

Part A Stationary

S. No	Description of item(s)	Estimated Qty.	Rate
1	Paper A4 80gm (Box of 05 Rims) Fine Quality	30	
2	Paper A4 70gm (Box of 05 Rims)	15	
3	Paper Legal 80gm (Box of 05 Rims)	5	
4	Mix Color papers 80gm Packet	15	
5	Drafting Pad Large (Paper 70gm & 40 papas)	60	
6	Drafting Pad Medium (Paper 70gm & 30 papas)	60	
7	Drafting Pad Small (Paper 70gm & 20 papas)	100	
8	Ring Drafting Pad Medium (Paper 70gm & 30 papas)	60	
9	Box file Black Local	70	
10	Box file Imported Blue	250	
11	Box File Narrow Back	150	
12	Off-White Card VIP File with hole at corner & thread	350	
13	Seperators Plastic	100	
14	Signature Pen (Blue)	10	
15	Signature Pen (Black)	15	
16	Ball point Blue (Pack of 05 boxes)	15	
17	Ball point Black (Pack of 05 boxes)	10	
18	Pointer Pen (Box of 10 Pcs)	20	
19	Pencil (Pack of 12 pcs)	15	
20	Rubber Erase All Pack of 40 pcs	5	
21	Sharpner 604 Jar of 50pcs	10	
22	Steel Foot/Ruller 12 inch (Pcs)	30	
23	Plastic Ruller 12 inch (Pcs)	10	
24	Stappler Machine 24/6	30	
25	Stapple Pin 24/6 (Box of 20 Small Boxes inside)	10	
26	Steel Punch Machine or Equivalent	20	
27	Correction Pen/ Whitner Box (12 Pcs)	5	
28	Binding clips 2 Inch (Box/12 pkts)	10	
29	Binding clips 1 Inch (Box)	15	
30	Binding clips 0.5 Inch (Box)	10	
31	Paper clips 52mm (Packet)	5	
32	Paper clips 36mm (box /10 pkt)	5	
33	Paper clips Multi Color (box/10 Packet)	5	
34	Drawing Pins / Thumb Pin (Box/10 pkts)	5	
35	Paper Pin (Packet)	10	
36	Glue Stick 22gm (Box of 20 pcs)	10	
37	Highlighter (multi color) Pack of 10 pcs	10	
38	Sticky Notes 3" x 3" (Full Box having Small 12 Packets inside)	10	
39	Flag Arrow Annexure sticky Tag Multi color (Packet)	20	
40	Permanent Marker (Pack of 12 pcs)	10	
41	Board Marker (Pack of 12 pcs)	20	
42	Fiber Tip Paper Marker (Mix Color Pack of 10 pcs)	15	
43	Stamp Pad Small (Blue)	30	
44	Stamp Pad Small (Black)	20	
45	Stamp Pad Small (Green)	10	
46	Stamp Pad Refil Ink (12 pcs Pack)	5	
47	A quality Paper Cutter	30	
48	Transparent Scotch Tape 2" 50 yard	36	
49	Transparent Scotch Tape 1" 50 yard	84	
50	A quality Register Narrow line paper (200 Pages)	45	
<u>Total Stationary</u>			

Part B Cleaning Material

S. No	Description of item(s)	Estimated Qty.	
1	Tissue Box Multi Color Ultra Soft (Pcs)	300	
2	Toilet Roll (Pack of 10 Rolls)	50	
3	Bath Soap Medium size (pack of 3)	70	
4	Hand Wash 225 ml Pcs	120	
5	Airfreshner Multi Fragrance Pcs	100	
6	Dish wash Liquid 250 ml Pcs	60	
7	Disinfectant Surface Cleaner 01Ltr (pcs)	80	
8	Toilet Cleaner 750ml Pcs	100	
9	Sponge (Pack of 03)	50	
10	Stainless Steel Spiral (Pack of 02)	50	
11	Mosquito Spray (400ml) Pcs	50	
12	MOP Stick (Pojara) Standard Size	20	
13	MOP (Cloth for MOP) Pcs	20	
14	Wiper Standard size	20	
15	Wiper Wash room size	30	
16	Washing Powder 850gm (Pcs)	50	
17	Dusting Cloth 2ft X 2ft	150	
18	Toilet Cleaning Brush for Comode	50	
19	Towel Standard Size (White Color)	30	
20	Dustbin (A Quality) Standard Office Size	50	
Total Cleaning Material			
Total (a) + (b).			

Note: actual order may vary subject to availability of funds.