


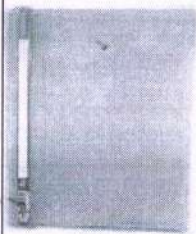








Annex I: Rate List for Stationery Items

S.N.	Items	Image	Unit	Unit Price
1	Paper			
A	White Offset Paper, Paper Quality: 80 GSM, Size: A4, Brand: Double A; Box of 5 Packets (01 Pack= 01 Ream); 01 RM consists of 500 Sheets of Paper		Box	
B	White Offset Paper, Paper Quality: 80 GSM, Size: A4, Brand: Paper One; Box of 5 Packets (01 Pack= 01 Ream); 01 RM consists of 500 Sheets of Paper		Box	
C	Multi-Colour Offset Paper, Paper Quality:80 GSM, Size: A4, Brand: Double A, Box of 5 Packets		Box	
D	Multi-Colour Offset Paper, Paper Quality: 80 GSM, Size: A4, Brand: SINAR SPECTRA, Box of 5 Packets		Box	
E	Brown Paper, Paper Quality: 70 GSM, Size: 29" X 44" Ream of 500 Sheets/packs		Each	
2	Pen			
A	Gel Pen (Black, Red, Blue & Green), Brand:		Each	
B	Ball Point (Black, Blue, Red & Green) Brand:		Each	
C	Roller Tip Pen (Black, Blue, Red & Green) Brand:		Each	
D	Techno Tip Pen (Black, Blue, Red & Green) Brand:		Each	
E	Houser Pen(Black, Blue, Red & Green) Brand:		Each	
F	Sign Pen (Black, Blue, Red & Green) Brand:		Each	
G	Cello Top Tec Winxten (Black, Blue, Red & Green) Brand:			
3	Pencil			
A	Wooden Pencil-HB (Box-Dozen), Brand:		Dozen	
4	Pencil Cutter/ Sharpener and Eraser			
A	Pencil Cutter/ Sharpener, Size: Small Brand:		Each	
B	Pencil Eraser, Brand:, Color: White		Each	
5	Marker			
A	Multi-Color (Black/Blue/Red/Green) White Board Marker, Brand:; 12 pieces/ box		Box	
B	Multi-Color (Black/Blue/Red/Green) Parmanent Marker, Brand:; 12 pieces/ box		Box	
C	Multi-Colour Highlighter (Yellow/ Orange/ Green); Brand:; 10 pieces/ box		Box	
D	Multi-Colour (Blue/Black/Green) Permanent Marker, Brand:; 12 Pieces/Box		Box	

E	Permanent Lumocolor CD/ DVD/OHP Marker, Brand:; 4 per set		Set	
6	File			
A	Lever Arch File-3", Two Holes; Size: A4 Brand:, (Blue Colour)		Each	
B	Lever Arch File-2", Two Holes; Size: A4 Brand:, (Blue Colour)		Each	
C	Ring File-1.5", Size: A4, Brand:		Each	
D	Clip File-1", Size: A4, Brand:		Each	
E	Transparent Plastic Management File Size: A4, Brand:		Each	
F	Plastic Made Box / Magazine File, Size: A4, Brand:		Each	
G	Record File		Each	
7	Folder			
A	Multi-Colour Plastic Folder: / Seminar File/ Double Pocket reporting Folder Size: A4, P.C File, Brand:; Model: Usage: Easy to clip the paper or document to report.		Each	
B	A4 Size My Clear Bag; Brand:		Each	
8	Clips			
A	Binder Clips - 15mm (12 pieces box) Brand:		Box	
B	Binder Clips - 19 mm (12 pieces box) Brand:		Box	
C	Binder Clips - 25 mm (12 pieces box) Brand:		Box	

			
D	Binder Clips - 32 mm (12 pieces box) Brand:		Box	
E	Binder Clips - 41 mm (12 pieces box) Brand:		Box	
F	Binder Clips - 51 mm (12 pieces box) Brand:		Box	
G	Multi-Colour Gems Clip No: 625, Steel . Made, Plastic Coated (100 pieces/Box), Brand:		Each	
H	Multi-Colour Push Pin/ Board Pin (100 pieces/Box), Brand:		Each	
9	Tape			
A	Cello Tape; 2 Inch; 900 Gram; Transparent; Premium Quality; Brand:		Each	
B	Cello Tape Dispenser/Stand, Size: Big Brand:		Each	
C	Masking Tape, Size: 2", Length: 20 Meter		Each	
D	Cello Tape- Transparent, size: 2-1/2" Length: 20 Meter, Any reputed brand		Each	
E	Binding Tape/ Rexene Tape, Size: 2" X 30 M (Rexene) Brand: Any Reputed Brand; Usage: Book Binding		Each	
F	Binding Paper/ Transparent Plastic Paper, Size: Fit for A4 Paper Brand: Any Reputed Brand or; Usage: Book Binding		Each	
G	Double Tape (Mounting Tape with Foam)		Each	
10	Glue Stick-Min: 21 gm, Brand: Fevi, deli or Huajie		No	
11	Notebook			

