



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
कार्यालय अधिष्ठाता, विद्यार्थी कार्य
Office of Dean of Students' Affairs

कोटेशन (भावपत्र) आमंत्रण सूचना

पुछताछ संख्या: IITK/DOSA/HM/2026-2/009 दिनांक: 29-10-2026

विषय: कच्चे खाद्य पदार्थों की आपूर्ति के लिए कोटेशन का अनुरोध।

भारतीय प्रौद्योगिकी संस्थान कानपुर, 1959 में स्थापित, भारत सरकार के शिक्षा मंत्रालय के तहत एक प्रमुख स्वायत्त संस्थान है। आईआईटी कानपुर में पंद्रह हॉल ऑफ रेजिडेंस (छात्रावास) हैं और प्रत्येक हॉल में अपनी मेस (भोजनालय) है। आईआईटी कानपुर स्थित इन मेस सुविधाओं के लिए कच्चे खाद्य पदार्थों की आपूर्ति हेतु कोटेशन आमंत्रित किए जाते हैं।

प्रत्येक हॉल ऑफ रेजिडेंस की आवश्यकताओं के अनुसार, पाक्षिक (हर पखवाड़े) रूप से वितरित किए जाने वाले उच्च गुणवत्ता वाली सामग्री की आवश्यकता है, जैसा कि कार्यालय “अधिष्ठाता, विद्यार्थी कार्य” की वेबसाइट (लिंक: iitk.ac.in/dosa) पर निर्दिष्ट है।

कोटेशन जमा करने की विस्तृत प्रक्रिया नीचे दी गई है:

- जमा करना (Submission):** प्रदान किए गए/संलग्न प्रारूप में कोटेशन को लेटरहेड पर प्रिंट किया जाना चाहिए और विक्रेता द्वारा हस्ताक्षरित होना चाहिए। इसे कोटेशन दस्तावेज में उल्लिखित समय के भीतर संबंधित हॉल में स्थित कोटेशन बॉक्स में एक सीलबंद लिफाफे में जमा किया जाना चाहिए।
- कोटेशन जमा करने की अवधि: 29.10.2026 से 02.11.2026 के 16:00 बजे तक।**
- दर (Rate):** उद्धृत दरें/रियायती दर या छूट प्रतिशत में माल ढुलाई/परिवहन शुल्क शामिल होना चाहिए, और यदि लागू हो तो जीएसटी शुल्क का अलग से उल्लेख किया जाना चाहिए।
- गुणवत्ता (Quality):** सभी वस्तुएं ताजी होनी चाहिए, समाप्ति तिथि (एक्सपायरी डेट) के भीतर होनी चाहिए, और FSSAI मानकों को पूरा करती हों। आपूर्ति बिल्कुल वैसी ही होनी चाहिए जैसा कि संबंधित हॉल ऑफ रेजिडेंस द्वारा आपूर्ति आदेश (Supply Order) में निर्दिष्ट किया गया है। कोई भी वस्तु जो दोषपूर्ण पाई जाती है या विनिर्देश (specification) से अलग होती है, उसे स्वीकार नहीं किया जाएगा और उसे आपके/आपूर्तिकर्ता के जोखिम और लागत पर वापस कर दिया जाएगा।
- वितरण (Delivery):** हॉलों द्वारा कोई भी सामान तब तक स्वीकार नहीं किया जाएगा जब तक कि डिलीवरी चालान/इनवॉइस में पूर्ण आवश्यक सामग्री की जानकारी शामिल न हो।
- वैधता (Validity):** उद्धृत दरें कोटेशन की तारीख से केवल कम से कम एक पखवाड़े/महीने के लिए मान्य होनी चाहिए।

पंद्रह हॉल ऑफ रेजिडेंस (छात्रावासों) की आवश्यक कच्चे माल की सूचियाँ निम्नलिखित लिंक/क्यूआर में संलग्न हैं:

लिंक: <https://iitk.ac.in/dosa/tender-notice-mess-procurement-at-halls>

अधिक स्पष्टीकरण के लिए, कृपया कॉल करें:

हॉल प्रबंधन कार्यालय फोन नंबर: 0512-679-7224 और 6865





भारतीय प्रौद्योगिकी संस्थान कानपुर
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Office of Dean of Students' Affairs

NOTICE FOR INVITING QUOTATION
INQUIRY NO.: IITK/DOSA/HM/2026-2/009 Date: 29-10-2026

Subject:- Request for Quotation (RFQ) for Supply of Raw Food Materials.

