

जाहिर निवेदन

विभागीय आयुक्त कार्यालय, पुणे या कार्यालयातील सन २०२६-२७ या आर्थिक वर्षाकरिता (०१.०४.२०२६ ते ३१.०३.२०२७ या कालावधीसाठी) लेखनसामग्री साहित्य, हाऊसकिपिंग व तदनुषंगिक साहित्याचा पुरवठा करण्यासाठी अनुभवी पुरवठादारांकडून सीलबंद दरपत्रके मागविणेबाबत.

विभागीय आयुक्त, पुणे विभाग, पुणे यांनी दिलेल्या प्रशासकीय मंजूरीनुसार, इच्छुक पुरवठादारांनी खालील सविस्तर अटी व शर्तीच्या अधीन राहून आपली दरपत्रके सादर करावीत.

१. अटी व शर्ती:

- **दरपत्रक सादरीकरण:** दरपत्रक सह आयुक्त (सामान्य), पुणे विभाग, पुणे यांच्या नावे सीलबंद लिफाफ्यात सादर करावे. लिफाफ्यावर " सन २०२६-२७ सालासाठी स्टेशनरी/लेखनसाहित्य पुरवठ्याबाबत दरपत्रक" तसेच स्वच्छता/हाऊसकिपिंग साहित्य पुरवठा २०२६-२७ साठी दरपत्रक" असा स्पष्ट उल्लेख असावा.
- **मुदत:** दरपत्रक सादर करण्याची अंतिम मुदत दिनांक २७.०७.२०२६ रोजी सायंकाळी १७.४५ वाजेपर्यंत राहिल.
- **पात्रता व कागदपत्रे :** पुरवठादाराकडे स्वतःच्या संस्थेचे GSTN नोंदणी प्रमाणपत्र आणि PAN कार्डची प्रत जोडणे अनिवार्य आहे. तसेच बँक खाते तपशील (IFSC कोडसह) व रद्द केलेला चेक जोडणे आवश्यक आहे.
- **निवड प्रक्रिया व दर (विशेष अट):** ज्या पुरवठादाराचे एकूण साहित्यापैकी जास्तीत जास्त साहित्याचे दर सर्वात कमी (L१) असतील, अशा पुरवठादाराला निवडीसाठी प्राधान्य देऊन कार्यादेश पारित केला जाईल. तथापि, ज्या साहित्याचे दर सदर पुरवठादाराने जास्त नमूद केले असतील, त्या उर्वरित साहित्याचा पुरवठा देखील संबंधित पुरवठादाराला इतर निविदांमधील प्राप्त झालेल्या किमान दराने (L१ Rate) करणे बंधनकारक राहिल. निवड झालेल्या पुरवठादाराला (L१ Vendor) उर्वरित साहित्याचा पुरवठा देखील इतर निविदांमधील प्राप्त किमान दराने (L१ Rate) करणे बंधनकारक राहिल. जर संबंधित पुरवठादाराने त्या दराने पुरवठा करण्यास असमर्थता दर्शवली किंवा टाळाटाळ केली, तर कार्यालयाला तो विशिष्ट माल/साहित्य बाजारभावाने किंवा मूळ L१ असणा-या दुस-या पुरवठादाराकडून घेण्याचा सर्वाधिकार राहिल आणि होणा-या जादा खर्चाची वसुली संबंधित पुरवठादाराच्या देयकातून केली जाईल, याची गंभीरपणे नोंद घ्यावी.
- **दराची स्थिरता :** नमूद केलेले दर हे सर्व करांसहित (Including GST) असावेत आणि ते पूर्ण चालू आर्थिक वर्षासाठी तसेच पुढील आर्थिक वर्षासाठी निविदा प्रक्रिया पूर्ण होईपर्यंत स्थिर राहतील. एकदा दर निश्चित झाल्यानंतर कोणत्याही परिस्थितीत दरवाढ मान्य केली जाणार नाही.

२. कामाची व्याप्ती (Scope of Work):

- **साहित्य पुरवठा:** कार्यालयातील सर्व शाखांना लागणारे नियमित लेखनसाहित्य (उदा. ए-४ पेपर, पेन, पेन्सिल, फाईल्स, रजिस्टर, पाकिटे, स्टेपलर पिन, इ.) पुरवणे. तसेच कार्यालयातील विविध शाखा व विभागांना लागणारे स्वच्छता साहित्य (उदा. लिक्विड सोप, फिनाईल, टॉयलेट क्लिनर, डस्टबिन, ब्रशेस इ.) पुरविणे.
- **पुरवठा वेळ (Strict Timeline):** कार्यादेश (Purchase Order) प्राप्त झाल्यापासून २४ तासांच्या आत साहित्याचा पुरवठा कार्यालयाला करणे बंधनकारक राहिल.
- **तातडीचा पुरवठा (Emergency Supply):** अत्यंत तातडीच्या परिस्थितीत किंवा विशेष प्रसंगी (उदा. व्ही.आय.पी. भेट किंवा बैठका) कार्यालयाने मागणी केल्यास, ०१ तासांच्या आत संबंधित साहित्य पोहच करणे बंधनकारक असेल.

- **पुरवठादाराची जबाबदारी :** साहित्याचा पुरवठा कार्यालयापर्यंत करण्याची तसेच तो योग्य त्या ठिकाणी (रॅकमध्ये/शाखेमध्ये) लावण्याची संपूर्ण जबाबदारी पुरवठादाराची असेल. "आमच्याकडे मनुष्यबळ नाही, वेळ नाही, नंतर देतो किंवा दुकान/गोदामावर येऊन साहित्य घेऊन जा" अशा प्रकारच्या सबबी कोणत्याही परिस्थितीत ग्राह्य धरल्या जाणार नाहीत. अशा प्रकारची टाळाटाळ केल्यास तो कराराचा भंग समजला जाईल.

३. दंडात्मक तरतुदी (Penalty Clauses):

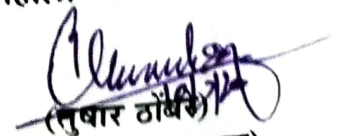
- **विलंब दंड :** २४ तासांच्या आत पुरवठा न झाल्यास किंवा तातडीच्या वेळी ०१ तासात साहित्य न मिळाल्यास, नियमानुसार कारवाई केली जाईल.
- **ब्रँड बाबत सक्त अट :** निविदेत नमूद केलेल्या विशिष्ट ब्रँडच्या (उदा. Bajaj, Philips, Havells, इ.) साहित्याचाच पुरवठा करणे बंधनकारक राहील. "ऐनवेळी संबंधित ब्रँडचे साहित्य बाजारात उपलब्ध नाही" किंवा "स्टॉक संपला आहे" अशी कोणतीही कारणे/सबबी कार्यालयामार्फत ग्राह्य धरल्या जाणार नाहीत. अशा परिस्थितीत पुरवठादाराने स्वखर्चाने तोच ब्रँड उपलब्ध करून देणे अनिवार्य आहे, अन्यथा तो कराराचा भंग समजला जाईल.
- **कराराची समाप्ती :** वारंवार विलंबाने पुरवठा केल्यास किंवा निकृष्ट साहित्य दिल्यास, सदर पुरवठादाराचा कार्यदेश तात्काळ रद्द करून त्यांना 'काळ्या यादीत' (Blacklist) टाकण्याची कार्यवाही केली जाईल.
- **गोपनीयता (Confidentiality):** "शासकीय दस्तऐवजांची गोपनीयता पाळणे ही पुरवठादाराची जबाबदारी असेल आणि कोणताही डेटा बाहेर जाणार नाही याची लेखी हमी द्यावी लागेल."
- **दरांबाबत विशेष दक्षता :** पुरवठादाराने नमूद केलेले दर हे चालू बाजारभावाच्या (Current Market Rate) तुलनेत असावेत. केवळ निविदा मिळवण्याच्या उद्देशाने बाजारभावापेक्षा अत्यंत कमी किंवा विसंगत दर नमूद केल्यास, अशा परिस्थितीतही पुरवठादाराला केवळ 'ओरिजिनल' (Original/Genuine) साहित्यच पुरवणे बंधनकारक राहील. कोणत्याही परिस्थितीत डुप्लिकेट किंवा हलक्या दर्जाचे साहित्य स्वीकारले जाणार नाही. जर पुरवठादाराने निकृष्ट दर्जाचे साहित्य दिल्यास तो कराराचा भंग समजून त्यांच्यावर कडक दंडात्मक कारवाई करण्यात येईल.

४. देयक आणि प्रदान (Payment Terms):

- साहित्याचा पुरवठा पूर्ण झाल्यावर व संबंधित शाखाधिकार्याचा 'साठा प्राप्त' (Stock Receipt) अहवाल प्राप्त झाल्यावरच देयकाची रक्कम अदा केली जाईल. कोणतीही अग्रिम (Advance) रक्कम दिली जाणार नाही.

५. निविदा प्रक्रिया:

- प्राप्त दरपत्रके दिनांक २८.०७.२०२६ रोजी सकाळी ११.०० वाजता समितीसमोर उघडण्यात येतील.
- निवड झालेल्या पुरवठादारास ८ दिवसांच्या आत रु. ५००/- च्या स्टॅम्प पेपरवर वरील सर्व अटी मान्य असल्याचे हमीपत्र (Bond) लिहून देणे बंधनकारक असेल.
- दरपत्रके मंजूर करण्याच्या अंतिम अधिकार दरपत्रक समितीचा राहील. या निर्णयाबाबत कोणतीही तक्रार ग्राह्य धरली जाणार नाही.


(निर्धार ठोब)

सह आयुक्त (सामान्य)
पुणे विभाग, पुणे

प्रत :- 1. कार्यालयीन नोटीस बोर्ड,
2. अधिकृत संकेतस्थळ प्रसिद्धीसाठी.

