

PUNJAB INDUSTRIAL ESTATES Development and Management Company

Required Stationery Items for the Year (2022-23)

Regular Basis

S/No	ITMES	Proposed Consumption Per Month	Units	Brand & Size	Rate	Amount	Remarks
1	Binding Clip (19-mm)	4	Pkt	Diamond™			
2	Binding Clip (25-mm)	1	Pkt	Diamond™			
3	Binding Clip (32-mm)	1	Pkt	Diamond™			
4	Binding Clip (41-mm)	1	Pkt	Diamond™			
5	Binding Clip (51-mm)	2	Pkt	Diamond™			
6	Binding Tape (2-inch)	5	Nos	Burooj Local (2")			
7	Binding Sheet (A4)	2	Pkt	Superior (A4)			
8	Binding Sheet (Legal)	1	Pkt	Superior (Legal)			
9	Box Files (Large)	40	Nos	First			
10	Chitt Note Pad (Sticky Yellow)	5	Nos	Ding Ding 3"x3"			
11	Cutter	1	No	XF-1887			
12	Cut Box	4	Nos	Shakir/Local			
13	Flags (Plastic)	8	Pkt	DL.C31 (3inx2in)			
14	Fluid Pen	2	Nos	Sensa /Shark 0.8mm			
15	Glue Stick	3	Nos	Dr. Jan Sensa 25gm			
16	Highlighter (All Colour)	10	Nos	Mercury®			
17	Lead Pencil	1	Pkt	Gold Fish®			
18	L-Folder (A4)	5	Pkt	Tranbo®			
19	L-Folder (Legal)	1	Pkt	Tranbo®			
20	Paper Clips	2	Pkt	30MM Three Flower			
21	Paper Ream A3	1	Rim	AA 80 gm			
22	Paper Ream A4	30	Rim	AA 80 gm			
23	Paper Ream Legal	2	Rim	AA 80 gm			
24	Paper Ream A4	20	Rim	Local 80 gm pure white			
25	Piccaso Pen (Black)	3	Pkt	Piano Point			
26	Piccaso Pen (Blue)	6	Pkt	Piano Point			
27	Eraser	4	Nos	Pelikon			
28	Sharpner	2	Nos	Silver x SK2			
29	Stapler Pin (24/6)	8	Pkt	Dollar®			
30	Stapler Pin (23/10)	2	Pkt	WhaShin Heavy Duty			
31	Stapler Pin (24/13)	8	Pkt	Dollar®			
32	Stapler Pin (23/15)	2	Pkt	WhaShin Heavy Duty			
33	Transparent File Covers	4	Pkt	Chayni/China			
34	Transparent Tape (1-inch)	8	Nos	Deer®			
35	Uni Ball (Black, Blue, Green & Red)	1	Pkt	Eye Micro/fine			
36	Writing Pad (Large)	5	Nos	AS Drafting Pad			
37	Writing Pad (Small)	5	Nos	AS Drafting Pad			

Signature
with company Stamp

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Required Basis

S/No	ITEMS	Proposed Consumption Per Month	Units	Brand & Size	Rate	Amount	Remarks
38	Binding Spiral 20mm	20	Each	Ibico 8x100			
39	Binding Spiral 30mm	20	Each	Ibico 10x100			
40	Binding Spiral 40mm	20	Each	Ibico 15x100			
41	Binding Spiral 50mm	20	Each	Ibico 20x100			
42	Box File (Customer File Small)	2	Nos	Shakir/Local			
43	Box File (Small White for HR)	2	Nos	Shakir/Local			
44	Calculator	1	No	Casio MJ-120-T-w			
45	Clutch Pencil	1	No	M&G (0.5MM)			
46	Color Paper Ream (A4)	1	No	Local Good Quality 68 gms			
47	Dak Folder	1	No	Leather/Rexine			
48	Mail Box (Wooden)	1	No	Perfect No.750			
49	Marker (Erasable)	1	Nos	Dollar ®			
50	Marker (Permanent)	2	Nos	Dollar ®			
51	Notebook Diary (Small)	1	Nos	Spiral Notebook SS-5836			
52	Pin Remover	1	No	KW Taiwan			
53	Punch Machine	1	No	Opal			
54	Packing Tape	2	Pkt	Deer ®			
55	Register (Plain)	2	Nos	200 Pages/Local 68 gms			
56	Register Mail In	1	No	Lion ® Brand			
57	Register Mail Out	1	No	Lion ® Brand			
58	Rubber Band	1	Pkt	Local Good Quality			
59	Scissors	1	No	Stainless/China			
60	Separator Card (Plain)	10	Nos	Fine Quality local			
61	Separator Plastic, (1,2,3 & A,B,C)	4	Nos	Imported China			
62	Stamp Pad (Black/Blue)	1	No	Crystal ®			
63	Stamp Pad Ink (Black/Blue)	1	No	Royal ®			
64	Stationery Tray	1	No	Imported China			
65	Steel Scale	1	No	Rabbit ® Steel			
66	Stepler Machine (24/6)	1	No	Opal Good Quality			
67	Sticker Sheet (Pkt)	1	Pkt	Averi Label Size 105x37 mm			
68	Tape Dispensor	1	No	KW Tri-O -03311			
69	Thumb Pin	1	No	Teng/Zhida Euro			
70	Transparent Tape (2-inch)	1	No	Deer ®			
71	Water Dumper	1	No	Toko (R-909)			

NECESSARY INSTRUCTION

1. Rates are to be quoted inclusive all taxes.
2. Fill both the columns "Unit" and "Rate" no column is to be left blank.
3. Cutting or overwriting is not allowed.
4. Each page must contain the initials / Stamped of competent authorities.
5. Copies of "NTN" & "GST" certificates must be attached with quote.
6. Income tax will be deducted unless suppliers provide the tax exemption certificate.
7. Being a section 42 Company of the Govt define of sale tax amount charged by supplier.
8. Certificate of Deductions made will be provided to the supplier in due course of time on written request

Signature
with company Stamp