

**SAINIK SCHOOL KORUKONDA**

**QUOTATIONS FOR PRINTING OF STATIONARY METERIAL**  
**FROM 10 DEC 2023 TO 09 DEC 2024**

1. Interested firms may submit the quotations for **PRINTING OF STATIONARY METERIAL** to the school as and when required.
2. You are requested to visit this school to see the sample prints of all the 47 items between 0900 hrs to 1230hrs on any working day on or before at 13.00 h on 24 Nov 2023.
3. Sealed quotations are to be submitted on or before 24 Nov 2023 by 1600 hrs. They will be opened at 1630 h on 24 Nov 2023. Please note that Quotation Box will be sealed in presence of all participating bidders on the same day at 1600 hrs.
4. All the concerned are requested to make a mandatory note that rate in respect of **all the 47 items should be quoted compulsorily. The contract will be awarded to on the basis of total contract value as a whole.** Please note that do not quote abnormal / freakish rates. Any Substandard quality received the same will be returned and the transportation cost should be borne by the supplier.
5. Rates for **PRINTING STATIONARY METERIAL** are as under:-

<b>Sl.No.</b>	<b>Item Name with specifications</b>	<b>UNIT</b>	<b><u>Quoted Rate</u></b> (Including Transportation, GST / Taxes, Loading & unloading charges etc. in all respects)
1	10 x 4 ENVELOPEES	NOS	
2	11 x 5 ENVELOPEES	NOS	
3	BILL BOOK (MESS) (3 pages 3 colors) 12x21 with numbering 300p	PAD	
4	BOYS OUT PASS PADS (3 pages 3 colures) 12x21 with numbering 300p	PADS	
5	BOYS STRENGTH REPORT BOOK (3 pages 3 colures) 12x21 with numbering 300p	NOS	
6	BROWN COVERS FS	NOS	
7	BROWN ENVELOPEES 11 x 5	NOS	
8	CASH ADVANCED FORMS (on side printing Xerox FS paper 80 GSM) 100p	PADS	
9	CASH LEDGER (Xerox A3 Paper 80GSM) 500p	NOS	
10	CHEQUE FWD SLIP (on side printing) 12x21	PADS	
11	COMPARATIVE STATEMENT PAD (on side printing Xerox FS paper 80 GSM)	PADS	
12	COUPON BOOK (3 pages 3 colors Medium size) 12x21	NOS	

Sl.No.	Item Name with specifications	UNIT	Quoted Rate (Including Transportation, GST / Taxes, Loading & unloading charges etc. in all respects)
13	DO LETTER PAD (color printing one side A4 size Band paper 100p)	PADS	
14	DO LETTER PAD (M/C) (one side A4 size Band paper 100p)	PADS	
15	FDR LEDGER (Xerox FS paper 80 GSM 500p)	NOS	
16	FOOD TESTING REGISTER (Xerox FS paper 80 GSM 100p)	NOS	
17	INVITATION CARDS (on side tick card)	NOS	
18	GENERAL LEDGER (Xerox FS paper 80 GSM Printing Both Side 500p)	NOS	
19	LBA FOLDER	NOS	
20	LEAVE LETTER PAD STUDENT (one side Xerox FS paper 80 GSM 100p)	PADS	
21	MI ROOM PADS (on side Size 12x21) 100p	PADS	
22	MUSTER ROLL SHEETS (on side Xerox FS paper 80 GSM) 100p	NOS	
23	NEWS PAPER LEDGER (Xerox A3 Paper 80GSM) 100p	NOS	
24	PARENTS DAY CULTURAL TICKETS (3 pages 3 colors Medium size 14x21)	NOS	
25	PASTING FILE	NOS	
26	PERSONNEL LEDGER (Xerox FS paper 80 GSM Printing Both Side 500p)	NOS	
27	PROFICIENCY CERTIFICATE (A4 size)	NOS	
28	PRE INK RUBBER STAMP	NOS	
29	RECEIPT BOOK (3 pages 3 colors A4 size one paper 4 receipts)	NOS	
30	RECEIPT BOOK-GEN SMALL SIZE ONLY	NOS	
31	RUBBER STAMP EACH LINE+HANDLE	NOS	
32	RUBBER STAMP ROUND SEAL	NOS	
33	SCHOOL LETTER HEAD - MED	PADS	
34	SCHOOL LETTER HEAD - SMALL	PADS	
35	SCHOOL LETTER HEAD -BIG	PADS	
36	SCRIBILING PADS	PADS	

Sl.No.	Item Name with specifications	UNIT	Quoted Rate (Including Transportation, GST / Taxes, Loading & unloading charges etc. in all respects)
37	BOOK (BINDING)	NOS	
38	STAFF LEAVE LETTER (one side printing Size 12x21) 100p	PADS	
39	STAFF MOVEMENT ORDERS (3 pages 3 colors Medium size 14x22 with numbering)	PADS	
40	STOCK LEDGER – EXPENDABLE (Xerox FS paper 80 GSM Printing Both Side 700p)	NOS	
41	STOCK LEDGER – NON EXPENDABLE (Xerox FS paper 80 GSM Printing Both Side 700p)	NOS	
42	TEACHER DAIRY (one side printing A4 Size 300p)	NOS	
43	VEHICLE LOG BOOK (one side printing A4 Size 300p)	NOS	
44	VEHICLE MOVEMENT SHEETS (one side printing A4 Size 300p)	NOS	
45	VISITING CARDS	NOS	
46	VISITORS PASS	NOS	
47	ADIMISSION REGISTER (conquest paper Xerox A3 Paper 85 GSM printing both size)	NOS	

GST/Tin/PAN No. \_\_\_\_\_  
(Copy must be enclosed)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No.....

Date:

