**Annex I: Rate List for Stationery Items**

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| **S.N.** | **Items** | **Image** | **Unit** | **Unit Price** |
| **1** | **Paper** |  |  |  |
| A | White Offset Paper, Paper Quality: 80 GSM, Size: A4, Brand: Double A; Box of 5 Packets (01 Pack= 01 Ream); 01 RM consists of 500 Sheets of Paper |  | Box |  |
| B | White Offset Paper, Paper Quality: 80 GSM, Size: A4, Brand: Paper One; Box of 5 Packets (01 Pack= 01 Ream); 01 RM consists of 500 Sheets of Paper |  | Box |  |
| C | Multi-Colour Offset Paper, Paper Quality:80 GSM, Size: A4, Brand: Double A, Box of 5 Packets |  | Box |  |
| D | Multi-Colour Offset Paper, Paper Quality:  80 GSM, Size: A4, Brand: SINAR SPECTRA, Box of 5 Packets |  | Box |  |
| E | Brown Paper, Paper Quality: 70 GSM, Size:  29" X 44" Ream of 500 Sheets/packs |  | Each |  |
| **2** | **Pen** |  |  |  |
| A | Gel Pen (Black, Red, Blue & Green), Brand: ................. |  | Each |  |
| B | Ball Point (Black, Blue, Red & Green) Brand:  ................. |  | Each |  |
| **3** | **Pencil** |  |  |  |
| A | Wooden Pencil-HB (Box-Dozen), Brand: .......... |  | Dozen |  |
| **4** | **Pencil Cutter/ Sharpener and Eraser** |  |  |  |
| A | Pencil Cutter/ Sharpener, Size: Small Brand: ................. |  | Each |  |
| B | Pencil Eraser, Brand: ................., Color: White |  | Each |  |
| **5** | **Marker** |  |  |  |
| A | Multi-Color (Black/Blue/Red/Green) White Board Marker, Brand: .................; 12 pieces/ box |  | Box |  |
| B | Multi-Color (Black/Blue/Red/Green) Parmanent Marker, Brand: .................; 12 pieces/ box |  | Box |  |
| C | Multi-Colour Highlighter (Yellow/ Orange/  Green); Brand: .................; 10 pieces/ box |  | Box |  |
| D | Multi-Colour (Blue/Black/Green)  Permanent Marker, Brand: .................; 12 Pieces/Box |  | Box |  |
| E | Permanent Lumocolor CD/ DVD/OHP Marker, Brand: .................; 4 per set |  | Set |  |
| **6** | **File** |  |  |  |
| A | Lever Arch File-3", Two Holes; Size: A4  Brand: ................., (Blue Colour) |  | Each |  |
| B | Lever Arch File-2", Two Holes; Size: A4  Brand: ................., (Blue Colour) |  | Each |  |
| C | Ring File-1.5", Size: A4, Brand: ................. |  | Each |  |
| D | Clip File-1", Size: A4, Brand: ................. |  | Each |  |
| E | Transparent Plastic Management File Size:  A4, Brand: ................. |  | Each |  |
| F | Plastic Made Box / Magazine File, Size: A4,  Brand: ................. |  | Each |  |
| **7** | **Folder** |  |  |  |
| A | **Multi-Colour Plastic Folder: / Seminar File/ Double Pocket reporting Folder** Size: A4, P.C File, Brand: .................; Model: ................. Usuage: Easy to clip the paper or document to report. |  | Each |  |
| B | A4 Size My Clear Bag; Brand: ................. |  | Each |  |
| **8** | **Clips** |  |  |  |
| A | Binder Clips - 15mm (12 pieces box) Brand: ................. |  | Box |  |
| B | Binder Clips - 19 mm (12 pieces box) Brand:  ................. |  | Box |  |
| C | Binder Clips - 25 mm (12 pieces box) Brand:  ................. |  | Box |  |
| D | Binder Clips - 32 mm (12 pieces box) Brand:  ................. |  | Box |  |
| E | Binder Clips - 41 mm (12 pieces box) Brand:  ................. |  | Box |  |
| F | Binder Clips - 51 mm (12 pieces box) Brand:  ................. |  | Box |  |
| G | Multi-Colour Gems Clip No: 625, Steel  Made, Plastic Coated (100 pieces/Box), Brand: ................. |  | Each |  |
| H | Multi-Colour Push Pin/ Board Pin (100  pieces/Box), Brand: ................. |  | Each |  |
| **9** | **Tape** |  |  |  |
| A | Cello Tape; 2 Inch; 900 Gram; Transparent; Premium Quality; Brand: ................. |  | Each |  |
| B | Cello Tape Dispenser/Stand, Size: Big  Brand: ................. |  | Each |  |
| C | Masking Tape, Size: 2", Length: 20 Meter |  | Each |  |
| D | Cello Tape- Transparent, size: 2-1/2"  Length: 20 Meter, Any reputed brand |  | Each |  |
| E | Binding Tape/ Rexene Tape,  Size: 2" X 30 M (Rexene) Brand: Any Reputed Brand; Usuage: Book Binding |  | Each |  |
| F | Binding Paper/ Transparent Plastic Paper,  Size: Fit for A4 Paper Brand: Any Reputed Brand or; Usuage: Book Binding |  | Each |  |
| G | Double Tape (Mounting Tape with Foam) |  | Each |  |
| **10** | **Glue Stick-Min: 21 gm, Brand: Fevi, deli or**  **Huajie** |  | No |  |
| **11** | **Notebook** |  |  |  |
| A | Notebook, Spiral Binding with Plastic ring.  Size: A5; Inner Page: Leaf: 40, (80 Pages) 80 GSM Offset Paper, B/w inner Print  Brand: ................. |  | No |  |
| **12** | **Ruler/Scale** |  |  |  |
| A | Steel Ruler, Size: 12", |  | Each |  |
| B | Wooden Ruler, Size: 12", Any  reputed brand |  | Each |  |
| C | Plastic Ruler Scale, 30 cm; |  | Each |  |
| **13** | **File Divider, Multi Colour Plastic File**  **Divider, Size: A4, No: 1-10 (Packet of sheet); Brand:** ................. |  | Each |  |
| **14** | **Staplers and Staples (Pin)** |  |  |  |
| A | Stapler Machine, **Size: Small,** HD-10D,  Brand: .................; Stapling Capacity: 20  Sheets; |  | No |  |
| B | Stapler Machine, **Size: Medium,** HP-45,  Brand: .................; Stapling Capacity: 30  Sheets |  | No |  |
| C | Heavy Duty Stapler Machine, **Size: Big**, DS  23 S 24 ql. Brand: .................; Stapling  Capacity: 210 Sheets |  | No |  |
| D | Stapler Pin, Size: Large 24/6, (1 box =20  small packet), Brand: ................. |  | Box |  |
| E | Stapler Pin, Size: Small -10-1 M (1 box =20  small packet); Brand: ................. |  | Box |  |

