

GENERAL STATIONERY (2023-2024)

ITEM CODE NO.	PARTICULAR	DISCRIPTION OF ITEM	QUANTITY REQUIRED	UNIT	COMPANY MAKE
1	GREEN LEDGER PAPER LEGAL SIZE	Weight 2.78kg, legal size 80GSM. 215x345mm,500 sheet in each rim	50	Rim	J.K.EASY COPIER
2	PAPER A-4 SIZE	Weight 2.34kg, A-4 size 75 GSM. 210x297mm, 500 sheet in each rim	1500	Rim	JK RED COPIER
3	LEGAL SIZE PAPER	Weight 2.78kg, legal size 75GSM. 21.5x34.5cm,500 sheet in each rim	1000	Rim	J.K.EASY COPIER
4	WHITE PAPER HALF SIZE	20x32.5cms, 70 GSM	50	Rim	J.K.EASY COPIER
5	GREEN PAPER HALF SIZE	20x32.5cms, 70 GSM	50	Rim	J.K.EASY COPIER
6	BOX FILE	Outer laminated along with Steel Clip Only	1000	No.s	AS PER AVAILABLE IN MARKET
7	FILE COVER (SINGLE CLIP)	Florescent Light Colour ,Wt. 30.9 kg. 15 cms. Steel patti. Clip size 20 cms. Cover name print.Plastic Laminated on back side, Size Printing and other details as per Office sample	1000	No.s	
8	FILE COVER (DOUBLE CLIP)	Florescent Light Colour ,Wt. 30.9 kg. 15 cms. Steel patti. Clip size 20 cms. Cover name print. Plastic Laminated on back side	500	No.s	
9	PASTING FILE	Size 10x15 inches, 32oz, having Brown Colour 100 Leaves 2.5 inches in 52 GSM in each file(Binding & Not to Stapelling), 32"extra board as per office sample	1000	No.s	MILL BOARD SUPER QUALITY
10	FILE FOLDER (PATTI FILE)	32" Board with four size corner cloth patti, full lace size 15x9.5"	1000	No.s	MILL BOARD SUPER QUALITY
11	REGISTER 1 QR FULL SIZE RULLING	57 GSM. 72 Pages cover name print 19x31 cms. Inner paper size.	800	No.s	ORIENT/ ANDAHRA
12	REGISTER 2 QR FULL SIZE RULLING	57 GSM. 144 Pages cover name print 19x31 cms. Inner paper size.	800	No.s	ORIENT/ ANDAHRA
13	REGISTER 3 QR FULL SIZE RULLING	57 GSM. 216 Pages cover name print 19x31 cms. Inner paper size.	500	No.s	ORIENT/ ANDAHRA
14	REGISTER 4 QR FULL SIZE RULLING	57 GSM. 288 Pages cover name print 19x31 cms. Inner paper size.	300	No.s	ORIENT/ ANDAHRA
15	PENCIL CARBON HALF SIZE (KORES)	Pencil carbon royal blue impression 210x330 mm. Kores sapphire 100 sheet in each box.	600	Box	KORES
16	PENCIL CARBON FULL SIZE (KORES)	Pencil carbon royal blue impression 420x330 mm. Kores sapphire 100 sheet in each box.	100	Box	KORES
17	GUM BOTTEL (SMALL)	GUM BOTTEL CAMEL 300 ML	300	No.s	CAMEL
18	GUM BOTTEL (BIG)	GUM BOTTEL CAMEL 700 ML	300	No.s	CAMEL
19	STAMP PAD BIG (CAMELIN)	In Violet colour Ink. Size 157x96 mm.	50	No.s	CAMELIN
20	STAMP PAD SMALL (CAMELIN)	Plastick stamp pad, medium size, violet colour, size 11.6x6.5cms	50	No.s	CAMELIN IMPRESSION DELIUX
21	U-PIN (Quantity in Pkt.)	Delux Lion Clip 100 in each box	50	No.s	LION CLIP
22	ENVELOP (9*4) SIZE	ENVELOPE SMALL SIZE-9"*4"	10000	No.s	SHISHESHAI
23	ENVELOP (11*5) SIZE	ENVELOPE BIG SIZE-11"*5"	10000	No.s	SHISHESHAI
24	ALL WITH T-PUSH PIN	T-Push pin box perfect pointed flat headed 80 gm	500	No.s	LION
25	TAG WHITE	LOCAL	500	Bundle	LOCAL
26	TAG RED	LOCAL	50	Bundle	LOCAL
27	STAPLER BIG	(KANGAROO HP-45)	50	No.s	KANGAROO
28	STAPLER (SMALL)	(KANGAROO) NO-10	300	No.s	KANGAROO
29	PUNCHING MACHINE (BIG)	KANGAROO DP-600	50	No.s	KANGAROO