

VISHWA BHARATI PUBLIC SCHOOL, Sector-28, NOIDA

Quotations for Printing of Stationary Items for the Session- 2017-18

S. No.	Item name	particulars of the item	No of Pages	paper quality	paper weight	Size in cms	Printing particulars	Units	Minimum printed Qty.	Mode of printing	Rates quoted/ unit
1	Admission Form	Single leaf form in pad of 100's	1	Super Sunshine paper	110gsm	34x21	Both side printing	per thou	Upto 1000	offset	
2	Class Observation Notebook	10 leave (2 cover pages)	20	Orient paper		10x7.50	Bothside Printing	per hund	200	offset	
3	Answer Sheet	fulscap size	4	Balarpur-SEWA	54gsm	34x21		per thou	30,000	offset	
4	Answer Sheet	fulscap size	8	Balarpur-SEWA	54gsm	34x21		per thou	20,000	offset	
5	Answer Sheet	fulscap (continuationsheet)	2	Balar pur-SEWA	54gsm	34x21		per thou	20,000	offset	
6	Answer Sheet	Copy type (continuationsheet)	4	Balar pur-SEWA	54gsm	29x22		per thou	30,000	offset	
7	Answer Sheet	Copy type	8	Balar pur-SEWA	54gsm	29x22		per thou	20,000	offset	
8	Answer Sheet Coloured	Copy type	16	Balar pur-SEWA	54gsm	29x22		per thou	25,000	offset	
9	Answer Sheet Coloured	Copy type	24	Balar pur-SEWA	54gsm	29x22		per thou	5,000	offset	
10	Anecdotal Record for Appreciation/Reprimand			Blue and Yellow J.K. Pulp	300gsm	16x24	Both side printing	Yellow	800		
								Blue	500		
11	Application form for Registration	two leaves (four page) with 28x4.8 side perforated margin	4	BALARPUR	100 gsm	28x20	Bothside three page Printing	per thou	2000	offset	
12	Assessment Record Register (CCE)	30+30 pages, Hardbound		TA Balapur Paper	70gsm	8x11.5	Bothside three page Printing	Per Regis.	100	Offset	
13	Award Certificates			Mat Art Card	300gsm	27.5x21	Two colour printing		300	Offset	
									500	offset	
									1000	offset	
14	Award Certificates			Mat Art Card	300gsm	27.5x21	Four colour printing		300	offset	
									500	offset	
									1000	offset	
15	Bus Pass with plastic cover			PULP CARD	300gsm	9x9	Bothside printing	per card	2500	offset	
16	Bus Register	200 leaves (as per sample)	98	Balarpur 'Ledger Paper'	80gsm	8x13.5	Bothside printing	per reg.	200		
17	Citation	As per sample							10		
18	Co-ordinator Register	Hardbound	140 pages (80 leaves)		70 gsm	33x21	Both side printing	Per Register	100		
19	Envelope	Printed with school address		white colour Super sunshine	90 gsm	9x15		per thou	3000	offset	

