THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Printing & Stationary
Duration of Supply: MA April 2026 - 31 of March - 2027

Terms & Conditions of the Contract: -

1. All tenderers are required to deposit their tenders in sealed envelopes along with cheque of as earnest Money. The earnest Money will be refunded to unsuccessful ternderers without interest. The Earnest Money of successful tenderers will be retained, and no interest will be paid.

- 2. Cheque should be in the name of "The Headmaster, The Doon School.
- 3. Supplies will be made as per delivery schedule laid down by the Doon School and will be made on printeddlivery challan presented in duplicate. The receipt of supplies will be made by signature on one copy of the delivery challan by a person authorized by the Headmaster. Such signed challans must be attached to the supplier's bill. Bills must be submitted once every 15 days and will be paid by cheque within 15 days of
- 4. All supplies are to be delivered to the school as per time specified by the concerned department. Supplies will be made of the best quality and approved specifications, and the Headmaster's decision on this matter will be final and binding. In the event of short supplies or late supplies, the Doon School will be entitled to make up the deficiency by direct purchase from other sources and will be entitled to recover the difference in price from the contractor's bill if a price higher than contracted is paid.
- 5. In the event of defective, unhygienic or poor-quality supplies of which the Headmaster shall be the absolute judge, the school will be entitled to reject the supplies, of at its discretion, accept the supplies and make such deduction from the prices as it deems fit or by any scale laid down in the contract.
- 6. The School shall devise such test and investigations on the question of quality as it deems fit, but a signature on the contractor's challan only signifies receipt of supplies subject ot test and acceptance and does not absolve the contractor from his responsibility on this score.
- 7. Delivery van and items supply contrainers/ box should be clean and hygienic as per the food standard.
- Abiding by the government rules and regulations single use plastic should be avoided.
- 9. In the event of termination of contract without the written consent of the school, the security deposit will

Gp.Capt. Sandeep Sethi (Retd.)

Bursar

Schedule of Tender Opening

S.No.	Department	<u>Date</u>	<u>Tender</u>	Time	Day
1	Games Store	December 22,2025	Games/Sports Items and Equipments	10:30 AM	Monday
` 2	Wellness Centre	December 22,2025	Medicines and Surgical Items	11:30 AM	Monday
3	Book Store / Library	December 22,2025	Text Books	12:10 AM	Monday
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
4	CDH	December 23,2025	Eggs,Fish,Chicken,Mutton,Milk & Milk Products,Soya Products,Namkeen,Fruits & Vegetables,Atta,Dals,Rice,Oils,Dryfruit,Ice Cream, Cold Drinks and Frozen Vegetables	10:30 AM	Tuesday
5	Tuckshop	December 23,2025	Dry Tuckshop	11:30 AM	Tuesday
6	CDH	December 23,2025	Supply and refilling of 19 KG LPG Gas Cyclinder	12:10 PM	Tuesday
XXXX	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
7	Workshop & Maintenance	December 24,2025	Electrical Items, Sanitary & Plumbing Items, Glass,Plywood,Hardware,Paints and Chemicals	10:30 AM	Wednesday
XXXX	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXX		XXXXXXXXX	XXXX
8	General Store	December 26,2025	Printing, Office and School Stationery	10:30 AM	Friday
9	H.M. Set.	December 26,2025	Printing Work	10:45 AM	Friday
10	Art Dep	December 26,2025	Art Material	11:30 AM	Friday
XXXX	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXX
11	Gen. Store/ & DH	December 29,2025	Toiletry and Misc. Items and other Toiletry Items / Disposable etems	10:30 AM	Monday
12	I T Dep	December 29,2025	Ink Cartridge/Toner and Consumable Items	12:00 - Noon -	Monday
13	CDH / Gen. Store	December 29,2025	Crockery	12:10 PM	Monday
(XXX)	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
14	Gen. Store	December 30,2025	Summer Uniforms	10:30 AM	Tuesday
15	Gen. Store	December 30,2025	Winter Uniforms	10:30 AM	Tuesday
16	Gen. Store	December 30,2025	Readymade Garments	11:00 AM	Tuesday
XXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXX	XXXX
17	Admin Department	December 31,2025	Security Services		Wednesday
18	Admin Department	December 31,2025	General Services		Wednesday
19	Admin Department	December 31,2025	Housekeeping Services		Wednesday
20	Admin Department	December 31,2025	Dry Cleaning		Wednesday
21	Admin Department	December 31,2025	Bus & Taxi Services	11:20AM	Wednesday
XXXX	XXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXX	CXXX

