

## List of Stationery Items for JSACS

| S. No. | Name of the item   | Description of goods             | Requirement        |
|--------|--|----------------------------------|--------------------|
| 1      | A4 Page 75 GSM   | JK Bond/Century                  | As per Requirement |
| 2      | Air freshener (50 gm)  | odonil/Air Wick                  | As per Requirement |
| 3      | Binder clip 25 mm (12 Pcs Pkt)   | Infinity/Saya                    | As per Requirement |
| 4      | Binder clip 51 mm (12 Pcs Pkt)   | Infinity/Saya                    | As per Requirement |
| 5      | Car perfume  | Godrej/Air wick                  | As per Requirement |
| 6      | cartridge (12A) HP LaserJet 1020   | HP                               | As per Requirement |
| 7      | cartridge Brother DR2125   | Brother                          | As per Requirement |
| 8      | cartridge for HP Colour Laserjet Model 2605 (4 sets includes- Q6000A, Q60002A, Q60001A, Q60003A) | HP                               | As per Requirement |
| 9      | Cartridge XEROX Phaser 3117  | Xerox                            | As per Requirement |
| 10     | Cello Tape Brown 2"  | 2" 50 meter                      | As per Requirement |
| 11     | Cello Tape Transparent 1"  | Transparent                      | As per Requirement |
| 12     | Cloth duster, Size 36"x36"   | Best Quality                     | As per Requirement |
| 13     | Conference folder (above 30 micron Double button)  | kea/Infinity/Saya                | As per Requirement |
| 14     | Conference folder double Pocket above 30 micron  | kea/Infinity/Saya                | As per Requirement |
| 15     | Conference folder Plain above 18 micron  | kea/Infinity/Saya                | As per Requirement |
| 16     | Conference pad (40 Pages)  | Magnet/Kea/Saya/Solo             | As per Requirement |
| 17     | Double punch size 280 no   | Neelgagan/Pride 75 GSM paper     | As per Requirement |
| 18     | Envelops 10"x4" white paper with JSACS logo and address and message printing                     | Size (10x4)                      | As per Requirement |
| 19     | Envelops Yellow plastic pasted with JSACS logo and address and message printing                  | Size (14x10)                     | As per Requirement |
| 20     | Envelops Yellow plastic pasted with JSACS logo and address and message printing                  | Size (16x12)                     | As per Requirement |
| 21     | FC Lever Arch file with imported clip(901)   | Infinity/Saya/Kea/Solo           | As per Requirement |
| 22     | Fly leaf, 120 GSM, JK Mapilitho and printing of JSACS Logo and Address                           | Standard Quality                 | As per Requirement |
| 23     | Folder Plastic - L Shape size 34 x24 cm  | Infinity/saya                    | As per Requirement |
| 24     | Gem clip   | Good Quality                     | As per Requirement |
| 25     | Glue stick 15 gm.  | Kores/Infinity/Saya/Faber castle | As per Requirement |
| 26     | Guard File   | Best Quality                     | As per Requirement |
| 27     | Hai Fai special cobra file   | Standard quality                 | As per Requirement |
| 28     | Hand Wash (Liquid) (250 ml)  | Dettol/Lifebuoy                  | As per Requirement |
| 29     | LED Bulb (18, 20 W)  | philips/bajaj/havells/surya      | As per Requirement |
| 30     | LED Tube (20W)   | philips/bajaj/havells/surya      | As per Requirement |

