

**SCALE OF GENERAL STATIONERY ARTICLES REQUIRED
BY ALL INDENTORS FOR GENERAL OFFICE USE**

Sl. No.	Vocab No.	Description of Articles	Unit	Approved	Remarks
1.	BO15	Blank Book Cloth Bound (21×30Cm) – 6 Qrs.	Nos.	a) Indented quantity is equal or less than 50 Nos. will be allocated fully. b) If the quantity are more than 50 Nos. In that case the first 50 Nos. In full and 50% of the remaining balance will be allocated.	
2.	BO16	Blank Book Cloth Bound (21×30Cm) – 5 Qrs.	"	"	
3.	BO17	Blank Book Cloth Bound (21×30Cm) – 4 Qrs.	"	"	
4.	BO18	Blank Book Cloth Bound (21×30Cm) – 3 Qrs.	"	"	
5.	BO19	Blank Book Cloth Bound (21×30Cm) – 2 Qrs.	"	"	
6.	BO20	Blank Book Cloth Bound (21×30Cm) – 1 Qrs.	"	"	
7.	BO21	Ruled Book Cloth Bound (21×30Cm) – 6 Qrs.	"	"	
8.	BO22	Ruled Book Cloth Bound (21×30Cm) – 5 Qrs.	"	"	
9.	BO23	Ruled Book Cloth Bound (21×30Cm) – 4 Qrs.	"	"	
10.	BO24	Ruled Book Cloth Bound (21×30Cm) – 3 Qrs.	"	"	
11.	BO25	Ruled Book Cloth Bound (21×30Cm) – 2 Qrs.	"	"	
12.	BO26	Ruled Book Cloth Bound (21×30Cm) – 1 Qrs.	"	"	
13.	BO27	Note Sheet Block (Ordinary) 75 GSM (21×29.7Cm)	Nos.	"	
14.	BO28	Note Sheet Block Azurelaid 65 GSM (21×29.7Cm)	"	"	
15.	BO30(i)	Envelope SE-5, Plain Type (i) 105×230 mm.	"	a) Indented quantity is equal or less than 1000 Nos. will be allocated fully. b) If the quantity are more than 1000 Nos. In that case the first 1000 Nos. In full and 60 % of the remaining balance will be given.	
16.	BO30(ii)	Envelope SE-5, Plain Type (ii) 110×220 mm.	"	"	
17.	BO30(iii)	Envelope SE-5, Plain Type (iii) 114×162 mm.	"	"	
18.	BO30(iv)	Envelope SE-5, Plain Type (iv) 122×176 mm.	"	"	
19.	BO30(v)	Envelope SE-5, Plain Type (v) 122×176 mm.	"	"	
20.	BO30W(i)	Envelope SE-5, Window Type (i) 105×230 mm.	"	"	
21.	BO30W(ii)	Envelope SE-5, Window Type (ii) 110×220 mm.	"	"	
22.	BO30W(iv)	Envelope SE-5, Window Type (iv) 122×176 mm.	"	"	
23.	BO30W(v)	Envelope SE-5, Window Type (v) 122×176 mm.	"	"	
24.	BO31(i)	Envelope SE-6, Plain Type (i) 162×229 mm.	"	"	
25.	BO31(ii)	Envelope SE-6, Plain Type (ii) 176×250 mm.	"	"	
26.	BO31W(ii)	Envelope SE-6, Window Type (ii) 176×250 mm.	"	"	
27.	BO32(ii)	Envelope SE-6A, Cloth Lined, Type (ii) 176×250 mm.	"	"	
28.	BO33(i)	Envelope SE-7, Pocket Shape Plain Type (i) 229×324 mm.	"	"	
29.	BO33(ii)	Envelope SE-7, Pocket Shape Plain Type (ii) 250×358 mm.	"	"	
30.	BO33W(ii)	Envelope SE-7, Pocket Shape Window Type (ii) 250×358 mm.	"	"	
31.	BO33A(i)	Envelope SE-7A, Pocket Shape Cloth Lined Type (i) 229×324 mm.	"	"	
32.	BO33A(ii)	Envelope SE-7A, Pocket Shape Cloth Lined Type (ii) 250×358 mm.	"	"	
33.	BO34	Envelope SE-8, Plain Type 324×458 mm.	"	"	
34.	BO34A	Envelope SE-8A, Cloth Lined 324×458 mm.	"	"	
35.	BO36	Exercise Book Plain 21.5×15 Cm.	"	a) Supply restricted to Training School for 100%. b) Other Units 20 % of indented quantity.	
