



UNISON WORLD SCHOOL  
DEHRADUN – 248009

## TENDER FORM FOR SUPPLY OF **SCHOOL AND OFFICE STATIONERY**

Duration of supply: April 1, 2026 to 31 Mar 2027

### **Terms & Conditions of Contract**

1. All Tenderers are required to deposit their tender through e-mail at [tender@uws.edu.in](mailto:tender@uws.edu.in) or in a sealed envelope at Tender Box kept with the Main Gate of Unison World School along with the proof of digital transfer or Demand Draft of Rs **10,000/-** as Earnest Money. The Earnest Money will be refunded to unsuccessful tenders without interest. The Earnest Money of successful tenders will be retained and no interest will be paid.
2. The details of bank account for Earnest Money Deposit is attached as per annexure – 1.
3. Supply will be made as per delivery schedule laid down by the Unison World School and will be made on printed delivery challan presented in duplicate. The receipt of supplies will be made by signature on one copy of the delivery challan by a person authorised by the Principal. Such signed challans must be attached to the supplier's bill. Bills must be submitted once every month and will be paid by NEFT/RTGS within 15 days.
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 Principal's decision on this matter will be final and binding. In the events of short supplies or late supplies the Unison World School will be entitled to makeup the deficiency by direct purchase from sources and will be entitled to recover difference in price from 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 Principal shall be the absolute judge, the school will be entitled to reject the supplies, or at its discretion, accept the supplies and make such deduction from the price as it deems fit or by any scale laid down in the contract.
6. The school shall devise such test and investigation on the question of quality as it deems fit, but a signature on the contractor's challan only signifies receipt of supplies subject to test and acceptance and does not absolve the contractor from his responsibility on this score.
7. Delivery van and items supply containers/box should be clean and hygienic as per the food standard.
8. 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 not be refunded.

**Col Pranav Kumar (Retd.)**  
**School Administrators**

### BANK DETAILS FOR WIRE TRANSFER

Name of Beneficiary : Unison World School

Address of Beneficiary : Unison World School  
Mussoorie Diversion Road  
Dehradun – 248009

Beneficiary Bank Name & Address : HDFC BANK  
56 Rajpur Road  
Dehradun – 248001

Beneficiary A/C No : 50100806744242

IFSC Code : HDFC0000225

Purpose of Remittance

Note : Please send the remittance details after remitting the amount to [principal@uws.edu.in](mailto:principal@uws.edu.in) / [finance@uws.edu.in](mailto:finance@uws.edu.in) / [administrator@uws.edu.in](mailto:administrator@uws.edu.in)

Srl No	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
3	Establishment year of the Company	
4	Status (Company/Firm/Proprietor/Co-operative 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 (Copy of CA certified audited Balance Sheet and Profit & Loss Account to be enclosed)	
	Amount in Rs.	
	(a) Previous Year	
	(b) One Years before previous year	
	(c) Two years before previous year	
	(Submit copy of registration no. certificate)	
11	GST No. of the firm	
	(Submit copy of GST registration no. certificate)	
12	Permanent Account Number of the Company	
	(Submit copy of PAN)	
13	Micro Small & Medium Ent. Reg No.	
	(Submit copy of MSME registration no. certificate)	
14	FSSAI License No.	
	(Submit copy of FSSAI License no. certificate)	
15	Health Dept. License	
	Please attach copy of the same	
16	Catering License	

	Please attach copy of the same	
17	Whether regular pest control activities are undertaken in your establishment	
18	Whether the food items/ ingredients/water used in your establishment are lab tested	
19	Fire Safety License Please attach copy of the same	
20	EPF Registration No. (Submit copy of EPF Registration No. Certificate)	
21	ESI Registration No. (Submit copy of ESI Registration certificate)	
22	Registration No. of Labour License (Submit copy of labour license certificate)	
23	Organization Strength Category	No. of persons on roll
	(a) Top Management	
	(b) Executive Staff	
	(c) Supervisory Staff	
	(d) Workers	
	(e) Others	
24	Whether the firm possess any of the following certifications? (i) ISO : 9001 (ii) ISO 14001 (iii) OHSAS :18001 or any other Certification Yes/ NO (If yes, please specify the details and enclose documentary proof)	
25	Please attach copy of one of the following bills for address proof Telephone bill/ Electricity bill/ Water bill	
26	Bank Details: Account Number	
27	Name of the Bank	
28	Branch	
29	Account Number	
30	IFSC Code/MCR Code	
31	Do you have any related party in the school? (in the director or employee) If yes please mention the name and relation with him/her.	