HOUSEKEEPING MATERIAL LIST

2026-27 (01.04.2026-31.03.2027)

Sr. No.	Item Name	Technical Specifications	Preferred Brands	Unit	Rate (Incl. GST)
1	R1 Bathroom Cleaner	Concentrate, Sanitizing & Cleaning	Taski / Diversey / Galla	5 Ltr Can	
2	R2 Floor Cleaner	All-purpose Hard Surface Cleaner	Taski / Diversey / Galla	5 Ltr Can	
3	R3 Glass Cleaner	Concentrated, Streak-free shine	Taski / Diversey / Galla	5 Ltr Can	
4	R5 Toilet Bowl Cleaner	Heavy-duty Acidic Descaler	Taski / Diversey / Galla	5 Ltr Can	
5	R6 Toilet Bowl Cleaner	Heavy-duty Acidic Descaler	Taski / Diversey / Galla	5 Ltr Can	
6	R7 Toilet Bowl Cleaner	Heavy-duty Acidic Descaler	Taski / Diversey / Galla	5 Ltr Can	
7	Floor Cleaner (Fragrant)	Disinfectant, Germ-kill formula	Lizol / Nimyle / Galla	5 Ltr Can	
8	Toilet Cleaner (Thick)	Surface stain remover (Harpic type)	Harpic / Domex	1 Ltr Bot.	
9	Harpic Blue	Toilet Cleaner (1 Ltr)	Harpic	(1 Ltr)	
10	Harpic Red	Bathroom Cleaner (1 Ltr)	Harpic	(1 Ltr)	
11	Harpic White	Bleach Based Cleaner (1 Ltr)	Harpic	(1 Ltr)	
12	White Phenyl	Milky,High Frangrance	Gainda/Nimyle/Trishul	5 Ltr Can	

13	Black Phenyl	Strong Disinfectant, Graded Quality	Gainda/Nimyle/Trishul	5 Ltr Can	
14	hand wash pump bottle (small)	ready-to-use pump bottle, anti-bacterial formula	dettol / savlon / lifebuoy	175 ml to 250 ml bottle	
15	hand wash pump bottle (medium)	premium pump bottle, with moisturizer & fragrance	godrej protekt / dettol	500 ml bottle	
16	hand wash refill pouch	liquid refill pouch	dettol / savlon	1 liter Pouch	
17	hand sanitizer spray/pump	pocket/desk size, 70% alcohol based spray	dettol / savlon / sterillium	100 ml to 200 ml bottle	
18	hand sanitizer pump (large)	desk-top pump bottle for office use	dettol / savlon / sterillium	500 ml bottle	
19	sanitizer refill can	bulk refill can for dispensers	dettol / savlon / sterillium	5 liter can	
20	Room Freshener Spray	Aerosol Spray (Long-lasting)	Godrej Aer / Odonil	300ml Can	
21	Bathroom Freshener Pouch	Gel/Block Pouch (Self-adhesive)	Odonil / Godrej Pocket	10/50g Pkt of one	
22	Automatic Spray Refill	Compatible with Auto-dispensers	Airwick / Godrej Aer	250ml Can /bottle	
23	Urinal Screens/Cubes	Anti-clogging, Anti-splash Cubes, Strong Fragrance (400g Pkt)	Odonil / Galla / T-Air	1 Pkt	
24	Gel Freshener (Jar)	Slow release gel for Vip desks	Godrej Aer Twist/Ambi pur	1 Unit	
25	Green Scrubber Pad	Heavy-duty abrasive (Standard size)	Scotch-Brite / Gala	1 Unit	
26	Steel Scrubber	Stainless Steel, Non-rusting mesh	Scotch-Brite / Gala	1 Unit	
27	Sponge Scrubber	Dual-side (Soft & Abrasive)	Scotch-Brite / Gala	1 Unit	
28	Floor Mop (Pocha)	Microfiber with Telescopic Handle	Scotch-Brite / Gala	1 Unit	
29	Broom (Phul-Zadu)	High-quality soft grass (Heavy)	Monkey Brand / Gala	1 Unit	
30	Broom (Kharata)	Extra-long Coconut sticks	Standard Quality	1 Unit	
31	Naphthalene Balls	Grade-1 White, High Purity	Bengal Chem / Trishul	1 Kg Pkt	

32	Microfiber Dusting Cloth	Lint-free, High GSM (40x40 cm)	3M / Scotch-Brite	1 Unit	
33	Glass Cleaning Wiper	Durable Rubber blade with handle	Gala / Milton	1 Unit	
34	Dustbin Bags (Large)	Heavy-duty, Biodegradable	Standard Quality	1 Pkt	
35	Liquid Soap (General)	For General Washing/Cleaning	Vim / Galla	5 Ltr Can	
36	Hand Gloves (Rubber)	Reusable, Chemical Resistant	Venus / Ansell	1 Pair	
37	Bleaching Powder	ISI Mark, High Chlorine content	Local Branded	25 Kg Bag	
38	Floor Cleaner (Liquid)	Disinfectant, pleasant fragrance, kills 99.9% germs.	Lizol / Galla / Nimyle	5 Ltr Can	
39	Toilet Cleaner	Acid-free formula, thick liquid, kills germs & removes tough stains.	Harpic / Domex	500ml/1Ltr	
40	Glass Cleaner	Non-streaking formula, effective on mirrors/windows.	Colin / Galla	500ml Spray	
41	Hand Wash (Liquid)	Antibacterial, skin-friendly (pH balanced).	Dettol / Savlon / Lifebuoy	5 Ltr Can	
42	Air Freshener (Spray)	Long-lasting fragrance (Aerosol).	Odonil / Godrej Aer / Airwick	250ml Can	
43	Naphthalene Balls	Grade-1 purity, white, long-lasting.	Bengal Chemicals / Trishul	1 Kg Pkt	
44	Bleaching Powder	ISI Mark, high chlorine content for disinfection.	Local ISI Brand	25 Kg Bag	
45	Dusting Cloth (Microfiber)	High absorption, lint-free, minimum 40x40 cm.	3M / Scotch-Brite	1 Unit	
46	Broom (Kharata - Coconut)	High density, long sticks, heavy-duty for outdoor.	Standard High Quality	1 Unit	
47	Broom (Phul-Zadu)	High quality grass, extra soft for indoor cleaning.	Monkey Brand / Gala	1 Unit	
48	Floor Mop (Pocha)	Microfiber/Cotton with sturdy handle (Round/Flat).	Scotch-Brite / Gala	1 Unit	
49	Detergent Powder/Liquid	High stain removal, suitable for all surfaces.	Surf Excel / Ariel / Rin	1 Kg / 1 Ltr	

50	Garbage Bags (Dustbin)	Heavy-duty, leak-proof, Biodegradable (Large/Medium).	Standard Quality	1 Pkt	
51	Urinal Cubes	Strong fragrance, anti-clogging.	Odonil / Galla	1 Pkt	
52	Hand Gloves (Rubber)	Heavy-duty, reusable, chemical resistant.	Venus / Ansell	1 Pair	
53	Glass Set (पाण्याचे ग्लास)	Premium Crystal Clear, Scratch Resistant, 300ml	Borosil / Ocean / Treo	1 Set (6 Nos)	
54	Vacuum Flask (थर्मस) - 1 Ltr	SS 304 Stainless Steel, Double Wall, 24hrs Hot/Cold	Milton / Eagle / Atlasware	1 Unit	
55	Vacuum Flask (थर्मस) - 2 Ltr	Heavy Duty, Leak-proof, SS Interior	Milton / Prestige	1 Unit	
56	Tea Coaster Set	Heat Resistant, Anti-skid, Wooden or Acrylic	Home Centre / IKEA / Gala	1 Set (6 Nos)	
57	Tea Cup Set	Bone China / Opalware, Microwave Safe, 150ml	La Opala / Borosil / Clay Craft	1 Set (6 Nos)	
58	Coffee Mug	Ceramic, Large Handle, High Finish, 330ml	Borosil / FabIndia / Clay Craft	1 Unit	
59	Cup-Saucer Set (कप-बशी)	Elegant Design, Chip Resistant, Lightweight	La Opala / Borosil	1 Set (6 Nos)	
60	Electric Kettle	Stainless Steel Body, Auto Cut-off, 1.5 - 1.8 Ltr	Prestige / Philips / Havells	1 Unit	
61	Steel Water Bottle	Food Grade Stainless Steel, Single Wall, 1 Ltr	Milton / Cello / PNB	1 Unit	
62	Spoon Set (चमचे)	Food Grade Stainless Steel, Mirror Finish (Dinner & Tea Spoons)	Hawkins / Milton / Venus	1 Set (12 Nos)	
63	Serving Tray Set	Melamine / Wood, High Border, Anti-slip	Milton / Larah by Borosil	1 Set (3 Sizes)	
64	Serving Bowls (वाट्या/बाउल्स)	Heat Resistant Glass/Opalware, Microwave Safe	Borosil / La Opala	1 Set (6 Nos)	
65	Tissue Paper Box	2 Ply, Soft & Absorbent (Face Tissues)	Premier / Origami	1 Box (200 pulls)	
66	Vim Bar	small		1 Unit	
67	Rin Bar	small		1 Unit	

68	Hand Towels (छोटा हातपुसणी रुमाल)	100% Cotton, High GSM, Soft Texture	Bombay Dyeing / Trident	1 Unit	
69	Table Mats (डायनिंग मैट)	PVC/Plastic, Easy to clean, Heat resistant	Home Centre / IKEA	1 Set (6 Nos)	
70	Sugar & Tea Containers	Air-tight, Stainless Steel / Glass	Milton / Borosil	1 Pair	
71	Dustbin (Pedal Bin)	Stainless Steel, Rust-free, Foot Operated	Gala / Milton	1 Unit	
72	Paper Napkin Holder	Acrylic or Stainless Steel	Local High Quality / IKEA	1 Unit	
73	Door Mats (पायापुसणी)	Rubber back, High absorption (Coir/Microfiber)	Gala / Welspun	1 Unit	
74	Extension Board	Surge Protector with multiple sockets (5 mtr)	Belkin / Anchor / Havells	1 Unit	
75	Green Tea Bags	Pure Green Tea / Lemon & Honey Flavor	Lipton / Tetley / Organic India	1 Pkt (100 Bags)	
76	Instant Coffee Powder	100% Pure Coffee, Rich Aroma	Nescafe Gold / Davidoff / Bru	1 Jar (100g/200g)	
77	Tea Powder (चहा पावडर)	Premium Dust/Leaf Tea, Strong Taste	Red Label / Taj Mahal / Wagh Bakri	1 Kg Pkt	
78	Sugar (साखर)	Sulphurless, Small Grain, Hygienic	Madhur / Uttam	5 Kg Pkt	
79	Sugar Cubes	White/Brown Sugar Cubes (For VIPs)	Trust / Mawana	1 Pkt (500g)	
80	Dairy Whitener (Milk Powder)	Spray Dried, Mixes Easily	Amulya / Nestle Everyday	1 Kg Pkt	
81	Stirrers (Wood/Plastic)	Disposable coffee/tea stirrers	Local High Quality	1 Pkt (100 Nos)	
82	Dry Fruit Tray	Partitioned Tray with Lid (प्रीमियम लूक)	Borosil / Larah / Wood Finish	1 Unit	
83	Electric Kettle (High End)	Concealed Element, Fast Boil, 1.7 Ltr	Philips / Morphy Richards	1 Unit	
84	Paper Napkin Box	Premium Soft Face Tissues	Origami / Kleenex	1 Box	
85	Crystal Water Jug	Glass with Lid, Scratch Resistant	Borosil / Treo	1 Unit	
86	Hand Sanitizer (Dispenser)	Alcohol-based with Moisturizer	Dettol / Savlon / Himalaya	500ml Pump	

