

# TENDER DOCUMENT

Tender No:  
Tender Date:

## SUBJECT: - SUPPLY OF STATIONARY REQUIREMENT

Bids & Tenders are invited on behalf of the Delhi Public School Secunderabad to hire a highly reputed and Good Suppliers and Service Providers.

Tender documents may be downloaded from DPS web site:  
<http://www.dpsnacharam.in/tenders/> (for reference only)

Note: Manual bids also accepted

ADDRESS FOR SUBMISSION OF : Chairman, Director& Purchase Committee,  
PHYSICAL TENDER DOCUMENTS Ranga Reddy District, Hyderabad-- 500076  
Telephone: 040-27156282, 65999052, 27152352  
Fax: 040-27152289  
Website: <http://www.dpsnacharam.in/>  
Email: [tenders@dpssecunderabad.in](mailto:tenders@dpssecunderabad.in)

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1. Important dates:-

S No	Contractor Stage	Start Date	Expiry Date
1	Tender Open		
2	Submit Tender Physically		
3	Submit Tender Online		

2. General Conditions of Contract :-

**1. Scope of Work**

Supply the Proper specify the Material at right place & right quantity and right time. Material and equipment's are to be supplied & installed at various designated places.

**2. Eligible Bidders /Suppliers**

**2.1** This invitation for Bids is open to all eligible bidders. (Please refer guidelines to bidders for online eligibility mentioned above.)

**2.2** Bidders should not be associated, or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Rate Contracting Authority to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to the Rate Contracting Authority under this Invitation of Bids.

**2.3** The tenders shall clarify/state whether he/they are manufacturer, accredited agent or sole representative indicating **principals'** name & address. The offers of firms who are not manufacturer or direct authorized agent will be summarily rejected.

**3. Eligible Goods and Services:-**

All goods and ancillary services to be supplied under the Contract shall specify their country of origin.

3. Payment Terms & Conditions :-

**3.1** Price is fixed until the completion of the entire project. Escalation under any circumstances will not be considered

**3.2** You will be responsible for safekeeping of material before handover to concerned department.

**3.3** Payment shall be made 100 % within 60 days from the date delivery at site.

**3.4** Delivery loading & Unload all your scope.

**3.5** GST As per Applicable as per GOVT Norm 's.

S NO	Item Discriptin	Make	Unit	Qty	Rate	Amount
1	A3 Size Sheets 70 Gsm	NA	Rims	1		
2	A4 size plastic folders	NA	No's	1		
3	A4 Size Sheets 100 Gsm	NA	Rims	1		
4	A4 Size Sheets 120 Gsm	NA	Rims	1		
5	A4 Size Sheets 150 Gsm	NA	Rims	1		
6	A4 Size Sheets 70 Gsm	NA	Rims	1		
7	A4 Size Sheets 75 Gsm	NA	Rims	1		
8	A4 Size Sheets 80 Gsm	NA	Rims	1		
9	A4 Size Sheets 85 Gsm	NA	Rims	1		
10	A4 Size Sheets 90 Gsm	NA	Rims	1		
11	A4 Size Sheets 95 Gsm	NA	Rims	1		
12	A4 size writing pad spiral	NA	No's	1		
13	Ball pen Blue / Black / Red ( 2 rs)	NA	No's	1		
14	Ball pen for meeting Blue /Black/ Red	NA	No's	1		
15	Ball pen ordinary Blue /Black/ Red	NA	No's	1		
16	Binder clips 19mm	NA	Box	1		
17	Binder clips 32mm	NA	Box	1		
18	Binder clips 41mm	NA	Box	1		
19	Binder clips 51mm	NA	Box	1		
20	Binding Tape brown	NA	No's	1		
21	Board pins	NA	Box	1		
22	Box files	NA	No's	1		
23	Brown Cello tapes 1"	NA	No's	1		
24	Brown Cello tapes 2"	NA	No's	1		
25	Butter fly clip	NA	Box	1		
26	Calculator 10 digit	CASI O	No's	1		
27	Calculator 12 digit	CASI O	No's	1		
28	Carbon Paper	NA	Box	1		
29	Cash Book L/B 250leaves	NA	No's	1		
30	CD/DVD mailer envelope	NA	No's	1		
31	Charts A-1	NA	No's	1		
32	Cloth binding envelops 11x5	NA	No's	1		
33	Cloth binding envelops 8x10	NA	No's	1		
34	Colour Chalk pieces	NA	No's	1		
35	Colour push pins	NA	No's	1		
36	Correcting fluid	NA	No's	1		
37	Correction pen	CAM LIN	No's	1		
38	Daily Planner books	NA	No's	1		

