

LIST OF STATIONERY ITEMS

S.No.	DETAIL	Numbers can be increase/ decrease subject to availability of funds and requirement	Per Pack / Each Item Rate	GST 18%	Total Amount
1.	ACR/PER Papers (colour, Pink, Yellow & Green)	100 sheets packet each			
2.	Ball point Picasso	50 box			
3.	Ball point Dollar Clipper	50 box			
4.	Uni-ball eye	40 box			
5.	Uni-ball Signo	40 box			
6.	Uni-ball Fine Deluxe	40 box			
7.	Uni-ball Vision elite	24 Box			
8.	Schneider One-Business 0.6mm	24 Box			
9.	Binder clips16mm (Best Quality)	48 Box			
10.	Binder clips32mm (Best Quality)	60 nos			
11.	Binding tape	60 nos			
12.	Box file Legal Size	48 nos			
13.	Calculator 12 Digit (Original) Casio/ Citizen or equivalent	48 nos			
14.	Cutter (best quality)	48 nos			
15.	Cash book blank column 8 no	12 nos			
16.	Clip file A-4 size	100 nos			
17.	Confidential stickers	48 box			
18.	Clip file attractive 12/14	48 nos			
19.	Dak Pad (Rexine)	24 nos			
20.	Hand Dairy Official	60 nos			
21.	Diary register (06.No) (As per Sample)	24 nos			
22.	Diary Cover Handy (Leather)	60 nos			
23.	Drafting spiral pad 851no.A-4 size(Best Quality)	100 nos			
24.	Drafting spiral pad 851 no. Medium size (Best Quality)	100 nos			
25.	Drafting spiral pad small 854 (Best Quality)	100 nos			
26.	Duster White Board	75 nos			
27.	Envelops se-5 craft 80gms (White & Brown)	4000 nos			
28.	Envelops se-6 craft 80gms (White & Brown)	4000 nos			
29.	Envelops se-7 craft 80gms (White & Brown)	3000 nos			
30.	Envelops se-8 craft 80gms (White & Brown)	3000 nos			
31.	Envelops se-8 Craft (Cloth-line) (White & Brown)	3000 nos			
32.	Envelops imported (White & Brown)	3000 nos			
33.	Envelops (A-4) imported (White & Brown)	3000 nos			

34.	Envelops white cloth line full size (White & Brown)	3000 nos			
35.	Envelopes (A3 Size)	As per requirement			
36.	Eraser al-30 (pelican)	200 nos			
37.	Fluid Pelican (pen)	96 nos			
38.	File cover large with ring (F/S-legal) Blue with NSD / SPPC Logo) (As per sample)	1000 nos			
39.	File Covers with National Security Division / SPPC Golden Logo (As per sample)	1000 nos			
40.	File Covers with National Security Division / SPPC (F/S-legal) Golden) with pocket (As per sample)	1000 nos			
41.	File board thick A-4	1000 nos			
42.	File board thick F/S	500 nos			
43.	File flapper Rexene (best quality)	1500 nos			
44.	File tag best quality twisted	100 bundle			
45.	Foot scale steel 12" swordfish original	50 nos			
46.	Gum stick UHU 21 gm	300 nos			
47.	Highlighter pelican (multicolour)	100 nos			
48.	Ink Bottles (Dollar)	60 nos			
49.	Ink Bottles (Pelican)	60 nos			
50.	Lead pencil HB goldfish 5000	500 nos			
51.	Letter dispatch register (10.no) (Best Quality)	24 nos			
52.	Log book 6 (Best Quality)	24 nos			
53.	Marker dollar 90/70 (permanent)	60 nos			
54.	Marker dollar 90/70 (white board)	60 nos			
55.	Marker tempo	100 nos			
56.	Movement register 6 no. (Best Quality)	24 nos			
57.	Name plates (brass plate)	As per requirement / sample			
58.	Paper A-4 size500 sheet (Double A) 80gm	300 ream			
59.	Paper (legal) size500 sheet (Double A) 80gm	100 ream			
60.	Paper A-4 size500 sheet (Paper One) 80 gm	300 ream			
61.	Paper (legal) size500 sheet (Paper One) 80 gm	100 ream			
62.	Paper A-3 paper sheets	As per requirement			
63.	Paper clips three flower 36m	50 box			
64.	Paper pin 50 gms china	50 box			
65.	Paper file tray (steel)	24 no			
66.	Paper file tray (plastic)	As per sample			
67.	Pen holder Rexene / marble	24 nos			
68.	Peon book 6 Qrs (144) sheet	48 nos			
69.	Post it pad 2x3"	60 nos			