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| 31 | Letter head with Screen printing size A4 (100 sheets in one packet)   | Executive bond 85 Gsm  | As per Requirement |
| 32 | Log Book 200 pages  | kailash/Neelgagan/Pride 90 GSM paper   | As per Requirement |
| 33 | Mosquito liquid Vaporizers repellent/machine  | All out/mortein/Good night   | As per Requirement |
| 34 | Note sheet pad of 100 sheet in a pad, size 29.5 x 21 cm (loose sheets and 100 should be kept in one paper folder) | 80GSM, paper green colour  | As per Requirement |
| 35 | Paper PIN   | Standard quality   | As per Requirement |
| 36 | Pen Gel Blue/Red/black/Green  | Linc/Reynolds/Cello  | As per Requirement |
| 37 | Pen Ball Blue   | Sapphire   | As per Requirement |
| 38 | Pen Ball Blue/Black   | Linc/Reynolds/Cello  | As per Requirement |
| 39 | Pen Black /Blue/Red/ Green  | Hi- tecpoint 0.5   | As per Requirement |
| 40 | Pen Drive (16GB)  | HP/kingston/Sony/San Disk  | As per Requirement |
| 41 | Pen white fluid correction  | Kores/infinity/kaya  | As per Requirement |
| 42 | Pen Pilot (Blue, Black, Red, Green)   | Hi- tecpoint 0.5   | As per Requirement |
| 43 | Pen set Highlighter (5 fluorescent colors)  | Camlin/Luxar/Faber castel  | As per Requirement |
| 44 | Pen white fluid correction  | Artline/Camlin/Linc/Faber castel   | As per Requirement |
| 45 | Peon Book of 100 pages  | kailash/Neelgagan/Pride 90 GSM paper   | As per Requirement |
| 46 | Permanent Marker pen (Red,Green,Black & Blue)   | Artline/Luxar/Linc   | As per Requirement |
| 47 | Phenyle Toilet Cleaner 500 ml   | Standard Company   | As per Requirement |
| 48 | Plastic dust Bin (Standard Size)  | Cello/Neelkamal  | As per Requirement |
| 49 | Post it Flag 1" x3" Three colour  | Best Quality   | As per Requirement |
| 50 | Power Strip with surge protector - 6 port   | Standard company / Anchor  | As per Requirement |
| 51 | Register Dak Dispatch/ Receipt (300-350 Page) Size- 21 x 33 cm  | Hard Bind Cover, 90 GSM paper Green  | As per Requirement |
| 52 | Register Ruled Page – 100   | Size- 29 x 41 cm<br>Paper Quality – Ledger Paper, Light green 80 gsm. Binding- Hard Wood binding 4 mm<br>Printing matter provided by JSACS | As per Requirement |
| 53 | Register Ruled Page – 200   | Size- 29 x 41 cm<br>Paper Quality – Ledger Paper, Light green 80 gsm. Binding- Hard Wood binding 4 mm<br>Printing matter provided by JSACS | As per Requirement |
| 54 | Ring File   | Infinity/Saya/Solo   | As per Requirement |
| 55 | Room Freshener  | Premier/Air wick   | As per Requirement |

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|----|---|-------------------------------------|--------------------|
| 56 | Salu cloth,(Set of 1 mtr each)                | Best Quality                        | As per Requirement |
| 57 | Single punching machine                       | Kangaroo                            | As per Requirement |
| 58 | Sketch pen set                                | Camlin/Luxor                        | As per Requirement |
| 59 | Spiral pad ruled (80 pages)                   | Neelgagan/Pride 75 GSM paper        | As per Requirement |
| 60 | Stamp pad Blue                                | Faber castle/Kores/Camel            | As per Requirement |
| 61 | Stamp pad Blue ink                            | Kores/Faber castel/ Camel           | As per Requirement |
| 62 | Stapler                                       | Standard Kangaroo                   | As per Requirement |
| 63 | Stapler                                       | Medium Kangaroo                     | As per Requirement |
| 64 | Stapler pins                                  | No. 10 Kangaroo                     | As per Requirement |
| 65 | Stapler pins                                  | Medium Kangaroo                     | As per Requirement |
| 66 | Stick File heavy sheet A4 size                | Standard Quantity                   | As per Requirement |
| 67 | Stock ledger (700-750) pages Size- 21 x 33 cm | Hard Bind Cover, 90 GSM paper Green | As per Requirement |
| 68 | Sutli plastic of 50 meter each bundle         | Best Quality                        | As per Requirement |
| 69 | Tags 8" 100 tag in bunch                      | 8-10 inch good quality              | As per Requirement |
| 70 | Takua   | Kangaroo                            | As per Requirement |
| 71 | Toilet Cleaner                                | Harpic                              | As per Requirement |
| 72 | Towel Big                                     | White/Blue/Green                    | As per Requirement |
| 73 | Towel Small                                   | Coloured                            | As per Requirement |