Indian Institute of Technology Kanpur, established in 1959, is a premier autonomous institution under the Ministry of Education, Government of India.

IIT Kanpur has Fifteen Halls of Residence with in-house messes in each hall.

Quotations are invited for the supply of **raw food materials** for these mess facilities located at IIT Kanpur. There is a requirement for high-quality ingredients to be delivered in accordance with the requirements of each Hall of Residence fortnightly, as specified on the Dean of Student Affairs website(Link: iitk.ac.in/dosa).

Detailed procedure for submission of Quotation is given below-

1. **Submission:** The quotations in the provided/enclosed format should be printed on letterhead and signed by the vendor and submitted in a quotation box located at the respective hall in a sealed envelope within the time mentioned in the quotation document.
2. **Duration for submission of quotation:** From 29.10.2026 to 02.11.2026 at 16:00 hrs.
3. **Rate:-** The quoted rates/discounted rate or discount percentage should be inclusive of Freight/Transport charges, and GST charges should be mentioned separately if applicable.
4. **Quality:** All items must be fresh, within expiry dates, and meet FSSAI Standards. The supply should be exactly as specified in the Supply Order by the respective Hall of Residence. Any item found defective or deviating from the specification will not be accepted and will be returned at your/supplier's risk and cost.
5. **Delivery:** No Goods will be accepted by the Halls unless the delivery challan/invoice includes the complete required material information.
6. **Validity:** The quoted rates should be valid from the date of quotation only for atleast a fortnight/month.

The required raw material lists from the Fifteen Hall of Residences are enclosed in the following link/QR:

<https://iitk.ac.in/dosa/tender-notice-mess-procurement-at-halls>



For further clarification, please call.
Hall Management Office
Phone Nos. **0512-679-7224 & 6865.**

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
HALL NO.-
MONTH- November 2026
RAW MATERIAL QUOTATION
Dairy & Confectionery

S. No.	Particulars	Unit	Brand	Qty_ Required	Rate_ per Unit
1	AMUL AFGHAN DRY FRUIT 4LTR GELLAN	KG	Amul	5	
2	AMUL BLACK CURRENT 5LTR GELLAN	KG	Amul		
3	AMUL BUTTER (100GM PACK)	KG	Amul	45	
4	Amul Butter (20 Gm.)	Kg.	Amul		
5	AMUL BUTTER (500GM PACK)	KG	Amul	105	
6	AMUL BUTTER SCOTCH 4LTR GELLAN	KG	Amul	30	
7	Amul Cheese	Kg	Amul		
8	AMUL CHEESE SLICE 750GM	KG	Amul		
9	AMUL CHOCO CHIP 5LTR GELLAN	KG	Amul		
10	AMUL CHOCOLATE 4LTR GELLAN	KG		5	
11	AMUL CURD (1 Kg PACK)	Pkt			
12	AMUL CURD (15KG JAR)	Pkt	Amul	170	
13	AMUL CURD (200 GRAM PACK)	Pkt			
14	AMUL CURD (85 GRAM PACK)	Pkt			
15	AMUL FRESH CREAM	KG		12	
16	AMUL FRESH PANEER (6Kg Pack)	Pkt			
17	AMUL GOLD MILK (6Ltr Pack)	KG			
18	Amul lite	KG			
19	AMUL MANGO ALPHONSO 4LTR GELLAN	KG			
20	AMUL MILK TAZA (2LTR PACK)	Pkt			
21	AMUL MILK TAZA (6 LTR PACK)	Pkt		6000	
22	Amul spray 500 tin	KG			
23	AMUL STRAWBERRY 4LTR GELLAN	KG			
24	AMUL VANILLA 4LTR GELLAN	KG		60	
25	Butter 10gm	KG			
26	Butter 500 ins	KG			
27	CHEESE CUBE 1 KG	KG			
28	CREAM 1 LTR	LTR			
29	CREAM 250 G PACK	PCS		32	
30	CURD	Kg			
31	CURD 180GM	PACK	MOTHER DAIRY		
32	DESHI GHEE	LTR	Amul	60	
33	DICED MOZZARELLA 1 KG (560)	PCS			
34	KHOYA/ Mawa	KG			
35	Loose Milk	LTR		3000	
36	Milk P.P.M .F.C.M (06 LTR PACK)	LTR	MOTHER DAIRY		
37	Milk P.P.M.T.M (06 LTR PACK)	LTR	MOTHER DAIRY		
38	MOZERELLA CHEESE	KG			
39	PANEER	KG		1500	
40	SOYA CHAP	KG			