70.	Post it pad 3x3"	60 nos			
71.	Post it pad 3x5"	60 nos			
72.	Punch single hole (best quality)	48 nos			
73.	Punch double hole (KW-988)	24 nos			
74.	Punch double hole Heavy Duty (KW-9670)	12 nos			
75.	Packing Tape	60 nos			
76.	Register no 12 broad lining (Best Quality)	24 nos			
77.	Register no 16 broad lining (Best Quality)	24 nos			
78.	Ring folders superior quality	As per requirement			
79.	Section diary register no. 10 (Best Quality)	As per requirement			
80.	Scissor medium size superior	48 nos			
81.	Scotch tape	60 nos			
82.	Scotch tape small	24 nos			
83.	Scotch tape stand (for 1"tap roll)	12 nos			
84.	Sharpener steel (Germany)	100 nos			
85.	Sharpener Heavy Duty	As per requirement			
86.	Short hand note book 80 sheet	60 nos			
87.	Spiral Binding (Sheet)	2 nos (200 sheet)			
88.	Spiral for Binding Ring (plastic) (50 sheet)	100 nos			
89.	Spiral for Binding Ring (plastic) (100 sheet)	100 nos			
90.	Spiral for Binding Ring (plastic) (150 sheet)	100 nos			
91.	Stamp pad small (blue/black)	48 nos			
92.	Stamps printy machine (medium)	As per requirement / sample			
93.	Stamps printy machine (Pocket size)	As per requirement / sample			
94.	Stapler machine max hd.50	48 nos			
95.	Stapler machine rapid hd.170	As per requirement			
96.	Stapler pins small 26/6 rapid	60 nos			
97.	Stapler pins 23/10 heavy duty	24 nos			
98.	Stapler remover sdi no.1160	24 nos			
99.	Stamp Rubber (Manual)	24 nos			
100.	Stock register (10 no) (Best Quality)	16 nos			
101.	Stick papers (mix colours) best quality	As per requirement			
102.	Sticky Flag (Multi colours)	120 packets			
103.	Table set Rexene (executive)	36 nos			
104.	Table set marble superior	16 nos			
105.	Table Card Holder for meeting	As per requirement			
106.	Management Files A4 Size (Transparent double punch)	As per requirement			
107.	M & G Si-pen S5 Rollerball Pen (Pack of 12)	As per requirement			
108.	Unitec management file (A-4 size)	As per requirement			

