



DAV PUBLIC SCHOOL

UNIT - VIII, BHUBANESWAR, ODISHA

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

Ref. No. DAV(UNIT-VIII)/ 910 /2026

Date : 8-4-2026

QUOTATION CALL NOTICE

Sealed quotations are invited by the undersigned from the agency / supplier / firm for supply of “**Office Stationery 2026-27**”. 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 **18 APRIL 2026 (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 2026-2027

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/Doms	
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	Gum Bottle (700 ml)	1 No.	Grape/Camlin	
46	Rubber Band (Small Size) Non-synthetic	1 Kg	Good Quality	
47	Rubber Band (Big Size) Non-synthetic	1 Kg	Good Quality	
48	Tag (Nylon) / (Cotton)	1000 nos.	Good Quality	



**QUOTATION FOR REQUIREMENT OF OFFICE STATIONERY
FOR THE SESSION 2026-2027**

Sl. No	Name of the Items	Quantity	Brand	R A T E
49	Budkin	1 no.	Good Quality	
50	Thread Ball	1 Pkt (4 Ball)		
51	Counting Sponge	1 No.		
52	Scissor (Big)	1 No.	Good Quality	
53	Scissor (Small)	1 No.	Good Quality	
54	Sealing Wax	1 Pkt.(400 Gm)	Good Quality	
55	Duster	1 Pc.	Good Quality	
56	Plastic Sutuli	1 kg		
57	Graph Paper (Both Side)	1000 Pcs	Good Quality	
58	Graph Paper (One side)	1000 Pcs.	Good Quality	
59	Paper Weight (Round/Square/Flat)	1 Pc		
60	CD Marker Pen	1 Pc		
61	White Board Marker Pen	1 Pc		
62	Permanent Marker Pen	1 Pc		
63	Highlighter Pen	Per Pkt (6 Nos.)		
64	Fevi Stick	1 Pc		
65	Fevi Gum	1 Pc		
66	Glue Stick	1 no. (15 gm)		
67	Paper Cutter Small Size	1 Pc.	Good Quality	
68	Paper Cutter Big Size	1 Pc.	Good Quality	
69	Cello Tape Cutter Mahine (Big Size)	1 Pc.		
70	Cello Tape Cutter Machine (Small Size)	1 Pc.		
71	Pencil Battery	1 No.		
72	Remote Battery	1 No.		
73	Binder Clip (19 mm)	1 Pkt		
74	Binder Clip (25 mm)	1 Pkt		
75	Binder Clip (32 mm)	1 Pkt		
76	Binder Clip (41 mm)	1 Pkt		
77	Transparent File Cover	Per No.	Good Quality	
78	Colour File Cover	Per No.	Good Quality	
79	Arch File (Small Size)	1 No.	Good Quality	
80	Arch File (Big Size)	1 No.	Good Quality	
81	Cobra File	1 No.	Good Quality	
82	Plastic Bottom Folder	1 No.	Good Quality	
83	Plastic Folder (L Folder)	1 No.	Good Quality	
84	Stick File	1 No.	Good Quality	
85	Note Pad (Single line 22 Pages)	1 No.	Good Quality	
86	Note Pad (Single line 80 Pages)	1 No.	Good Quality	
87	Note Pad (Plain 22 Pages)	1 No.	Good Quality	
88	Note Pad (Plain 80 Pages)	1 No.	Good Quality	
89	Write on removable adhesive notes	1 No.	O Claro	
90	Calulator (12digits)	1 No.	Good Quality	
91	J.K. Copier (A4 size) (Red Pkt)	1 Pkt	75 GSM	
92	JK Easy Copier (Green Pkt)	1 Pkt	70 GSM	
93	A4 White Paper (J.K. Copier)	1 Pkt	100 GSM	
94	JK Copier (A3 size) (Red Pkt)	1 Pkt	75 GSM	
95	JK Copier Legal Size (Red Pkt)	1 Pkt	75 GSM	
96	A4 Colour Paper 70 GSM	1 Pkt	Oddy	



**QUOTATION FOR REQUIREMENT OF OFFICE STATIONERY
FOR THE SESSION 2026-2027**

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



QUOTATION FOR REQUIREMENT OF OFFICE STATIONERY
FOR THE SESSION 2026-2027

Sl. No	Name of the Items	Quantity	Brand	R A T E
145	Use & Throw Pen (Red, Blue, Black)	1 Pkt.	Good Quality	
146	Marker Ink (Blue, Black, Red)	1 Nos.	Faber-Castell/ Camlin	
147	Paper Cutter Blade	1 Pkt.	Good Quality	
148	JK Excel Bond (80 GSM)	1 Pkt.		
149	Clay Dough (Multi colour)	1 Pkt.	Faber-Castell	
150	Paper Cutter Board	1 Nos.	Good Quality	
151	Water Colour (Acrylic)	1 Pkt.	Faber-Castell	
152	Plastic Leaf / Sheet Protector	1 Pkt.	World One	
153	Satin Ribbon (1 inch) (Different Colours)	1 Nos.		
154	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

