

List of Stationery Items

Annexure-A

Sl No	Description	Unit	Make/Brand
1	A/4 JK RED PAPER 75 GSM	REAM	JK
2	A/3 JK RED PAPER 75 GSM	REAM	JK
3	A/4 XEROX PAPER SPRINT 75 GSM BLUE	REAM	SPRINT
4	A/4 XEROX PAPER SPRINT 75 GSM PINK	REAM	SPRINT
	PENS & REFILL		
5	REYNOLDS PEN 045	PC	REYNOLDS
6	REYNOLDS PEN 040	PC	REYNOLDS
7	REYNOLDS RACER GEL PEN	PC	REYNOLDS
8	REYNOLDS TRIMAX PEN	PC	REYNOLDS
9	SIGMA GEL PEN	PC	SIGMA
10	LINC OCEAN PEN	PC	LINC
11	LUXOR DESIGNER MICROTIP PEN	PC	LUXOR
12	CELLO TOP BALL PEN	PC	CELLO
13	CELLO POINT TECH GEL PEN	PC	CELLO
14	FLAIR 4 COLOUR PEN	PC	FLAIR
15	MONTEX HI-SPEED PEN	PC	MONTEX
16	CAMLIN PREMIUN 12 COLOUR PENCILS	SET	CAMLIN
17	FABER CASTELL ECON 0.5MM PEN PENCIL	PC	FABER CASTEL
18	REYNOLDS 040 REFILLS	PC	REYNOLDS
19	UNI BALL EYE (FINE)	PC	UNI BALL
	BOARDS & MARKERS		
20	WHITE BOARD MARKER REYNOLDS	PC	REYNOLDS
21	WHITE BOARD MARKER	PC	SIGMA
22	WHITE BOARD DUSTER MAGNETIC	PC	CAMLIN
23	PERMANENT MARKER REYNOLDS	PC	REYNOLDS
24	CD MARKER	PC	CAMLIN
25	OHP MARKER	PC	CAMLIN
26	HIGHLIGHTER PACK OF 5	PKT	ARTLINE
27	HIGHLIGHTER	SET	FABER CASTEL
28	PENCIL APSARA -HP	PKT	APSARA
29	PENCIL APSARA	PKT	APSARA
30	ERASER CAMLIN	PC	CAMLIN
31	ERASER APSARA	PC	APSARA
32	SHARPER APSARA	PC	APSARA
33	MICRO TIP PENCIL (PEN)	PC	CAMLIN
34	PENCIL LEAD 0.5MM	PC	CAMLIN

