

## Supply of Stationery Items

### Items Description

(Applicants should write the cost of items as per the table below)

Item	UoM	Unit Rate
Ball Pen – Dollar	Nos.	
Ball Pen – Picasso	Nos.	
Ballpen– Piano	Nos.	
Ink Pen/Gel Pen-Imported/ Schneider		
Highlighter	Nos.	
Erasers Pelikan AL-30	Nos.	
Eraser Stick	Nos.	
Post It (stick N)	Nos.	
Markers-Permanent & On Board	Nos.	
Calculator (MJ-100) Casio	Nos.	
Uni ball Pen Deluxe	Nos.	
Flip charts of all kinds	Nos.	
Post it pad-Small	Nos.	
Cutter Standard Size	1 unit	
Document Tray (twin shelves)	1 unit	
Draft Pads (L-Size) Ruled. A-4 & A-5	1 dozen	
Envelope Small, A4 Size, Legal size, with branding 4 color	1 dozen	
File Fasten (for card file)	1 Box	
Box File (A-4 & Legal Size)	1 dozen	
Transparent File with pocket	1 dozen	
Flappers	1 dozen	
Gum stick (Large & Medium)	1 unit	
Paper clip.	1 boxes	
Paper cutter (steel)	1 unit	
Paper pin.	1 box	
Pen holder for officers (per pair price)	1 unit	
Pen stands Standard Size	1 unit	
Pencil Jar (plastic, Wooden, Metal)	1 unit	
Pencil Led	1dozen	
Packing Tape/ Binding Tape/Paper tape/Double tape	1 unit	
Transparent Plastic Files A4 Size with pocket	1 dozen	
Punch Double holes	1 unit	
Punch Single Hole.	1 unit	
Punch Double holes Extra Large Size	1 unit	

Punch Machine - Small Size	Nos.	
Paper Holder (Metal & Wooden)	1 unit each	
Pen Holder (Metal & Wooden)	1 unit each	
Ring Files (imported) / Imported, Local	1 dozen	
Scissors (small, medium, large)	1 unit each	
Scotch Tape 12"	1 dozen	
Scotch Tape large	1 dozen	
Separator Sheet	1 units	
Sticker Sheet (packet)	1 unit	
Samad Bond (Small, Medium, Large)	1 unit each	
Sharpener (steel)	1 units	
Signature Pencil for Executive Office(s) of Shaffered and Parker	1 Unit Each	
Register for Diary (mail entry) (small, medium, Large)	1 unit each	
Store Item Maintenance Register (Standard Size)	1unit	
Stock Register (small, medium, large)	1 unit each	
Stamp pad (Medium)	1 unit	
Staple Remover	1 unit	
Stapler Pin dollar size.	1 boxes	
Stapler Pin ELM 23/23	1 packet	
Stapler pin KW 23/1 7	1 packet	
Staple machine (Fine quality)	1 unit	
Table set (wooden) Standard Size	1 unit	
Transparent Sheet for Binding	1 dozen	
Table planner	Nos.	
Calendar Planner	Nos.	
Visiting Card Album Small/ Medium Large Size	Nos.	
Label for Addresses	Nos.	
Wrapping Paper	Nos.	
Leather Stationery Holder Executive	Nos.	
Plastic Sheets for Binding	Nos.	
Business Card Carrying Case	Nos.	
Cell Various Sizes (Small, Medium, Large)	1 Packet Each Size	
Binding Clips of Various Sizes	1 Dozen Each	
Clamps Various Sizes (Small, Medium, Large)	1 Packet Each Size	
Folder ( L-Shaped)	1 Dozen	
Fluid (White) with Thinner (set)	1 Unit	
Foot Ruler (Steel)	1 Dozen	
Marker (Permanent)	1 Dozen	
Correction Pen	1 Unit	
Cloth Bag/JUTE/ECO	100	
Coffee/Tea Mug, (Ceramic-Travel) Small/Medium/Large	1 Unit	

Toner 05A Refill & New China and original	01 Unit	
Toner 80A Refill & New China and original	01 Unit	
Toner 55A Refill & New China and original	01 Unit	
Toner 12A Refill & New China and original	01 Unit	
Toner 53A Refill & New China and original	01 Unit	
Toner 35A Refill & New China and original	01 Unit	
Toner 15A Refill & New China and original	01 Unit	
Toner 85A Refill & New China and original	01 Unit	
Toner for Photocopier Cannon RADF-IR-2535	01 Unit	
Toner for Photocopier Ricoh 2015	01 Unit	

1. Quoted prices should be mentioned with applicable taxes.
2. Sample of the quoted items have to be submitted, once selected being the lowest in price.
3. Authorized dealership/partnership certificate in case of Tonners.