



Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai

NIT No: IHM/e-Tender/Stationery Item/Mumbai/10/ 2020-2022

Dated: 10/10/2020

NAME OF WORK :- Supply of Stationery Items at Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (W). Mumbai-400028

SR.No.	NAME OF ITEMS	DESCRIPTION	MEASUREMENT / SPECIFICATION	QTY	UNIT
1	Brown Paper	Superior thick quality as per sample	29" x 44" (0.80gms) 480 sheets = 1 ream	2	ream
2	Brown Tape gummed	2 " 3K wonder - 555 tape	Wonder	12	nos
3	Brown Tape gummed	3" 3K wonder - 555 tape	Wonder	48	nos
4	Carbon paper(Typewriter)	Kores , carboplane 503 med. Width black	Foolscape std. Size 210 x 330 mm(100 sheets in a box carboplane)	10	box
5	Cello tape self adhesive tape	King/Hawk good quality(24 rolls in a box)	1/2" x 10 yds	20	nos
6	Cellotape	TISCO/TACO	3/4" Size	20	nos
7	Cellotape	TISCO/TACO	1" Size	50	nos
8	Cellotape	TISCO/TACO	2" Size	20	nos
9	Cut paper white	Business paper (F/C)foolscap	215 x 330 mm ream contains470 sheets	10	ream
10	Cut paper white	Business paper A - 4	210 x 297 mm ream contains470 sheets	75	ream
11	Chart Paper (Black/ Blue Green / Pink / Yellow	Superior quality	(32 lb) 22 " x 28 " as per sample	300	nos
12	Chart Paper (White)	Superior quality (Japan) Ivory T K	22 " x 28 " as per sample	200	nos
13	Cartridge	934- black	HP Inkjet	4	nos
14	Cartridge	935 - colour	HP Inkjet	16	nos
15	Cartridge	678- black	HP Inkjet	2	nos
16	Cartridge	678 - colour	HP Inkjet	3	nos
17	Cartridge	21	HP Inkjet	4	nos
18	Cartridge	22	HP Inkjet	4	nos
19	Cartridge	12A	HP Laserjet	4	nos

20	Cartridge	36A	HP Laserjet	6	nos
21	Cartridge	88 A	HP Laserjet	4	nos
22	Cartridge	78A	HP Laserjet	4	nos
23	Cartridge	(Refill of above all)		50	nos
24	Clips paper (office)	26 mm office clip Tower / Raju / Lion / Marc clip / Vikram / Vijay clips/Rolax.	100 clips = small box Round big for documents	20	small box
25	Clips paper (office)	35 mm office clip Tower / Raju / Lion / Marc clip / Vikram / Vijay clips/Rolax.	100 clips = small box Round big for documents	20	small box
26	Clips paper (office) Triangle	26 mm office clips Vijaybig size for documents	Traingle - do - (100 clips = 1 small box	20	big box
27	Clips paper (office)	Oxford coated clips	vinyl coated blue/green/pink/brown/purple1 big box = 10 small boxes of 100	12	Small box
28	Correction tape	OCC OO	Network	12	nos
29	Correction fluid and diluter	Kores white/Eraz - Ex	15 ml as per sample	5	nos
30	Clip - plastic	Rockwell/Pinky/any other brand	good quality std size	36	doz
31	Clip - Metal	Rockwell/Pinky/any other brand	good quality std size	36	doz
32	Catalogue cards for Library	Centre punched with waterline as per sample	5 " x 3 "	1000	nos
33	Desk Calender (stand)	Delux Omega	standard	12	nos
34	Diary Commercial	Rajat Delux No6/any with Telephone Index superfine	big (std) as per sample	12	nos
35	Diary Telephone	good quality Scholar /any Telephone No.(8) 288	300 pages approx. as per sample	3	nos
36	Drawing pins(Thumb tacks)	Fauji / Light house good quality std.or appr.brand	150 pins in a pkt(1/2 " 10 small pkts in a box)=1 big box	10	big box
37	Duplicating Book	3 " no. standard	100 x 2 pages good quality	5	nos
38	Duplicating Book	1" no. standard	100 x 2 pages good quality	5	nos
39	Duplicating Book	0 " no. standard	100 x 2 pages good quality	5	nos
40	Duster for white board	Standard	as per sample	30	nos
41	Eraser	Sandowsuper36withBlue Band / Natrai Plasto 621	standard (Kores) India 20 nos in a box as per sample	3	box
42	Fevi quik	standard small	Tube as per sample	5	nos

