

Annexure-I

List of Stationery Items and Quantity Required: 2024

<b>S.NO</b>	<b>Stationery Items</b>	<b>Quantity Required</b>
1	White Papers-A4 75 gsm	200
2	Ledger-A4 75 gsm	20
3	Button Files	150
4	Brown Tape Big Size-2 inch	200
5	Postal Covers-16*8	15 Boxes (250 each)
6	Gum Tape Machines	5
7	Celltron Green Pens	150
8	Pen Stand	02
9	Staplers -Kangaroo-Small	20
10	Plastic Trays	20
11	Faber Castell-Stamp Pad- Small [110*69 mm]	10
12	Prescription Pads [White]-Small 20 pages	30
13	Scribbling Pads White-25 Pages	150
14	Ruled Register-100 Pages	10
15	Ruled Register-500 Pages	10

**Annexure-II**

**List of Stationery Items and Quantity Required: 2024**

S.N	Description of Items	Company Name	Price of each Unit	Amount	Quantity	Total Amount	Remarks
1	White Papers-A4 75 gsm						
2	Ledger-A4 75 gsm						
3	Button Files						
4	Brown Tape Big Size-2 inch						
5	Postal Covers- 16*8						
6	Gum Tape Machines						
7	Celltron Green Pens						
8	Pen Stand						
9	Staplers - Kangaroo-Small						
10	Plastic Trays						
11	Faber Castell- Stamp Pad- Small [110*69 mm]						
12	Prescription Pads [White]-Small 20 pages						
13	Scribbling Pads White-25 Pages						
14	Ruled Register- 100 Pages						
15	Ruled Register- 500 Pages						