

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.: D.P.S.D.H./ADM/49/26

Date : 19. - 06 - 2026

To

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Sub: Inviting Tender for supply of stationery and general items.

Dear Proprietor,

Sealed tenders are hereby invited for supply of stationery and general items as per the list attached herewith in Annexure-I.

The last date for submission of tenders in the office of DPS Dhaligaonis 22-07-2026 (Monday.....) latest by 11:30AM.

Tenders will be opened on 22-07-2026 (Wednesday) at 1:30 p.m. In case, if there is any bandh or holiday, tenders will be opened on the next working day at the same time. If proprietor wants, he or his representative may be present on the said date and time during the opening of the tender.

After opening tenders, order will be placed to the party quoting the lowest price. The items should be supplied within 15 days of the order placed.

Please note that the school reserves the right to cancel the order with or without any reason.

Thanking you.

Principal

DELHI PUBLIC SCHOOL DHALIGAON
SESSION 2026-27

Ref No.: DPSDH/Adm/49/26.

Date: 19 / 06 /2026

NOTICE INVITING TENDER

Subject: Seeking sealed Tender for Printing/Stationery Items.

Sealed Tender are invited from authorized dealers / suppliers/contractors for the Printing/Stationery Items:

Terms & Conditions:

1. **Rate:** Tendered rate per unit inclusive of all taxes, GST, transport, loading/unloading, and other charges. Rates must be valid for current session i.e. from last date of submission to the last date of this session (31-03-2027).
2. **Submission:** Tender must be in sealed envelope super scribed "Tender for Printing / Stationery" and reach office by 06 / 07 /2026 up to 1:30 PM. Late Tender will be rejected.
3. **Documents:** Attach copy of PAN, GST registration, Trade License, and Bank details.
4. **Delivery:** Items to be delivered within 15 days from date of supply order at [Office/School Address]. No extra delivery charges will be paid.
5. **Release of goods as per requirement:** All the ordered goods will not to be delivered at a time. Some goods need to be delivered as per requirements submitted. In that case the rates should be remain same as quoted within session 2026-27. For example, printer cartridge, Fevicol etc.
6. **Payment:** 100% payment after successful delivery, verification and inspection by committee. Payment via PFMS (Public Financial Management System /NEFT (National Electronic Funds Transfer)/ Cheques only. No scope for advance payment.
7. **Quality:** Supply must be as per specification. Sub-standard / Defective items will be rejected at supplier's cost.
8. **Cancellation:** The undersigned reserves the right to accept/reject any or all Tender without assigning any reason. Quantity may increase/decrease.
9. **Jurisdiction:** All disputes are subject to Chirang Court jurisdiction only.



Principal

Delhi Public School Dhaligaon

Contact No.: 9085962741

DELHI PUBLIC SCHOOL, DHALIGAON

REQUIREMENTS OF STATIONERY AND GENERAL ITEMS FOR THE SESSION 2026-27

| 1 | 2 | 3 | 4 | 5 | 6 |
|---------|------------------------------------------------------|----------------|--------|--------------------|---------------|
| Sl. No. | Items & Specification | Total Quantity | | Est. Rate (in Rs.) | Total Amounts |
| 1 | 3 D Glitter Each Colour | 5 | Pcs | | - |
| 2 | 32 mm Black Binder Clip | 2 | Nos. | | - |
| 3 | Acrylic Colour Each Colour | 20 | Box. | | - |
| 4 | Adhesive Paper A4 Size | 1 | Pkt. | | - |
| 5 | Alpin | 4 | Ptks | | - |
| 6 | Antivirus | 2 | Nos. | | - |
| 7 | Arch File / Box File (Oxford) | 24 | Nos | | - |
| 8 | Art / Drawing Paper (Black) | 32 | Pcs. | | - |
| 9 | Art / Drawing Paper (Blue) | 52 | Pcs | | - |
| 10 | Art / Drawing Paper (Green) | 52 | Pcs. | | - |
| 11 | Art / Drawing Paper (Orange) | 32 | Nos. | | - |
| 12 | Art / Drawing Paper (Pink) | 40 | Pcs. | | - |
| 13 | Art / Drawing Paper (Red) | 52 | Nos. | | - |
| 14 | Art / Drawing Paper (White) | 98 | Pcs. | | - |
| 15 | Art / Drawing Paper (Yellow) | 52 | Pcs. | | - |
| 16 | Artist water Colour | 5 | Pcs. | | - |
| 17 | Attendance Register (Staff) | 12 | Pcs. | | - |
| 18 | Ball Pen (Black) | 5 | Bottle | | - |
| 19 | Ball Pen (Red) | 5 | Nos. | | - |
| 20 | Balloons (Medium Size) | 1 | Pkts | | - |
| 21 | Blade | 50 | Pkts. | | - |
| 22 | Board Pin (Plastic Coated) Kores/ Camel/ Zebra | 206 | Pkts. | | - |
| 23 | Brown Tape | 38 | Nos. | | - |
| 24 | Camel Oil Pastel Colour 15 Shades | 5 | Sets | | - |
| 25 | Camel Oil Pastel Colour 25 Shades | 5 | Sets | | - |
| 26 | Camel Oil Pastel Colour 50 Shades | 3 | Sets | | - |
| 27 | Candle (6x1) Big Size | 5.0 | Pkts. | | - |
| 28 | Cellotape (12mm x 65mtrs) Trasparent | 8 | Nos. | | - |
| 29 | Cellotape (24mm x 65mtrs) Trasparent | 43 | Nos. | | - |
| 30 | Cellotape (48mm x 65mtrs) Trasparent | 5 | Nos. | | - |
| 31 | Chalk Pencil (Coloured) Apsara | 14 | Pkts. | | - |
| 32 | Chalk Pencil (White Dust Free) Apsara | 50 | Pkts. | | - |
| 33 | Clip Board (Regal) | 10 | Nos. | | - |
| 34 | Correction Pen/ Whitener Pen (Flair/ Kores/ Camlin) | 30 | Nos. | | - |
| 35 | Cover File (Oxford/ Ambasadar/ Corporate) | 124 | Nos. | | - |
| 36 | Craft Paper (streamer) Ribbon (Different Colour) | 2 | Bottle | | - |
| 37 | Cup | 10 | Nos | | - |
| 38 | Detol 250 ml | 1.0 | No | | - |
| 39 | Doormat Big Siz | 1 | Ps | | - |
| 40 | Dry Cell | 2 | Pcs. | | - |
| 41 | Dustbin for Classroom Use (With Cover) | 36 | No. | | - |
| 42 | Duster (Omega) | 51.0 | Nos. | | - |
| 43 | Dusting Cloth | 2 | Pads | | - |
| 44 | Envelopes (4.5" x 10") Brown (Printed) | 500 | Pkts. | | - |

