

TENDER NOTICE

Date of Invitation: 07.05.2018

Date of Closing: 18.05.2018

FORE SCHOOL OF MANAGEMENT, NEW DELHI PROCUREMENT OF GENERAL STATIONERY ITEM: 2018-19

FORE School of Management, New Delhi is looking for agencies supplying General Stationery items as per details and specifications given below. Interested parties may send their quotes for the supply of General Stationery in a sealed envelope mentioning "Quotation for supply of General Stationery items 2018-19" by courier or to be dropped in the box kept with the security gate of FORE School of Management on the following specification latest by 1700 Hrs on 18th May, 2018.

A - Bulk Items			
Sl. No.	Item	Unit	Per Unit Content
1	Ball pen Reynold 045	1	1
2	Brown tape 2" (Make Apex, Womper OR Wonder)	1	1
3	Computer sticker 4x2 Century	1	1200 sticker
4	Dustless chalk Kores	1	1
5	Gel pen Cello Flo	1	1
6	Gem clip Rolex 30 mm	1	100 clips
7	Highlighter Luxor	1	1
8	Index file PVC Kangaroo clip	1	1
9	Graph sheet A-4 25 sheets	1	25 Sheets
10	OHP Pen Luxor	1	1
11	Post it 3x3 century	1	1
12	Punching machine Kangaroo 480	1	1
13	Pilot pen Luxor 0.5	1	1
14	Glue stick 15gm (Gel) Faber Castell	1	1
15	Plastic folder Neo Tans. with name and address printed	1	1
16	Plastic folder Rexine with name and address printed	1	1
17	Paper Century A-4 75gsm	1 RIM	500 Sheets
18	Paper JK copier A4	1 RIM	500 Sheets
19	Pencil Natraj	1	1
20	Pencil Eraser Natraj	1	1

21	Ruled Register lotus 2qr.(192 Page)	1	1
22	Ruled Register lotus. 4 qr. (288 Page)	1	1
23	Rubber band nylon 50 gm	1	30 bands approx. in one pkt
24	Stapler pin Kangaroo No.10	1	1
25	Stapler Kangaroo HD10D	1	1
26	Correction Pen	1	1
27	White board marker Luxor	1	1
28	Writing pad 55 IDEA.80 sheets LOTUS	1	80 Sheets
29	Writing pad 33 IDEA.80 sheets LOTUS	1	80 Sheets
30	Writing pad 44 IDEA.80 sheets LOTUS	1	40 Sheets
31	File cover Ord.22 kg. with name and address printed	1	1
32	File cover Cobra .315 kg with name and address printed	1	1
33	Plastic name badges with clip	1	1
34	Cello tape 1" Womper / Wonder	1	1
35	Cello tape 1/2"	1	1
36	Ivory sheets A-4 210 gm (CERTIFICATE PAPER)	1	1
B - Limited Usage Items			
1	Alpin Container with Magnet	1	1
2	Casio Calculator MS 120 DD	1	1
3	Calculator LH787 citizen	1	1
4	Chart paper	1	1
5	Dak pad file	1	1
6	Dispatch Register 8 qr. Shipra	1	1
7	Drawing pin Scholar (color)	1	25 Pins
8	Duster – Rolex (Magnetic)	1	1
9	Gum Tube (20ml)	1	1
10	Gum Bottle Camel (700 ml)		
11	File folder 3 fold	1	1
12	Flap board file	1	1
13	Ink Cartridge (parker)	1	1
14	Memo cube 4x4 250 sheets	1	250 sheets
15	Paper clamp 2" steel Scholar	1	apporx.8 Paper Clamps

16	Paper cutter 6" Ikon	1	1
17	Paper weight	1	1
18	Paper tray Omega per set	1	1 Set
19	Pen stand Omega	1	1
20	Pencil carbon Kores	1	100 sheets
21	Pencil sharpener Natraj	1	1
22	Plastic rope 500 gms	1	1
23	Pilot V Signature pen	1	1
24	Plastic Folder Milky (PLAIN)	1	1
25	Post it 2x1.5 Century	1	50 Sheets
26	Post it 1x3 (50*3 colour)	1	50 Sheets
27	Scale 12" Fiber deluxe	1	1
28	Scissor big KANGAROO	1	1
29	Scissor Small KANGAROO	1	1
30	Sketch pen	1	1 Pkt (12 pc)
31	Signature pen Luxor	1	1
32	Stapler pin 24x6	1	1
33	Stamp pad (Fiver Cassel)	1	1
34	Stamp pad ink Kores 30 ml.	1	1
35	Stapler Kangaroo HP45	1	1
36	Fevicol Tube (30 gms)	1	1
37	White Fluid Pen (Correction Pen) fiber castle	1	1
38	Stapler kangaroo 555	1	1
39	Stock Register 4qr.Saraswati	1	1
40	White Fluid with thinner kores	1	1
41	White tag 6" length	1	1
42	Writing pad 20 sheets idea 1/8	1	20 Sheets
43	WATER SPONGE	1	1
44	Alpin bell	1	1approx. 50-60 pins (35 gms)
45	Binder clip 32mm	1 Pkt	6 clips