**Note :-**

1. If it is not applicable. Please mention 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)

To

The Principal  
Unison World School  
Mussoorie Diversion Road  
Dehradun- 248009

Dear Sir/Madam

We hereby confirm that:

- 1) The provisions of the Micro, Small and Medium Enterprises Development Act 2006 is not applicable

AND

- 2) We have **not filed** a memorandum under the provisions of Micro, Small and Medium Enterprises Development Act 2006.

Please Tick ☐

OR

3. We have **filed** a memorandum under the provisions of Micro, Small and Medium Enterprises Development Act 2006.

Pleas Tick ☐

If **Filed** then,

- a) We have filed memorandum with the notify Government Authority on \_\_\_\_\_ (DD/MM/YY) *Please attach the acknowledgement of the Authority for receipt of the memorandum/certificate issued by the authority)*

- b) As per the provisions of Micro, Small and Medium Enterprises Development Act 2006. We are classified as

I. Micro ☐

II. Small ☐

III. Medium ☐

(Authorised Signatory)



**UNISON WORLD SCHOOL  
MUSSOORIE DIVERSION ROAD  
DEHRADUN - 248009**

Tender for supply of School and Office Stationery

Duration of supply: April 1, 2026 to 31 Mar 2027

<b>Name of Tenderer</b>
<b>Address of Tenderer</b>
<b>Telephone No :</b>
<b>GST No :</b>

S/No	Name of items	Qty	Market Price (Rs)	Disc %	Rate (Rs) including TAX	
1	Envelope 3m logo 9.5x13" A4 Size	5000				
2	Envelope 3 m logo 12x16" A3 Size	500				
3	Envelope 3m logo 9.5x4"	1800				
4	Continuous sheet w/o logo	2000				
5	Letter head A4 size with logo, Mont Blanc 100gsm, Size: A/4	2000				
6	Visiting card with logo, Color Digital Double Side Printing, Glode Ivory 260gms	1000				
7	Enquiry forms, Printed on Imported DO Paper with Digital Printing	500				
8	Schedule of fee, A4, Four Pages, RSW 190gsm, Color Digital Printing, Die Creasing	500				
9	Material Gate Pass logo	3				
10	Certificate Inter house sports activities, As per CDR File, Paper: Rendezvous Hi Print 260gsm, Pantone Unison Brown Ink as per specification	1500				
11	Certificate Inter school sports activities, As per CDR File	1500				
	Paper : Rendezvous Hi Print 260gsm					
	Pantone Unison Brown Ink as per specification					
12	Inter school participation, As per CDR File	1500				
	Paper : Rendezvous Hi Print 260gsm					

	Pantone Unison Brown Ink as per specification					
13	Inter school curricular activities, As per CDR File, Paper : Rendezvous Hi Print 260gsm, Pantone Unison Brown Ink as per specification	1500				
14	Inter house curricular activities, As per CDR File, Paper : Rendezvous Hi Print 260gsm, Pantone Unison Brown Ink as per specification	1500				
15	Hostel Attendance Register Boarding House incharge	100				
16	Wrapping Paper with School Logo, Size: 17 x 24 Inch, Offset printed on Unison Pantone Brown, 130gsm Imported, Pearl Coat on entire sheet	1000				
17	Docket folder logo	600				
18	Gift Wrapping Ribbon With School Logo	600 mtr				
19	Linyard for ID Card With School Logo	300				
20	Program Brochure (APDF)	1000				
21	Yearbook, Hardbound Coffee Table Publication Titled' Quintessence - School Year-2023, Size: 11 x 11 Inches 200 pages (192 plus cover 4 pages plus jacket 4 pages), Text Paper Imported Gloss / Matte 170gsm, Cover Paper Imported Gloss / Matte 130 gsm Matte Lamination, Metallic Foil or spot UV on Jacket Pearl Coat on All Inside Text Pages Imported Cardboard Hardbound Edition Packing, Shipping and Delivery to School Stores	500				
22	Exeat Slip Student, (4.5 inch+4 inch+4 inch = 12.5mm W) x 4 inch H, 100 Slips, Triplicate (Left to Right) separated by vertical die dual perforation, Maplitho Ivory 80 gsm, Unison Pantone Brown Hardbound Cover	100				
23	Health Record Book with logo, Size: 8.25" x 5.25", Pages : 32 (B/W)+4 (Colour) Paper : 120 Sunshine / 250 Art Paper Binding : Center Staple / Lamination	300				
24	TC Book with logo, Transfer Certificate (as per Sample), Leaf's : 100 each, Unison Pantone Brown	02				
25	Student Attendance Register With logo	300				
26	Student OPD Register, 250 Pages / 125 sheets each, Size: 33cm X 20.5cm, Maplitho Ivory 80gsm, Paper (as per approved sample), Offset Printing in Pantone School Brown Ink	10				
27	Coffee Mug UWS Logo	200				

