

SUPPLY OF STATIONERY ITEMS FY-2026-2027					
SL. No	Particulars	Specification provided	Unit	Rate	Remarks
1	Ambassador file Supreme	Arch file	1 pec		
2	Ambassadir file Export quality (Yellow)	flat file	1 pec		
3	Calculator	Large display	1 pec		
4	Cello tape Red	2"x65mtr	1 Roll		
5	Cellotape black	2"x65mtr	1 Roll		
6	Cellotape blue	2"x65mtr	1 Roll		
7	Cellotape white	2"x65mtr	1 Roll		
8	Cellotape white	2"x200mtr	1 Roll		
9	white paper masking tape	Tape Length: 15 to 50mtrs Meter (m), color: white, Adhesive Type: Rubber Solvent, brand : Mexim or equivalent.	1 Roll		
10	Laminated With Pe Large Area Masking Tapes	Type: single sided, Backing Material: Laminated with PE, Color: Off White, Usage: Sealing, Binding, Heat Resistant: yes, Temperature Range:120 Degree Celsius	1 Roll		
11	Chart paper	All color	1 pec		
12	Chart paper	black	1 pec		
13	Colour paper	A-4 Size, GSM:75gsm, colour copier paper.Eco canvas. Brand: JK paper.	1 Ream		
14	Dak Dispatch Register	No. 40	1 pec		
15	Attendance register		1 pec		
16	True-Ally Magnetic Duster	Size: 5L x 10W Centimeters, usage: Eraser for Whiteboard with Two Marker Holder, Material: Plastic,	1 pec		
18	Envelope	Size: Size/9"x4" , Material: Kraft Paper, Color: Brown	1 pkt		
19	Envelope	Size: A4, Material: paper, pattern: plan, GSM: 70GSM, Color: white and brown.	1 pkt		
20	Glass Cloth/Dusting Cloth	Microfiber Cleaning Cloth,12 Pack Cleaning Rags, Cleaning Towels with 4 Color Assorted, 11.5"X11.5"	1 pec		
21	Glue Stick	Brand: AEROTIX, Item Form: stick, (Extra Large) 21 GRAM (OT-GS21) (12 Stick)	1 pec		
22	High lighter pen	Brand Luxor, Ink Colour: Multicolor, Set of 5. super Fiourescent.	1 pec		
23	White board marker	Luxor (Pro-E), (Pack of 10)	1 pkt		
24	Permanenet Marker pen	dimensions L x W x H 14 x 9 x 4 Centimeter, Brand: Doms/Luxor.(Pack of 10)	1 pkt		
25	Marking Cloth (cotton)	width: 31"/78cm, pattern type: plan, GSM:110, Material: cotton, color: white	1 meter		
26	CD/DVD/OHP Pen	10 pcs/pkt	1 pkt		
27	binder clip/paper clamp	standard size,Material: Plastic metal, Color: black, Packaging Size:50 pices.	1 pkt		
28	binder clip/paper clamp	size:19mm,Material: Plastic metal, Color: black, Packaging Size:50 pices.	1 pkt		
29	binder clip/paper clamp	size:15mm,Material: Plastic metal, Color: black, Packaging Size:50 pices.	1 pkt		
30	paper Clip	color: sliver, size: 25mm, Paper clips Metal	1 pkt		

