



ISO 9001:2008

Centre for Research and Industrial Staff Performance
Shyamla Hills, Opposite Manas Bhawan, Bhopal

OFFER FORM

(Office Stationery/Material)

April 2010- March 2011

(Name & Seal of Supplier)

Date: _____

Centre for Research and Industrial Staff Performance
Shyamla Hills, Opposite Manas Bhawan, Bhopal

ANNEXURE 3

OFFICE STATIONERY /MATERIAL LIST

#	Name of Items	Qty. for costing purpose	Rate per item
1.	Glue Pen Mohni	1 No.	
2.	Writing pad Lined/ Plain (A4) Jimmy 105 (40 Sheets) with printing	1 No.	
3.	Writing pad Lined/ Plain (A4) Jimmy 103 (40 Sheets) with printing	1 No.	
4.	Writing pad Lined 22cm x 27cm paper 60 GSM binding from side. Top/bottom cover card sheet (200 GSM) printing in two colour. Inside CRISP logo in background (page 26)	1 No.	
5.	Register 72 pages 1 Qr. (Jimmy Super)	1 No.	
6.	Register 144 pages 2 Qr. (Jimmy Super)	1 No.	
7.	Register 216 pages 3 Qr. (Jimmy Super)	1 No.	
8.	Register 288 pages 4 Qr. (Jimmy Super)	1 No.	
9.	Register 360 pages 5 Qr. (Jimmy Super)	1 No.	
10.	Register 432 pages 6 Qr. (Jimmy Super)	1 No.	
11.	Fax Roll 50 mtr. (canofax)	1 No.	
12.	Cello Softek pen (blue/ black) with printing	1 No.	
13.	Rifill Cello Softek pen (balck/ blue)	1 No.	
14.	Toda Zenie 0.6 pen (blue/ black) with printing	1 No.	
15.	Refill Today Zenie 0.6 pen (blue / black)	1 No.	
16.	Pen Montex with printing	1 No.	
17.	Refill Montex	1 No.	
18.	Pen Montex mercury gel pen with printing	1 No.	

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#	Name of Items	Qty. for costing purpose	Rate per item
19.	Refill Montex mercury gel pen	1 No.	
20.	Refill Jotter (camlin)	1 No.	
21.	Pen parker victor roller with printing	1 No.	
22.	Refill parker victor roller	1 No.	
23.	OHP Pen, Soluble (Marvy)	1 Pkt.	
24.	OHP Pen, Permanent (Marvy)	1 Pkt.	
25.	Marker Pen, White Board Soluble (Pen type Art line)	1 No.	
26.	Marker Pen, Permanent (Pen type line)	1 No.	
27.	Marker Pen, White Board Soluble (Pen type Luxor)	1 No.	
28.	White Board Market Pen Ink		
29.	Market Pen, Permanent (Pen type Luxor)	1 No.	
30.	Pencil HB (Apsara) with printing	1 No.	
31.	Pencil (1111 Faber Castle) with printing	1 No.	
32.	Clutch Pencil 0.5 (staedtler)	1 No.	
33.	Clutch pencil refill 0.5 lead 15 (Faber cstle/ camlin)	1 Pkt.	
34.	Eraser (Apsara)	1 No.	
35.	Eraser (Faber Castlel 7086)	1 No.	
36.	Highlighter (Faber Castle)	1 No.	
37.	Highlighter Ink (Faber Caste)	1 No.	
38.	Highlighter (Luxor)	1 No.	
39.	Brown paper (36" x 46")	1 No.	
40.	Drawing pin (Omega 1720)	1 Pkt.	

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#	Name of Items	Qty. for costing purpose	Rate per item
41.	Drawing pin (Omega 1721)	1 Pkt.	
42.	Drawing pin (Koopee 3315A)	1 Pkt.	
43.	Drawing pin (Koopee 3311A)	1 Pkt.	
44.	Glue stick Fevical 15 gm.	1 No.	
45.	Glue stick Kores 15 gm.	1 No.	
46.	Uni correction pen	1 No.	
47.	Erase-Ex (Kores 15 ml)	1 No.	
48.	Transparencies 75 microns (Garware/Techno)	1 No.	
49.	Transparencies 100 microns (Techno)	1 No.	
50.	Transparencies Cover A4 size (AJS 100 Nos.)	1 No.	
51.	File Folder No. 107 (Jimmy) with printing	1 Pkt.	
52.	File Folder (Solo CH 107) with printing	1 Pkt.	
53.	File Folder No. RF 101 (Solo)	1 Pkt.	
54.	Visiting card Album (240 cards) Solo BC 805	1 No.	
55.	Visiting card Album (480 cards) Solo BC 808	1 No.	
56.	Visiting card Album (500 cards) Solo BC 807	1 No.	
57.	Post-it Pads 2" x 3"	1 No.	
58.	Post-it Pads 3" x 4"	1 No.	
59.	Bopp Tap 2" x 65 mtr. (wonder)	1 No.	
60.	Cello Tap 1" x 65 mtr. (wonder)	1 No.	
61.	Cello Tap 1½" x 65 mtr. (wonder)	1 No.	
62.	Colour adhesive tape 20 mtr. (different colours roll)	1 No.	