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
HALL NO.-
MONTH- November 2026
RAW MATERIAL QUOTATION
Bakery

S. No.	Item	UNIT	BRAND	Qty_ Required	Rate_ per Unit
1	Bun - AMERICAN 4 PCS- 250 gm	PKT			
2	BREAD 250 GRAM AATA ++	Pkt.	Good Morning	3500	
3	BREAD 400 GM BOMBAY SANDWICH(CUTLESS)	PKt			
4	BREAD 400 GRAM BROWN POWER	PKt			
5	BREAD 400 GRAM MILK MALAI WHITE	PKt			
6	BREAD BROWN 400 G	PKT			
7	BREAD JUMBO 600gm.	PKT	Good Morning	20	
8	BREAD KULCHA	PCS			
9	Bread WHOLE WHEAT 450 G	PKT			
10	BROWN BREAD 250G	PKT			
11	BROWN BREAD 350 GM	Pkt.			
12	BROWN BREAD 400 GM (POWER)	Pkt.			
13	BURGER BAND	KG			
14	BURGER (12PCS) BIG SIZE	Pkt.			
15	MAKHAN BAND	KG			
16	PAV-9 PCS	Pkt.	Good Morning	450	
17	PIZZA ROTI	KG			
18	TOAST	KG			
19	TOAST 300 GMS (GOOD MORNING)	PKt			
20	WHITE BREAD 300 GM	Pkt.	Britania	400	
21	WHITE BREAD 400 GM	Pkt.			
22	WHITE BREAD 400 GM (MILK MALAI)	Pkt.			
23	WHITE BREAD 450 GM	Pkt.			
24	WHITE MAKKHAN SHAKTI- 300 Gm	PKt			

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

HALL NO.-

MONTH- November 2026

RAW MATERIAL QUOTATION

Fuel,Wood,Coal

S. No.	Particulars	Unit	BRAND	Qty_ Required	Rate_ per Unit
1	Fire Wood	Kg		600	
2	Wood Coal	Kg		350	
3	Kanda	Kg			

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
HALL NO.-
MONTH- November 2026
RAW MATERIAL QUOTATION
Spices

SI No.	Item	UNIT	BRAND / LOOSE	Qty_ Required	Rate_ per Unit
1	AJINOMOTO	Kg			
2	AJWAIN	Kg.		2	
3	AMCHUR POWDER	Kg.		5	
4	AMCHUR WHOLE	KG			
5	AMCHUR WHOLE	KG			
6	ANARDANA POWDER	KG			
7	ARAROT	Kg.		80	
8	BADI ELAICHI	Kg		2	
9	BANARSI RAI	Kg.			
10	BIRYANI MASALA	KG	Suhana	6	
11	CHAT MASALA	Kg	Suhana	7	
12	CHOTI ELAICHI	KG		1	
13	CHICKEN MASALA	Kg	Suhana	8	
14	CHILLY FLACKS	Kg.			
15	CHOLA MASALA	KG	Suhana	3	
16	DAL CHINI	Kg		2	
17	DEGI MIRCH POWDER	Kg.	MDH	10	
18	DESHI RAI	KG		8	
19	DHANIA WHOLE	Kg.		1	
20	DHANIYA POWDER	Kg	Goldie	48	
21	FOOD COLOUR	KG	BUSH	5	
22	GARAM MASALA	KG			
23	HALDI POWDER	KG	Goldie	24	

SI No.	Item	UNIT	BRAND / LOOSE	Qty_ Required	Rate_ per Unit
24	HEENG POWDER	KG	ASHOK	5	
25	JAIPHAL	Kg.		0.25	
26	JAVITRI	Kg.		0.5	
27	JEERA WHOLE	Kg	3 IKKA	25	
28	KALAUNJI	KG		0.5	
29	KALIMIRCH WHOLE	KG		3	
30	KALIMIRCHI POWDER	Kg		1	
31	KASHMIRI MIRCH	Kg			
32	KASURI METHI	KG	Goldie	4	
33	KHASKHAS (GRADE-1)	KG			
34	KITCHEN KING MASALA	KG	Goldie	4	
35	LAUNG	KG		1	
36	Masale (Everest) %	KG			
37	Masale (Suhana) %	KG			
38	Masale (Goldie) %	KG			
39	Masale (MDH) %	KG			
40	MEAT MASALA	KG	Suhana	12	
41	METHI WHOLE	Kg.		0.5	
42	MIRCHA POWDER	KG		48	
43	MIRCHA WHOLE WITHOUT DANDI	Kg.		5	
44	PANEER MASALA	KG	Goldie	3	
45	PAV BHAJI MASALA	KG	Suhana	2	
46	RAITA MASALA	Kg	Goldie	2	
47	RAJMA MASALA	KG	Goldie	2	
48	REETHA	Kg		0.5	

