

TENDER NOTICE

Date of Invitation: 21.10.2021

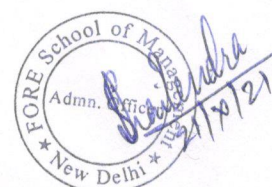
Closing: 31.10.2021

FORE SCHOOL OF MANAGEMENT, NEW DELHI

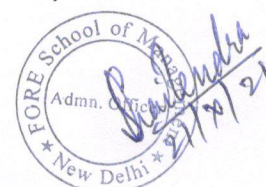
PROCUREMENT OF GENERAL STATIONERY ITEM: 2021-22

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 2021-22" 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 31 October, 2021.

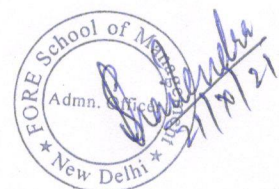
S.No.	Item	Unit	Per Unit Content	Rate
1	Ball pen Reynold 045	1	1	
2	Brown tape 2" (Make Apex, Womper & wonder)	1	1	
3	Computer sticker 4x2 Century	1	1200 sticker	
4	Dustless chalk Kores	1	1	
5	Gel pen Reynold	1	1	
6	Gem clip vikram 30 mm	1	100 clips	
7	Highlighter luxor	1	1	
8	Index file PVC Kangaroo clip	1	1	
9	Graph sheet A-4 25 sheets	1	25 Sheets	
10	OHP Pen Marvy	1	1	
11	OHP Sheet 100 micron Century	1	100 Sheets	
12	Post it 3x3 century	1	1	
13	Punching machine Kangaroo 480	1	1	
14	Pilot pen luxor 0.5	1	1	
15	Glue stick 8 grm. Century (Gel)	1	1	
16	Plastic folder Neo Tans. with name and address printed	1	1	
17	Plastic folder Rexine .with name and address printed	1	1	
18	Punching machine HD Veeto	1	1	
19	Paper Century A-4 75gsm	1 RIM	500 Sheets	



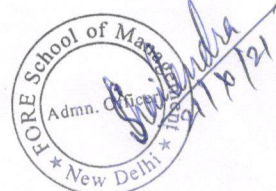
20	Paper JK copier A4	1 RIM	500 Sheets	
21	Pencil Natraj	1	1	
22	Pencil Erasser Natraj	1	1	
23	Ruled Register lotus 2qr.	1	1	
24	Ruled Register lotus. 4 qr.	1	1	
25	Rubber band nylon 50 grm	1	30 bands approx. in one pkt	
26	Stapler pin Kangaroo No.10	1	1	
27	Stapler Kangaroo HD10D	1	1	
28	Correction Pen	1	1	
29	White board marker luxor	1	1	
30	Writing pad 55 IDEA.80 shts. LOTUS	1	80 Sheets	
31	Writing pad 33 IDEA.80 shts. LOTUS	1	80 Sheets	
32	Writing pad 44 IDEA.80 shts. LOTUS	1	40 Sheets	
33	File cover Ord.22 kg. with name and address printed	1	1	
34	File cover Cobra .315 kg with name and address printed	1	1	
35	Plastic name badges with clip	1	1	
36	Cello tape 1" womper & wonder	1	1	
37	Cello tape 1/2"	1	1	
38	Ivory sheets A-4 210 gsm (CERTIFICATE PAPER)	1	1	
39	Alpin Container with Magnetic	1	1	
40	Calculator CT333	1	1	
41	Calculater LH787 citizen	1	1	
42	Chart paper	1	1	
43	Dak pad file	1	1	
44	Dispatch Register 8 qr. Neelgag.	1	1	
45	Drawing pin Scholar (color)	1	25 Pins	
46	Dustor – Rolex (Magnetic)	1	1	
47	Gum Tube (20ml)	1	1	
48	Gum Bottle Camel (700 ml)			
49	File folder 3 fold	1	1	
50	Flap board file	1	1	
51	Ink Cartridge (parker)	1	1	
52	Memo cube 4x4 250 shts	1	250 sheets	



