

Stationery List - 2018 (for 6 months only)		Annexure (A)		
S. No.	Particulars	Brand	Quantity	Rate
1	Xerox Paper A/4 (500 Sheet)	JK Copier Paper (75 GSM)	800 Pkt.	
2	A/4 German Alabaster 100 gms (500 Sheet)	JK Copier Paper	100 Pkt.	
3	Carbon Paper	Kores - Blue	05 Pkt.	
4	A/4 Colour Paper (500 Sheet)	JK Copier Paper	10 Pkt.	
5	Legal Size Paper (500 Sheet) White	JK Copier Paper	50 Pkt.	
6	Legal Size Paper (500 Sheet) Green	JK Copier Paper	50 Pkt.	
7	Short Hand Note Book	Ordinary	05 Nos.	
8	Rubber Band	-	10 Pkt.	
9	1/4 Rulled Pad Cut (11.75 cm x 9.25 cm) / Conference Pad	Ordinary	50 Nos.	
10	Maruti Spirals Pad No. 3 (100 pages)	Maruti	50 Nos.	
11	Maruti Spirals Pad No. 4 (100 pages)	Maruti	50 Nos.	
12	Maruti Spirals Pad No. 5 (100 pages)	Maruti	50 Nos.	
13	Maruti Spirals Pad No. 6 (100 pages)	Maruti	50 Nos.	
14	Maruti Spirals Pad No.7 (100 pages)	Maruti	50 Nos.	
15	Maruti Spirals Pad No.8 (100 pages)	Maruti	50 Nos.	
16	Maruti Spirals Pad No.9 (100 pages)	Maruti	50 Nos.	
17	Rulled Register -100 pgs	Delux	12 Nos.	
18	Rulled Register -200 pgs	Delux	12 Nos.	
19	Rulled Register -Plain 100 pgs	Delux	12 Nos.	
20	Rulled Register - Plain 200 pgs	Delux	12 Nos.	
21	Petty Cash Book- 3Q	Delux	12 Nos.	
22	Petty Cash Register-4Q	Delux	12 Nos.	
23	3 Subject Note Book	Bilt	12 Nos.	
24	5 Subject Note Book	Bilt	12 Nos.	
25	Long Book 100 Pages	Delux/ Maruti/Ajanta	25 Nos.	
26	Long Book 200 Pages	Delux/ Maruti/Ajanta	25 Nos.	
27	Blue Ink Bottle for stamp pad		06 Nos.	
CLOTH ENVELOPES				
28	A 4 - GREEN ENVELOP	Inner Laminated (plastic)	500 Nos.	
29	LEGAL - GREEN ENVELOP	Inner Laminated (plastic)	500 Nos.	
WHITE ENVEOPES				
30	11" X 5" (WINDOW)	Super Fine (90 GSM)	2500 Nos.	
31	11" X 5" (PLAIN)	Super Fine (90 GSM)	50 Nos.	

S. No.	Particulars	Brand	Quantity	Rate
FILES & FOLDERS				
32	Box Files	SPS/SGS Files	500 Nos.	
33	Box Files - Rexin (Black)	Kangaroo Clips	50 Nos.	
34	SVS 1501 Box File	SVS	12 Nos.	
35	Spring Files	Ordinary	600 Nos.	
36	Flat File (Less)	Ordinary	400 Nos.	
37	Pink Less File (RTI & Leave)	Ordinary	150 Nos.	
38	Plastic Folders - Morocco (Legal)	Ordinary	1000 Nos.	
39	Plastic Folders - Morocco (A/4)	Ordinary	250 Nos.	
40	Plastic Folders - Neo (Legal)	Ordinary	50 Nos.	
41	Plastic Folders - Neo (A/4)	Ordinary	50 Nos.	
42	File Board- Two Flap	Standard	60 Nos.	
43	File Board- Four Flap	Standard	100 Nos.	
44	File Board- Four Flap (Rexin)	SPS/SGS	25 Nos.	
45	Strip Folders Files & others Files	SPS/SGS	100 Nos.	
GENERAL ITEMS				
46	Post it Pads Big 3 x 5	3(M)	50 Nos.	
47	Post it Pads Big 3 x 4	3(M)	50 Nos.	
48	Post it Pads Medium 3 x 3	3(M)	50 Nos.	
49	Post it Pads Small 3 x 2	3(M)	50 Nos.	
50	Post it Flags- 12.5mm x 43.7mm (60 Flags - Plastic - 5 colour)	3(M)	50 Nos.	
51	Post it Pad (3 Colour)	3(M)	50 Nos.	
52	Calculator -10 Digit	Casio	1 No.	
53	Red Tag	Regular	25 Nos.	
54	White Tag	Ordinary	50 Pkts.	
55	Cello tape Dispencer (1")	Ordinary	1 No.	
56	Cello tape Dispencer Ring (1")	Ordinary	125 Nos.	
57	Wonder Packing Tape- 1" - Transparant (small)	Standard	05 Nos.	
58	Wonder Packing Tape- 2" - Transparant	Standard	25 Nos.	
59	Wonder Packing Tape- 2" - Brown	Standard	10 Nos.	
60	Fevistic - 8g / Feviquick	Fevicol	05 Nos.	
61	Stainless Steel Scale 12"	Standard	05 Nos.	
62	Stapler -Kangaro HD-10D	Kangaroo	1 No.	