39	Desk calculator	NA	No's	1		
40	Desk calendars	NA	No's	1		
41	Double Site Tapes	NA	No's	1		
42	Drawing Pins (18)	NA	No's	1		
43	Duplicate Ink	NA	No's	1		
44	Duplicate paper	NA	No's	1		
45	Duster 18	NA	No's	1		
46	Envelopes (big) A4	NA	No's	1		
47	Envelopes (big) A4 Cloth	NA	No's	1		
48	Envelopes (big) Letter	NA	No's	1		
49	Envelopes (big) Letter Cloth	NA	No's	1		
50	Envelopes 8x4	NA	No's	1		
51	Envelopes 8x4 cloth	NA	No's	1		
52	Eraser	CAM LIN	No's	1		
53	Eraz-ex (fluid & diluter)	NA	No's	1		
54	Exam Tags	NA	No's	1		
55	File cover ord.	NA	No's	1		
56	File flaps	NA	No's	1		
57	File folder A to Z and 1 to 31	NA	No's	1		
58	File separator A-4 size	NA	No's	1		
59	File separator small size	NA	No's	1		
60	File stickers	NA	No's	1		
61	Fine tip pen (black, blue, green)	NA	No's	1		
62	Fixed Assets Register 200 pages	NA	No's	1		
63	Flip chart	NA	No's	1		
64	Gate pass book triplicate	NA	No's	1		
65	Gel Pen Blue /Black/ Red Medium Quality	NA	No's	1		
66	Gel Pen Blue /Black/ Red Ordinary	NA	No's	1		
67	Glue Stick 8gm	CAM LIN	No's	1		
68	Graph Sheets	NA	No's	1		
69	Green files	NA	No's	1		
70	Green sheets	NA	No's	1		
71	Gum bottle Large 700 ML	CAM LIN	No's	1		
72	Gum bottle small 150 ML	CAM LIN	No's	1		
73	Highlighter (yellow,green,orange)	CAM LIN	No's	1		
74	Ink pad Metal No. 2 Medium	CAM LIN	No's	1		
75	Ink(12) 4.12	NA	No's	1		

76	Key ring Chains	NA	No's	1		
77	Letter opener	NA	No's	1		
78	Library box	NA	No's	1		
79	Magnetic white board duster	NA	No's	1		
80	Non dust chalk	NA	No's	1		
81	Note sheet pad 60 pages	NA	No's	1		
82	Notepads	NA	No's	1		
83	Notice board size 3x2fit & 5x3fit	NA	No's	1		
84	Office file with clip 32x28x7cm	NA	No's	1		
85	Office tray ( in & out )	NA	No's	1		
86	Officer pen stand spl. Quality with four pens	NA	No's	1		
87	Officer pen stand with two pens	NA	No's	1		
88	Packing roll	NA	No's	1		
89	Pad Ink 100 ml	CAM LIN	No's	1		
90	Paper cutter	NA	No's	1		
91	Paper pins steel	NA	No's	1		
92	Paper weight (round glass)	NA	No's	1		
93	Paper weight(Cube type)	NA	No's	1		
94	Parment Markers Big	CAM LIN	No's	1		
95	Parment Markers CD	CAM LIN	No's	1		
96	Pen Ballpoint	NA	No's	1		
97	Pencil	Apsar a	No's	1		
98	Pencil Nova Gripper NRT	CAM LIN	No's	1		
99	Pencil Sharpener	CAM LIN	No's	1		
100	Photo paper	NA	No's	1		
101	Photocopy paper A4 & A3 size	NA	No's	1		
102	Photostat paper A4	NA	No's	1		
103	Photostat paper full size A3	NA	No's	1		
104	Pilot pen-V5	NA	No's	1		
105	Pin cushion	NA	No's	1		
106	Plastic file cover L Type	NA	No's	1		
107	Plastic file folder	NA	No's	1		
108	Plastic folder A4 size-	NA	No's	1		
109	Plastic folder with hole- A4 size	NA	No's	1		
110	Plastic folder with visiting card holding sheet	NA	No's	1		
111	Plastic Paper Bag	NA	No's	1		

