SAINIK SCHOOL KORUKONDA

QUOTATIONS FOR PRINTING STATIONERY METERIAL FOR THE YEAR 2022–23)

1. Sealed quotations are invited for the year 2022-23. Any interested firms / individual can send their quote. The same may be dropped, in person, at the Tende r / Quotation box kept at outside of the Principal's Office on or before **21 Feb 2022** at **1600 hrs** or send by post. Please note that the school is not responsible for any postal delays. The date of opening will be at **1630 hrs on 21 Feb 2022.**

2. List of Printing Stationery Material required by the school is as under:-

Sl. No.	Item Name	Brand	Qty Reqd	Quoted Rate (In Rupees) Rate Includes GST / Taxes, Transport, Loading & Unloading Charges Etc in All Respects
1	10 x 4 ENVELOPEES	GOOD QUALITY	NOS	
2	11 x 5 ENVELOPEES	GOOD QUALITY	NOS	
3	10 x 8 ENVELOPS BROWN	GOOD QUALITY	NOS	
4	A4 SIZE BROWN COVER	GOOD QUALITY	NOS	
5	BILL BOOK (MESS) (Each Page 3 copies with 3 colors) 12x21 with numbering 300p	GOOD QUALITY	PAD	
6	BIN CARDS (on side tick card)	GOOD QUALITY	NOS	
7	BOYS OUT PASS PADS (Each Page 3 Copies 3 colures) 12x21 with numbering 300p	GOOD QUALITY	PADS	
8	Boys Strength Report Book (Each page 3 Copies with 3 Coloures 12x21 with numbering 300p	GOOD QUALITY	Nos	
9	BROWN COVERS FS	GOOD QUALITY	NOS	
10	BROWN ENVELOPEES 11 x 5	GOOD QUALITY	NOS	
11	CASH ADVANCED FORMS (on side printing Xerox Fs paper 80 GSM) 100p	GOOD QUALITY	PADS	
12	CASH LEDGER (Xerox A3 Paper 80GSM) 500p	GOOD QUALITY	NOS	
13	CHEQUE FWD SLIP (on side printing) 12x21	GOOD QUALITY	PADS	
14	COMPARATIVE STATEMENT PAD(on side printing Xerox Fs paper 80 GSM)	GOOD QUALITY	PADS	
15	COUPON BOOK (3 pages 3 colors Medium size) 12x21	GOOD QUALITY	NOS	
16	DO LETTER PAD (color printing one side A4 size Band paper 100p) BOND PAPER - 100 GSM	GOOD QUALITY	PADS	
17	DO LETTER PAD (M/C) (one side A4 size Band paper 100p) - BOND PAPER - 100 GSM	GOOD QUALITY	PADS	

