

**EKALAVYA MODEL RESIDENTIAL SCHOOL, PHIRINGIA  
DIST-KANDHAMAL**

(Under Ministry of Tribal Affair, Govt. Of India)

Tender for supply of Office stationary items for the Session - 2026-27

1. Name & Address of the party/firm: \_\_\_\_\_

2. Registration No. of the Firm: \_\_\_\_\_

3. Earnest Money Deposited: \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_, Dt. \_\_\_\_\_

4. Paper Cost Money Deposited: \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_, Dt. \_\_\_\_\_

**Specification for the supply of articles of office stationary items to be  
supplied during the session - 2026-27.**

The suppliers should go through the specification carefully before quoting the rates. The suppliers are responsible to prove the quality mentioned with sample or with authenticated documents, failing which the rates quoted will not be accepted. The suppliers should quote all the rates for all of the items in which minimum 25% of the quotation rates if approved will be eligible to receive the supply orders. It may be noted that for standard quality only single rate against the items should be quoted. In case more than one rate quoted for single item in the name of quality, the same will not be considered.

**PARTICULARS OF THE ITEMS**

SI No	Name of the Articles & Specification	Quantity	Rate Quoted
1	Xerox Paper (A4 size) JK copier	Per Bundle	
2	Brown File Leaf (Good Quality)	Per Piece	
5	File Leaf Plastic coated (Good quality)	Per Piece	
6	Printed envelope with school name and addresses (27x12 cm) good quality	Per Piece	
7	Voucher Guard file (Ace Mark Stationary) 180 pages	Per piece	
8	White Board Duster (Ikon/Branded)	Per Piece	
9	Gum (Cores/Camel/Branded)	300 ML	
10	Thread Cotton for exam purpose	Per Bundle	
11	Wall Clock (Ajanta/Branded) Big size	Per Piece	
12	Water Bottle One Liter (Nayasa/Milton/Cello)	Per Piece	
13	Aluminum Tripod Easel - Branded	Per Piece	
14	Brush (Flat for Painting) – Brustro/Branded	Per Piece	
15	Brush (Round for Painting) – Brustro/Branded	Per Piece	
16	Brush – 2 inch (Flat for Painting) – Brustro/Branded	Per Piece	
17	Colour Palette for Painter – Brustro/Branded	Per Piece	
18	Hand Made Painting Paper – Branded	Per PKD/Dozen	
19	Paper Holding Binder Clips 32 MM - Branded	Per PKD	
20	Paper Holding Binder Clips 25 MM - Branded	Per PKD	

SI No	Name of the Articles & Specification	Quantity	Rate Quoted including GST
21	Paper Holding Binder Clips 19 MM - Branded	Per PKD	
22	Paper Holding Binder Clips 15 MM - Branded	Per PKD	
23	Correction Pen Whitener - Branded	Per Piece	
24	Highlighter Pen - Branded	Per Piece	
25	Page Markers (Stick Note Pad) - Branded	Per PKD	
26	Scissor for Office use - Branded	Per Piece	
27	U - Clip (Colour) - Branded	Per PKD	
28	Stapler (No - 10-1M) - Branded	Per Piece	
29	Stapler Pin (No - 10-1M) - Branded	Per PKD	

**Note:**

1. The rate should be wholesale and not be exceeding from the market rate published in the news paper/ civil supply department and rate should not be more than from MRP (stickering and erasing of MRP will not be accepted).
2. Sample should be submitted for all items along with tender (sample) failing which the committee may consider the rate of the other parties who have submitted the samples.
3. The approved samples will be kept in the School for verification at the time of supply.
4. Any free gift /scheme provided by the company should be supply along with the articles on free of cost.
5. Do not quote more than one rate for a single item.
6. Qualitative and branded items will be given preference.
7. The decision of the committee is final and abiding.

Signature of the supplier

Name:

Seal of the firm