



# DAV PUBLIC SCHOOL

SECTOR-6, CDA, CUTTACK-753014

(Affiliated to C.B.S.E., New Delhi, Affiliation No.-1530046, School No.-15341)

Ref.No : DAV(CDA)/520/2026

Date... 17/04/2026

## QUOTATION CALL NOTICE

Sealed quotations are hereby invited by the undersigned from reputed suppliers/agencies for supply of Office Stationeries to **DAV Public School, CDA, Cuttack** for the session 2026-2027 as per specification and list of items given in the quotation format. Interested parties / suppliers / agencies may submit their sealed quotation in the prescribed format on or before **27.04.2026**, by 4:00 pm positively. The quotations received after the stipulated date and time due to postal delay or incomplete in any respect shall not be considered. The quotations without **GST/ CST/ OST/ TIN NO.** shall not be considered. The sealed quotations should be submitted at the office of the undersigned as per the terms & conditions mentioned below. The envelope containing the quotation must be written "**QUOTATION FOR SUPPLY OF OFFICE STATIONERIES**". The undersigned reserves the right to cancel any / all the quotation(s) without assigning any reason thereof.

### Term & Conditions

1. DAV Public School, Sec-6, CDA, Cuttack does not bind themselves to accept the lowest quotation and reserve the right to accept or reject any quotation without assigning any reason whatsoever.
2. The rates must be mentioned as per the brand mentioned in the format.
3. The brand name should be mentioned against the items marked as "Good Quality" in the prescribed format

  
PRINCIPAL  
PRINCIPAL  
DAV Public School  
Sector-6, CDA, Cuttack-14

Encl: As mentioned above

Copy to :

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

MANAGED BY - DAV COLLEGE MANAGING COMMITTEE, CHITRA GUPTA ROAD, NEW DELHI

Address - Sector-6, CDA, Cuttack-753014 (Odisha) Phone No.- 0671-2503443, 2505909

Email : davcda2018@gmail.com / davcda2004@yahoo.com Website : www.davcda.org

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

Name of the Dealers :- \_\_\_\_\_

Complete Address :- \_\_\_\_\_

Mobile No:- \_\_\_\_\_ Email:- \_\_\_\_\_

GST No.. \_\_\_\_\_ PAN No. : \_\_\_\_\_

Sl.No.	Name of the Items	Quantity	Brand	Rate(Including CGST & SGST)
1	Alpin	1 Pkt.	Good Quality	
2	T-pins	1 Pkt.	Good Quality	
3	Push Pin(Board Pin)	1 Pkt.	Good Quality	
4	Gems Clip	1 Pkt.	Good Quality	
5	Stapler (Small)	1 No.	Kangaro	
6	Stapler (Big)	1 No.	Kangaro	
7	Stapler Pin (Small)	1 Box (20 Pkts.)	Kangaro	
8	Stapler Pin (Big)	1 Box (20 Pkts.)	Kangaro	
9	Stamp Pad (Size 88 mm x 54 mm )	1 No.	Faber - Castell	
10	Stamp Pad Ink	110 ml	Grapes	
11	Stamp Pad Inkless	1 No.	Good Quality	
12	Knife	1 No. ,	Good Quality	
13	Punching Machine (Double Whole) DP 600	1 No.	Kangaro	
14	Punching Machine (Single Whole)	1 No.	Kangaro	
15	Pencil	1 Pkt.	Apsara / Natraj	
16	Cutter	1 No.	Natraj	
17	Eraser	1 No.	Natraj	
18	Cello Tape 1/2"	1 Roll	Wonder-555	
19	Cello Tape 1"	1 Roll	Wonder-555	
20	Cellow Tape 2"	1 Roll	Wonder-555	
21	Colour Cello Tape 1"	1 Roll	Wonder-555	
22	Colour Cello Tape 2"	1 Roll	Wonder-555	
23	Steel Scale (Long)	1 No.	Wonder-555	
24	Correction Pen	1 No.	Faber - Castell	
25	Gum Bottle (Fevicol) 100 g.	1 No.	Good Quality	
26	Gum Bottle (Fevicol) 42 g.	1 No.	Good Quality	
27	Rubber Band (Small Size)	1 K.g.	Good Quality	
28	Rubber Band (Big Size)	1 K.g.	Good Quality	
29	Tag (Nylon)	1000 nos.	Good Quality	
30	Thread ball (Examination use)	1 Pkt.( 4 Boll)	Sankha	
31	Counting Sponge	1 No.	Good Quality	
32	Scissor(Big)	1 No.	Good Quality	
33	Scissor(Small)	1 No.	Good Quality	
34	Sealing Wax	1 Pkts( 400 Gm)	Good Quality	
35	Duster	1 Pc	Good Quality	
36	Plastic Sutuli	1 K.g.	Good Quality	
37	Graph Paper (Both Side)	1000 Pc	Camlin	
38	Graph Paper (One Side)	1000 Pc	Camlin	
39	Paper Weight (Round/ Square/ Flat)	1 Pc	Oddy	
40	CD Marker Pen	1 Pc	Faber - Castell	
41	White Board Marker Pen	1 Pc	Faber - Castell	
42	Permanent Marker Pen	1 Pc	Faber - Castell	
43	Highlighter Pen	1 Pc	Camlin	
44	Fevi Stick Gum	1 Pc	Pidilite	
45	Stick Gum	1 Pc ,	Pidilite	
46	Paper Cutter Small Size	1 Pc	Good Quality	
47	Paper Cutter Big Size	1 Pc	Good Quality	
48	Cello Tape Cutter Machine (Big Size)	1 Pc	Cello	
49	Cello Tape Cutter Machine (Small Size)	1 Pc	Cello	

