



# KANYA SHIKSHA PARISAR, SEHORE

RUN BY SURYA FOUNDATION

Sehore-Indore by pass Road, In front of R.T.O. Office,  
Crescent Resort Cross Road, Sehore - 466001 (M. P.)



9540780079



sehoreksp@gmail.com



kspsehore.ac.in



## अध्याय 1 : निविदाकर्ताओं के लिए अनुदेश

**KSP/SF/2026-27/03 (TENDER)**

**DATED: 20 January 2026**

### **TENDER NOTICE** **TENDER NOTICE FOR SUPPLY OF STATIONARY ITEMS** **SESSION 2026-27**

#### **INFORMATION SHEET/CRITICAL DATE SHEET**

Date of Tender Publishing	20 January, 2026 at 1000 hrs
Date & time of document download start	20 January, 2026 at 1000 hrs
Bid submission start date & time	20 January, 2026 at 1000 hrs
Pre-bid meeting date & time	27 January, 2026 at 1000 hrs
Bid submission closing date & time	10 February 2026 at 1700 hrs
Technical Bid opening date, time & venue	<b>26 February 2026 at 1000 hrs.</b> Kanya Shiksha Parisar, Sehore Run by Surya Foundation, Sehore-Indore Bypass Road Near Crescent Resort Square, Opposite R.T.O office, Sehore M.P. 466001
Bid Submission	<a href="https://MPTenders.gov.in/nicgep/app">https://MPTenders.gov.in/nicgep/app</a> .
Expected date, Time & Venue of Financial Bid Opening	<b>28 February 2026 at 1000 hrs</b> Kanya Shiksha Parisar, Sehore Run by Surya Foundation, Indore By pass Road Near Crescent Resort Square, Opposite R.T.O office, Sehore M.P. 466001
Details of Contact person	<b>Administrator</b> Kanya Shiksha Parisar, Sehore Run by Surya Foundation, Indore By pass Road Near Crescent Resort Square, Opposite R.T.O office, Sehore , (M.P.) 466001 Mob No : 9616088184

Signature of the Bidder  
(Name and address of Bidder)  
(Seal)

**Principal**

Kanya Shiksha Parisar, Sehore  
Run By Surya Foundation

## अध्याय 2 : संविदा की शर्तें

### TENDER NOTICE

#### Sub: Tender for supply of Stationery items to Kanya Shiksha Parisar, Sehore Run by Surya Foundation Session 2026-27

1. Stationary Items for approximate 480 students are required during academic year 2026-2027. Details of Items required by the school is attached as **Appendix "B"** for information.
2. Tenders are invited for supplying of Stationary items for approximate 480 students for the period from **01 May 2026 to 30 April 2027** on following terms & conditions: -

#### Terms & Conditions

1. The firm should have three years of experience of supplying of Stationary Items. A self-signed certificate to this effect to be enclosed along with technical bid documents.
2. The Annual turnover of the firm related to stationary items should be at least **Rs 5,00,000/- per annum (Rupees five lakh only)**. 50 % Cost of the expected amount of the tender.
3. Samples of the Stationery items to be supplied need to be good quality and of reputed Brand, the name of which should be mentioned as per specification.
4. Firms must produce and deposit the samples of Stationary items in small container as listed at Appendix to this tender.
5. Any change in quality may result in forfeiture of the payment along with earnest money and blacklisting the firm. The school will not be responsible for any loss/damage to the firm due to it. Decision of Principal of the school in this regard will be final & binding.
6. All the samples should be submitted in the office before closing of last date of submission of tender. After that no addition or changes are permitted else the tender will be rejected.
7. The complete supply of the items should be perfect to the requirement and satisfaction of this School. Quality should be maintained as per the approved sample.
8. Bidders must attend the pre-bid meeting.
9. Price negotiation will be carried out with L-1 Bidders, if considered necessary by the tenderer.
10. After completion of financial bid and price negotiation with L-1 Bidder, a contract agreement will be made on non-judicial stamp paper amounting to Rs 100/- (Rupees hundred only) and will be signed by L-1 Bidder(s) and the tenderer.
11. Tender contract would be awarded to that the firms, whose all samples should be of good quality and passed by the Committee.
12. Tenders' incomplete in any respect is liable to be rejected without assigning any reason thereof. This office reserves the right to accept or reject any tender in whole or in part thereof without assigning/specifying any reasons thereof. There shall be no obligation on the part of this office to inform the unsuccessful tender of the outcome of the tender process.
13. Bids shall be submitted online only at <https://MPtenders.gov.in/nicgep/app>. Bidders/contractors are advised to follow the instructions for the e-submission of the bids online through <https://MPtenders.gov.in/nicgep/app> for e-procurement. Bidders are advised to visit at least 2 days prior to closing date of submission of tender for any amendment/corrigendum/addendum.
14. The offers submitted by Telegram/Fax shall not be considered. No hardcopy (physical) correspondence will be entertained in this matter. A scanned copy of the EMD will also be uploaded with the technical bid. The financial bids are to be submitted in the prescribed BOQ online <https://MPtenders.gov.in/nicgep/app>. Item wise rates will be considered separately. Contract can be awarded to any firms who quoted lowest rates item wise. It should be noted that item wise rates mentioned should be genuine.