87	Crystal Water Jug (1 Ltr)	Premium Transparent Glass, Lead-free, with Lid	Borosil / Treo / Ocean	1 Unit	
88	Crystal Water Jug (2 Ltr)	Heavy Duty Crystal Clear Glass, Ergonomic Handle	Borosil / Treo / Milton	1 Unit	
89	Glass Tumbler (Matching)	Scratch Resistant, Crystal Clear (300ml)	Borosil / Treo	1 Set (6 Nos)	
90	Jug & Glass Tray Set Small Tray (For 1 Ltr Jug)	आकार: अंदाजे 25 cm x 18 cm (Medium size)	Milton / Larah by Borosil	1 Unit	
91	Jug & Glass Tray Set Large Tray (For 2 Ltr Jug)	आकार: अंदाजे 35 cm x 25 cm (Large size)	Milton / Larah / Jaypee	1 Unit	
92	Jug & Glass Tray Set VIP Serving Tray	आकार: अंदाजे 40 cm x 30 cm (Extra Large)	Borosil / Home Centre	1 Unit	
93	colin glass cleaner	streak-free shine, specialized for windows and glass tables	colin / gala	500ml spray	
94	detergent powder (nirma)	high stain removal, effective for floor and cloth washing	nirma / surf excel / ariel	1 kg pkt	
95	wet mop set with steel rod	heavy-duty steel rod with high-absorbent microfiber mop head	gala / scotch-brite	1 unit	
96	dry mop set with steel rod	dust collection mop with 360-degree rotating steel handle	gala / scotch-brite	1 unit	
97	liquid dish wash	for cleaning cups, saucers, and jugs	vim / prila	500ml bot.	
98	steel scrubber set	rust-free, stainless steel mesh for tough stains	scotch-brite / gala	1 unit	
99	Small Tray (For 1 Ltr Jug)	आकार: अंदाजे 25 cm x 18 cm (Medium size)	Milton / Larah by Borosil	1 Unit	
100	Large Tray (For 2 Ltr Jug)	आकार: अंदाजे 35 cm x 25 cm (Large size)	Milton / Larah / Jaypee	1 Unit	
101	VIP Serving Tray	आकार: अंदाजे 40 cm x 30 cm (Extra Large)	Borosil / Home Centre	1 Unit	
102	Scissors (कात्री) - Small	6-inch, Stainless Steel, Sharp Blade	Kangaroo / Munix	1 Unit	

103	Scissors (कात्री) - Large	8 to 10-inch, Heavy Duty, Ergonomic Grip	Kangaroo / Munix	1 Unit	
104	Good Knight Set (Liquid)	Machine + Refill (Mosquito Repellent)	Good Knight / All Out	1 Set	
105	Mosquito Coil (अगरबत्ती)	Low Smoke, Natural/Herbal Fragrance	Good Knight / Comfort	1 Pkt	
106	Toilet Brush (Hockey Shape)	Strong Bristles, Non-slip Handle	Gala / Scotch-Brite	1 Unit	
107	Wet Mop Set (ओला पोछा)	Microfiber Head with Extendable Handle	Gala / Scotch-Brite	1 Unit	
108	Dry Mop Set (धुळीचा पोछा)	Static Microfiber for Dust Collection	Gala / Scotch-Brite	1 Unit	
109	Air Freshener Pockets	Gel-based (Bathroom/Office use)	Odonil / Godrej Aer	1 Unit	
110	Yellow Duster Cloth	100% Cotton, Large Size (Soft)	Local High Quality	1 Unit	
111	Urinal Cubes (Red/Blue)	४०० ग्रॅम (400g) पाकीट (मजबूत सुवास आणि जास्त काळ टिकणारे)	Odonil / Galla / T-Air	1 PACKET	
112	Glass Cleaning Squeegee	१२ ते १४ इंच (12-14 Inch) रबर ब्लेड, हाय-ग्रीप हँडलसह	Gala / Milton / Scotch-Brite	1 Unit	
113	Floor Scrubbing Brush	६ ते ८ इंच (6-8 Inch) लांब, कडक नायलॉन ब्रिस्टल्ससह	Gala / Scotch-Brite	1 Unit	
114	Dust Pan (कचरा सुपली)	मोठा आकार (Large Size), रबर एज आणि लांब हँडलसह	Gala / Milton / Joyo	1 Unit	
115	Cobweb Brush (जाळीचा ब्रश)	टेलिस्कोपिक रॉड (६ फूट ते १२ फूट) पर्यंत लांब होणारा	Gala / Scotch-Brite	1 Unit	
116	Hand Sanitizer Refill	५ लिटर (5 Liter) कॅन, ७०% अल्कोहोल आधारित	Dettol / Savlon / Sterillium	1 Unit	
117	Plastic Bucket & Mug Set	बादली: २० लिटर, मग: १ लिटर (Heavy Duty Virgin Plastic)	Milton / Cello / Joyo	1 Unit	
118	Mirror / Brass Polish	२०० मिली (200ml) बाटली (मेटल नेमप्लेट्स चकाकण्यासाठी)	Brasso / Silvo	1 Unit	
119	Drain Opener Powder	५० ग्रॅम (50g) पाकीट (एका वेळेच्या वापरासाठी सोयीचे)	Kiwi Dranex / Galla	1 PACKE T	

120	Handheld Vacuum Cleaner (लहान)	उपयोग: फाईल्स, कीबोर्ड आणि सोफ्यांच्या कडा साफ करण्यासाठी. • पोर्टेबल, कॉर्डलेस (Battery Operated). • वजन: १ किलोपेक्षा कमी. Hepa Filter सह.	Eureka Forbes / Black+Decker	1 Unit	
121	Dry Vacuum Cleaner (मध्यम)	उपयोग: वरिष्ठ अधिकार्यांच्या केबिनमधील कार्पेट आणि पडद्यांसाठी. • Power: 1200 - 1400 Watts. • Suction & Blower Function सह. • Dust Bag Capacity: 2 to 5 Ltr.	Eureka Forbes / Philips / Kent	1 Unit	
122	Wet & Dry Vacuum Cleaner (मोठा)	उपयोग: कॉरिडोर, मोठा हॉल आणि पाणी सांडल्यास साफ करण्यासाठी. • Capacity: 15 to 20 Liter. • Stainless Steel / Impact Resistant Plastic Tank. • Powerful Suction (1600W).	Karcher / Eureka Forbes / Kent	1 Unit	
123	Industrial Vacuum Cleaner (अति मोठा)	उपयोग: रेकॉर्ड रूम (Record Room) आणि मोठ्या पार्किंग क्षेत्रासाठी. • Capacity: 30 to 50 Liter.	Karcher / Bosch / Eureka Forbes	1 Unit	
124	Padlock - Small (लहान) ३५ मिमी ते ४० मिमी (35-40 mm)	• वापर: टेबलाचे खण (Drawers) आणि छोट्या कॅबिनेटसाठी. • ५ ते ६ लीव्हर्स (Levers) सह गंजरोधक बॉडी. • किमान २ किंवा ३ चाव्यांचा संच.	Godrej / Link / Harrison	नग (Unit)	
125	Padlock - Medium (मध्यम) ५० मिमी ते ६५ मिमी (50-65 mm)	• वापर: लोखंडी कपाटे (Almirah) आणि फाईल्सच्या कपाटांसाठी. • ७ ते ८ लीव्हर्स (Levers) असलेली मजबूत बांधणी. • ब्रास किंवा हार्डन स्टील मटेरियल.	Godrej / Link / Harrison	नग (Unit)	
126	Padlock - Large (मोठा) ७५ मिमी ते ९० मिमी (75-90 mm)	• वापर: मुख्य दरवाजे (Main Gate) आणि स्ट्रॉंग रूमसाठी. • ८ पेक्षा जास्त लीव्हर्स किंवा हाय-सिक्युरिटी डिझाइन. • हातोड्याने किंवा कटरने न तुटणारे 'Hardened Shackle'.	Godrej / Link / Harrison	नग (Unit)	
127	tandard Floor Wiper	Plastic / Powder Coated	१२", १६", १८"	नग (Unit)	
128	Heavy Duty GI Wiper	Galvanized Iron (GI)	१८", २४", ३६"	नग (Unit)	

129	Double Foam Wiper	Plastic / Steel	१६", १८", २१"	नग (Unit)	
130	Kitchen Platform Wiper	High Quality Plastic	६", ८", १०"	नग (Unit)	
131	Glass / Window Wiper	Plastic / Aluminum	८", १०", १२"	नग (Unit)	
132	Telescopic Wiper		Extendable Handle Lightweight Aluminum	नग (Unit)	
133	Microfiber Mop Wiper		Standard Stainless Steel / Plastic	नग (Unit)	
134	Garbage Bags (Black)	३० x ३७ इंच (Large)	Standard/Local	1 kg / packet	
135	Floor Wiper	१८ इंच (Plastic/Metal Body)	Gala / Milton / Local	नग (Unit)	
136	Acid (Cleaning)	५ लिटर केंन (Concentrated)	Cleanzo / Local	१ केंन	
137	Yellow Napkin	१८ x १८ इंच (Cotton Duster)	Standard Cotton	नग (Unit)	
138	White Napkin	२० x २० इंच (Soft Cotton)	Premium Cotton	नग (Unit)	
139	Kitchen Wiper	Small (Platform Cleaning)	Gala / Local	नग (Unit)	
140	Duster Cloth	21x21	GN/Dhawani	नग (Unit)	
141	Duster Cloth	24x24	GN/Dhawani	नग (Unit)	
142	Plastic Chair (with Armrest)	High Back, High-Quality Virgin Polypropylene, किमान १५०-२०० किलो क्षमता	Nilkamal / Supreme / Italica	नग (Unit)	
143	Plastic Chair (without Armrest)	Armless design, stackable (एकावर एक ठेवता येतील अशा), जड दर्जा	Nilkamal / Cello / Supreme	नग (Unit)	
144	Plastic Stool / Small Chair	उंची १०-१२ इंच, घसरणार नाही अशी (Anti-skid) ग्रिप	Cello / Nilkamal	नग (Unit)	
145	Toilet Bucket (Small)	10 to 15 Liters Heavy Duty Virgin Plastic	Nilkamal / Cello	नग (Unit)	

146	Toilet Bucket (Big)	20 to 25 Liters Heavy Duty Virgin Plastic	Nilkamal / Supreme	नग (Unit)	
147	Plastic Mug	1 Liter Sturdy Handle, Virgin Plastic	Cello / Milton	नग (Unit)	
148	Wall Clock	12 to 15 inch Quartz, Clear Visibility	Ajanta / Titan	नग (Unit)	
149	Black Hit	400ml / 625ml For Cockroaches	Godrej	नग (Unit)	
150	Red Hit	400ml / 625ml For Mosquitoes	Godrej	नग (Unit)	
151	Dustbin (Small)	10 to 15 Liters Pedal operated, with lid	Aristo / Cello	नग (Unit)	
152	Dustbin (Big)	60 to 80 Liters Heavy Duty with Lid	Nilkamal / Aristo	नग (Unit)	
153	Davidoff Coffee Rich Aroma	Mild & Elegant (South American/East African blend)	१०० ग्रॅम (Glass Jar)	नग (Unit)	
154	Davidoff CoffeeFine Aroma	Light & Gentle (Premium Arabica)	१०० ग्रॅम (Glass Jar)	नग (Unit)	
155	Davidoff Coffee Espresso 57	Intense & Dark Roasted	१०० ग्रॅम (Glass Jar)	नग (Unit)	
156	Davidoff CoffeeCrema Elegant	Smooth & Harmonious (with Crema)	९०/१०० ग्रॅम (Glass Jar)	नग (Unit)	
157	Disposable Face Mask (3-Ply)	3-Layer construction with melt-blown filter layer, high filtration efficiency (BFE > 95%), soft elastic earloops, adjustable nose clip, breathable and skin-friendly.	Venus / 3M / Honeywell / Equivalent	Box (50 Pcs)	
158	N95 Face Mask (Without Hole/Valve)	High-efficiency particulate filtration (min 95% of 0.3-micron particles), BIS certified (IS 9473) or NIOSH approved, close-fit design with adjustable nose foam, without expiratory valve.	3M / Venus / Honeywell / Magnum	Box (50 Pcs)	
159	N95 Face Mask (With Hole/Respirator Valve)	High-efficiency filtration (min 95%), BIS/NIOSH certified, featuring a built-in expiratory valve (hole) for easy exhalation, reduced heat and moisture buildup, suitable for long-duration wear.	3M / Venus / Honeywell / Magnum	Box (50 Pcs)	