Note:-

- 1 Last Date of submitting the tender Forms is :- December 21, 2025.
- 2 Days and timing of submitting the Tender Forms is :- Monday to Sunday from 9:00 AM to 7:00 PM
- 3 Place of submitting the tender forms: In sealed drop box kept with the security at the Main Gate of THE DOON SCHOOL Or in this email Id: tenderforms@doonschool.com
- 4 Place of opening of tender form :- All tender forms will be open at the Admin Block
- 5 The envelope containing your tender should be sealed and superscribed in capital letter "TENDER FOR PROVIDING / SUPPLY OF ______and address

should be in the name of THE HEAD MASTER, THE DOON SCHOOL, THE MALL ROAD DEHRADUN

6 Tender sent by other means will not be accepted in any case.

Gp. Capt. Sandeep Seth (Retd.)

Bursar



_	Particulars	Details to be filled by the organization
-	1 Name of the Firm	
	The state of the s	
	2 Registered Address	
	+	
	9	
3	Establisement year of the company	η,
4	Status (Company / Firm / Proprietor / co-oprative society / HUF / Other)	
5	Name of the contact person	
6	Designation of the contact person	
7	Telephone / Mobile No.	
8	E-mail .	
9	Website	
10	Turn Over details (Convert OA 455 - 4 - 45	
- #	Turn Over details (Copy of CA certified audited Balance sheet and profit and loss account to be enclosed)	- 4
	Amount in Rs.	
	a) Previous Year	·
	b) One Year before previous year.	
	c) Two Years before previous year	
16	Submit copy of registration no. certificate)	
110	SST No. of the firm	
_	Submit copy of GST registration no. certificate)	
1	Submit copy of GST registration no. certificate)	
2 P	ermanent Account Number of the company	
	Submit copy of PAN)	
Ť		
3 Mi	icro,Small and Medium Ent. Reg. no.	
	ubmit copy of MSME registration no. certificate)	
	SAI Licence No.	
(St	ubmit copy of FSSAI Licence no. certificate)	
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	alth Dept. License ease attached copy of the same	
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Cat	tering License	
-	ase attached copy of the same	
Whe	ether regular pest control activities are undertaken our establishment	<u>₩</u>
пгус	DUI ESIGUIISIIINEIII	
Whe	ether the food items / ingredients / water used in	
your	establishment are lab tested	

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-		
-	20 EPF Registration No.	
-	(Submit copy of EPF registration no. certificate)	
-	21 ESI Registration No.	
_	(Submit copy of ESI Registration certificate)	
·	(Gabrint copy of Edit Registration Certificate)	
_	22 Registration No. of registered under Private Security	
	Agencies (Regulation) Act 2005	
	(Submit copy of PSAR certificate)	
	23 Registration no. of Labour Licence	
	(Submit copy of labor licence certificate)	
	24 Organization strength	
	Category	No. of persons on roll
a)	Top Management	
b)	Executive staff	
;)	Supervisory Staff	
1)	Workers	
e)	Others	
_	F. Whother the few seconds of the first	
2	5 Whether the firm possess any of the following certifications?	
	(i) ISO: 9001 (ii) ISO: 14001 (iii) OHSAS: 18001 or	
	any other Certifications	* ·
	Yes / No (if yes, please specify the details and enclose documentary proof)	
26	Please attaced copy of one of the following bills for address proof	
_	Telephone bill / Electricity bill / Water bill	
27	Bank Details :- Account Name	
28	Name of The bank	The state of the state of
		The second secon
29	Branch	
30	Account Number	
31	IFSC Code / MCR Code	
321	Do you have any related next to the	
	Do you have any related party in the school? in the director or employee)	9 1
-1	f yes please mention the name and relation with	E G
Į.	is/her.	

ote :-

- 1 Which one is not applicable please mentioned NA in this column.
 2 Please attach one cancelled cheque
- ³ I certify that all the information provided by me in this form is accurate and complete and that there is no omission of important information

(Signature and seal of the firm)