15. It is not mandatory to select L-1 bidder on overall rate of items. L1 bidder can also be selected item wise low price.
16. Quantity of the items in work order / supply order may be increased / decreased as per requirement of the school.
17. Rate of items mentioned in tender will be applicable for entire contract period i.e from **01 May 2026 to 30 April 2027**. Rate of items will not be increase during this contract period.
18. Gift /any other scheme given on any items by the companies will be given to the school.
19. **District West Delhi , New Delhi** will be jurisdiction of all judicious issues.
20. Bills will be cleared on availability of grants.
21. All items will have date of packing, date of expiry and batch No. on the packing.
22. All supplied items shall strictly conform to the approved sample in quality, specification, and finish. Any item found not matching the approved sample or found to be defective, damaged, or substandard shall be liable for rejection. In the event of rejection, the school reserves the right to return such items. The Vendor shall, at its own cost, collect the rejected items from the school premises and replace them with items strictly as per the approved sample within one (2) working days from the date of intimation. All transportation, handling, loading, unloading, and replacement costs shall be entirely borne by the Vendor. Any loss, damage, or deterioration to the goods during transportation, handling, or replacement shall be the sole responsibility of the Vendor. The school shall not be liable for any such loss or damage under any circumstances.
23. **Penalty Clause**. Penalty clause will be invoked as under: -
  - (a) In case supply of the items not done in time – 5% of the total value of supply order per week will be charged/ deducted out of the payment.
  - (b) In case of the items supplied are not as per the by this office at any time without assigning any reason/ notice. In this respect, the decision of school shall be final and binding. EMD may also be forfeited.
  - (c) Sample and supply order/ found unsatisfactory – Upto 10% cost of the items will be charged and modality of charging penalty clause will be decided by the school authority which have to be accepted by the supplier or items may be returned or contract can be terminated

**3. The Tender should be submitted in two parts**

- (a) **First part** should be submitted for **Technical Bid (as per Appendix “A”)** and it should contain all technical details such as EMD, copy of Income tax return filed (**A.Y 2025-26**), experience certificate, GST Registration certificate etc online and Sample of stationary items should be submitted to the tender inviting office.
- (b) **Second part** should be submitted for Financial Bid (as per Appendix “B”) online. Rates should be quoted with all taxes and transportation charges.

#### 4. Technical Bid - Bid Security (EMD): -

Sr. No.	Contract Period of the Supply of Stationary Items	Expected Volume of contract (yearly)	EMD @ 3% of Estimated Value of the goods to be procured
1	01 May 2026 to 30 April 2027	Rs. 10,00,000/-	<b>Rs. 30,000/-</b> (EMD to be deposited on line with tender)

- (i) EMD of Rs. **30,000/-** in the form of an account payee demand draft in favour of " **Kanya Shiksha Parisar Sehare Run by Surya Foundation**". Name and address should be written on the back side of the DD/Bankers cheque. DD/Bankers Cheque should be deposited in this office in original by successful L1 bidder after opening and execution of financial bid.
- (ii) **EMD will be refunded to the unsuccessful tenderer within 30 days** from the date of opening of financial bids and no interest would be paid thereon. The vendors shall send a request letter in the office for returns of EMD.
- (iii) **Tender fees will be Rs 1,000/- (Rupees one thousand only) non-refundable**
- (iv) EMD of the successful tenderer will be released by the school only after satisfactory completion of the work i.e **30<sup>th</sup> April 2027**. No interest will be paid on the EMD. The vendors shall send a request letter in the office for returns of EMD.
- (v) Any certificate claiming exemption from EMD shall not be accepted. Submission of the Earnest Money Deposit (EMD) is mandatory and compulsory for all bidders.

#### (vi) Documents for Technical Bid (On Line)

- (a) Earnest Money deposit (EMD).
- (b) Copy of the PAN card, Aadhar Card and GST Registration certificate.
- (c) Income Tax Return filed for the last assessment year (i.e. A.Y **2025-26**).
- (d) GST Returns filed for last quarter of previous assessment years (i.e. A.Y **2025-26**)
- (e) Experience Certificate/document. (If held)
- (f) Last annual turnover related to Stationary items.
- (g) Sample of Stationary items to be enclosed before closing date.
- (h) A certificate regarding timely and satisfactory completion of supply of the items from previous tenderer. (If any)

#### 5. Financial Bid.

- I. Financial Bids of only those contractors will be opened, who are found eligible in Technical Bid at MP e-procurement portal <https://MPtenders.gov.in/nicgep/app>.
- II. The date will be finalized by the Committee for opening of financial bids after evaluation of technical bid.
- III. Rate of items must be as per MRP or below the MRP including all taxes and transportation charges.
- IV. Rate will be mentioned and uploaded online only. Offline financial bid will not be accepted. In case financial bids received offline the same will not be entertained and rejected.



