



ARMY PUBLIC SCHOOL AKHNOOR

(J & K)-181201

SCHOOL CODE-23515 &

CBSE AFFILIATION NO – 780012

1862/APS/

11 Sep 2024

CALL FOR QUOTATION : REQUIREMENT OF OFFICE STY FOR THE SESSION 2024-2025 AT APS AKHNOOR

1. Quotations are invited for reqmt of Office stationery for the session 2024-2025 for APS Akhnoor is attached as per **Appx A**.
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 **05 Oct 2024**. 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 22 Sep 2024 positively duly addressed in a sealed envelope to Army Public School Akhnoor, Usmaan Vihar, Ambaran Akhnoor-181201. Quotation may also be dropped into the Box kept near main Gate of APS Akhnoor by 22 Sep 2024 (1500 hours). In case of quotations send by post, no quotation beyond the stipulated time frame shall accepted.


(Geeta Devi)
Principal

REQUIREMENT OF OFFICE STY ITEMS : SESSION 2024-25

Ser No	Name of items	A/U	Qty
1.	Pencil Doms	Pkt	50
2.	Thumb Pin/ Drawing Pin medium	Pkt	20
3.	U Clip Steel Big Size	Pkt	20
4.	Highlighter Pen Light Yellow	Nos	50
5.	Envelopes White Size 11"x 5" inch	Nos	500
6.	Envelopes White Size 9"x 4" inch	Nos	500
7.	Stamp Pad Blue Small	Nos	10
8.	Gum Tube Small	Nos	40
9.	Drawing Sheet Pink	Nos	100
10.	Drawing Sheet White	Nos	100
11.	Transparent Tape Large White 2 inch	Nos	20
12.	Tape Red ½ inch (Nichiban)	Nos	20
13.	Binder Clip Big Black size 32 mm	Pkt	15
14.	Binder Clip Medium Black Size 25 mm	Pkt	15
15.	Binder Clip Small Black Size 19 mm	Pkt	15
16.	Binder Clip Small Black Size 55 mm	Pkt	15
17.	Paper A4 JK	Ream	250
18.	Paper FS JK	Ream	100
19.	Paper Cutter Steel Kangaroo Small	Nos	10
20.	Talc Sheet 2 Ft wide, 50 Mtr	Roll	03
21.	Binding Brown Tape 2 inch, 50 Mtr	Nos	10
22.	Transparent Tape Large White ¾ inch	Nos	20
23.	Glue Stick Kores 15 Gms	Nos	100
24.	Sticky Flags Coloured	Pkt	05
25.	Stick Pad Yellow Big	Pkt	10
26.	Stapler Small 10 mm Kangaroo	Nos	08
27.	Permanent Marker Pen Black Small	Nos	20
28.	Fevicol 500 Gm	Btl	02
29.	Marker Pen White Board Washable	Nos	1000
30.	Marker Ink Black & Blue	Nos	400
31.	Dustless White Chalk Kores- 50 Pcs	Nos	300
32.	Dustless Coloured Chalk Kores - 50 Pcs	Pkt	250
33.	Duster Oddy	Nos	300
34.	CD Normal (Pkt of 50 each)	Pkt	05

35.	Re- writable DVD (Pkt of 10 each)	Pkt	02
36.	CD Envelopes Brown	Nos	50
37.	File Cover Plain	Nos	500
38.	Register 200 Pages	Nos	50
39.	Register 300 Pages	Nos	10
40.	Paper Shredder 20 Ltr capacity (with CD cutter)	Nos	03
41.	Scale Stainless Steel	Nos	10
42.	Clipboard Plastic	Nos	10
43.	Pen Stand Plastic Normal	Nos	02
44.	TC Forms (100 pages)	Pad	10
45.	Admission Forms (100 pages)	Pad	10
46.	Registration Forms (100 Pages)	Pad	05
47.	Generator Log Book 200 Pages	Nos	02
48.	Veh In/Out Register (200 Pages)	Nos	02
49.	Visitor Book (200 Pages)	Nos	02
50.	Student Leave Book (200 Pages)	Nos	02
51.	Out Pass Register (200 Pages)	Nos	02