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| F | Stapler Pin, Size: 23/13 mm (Box with 1000  staples); Brand: ................. |  | Box |  |
| G | Stapler Pin, Size: 23/15 mm (Box with 1000  staples); Brand: ................. |  | Box |  |
| H | Stapler Pin, Size: 23/17 mm (Box with 1000  staples); Brand: ................. |  | Box |  |
| I | Stapler Pin, Size: 23/24 mm (Box with 1000  staples); Brand: ................. |  | Box |  |
| J | Stapler Pin Remover, **Size: Small,** SR 45,  Brand: ................. |  | No |  |
| K | Stapler Pin Remover, **Size: Medium, SR**  **300**, Brand: ................. |  | No |  |
| **15** | **Punch Machine** |  |  |  |
| A | One Hole Punch Machine, Size: Small; Brand: .................; Punching Capacity : 10  Sheets |  | No |  |
| B | Punch Machine, Size: Small-DP 480, Brand:  ................. |  | No |  |
| C | Punch Machine, Size: Medium- Number 88,  Brand: ................. |  | No |  |
| D | Punch Machine, Size: Large- HDP 2320,  Brand: .................; Capacity: Punching  Capacity : 290 Sheets |  | No |  |
| **16** | **Scissors** |  |  |  |
| A | Scissors-210 mm (8 -1/4 inch) No: 6010, Brand: ................. |  | No |  |
| B | Scissors-180 mm (7 inch) Brand: ................. |  | No |  |
| **17** | **Whistle, Appx: 1.5" Long, Stainless Steel** |  | No |  |
| **18** | **Calculator-12 Digit Brand: Any Reputed, Two Way Power** |  | No |  |

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| --- | --- | --- | --- | --- |
| **19** | **Holder** |  |  |  |
| A | Pen Holder (Metal Made) Brand: |  | No |  |
| B | Visiting Card Holder (Book) Capacity: 240Cards, Any reputed brand |  | No |  |
| **20** | **Post-IT** |  |  |  |
| A | Stick on Pad (Post it)- Blister of 100  Sheets- 3 X 5 inch; Brand: Any reputed |  | Each |  |
| G | Index Note;/ Neon Colour Film;  Brand: Any Reputed; 5 Colour X 25 Pcs Size:  45 X 12 mm |  | Each |  |
| **21** | **Paper Cutter/Anti-Cutter/Knife- Standard size, Brand: Any reputed** |  | **No** |  |
| **22** | **Finger Wetted Tool** |  |  |  |
| A | Finger Wetted Tool-Plastic pot with sponge |  | No |  |
| **23** | **File/ Paper-Fastener- Plastic with 2 holes-50set per box, Brand:** ................. |  | Box |  |
| **24** | **Cloth Duster- Standard size- Fabric made** |  | No |  |

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| --- | --- | --- | --- | --- |
| **25** | **Flip Chart** |  |  |  |
| A | Flip Chart Paper, Paper Quality: 60 GSM, Size: 22" X 35",Leaf: 40 |  | No |  |
| **26** | **Name Badges, Plastic with name Badge**  **Holder (ribbon)** |  | No |  |

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| --- | --- | --- | --- | --- |
| **27** | **Desk Tray-1 X 3 Levels-Outward, inward,pending** |  | Each |  |
| **28** | **Ink Colour (Black) for stamp pad-Refil, Any**  **Reputed** |  | Each |  |
| **29** | **Ink Pad Black (Camlin Impression Delux Stamp pad-size 11.6cm X 6.5cm)** |  | Each |  |
| **30** | **Register Khata, Size: Legal, Leaf: 200** |  | Each |  |
| **31** | **Envelope** |  |  |  |
| A | Envelope (A4 Size; 70 GSM) |  | Each |  |
| B | Envelope (A5 Size; 70 GSM) |  | Each |  |
| C | Envelope (B4 Size; 70 GSM) |  | Each |  |
| **32** | **Camlin Carbon Papers (100 Sheets per Pack); Impress** |  | Pack |  |

**Note:**

* The rate quoted should be inclusive of VAT.