**Principal**  
Kanya Shiksha Parisar, Sehare  
Run By Surya Foundation

Signature of the Bidder  
(Name and address of Bidder)  
(Seal)

### अध्याय 3 : अपेक्षाओं की अनुसूची

S. No.	DETAILS OF STATIONERY	Accounting Unit
1	A4 Page Ream (75 GSM- JK Copier-Red) 500 Pages	Per Ream
2	Bond Paper for Mark-sheet (Ream pack) 100 GSM JK Bond 100 Sheets	Per Ream
3	Legal page Ream (75 GSM-JK Copier-Red) 500 Pages	Per Ream
4	Note Book – Type-1 (24 x 18 cm) (192 pages – 200 GSM cover and 58 GSM page) (Approx Qty- 6000)	Per Pcs
5	Note Book – Type-2 (29 x 21 cm) (176 pages – 250 GSM cover and 58 GSM page) (Approx Qty- 4000)	Per Pcs
6	Student Attendance Register Swastik (13 X 8.5 inch) 88 Pages	Per Pcs
7	Staff Attendance Register Swastik with time in & time out (12 X 9 inch) 216 Pages	Per Pcs
8	Spring File (Hatim Olympic)	Per File
9	Spring File (School Name print) as per our sample	Per File
10	Box File (Laminated Prime Index)	Per File
11	Spiral Pad - Swastik 4 no. (Appx 80 pages)	Per Pad
12	Pocket Pad - Kathuria Notebook no 2 (Appx 60 Pages)	Per Pad
13	Brown Cover rolls 8 Mtr laminated (Width - 35.5 CM)	Per Roll
14	Ball Pen -Paras entry	Per Pcs
15	Ball Pen – Goldex Klear	Per Pcs
16	Ball Pen – Nataraj Glow Classic Mist	Per Pcs
17	Pen (Uni-ball)	Per Pcs
18	Pen Pilot (Luxor) V-7	Per Pcs
19	Pencil (Nataraj 621 HB)	Per Pkt
20	Sketch pen (Luxor Sketch Pens Pack of 12) Standard Size	Per Pkt
21	Geometry Box (Doms - Geommy)	Per Box
22	Stamp Pad (Faber - Castell size 11cm x 6.9 cm)	Per Pad
23	Whitener – Kores smart correct correction pen - 7 ml	Per Pcs
24	Fevicol – 100 gm MR	Per Bottle
25	Fevicol – 200 gm MR	Per Bottle
26	Feviquick (MRP Rs 5/-)	Per Pcs
27	Fevistik Glue (25g)	Per Stick
28	White Chalk (Kores-Dustless Chalk) Big Box-144 sticks	Per Box
29	Colour Chalk (Kores-Dustless) Big Box-144 sticks	Per Box
30	Graph Book (A-4) 60 Pages (Vijayshree)	Per Pcs
31	Eraser - Doms Dust free	Per Pkt
32	Sharpener - Doms Small	Per Pkt
33	Scissor Small - 5" inch Kangaro	Per Pcs
34	Scissor Big - 8½ inch Kangaro	Per Pcs
35	Scale/ Ruler 30cm - Steel Ajanta	Per Pcs
36	Scale/ Ruler 15cm - Plastic Doms	Per Pcs
37	Paper Clip Binder 41 mm - JMD	Per Pkt
38	Paper Clip Binder 25 mm - JMD	Per Pkt
39	Water Color Tubes (60 ml) Camel	Per Pcs
40	Water Color Plates – 20CM Big size Rectangle Camel	Per Pkt
41	Pencil Color 15 Cm – Faber-Castell - 24 Shades	Per Pkt
42	Oil Pastel Colour 5CM – Camel - 24 Shades	Per Pcs

