

**PRICE BID FOR CONSIDERATION OF STATIONERY ITEMS UNDER RATE  
CONTRACT**

**I – STATIONERY & PRINTING ITEMS**

Sr. No	Item	Specification	Unit	Rate quote per unit	
				In figures INR	In words
1.	<b>Binding Sheet</b>				
	Binding Sheet for spiral binding		Per / Pkt		
2.	<b>Calculator</b>				
	Electronic Calculator	Citizen / Casio	Per / Pcs		
3.	<b>Card Holder</b>				
	Business Card Holder	(Big)	Per / Pcs		
	Business Card Holder	(Small)	Per / Pcs		
4.	<b>Cartridge</b>				
	Samsung Multixpress Copier cum Printer Cartridge	Model No. Xpress K2200ND	Per / Pcs		
	Samsung Printer Cartridge	Model No. Xpress M2876ND	Per / Pcs		
	HP Laserjet Printer	1020 Plus	Per / Pcs		
5.	<b>CD &amp; Misc</b>				
	CD Cover Bag		Per / Pcs		
	CD Cover Plastic ( Round Type )		Per / Pcs		
	CD Cover Plastic ( Square Type )		Per / Pcs		
	CD Mailer		Per / Pcs		

Sr. No	Item	Specification	Unit	Rate quote per unit	
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	CDR 700MB/80Min CD Disc		Per / Pcs		
	DVD ( Moser Baer / Sony )		Per / Pcs		
6.	<b>Cello Tapes</b>				
	Cello Tapes	1'' (Transparent)	Per / Pcs		
	Cello Tape	1/2 (Transparent)	Per / Pcs		
	Cello Tapes	2'' (Transparent)	Per / Pcs		
	Cello Tapes	2'' (Brown)	Per / Pcs		
7.	<b>Clips</b>				
	Bell Clip 30 mm		Per / Pkt		
	Bell Clip 35 mm		Per / Pkt		
	Binder Clip 19 mm		Per / Pkt		
	Binder Clip 25 mm		Per / Pkt		
	Binder Clip 32 mm		Per / Pkt		
	Binder Clip 41 mm		Per / Pkt		
	Binder Clip 51 mm		Per / Pkt		
	Pin (Thumb Pin)	Notice Board Pin	Per / Pkt		
	Pin (Tachni)	Paper Pin	Per / Pkt		
8.	<b>Correction Pen</b>				
	Correction Pen ( Camlin )		Per / Pcs		
9.	<b>Duster</b>				

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	Duster Magnetic		Per / Pcs		
10.	<b>Envelopes</b>				
	Envelope 10 X 4.5	White / Brown	Per / Pcs		
	Envelope 14 X 10	White	Per / Pcs		
	Envelope 16 X 12	White	Per / Pcs		
	Cloth Cover Envelope 14 X 10	Green	Per / Pcs		
	Cloth Cover Envelope 16 X 12	Green	Per / Pcs		
	Cloth Cover Envelope 16 X 18	Green	Per / Pcs		
	Cloth Cover Envelope 18 X 20	Green	Per / Pcs		
11.	<b>File Cover</b>				
	Box File Hard Cover	A/4 Size	Per / Pcs		
	Box File Hard Cover (Half)		Per / Pcs		
	Plastic Folder	A/4 Size	Per / Pcs		
	Spring File	A/4 Size	Per / Pcs		
	4 Flap Folder		Per / Pcs		
	Plastic Patti File	A/4 Size	Per / Pcs		
12.	<b>File Tag</b>				
	Tag File	A/4 Size	Per / Pcs		
13.	<b>Glue Stick</b>				
	Glue Stick (Kores) / Fevi Stick	15 Gms	Per / Pcs		

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14.	<b>Marker Pen</b>				
	Bolt Marker Pen		Per / Pcs		
	CD Marker Pen	Black, Blue	Per / Pcs		
	Highlighter Pen ( Camlin)		Per / Pcs		
	Permanent Marker Pen	Black, Blue	Per / Pcs		
	White Board Marker Pen	Black, Blue	Per / Pcs		
15.	<b>Name Plate</b>				
	Name Plate (Triangle)	12 Inch	Per / Pcs		
	Name Plate (Triangle)	8 Inch	Per / Pcs		
16.	<b>Normal Office Pen</b>				
	Blue		Per / Pcs		
	Green		Per / Pcs		
	Red		Per / Pcs		
17.	<b>Note Book</b>				
	Note Pad		Per / Pcs		
	Shorthand Note Pad		Per / Pcs		
	Section Book		Per / Pcs		
	Vehicle Log Book		Per / Pcs		
	Visitor Book		Per / Pcs		
18.	<b>Note Sheet &amp; Letter Head</b>				
	Note Sheet		Per / Thousand		

