

TENDER NOTICE

Date of Invitation: 23.09.2020

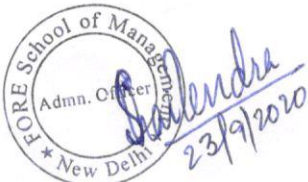
Closing: 30.09.2020

FORE SCHOOL OF MANAGEMENT, NEW DELHI

PROCUREMENT OF GENERAL STATIONERY ITEM: 2020-21

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 2020-21"** 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 30.09.2020.

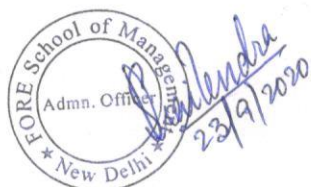
S. No.	Item	Unit Pkt/Pcs	No. Per Pkt/Each	Rate Excluding GST (Rs.)
1	Ball pen Reynold 045	Pcs	1	
2	Brown tape 2" (Make Apex, Womper & wonder)	Pcs	1	
3	Computer sticker 4x2 Century	Pkt	1200 Sticker	
4	Dustless chalk Kores	Box	1	
5	Gel pen Reynold	Pcs	1	
6	Gem clip vikram 30 mm	Pkt	100 Clips	
7	Highlighter Luxor	Pkt	1	
8	Index file PVC Kangaroo clip	Pcs	1	
9	Graph sheet A-4 25 sheets	Book	25 Sheets	
10	OHP Pen Marvy	Pcs	1	
11	OHP Sheet 100 micron Century	Pkt	100 Sheets	
12	Post it 3x3 century	Pkt	1	
13	Punching Machine Kangaroo 480	Pcs	1	
14	Pilot pen Luxor 0.5	Pcs	1	
15	Glue stick 8 grm. Century (Gel)	Pkt	1	
16	Plastic folder Neo Transparent. with name and address printed	Pkt	10 Pcs	
17	Plastic folder Rexine with name and address printed	Pkt	10 Pcs	
18	Punching Machine HD Veeto	Pcs	1	
19	Paper Century A-4 75gsm	REAM	500 Sheets	
20	Paper JK Copier A4	REAM	500 Sheets	
21	Pencil Natraj	Pkt	10 Pcs	
22	Eraser Natraj	Pkt	10 Pcs	
23	Ruled Register Lotus 2qr.	Pcs	1	
24	Ruled Register Lotus. 4 qr.	Pcs	1	
25	Rubber band nylon 50 grm	Pkt	30 Bands Approx. in One Pkt	
26	Stapler pin KANGAROO No.10	Pkt	1	



27	Stapler Kangaroo HD10D	Pkt	1	
28	Correction Pen	Pcs	1	
29	White Board Marker Luxor	Pkt	10 Pcs	
30	Writing pad 55 IDEA.80 shts. LOTUS	Pcs	80 Sheets	
31	Writing pad 33 IDEA.80 shts. LOTUS	Pcs	80 Sheets	
32	Writing pad 44 IDEA.80 shts. LOTUS	Pcs	40 Sheets	
33	File cover Ord.22 kg. with name and address printed	Pcs	1	
34	File cover Cobra .315 kg with name and address printed	Pcs	1	
35	Plastic name badges with clip	Pkt		
36	Cello tape 1" womper & wonder	Pcs	1	
37	Cello tape 1/2"	Pcs	1	
38	Ivory sheets A-4 210 gsm (CERTIFICATE PAPER)	Pcs	1	
39	Alpin Container with Magnetic	Pkt		
40	Calculator CT333	Pcs	1	
41	Calculator LH787 citizen	Pc	1	
42	Chart paper	Pcs	1	
43	Dak pad file	Pcs	1	
44	Dispatch Register 8 qr. Neelgagan	Pcs	1	
45	Drawing pin Scholar (color)	Pkt	25 Pins	
46	Duster – Rolex (Magnetic)	Pcs	1	
47	Gum Tube (20ml)	Pcs	1	
48	Gum Bottle Camel (700 ml)	Bottle		
49	File folder 3 fold	Pcs	1	
50	Flap board file	Pcs	1	
51	Ink Cartridge (parker)	Bottle	1	
52	Memo cube 4x4 250 sheets	Pkt	250 Sheets	
53	Paper clamp 2" steel Scholar	Pkt	Apporx.8 Paper Clamps	
54	Paper cutter 6" Ikon	Pcs	1	
55	Paper weight	Pcs	1	
56	Paper tray Omega per set	Pcs	Set	
57	Pen stand Omega	Pcs	1	
58	Carbon Kores	Pkt	100 Sheets	
59	Pencil Sharpener Natraj	Pkt	10 Pcs	
60	Plastic rope 500 grm	Bundle	1	
61	Pilot V Signature pen	Pcs	1	
62	Plastic Folder Milky (PLAIN)	Pcs	1	
63	Post it 2x1.5 Century	Pkt	50 Sheets	
64	Post it 1x3 (50*3 Colour)	Pkt	50 Sheets	
65	Scale 12" Fiber Delux	Pcs	1	
66	Scissor big KANGAROO	Pcs	1	
67	Scissor Small KANGAROO	Pcs	1	
68	Sketch pen	Pkt	12 Pcs	
69	Signature Pen Luxor	Pcs	1	
70	Stapler pin 24x6	Pkt	1	