31	paper Pin		1 pkt		
32	Paper tray	4 Tier Letter Tray Organizer, Wire Mesh, color: black,	1 set		
33	Pencil Battery	1.5 VAAA Duracell	1 pair		
34	Pencil Battery	1.5 VAA Duracell	1 pair		
35	Photo Copy paper	Copy Power A4 Size,75GSM	1 Ream		
36	Photo Copy paper	JK Copier A4 Size, 75GSM	1 Ream		
37	Plastic File folder	length A4 size	1 pec		
40	Punching Machine	Dp 600	1 pec		
41	Ring binder File	size:A4, Material: Polypropylen, Thickness:10mm.	1 pec		
42	Register Rule	No 10	1 pec		
43	Register Rule	No 40	1 pec		
44	RegisterRule	No 20	1 pec		
45	Polin Fabric Cloth	widtdh:89cm, design: plan, GSM:100gsm,	1 meter		
46	Scissor	Size: 10 inch, material: steel, Handle Type: straight.	1 pec		
47	Scissor	Material:Stainless Steel, Plastic handle, Colour: Multicolour, size: small	1 pec		
48	Stapler machine	Kangaro Blue Stapler 24/6, Stapling Capacity: 22 Sheets, Size: Medium	1 pec		
49	Stapler Machinne Heavy Duty	Size: 12 x 29.1 x 52 cm (L*W*H), Finish Type: Polished, Stapling Capacity: 210 Sheets, Material: Alloy Steel	1 pec		
50	Stapler Pin 24/6	Kangaroo	1 pkt		
51	Gun Stapler	Hand tackler: M-10 kaymo	1 nos.		
52	Signature Pen	standard pilot Vsign. Point type: Rounded, (Pack of 4)	1 pkt		
53	Colourful sticky note	Y-S 77 Cnenguan (3x3)	1 pec		
54	Stock Register	No 40 stock Ledger	1 pec		
55	Thum pin	Quality: brassed, Size: 13mm, pin type: push pin, Head :Round Head,Material: Stainless Steel,Head Diameter: 3mm	1 pkt		
56	Glue gun	40watts:HL-401:HENGLIANG			
57	Post it Pad/ Sticker Pad	3"x3"	1 pkt		
58	Post it Pad/ Sticker Pad	2"x3"	1 pkt		
59	Post it Pad/ Sticker Pad	3"x4"	1 pkt		
60	Post it Pad/ Sticker Pad	3"x5"	1 pkt		
61	Paper cutter	large:premier	1 pec		
62	Twin Thread	thread ball	1 Roll		
63	Sticky pad	medium square size	1 pkt		
64	Note book	Doms Xlumia Notebook 21*14.8 Cm 160 Pages			
CARTRIDGES AND TONERS					
1	Printer Cartidges Hp	88A Orignal	1 pec		
2	Printer Cartidge Hp	12A Original	1 pec		
3	Printer Cartidge Hp	26A Original	1 pec		
4	Printer Cartidge Hp	55A Original	1 pec		
5	Printer Cartidge Hp	30A Original	1 pec		

6	Printer Cartidge Hp	59A Original	1 pec		
7	Printer Cartidge Hp	CE505A	1 pec		
8	Printer Cartidge Hp	77A Original	1 pec		
11	Printer Cartidge Canon	328 Canon Original	1 pec		
12	Printer Cartidge Canon	325 canon Original	1 pec		
13	Printer Cartidge Canon	071 canon Starter orignal	1 pec		
14	Printer canon original	Canon 337	1 pec		
15	Printer Cartridge Brother	DR2365	1 pec		
16	Printer Cartidge brother	TN 2365	1 pec		
17	Printer Cartridge HP	Laser Jet tonner cartridge152 A Original.			
18	Toner	TN 118	1 pec		
19	Toner	NPG84 Black	1 pec		
20	Toner	NPG 50 Original	1 pec		
21	Toner	Kyocera TK-7210	1 pec		
22	Toner	Canon-057	1 pec		
23	Toner	Ink Tank HP 158X	1 pec		
24	White board	non-magnetic, 8x4 feet. Mount type: Wall mount.Material:Acrylonitrile Butadiene Styrene (ABS)/ Particle Board. Brand: OVROR or equivalent.	1 pec		
		non-magnetic, 6x4 feet. Mount type: Wall mount.Material:Acrylonitrile Butadiene Styrene (ABS)/ Particle Board. Brand: OVROR or equivalent.	1 pec		
		magnetic, 8x4 feet. Mount type: Wall mount.Material:Acrylonitrile Butadiene Styrene (ABS)/ Particle Board. Brand: OVROR or equivalent.	1 pec		
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SANITARY ITEMS					
1	Natural Air Freshner	Fresh Touch toilet hanging fragrance 80gm - Toilet air freshner - LEMON	1 pkt		
2	Natural Air Freshner	50 Gram Pack Of Odonil Toilet Air Freshener	1 pkt		
3	Colin	Colin Glass Cleaner Pump 2X More Shine with shine Boosters - 500ml	1 pec		
4	Harpic	200ml	1 pec		
5	Lizol	Floor cleaner, 500ml (lemon)	1 pec		
6	Phenol		1 pec		
7	Tiles cleaner	Cera clean/T16 (Roff)	1 litre		
8	Toilet brush	Double Hockey Virgin Material Handle Brushes, Bristle Material:PP, size: medium.	1 pec		
9	Toilet brush	Cello Premium Kleeno Plastic Toilet Brush , Head Shape: Round, product type: Round Brush, Size/Dimension: 7 x 7 x 45 cm, Bristle Line: High quality crimped bristles	1 pec		
10	Toilet paper	Opal brand or equivalent.(12 rolls)	1 pkt		
11	Washing detergent/Surf	henkok with bucket (3kg)	1 no.		
12	Washing detergent/Surf	Henkok without bucket	1 kg		

