

**List of stationery articles/office equipments/computer accessories etc. to be supplied by the intending firms for the financial Year 2025-26.**

| Sl. No. | Description of Articles                                            | MRP Price (In Rs.) | Quotation price (In Rs.) (Inclusive all taxes ) |
|---------|--------------------------------------------------------------------|--------------------|-------------------------------------------------|
| 1       | A4 size paper, 75 GSM , per pkt. (JK Copier or equivalent)         |                    |                                                 |
| 2       | Legal F/S size paper, 75 GSM, per pkt. ((JK Copier or equivalent)) |                    |                                                 |
| 3       | Carbon Paper Blue per pkt(Kores or equivalent)                     |                    |                                                 |
| 4       | Carbon Paper Black per pkt (Kores or equivalent)                   |                    |                                                 |
| 5       | Ball Pen Black per dozen(Cello or equivalent)                      |                    |                                                 |
| 6       | Ball Pen Blue per dozen(Cello or equivalent)                       |                    |                                                 |
| 7       | Ball Pen Red per dozen(Cello or equivalent)                        |                    |                                                 |
| 8       | Alpin per pkt                                                      |                    |                                                 |
| 9       | Tag per bundle                                                     |                    |                                                 |
| 10      | Stamp pad per piece                                                |                    |                                                 |
| 11      | Officer's Ink pen(Parker)                                          |                    |                                                 |
| 12      | Parker Ink (Blue & Black)                                          |                    |                                                 |
| 13      | Office File Cover per piece                                        |                    |                                                 |
| 14      | File Board per piece                                               |                    |                                                 |
| 15      | File Cover four folder per piece                                   |                    |                                                 |
| 16      | Lock & Key Big size (Godrej)                                       |                    |                                                 |
| 17      | Lock & Key Medium size (Godrej)                                    |                    |                                                 |
| 18      | Pen Stand(Four Holder)                                             |                    |                                                 |
| 19      | Towel, Standard Size(Bombay Dyeing or equivalent)                  |                    |                                                 |
| 20      | Towel, Medium Size(Bombay Dyeing or equivalent)                    |                    |                                                 |
| 21      | LED Tube Light 9 watt per piece (Havells, Bajaj, Syska)            |                    |                                                 |
| 22      | LED Bulb 9 watt per piece (Havells, Bajaj, Syska)                  |                    |                                                 |
| 23      | Electrical Shock per piece (Havells, Bajaj, Syska)                 |                    |                                                 |
| 24      | Paper Weight per piece                                             |                    |                                                 |
| 25      | Pin cushion per piece.                                             |                    |                                                 |
| 26      | Plastic Tea Tray per piece                                         |                    |                                                 |
| 27      | Plastic Bucket(Milton) 15 Ltrs.                                    |                    |                                                 |

|    |                                                             |  |  |
|----|-------------------------------------------------------------|--|--|
|    | per bucket                                                  |  |  |
| 28 | Plastic Jug(Milton) per piece                               |  |  |
| 29 | Plastic Mug(Milton) per piece                               |  |  |
| 30 | Envelop (5"X12"), per 50 Nos.                               |  |  |
| 31 | Envelop (5"X10"), per 50 Nos.                               |  |  |
| 32 | Envelop (4"X10"), per 50 Nos.                               |  |  |
| 33 | Waste Paper Bin                                             |  |  |
| 34 | Gum Per Bottle(Camel, Camlin or equivalent)                 |  |  |
| 35 | Stamp Pad Ink Per bottle(Camlin or equivalent)              |  |  |
| 36 | Phenyl Per Bottle 500ml, Black (Cross)                      |  |  |
| 37 | Phenyl Per Bottle 500ml,white (Cross)                       |  |  |
| 38 | Harpic Big Size (Red and Blue) per piece                    |  |  |
| 39 | Bleaching Powder 1 kg per pkt.                              |  |  |
| 40 | Cup Plate, Bon China, per set.                              |  |  |
| 41 | Drinking Glass(Milton)                                      |  |  |
| 42 | Chair Cushion (Kurl-on or equivalent)                       |  |  |
| 43 | Rexene Table Cloth per meter.                               |  |  |
| 44 | White Cotton Roll per roll                                  |  |  |
| 45 | Jute chutli per kg                                          |  |  |
| 46 | Coconut Jharu(Broom)                                        |  |  |
| 47 | Flower Jharu(Broom)                                         |  |  |
| 48 | Steno Note Book per piece                                   |  |  |
| 49 | Pencil Battery per piece (Eveready or equivalent)           |  |  |
| 50 | Pakka Binding Register Book per number                      |  |  |
| 51 | Correcting Fluid(Whitener) per piece                        |  |  |
| 52 | Xerox Tonner per piece (Cannon NPG-28, Cannon NPG-59)       |  |  |
| 53 | Computer Cartridge Cannon-337                               |  |  |
| 54 | Computer Cartridge Cannon-925                               |  |  |
| 55 | Computer Cartridge Cannon-12A                               |  |  |
| 56 | Computer Cartridge Prodote-337                              |  |  |
| 57 | Computer Cartridge Prodote-925                              |  |  |
| 58 | Computer Cartridge Prodote-12A                              |  |  |
| 59 | Computer Keyboard wired USB (Frontech, Rapoo or equivalent) |  |  |
| 60 | Computer Mouse wired USB (Logitech, HP or equivalent)       |  |  |

