


Army Public School  
90, Alexandra Road,  
Ambala Cantt

APS/2A

22 Jun 2024

**CALLING OF QUOTATION: PURCHASE AND SUPPLY OF STATIONERY ITEMS FOR  
EXAM CELL AT ARMY PUBLIC SCHOOL, AMBALA CANTT**

1. Please send sealed quotations for purchase and supply of stationery items for exam cell of Army Public School, Ambala Cantt. Tender form alongwith items list is enclosed herewith.
2. Quotations (Tender form) will be put in the quotation box kept at reception in the school.
3. Rates once quoted in the quotation will be valid for minimum six months.
4. The quotation will be addressed to Principal, Army Public School, Ambala Cantt.
5. Last date of receipt of quotations is 28 Jun 2024 by 1300 hrs.

  
(Dr Paramjit Singh)  
Principal

**TENDER FORM FOR PURCHASE AND SUPPLY OF STATIONERY ITEMS  
FOR EXAM CELL AT ARMY PUBLIC SCHOOL AMBALA CANTT**

1. Name of Firm/Contractor with full address, tele No & Email. \_\_\_\_\_  
\_\_\_\_\_

Tele No \_\_\_\_\_

Email No \_\_\_\_\_

2. GST No of the Firm/Contractor. \_\_\_\_\_

3. PAN No of the Firm/Contractor \_\_\_\_\_

4. **Details of Work.**

Ser No	Nature of Work	A/U	Qty	Rate per item	GST %	Total Cost with GST
(a)	Purchase and supply of Stationery as per details given in Appx 'A'	-	-	-	-	-

5. Time for completion of the work shall be 10 days from the date of issue of work order.

6. Failure to complete the work within the period of completion shall invite reduction of compensation at the rate of 0.2% of the contract amount per week till completion of work to the satisfaction of the School Management. The School Management may consider grant of extension of time beyond the initial period of completion in case he is fully satisfied that the delay is due to circumstance beyond control of the contractor.

7. No sub-letting of any part of portion of the work shall be permitted and it shall be the sole responsibility of the contractor undertaking the work to complete the work within time.

8. No advance payment shall be made.

9. The rates quoted by the contractor shall include all applicable taxes, octroi, tpt, loading/unloading and labour charges and will be applicable for 180 days from the date of opening of tender.

10. Last date of receipt of sealed tenders duly completed is 1300 hrs on 28 Jun 2024. All bids received after 1300 hrs on 28 Jun 2024 shall be considered invalid and shall not be opened. Tenders will be opened on 28 Jun 2024 at 1305 Hrs.

11. This office reserves the right to cancel/accept/reject any/all tenders without assigning any reason for the same and decision of this institution will be final and binding. Supply of stationery may vary/decrease as per requirement.

12. **Note.** Successful bidder will provide the samples of items with their bids and will work as per specifications/approval given by the school to the vendor.

13. Commercial Bid Amount - Rs. \_\_\_\_\_  
GST% - Rs. \_\_\_\_\_  
Total - Rs. \_\_\_\_\_

Station : Ambala cantt

Date : Jun 2024

(Signature of Bidder with stamp  
Accepting the above terms & conditions)

**LIST OF STATIONERY ITEMS : PURCHASE OF STATIONERY ITEMS FOR EXAM CELL OF ARMY  
PUBLIC SCHOOL, AMBALA CANTT FOR THE ACADEMIC SESSION 2024-25**

Ser No	Nature of Work	A/U	Qty	Rate per item	GST %	Total Cost with GST
1.	Bold permanent markers black(Rohito)	Nos*	04			
2.	Chalk Dustless Box Korex(White) (one Carton contain 60 chalk box)	Cartons	06			
3.	Drawing sheet(A4 size)	Sheets	2,500			
4.	Duster(Kaajal Hathi Mark)	Nos	50			
5.	Envelope Thick Yellow Cloth Line(12x16 inch)	Nos	100			
6.	White Envelope(11x23CM) (One pkt contain 20 envelopes)	Pkts	02			
7.	Graph Note Book Lotus(40 sheets in one Notebook)	Nos	110			
8.	Highlighter Faber Castell Green	Nos	04			
9.	Paper A4 size (one box contain 10 Rim)	Rim	30			
10.	Paper A3 size(one box contain 5 Rim)	Rim	90			
11.	Pens blue (Butterflow)	Nos	10			
12.	Pens Red(Butterflow)	Nos	15			
13.	Push Pin Coloured Plastic for soft board(one box contain 20 pkt)	Box	05			
14.	Rubber Band 2 inch(Nylone one pkt half kg)	Pkt/ Kgs	05 / 2.5			
15.	Sheets vertical ruled(supply)	Sheets	36,000			
16.	Sheets vertical ruled printed	Nos	27,000			
17.	Stamp pad ink	Nos	04			
18.	Stapler Pin small size(One big box contain 20 small box)	Small boxes	70			
19.	Sketch pens multi coloured(Pack of 12)	Pkt	02			
20.	Thread Thin White (Lachhi)	Nos (lachhi)	100			
21.	White Tag for File (One bundle contain 10 items)	Bundle	05			
22.	Thread Sutali Jute(Brown)	Kgs	10			