



AIR FORCE BAL BHARATI SCHOOL

LODI ROAD, NEW DELHI – 110003 | Ph.: 011-43564950

E-mail: afbbschool@gmail.com | Website: airforcebalbharatischool.in

CBSE Affiliation No.: 2730006 | DOE ID: 1924138

TENDER NOTICE

AIR FORCE BAL BHARATI SCHOOL, LODI ROAD, NEW DELHI-110003

1. Tenders are invited from vendors for the following work at **Air Force Bal Bharati School, Lodi Road, New Delhi** as per the details mentioned below:

Description of works	Bid/ Quotation Starting Date	Bid/ Quotation Submission Closing Date	Tender opening date
Rate Contract for Supply of Stationery Items	06 May 2024	27 May 2024 (Till 1100hrs)	27 May 2024 (1130hrs)

2. The school management reserves the right to accept or reject any or all the quotations without assigning any reason.

Note: For any query regarding the work, please contact Principal, Air Force Bal Bharati School, Lodi Road, New Delhi.

**COMPLETE TENDER FORM TO BE COLLECTED FROM
SCHOOL COUNTER**



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TENDER FORM

RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS

AT

**AIR FORCE BAL BHARATI SCHOOL
LODI ROAD, NEW DELHI – 110003**

Date of issue of Tender Form	:	06 May 2024
Last date for submission of tender	:	27 May 2024 (till 1100hrs)
Tender opening Date/Time	:	27 May 2024 (at 1130 hrs)

TENDER NOTICE AND SCHEDULE OF EVENTS

1. Sealed Bids are hereby invited under two bid systems (Technical Bid and Financial Bid) from reputed and experienced firms/contractors/agency possessing valid licenses for **Rate Contract for Supply of Stationery Items at Air Force Bal Bharati School, Lodi Road, New Delhi-110003.**

Name of the Work	Rate Contract for Supply of Stationery Items at Air Force Bal Bharati School, Lodi Road, New Delhi- 110003
EMD amount to be deposited	Rs. 20,000/- (Rupees Twenty Thousand Only)
Period of Contract	01 Year
Downloading of Tender Document from school's website	06 May 2024 onwards
Last date for submission of Tender Form	27 May 2024 till 1100hrs
Postal Address for correspondence/sending bids	Air Force Bal Bharati School, Lodi Road, New Delhi - 110003
Opening of Tender	Part-A Technical Bid: The Technical Tender documents shall be opened on 27 May 2024 at 1130hrs in the presence of authorized representatives of the bidders.
	PART-B Financial Bid: The Financial Bid shall be opened after evaluation of the technical bids.
Contact person (for any clarifications)	Principal, AFBBS Tel No: 011- 43565950, 43597238 (0900hrs to 1400hrs)

2. AFBBS may issue addendum(s)/corrigendum(s) to the tender documents through the school's website. Such addendum(s)/corrigendum(s) (if any) shall also be submitted, duly stamped and signed, along with the submission of the Tenders.

**ESSENTIAL DETAILS OF SERVICES REQUIRED FOR
RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS AT AFBBS**

1. Schedule of Requirements: -

SI No	Item	Unit	Qty
1	All Pins	Pkts	30
2	Binder Clips (25mm)	Box	30
3	Binder Clips (41mm)	Box	30
4	Brown Tape 2'	Nos	25
5	Brown Tape 3'	Nos	25
6	Brown Tape 4'	Nos	5
7	Calculator Big (Casio or equivalent)	Nos	4
8	Cardboard Sheet	Nos	5
9	Chart Paper Assorted	Pcs	30
10	Chart Paper Black	Nos	260
11	Chart Paper Blue	Nos	260
12	Chart Paper Brown	Nos	260
13	Chart Paper Green	Nos	260
14	Chart Paper Red	Nos	260
15	Chart Paper White	Nos	260
16	Colors (Sketch Pens (12 Nos) (Doms or equivalent))	Pkts	20
17	Correction Pen / Whitener	Nos	40
18	Correction Tape	Nos	65
19	Damper	Nos	20
20	Duster Whiteboard	Nos	350
21	Envelopes Brown (11x5) (50 Nos in each pkt)	Pkts	50
22	Envelopes Brown (8x10) (50 Nos in each pkt)	Pkts	20
23	Envelopes Brown (10x12) (50 Nos in each pkt)	Pkts	50
24	Envelopes Brown (12x16) (50 Nos in each pkt)	Pkts	20
25	Eraser	Nos	150
26	Fevi Stick (25 gm)	Nos	140
27	Fevicol (100gm)	Nos	50
28	Folder (Flap File)	Pkts	50
29	Folder file four flap	Nos	50
30	Folder (Plastic L Shape)	Nos	300
31	Folder (Plastic Leaves)	Nos	30
32	Folder (Plastic Pastel File)	Nos	20
33	Clear Bag / Folder (Plastic with Button)	Nos	170
34	Folder File Leather	Nos	10
35	Folder (with Steel Clip)	Nos	20
36	Glossy Paper	Pkts	10
37	Graph Pad (25 sheets)	Pads	150
38	Highlighter (Luxar)	Pkts	50
39	Kite Paper (loose)	Nos	300
40	Map India (Political & Physical) (100 Nos)	Pads	50
41	Map World (Political & Physical) (100 Nos)	Pads	50
42	Marker OHP (Faber Castel) (each pkts-10 Nos)	Pkts	60
43	Marker Permanent Bold (10 Nos)	Pkts	10
44	Note Sheet Pad (Shipra)	Pkts	80
45	Notice Board (3ft x 2ft)	Nos	10
46	Oddy Paper Flags	Pkts	100
47	Oddy Plastic Flags	Pkts	80
48	Oddy Sticky Notes/Post-Its (3x3)	Pkts	80

