

**EKLAVYA MODEL RESIDENTIAL SCHOOL \_\_\_\_\_, MAYURBHANJ (ODISHA)**

**TENDER PAPER FOR THE YEAR 2026-27**

**OFFICE STATIONARY**

**LIST**

S.No.	Name of Items	SPECIFICATION	Rate (In figure)	Rate (In words)
1	CORRECTION FLUID PEN			
2	STAMP PAD (BLUE/BLACK/RED)-BIG			
3	STAMP PAD INK (BLUE/BLACK/RED)			
4	CARBON (SMALL) - BLUE/BLACK PER PKT (100 SHEET)			
5	STAPLER MACHINE(SMALL)			
6	STAPLER MACHINE (BIG)			
7	PUNCHING MACHINE (SINGLE)			
8	DOUBLE PUNCHING MACHINE			
9	BROWN TAPE (BIG) 60 MTR	WIDTH - 02"		
10	BROWN TAPE (BIG) 60 MTR	WIDTH - 01"		
11	CELLO TAPE (BIG) 60 MTR	WIDTH - 02"		
12	CELLO TAPE (BIG) 60 MTR	WIDTH - 01"		
13	BALL PEN (USE & THROW)			
14	GEMS CLIP PER BOX			
15	PAPER PIN PER BOX			
16	GUM TUBE			
17	DRAWING PIN PER BOX	CHROME-PLASTIC TOP		
18	PLASTIC SCALE 12" (BROAD)			
19	SLIP PAD (40 PAGES)- B5			
20	JETTER PEN PER PC			
21	JETTER REFILL PER PC			
22	WHITE BOARD BLACK/BLUE MARKER PEN			
23	PERMANENT MARKER DIFFERENT COLOUR			
24	PERMANENT CD MARKER DIFFERENT COLOUR			
25	FILE (FOUR FOLDER)	GOOD QUALITY		
26	CLOTH DUSTER	GOOD QUALITY		
27	COBRA FILE (FLATE FILE)	MASTER UTILITY		
28	SEALING WAX PER BOX	GOOD QUALITY		
29	RUBBER BAND (BIG)PER KG	GOOD QUALITY		
30	<b>MY CLEAR BAG</b>			
	KW803T			
	KW802F			
	KW8025F			
31	<b>BALL PEN (Pantonic)</b>			
	RED,Blue,Black			
32	GEL PEN(REDBLUE/GREEN/BLACK)			
33	SCISSOR			
34	GLITTER PEN			
35	WRITING PAD-1/8			
36	WHITE BOARD DUSTER			
37	Gloss Inkjet ID Photo Paper			
38	PHOTO COPIER -FS SIZE - 75GSM			
39	PHOTO COPIER -A4 SIZE - 75GSM			
40	PHOTO COPIER -A4 SIZE - 70GSM			
41	FEVISTICK			
42	BOTTLE GUM			
43	FILE TAG			
44	STICK FILE			
45	BROWN/YELLOW PAPER FILE			
46	PAPER WEIGHT			
47	Paper Flags,200 sheet,size 25X75 mm			
48	STICKY NOTE			
49	BOARD MARKER PEN INK BLUE/BLACK			
50	Board pin plastic tape			
51	Board 4x6			
52	BOARD 3X6			
53	Multi Colour Tape			
54	Both Side Tape			
55	Library Books			

<b>GST NO.</b>			
<b>VAT NO.</b>			
<b>DEMAND DRAFT NO.</b>			
<b>DATE</b>			
<b>NAME OF BANK/BRANCH</b>			

S.No.	Name of Items	SPECIFICATION	Rate (In figure)	Rate (In words)
	BRANCH CODE			
	AMOUNT			

Sign. Of tenderer

Signature of Proprietor with seal