160	Premium Opalware Dinner Set (40 Pieces)	i)High-grade Toughened Opalware (Bone-ash free, 100% Vegetarian) ii)Break-resistant, Chip-resistant, and Scratch-resistant surface Superior White Glossy Finish with Minimalist Professional Design iii) High thermal shock resistance (suitable for hot food serving) iv) Microwave Safe, Dishwasher Safe, and Lead/Cadmium free v) 06 Full Plates,06 Quarter Plates, 06 Soup Bowls,12 Veg Bowls (Katori), 02 Serving Casseroles with Lids, 01 Oval Platter/Rice Plate, 06 Spoons / 01 Serving Spoon	La Opala / Cello / Milton	Set (40 Pieces)	
161	Tea Cup & Saucer Set	Quantity: 12 Cups + 12 Saucers. Capacity: 180ml-210ml. High-gloss white professional finish. Thermal shock resistant.	La Opala, Cello, Borosil	12 Cups + 12 Saucers.	
162	Insulated Water Jug	Material: Borosilicate Glass or SS 304 Food Grade. Capacity: 2.0 Liters. Leak-proof lid with ergonomic handle.	Milton, Borosil, Cello	2.0 Liters.	
163	Serving Trays	Material: Anti-Skid Melamine or Fiber. Set of 3 (Small, Medium, Large). Rectangular shape with firm grip handles.	Cello, Milton, Jaypee	Set of 3 (Small, Medium, Large).	
164	Tissue Paper Holder	Material: Rust-proof Stainless Steel. Vertical stand design with weighted non-slip base.	Generic Premium / SS	नग (Unit)	

STATIONERY AND OTHER ITEMS

FOR YEAR 2026-27

अ. क्र.	वस्तूचे नाव (Item Name)	ब्रँड / कंपनी (Brand / Company)	रंग / प्रकार (Colour / Type)	तपशील / Specification (Size, GSM, Capacity, Grade)	एकक (Unit)	एकक दर ₹ (Rate incl. GST)
1	Box File – Normal	V.Vagad / V.Anand	–	Cardboard box file, standard A4 size, with spine label holder	one	
2	Box File – Laminated	V.Vagad / V.Anand	–	Laminated finish cardboard box file, A4 size, spine label holder	one	
3	Box File – Rexine Coated	Vagad / Bindex	–	Rexine (leatherette) coated box file, A4 size, durable finish	one	
4	File Folder – Plastic (Small)	Kishore / Bindex	Assorted	Transparent PP file folder without handle, A4 small size	one	
5	File Folder – Plastic (Large)	Kishore / Bindex	Assorted	Transparent PP file folder with handle, A4 large size	one	
6	Tapal Folder – 4 Flap	Goldsmith / MSM	–	4-flap document despatch folder, cotton lace closure, A4	one	
7	2 Flap File	Bindex	–	2-flap spring file folder, A4, metal spring mechanism	one	
8	Ring Binder – 2 Ring A4	Bindex / Kores	Assorted	A4 size 2-ring binder, 25 mm capacity (~150 sheets)	one	
9	Ring Binder – 4 Ring A4	Bindex / Kores	Assorted	A4 size 4-ring binder, 50 mm spine capacity (~300 sheets)	one	
10	Display Book – 20 Pocket A4	Bindex / Kores	Assorted	A4 PP display book, 20 clear pockets, holds 40 sheets	one	
11	Display Book – 40 Pocket A4	Bindex / Kores	Assorted	A4 PP display book, 40 clear pockets, holds 80 sheets	one	
12	Expanding File – 12 Section A4	Bindex / Solo	Assorted	A4 accordion expanding file, 12 colour-coded index sections, elastic closure	one	

13	Expanding File – 24 Section A4	Bindex / Solo	Assorted	A4 accordion expanding file, 24 colour-coded index sections, elastic closure	one	
14	Office File Clip (Spring)	Bindex Spring File	–	Metal spring clip mechanism for office file, standard A4	one	
15	Office File – Spring Complete	Bindex Spring File	–	Complete spring file with metal spring + board covers, A4	one	
16	File Cover	–	Assorted	Plastic transparent file cover, A4, assorted colours	one	
17	Top Sheet File Set	Printing Press	–	Top sheet file set with printed official cover, A4	one	
18	Vibhajak Set – A4	A4 Side Cloth Binding	–	Set of 3: main page + dividers + back page, A4, side cloth binding	set of 3	
19	Legal File – Side Cloth Binding	Top Highlet	–	Legal/FS size file with side cloth binding, without clip	one	
20	Clip Board – A4	Kores / Solo	Black	A4 clipboard with sturdy metal clip, MDF/acrylic board	one	
21	Document Tray – 2 Tier	Kores / Cello	Black / Grey	2-tier desktop letter tray for incoming/outgoing papers	one	
22	Document Tray – 3 Tier	Kores / Cello	Black / Grey	3-tier desktop letter tray, metal/PP	one	
23	Index Divider Tabs – A4	Bindex / Kores	Assorted	A4 pre-printed numbered index dividers, set of 12 assorted colours	set of 12	
24	Spine Label Strip	–	White	Self-adhesive file spine labels for box files, pack of 100	pack of 100	

25	Report Cover – A4	Bindex / Kores	Clear + Colour back	A4 clear PP front + coloured back report cover with binding strip, pack of 10	pack of 10	
26	Report Cover – FS	Bindex / Kores	Clear + Colour back	FS/Legal report cover, clear front + coloured back, pack of 10	pack of 10	
27	L Folder – A4 Transparent	Patil Interpies	Clear / पारदर्शक	L-shaped PP folder, A4 (210×297 mm), 120 micron, fully transparent	one	
28	L Folder – A4 Frosted / Matt	Patil Interpies	Frosted / Matt	L-shaped PP folder, A4, 120 micron, frosted/matt finish	one	
29	L Folder – A4 Colour	Patil Interpies	Assorted / रंगीत	L-shaped PP folder, A4, 100 micron, assorted colours	one	
30	L Folder – FS Transparent	Patil Interpies	Clear / पारदर्शक	L-shaped PP folder, FS/Legal (216×330 mm), 120 micron, transparent	one	
31	L Folder – FS Frosted / Matt	Patil Interpies	Frosted / Matt	L-shaped PP folder, FS size, 120 micron, frosted finish	one	
32	L Folder – FS Colour	Patil Interpies	Assorted / रंगीत	L-shaped PP folder, FS size, 100 micron, assorted colours	one	
33	L Folder – A3 Transparent	Patil Interpies	Clear / पारदर्शक	L-shaped PP folder, A3 (297×420 mm), 150 micron, for large drawings/maps	one	
34	Plastic Folder – Button Closure A4	Kores / Bindex	Assorted / रंगीत	PP snap-button closure folder, A4, 200 micron, holds 50–80 sheets	one	
35	Plastic Folder – Button Closure FS	Kores / Bindex	Assorted / रंगीत	PP snap-button closure folder, FS/Legal, 200 micron	one	
36	Plastic Folder – Button Closure B4	Kores / Bindex	Assorted / रंगीत	PP snap-button closure folder, B4 (250×353 mm), 200 micron	one	
37	Plastic Folder – Button Closure A3	Kores / Bindex	Assorted / रंगीत	PP snap-button closure folder, A3 size, 200 micron	one	

38	Plastic Folder – Zip Closure A4	Kores / Solo	Blue / Black	PP zipper folder, A4, 300 micron, water-resistant zip, 2 inner pockets	one	
39	Plastic Folder – Zip Closure FS	Kores / Solo	Blue / Black	PP zipper folder, FS/Legal size, 300 micron, water-resistant	one	
40	Plastic Folder – Zip Closure B4	Kores / Solo	Blue / Black	PP zipper folder, B4 size, 300 micron	one	
41	Plastic Folder – Zip Closure A3	Kores / Solo	Blue / Black	PP zipper folder, A3 size, 300 micron, for maps/drawings	one	
42	Plastic Folder – 3 Flap A4	Kores / Bindex	Assorted / रंगीत	PP 3-flap/triangle closure folder, A4, 200 micron, secure 3-point closure	one	
43	Plastic Folder – 3 Flap FS	Kores / Bindex	Assorted / रंगीत	PP 3-flap closure folder, FS/Legal size, 200 micron	one	
44	Plastic Folder – with Handle A4	Kores / Solo	Blue / Black	PP folder with carry handle, A4, 300 micron, multi-pocket portfolio style	one	
45	Plastic Folder – with Handle FS	Kores / Solo	Blue / Black	PP folder with carry handle, FS/Legal size, 300 micron	one	
46	Expanding Folder – 13 Section A4	Solo / Bindex	Black / Blue	PP expanding accordion file, A4, 13 colour-coded sections, elastic closure, 500+ sheets	one	
47	Expanding Folder – 13 Section FS	Solo / Bindex	Black / Blue	PP expanding accordion file, FS/Legal, 13 sections, elastic closure	one	
48	Expanding Folder – Zip 13 Section A4	Solo / Kores	Black / Blue	PP expanding file with zip closure, A4, 13 sections, fully waterproof	one	
49	Portfolio / Conference Folder A4	Solo / Deli	Black / Brown	Executive portfolio, A4, zip closure, notepad + card holder inside	one	