LIST OF GENERAL ITEMS

S.No.	Description of Item	Numbers can be increase/ decrease subject to availability of funds and requirement	Per Pack / Each Item Rate	Rate	GST 18%	Total Amount
1.	Air freshener Aseel 300 ML (AL Rehab/Crown Perfumes) or equivalent	120				
2.	Air freshener (Havoc) or equivalent	120				
3.	Air freshener spray Machine	12				
4.	Air freshener spray for Machine	36				
5.	Book Stand (Shelf)	As per requirement				
6.	Cell AA (power plus)	As per requirement				
7.	Cell AAA (power plus)	As per requirement				
8.	Cell for door bells (23a)	As per requirement				
9.	Coat Stand / Hanger (wood)	36				
10.	Curry Plates (superior quality)	As per requirement / sample				
11.	Dinner set (Superior Quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
12.	Dak Bag (Black) Large Size	06				
13.	Duster white cotton large	300				
14.	Duster yellow large	300				
15.	Dust bin (medium)	48				
16.	Dustbin (Large)	48				
17.	Duster for Vehicles china	24				
18.	Dishwasher liquid 100 ml (max)	120				
19.	Door bells wireless (best quality)	As per requirement				
20.	Door bells with wire (best quality)	As per requirement				
21.	Door lock (China)	36				
22.	Electric kettle	24				
23.	Coffee Machine Branded 6-In-1 Smart Compact	As per requirement / sample				
24.	Electric extension board large (camellion) or equivalent	48				
25.	Electric extension board large (with USB port)	24				
26.	Engagement Stand (A4 Size)	12				
27.	Engagement Stand (Small)	12				
28.	Face Mask (Surgical- Disposable)	As per requirement				
29.	Face Mask (KN-95)	As per requirement				
30.	Fork (Large)	As per requirement				
31.	Fork (Small)	As per requirement				
32.	Glass superior quality	As per requirement				
33.	Gift bags (medium)	48				
34.	Gift bags (large)	48				

35.	Glass (Mat)	48				
36.	Glint	96				
37.	Hand wash (dettol)	120				
38.	Hand Wash (Safeguard)	120				
39.	Hanger (Steel)	100				
40.	Insect killer (Cobra) 400 ml	60				
41.	Insect killer (Mortien) 400 ml	60				
42.	Jug glass set (superior quality)	As per requirement				
43.	Jug with cover (superior quality)	24				
44.	Jaye namaz large size	As per requirement				
45.	Kitchen Tissue Roll	300				
46.	Knife Steel	As per requirement				
47.	Multi pin shoe	100				
48.	Phenyl ball 200 gms	60				
49.	Phenyl liquid 03-Ltr (Original)	60				
50.	Pedestal Fan (plastic)	As per requirement				
51.	Bracket Fan (superior quality)	As per requirement				
52.	Quarter Plates (superior quality)	48				
53.	Rice Plates (superior quality)	48				
54.	Serving Tray (Plastic) Large	24				
55.	Serving Tray (plastic) Medium	24				
56.	Serving Tray (Mat)	12				
57.	Soap Dove (135g)	48				
58.	Soap Dettol (125g)	120				
59.	Soap Lux (145g)	120				
60.	Shields (National Security Division) As per sample	As per requirement				
61.	Steel Cabinet (4-Drawers) for files	As per requirement				
62.	Scotch Brite (Foam Pad)	60				
63.	Surf Excel (sachet)	60				
64.	Seat Back Care (Superior quality)	As per requirement				
65.	Sanitizers (50 ml)	48				
66.	Tea set complete (superior quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
67.	Tea set (Cup + Saucer) (superior quality) Frenwick / L Object / Noritake or equivalent	As per requirement				
68.	Tea spoon steel	48 dozen				
69.	Table spoon steel	100 dozen				
70.	Tissue box perfumed (rose petal)	300				
71.	Tissue box Luxury (rose petal)	300				
72.	Thermos (1.5 Ltr)	As per requirement				
73.	Thermos (5 Ltr)	As per requirement				

74.	Toilet paper roll (rose petal)	200				
75.	Toilet paper roll (Maxob)	200				
76.	Towel white fine quality large	200				
77.	Telephone Set	As per requirement				
78.	Telephone Set (Exchange)	As per requirement				
79.	Telephone Set (Steno)	As per requirement				
80.	Table Flag	As per requirement /Sample				
81.	Umbrella black best quality	24				
82.	Wall clock (Best Quality)	24				
83.	Water Cooler (20-Ltr)	As per requirement				
84.	Mosquito Repellent Electric Machine	As per requirement				
85.	Mosquito Repellent Machine with liquid	As per requirement				
86.	Mosquito Repellent refill liquid	As per requirement				
87.	Water Bottles (18Lts)	As per requirement				
88.	Floor Carpet	As per requirement / Sample				
89.	Floor Mat	As per requirement / Sample				
90.	Hand Trolley	As per requirement / Sample				
91.	Standy (Meeting Direction)	As per requirement / Sample				
92.	White Board (3x4) feet	As per requirement				
93.	White Board (4x5) feet	As per requirement				
94.	Glass Board	As per requirement				
95.	Honour board Wooden	As per requirement				
96.	Face Mirror	As per requirement				