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STAPLERS, PINS & PUNCHING MACHINE			
35	STAPLER HD 10D KANGAROO	PC	KANGAROO
36	STAPLER HP 45 KANGAROO	PC	KANGAROO
37	STAPLER 12/17 HEAVY DUTY	PC	HEAVY DUTY
38	STAPLER 23/17 HEAVY DUTY	PC	HEAVY DUTY
39	STAPLER PIN NO 10 KANGAROO	BOX	KANGAROO
40	STAPLER PIN NO 24/6 KANGAROO	PKT	KANGAROO
41	STAPLER PIN NO 10 MAX	BOX	MAX
42	STAPLER PIN NO 24/6 MAX	PKT	MAX
43	PUNCHING MACHINE DP 280	PC	KANGAROO
44	PUNCHING MACHINE DP 480	PC	KANGAROO
45	PUNCHING MACHINE DP 500	PC	KANGAROO
46	PUNCHING MACHINE DP 800	PC	KANGAROO
47	ONE HOLE PUNCH	PC	KANGAROO
BINDER CLIPS, GEM CLIPS & PAPER PINS			
48	BINDER CLIP 15MM KOOPEE	PKT	KOOPEE
49	BINDER CLIP 19MM KOOPEE	PKT	KOOPEE
50	BINDER CLIP 25MM KOOPEE	PKT	KOOPEE
51	BINDER CLIP 32MM KOOPEE	PKT	KOOPEE
52	BINDER CLIP 41MM KOOPEE	PKT	KOOPEE
53	BINDER CLIP 51MM KOOPEE	PKT	KOOPEE
54	SIGMA GEM CLIP 26MM PACKER-COLOUR	PKT	SIGMA
55	SIGMA GEM CLIP 30MM PACKER-COLOUR	PKT	SIGMA
56	NOTICE BOARD PIN COLOUR PUSH PINS	PKT	SIGMA
57	MY PIN	PKT	GOOD QUALITY
58	PIN HOLDER PRIME	BOX	PRIME
PACKING MATERILAS			
59	BROWN TAPE 1" WONDER	PC	SCOTCH
60	BROWN TAPE 2" WONDER	PC	SCOTCH
61	BROWN TAPE 3" WONDER	PC	SCOTCH
62	BLUE TAPE 1" WONDER	PC	SCOTCH
63	BLUE TAPE 2" WONDER	PC	SCOTCH
64	BLUE TAPE 3" WONDER	PC	SCOTCH
65	CELLO TAPE 1/2" WONDER	PC	SCOTCH
66	CELLO TAPE 1" WONDER	PC	SCOTCH
67	CELLO TAPE 2" WONDER	PC	SCOTCH
68	CELLO TAPE 3" WONDER	PC	SCOTCH
69	FEVI STICK 8 GRM	PC	FEVISTICK
70	FEVI STICK 15 GRM	PC	FEVISTICK
71	CAMEL PASTE 150ML	BOTTLE	CAMEL
SCRIBBLING PADS, SPIRAL PADS & NOTE			
72	SCRIBBLING PAD A4 ARO	PC	ARO

73	SCRIBBLING PAD 1/6 ARO	PC	ARO
74	SCRIBBLING PAD 1/8 ARO	PC	ARO
75	SPIRAL PAD 1/6 IDEAL	PC	IDEAL
76	SPIRAL PAD 1/8 IDEAL	PC	IDEAL
77	SPIRAL PAD 200 PGS 1/6	PC	IDEAL
78	SHORTHAND NOTE BOOKS SMALL 50PGS	PC	AKSHAR /
79	ATTENDANCE REGISTERS	PC	CLASSMATE
80	REGISTER 100 PGS	PC	ARO
81	REGISTER 200 PGS	PC	ARO
82	REGISTER 300 PGS	PC	ARO
	LEDGER RULED REGISTER		
83	RULED REGISTER 1 QR	PC	ARO
84	RULED REGISTER 2 QR	PC	ARO
85	RULED REGISTER 3 QR	PC	ARO
86	RULED REGISTER 4 QR	PC	ARO
87	RULED REGISTER 5 QR	PC	ARO
88	RULED REGISTER 6 QR	PC	ARO
89	COLUMN REGISTER 1 QR	PC	ARO
	SHEETS		
90	OHP SHEET 100 MICRON GARWERE	BOX	MICRON
91	OHP SHEET 100 ODDEY	BOX	ODDEY
92	LAMINATION POUCH FILM 125 MIC (225X310MM	BOX	GOOD QUALITY
	PLASTIC FILES & FOLDERS		
93	PLASTIC L FOLDER A/4 MORACO	PC	MORACO
94	PLASTIC L FOLDER F/C MORACO	PC	MORACO
95	LM PLASTIC FOLDER A/4	PC	MORACO
96	LM PLASTIC FOLDER F/C	PC	MORACO
97	LM FILE A/4	PC	MORACO
98	LM FILE F/C	PC	MORACO
99	PLASTIC PUNCH FOLDER A/4	PC	GOOD QUALITY
100	PLASTIC PUNCH FOLDER A/3	PC	GOOD QUALITY
101	PLASTIC PUNCH FOLDER F/C	PC	GOOD QUALITY
102	PLASTIC FOLDER A/4 NEO	PC	GOOD QUALITY
103	SPIRAL BINDING SHEET A/3 (BLUE AND WHITE)		GOOD QUALITY
104	SPIRAL BINDING SHEET A/4 (BLUE AND WHITE)	PC	GOOD QUALITY
105	SPIRAL RING	KG	GOOD QUALITY
	BOX FILES, RING BINDER & FLAT FILES		
106	BOX FILE SPS 1565	PC	SPS
107	PLASTIC RING BINDER FILE A/4 (LIGHT BLUE) RB	PC	SOLO