43	Dry Pastel Colour 5CM – Camel - 24 Shades	Per Pcs
44	Poster Colour – 100 ml Camel (BOX)	Per Pcs
45	Wooden Eisel Stand wooden 60" inch	Per Pcs
46	Wooden Drawing Board Half 1 X 2	Per Pcs
47	Wooden Drawing Board Full 2 X 3	Per Pcs
48	Paper Tape 1 Inch Abro	Per Pcs
49	Thumb Pin Plastic (100 Pcs )	Per Pkt
50	Colour Paper A-4 size 75 GSM ( 100 Sheets) Oddy	Per Pkt
51	Drawing Shading Pencil - 2B to 10B - Art line	Per Pkt
52	Knife Set (Stic)	Per Pkt
53	Register 144 pages – Hard cover, Size 17x27, 58 GSM pages	Per Pcs
54	Register 216 pages – Hard cover, Size 17x27, 58 GSM pages	Per Pcs
55	Register 288 pages – Hard cover, Size 17x27, 58 GSM pages	Per Pcs
56	Calculator (Casio) MJ 12D	Per Pcs
57	Cello Transparent Tape ¾ inch - 35 Per Mtr	Big roll
58	Cello Transparent Tape 3 inch – 35 Per Mtr	Big roll
59	Stapler Kangaro -10 no	Per Pcs
60	Stapler Pin Kangaroo -10 Small Size	Per Box
61	Stapler Pin Kangaroo -555	Per Box
62	Carbon Paper A4 Size - Kores	Per Pkt
63	Punch Machine - Kangaro – DP 480	Per Pcs
64	Punch Machine - Kangaro – DP 700	Per Pcs
65	Page Cutter – 18 mm Nataraj Large Cutter	Per Pcs
66	Page cutter – 9 mm Nataraj Handy Cutter	Per Pcs
67	Page Cutter blade – 18 mm Nataraj Large Cutter	Per Pcs
68	Page Cutter blade – 9 mm Nataraj Handy Cutter	Per Pcs
69	Plastic 'L' Folder A-4 size	Per Pcs
70	Plastic 'L' Folder Legal size	Per Pcs
71	Plastic Button Folder Standard size	Per Pcs
72	Highlighter Art Line - 10 CM	Per Pcs
73	White Board Marker - Cello White made (Black colour)	Per Pcs
74	White Board Marker - Cello White mate (Blue colour)	Per Pcs
75	White Board Marker - Cello White mate (Red colour)	Per Pcs
76	Permanent Marker - Reynold long	Per Pcs
77	Supplementary Copy 4 Page printed- (50 GSM)	Per Pcs
78	Main Copy 8 Page Blue line duly printed School name (50 GSM)	Per Pcs
79	Main Copy 12 Page Blue line duly printed School name (50 GSM)	Per Pcs
80	Main Copy 16 Page Blue line duly printed School name (50 GSM)	
81	Nylon Rubber Band Large - 4 inch - 250 gm	Per Pkt
82	Nylon Rubber Band Small - 2 inch - 250 gm	Per Pkt
83	Proxy Book - Swastik Size - 19X15 cm	Per Pcs
84	Arrangement Book Swastik Size - 25X18 Cm	Per Pcs
85	Colour Paper - Mix colour Canberry (100 pages)	Per Pkt
86	Map sheet India 7'x 8' (100 Pcs Per Pkt)	Per Pkt
87	Map sheet World 7'x 8' (100 Pcs Per Pkt)	Per Pkt
88	Oddy A4 Self Adhesive Paper Label Stickers (100 Sheets)	Per Pkt
89	Stock Register canavas Swastik 160 Pages	Per Pcs
90	Stock Register canavas Swastik 320 Pages	Per Pcs
91	Stock Register 175 Pages	Per Pcs

92	Inward Register 6 quire canvas	Per Pcs
93	Outward Register 6 quire canvas	Per Pcs
94	Library book Issue Register 200 Pages	Per Pcs
95	Library Stock Register 200 Pages	Per Pcs
96	Rough Register (Size 20.5 x27.5) Pages-364 GSM - 52	Per Pcs
97	One Side Ruled Sheets for School Projects A4 Size 80 Pages Pkt	Per Pkt
98	Both Sided Ruled Sheets for School Projects A4 Size 80 Pages Pkt	Per Pkt
99	School Bag as per Our Sample	Per Pcs
100	Cartridge sheet white 140 gsm A1 size Neelgagan - 23X33 "	Per Pcs
101	Colour sheet 140 gsm A1 size Odddy -23X33 "	Per Pcs
102	Water colour sheet 300 gsm A1 size Anson- 23X33 "	Per Pcs
103	Canvas roll Size - 2ft Camel	Per Mtr
104	Acrylic Colour Per Box Fabricl 15ML (10 Pcs Pkt)	Per Pkt
105	Oil Colour Per Box Camel (Artistic) 100 ML	Per Pkt
106	Brush set round Camel (5 Brushes in a set) 0-12 No.	Per Set
107	Brush set flat Camel (5 Brushes in a set) 0-12 No.	Per Set
108	Jute rope (Sutli) 2MM (50 Mtr Per Pkt)	Per Pkt
109	Wooden Lipin art board 18 x 24 inch round Camel	Per Pcs
110	Wooden Lipin art Board 18 x 24 inch rectangle Camel	Per Pcs
111	Molded clay Fevcryl 500 Gram	Per Kg
112	Lipin Art All shape of mirror Camel (100 Gram)	Per Pkt
113	Acrylic Colour Fabric 500 ML	Per Kg
114	Fevicol MR 500 ML	Per Kg
115	Fast Feavy bond Adhesive (1 Ltr)	Per Ltr
116	Bontex Gluegan stick - 8 Inch with 10 Pcs sticks pkt ( THICK )	Per Pkt
117	Card Board - Size 160 HMS , A1 Size	Per Pcs
118	Linseed oil colour Camel 100 ML	Per bottel
119	Turpentine oil – Camel 100 ML	Per bottel
120	Doms Sketch book - 36 Pages 150 GSM	Per Pcs
121	Drawing Practical book Shree Navneet Royal Size - 25X20 CM , 36 pages	Per Pcs
122	Plastic Clear Folder Leafs Sheet A4-Size-400 Micron	Per Pcs
123	Exam Thread for tying of exam copy ( 50 Thread Bunch)	Per Bunch
124	Project Sheet Full Size Chart Paper 200 GSM- (72.X55.5 CM)	Per pcs
125	Name Slip (16 Per Pcs - 35X21 CM) as per our sample	Per Pkt
126	Document ZIP File folder - A4 Size	Per Pcs
127	Stick File/Strip File for A4 Paper Holder ( 20 Pcs per pkt)	Per Pkt
128	Green Board Duster (Standard Size) A1 Super (14 X 5 CM)	Per Pcs
129	White Board Duster (Standard Size) A1 Super (12 X 4.5 CM)	Per Pcs
130	Hand Made Sheet - A1 Multi Colour (Camel) 10 Sheets Pkt (23X33")	Per Pkt
131	Glitter Sheet (A4) Multi Colour -Camel 10 Sheets pkt	Per Pkt
132	Practical Note Book Science - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs
134	Practical Note Book Physics - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs
135	Practical Note Book Chemistry - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs
136	Practical Note Book Biology - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs
137	Practical Note Book Economics - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs

138	Note Book 3 in 1 (24 x 18 cm) (192 pages – 200 GSM cover and 58 GSM page) (Approx Qty- 60)	Per Pcs
139	Practical colour paper A 4 size 80 pages	Per Pkt
140	Plastic scale 30 cms	Per Pc
141	Plastic scale 15 cms	Per Pc
142	Graph Paper A4 Size (500 Pcs Pkt)	Per Pkt
143	Transparent Pouch (24X11cm)	Per Pcs
144	Botany Refill	Per Pkt
145	Botany cover file	Per pc
146	India physical map 3 x 4 ft	Per pc
147	India Political map 3 x 4 ft	Per pc
148	MP physical map 3 x 4 ft	Per pc
149	MP Political map 3 x 4 ft	Per pc
150	World physical map 3 x 4 ft	Per pc
152	World Political map 3 x 4 ft	Per pc
153	Envelope A 4 Size with transparent	Per pc
154	Thread GTC	Per Box
155	Deluxe LAC	Per Pkt
156	Fabric acrylic colour (10 colour)	Per Ltr
157	Tracking paper	Per pc
158	Painting brush set round	Per pc
159	Camel Artist purified linseed oil	Per Bottle
160	LRS Cold pressed water colour sheet 300 GSM A1 Size	Per pkt
161	Ivory sheet 220 GSM A-1 Size	Per pkt
161	Kite Paper A1 Size	Per pkt
162	Crafting Paper A1 Size	Per pkt
163	Handmade sheet colour sheet	Per pkt
164	Doms Sketch sheet 36 pages	Per pkt
165	Glitter Sheet A 4 Size	Per Pkt
166	Brush 12 Shades	Per pkt
167	Dry Pistol colour 5 cm camel 24 sets	Per Pkt
168	Lipun art all shapes mirror	Per Pkt
169	Electric balloon machine high power	Per pc
170	Paper messi clay	Per Pkt
171	Colourful tape 1 inch	Per pc
172	Gun stapler pin	Per Pkt
173	Kangaroo miles gun tacket tp – 9	Per pc
174	Terra cotta clay	Per Pkt

**Principal**  
Kanya Shiksha Parisar, Sehare  
Run By Surya Foundation

Signature of the Bidder  
(Name and address of Bidder)  
(Seal)



अध्याय 4 : विनिर्देशन और अन्य सम्बद्ध तकनीकी ब्योरे

**TECHNICAL BID**  
**TENDER NOTICE FOR SUPPLY OF STATIONERY**  
**KANYA SHIKSHA PARISAR, SEHROE**  
**RUN BY SURYA FOUNDATION**  
**SESSION 2026-2027**

Sr. No.	Particulars	Information/document attached with page No.
1	Name of Firm	
2	Address with Pin Code	
3	Name of Contact Person	
4	Contact No.	(O): (M):
5	E-mail Address	
6	Earnest Money (Bank Draft/ Bankers Cheques)	
7	Copy of the PAN & Aadhar card	
8	GST Registration No.	
9	Copy of Income Tax Return filed for the last assessment year (i.e. A.Y 2025-26)	
10	Copy of GST Returns filed for last assessment year (i.e. A.Y 2025-26)	
12	Proof of experiences (If held)	
13	Last annual turnover related to Stationary items.	
14	Sample for supply of stationery items	
15	Certificate from previous tenderer regarding timely completion of supply order as per tender (If held)	
16	Any other documents, if required	



**Principal**  
Kanya Shiksha Parisar, Sehore  
Run By Surya Foundation

Signature of the Bidder  
(Name and address of Bidder)  
(Seal)

## अध्याय 5 : कीमत अनुसूची

### FINANCIAL BID

(निविदाकर्ताओं द्वारा अपनी कीमतें दर्शाने के लिए इस्तेमाल किया जाना है)

#### Appendix "B"

To,

The principal

Kanya Shiksha Parisar Sehore, run by Surya Foundation

Bhopal -Indore Highway, Near Crescent Chaouraha Opposite RTO Office, Sehore-466001

Sir,

In response to your Tender Dated 20 January 2026, calling tenders for supplying Stationery items during academic session 2026-27, we quote our rates as under:-

