



VIVEKANANDA VIDYA MANDIR

(A C.B.S.E. Affiliated New Generation English Medium Co-Ed School)

From KG to Class XII

Run By:

SRI RAMAKRISHNA SEVA SANGHA

VVM/2022-1121.

March 22, 2022

Ref:.....
To

Date:.....

Sub: - Inviting Quotation.


Sirs,

We need to purchase the following stationary items in a bulk quantity for our school for the session 2022-23. Thus, you are requested kindly to submit sealed quotation at School Office within three (3) days from the date of issue of this letter.

Sl. No.	Name of items:	Sl. No.	Name of items:
1.	Activity Log Book / per dozen	23.	Gum bottle / per piece
2.	Attendance Register (for students) / per dozen	24.	Gems Pin/per packet
3.	Attendance Register (for Teachers): a. 06 no. (400 pages) / per piece b. 03 no. (180 pages) / per piece	25.	Paper Pin/per packet
4.	Arch File / per dozen	26.	Glossy Paper/per packet
5.	Board Pin / per packet	27.	Note-sheet / per dozen
6.	Button File / per dozen	28.	Teacher's Lesson Plan Diary
7.	Bond Paper A4 size (100 GSM) / per box	29.	Tag / per bundle
8.	Cello Tape: (i) 2" white / per piece (ii) 1" white / per piece (iii) 2" brown / per piece (iv) 1" brown / per piece	30.	Tag File (Plan)/ per dozen
9.	Cloth envelope [File size] / per dozen	31.	Tag File; VVM printed/doz
10.	Cloth envelope [A4 size] / per dozen	32.	Stapler No.10 / per piece
11.	Cover File / per dozen	33.	Stapler Pin/per Box
12.	Class Arrangement Register / per dozen	34.	White board marker pen / per box
13.	Chalk / per cartoon	35.	White board marker Ink / per box
14.	Duster white board / per dozen	36.	Permanent Marker Pen
15.	Fevicol: (i) 100 ml / per piece (ii) 200 ml / per piece (iii) 250 ml / per piece (iv) Small tube/per dozen	37.	L-Folder file / per dozen
16.	Fevistick (08 gm.) / per piece	38.	Red pen / per dozen
17.	Permanent Marker Pen / per dozen	39.	Blue pen / per dozen
18.	Photocopy paper (A4 size) / per cartoon	40.	Steno Book / per dozen
19.	Photocopy paper (A3 size) / per packet	41.	Notesheet / per dozen
20.	Rule Register (Thin) 10 no. / per dozen	42.	Toner/ per piece
21.	Rule Register (Thick) / per dozen	43.	Whitener Pen / per piece
22.	Rubber Band / per packet:- (i) 1½." (ii) 2" (iii) 3"	44.	Level Sheet (Oddy)/ packet
		45.	Printer Ink coloured T664
		46.	Printer Ink coloured T003
		47.	Pencil / per packet

Thanking you,

Yours faithfully,


(Dr. Kiran Dwivedi)
Principal