

## List of Stationery

<b>GROUP I</b>			
<b>Sl. No</b>	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	Envelopes - White (10"x 4.5)	Best Quality	Pkt of 100
2	Envelopes - Brown (Plain)11"x5"	Best Quality	Pkt of 101
3	Envelopes - (Printed ,White) 11"x5"	Best Quality	Pkt of 100
4	Window Envelop 11"x5"	Best Quality	Per hundred
5	Envelops A4 White or Brown	Cloth Coated	Pkt of 100
6	Envelops File size- White or Brown	Cloth Coated	Pkt of 100
7	Envelops A4 White or Brown	plastic Coated	Pkt of 100
8	Envelops File size- White or Brown	plastic Coated	Pkt of 100
9	CD Envelop	Best Quality	per hundred
10	Plastic folder bag type	Best Quality	Per pc
11	Transparent folder A4	Best Quality	Per Dzn
12	Transparent folder /FS	Best Quality	Per Dzn
13	Transparent sheet	Best Quality	Per pkt
14	Spiral Sheet A4	Best Quality	Per pkt
15	Clip Board	Best Quality (Plastic)	Each
16	Clip file (Big/ Small)	Best Quality	Per pc
17	Cobra File	Best Quality	Per Dzn
18	File Board	Best Quality	Per pc
19	File Cover(Printed)	Best Quality	Per 100 Nos
20	File Tray (Plastic)	Best Quality	Per pc
21	Index/Voucher File	Best Quality	Per pc
22	Ring files-2 Ring -1"	Best Quality	Each
23	Stick file F/S	Best Quality	Per pkt
24	Binder Clip	(19 mm)	per box
25	Binder Clip	(25 mm)	per box
26	Binder Clip	(32 mm)	per box
27	Binder Clip	(41 mm)	per box
28	Binder Clip	(51 mm)	per box
29	Board Pin	Best Quality	Per pc
30	Push Pin (colored )	Best Quality	Per pkt
31	Awl pins	Best Quality	Per Pkt
32	Gem clips (steel)	Like Rolex/King/Zebra etc.	Per pkt
33	Pin Cushion	Best Quality	packet of 100
<b>GROUP II</b>			
<b>Sl. No</b>	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	Copier Paper 75 GSM JK Bond	A4	Per Ream
2	Copier Paper 75 GSM JK Bond	FS	Per Ream
3	Note Sheet Papers F/S 80 GSM	Like JK Bond/Neelgagan etc.	Per Ream
4	Spiral note Pad	(80pages)Like ITC etc	Per pc
5	Note Pads	(80pages)Like ITC etc	Per pkt of 100
6	Note Pads	(20pages)Like ITC etc	Per pkt of 100
7	Printed Writing pad/Letter pad	Royal executive bond paper	Per 100 pages
8	Visitor Book(Big size)	Like Neelgagan etc.	Per no
9	Ledger Book	Like Neelgagan etc.	Each
10	Register (bound register)	Neelgagan/Progressive	Per No
11	Register 6 to 40 Nos	Best Quality	per No
12	Register Pukka Binding (Note sheet Page)	Best Quality	per No

