

ANNEXURE-II

SL. NO.	ITEMS	UNIT	YEARLY ESTIMATED REQUIREMENT
1	18 Watt PL Lamp(Philips)	pc	40
2	36 Watt PL Lamp(Philips)	pc	50
3	A3 Paper	rim	4
4	A4 Paper(per rim)	rim	1215
5	Add Gel pen(Blue/Black/Green/Red)	pcs	30
6	Add Gel Refill(Blue/Black/Green/Red)	pcs	49
7	Audit Pencil (Polo)	box	35
8	Bleaching Powder	kg	15
9	Broom Stick	kg	5
10	Brown Paper	sheet	100
11	Calclator(big)(Orpat)	pcs	10
12	Calclator(Small)(Orpat)	pcs	20
13	Candle(packet of 6)	pcs	60
14	CD Marker	pcs	5
15	Cello Tape (0.5 inch)(Platinum)	pcs	136
16	Colin Trigger 700 ml	pcs	18
17	Cotton Mop Round	pcs	75
18	DFC Paper	rim	2
19	Duster	pcs	417
20	Electric kettle(0.5 lts)(Orpat/Jaipan)	pcs	8
21	Electric Kettle(1.8 Lts)(Prestige)	pcs	1
22	Electronic Choke(Philips)	pcs	35
23	English Twine	pkt	10
24	Envelope SE 5	pcs	4000
25	Envelope SE 6	pcs	6500
26	Envelope SE 7A	pcs	2000
27	Envelope SE 8A	pcs	500
28	Eraser (Nataraj)	pcs	102
29	Extension Cord(Fronteck Made)	pcs	85
30	File Plastic Folder	pcs	525
31	Flap	pcs	1500
32	Flask (Milton)	pcs	5
33	GAP-25 Register	pcs	5
34	Guard File	pcs	100
35	Gum Pot(150 ml)	pcs	110
36	Gum Tube	pcs	500
37	Hampu	pcs	12
38	Hand Liquid(Ami)(5 Ltr Jar)	pcs	17
39	Hand soap liquid(lifebouy)	pcs	7
40	Hand Towel	pcs	25
41	Handle Brush Toilet	pcs	6
42	Hi-lighter Pen	pcs	200
43	HIT(425 ml)	pcs	2
44	James Clip(26 mm)	pkt	80
45	jute Twine	kg	5
46	Knife 20 cm	pcs	55

47	Lamination Paper A4	pkt	1
48	Lamination Paper I -card size	pkt	1
49	Legal Paper	rim	680
50	Letter Head Ord	1000 pcs	6
51	Lifebuoy Soap(Godrej)	pcs	40
52	Lux Soap	pcs	20
53	Marker Pen(Black/Blue/Red)	pcs	45
54	Markin Cloth(in Mtrs)	mtrs	160
55	MCB file	pcs	20
56	Napthalene(in gms)(Bengal Chemical)	kg	14
57	Odonil Bar	pcs	50
58	Ordinary Pencil	box	35
59	Page Marker	pkt	1500
60	Parmanent Marker	pcs	5
61	Perker pen	pcs	15
62	Phool Jharu	pcs	42
63	PhytoFresh(5 Ltr Jar)	pcs	28
64	Plastic Belcha(Small)	pcs	15
65	Plastic Bucket(Big)	pcs	8
66	Plastic Drum(60 ltr.)(Cello)	pcs	4
67	Plastic Mug	pcs	12
68	Punching Machine(single hole)	pcs	100
69	Refill Ord(Blue)	pcs	100
70	Refill Ord(Red)	pcs	50
71	Register No. 4	pcs	95
72	Register No. 8	pcs	60
73	Rexine Pad Folder(Power)	pcs	105
74	Room Freshner	pcs	80
75	Scale	dozen	5
76	Scissors	pcs	20
77	Scotch Brite(with handle)	pcs	35
78	Sharpner	pcs	120
79	Slip Pad 1/8 (25 Pages)	pcs	13
80	Slip Pad 1/8 (50 Pages)	pcs	625
81	Stamp Pad(Self inking)	pcs	15
82	Stapler Machine (Big) HS45P	pcs	60
83	Stapler Machine(Small)(Kangroo)	pcs	130
84	Stapler Pin(Big)(Kores)	box	12
85	Stapler Pin(small)(Kores)	box	28
86	Tag	1000 pcs	202
87	Taski R-2(5ltr jar)	pcs	9
88	Toilet Cleaner(SanyFresh)(5 Ltr Jar)	pcs	28
89	Tube Light (Philips)	pcs	200
90	Umbrella(KC Paul)	pcs	2
91	Use & Throw Pen	pcs	1200
92	Vim Powder(in Kgs)	kg	90
93	White fluid(7 ml)	pkt	510