

TENDER NOTICE

Date of Invitation: 10.11.2022

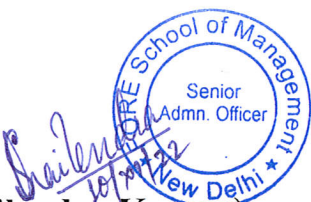
Closing: 21.11.2022 (Timing: 10:00 AM)

FORE SCHOOL OF MANAGEMENT, NEW DELHI **PROCUREMENT OF GENERAL STATIONERY ITEM: 2022-23**

FORE School of Management, New Delhi is looking for agencies supplying General Stationery items **as per details and specifications in Annexure-I**. Interested parties may send their quotes for the supply of General Stationery in a sealed envelope mentioning **“Quotation for supply of General Stationery items 2022-23”** 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 1000 Hrs on 21.11.2022.

TERMS AND CONDITIONS

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


(Shailendra Kumar)

Sr. Administrative Officer
FORE School of Management

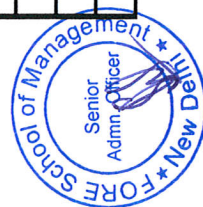
A- Bulk Usage Items

S.No.	Item	Make	Unit	Per Unit Content	Rate (Rs.)	GST %	GST Amount (Rs.)	Total Amount (Rs.)
1	Ball pen Reynold 045	Reynold	1	1				
2	Brown tape 2" Taipack	Apex	1	1				
3	Computer sticker ST-12	Oddy	1	1200 sticker				
4	Dustless chalk Kores	Kores	1	1				
5	Gel pen Cello Flo	Cello	1	1				
6	Gem clip Rolex 30 mm	Vikram	1	100 clips				
7	Highlighter luxor	Luxor	1	1				
8	Index file PVC Kangaroo clip	Kangaroo	1	1				
9	Graph sheet A-4 25 sheets	Lotus	1	25 Sheets				
10	OHP Pen Luxor	Luxor	1	1				
11	Post it Pad 3x3	Oddy	1	1				
12	Punching machine Kangaroo 480	Kangaroo	1	1				
13	Pilot pen luxor 0.5	Luxor	1	1				
14	Glue stick 15gm (Gel) Faber Castell	Faber Castell	1	1				
15	Plastic folder Neo Tans.with name and address printed	Sun	1	1				
16	Plastic folder Rexine .with name and address printed	Sun	1	1				
17	Paper Century A-4 75gsm	Century	1 RIM	500 Sheets				
18	Paper JK copier A4	JK	1 RIM	500 Sheets				
19	Pencil Natraj	Natraj	1	1				
20	Pencil Erasser Non Dust	Natraj	1	1				
21	Pencil Sharpner	Apsara	1	1				
22	Ruled Register lotus 2qr.(192 Page)	Lotus	1	1				
23	Ruled Register lotus. 4 qr. (288 Page)	Lotus	1	1				
24	Rubber band nylon 50 grm	Neo	1	30 bands approx. in one pkt				
25	Stapler pin Kangaroo No.10	Kangaroo	1	1				
26	Stapler Kangaroo HD10D	Kangaroo	1	1				
27	Correction Pen	Faber Castell	1	1				
28	White board marker	Faber Castell	1	1				

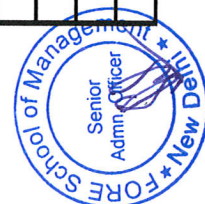


S.No.	Item	Make	Unit	Per Unit Content	Rate (Rs.)	GST %	GST Amount (Rs.)	Total Amount (Rs.)
29	Writing pad 55 IDEA.80 shts. LOTUS	Lotus	1	80 Sheets				
30	Writing pad 33 IDEA.80 shts. LOTUS	Lotus	1	80 Sheets				
31	Writing pad 44 IDEA.80 shts. LOTUS	Lotus	1	40 Sheets				
32	File cover Ord.22 kg. with name and address printed		1	1				
33	File cover Cobra .315 kg with name and address printed		1	1				
34	Plastic name badges with clip		1	1				
35	Cello tape 1" womper & wonder	Cello	1	1				
36	Cello tape 1/2"	Cello	1	1				
37	Ivory sheets A-4 210 gsm (CERTIFICATE PAPER)		1	1				

