

**REQUEST FOR PROPOSAL FOR PURCHASE OF ANNUAL STATIONERY**

Tele: 020-25290084

Army Public School Khadakwasla  
National Defence Academy  
PO NDA Khadakwasla  
Pune-411 023

20/REQ/APSKH

15 Jun 2022

2022-6-22 10:18

Dear Sir/Madam

1. Your quotation in sealed cover is invited for Purchase of Annual Stationery as per commercial Bid Format details attached at Appendix 'A'

2. The address and contact numbers for sending bids:-

**PRINCIPAL,  
ARMY PUBLIC SCHOOL KHADAKWASLA  
BARRACK NO. 3,  
NATIONAL DEFENCE ACADEMY  
PUNE -411023**

3. The rate(s) Quoted by you should be inclusive of GST should be shown separately if chargeable.

4. Your quotation should be valid for a period of 1 year from the date of submission.

5. 100% payment of the stationary delivered & accepted will be made through cheque.

6. If your quotation is accepted, supply of the stores and completion will have to be rendered within 10 days from the date of placing a supply order by this school as mentioned in the supply order.

7. Your quotation envelope be marked in the block letters as **PURCHASE OF ANNUAL STATIONERY** last dated 30 June 2022

8. The undersigned reserves the right to reject any or all the quotations/letters without assigning any reason.



Flt Lt (Mrs) Sunita Dixit (Retd)  
Principal  
APS, Khadakwasla

## COMMERCIAL BID FOR PURCHASE OF ANNUAL STATIONERY

| Sl. No. | Item  | Qty. | Deno. | Rate (Rs.) | Total Amt. | GST<br>(In %) | GST<br>(IN Rs.) | Total Amount<br>With GST |
|---------|---|------|-------|------------|------------|---------------|-----------------|--------------------------|
| 1       | White Board Marker Camlin<br>(Red,Black,Green, Blue) Each 2                                   | 8    | Nos.  |            |            |               |                 |                          |
| 2       | White Board Duster primer   | 2    | Nos   |            |            |               |                 |                          |
| 3       | Fevicol Bottle 200 Gms camlin   | 58   | Nos   |            |            |               |                 |                          |
| 4       | Fevicol Pkt - 1 Kg.   | 11   | Nos   |            |            |               |                 |                          |
| 5       | Cutter Big Natraj   | 2    | Nos   |            |            |               |                 |                          |
| 6       | Cutter Small Natraj   | 2    | Nos   |            |            |               |                 |                          |
| 7       | Cutter Blades Big and Small   | 2    | Nos   |            |            |               |                 |                          |
| 8       | Sutali Roll   | 20   | Nos   |            |            |               |                 |                          |
| 9       | 2 Way Tape  | 30   | Nos   |            |            |               |                 |                          |
| 10      | Brown Tape - Big  | 54   | Nos   |            |            |               |                 |                          |
| 11      | Transparent Tape Half Inch  | 6    | Nos   |            |            |               |                 |                          |
| 12      | Cut Nib Calligraphy Marker (No.2)Block  | 2    | Nos   |            |            |               |                 |                          |
| 13      | Fevistick Camlin/Pidilite/Cores   | 35   | Nos   |            |            |               |                 |                          |
| 14      | Puchning Holes Secured Sticker  | 1    | Nos   |            |            |               |                 |                          |
| 15      | Acrylic Tube Colour Box - 24 Shade  | 1    | Nos   |            |            |               |                 |                          |
| 16      | White Chart Paper   | 400  | Nos   |            |            |               |                 |                          |
| 17      | Black Chart Paper   | 100  | Nos   |            |            |               |                 |                          |
| 18      | Chart Paper (Blue,Pink,Yellow &<br>Green) 25 Each   | 100  | Nos   |            |            |               |                 |                          |
| 19      | Tinted Paper (Red,Blue,Yellow,Pink, Purple<br>orange,green,light Green & Brown - Each 50      | 500  | Nos   |            |            |               |                 |                          |