SI No.	Item	UNIT	BRAND / LOOSE	Qty_ Required	Rate_ per Unit
49	SABJI MASALA	KG			
50	SAHI PANEER MASALA	KG			
51	SALT	KG	Tata I -Shakti	250	
52	SAMBHAR MASALA	Kg	Suhana	5	
53	SATARI	KG		2	
54	SAUF MAHEEN	Kg.		10	
55	SAUF MOTI	KG		2	
56	STAR PHOOL	Kg.		0.5	
57	TEJ PATTA (WITHOUT DANDI)	KG		1	

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

HALL NO.-

MONTH- November 2026

RAW MATERIAL QUOTATION

Non Veg

S. No.	Particulars	Unit	Brand	Qty_ Required	Rate_ per Unit
1	CHICKEN	KG		700	
2	CHICKEN BONELESS	Kg		100	
3	CHICKEN KEEMA	KG			
4	CHICKEN LEGPIECE	KG			
5	CHICKEN LOLIPOP	KG			
6	CHICKEN THAI BONLESS	Kg			
7	CHICKEN WINGS	KG			
8	BONELESS CHICKEN	KG			
9	MUTTON	KG			
10	MUTTON BONELESS	Kg			
11	MUTTON KEEMA	KG			
12	CHINA REHU	KG			
13	FISH	Kg			
14	FISH BATA	kg			
15	FISH BHETKI	kg			
16	FISH BONELESS KEEMA	KG			
17	FISH BONLESS	Kg			
18	FISH FINGER BONLESS	Kg			
19	FISH HILSA	kg			
20	FISH KATLA	KG		30	
21	FISH PABDA	kg			
22	FISH PARYASI	Kg			
23	FISH POMPRET	kg			
24	FISH PRAWN FROZEN	kg			
25	FISH ROHU	KG		30	
26	ONE BONE FISH	KG			
27	EGG	Box		120	

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

HALL NO.-

MONTH- November 2026

RAW MATERIAL QUOTATION

Oils

S.No.	Item	UNIT	BRAND	Qty_ Required	Rate_ per Unit
1	DALDA	Ltr.			
2	GROUND NUT OIL 15 LTR	Ltr.			
3	MUSTARD OIL KACHI GHANI 15 Ltr TIN	Ltr.		10	
4	MUSTARD OIL KACHI GHANI 13 Ltr TIN	Ltr.			
5	OLIVE OIL	Ltr.			
6	PEANUT OIL	Ltr.			
7	RAAG VANASPATI	Ltr.			
8	REFIND GROUND NUT OIL	Ltr.			
9	REFINED OIL 13 Ltr TIN	Ltr.		130	
10	REFINED OIL 15 Ltr TIN	Ltr.			
11	REFINED OIL COTTON SEEDS	Ltr.			
12	SESAME OIL	Ltr.			
13	SOYBEAN OIL	Ltr.			
14	SUNFLOWER OIL	Ltr.			

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
HALL NO.-
MONTH- November 2026
RAW MATERIAL QUOTATION
GRAIN

S. No.	ITEM	UNIT	BRAND	Qty_ Required	Rate_ per Unit
1	ARHAR (TOOR) BAHUBALI	KG		210	
2	ATTA	Kg	Mayur	3500	
3	BESAN	Kg		250	
4	CHANA DAL (1)	Kg		210	
5	CHANA DESHI	Kg		90	
6	CHANA KABULI (1)	Kg		180	
7	Dal Moog chillka	Kg			
8	Dal Moong Yellow	Kg		60	
9	DAL DHULI URAD	Kg		120	
10	DAL KALI URAD CHILKA	Kg		30	
11	DAL KALI URAD WHOLE	Kg		60	
12	Dal Masoor Malka (RED)	KG		120	
13	Dal MONG WHOLE	Kg		90	
14	DALIA	Kg		60	
15	MASOOR BLACK	KG		30	
16	MATAR WHOLE White	Kg.		90	
17	MAIDA	Kg.	Mayur	800	
18	RAJMA CHITRA	Kg		120	
19	RICE BASMATI RICE	Kg			
20	RICE DOSA	Kg		450	
21	Rosted Chana	KG		80	
22	RICE- INDIA GATE	KG		90	
23	Rice Mogra jumbo	KG		1800	
24	RICE POHA	Kg		120	

