



Ramakrishna Mission Ashrama

(A branch Centre of Ramakrishna Mission, Belur Math, Howrah, W.B.)

Hatamuniguda, Rayagada, Odisha 765020

Email : hatamuniguda@rkmm.org, Website : www.rkmhatamuniguda.org

(e-TENDER)

ID No.: RKMH/e-Tender/2025-26/203

27 October 2025

Sealed offers are invited for supply of following stationery items for Ramakrishna Mission Ashrama School, Hatamuniguda 765 020, Dist. Rayagada, Odisha.

ITEM DESCRIPTION

1. Note Book Small Both Side Ruled (64 pages, 17.5x24cm) - 2000 pcs
2. Note Book Small One Side Ruled (64 pages, 17.5x24cm) - 2000 pcs
3. Note Book Small Plain (64 pages, 17.5x24cm) - 4000 pcs
4. Note Book Long Ruled (192 pages, 21x33cm) - 2800 pcs
5. Dista Paper (21x34cm) - 3500 dista
6. Practical Record (Soft Bound)(28pages, 22x28cm) - 500 pcs
7. Graph Note Book (20 pages, 22 x 28 cm) - 500 pcs
8. Graph Sheet (28.5 x 22 cm) - 5000 sheets
9. Ball Pen (use and throw Red) - 200 pcs
10. Eraser (Doms) - 450 pcs
11. Pencil Sharpener (Doms) - 700 pcs
12. School Bag (as per sample) - 80 pcs
13. Scale (metal as per sample) - 50 pcs
14. Exam Board (as per sample) - 80 pcs

TERMS & CONDITIONS

1. The party should have at least 3 years' experience in this business.
2. The party should have GST Registration.
3. Rate quoted should include GST and delivery charges.
4. Samples may be collected from the Office of the undersigned on any working day during the school hours.
5. Payments will be made through Cheque/Draft/ Bank Transfer only.
6. The rates settled after opening of the bids will be valid for one year.

CRITICAL DATES

Tender Publishing Date : 27.10.2025	
Clarification Start Date : 27.10.2025	Clarification End Date : 31.10.2025
Bid Submission closes : 07.11.2025	Bid Open Date : 11.11.2025

The offer in sealed envelope should reach the Secretary, Ramakrishna Mission Ashrama, Hatamuniguda, Rayagada-765 020, Odisha latest by 07.11.2025. The bids will be opened at 11 am on 11.11.2025 at the office of the undersigned.

Swami Gitatmananda
Secretary