



# GAIL D.A.V. PUBLIC SCHOOL

(An English Medium Co-educational Sr. Secondary School)

(Managed by D.A.V. College Managing Committee, New Delhi)

GAIL Gaon, Dibiyapur, Distt. Auraiya (U.P.) - 206 244.

Affiliated to CBSE Delhi vide Affiliation No. 2130336.

Ref. No.:GAIL/DAV/Qtn./2026-27/05

Date: 02.04.2026

## Notice inviting Quotations

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Sealed quotations for **Supply of A4 Size Paper Ream** as per specifications shown in the attached form are invited by the undersigned by **06.04.2026**. Quotations should be sent under sealed cover marked as: **Supply of A4 Size Paper Ream**. The quotations will be opened in the office of the undersigned at 01:30 pm on **07.04.2026**. The quotations shall be submitted in the attached **quotation form** only and as per the terms & conditions given below:

- The rate should be F.O.R. GAIL DAV Public School and should include GST, freight charges, any other taxes, rates or imposition which are leviable e.g., packing charges in respect of the supplies. The school/institution will not be liable to pay any tax, freight, etc., which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.
- There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same be attested with full signature and date. In the absence of such attestation the quotation is liable to be rejected.
- The undersigned does not bind herself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of one or more than one articles specified in the attached statement as she may decide.
- On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms & conditions of the quotation.
- Supply of the article will be completed within **07 (Seven)** days from the date of awarding work order.
- If the contractor fails to supply the articles within the stipulated time, the undersigned will be at liberty to purchase the articles from the market or get the rest of the contract completed by any other party and the difference of price, if any, will be deducted from the quotation/billing amount.
- The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
- Prior to acceptance of the quotation, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.
- In the event of acceptance of the quotation and placing of the order for purchases the articles ordered for, would be subjected to an inspection by the undersigned or her representative and are liable to be rejected if the articles supplied are not according to approved samples or do not conform to the specifications prescribed.
- The rates quoted by the contractor shall hold good up to **31.03.2027**. No amendment in the rate except increase in the rate of Tax during the period of execution of the contract will be accepted.
- Quotations which do not comply with the above terms & conditions are liable to be rejected.

Sd/-  
Principal

**QUOTATION FOR A4 SIZE PAPER REAM****PRICE FORMAT FOR A4 SIZE REAM**

S.No.	Item Name and Specification	Qty.	Unit Price without GST	GST %	GST Amount	Unit Price with GST
1	A4 paper ream: (Bindals Fine Prints) • 75 GSM	300 Reams				

- All the columns should be filled in unambiguous terms. Failure to provide details may render the bid invalid.
- All the pages to be signed with firm/company seal.
- There should be no cutting /overwriting while filling the price/rate details.
- Only follow the format as given in bid. Failure to do so may render the bid invalid.
- All the rates quoted should be inclusive of all taxes, freight and any other charges.

Firm/Company Seal

(Authorized Signatory of Firm/Company)

Place: .....

Name of Authorized Signatory:.....

Date: .....

Name of Firm: .....