

Dated:

DUE DATE: 06-03-2026

Cost of the Tender Form for Rs. 500/- paid vide DD/Cheque No. _____ dated _____

**TENDER FORM FOR SUPPLY OF STATIONERY AND TEXT BOOKS PERIOD FROM
01-04-2026 TO 31-03-2027**

(Any alteration / addition made in the Tender Form will make it Null and Void)

1. Sealed Quotations are invited for the providing of STATIONERY AND TEXT BOOKS as per Annexure.
2. The quotations duly **SIGNED, SEALED AND SUPERSCRIBED ON THE ENVELOPE WITH THE REFERENCE No. AND DUE DATE**, should be addressed to the undersigned so as to reach him on or before the due date stipulated above. Quotations received after the due date i.e 06-03-2026 (till 1700hrs) will not be considered and tender will be opened on next working day. .
3. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
4. The quotations should be for goods exactly conforming to our requirements and specifications.
5. If the item is under DGS&D Rate contract, the number and the price applicable must be mentioned. It may also please be indicated whether the supply can be made direct to us at the DGS&D Rate Contract Price.
6. Relevant literature pertaining to the items quoted with full specifications and drawings, if any should be sent along with the quotations, wherever applicable. Samples, if called for, should be submitted free of charges and collected back at the supplier's expenses.
7. Copy of Manufacturing license, or Authorized Distributor/Dealer Certificate, and Proprietary Certificate, as applicable, should be enclosed.
8. The rates quoted should be of good quality and be inclusive of all charges and Taxes (SGST/CGST) as applicable. As the school is not deducting any GST (TDS) on vendor's payment therefore, the receipt of deposit of GST (TDS) as applicable should be deposited with school well in time after release of full payment. Quotations should be free of delivery at School Office and should clearly specify the delivery period. If delivery quoted is Ex-Godown/Consignor Station, delivery charges consisting of freight, packing & forwarding charges, insurance etc. should be indicated separately. Goods should be supplied duly carriage paid and insured. SGST/IGST may be charged at the concessional rates applicable for purchase of scientific goods for an educational institution.
9. The Contract shall be for the period up to 31-03-2027. However, it will come in to effect from the date of actual issue of purchase/supply order. Probable Date of Completion (PDC) is within 30 days from the date of receipt of SO. The Firm must quote Tax registration numbers viz. GST number, PAN number as applicable and attach documentary proof for the same along with the tender document.
10. Goods shall not be supplied without receipt of an official Purchase/Sale order. Items will only be supplied as per the Sale Order (SO) within the stipulated time period as mentioned in the SO. Inferior and sub-standard quality of items will not be accepted. Substitute items if supplied, will not be accepted. Items supplied must be of latest make and a Certificate covering guarantee period/ maintenance be submitted.
11. Request for enhancement of Contract rates under any circumstances will not be considered, once the rates are finalized. Hence, the bidder is to quote rates accordingly, keeping the market factors in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school etc will be verified before award of the contract.

12. **Payment:-** Payment will be made through crossed cheque/NEFT/PFMS on the name of firm (as per invoice) after completion of supply, installation/assembly, and commissioning of the items covered by the order along with necessary spares supplied to the entire satisfaction of the authorities of EMRS Lahaul. Payment against invoices shall normally be made within 30 days of receipt and acceptance of equipment/materials at our office. Tax Deduction at Source (TDS) will be deducted from the net-billed amount, where applicable as per the latest Income Tax Rules. No advance payment will be made under any circumstance.

13. All supplies will be subject to the approval by the Principal, EMRS Lahaul or by a representative appointed by him before they are finally accepted/ or any payment made. Supply will be delivered at School premises at the cost of contractor and when needed and where applicable will be compared with the brand/sample already obtained and inspected. Damaged or inferior items will have to be replaced by the contractor at his cost.

14. Inability on part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security money deposited with the school without any notice and the contract shall be awarded to the next vendor in line, without any prejudice.

15. In case of any dispute, the decision of the Principal, EMRS Lahaul shall be final which will be disposed off with in the District Magistrate Lahaul Spiti Court Jurisdiction only.

16. Incomplete quotations and quotations which do not comply with all the above instructions are liable to be summarily rejected.

17. EMRS Lahaul does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained.

18. The rates should be F.O.R. and should include excise duty, sales tax, GST and any other taxes whatever liable in respect of the supplies.

19. All items are subject to the inspection.

20. Paper and ink should be of good quality.

21. All items/ Books are subject to the inspection any torn books will be replaced within specific time period.

22. Printing of books should be neat and clean, visible.

23. All items should be branded (brand given)/ as mentioned in the tender form.

24. Quantities to be supplied are subject to actual demand.

25. Conditional quotations will not be entertained.

26. All the disputes shall be subject to the jurisdiction of the District Magistrate, Lahaul Spiti at Keylong.

27. The bidder is to note that once contract is finalized, after due negotiations of rates, has to deposit Rs. 25,000/- as Security amount (refundable after completion of work) in the shape of FDR or Deposit Receipts or DD duly pledged in favour of the Principal EMRS Lahaul at Kukumseri District Lahaul Spiti HP, before the indeed of supply is placed. In case the approval bidder fails to deposit security money by the date, he has no further claim of the contract and tender will be cancelled.