36.	BO37	Exercise Book Wide Ruled 21.5×15 Cm.	"	"	
37.	BO38	Short Hand Note Book Ruled 21.5×15 Cm.	Nos.	a) 6 Nos. Per G.O.	
38.	BO39	File Board 35.5×23 Cm.	"	a) Indented quantity is equal or less than 100 Nos. will be allocated fully. b) If the quantity are more than 100 Nos. than the first 100 Nos. In full and 50 % of the remaining balance will be given.	

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39	BO40	File Band	Nos.	a) Supply will be made 100%.	
40	BO42	Scrbing Pad (50/100 Sheets)	"	a) 4-Nos. Per G.O. b) 20 Nos. Per Section/Branch.	
41	BO43	Self Stick Pad (50/100 Sheets)	"	a) 2 Pkts. Per G.O. b) 10-15 Pkts. Per Section/Branch.	
42	CO33	Plain Copier Paper, A4 Size, 75GSM (21×29.7Cm) 2.3 Kg.	Reams	a) Indented quantity is equal or less than 100 Reams. Will allocated fully. b) If the quantity are more than 100 Reams than the first 100 Reams in fully and 50% of the remaining balance will be given.	
43	CO33(i)	Plain Copier Paper, A4 Size, 80GSM (21×29.7Cm) WT - 2.49 Kg.	"	"	
44	CO34	Plain Copier Paper, A4 Size, 75GSM (29.7×42Cm) WT - 4.7 Kg.	"	"	
45	CO35	Plain Copier Paper, A4 Size, 75GSM (21.5×33Cm) WT - 2.7 Kg.	"	"	
46	CO36(i)	Blank CDR/DVDR	Nos.	a) Indented quantity is equal or less than 50 Nos. Will allocated fully. b) If the quantity are more than 50 Nos. than the first 50 Nos. in fully and 50% of the remaining balance will be given.	