46	Binder clip 25mm	1 Pkt	8 clips
47	Binder clip 19 mm	1 Pkt	10 clips
48	Binder clip 15 mm	1 Pkt	12 clips
49	One Whole Puch Machine	1	1
50	Attendance register 4 q	1	pcs
51	Certificate Leaf file solo	1	pcs
52	Certificate Leaf (50 PCS IN 1PKT0	1	PKT
53	Computer sticker 6x2 Century	1	1200 sticker
54	DAY BOOK (PETTY CASH) 4 QUIRE	1	pcs
55	DAY BOOK (PETTY CASH) 2 QUIRE	1	pcs
56	IRLA REGISTER 6 QUIRE	1	pcs
57	CHEQUE BOOK REGISTER 6 QUIRE	1	pcs
58	PLAIN REGISTER 2 QUIRE (RED BINDING)	1	pcs
59	FEE CUM SECURITY REGISTER 6 QUIRE CANVAS BINDING (CLOTH)	1	pcs
60	HONORARIUM REGISTER 6 QUIRE	1	pcs
61	SMALL REGISTER 2 QUIRE	1	pcs
62	ACCESSION REGISTER (LIBRARY)	1	pcs
63	BARROWER REGISTER / ISSUE / RETURN (LIBRARY)	1	pcs
64	BOOKS WITHDRAWL REGISTER (200 PAGE) (LIBRARY)	1	pcs
65	NON BOOKS MATERIAL ACCRSSION REGISTER (200 PAGE) LIBRARY	1	pcs
66	A4 RING BINDER FILE SOLO RB 902 2-D	1	pcs
67	CALCULATER CASIO MJ 120D	1	pcs
68	PLAIN REGISTER 4 QUIRE (RED BINDING)	1	pcs
69	VOUCHER INDEX FILE	1	pcs
70	CALCULATER CASIO MJ 120D	1	pcs
71	Pencil Eraser Apsara	1	PKT
72	Post it flag (film in 3color)	1	PKT
73	Day Book 4 Core (Red Binder)	1	pcs
74	Day Book Petty Cash 2 core (Red Binder)	1	pcs
75	Register 5 Core (Red Binder)	1	pcs
76	Cheque Book Register 6 core (Red Binder)	1	pcs

77	Fee Cum Security Register 6 core (Red Binder)	1	pcs
78	FLIP CHART (SHIPRA)	1	pcs
79	Register Plain 6 core (Red Binder)	1	pcs
80	Small Register 2 Core (Red Binder)	1	pcs
81	IVORY PAPER WHITE 160 GSM	1	PKT
82	PVC CARD HOLDER FILE A4 SIZE	1	pcs
83	VISTING CARD LEAF (1 PKT CONTAIN 50 PCSO	50	pcs
84	PLASTIC SEPERATER (SOLO)	1	PKT
85	FEE CUM REGISTER 4 QUIRE (Red Binder)	1	pcs
86	PLAIN REGISTER 3 QUIRE (Red Binder)	1	pcs
87	CD MAILER	1	pcs
88	DOUBLE TAPE 1"	1	pcs
89	DOUBLE TAPE 1/2"	1	pcs
90	Paper cutter 6" Ikon	1	pcs
91	PLASTIC NAME PLATES MEDIUM SIZE	1	pcs
92	PLASTIC NAME PLATES LARGE SIZE	1	pcs
93	Legal A-4 (75gsm)	1	500 Sheets
94	Post it 75x75 (Big)	1	PKT

TERMS AND CONDITIONS

- (a) The items should be of good quality and as per specification provided in the Purchase Order.
- (b) The items shall be delivered at site within 24 hours of the demand having been placed.
- (c) No Delivery charges will be paid extra.
- (d) GST are to be shown separately.
- (e) Payment will be made within 2 weeks after receiving the items as per specifications, in good condition and verification of the items & bill.
- (f) Delivery of duplicate/sub standard items may result termination of the contract without any notice, besides replacement of the items with genuine one.
- (g) The FORE School of Management reserves the right to reject any or all the proposals without assigning any reason thereof.


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