53	Paper clamp 2" steel Scholar	1	apporx.8 Paper Clamps	
54	Paper cutter 6" Ikon	1	1	
55	Paper weight	1	1	
56	Paper tray Omega per set	1	1 Set	
57	Pen stand Omega	1	1	
58	Pencil carbon Kores	1	100 sheets	
59	Pencil sharpner Natraj	1	1	
60	Plastic rope 500 grm	1	1	
61	Pilot V Signature pen	1	1	
62	Plastic Folder Milky (PLAIN)	1	1	
63	Post it 2x1.5 Century	1	50 Sheets	
64	Post it 1x3 (50*3 colour)	1	50 Sheets	
65	Scale 12" Fiber delux	1	1	
66	Scissor big KANGAROO	1	1	
67	Scissor Small KANGAROO	1	1	
68	Sketch pen	1	1 Pkt (12 pc)	
69	Signature pen luxor	1	1	
70	Stapler pin 24x6	1	1	
71	Stamp pad (Fiver Cassel)	1	1	
72	Stamp pad ink Kores 30 ml.	1	1	
73	Stapler Kangaroo HP45	1	1	
74	Favicol Tube (30 gms)	1	1	
75	White Fluid Pen (Correction Pen) fiber castle	1	1	
76	Stapler kangaroo 555	1	1	
77	Stock Register 4qr.Saras wati	1	1	
78	White Fluid with thinner kores	1	1	
79	White tag 6" length	1	1	
80	Writing pad 20 sheets idea 1/8	1	20 Sheets	
81	WATER SPONGE	1	1	
82	Alpin bell	1	1approx. 50- 60 pins (35 gms)	



83	Binder clip 32mm	1 Pkt	6 clips	
84	Binder clip 25mm	1 Pkt	8 clips	
85	Binder clip 19 mm	1 Pkt	10 clips	
86	Binder clip 15 mm	1 Pkt	12 clips	
87	One Whole Puch Machine	1	1	
88	Attendance register 4 q	1	pcs	
89	Certificate Leaf file solo	1	pcs	
90	Certificate Leaf (50 PCS IN 1PKT0	1	PKT	
91	Computer sticker 6x2 Century	1	1200 sticker	
92	DAY BOOK (PETTY CASH) 4 QUIRE	1	pcs	
93	DAY BOOK (PETTY CASH) 2 QUIRE	1	pcs	
94	IRLA REGISTER 6 QUIRE	1	pcs	
95	CHEQUE BOOK REGISTER 6 QUIRE	1	pcs	
96	PLAIN REGISTER 2 QUIRE (RED BINDING)	1	pcs	
97	FEE CUM SECURITY REGISTER 6 QUIRE CANVAS BINDING (CLOTH)	1	pcs	
98	HONORARIUM REGISTER 6 QUIRE	1	pcs	
99	SMALL REGISTER 2 QUIRE	1	pcs	
100	ACCESSION REGISTER (LIBRARY)	1	pcs	
101	BARROWER REGISTER / ISSUE / RETURN (LIBRARY)	1	pcs	
102	BOOKS WITHDRAWL REGISTER (200 PAGE) (LIBRARY)	1	pcs	
103	NON BOOKS MATERIAL ACCRSSION REGISTER (200 PAGE) LIBRARY	1	pcs	
104	A4 RING BINDER FILE SOLO RB 902 2-D	1	pcs	
105	CALCULATER CASIO MJ 120D	1	pcs	
106	PLAIN REGISTER 4 QUIRE (RED BINDING)	1	pcs	
107	VOUCHER INDEX FILE	1	pcs	
108	CALCULATER CASIO MJ 120D	1	pcs	
109	Pencil Eraser Apsara	1	PKT	
110	Post it flag (film in 3color)	1	pkt	
111	Day Book 4 Core	1	pcs	
112	Day Book Petty Cash 2 core	1	pcs	
113	Register 5 Core	1	pcs	
114	Cheque Book Register 6 core	1	pcs	
115	Fee Cum Security Register 6 core	1	pcs	
116	FLIP CHART (SHIPRA)	1	pcs	



117	Register Plain 6 core	1	pcs	
118	Small Register 2 Core	1	pcs	
119	IVORY PAPER WHITE 160 GSM	1	PKT	
120	PVC CARD HOLDER FILE A4 SIZE	1	pcs	
121	VISTING CARD LEAF (1 PKT CONTAIN 50 PCSO	50	pcs	
122	PLASTIC SEPERATER (SOLO)	1	PKT	
123	FEE CUM REGISTER 4 QUIRE	1	pcs	
124	PLAIN REGISTER 3 QUIRE	1	pcs	
125	CD MAILER	1	pcs	
126	DOUBLE TAPE 1"	1	pcs	
127	DOUBLE TAPE 1/2"	1	pcs	
128	Paper cutter 6" Ikon	1	pcs	
129	PLASTIC NAME PLATES MEDIUM SIZE	1	pcs	
130	PLASTIC NAME PLATES LARGE SIZE	1	pcs	
131	Legal A-4 (75gsm)	1	500 Sheets	
132	Post it 75x75 (Big)	1		

TERMS AND CONDITIONS

- The items should be of good quality and as per specification provided in the Purchase Order.
- The items shall be delivered at site within 24 hours of the demand having been placed.
- No Delivery charges will be paid extra.
- GST are to be shown separately.
- Payment will be made within 2 weeks after receiving the items as per specifications, in good condition and verification of the same.
- Delivery of duplicate/sub standard items may result termination of the contract without any notice, besides replacement of the items with genuine one.