Details of attached Bank Draft/Cheque of the Earnest Money

S.No.	Particulars	Details
1	Name of tenderers	
2	Address of tenderer	
3	Contact No.	
4	Email I D	
5	Tender of supply of	
6	D.D. / Cheque No.	
7 [Date of D.D. / Cheque	
8 1	Name of Bank	
9 8	Earnest Money amount	

(Signature and seal of the firm)

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(Authorised Signatory)



The Doon School, Dehra Dun

DOON

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Tender Form for the Supply of Printing, Stationery and Copies duration of supply April 1, 2026 to March 31, 2027

Name of Tenderer

Address of Tenderer

Telephone No. :-

GST No. :-

		Qty	Rate
Printing			
Envelopes White 10x4.5 Thick with DS Printed 120 GSM	Nos.	10000	
	Nos.	2000	
Envelopes Yellow 12x10 Laminated Thick 120 GSM	_	_	
Envelopes Green with cloth 12x10 Thick 120 GSM	Nos.	1500	
Envelopes Green with cloth 18x10 Thick 120 GSM	Nos.	500	
Envelopes SS DLP Super (with DS printed)	Nos.	500	
Envelopes Thick 12 X 10 Brown	Nos.	1000	
Envelopes Trials Thickest Brown 120 GSM	Nos.	3000	
File Cover Ordinary (Tag File) with DS printed (600 gsm board) good quality	Nos.	1000	
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Envelopes Yellow A-3 Size Laminated Thick with DS Printed 120 GSM	Nos.	500	
Paper			
-	Reem	3000	
Photo Copy paper A-3 Size (Century) 75 gsm blue pack	Reem	60	
Photo Copy paper Full Scape Size (Century) 75 gsm blue pack	Reem	10	
	Reem	70	
Photo Copy Paper A-4 Size 100 gsm Hi Bright Paper 210x297 mm B113			
Desmat (100 sheet in reem)	Reem	80	
J.K. Excel Bond A-4 Size Paper	Reem	50	
	Envelopes White 13x10 Thick with DS Printed 120 GSM Envelopes Yellow 12x10 Laminated Thick 120 GSM Envelopes Green with cloth 12x10 Thick 120 GSM Envelopes Green with cloth 18x10 Thick 120 GSM Envelopes SS DLP Super (with DS printed) Envelopes Thick 12 X 10 Brown Envelopes Trials Thickest Brown 120 GSM File Cover Ordinary (Tag File) with DS printed (600 gsm board) good quality File Cover (Clip) with DS Printed (600 gms board) Project Sheets (260 gsm star) A4 Size Coloured Project Sheets (260 gsm star) A4 Size white Attendence Registers Staff Envelopes Yellow A-3 Size Laminated Thick with DS Printed 120 GSM Paper Photo Copy paper A-4 Size (Century) 75 gsm blue pack Photo Copy paper Fuli Scape Size (Century) 75 gsm blue pack Photo Copy paper A-4 Size coloured (Century) 75 gsm Desmat/Oddy (Yellow/Pink/Sky blue Photo Copy Paper A-4 Size 100 gsm Hi Bright Paper 210x297 mm B113 Desmat (100 sheet in reem) J.K. Excel Bond A-4 Size Paper	Envelopes White 13x10 Thick with DS Printed 120 GSM Nos. Envelopes Yellow 12x10 Laminated Thick 120 GSM Nos. Envelopes Green with cloth 12x10 Thick 120 GSM Nos. Envelopes Green with cloth 18x10 Thick 120 GSM Nos. Envelopes Green with cloth 18x10 Thick 120 GSM Nos. Envelopes SS DLP Super (with DS printed) Nos. Envelopes Thick 12 X 10 Brown Nos. Envelopes Trials Thickest Brown 120 GSM Nos. Envelopes Trials Thickest Brown 120 GSM Nos. File Cover Ordinary (Tag File) with DS printed (600 gsm board) good quality Nos. File Cover (Clip) with DS Printed (600 gms board) Nos. Project Sheets (260 gsm star) A4 Size Coloured Nos. Project Sheets (260 gsm star) A4 Size white Nos. Attendence Registers Staff Nos. Envelopes Yellow A-3 Size Laminated Thick with DS Printed 120 GSM Nos. Paper Photo Copy paper A-4 Size (Century) 75 gsm blue pack Reem Photo Copy paper Fuli Scape Size (Century) 75 gsm blue pack Reem Photo Copy paper A-4 Size coloured (Century) 75 gsm Desmat/Oddy (Yellow/Pink/Sky blue Reem Photo Copy Paper A-4 Size 100 gsm Hi Bright Paper 210x297 mm B113 Desmat (100 sheet in reem) Reem	Envelopes White 13x10 Thick with DS Printed 120 GSM Nos. 2000 Envelopes Yellow 12x10 Laminated Thick 120 GSM Nos. 2000 Envelopes Green with cloth 12x10 Thick 120 GSM Nos. 1500 Envelopes Green with cloth 18x10 Thick 120 GSM Nos. 500 Envelopes SS DLP Super (with DS printed) Nos. 500 Envelopes Thick 12 X 10 Brown Nos. 1000 Envelopes Trials Thickest Brown 120 GSM Nos. 3000 Envelopes Trials Thickest Brown 120 GSM Nos. 3000 File Cover Ordinary (Tag File) with DS printed (600 gsm board) good quality Nos. 1000 File Cover (Clip) with DS Printed (600 gms board) Nos. 700 Project Sheets (260 gsm star) A4 Size Coloured Nos. 3000 Project Sheets (260 gsm star) A4 Size white Nos. 4000 Attendence Registers Staff Nos. 30 Envelopes Yellow A-3 Size Laminated Thick with DS Printed 120 GSM Nos. 500 Photo Copy paper A-4 Size (Century) 75 gsm blue pack Reem 60 Photo Copy paper Full Scape Size (Century) 75 gsm blue pack Reem 10 Photo Copy paper A-4 Size coloured (Century) 75 gsm Desmat/Oddy (Yellow/Pink/Sky blue Reem 70 Photo Copy Paper A-4 Size 100 gsm Hi Bright Paper 210x297 mm B113 Desmat (100 sheet in reem) Reem 80



