

# 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.:2944/VSN/NIT/2023

Date:19.08.2023

## **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 2023-2024. (List of items is enclosed in Annexure-1)

**Item No. 2.** Stationery articles for the school to be used throughout the academic session 2023-2024. (List of articles is enclosed in Annexure-2)

The Tenders will be valid one year.

Last date for submitting tender form: 25.08.2023 by 10.00 a.m. at VSN High School Campus.

Date of opening the tender on 25.08.2023 at 1.00 p.m.

### **Terms & Conditions:**

1. Intending tenderers have to submit their tender in prescribe tender form with upto date IT, PTax & VAT clearance, 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. 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	Report Card	A/4 300 gsm, ITC Digiart Board, Four Colour Digital Printing (Class wise report card)	2500-3000 Pcs
2	Character Certificate	8.5 × 11.5, 300 gsm, ITC Digiart Board, Four Colour Digital Printing	1000-2000 Pcs
3	Merit Certificate	8.5" × 11.5", 300 gsm, ITC Digiart Board, Four Colour Digital Printing	1000-1500 Pcs
4	Letter Head	¼ Demai, Executive Bond 105 gsm Paper, Four Colour Printing	1000-2000 Pcs
5	Admit Card	6" × 3.5", 300 gsm Ivory Board & one Colour Printing	5000-6000 Pcs
6	Library Card	6" × 3.5", 300 gsm Ivory Board & Four Colour Printing	1000-2000 Pcs
7	Gate Pass	6" × 3.5", 300 gsm Ivory Board & One Colour Printing	100-200 Pcs
8	Identity Card (Ordinary)	6" × 3.5", 300 gsm Ivory Board & One Colour Printing	2500-3000 Pcs
9	Note Sheet	¼ DFC, 14.1 Ledger paper, Both side printing	2000-2500 Pcs
10	Envelope	11" × 5", White 36kg Balarpur Maplitho Paper	2000-4000 Pcs
11	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
12	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
13	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
14	Bill Book	1/12 Demai Size in duplicate per 100×2 pages. One colour printing & Book Binding.	1000-2000 Pcs
15	Supply Order	A/4 70 gsm colour paper, one colour printing & Pad Binding.	500-1000 Pcs
16	Bus Card	6" × 3.5", 300 gsm Ivory Board & One colour Printing.	500-1000 Pcs
17	D.C.R. Book	1/4 D.F.C. Conquest paper 14.1 kg per ream. Each register 150 leaf & hard binding	5 Pcs
18	Transfer Certificate	D.C. 1/4 Size conquest paper, 14.1 kg per ream. One side printing, Middle side perforating & cover Binding	250-500 Pcs
19	Redmission Form	1/6 Demai, 8 kg balarpur Maplitho, one side printing & Pad Binding.	250-500 Pcs

20	Voucher (Pad)	1/8 Long demai paper, one side printing & book Binding.	500-1000 Pcs
21	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
22	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
23	Student Identity Card	Good Quality gel coated laminated card with own cost photo graphic each student, Lesh with printing & complete delivery.	2500-3000 Pcs
24	Student Departure Identity Card	Good Quality gel coated lamination	1400-1600 Pcs
25	Cheque Register	1/4 D.F.C Conquest paper 14.1 kg. Per ream. Each register 150 leaf & hard binding	2-3 Pcs
26	Cash Book	250 Page 17×27 Conquest paper 14.1 kg per ream, B/B Printing & hard binding.	2-3 Pcs
27	Ledger Book	1/4 D.F.C. Conquest paper 14.1 kg per ream. Each register 150 leaf & hard binding	2-3 Pcs
28	Tuition Fees Book Register	1/4 D.F.C. Conquest paper 14.1 kg per ream. Each register 150 leaf & hard binding	3-4 Pcs
29	Bus Fees Book Register	1/4 D.F.C. Conquest paper 14.1 kg per ream. Each register 150 leaf & hard binding	3-4 Pcs
30	Bonafide Certificate	¼ Demai, Executive Bond 105 gsm Paper, Four Colour Printing	500-1000 Pcs
31	Tuition Fee Certificate	¼ Demai, Executive Bond 105 gsm Paper, Four Colour Printing	500-1000 Pcs
32	Bus Fees Voucher	A/4 70 gsm colour paper, one colour printing & Pad Binding.	500-1000 Pcs
33	Note Sheet File (Cover Printing)	One colour printing	100-200 Pcs
34	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
35	Flex Printing (Annual Function & Annual Sports)	Per Sq. ft. Printing	5-10 Pcs
36	Rubber Stamp (Small)	Per Stamp	5-10 Pcs
37	Letter Received Stamp	Per Stamp	2-3 Pcs
38	Rubber Stamp Big	Per Stamp	5-10 Pcs
39	Cloth Envelope (Big Size)	16×12 (Best quality cloth) & 95 GSM Ledger paper	200 Pcs
40	Cloth Bag (Big Size)	14×10 – Best (quality cloth) & 80 GSM Ledger paper.	
41	White Envelope	2'x1'6" size with one side printing one color	50 pcs
		Envelope 36 kg Balarpur Maplitho with Printing. Size 11"×5"	500 Pcs

