

List of Stationary Items

S. No.	Particulars	Brand	Unit	Apprx. Requirement	Estimated Price (Rs.)
1	Xerox Paper A/4 (500 Sheet)	JK Copier Paper	10 Packet	40 Pkt /Mth	
2	A/4 German Alabaster 100gms (500 Sheet)	JK Copier Paper	1 Packet	2 Pkt / Mth	
3	Carbon Paper	Kores - Blue	1 Packet	2 Pkt / Yr	
4	Full Scape Cebtury Paper (500 Sheet)	JK Copier Paper	1 Packet	5 Pkt / Yr	
5	A/4 Colour Paper (500 Sheet)	JK Copier Paper	1 Packet	8 Pkt / Yr	
6	Xerox Paper A/3 size (500 Sheet)	JK Copier Paper	1 Packet	1 Pkt / Yr	
7	Short hand note book	Ordinary	1 No.	60 /Yr	
8	1/4 Rulled Pad Cut (11.75cm x 9.25 cm) / Conference Pad	Delux/ Maruti/Ajanta	1 No.	500 / Yr	
9	1/4 Executive Pad	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
10	1/6 Executive Pad	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
11	Maruti Spirals Pad No. 3 (100 pages)	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
12	Maruti Spirals Pad No. 4 (100 pages)	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
13	Maruti Spirals Pad No. 5 (100 pages)	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
14	Maruti Spirals Pad No. 6 (100 pages)	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
15	Maruti Spirals Pad No.7 (100 pages)	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
16	Maruti Spirals Pad No.8 (100 pages)	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
17	Maruti Spirals Pad No.9 (100 pages)	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
	Account Book Register				
18	Rulled Register -1Q	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
19	Rulled Register -2Q	Delux/ Maruti/Ajanta	1 No.	24 / Yr	
20	Rulled Register -5Q	Delux/ Maruti/Ajanta	1 No.	5 / Yr	
21	Rulled Register -7Q	Delux/ Maruti/Ajanta	1 No.	5 / Yr	
22	5 Subject Note Book		1 No.	5 / Yr	
23	3 Subject Note Book		1 No.	5 / Yr	
24	Petty Cash Book- 1Q	Delux/ Maruti/Ajanta	1 No.	4 / Yr	
25	Petty Cash Book- 2Q	Delux/ Maruti/Ajanta	1 No.	4 / Yr	
26	Petty Cash Book- 3Q	Delux/ Maruti/Ajanta	1 No.	4 / Yr	
27	Petty Cash Register-5Q	Delux/ Maruti/Ajanta	1 No.	2 / Yr	
28	Long Book 100 Pages	Delux/ Maruti/Ajanta	1 No.	50 / Yr	
29	Long Book 200 Pages	Delux/ Maruti/Ajanta	1 No.	50 / Yr	
	CLOTH ENVELOPES				
30	8" X 10"	Super Fine	100 Nos.	100 nos / Yr	
31	11" x 5"	Super Fine	100 Nos.	100 nos / Yr	
32	12" x 10"	Super Fine	100 Nos.	500 nos / Yr	
33	14" x 10"	Super Fine	100 Nos.	500 nos / Yr	
34	16" x 12"	Super Fine	100 Nos.	100 nos / Yr	
35	18" x 14"	Super Fine	100 Nos.	100 nos / Yr	
	BROWN ENVELOPES				
36	6.5" X 4"	Super Fine	100 Nos.	100 nos / Yr	
37	7" x 4'	Super Fine	100 Nos.	100 nos / Yr	
38	9.5" x 4.5"	Super Fine	100 Nos.	200 nos / Yr	
39	11" x 5"	Super Fine	100 Nos.	200 nos / Yr	
40	9" x 6"	Super Fine	100 Nos.	100 nos / Yr	
41	10" x 12"	Super Fine	100 Nos.	1000 nos / Yr	
42	16" x 12"	Super Fine	100 Nos.	1000 nos / Yr	
43	18" x 14"	Super Fine	100 Nos.	200 nos / Yr	
	WHITE ENVELOPES				
44	11" X 5" (WINDOW)	Super Fine (90 GSM)	100 Nos.	200 nos / Yr	
45	11" X 5" (PLAIN)	Super Fine (90 GSM)	100 Nos.	200 nos / Yr	
	FILES				
46	Box Files	SPS/SGS Files	Dozen	36 / Yr	
47	Neo Files No. 343	SPS/SGS Files	Dozen	60 / Yr	

