

# ENQUIRY

Sealed quotations are invited for following items latest by 10-05-2018

## **Requirement of Stationary.**

<b>Sl No.</b>	<b>Description</b>
1	Flat File
2	Cover File
3	Folder File
4	Arch file
5	Stapler Machine
6	Stapler Pin
7	Rulled paper
8	White paper
9	Sutli
10	Tag
11	Pencil
12	Eraser
13	Cello tape
14	Stamp pad
15	Carbons
16	Chalk (White)
17	Chalk (Colour)
18	Board Duster
19	Clip
20	Pin Box
21	C. D.
22	Bond Paper
23	Cloth Duster
24	Glue Stick
25	Whitner
26	Register
27	Stapler Big
28	Paper Weight
29	Pen Drive
30	Paper Clip
31	Paper Marker
32	Jhul Jharna
33	White Envelop
34	Brown Envelop
35	Colin
36	Aluminium Folding Ladder
37	Transparent File
38	Hand Wash Liquid [Dettol or Life boy]
39	Rubber Band (Small)

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28.4.18  
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## Computer Accessories

Sl No.	Description
1	Xerox Machine Toner
2	Printing Cartridge
3	External Hard Disk 2 TB
4	LED Monitor 22"

## Printing Items

(Sample Available from Office)

Sl No.	Description
1	Acquittance Register
2	Demand Register
3	Daily collection Register
4	Cash Book
5	Leave Register
6	Despatch Register
7	Petty Cash
8	Students Attendance
9	Staff Attendance
10	Letter Received Register
11	Item wise Register
12	College Leaving Certificate
13	Letter head
14	Character Certificate
15	Note Sheet

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