

TENDER NOTICE

Date of Invitation: 30-07-2024

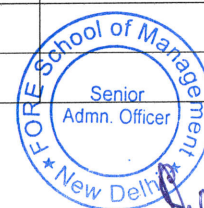
Closing: 09-08-2024 (10:00 AM)

FORE SCHOOL OF MANAGEMENT

PROCUREMENT OF GENERAL STATIONERY ITEM: 2024-25

FORE School of Management, New Delhi is looking for agencies supplying General Stationery items as per details and specifications given below. Interested parties may send their quotes for the supply of General Stationery in a sealed envelope mentioning **"Quotation for Supply of General Stationery Items 2024-25"** by courier or to be dropped in the box kept with the security gate of FORE School of Management, New Delhi on the following specification latest by 10:00 AM on 9th August, 2024.

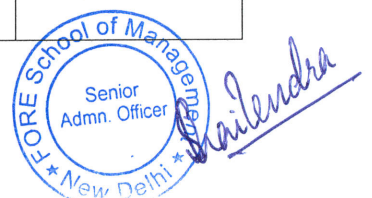
Sl. No.	Item	Unit	Per Unit Content	Rate (Rs.)
1	Ball pen Reynold 045	Pcs	1	
2	Brown tape 2" (Make Apex, Womper & wonder)	Pcs	1	
3	Computer sticker 4x2 Century	Pkt	1200 Sticker	
4	Dustless chalk Kores	Box	1	
5	Gel pen Reynold	Pcs	1	
6	Gem clip vikram 30 mm	Pkt	100 Clips	
7	Highlighter Luxor	Pkt	1	
8	Index file PVC Kangaroo clip	Pcs	1	
9	OHP Pen Marvy	Pcs	1	
10	OHP Sheet 100 micron Century	Pkt	100 Sheets	
11	Post it 3x3 century	Pkt	1	
12	Punching Machine Kangaroo 480	Pcs	1	
13	Pilot pen Luxor 0.5	Pcs	1	
14	Glue stick 8 grm. Century (Gel)	Pkt	1	
15	Plastic folder Neo Transparent. with name and address printed	Pkt	10 Pcs	
16	Punching Machine HD Veeto	Pcs	1	
17	Paper Century A-4 75gsm	REAM	500 Sheets	
18	Paper JK Copier A4	REAM	500 Sheets	
19	Paper A5	REAM		
20	Pencil Natraj	Pkt	10 Pcs	
21	Eraser Apsara	Pkt	20 Pcs	
22	Ruled Register Lotus 2qr.	Pcs	1	



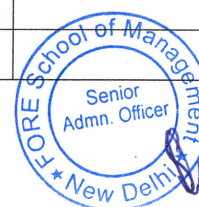
Sl. No.	Item	Unit	Per Unit Content	Rate (Rs.)
23	Ruled Register Lotus. 4 qr.	Pcs	1	
24	Rubber band nylon 50 grm	Pkt	30 Bands Approx. in One Pkt	
25	Stapler pin Kangaroo No.10	Pkt	1	
26	Stapler Kangaroo HD10D	Pkt	1	
27	Correction Pen	Pcs	1	
28	White Board Marker Luxor	Pkt	10 Pcs	
29	Writing pad 55 IDEA.80 shts. LOTUS	Pcs	80 Sheets	
30	Writing pad 33 IDEA.80 shts. LOTUS	Pcs	80 Sheets	
31	Writing pad 44 IDEA.80 shts. LOTUS	Pcs	40 Sheets	
32	File cover Ord.22 kg. with name and address printed	Pcs	1	
33	File cover Cobra .315 kg with name and address printed	Pcs	1	
34	Plastic name badges with clip	Pkt.		
35	Cello Tape 1" womper & wonder	Pcs	1	
36	Cello Tape 1/2"	Pcs	1	
37	Cello Tape 2"	Pcs	1	
38	Ivory sheets A-4 210 gsm (CERTIFICATE PAPER)	Pcs	1	
39	Alpin Container with Magnetic	Pkt.		
40	Calculator CT333	Pcs	1	
41	Calculator LH787 citizen	Pc	1	
42	Chart paper	Pcs	1	
43	Dak pad file	Pcs	1	
44	Dispatch Register 8 qr. Neelgagan	Pcs	1	
45	Drawing pin Scholar (color)	Pkt.	25 Pins	
46	Duster - Rolex (Magnetic)	Pcs	1	
47	Gum Tube (20ml)	Pcs	1	
48	Gum Bottle Camel (700 ml)	Bottle		
49	File folder 3 fold	Pcs	1	
50	Flap board file	Pcs	1	
51	Paper clamp 2" steel Scholar	Pkt.	Apporx.8 Paper Clamps	
52	Paper cutter 6" Ikon	Pcs	1	
53	Paper weight	Pcs	1	
54	Paper tray Omega per set	Pcs	Set	



