

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

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

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

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