

PROCUREMENT REQUIREMENT STATIONERY ITEMS

Ser	Head	Description	Unit
1	Pens	Ball point (PICASSO)	10Nos./pkt
2		Ball point Uniball (Signo)	12nos./pkt
3		Ball point Uniball (Eye)	12nos./pkt
4	Box Folders	Box File Imported (Alfah)	each
5		Box File Superier (Alfah)	each
6	Binder Clips	Binder Clip 15mm (TM Diamond)	Pkt
7		Binder Clip 19mm (TM Diamond)	Pkt
8		Binder Clip 25mm (TM Diamond)	Pkt
9		Binder Clip 32mm (TM Diamond)	Pkt
10		Binder Clip 41mm (TM Diamond)	Pkt
11		Binder Clip 51mm (TM Diamond)	Pkt
12	Paper Reams	Paper Ream Imported Legal (AA)	500 /Ream
13		Paper Ream Imported A/4 80 grms (AA)	500/ Ream
14		Paper Ream Imported A/3 (AA)	500/ Ream
15	Punch Holes	Punch single whole	each
16		Punch double whole	each
17	Envelopes	Envelope File size with cloth brown	each
18		Envelope File Size Khaki	100
19		Envelope File Size White	100
20		Envelope S.E-5 Brown	100
21		Envelope S.E-6 Brown	100
22		Envelope A-4 Size Khaki	100
23		Envelope 4x6 Khaki	50 nos. /pkt
24		Envelop A-4 Size White Imported	100
25		Envelope 4x9 White Imported	100
26	File Flappers	File Flapper with cloth good quality	100
27		NDMA Wing Plastic Flapper Blue good quality	Nos.
28	File Covers	File Cover(NDMA) Khaki	each
29		File Cover (White NDMA)	each
30		Strip File Covers, (as per sample)	each
31		Transparent File Covers, sample required	each
32	Correction Pens	Fluid White Set	each
33		Uni correction PEN (Mitsubishi)	each
34	Gum Sticks	Gum stick [large] (UHU)	each
35		Gum stick [medium] (UHU)	each
36		Gum stick [small] (UHU)	each
37	Lead Pencils	Lead pencil with rubber (Gold Fish/ Deer)	each
38		Lead pencil without rubber (Gold Fish/ Deer)	each
39	Markers	Marker Permanent (Doller)	each
40		Marker Board (Doller)	each
41		Highlighter (Mercury) diff colours	each
42		Marker Paint Golden Silver White (Doller)	each
43	Tapes	Packing tape (GT) 1x72	each
44		Scotch tape 1 x 10 (Deer Bear)	each
45		Scotch tape 1 x 72 (Deer Bear)	each
46		Paper Tape 1x5mtr	each
47	Paper Clips	Paper clip 36 mm	12 nos /pkt

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48	Paper Clips	Paper clip 30 mm	12 nos /pkt
49	Pads	Post it Pad 2"x2" (Hiland)	each
50		Post it Pad [3x3] (Hiland)	each
51		Post it Pad [3x5] (Hiland)	each
52		Draft Pad Normal Large Size	each
53		Draft Pad Normal Small Size	each
54		Draft Pad 4"x6" Spiral	each
55		Draft Pad 3"x4.3" Orion (Spiral)	each
56		Stapler Machine & Pins	Stapler (Lion Japan)
57	Stapler Pins standard 24/6 (Doller)		pkt
58	Stapler Pin 23/6, 23/10 (Doller)		Pkt
59	Paper pin (Doller)		pkt
60	Stapler Pin Remover		each
61	Registers	Stock Register, 8 Number	each
62		Dairy register printed, 6 number	each
63		Simple Register 200 pages	each
64	Miscellaneous Stationary Items	Sharpener Steel (Germany)	each
65		Short hand note book [100 sheets],	100 sheet
66		File Tray Plastic	each
67		Calculator (Casio)	each
68		Dak Book [100 sheets]	each
69		Eraser (Pelican AL-30)	each
70		File Board with flapper Legal size good quality	each
71		File plastic separator	30 sheet
72		File Tags, good quality	Bundle
73		Paper Cutter Best Quality (SDI)	each
74		Stamp pad (Lancer) OA-1	each
75		Scissor standard (PENHA)	each
76		Ruler steel (Winner)	each
77		Stamp Pad Ink Blue (Dollar)	each
78		Ball Point Schneider Xtra-895 (Black, Blue, Green)	Pkt
79		Leave Register (according to sample)	Nos.
80		Envelop Opener	Nos.
81		Note Book, 100 pages, spiral	Nos.
82		Meeting Engagement Stand	Nos
83		White Board 4x4	Nos
84		Mail Folder	Nos
85		Drawing Pins	pkt
86		Push Pins	pkt
87		File Tags (18")	buddle
88		Paper Cutter(Blades) SDI 0426	Nos
89		Spiral Binding Machine	each
90		Green Diary, (as per sample)	each
91		Table Set (Kaligow)	each
92		Vehicle Log Book 150 pages	each

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