

**Schedule of Requirements for Stationery Items
(LOT-I)**

S. No.	Items & Specifications
1	A-4 Paper, AA 80 gms
2	Legal Paper, AA 80 gms
3	A-3 Size Paper AA Paper
4	Box File Imported
5	Seat Separator Plastic (1-20 No's)
6	Seat Separator Color Paper (1-20 No's)
7	Pakka Cover (Karachi Gatta VIP or equivalent)
8	Peon Book Fine Paper Quality
9	Log Book Fine Paper Quality
10	Plastic White D-Ring A-4 File (Number 822)
11	Binding Plastic Sheet A-4 Good Quality
12	Binding Plastic Sheet Legal Size, Good Quality
13	Colour Paper A-4
14	Management File A-4
15	Stick Transparent File Cover A4 Size
16	Stick Transparent File Cover Legal Size
17	Register Legal Size 200 pages (HB or equivalent)
18	Register Legal Size 400 pages (HB or equivalent)
19	Diary & Dispatch Register (Good Quality)
20	Stock register
21	File Board (Karachi Gatta or equivalent)
22	Simple Khaki Envelope A4 Size
23	Simple Khaki Envelope Medium Size
24	Simple Khaki Envelope Legal Size
25	DAK Cover (Rexin), Good Quality
26	Attendance Register
27	Leave Register

**Schedule of Requirements for Stationery Items
(LOT-II)**

S. No.	Items & Specifications
28	Stapler Machine (24/6 & 26/6 Size)
29	Punch Machine (Medium Size)
30	Stapler Remover (Small Size)
31	Stapler Remover (Large Size)
32	Stamp Pad Crystal
33	Gum Stick 20 gm (Deli or equivalent)
34	Eraser AL-30
35	Tags (Good Quality)
36	Scissors (Medium Size)
37	Binding Tape 2"
38	Soln Tape 1"
39	Paper Clip 36mm
40	Sticky Notes 3*3 (Yellow)
41	Pencils
42	Calculator (Citizen)9300
43	Sharpener (Good Quality)
44	Ball points Clipper
45	Cutter Knife (Medium Size)
46	Single Hole Punch, Good Quality
47	Fluid Pen
48	Flags (4 Colours)
49	Uniball Signo
50	Gel-1 Pen (Dollar)
51	Scale Steel
52	Stamp Pad Ink Crystal
53	Highlighter (Dollar)
54	Pointer Pen (Dollar)
55	Pilot Ball Point (BP1) Made in Japan
56	Binder Clips 51mm, 12 No.s per Box
57	Binder Clips 41mm, 12 No.s per Box

58	Binder Clips 32mm, 12 No.s per Box
59	Binder Clips 25mm, 12 No.s per Box
60	Stapler Pins 24/6 Dollar
61	Stapler Pins 23/10,
62	Stapler Pins 23/15
63	Stapler Pins 23/17
64	Stapler machine Heavy Duty
65	Punch Machine Heavy Duty
66	Gel Pen Crystal (M&G)
67	Tagless large size
68	Paper Weight
69	Yescom 15" Cut Length Paper Cutter Guillotine Paper Cutting Machine
70	M&G Pen TR3 0.7mm
71	Rubber Bands (Good Quality)
72	Permanent Marker (Dollar)

**Schedule of Requirements for Stationery Items
(LOT-III)**

S. No.	Items & Specifications
73	Printer Toner 80A HP Genuine
74	Printer Toner 80A HP Compatible
75	Printer Toner 26A HP Genuine
76	Printer Toner 26A HP Compatible
77	Printer Toner 17A HP Genuine
78	Printer Toner 17A HP Compatible
79	Printer Drum 19A HP Genuine
80	Printer Drum 19A HP Compatible
81	Printer Toner 85A HP Genuine
82	Printer Toner 85A HP Compatible
83	Printer Toner 78A HP Genuine
84	Printer Toner 78A HP Compatible
85	Printer Toner 64A HP Genuine
86	Printer Toner 64A HP Compatible
87	USB (3.2), 16gb
88	Computer Mouse

Schedule of Requirements for Stationery Items

(LOT-IV)

S. No.	Items & Specifications
89	File Covers (Printed KPRA Logo)
90	Note Sheet A-4 80gms (Printed KPRA Logo)
91	White Envelope with KPRA logo & Address 80 gms size 9*4
92	White Envelope with window with KPRA logo & Address size 9*4
93	KPRA White Envelope Legal Size with KPRA logo & Address
94	KPRA White Envelope A-4 Size with KPRA logo & Address
95	Printed Note Book A-5 Size KPRA Logo with Cover
96	White Envelope with KPRA logo & Address 80 gms size 11*5

**Schedule of Requirements for Other/Misc Items
(LOT-V)**

S. No.	Items & Specifications
97	Plastic Dustbin (Medium Size with Cover)
98	Tissue Box (Rose Petal)
99	Sweep
100	Mop & Stand, Good Quality
101	White Towel (Medium Size)
102	Vim Powder
103	Washroom Acid
104	Small Brush for Washroom Commode, Good Quality
105	Mortein Spray 250ml
106	Insta Cleaner
107	White Toilet Roll (Good Quality)
108	Soap (Safeguard) Medium Size
109	Viper (Small) for Washroom
110	Viper (Large) Good Quality
111	Phenyl Finex, 3 Liters
112	Broom with stick
113	Lemon Max Soap (Medium size)
114	Balti & Cop (Good Quality)
115	Air Freshener (Aseel Perfect OR Cigar 300ml)
116	Jala Brush (Good Quality)
117	Extension Board Good Quality
118	Handwash (Caresse Naturals)
119	White Toilet Roll, Large Size
120	Remote Bell for office (XELNET)
121	Dettol 1 Liter
122	Spirit 500ml
123	Surgical Face Mask, 3 Play
124	Wall Clock
125	Battery Cell (AA, AAA sizes)
126	Power Plug for extension board (Type C)