 Pkt            |              |      |
| 77     | Binder Clip (41 mm)                    | 1 Pkt            |              |      |
| 78     | Transparent File Cover                 | Per No.          | Good Quality |      |
| 79     | Colour File Cover                      | Per No.          | Good Quality |      |
| 80     | Arch File (Small Size)                 | 1 No.            | Good Quality |      |
| 81     | Arch File (Big Size)                   | 1 No.            | Good Quality |      |
| 82     | Cobra File                             | 1 No.            | Good Quality |      |
| 83     | Plastic Bottom Folder                  | 1 No.            | Good Quality |      |
| 84     | Plastic Folder (L Folder)              | 1 No.            | Good Quality |      |
| 85     | Stick File                             | 1 No.            | Good Quality |      |
| 86     | Note Pad (Single line 22 Pages)        | 1 No.            | Good Quality |      |
| 87     | Note Pad (Single line 80 Pages)        | 1 No.            | Good Quality |      |
| 88     | Note Pad (Plain 22 Pages)              | 1 No.            | Good Quality |      |
| 89     | Note Pad (Plain 80 Pages)              | 1 No.            | Good Quality |      |
| 90     | Write on removable adhesive notes      | 1 No.            | O Claro      |      |
| 91     | Calculator (12digits)                  | 1 No.            | Good Quality |      |
| 92     | J.K. Copier (A4 size) (Red Pkt)        | 1 Pkt            | 75 GSM       |      |
| 93     | JK Easy Copier (Green Pkt)             | 1 Pkt            | 70 GSM       |      |
| 94     | A4 White Paper (J.K. Copier)           | 1 Pkt            | 100 GSM      |      |



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|--------|---------------------------------------|------------------|----------------------|---------|
| 95     | JK Copier (A3 size) (Red Pkt)         | 1 Pkt            | 75 GSM               |         |
| 96     | JK Copier Legal Size (Red Pkt)        | 1 Pkt            | 75 GSM               |         |
| 97     | A4 Colour Paper 70 GSM                | 1 Pkt            | Good Quality         |         |
| 98     | A4 Colour Paper 100 GSM               | 1 Pkt            | Good Quality         |         |
| 99     | Finger Grip                           | 1 No             | Good Quality         |         |
| 100    | Ball Point Pen                        | 1 Pkt            | Goldex               |         |
| 101    | Ball Point Pen (Rs.5/-)               | 1 Pkt            | Other than Goldex    |         |
| 102    | Ball Point Pen (Rs. 10/-)             | 1 Pkt            | Other than Goldex    |         |
| 103    | Gel Pen                               | 1 Pkt            | Good Quality         |         |
| 104    | Cellophin Paper                       | 1 No.            | Good Quality         |         |
| 105    | Pin Stand                             | 1 No.            | Good Quality         |         |
| 106    | Brown Paper                           | 1 No.            | Good Quality         |         |
| 107    | Board File                            | 1 No.            | Good Quality         |         |
| 108    | Chalk (White) Dust free               | 1 Cartoon        | White Horse          |         |
| 109    | Chalk (White) Dust free               | 1 Cartoon        | Kores                |         |
| 110    | Chalk (Colour) Dust Free              | 1 Cartoon        | Good Quality         |         |
| 111    | Chalk (Colour) Dust Free              | 1 Cartoon        | Kores                |         |
| 112    | Stock Register (Small)                | 1 No.            | Good Quality         |         |
| 113    | Stock Register (Big)                  | 1 No.            | Good Quality         |         |
| 114    | Fly Leaf File                         | 1 No.            | Good Quality         |         |
| 115    | Pen Stand                             | 1 No             | Good Quality         |         |
| 116    | Chart Paper/ Drawing Sheet            | 1 No.            | Good Quality         |         |
| 117    | Double Side Tape                      | 1 No.            | Deer Brand           |         |
| 118    | Clip Board / Exam Board               | 1 No.            | Good Quality         |         |
| 119    | Lamination Pouch Film (Card Size)     | 1 Pkt.           | Excellam             |         |
| 120    | Lamination Pouch Film (A4 Size)       | 1 Pkt.           | Excellam             |         |
| 121    | Pen Drive (16 GB )                    | 1 No.            | HP                   |         |
| 122    | Pen Drive (32 GB )                    | 1 No.            | HP                   |         |
| 123    | Brush Pens (Different Colour)         | 1 Pkt. (12 Nos.) | Camlin               |         |
| 124    | Poster Colour (12 Colour in a Packet) | 1 Pkt            | Good Quality         |         |
| 125    | Fevicol (200 Gram)                    | 1 No.            |                      |         |
| 126    | Permanent Black Marker Pen            | 1 No.            | Good Quality         |         |
| 127    | Permanent Red Marker Pen              | 1 Nos.           | Good Quality         |         |
| 128    | Oddy Glossy Paper A4 size             | 1 Pkt.           | Per pkt (50 sheets)  |         |
| 129    | Oddy Transparent Sheet A4 size        | 1 Pkt.           | Per Pkt (100 sheets) |         |
| 130    | Cross Refill (Original)               | 1 No             | Good Quality         |         |
| 131    | Writing Pad                           | 1 No (Rolling)   | Good Quality         |         |
| 132    | Tissue Paper                          | 1 Pkt.           | Good Quality         |         |
| 133    | Towel Full Size White                 | 1 Nos.           | Good Quality         |         |
| 134    | Towel Full Size Coloured              | 1 Nos.           | Good Quality         |         |
| 135    | Towel for Car (Set)                   | 1 Set            | Good Quality         |         |
| 136    | Lock                                  | 1 Nos.           | Link                 |         |
| 137    | Lock                                  | 1 Nos.           | Mobaj                |         |
| 138    | Packing Cloth                         | 1 Mtr.           | Good Quality         |         |
| 139    | Neddle (Big Size)                     | 1 Nos.           |                      |         |
| 140    | Lakha                                 | 1 Pkt            |                      |         |
| 141    | Candle                                | 1 Pcs.           |                      |         |

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|--------|------------------------------------|----------|-----------------------|------|
| 142    | Match Box                          | 1 Pkt.   |                       |      |
| 143    | Use & Throw Pen (Red, Blue, Black) | 1 Pkt.   | Good Quality          |      |
| 145    | Marker Ink (Blue, Black, Red)      | 1 Nos.   | Faber-Castell/ Camlin |      |
| 146    | Paper Cutter Blade                 | 1 Pkt.   | Good Quality          |      |
| 147    | JK Excel Bond (80 GSM)             | 1 Pkt.   |                       |      |
| 148    | Clay Dough (Multi colour)          | 1 Pkt.   | Faber-Castell         |      |
| 149    | Paper Cutter Board                 | 1 Nos.   | Good Quality          |      |
| 150    | Water Colour (Acrylic)             | 1 Pkt.   | Faber-Castell         |      |
| 151    | Plastic Leaf / Sheet Protector     | 1 Pkt.   | World One             |      |
| 152    | Chart Paper (Different Colours)    | 1 Nos.   | Good Quality          |      |
| 153    | Pencil Pouch (Transparent)         | 1 Nos.   | Good Quality          |      |

NAME OF THE SUPPLIER/ AGENCY/ FIRM:

FULL ADDRESS WITH CONTACT NO.

GST NO

\_\_\_\_\_  
Signature of the Agency/ Supplier/  
Party with date & seal