SI No	Item	Unit	Qty
49	Paper Cutter (Big)	Nos	15
50	Paper Weight (Glass)	Nos	5
51	Pastel Sheets	Pkts	30
52	Pen Ball Black (Cello or equivalent)	Pkts	30
53	Pen Ball Blue (Cello or equivalent)	Pkts	50
54	Pen Ball Red (Cello or equivalent)	Pkts	50
55	Pen Black Pilot V5	Nos	10
56	Pen Blue Pilot V5	Nos	30
57	Pen Red Pilot V5	Nos	10
58	Pen Blue Uniball	Nos	15
59	Pen Gel Black (Reynolds/Cello/Hauser or equivalent)	Pkts	10
60	Pen Gel Blue (Reynolds/Cello/Hauser or equivalent)	Pkts	50
61	Pen Gel Red (Reynolds/Cello/Hauser or equivalent)	Pkts	100
62	Pencil HB (Nataraj/Doms or equivalent)	Pkts	70
63	Photocopier Paper A4 Size (Spectra - 75 GSM)	Nos	750
64	Photocopier Paper FS Size (JK Copier- 75 GSM)	Nos	90
65	Photocopy Machine Toner	Nos	10
66	Plastic Sutli	Roll	20
67	Plastic Roll for register lamination (50 Mtrs)	Roll	2
68	Premier Cello Tape 2'	Nos	40
69	Premier Cello Tape 3'	Nos	40
70	Premier Cello Tape 4'	Nos	20
71	Premier Cello Tape 1'	Nos	40
72	Premier Cello Tape 1.5'	Nos	30
73	Premier Double Sided Tape 1'	Nos	10
74	Premier Pin O Clip Box	Nos	20
75	Punching Machine (Double Hole)	Nos	15
76	Punching Machine (Single Hole)	Nos	40
77	Push Pin Color	Pkts	10
78	Register 192 Pages (Lotus Eazy)	Nos	60
79	Register 240 Pages (Lotus Eazy)	Nos	5
80	Register 360 Pages (Lotus Eazy)	Nos	15
81	Register 480 Pages (Lotus Eazy)	Nos	15
82	Register 96 Pages (Lotus Eazy)	Nos	75
83	Risograph Ink	Nos	15
84	Risograph Master Roll	Nos	10
85	Rubber Band (Big)	Pkts	15
86	Rubber Band (Small)	Pkts	15
87	Scale (Plastic)	Nos	40
88	Scale (Steel)	Nos	50
89	Scissor (Big-1183)	Pcs	10
90	Scissor (Medium-1160)	Pcs	20
91	Scissor (Small-1145)	Pcs	10
92	Sharpener	Pkts	10
93	Soft Pin Board (A3 Size)	Nos	5
94	Stamp Pad (Big)	Nos	30
95	Stamp Pad (Small)	Nos	20
96	Stamp Pad Ink	Nos	20
97	Stapler (Big) HD-45	Nos	40
98	Stapler (Small) HD-10D	Nos	50
99	Stapler Pin (Big) HD-45	Box	100
100	Stapler Pin (Small) HD-10D	Box	150
101	Tags Green (Long)	Pkts	40

SI No	Item	Unit	Qty
102	Tags White (Small)	Pkts	40
103	Tape Dispenser (Big)	Nos	10
104	Tape Dispenser (Small)	Nos	10
105	Thumb / Board Pins	Box	20
106	U Clips	Box	20
107	White Thread Roll	Roll	150
108	Whiteboard Marker Black	Nos	650
109	Whiteboard Marker Blue	Nos	40
110	Whiteboard Marker Red	Nos	40
111	Whiteboard Marker Green	Nos	40
112	Whiteboard Marker Ink Black	Nos	1300
113	Whiteboard Marker Ink Blue	Nos	40
114	Whiteboard Marker Ink Red	Nos	40
115	Whiteboard Marker Ink Green	Nos	40
116	Writing/Note Pad (20 Pages)	Pkts	100
117	Writing/Note Pad (90 Pages)	Pkts	60

2. **Quantity:** The quantity of the items indicated above is tentative and it will be entirely at the discretion of the School to place order as per its requirement and there will not be any minimum guaranteed quantity from the buyer (School).
3. **Rate Contract:** The Bidder undertakes to supply the items as mentioned in para 1 above at the specified rates by the Bidder for a period of 01 year from the date of award of the Contract and no hike in the rates will be allowed during the period of contract.
4. **Consignee Details:** Principal, Air Force Bal Bharati School, Lodi Road, New Delhi -03.
5. **Period of Rate Contract:** 01 Year with effect from date of award of Contract.
6. **Consignee Details:** Principal, Air Force Bal Bharati School, Lodi Road, New Delhi-03.

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