

Stationery Items

Sr. #	Items	Specification/ Requirements	Est. Qty	Unit	Rate	Sales Tax	Total
1	Ball Pen 0.7mm	Dollar Note or equivalent	36	Per Packet			
2	Ball Pen 0.8mm	Piano Jel Flow or equivalent	36	Per Packet			
3	Rollerball Pen	Schneider Xtra 895 or equivalent	8	Per Packet			
4	Liquid Ink Rollerball Pen	Uniball eye/vision or equivalent.	15	Per Packet			
5	Counter Pen	M&G or equivalent.	25	EACH			
6	Marker Permanent	Mercury Round Tip or equivalent	10	Per Packet			
7	Table Diary	Fine paper any.	15	EACH			
8	Dak Pad Leather	Fine Orion or equivalent.	10	EACH			
9	Ink Blue/Black	Pelikan or equivalent.	12	EACH			
10	Double Hole Punch Heavy Duty	KW-Trio No. 9330 or equivalent.	3	EACH			
11	Double Hole Punch	Kw-Trio No. 978 or equivalent.	10	EACH			
12	Draft Pad A4 - Imported Paper	Alfalah or equivalent	50	EACH			
13	Draft Pad A-5 Small - Imported Paper	Alfalah or equivalent	50	EACH			
14	Envelope SE-5 - 80 Grm	Golden Brown	1000	EACH			
15	Envelope SE-6 - 80 Grm	Golden Brown	1000	EACH			
16	Envelope SE-7 - 80 Grm	Golden Brown	500	EACH			
17	Envelope SE-8 - 80 Grm	Golden Brown	501	EACH			
18	Envelope - 100 Grm	White 10 x 12	250	EACH			
19	Envelope - 100 Grm	White 7.5 x 5.5	250	EACH			
20	Envelope A-3 With Cloth Inside	White Imported	250	EACH			
21	Erasser	Pelikan AI-30 or equivalent	65	EACH			
22	White Fluid Set	Pelikan or equivalent.	60	EACH			
23	White Correction Pen	Pelikan or equivalent.	35	EACH			
24	File Board with Flapper Patti	Legal - 3.5" x 28"	200	EACH			
25	File Cover Plastic	F/S 074	50	EACH			
26	File Tray 3 Story	Plastic Transprent	12	EACH			
27	Scale Steel 12" - 9mm	Steel - Any Brand	12	EACH			
28	Gum Stick - 40 Grm	Uhu Original or equivalent.	36	EACH			
29	Highliter	Pelikan or equivalent.	60	EACH			
30	Stamp Pad	Shiny or equivalent	10	EACH			
30	Stamp Pad	Shiny or equivalent	10	EACH			

