

LIST OF MATERIALS

A) STATIONERY ITEMS

Sl No	Name of the Items	Quantity
1	Alpin (Small size and good quality)	50 Pkt
2	Battery (Big)	2 Dozen
3	Battery (Small)	5 Dozen
4	Budkin	10 Nos
5	Bleaching Powder	100 Pkts (1/2 Kg each)
6	White Correcting Fluid	36 Nos
7	Dot Pen	4 Dozen
8	Envelope File size	1000 Nos
9	Envelope Medium/Small	5000 Nos
10	Fax Roll (Kores)	4 Dozen
11	Gum Paste	18 Nos (1/2 Kg each)
12	Gems Clip (Plastic Coated)	150 Pkts
13	Knife	1 No
14	Scissors	3 Nos
15	Lock (big)	6 Nos
16	Lock (Small)	6 Nos
17	Telephone Lock	12 Nos
18	Lux/Lifebuoy Soap	12 Nos
19	Latrine Acid	48 Nos
20	Odonil	3 Dozen
21	Punching Machine	12 Nos
22	Rolling Register No.16	10 Dozen
23	Rolling Register No.8	10 Dozen
24	Refill (Blue/Red) (Small/Big)	500 Nos
25	Short Hand Note Book	2 Dozen
26	Stamp Pad	1 Dozen
27	Stappler Pin (24/6 Size)	100 Pkts
28	Stappler Machine (Big)	10 Nos
29	Stappler Machine(Small)	10 Nos
30	SF White Paper	2 Rim
31	Sanitol	100 Bottles
32	Surf Pouch	36 Nos
33	Tag	200 Nos
34	Thread	24 Nos
35	Writing Pad	200 Nos
36	Napkin	5 Dozen
37	Fax Ribbon for M.D. Secretariat Fax Machine	2 Dozen
38	Room Freshener	2 Dozen
39	Mortin Rat Kill	50 Nos
40	Toilet Cleaning Brush	6 Nos
41	Blue Paper for Legal Suit (good quality)	10 Pkts
42	Xerox Paper A4	300 Pkts
43	Xerox Paper FS	50 Pkts
44	Xerox Paper A3	50 Pkts
45	Highlight Pen	1 Dozen
46	Marker Pen	1 Dozen
47	Cello Tape	1 Dozen
48	Adhesive Sticker	3 Dozen
49	Paper Clip (Small)	100 Piece
50	Plastic Sticker	5 Dozen

PRINTING MATERIALS

1	Attendance Register	60 Nos
2	Cash Book	100 Nos
3	Credit Voucher	200 Nos
4	Cash Receipt Scroll	50 Nos
5	Cheque Receipt Scroll	60 Nos
6	Debit Voucher	150 Nos
7	Document Cover File	250 Nos
8	Director's Pad	100 Nos
9	File Board	200 Nos
10	File Cover	5000 Nos
11	General Ledger	60 Nos
12	General Voucher	200 Nos
13	General Register	60 Nos
14	Letter Head (Big)	150 Nos
15	Note Sheet	7500 Nos
16	Visiting Slip	1000 Nos

ELECTRICAL ITEMS

1	Flexible Wire	3 Coil
2	Fan Capacitor	20 Nos
3	Choke	12 Nos
4	Gotaka/Pine gotake	100 Pcs
5	PVC Wire 3/20/322	2 Coil
6	Calling Bell	10 Nos
7	Starter 20/40 Watt	60 Nos
8	Tube Light 20/40 Watt	36 Nos
9	Fuse Wire	5 Piece
10	PVC Wire 7/20 7/22	1 Coil
11	Regulator for Fan	20 Nos
12	CFL Bulb 23 W/18 W/27 W	60 Nos
13	Black Tape	24 Pcs
14	Cona Tip Top 5 Amp. Switch	50 Nos
15	Cona Socket	50 Piece
16	DP Switch	10 Nos
17	Angle Bulb Holder	30 Piece
18	Ceiling Rose	20 Piece