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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	Alpin (Per box)	Good Quality	1 Box
3	Art Paper	Good Quality	1 Pc
4	Balti	Dipak	1 Pc
5	Bandaid (Water proof)	Johnson & Johnson	1 Pc
6	Belcha	Good Quality	1 Pc
7	Binder Clip (Medium)	Good Quality	1 box
8	Binder Clip (Small)	Good Quality	1 box
9	Binder Clip (Very Small)	Good Quality	1 box
10	Big Stapler	Kangaru	1 pc
11	Bleaching Powder	Bengal Camical	1 kg
12	Board Pin	Good Quality	1 box
13	Brush (Hand Brush for toilet)	Scotch bite	1 Pc
14	Mopping Stick	Good Quality	1 Pc
15	Calculator (Casio)	Casio	1 Pc
16	Carboic Acid	Good Quality	100 gm
17	CD Marker Black	Good Quality	1 Pc
18	Clear Glue Stick	Kores	1 Pc
19	Cloth Duster	Good Quality	1 Pc
20	Colin (Big) (500gm)	Colin	500gm
21	Cover File (Midium)	Hercules/ Good Quality	1 Pc
22	Cover File (Big)	Hercules/ Good Quality	1 Pc
23	Dark Pencil (Per box)	Good Quality	1 box
24	Peddle cover Dustbin Big	Supreme	1 Pc
25	Eraser (Non Dust)	Apsara	1 Pc
26	FeviCal (100gm)	Pidilite	1 Pc
27	Graph Paper (mm)	Bharat Stationer	100 pages
28	Gum 500gm	Kores	500 gm
29	Hand Wash Machine	Life Buoy	100gm
30	Hand Wash Pouch (250gm)	Life Buoy	100 pics
31	Harpic (500gm)	Harpic	500gm
32	Highlighter paper flag	Good Quality	1 Pc
33	Highlighter Pen	Kores	1 pc
34	Issue Register	Bharat Stationer	1 pc
35	James Clip (Plastic Coted)	Good Quality	1 Packet
36	James Clip (Steel)	Good Quality	1 Packet
37	Channel File	Good Quality	1 Pc
38	Knife (Steel)	Good Quality	1 pc
39	L Folder	Good Quality	1 pc
40	Leave Register	Bharat Stationer	1 Pc
41	Lock (Godrej Navtal)	Godrej Navtal	1 Pc
42	Long Note Book (Classmate) 228 pages	Classmate	1 Pc
43	Magnet Pin Stand	Good Quality	1 Pc
44	Map Outline (Asia)	Bharat Stationer	100 pcs
45	Map Outline (India)	Bharat Stationer	100 pcs
46	Map Outline (South America)	Bharat Stationer	100 pcs
47	Map Outline (Africa)	Bharat Stationer	100 pcs
48	Map Outline (Australia)	Bharat Stationer	100 pcs
49	Map Outline (North America)	Bharat Stationer	100 pcs
50	Map Outline (World)	Bharat Stationer	100 pcs
51	Map India with Political boundaries	Bharat Stationer	100 pcs
52	Mosquito Machine	All out	1 Pc
53	Mosquito Oil	All out	1 Pc
54	Mug	Supreme	1 Pc
55	Naphthalene Balls (100gm)	Bengal Camical	1 Pc
56	Note Sheet	Good Quality	100gm
57	Note Sheet	Delux	1 Pc
58	Note Sheet Flap	Delux	1 Pc