71	Stamp pad (Fiver Cassel)	Pcs	1	
72	Stamp pad ink Kores 30 ml.	Bottle	1	
73	Stapler Kangaroo HP45	Pkt	1	
74	Favicol Tube (30 gms)	Pcs	1	
75	White Fluid Pen (Correction Pen) fiber castle	Pcs	1	
76	Stapler kangaroo 555	Pcs	1	
77	Stock Register 4qr.Saraswati	Pcs	1	
78	White Fluid with thinner kores	Pcs	1	
79	White tag 6" length	Pkt	1	
80	Writing pad 20 sheets idea 1/8	Pcs	20 Sheets	
81	Water Sponge	Pcs	1	
82	Alpin Bell	Pkt	1 Approx. 50-60 Pins (35 Gms)	
83	Binder clip 32mm	Pkt	6 Clips	
84	Binder clip 25mm	Pkt	8 Clips	
85	Binder clip 19 mm	Pkt	10 Clips	
86	Binder clip 15 mm	Pkt	12 Clips	
87	One Whole Punch Machine	Pcs	1	
88	Attendance register 4 q	Pcs	1	
89	Certificate Leaf file solo	Pcs	1	
90	Certificate Leaf (50 PCS IN 1PKT0	Pkt	Pkt	
91	Computer sticker 6x2 Century	Pkt	1200 Sticker	
92	Day Book (Petty Cash) 4 Quire	Pcs	1	
93	Day Book (Petty Cash) 2 Quire	Pcs	1	
94	Irla Register 6 Quire	Pcs	1	
95	Cheque Book Register 6 Quire	Pcs	1	
96	Plain Register 2 Quire (Red Binding)	Pcs	1	
97	Fee Cum Security Register 6 Quire Canvas Binding (Cloth)	Pcs	1	
98	Honorarium Register 6 Quire	Pcs	1	
99	Small Register 2 Quire	Pcs	1	
100	Accession Register (Library)	Pcs	1	
101	Barrower Register / Issue / Return (Library)	Pcs	1	
102	Books Withdrawal Register (200 Page) (Library)	Pcs	1	
103	Non Books Material Accessions Register (200 Page) Library	Pcs	1	
104	A-4 Ring Binder File Solo RB 902 2-D	Pcs	1	
105	Calculator Casio Mj 120d	Pcs	1	

106	Plain Register 4 Quire (Red Binding)	Pcs	1	
107	Voucher Index File	Pcs	1	
108	Calclater Casio Scientific	Pcs	1	
109	Erasser Apsara	Pcs	Pkt	
110	Post It Flag (Film In 3color)	Pcs	Pkt	
111	Day Book 4 Core	Pcs	Pcs	
112	Day Book Petty Cash 2 Core	Pcs	Pcs	
113	Register 5 Core	Pcs	Pcs	
114	Cheque Book Register 6 Core	Pcs	Pcs	
115	Fee Cum Security Register 6 Core	Pcs	Pcs	
116	Flip Chart (Shipra)	Pcs	Pcs	
117	Register Plain 6 Core	Pcs	Pcs	
118	Small Register 2 Core	Pcs	Pcs	
119	Ivory Paper White 160 GSM	Pcs	Pkt	
120	PVC Card Holder File A4 Size	Pcs	Pcs	
121	Visiting Card Leaf (Pkt Contain 50 Pcs)	Pkt	Pkt	
122	Plastic Separate (Solo)	Pkt	1	
123	Fee Cum Register 4 Quire	Pcs	1	
124	Plain Register 3 Quire	Pcs	1	
125	CD Mailer	Pcs	1	
126	Double Tape 1"	Pcs	1	
127	Double Tape 1/2"	Pcs	1	
128	Paper cutter 6" Ikon	Pcs	1	
129	Plastic Name Plates Medium Size	Pcs	1	
130	Plastic Name Plates Large Size	Pcs	1	
131	Legal A-4 (75gsm)	REAM	500 Sheets	
132	Post it 75x75 (Big)	Pkt	1	
133	Pencil Apsara	Pkt	1	



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 same.
- (f) Delivery of duplicate/sub standard items may result termination of the contract without any notice, besides replacement of the items with genuine one.

Note:

For any clarification, you may contact Mr. Arvind Singh on 011-41242422 from Monday to Friday during working hours.

