

VIDYASAGAR SHISHU NIKETAN

Under the Society for the Betterment of Education, Midnapore

Higher Secondary English Medium School (ICSE & ISC)

Affiliation No.: WB/162

E-Mail ID: vsn162@live.com Website: www.vsn.ac.in

Memo No.: 3467/VSN/NIT/2026

Date: 14.05.2026

NOTICE INVITING TENDER

Sealed Tenders are invited separately for the items mentioned below from reliable agencies having work experience in similar field for the following:-

Item No. 1. Printing items to be printed throughout the academic session 2026-2027. (List of items is enclosed in Annexure-1)

Item No. 2. Stationery articles for the school to be used throughout the academic session 2026-2027. (List of articles is enclosed in Annexure-2)

The Tenders will be valid one year.

Last date for submitting tender: 28.05.2026 by 10.00 a.m. at VSN High School Campus.

Date of opening the tender on 28.05.2026 at 1.00 p.m.

Terms & Conditions:

1. Intending tenderers have to submit their tender in prescribe tender form with upto date IT, PTax, PAN No., CGST & SGST Certificate, Credential Certificate, Trade License etc. All items as mentioned in Tender must be supplied by tenderer.
2. At the time of submission of tenders the Notice Inviting Tender No. & date to be mentioned on the envelope.
3. Vidyasagar Shishu Niketan is not bound to accept the lowest tender and reserves the right to reject any/all tenders without assigning any reason thereof.
4. Supply order will be issued as per need.
5. Rate including GST to be mentioned on the page.

Sd/-
Principal
Vidyasagar Shishu Niketan

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[ITEM-1 Printing Items] (ANNEXTURE-1)

Sl. No.	Item Name	Item Description	Approximate requirement
1	Character Certificate	8.5 ×11.5, 300 gsm, ITC Digiart Board, Four Colour Digital Printing	1000-2000 Pcs
2	Merit Certificate	8.5" ×11.5", 300 gsm, ITC Digiart Board, Four Colour Digital Printing	1000-1500 Pcs
3	Letter Head	¼ Demai, Executive Bond 105 gsm Paper, Four Colour Printing	1000-2000 Pcs
4	Admit Card	6"×3.5", 300 gsm Ivory Board & one Colour Printing	5000-6000 Pcs
5	Library Card	6"×3.5", 300 gsm Ivory Board & Four Colour Printing	1000-2000 Pcs
6	Gate Pass	6"×3.5", 300 gsm Ivory Board & One Colour Printing	100-200 Pcs
7	Identity Card (Ordinary)	6"×3.5", 300 gsm Ivory Board & One Colour Printing	3000-3200 Pcs
8	Note Sheet	¼ DFC, 14.1 Ledger paper, Both side printing	2000-2500 Pcs
9	Envelope	11" ×5", White 36kg Balarpur Maplitho Paper	2000-4000 Pcs
10	Prospectus	D/C-1/8 Book Size, Inner & Cover-20 Pages, 170gsm Art paper, All pages four colour printing, Application Form A/4 Size, Ledger paper both side printing.	1000-1500 Pcs
11	Magazine	A/4 size, 70 gsm Inner paper, Approx, 120 pages, 30 pages Inner 130 gsm glossy Art paper for photo Four colour printing, cover-250 gsm Art Board with B/B Four colour Printing, Lamination & Perfect Binding.	3000-3200 Pcs
12	Invitation Card for various types as required	300 gsm Digi Art Glossy Board, Size -8.5"×5.5" Digital Printing with Envelope 36 kg Balarpur Maplitho with Printing.	500 Pcs
13	Invitation Card	300 gsm Digi Art Glossy Board, Size -8.5"×3.75" Digital Printing with Envelope 36 kg Balarpur Maplitho with Printing.	3000-3200 Pcs
14	Cheque Register	1/4 D.F.C Conquest paper 14.1 kg. Per ream. Each register 150 leaf & hard binding	2-3 Pcs
15	Cash Book	250 Page 17×27 Conquest paper 14.1 kg per ream, B/B Printing & hard binding.	2-3 Pcs
16	Note Sheet File (Cover Printing)	One colour printing	100-200 Pcs
17	Answer Sheet Printing	70 GSM, Balarpur Maplitho Paper: 1 Leaf – ¼ Demai, 2 leaf -1/4 Demai, 4 leaf-1/4 Demai. With numbering.	Each copy 1 Leaf 5000 pcs Each copy 2 Leaf 5000 pcs Each copy 4 Leaf 5000 pcs
18	Flex Printing (Annual Function & Annual Sports)	Per Sq. ft. Printing	5-10 Pcs
19	Rubber Stamp	Per line	5-10 Pcs
20	Cloth Envelope (Big Size)	16×12 (Best quality cloth) & 95 GSM Ledger paper 14×10 – Best (quality cloth) & 80 GSM Ledger paper.	200 Pcs
21	Cloth Bag (Big Size)	2'x1'6" size with one side printing one color	50 pcs
22	White Envelope	Envelope 36 kg Balarpur Maplitho with Printing. Size 11"×5"	500 Pcs