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#	Name of Items	Qty. for costing purpose	Rate per item
63.	Cello tape stand (Omega 1774)	1 No.	
64.	Cello tap stand (Omega 1772)	1 No.	
65.	Pencil sharpener table mounting type (SDI 152)	1 No.	
66.	Pen stand with 2 holder	1 No.	
67.	“U” Clip 26 (Bell)	1 No.	
68.	“U” Clip 35 (Bell)	1 No.	
69.	Stapler big size 45F (Kangaroo)	1 No.	
70.	Stapler pin size 23/10-H (Kangaroo)	1 No.	
71.	Stapler machine size No. HS 10F (Max)	1 No.	
72.	Stapler pin size No. 10 (Max)	1 No.	
73.	Stapler pin No. 23/17 (Kangaroo)	1 No.	
74.	Box file AJS 1450 A4 size	1 No.	
75.	Box file Phothha (Jambudeep)	1 No.	
76.	CD Folder pack with label 010	1 No.	
77.	Kobra specil (Jambudeep)	1 No.	
78.	Punch lase file solo PL 304	1 No.	
79.	Punching machine big 700 Kangaroo	1 No.	
80.	Punching machine small 480 Kangaroo	1 No.	
81.	Punching machine small 600 Kangaroo	1 No.	
82.	Ink pad plastic (citizen)	1 No.	
83.	Ink pad ink (Camel 30 ml)	1 No.	
84.	Scale size 30cm (Omega 1948)	1 No.	

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#	Name of Items	Qty. for costing purpose	Rate per item
85.	Scale 12" steel (cross)	1 No.	
86.	Paper tray (Omega 1739) Three Rack	1 No.	
87.	Cabinet file (Neelgagan)	1 No.	
88.	Paper weight (glass)	1 No.	
89.	Scissors 8" (SDJ 5837)	1 No.	
90.	Scissors 8" (Sigma 709)	1 No.	
91.	Paper cutting knife (best/ smart)	1 No.	
92.	Envelop plain 9 x 4 (500 Nos.) shismahal/orient	1 No.	
93.	Envelop plain 11 x 5 (500 Nos.) shismahal/orient	1 No.	
94.	Strip file RC 001	1 No.	
95.	Strip A4 size triangular	1 No.	
96.	Pin holder round (best)	1 No.	
97.	Pin holder round (Omega)	1 No.	
98.	Paste Bottle 700ml (camel)	1 No.	
99.	Attendance Register 1 Qr. (Mahavir)	1 Pkt.	
100.	Attendance Register 2 Qr. (Mahavir)	1 Pkt.	
101.	Plastic granite board	1 No.	
102.	Clip for filing	1 No.	
103.	Office file pads	1 No.	
104.	Kobra file 31.5 kg (simple board)	1 No.	
105.	Brown paper envelops 70 gm 10" x 12"	1 No.	
106.	Laminated Envelops 10" x 12"	1 No.	

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#	Name of Items	Qty. for costing purpose	Rate per item
107.	Peon Register 2Q (Sangam)	1 No.	
108.	Stock Register 2Q (Sangam)	1 No.	
109.	Stock Register 3Q (Sangam)	1 No.	
110.	Stock Register 4Q (Sangam)	1 No.	
111.	Stock Register 6Q (Sangam)	1 No.	
112.	Rack Mag (Omega)	1 No.	
113.	Sketch pen (echo) 15 colour	1 No.	
114.	Sharpener Natraj	01 No.	
115.	File folder No. 115 (Jimmy) with printing	1 No.	
116.	Carbon pencil A4 size (100 Nos.) Kores	1 No.	
117.	Ink pad Ashoka : size 110mm x 70mm	1 No.	
118.	Photocopy paper A4 size J.K. (500, sheets) White	1 Ream	
119.	Photocopy paper A4 size De'smat (500, sheets) Pink	1 Ream	
120.	Photocopy paper A4 size De'smat (500, sheets) Yellow	1 Ream	
121.	Photocopy paper A4 size De'smat (500, sheets) Blue	1 Ream	
122.	Photocopy paper A4 size De'smat (500, sheets) Green	1 Ream	
123.	Photocopy paper A3 size J.K. (500, sheets) White	1 Ream	
124.	Photocopy paper A4 size Uni copy (500, sheets) White	1 Ream	
125.	Glossy Paper A4 Size Both Side Coated 180 GSM	1 Pkt.	
126.	Glossy Paper A4 Size Coated 180 GSM	1 Pkt.	
127.	Glossy Paper A4 Size Coated 130 GSM	1 Pkt.	

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