

# Stationery items

## National Textile University, Faisalabad

Requisition for purchase of stationery Stock for the next six months w.e.f 01-07-2018 To 31-12-2018

Sr. NO	DESCRIPTION	M/U	Quantity required	SPECIFICATION	REMARKS
1	Attendance Register	Nos.	10	40 Sheet legal size (80 grm)	
2	Attendance Register For Student	Nos.	200	As Per Sample	
3	Ball Point (Blue)	Nos.	1500	0.8mm / click	
4	Ball Point (Black)	Nos.	50	0.8mm / click	
5	Ball Point (Red)	Nos.	400	0.8mm / click	
6	Board Marker (Blue)	Nos.	300	Dry Erase Refilable WB-22	
7	Board Marker (Black)	Nos.	300	Dry Erase Refilable WB-22	
8	Board Marker (Red)	Nos.	96	Dry Erase Refilable WB-22	
9	Box File Large	Nos.	800	Legal Size Thickness 3mm	
10	Board Duster	Nos.	20	Wooden Double side fome	
11	Blade Paper Cutter	Nos.	30	A.100 Size 4"	
12	Carbon Paper	Sheet	500	Legal Size	100 Sheet in 1 Pkt(Black)
13	Correction Pen	Nos.	60	Uni Clip-300-8ml	
14	Calculator	Nos.	10	14 Digit 2 way power	Citizen or equivalent
15	Chit Pad 3" X 3"	Nos.	10	A3 - 100 Sheets 3" x 3"	
16	Despatch Register	Nos.	10	125 Sheet legal size (80 grm)	
17	Drawing Pin Steel	Pkt.	10	Approx. 100 Pcs in pkt	
18	Envelop Brown 9"X4"	Nos.	100	70 Gram local Paper	
19	File Seprator Plastic	Nos.	100	Plastic Multicolour	Best Quality
20	Flag Stick 1" (4 colour)	Pkt.	50	4 Colour- A3 - 100 Sheets	
21	File Cover Ring Fiber	Nos.	300	Legal Size As per Sample	
22	File Wrapper	Nos.	400	Blue Colour As per Sample	
23	Gum Stick	Nos.	150	As Per Sample	
24	Highlighter Multicolor	Nos.	100	As Per Sample	
25	Index Register	Nos.	10	As Per Sample	
26	Inward Register (Letter Received Register)	Nos.	10	125 Sheet legal size (80 grm)	
27	Lead Pencil	Nos.	400	HB # 2	
28	Marker Black Large Permanent	Nos.	20	2mm - As Per Sample	
29	Marker Blue Large Permanent	Nos.	20	2mm - As Per Sample	
30	Marker Red Large Permanent	Nos.	10	2mm - As Per Sample	
31	Marker Blue Small	Nos.	20	As per sample	
32	Noting Sheet	Ream.	7	Green colour Legal Size (80Grm)	with red line as per sample
33	Punching Machine Medium	Nos.	50	80 mm Punch 20 Sheet of 80 grm	
34	Paper Cutter	Nos.	20	With Slid Pvc Grip	
35	Plain Paper A-4	Ream.	650	Local 80 Gram A-4 Size	500 Sheet
36	Paper Clip Steel	Pkt.	50	No.18 Qty 100 in box	
37	Paper Pin Steel	Pkt.	50	Size. 2	
38	Plain Paper Legal	Ream.	20	Local 80 Gram Legal	500 Sheet
39	Plain Paper Legal (Imported)	Ream.	5	80 Gram Legal	500 Sheet
40	Plain Paper A-4 Colour (Imported)	Ream.	10	80 Gram Imported	500 Sheet
41	Plain Paper A-4 (Imported)	Ream.	150	80 Gram A-4	500 Sheet
42	Peon Book	Nos.	10	As per Sample	
43	Register Ruled Large	Nos.	20	150 Sheet 80 grm Legal Size	
44	Register Ruled medium	Nos.	30	100 Sheet 80 grm Legal Size	
45	Register Ruled Small	Nos.	40	50 Sheet 80 grm Legal Size	
46	Ruller scale steel	Nos.	24	Size 12" Steel (thickness 22 gaj)	Best Quality
47	Rubber For Led Pencil	Nos.	120	Size 2" Pelikan AL 30	
48	Rubber Bend	Pkt.	10	100 gram per pkt.	
49	Refill ink Board Marker Blue	Nos.	20	As Per Sample	
50	Refill ink Board Marker Black	Nos.	20	As Per Sample	