Sd/-
Principal, VSN

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[ITEM-2 Stationery articles]

(ANNEXTURE-2)

Sl. No.	Item Name	Brand Name	Rate for Each Quantity
1	A4 Paper (70GSM)	JK Easy Copier	1 Rim
2	Art Paper	Good Quality	1 Pc
3	Alpin	Good Quality	1 box
4	Balti	Dipak	1 Pc
5	Belcha	Good Quality	1 Pc
6	Binder Clip 25mm	Oddy	1 box
7	Binder Clip 32mm	Oddy	1 box
8	Binder Clip 3/4	Oddy	1 box
9	Big Stapler	Kangaru	1 pc
10	Bleching Powder	Bengal Camical	1 kg
11	Board Pin	Oddy	1 box
12	Buttan folder	Solo	1 pc
13	Brush (Hand Brush for toilet)	Scotch bite	1 Pc
14	Candles(Medium)	Good Quality	1 packet
15	Calculator (Full Plastic Body)	CASIO MJ-12 D	1 Pc
16	Carbon	Good Quality	1 pc
17	Carbolic Acid	Good Quality	100 gm
18	CD Marker Black	Good Quality	1 Pc
19	CD Marker Blue	Good Quality	1 Pc
20	Clear Glue Stick	Kores	1 Pc
21	Chalk	Good Quality	1 box
22	Chair Towels	Kuber Industries Cotton	1 pc
23	Channel File	Good Quality	1 Pc
24	Clock(wall)	Ajanta	1 pc
25	Cloth Duster	Good Quality	1 Pc
26	Colin (Big) (500gm)	Colin	500gm
27	Cover File (Midium)	Hercules/ Good Quality	1 Pc
28	Cover File(Big)	Hercules/ Good Quality	1 Pc
29	Daiy Use Hand Sanitizer(100 ml)	Savlon	1 pc
30	Daiy Use Hand Sanitizer(500 ml)	Savlon	1 pc
31	Dettol (100gm)	Dettol	1pc
32	Dista Rule Khata	Good Quality	100 pcs
33	Envelop Red(Small)	Good Quality	100 pcs
34	Envelop Green(small)	Good Quality	100 pcs
35	Envelop Red (Big)	Good Quality	100 pcs
36	Envelop Green(Big)	Good Quality	500 pcs
37	Envelop White (10.5*4.5)	Good Quality	100 pcs
38	Eraser	apsara	1 Pc
39	Peddle cover Dustbin Big	Supreme	1 Pc
40	Fevical (100gm)	Pidilite	1 Pc
41	Fevi gum (200 ml)	Fevi gum	1 Pc
42	Foam Tape	Good Quality	1 Pc
43	Graph Paper (mm)	Bharat Stationer	100 pages