Sr. #	Items	Specification/ Requirements	Est. Qty	Unit	Rate	Sales Tax	Total
32	Lead Pencil with Eraser	Pelikan or equivalent.	12	DOZ			
33	Log Book No 8	Tayyaba or equivalent	12	EACH			
34	Movement Register	Arhaan or equivalent	5	EACH			
35	Scissor 9"	Deli or equivalent	24	EACH			
36	Masking Tape 3"	Abro or equivalent	36	EACH			
37	Name Card A-1 with 1" Silk Dori	Steel - Any Brand	24	SET			
38	Note Sheet Pad A4 80-Grm	80 Sheets 160 Pages	24	EACH			
39	Paper Legal - 80 Grm	Double A - Imported	10	BOX			
40	Paper Legal - 100 Grm	500 Sheets - Imported	4	BOX			
41	Paper A4 - 80 Grm	Double A - Imported	25	BOX			
42	Paper A4 - 100 Grm	Paper One or equivalent	8	BOX			
43	Paper A3 - 80 Grm	Double A - Imported	2	Pack			
44	Color Paper A4	Pkt of 100 Sheets	5	Pack			
45	Packing Tape 2" x 45 M	Nichiban or equivalent	60	EACH			
46	Paper Clip 36mm	Crystal or equivalent	60	PKT			
47	Paper Cutter Large with Rubber Grip	Sensa or equivalent	12	EACH			
48	Paper Trimmer A-3 Size	KW or equivalent	6	EACH			
49	Paper Shrader Machine for 12 Sheet	Target- 212 Heavy Duty or equivalent.	2	EACH			
50	Paper Pin 40 Grm	China pkt or equivalent	60	EACH			
51	Peon Book 96 Sheets	Tayyaba or equivalent	5	EACH			
52	Pen Jar Steel & Wooden Set	Any good quality brand.	6	EACH			
53	Post IT Pad 2 X 3	Pronoti or equivalent	12	PKT			
54	Post IT Pad 3 X 3	Pronoti or equivalent	12	PKT			
55	Post IT Pad 3 X 4	Pronoti or equivalent	12	PKT			
56	Post IT Pad 3 X 5	Pronoti or equivalent	12	PKT			
57	Post IT Flag 4 Color	Pronoti or equivalent	60	PKT			
58	Red Paper Seal Sticker	Pack of 100	120	PKT			
59	Rubber Band - 400 Grm	Q Band or equivalent.	5	PKT			
60	Attendance Register No. 3	Tayyaba or equivalent	5	EACH			
61	Register Diary & Despatch No. 10	Tayyaba or equivalent	5	EACH			
62	Register Stock No.10	Tayyaba or equivalent	5	EACH			
63	Separator Set Plastic A To Z	China Fine or equivalent.	60	SET			
64	File Register No.8	Tayyaba or equivalent	8	EACH			

Sr. #	Items	Specification/ Requirements	Est. Qty	Unit	Rate	Sales Tax	Total
65	Ruler Register No.8	Lucky Imported or equivalent	8	EACH			
66	Ruler Register No.10	Lucky Imported or equivalent	8	EACH			
67	Ruler Register No.12	Lucky Imported or equivalent	8	EACH			
68	Ruler Register No.16	Lucky Imported or equivalent	8	EACH			
69	Ruler Register No.20	Lucky Imported or equivalent	8	EACH			
70	Ruler Register No.24	Lucky Imported or equivalent	8	EACH			
71	Scotch Tape 1" Large	Deer or equivalent	40	EACH			
72	Scotch Tape 2" Large	Deer or equivalent	40	EACH			
73	Tape Dispenser Large	KW - 3311 or equivalent	6	EACH			
74	Binding Tape 2"- 12 Yards	Sensa or equivalent	40	EACH			
75	Transparent Plastic Textured Sheet Thick	Ibico or equivalent	15	PACKET			
76	Sharpener Steel	KW or equivalent	55	EACH			
77	Sharpener Machine	KW No. 307 or equivalent	6	EACH			
78	Short Hand Note Book 100 Pages	Lucky or equivalent	24	EACH			
79	Single Hole Punch	KW - 9210 or equivalent	24	EACH			
80	Slip Pad 4 X 4	Imported 500 Sheets	12	EACH			
81	Stapler Machine	M&G Dual Load MSG-10 or equivalent	20	EACH			
82	Stapler Machine Heavy Duty	KW - 5004 or equivalent	3	EACH			
83	Stapler Pin 24/6	Dollar or equivalent	100	PKT			
84	Stapler Pin Heavy Duty 23/24	Whashin or equivalent	10	PKT			
85	Stapler Pin Remover	Deli/KW or equivalent	12	EACH			
86	Table Set Plastic	Senitor or equivalent	3	EACH			
87	Table Set Leather with Planner	Keligon Crystal/Leather Talks or equivalent	3	EACH			
88	Tag Small 6"	Fine quality	24	PKT			
89	Tag Large 12"	Fine quality	12	PKT			
90	Telephone Index Large	Orion or equivalent.	5	EACH			
Total							