28	Parking Stickers(Annual Day), Colour Digital Reverse Printing on Vinyl with Cutting	200				
29	Invitation Card with Envelope, - Rendezvous hi Print 270gsm, Four Colour Digital Offset CTP Printing, Pearl Coat on all Printed Surfaces, Die & Die Cutting	750				
30	Parents Handbook Four plus one special color (Unison Pantone brown)= Five Color Offset printing, 76 pages Including cover, A4 Portrait, Cover : Imported Glode Ivory 260gsm,Text: Rendezvous Natura 130gsm (superior grade vis-a-v-s Glode), Pearl Coat on outer Cover, Perfect Bound	250				
31	Prospectus with Envelope, 8 x 11.25 Inches, 60 Pages Incl. Cover, Austrian Matte 170gsm + 300gsm, Offset Printing in Five Color, Special Color Unison Pantone 871C Gold, Section Sewing, Perfect Bound, Satin Pearl Coat on All Pages	500				
32	Admission Booklet, 8 x 11.25 inches, 44 pages Incl. cover, Cordenons Silk 130 gsm + 250gsm, Offset Printing in Special Color Unison Pantone Brown, Loop/UI Clip Bound, Perforation on Select Pages, Pearl Coat on Cover	200				
33	Fee Receipt Book	36				
34	Farewell Certificate	100				
35	Envelope 10"x4.5" new logo letter pad	15600				
36	Laundry Sheet (Washing)	70				
37	Laundry Sheet (Dry Cleaning)	11				
38	Staff Personal File With Logo	200				
39	Visitor In /Out Register	4				
40	Visitor Slip	60				
41	Brocher school Double Fold, Tripal Panel, Colour Digital Printed on Glode Ivory 270 gsm (Front Back), Twin Die Creasing	250				

S/No	Name of items	Qty	Unit	Brand	Market Price (Rs)	Disc %	Rate (Rs) including TAX
1	All Pin	1	Pkt	Bell or Oddy			
2	Binder Clip 15 mm	1	Pkt	Oddy or Saya			
3	Binder Clip 19 mm	1	Pkt	Oddy or Saya			



4	Binder Clip 25 mm	1	Pkt	Oddy or Saya			
5	Binder Clip 32 mm	1	Pkt	Oddy or Saya			
6	Binder Clip 41 mm	1	Pkt	Oddy or Saya			
7	Binder Clip 51 MM	1	Pkt	Oddy or Saya			
8	Box File With Cover	1	Nos.	Nayan or Guokoff			
9	Brown Paper Laminated	1	Nos.	No Brand			
10	Brown Paper Full Sheet	1	Nos.	No Brand			
11	Brown Paper Full Roll	1	Nos.	Oddy			
12	Cello Tape 1 Inch Transparent	1	Nos.	Oddy, Commander or Captain			
13	Cello Tape 2" Transparent	1	Nos.	Oddy, Commander or Captain			
14	Cello Tape 2" Brown	1	Nos.	Oddy, Commander or Captain			
15	Masking Tape 1"	1	Nos.	Classic			
16	Masking Tape 2"	1	Nos.	Classic			
17	Correction Pen	1	Nos.	Oddy, Cello, Flair			
18	Day Book	1	Nos.	Paras			
19	Damper/Sponge	1	Nos.	No Brand			
20	Duster White Board Plastic	1	Nos.	Oddy			
21	Eraser Without Dust	1	Nos.	APSARA, OMEGA			
22	Gem Clip / U Clip (Coloured)	1	Pkt	Oddy			
23	U Clip (Plain Steel)	1	Pkt	Oddy			
24	Glue/ Fevi Stick 15 Gms	1	Nos.	Fevi Stick / Oddy			
25	Page Marker 5 Coloured Plastic Pad	1	Nos.	Oddy			
26	Page Marker 3 Coloured Pad	1	Nos.	Oddy			
27	Paper Cutter (Small)	1	Nos.	Oddy, NATARAJ			
28	Punching Machine No- DP 480	1	Nos.	Kangaro			
29	Punching Machine No- DP 600	1	Nos.	Kangaro			
30	Separator Plastic (Sheet Protector)	1	Pkt	Oddy, Nataraj			
31	Scale 12" Plastic	1	Nos.	Oddy, NATARAJ			
32	Scale 12" Steel	1	Nos.	Oddy, NATARAJ			
33	Pencil Sharpener	1	Nos.	Apsara, Natraj			
34	Sketch Pen (Dozen)	1	Set	Oddy, Apsara, Natraj			