44	Gum500gm	Kores	500 gm
45	Hand Wash Machine	Life Buoy	100gm
46	Hand Wash Pouch (250gm)	Life Buoy	100 pics
47	Harpic (500gm)	Harpic	500gm
48	Highlighter Pen	Kores	1 pc
49	Issue Register	Bharat Stationer	1 pc
50	Jems Clip (Steel)	Good Quality	1 Packet
51	Jems Clip(Plastic Coted)	Good Quality	1 Packet
52	Knife (Steel)	Good Quality	1 pc
53	L Folder	Good Quality	1 pc
54	Lock (Godrej Navtal)	Godrej Navtal	1 Pc
55	Long Note Book (Classmate) 228 pages	ITC-Classmate	1 Pc
56	Magnet Pin Stand	CARIZO	1 Pc
57	Map Outline (Asia)	Bharat Stationer	100 pcs
58	Map Outline (India)	Bharat Stationer	100 pcs
59	Map Outline (South America)	Bharat Stationer	100 pcs
60	Map Outline (Africa)	Bharat Stationer	100 pcs
61	Map Out line (Australia)	Bharat Stationer	100 pcs
62	Map Out line (North America)	Bharat Stationer	100 pcs
63	Map Outline (World)	Bharat Stationer	100 pcs
64	Map India with Political boundaries	Bharat Stationer	1 Pc
65	Mosquito Machine	All out	1 Pc
66	Mosquito Oil	All out	1 Pc
67	Mug	Supreme	1 Pc
68	Naphthalene Balls (100gm)	Bengal Camical	100gm
69	Narkel Jharu	Good Quality	1 Pc
70	Note Sheet File	Delux	1 Pc
71	Note Sheet Flap	Delux	1 Pc
72	Paper Weight	DESK DOCK	1 pc
73	Peddle Push Dustbin	Deepak	1 pc
74	Peon Book	Good Quality	1 pc
75	Pen (Black)	Linc (Pentonic)/win	1 Pc
76	Pen (Blue)	Link/win	1 Pc
77	Pen (Red)	Link	1 Pc
78	Pencil	H.B	1 Pc
79	Pencil Battery	duracell	1 Pc
80	Permanent Marker (Black)	Kores	1 Pc
81	Permanent Marker (Blue)	Kores	1 Pc
82	Black Hit	Hit	400 ml
83	Red Hit	Hit	400 ml
84	Phool Jharu	Good Quality	1Pc
85	Power	Detergent	1 Kg
86	Punching Machine	Kangaro	1Pc
87	Red Harpic (500gm)	Harpic	500 ml
88	Blue Harpic (500gm)	Harpic	500 ml
89	Room Freshener (220 ml)	Odonil	
90	Rubber (Non Dust)	Apsara	1 pc
91	Rubber Band (Big) Nylon(1Kg)	Pure Nylon	1 kg
92	Rubber Band (Small) Nylon (1Kg)	Pure Nylon	1 kg
93	Rull Paper	Good Quality	Per Rim
94	Rull Register(No.-6)	Bharat Stationer	1 Pc
95	Savlon 50ml	Savlon	50 ml
96	Scissor (Steel Body, Medium size)	Kangaro	1 Pc
97	Sharpner	Apsara	1 pc
98	Small Dustbin	Dipak	1 Pc

99	Small Envelop	Good Quality	100 pcs
100	Small Ex Book (100 pages)	ITC-Classmate	100 pages
101	Small Note Book(50 pages)	ITC-Classmate	50 pages
102	Small Soap	Life Boy	1 Pc
103	Staff Attendance Register No.6	Bharat Stationer	1 Pc
104	Stamp Pad	Camlin	1 Pc
105	Stamp Pad Ink (Big Bottle)	Camlin	500 ml
106	Staplar Pin Big	Kangaro	1 Pc
107	Staplar Pin Small(20 boxes)	Camlin	20 box
108	Stapler (Big)	Kangaro	1 Pc
109	Stapler (Small)	Kangaro G-10	1 Pc
110	Strarch Thread (1000)	HP Thread	1 Pc
111	Students Attendance Register	Bharat Stationer	1 Pc
112	Stick Note	Good Quality	1 Packet
113	Tag	Good Quality	1 bundle
114	Table Cloth	Good Quality	1 pc
115	Tape (1") Brown	Good Quality	1 Pc
116	Tape (1") White	Good Quality	1 Pc
117	Tape (2") Brown	Good Quality	1 Pc
118	Tape (2")White	Good Quality	1 Pc
119	Vim Bar (small)	Good Quality	1 Pc
120	Water Sponge	Good Quality	1 Pc
121	White Paper	Good Quality	1 Dista
122	White Board Duster	Good Quality	1 Pc
123	White Board Pen (Black)	Camlin	1 Pc
124	White Board Pen (Blue)	Camlin	1 Pc
125	White Board Pen (Green)	Camlin	1 Pc
126	White Board Pen (Red)	Camlin	1 Pc
127	White Paper (Per Rim)	Good Quality	1 rim
128	White Pheny(5Lit)	Devize / Cross	5lit
129	Black Pheny(5Lit)	Bengal Chemical	5 lit
130	Whiteboard Marker Ink(Black)(Per bottle)	Camlin	1 bottle
131	Whiteboard Marker Ink(Blue)(Per bottle)	Camlin	1 bottle
132	Whiteboard Marker Ink(Green)(Per bottle)	Camlin	1 bottle
133	Whiteboard Marker Ink(Red)(Per bottle)	Camlin	1 bottle
134	Writing Pad Small	Classmate	1 Pc
135	Mask	SURGICAL FACE MASKS	100 pcs
136	Mop Stick	Good quality	1 Pc
137	Mop	Good quality	1 Pc
138	Bathroom Freshener (Odonil)	Odonil	1 Pc
139	Durocell battery (Remote Battery) small	Duracell	20 pcs
140	Durocell Pencil Battery	Duracell	20 Pcs
141	HW (Hi-Watt) 6F22 9V Battery for Transistor Radios	Hi – Watt	10 Pcs

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