A	Notebook, Spiral Binding with Plastic ring. Size: A5; Inner Page: Leaf: 40, (80 Pages) 80 GSM Offset Paper, B/w inner Print Brand:		No	
12 Ruler/Scale				
A	Steel Ruler, Size: 12",		Each	
B	Wooden Ruler, Size: 12", Any reputed brand		Each	
C	Plastic Ruler Scale, 30 cm;		Each	
13 File Divider, Multi Colour Plastic File Divider, Size: A4, No: 1-10 (Packet of sheet); Brand:				
14 Staplers and Staples (Pin)				
A	Stapler Machine, Size: Small, HD-10D, Brand:; Stapling Capacity: 20 Sheets;		No	
B	Stapler Machine, Size: Medium, HP-45, Brand:; Stapling Capacity: 30 Sheets		No	
C	Heavy Duty Stapler Machine, Size: Big, DS 23 S 24 ql. Brand:; Stapling Capacity: 210 Sheets		No	
D	Stapler Pin, Size: Large 24/6, (1 box =20 small packet), Brand:		Box	
E	Stapler Pin, Size: Small -10-1 M (1 box =20 small packet); Brand:		Box	
F	Stapler Pin, Size: 23/13 mm (Box with 1000 staples); Brand:		Box	
G	Stapler Pin, Size: 23/15 mm (Box with 1000 staples); Brand:		Box	
H	Stapler Pin, Size: 23/17 mm (Box with 1000 staples); Brand:		Box	
I	Stapler Pin, Size: 23/24 mm (Box with 1000 staples); Brand:		Box	
J	Stapler Pin Remover, Size: Small, SR 45, Brand:		No	
K	Stapler Pin Remover, Size: Medium, SR 300, Brand:		No	
15 Punch Machine				
A	One Hole Punch Machine, Size: Small; Brand:; Punching Capacity : 10 Sheets	One Hole 	No	
B	Punch Machine, Size: Small-DP 480, Brand:		No	
C	Punch Machine, Size: Medium- Number 88, Brand:		No	
D	Punch Machine, Size: Large- HDP 2320, Brand:; Capacity: Punching Capacity : 290 Sheets		No	

16	Scissors		
A	Scissors-210 mm (8 -1/4 inch) No: 6010, Brand:		No
B	Scissors-180 mm (7 inch) Brand:		No
17	Whistle, Appx: 1.5" Long, Stainless Steel		No
18	Calculator-12 Digit Brand: Any Reputed, Two Way Power		No
19	Holder		
A	Pen Holder (Metal Made) Brand:		No
B	Visiting Card Holder (Book) Capacity: 240Cards, Any reputed brand		No
20	Post-IT		
A	Stick on Pad (Post it)- Blister of 100 Sheets- 3 X 5 inch; Brand: Any reputed		Each
G	Index Note;/ Neon Colour Film; Brand: Any Reputed; 5 Colour X 25 Pcs Size: 45 X 12 mm		Each
21	Paper Cutter/Anti-Cutter/Knife- Standard size, Brand: Any reputed		No
22	Finger Wetted Tool		
A	Finger Wetted Tool-Plastic pot with sponge		No
23	File/ Paper-Fastener- Plastic with 2 holes-50set per box, Brand:		Box
24	Cloth Duster- Standard size- Fabric made		No
25	Flip Chart		
A	Flip Chart Paper, Paper Quality: 60 GSM, Size: 22" X 35", Leaf: 40		No
26	Name Badges, Plastic with name Badge Holder (ribbon)		No
27	Desk Tray-1 X 3 Levels-Outward, inward,pending		Each
28	Ink Colour (Black) for stamp pad-Refil, Any Reputed		Each
29	Ink Pad Black (Camlin Impression Delux Stamp pad-size 11.6cm X 6.5cm)		Each
30	Register Khata, Size: Legal, Leaf: 200		Each
31	Envelope		
A	Envelope (A4 Size; 70 GSM)		Each
B	Envelope (A5 Size; 70 GSM)		Each
C	Envelope (B4 Size; 70 GSM)		Each
32	Camlin Carbon Papers (100 Sheets per Pack); Impress		Pack
33	Paper		
A	Brown Paper		Each
B	Newsprint Paper		Each

C	Meta Card		Pkt	
D	Stickey Note		Pkt	
E	Wax Colour		Pkt	
34	Paper			
A	Cloth Ragister no 6		Each	
B	Cloth Ragister no 3		Each	
C	Cloth Ragister no		Each	
D	Normal Ragister no 6		Each	
E	Normal Ragister no 3		Each	
F	Normal Ragister no 2		Each	
G	Normal Ragister no 1		Each	

Note:

- The rate quoted should be inclusive of VAT.

