SCHEDULE OF REQUIREMENT

WAFAQI MOHTASIB'S SECRETARIAT, SAHI

LIST OF STATIONERY, MISCELLANEOUS AND IT ITEM

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT
(A)	**STATIONERY ITEMS**
1	Ball Point regular Picasso 0.8mm
2	Ball Point Dollar Clipper BPI
3	Ball point Piano fine Jelflo
4	Calculator (14 Digit) Casio
5	Dak/Peon Book-96 Sheets Tayyaba
6	Dak Pad Rexine F/S size comet fancy
7	Dak Pad Rexine F/S size VIP
8	Drafting Pad A/5 1238 (spiral) Alfalah Top spiral, hardboard binding
9	Diary/Dispatch Register 10 Tayyaba
10	Eraser-AL-30 Dux art D-2001
11	Envelope SE-5 khaki Per 100 (9 x 4 size) Centre (80 gms)
12	Envelope SE-6 khaki Per 100 (11 x 5 size) Centre (80 gms)
13	Envelope SE-8 khaki Per 100 (15 x 12 size) Golden Craft (80 gms)
14	File cover tag type FS (Government of Pakistan) with good quality card
15	File cover plastic L Shape two side open A-4 Size Good quality
16	File folder A-4 Size Nokia 074
17	File folder A-4 Size WW225D Comet
18	Gum Stick (Medium) 21 gm Sensa
19	Ink (Fountain Pen) blue, black & Red, Green Dollar
20	Log Book No. 6 Tayyaba
21	Movement Register standard size Tayyaba
22	Marker Uni-Compo
23	Marker Uniball No. 150 Micro
24	Uniball No. 0.7 Signo Pen
25	Marker Expert jel pen 1.0mm
26	Marker Highlighter (All Colours) Schneider job Germany made
27	Meeting folder F/S Size rexine green colour Good quality
28	Note Sheet Pad– 50 sheets Offset Paper (80gms Imported)

29	Paper Cutter steel good quality
30	Paper Offset 80 gms A-4 imported (500 sheets) Good Quality
31	Paper Offset 70 gms A-4 Imported (500 Sheet), Good Quality
32	Paper Offset 70 gms legal imported (500 sheets), Good Quality
33	Paper Offset 80 gms legal imported (500 sheets), Good Quality
34	Paper Coloured Imported 80 gms A-4 size, Good Quality
35	Paper Coloured Imported 80 gms legal size, Good Quality
36	Paper Pin 50 gms Good quality
37	Paper Clip 36 mm Super three flower
38	Pencil Led Rubber Tip (HB) 2 ½ Picasso Executive shahson
39	Punch Single hole KW- trio 097DO
40	Punch Double hole KW- trio-09880
41	Punch Double hole heavy duty Good quality
42	Pin cushion Good quality
43	Post-it- Pads (Size 2x3)3M
44	Post-it- Pads (Size 3x3)3M
45	Ruled Register No 10 Good Quality
46	Scale steel 12inch Good quality
47	Scotch Tap (1/2 x 10 yards)Louis
48	Stamp Pad (blue, black, red) large size Crystal classic Steel Body
49	Stamp Pad Ink (blue Black & Red) Crystal classic
50	Sharpener Steel Dux
51	Short Hand Book 100 sheets Lucky
52	Stapler Machine Fuji or equalant
53	Stapler Machine Heavy duty ABS92840
54	Staple Pin (1000 Nos. 24/6)dollar
55	Staple Pin Heavy duty (1000 Nos. 23/8)dollar
56	Staple Pin Remover (KW-5080)
57	Scissor Plastic Handle (7 Inch) stainless steel scissors
58	Tag cotton red & white good quality
59	Uni Correction Pen CLP-300(8ml)
60	White Fluid bottle with Thinner Pelikan
61	Waste Paper Basket Plastic (Round) good quality
62	Toner Lezer Jet Printer HP 2055, Re filling & re cycling (Original with chip)
63	Toner Lezer Jet Printer HP 2015, Re filling & recycling (Original with chip)

64	Toner Lezer Jet Printer HP 404, Re filling & re cycling (Original with chip)
67	Toner Lazer Jet Pro M402DN, Re filling & re cycling (Original with chip)
68	Toner Fax Machine HP MFP137, Toner Cartridge with original Chip
69	Konica Minolta Biz hub 266i, Original Tonner
71	Toner TN920 for printer Brother model HL-L5210DW refill / recycle
MISCELLANEOUS	
72	Air Freshener – 300ml Good Quality
73	Acid ½ ltr. Sweep Good quality
74	Brooms Tinka 1 kg good quality
75	Back Care Foam Master Molty good quality
76	Bucket Large Plastic good quality
77	Cell (AA 1.5V) for Wall Clock
78	Cell (AAA 1.5v) for Remote
79	Commode Brush (Nylon) good quality
81	Clorein (5 ltrs. Tin) Good quality
82	Disinfection spray (Dettol)
83	Door Mat plastic large Good quality
85	Duster Cotton (18″ x 30″)good quality
86	Duster Fulalain Thick superior (18″ x 30″) good quality
88	Glint Spray, 500ml Good quality
89	Harpic 500 ml
90	Insect Killer 300 ml mortein
91	Door closer
92	Packing Tape 3 Inch
93	Phenyl 1000 ml Good quality
94	Soap Toilet (70grams) Good quality
95	Soap Liquid (250 ml) bottle (Hand wash)
96	Scotch Brite 3m
97	Surf Excel 1 KG or equivalent
98	Towel medium size Good quality
99	Tea cups with soucer good quality
100	Tea tray plastic good quality large size
101	Tea spoon per piece, steel good quality
102	Rice spoon per piece, steel good quality
103	Quarter plate per piece good quality
104	Small plate per piece good quality

105	Fork per piece, steel, good quality
106	Table set rexine
107	Tissue Box (300 sheets) Rose Petal pop-up Ultra soft
108	Lemon Max Liquid bottle Lemon Max 475 ml
109	Wiper PVC Pipe Handle large size Good quality
110	Water Tumbler (Glass) Nova
111	Wall clock, superior quality
112	Kettle electric 1.7ltr. Deuron (Original)
113	Telephone Set (Good Quality)
	COMPUTER ACCESSORIES ITEMS
114	External Hard Drive, 1 TB good quality
115	Keyboard HP/Dell /A4 tech (Original)
116	Mouse Optical HP/Dell (Original)
117	Mouse Pad Imported good quality
118	Flash/USB 32GB HP 3.0 (Original)
119	Flash/USB 64GB HP 3.0 (Original)
120	White Envelopes (15 x 12 size) (Legal File size)
121	Binder Clips (3/4" Width)
122	File Flappers

WAL

S (Price Schedule)

Unit Price without GST (Rs)