:	Registers, Copies, Cambridge Sheets			
· 1	Long Register Soft cover 120 Pages with DS Printed	Nos	8000	
2	Copy Soft cover 240 Pages with DS Printed	Nos	800	
- 3	Copy Soft cover 120 Pages with DS Printed	Nos	700	
4	Science Magnum 144 Pages with DS Printed	Nos	300	
	Graph Copy	Nos	500	
	Graph Sheets	Nos	2000	
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	Canalanana	-	-	
	Stationery	NI -	F000	
	Uniball Eye Fine Pen	Nos.	5000	
	White Board Markers Camlin / Renolds	Nos.	2000	
	Plastic File Corporate (Report File A4) White Solo/Mega	Nos.	600	
	Ball Pen Reynolds 045	Nos.	2000	
	Rubber Bands (100 gms. Pkt.) Mix.	Pkt.	150	
	Geometry Box (Camel Scholar)	Nos.	200	
7	Calculator Casio 12 Digit MJ-120D	Nos.	30	
8	Glue Stick (Oddy 15 gms)	Nos.	500	
9	Pencils (Soft) (Apsara)/Absolute	Nos.	10000	
10	Cello Tape 1" (Captain)	Roll	500	
11	Brown Packing Paper Thick Star 120 gsm	Nos.	3000	
12	Permanent Markers (Reynolds/camlin)	Nos.	1000	
13	Plastic L Shape Files (Dataking DK-LF 310)	Nos.	5000	
	Erasex Pens Camel / Artline	Nos.	150	
	Chart Paper White 22x28 (300 gsm)	Nos.	1000	
	Chart Paper Coloured 22x28 (300 gsm)	Nos.	1000	
	Stapler Plastic Gold No. 10 (Kangaroo)	Nos.	150	
	Box File good quality (Jambudeep)	Nos.	150	
	Calculator scientific FX 82 MS (Casio)	Nos.	150	
	Magnetic Dusters (Ikon)	Nos.	150	
	Thread Balls Thick ART V-308 100 gms each (Ambica)	Nos.	60	
		Nos.	200	
	Ring File A 4 size (Megha H 5321) Ring File A 4 size (Solo RB 406)	Nos.	200	
	Brown Tape 2" Captain	Roll	50	
	Cello Tape 2" Captain	Roll	400	
	Drawing Pins Scholar	Pkt.	60	
	Colour Pencil Set (Camlin 12 shades round) Full Size	Pkt.	100	
28	Clip Board Transparent Plastic 1st Quality	Nos.	50	
29	Writing Pad Spiral with Different Colour 100 pages 90 gsm size 25x17.6cm	Nos.	150	
	Highlighter Fiber Castel / Camel	Nos.	350	
31	Writing Pad A5 (Desmat) / Good Quality (40 sheets)	Nos.	600	
32	Stick Flags 5 Colours 12.7mmx43.7mm Plastic Corporate/oddy	Nos.	50	
33	Sketch Pen (Camel)	Nos.	6000	
34	Stapler Pins (No. 10) Small (Kangaroo)	Pkt.	400	
	Gum Bottles 300 ml Camel	Btls	30	
	Binder Clips 41 MM	Nos.	300	
	Binder Clips 32 MM	Nos.	500	
	Binder Clips 19 MM	Nos.	500	
	Box File (ISHI /Karani lever arch file LA556)	Nos.	100	
	Push Pin Coloured (Oddy)	Pkt.	200	