S. No.	ITEM	UNIT	BRAND	Qty_ Required	Rate_ per Unit
25	RICE PULAO Gazal	Kg		450	
26	RICE RATAN MOGRA	Kg		1800	
27	SINGDANA	Kg		30	
28	SUZI	Kg		50	
29	SUGAR	Kg		1000	

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
HALL NO.-
MONTH- November 2026
RAW MATERIAL QUOTATION
GROCERY

S.No.	Item	UNIT	BRAND	Qty_ Required	Rate_ per Unit
1	5 CP TRAY WITH LID MINI WHITE	KG		400	
2	AEROMATIC POWDER	Kg.			
3	ALOO BHUJIA PKT (5 RS.)	Pkt			
4	ALOO BHUJIYA (1KG)	Kg.	Haldiram	48	
5	BADAM	Kg.		1	
6	BAKING POWDER	Kg.		6	
7	BOURNVITA	PCS		60	
8	CHILLY SAUCE	BOTT	Daddy-choice	72	
9	CHIRAUNJI	Kg.		1	
10	CHOCOS (KELLOGGE'S) 10 RS.	Box		1	
11	COFFEE POWDER	Kg.	BRU	3	
12	CORNFLAKES	Kg.	Mohun`s	12	
13	CUSTARD POWDER	Kg.	Brown pulsar	20	
14	FITKARI	Kg.		5	
15	FRYMS CHIPS TRIANGLE	Kg.		90	
16	GOOR/ JAGGARY	Kg		40	
17	GULAB WATER	BOTT			
18	NOODLESS	Pkt		50	
19	HAND WASH	KG		30	
20	HIT SPRAY	Pcs		12	
21	HORLICKS	PCS	Classic mart	12	
22	JAM -MIX FRUITS (4KG)	Kg.	Malas	80	

S.No.	Item	UNIT	BRAND	Qty_ Required	Rate_ per Unit
23	KAJU (2 PCS.)	Kg.		30	
24	KAJU (4 PCS.)	Kg.			
25	KALA NAMAK POWDER	KG		15	
26	KEWADA WATER	Bott.		3	
27	KISMIS	Kg.		2	
28	LIQUID DISHWASH	LTR		350	
29	MACRONI	Kg		100	
30	MARKEEN	Mtr.	Double Urge	20	
31	MATCH BOX	PKT		1	
32	MAYONICE	Kg.			
33	MEETHA SODA	Kg.		2	
34	MISHRI	Kg.		50	
35	NAMKEEN SEV			60	
36	NARIYAL POWDER	Kg.	Mngal	20	
37	PAPAD	KG	Kushal	40	
38	PASTA	Kg.		120	
39	PEANUT BUTTER	Pcs	Viva	168	
40	PICKLE GREEN CHILLY	KG			
41	PICKLE MIX	kg	Everest/Navrang	54	
42	RATLAMI SAV	KG		60	
43	ROASTED CHANA	KG		80	
44	SEWAI	pkt	Haldiram	42	
45	SILVER FOIL 72 MTR 13 MICRON	PKT		5	
46	SOYA BADI	KG		30	
47	SOYA SAUCE	BOTT	Daddy-choice	24	

S.No.	Item	UNIT	BRAND	Qty_ Required	Rate_ per Unit
48	SOYABEAN CHURA	KG		10	
49	TOMATO DIP Sause	Nos	Kissan	168	
50	VINEGAR	Bott.	Daddy-choice	48	