35	Staple Pin 23/17	1	Pkt	Kangaro			
36	Staple Pin No 10 Kangaro	1	Pkt	Kangaro			
37	Staple Pin No 24/6	1	Nos.	Kangaro			
38	Stapler HP 45	1	Nos.	Kangaro			
39	Stapler No. HD 45	1	Nos.	Kangaro			
40	Sticky Pad	1	Pkt	Desmat,Oddy			
41	Sutli Jute	1	Kg	No Brand			
42	Tape Dispensor 1"	1	Nos.	Oddy, POLO			
43	Tape Double Sided 1"	1	Roll	Oddy			
44	Thread (Ball) Small	1	Roll	No Brand			
45	Thumb Pin Coloured	1	Pkt	Libra or oddy			
46	Highlighter Yellow/Pink	1	Nos.	Luxor/Oddy			
47	Ink - White Board Marker Black	1	Nos.	Luxor/Oddy			
48	Marker White Board Black	1	Nos.	Luxor Oddy			
49	Marker White Board Blue	1	Nos.	Luxor Oddy			
50	Marker White Board Green	1	Nos.	Luxor Oddy			
51	Marker White Board Red	1	Nos.	Luxor Oddy			
52	Note Pad Ruled	1	Nos.	Oddy			
53	OHP Marker (Black) Luxor	1	Nos.	Oddy			
54	Permanent Marker Thick (Black)	1		Oddy			
55	Ball Pen (Blue) Fine Grip	1	Nos.	Cello,Flair Reynold,Trimate			
56	Ball Pen (Black) Fine Grip	1	Nos.	Cello,Flair Reynold,Trimate			
57	Ball Pen (Green) Fine Grip	1	Nos.	Cello,Flair Reynold,Trimate			
58	Ball Pen (Red) Fine Grip	1	Nos.	Cello,Flair Reynold,Trimate			
59	Ball Pencil HB	1	Nos.	Apsara, Natraj			
60	Permanent Marker Thin	1	Nos.	Luxor, Doms			
61	Register 144 Page	1	Nos.	Classmate, Bharati			
62	Register 192 Page	1	Nos.	Classmate, Bharati			
63	Register 240 Page	1	Nos.	Classmate, Bharati			
64	Register 400 Page	1	Nos.	Classmate, Bharati			
65	Paper Ream -75 GSM (A4)	1	Ream	Century Star			

66	Paper Ream -75 GSM (A3) Century Star	1	Ream	Century Star			
67	Index File / Box File	1	Nos.	Nayan			
68	Envelope (4.5x10) White Plan	1	Nos.	No Brand			
69	Envelope A-3 (12 x16) Yellow Coloured	1	Nos.	No Brand			
70	Envelope A-4 (10 x12) Yellow Coloured	1	Nos.	No Brand			
71	Envelope Plain Size 4.5 x 10	1	Nos.	No Brand			
72	Label Sheet A4 ST 16	1	Pkt	Desmat,Oddy			
73	A4 Label Sheet (Pac of 100 Sheet)	1	Nos.	Desmat,Oddy			
74	Page Marker Plastic 5 Colour	1	Pkt	Desmat,Oddy			
75	Page Marker 3 Colour			Desmat,Oddy			
76	Bond Paper A4 100 GSM	1	Pkt	Royal Executive, JK Excel			
77	Folder Ring binder A3	1	Nos.	WORLDONE			
78	BALL PEN (Use & Throw)	1	Nos.	Bell, Oddy			
79	Uniball Eye UB-157 Green Color Pen	1	Nos.	UNIBALL (eye)			
80	Uniball Eye UB-157 Red Color Pen	1	Nos.	UNIBALL (eye)			
81	Uniball Eye UB-157 Blue Color Pen	1	Nos.	UNIBALL (eye)			
82	Uniball Eye UB-157 Bldk Color Pen	1	Nos.	UNIBALL (eye)			
83	Uniball Eye- (VOILET)	1	Nos.	UNIBALL (eye)			
84	Sticky Pad (3"x3")	1	Nos.	Oddy			
85	Scissor 7" Oddy	1	Nos.	No Brand			
86	Scissor 5" Oddy	1	Nos.	No Brand			
87	Brown Cover Roll for Notebooks	1	Roll	Oddy			
88	Pen Stand - Black Leather	1	Nos.	No Brand			
89	Pen Stand - Black Steel	1	Nos.	No Brand			
90	L-Shape Clear Folder (SKU : LF 001)	1	Nos.	MEGHA DELUXE			
91	Stamp Pad Blue	1	Nos.	Camlin ,Luxor			
92	Photo Glossy Paper 180 GSM	1	Pkt	ODDy			
93	Fevi Kwik 5 G	1	Nos.	Fevi Kwik			
94	Paper Cutter (Big)	1	Nos.	No Brand			
95	Chart Paper	1	Nos.	No Brand			
96	Calculator Casio MJ-12D	1	Nos.	Casio			

