

Tender Document

No ICT R&DF/Stationery-Misc/2012-13/0055 (Admin)

Supply of Stationery and Miscellaneous Items

S. #	Description	Rates to be quoted by Quantity
1	Air freshener	1 unit
2	Ball point (odr)	1 dozen
3	Ball point (sup)	1 dozen
4	Pointer	1dozen
5	Box Files	1 dozen
6	Cell	1 packet each size
7	Clamps (various sizes)	1 packet each size
8	Computer paper A-4 size. 90gsm (AAA brand)	1 box
9	Computer Paper Legal size 90gsm (AAA brand)	1 box
10	Computer paper A-4 size. 80gsm (AA brand)	1 box
11	Cutter	1 unit
12	Diary Stand	1 unit
13	Document Tray (twin shelves)	1 unit
14	Draft Pads (L-Size) Ruled. A-4 & A-5	1 dozen
15	Duster (white board)	1 dozen
16	Eraser (Pelikan) AL-30	6 units
17	File Board (A-4 size)	1 dozen
18	File Covers (A-4 size) As per sample	1 dozen
19	File Tray (Plastic)	1 unit
20	Film roll for fax machine	1 unit
21	Flappers	1 dozen

22	Flash drive 2,4,8 & 16 GB	1 unit each
23	Fluid (White) with thinner (set)	1 units
24	Foot Ruler (steel)	1 dozen
25	Gum stick (L)	1 unit
26	Highlighter	1 dozen
27	Ink Red, Blue, Black	1 unit each
28	Marker	6 units
29	Paper clip.	1 boxes
30	Paper cutter (steel)	1 unit
31	Paper pin.	1 box
32	Pen holder for officers (per pair price)	1 unit
33	Pen stand	1 unit
34	Pencil Jar (plastic)	1 unit
35	Pencil Lead	1dozen
36	Peon Book	1 unit
37	Pin cushion	1 unit
38	Plastic Files	1 dozen
39	Punch Double holes	1 unit
40	Punch Single Hole.	1 unit
41	Scissors 9"	1 unit
42	Scotch Tape 12"	1 dozen
43	Scotch Tape large	1 dozen
44	Self- Adhesive slips 3X5"	6 units
45	Self-Adhesive slip 3X4"	1 unit
46	Separator Sheet	1 units
47	Sharpener (steel)	1 units

48	Soap 100 gsm.	1 dozen
49	Liquid soap(medium size)	1 bottle
50	Max liquid	1 bottle
51	Scotch bright	One packet
52	Mortein spray	1 bottle
53	Stamp pad (Medium)	1 unit
54	Staple Remover	1 unit
55	Stapler Pin dollar size.	1 boxes
56	Stapler Pin ELM 23/23	1 packet
57	Stapler pin KW 23/1 7	1 packet
58	Stapling machine (Fine quality)	1 unit
59	Table set (wooden)	1 unit
60	Tag Cotton	1 packet
61	Tissue box	1 carton
62	Toilet roll	1 carton
63	Toner for photocopier Panasonic DP 3030	1 unit
64	Toner HP 1200 original	1 unit
65	Toner HP 1020 original	1 Unit
66	Toner HP 1500 original	1unit
67	Toner HP 64 A original	I unit
68	Tube light Rod(large size)	I unit
69	Vim small	1 dozen
70	Heavy Duty electric extension (eight port)	1 unit
71	Scoth Bright	1 dozen
72	Dust bin	1 unit
73	IBM Mouse/ A4 Tech	1 unit

74	Mouse Pad	1 unit
75	Calendar Planer	1 unit
76	Card Album	1 unit
77	Calculator (scientific & normal)	1 unit each
78	Other stationery & misc items at market price	Need basis