REQUIREMENT OF STATIONERY
NAME OF DEPARTMENT: Central Store

Sr. No	Items with Spectifications	Units	Tentively Quantity
1	Photostat Paper A4, Size 210x297mm, GSM 75, Sheet: 500/Rim	Rim	3000
2	Paper F/s Legal Paper, GSM 75, Sheet: 500/Rim	Rim	100
3	Printing of Answer Sheets (16 Pages) MRSPTU, 60 GSM, 8.5"x10.5" (Finished Size), MAPLITHO07A' Grade Mill Paper	No.	200000
4	Tag Small (White)	Bundle	500
5	Tag Large (Green)	Bundle	500
6	Stapler Pins (Small) Kangaroo 10-1M, 1000 Staples (20x50)	Dabbi	500
7	Stapler Pins (Large), Kangaroo 24/6-1M, 1000 Staples (20x50)	Dabbi	500
8	Marker (Temporary)	No.	1000
9	Marker (Permanent)	No.	500
10	Marker (CD marker)	No.	200
11	Binder Clips (25mm) 1" (BC-25/500)	Dabbi	200
12	Binder Clips (41mm) 15/8" (BC-41/100)	Dabbi	200
13	Steno Note Book	No.	500
14	Slip Pad/Conference Pad	No.	1000
15	Ruled Register (150 pages) Standard Size	No.	1000
16	Staff Attendance Register, Printing: University Name & Logo	No.	50
17	Student Attendance Register, Printing: University Name & Logo	No.	5000
18	Envelope White (Printed Item) Size: 9"x4", Printing: University Logo &	No.	3000
19	Envelope White Size: 9"x4"	No.	2000
20	Yellow Envelope (Size: 10"x12") (Printing)	No.	3000
21	Envelope White Size: 11"x5" (Printing)	No.	2000
22	Yellow Envelope (Plain) (Size: 10"x12")	No.	3000
23	Yellow Envelope (Plain) (Size: 11"x5")	No.	1000
24	Envelope Brown Size: 11"x5" (Printing)	No.	3000
25	Dak Pad Folder	No.	200
26	Stamp Pad (Blue), Size: 110mm x 69mm, Color: Violet Smudege Free Impression Fast Drawing Ink	No.	50
27	Paper Flag (Re-Stick Notes), Size: 1"x3" (25x75mm) Quality: 40x3, Color 120 Sheets)	Pkt.	500
28	Stock Register (Pages-250) as per sample	No.	30
29	Stock Register (Pages-440) as per sample	No.	30
30	Stock Register (Pages-650) as per sample	No.	30
31	Dispatch Register (Quire-4) as per sample	No.	30
32	Dispatch Register (Quire-8) as per sample	No.	30
33	Receiving Register (Quire-4) as per sample	No.	50
34	Receiving Register (Quire-8) as per sample	No.	50
35	Index File Cover, Stainless Steel Lever Clip of 95mm with Paper Stoper to Fasten the Paper, Strong premium Hardboard Legal Letter & A4	No.	1500
36	File Cover (Printing), Printing: University Name & Logo, Jindal File Cover with Inner Cloth, Six Ring Standard Size	No.	10000

37	Tonner 12-A HP Compatible with Chip	No.	150
38	Tonner 36-A Compatible with Chip	No.	10
39	Tonner 49-A Compatible with Chip	No.	10
40	Tonner 78-A Compatible with Chip	No.	10
41	Tonner 85-A Compatible with Chip	No.	10
42	Tonner Sp3510dn Ricoh Compatible with Chip	No.	150
43	Tonner Sp200/212SNw Ricoh Compatible with Chip	No.	150
44	Tonner 88-A/388-A HP Compatible with Chip	No.	200
45	Tonner LBP-2900 Compatible with Chip	No.	10
46	Tonner HP P1007 Compatible with Chip	No.	10
47	Tonner TN-B021 Brother Compatible with Chip	No.	50
48	Tonner HP110-A Brother Compatible with Chip	No.	20
49	Tonner HP137-A Brother Compatible with Chip	No.	10
50	Tonner HP158x Brother Compatible with Chip	No.	10
51	Epson Ink Bottle (Black-005)	No.	10
52	Ricoh MP2014 (Ink Bottle) Compatible with Chip	Bottle	50
53	Sharp Ink Bottle MX-235AT Compatible with Chip	Bottle	10
54	Sharp Ink Bottle ARM-201/205 Compatible with Chip	Bottle	10
55	Ricoh MP5054 Compatible with Chip	Bottle	10
56	Canon Ink Bottle NPG-73 Compatible with Chip	Bottle	10
57	Cello Tape Transparent (Size: 1/2" (Small))	No.	500
58	Cello Tape-Transparent (Size-1")	No.	200
59	Cello Tape-Transparent (Size-2")	No.	200
60	Cello Tape-Transparent (Size-Brown-2")	No.	200
61	Cutter (Large) 18mm	No.	200
62	Fevi Stick 15gm	No.	200
63	Highlighter (Yellow)	No.	200
64	Calculator 12 Digit Big LC Display with Full Function, Two Way Power, 150 steps Check, Size: HxWxL) 30.1x123x140mm, Plastic Keys, Key Rollover Battery: Full Power	No.	20
65	Duster for White/Black Board, Non-Megnatic High Quality Plastic Mould	No.	500
66	Drawing Pins, Size: 13mm Golden Color Quality Brassed	Dabbi	500
67	Dustless Chalk (White) 50 Sticks per Box	Box	600
68	Flappers	No.	500
69	Cloth Duster (Cotton) Square Shape (Size 16"x16")	No.	1500
70	A4 Stickers, A4ST-2 100S, 200x297mm	Rim	500
71	Non Woven D Cut Bag, Printing: (White/Yellow/Blue/Green) University Name & Logo, Capacity 5kg, Size: 18"x14"	No.	40000
72	Polypropylene Bag (White) for Packing Answer Sheets, Printing: University Name & Logo, Size: 27"x36", Capacity 50kg	No.	12000
73	White (Evaluation) Envelope 11"x5" with Printing	No.	30000