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20	Envelopes A-4 Size	White printed with school address		white colour Super sunshine	90 gsm	A4		per thou	1000	Screen	
21	Envelope	Printed with school address with self glue		white colour super sunshine	90 gsm	12x25		per thou	2000	Screen	
22	Envelope	Printed with school address and top opening with glue		white colour Super sunshine	90 gsm	12x25		per thou	2000	offset Screen	
23	Envelope	Printed with School Address, without glue and top opening		white colour Super sunshine	90gsm	8.2 x 5.6		per thou	2000	Screen	
24	Envelopes (Window)	Printed with school address with self glue		white colour super sunshine	90 gsm	12x25		per thou	2000	offset Screen	
25	Envelopes (window)	Printed with school address without glue		white colour		12x25		per thou	2000	offset Screen	
26	Envelopes	Printed with school address with top opening with self glue		White colour super sunshine	90 gsm	8.2x5.3		Per thous	2000	Screen	
27	Envelopes	Printed with school address with side opening with self glue		White colour super sunshine	90 gsm	8.3x5.5		Per thous	2000	Screen	
28	Fee Book	booklet of seven leaves and four cover pages	11	ledger paper	120 gsm	26x13	Both side Printing	per book	500	offset	
29	Fee book for Blossom	booklet of six pages and four cover pages	11	ledger paper	120 gsm	26x13	Both side Printing	per book	50	offset	
30	Fee Book	booklet of six pages and four covers pages	10	ledger paper	120 gsm	26x13	Both side Printing	per book	2000	offset	
31	File Covers	Cobra files with clip without clip		As per sample		35x26		per file	1200 300	Screen	
32	Folder	School Monogram Named & Address as per sample		21.5x32 with 6x32 inside fold with docket 17.5x8.5				Per Folder	500	Offset	
33	Greeting cards with envelopes			four Colour printing		5 x 7	bothside printing	Per Card	500 1000		
34	Health Card (as per sample)	Four pages	4	cover-pulp card	300gsm		Both side printing	per card	3000	offset	
35	Invitation cards with envelopes			four Colour printing		5 x 7	bothside printing	Per Card	500 1000 3800		
36	Log books for teachers	Book type	220 cover	balarpur sewa inner pages Ivory/Marble	57gsm	27x22		per book	300	offset	
37	Letter Head	pad of 100's		Executive Bond	100gsm	28x22	two colour printing	per pad	15 30	offset Screen	

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38	Letter Head	pad of 100's		Executive Bond	100gsm	22x16.5	two colour printing	per pad	15	offset	
									30	Screen	
39	Letter Head	pad of 100's		Executive Bond	100gsm	28x22	four colour printing	per pad	15	offset	
									30	Screen	
40	Letter Head	pad of 100's		Executive Bond	100gsm	22x16.5	four colour printing	per pad	15	offset	
									30	Screen	
41	News Letter	minimum 16 photographs inside excluding cover page three folder	4 pages	Art paper sinarmas	135 gsm	28.5x20.5	four colour printing	per copy	3500	Offset	
42	News Letter	minimum 16 photographs inside excluding cover page three folder	8 pages	Art paper sinarmas	135 gsm	28.5x20.5	four colour printing	per copy	3500	Offset	
43	News Letter	minimum 16 photographs inside excluding cover page four folder	12 pages	Art paper sinarmas	135 gsm	28.5x20.5	four colour printing	per copy	3500	Offset	
44	News Letter Docket	As per sample	4	Art paper	170gsm	30x21	front & back printing		500		
45	Pads	With School Name & Size as per sample	100 page each			24x13		Per Pad	100	Offset	
46	Prayer Book		76page	Ballarpur, Indian Art Card	60gsm	9x12	Both side printing	Per Book	4500		
			4 cover pages	Indian Art Card	250gsm						
47	Principal Annual Report	As per sample							100		
48	Prospectus	6 running pages in 4 colours, with apprx. 45 pictures inside with cover two leaves	16	Indian Art Paper	285 gsm	18x24	Both side/multi-coloured printing	per copy	2000	Offset	
			4	cover Indian Art Card	130 gsm						
49	Prospectus for Blossoms	Four Leaves (8pages) with two inserts on executive bond cover and with two inch docket	8	Art Card	300 gsm	A4 size	four colour printing with 2" docket	Per No.	100		
50	Receipt Book (School)	3 receipts in a vertical row perforated in between in triplicate original & 2nd perforated	50sets	Balarpur Shiva	60 gsm	34.5x10.5	As per sample	per book	100		
51	Receipt Books for registration	Book of 100 leaves (2 receipt in horizontal row perforated in between in duplicated)		Balarpur 'Ledger Paper'	80 gsm	10.5x27	As per sample	per book	30		