Sl. No.	Item Name	Brand	Qty Reqd	Quoted Rate (In Rupees) Rate Includes GST / Taxes, Transport, Loading & Unloading Charges Etc in All Respects
18	SCHOOL LETTER HEAD - MED - BOND PAPER - 100 GSM	GOOD QUALITY	PADS	
19	SCHOOL LETTER HEAD - SMALL - BOND PAPER - 100 GSM	GOOD QUALITY	PADS	
20	SCHOOL LETTER HEAD -BIG - BOND PAPER - 100 GSM	GOOD QUALITY	PADS	
21	EE PAMPHLETS 1/4 BOTH SIDE	GOOD QUALITY	NOS	
22	EE PAMPHLETS 1/4 BOTH SIDE (M/C)	GOOD QUALITY	NOS	
23	EE PAMPHLETS A3 (M/C)	GOOD QUALITY	NOS	
24	EE PAMPHLETS 1/8 SINGLE	GOOD QUALITY	NOS	
25	FDR LEDGER (Xerox Fs paper 80 GSM 500p)	GOOD QUALITY	NOS	
26	FOOD TESTING REGISTER (Xerox Fs paper 80 GSM 100p)	GOOD QUALITY	NOS	
27	INVITATION CARDS (one side Thick card)	GOOD QUALITY	NOS	
28	GENERAL LEDGER (Xerox Fs paper 80 GSM Printing Both Side 500p)	GOOD QUALITY	NOS	
29	LEAVE LETTER STUDENT PAD (one side Xerox Fs paper 80 GSM 100p)	GOOD QUALITY	PADS	
30	MERIT CERTIFICATE (A4 SIZE - Card Board) Multi Coloured Print	GOOD QUALITY	NOS	
31	MI ROOM PADS (one side Size 12x21) 100p	GOOD QUALITY	PADS	
32	MOVEMENT ORDER PADS - STUDENTS (3 pages 3 colors Medium size 14x22) 100p	GOOD QUALITY	PADS	
33	NEWS PAPER LEDGER (Xerox A3 Paper 80GSM) 100p	GOOD QUALITY	NOS	
34	PARENTS DAY CULTURAL TICKETS (3 pages 3 colors Medium size 14x21)	GOOD QUALITY	NOS	
35	PASTING FILE	GOOD QUALITY	NOS	
36	PERSONNEL LEDGER (Xerox Fs paper 80 GSM Printing Both Side 500p)	GOOD QUALITY	NOS	
37	PROFICIENCY CERTIFICATE (A4 size - Card Board Multi Coloured)	GOOD QUALITY	NOS	
38	PRE INK RUBBER STAMP	GOOD QUALITY	NOS	

Sl. No.	Item Name	Brand	Qty Reqd	Quoted Rate (In Rupees) Rate Includes GST / Taxes, Transport, Loading & Unloading Charges Etc in All Respects
39	RECEIPT BOOK (3 pages 3 colors A4 size one paper 4 receipts)	GOOD QUALITY	NOS	
40	RECEIPT BOOK-GEN SMALL SIZE ONLY	GOOD QUALITY	NOS	
41	RUBBER STAMP EACH LINE+HANDLE	GOOD QUALITY	NOS	
42	RUBBER STAMP ROUND SEAL	GOOD QUALITY	NOS	
43	SCRIBILING PADS	GOOD QUALITY	PADS	
44	BOOK (BINDING)	GOOD QUALITY	NOS	
45	STAFF LEAVE LETTER (one side printing Size 12x21) 100p	GOOD QUALITY	PADS	
46	BLANK PVC CARDS (ID CARD)	GOOD QUALITY	NOS	
47	STAFF MOVEMENT ORDERS (Each page 3 Copies with 3 colors Medium size 14x22 with numbering)	GOOD QUALITY	PADS	
48	STOCK LEDGER (Xerox Fs paper 80 GSM Printing Both Side 500p)	GOOD QUALITY	NOS	
49	TEACHER DAIRY (one side printing A4 Size 300p)	GOOD QUALITY	NOS	
50	VEHICLE LOG BOOK (one side printing A4 Size 300p)	GOOD QUALITY	NOS	
51	VEHICLE MOVEMENT SHEETS (one side printing A4 Size 300p)	GOOD QUALITY	NOS	
52	VISITING CARDS (ONE SIDE PRINTING)	GOOD QUALITY	NOS	
53	VOCHER FILE	GOOD QUALITY	NOS	
54	WRITING PAD Size 14x21	GOOD QUALITY	NOS	
55	ADIMISSION REGISTER (conquest paper Xerox A3 Paper 85 GSM printing both size)	GOOD QUALITY		
56	STOCK LEDGER (Xerox Fs paper 80 GSM Printing Both Side 500p)	GOOD QUALITY	NOS	
57	LBA FOLDER (Specification Image Attached)	GOOD QUALITY	NOS	
58	VISITORS PASS (Sample attached)	GOOD QUALITY	NOS	