| 20      | Fluorescent paper (Orange,Green,Light Green<br>Blue,Red,Yellow,Pink,Purple _ Each 50          | 950  | Nos   |            |            |               |                 |                          |
| 21      | A 4 Size Colour Paper Pkt   | 5    | Nos   |            |            |               |                 |                          |
| 22      | Soft Board Thumb Pin Box  | 189  | Pkt   |            |            |               |                 |                          |
| 23      | Satin Ribbon (1 CM-Red,Blue,White- 15 Each  | 45   | Nos   |            |            |               |                 |                          |
| 24      | Silver Ribbon - Half Inch   | 5    | Nos   |            |            |               |                 |                          |
| 25      | Golden Ribbon - Half Inch   | 5    | Nos   |            |            |               |                 |                          |
| 26      | Ivory Sheet (For Greeting)  | 50   | Nos   |            |            |               |                 |                          |
| 27      | Ivory Sheet (For Greeting) Pkt  | 1    | Nos   |            |            |               |                 |                          |
| 28      | Paper quilling strips Pkt (1cm) - Red, White<br>Orange, Blackm Green, Blue - 2 Each           | 12   | Nos   |            |            |               |                 |                          |
| 29      | Paper quilling strips Pkt (1cm)   | 4    | Nos   |            |            |               |                 |                          |
| 30      | Acrylic colour Box Camlin   | 4    | Nos   |            |            |               |                 |                          |
| 31      | Sketch Pen Packet Camlin  | 43   | Nos   |            |            |               |                 |                          |
| 32      | Whitner Pen Camlin  | 2    | Nos   |            |            |               |                 |                          |
| 33      | Glitter Pen Pkt Flair   | 2    | Nos   |            |            |               |                 |                          |
| 34      | White Rangoli Powder Sack   | 1    | Nos   |            |            |               |                 |                          |
| 35      | Rangoli Colours (Red,Yellow,Blue,Orange,Rama<br>Mauv,Pink,Green,Lt. Green,Purple - Each 1 Kg. | 10   | Nos   |            |            |               |                 |                          |
| 36      | Camlin Golden Series Brush Set - Round  | 2    | Nos   |            |            |               |                 |                          |
| 37      | Camlin Golden Series Brush Set - Flat   | 2    | Nos   |            |            |               |                 |                          |
| 38      | Poster Colour Box - Camlin  | 4    | Nos   |            |            |               |                 |                          |
| 39      | Pearl Colours 6 Shade - Camlin  | 2    | Nos   |            |            |               |                 |                          |
| 40      | Oil Pastel Colour Box (50 Shades) - Camlin  | 2    | Nos   |            |            |               |                 |                          |
| 41      | Colour Pencil 48 Colour Shade - Camlin  | 1    | Nos   |            |            |               |                 |                          |
| 42      | Flower making material (Golden Wire, Green<br>Paper Tape, Duplex Crepe Paper Etc.)            | 1    | Nos   |            |            |               |                 |                          |
| 43      | Handmade Paper (Black,Marron - 5 Each)  | 10   | Nos   |            |            |               |                 |                          |
| 44      | Cardboard for placard   | 50   | Nos   |            |            |               |                 |                          |
| 45      | Canvas 12" x 16" - Camel/Faiber Conter  | 7    | Nos   |            |            |               |                 |                          |
| 46      | Acrylic colours 500ml (Red,Black,White,Green,<br>Blue,Yellow,Orange,Purple - 1 Each) Camlin   | 8    | Nos   |            |            |               |                 |                          |
| 47      | Blocks for Batick Printing  | 6    | Nos   |            |            |               |                 |                          |
| 48      | Batick Colours  | 10   | Nos   |            |            |               |                 |                          |

