**List of stationery items with quantity required to be purchased for office use during the year 2023-24.**

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| **S.No.** | **Name of item** | **Quantity** |
| 1 | White Fluid Kores | 70 Pcs. |
| 2 | Register 6 qr Neelgagan. Deluxe 288 pags | 50 Pcs. |
| 3 | Register 4 qr Neelgagan. Royal band 192pg | 10 Pcs. |
| 4 | Stapler Kangaroo No. 10D | 60 Pcs. |
| 5 | Photostat Papers F/s JK Red | 250 rims  Each |
| 6 | Photostat Papers A4 JK Red | 800 rims |
| 7 | Hard board 36”x26” , 36 ouns board  cotton patti size 27”x4” with dori 36**” with sample** | 4000 Pcs. |
| 8 | File Cover No. 400 Rishabh **with sample** | 4000 Pcs. . |
| 9 | Kacha File Cover No. 275 **Rishabh sample** | 3000 Pcs. |
| 10 | Pilot Pens V 7 Hitch- point Luxor blue | 250 Pcs. |
| 11 | Pilot Peon V5 Blue | 250 Pcs. |
| 12 | Butter flo ball pen | 450 Pcs. |
| 13 | Slip Pad 33 no. Neelgagan 160 pages | 100 Pcs. . |
| 14 | Slip Pad 22 no. Neelgagan 160 pages  . | 120 Pcs. |
| 15 | Multi Color Flags Oddy 3 in 1 Page Marker  Desmat (3 Colors) | 175 pkt . |
| 16 | Stamp Pad Camel (110x69 Cms) Big size | 10 Pcs. |
| 17 | Carbon Paper Blue Saphire/Korse | 1 Pkt |
| 18 | Cello Tape1” Wonder 45 Mt. Length. | 60 Pcs. . |
| 19 | Dusters 24”x24”Cotton white chirwa brand | 400 Pcs. |
| 20 | Peon Book Neelgagan, 2 Qr Ledger paper  Paper. | 10 Pcs. . |
| 21 | Noting Sheet 80 GSM Paper | 250 rims |
| 22 | Ripple File (Double Folder) no. 1000 Rishabh | 400pcs |
| 23 | Fevi stick kores green packing 15 mg | 70 Pcs. . |
| 24 | Gum Tube kores (30ml) | 50 Pcs. |
| 25 | Spiral Note Books 67 No. Multicolor Neelgagan | 30 pcs |
| 26 | Glass for drinking water Yera normal size | 5 dozen |
| 27 | Packing Tape small Wonder 45 Mt. (2”) | 50 Pcs. |
| 28 | L Type plastic Folder Legal size F/S (SUN) | 250 pcs |
| 29 | L Type transparent Folder (Sun A4) | 600 Pcs. |
| 30 | Pencil HB Apsra | 500 pcs |
| 31 | Paper Cutter kangaroo M -9, Kanex | 50 Pcs. |
| 32 | Yellow Envelop A4 sheeshmahal inside plastic coated | 200 Pcs. |
| 33 | Yellow Envelop 16x12sheesh mahal inside plastic  Coated | 300 Pcs. |
| 34 | Stapler Pins Kangaroo Small | 200 Pkt |
| 35 | Post it flag 3”x4” oddy | 25pkt |
| 36 | Permanent Marker Luxor | 200 Pcs. |
| 37 | Pocker National Wooden Handle. | 15 Pcs. |
| 38 | Paper Scissor Kangaroo big size . (SL1160) | 15 Pcs. |
| 39 | Colin | 50 Pcs. |
| 40 | Paper Clip Small Plastic Coated pkt of 50 | 25 Pkt. |
| 41 | White Tags with sample ( 240 pcs) (Mia) 8” | 50 pkt |
| 42 | Room Freshener Premium (rose) | 50 Pcs. |
| 43 | Punching Machine single hole Kangaroo | 30 Pc |
| 44 | Jug flora three litres | 10 pcs |
| 45 | Highlighter Luxor | 15 pkt |
| 46 | Pencil cell ( AA) Eveready | 150 pcs  ` |
| 47 | Pencil cell ( AAA) Eveready | 100 pcs  ` |
| 48 | Yellow Duster | 150 pcs |
| 49 | Green Tags with sample 36” | 50 pkt |
| 50 | Receipt Register 6 qr Neelgagan. Deluxe 288 pags | 20 pcs |
| 51 | Despatch Register 6 qr Neelgagan. Deluxe 288 pags | 10 pcs |
| 52 | Binder Clip black no.3003 (32mm) | 20pkt |
| 53 | Eraser (Rubber) Apsara non dust | 50pcs |
| 54 | Box File sweety with lock | 10 pcs |
| 55 | All pin Superior quality 50 gms packing | 15 pkt |
| 56 | My Clear Bag world one dc 205 fp | 150pcs |