48	Box Files	Kangaroo Clips	Dozen	240 / Yr	
49	Spring Files	Ordinary	Dozen	240 / Yr	
50	Less File	Ordinary	Dozen	500 / Yr	
51	Plastic Folders - Morocco (Legal)	Ordinary	100 Nos.	2000 / Yr	
52	Plastic Folders - Morocco (A/4)	Ordinary	100 Nos.	2000 / Yr	
53	File Board- Two Flap	Ordinary	Dozen	200 / Yr	
54	File Board- Four Flap	Ordinary	Dozen	100 / Yr	
55	File Board- Four Flap (Rexin)	Ordinary	Dozen	50 / Yr	
56	Magazine Box Files - Plastic (Black)	Ordinary	1 No.	24 / Yr	
	General Items				
57	Post it Pads Big 3 x 5	Kores/ 3(M)	1 No.	60 / Yr	
58	Post it Pads Medium 3 x 3	Kores/ 3(M)	1 No.	60 / Yr	
59	Post it Pads Small 3 x 2	Kores/ 3(M)	1 No.	100 / Yr	
60	Post it Flags- 0.5" x 1.7mm (50 Flags)	Kores/ 3(M)	1 No.	100 / Yr	
61	Post it Flags- 1" x 1.7mm (40 Flags)	Kores/ 3(M)	1 No.	24 / Yr	
62	Post it Pad (3 Colour)	Kores/ 3(M)	1 No.	100 / Yr	
63	Pen Drive (8 GB)	Trancend	1 No.	12 / Yr	
64	Pen Drive (16 GB)	Trancend	1 No.	12 / Yr	
65	CD-R	Sony	100 Nos.	3 Box / Yr	
66	DVD- Recordable(16x/ 407 GB)	Sony	100 Nos.	3 Box / Yr	
67	Empty CD Box (Plastic)	Regular	1 No.	24 / Yr	
68	CD Cover folder (40 folders)	Regular	1 No.	24 / Yr	
69	Red Tag	Ordinary	Bunch	12 / Yr	
70	White Tag	Ordinary	Bunch	12 / Yr	
71	Battery (Pencil Cell)	Eveready	10 No.	6 Strips / Yr	
72	9 V Battery	Regular	1 No.	6 / Yr	
73	CFL 8 Watt	Philips	1 No.	6 / Yr	
74	CFL 15Watt	Philips	1 No.	6 / Yr	
75	Calculator	Casio	1 No.	6 / Yr	
76	Spike Guard (4 Socket)	MX	1 No.	6 / Yr	
77	Spike Guard (6 Socket)	MX	1 No.	6 / Yr	
78	Paper Tray	Ordinary	1 SET	6 / Yr	
79	Camel Gum Bottle (700ml)	Camel	700 ml	6 / Yr	
80	Wonder Packing Tape- 1"	Transperent	1 No.	120 / Yr	
81	Wonder Packing Tape- 2"	Brown	1 No.	120 / Yr	
82	Fevistic - 8g	Fevicol	1 No.	100 / Yr	
83	Stainless Steel Scale 12"	Standard	1 No.	12 / Yr	
84	Stapler -Kangaroo HD-10D	Kangaroo	1 No.	24 / Yr	
85	Kangaroo Stapler Big	Kangaroo	1 No.	6 / Yr	
86	Stapler pin (Big- Box x 24/6)	Kangaroo	1 Box	1 Box / Yr	
87	Stapler pin (Small- Max x 1 x 20)	Kangaroo	1 Box	5 Box / Yr	
88	Punching Machine - medium	Kangaroo (DP-500)	1 No.	12 / Yr	
89	Punching Machine - Big	Standard	1 No.	6 / Yr	
90	U- Clips (35 mm) Containts (10 x 100)	Ordinary	1 Box	6 Box / Yr	
91	U- Clips (26 mm) Containts (10 x 100)	Ordinary	1 Box	6 Box / Yr	
92	Drawing Pin	Ordinary	1 Box	4 Box / Yr	
93	Tachni/ Head Pin	Ordinary	1 Box	2 Box / Yr	
94	Binding Clips (15 mm)	Ordinary	1 Box	2 Box / Yr	
95	Binding Clips (19 mm)	Ordinary	1 Box	2 Box / Yr	
96	Binding Clips (25 mm)	Ordinary	1 Box	2 Box / Yr	
97	Binding Clips (41 mm)	Ordinary	1 Box	2 Box / Yr	
98	Binding Clips (32 mm)	Ordinary	1 Box	2 Box / Yr	
99	Binding Clips (51 mm)	Ordinary	1 Box	2 Box / Yr	
100	Ball pen	Cello griper	10 Nos.	20 Packs / Yr	
101	Ball pen	Lexi	10 Nos.		
103	Gel pen	Ordinary	10 Nos.	3 Pack / Yr	
104	Add Achiver Gel Pen	PG 500	10 Nos.	3 Pack / Yr	
105	Pilot Pen	0.5	1 No.	12 / Yr	