50	Portfolio / Conference Folder FS	Solo / Deli	Black / Brown	Executive portfolio, FS/Legal, zip closure, notepad + card holder	one	
51	Pad Folder with Clipboard A4	Solo / Kores	Black / Blue	A4 pad folder with metal clipboard top + storage pocket, for meetings	one	
52	Clear Book – 20 Page A4	Kores / Bindex	Black / Blue	A4 clear book, 20 fixed pockets (40 views), PP cover, for presentations	one	
53	Clear Book – 40 Page A4	Kores / Bindex	Black / Blue	A4 clear book, 40 fixed pockets (80 views), PP cover	one	
54	Clear Book – 60 Page A4	Kores / Bindex	Black / Blue	A4 clear book, 60 fixed pockets (120 views), PP cover	one	
55	Visiting Card Album (200 cards)	Solo / Kores	Black	Visiting card album with clear pockets, 200-card capacity, A5 size	one	
56	Pen – 0.5 mm Ball Point	Pilot / Cello	Blue / Black	Ballpoint pen, 0.5 mm tip, blue ink, cap/retractable type	one	
57	Pen – 0.7 mm Ball Point	Pilot / Cello	Blue / Black	Ballpoint pen, 0.7 mm tip, blue/black ink	one	
58	Pen – Blue / Black / Red	Charmer / Cello	Blue/Black/Red	Standard ballpoint pen, available in blue, black, red ink	one	
59	Pilot V7 Hi-Tecpoint Pen	Pilot	Blue / Black	V7 liquid ink rollerball pen, 0.7 mm, needle tip, waterproof ink	one	
60	Reynolds Gel Pen	Reynolds	Blue/Black/Red	Gel ink pen, 0.5 mm, smooth writing, blue/black/red	one	
61	Reynolds Gel Pen Refill	Reynolds	Blue / Black	Gel pen refill compatible with Reynolds gel pen	one	
62	Uni Ball Pen	Uni-ball / Mitsubishi	Blue / Black	Uni-ball Eye roller pen, 0.5/0.7 mm, waterproof ink	one	
63	Gel Pen	Griffel / Linc	Blue/Black/Red	Gel ink pen, 0.5 mm tip, comfortable rubber grip	one	

64	Multi-colour Pen (4-in-1)	Cello / Pilot	Blue/Black/Red/Green	4-colour ballpoint pen: blue, black, red, green in one pen	one	
65	Ball Pen Refill – Normal	Cello / Montex	Blue / Black	Standard ballpoint refill, fits common pen bodies	one	
66	Ball Pen Refill – Printed	Cello / Montex	Blue / Black	Decorative/printed ballpoint refill	one	
67	Highlighter Pen	Camlin / Stabilo	Assorted Fluorescent	Fluorescent ink chisel-tip highlighter, assorted colours	one	
68	Sketch Pen Set	Camlin / Stabilo / Cello	Assorted 12/24	Sketch/colour pen set, 12 or 24 assorted colours, washable ink	packet	
69	Permanent Marker – Black	Camlin / Faber-Castell	Black	Permanent ink marker, black, bullet/chisel tip, for cartons/boards	one	
70	Permanent Marker – Red	Camlin / Faber-Castell	Red	Permanent ink marker, red, bullet tip	one	
71	Whiteboard Marker – Black	Camlin / Kores	Black	Dry-erase whiteboard marker, black, chisel tip	one	
72	Whiteboard Marker Set (4 colours)	Camlin / Kores	Black/Blue/Red/Green	Whiteboard marker set: 4 colours, chisel tip, 4 pcs	set of 4	
73	OHP / Transparency Marker	Camlin / Stabilo	Assorted	Overhead projector marker, permanent, fine tip	one	
74	Pencil – HB	Natraj / Apsara	–	HB grade wood-cased graphite pencil, box of 12 pcs	box of 12	
75	Mechanical Pencil – 0.5 mm	Faber-Castell / Pilot	–	0.5 mm mechanical clutch pencil with eraser top, metal/plastic body	one	
76	Mechanical Pencil Refill – 0.5 mm	Faber-Castell	HB	0.5 mm HB lead refill for mechanical pencil, tube of 40 leads	tube	
77	Whitener Pen (Correction Pen)	Camlin / Wite-Out	White	Roller correction tape pen, 4.2 mm × 8 m, quick-dry white	one	

78	Whitener – Liquid Bottle	Camlin / Wite-Out	White	Correction fluid bottle with brush applicator, 20 ml, quick-dry	one	
79	Correction Tape – Roller	3M / Kores	White	Roller correction tape, 5 mm × 8 m, no drying time	one	
80	Eraser	Natraj / Apsara	White	White synthetic rubber eraser, dust-free, pack of 20 pcs	pack of 20	
81	Sharpener	Natraj / Apsara	–	Single-hole pencil sharpener, metal/plastic, pack of 20 pcs	pack of 20	
82	Ergonomic Pen Grip	Faber-Castell	Assorted	Soft triangular rubber grip for pen/pencil, reduces finger strain, pack of 5	pack of 5	
83	Rubber Finger Tip (Paper Counter)	Kores / Camlin	Pink / Orange	Rubber finger cot for counting notes/paper, size M/L, box of 12	box of 12	
84	Stapler – No. 10 Small	Kangaroo	–	Desk stapler for No.10 pins, capacity 15–20 sheets, metal body	one	
85	Stapler – Big No. 23	Kangaroo	–	Heavy-duty stapler for No.23/13 pins, capacity 25–30 sheets	one	
86	Staple Remover	Kangaroo / Kores	–	Jaw-type metal staple remover, removes staples cleanly without tearing paper	one	
87	Stapler Pin – Small No. 10	Kangaroo	–	No.10 stapler pins, inner pack of 20 boxes, 1000 pins/box	box	
88	Stapler Pin – Big No. 23/13	Kangaroo	–	No.23/13 stapler pins, inner pack of 20 boxes, 1000 pins/box	box	
89	Punching Machine – Big	Kangaroo	–	Heavy-duty 2-hole puncher, capacity 30+ sheets, metal body, adjustable guide	one	
90	Punching Machine – Small	Kangaroo	–	Standard 2-hole puncher, 15–20 sheets capacity, with chip tray	one	
91	U Pin – Small	Sivisliver / Global Inter	–	Small U-clip/staple wire pins, 500 pcs/packet	packet	

92	U Pin – Big	Sivisliver / Global Inter	–	Large U-clip/staple wire pins, 500 pcs/package	packet	
93	Push Pins / Drawing Pins	Kores / Faber	Assorted colours	Plastic-head push pins for notice/cork boards, pack of 50	pack of 50	
94	Paper Pin / Gem Clip – 100 gm	Silver Head Pin	Silver	Silver-head brass gem clips, 100 gm box, ~800 pcs	box	
95	Paper Pin / Gem Clip – 400 gm	Sivisliver / Global Inter	Silver	Brass gem clips, 400 gm box, ~3200 pcs	box	
96	Binder Clip – Small 19 mm	Kores / Foldback	Black	Foldback binder clip, 19 mm, capacity 30 sheets, box of 12	box of 12	
97	Binder Clip – Medium 32 mm	Kores / Foldback	Black	Foldback binder clip, 32 mm, capacity 80 sheets, box of 12	box of 12	
98	Binder Clip – Large 51 mm	Kores / Foldback	Black	Foldback binder clip, 51 mm, capacity 200 sheets, box of 12	box of 12	
99	Rubber Band – Small No. 16	–	Natural	Natural crepe rubber bands, No.16 (65×1.5 mm), 100 gm box	box 100 gm	
100	Rubber Band – Large No. 64	–	Natural	Natural crepe rubber bands, No.64 (150×6 mm), 100 gm box	box 100 gm	
101	Magnetic Clips / Magnets	–	Assorted	Round neodymium magnets for whiteboard, pack of 10	pack of 10	
102	Cello Tape – ½" 12 mm	BOPP Tape / EZ	Transparent	BOPP transparent adhesive tape, 12 mm width, 65 m roll	one	
103	Cello Tape – 1" 25 mm	BOPP Tape / EZ	Transparent	BOPP transparent adhesive tape, 25 mm width, 65 m roll	one	
104	Cello Tape – 2" 50 mm	BOPP Tape / EZ	Transparent	BOPP transparent adhesive tape, 50 mm width, 65 m roll	one	
105	Tape Dispenser – Small	Kangaro / Kores	Black / Grey	Desktop tape dispenser for ½"–1" cello tape rolls, non-slip base	one	
106	Tape Dispenser – Large	Kangaro / Kores	Black / Grey	Desktop tape dispenser for 2" tape rolls, heavy-duty metal	one	
107	Double-sided Tape – ½"	3M / Kores	–	Double-sided adhesive tape, 12 mm width, 10 m roll	one	

108	Masking Tape – 1"	3M / Kores	Beige	Masking tape, 25 mm width, 30 m roll, for painting/markings	one	
109	Foam Tape – 1"	3M / Fevicol	White	Double-sided foam adhesive tape, 25 mm width, 5 m roll	one	
110	Glue Stick – 8 gm	Fevistik / UHU	–	Solid PVA glue stick, 8 gm, non-toxic, acid-free, washable	one	
111	Glue Stick – 15 gm	Fevistik / UHU	–	Solid PVA glue stick, 15 gm, non-toxic, acid-free	one	
112	Gum Bottle – 150 ml	Camlin / Fevicol	White	White PVA adhesive gum, 150 ml bottle with brush applicator	one	
113	Gum Bottle – 300 ml	Camlin / Fevicol	White	White PVA adhesive gum, 300 ml bottle with brush applicator	one	
114	Gum Bottle – 700 ml	Camlin / Fevicol	White	White PVA adhesive gum, 700 ml bottle with brush applicator	one	
115	Spiral Binding Comb – 6 mm A4	Kangaro	Assorted	A4 plastic spiral binding comb, 6 mm Ø, capacity 25–35 sheets, pack of 100	pack of 100	
116	Spiral Binding Comb – 10 mm A4	Kangaro	Assorted	A4 plastic spiral binding comb, 10 mm Ø, capacity 50–65 sheets, pack of 100	pack of 100	
117	Spiral Binding Comb – 16 mm A4	Kangaro	Assorted	A4 plastic spiral binding comb, 16 mm Ø, capacity 90–110 sheets, pack of 100	pack of 100	
118	Lamination Pouch – A4 80 Micron	BOPP / GBC	Clear	A4 thermal lamination pouch, 80 micron (2×80), pack of 100	pack of 100	
119	Lamination Pouch – ID Card	BOPP / GBC	Clear	ID card (60×90 mm) thermal lamination pouch, 80 micron, pack of 100	pack of 100	
120	Red Tag	Lion / Superfine	Red	Red string tags for file/document marking, 4×2 cm, bundle of 100	bundle of 100	

121	Cotton Lace / Tag String – 24"	Lion / Superfine	White / Natural	Cotton tag string/lace, 24 inch, for file/parcel tying, bundle of 100	bundle of 100	
122	A4 Xerox Paper – 75 GSM	JK Copier	White	A4 (210×297 mm), 75 GSM, brightness 97%, 500 sheets/ream	ream of 500	
123	A4 Xerox Paper – 80 GSM	JK Copier	White	A4 (210×297 mm), 80 GSM, brightness 98%, 500 sheets/ream	ream of 500	
124	Legal Xerox Paper – 75 GSM	JK Copier	White	Legal (216×356 mm), 75 GSM, 500 sheets/ream	ream of 500	
125	Legal Xerox Paper – 80 GSM	JK Copier	White	Legal (216×356 mm), 80 GSM, 500 sheets/ream	ream of 500	
126	Ledger Paper	JK	White	Ledger/foolscap size, 60–70 GSM, 500 sheets/ream	ream of 500	
127	Executive Bond Paper	Bilt Royal	White	Executive bond paper, A4, 90 GSM, watermark, 500 sheets/ream	ream of 500	
128	Coloured Paper – A4 Assorted	Bilt / JK	5 Assorted colours	A4 coloured copy paper, 75 GSM, 5 assorted colours, pack of 100	pack of 100	
129	Carbon Paper – Blue A4	Camlin	Blue	Blue carbon transfer paper, A4, pack of 100 sheets	pack of 100	
130	Carbon Paper – Black A4	Camlin	Black	Black carbon transfer paper, A4, pack of 100 sheets	pack of 100	
131	Graph Paper – A4 1 mm Grid	Navneet	White	A4 graph paper, 1 mm square grid, 70 GSM, pack of 50 sheets	pack of 50	
132	Thermal Paper Roll – 57 mm	–	White	Thermal receipt paper roll, 57 mm × 30 m, for POS/receipt printers	roll	