|    |                                                                  |  |  |
|----|------------------------------------------------------------------|--|--|
| 61 | Water Tape (steel) (Hindware, Cera, jaguar etc.)                 |  |  |
| 62 | Water Tape plastic (Polo, Supreme or equivalent) per piece       |  |  |
| 63 | Room Freshner(Godrej, Odonil) per piece                          |  |  |
| 64 | Handwash per bottle (Dettol, Lifebuoy)                           |  |  |
| 65 | Handwash refill 1000 ml (Dettol, Lifebuoy) per pkt.              |  |  |
| 66 | Santizer per 100 ml. bottle (Dettol or equivalent)               |  |  |
| 67 | Sanitizer 5 Ltrs. (Dettol or equivalent)                         |  |  |
| 68 | Doormats per meter                                               |  |  |
| 69 | Pendrive 16 GB (HP) per piece                                    |  |  |
| 70 | Page marker per pkt                                              |  |  |
| 71 | Wooden pencil HB per piece                                       |  |  |
| 72 | Staple Pin M-10 (Kangaro)                                        |  |  |
| 73 | Staple Pin M-24/6 (Kangaro)                                      |  |  |
| 74 | Staple Pin M-23/17 (Kangaro)                                     |  |  |
| 74 | Register Books per volume                                        |  |  |
| 75 | Calculator (Casio)                                               |  |  |
| 76 | Red cloth per meter                                              |  |  |
| 77 | Liquid Goodnight mosquito machine with refill                    |  |  |
| 78 | Liquid Goodnight mosquito repellent refill                       |  |  |
| 79 | Mosquito spray                                                   |  |  |
| 80 | Wall Clock(Ajanta or equivalent)                                 |  |  |
| 81 | Milton thermo steel Flip Lid Hot and Cold Flask, 1000 ml, Silver |  |  |
| 82 | Calling Bell (branded).                                          |  |  |
| 83 | Umbrella Big size (Mahendra Dutt)                                |  |  |
| 84 | Toilet Brush(Branded)                                            |  |  |
| 85 | Electric Extension Board (Bajaj, Syska or equivalent)            |  |  |
| 86 | Computer UPS ( Frontech or equivalent)                           |  |  |
| 87 | Colin glass and surface cleaner 500 ml per bottle                |  |  |
| 88 | Citronella per bottle                                            |  |  |
| 89 | Table Glass (3X2.5) Feet per                                     |  |  |

|     |                                                      |  |  |
|-----|------------------------------------------------------|--|--|
|     | piece                                                |  |  |
| 90  | Florescent highlighter (Faber Casteli or equivalent) |  |  |
| 91  | Knife for paper cutting                              |  |  |
| 92  | Scissor                                              |  |  |
| 93  | Washing and Ironing for office curtains and towels.  |  |  |
| 94  | Flex Poster                                          |  |  |
| 95  | Black Tap                                            |  |  |
| 96  | Ceiling Fan                                          |  |  |
| 97  | Stand Fan                                            |  |  |
| 98  | JIO Recharge                                         |  |  |
| 99  | Cello Tap                                            |  |  |
| 100 | Room Heater                                          |  |  |
| 101 | Distil Water Bottle for Inverter                     |  |  |
| 102 | Trolley for Inverter                                 |  |  |
| 103 | Curtain                                              |  |  |
| 104 | Naphthalene                                          |  |  |
| 105 | Computer Mouse                                       |  |  |
| 106 | Computer Keyboard                                    |  |  |
| 107 | Computer Cover                                       |  |  |
| 108 | Electric Kettle                                      |  |  |
| 109 | Electric Switch                                      |  |  |
| 110 | Computer Cartridge Canon Toner T06 Black             |  |  |

**Price for Printing and binding register:**

| <b>SL. No.</b> | <b>Description of registers</b>                       |
|----------------|-------------------------------------------------------|
| 1              | ( R ) 11 witness Register 200 pages                   |
| 2              | ( R ) 4 Trial Register 100 pages                      |
| 3              | (R) 3 Criminal Rules and order 200 pages              |
| 4              | (R) (2)(i) R (2)(ii) (R ) (2)(iii) 200 pages          |
| 5              | (R) 7 warrant imprisonment 50 pages                   |
| 6              | ( R ) 6 Trial Register for petty cases 100 pages      |
| 7              | (R) 8 Register Maintenance 50 pages                   |
| 8              | (R)12 Criminal Rules and order Process issue register |
| 9              | ( R ) 10 court fee Register 200 pages                 |
| 10             | Long Pending case Register 100 pages                  |
| 11             | ( R ) 13 Processes received for issue 200 Pages       |
| 12             | Court Diary/2021, 750 pages                           |
| 13             | Red Cloth Binding 400 pages                           |
| 14             | Red Cloth Binding 200 pages                           |

**Prices for the items required in Protocol and refreshment:**

|    |                                                                 |  |  |
|----|-----------------------------------------------------------------|--|--|
| 1  | VIP tea set per set (Milton or equivalent)                      |  |  |
| 2  | Drinking Glass per set (Milton)                                 |  |  |
| 3  | Tray per piece (Milton or equivalent)                           |  |  |
| 4  | Fulam Gomusa per piece (L=1.30 to 1.85 meter, B=60 cm to 85 cm) |  |  |
| 5  | Britiana Nutri choice per pkt.                                  |  |  |
| 6  | Fruit juice 1 Ltr. (Tropicana or equivalent)                    |  |  |
| 7  | Roasted cashew nuts (250 gms) per pkt.                          |  |  |
| 8  | Roasted pista (250 gms)                                         |  |  |
| 9  | Spoon and Fork per dozen (Milton or equivalent)                 |  |  |
| 10 | Drinking glass cover plate per dozen (Milton)                   |  |  |

**Note: Intending firms shall have to submit samples for the items against which MRP is not quoted for not being available.**