

09/APS/BNG//Sty Item/2025

03 May 2025

**CALL FOR QUOTATION FOR PURCHASE OF STATIONARY ITEMS FOR
OFFICE, EXAM CELL, LIBRARY, CLASSROOM & ART ROOM OF THE SCHOOL
FOR THE ACADEMIC YEAR 2025-26**

1. Bids are invited in single bid system for 'Purchase of stationary items for Office, Exam cell, Library, Classroom & Art room of the school for the academic year 2025-26' for Army Public School Binnaguri.

Eligibility Criteria.

2. The bidder should have valid GST No.
3. The store/items/construction works required are categorized in **Appx A** attached to this RFP. It may please be noted that quotation will be submitted in sealed envelope only.

Other Details.

4. Bids in sealed cover are invited for "Purchase of stationary items for Office, Exam Cell, Library, Classroom & Art room of the school for the academic year 2025-26'. Please super scribe " _____ (Category of items i.e. 'Purchase of stationary items for Office, Exam Cell, Library, Classroom & Art room of the school for the academic year 2025-26') RFP No 09/APS/BNG//Sty Item/2025 dated _____ May 2025 on sealed cover will be super scribed to avoid the bid being declared invalid.

(a) Last date for submission of bids by or before 1500hrs on 16 May 2025. The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the bidder. Bids received beyond the time and date given above shall be rejected.

(b) Manner of depositing the bids : Sealed bids should be either dropped in the Quotation Box marked as Quotation box or send by registered post to APS Binnaguri, Binnaguri Cantt prior to the due date and time. No responsibility will be taken for postal delay or non-delivery/ non receipt of bid documents. Bids sent by FAX or email will not be considered.

(c) **The exact date & time for opening of bids will be uploaded on school website as per the availability of Presiding Officer.** If due to any exigency, the due date for opening of the bids is declared closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer.

(d) **Location of the Tender Box.** Main gate (near Principal Office) of APS Binnaguri. Only those bids that are found in the quotation box will be opened.

5. The address and contact number for bids or seeking clarification regarding this RFP are given below:-

- (a) Bids/queries will be addressed to: Principal, Army Public School, Binnaguri.

(b) Postal Address for sending the bids : Army Public School Binnaguri, Binnaguri Cantt, Pin-735232, Dist-Jalpaiguri (WB).

(c) Name/designation of the contact person: Rajeeva Nayan Pathak, Principal, APS Binnaguri

(d) Land Line No – **03563-259446**

(e) E-mail id – apsbinnaguri1@gmail.com

6. Following documents are reqd to be submitted alongwith quotation:-

- (a) Copy of Aadhar Card
- (b) Copy of Trade License (Preferable)
- (c) Copy of GST Registration No
- (d) Copy of PAN Card
- (e) Tender on firm's letter pad printed with GST Number and contact Number.
- (f) Address proof including telephone number/email address
- (g) EMD - NA

7. The RFP is being issued with no financial commitment and the school reserves the right to change or vary any part thereof at any stage. Undersigned reserves the right to withdraw the RFP, should it become necessary at any stage, without assigning any reason.



(Kiran Singh)
Principal
APS Binnaguri

Principal
**Army Public School
Binnaguri Cantt**

Appx 'A'

(Ref APS Binnaguri call for quotation No
09/APS/BNG//Sty Item/2025 dt 01 May 25)

TENDER FORM

**(TO BE RETURNED IN ORIGINAL AFTER FILLING THE RATES ALONGWITH
QUOTATION)**

ARMY PUBLIC SCHOOL BINNAGURI
PURCHASE OF STATIONARY ITEMS FOR OFFICE, EXAM CELL, LIBRARY,
CLASSROOM & ART ROOM OF THE SCHOOL
FOR THE ACADEMIC YEAR 2025-26

Ser No	Description/Particulars	Qty	Rate In Rupees	Total Amount incl GST
01.	AA Battery	100 Nos		
02.	AAA Battery	40 Nos		
03.	Duracell AA Battery	40 Nos		
04.	White Board Marker Camlin Blue	120 Nos		
05.	White Board Marker Ink Camlin Red	100 Nos		
06.	White Board Marker Ink Camlin Blue	120 Nos		
07.	White Board Marker Ink Camlin Red	120 Nos		
08.	White Board Duster	100 Nos		
09.	Cello Tap 2 inch	20 Nos		
10.	Cello Tap 1 inch	10 Nos		
11.	Thumb pin (5 x10)	05 Box		
12.	Pen Pentanic	30 Nos		
13.	Photocopy Paper A4	120 Ream		
14.	Chart Paper White	150 Nos		
15.	Fevicol 500 gm	06 Nos		
16.	Fevicol 100 gm	10 Nos		
17.	Brown Paper	100 Nos		
18.	Register 06 Nos	60 Nos		
19.	Register 10 No	20 Nos		
20.	Register 20 No	10 Nos		
21.	Arch File	30 Nos		
22.	File Cover(Printed) Green/Red	400 Nos		
23.	File Cover (Plane White)	50 Nos		
24.	Cartridge CANON 3010 (925)	10 Nos		
25.	Cartridge LASER JET PRO M202dw(88A)	10Nos		
26.	Cartridge HP LASER JET 1020(12A)	10 Nos		
27.	Cartridge EPSON M2140 Ink (005)	04 Nos		
28.	EPSON L8050 eco Tank Color Ink (combo pack)057	04 Set		
29.	Stapler Pin (No 10) 02 Box	40 Pkts		
30.	Stapler Pin (No 24/6) 01 Box	20 Pkts		
31.	Stapler (No 24/6) Good Quality	05 Nos		
32.	DVD CD Permanent Marker Luxur (Blue)	20 Nos		