Sl. No.	Item	Unit	Per Unit Content	Rate (Rs.)
55	Pen stand Omega	Pcs	1	
56	Carbon Kores	Pkt.	100 Sheets	
57	Pencil Sharpener Apsara	Pkt.	20 Pcs	
58	Plastic rope 500 grm	Bundle	1	
59	Pilot V Signature pen	Pcs	1	
60	Post it 2x1.5 Century	Pkt.	50 Sheets	
61	Post it 1x3 (50*3 Colour)	Pkt.	50 Sheets	
62	Scale 12" Fiber Delux	Pcs	1	
63	Scissor big KANGAROO	Pcs	1	
64	Scissor Small KANGAROO	Pcs	1	
65	Sketch pen	Pkt.	12 Pcs	
66	Signature Pen Luxor	Pcs	1	
67	Stapler pin 24x6	Pkt.	1	
68	Stamp pad (Fiver Cassel)	Pcs	1	
69	Stamp pad ink Kores 30 ml.	Bottle	1	
70	Stapler Kangaroo HP45	Pkt.	1	
71	Favicol Tube (30 gms)	Pcs	1	
72	White Fluid Pen (Correction Pen) fiber castle	Pcs	1	
73	Stapler kangaroo 555	Pcs	1	
74	Stock Register 4qr.Saraswati	Pcs	1	
75	White tag 6" length	Pkt.	1	
76	Water Sponge	Pcs	1	
77	Alpin Bell	Pkt.	1Approx. 50-60 Pins (35 Gms)	
78	Binder clip 32mm	Pkt.	6 Clips	
79	Binder clip 25mm	Pkt.	8 Clips	
80	Binder clip 19 mm	Pkt.	10 Clips	
81	Binder clip 15 mm	Pkt.	12 Clips	
82	One Whole Punch Machine	Pcs	1	
83	Attendance register 4 q	Pcs	1	
84	Certificate Leaf file solo	Pcs	1	
85	Certificate Leaf (50 PCS IN 1PKT)	Pkt.	Pkt.	
86	Computer sticker 6x2 Century	Pkt.	1200 Sticker	
87	Day Book (Petty Cash) 4 Quire	Pcs	1	
88	Day Book (Petty Cash) 2 Quire	1	Pcs	



Sl. No.	Item	Unit	Per Unit Content	Rate (Rs.)
89	Irla Register 6 Quire	1	Pcs	
90	Cheque Book Register 6 Quire	1	Pcs	
91	Plain Register 2 Quire (Red Binding)	1	Pcs	
92	Fee Cum Security Register 6 Quire	1	Pcs	
93	Honorarium Register 6 Quire	1	Pcs	
94	Small Register 2 Quire	1	Pcs	
95	Accession Register (Library)	1	Pcs	
96	Barrower Register / Issue / Return (Library)	1	Pcs	
97	Books Withdrawal Register (200 Page) (Library)	1	Pcs	
98	Non Books Material Accessions Register (200 Page) Library	1	Pcs	
99	A-4 Ring Binder File Solo RB 902 2-D	1	Pcs	
100	Calculator Casio Mj 120d	1	Pcs	
101	Plain Register 4 Quire (Red Binding)	1	Pcs	
102	Voucher Index File	1	Pcs	
103	Calculater Casio Scientific	1	Pcs	
104	Post It Flag (Film In 3color)	1	Pkt.	
105	Day Book 4 Core	1	Pcs	
106	Day Book Petty Cash 2 Core	1	Pcs	
107	Register 5 Core	1	Pcs	
108	Cheque Book Register 6 Core	1	Pcs	
109	Fee Cum Security Register 6 Core	1	Pcs	
110	Flip Chart (Shipra)	1	Pcs	
111	Register Plain 6 Core	1	Pcs	
112	Small Register 2 Core	1	Pcs	
113	Ivory Paper White 160 GSM	1	Pkt.	
114	PVC Card Holder File A4 Size	1	Pcs	
115	Visiting Card Leaf (Pkt Contain 50 Pcs)	Pkt.	Pkt.	
116	Plastic Separate (Solo)	1	Pkt.	
117	Fee Cum Register 4 Quire	1	Pcs	
118	Plain Register 3 Quire	1	Pcs	
119	CD Mailer	1	Pcs	
120	Double Tape 1"	1	Pcs	
121	Double Tape 1/2"	1	Pcs	
122	Paper cutter 6" Ikon	1	Pcs	
123	Plastic Name Plates Medium Size	1	Pcs	



Sl. No.	Item	Unit	Per Unit Content	Rate (Rs.)
124	Plastic Name Plates Large Size	1	Pcs	
125	Legal A-4 (75gsm)	REAM	500 Sheets	
126	Post it 75x75 (Big)	1	Pkt.	
127	Transparent Plastic Envelope Folder File (Green Colour - With Logo Printing)	1	Pcs	
128	Slide Grip Binder Strip File	1	Pkt.	

TERMS AND CONDITIONS

- (a) The items should be of good quality and as per specification provided in the Purchase Order.
- (b) The items shall be delivered at site within 24 hours of the demand having been placed.
- (c) No Delivery charges will be paid extra.
- (d) GST are to be shown separately.
- (e) Payment will be made within 2 weeks after receiving the items as per specifications, in good condition and verification of the same.
- (f) Delivery of duplicate/sub standard items may result termination of the contract without any notice, besides replacement of the items with genuine one.
- (g) In case of any clarification you may contact to the chair purchase committee on chair-purchase@fsm.ac.in.



Shailendra