43	Fevicol white Adhesive	500 gm tin	std as per sample	6	tin
44	Fevicol white Adhesive	100 gm tin	std as per sample	6	tin
45	Files - box file	Kangaroo	std as per sample	50	nos
46	Files - clip files	Good quality - Atlas	std as per sample	24	nos
47	Files - flap files	good quality (2 flaps)32 oz	std (10"x12" approx) std as per sample	12	nos
48	Files - flap files	good quality (4 flaps)	std as per sample	12	nos
49	Files - lace files	good quality	std (9 3/4" x 13 3/4"approx) std as per sample	24	nos
50	Files - voucher pasting	good quality	250 leaves as per sample	36	nos
51	Files - office files	(Plastic coated) with inside plastic clips	90 lb as per sample	60	nos
52	Files - Tag	Outstanding with 2 holes	90 lb as per sample	100	nos
53	Files - office files	sp. triple ex. thick	standard as per sample	120	nos
54	Files Godrej	Thick quality with 2 clips as per sample	as per sample	12	nos
55	Files- spring clip	spring clip	Sensor as per sample	12	nos
56	Files	ring files	Std. As per sample	12	nos
57	File folder	Plastic thick as per sample	14 " x 10 "	24	nos
58	File folder	Plastic thick as per sample	12 " x 9 "	24	nos
59	File folder two sided open	Morocco as per sample	foolscap size	12	nos
60	Folders Office	Plastic ordinary Morocco folder	foolscap (cover type)	12	nos
61	Foam Tape		1" Size	20	nos
62	Clip File	Shivam Ring file	Standard	50	nos
63	Glossy Paper (HP glossy paper)	A4 size	A4 Sheets 90 g/M2	100	sheet
64	Glossy Paper	A4 size	110 gms	100	sheet
65	Glue stick	Kores/C354Camlin	standard quality as per sample	60	nos
66	Gum Paste	Camel	700 ml big bottle	5	nos

67	Gum Paste	Camel	300 ml	10	nos
68	Gum Paste	Camel	150 ml	10	nos
69	Gloliter (highlighter)	Fluorescent fibre tip highlighters paper	Luxor (10 pens in a box)	1	box
70	Graph paper sheets in cm	Good quality 29 " x 21 "	standard quality as per sample	60	sheet
71	Gum brush	Camel as per sample	std size	10	nos
72	Ink (Black /Blue/Red)	Camel Ink	0.57 ml	12	nos
73	Lace for files white	Bonus or any superior quality thick	standard as per sample 1x100=1 bundle	10	bundle
74	Labels for Library books	good quality Natraj	No. 511 - A of 150 labels	5	doz
75	Lamination Sheet	good quality	125 microns (225x310mm)	2	pkt
76	Lamination pouches	good quality	225 microns cms x 105 cms	75 1000	nos
77	Muster Register Ruled	Superior quality ledger	1 quire	12	nos
78	Muster Register Ruled	paper as per sample	2 quire	40	nos
79	Marker assorted(permanent)	Camlin/Luxorstd10inabox	std size as per sample 91(s)10 pcs in a box	20	box
80	Marker for white board	Luxor/Reynold/Camel/Mr Pik	Blue / Black / Green/ Red	120	nos
81	Menu cards (single)	Ivory - invitation cards as per sample Comet/Silver	std 7 " x 5 "	1000	nos
82	Menu cards (double)	as per sample	std 10 " x 7 "	1000	nos
83	Menu cards (small)	as per sample	5 " x 4 "	1000	nos
84	OHP Marker	OHP Marker permanent no. 2300 fine point non toxic with eraser.	MARVEY Pen for permanent ink, Uchida Yoke co.ltd(7 pens in a pkt)	5	pkt
85	Note Book	100 pages	Good Quality	6	nos
86	Note Book	200 pages	Good Quality	6	nos
87	Paper ruled Deluxe	superior quality	Double foolscap 17"x13 1/2"	25	doz

88	Paper unruled maplitho	superior quality	Double foolscap 17"x13 1/2"	1	ream
89	Pencils Black lead	Apsara gold Apollo/HB Hexagon	Hindustan Pencils 10 pencils in a pkt	20	pkt
90	Pad perforated writing	good quality 10 leaves	1 / 4 size ruled	12	nos
91	Pad perforated writing	good quality 10 leaves	1 / 8 size ruled	12	nos
92	Pad perforated writing	good quality 10 leaves	foolscap ruled	12	nos
93	Packing Tape for parcels	standard size	standard	5	kg
94	Packing clips metal	for packing standard	1 kg	5	kg
95	Pendrive	8 GB	Transcend/Sony	5	nos
		16 GB	Transcend/Sony	5	Nos
		32 GB	Transcend/Sony	5	Nos
96	Pen (Ball Pen)	Cello/Lexi/Montex/Reynolds	good quality	50	nos
97	Pen (Gel)	Add Gel	good quality	10	nos
98	Pen	use and throw	good quality	400	nos
99	Pins for paper (office) highly plated with sharp pt	Good quality - Vikram / Tower / Aristo / Lion	King (0.100 gms gross wt. pkt - 32 mm	36	box
100	Pins for paper (office)	Aristo / Lion	050 gms	60	box
101	Pins for stapler	good quality Skreba - 55	17 x 24 (1000 nos in a pkt)	5	pkt
102	Pins for stapler	Etona/ Electric/Brito/Max555	24/6 (100 nos in a pkt)	5	pkt
103	Pins for stapler	Orenta/55Stapled/Etona/ Eveready/chisel pointed3/8 any brand	23 / 8 (100 nos in a pkt)	5	pkt
104	Pins for stapler	Staples - Max - 10(1000 small boxes/Maruzen-10)	Max - 10 1m staples1big =20 small boxes	15	big box
105	Pins for stapler	555 stapler same as above	23 / 17 (100 nos in a pkt)	5	pkt
106	Punching Machine(double punch perforator)	Kangaro no. 52	big	12	nos
107	Punching Machine(Single Punch)	Kangaroo		5	nos
108	Punching Machine(double punch) perforator	Kangaro no. DP 800	8 cm	12	nos
109	Post It	good quality	1.5 x2	6	nos