28. The above-mentioned details with terms and conditions from Sl. No. 1 to 28 have been read and understood by me/us and I/we express my/our acceptance towards them and will be treated as an agreement between the undersigned and the successful bidder.

Note: These instructions are to be signed by the contractor and returned with the tender.

All the above conditions are accepted by me/us.

Signature of the Bidder:

With seal & date

Name _____

Address _____

Tele: _____

Enclosed Demand Draft

(a) Rs. 500/- towards cost of tender.

SPECIFICATIONS OF STATIONERY ITEMS TO BE SUPPLIED (2025-26)

<u>Sr. No.</u>	<u>Item</u>	<u>Rate tendered (Including GST)</u>
1.	A3 Paper Ream (JK)	
2.	A4 Paper Ream 75 GSM & 80 GSM, (a) JK	
	(b) Spectra	
3.	A4 Glossy Paper Sheet 180 GSM	
4.	Ball Pen Cell Max writer Red	
5.	Ball Pen Reynolds .45	
6.	Ball Pen upto Rs.5 (Red/Blue)	
7.	Binding Roll Transparent	
8.	Bio Punch Sheet	
9.	Brown Paper Sheet	
10.	Call Bell	
11.	Carbon Paper	
12.	Cello Tape Big (1") Transparent	
13.	Cello Tape Big (2") Brown / Transparent	
14.	Cello Tape Small (1/2") Colored/ Decoration	
15.	Chalk White Dustless (Apsara)	
16.	Chart 22"x 28" (Yellow/ Blue/ Green/ Pink/White/ Black)	
17.	Citizen Calculator Original	
18.	Clip Board Navneet	
19.	Clip pin S/Steel	
20.	Correction pen	
21.	Cutter Big	
22.	Cutter Blade	
23.	Cutter Medium	
24.	Dak Folder (Rexine cover)	
25.	Double hole punch	
26.	Pin Small 40 Pcs Pkt	
27.	Drawing Pins Big	
28.	Drawing Punch Seat	
29.	Duster (Black Board/ White Board)	
30.	Envelope 16"x12"	
31.	Envelopes 16"x12" Yellow/Green- Cloth inside	
32.	Envelopes 10"x12" Yellow/White-Laminated inside	

33.	Envelopes 6" x 3 1/2"	
34.	Envelopes 7" x 5 1/2"	
35.	Envelopes A4 8"x10" Yellow-Laminated	
36.	Envelopes 9"x4.50" White Taj with printed school address	
37.	Envelopes Khaki 11" x 5" Brown / White	
38.	Exam Answer Sheet 16 page (Size 28x23 Cm) with Printed title page	
39.	Exam Answer Sheet 24 page (Size 28x23 Cm) with Printed title page	
40.	Exam Answer Sheet 8 pages (Size 28x23 Cm)Printed title	
41.	Extra Answer sheets (Size 28x23 Cm) 4 pages	
42.	Exam Four line Paper Ream (Ruled Paper)	
43.	Fevikwick	
44.	Fevistic	
45.	File Cover (spring Clip)	
46.	File Guard	
47.	File Cover Laminated Super Fine Quality for filing 500 sheets appx (As per Sample) with printed School address	
48.	File Cover White with Printed Colored Crust	
49.	File Nelegagan with spring Clip	
50.	File- Office Index file with Clip (Blue)	
51.	File Plastic with Clipboard type Clip	
52.	VIP Folder with Superior leather cover	
53.	File Tag Long Green	
54.	File Tag small bundle (white)	
55.	Fountain Pen Parker	
56.	Gel Pen Below Rs.5 (Red/Blue/Black)	
57.	Geometry Box Camlin	
58.	Gift Paper Shining Sheet (large size)	
59.	Golden /Silver Paper 22" x 18"	
60.	Graph Copy Classmate 32 pages	
61.	Graph Paper Sheet	
62.	Gum / fevicol tube 150ml Camel	
63.	High Lighter Red/Green/Yellow	
64.	Information Folder (L Folder) Pkt	
65.	JK Excel Bond Paper 100 GSM	
66.	Laminated binding Brown cover	
67.	Long Book 544 pages 11"X7" with printed School address	
68.	Metallic Spiral Binding Machine	

