

# 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](mailto:vsn162@live.com) Website: [www.vsn.ac.in](http://www.vsn.ac.in)

Memo No.: 3014/VSN/NIT/2024

Date: 11.03.2024

## 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 2024-2025. (List of items is enclosed in Annexure-1)

**Item No. 2.** Stationery articles for the school to be used throughout the academic session 2024-2025. (List of articles is enclosed in Annexure-2)

The Tenders will be valid one year.

Last date for submitting tender: 27.03.2024 by 10.00 a.m. at VSN High School Campus.

Date of opening the tender on 27.03.2024 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. Intending tenderers have to submit a Demand Draft in the name of the Principal, Vidyasagar Shishu Niketan of any recognized Bank amounting Rs. 5,000/- (Rupees Five thousand only). Demand Draft will be returned after one year of the completion of the session.
3. At the time of submission of tenders the Notice Inviting Tender No. & date to be mentioned on the envelope.
4. 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.
5. Supply order will be issued as per need.
6. Rate including GST to be mentioned on the page.



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	2500-3000 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	Calendar	D/C 1/8 Size-230 pages, Inner D/C- 20×30 Size paper-15.5 Balarpur Maplitho, Inner 8 pages four colour Photo Printing & Cover 250 gsm glossy Art Board with Lamination & Binding	2000-2500 Pcs
12	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.	2000-3000 Pcs
13	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
14	Invitation Card	300 gsm Digi Art Glossy Board, Size -8.5"×3.75" Digital Printing with Envelope 36 kg Balarpur Maplitho with Printing.	2500-3000 Pcs
15	Student Identity Card	Good Quality gel coated laminated card with own cost photo graphic each student, Lesh with printing & complete delivery.	2500-3000 Pcs
16	Student Departure Identity Card	Good Quality gel coated lamination	1400-1600 Pcs
17	Cheque Register	1/4 D.F.C Conquest paper 14.1 kg. Per ream. Each register 150 leaf & hard binding	2-3 Pcs
18	Cash Book	250 Page 17×27 Conquest paper 14.1 kg per ream, B/B Printing & hard binding.	2-3 Pcs
19	Note Sheet File (Cover Printing)	One colour printing	100-200 Pcs
20	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
21	Flex Printing (Annual Function & Annual Sports)	Per Sq. ft. Printing	5-10 Pcs
22	Rubber Stamp	Per line	5-10 Pcs
23	Cloth Envelope (Big Size)	16×12 (Best quality cloth) & 95 GSM Ledger paper 14×10 – Best (quality cloth) & 80 GSM Ledger paper.	200 Pcs
24	Cloth Bag (Big Size)	2'x1'6" size with one side printing one color	50 pcs
25	White Envelope	Envelope 36 kg Balarpur Maplitho with Printing. Size 11"×5"	500 Pcs



