

DAV PUBLIC SCHOOL OBRA
OTPS (UPRVUNL) OBRA SONEBHADRA

Ref No: DAVPS/OBRA/2026-2027/Stationery

Date: 22.08.2026

INVITING QUOTATION FOR PURCHASING OF STATIONERY ITEMS

DATE OF ISSUE OF TENDER

22nd August 2026 at 08:00 a.m.

LAST DATE OF SUBMISSION

29th August 2026 at 01:00 p.m.

Notice Inviting Quotations

1. Sealed quotations for the purchasing of Stationery items in school as per details mentioned in the attached form are invited by the undersigned on behalf of the Principal, DAV Public School Obra within 07 days from publication of the advertisement in the website. Mark covers as: "**Quotations for Stationery items**". The quotations shall be submitted in the attached quotation form only as per the terms and conditions stated below:-
2. Rates must comply with the **Minimum rate**.
3. No overwriting is allowed. Corrections must be neatly scored out, rewritten, and attested with a full signature.
4. The Management reserves the right to accept or reject any quotation in whole or in part.
5. Accepted quotations become a binding contract.
6. Non-compliant quotations will be rejected.
7. The materials will be purchased strictly according to requirements daily basis.
8. Submit forms via Speed Post/Courier/Hand to The Principal, DAV Public School Obra Dist. Sonebhadra (U.P.) - 231219 by **29/08/2026 at 01:00 p.m.**
9. Visit <https://davpsobra.org> for the quotation form.

PRINCIPAL

QUOTATION FORM

(FOR STATIONERY ITEMS)

1. **Name of Firm:** _____
2. **Address:** _____
3. **Contact No:** _____
4. **PAN No:** _____
5. **GST No:** _____

Rates of Stationery items

Sr No.	Item.	Description	Qty.	Amount Each	Total	Remarks
1	A4 Size Paper	JK red (75 GSM)	10 Box			
2	A4 Size Paper	JK (70 GSM)	10 Box			
3	A3 Size Paper	JK red	1 Box			
4	Chart Paper (different color)	Thick/thin	50 Nos.			
5	Ink pad		10 Nos.			
6	Cello Tape (Big)	2 inch/3 inch	10 Nos.			
7	Fevicol	Small/big	10 Nos.			
8	Thumb Pin		10 pkt.			
9	World Map	Political/physical	15 pkt.			
10	India Map	Political/physical	15 pkt.			
11	Double sided Tape		10 Nos.			
12	Stapler big		5 Nos.			
13	Stapler Pin (Big)		5 box.			
14	Stapler small		5 Nos			
15	Stapler Pin (small)		5 Box.			
16	Marker	Different color	10 Nos.			
17	Plastic Cover		10 Nos.			
18	Marker Ink		10 Nos.			
19	Sketch Colour		10 Nos.			
20	Colour Tape		10 Nos.			
21	Box File / Lever Arch File	Premium Board with metal finger ring	20 Nos.			
22	Cobra file 800 no		20 Nos.			
23	Cobra file 900 no		20 Nos.			
23	Cobra file 1000 no		20 Nos.			

24	Rubber Band		5 kg.			
25	Envelope	A4	5 pkt			
26	Envelope	12x10	5 pkt			
27	Highlighter		2 pkt.			
28	Sticky Note		5 Nos.			
29	Apsara Chalk	Dustless	15 box.			
30	Scissors(Medium)		5 Nos.			
31	Scissors (Small)		5 Nos.			
32	Coloured Page	A4 (75 gsm) Different color	10 pkt.			
33	Paper clip (black)	Different size	5 Pkt.			
34	Cutter		5 Nos./pkt			
35	Ribbon (different color)		10 Nos./pkt			
36	File Tag (green)	big	5 pkt			
37	Drawing Sheet		50 pkt			
38	Thread		50 pkt			
39	Graph		20 pkt			
40	Pen (use & throw)		10 pkt			
41	Duster	plastic	50 nos			
42	Acrylic color	100 ml	20 nos			
43	Brush	12,10,8,4,2,1,0 nos	5 nos			
44	Color sheet paper	Different color	10 pkt			
45						
45						
46						

Signature of Proprietor: _____ **Date:** _____