

Stationery List -			Annexure (A)
S. No.	Particulars	Brand	Rate
1	Xerox Paper A/4 (500 Sheet)	JK Copier Paper (75 GSM)	
2	A/4 German Alabaster 100 gms (500 Sheet)	JK Copier Paper	
3	Carbon Paper	Kores - Blue	
4	A/4 Colour Paper (500 Sheet)	JK Copier Paper	
5	Legal Size Paper (500 Sheet) White	JK Copier Paper	
6	Legal Size Paper (500 Sheet) Green	JK Copier Paper	
7	Short Hand Note Book	Ordinary	
8	Rubber Band	-	
9	1/4 Ruled Pad Cut (11.75 cm x 9.25 cm) / Conference Pad	Ordinary	
10	Maruti Spirals Pad No. 3 (100 pages)	Maruti	
11	Maruti Spirals Pad No. 4 (100 pages)	Maruti	
12	Maruti Spirals Pad No. 5 (100 pages)	Maruti	
13	Maruti Spirals Pad No. 6 (100 pages)	Maruti	
14	Maruti Spirals Pad No.7 (100 pages)	Maruti	
15	Maruti Spirals Pad No.8 (100 pages)	Maruti	
16	Maruti Spirals Pad No.9 (100 pages)	Maruti	
17	Ruled Register -100 pgs	Delux	
18	Ruled Register -200 pgs	Delux	
19	Ruled Register -Plain 100 pgs	Delux	
20	Ruled Register - Plain 200 pgs	Delux	
21	Petty Cash Book- 3Q	Delux	
22	Petty Cash Register-4Q	Delux	
23	3 Subject Note Book	Bilt	
24	5 Subject Note Book	Bilt	
25	Long Book 100 Pages	Delux/ Maruti/Ajanta	
26	Long Book 200 Pages	Delux/ Maruti/Ajanta	
27	Blue Ink Bottle for stamp pad		
CLOTH ENVELOPES			
28	A 4 - GREEN ENVELOP	Inner Laminated (plastic)	
29	LEGAL - GREEN ENVELOP	Inner Laminated (plastic)	
WHITE ENVELOPES			
30	11" X 5" (WINDOW)	Super Fine (90 GSM)	
31	11" X 5" (PLAIN)	Super Fine (90 GSM)	

S. No.	Particulars	Brand	Rate
FILES & FOLDERS			
32	Box Files	SPS/SGS Files	
33	Box Files - Rexin (Black)	Kangaroo Clips	
34	SVS 1501 Box File	SVS	
35	Spring Files	Ordinary	
36	Flat File (Less)	Ordinary	
37	Pink Less File (RTI & Leave)	Ordinary	
38	Plastic Folders - Morocco (Legal)	Ordinary	
39	Plastic Folders - Morocco (A/4)	Ordinary	
40	Plastic Folders - Neo (Legal)	Ordinary	
41	Plastic Folders - Neo (A/4)	Ordinary	
42	File Board- Two Flap	Standard	
43	File Board- Four Flap	Standard	
44	File Board- Four Flap (Rexin)	SPS/SGS	
45	Strip Folders Files & others Files	SPS/SGS	
GENERAL ITEMS			
46	Post it Pads Big 3 x 5	3(M)	
47	Post it Pads Big 3 x 4	3(M)	
48	Post it Pads Medium 3 x 3	3(M)	
49	Post it Pads Small 3 x 2	3(M)	
50	Post it Flags- 12.5mm x 43.7mm (60 Flags - Plastic - 5 colour)	3(M)	
51	Post it Pad (3 Colour)	3(M)	
52	Calculator -10 Digit	Casio	
53	Red Tag	Regular	
54	White Tag	Ordinary	
55	Cello tape Dispencer (1")	Ordinary	
56	Cello tape Dispencer Ring (1")	Ordinary	
57	Wonder Packing Tape- 1" - Transparant (small)	Standard	
58	Wonder Packing Tape- 2" - Transparant	Standard	
59	Wonder Packing Tape- 2" - Brown	Standard	
60	Fevistic - 8g / Feviquick	Fevicol	
61	Stainless Steel Scale 12"	Standard	
62	Stapler -Kangaro HD-10D	Kangaroo	

S. No.	Particulars	Brand	Rate
63	Stapler Big - 24 D	Kangaroo	
64	Stapler pin Box (24/6 -1M) (1 X 20)	Kangaroo	
65	Stapler pin Box (No. 10-1M) (1 X 20)	Kangaroo	
66	Punching Machine - medium	Kangaroo (DP-500)	
67	Punching Machine - Big	Kangaroo (DP-800)	
68	U- Clips (35 mm) Containts (10 x 100)	Ordinary	
69	U- Clips (26 mm) Containts (10 x 100)	Ordinary	
70	Tachni/ Head Pin	Ordinary	
71	Binding Clips (15 mm)	Ordinary	
72	Binding Clips (19 mm)	Ordinary	
73	Binding Clips (25 mm)	Ordinary	
74	Binding Clips (32 mm)	Ordinary	
75	Binding Clips (41 mm)	Ordinary	
76	Binding Clips (51 mm)	Ordinary	
77	Ball pen (Black)	Cello / Lexi	
78	Ball pen (Blue)	Cello / Lexi	
79	Gel pen	Ordinary	
80	Pencil	Apsara (Platinum)	
81	Pencil	Faber Castell	
82	Highlighter	Faber Castell	
83	Marker Pen	Faber Castell	
84	Correction Pen	Standard	
85	Green Sketch Pen	-	
86	Stamp Pad - Blue/Black/Red	Kores	
87	Acralic Name Plate- 8"	Standard	
88	Scissor - Big	Standard	
89	Minute Book		
90	Cutter	-	
91	Manjarapat cloth		
No.	PRINTING AND BINDING WORK		
92	1/6 Size Letterhead (100 gsm paper) (500 Pcs) (DO Letter)		
93	1/5 Size Letterhead (100 gsm paper) (500 Pcs) (DO Letter)		
94	A/4 Size Letterhead (100 gsm paper) (500 Pcs)		

S. No.	Particulars	Brand	Rate
95	A/4 Size Letterhead with Embossing Rajmudra (100 gsm paper) (500 Pcs)		
96	A/6 Size Letterhead with Embossing Rajmudra (100 gsm paper) (500 Pcs)		
97	11" X 5" Window envelopes single colour printing (100 gsm paper) (500 Pcs)		
98	11" X 5" Plain envelopes single colour printing (100 gsm paper) (500 Pcs)		
99	Visiting Cards (Four colour printing)		
100	Visiting Cards (Four colour printing with Golden Embossing)		
Annexure B			
101	Pen Pointer	Standard	
102	CD Cover	Regular	
103	Lazer Pointer (Small)	Standard	
104	Mouse Pad	iball	
105	Spike Guard (6 Socket)	MX	