133	Thermal Paper Roll – 80 mm	–	White	Thermal receipt paper roll, 80 mm × 40 m, for billing printers	roll	
135	Perforated Paper – A4 Pre-punched	JK / Bilt	White	A4 pre-punched 2-hole paper, 75 GSM, 500 sheets/ream	ream of 500	
136	Label Sticker – A4 Sheet	Bilt / Avery	White	Self-adhesive white address labels, A4 sheet, 10/14/21 per sheet, pack of 100 sheets	pack of 100	
137	Label Sticker Roll – 25×50 mm	–	White	Self-adhesive white label roll, 25×50 mm, roll of 500 labels	roll of 500	
138	Label Sticker Roll – 50×75 mm	–	White	Self-adhesive white label roll, 50×75 mm, roll of 250 labels	roll of 250	
139	White Envelope – Mini C6 (Pay Slip)	Aakruti Card	पांढरा White	White 80 GSM envelope, C6 (114×162 mm), gum flap, for pay slips	packet of 100	
140	White Envelope – DL	Aakruti Card	पांढरा White	White 80 GSM envelope, DL (110×220 mm), gum flap, standard letter	packet of 100	
141	White Envelope – A5/C5	Aakruti Card	पांढरा White	White 80 GSM envelope, C5 (162×229 mm), gum flap, A5 size	packet of 100	
142	White Envelope – A4/C4 (9.5×1")	Aakruti Card	पांढरा White	White 80 GSM envelope, C4 (229×324 mm), gum flap, A4 fits unfolded	packet of 100	
143	White Envelope – FS/Legal	Aakruti Card	पांढरा White	White 80 GSM envelope, FS (241×356 mm), gum flap, legal size	packet of 100	
144	White Envelope – A3 / Large	Aakruti Card	पांढरा White	White 80 GSM envelope, A3 (320×450 mm), gum flap	packet of 50	
145	White Window Envelope – DL	Aakruti Card	पांढरा White	White DL envelope with transparent address window (45×90 mm)	packet of 100	
146	Green Envelope – DL (Govt.)	Aakruti Card	हिरवा Green	Govt. green 80 GSM envelope, DL (110×220 mm), gum flap, official use	packet of 100	

147	Green Envelope – A5/C5	Aakruti Card	हिरवा Green	Govt. green 80 GSM envelope, C5 (162×229 mm), gum flap	packet of 100	
148	Green Envelope – A4/C4	Aakruti Card	हिरवा Green	Govt. green 80 GSM envelope, C4 (229×324 mm), official correspondence	packet of 100	
149	Green Envelope – FS/Legal	Aakruti Card	हिरवा Green	Govt. green 80 GSM envelope, FS (241×356 mm)	packet of 100	
150	Green Envelope – B4	Aakruti Card	हिरवा Green	Govt. green 80 GSM envelope, B4 (250×353 mm), for bulky documents	packet of 100	
151	Green Envelope – A3 / Large	Aakruti Card	हिरवा Green	Govt. green 80 GSM envelope, A3 (320×450 mm), for maps/large docs	packet of 50	
152	Green Laminated Envelope – A4	Aakruti Card	हिरवा Green	Govt. green laminated water-resistant envelope, C4 (229×324 mm)	packet of 100	
153	Green Laminated Envelope – FS	Aakruti Card	हिरवा Green	Govt. green laminated water-resistant envelope, FS (241×356 mm)	packet of 100	
154	Green Laminated Envelope – B4	Aakruti Card	हिरवा Green	Govt. green laminated water-resistant envelope, B4 (250×353 mm)	packet of 100	
155	Khaki Envelope – Mini C6	Aakruti Card	खाकी Khaki	Khaki/brown kraft 80 GSM envelope, C6 (114×162 mm), gum flap	packet of 100	
156	Khaki Envelope – DL	Aakruti Card	खाकी Khaki	Khaki kraft 80 GSM envelope, DL (110×220 mm), gum flap	packet of 100	
157	Khaki Envelope – A5/B5	Aakruti Card	खाकी Khaki	Khaki kraft 80 GSM envelope, B5 (176×250 mm), gum flap	packet of 100	
158	Khaki Envelope – A4/C4	Aakruti Card	खाकी Khaki	Khaki kraft 80 GSM envelope, C4 (229×324 mm), gum flap	packet of 100	
159	Khaki Envelope – FS/Legal	Aakruti Card	खाकी Khaki	Khaki kraft 80 GSM envelope, FS (241×356 mm), gum flap	packet of 100	

160	Khaki Envelope – B4	Aakruti Card	खाकी Khaki	Khaki kraft 80 GSM envelope, B4 (250×353 mm), for thick bundles	packet of 100	
161	Khaki Envelope – A3 / XL (14×10")	Aakruti Card	खाकी Khaki	Khaki kraft 90 GSM envelope, XL 355×254 mm (14×10"), for bulky despatch	packet of 50	
162	Khaki Laminated Envelope – A4	Aakruti Card	खाकी Khaki	Khaki laminated water-resistant envelope, C4 (229×324 mm)	packet of 100	
163	Khaki Laminated Envelope – FS	Aakruti Card	खाकी Khaki	Khaki laminated water-resistant envelope, FS (241×356 mm)	packet of 100	
164	Khaki Laminated Envelope – B4	Aakruti Card	खाकी Khaki	Khaki laminated water-resistant envelope, B4 (250×353 mm)	packet of 100	
165	Cloth-lined Envelope – A4	Aakruti Card	तपकिरी Brown	Brown kraft with inner cloth lining, C4 (229×324 mm), gum flap	packet of 100	
166	Cloth-lined Envelope – FS	Aakruti Card	तपकिरी Brown	Brown kraft with inner cloth lining, FS (241×356 mm), gum flap	packet of 100	
167	Cloth-lined Envelope – B4	Aakruti Card	तपकिरी Brown	Brown kraft with inner cloth lining, B4 (250×353 mm), gum flap	packet of 100	
168	Cloth-lined Green Envelope – A4	Aakruti Card	हिरवा Green	Govt. green with inner cloth lining, C4 (229×324 mm), gum flap	packet of 100	
169	Cloth-lined Green Envelope – FS	Aakruti Card	हिरवा Green	Govt. green with inner cloth lining, FS (241×356 mm), gum flap	packet of 100	
170	Laminated Envelope – A4	Aakruti Card	White/Transparent	Laminated water-resistant envelope, C4 (229×324 mm), gum flap	packet of 100	
171	Laminated Envelope – FS	Aakruti Card	White/Transparent	Laminated water-resistant envelope, FS (241×356 mm), gum flap	packet of 100	

172	Laminated Envelope – B4	Aakruti Card	White/Transparent	Laminated water-resistant envelope, B4 (250×353 mm), gum flap	packet of 100	
173	Courier Bag – A4 Polythene	–	White / Yellow	Polythene courier bag, 60 micron, self-seal, A4 (320×240 mm)	packet of 50	
174	Courier Bag – B4 Polythene	–	White / Yellow	Polythene courier bag, 60 micron, self-seal, B4 (360×260 mm)	packet of 50	
175	Courier Bag – A3 / XL Polythene	–	White / Yellow	Polythene courier bag, 80 micron, self-seal, A3 (420×320 mm)	packet of 25	
176	Bubble Wrap Envelope – A4	–	White	Padded bubble wrap envelope, self-seal, C4 (229×324 mm), for fragile docs	packet of 10	
177	Canvas / Cloth Bag Envelope – A4	–	खाकी Khaki	Heavy canvas cloth bag, cotton string closure, reusable, A4 size	one	
178	Canvas / Cloth Bag Envelope – B4	–	खाकी Khaki	Heavy canvas cloth bag, cotton string closure, reusable, B4 size	one	
179	Security / Tamper-evident Envelope – A4	–	White	Tamper-evident security envelope, shows if opened, C4, for confidential docs	packet of 25	
180	Security / Tamper-evident Envelope – FS	–	White	Tamper-evident security envelope, FS/legal size	packet of 25	
181	Plastic Zipper Envelope – A4	–	Clear / Transparent	Transparent PP zipper envelope/pouch, A4, reusable, water-resistant	one	
182	Plastic Zipper Envelope – FS	–	Clear / Transparent	Transparent PP zipper envelope/pouch, FS size, reusable	one	

183	Inter-department Envelope (String & Button)	–	Manila	Reusable string-and-button inter-office envelope, A4/FS size	one	
184	Pay Slip / Salary Envelope – Mini	Aakruti Card	White	Small white envelope for salary slips, C6 (114×162 mm), pack of 100	packet of 100	
185	Bank / Cheque Envelope	Aakruti Card	White	White envelope for cheques/DDs, DL (110×220 mm), 90 GSM, gum flap	packet of 100	
186	CD / DVD Envelope (Square)	–	White	Square paper envelope for CD/DVD, 125×125 mm, with window, pack of 50	packet of 50	
187	Square Stamp – 1 to 2 Lines	One/Two Line	–	Self-inking/rubber square stamp, 1–2 text lines	one	
188	Square Stamp – 3 to 8 Lines	Three to Eight Lines	–	Self-inking/rubber square stamp, 3 to 8 text lines	one	
189	Round Stamp	–	–	Circular rubber/self-inking stamp, standard office size	one	
190	Big Stamp – 120×60 mm	–	–	Large rectangular rubber stamp, 120×60 mm	one	
191	Big Stamp – 50×70 mm	–	–	Large rectangular rubber stamp, 50×70 mm	one	
192	Date Stamp – Self-inking	Trodat / Shiny	–	Self-inking date stamp, adjustable date bands (DD-MM-YYYY), English/Marathi	one	
193	Numbering Machine / Stamp	Reiner / Trodat	–	Sequential numbering machine, 6-digit automatic advance, metal body	one	
194	Ink Pad – Small	Soni Office Mate	Blue / Black / Red	Small stamp ink pad, re-inkable, approx. 6×4 cm	one	
195	Ink Pad – Medium	Soni Office Mate	Blue / Black / Red	Medium stamp ink pad, re-inkable, approx. 9×6 cm	one	