106	Pencil	Apsara(Platinum)	1 Box	24 Box / Yr	
107	Add Gel Refill	Add Gel	1 No.	24 / Yr	
108	Highlighter	Faber Castell	1 No.	48 / Yr	
109	Marker Pen	Faber Castell	1 No.	24 / Yr	
110	Correction Fluid/ Whitner only	Kores	1 No.	36 / Yr	
111	Stamp Pad Blue/Black/Red	Kores	1 No.	12 / Yr	
112	Lazer Pointer	Standard	1 No.	12 / Yr	
113	Acralic Name Plate- 8"	Standard	1 No.	12 / Yr	
114	Scissor - Big	Standard	1 No.	12 / Yr	
115	Self Inking Stamp	Smart	1 No.	6 / Yr	
	INK/CARTRIDRIGES/TONER				
116	HP Deskjet 3475 Black No. 27	hp	1 No.	12 / Yr	
117	HP Deskjet 3475 Colour No. 28	hp	1 No.	6 / Yr	
118	HP Deskjet 610C Black 20	hp	1 No.	12 / Yr	
119	HP Deskjet 610C Colour No. 49	hp	1 No.	6 / Yr	
120	HP Deskjet 3940 Black No. 21	hp	1 No.	12 / Yr	
121	HP Deskjet 3940 Colour No. 22	hp	1 No.	6 / Yr	
122	HP Deskjet D4268 No. 860	hp	1 No.	12 / Yr	
123	HP Deskjet D4268 No. 861	hp	1 No.	6 / Yr	
125	HP Deskjet Printer's D5468 Photosmart 862 (Colour)	hp	1 No.	24 / Yr	
127	HP Deskjet Printer's D5468 Photosmart 862 (Black)- XL		1 No.	12 / Yr	
128	Cannon 740 Black		1 No.	12 / Yr	
129	Cannon 741 Color		1 No.	24 / Yr	
130	HP Laser Printer's Toner Cartridges No. 29X	hp	1 No.	6 / Yr	
131	HP Laser Printer's Toner Cartridges No. 51A	hp	1 No.	18 / Yr	
132	HP Laser Printer's Toner Cartridges No. 64A	hp	1 No.	18 / Yr	

PRINTING AND BINDING WORK

S. No.	Particulars	Unit	Apprx. Requirement	Estimated Price (Rs.)
1	1/6 Size Letterhead (100 gsm paper)	1000	as per requirement	
2	1/5 Size Letterhead (100 gsm paper)	1000	as per requirement	
3	A/4 Size Letterhead (100 gsm paper)	1000	10 unit / Yr	
4	A/4 Size Letterhead with Embossing Rajmudra (100 gsm paper)	1000	1 unit / Yr	
5	A/6 Size Letterhead with Embossing Rajmudra (100 gsm paper)	1000	1 unit / Yr	
6	11" X 5" Window envelopes single colour printing (100 gsm paper)	1000	10 unit / Yr	
7	11" X 5" Plain envelopes single colour printing (100 gsm paper)	1000	1 unit / Yr	
8	Visiting Cards (Four colour printing)	200	10 unit / Yr	
9	A/4 & F/c size Xerox on 75 gsm JK paper	per copy	as per requirement	
10	A/4 size colour xerox	per copy	as per requirement	

11	A/4 size color print on 300 gsm paper	per copy	as per requirement	
12	A/4 size CD to Colour - Card Printout	per copy	as per requirement	
13	A/3 size colour Xerox	per copy	as per requirement	
14	A/3 size CD to Colour - Card Printout (Art Glossy Paper)	per copy	as per requirement	
15	Spiral Binding (any number of pages) with PVC Sheet covers on both sides	per copy	as per requirement	
16	Hard Binding (any number of pages) with Hard card Sheet covers on both sides	per copy	as per requirement	
17	200 gsm Art Glossy paper English gumming binding	per copy	as per requirement	
18	DTP Charges	per copy	as per requirement	