

N.O.W: **SUPPLY OF STATIONERY ITEMS AND COMPUTER ACCESSORIES FOR  
THE YEAR 2020-21**

**BILL OF QUANTITY**

Call Deposit: 2%

<b>S.NO</b>	<b>DESCRIPTION</b>	<b>RATE</b>	<b>UNIT</b>
1	Computer paper Dubble A(Legal)		Per Rim
2	Computer paper Dubble A(A-4)		Per Rim
3	Photostate Paper (Legal)		Per Rim
4	Photostate Paper (A-4)		Per Rim
5	Binding Tape Large 3" (Large)		Per No.
6	Paper Cutter		Per No.
7	Gum Stick (Large)		Per No.
8	Ball Pen (Blue+Black+ Red)		Per Packet
9	Tag Small		Per Bundle
10	Tag Large		Per Bundle
11	Whitener		Per No.
12	Staple Pin Remover		Per No.
13	File Cover (KC)		Per No.
14	File Cover (Hard Board)		Per No.
15	Plastic Transparent File Cover		Per No.
16	File board		Per No.
17	File Folder		Per No.
18	Note Sheet Pad (Legal Size with white page)		Per No.
19	Envelops (small size)		Per Dozen
20	Envelops (medium size)		Per Dozen
21	Envelops (A4 size)		Per Dozen
22	Envelops (Legal size)		Per Dozen
23	Scale Steel		Per No.
24	Drafting Pad		Per No.
25	Stamp pad (Large)		Per No.
26	Pointer Pen (Blue+Black)		Per Packet

27	Led Pencil		Per Packet
28	Flag Stick		Per Dozen
29	Stapler (Medium)		Per No.
30	Stapler (Large, Heavy Duty)		Per No.
31	Register (Dispatch) Large		Per No.
32	Register (Diary) Large		Per No.
33	Register 200 pages		Per No.
34	Demand and Collection Register		Per No.
35	Ink (Blue+Black)		Per Bottle
36	Ink for stamp (Blue+Black)		Per Bottle
37	Permenant Marker (Blue + Black)		Per Packet
38	Temporary Marker (Blue + Black)		Per Packet
39	Color Marker (12 Color)		Per Packet
40	Paper Pin / Common Pin		Per Packet
41	Staple Pin (23/6, 23/8, 24/6)		Per Packet
42	Uni Ball (eye) (Blue+Black+Red)		Per Packet
43	Travelling Bag (Good quality)		Per No.
44	Diary		Per No.
45	File tray (04 layers)		Per No.
46	Plastic sheet (Legal Size)		Per Packet
47	Plastic sheet (A4 Size)		Per Packet
48	Pen cusion		Per No.
49	Highlighter		Per No.
50	Table set		Per Set
51	Sharpener		Per Packet
52	Eraser		Per Packet
53	Page borer		Per No.
54	Scoth Tape (Large)		Per No.
55	Scissor (Small)		Per No.
56	Scissor (Large)		Per No.
57	Color Paper (Legal size)		Per Rim
58	Color Paper (A4 size)		Per Rim

59	Mouse (Dell branded)		Per No.
60	Keyboard (Dell branded)		Per No.
61	USB drive (16GB)		Per No.
62	Printer tonner (MFP M127fn)		Per No.
63	Printer Cartridge 80-A		Per No.
64	Printer Cartridge 53-A		Per No.
65	Printer Cartridge 26-A		Per No.
66	Printer Cartridge 05-A		Per No.
67	Calculator (Large CASIO)		Per No.
68	Epson L805 (6 color ink toner)		Per No.
69	Mouse Pad		Per No.
70	Extension board		Per No.
71	Tube Well Log Book		Per No.
72	Transparent Tape (1.5")		Per No.
73	Paper Clip		Per No.
74	Double sided tape		Per No.
75	Paper Punch		Per No.
76	Duct Tape		Per No.
77	Carbon papers		Per Packet
78	Card Board		Per No.
79	Water Dumper		Per No.
80	Measuring Tape 100 feet		Per No.
81	Measuring Tape 300 feet		Per No.

**Signature and Stamp of Contrator / Supplier**

**Dated: \_\_\_\_/\_\_\_\_/2020**