69.	Note Stick Flags 2x2	
70.	Note Stick Flags 3x3	
71.	Office Diary 192 ruled pages	
72.	Office Diary with Leather Executive cover with 192 ruled pages	
73.	Out Line Map India /World	
74.	Paper Art Sheet 20" x 30"	
75.	Paper Weight	
76.	Pen stand Arylic/ Plastic	
77.	Pen Stand Leather	
78.	Pencil Camlin/ Apsara/ HB	
79.	Pencil Color 24 Shades Faber Castle	
80.	Permanent Marker	
81.	Plastic Clip Files	
82.	Poker Steel Long	
83.	Refill Maxwriter (F) Red/Blue	
84.	Refill/ Cartridges V7 pilot pen (Blue/Red/Green/Black)	
85.	Register Ruled 192 pages Bound 11"X7" with printed School address	
86.	Register Ruled 272 pages Bound 11"X7" with printed School address	
87.	Register Ruled Bound 544 pages Legal Size with printed School address	
88.	Ribben Silikon DS ½	
89.	Riffle Black Gel Pen	
90.	Rubber Apsara Non-dust- Jumbo	
91.	Rubber Stamps (2 ,3, 4, 5 lines & Round Stamp)	
92.	Scale 12" (Natraj)	
93.	Scale Steel 12" / 24"	
94.	Scissors Stainless Steel (Big) for Paper cutting	
95.	Sealing wax (Lakh) Pkt	
96.	Self-adhesive sheet Ream	
97.	Sharpener Natraj/Camlin	
98.	Sheet Chart various colour	
99.	Single Whole Punch	
100.	Sketch stick colored	
101.	Sparkle Pen	
102.	Spiral Sheet	
103.	Stamp Pad Ashoka	
104.	Staple pin 10 No Kangaroo	
105.	Stapler Kangaros HD No-10	
106.	Staples Pins 24/6 Kangaro Pkt	

107.	Stappler Big Kangaroo HD 24/6 (Steel)	
108.	Tape 10mm double sided	
109.	Temper proof Polybags with pocket (12"x14")	
110.	Thread Roll Gola (Cotton)	
111.	Transparent Sheets OHP	
112.	V5 High tech Pilot Pen (Blue/Red/Green/Black)	
113.	V7 Pilot Pen (Blue/Red/Green/Black)	
114.	White Board Magnetic Duster	
115.	White Board Marker Red/Green/Blue/Black & White board marker ink	
116.	White chart 22"x28" Sunlit Thick	
117.	Stamp Pad Ink (Blue)	
118.	Ink Pot for fountain pen (Blue/Red/Green/Black) Chelpark/Camlin	
119.	File Binder	
120.	Spiral Binding machine (Manual)	
Art & Craft items		
121.	90°/360° Degree round circle stencil ruler	
122.	Acrylic colour ½ Kg Pack All Colors	
123.	Acrylic colour 1 Kg Pack All Colors	
124.	Black Pastel Sheet full size (All colour)	
125.	Drawing Sheets A4 size Pkt	
126.	Cartridge Drawing Sheet A4 Size	
127.	Cartridge Drawing Sheets A3 Size	
128.	Cartridge Sheet drawing copy full size Spiral binding (18 sheets)	
129.	Drawing Board 1/4 sheet size (Wooden)	
130.	Drawing Board Full sheet size (Wooden)	
131.	Flat Brush (synthetic set of 7)	
132.	Glass Marking Pencil (Pack of 10) Apsara Black, White, Red, Yellow, Blue, Green	
133.	Glass marking Pencil set	
134.	Glitter Powder Silver	
135.	Glitter Powder Golden	
136.	Glue Gun	
137.	Glue Gun sticks pack	
138.	Hand Operated Paper Quilling Crimper	
139.	Husking Board Paper Quilling	
140.	Kite paper sheet full size	
141.	Lead Pencil/ 2B,4B,6B,8B,10B,12B, 14 B	
142.	Oil Pastel Colors (Pack of 48) Doms	

143.	Pencil Colors Super Soft 24 Shades Doms	
144.	Poster Colour 12 Shades 30 Ml (Camlin)	
145.	Poster colour 150ml bottle	
146.	Round Brush (synthetic set of 7)	
147.	Thermo coal sheet	
148.	Water colour brush Pen	
149.	Watercolor Mop Brush Set	
Other Items		
150.	Atlas Latest	
151.	Activity Book	
152.	Identity Card	
153.	School Diary	
154.	Rough Note Book A4 300 pages	
155.	NCERT Text Books – 6 th to 12 th Class including all CBSE optional Subjects	
156.	Note Book Classmate A4 200 Pages	
157.	Note Books A4 size 160 Pages (good quality)	
158.	Note Books A4 size 240 Pages (good quality)	
159.	Practical Note Book for class 9 th to 12 th all practical Subjects	
160.	Gel pen below 10 (black/red/blue)	
161.	Note pad (medium & Small)	
162.	Attendance Register for students Sarswati Ledger paper	
163.	Teachers Attendance Register 200 pages	
164.	Noting Sheet 8.5’’X14’’ rim	
165.	Cash Book 200 pages	
166.	Ledger Book 200 Pages	
167.	Stock register Consumeable items min. 200 pages	
168.	Stock Register Non-Consumeable items min. 200 pages	
169.	Library Stock Register 200 Pages	
170.	White Board 6’’X4’’	
171.	Printer cartridge brother DCP – L2531DW original	
172.	Printer Drum Set brother DCP – L2531DW original	
173.	Xerox Photocopier: - Versalink B7135 Cartridge	
174.	Colour Laser Printer Brother HLL 3270 CDW Cartridge	
175.	Re-filling of printer cartridge	
176.	Board marker Ink (for refilling) (Camlin)	

Signature of the Tenderer
With seal & date