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52	Report Card (Play School)	Booklet, 3 leaves, 6 pages including cover pages as per sample	6 pg.	Mat Art Card	250 gsm	8.25x7	Both side printing	Per card	100		
53	Report Card (LKG)	Booklet type 4 leaves as per sample	8 pg.	Art paper sinarmas	300 gsm	20x27	Both side printing	per card	600		
		cover pages 2 leaves as per sample	4 pg.	Art card in 4 colors.	130gsm	20x27	Both side printing				
54	Report Card (SKG)	Booklet type 4 leaves as per sample	8 pg.	Art paper sinarmas	300 gsm	20x27	Both side printing	per card	600		
		cover pages 2 leaves as per sample	4 pg.	Art card in 4 colors.	130gsm	20x27	Both side printing				
55	Report Card for class I, II & III	Booklet type 4 leaves excluding cover page as per sample	8 pg.	Art paper sinarmas	300gsm	27x20.5	Both side printing	per card	1600		
		cover page 2 leaves as per sample laminated	4 pg.	Art card in 4 colors.	130gsm						
56	Report Card white IV to V	Booklet type 4 leaves excluding	8 pg.	Art paper sinarmas	300 gsm	27x20.5	Both side printing	per card	600		
		cover pages 2 leaves laminated	4 pg.	Art card in 4 colors.	130 gsm						
57	Report Card white VI to VIII	Booklet type 4 leaves excluding as per sample laminated	8 pg.	Art paper sinarmas	130 gsm	27x20.5	Both side printing	Per card	900		
		cover pages 2 leaves as per sample laminated	4 pg.	Art card in 4 colors.	300 gsm						
58	Report Card White XI to XII	cover page 2 leaves as per sample	4 pg.	Art card	130gsm	27x17.5	Both side Printing	Per card	500		
59	Report Card (Shiksha Kendra)	As per sample						per card	100		
60	Scholar's Diary with Lamination Cover	100 leaves	200	balarpur (inner pages)	70gsm	21.5x13.5		per diary	3800	Offset	
		Cover pages	4	Hard bound	300gsm	21.5x13.5					
61	Staff Register	As per sample	98	Balarpur Ledger paper	80gsm	33x19	both side printing	per reg.	10		
62	School Attendance Register	200 leaves (as per sample)	400	BALARPUR 'Ledger paper'	80 gsm	33x21	Both side printing	per reg.	5		
63	School 'Magazine	Americian A4 size (8.5x10.5) cover page	4	cover with lamination important	300 gsm	8.5x10	four colour printing	per copy	3700		
		Inner pages four colour with photographs	152	running pages imported art paper	135 gsm	8.5x10	4 colour printing				
				Binding: perfect			both side printing				

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64	School Wall Calander	8 Sheets with wiro binding	15 pages	Art paper	150gsm	34x48	four colour printing both sides	per pcs.	3500	Offset	
65	Students/Teachers -Icards	Identity Cards Plastic with dori					Both side multicolour with photo	Per card	4000		
							Single side multicolour with photo	Per card	4000		
66	Students Attendance Register	As per sample	64	Ledger paper	80gsm	37x25	two colour printing both	Per Regis.	300	Offset	
67	Table Calander	Standard Size						per pcs.	3500	Offset	
68	Teacher Diary (Art)	diary of 99 leaves with cover	198	balarpur	57 gsm	27x22		per diary	200	Offset	
69	Teachers Time Table Card			Indonasia Art card	310 gsm	10x11	Both side printing	per hund	500		
70	Transfer Certificate	Bound book of 100 certificate in duplicate									
		original perforated	100	Maplitho coloured paper	120 gsm	8.25x13.5		per book	10		
		Duplicate fixed	100	Maplitho coloured paper	80gsm	8.25x13.5					
71	Voucher pad	pad of 100 leaves		Shiva Balarpur	60 gsm	13x22		per pad	100		