

MISSION STATEMENT

To promote the idea of holistic education for all students with an emphasis on scholastic and co-scholastic areas instilling the values of life, inculcating Self-discipline, Effective communication and Critical thinking with a sensitivity towards Environment.



ESTD. : 1997

Delhi Public School Dhaligaon

(Under the aegis of the Delhi Public School Society, New Delhi)

CBSE Affiliation No. - 230024

BGR Township :: Dhaligaon :: Dist. Chirang :: BTAD :: Assam :: PIN -783 385

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Ref. No.:

Date: 28-08-2025

TENDER NOTICE

Sub: Invitation of Open Tender for Supply of Stationery & General Items

Sealed tenders are invited from reputed and experienced vendors/proprietors for the supply of Stationery & General items required for the school, as per the list enclosed in Annexure-I.

1. Submission of Tender:

- Last date & time for submission: 03-09-2025 (Wednesday) up to 11:30 a.m.
- Venue: Office of the Principal, DPS Dhaligaon.

2. Opening of Tender:

- Date & time: 04-09-2025 (Thursday) at 1:30 p.m. in the office of the undersigned.
- In case of bandh/holiday, the tender will be opened on the next working day at the same time
- Bidders or their authorized representatives may remain present at the time of opening.

3. GST Compliance:

- Bidders must have a valid GST Registration Number and mention the same in their quotation.
- The vendor shall ensure that GST rules and invoicing requirements are strictly complied with.
- Applicable GST rates should be clearly mentioned in the quotation.

4. Terms & Conditions:

- The order will be awarded to the party quoting the lowest price (L1).
- The supply of items must be completed within 10 days from the date of the supply order.
- The school reserves the right to cancel, modify, or reject any or all tenders without assigning any reason.
- The Committee will first verify the quality of the materials quoted by the L-1 bidder. The order will be placed only if the quality is found satisfactory. In case the materials do not meet the required standards, the Committee reserves the right to cancel the offer and consider the L-2 bidder, and so on.

Interested vendors are requested to submit their quotations in a sealed envelope clearly marked

"Tender for Stationery & General Items".

For details of required items and quantity, please refer to Annexure-I attached.

Principal

Delhi Public School, Dhaligaon

Vendor Declaration Format (To be submitted along with quotation)

I/We hereby declare that:

1. I/We hold a valid GST Registration bearing GSTIN:
2. My/Our PAN No. is:
3. The rates quoted are inclusive/exclusive of GST (as mentioned in the quotation).
4. I/We undertake to comply with all statutory provisions regarding GST and other applicable laws.
5. All information furnished is true and correct to the best of my/our knowledge.

Signature with Seal

Name of Proprietor / Authorized Signatory

Date:

DELHI PUBLIC SCHOOL, DHALIGAON

ANNEXURE-I

REQUIREMENT LIST FOR SUPPLY OF STATIONERY AND GENERAL ITEMS FOR THE SESSION 2025-26

1	2	3	4	5	6
Sl. No	Items & Specification	Total Quantity		Rate (in Rs.)	Total Amounts
1	Acrylic Colour (5 Diff. Colour)	50	Nos.		
2	Adhesive Paper A4 Size	1	Pkt.		
3	Alpin (King) 50gm	1	Pkts.		
4	Art / Drawing Paper (Blue)	42	Pcs.		
5	Art / Drawing Paper (Green)	8	Pcs.		
6	Art / Drawing Paper (Orange)	16	Nos.		
7	Art / Drawing Paper (Pink)	34	Pcs.		
8	Art / Drawing Paper (Red)	24	Nos.		
9	Art / Drawing Paper (White)	16	Pcs.		
10	Art / Drawing Paper (Yellow)	40	Pcs.		
11	Ball Pen (Blue)	12	Nos.		
12	Ball Pen (Red) Pentonic	24	Nos.		
13	Band Aid (Water Proof)	1	Bottle		
14	Blade	10	Pkts.		
15	Board Pin (Plastic Coated) Kores/ Camel/ Zebra	113	Pkts.		
16	Bottle Brush (Small & Medium) (2 each)	4	Nos.		
17	Burnol Ointment	2	Kg.		
18	Candle (6x1) Big Size	6	Pkts.		
19	Candle Stand	2	Nos.		
20	Cellotap (48mm x 65mtrs) Trasparent, Big Size	29	Nos.		
21	Chalk (Coloured) Apsara	7	Pkts.		
22	Correction Pen/ Whitner Pen (Flair/ Kores/ Camlin)	34	Nos.		
23	Cotton Cloth (Light Pink Colour))	10	Mtrs.		
24	Cotton Cloth (Parrot Green Colour)	3	Mtrs.		
25	Cotton Cloth (Sky Blue Colour)	10	Nos.		
26	Cotton Roll Small (Non-soiled)	1	Roll		
27	Cover File (Oxford/ Ambasadar/ Corporate)	9	Nos.		
28	Doormat (made of Jhute) (1.5 ft x 2.5 ft)	25	Nos.		
29	Doormat (made of Jhute) (3 ft x 6 ft)	6	Nos.		
30	Double Tape	24	Balls		
31	Duster for Computer	1	No.		
32	Dusting Cloth	4	Pads		
33	Envelopes (10" x 12") Yellow (inner plastic lemination)	2000	Nos.		
34	Envelopes (4.5" x 10") Brown	500	Pkts.		
35	Envelopes (4.5" x 10") Brown Printed	200	Nos.		
36	Envelopes (4.5" x 9.5") Brown	940	Nos.		
37	Envelopes (A4 Size Yellow)	1200	Nos.		
38	Fevicol Tube (200 gm)	56	Tubes		
39	Flate File (Oxford/ Ambassador/ Corporate)	4	Nos.		