110	Post It	good quality	2 x 3	6	nos
111	Post It	good quality	3 x 3	6	nos
112	Post It	good quality	four colour packet	6	nos
113	Pad wooden with clips(Exam Pad)	std . Sunmica	9 1/4 " x 3 3/4 "	12	nos
114	Paper cutting knife (steel)	good quality	std as per sample-small	12	nos
115	Paper cutting knife (steel)	good quality	std as per sample- big	12	nos
116	Paper cutting blade (steel)	good quality	std as per sample- big	12	nos
117	Paper weight	made of superior glass	std big as per sample	5	nos
118	Pin pots magnetic	Omega	Omega as per sample	5	box
119	Plastic roll	Transparent for book covers	100 mtrs (1 roll of 100 mtrs)as per sample	1	roll
120	Plastic folders with pockets	good quality	foolscap as per sample	12	nos
121	Punch Folder (Plastic)		foolscap as per sample	12	nos
122	Rubber bands (big size - elastic)	Vandana / five star size19	45 gms pkt	40	pkt
123	Rubber bands (small size - elastic)	Vandana / five star size19	45 gms pkt	20	pkt
124	Register ruled	Superior quality	1 quire	12	nos
125	Register ruled	Superior quality	2 quire	24	nos
126	Register ruled	Superior quality	3 quire	12	nos
127	Register ruled	Superior quality	4 quire	12	nos
128	Register ruled	Superior quality	5 quire	12	nos
129	Register Ledger	Superior quality	3 quire	6	nos
130	Refill Ball pen JotterBlue / Black / Green	good quality Writers/Cruzer/ Geeflo / Rifer / Echo/Flair	std - 10 nos in a pkt	5	pkt
131	Refill	Cello	0.8 TC Ball (10 nos in a pkt)	5	pkt
132	Refill	Parker	std as per sample	10	nos
133	Refill for Table DeskCalender	good quality	std as per sample	12	nos
134	Rough cash book(Acc.Bk)	Scholar no. 8	std	3	nos

135	Register of 16 columns	Superior quality	3 quires as per sample	12	nos
136	Register of 16 columns	Superior quality	5 quires as per sample	12	nos
137	Register Journal	Superior quality	2 quire as per sample	12	nos
138	Sign pens (Sketch pens) (Blue/Red/Green/Black) assorted	Camel (10 pens in a box)	standard	10	box
139	Sign pens (Sketch pens) (Blue/Red/Green/Black) assorted	Luxor (10 pens in a box)	standard	10	box
140	Sharpner single	superior quality (Gem) steel	steel std size	12	nos
141	Stapler Machine	Mini (10)	Mini (10)	12	nos
142	Stapler Machine	Max (HD - 10)	Max 10	12	nos
143	Stapler Machine	Kangaroo	Kangaroo 10	12	nos
144	Stapler Machine	Kangaroo/any good brand	24/6	6	nos
145	Stapler Machine	Kangaroo/any good brand	23/8	6	nos
146	Stamp pad red / violet / green / blue	Camel good quality Camlin Pvt Ltd	std 110 mm x 70 mm no. 2	12	nos
147	Scale	superior quality	12 "wooden as per sample	12	nos
148	Scale	superior quality (Omega)	12 "plastic as per sample	12	nos
149	Scale	superior quality	12 "steel as per sample	12	nos
150	Sealing wax	Lion brand superfine	400 gms (8 sticks in a box)	6	box
151	Scissors small	S.steel good quality	4 " as per sample	3	nos
152	Scissors medium	S.steel good quality	6 " as per sample	3	nos
153	Scissors big	S.steel good quality	12 " superior quality as per sample	3	nos
154	Tape dispenser	Omega	plastic std as per sample small	10	nos
155	Tape dispenser	Omega	plastic std as per sample big	10	nos
156	Tags for files	good quality	standard as per sample (4 rolls in a box)	72	box
157	Tray (office)	Omega	Plastic as per sample	12	nos
158	Twine ball (white)	superior quality	std. Pkt of 4 balls as per sample	100	pkt
159	Water sponge	good quality Standard	std round as per sample	12	nos

160	Wooden tray without cover	good quality	std 13 1/2 " x 15 1/2 " (approx)	12	nos
161	Calculator	Casio	DJ-120TG	2	nos
162	Key Chain	good quality	standard as per sample	50	nos
163	Ink- Whiteboard marker	Camel	15 ml bottle	6	nos
164	Poster Colour	Camel	100 ml	10	nos
165	Envelope -Plain	Good quality	11 x 5	100	nos
166	Acrylic Paint	Camel	100 ml	10	nos