108	PLASTIC RING BINDER FILE A/4 (LIGHT BLUE) RB	PC	SOLO
	MISC OFFICE STATIONERY		
109	BATTERIES AAA	PC	EVEREADY
110	BATTERIES AA	PC	EVEREADY
111	SCISSOR MEDIUM PL3170(180mm)	PC	KANGAROO
112	SCISSOR BIG L2185(215mm)	PC	KANGAROO
113	CELLO TAPE DISPENSER	PC	CELLO
114	CELLO TAPE DISPENSER SMALL	PC	CELLO
115	FILE BOARD (25.0cm X 35.0cm THICK BOARD)	PC	GOOD QUALITY
116	FABRIC COVERD MAGAZINE 561X375	PC	DIAMOND
117	STAMP PAD SMALL	PC	FABER CASTEL
118	STAMP PAD BIG	PC	FABER CASTEL
119	INK BOTTLE	PC	ASHOKA
120	STAMP PAD BIG ASHOKA	PC	ASHOKA
121	STAMP PAD CHELPARK	PC	CHELPARK
122	STAMP PAD INK ASHOKA	BOTTEL	ASHOKA
123	STAMP PAD CHELPARK	BOTTEL	CHELPARK
124	PAPER CUTTER	PC	GOOD QUALITY
125	PAPER WEIGHT BIG	PC	GOOD QUALITY
126	PLASTIC SCALE 6" PRIME	PC	PRIME
127	PLASTIC SCALE 12" PRIME	PC	PRIME
128	STEEL SCALE 6"	PC	PRIME
129	STEEL SCALE 12"	PC	PRIME
130	CT 500 CALCULATOR CITIZEN	PC	CITIZEN
131	CT 512 CALCULATOR CITIZEN	PC	CITIZEN
132	MJ 100 CALCULATOR CASIO	PC	CASIO
133	MJ 120 CALCULATOR CASIO	PC	CASIO
134	SCIENTIFIC CALCULATOR FX 100MS CASIO	PC	CASIO
135	CORRECTIONE PEN	PC	CAMLIN
136	STICK FILE	PC	SIGMA
137	SKETCH PEN LUXOR	SET	LUXOR
138	RUBBER BAND 100 GRM	PKT	ARO
139	PAPER TRAY SET OF 2 ELEGENT OMEGA	SET	OMEGA
140	PAPER TRAY SET OF 3 DELUXE OMEGA	SET	OMEGA
141	PEN STAND METAL	PC	SIGMA
142	POKER	PC	GOOD QUALITY
143	YOYO CLIP	PC	GOOD QUALITY
144	ID CARD HOLDER	PC	NORMAL
145	ID CARD TAG	PC	GOOD QUALITY
146	ITALPLAST SPONGE CUP	PC	GOOD QUALITY

MESSAGE PADS			
147	POST IT 3X3	PC	GOOD QUALITY
148	POST IT 3X4	PC	GOOD QUALITY
149	POST IT 3X5	PC	GOOD QUALITY
150	POST IT PROMPTS (3 COLOUR)	PC	GOOD QUALITY
151	POST IT FLAG	PC	GOOD QUALITY
VISITING CARD HOLDERS			
152	VISITING CARD HOLDER 240 CAPACITY	PC	DIAMOND
153	VISITING CARD HOLDER 400 CAPACITY	PC	DIAMOND
154	VISITING CARD HOLDER 600 CAPACITY	PC	DIAMOND
155	FILE SEPARATOR 1 - 15 SPS	SET	GOOD QUALITY
156	FILE SEPARATOR 1 - 20 SPS	SET	GOOD QUALITY
157	FILE SEPARATOR 1 - 31 SPS	SET	GOOD QUALITY