196	Ink Pad – Big	Soni Office Mate	Blue / Black / Red	Large stamp ink pad, re-inkable, approx. 12×8 cm	one	
197	Stamp Pad Ink – 100 ml	Camlin	Blue / Black / Red	Stamp pad refill ink, 100 ml bottle	one	
198	Stamp Pad Ink Cleaner	–	–	Stamp pad ink cleaner/remover spray, 100 ml	one	
199	Register – 1 Quire 24 pages	Classmate / Navneet	Hard Cover	Hard board cover register, 1 quire = 24 pages, ruled, A4	one	
200	Register – 2 Quire 48 pages	Classmate / Navneet	Hard Cover	Hard board cover register, 2 quire = 48 pages, ruled, A4	one	
201	Register – 3 Quire 72 pages	Classmate / Navneet	Hard Cover	Hard board cover register, 3 quire = 72 pages, ruled, A4	one	
202	Register – 4 Quire 96 pages	Classmate / Navneet	Hard Cover	Hard board cover register, 4 quire = 96 pages, ruled, A4	one	
203	Register – 5 Quire 120 pages	Classmate / Navneet	Hard Cover	Hard board cover register, 5 quire = 120 pages, ruled, A4	one	
204	Register – 6 Quire 144 pages	Classmate / Navneet	Hard Cover	Hard board cover register, 6 quire = 144 pages, ruled, A4	one	
205	Attendance Register (Printed)	Navneet	Hard Cover	Pre-printed attendance register, A4, name/date/sign columns, 100 pages	one	
206	Visitor Register (Printed)	Navneet	Hard Cover	Pre-printed visitor entry register, A4, name/purpose/time/sign, 100 pages	one	
207	Complaint / Grievance Register	Navneet	Hard Cover	Pre-printed complaint/grievance register A4, 100 pages, as per GR	one	
208	Stock Register	Navneet	Hard Cover	Pre-printed stock entry register, A4, hard cover, 200 pages	one	
209	Cash Book (Printed)	Navneet	Hard Cover	Pre-printed cash book with Dr/Cr columns, A4, hard cover, 200 pages	one	

211	Log Book (Office / Vehicle)	Navneet	Hard Cover	Pre-ruled official log book, A4, hard cover, 200 pages	one	
212	Bill Book – Duplicate 100 sets	Navneet	–	Duplicate carbonless bill/receipt book, 100 sets per book	one	
214	Note Pad – 40 Pages A4 Ruled	Ajanta / Navneet	White	A4 ruled note pad, 40 pages, 60 GSM, glue-bound top	one	
215	Note Pad – 80 Pages A4 Ruled	Ajanta / Navneet	White	A4 ruled note pad, 80 pages, 60 GSM, glue-bound top	one	
216	Shorthand / Steno Notebook	Navneet / Classmate	Soft Cover	Shorthand notebook, 6×9 inch, 80 pages, ruled	one	
217	Index Card – Blank 3×5"	–	White	Blank white index cards, 3×5 inch, 180 GSM, pack of 100	pack of 100	
218	Telephone Message Pad	–	Printed	Pre-printed telephone message pad, A5 size, 50 sets	one	
219	Perforated Notepad A4	Navneet	White Ruled	A4 ruled notepad with perforated tear-off sheets, 50 pages	one	
220	Two Flap Pad	–	–	Two-flap writing pad for official correspondence, A4	one	
221	Desk Calendar with Stand	–	–	Monthly tear-off desk calendar, A5, with metal/plastic stand	one	
222	Page Finder Tabs / Sticky Tabs	3M / Post-it	Assorted	Self-adhesive plastic page-finder index tabs, pack of 40	pack of 40	
223	Highlighter Tape	3M / Scotch	Yellow / Assorted	Transparent fluorescent highlighter tape roll, removable, 5 mm × 10 m	one	
224	Post-it Pad – 3" × 3"	Magnus	Yellow / Assorted	Self-adhesive sticky notes, 3×3 inch, 100 sheets/pad	one packet	
225	Post-it Pad – NEON Page Marker	Colour Neon	Neon Assorted	Neon colour self-adhesive page marker flags, assorted colours, pack	one packet	
226	Colour Flag Tabs – Self Adhesive	3M / Post-it	5 colours	Self-adhesive narrow index flag tabs, 5 colours × 20 = 100 per set	set of 100	

227	Pen Stand – Single Compartment	Kores / Cello	Black / Assorted	Single round/square pen holder, plastic, holds 15–20 pens, 10×10×11 cm	one	
228	Pen Stand – Double Compartment	Kores / Cello	Black / Assorted	2-section pen & scissor holder, plastic, 16×8×11 cm	one	
229	Pen Stand – Triple Compartment	Kores / Solo	Black / Assorted	3-section desk organizer for pens, scissors, ruler, 22×10×11 cm	one	
230	Pen Stand – with Card Holder	Kores / Solo	Black / Grey	Pen holder + visiting card slot, 2-in-1, plastic, 12×10×11 cm	one	
231	Pen Stand – with Drawer	Solo / Deli	Black / Blue	Pen holder with pull-out storage drawer for clips/pins, 14×10×12 cm	one	
232	Pen Stand – Metal Mesh	Deli / Kores	Silver / Black	Metal wire mesh pen holder, heavy-duty, rust-resistant, Ø9×10 cm	one	
233	Pen Stand – Rotating 360°	Solo / Deli	Black / Assorted	360° rotating multi-compartment pen stand, 8–12 sections, Ø16×12 cm	one	
234	Pen Stand – with Calendar & Clock	–	Black / Grey	Pen holder with monthly calendar + mini clock, desktop organizer	one	
235	Memo Holder / Paper Spike	Kores	Silver / Black	Metal spike memo holder for receipts/notes, 15 cm spike, sturdy base	one	
236	Document / Copy Holder Stand	Kores / Deli	Black / Grey	Adjustable A4 document holder for typing/data entry reference	one	
237	Book Ends (Pair)	–	Silver / Black	Metal L-shaped book ends, non-slip base, 15 cm height, pair	pair	
238	File Rack – Vertical 5 Slot	Kores / Solo	Black / Grey	Vertical desktop file/magazine rack, 5 slots, holds A4 files	one	
239	Paper Tray – A4 Horizontal	Kores / Cello	Black / Grey	Single-tier horizontal paper tray for A4, metal/plastic	one	

240	Paper Tray – FS/Legal	Kores / Cello	Black / Grey	Single-tier horizontal paper tray for FS/Legal, metal/plastic	one	
241	Telephone Index – A to Z	Kores	Black	A–Z rotary telephone/address index, 500-card capacity	one	
242	Desk Blotter / Writing Pad	–	Green / Black	PVC desk blotter pad, 50×35 cm, with side pockets, protects table	one	
243	Stamp Holder / Organizer	–	Black / Clear	Desktop rubber stamp holder tray, holds 6–12 stamps	one	
244	Visiting Card Album 200 cards	Solo / Kores	Black	Visiting card album, 200-card capacity, clear pockets, A5 size	one	
245	Visiting Card Holder – Desktop	Kores / Solo	Black / Silver	Desktop visiting card holder, holds 200+ cards, horizontal type	one	
247	Magnetic Whiteboard Magnets	–	Assorted	Round neodymium magnets for whiteboard, pack of 10	pack of 10	
248	Paper Weight	–	Glass / Metal	Glass/metal decorative paperweight, 200–300 gm	one	
249	Whiteboard – Small 2×1.5 ft	Camlin / Sundeep	White	Non-magnetic whiteboard, 2×1.5 ft, aluminium frame, marker tray	one	
250	Whiteboard – Medium 3×2 ft	Camlin / Sundeep	White	Magnetic whiteboard, 3×2 ft, aluminium frame, marker tray	one	
251	Whiteboard – Large 4×3 ft	Camlin / Sundeep	White	Magnetic whiteboard, 4×3 ft, aluminium frame, wall mount	one	
252	Whiteboard Duster / Eraser	Camlin / Kores	–	Felt whiteboard eraser/duster for dry-erase boards	one	
253	Whiteboard Cleaning Fluid	Camlin	–	Whiteboard surface cleaning spray, 100 ml	one	
254	Notice Board – Cork 2×1.5 ft	Camlin	Natural Cork	Natural cork notice board, 2×1.5 ft, wooden/aluminium frame	one	
255	Notice Board – Cork 3×2 ft	Camlin	Natural Cork	Natural cork notice board, 3×2 ft, wooden/aluminium frame	one	
256	Flip Chart Stand + Pad	Camlin / Kores	–	A1 tripod flip chart stand with 25-sheet paper pad, for meetings	one	

257	Calculator	Casio / Flair	–	12-digit desktop calculator, dual power solar + battery, with tax keys	one	
258	Table Bell – Electric	Ronfild	–	Electric call bell for office table, 230V AC, push-button type	one	
259	Wireless Bell / Electric Bell	Anchor / Philips	–	Wireless doorbell set (transmitter + receiver), 230V, multiple melodies	one	
260	Scale / Ruler – 30 cm	Camel	Transparent	30 cm (12") transparent plastic ruler, mm/cm markings	one	
261	Table Glass – 8 mm	Toughened Glass	Clear	8 mm toughened glass, corner round polish, clear finish, per sq. ft.	per sq. ft.	
262	Table Glass – 10 mm	Toughened Glass	Clear	10 mm toughened glass, corner round polish, clear finish, per sq. ft.	per sq. ft.	
263	Table Glass – 12 mm	Toughened Glass	Clear	12 mm toughened glass, corner round polish, clear finish, per sq. ft.	per sq. ft.	
264	Lock – Big Disk Padlock	Godrej	Silver/Steel	Godrej disk padlock, stainless steel body, 9×9×3.7 cm, 2 keys	one	
265	Lock – Medium Round Padlock	Godrej	Silver	Godrej Navtal 7-lever round padlock, 10×18×5 cm, 2 keys	one	
266	Lock – Small Padlock	Godrej	Silver	Godrej Navtal 5-lever padlock, 50×18×70 mm, 2 keys	one	
267	Dustbin – Regular Open Top	Cello / Supreme	Black / Grey	Open-top plastic dustbin, 5–8 litre, round/square with handle	one	
268	Dustbin – Pedal Lid	Cello / Supreme	Black / Grey	Pedal-operated lid plastic dustbin, 8–10 litre	one	
269	Tissue Paper Napkin	Origami / Kara	White	2-ply soft facial tissue, 100 pulls/pack	one packet	
270	Torch / Flashlight	Trishul / Eveready	–	Heavy-duty LED torch/flashlight, with batteries	one	