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	Letter head	With Printing	Per / Thousand		
19.	<b>Paper</b>				
	A3 Paper		Per Ream		
	A4 Paper ( JK Copiers) White		Per Ream		
	A4 Paper (Green)		Per Ream		
	JK Full Scape		Per Ream		
	A4 Paper Colour		Per Ream		
20.	<b>Paper weight</b>				
	Glass (Round)		Per / Pcs		
	Plastic ( Square)		Per / Pcs		
21.	<b>Photocopier Consumable</b>				
	Drum		Per / Pcs		
22.	<b>Punch Machine</b>				
	Kangaroo Punch 600		Per / Pcs		
	Kangaroo Punch DP 800		Per / Pcs		
	Punch Kangaroo DP 280		Per / Pcs		
	Kangaroo FP – 20 (Single Hole)		Per / Pcs		
23.	<b>Register</b>				
	Account Register		Per / Pcs		
	Inward Register		Per / Pcs		

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	Outward Register		Per / Pcs		
	Stock Register		Per / Pcs		
	Plain Register (1 Quire, 2 Quire)		Per / Pcs		
	Attendance Register		Per / Pcs		
24.	<b>Ruler</b>				
	Rular	Plastic 12 Inch	Per / Pcs		
	Rular	Steel 12 Inch	Per / Pcs		
25.	<b>Scissors</b>				
	Multipurpose Scissors	8 Inch	Per / Pcs		
	Scissors	8.25 Inch (210 mm)	Per / Pcs		
26.	<b>Sharpner</b>		Per / Pcs		
27.	<b>Eraser</b>				
	<b>Non Dust Eraser</b>	Apsara	Per / Pcs		
28.	<b>Pencil</b>				
	<b>Pencil Dark (178 mm Length)</b>	Apsara	Per / Pkt		
29.	<b>Sketch pen</b>	<b>Luxor</b>	Per / Pcs		
30.	<b>Stamp Pad &amp; Ink</b>				
	Stamp Pad (110mm X 70mm)	Faber Castell & Camlin	Per / Pcs		
	Stamp pad Liquid	Faber Castell & Camlin	Per / Bottle		
31.	<b>Staples &amp; Stapler</b>				

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	Kangaroo Stapler HP 45		Per / Pcs		
	Kangaroo Stapler HD-10D		Per / Pcs		
	Kangaroo Stapler HD 1217		Per / Pcs		
	Stapler Kangaroo Mini		Per / Pcs		
	Kangaroo HD23S13 Heavy Duty		Per / Pcs		
	Staples No. 10 (Kangaroo)	Stapler Pins	Per / Pcs		
	Staples for HP 45, HD 1217 & HD23S13 (Kangaroo)	Stapler Pins	Per / Pcs		
32.	<b>Sticky Pad</b>				
	Stick on Pad (1.5X 2 inch)		Per / Pkt		
	Stick on Pad (50 mm X 75 mm)		Per / Pkt		
	Stick on Pad Best Note 3/3"		Per / Pkt		
	Stick on Pad Self Flag 3/1"		Per / Pkt		
	Stick on Pad Self Flag 3X1 (Plastic)		Per / Pkt		
	A/4 Size Sticker Sheet		Per / Pkt		
32.	<b>Tape Dispensers</b>				
	Dispencer 2"	Omega	Per / Pcs		
33.	<b>Gum</b>				
	Gum Bottle	All sizes upto 500 ml	Per / Bottle		
	Fevicol Bottle	All sizes upto 500 gms	Per / Bottle		
34.	<b>Cutter</b>				

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	Paper Cutter	18 mm	Per / Pcs		
	Paper Cutter Ikon		Per / Pcs		
35.	<b>Spiral Ring</b>		Per / Pcs		
36.	<b>Rubber Band</b>	Big	Per / kg		
		Medium	Per / kg		
		Small	Per / kg		
37.	<b>Pen drive (Transcend)</b>	8GB	Per / Pcs		
38.	<b>Plastic Folders</b>				
	CH -114 solo		Per / Pcs		



## II – LIST OF TOILETRY ITEMS

Sl.No	Particulars	P/Unit	Rate / Unit
1	Wiper Fun clean	Nos.	
2	Mop Funclean	Nos.	
3	Toilet brush best quality	Nos.	
4	Dustbin Garbage Cello	Nos.	
5	Dusting cloth	Nos.	
6	Harpic 500ml	Bottle	
7	Lizol 500ml	Bottle	
8	Phenyl Cross 500ml	Bottle	
9	Collin	Bottle	
10	Hand wash Soap liquid Dettol 200ml	Bottle	
11	Tissue paper good quality	Roll	
12	Dust pan Polyset	Nos	
13	MUG Unbreakable	Nos	
14	Bucket 18 ltrs Unbreakable	Nos	
15	Bucket 60 ltrs Unbreakable for use of Dustbin	Nos	
16	Soft broom	Nos	
17	Hard broom	Nos	
18	Gloves Scotch brite Rubber	Nos	
19	Naphthalene balls	Pkt.	
20	Hand Towel	Nos	
21	Bleaching Powder 500gm	Pkt	

<b>Sl.No</b>	<b>Particulars</b>	<b>P/Unit</b>	<b>Rate / Unit</b>
22	Tissue paper with box	Box	
23.	Dustbin 13" Unbreakable	Nos	