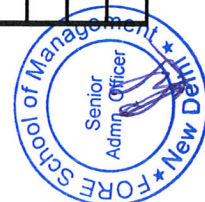
B - Limited Usage Items								
S.No.	Item	Make	Unit	Per Unit Content	Rate (Rs.)	GST %	GST Amount (Rs.)	Total Amount (Rs.)
1	Alpin Container with Magnetic	Mega	1	1				
2	Calculator CT333 citizen	Citizen	1	1				
3	Calculator LH787 citizen	Citizen	1	1				
4	Chart paper		1	1				
5	Dak pad file	Neel Gagan	1	1				
6	Dispatch Register 8 qr. Shipra	Shipra	1	1				
7	Drawing pin Scholar (color)	Scholar	1	25 Pins				
8	Dustor – Rolex (Magnetic)	Rolex	1	1				
9	Gum Tube (20ml)	Camel	1	1				
10	Gum Bottle Camel (700 ml)	Camel	1	1				
11	File folder 3 fold	Neel Gagan	1	1				
12	Flip board file	Neel Gagan	1	1				
13	Ink Cartridge (parker)	Parker	1	1				



S.No.	Item	Make	Unit	Per Unit Content	Rate (Rs.)	GST %	GST Amount (Rs.)	Total Amount (Rs.)
14	Memo cube 4x4 250 shits	Lotus	1	250 sheets				
15	Paper clamp 2" steel Scholar	Scholar	1	approx.8 Paper Clamps				
16	Paper cutter 6" Ikon	Ikon	1	1				
17	Paper weight		1	1				
18	Paper tray Omega per set	Omega	1	1 Set				
19	Pen stand Omega	Omega	1	1				
20	Pencil carbon Kores	Kores	1	100 sheets				
21	Pencil sharpner Natraj	Natraj	1	1				
22	Plastic rope 500 grm		1	1				
23	Pilot V Signature pen	Luxor	1	1				
24	Plastic Folder Milky (PLAIN)	Sun	1	1				
25	Post it Pad 2x1.5	Oddy	1	50 Sheets				
26	Post it Pad 1x3 (50*3 colour)	Oddy	1	50 Sheets				
27	Scale 12" delux (Plastic)	Faber Castell	1	1				
28	Scale 12" delux (Steel)	Faber Castell	1	1				
29	Scissor big KANGAROO	Kangaroo	1	1				
30	Scissor Small KANGAROO	Kangaroo	1	1				
31	Sketch pen	Luxor	1	1 Pkt (12 pc)				
32	Signature pen luxor	Luxor	1	1				
33	Stapler pin 24x6	Kangaroo	1	1				
34	Stamp pad (Faber Castell)	Faber Castell	1	1				
35	Stamp pad ink Kores 30 ml.	Kores	1	1				
36	Stapler Kangaroo HP45	Kangaroo	1	1				
37	Fevicol Tube (30 gms)	Fevicol	1	1				
38	White Fluid Pen (Correction Pen)	Faber Castell	1	1				
39	Stapler kangaroo 555	Kangaroo	1	1				
40	Stock Register 4qr.Saraswati	Saraswati	1	1				
41	White tag 6" length		1	1				
42	Writing pad 20 sheets idea 1/8	Lotus	1	20 Sheets				
43	WATER SPONGE		1	1				