97	Document File Button Bag (White Transparent) SUN CB355	1	Nos.	No Brand			
98	Fevicol 100 Gm	1	Nos.	Fevicol			
99	Duracell Ultra Pencil Cell (AA)	1	Nos.	Duracell Ultra			
100	Duracell Ultra Remote Cell (AAA)	1	Nos.	Duracell Ultra			
101	Clip Board (Writing) Acrylic	1	Nos.	No Brand			
102	Needle Pkt	1	Pkt	No Brand			
103	Thread Reel Different Colour	1	Nos.	No Brand			
104	Pocket Leaf Hard	1	Nos.	MEGHA DELUXE			
105	Pen Parker (Ball/ Fountain/ Roller : all type ) please provide discount on mrp	1	Nos.	Parker			
106	Pen Ball Pierree Cardin (Fountain/ RollerPen : all type) please provide discount on mpr	1	Nos.	Pierree Cardin			
107	Balloon Pkt (All type)	1	Pkt.	No Brand			

S/No	Name of items	Qty	Unit	Brand	Market Price (Rs)	Disc %	Rate (Rs) including TAX
1	A 4 Sheet for assignment (Ream) 75gsm, Century	446	Reams				
2	Eraser Non dust camlin	1022	Nos.				
3	Fevistik 15grms Pidilite	441	Nos.				
4	Fevicol tube / Crafty Glue Tube, Pidilite	440	Nos.				
5	Gel pen (Black) Classmate / Unomax	1655	Nos.				
6	Gel pen (Blue) Classmate / Unomax	1822	Nos.				
7	Pencil HB packet Absolute Apsara	440	Nos.				
8	Pencil sharpener camlin	536	Nos.				
9	Scale (big) Transparent Plastic Classmate	446	Nos.				
10	Geometry box - (Classmate Asteroid)	430	Nos.				
11	Scrapbook 24 cm X 22 cm Classmate	320	Nos.				
12	Transparent Plastic Stationery Pouch	426	Nos.				
13	Pocket Folder * SKU No. FL01Blue (only New student), WorldOne	-95	Nos.				
14	Set of Round Brushes 68 series (set of 7 pcs. brush ) Camel	363	sets				

15	Pencil colors 24 shades (DOMES)	328	Sets				
16	Plastic Crayons 24 shades Artica (CAMEL)	13	Sets				
17	Shading pencils set (ARTLINE / CAMLIN)	306	Sets				
18	Drawing file A3 SIZE 180GSM Classmate	827	Nos.				
19	Water colors 24 new tin set Camel	401	Sets				
20	File A4 Ring Binder (Blue) WorldOne	331	Nos.				
21	Note Book Both side Ruled Customized 70gsm 120 pages Classmate (ITC)	634	Nos.				
22	Note Book Both side Ruled Customized 70gsm 188 pages Classmate (ITC)	2176	Nos.				
23	Note Book Both side Ruled A4 size Customized 70gsm 192 pages Classmate (ITC)	4402	Nos.				
24	Note Book single line 92 pages, 70gsm Classmate (ITC)	2831	Nos.				
25	Note Book Interleaf 188 page, 70gsm customized Classmate (ITC)	305	Nos.				
26	Note Book Graph (non-customized) 2mm 25-30 sheets	630	Nos.				
27	Pencil colour 12 shades (DOMES)	108	Sets				
28	Ball point Pen (Black), Unomax / Classmate	172	Nos.				
29	Ball point Pen (Blue) Unomax / Classmate	172	Nos.				

**Note:- Please quote the rate inclusive of all Taxes for School**

**Sd/--**

**Col Pranav Kumar (Retd.)**

**School Administrator**