

LIST OF STATIONERY ITEMS REQUIRED

S.No.	Item	QTY	Rate	Quantity required for one year	Rate
1	Alpins	1 no.		24	
2	Box Files	1 no.		150	
3	Carbon (Blue)	1 no.		3 boxes	
4	Carbon Black)	1 no.			
5	Cello Refills	1 no.		100	
6	Cello Pens	1 no.		150	
7	Adgel refills	1 no.		24	
8	Correction Fluid	1 no.			
9	Erazers	1 no.			
10	Fevi Stick	1 no.			
11	Gem clips	1 no.			
12	Gum 150 ml	1 no.		10	
13	Gum 700 ml	1 no.		5	
14	Gum Tube	1 no.			
15	Knife	1 no.			
16	Marker parmanent	1 no.		10	
17	Marker (White board)	1 no.			
18	Noting pads	1 no.		30	
19	Paper weights plastic	1 no.			
20	Paper weights glass	1 no.			
21	Pen highlighters	1 no.			
22	Pencils	1 no.			
23	Pen Adgel	1 no.			
24	Pin cushion	1 no.			
25	Paper cutter	1 no.			
26	Punching machines (Double hole)	1 no.			
27	Panching machine (single hole)	1 no.			
28	Registers 1 q	1 no.		36	
29	Registers 2 Q	1 no.		36	
30	Registers 3 Q	1 no.		24	
31	Registers 4 Q	1 no.		24	
32	Scale Metal	1 no.			
33	Scale Plastic	1 no.			
34	Scissors	1 no.			
35	Scribbling pads no.5	1 no.		24	
36	Sharpeners	1 no.			
37	Shorthand books	1 no.			
38	Shorthand pencils	1 no.			
39	Stamp pad ink	1 no.			
40	Stamp pad small	1 no.		20	
41	Stamp pad big	1 no.			

42	Stapler small	1 no.	3 boxes
43	Stapler big	1 no.	1 box
44	Stapler with handle	1 no.	
45	Stapler pins small	1 no.	2 boxes
46	Stapler pins big	1 no.	1 box
47	Tags big (Green)	1 no.	2 packs
48	Tags small	1 no.	12 bundles
49	Touchen	1 no.	6
50	White paper 85 gsm	1 Ream	3 reams
51	Xerox paper A4 70 gsm	1 Ream	1000 reams
52	Xerox paper A4 75 gsm	1 Ream	1000 reamsw
53	Xerox paper FS 70 gsm	1 Ream	300 reams
54	Xerox paper FS 75 gsm	1 Ream	300 reams
55	Xerox paper A3	1 Ream	2 reams

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