



ARMY PUBLIC SCHOOL AKHNOOR
(J & K)-181201
SCHOOL CODE-23515 &
CBSE AFFILIATION NO – 780012

1862/APS/

16 Aug 2023

CALL FOR QUOTATION : REQMT OF OFFICE STY FOR THE SESSION 2023-24

1. Quotations are invited for reqmt of Office stationery for the session 2023-24 for APS Akhnoor is attached as per **Appx.**
2. The following specifications are also required to be mentioned in the quotations:-
 - (a) Total Cost of the Work.
 - (b) Discount.
 - (c) **GST, any other charges .**
3. **No advance payment shall be made.** The last date of completing the work is **15 Sep 2023.** If the work does not completed in the stipulated date and time, penalty of two percent of total cost will be charged per week from you, subject to maximum of 10 percent.
4. You are requested to send your quotations by **26 Aug 2023** positively duly addressed in seal envelopes. Quotations will be dropped into the box kept in APS Akhnoor by **26 Aug 2023** by 1500 hrs. In case of quotations send by post, no quotations beyond the stipulated time frame shall be accepted.

(Gesta Devi)
Principal

REQUIREMENT OF OFFICE STY ITEMS : SESSION 2023-24

Ser No	Name of items	A/U	Qty	Rate	Amount
1.	Pencil Doms	Pkt	50		
2.	Tag White Small	Bdl	10		
3.	Thumb Pin/ Drawing Pin medium	Pkt	20		
4.	U Clip Steel big	Pkt	10		
5.	U Clip Steel Small	Pkt	30		
6.	Correction/Whitener Pen	Pkt	05		
7.	Highlighter Pen Light Yellow	Pkt	05		
8.	Envelopes Yellow A4 Size	Nos	1000		
9.	Envelopes Yellow Big	Nos	1000		
10.	Envelopes White Size 12 cm x 5 cm	Nos	500		
11.	Gel Pen Blue Rs 5/- each	Pkt	10		
12.	Stamp Pad Blue Small	Nos	05		
13.	Ink Blue for Stamp Pad	Nos	20		
14.	Gum Tube Small	Nos	50		
15.	Drawing Sheet Pink	Nos	100		
16.	Drawing Sheet White	Nos	100		
17.	Transparent Tape Large White 2 inch	Nos	20		
18.	Binder Clip Big Black size 32 mm	Pkt	20		
19.	Binder Clip Medium Black Size 25 mm	Pkt	30		
20.	Binder Clip Small Black Size 19 mm	Pkt	20		
21.	Binder Clip Small Black Size 55 mm	Pkt	30		
22.	Paper A4 JK	Ream	200		
23.	Paper FS JK	Ream	100		
24.	Paper Cutter Steel Kangaroo Small	Nos	10		
25.	Talc Sheet 2 Ft wide, 50 Mtr	Roll	03		
26.	Binding Brown Tape 2 inch, 50 Mtr	Nos	10		
27.	Transparent Tape Large White ¾ inch	Nos	20		
28.	Glue Stick Kores 15 Gms	Nos	100		
	Total				

Ser No	Name of items	A/U	Qty	Rate	Amount
29.	Sticky Flags Coloured	Pkt	05		
30.	Stick Pad Yellow Small	Pkt	10		
31.	Stapler Small 10 mm Kangaroo	Nos	10		
32.	Permanent Marker Pen Black Small	Nos	30		
33.	Fevicol 500 Gm	Nos	05		
34.	Marker Pen White Board Washable	Nos	1000		
35.	Marker Ink Black & Blue	Nos	400		
36.	Dustless White Chalk Kores- 50 Pcs	Pkt	300		
37.	Dustless Coloured Chalk Kores - 50 Pcs	Pkt	240		
38.	Duster Oddy	Nos	300		
39.	CD Normal (Pkt of 50 each)	Pkt	05		
40.	Re- writable DVD (Pkt of 50 each)	Pkt	02		
41.	CD Envelopes Brown	Nos	100		
42.	File Cover Plain	Nos	1000		
	G/ Total				