

## SAINIK SCHOOL KORUKONDA

### QUOTATIONS FOR PRINTING OF OFFICE STATIONARY ITEMS 2021–22)

1. Interested firms may submit their quotations for printing of office stationary for the academic year 2021–22.
2. Sealed quotations are to be submitted on or before 30 Sep 2021 by 1600 hrs. They will be opened at 1630h on 30 Sep 2021.
3. List of Items which require printing (as per specimen provided) is as under:-

Sl. No	Item Name	Unit	<b>Quoted Rate (In Rs)</b> Rate Includes GST / Taxes, Transport, Loading & Unloading Charges Etc in All Respects
1	10 X 4 Envelopes	Nos	
2	11 X 5 Envelopes	Nos	
3	10 X 8 Envelops Brown	Nos	
4	A4 Size Brown Cover	Nos	
5	Bill Book (Mess)	Nos	
6	Bin Cards	Nos	
7	Boys Out Pass Pads	Pads	
8	Boys Strength Report Book	Nos	
9	Brown Covers Fs	Nos	
10	Brown Envelopes	Nos	
11	Cash Advanced Forms	Pads	
12	Cash Ledger	Nos	
13	Cheque Forwarding Slip	Pads	
14	Comparative Statement Pad	Pads	
15	Coupon Book	Nos	
16	Do Letter Pad	Pads	
17	Do Letter Pad (M/C)	Pads	
18	EE Pamphlets 1/4 Both Side	Nos	
19	EE Pamphlets 1/4 Both Side (M/C)	Nos	
20	EE Pamphlets A3 (M/C)	Nos	
21	EE Pamphlets 1/8 Single	Nos	
22	FDR Ledger	Nos	
23	Food Testing Register	Nos	
24	Invitation Cards	Nos	
25	General Ledger	Nos	
26	LBA Folder (as per sample provided)	Nos	
27	Leave Letter Pad Student	Pads	
28	Merit Certificate (A4 Size)	Nos	
29	Mi Room Pads	Pads	
30	Movement Order Pads - Students	Pads	
31	Muster Roll Sheet	Nos	
32	News Paper Ledger	Nos	
33	Parents Day Cultural Tickets	Nos	
34	Payment Of Bill Sheet	Pads	

:2:

Sl. No			
35	Proficiency Certificate (A4 Size)	Nos	
36	Pre Ink Rubber Stamp	Nos	
37	Receipt Book	Nos	
38	Receipt Book-Gen Small Size Only	Nos	
39	Rubber Stamp Each Line + Handle	Nos	
40	Rubber Stamp Round Seal	Nos	
41	School Letter Head - Med	Pads	
42	School Letter Head - Small	Pads	
43	School Letter Head -Big	Pads	
44	Scribbling Pads	Pads	
45	Service Book (Binding)	Nos	
46	Staff Leave Letter	Pads	
47	Staff Id Cords	Nos	
48	Staff Movement Orders	Pads	
49	Stock Ledger	Nos	
50	Students Id Cards	Nos	
51	Teacher Dairy	Nos	
52	Vehicle Log Book	Nos	
53	Vehicle Movement Sheets	Nos	
54	Visiting Cards	Nos	
55	Visitors Pass	Nos	
56	Voucher File	Nos	
57	Writing Pad	Nos	

GST/Tin/PAN No. \_\_\_\_\_  
 (Copy must be enclosed)

Terms and Conditions, if any:-

Firm's Seal

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

Mobile No.