S. No.	Item Code	DETAILS OF STATIONERY	Accounting Unit	Rate including all taxes and transportation charges
1	1	A4 Page Ream (75 GSM- JK Copier-Red) 500 Pages	Per Ream	
2	2	Bond Paper for Mark-sheet (Ream pack) 100 GSM JK Bond 100 Sheets	Per Ream	
3	3	Legal page Ream (75 GSM-JK Copier-Red) 500 Pages	Per Ream	
4	4	Note Book – Type-1 (24 x 18 cm) (192 pages – 200 GSM cover and 58 GSM page) (Approx Qty- 6000)	Per Pcs	
5	5	Note Book – Type-2 (29 x 21 cm) (176 pages – 250 GSM cover and 58 GSM page) (Approx Qty- 4000)	Per Pcs	
6	6	Student Attendance Register Swastik (13 X 8.5 inch) 88 Pages	Per Pcs	
7	7	Staff Attendance Register Swastik with time in & time out (12 X 9 inch) 216 Pages	Per Pcs	
8	8	Spring File (Hatim Olympic)	Per File	
9	9	Spring File (School Name print) as per our sample	Per File	
10	10	Box File (Laminated Prime Index)	Per File	
11	11	Spiral Pad - Swastik 4 no. (Appx 80 pages)	Per Pad	
12	12	Pocket Pad - Kathuria Notebook no 2 (Appx 60 Pages )	Per Pad	
13	13	Brown Cover rolls 8 Mtr laminated (Width - 35.5 CM)	Per Roll	
14	14	Ball Pen -Paras entry	Per Pcs	
15	15	Ball Pen – Goldex Klear	Per Pcs	

S. No.	Item Code	DETAILS OF STATIONERY	Accounting Unit	Rate including all taxes and transportation charges
16	16	Ball Pen – Nataraj Glow Classic Mist	Per Pcs	
17	17	Pen (Uni-ball)	Per Pcs	
18	18	Pen Pilot (Luxor) V-7	Per Pcs	
19	19	Pencil (Nataraj 621 HB)	Per Pkt	
20	20	Sketch pen (Luxor Sketch Pens Pack of 12) Standard Size	Per Pkt	
21	21	Geometry Box (Doms - Geommy)	Per Box	
22	22	Stamp Pad (Faber - Castell size 11cm x 6.9 cm)	Per Pad	
23	23	Whitener – Kores smart correct correction pen - 7 ml	Per Pcs	
24	24	Fevicol – 100 gm MR	Per Bottle	
25	25	Fevicol – 200 gm MR	Per Bottle	
26	26	Feviquick (MRP Rs 5/-)	Per Pcs	
27	27	Fevistik Glue (25g)	Per Stick	
28	28	White Chalk (Kores-Dustless Chalk) Big Box-144 sticks	Per Box	
29	29	Colour Chalk (Kores-Dustless) Big Box-144 sticks	Per Box	
30	30	Graph Book (A-4) 60 Pages (Vijayshree)	Per Pcs	
31	31	Eraser - Doms Dust free	Per Pkt	
32	32	Sharpener - Doms Small	Per Pkt	
33	33	Scissor Small - 5" inch Kangaro	Per Pcs	
34	34	Scissor Big - 8½ inch Kangaro	Per Pcs	
35	35	Scale/ Ruler 30cm - Steel Ajanta	Per Pcs	
36	36	Scale/ Ruler 15cm - Plastic Doms	Per Pcs	
37	37	Paper Clip Binder 41 mm - JMD	Per Pkt	
38	38	Paper Clip Binder 25 mm - JMD	Per Pkt	
39	39	Water Color Tubes (60 ml) Camel	Per Pcs	
40	40	Water Color Plates – 20CM Big size Rectangle Camel	Per Pkt	
41	41	Pencil Color 15 Cm – Faber-Castell - 24 Shades	Per Pkt	
42	42	Oil Pastel Colour 5CM – Camel - 24 Shades	Per Pcs	
43	43	Dry Pastel Colour 5CM – Camel - 24 Shades	Per Pcs	
44	44	Poster Colour – 100 ml Camel (BOX)	Per Pcs	