List of Machinery & Equipment's

List of IT Equipment						
S.No.	Items	Specification	Requirement	Rate	GST	Total Amount
1.	Desktop Computer (3in1) Dell / Lenovo or equivalent	Specification (Annex-I)	As per requirement			
2.	Keyboard	A4Tech/HP/Logitech or equivalent	As per requirement			
3.	Optical Mouse	A4Tech/HP/Logitech or equivalent	As per requirement			
4.	Mouse Pad	A4Tech/HP/Logitech equivalent	As per requirement			
5.	Key Board (wireless)	A4Tech/HP/Logitech or equivalent	As per requirement			
6.	Optical Mouse (wireless)	A4Tech/HP/Logitech or equivalent	As per requirement			
7.	Printer (Black)	HP Printer 4003 or equivalent (mentioned brand)	As per requirement			
8.	Ethernet Cable	Bundle	As per requirement			
9.	Ethernet Cable Punch	Medium size	02			
10.	Ethernet Cable Tester	Medium size	01			
11.	Connectors RJ-45	-	24 dozen			
12.	USB Extension Cable	1.5 Meter	As per requirement			

13.	USB hub/ port Extension (6 ports minimum)		As per requirement			
14.	Color Printer	HP/Canon Xerox or equivalent Specification (Annex-IV)	As per requirement			
15.	Toner-colour (hp laser jet pro 400 colour m451dn)	ORIGINAL	As per requirement			
16.	Toner-colour (hp laser jet pro 452dn)	ORIGINAL	As per requirement			
17.	Toner-colour (hp laser jet pro 200 colour m251n)	ORIGINAL	As per requirement			
18.	Toner-colour (hp laser jet pro 454 colour)	ORIGINAL	As per requirement			
19.	Toner laserjet pro 404dn 76-A	ORIGINAL	As per requirement			
20.	Toner laserjet pro 400 m401a	ORIGINAL	As per requirement			
21.	Xerox Versa link B7100 Drum Unit	ORIGINAL	As per requirement			

22.	Xerox Versa link B7100 –Toner	ORIGINAL	As per requirement			
23.	Toner fax machine Panasonic	ORIGINAL	As per requirement			
24.	Toner for 4in1 Hp M127fn	ORIGINAL	As per requirement			
25.	Toner (hp laser jet pro 400)	ORIGINAL	As per requirement			
26.	Tonner (hp laser jet p-1102, 85-A)	ORIGINAL	As per requirement			
27.	Tonner (48 A) 15W	ORIGINAL	As per requirement			
28.	Tonner (xerox copier 5335)	ORIGINAL	As per requirement			
29.	Drum (xerox copier 5335)	ORIGINAL	As per requirement			
30.	Tonner (Xerox Versa Link B7030, Multifunction)	ORIGINAL	As per requirement			
31.	Drum (Xerox Versa Link B7030, Multifunction)	ORIGINAL	As per requirement			
32.	Tonner (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
33.	Tonner (Xerox Versa Link C7025, Multifunction)	ORIGINAL	Single Colour / As per requirement			
34.	Drum (Xerox Versa Link	ORIGINAL	As per requirement			
	C7025, Multifunction)					
35.	Waste Cartridge (Xerox Versa Link C7025, Multifunction)	ORIGINAL	As per requirement			
36.	Usb-16 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
37.	Usb-16 GB (3.2)	Samsung Kingston or equivalent C-Type				
38.	Usb-32 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
39.	Usb-32 GB (3.2)	Samsung Kingston or equivalent C-Type				

