

LIST OF STATIONERY ITEMS FOR THE YEAR 2014-2015

S.No	Description	Make & Specification	Denom. of Qty	Approx. Consumption	Rates
1.	Paper Office A-4	My choice	Ream	300	
2.	Paper Office FS	My choice	Ream	10	
3.	Fax Roll (30 Mtrs. Length)	Mitsubishi	Roll	10	
4.	Pen (Permanent Marker)	Luxor	Each	60	
5.	Pen ball cello	Fine grip	Each	700	
6.	Refill pen ball cello	Fine grip	Each	100	
7.	Pen add gel	Achiever	Each	50	
8.	Refill add gel pen	Achiever	Each	100	
9.	Pen Trimax gel	Reynolds	Each	280	
10.	Refill pen trimax gel	Reynolds	Each	50	
11.	Pen gel octane	Classmate	Each	1000	
12.	Refill pen gel octane	Classmate	Each	30	
13.	Pen highlighter	Cello	Each	50	
14.	Pen white board marker	Cello	Each	40	
15.	Whitener Pen	Camlin	Each	10	
16.	Duster for classroom	Wooden base with thick felt (Rolex make)	Each	30	

17.	Punching Machine	Kangaroo-DP-280	Each	20	
18.	Gum Paste (300 ML) Bottle	Camel	Each	05	
19.	Pin Stapler (Big) size 24x6	Kangaroo	Pkt.	20	
20.	Pin Stapler (small)	Kangaroo N-10	Packet	160	
21.	Pin Paper (All Pin)	Zebra Tee head type	Packet	20	
22.	Pin U type PVC coated	Zen (100 pins)	Packet	30	
23.	Drawing pin for Notice Board	Scholar (Big Head)	Packet	30	
24.	Tape Brown 2"	Wonder (60 mtr. Length)	Roll	50	
25.	Tape Transparent 1"	Wonder (60 mtr. Length)	Roll	60	
26.	Tape transparent 2"	Wonder(60mtr length)	Roll	12	
27.	Index File (Kangaroo Clip)	Lodha	Each	30	
28.	Chalk Dustless (144 Nos. in a box)	Kores	Packet	72	
29.	Eraser(Rubber)	Natraj	Each	200	
30.	Sharpener(Pencil cutter)	Natraj	Each	140	
31.	Pencil HB	Natraj	Each	250	
32.	File Pad	Lodha	Each	30	
33.	Glue Stick (15gms)	Fevistick	Each	160	
34.	Stapler Machine HP-45(big)	Kangaroo	Each	05	
35.	Stapler N-10 (small)	Kangaroo (Small)	Each	50	

36.	Paper ruled for exam	Orient make	Ream	60	
37.	Binder clip 25mm	Gorilla	Each	30	
38.	Binder Clip 32mm	Gorilla	Packet	10	
39.	Binder clip 19mm	Gorilla	Each	30	
40.	Register Ruled 96 Pages Size-8"x13"	White paper 58 gsm hard bound	Each	50	
41.	Register Ruled 144 Pages Size-8"x13"	White paper 58 gsm hard bound	Each	30	
42.	Register Ruled 192 Pages Size-8"x13"	White paper 58 gsm hard bound	Each	20	
43.	Note book 140 pages	Chetak/Classmate	Each	40	
44.	Rubber band big size	500 gms. Packet(as per sample)	Kgs.	05	
45.	Scale (Ruler) plastic 12"	Camlin	Each	20	
46.	Scissor Small	Munix(Kangaroo) SL-3143(108mm)	Each	10	
47.	Scissor Medium	Munix(Kangaroo)PL 3170(180mm)	Each	10	
48.	Scissor Big	Munix(Kangaroo)G L2185(215mm)	Each	10	
49.	Page marker(Sticky flag)	Oddy	Packet	40	
50.	Cutter paper medium	Natraj	Each	60	
51.	File Office (printed NLU Logo)	Lase as per sample	Each	200	
52.	File Office (Printed NLU Logo)	Spring as per sample	Each	1,000	
53.	Envelopes white small 10"x4.5"	Screen printed NLU logo with address, sunshine- DO paper, 120 gsm, (as	Each	12,000	

		per sample)			
54.	Envelopes white big 10"x12"	Screen printed NLU logo with address, sunshine- DO paper, 120 gsm, as per sample	Each	2,000	
55.	Envelope yellow laminated 12"x10"	Screen printed with logo and address, Laminated, 120 gsm, (as per sample)	Each	1000	
56.	Envelope yellow laminated 14"x10"	Screen printed with logo and address, laminated, 120 gsm, (as per sample)	Each	1000	
57.	Envelopes green laminated 16"x12"	Screen printed with logo and address, laminated, 120 gsm, (as 58.per sample)	Each	1,000	
58.	Answer copy 16 page, (midterm exam)	Pri59.nted as per sample on <u>orient paper size-18x22/4</u>	Each	3,000	
59.	Answer copy 16 page, (supplementary exam)	Printed as per sample on <u>orient paper size 18x22/4</u>	Each	6,000	
60.	Answer copy 24 page, (Main exam)	Printed as per sample on <u>orient paper size 18x22/4</u>	Each	10,000	
61.	Attendance Register for students	Size 20x30, 90 gsm ledger paper, cover page, 300 gsm art card sheet, and as per sample	Each	350	
62.	Folder conference multi color NLU printed size 22x28/2	In 4 colour on 300 gsm chinarmas art card, multi colour page 1 and 4 with two specified size pockets (as per	Each	1,000	

		sample)			
63.	Folder leather conference NLU logo printed	As per sample(A/4 size)	Each	250	
64.	Writing pad NLU printed 15 sheets	Paste binding, prescribed logo in four colour with cover lamination on orient paper in neat and clean printing(As per sample)	Each	1,000	
65.	Writing pad NLU printed 40 sheets	Spiral binding, prescribed logo in four colour with cover lamination on orient paper in neat and clean printing(As per sample)	Each	1,000	
66.	Stay out pass for students (Night out pass)	As per sample	Pad(100 sheets)	60	
67.	Out pass students (Day hours)	As per sample(in four different colours)	Pad(200 sheets)	250	