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59	Paper Weight		
60	Pen (Black)	Good Quality	1 Pc
61	Pen (Blue)	Link (Pentonic)	1 Pc
62	Pen (Red)	Link	1 Pc
63	Pencil Battery	Link	1 Pc
64	Peon Book	Nippo	1 Pc
65	Permanent Marker (Black)	Bharat Stationer	1 Pc
66	Black Hit	Kores	1 Pc
67	Red Hit		400 ml
68	Phool Jharu		400 ml
69	Power	Good Quality	1Pc
70	Punching Machine	Detergent	1 Kg
71	Received Register	Kangaro	1 Pc
72	Red Harpic (500gm)	Bharat Stationer	1 Pc
73	Rubber Band (Big ) Nylon(1Kg)	Harpic	500 ml
74	Rubber Band (Small) Nylon (1Kg)	Pure Nylon	1 kg
75	Rull Paper (Per rim)	Pure Nylon	1 kg
76	Rull Register(No.-6)	Good Quality	1 rim
77	Savlon 50ml	Bharat Stationer	1 Pc
78	Scissor (Steel Body, Medium size)		50 ml
79	Small Dustbin	Kangaro	1 Pc
80	Small Ex Book (100 pages)	Dipak	1 Pc
81	Small Note Book(50 pages)	Classmate	100 pages
82	Small Soap	Classmate	50 pages
83	Small White Envelop	Life Boy	1 Pc
84	Staff Attendance Register No.6	Good Quality	100 pics
85	Stamp Pad (Big)	Bharat Stationer	1 Pc
86	Stamp Pad (Small)	Camlin	1Pc
87	Stamp Pad Ink (Big Bottle)	Camlin	1 Pc
88	Stapler Pin Small(20 boxes)	Camlin	500 ml
89	Stapler (Small)	Camlin	20 box
90	Strarch Thread (1000)	Kangaro	1 Pc
91	Students Attendance Register	HP Thread	1 Pc
92	Tag	Bharat Stationer	1 Pc
93	Tape (1") Brown	Good Quality	1 bundle
94	Tape (1") White	Good Quality	1 Pc
95	Tape (2") Brown	Good Quality	1 Pc
96	Tape (2") White	Good Quality	1 Pc
97	Triangular Clips (Plastic Coted)	Good Quality	1 Pc
98	Vim Bar (small)	Kangaro	1 box
99	Water Sponge	Good Quality	1 Pc
100	White Board Duster	Camlin	1 Pc
101	White Board Pen (Black)	Good Quality	1 Pc
102	White Board Pen (Blue)	Camlin	1 Pc
103	White Board Pen (Green)	Camlin	1 Pc
104	White Board Pen (Red)	Camlin	1 Pc
105	White Paper (Per Rim)	Camlin	1 Pc
106	White Pheryl(5Lit)	Good Quality	1 Pc
107	Whiteboard Marker Ink(Black)(Per bottle)	Devize / Cross	1 rim
108	Whiteboard Marker Ink(Blue)(Per bottle)	Camlin	Slit
109	Whiteboard Marker Ink(Green)(Per bottle)	Camlin	1 bottle
110	Whiteboard Marker Ink(Red)(Per bottle)	Camlin	1 bottle
111	Whitener Ink	Camlin	1 bottle
112	Whitener Pen	Camlin	1 bottle
113	Writing Pad Small	Camlin	1 bottle
114	Mop	Classmate	1 Pc
115	Double Side Tape	Good quality	1 Pc
116	Daily use hand sanitizer with 70% (V/V) Alcohol based 100ml	Best	1 Pc
117	Volini Spray (200gm)	Dettol/ Lifebuoy	
118	Dettol (100 gm)		100 ml
119	Fevi Gum ( 200 ml)		200 gm
120	Bathroom Freshener (Odonil)	Non Toxic Child Safe	100 gm
121	Durocell battery (Remote Battery) small		200 ml
122	Durocell Pencil Battery	Durocell	1 Pc
123	HW (Hi-Watt) 6F22 9V Battery for Transistor Radios	Durocell	20 pcs
		Hi - Watt	20 Pcs
			10 Pcs