S.No.	Item	Make	Unit	Per Unit Content	Rate (Rs.)	GST %	GST Amount (Rs.)	Total Amount (Rs.)
44	Alpin bell	Bell	1	1 approx. 50-60 pins (35 gms)				
45	Binder clip 32mm	Infinity	1 Pkt	6 clips				
46	Binder clip 25mm	Infinity	1 Pkt	8 clips				
47	Binder clip 19 mm	Infinity	1 Pkt	10 clips				
48	Binder clip 15 mm	Infinity	1 Pkt	12 clips				
49	One Hole Punch Machine	Kangaroo	1	1				
50	Attendance register 4 q	ABD	1	pcs				
51	Certificate Leaf file solo	Solo	1	pcs				
52	Certificate Leaf (50 PCS IN 1PKT)	Solo	1	PKT				
53	Computer sticker 6x2 Century	Oddy	1	1200 sticker				
54	DAY BOOK (PETTY CASH) 4 QUIRE	Shipra	1	pcs				
55	DAY BOOK (PETTY CASH) 2 QUIRE	Shipra	1	pcs				
56	IRLA REGISTER 6 QUIRE	Shipra	1	pcs				
57	CHEQUE BOOK REGISTER 6 QUIRE	Shipra	1	pcs				
58	PLAIN REGISTER 2 QUIRE (RED BINDING)	Shipra	1	pcs				
59	FEE CUM SECURITY REGISTER 6 QUIRE CANVAS BINDING (CLOTH)	Shipra	1	pcs				
60	HONORARIUM REGISTER 6 QUIRE	Shipra	1	pcs				
61	SMALL REGISTER 2 QUIRE	Lotus	1	pcs				
62	ACCESS REGISTER (LIBRARY)	Standard Library	1	pcs				
63	BORROWER REGISTER / ISSUE / RETURN (LIBRARY)	Standard Library	1	pcs				
64	BOOKS WITHDRAWAL REGISTER (200 PAGE) (LIBRARY)	Standard Library	1	pcs				
65	NON BOOKS MATERIAL ACCESS REGISTER (200 PAGE) LIBRARY	Standard Library	1	pcs				
66	A4 RING BINDER FILE SOLO RB 902 2-D	Solo	1	pcs				
67	CALCULATOR CASIO MJ 120D	Casio	1	pcs				
68	PLAIN REGISTER 4 QUIRE (RED BINDING)	Saraswati	1	pcs				
69	VOUCHER INDEX FILE		1	pcs				
70	Post it flag (film in 3color)	Oddy	1	pkt				
71	Day Book 4 Core (Red Binder)	Shipra	1	pcs				
72	Day Book Petty Cash 2 core (Red Binder)	Shipra	1	pcs				



S.No.	Item	Make	Unit	Per Unit Content	Rate (Rs.)	GST %	GST Amount (Rs.)	Total Amount (Rs.)
73	Register 5 Core (Red Binder)	Shipra	1	pcs				
74	Cheque Book Register 6 core (Red Binder)	Shipra	1	pcs				
75	Fee Cum Security Register 6 core (Red Binder)	Shipra	1	pcs				
76	FLIP CHART (SHIPRA)	Shipra	1	pcs				
77	Register Plain 6 core (Red Binder)	Saraswati	1	pcs				
78	Small Register 2 Core (Red Binder)	Lotus	1	pcs				
79	IVORY PAPER WHITE 160 GSM		1	PKT				
80	PVC CARD HOLDER FILE A4 SIZE	Solo	1	pcs				
81	VISTING CARD LEAF (1 PKT CONTAIN 50 PCS)	Solo	50	pcs				
82	PLASTIC SEPERATER (SOLO)	Solo	1	PKT				
83	FEE CUM REGISTER 4 QUIRE (Red Binder)	Shipra	1	pcs				
84	PLAIN REGISTER 3 QUIRE (Red Binder)	Shipra	1	pcs				
85	CD MAILER		1	pcs				
86	DOUBLE TAPE 1"		1	pcs				
87	DOUBLE TAPE 1/2"		1	pcs				
88	Paper cutter 6" Ikon	Ikon	1	pcs				
89	PLASTIC NAME PLATES MEDIUM SIZE	KB Plastic	1	pcs				
90	PLASTIC NAME PLATES LARGE SIZE	KB Plastic	1	pcs				
91	Legal A-4 (75gsm)	Century	1	500 Sheets				
92	Post it 75x75 (Big)	Oddy	1	PKT				
93	Punching Machine HD	Veeto	1	1				