41	Push Pin White Transparent (Oddy)	Pkt.	300	, , , , , , , , , , , , , , , , , , ,
- 42	Display File 20 Pocket A4 Megha Deluxe	Nos.	50	
43	Paper Clips Gem 26 mm (Bell)	Pkt.	50	
- 44	Strip File Megha Deluxe HF 286	Nos.	300	
45	Poilet Pen Hi-Tech V7 &V5 Luxor blue body	Nos.	5000	
` 46	Display File 50 Pocket A4 Megha Deluxe	Nos.	100	
47	Sheet Protector A 4 Dataking DK-SP 501/Megha Delux DT-105	Pkt.	1000	
48	Trimax Pen Reynolds	Nos.	1000	
49	Display File 40 Pocket A4 Megha Deluxe	Nos.	100	
50	Punching Machine 480 No.	Nos.	40	
51	Stapler 24/6	Nos.	60	
52	Blue Tack	Nos.	150	
53	Fevical 100 gms tube	Nos.	200	
	Link Ball Pen	Nos.	3000	
55	Fevikwik (MRP-Rs. 5)	Nos.	1000	
	Ribbon 10 meters Roll	Nos.	300	
57	Alpins (Bell) 100 gm	Pkt	25	
58	Carbon Paper (Camel)	Nos.	400	
	Cello Tape 1/2" captain	Nos.	50	
	Erasers (Apsara)	Nos.	1000	
	Foot Ruller 12" (Natraj)	Nos.	250	
	Foot Ruller 6" (Natraj)	Nos.	200	
	Green Cotton Tags 24"	Nos.	1000	
	White Cotton Tags 10"	Nos.	400	
	Paper Clip Gem Large (Bell) 35 mm	Pkt	55	
	Paper Cutter Big	Nos.	200	
	Sharpner (Natraj)	Nos.	900	
	Stamp Pads Oddy large	Nos.	20	
	Stapler Pin Large 24/6 (Kangaroo)	Pkt	60	
	Sticky Notes 75X75 mm (Oddy)	Nos.	60	
	Chalk White Dustless (Vishnoo)	Box	50	
	Sticky Pads Diff. Colour Paper Desmet	Nos.	50	
	Protector Half	Nos.	100	
	Protector Full	Nos.	100	
	Drawing Pin Coloured Oddy	Pkt	50	
	Scissor small Oddy	Nos.	200	
	Scissor big Oddý	Nos.	200	
	Double Sided Tape big size Oddy	Nos.	300	
	Tape Dispensar Oddy	Nos.	20	
	Label sheets A4 size self stick (210 x 297 mm) oddy / desmet (16 label /	reem	50	
80	Sheet)			
	White Board Marker Ink 15 ml Camel	Nos.	20	
	Spiral Premium Note Book 160 Pages sixe:- 25 x 17.6 cm 70 GSM paper High	11031	20	
02	Opavty	Nos.	800	
83	Zipper Re-Lock Pouch Super Plastic	Nos.	70	
- 00	EIPPOT TO LOCK FORCH ORDER FROM	. 105.	,,	

Note :- Please Quote the rates inclusive all taxes FOR School

Gp. Capt. Sandeep Seth (Retd.)

Bursar