<b>GROUP III</b>			
	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	Marker pen	Like Luxor/Reynolds etc.	Per pkt
2	Pilot Pen Hi-tech V5	Best Quality	Per pkt
3	Sketch Pen	Like Luxur etc.	Per packet
4	Gel Pen (Red,blue,black, Green)	Like Cello pointec etc.	Per pkt
5	Ball Pen (Red,blue,black, Green)	Like Reynold etc.	Per pkt
6	Correcting Pen	Like Erezex etc.	Per pc
7	Eraser for Pencil	Like Natraj/Apsara etc	Per pkt
8	Pencil sharpner	Like Natraj etc.	Per pkt
9	Pencils HB	Like Apsara etc.	Per pkt
10	Pen Stand	Best Quality	Per pc
11	Highlighter [diff. colour]	Like Luxor/kores etc.	Each
12	White Board Marker	Like Luxure etc.	Per pkt
13	White Board duster	Best Quality	Per pc
14	Stamp Pad 70 x 111 mm	Select or Feber castel	Per No
15	Stamp Pad Ink 50 ml	Like Kores etc.	Per bottle
16	Sticky pad 3"x2"	Like Kores etc.	Per pkt
17	Sticky pad 3"x5"	Like Kores etc.	Per pkt
18	Page marker (76 x 76)	(50 sheets) Best Quality	Per pkt
19	Post It Pad/Flag	Best Quality	Per pkt
20	Page separator (Sticker)	Best Quality	Per pc
<b>GROUP IV</b>			
	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	Phenyl 450 ml	(White) Best Quality	per bottle
2	Harpic 500 ml	Best Quality	per bottle
3	Floor Wiper	Best Quality	Per piece
4	Toilet brush	Best Quality	per pc
5	Toilet Freshner (Odonil)	Best Quality	per pc
6	Neptholin Balls	Best Quality	Per packet
7	Toilet paper	Best Quality	Per box
8	Handwash (Liquid)	Like Lifeboy or Dettol	Per bottle
9	Room Freshner	Best Quality	per pc
10	Mosquito Repeller Machine	Like Good night etc.	Per pc
11	Mosquito Liquidator	Like Good night etc.	Each
12	Waste Paper Basket (Plastic) 12"	Best Quality	Each
13	Dusting Cloth	Best Quality	Each
14	Colin		Each
<b>GROUP V</b>			
	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	Fevicol Tube 10	Normal	Each
2	Glue stick 20mg	Like Kores	Per pc
3	Cello tape 1/2"	Best Quality	Per pce
4	Brown tape 1"	Best Quality ,	Per pce
5	Brown tape/2"	Best Quality ,	Per pce
6	Cello tape ,1"	Best Quality	Per pce
7	Cello tape ,2"	Best Quality	Per pce
8	Coloured Cello tape 1"	Best Quality	per pc
9	Coloured Cello tape 2"	Best Quality	per pc
10	Double side tap of 1"	Best Quality	Per pc
11	Tap Dispenser big	Like Omega etc	Per pc

<b>GROUP VI</b>			
	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	Paper Cutter	(size 1") Best Quality	pkt of 10 pc
2	Paper Cutter	(size 2") Best Quality	pkt of 10 pc
3	Scissor	(size 8"" Best Quality	per pc
4	Punching Machine	1 hole	Each
5	Punching Machine	2 hole	Each
6	Spiral machine	(FS) Best Quality	Per No
7	Spiral ring	Best Quality	Pkt of 1 kg
8	Stapler Machine	(Size 10) Like Kangaroo etc.	Per pc
9	Stapler Machine	(Size 24) Like Kangaroo etc.	Per pc
10	Stapler Pins Kangaroo	(Size 10)	per pkt
11	Stapler Pins Kangaroo	(Size 24)	per pkt
12	Stapler remover	Like Kangaroo etc.	Per pc
13	Tag (Cotton) 8"	Best Quality	Bundle of 100 nos
14	Rubber Bands	Best Quality	Per packet of 100
<b>GROUP VII</b>			
	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	HP Laser Jet Toner 78 A	HP	Each
2	HP Laser Jet Toner 12 A	HP	Each
3	HP Laser Jet Toner 88 A	HP	Each
4	Laser Jet Toner 303	Canon	Each
5	Tonner Cartridge FX 9	Canon	Each
6	Ink cartridge 740 (black)	Canon	Each
7	Ink Cartridge 741 (Colour)	Canon	Each
8	Photocopier Toner	Tasfalka 180	Each
9	Fax Carbon Roll/Cartridge	Panosonic 30 M	Each
<b>GROUP VIII</b>			
	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	Key board (Cordless)	Like Hp etc.	Per pc
2	Key board (with Cord)	Like Hp etc.	Per pc
3	Mouse optical (Cordless)	Like Hp etc.	Per pc
4	Mouse optical (with Cord)	Like Hp etc.	Per pc
5	Pen Drive HP	(8 GB) Like HP, Kingston etc.	Each
6	Pen Drive HP	16 GB Like HP, Kingston etc.	Each
<b>GROUP IX</b>			
	<b>Particulars</b>	<b>Details/Size</b>	<b>Unit of Qty</b>
1	Address labels 10x35 double cross	Century	Per pkt
2	Calculators (12 digit.)	Like Casioetc.	Each
3	Table Bell (6"inch)	Best Quality	Per pc
4	Scale Plastic(12"inch)	Per piece	Each
5	Scale steel(12"inch)	Per piece	Each
6	Card holder	Best Quality	Per pkt
7	Plastic Box 12"x5"	Best Quality	Per pc
8	Paper Weight	Glass	Per pc
9	Battery AA	Best Quality	per pc
10	Battery AAA	Best Quality	Per pc



