Sl.No.	Name of the Items	Quantity	Brand	Rate(Including CGST & SGST)
50	Remote Battery	1 No.	Duracell	
51	Pencil Battery	1 No.	Duracell	
52	Binder Clip (Small)	1 Pkt.	Oddy	
53	Binder Clip (Medium)	1 Pkt.	Oddy	
54	Binder Clip (Large)	1 Pkt.	Oddy	
55	Transparent File Cover	Good Quality	Good Quality	
56	Colour File Cover	Good Quality	Good Quality	
57	Arch File (Small)	1 No.	King	
58	Arch File (Big)	1 No.	King	
59	Cobra File	1 No.	Lotus	
60	Plastic Bottom Folder	1 No.	Trio	
61	Plastic L Folder	1 No.	Trio	
62	Stick File	1 No.	Trio	
63	Note Pad (Single line 22 pages)	1 No.	Paperkraft	
64	Note Pad (Single line 80 pages)	1 No.	Paperkraft	
65	Note Pad (Plain 22 pages)	1 No.	Paperkraft	
66	Note Pad (Plain 80 pages)	1 No.	Paperkraft	
67	Write on removable adhesive notes	1 No.	O Claro	
68	Calculator(12 digits)	1 No.	Casio	
69	Legal Size White Paper 70 GSM	1 Pkt.	J.K.Copier	
70	Legal Size White Paper 100 GSM	1 Pkt.	J.K.Copier	
71	Finger Grip	1 No.	Kores	
72	Ball Pen (Use & Throw)	1 Pkt.	Elkos	
73	Gel Pen	1 Pkt.	Elkos\Flair	
74	Envelop - (Small)	1 No.	Good Quality	
75	Envelop - (Medium)	1 No.	Good Quality	
76	Envelop - (Big)	1 No.	Good Quality	
77	Cellophin Paper	1 No.	Good Quality	
78	Pin Stand	1 No.	Premier	
79	Brown Paper	1 No.	Good Quality	
80	Board File	1 No.	Good Quality	
81	Chalk (White Non-Dust)	1 Cartoon	Apsara	
82	Chalk (Coloured Non-Dust)	1 Cartoon	Apsara	
83	Sketch Pen	1 Pkt.	Kores	
84	Despatch Register (Small)	1 No.	Krish	
85	Despatch Register (Big)	1 No.	Krish	
86	Gems Clip	1 Pkt.	Grapes	
87	Fly Leaf	1 No.	Good Quality	
88	Pen Stand	1 No.	Ajanta	
89	Chart Paper/Drawing Sheet	1 No.	Good Quality	
90	Calling Bell	1 No.	Ajanta	
91	Double side Tape	1 No.	Oddy	
92	Clip Board/Exam. Board	1 No.	Camlin	

Signature of the Quotationer  
with Address, Phone No and Seal