S. No.	Particulars	Brand	Quantity	Rate
63	Stapler Big - 24 D	Kangaroo	01 No.	
64	Stapler pin Box (24/6 -1M) (1 X 20)	Kangaroo	25 Pkt.	
65	Stapler pin Box (No. 10-1M) (1 X 20)	Kangaroo	25 Pkt.	
66	Punching Machine - medium	Kangaroo (DP-500)	01 No.	
67	Punching Machine - Big	Kangaroo (DP-800)	1 No.	
68	U- Clips (35 mm) Containts (10 x 100)	Ordinary	05 Pkts	
69	U- Clips (26 mm) Containts (10 x 100)	Ordinary	25 Pkts	
70	Tachni/ Head Pin	Ordinary	25 Pkts	
71	Binding Clips (15 mm)	Ordinary	05 Pkts	
72	Binding Clips (19 mm)	Ordinary	05 Pkts	
73	Binding Clips (25 mm)	Ordinary	05 Pkts	
74	Binding Clips (32 mm)	Ordinary	05 Pkts	
75	Binding Clips (41 mm)	Ordinary	05 Pkts	
76	Binding Clips (51 mm)	Ordinary	05 Pkts	
77	Ball pen (Black)	Cello / Lexi	15 Pkts	
78	Ball pen (Blue)	Cello / Lexi	50 Pkts	
79	Gel pen	Ordinary	50 Nos.	
80	Pencil	Apsara (Platinum)	15 Pkts	
81	Pencil	Faber Castell	25 Nos.	
82	Highlighter	Faber Castell	25 Nos.	
83	Marker Pen	Faber Castell	05 Nos.	
84	Correction Pen	Standard	05 Nos.	
85	Green Sketch Pen	-	06 Nos.	
86	Stamp Pad - Blue/Black/Red	Kores	05 Nos.	
87	Acralic Name Plate- 8"	Standard	5 Nos.	
88	Scissor - Big	Standard	1 No.	
89	Minute Book		3 Nos.	
90	Cutter	-	3 Nos.	
91	Manjarapat cloth		2 Nos.	
No.	PRINTING AND BINDING WORK		UNIT	
92	1/6 Size Letterhead (100 gsm paper) (500 Pcs) (DO Letter)		500	
93	1/5 Size Letterhead (100 gsm paper) (500 Pcs) (DO Letter)		500	
94	A/4 Size Letterhead (100 gsm paper) (500 Pcs)		2500	

S. No.	Particulars	Brand	Quantity	Rate
95	A/4 Size Letterhead with Embossing Rajmudra (100 gsm paper) (500 Pcs)		2500	
96	A/6 Size Letterhead with Embossing Rajmudra (100 gsm paper) (500 Pcs)		500	
97	11" X 5" Window envelopes single colour printing (100 gsm paper) (500 Pcs)		2500	
98	11" X 5" Plain envelopes single colour printing (100 gsm paper) (500 Pcs)		500	
99	Visiting Cards (Four colour printing)		100 (each)	
100	Visiting Cards (Four colour printing with Golden Embossing)		500	
Annexure B				
101	Pen Pointer	Standard	6	
102	CD Cover	Regular	100	
103	Lazer Pointer (Small)	Standard	24	
104	Mouse Pad	iball	6	
105	Spike Guard (6 Socket)	MX	2	