GST/Tin/PAN No._____
(Copy must be enclosed)
Terms and Conditions, if any:-

Signature: _____
Address: _____
_____
_____

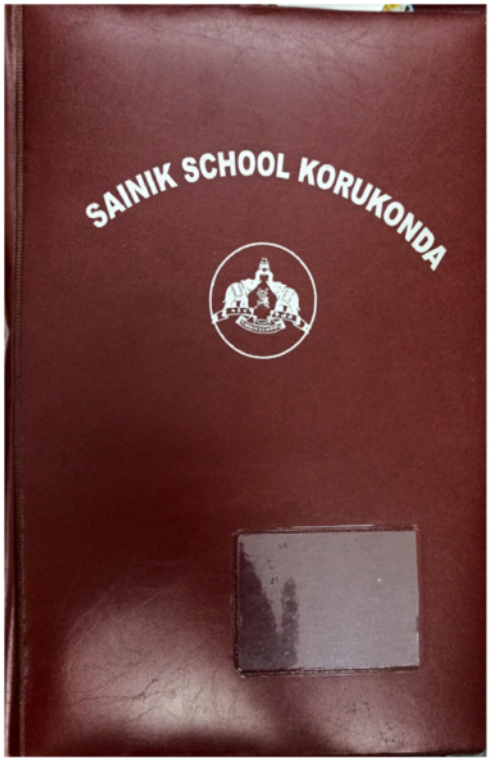
Firm's Seal

Date:

Mobile No.

Sl. No. 57 LBA Folder

LBA FOLDER



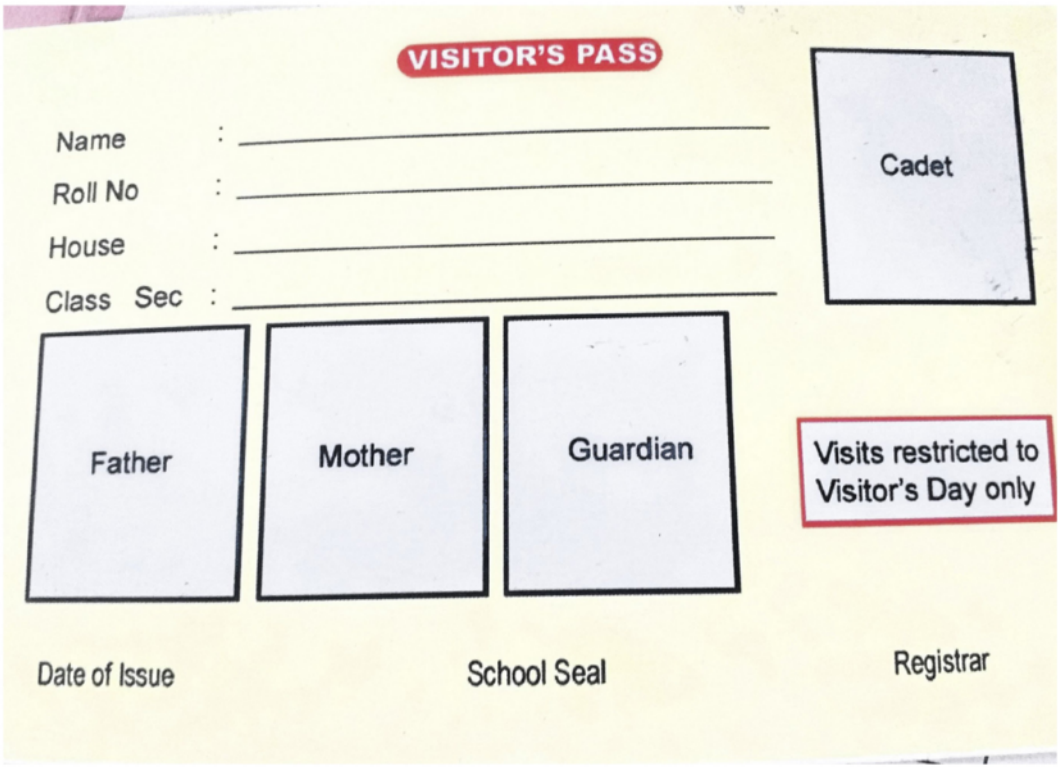
Front Side
(Transparent Name Cover)

