**DETAILS OF ITEMS REQUIRED BY OFFICE & ACCOUNT OFFICE**

**Note: *1.* Last d*ate of receiving Quotations: 14-10-2018* Extended to 22-10-18**

***2.* Date of opening Quotations: 16-10-2018 Extended to 23-10-18**

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| **S.No.** | **PARTICULARS** | **REMARKS** |
| 01 | COMPUTER PAPER – A-4 |  |
| 02 | COMPUTER PAPER – A-3 |  |
| 03 | SERVICE BOOK |  |
| 04 | SALARY PROFARMA – K |  |
| 05 | G.P.F. LEDGER |  |
| 06 | FEVI STICK 15 gm |  |
| 07 | FEVI COAL 500 gm ki bottle |  |
| 08 | PEON BOOK |  |
| 09 | CASH BOOK |  |
| 10 | WHITE ENVELOPES |  |
| 11 | YELLOW ENVELOPES A-4 |  |
| 12 | PEN (BLUE,BLACK,RED,GREEN) USE & THROUGH MAKE LINC |  |
| 13 | PENCIL |  |
| 14 | ERASER |  |
| 15 | PAPER PIN |  |
| 16 | STAPLER PIN BIG |  |
| 17 | STAPLER PIN SMALL |  |
| 18 | STAPLER SMALL |  |
| 19 | STAPLER BIG |  |
| 20 | TAG FILE |  |
| 21 | COBRA FILE (PUNCHING) |  |
| 22 | DAFTI FILE |  |
| 23 | WHITNER |  |
| 24 | HIGHLIGHTER |  |
| 25 | SKETCH PEN |  |
| 26 | PHENOEL |  |
| 27 | ATTENDENCE RAGISTER |  |
| 28 | STUDENT ATTENDENCE RAGISTER |  |
| 29 | CHALK WHITE (DUST LESS) |  |
| 30 | CHALK COLOUR (DUST LESS) |  |
| 31 | LOCK |  |
| 32 | STOCK RAGISTER |  |
| 33 | JAMES CLIP |  |
| 34 | PAPER PIN |  |
| 35 | RUBBER SPANJ |  |
| 36 | RUBBER BAND |  |
| 37 | RAGISTER 1 QR |  |
| 38 | RAGISTER 2 QR |  |
| 39 | RAGISTER 3 QR |  |
| 40 | PUNCHING MACHINE |  |
| 41 | INK PAD |  |
| 42 | RUBBER STAMP |  |
| 43 | CLOTH FOLDER |  |
| 44 | C.D. (Moser Bear) |  |

**DETAILS OF PRINTING ITEMS REQUIRED BY OFFICE**

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| **S.No.** | **PARTICULARS** | **REMARKS** |
| 01 | COBRA FILE | WITH PRINTING COLLEGE NAME |
| 02 | LETTER PAD A-4 | 25\*100=2500 |
| 03 | LEAVE APPLICATION, | 50\*100=5000 |
| 04 | College Envelopes, Attendance Sheets e.t.c. |  |

**DETAILS OF CLEANING ITEMS REQUIRED BY OFFICE**

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| **S.No.** | **PARTICULARS** | **REMARKS** |
| 01 | FINAYOL DOCTOR BRAND |  |
| 02 | COTTON DUSTER |  |
| 03 | POUNCHA  |  |
| 04 | BYPER |  |
| 05 | TOILET CLEANER |  |
| 06 | HARPIC |  |
| 07 | LIFEBOY |  |
| 08 | ODONIL PACK |  |
| 09 | ROOM FRESHNER (PRINCIPAL ROOM) |  |