Kiran
Principal
Army Public School
Binnaguri Cantt

Ser No	Description/Particulars	Qty	Rate In Rupees	Total Amount incl GST
33	Pencil	5 pkt		
34	'U' Clip(Plastic Cotted)	3 Box		
35	Binder clip 19mm (24 pkt)	02 Boxes		
36	Binder clip 25mm (24 pkt)	02 Boxes		
37	Binder clip 32mm (24 pkt)	05 Boxes		
38	Binder clip 51 mm (6 pkt)	04 Boxes		
39	Cloth coated envelope B5	50 Nos		
40	Brown Envelope 11 x 4 (01 Box)	250 Nos		
41	White Envelope 6.5 x 4.5 (02 Box)	500 Nos		
42	Executive Bond Paper	05 Ream		
43	Spiral Wire (Large size)	1 pkt		
44	Paper cutter (Small)	10 Nos		
45	Hilighter Pen(Yellow)	05 Nos		
46	Ribbon red, yellow, blue	Each 10 Nos		
47	Tag	2 Bundle		
48	Paper flag ½ inch 5 colour	15 Nos		
49	Double side tape	05 Nos		
50	Ink Gel Pen Luxur (White)	20 Nos		
51	Tal Sheet	100 mtr		
52	Eraser	1 pkt		
53	Sticky pad ¾	10 Nos		
54	Gift wrapping paper	3 pkt		
55	Fevi Quick Gel	10 Nos		
56	Glossy Photo Paper	05 Pkt		
57	Colour favric orange, light blu, red	Each 01 Box		
58	Painting Brush 04 No round	12 Nos		
59	Painting Brush 10 No round	10 Nos		
60	Painting Brush 06 No round and flat	10 Nos each		
61	Ivory sheet A4 size	01 Pkt		
62	Artist acrylic colour tube	02 Pkt		
63	Flour cent paper orange green, red, blue, brown & dark green	03 Dozen each		
64	Golden Paper	04 Dozen		
65	Silver Paper	04 Dozen		
66	Handmade paper (pink & green)	06 each		
67	Tharmocol 1 inch	06 Nos		
Exam Cell				
68	Duplicating Paper (A4)	150 reams		
69	Canon MF3010 Ink	03 pcs		
70	HP Laser Jet M506 (Toner No CF287A)	10 pcs		
71	Epson L3110 (4 colour)	01 pcs		
72	Rubber Band (Symthetic-Medium)	02 Kg		
73	Stapler Pin (No 10)	40 pkts		
74	Stapler (No-10) good quality	05 Pcs		
75	Sealing Wax round type	02 Pkt		
76	Transparent Tape (1")	02 Pc		
77	Answer Sheet (main 4 sheets, 8 pages) 4 colour	12000		
78	Answer Sheet (supplementary 2 sheet, 4 pages) 4 colour	10000		
79	Duplicating paper light Green (A4) 75 GSM	20 Reams		

Note:-

- Price should be incl of GST.

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2. The quotation/tender form to be given only on the letter head bearing the name of Firm with GST No. Quotation/Tender form should be signed by the head of firms and vendor duly affixed with the office stamp.
3. Rate should be as per the items mentioned in the tender form. Price mentioned of any other items will not be considered.
4. No alteration/cutting in the quotation is acceptable.
5. Firm/vendor for supply of store will be decided by the School Purchase Committee/Board of Officer based on lowest rates and quality of stores being provided by them.
6. Stores/items so demanded to be provided/supplied by Firm/vendor in School office and no extra charges on account of transportation will be added later on.

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Principal
Army Public School
Binnaguri Cantt

Other Details

1. Bids in writing may be sent to the Purchase of Stationary Items for Office, Exam Cell, Library, Classroom & Art room of the school for the academic year 2024-25 through tender form. (Category of items is Purchase of stationary items for Office, Exam Cell, Library, Classroom & Art room of the school for the academic year 2024-25, RFP No. 02/APQ/BNG/Std Item/2025 dated 15 May 2025 on website www.apq.gov.in to avoid the bid being rejected.

2. The rate for delivery of goods should be within 1500 kms to 10 May 2025. The bidder has to ensure the delivery of goods by the due date and time. The responsibility to ensure the delivery of goods lies with the bidder. The bidder has to give advance notice to the school.

3. Manner of depositing bids: Bids should be submitted in a sealed envelope. Quotation box should be marked with the name of the bidder. The envelope should be marked with the name of the bidder. The envelope should be marked with the name of the bidder. The envelope should be marked with the name of the bidder. The envelope should be marked with the name of the bidder.

4. The exact date & time for opening of bids will be announced on the school website as per the availability of Purchase Officer. Bids will be opened on the due date for opening of bids after a notice period. Bids will be opened on the due date for opening of bids after a notice period. Bids will be opened on the due date for opening of bids after a notice period. Bids will be opened on the due date for opening of bids after a notice period.

5. Location of the Tender Box: Bids may be sent to the Purchase Officer, APS Binnaguri. Only those bids that are found in the Tender Box will be opened.

6. The address and contact number for bids or seeking clarification regarding the RFP are given below:

7. All queries will be addressed to: Principal, Army Public School, Binnaguri.