

PROCUREMENT REQUIREMENT STATIONERY ITEMS

Ser	Head	Description	Unit	Rate	Remarks
1	Pens	Ball point (PICASSO)	10Nos./pkt		
2		Ball point Uniball (Signo)	12nos./pkt		
3		Ball point Uniball (Eye)	12nos./pkt		
4		Ball Point Schneider Xtra-895 (Black, Blue, Green)	Pkt		
5	Box Folders	Box File Imported (Alfah)	each		
6		Box File Superier (Alfah)	each		
7	Binder Clips	Binder Clip 15mm (TM Diamond)	Pkt		
8		Binder Clip 19mm (TM Diamond)	Pkt		
9		Binder Clip 25mm (TM Diamond)	Pkt		
10		Binder Clip 32mm (TM Diamond)	Pkt		
11		Binder Clip 41mm (TM Diamond)	Pkt		
12		Binder Clip 51mm (TM Diamond)	Pkt		
13	Paper Reams	Paper Ream Imported Legal (AA) / Navigator	500 /Ream		
14		Paper Ream Imported A/4 80 grms (AA) / Navigator	500/ Ream		
15		Paper Ream Imported A/3 (AA) / Navigator	500/ Ream		
16	Punch Holes	Punch single whole, Large	each		
17		Punch double whole, Medium	each		
18	Envelopes	Envelope File size with cloth brown (Good Quality)	each		Sample Required
19		Envelope File Size Khaki (Good Quality)	100		Sample Required
20		Envelope File Size White (Good Quality)	100		Sample Required
21		Envelope S.E-5 Brown (Good Quality)	100		Sample Required
22		Envelope S.E-6 Brown (Good Quality)	100		Sample Required
23		Envelope A-4 Size Khaki (Good Quality)	100		Sample Required
24		Envelope 4x6 Khaki (Good Quality)	50 nos. /pkt		Sample Required
25		Envelop A-4 Size White Imported (Good Quality)	100		Sample Required
26		Envelope 4x9 White Imported (Good Quality)	100		Sample Required
27		File Flappers	File Flapper with cloth (Good Quality)	100	
28	NDMA Wing Plastic Flapper Blue (Good Quality)		Nos.		
29	File Covers	File Cover(NDMA) Khaki (Good Quality)	each		
30		File Cover (White NDMA) (Good Quality)	each		

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31		Strip File Covers, (as per sample)	each		
32		Transparent File Covers,	each		Sample Required
33	Correction Pens	Fluid White Set (Good Quality)	each		
34		Uni correction PEN (Mitsubishi)	each		
35	Gum Sticks	Gum stick [large] (UHU)	each		
36		Gum stick [medium] (UHU)	each		
37		Gum stick [small] (UHU)	each		
38	Lead Pencils	Lead pencil with rubber (Gold Fish/Deer)	each		
39		Lead pencil without rubber (Gold Fish/Deer)	each		
40	Markers	Marker Permanent (Doller)	each		
41		Marker Board (Doller)	each		
42		Highlighter (Mercury) diff colours	each		
43		Marker Paint Golden Silver White (Doller)	each		
44	Tapes	Packing tape (GT) 4"	each		
45		Double Tape	each		
46		Scotch tape 1 x 72 (Deer Bear)	each		
47		Paper Tape 1x5mtr	each		
48	Paper Clips	Paper clip 36 mm	12 nos /pkt		
49		Paper clip 30 mm	12 nos /pkt		
50	Pads	Post it Pad 2"x2" (Hiland)	each		
51		Post it Pad [3x3] (Hiland)	each		
52		Post it Pad [3x5] (Hiland)	each		
53		Draft Pad Normal Large Size (Good Quality)	each		
54		Draft Pad Normal Small Size (Good Quality)	each		
55		Draft Pad 4"x6" Spiral (Good Quality)	each		
56		Draft Pad 3"x4.3" Orion (Spiral) (Good Quality)	each		
57		Stapler Machine & Pins	Stapler (Lion Japan)	each	
58	Stapler Pins standard 24/6 (Doller)		pkt		
59	Stapler Pin 23/6, 23/10 (Doller)		Pkt		
60	Paper pin (Doller)		pkt		
61	Stapler Pin Remover		each		
62	Registers	Stock Register, 8 Number (Good Quality)	each		
63		Dairy register printed, 6 number (Good Quality)	each		
64		Simple Register 200 pages (Good Quality)	each		

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65		Vehicle Log Book 150 pages (Good Quality)	each		
66		Leave Register (according to sample)	Nos.		
67	Miscellaneous Stationary Items	Sharpener Steel (Germany)	each		
68		Short hand note book [100 sheets], (Good Quality)	100 sheet		
69		File Tray Plastic (Good Quality)	each		
70		Calculator (Casio)	each		
71		Dak Book [100 sheets]	each		
72		Eraser (Pelican AL-30)	each		
73		File Board with flapper Legal size (Good Quality)	each		
74		File plastic separator (Good Quality)	30 sheet		
75		File Tags, Standard Size (Good Quality)	Bundle		
76		File Tags (18") (Good Quality)	buddle		
77		Paper Cutter Best Quality (SDI)	each		
78		Stamp pad (Lancer) OA-1	each		
79		Scissor standard (PENHA)	each		
80		Ruler steel (Winner)	each		
81		Stamp Pad Ink Blue (Dollar)	each		
82		Envelop Opener (Good Quality)	Nos.		
83		Note Book, 100 pages, spiral (Good Quality)	Nos.		
84		Meeting Engagement Stand (Good Quality)	Nos		
85		White Board 4x4 (Good Quality)	Nos		
86		Mail Folder (Good Quality)	Nos		
87		Drawing Pins (Good Quality)	pkt		
88		Push Pins (Good Quality)	pkt		
89		Paper Cutter(Blades) SDI 0426	Nos		
90	Spiral Binding Machine (Good Quality)	each			
91	Green Diary, (as per sample)	each			
92	Table Set (Kaligow)	each			