Principal, VSN

*(Signature)*  
Principal

Vidyasagar Shishu Niketan  
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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	Balti	Dipak	1 Pc
4	Belcha	Good Quality	1 Pc
5	Big Stapler	Kangaru	1 pc
6	Bleching Powder	Bengal Camical	1 kg
7	Brush (Hand Brush for toilet)	Scotch bite	1 Pc
8	Mopping Stick	Good Quality	1 Pc
9	Calculator (Casio)	Casio	1 Pc
10	Carbolic Acid	Good Quality	100 gm
11	CD Marker Black	Good Quality	1 Pc
12	Clear Glue Stick	Kores	1 Pc
13	Cloth Duster	Good Quality	1 Pc
14	Colin (Big) (500gm)	Colin	500gm
15	Cover File (Midium)	Hercules/ Good Quality	1 Pc
16	Cover File(Big)	Hercules/ Good Quality	1 Pc
17	Peddle cover Dustbin Big	Supreme	1 Pc
18	FeviCal (100gm)	Pidilite	1 Pc
19	Graph Paper (mm)	Bharat Stationer	100 pages
20	Gum500gm	Kores	500 gm
21	Hand Wash Machine	Life Buoy	100gm
22	Hand Wash Pouch (250gm)	Life Buoy	100 pics
23	Harpic (500gm)	Harpic	500gm
24	Highlighter Pen	Kores	1 pc
25	James Clip(Plastic Coted)	Good Quality	1 Packet
26	Knife (Steel)	Good Quality	1 pc
27	L Folder	Good Quality	1 pc
28	Lock (Godrej Navtal)	Godrej Navtal	1 Pc
29	Long Note Book (Classmate) 228 pages	Classmate	1 Pc
30	Map Outline (Asia)	Bharat Stationer	100 pcs
31	Map Outline (India)	Bharat Stationer	100 pcs
32	Map Outline (South America)	Bharat Stationer	100 pcs
33	Map Outline (Africa)	Bharat Stationer	100 pcs
34	Map Out line (Australia)	Bharat Stationer	100 pcs
35	Map Out line (North America)	Bharat Stationer	100 pcs
36	Map Outline (World)	Bharat Stationer	100 pcs
37	Map India with Political boundaries	Bharat Stationer	1 Pc
38	Mosquito Machine	All out	1 Pc
39	Mosquito Oil	All out	1 Pc
40	Mug	Supreme	1 Pc
41	Naphthalene Balls (100gm)	Bengal Camical	100gm
42	Narkel Jharu	Good Quality	1 Pc
43	Note Sheet File	Delux	1 Pc
44	Note Sheet Flap	Delux	1 Pc
45	Pen (Black)	Link (Pentonic)	1 Pc
46	Pen (Blue)	Link	1 Pc
47	Pen (Red)	Link	1 Pc
48	Pencil Battery	Nippo	1 Pc
49	Permanent Marker (Black)	Kores	1 Pc
50	Black Hit		400 ml
51	Red Hit		400 ml
52	Phool Jharu	Good Quality	1Pc
53	Power	Detergent	1 Kg
54	Red Harpic (500gm)	Harpic	500 ml
55	Rubber Band (Big ) Nylon(1Kg)	Pure Nylon	1 kg
56	Rubber Band (Small) Nylon (1Kg)	Pure Nylon	1 kg
57	Rull Register(No.-6)	Bharat Stationer	1 Pc
58	Savlon 50ml		50 ml



59	Scissor (Steel Body, Medium size)	Kangaro	1 Pc
60	Small Dustbin	Dipak	1 Pc
61	Small Ex Book (100 pages)	Classmate	100 pages
62	Small Note Book(50 pages)	Classmate	50 pages
63	Small Soap	Life Boy	1 Pc
64	Staff Attendance Register No.6	Bharat Stationer	1 Pc
65	Stamp Pad Ink (Big Bottle)	Camlin	500 ml
66	Staplar Pin Small(20 boxes)	Camlin	20 box
67	Stapler (Small)	Kangaro	1 Pc
68	Stararch Thread (1000)	HP Thread	1 Pc
69	Students Attendance Register	Bharat Stationer	1 Pc
70	Tag	Good Quality	1 bundle
71	Tape (1") Brown	Good Quality	1 Pc
72	Tape (1") White	Good Quality	1 Pc
73	Tape (2") Brown	Good Quality	1 Pc
74	Tape (2")White	Good Quality	1 Pc
75	Vim Bar (small)	Good Quality	1 Pc
76	White Board Duster	Good Quality	1 Pc
77	White Board Pen (Black)	Camlin	1 Pc
78	White Board Pen (Blue)	Camlin	1 Pc
79	White Board Pen (Green)	Camlin	1 Pc
80	White Board Pen (Red)	Camlin	1 Pc
81	White Paper (Per Rim)	Good Quality	1 rim
82	White Pheny(5Lit)	Devize / Cross	5lit
83	Whiteboard Marker Ink(Black)(Per bottle)	Camlin	1 bottle
84	Whiteboard Marker Ink(Blue)(Per bottle)	Camlin	1 bottle
85	Whiteboard Marker Ink(Green)(Per bottle)	Camlin	1 bottle
86	Whiteboard Marker Ink(Red)(Per bottle)	Camlin	1 bottle
87	Writing Pad Small	Classmate	1 Pc
88	Mop	Good quality	1 Pc
89	Bathroom Freshener (Odonil)		1 Pc
90	Durocell battery (Remote Battery) small	Durocell	20 pcs
91	Durocell Pencil Battery	Durocell	20 Pcs
92	HW (Hi-Watt) 6F22 9V Battery for Transistor Radios	Hi - Watt	10 Pcs



*Coorid*  
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