S. No.	Item Code	DETAILS OF STATIONERY	Accounting Unit	Rate including all taxes and transportation charges
45	45	Wooden Eisel Stand wooden 60" inch	Per Pcs	
46	46	Wooden Drawing Board Half 1 X 2	Per Pcs	
47	47	Wooden Drawing Board Full 2 X 3	Per Pcs	
48	48	Paper Tape 1 Inch Abro	Per Pcs	
49	49	Thumb Pin Plastic (100 Pcs )	Per Pkt	
50	50	Colour Paper A-4 size 75 GSM ( 100 Sheets) Oddy	Per Pkt	
51	51	Drawing Shading Pencil - 2B to 10B - Art line	Per Pkt	
52	52	Knife Set (Stic)	Per Pkt	
53	53	Register 144 pages – Hard cover, Size 17x27, 58 GSM pages	Per Pcs	
54	54	Register 216 pages – Hard cover, Size 17x27, 58 GSM pages	Per Pcs	
55	55	Register 288 pages – Hard cover, Size 17x27, 58 GSM pages	Per Pcs	
56	56	Calulator (Casio) MJ 12D	Per Pcs	
57	57	Cello Transparent Tape ¾ inch - 35 Per Mtr	Big roll	
58	58	Cello Transparent Tape 3 inch – 35 Per Mtr	Big roll	
59	59	Stapler Kangaro -10 no	Per Pcs	
60	60	Stapler Pin Kangaroo -10 Small Size	Per Box	
61	61	Stapler Pin Kangaroo -555	Per Box	
62	62	Carbon Paper A4 Size - Kores	Per Pkt	
63	63	Punch Machine - Kangaro – DP 480	Per Pcs	
64	64	Punch Machine - Kangaro – DP 700	Per Pcs	
65	65	Page Cutter – 18 mm Nataraj Large Cutter	Per Pcs	
66	66	Page cutter – 9 mm Nataraj Handy Cutter	Per Pcs	
67	67	Page Cutter blade – 18 mm Nataraj Large Cutter	Per Pcs	
68	68	Page Cutter blade – 9 mm Nataraj Handy Cutter	Per Pcs	
69	69	Plastic 'L' Folder A-4 size	Per Pcs	
70	70	Plastic 'L' Folder Legal size	Per Pcs	
71	71	Plastic Button Folder Standard size	Per Pcs	
72	72	Highlighter Art Line - 10 CM	Per Pcs	

S. No.	Item Code	DETAILS OF STATIONERY	Accounting Unit	Rate including all taxes and transportation charges
73	73	White Board Marker - Cello White made (Black colour)	Per Pcs	
74	74	White Board Marker - Cello White mate (Blue colour)	Per Pcs	
75	75	White Board Marker - Cello White mate (Red colour)	Per Pcs	
76	76	Permanent Marker - Reynold long	Per Pcs	
77	77	Supplementary Copy 4 Page printed- (50 GSM)	Per Pcs	
78	78	Main Copy 8 Page Blue line duly printed School name (50 GSM)	Per Pcs	
79	79	Main Copy 12 Page Blue line duly printed School name (50 GSM)	Per Pcs	
80	80	Main Copy 16 Page Blue line duly printed School name (50 GSM)	Per Pcs	
81	81	Nylon Rubber Band Large - 4 inch - 250 gm	Per Pkt	
82	82	Nylon Rubber Band Small - 2 inch - 250 gm	Per Pkt	
83	83	Proxy Book - Swastik Size - 19X15 cm	Per Pcs	
84	84	Arrangement Book Swastik Size - 25X18 Cm	Per Pcs	
85	85	Colour Paper - Mix colour Canberry (100 pages)	Per Pkt	
86	86	Map sheet India 7'x 8' (100 Pcs Per Pkt)	Per Pkt	
87	87	Map sheet World 7'x 8' (100 Pcs Per Pkt)	Per Pkt	
88	88	Oddy A4 Self Adhesive Paper Label Stickers (100 Sheets)	Per Pkt	
89	89	Stock Register canavas Swastik 160 Pages	Per Pcs	
90	90	Stock Register canavas Swastik 320 Pages	Per Pcs	
91	91	Stock Register 175 Pages	Per Pcs	
92	92	Inward Register 6 quire canvas	Per Pcs	
93	93	Outward Register 6 quire canvas	Per Pcs	
94	94	Library book Issue Register 200 Pages	Per Pcs	
95	95	Library Stock Register 200 Pages	Per Pcs	
96	96	Rough Register (Size 20.5 x27.5) Pages-364 GSM - 52	Per Pcs	
97	97	One Side Ruled Sheets for School Projects A4 Size 80 Pages Pkt	Per Pkt	
98	98	Both Sided Ruled Sheets for School Projects A4 Size 80 Pages Pkt	Per Pkt	
99	99	School Bag as per Our Sample	Per Pcs	