13	water Jug	Plastic Water Jug with Handle, Assorted Colors, 1.5 Liter Pourer.	1 pec		
14	Garbage Bags	19x21 inch	1 pkt		
15		size: 74cmx99cm, 15 bag (extra large)	1 pkt		
16	Floor wet wash Mop	Mop Head Material: cotton, Rod Material: Stainless Steel, Clip Size: 6 inch.	1 pec		
17	Floor wet wash Mop	Wet and Dry Cleaning Flat Microfiber Floor Cleaning Mop with Steel Rod Long Handle Dry Mop, Standard (Pack of 1 Piece, Multi-Colour). Handle Material: alloy steel, Head Material: Chenille	1 pec		
18	Wet wash wiper	Good Quality	1 pec		
19	surgical mask	Good Quality	1 pec		
20	wet sweeper gloves	Good Quality	1 pair		
21	Protective yellow rubber gloves for cleaner	Good Quality	1 pair		
22	Gardening gloves	Good Quality	1 pair		
23	Pure plastic household gloves	Rich flowers, fashion gloves	1 pair		
24	Dustbin collection gloves	Good Quality	1 pair		
25	Toilet plunger	size: 50*12*12cm. Shape: round. Feature:Very effective Suction for cleaning all kind of sinks and all other plumbing blockages	1 set		
26	Napthalene ball		1 pkt		
27	Mopping stick with bucket	Mopping Set with Adjustable Long Stainless Steel Handle Rod with 2 Microfiber Refills, Pocha for Cleaning Floor.	1 pec		
28	HardBroom	Good Quality	1 pec		
29	SoftBroom	Good Quality	1 pec		
30	Pobine cloth	Different Colour	1 mtr		
31	Bucket dustbin	Plastic, 30 ltrs.	1 pec		
		Plastic, 40 ltrs.			
		Plastic, 50 ltrs.			
32	Dustbin with auto lid	Plastic, standard size	1 pec		
33	Wheeled Plastic Dustbin	Material: HDPE, Capacity:1100ltr, Structure: open top. Size: 1350(T) X 875(B) X 1295(H) MM, color: green, No of Wheels:4	1no.		
34	Plastic Wheel Dustbin	Capacity: 240ltrs, Structure: Rectangular, Lid Type: dome led.	1 no.		
35	Suraf with bucket	3 Kg	1 No.		
36		5 kg	1 no		
37	Suraf without bucket	1 kg	1 no		
38	Green Revolution Plastic Housekeeping Janitor Cart	950x560x950mm, Bucket Capacity: 18Lx2	1 No.		
39	Dustpan/ Waste Collector	Good Quality	1 No.		
40	Spray bottle / spray cleaner:	Good Quality	1 No.		
41	Tissue	Good Quality	1 No.		
42	Trash can / waste basket	Good Quality	1 No.		
43	Cobweb Remover	Good Quality	1 No.		
44	Trash can internal Plastic	Good Quality	1 No.		
46	Trance Home Linen 100% Cotton Thin Cleaning Cloth	30 cm x 30 cm	1 No.		

47	Aer pocket	Good Quality	1 Pkt		
48	Bottle Cleaner Brush	Long Handle	1 Pcs		
49	Soap Net	Good Quality	1 No.		
Foot Note: The rate quoted must be inclusive of transportation charge till College and applicable taxes (Including 5% GST).. The goods must be delivered within one week from the date of the issuance of supply order. Name, seal and Signature of bidder on every page of the BoQ is required.					