112	plastic Scales 24"	NA	No's	1		
113	Plastic Sutlee	NA	No's	1		
114	Poker steel	NA	No's	1		
115	Poker wooden	NA	No's	1		
116	Post it 2 x 3	NA	No's	1		
117	Post it 3 x 5	NA	No's	1		
118	Post it 76mm x 76mm	NA	No's	1		
119	Printing of additional Sheet for Examnation	NA	No's	1		
120	Printing of business card	NA	No's	1		
121	Printing of envelope A-4 size brown	NA	No's	1		
122	Printing of envelope A-5 size brown	NA	No's	1		
123	Printing of envelope cloth lined brown	NA	No's	1		
124	Printing of envelope white	NA	No's	1		
125	Printing of invitation cards	NA	No's	1		
126	Printing of Main Sheet for Examnation	NA	No's	1		
127	Protective sheets	NA	No's	1		
128	Punching Machine Double hole	NA	No's	1		
129	Punching Machine Single hole	NA	No's	1		
130	Punching machine 520	NA	No's	1		
131	Punching machine 800	NA	No's	1		
132	Refill Ballpoint	NA	No's	1		
133	Refill for ball pen ord	NA	No's	1		
134	Refillable ink for marker	NA	No's	1		
135	Register Admission	NA	No's	1		
136	Register Attendance 1 qrs	NA	No's	1		
137	Register Attendance 2 qrs	NA	No's	1		
138	Register L/B 10 qrs.	NA	No's	1		
139	Register L/B 4qrs	NA	No's	1		
140	Register L/B 8 qrs	NA	No's	1		
141	Register Ord. 2qr	NA	No's	1		
142	Register ord. 3qr.	NA	No's	1		
143	Register ord. 4qr.	NA	No's	1		
144	Register ord. 5qr.	NA	No's	1		
145	Register ord. 6qr.	NA	No's	1		
146	Registers (long) 1 qr	NA	No's	1		
147	Regster L/B 6 qrs	NA	No's	1		
148	Report Cards	NA	No's	1		
149	Rubber Band small	NA	Pkts	1		
150	Rubber band (big size)	NA	Pkts	1		
151	Rubber band (medium and small	NA	Pkts	1		

	size)					
152	Scale 12 cm	CAM LIN	No's	1		
153	Scale 30 cm	CAM LIN	No's	1		
154	Scale large size	NA	No's	1		
155	Scale small size	CAM LIN	No's	1		
156	Scholar Geometry Box	CAM LIN	No's	1		
157	School magazine	NA	No's	1		
158	Scissors (big)	NA	No's	1		
159	Sealing wax	NA	No's	1		
160	Self Ink pad	NA	No's	1		
161	Separators/dividers	NA	No's	1		
162	Separators/dividers	NA	No's	1		
163	Sharpener	CAM LIN	No's	1		
164	Short Books 100 Pages	NA	No's	1		
165	Short Books 200 Pages	NA	No's	1		
166	Sign pen (blue, black, red, green)	NA	No's	1		
167	Sketch pen	CAM LIN	Pkts	1		
168	Sketch Pens 12S	NA	No's	1		
169	Square ruled books	NA	No's	1		
170	Stamp pad ink 25 ml	CAM LIN	No's	1		
171	Stapler 10-D	Kang aro	No's	1		
172	Stapler HD-45	Kang aro	No's	1		
173	Stapler large size 24/6	Kang aro	No's	1		
174	Stapler pins (big)	Kang aro	Box	1		
175	Stapler pins (small)	Kang aro	Box	1		
176	Stapler pins 10	Kang aro	Box	1		
177	Stapler pins 24/6	Kang aro	Box	1		
178	Stapler small size 10 no.	Kang aro	No's	1		
179	Staplers	Kang aro	No's	1		
180	Steel Scales 24"	NA	No's	1		

181	Steel Scales 24"	NA	No's	1		
182	Stick File	NA	No's	1		
183	Stick files	NA	No's	1		
184	Stock Register (with Index pages 8 qrs	NA	No's	1		
185	Stock Register with Index Pages 10 qrs.	NA	No's	1		
186	Stock Register(with Index pages) 2 qrs	NA	No's	1		
187	Stock Register(with Index pages) 4 qrs	NA	No's	1		
188	Stock Register(with Index pages) 6 qrs	NA	No's	1		
189	Table Glass per sq. ft. 4mm/6mm	NA	No's	1		
190	Tag Green	NA	No's	1		
191	Tag white	NA	No's	1		
192	Thermacol Pkt 20mm	NA	No's	1		
193	Thick A4 size paper folder	NA	No's	1		
194	Thin A4 size paper folder	NA	No's	1		
195	Tissue paper	NA	No's	1		
196	Trace paper roll	NA	No's	1		
197	Transparent tape 25 mm	NA	No's	1		
198	Visiting Card holder	NA	No's	1		
199	Visiting card holder	NA	No's	1		
200	White Board 2'x4'	NA	No's	1		
201	White Board 3'x3'	NA	No's	1		
202	White Board 3'x4'	NA	No's	1		
203	White board Inks 15 ml	CAM LIN	No's	1		
204	White board Magnetic duster.	NA	No's	1		
205	White Board marker pen	CAM LIN	No's	1		
206	White board size 3x2fit	NA	No's	1		
207	Wood Scales 24"	NA	No's	1		
208	Writing pad - A5 size line	NA	No's	1		
209	Writing pad A4 size line	NA	No's	1		
210	Writing pad spiral- copy size	NA	No's	1		