1	2	3	4	5	6
Sl. No	Items & Specification	Total Quantity		Rate (in Rs.)	Total Amounts
40	Folder Clip (Binder Clip) (Medium Size)	10	Tucks		
41	Folder Clip (Binder Clip) (Medium Size)	12	Nos.		
42	Folder File (Plastic)	20	Nos.		
43	Glitter Pen	20	Pkts.		
44	Glitter Pen (3D) 5 Diff. Colour)	25	Nos.		
45	Graph Sheet (Big Size)	25	Sheets		
46	Handwash / Liquid Soap (Detol/Lifeboy/Savlon) Bottle	18	Bottle		
47	INK TANK PRINTER (EPSON) MEDIUM Rang	1	No.		
48	Marker Pen (Black) Microtips Kores	23	Nos.		
49	Marker Pen (Blue) Paper writing	7	Nos.		
50	Marker Pen (Green) Paper writing	6	Nos.		
51	Marker Pen (Red) Paper writing	8	Nos.		
52	Match Box	1	Pkt.		
53	National Gong Bell (Size 6 No.)	6	Nos.		
54	Nirma Powder (in Kg)	6	Kg.		
55	Oil Pestel (Big Size)	5	Pkts.		
56	Paper Cutter (Big Size)	2	Nos.		
57	Paper Tray	2	Nos.		
58	Pencil (Apsara)	1	Pkts.		
59	Pencil Artline (Sketch Pencil)	2	Pkts.		
60	Pencil Battery	40	Nos.		
61	Pencil Eraser (Apsara)	22	Nos.		
62	Pencil Sharpner (Apsara)	1	Box.		
63	Plastic Mug (2 Ltrs Capacity)	12	Nos.		
64	Poster Colour Normal Size	5	Pkts		
65	Poster Colour Normal Size	20	Pkts.		
66	Power Paper A4 (75 GSM)	22	Pkts.		
67	Power Paper A4 (75 GSM) (Light Blue Colour)	1	Pkts.		
68	Power Paper A4 Size (Thick, Light Green Paper) (75 GSM)	5	Pkts.		
69	Power Paper F/S (Legal Size) (75 GSM)	180	Pkts.		
70	Printer Cartridge (Canon LBP 3100) (Exam. Block 1)	8	Nos.		
71	Printer Cartridge (Canon LPB-2900B)(BMN)	1	Nos.		
72	Printer Cartridge (CBSE) (HP Coloure No. P1106)	2	Nos.		
73	Printer Cartridge (HP Laserjet 1020 plus)	10	Nos.		
74	Printer Cartridge (Versalink B600 Cartridge) Acctt. Deptt.	1	Nos.		
75	Rechargeable Cells	4	Nos.		
76	Rechargeable Lighter for lighting Candles	1	Box.		
77	Register 4 No. (Commandar)	80	Nos.		
78	Register 8 No. (Commandar)	9	Nos.		
79	Room Freshners	15	Bottle		
80	Round Stamp (written "DPS Library")	2	Nos.		

1	2	3	4	5	6
Sl. No	Items & Specification	Total Quantity		Rate (in Rs.)	Total Amounts
81	Savlon	2	Pairs		
82	Scale Plastic (Good Quality - 30 cm)	5	Nos.		
83	Scissor (Small)	11	Nos.		
84	Scroch Brush	12	Nos.		
85	Sketch Pen(Standard size Camel/ Luxor) 12 colour	62	Pkts.		
86	Sparcle Scrub Pad	12	Nos.		
87	Staff Attendance Register (good Quality)	12	Nos.		
88	Stamp Pad (Big Size)	1	Nos.		
89	Stapler No. 10 (Kangaroo/ Kores)	4	Nos.		
90	Stapler Pins 10 No. (Small Pkts)	33	Tucks		
91	Stick file (Corporate)	10	Nos.		
92	Surf Excel (Kg)	7	Kg.		
93	Table Cover (12 ft X 5 ft) Marron Colour	4	No.		
94	Table Cover (5 ft x 10 ft) White Colour	6	No.		
95	Table Cover (6 ft X 5 ft) Marron Colour	14	Nos.		
96	Towel Hand Towel (Good quality) (12 x 24 inch)	41	Nos.		
97	Tray Cover Silk (Pink & Green)(2mtrs each)	4	Nos.		
98	USB Hub (with 4 shocket)	1	Nos.		
99	Vim Bar (100 gm)	18	Nos.		
100	Wall Clock (Ajanta)	1	Nos.		
101	Water Sponge (Good Qwality)	4	Nos.		
102	Xerox IR 2925 (NPG 90) Canon	6	Nos.		
Note : Quoted Rates must be inclusive of GST.				TOTAL :	

Sign. & Seal of Quoter