40.	USB-64 GB (3.2)	Samsung Kingston or equivalent A-Type	As per requirement			
41.	USB-64 GB (3.2)	Samsung Kingston or equivalent C-Type	As per requirement			
42.	USB-512 GB (3.2)	Samsung Kingston or equivalent C-Type	As per requirement			
43.	External Hard Drive 2 TB (2.5 inch) (Fastest Data Transfer)	Samsung / WD Samsung Kingston or equivalent	As per requirement			
44.	External Hard Disc Cover 3.0	WD or equivalent	As per Requirement			
45.	HDMI Cable (5 Meter)		As per requirement			
46.	HDMI Cable (10 Meter)		As per requirement			
47.	HDMI Cable (15 Meter)		As per requirement			
48.	Logi Tech (Pointer) Wireless	ORIGINAL	As per requirement			
49.	Conference Camera & mic / sound setup (15-persons)	BOSCH / JBL or Equivalent	As per requirement			
50.	Software-Antivirus Kaspersky (3 in 1) updated		As per requirement			
51.	Software – MS-Office (latest), registered		As per requirement			
52.	Software – MS-Windows (Latest), registered		As per requirement			
53.	Software-Acrobat Professional Version		As per requirement			
54.	External DVD / CD Writer		As per requirement			

List of Machinery and Equipment (b)

S.No.	Name	Specification	Rate	GST	Total Amount
1.	Water Dispenser Machine (Bottle at bottom)	Best Quality			
2.	Refrigerator (18 CF)	Best Quality			
3.	Room Refrigerator	Best Quality			
4.	Projectors	BenQ LK936ST 4K Ultra HD Short-Throw Laser DLP Projector OR View Sonic LS740HD 5000 Lumens 1080p Laser Projector with 1.3x Optical Zoom, H/V Keystone			
5.	LED TVs	Smart LED TV QLED 70/75/85 Samsung / Sony / TCL or equivalent With Moveable Floor Stand			
6.	LED TVs	Smart LED TV 42 inch Samsung / Sony / TCL or equivalent			
7.	LED TVs	Smart LED TV 50 inch Samsung / Sony / TCL or Equivalent			
8.	LED TVs	Smart LED TV 60 inch Samsung / Sony / TCL or equivalent			
9.	Microwave oven	Oven 20L			
10.	Photostat Machine	Specification (Annex-II)	As per requirement		
11.	Color Photostat Machine	Specification (Annex-III)	As per requirement		
12.	Paper Shredder	AS-890C or equivalent	As per requirement		
13.	Split Air conditioners (GREE/MIDEA/HAIER) or equivalent	1.5 TON T3 INVERTERS	As per requirement		
14.	Split Air conditioners GREE/MIDEA/HAIER) or Equivalent	2.0TON T3 INVERTERS			
15.	Electric Heater (Fan)				
16.	DSLR Camera for events photography	Canon / Nikon or equivalent			

List of Furniture & Fixtures:

S.No.	Items	Specification
1.	Chairs	As per Annex-V
2.	Executive Chairs	
3.	Sofa Set	
4.	Officer Table	
5.	Executive Table	
6.	Computer Table	
7.	Computer Chair	
8.	Conference Table	
9.	Visiting Chairs	
10.	Meeting Room / Committee Room chairs	
11.	Wooden / Photo Frames	
12.	Wooden Racks	
13.	Centre Table	
14.	Tea Table	
15.	Side Table Rack	
16.	Wooden Cabinet	
17.	Safe Cabinet	
18.	Digital Safe Cabinet	
19.	Foot Rest	
20.	Table Writing Stand (Glass & Wooden)	
21.	Table Lamp	
22.	TV Console	
23.	Wooden Wardrobe	
24.	Dining table	