

PUNJAB INDUSTRIAL ESTATES Development and Management Company

Required Stationery Items for the Year (2020-21)

Regular Basis

S/No	ITEMS	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)	50	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	50	Rim	AA 80 gm			
23	Paper Ream Legal	3	Rim	AA 80 gm			
24	Piccaso Pen (Black)	3	Pkt	Piano Point			
25	Piccaso Pen (Blue)	6	Pkt	Piano Point			
26	Rubber	4	Nos	Pelikon			
27	Sharpner	2	Nos	Silver x SK2			
28	Steppler Pin (24/6)	8	Pkt	Dollar®			
29	Steppler Pin (23/10)	2	Pkt	WhaShin Heavy Duty			
30	Steppler Pin (23/13)	4	Pkt	WhaShin Heavy Duty			
31	Steppler Pin (23/15)	4	Pkt	WhaShin Heavy Duty			
32	Steppler Pin (23/17)	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)	1	Pkt	Eye Micro/fine			
36	Uni Ball (Blue)	1	Pkt	Eye Micro/fine			
37	Writing Pad (Large)	5	Nos	AS Drafting Pad			
38	Writing Pad (Small)	5	Nos	AS Drafting Pad			
39	Binding Tape (2-inch)	5	Nos	Burooj (2")			
40	Blinding Spiral 8mm	25	Each	Ibico 8x100			
41	Binding Spiral 10mm	25	Each	Ibico 10x100			
42	Binding Spiral 15mm	25	Each	Ibico 15x100			

Handwritten signature and initials

43	Binding Spiral 20mm	25	Each	Ibico 20x100			
44	Box Files (Customer File Small)	2	Nos	Shakir/Local			
45	Box Files (File Small White for HR)	2	Nos	Shakir/Local			
46	Calculator	1	No	Casio MJ-120-T-w			
47	Clutch Pencil	1	No	M&G (0.5MM)			
48	Color Paper Ream (A4)	1	No	Local Good Quality 68 gms			
49	Dak Folder	1	No	Leather/Rexine			
50	Mail Box (Wooden)	1	No	Perfect No.750			
51	Marker (Erasable)	1	Nos	Dollar ®			
52	Marker (Permanent)	2	Nos	Dollar ®			
53	Notebook Diary (Small)	1	Nos	Spiral Notebook SS- 5836			
54	Pin Remover	1	No	KW Taiwan			
55	Punch Machine	1	No	Opal			
56	Packing Tape	2	Pkt	Deer ®			
57	Register (Plain)	2	Nos	200 Pages/Local 68 gms			
58	Register Mail In	1	No	Lion ® Brand			
59	Rubber Band	1	Pkt	Local Good Quality			
60	Scissors	1	No	Stainless/China			
61	Separator (Plain Card)	17	Nos	Fine Quality local			
62	Separator (Plain Plastic)	4	Nos	Imported China			
63	Stamp Pad (Black)	1	No	Crystal ®			
64	Stamp Pad Ink	1	No	Royal ®			
65	Stationery Tray	1	No	Imported China			
66	Steel Scale	1	No	Rabbit ® Steel			
67	Stapler Machine (24/6)	1	No	Opal Good Quality			
68	Sticker Sheet (Pkt)	1	Pkt	Averi Label Size 105x37 mm			
69	Tape Dispensor	1	No	KW Tri-O -03311			
70	Thumb Pin	1	No	Teng/Zhida Euro			
71	Transparent Tape (2-inch)	1	No	Deer ®			
72	Uni Ball (Green)	1	Pkt	Eye Micro/fine			
73	Uni Ball (Red)	1	Pkt	Eye Micro/fine			
74	Water Demper	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 vide Sr.No. 6 & 7 above will be provided to the supplier in due course of time on written request

Signature
with company Stamp

[Handwritten signatures and initials in blue ink]