271	Sanitizer Dispenser – Table Top	Dettol / Lifebuoy	White	Manual/automatic hand sanitizer dispenser, 500 ml capacity	one	
272	Screen Cleaning Kit	3M / Scotch	–	LCD/LED screen cleaning spray 200 ml + microfiber cloth set	set	
273	USB Desk Lamp with Organizer	–	Black / White	LED desk lamp with pen/mobile holder base, USB powered, flexible neck	one	
274	Monitor / Laptop Stand	–	Black / Silver	Adjustable monitor/laptop riser, 6 height levels, non-slip, holds 8 kg	one	
275	Foot Rest	Kores / Deli	Black	Ergonomic adjustable foot rest, non-slip surface, 45° tilt	one	
276	Scissor – Small ~15 cm	Kent	–	Stainless steel scissor, small size approx. 15 cm	one	
277	Scissor – Medium ~18 cm	Kent	–	Stainless steel scissor, medium size approx. 18 cm	one	
278	Scissor – Big ~21 cm	Kent	–	Stainless steel scissor, large size approx. 21 cm	one	
279	Cutter / Paper Knife	Cello	–	Retractable snap-off blade cutter, with extra blade pack	one	
280	Pencil Cell AA Battery	Duracell / Eveready	–	AA size (1.5V) alkaline battery, pack of 2	pack of 2	
281	Remote Cell AAA Battery	Duracell / Eveready	–	AAA size (1.5V) alkaline battery for remotes, pack of 2	pack of 2	
282	Mike's Cell / Button Cell	Duracell	–	Button/coin cell (CR2032/LR44) for microphone or devices	one	
283	Battery – 9V	Duracell / Eveready	–	9V PP3 rectangular alkaline battery for alarms/meters	one	
284	Glue Stick – 8 gm	Fevistik	–	Solid PVA glue stick, 8 gm, non-toxic, acid-free	one	
285	Glue Stick – 15 gm	Fevistik	–	Solid PVA glue stick, 15 gm, non-toxic, acid-free	one	

286	Ink Pad Small	Soni Office Mate	Blue/Black/Red	Small stamp ink pad, re-inkable, 6×4 cm	one	
287	Ink Pad Medium	Soni Office Mate	Blue/Black/Red	Medium stamp ink pad, re-inkable, 9×6 cm	one	
288	Ink Pad Big	Soni Office Mate	Blue/Black/Red	Large stamp ink pad, re-inkable, 12×8 cm	one	
296	Keyboard Dust Blower	3M / Dust Off	–	Compressed air duster spray, 400 ml, for keyboard/electronics	one	
297	Microfiber Cleaning Cloth	3M / Scotch	–	Microfiber cloth for screen/lens cleaning, 30×30 cm	one	
298	Cable Management Clips	–	–	Self-adhesive desk cable organizer clips, pack of 20	pack of 20	
301	Reusable Whiteboard Notebook A5	Rocketbook / Bambook	–	Smart reusable notebook A5, wipe-clean pages, pen included	one	
302	Smart Pen (Digital)	Livescribe / XP-Pen	–	Digital pen that digitizes handwritten notes to phone/PC via app	one	
303	QR Code / Barcode Label Maker	Brother / Dymo	–	Portable label printer with QR code/barcode capability	one	
305	Biodegradable Pen	Eco Gecko / Bambu	Blue / Black	Eco-friendly biodegradable ballpoint pen, blue/black ink	one	
307	Spine Label Strip Self-adhesive	–	White	White self-adhesive spine labels for box/lever arch files, pack of 100	pack of 100	

Terms and Conditions

- 1 All materials should be delivered at the project site (F.O.R. Site) as specified.
- 2 Only ISI marked, original, and approved brands mentioned in the BOQ will be accepted.
- 3 A minimum of 12 months warranty against any manufacturing defects is mandatory.

- 4 Quoted rates must be inclusive of GST, transport, loading, and unloading charges.
- 5 The management reserves the right to accept or reject any tender without assigning any reason.

अभिलेख कक्षात जतन करून ठेवणेसाठी पाठविण्यात येणा-या संचिकांसाठी आवश्यक कापडी रूमाल व तदनुषंगिक बाबी

सन २०२६-२७ (०१.०४.२०२६ - ३१.०३.२०२७)

अ.क्र	बाब	आकार व कलर	संख्या	दर (GST सह)
१	सफेद अभिलेख रूमाल (३ बाजूला शिलाई तसेच एक लेस स्टिचसहित)	३६ x ३६	एक	
२	लाल अभिलेख रूमाल (३ बाजूला शिलाई तसेच एक लेस स्टिचसहित)	३६ x ३६	एक	
३	पिवळा अभिलेख रूमाल (३ बाजूला शिलाई तसेच एक लेस स्टिचसहित)	३६ x ३६	एक	
४	हिरवा अभिलेख रूमाल (३ बाजूला शिलाई तसेच एक लेस स्टिचसहित)	३६ x ३६	एक	
५	कापडी रूमालावर लावावयाचे प्लॅस्टिक कव्हर	३ x ५ inch	एक	
६	कापडी रूमालावर लावावयाचे प्लॅस्टिक कव्हरसाठी लागणारे सेप्टी पिन	Size ४ no	एक	

नेमप्लेट तक्ता (Nameplate Quotation Table)

२०२६-२७ (०१.०४.२०२६- ३१.०३.२०२७)

अ.क्र	बाब / वस्तूचे नाव	तांत्रिक तपशील (Technical Specifications)	आकार व कलर	संख्या	रक्कम रु. (GST सह)
१	स्टेनलेस स्टिल बोर्ड	SS ३०४ ग्रेड, ॲनग्रेव्हिंग कोरीव अक्षरे, मॅट/ग्लॉस फिनिश (अप्पर आयुक्त/सह आयुक्त अधिकारी बोर्ड)	१५ x १० इंच	एक	
२	व्हिनाईल बोर्ड	उच्च गुणवत्तेचे व्हिनाईल, काळा बोर्ड, सोनेरी अक्षरे (वर्ग-१ वर्ग-२ अधिकारी बोर्ड)	६ x १२ इंच	एक	
३	व्हिनाईल बोर्ड	उच्च गुणवत्तेचे व्हिनाईल, हिरवा बोर्ड, पांढरी अक्षरे (वर्ग-३ कर्मचारी बोर्ड)	२.५ x १० इंच	एक	
४	फ्लेक्स प्रिटींग	स्टार फ्लेक्स, उच्च रिझोल्यूशन प्रिंट, प्रति चौरस मी	-	एक	
५	ॲक्रालिक बोर्ड	५ मिमी जाडीची प्लेट, ३डी लेझर कट गोल्डन लेटर्स	१६ x ८ इंच	एक	
६	सिल्वर ACP बोर्ड	ॲल्युमिनियम कंपोजिट पॅनल, वेदर प्रूफ कोटिंग	१८ x ८ इंच	एक	
७	काळी ॲक्रालिक बोर्ड	लेझर कटिंग अक्षरे, प्रिमियम फिनिश	१८ x १४ इंच	एक	
८	कार्यकाल सूची	ॲक्रालिक प्लेट सहित, अपडेट करण्यायोग्य तारखा	-	एक	
९	मोठा व्हिनाईल बोर्ड	भिंतीसाठी, प्रति चौरस फूट, लॅमिनेशनसह	-	एक	
१०	सनबोर्ड	५ मिमी जाडी, पीव्हीसी शीट, थेट प्रिंट किंवा व्हिनाईल	२३ x २५ इंच	एक	

झेरॉक्स काढणेस्तव येणारा खर्च व तद्रूपंगिक बाबी
२०२६-२७ (०१.०४.२०२६- ३१.०३.२०२७)

अ.क्र	बाब (Item Name)	तांत्रिक तपशील (Technical Specifications)	आकार (Size)	संख्या (Unit)	दर (GST सह)
१	झेरॉक्स (Xerox)	७५ GSM पेपर, उच्च दर्जाची काळी शाई, स्पष्ट छपाई	A-४	प्रति कॉपी एक बाजू	
२	झेरॉक्स (Xerox)	७५ GSM पेपर, ७५-८०% ब्राइटनेस असलेला पेपर	फुल स्केप	प्रति कॉपी एक बाजू	
३	लिगल पेपर झेरॉक्स	शासकीय कामासाठी योग्य लिगल साईज पेपर	लिगल	प्रति कॉपी एक बाजू	
४	स्पायरल बाइंडिंग	दर्जेदार प्लास्टिक स्पायरल, १०० पानांपर्यंत क्षमता	A-४	प्रति नग (प्रति 100 पाने)	
५	स्पायरल बाइंडिंग	पीव्हीसी ट्रान्सपरंट कव्हरसह मजबूत बाइंडिंग	लिगल	प्रति नग (प्रति 100 पाने)	
६	कलर झेरॉक्स	लेझर कलर प्रिंटिंग, उच्च रिझोल्यूशन	A-४	प्रति कॉपी एक बाजू	
७	कलर झेरॉक्स	रंगीत नकाशा किंवा दस्तऐवजांसाठी योग्य	लिगल	प्रति कॉपी एक बाजू	
८	डिजिटल प्रिंट	७५-८० GSM पेपरवर संगणकीय प्रिंट	A-४	प्रति कॉपी एक बाजू	
९	डिजिटल प्रिंट	शासकीय मसुदा किंवा पत्रांसाठी योग्य	लिगल	प्रति कॉपी एक बाजू	
१०	स्कॅनिंग (नवीन)	६०० DPI रिझोल्यूशन, PDF/JPEG फॉरमॅट	A-४/लिगल	प्रति पान एक बाजू	
११	A-३ झेरॉक्स (नवीन)	मोठ्या आकाराचे नकाशे किंवा चार्टसाठी	A-३	प्रति कॉपी एक बाजू	

ELECTRICAL ITEMS COTATION (01.042026 -31.03.2027)

Sr. No.	Item Name	Technical Specifications	Preferred Brand	Unit	Rate (Incl. GST)
1	LED Tube Light (20W)	4 feet, High Lumen (min 2000 lm), Cool Day Light, 2 years warranty	Bajaj / Philips / Havells	Each	
2	LED Bulb (9W)	B22 Base, Surge Protection, Energy Efficient	Bajaj / Philips / Syska	Each	
3	LED Bulb (15W/18W)	High wattage for larger areas, Polycarbonate body	Bajaj / Philips / Havells	Each	
4	LED Panel Light (15W)	Round/Square Slim design, Die-cast aluminum	Bajaj / Philips	Each	
5	Ceiling Fan (48 inch)	BEE 5-Star Rating, 100% Copper Winding, High Air Delivery	Bajaj / Crompton / Havells	Each	
6	Stand Fan (Pedestal Fan)	16 inch (400mm), High Speed, Sturdy base, Oscillation function, 3-speed control, Copper Motor	Bajaj / Usha / Crompton	Each	
7	LED Street Light (40W)	IP65 Waterproof, Aluminum die-cast body	Bajaj / Philips	Each	
8	Copper Wire (1.5/2.5 sq mm)	FR (Flame Retardant) Grade, IS:694 Certified, 90 Meter Coil	Finolex / Polycab	Bundle	
9	Modular Switch/Socket (6A)	Fire Retardant Polycarbonate, ISI Marked	Anchor / Roma / Legrand	Each	
10	Extension Board	4 Sockets, 5m heavy-duty wire, Overload protection	Anchor / GM	Each	
11	Spike Guard / Surge Protector	6 Sockets (Universal), 5m heavy duty wire, Overload Protection & Master Switch	Anchor / GM / Belkin	Each	