S. No.	Item Code	DETAILS OF STATIONERY	Accounting Unit	Rate including all taxes and transportation charges
100	100	Cartridge sheet white 140 gsm A1 size Neelgagan - 23X33 "	Per Pcs	
101	101	Colour sheet 140 gsm A1 size Oddy - 23X33 "	Per Pcs	
102	102	Water colour sheet 300 gsm A1 size Anson- 23X33 "	Per Pcs	
103	103	Canvas roll Size - 2ft Camel	Per Mtr	
104	104	Acrylic Colour Per Box Fabricl 15ML (10 Pcs Pkt)	Per Pkt	
105	105	Oil Colour Per Box Camel (Artistic) 100 ML	Per Pkt	
106	106	Brush set round Camel (5 Brushes in a set) 0-12 No.	Per Set	
107	107	Brush set flat Camel (5 Brushes in a set) 0-12 No.	Per Set	
108	108	Jute rope (Sutli) 2MM (50 Mtr Per Pkt)	Per Pkt	
109	109	Wooden Lipin art board 18 x 24 inch round Camel	Per Pcs	
110	110	Wooden Lipin art Board 18 x 24 inch rectangle Camel	Per Pcs	
111	111	Molded clay Fevcryl 500 Gram	Per Kg	
112	112	Lipin Art All shape of mirror Camel (100 Gram)	Per Pkt	
113	113	Acrylic Colour Fabric 500 ML	Per Kg	
114	114	Fevicol MR 500 ML	Per Kg	
115	115	Fast Feavy bond Adhesive (1 Ltr)	Per Ltr	
116	116	Bontex Gluegan stick - 8 Inch with 10 Pcs sticks pkt ( THICK )	Per Pkt	
117	117	Card Board - Size 160 HMS , A1 Size	Per Pcs	
118	118	Linseed oil colour Camel 100 ML	Per bottel	
119	119	Turpentine oil – Camel 100 ML	Per bottel	
120	120	Doms Sketch book - 36 Pages 150 GSM	Per Pcs	
121	121	Drawing Practical book Shree Navneet Royal Size - 25X20 CM , 36 pages	Per Pcs	
122	122	Plastic Clear Folder Leafs Sheet A4- Size-400 Micron	Per Pcs	
123	123	Exam Thread for tying of exam copy ( 50 Thread Bunch)	Per Bunch	
124	124	Project Sheet Full Size Chart Paper 200 GSM- (72.X55.5 CM)	Per pcs	
125	125	Name Slip (16 Per Pcs - 35X21 CM) as per our sample	Per Pkt	
126	126	Document ZIP File folder - A4 Size	Per Pcs	
127	127	Stick File/Strip File for A4 Paper Holder ( 20 Pcs per pkt)	Per Pkt	
128	128	Green Board Duster (Standard Size) A1 Super (14 X 5 CM)	Per Pcs	

S. No.	Item Code	DETAILS OF STATIONERY	Accounting Unit	Rate including all taxes and transportation charges
129	129	White Board Duster (Standard Size) A1 Super (12 X 4.5 CM)	Per Pcs	
130	130	Hand Made Sheet - A1 Multi Colour (Camel) 10 Sheets Pkt (23X33")	Per Pkt	
131	131	Glitter Sheet (A4) Multi Colour -Camel 10 Sheets pkt	Per Pkt	
132	132	Practical Note Book Science - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs	
134	134	Practical Note Book Physics - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs	
135	135	Practical Note Book Chemistry - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs	
136	136	Practical Note Book Biology - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs	
137	137	Practical Note Book Economics - CBSE Pattern - Shivalal (150 Pages , Size - 25X20 cm)	Per Pcs	
138	138	Note Book 3 in 1 (24 x 18 cm) (192 pages – 200 GSM cover and 58 GSM page) (Approx Qty- 60)	Per Pcs	
139	139	Practical colour paper A 4 size 80 pages	Per Pkt	
140	140	Plastic scale 30 cms	Per Pc	
141	141	Plastic scale 15 cms	Per Pc	
142	142	Graph Paper A4 Size (500 Pcs Pkt)	Per Pkt	
143	143	Transparent Pouch (24X11cm)	Per Pcs	
144	144	Botany Refill	Per Pkt	
145	145	Botany cover file	Per pc	
146	146	India physical map 3 x 4 ft	Per pc	
147	147	India Political map 3 x 4 ft	Per pc	
148	148	MP physical map 3 x 4 ft	Per pc	
149	149	MP Political map 3 x 4 ft	Per pc	
150	150	World physical map 3 x 4 ft	Per pc	
152	152	World Political map 3 x 4 ft	Per pc	
153	153	Envelope A 4 Size with transparent	Per pc	
154	154	Thread GTC	Per Box	
155	155	Deluxe LAC	Per Pkt	
156	156	Fabric acrylic colour (10 colour)	Per Ltr	
157	157	Tracking paper	Per pc	
158	158	Painting brush set round	Per pc	
159	159	Camel Artist purified linseed oil	Per Bottle	
160	160	LRS Cold pressed water colour sheet 300 GSM A1 Size	Per pkt	
161	161	Ivory sheet 220 GSM A-1 Size	Per pkt	
161	161	Kite Paper A1 Size	Per pkt	
162	162	Crafting Paper A1 Size	Per pkt	

S. No.	Item Code	DETAILS OF STATIONERY	Accounting Unit	Rate including all taxes and transportation charges
163	163	Handmade sheet colour sheet	Per pkt	
164	164	Doms Sketch sheet 36 pages	Per pkt	
165	165	Glitter Sheet A 4 Size	Per Pkt	
166	166	Brush 12 Shades	Per pkt	
167	167	Dry Pistol colour 5 cm camel 24 sets	Per Pkt	
168	168	Lipun art all shapes mirror	Per Pkt	
169	169	Electric balloon machine high power	Per pc	
170	170	Paper messi clay	Per Pkt	
171	171	Colourful tape 1 inch	Per pc	
172	172	Gun stapler pin	Per Pkt	
173	173	Kangaroo miles gun tacket tp – 9	Per pc	
174	174	Terra cotta clay	Per Pkt	

**Principal**  
Kanya Shiksha Parisar, Sehare  
Run By Surya Foundation

Signature of the Bidder  
(Name and address of Bidder)  
(Seal)