|    |   |      |       |  |  |  |  |
|----|---|------|-------|--|--|--|--|
| 49 | Paper making screen Kit                   |      |       |  |  |  |  |
| 50 | Mold It clay - Pidiite                    | 1    | Nos   |  |  |  |  |
| 51 | Rubber Band Big Size (500 Gms)            | 1    | Nos   |  |  |  |  |
| 52 | Threads Cotton White Colour               | 3    | Pkt   |  |  |  |  |
| 53 | Scissors Medium Size - Gorila             | 50   | Boxes |  |  |  |  |
| 54 | Stapler Medium Size - Kangaro             | 31   | Nos.  |  |  |  |  |
| 55 | Leafs - Plastic Cover                     | 4    | Nos.  |  |  |  |  |
| 56 | Steel Scale 12 inch                       | 50   | Nos.  |  |  |  |  |
| 57 | Marker - OHP Black Camel                  | 23   | Nos.  |  |  |  |  |
| 58 | Marker - OHP Blue Camel                   | 46   | Nos   |  |  |  |  |
| 59 | Markerr - OHP Red Camel                   | 45   | Nos   |  |  |  |  |
| 60 | Highlighters                              | 1    | Nos   |  |  |  |  |
| 61 | Stick Notes 3 x 4 inch yellow             | 62   | Nos   |  |  |  |  |
| 62 | Stick Notes Flag 4 x 7 inch               | 4    | Nos   |  |  |  |  |
| 63 | Colour Papers A4 Size 80 GSM              | 5    | Nos   |  |  |  |  |
| 64 | Drawing Sheet A3 Size 120 Gsm             | 30   | Nos.  |  |  |  |  |
| 65 | White Paper A 4 Size 70 GSM               | 1000 | Nos.  |  |  |  |  |
| 66 | White Paper B 4 Size 70 GSM               | 210  | Rims  |  |  |  |  |
| 67 | Note Book Long 100 Pgs Classmate          | 70   | Rims  |  |  |  |  |
| 68 | Note Book Long 200 Pgs Classmate          | 50   | Nos.  |  |  |  |  |
| 69 | Note Book small 100 Pgs Classmate         | 50   | Nos.  |  |  |  |  |
| 70 | Note Book small 200 Pgs Classmate         | 25   | Nos.  |  |  |  |  |
| 71 | Chalk White                               | 25   | Nos.  |  |  |  |  |
| 72 | Chalk Holder                              | 239  | Boxes |  |  |  |  |
| 73 | Stapler Small Kangaro                     | 14   | Nos   |  |  |  |  |
| 74 | Punch Machine Double Hole Kangaro         | 21   | Nos   |  |  |  |  |
| 75 | Transparent Tape one Inch                 | 14   | Nos   |  |  |  |  |
| 76 | Brown Cover 36 x 28                       | 45   | Nos   |  |  |  |  |
| 77 | Duster Normal                             | 39   | Nos   |  |  |  |  |
| 78 | Glue Stick 8gms Camel                     | 39   | Nos   |  |  |  |  |
| 79 | Ball Point Pen Blue Flair/Reynolds        | 69   | Nos   |  |  |  |  |
| 80 | Ball Point Pen Red Flair/Reynolds         | 99   | Nos   |  |  |  |  |
| 81 | Whitener (Correction Pen) Camel           | 39   | Nos   |  |  |  |  |
| 82 | White Paper Legal Size 70 GSM             | 49   | Nos   |  |  |  |  |
| 83 | Stapler Pin (Big) Kangaro                 | 50   | Nos   |  |  |  |  |
| 84 | Flag - Big 15 & Small 05                  | 5    | Pkt   |  |  |  |  |
| 85 | Tag                                       | 20   | Pkt   |  |  |  |  |
| 86 | Box File                                  | 20   | Bdl   |  |  |  |  |
| 87 | Pencil Apsara                             | 50   | Nos   |  |  |  |  |
| 88 | Calculator                                | 5    | Pkt   |  |  |  |  |
| 89 | Pen (Uniball eye) - lue 5 & Green 5       | 2    | Nos   |  |  |  |  |
| 90 | Blank DVD ( 50 Pis)                       | 10   | Nos   |  |  |  |  |
| 91 | Blank CD (50 Pis)                         | 1    | Boxes |  |  |  |  |
| 92 | Refil (Blue, Black & Red)                 | 1    | Boxes |  |  |  |  |
| 93 | Eraser Apsara                             | 20   | Nos   |  |  |  |  |
| 94 | Binder Clip (small) 12 Pis                | 1    | Pkt   |  |  |  |  |
| 95 | Binder Clip (Big) 12 Pis                  | 1    | Pkt   |  |  |  |  |
| 96 | Paper Tape                                | 1    | Pkt   |  |  |  |  |
| 97 | Plastic Number for Enrolment Board 1 Inch | 2    | Nos   |  |  |  |  |
| 98 | Plastic Number for Enrolment Board 2 Inch | 1    | Nos   |  |  |  |  |
| 99 | Plastic Alphabets for Enrolment Board     | 1    | Nos   |  |  |  |  |
|    | <b>Total</b>                              |      |       |  |  |  |  |
|    | <b>GST</b>                                |      |       |  |  |  |  |
|    | <b>Total Amount</b>                       |      |       |  |  |  |  |
|    | <b>GST No. to be stamped</b>              |      |       |  |  |  |  |

Company Seal

(Authorised signatory of Company)

Place

Presiding Officer \_\_\_\_\_

Date : \_\_\_\_\_

Member 1 \_\_\_\_\_

Member 2 \_\_\_\_\_

2022-6-22 10:20