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

HALL NO.-

MONTH- November 2026

RAW MATERIAL QUOTATION

Fruit & Vegitable

S. No.	Particulars	Rate/Unit	Qty_ Required	Rate_ per Unit
1	ADRAK	KG	90	
2	ANAAR	KG	30	
3	APPLE	Kg	40	
4	BAIGAN GOL	Kg	50	
5	BAIGAN SABJI	N/A	20	
6	BHINDI	Kg	350	
7	CABBAGE/ BANDHA	Kg	400	
8	CAULIFLOWER/ PHOOL GOBHI	Kg	600	
9	CHUKANDAR/ BEETROOT	KG	600	
10	GAJAR/ CARROT	KG	400	
11	GARLIC/LEHSUN	Kg	130	
12	CAULIFLOWER/ PHOOL GOBHI (WITHOUT LEAVES)	Kg	400	
13	GREEN BANANA	Kg	60	
14	GREEN CHILLY	Kg	250	
15	GREEN DHANIYA	Kg	200	
16	GREEN PAPAYA	Kg	80	
17	IMLI	KG	150	
18	KELA/ BANANA	KG	2500	
19	KHEERA/ CUCUMBER	Kg	2000	
20	LAUKI/ BOTTLE GOURD	Kg	500	
21	LEMON/ NIMBU	Kg	280	
22	MATAR (G.VELLY)	KG	500	
23	MOOLI WITH PATTI	KG	200	
24	MOOLI/ REDDISH	Kg	200	
25	MUSHROOM	KG	50	
26	NARIYAL WHOLE	Nos	350	
27	ONION/ PYAZ	Kg	3600	
28	PALAK (SPINACH)	KG	200	
29	PALAK KHATTI	KG	60	
30	PAPAYA/ PAPITA	Kg	600	
31	PARWAL	KG	150	
32	POTATO (CHIPSONA) MEDIUM	N/A	4000	
33	POTATO CHIPSONA BIG	Kg.	1200	
34	PUDINA HARA/ MINT	KG	10	
35	PUMPKIN/ KADDU	Kg	300	
36	SHIMLA MIRCH	KG	550	
37	SHIMLA RED	Kg.	10	
38	SHIMLA YELLOW	Kg.	10	
39	SOYA CHAP	Kg.	40	
40	SOYA METHI	KG	400	
41	SPRING ONION	Kg.	50	
42	SWEET CORN	KG	60	
43	TAROI	Kg		
44	TOMATO DESI	Kg.	2500	
45	TOMATO PAHADI	Kg.	2500	

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
HALL NO.-

MONTH- November 2026

RAW MATERIAL QUOTATION

Stationery & Diposals

S. No.	Particulars	Unit	BRAND	Qty_ Required	Rate_ per Unit
1	RUBBER BAND	Kg.		0.5	
2	Register	Nos			
3	Stock Register	Nos			
4	Purchase Register	Nos		1	
5	Pen	Nos			
6	WHITE BOARD MARKER INK	Pcs.			
7	Whitner	Nos			
8	White Bored Marker	Nos		1	
9	Parmanent Marker	Nos			
10	Student Register	Nos			
11	PO Roll	Box		1	
12	Pencil	Nos			
13	Eraser				
14	Isscu Sheet	Nos		1	
15	BDMR Sheet	Nos		1	
16	STEPLER SMALL	Pcs.			
17	STEPLER BIG	Pcs.			
18	STEPLER PIN SMALL	Pcs.			
19	STEPLER PIN BIG	Pcs.			
20	FEVI STICK (15 G)	Pcs.			
21	CELLO TAPE	Pcs.		2	
22	HIGH LIGHTER	Pcs.		2	
23	INK PAD MEDIUM	Pcs.			
24	INK PAD BIG	Pcs.			
25	CALCULATOR	Pcs.			
26	PAPER RIM (A4 75GSM)	Pcs.		1	
27	BOX FILE FOLDER	Pcs.		6	
28	HAJIRI CARD	Pcs.			
29	PAD COMSUMTION REPORT(BOTHSIDE PRINTED)	Pcs.			
30	PER DAY USED ITEM REGISTER	Pcs.			
31	PURCHASE REGISTER	Pcs.			
32	REBATE BOOK	Pcs.		1	
33	EXTRA MESSING REGISTER LAGER(300 PAGE)	Pcs.			
34	COMMON REGISTER (172 PAGE)	Pcs.		5	
35	COMMON REGISTER (220 PAGE)	Pcs.		5	
36	PUNCHING MACHING	Pcs.			
37	PAPAR CLIP	Pcs.			
38	PRINTER CARTAGE	Pcs.			
39	TRANSPERANT FILE FOLDER	Pcs.			

S. No.	Particulars	Unit	BRAND	Qty_ Required	Rate_ per Unit
40	STEEL RULAR	Pcs.			
41	SCISSOR	Pcs.			
42	BDMR 4th & 5th	Nos.		1	
43	BDMR Sheet 1, 2, & 3	Nos.		1	
44	Hand Gloves	Pkt			
45	Spring caps	Pkt			
46	Gas Lighter	Pcs			
47	EXTRA MESS LEDGER	Pc			