Back Side

Centre Page (Left side Paper Folder)

Centre Page (Right side Clip)

Sl. No. 58 Visitors Pass



VISITOR'S PASS

Name :

Roll No :

House :

Class Sec :

Cadet

Father

Mother

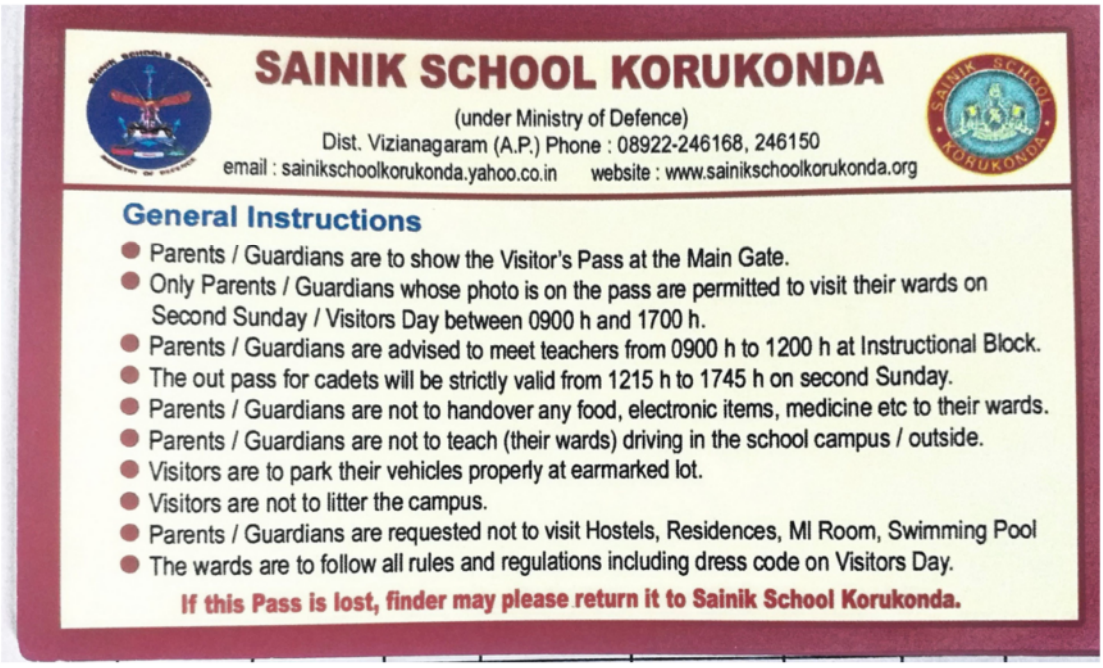
Guardian

Visits restricted to Visitor's Day only

Date of Issue

School Seal

Registrar



SAINIK SCHOOL KORUKONDA

(under Ministry of Defence)

Dist. Vizianagaram (A.P.) Phone : 08922-246168, 246150

email : sainikschoolkorukonda.yahoo.co.in website : www.sainikschoolkorukonda.org

General Instructions

- Parents / Guardians are to show the Visitor's Pass at the Main Gate.
- Only Parents / Guardians whose photo is on the pass are permitted to visit their wards on Second Sunday / Visitors Day between 0900 h and 1700 h.
- Parents / Guardians are advised to meet teachers from 0900 h to 1200 h at Instructional Block.
- The out pass for cadets will be strictly valid from 1215 h to 1745 h on second Sunday.
- Parents / Guardians are not to handover any food, electronic items, medicine etc to their wards.
- Parents / Guardians are not to teach (their wards) driving in the school campus / outside.
- Visitors are to park their vehicles properly at earmarked lot.
- Visitors are not to litter the campus.
- Parents / Guardians are requested not to visit Hostels, Residences, MI Room, Swimming Pool
- The wards are to follow all rules and regulations including dress code on Visitors Day.

If this Pass is lost, finder may please return it to Sainik School Korukonda.