| 1 | 2 | 3 | 4 | 5 | 6 |
|---------|------------------------------------------------------|----------------|--------|--------------------|---------------|
| Sl. No. | Items & Specification | Total Quantity | | Est. Rate (in Rs.) | Total Amounts |
| 45 | Envelopes (4.5" x 9.5") Brown | 700 | Nos | | - |
| 46 | Envelopes (A4 Size Yellow) | 2,400 | Nos | | - |
| 47 | Fevicol Tube (200 gm) | 152 | Tubes | | - |
| 48 | File Tray (Plastic) | 1 | No | | - |
| 49 | Flat File (Oxford/ Ambassador/ Corporate) | 90 | Nos. | | - |
| 50 | Folder File Plastic | 80 | Nos. | | - |
| 51 | Gems Clip | 44 | Bottle | | - |
| 52 | Glitter Pen | 20 | Pcs | | - |
| 53 | Glossy Papper 180 gsm photo paper for report card | 700 | Nos | | - |
| 54 | Graph Sheet (A4 Size 100 sheet Pkt) | 13 | Pkts | | - |
| 55 | Guarder /Rubber Band (Small & Big) | 3.0 | Kg. | | - |
| 56 | Handwash / Liquid Soap (Detol/Lifeboy/Savlon) Bottle | 21 | Bottle | | - |
| 57 | Highlighter Pen (Diff. Colour) | 2 | Nos. | | - |
| 58 | INK TANK PRINTER (EPSON) MEDIUM Rang | 1 | No. | | - |
| 59 | Jug | 1 | No | | - |
| 60 | Jute Rope (in Kg) | 5 | Kg. | | - |
| 61 | Marker Pen (Black) Paper Writing | 75 | Nos. | | - |
| 62 | Marker Pen (Blue) Paper Writing | 16 | Nos. | | - |
| 63 | Marker Pen (Green) Paper Writing | 6 | Nos. | | - |
| 64 | Marker Pen (Red) Paper Writing | 32 | Nos. | | - |
| 65 | Match Box | 1 | Pkt. | | - |
| 66 | Nephtholin Ball (Big Size) | 2 | Kg. | | - |
| 67 | Nirma Powder (in Kg) | 6 | Kg. | | - |
| 68 | Origami Paper (A4 Size) | 3 | Pkts | | - |
| 69 | Paper Clip Big Size | 12 | Nos. | | - |
| 70 | Paper Cutter (Big Size) | 3 | Nos. | | - |
| 71 | Paper Weight (Good quality) | 20 | Nos. | | - |
| 72 | Pen Stand | 2 | Nos. | | - |
| 73 | Pencil Battery | 40 | Nos. | | - |
| 74 | Pencil Eraser (Apsara) | 24 | Nos. | | - |
| 75 | Pencil Sharpner (Apsara) | 12 | Box. | | - |
| 76 | Plain Paper (White) | 1 | Rims | | - |
| 77 | Plastic Mug (2 Ltrs Capacity) | 12 | Nos. | | - |
| 78 | Plastic Sheet Transparent | 10 | Mtrs. | | - |
| 79 | Poster Colour | 5 | Sets | | - |
| 80 | Poster Colour (6 bottle pkt) | 5 | Pkts | | - |
| 81 | Power Paper A4 (75 GSM) | 284 | Pkts. | | - |
| 82 | Power Paper A4 (75 GSM) (Light Blue Colour) | 1 | Pkts. | | - |
| 83 | Power Paper F/S (Legal Size) (75 GSM) | 194 | Pkts. | | - |
| 84 | Printer Cartridge (Canon LBP 3100) (Exam. Block 1) | 8 | Nos | | - |
| 85 | Printer Cartridge (CBSE) (Samsung No. M2830DW) | 1 | Nos. | | - |
| 86 | Printer Cartridge (HP Laserjet 1020 plus) | 12 | Nos. | | - |
| 87 | Printer Colour Ing Bottle Epson 3212 (4 colour set) | 2 | Nos. | | - |
| 88 | PU Leather File Folder | 1 | Nos. | | - |
| 89 | Rangoli 910 diffreent colour) | 20 | Pkts | | - |
| 90 | Register 4 No. (Commandar) | 75 | Nos. | | - |
| 91 | Register 8 No. (Commandar) | 13 | Nos. | | - |