51	Sharpner (For lead Pencil)	Nos.	50	Small As Per Sample	
52	Stapler machine medium	Nos.	40	Use No.3 (24/6) NO.35 (26/6)	Max japan or equivalent
53	Stapler machine small	Nos.	10	Use Stapple # 10	Max japan or equivalent
54	Stapler pin medium	Pkt.	200	NO. 24/6 As Per Sample	
55	Stapler pin Small	Pkt.	50	No.10 As per Sample	
56	Scotch Tape 2"	Nos.	30	100 yards (Deer Brand) A.P.S	
57	Scotch Tape 1"	Nos.	200	100 yards (Deer Brand) A.P.S	
58	Stamp Pad Black	Nos.	4	6 x 9 cm As Per Sample	
59	Stamp Pad Blue	Nos.	10	6 x 9 cm As Per Sample	
60	Stapler Pin Remover	Nos.	50	Size No.10-NO.25	
61	Stamp Pad Ink Blue	Nos.	10	AS Per Sample	
62	Stamp Pad Ink Black	Nos.	5	AS Per Sample	
63	Stock Register	Nos.	15	80 Gram Legal Size	
64	Tape Masking 2"	Nos.	50	100 yards As Per Sample	
65	Tape Masking 1"	Nos.	50	100 yards As Per Sample	
66	Tape Binding 2"	Nos.	20	100 yards As Per Sample	
67	Tape Packing 2"	Nos.	30	100 yards As Per Sample	
68	Tag small for files	Nos.	1000	Size 4" As Per Sample	
69	Tape Stand For 1" Tape	Nos.	20	As Per Sample	
70	Table Set Plastic	Nos.	5	As Per Sample	
71	Uni Ball Pen Green	Nos.	12	Um-120-0.7 mm	
72	Uni Ball Pen Blue	Nos.	100	Um-120-0.7 mm	
73	Uni Ball Pen Black	Nos.	24	Um-120-0.7 mm	
74	Uni Ball Pen Red	Nos.	24	Um-120-0.7 mm	
75	Uni Ball Pen Refill Blue	Nos.	48	Um-120-0.7 mm	

**Sr.Supervisor Store**

**Director Finance**

**Rector**

**Note: If the specific model/brand is mentioned then PPRA rule # 10 is applicable.**



## General store items

### NATIONAL TEXTILE UNIVERSITY, FAISALABAD

Requisition for purchase of consumable store for next six months w.e.f 01-07-2018 To 31-12-2018

Sr.No	Description	M/U	Quantity Required	Specification	Remarks
1	Acid H C L Liquied	LTR	50	Best Quality (10 ltr packing)	
2	Broom (Bans Jharoo)	KGS	100	Best Quality 3' 6" Length	
3	Broom Soft (phool jharoo)	NOS	20	Best Quality 3' 4" Length	
4	Battery Dry Cell Large	NOS	6	R20/Size D/1.5V/R20SI	
5	Battery Dry Cell (Clock Cell)	NOS	100	1.5 AA	
6	Battery Dry Cell-9.V Dura Cell	NOS	20	As per Sample	
7	Brush for Ceiling cleaning	NOS	20	Round With long Stick 5' 6"	
8	Brush for Toilet cleaning	NOS	20	Best Quality with Pvc Handle	
9	Cotton waste rags	KGS	200	As per sample (3'x4' per piece)	
10	Dustbin Medium	NOS	100	Capacity 12 Ltr (Unbreakable)	
11	Duster Flaline	NOS	24	Size 3' x 4'	
12	Glass Cleaner	NOS	50	500 MI Glint	
13	Greas	KGS	10	01 kg per packing	
14	Insect killer spray	LTR	9.6	500 ml To 1000 ml Packing	
15	Lota Plastic	NOS	30	As per sample with handle	
16	Match Box	NOS	50	As per sample (100 Stick in pkt)	
17	Naphthalene Ball	KGS	10	Best Quality (1/2 kgs packing)	
18	Phenial Liquid	LTR	55	1 ILtr To 2.75 Ltr Packing AS per sample	
19	Paper Toilet Roll	NOS	100	As per sample (Rose Patle)	
20	Polish Vehicle	KGS	1	Best Quality	
21	Pump Spray	NOS	10	Best Quality	
22	Pad Lock 1.5"	NOS	150	Best quality China made (38mm)	
23	Pad Lock 2"	NOS	50	Best quality China made (50mm)	
24	Soap Liquied For WashroomCleaning	LTR	30	500 MI TO 1000 ml Packing	
25	Soap Lifebuoy	NOS	150	75 Gram	
26	Surf	KGS	50	500 grm To 1000 Grm (Bouns)	
27	Thinner	LTR	10	Best Quality (1 ltr To 5 ltr packing)	
28	Towel large For Cleaning	KGS	100	4' x 2.6" As per Sample	
29	Towel small For Cleaning	KGS	200	2.6" x 1.5" As per sample	
30	Tissue box	NOS	150	Poup up (Rose Petal 150x2 ply)	
31	Tray plastic Small For File	NOS	12	As per sample ( Best Quality)	
32	Dishwash Powder	KGS	50	(VIM) 200Gram To 1000 Gram Packing	
33	Wiper Cotton Mop	NOS	20	With Steel Stick As per Sample	
34	Cotton Mop Duster For Wiper	NOS	20	As per sample(without stick)	

Sr.Supervisor Store

Director Finance

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