47	CO41(i)	Pen Drive (4 GB)	"	a) 2 Nos. Per G.O. b) 1 No. Per N.G.O.	
48	CO41(ii)	Pen Drive (8 GB)	"	a) 2 Nos. Per G.O. b) 1 No. Per N.G.O.	
49	CO41(iii)	Pen Drive (16 GB)	"	a) 2 Nos. Per G.O. b) 1 No. Per N.G.O.	
50	DO01	Pencil Black Lead Ordinary (Sofa)	"	a) 10 Nos. Per G.O. b) 10 No. Per N.G.O.	
51	DO03	Ball Point Pen	"	a) 10 Nos. Per G.O. b) 10 No. Per N.G.O.	
52	DO09(A)	Rubber Stamp Pad Self Inked	"	a) 2 Nos. Per G.O. b) 2 No. Per Section/Branch.	
53	DO11	Pins in packets of 100 Gms. each.	Pkt.	a) 1Pkt. Per G.O. b) 2 Pkts. Per N.G.O.	
54	DO12	Seissors 15 Cms. Long	Nos.	a) 1 Nos. Per G.O. b) 1-2 Nos. Per Section/Branch	
55	DO13	Synthetic Gum Liquid	Tube	a) 1-2 Nos. Per Section/Branch.	
56	DO14	Sealing Wax Sup Red 40 Sticks/Kg. (20 Sticks/box)	Kg.	a) 1Kg. Per Section/Branch.	
57	DO15	Sealing Wax Black	Kg.	a) Direct Order (PSD) only.	
58	DO16(i)	Tag Cotton 12.5 Cms (100 Nos./bundle)	Bndle	a) 1 Bndle Per N.G.O b) 2-5 Bndles per Section/Branch.	
59	DO16(ii)	Tag Cotton 17.5 Cms (100 Nos./bundle)	Bndle	a) 1 Bndle Per N.G.O b) 2-5 Bndles per Section/Branch.	
60	DO17	Waste Paper basket (Plastic)	Nos.	a) 1 No. Per G.O. b) 1 No. Per N.G.O.	
61	DO20	Synthetic Gum Tube (25 ml.)	"	a) 1 No. Per G.O. b) 2 No. Per N.G.O. c) 5-20 Nos. Per Section Branch.	
62	DO21	Glue Stick (Synthetic) - 15 Gms.	"	a) 1 No. Per G.O. b) 1 No. Per N.G.O.	
63	DO22(i)	Correction Pen Roller Tip - 5 mm.	"	a) 1 No. Per G.O b) 1 No. Per N.G.O c) 1 Nos. Per Section/Branch.	

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Sl. No.	Vocab No.	Description of Articles	Unit	Approved	Remarks
64.	DO24	Stapler Machine No. 10	Nos.	a) 1 No. Per G.O. b) 1 No. Per N.G.O. c) 1-5 Nos. Per Section/Branch.	
65.	DO25	Stapler Machine No. 24	"	a) 1 No. Per G.O. b) 1 No. Per N.G.O. c) 1-5 Nos. Per Section/Branch.	
66.	DO26(i)	Staple Pins to be used on Machine No. 10	Pkt.	a) 1 Pkt. Per G.O. b) 1 Pkt. Per N.G.O. c) 1-5 Pkt. Per Section/Branch.	
67.	DO26(ii)	Staple Pins to be used on Machine No. 24	"	a) 1 Pkt. Per G.O. b) 1 Pkt. Per N.G.O. c) 5-15 Pkt. Per Section/Branch.	
68.	DO27	Paper Clip Gem Pattern (Plastic Coated)	"	a) Supply will be made 100 %	
69.	DO28(i)	Cello Tape - 12 mm. x 10 mtrs.	Nos.	a) 4-10 Nos. Per Section/Branch.	
70.	DO28(ii)	Cello Tape - 24 mm. x 20 mtrs.	"	a) 4-10 Nos. Per Section/ Branch.	
71.	DO30	Plastic Folder (to keep loose papers)	"	a) 10-20 Nos. Per Section/Branch.	
72.	DO31	File Cover made of Pulp Board	"	a) 2 Nos. Per G.O. b) 4-10 Nos. Per Section/Branch.	
73.	DO31(A)	File Cover 35.5x25.5 Cms.	"	a) 100 Nos. - 500 Nos. Per Section/Branch	
74.	DO33	Pin Box Fitted with Magnet	"	a) 1 No. Per G.O. b) 1 No. Per N.G.O.	
75.	DO34	Highlighter Pen in Assrtd. Col. (Green/Orange/Pink/Fluro. Yellow)	"	a) 2 Nos. Per G.O. b) 1 No. Per N.G.O. c) 4 Nos. Per Section/Branch.	
76.	DO35	Gel Pen in Black/Blue	"	a) 1 No. Per G.O. b) 1 No. Per N.G.O.	
77.	DO37	Punching Machine (Double)	"	a) 2-4 Nos. Per Section/Branch.	
78.	DO37(i)	Docket Punching (Single)	"	a) 1 No. Per G.O. b) 1 No. Per N.G.O.	
79.	DO42	Permanent Marker Pen in Assortd. Blue/Black/Red	Nos.	a) 1 No. Per G.O. b) 1 No. Per N.G.O.	
80.	DO42(i)	White Board Marker Pen	"	a) Supply restricted to Training School for 100 %. b) 2 Nos. Per G.O.	
81.	DO42(ii)	C.D. Marker Pen	"	a) 2 Nos. Per G.O. b) 2 Nos. Per N.G.O.	
82.	DO43	File Channel (A4 Size)	"	a) Supply restricted to Training School for 100 %. b) 5-15 Nos. Per Section/Branch.	
83.	DO45	Eraser	"	a) 2 Nos. Per G.O. b) 2 Nos. Per N.G.O.	
84.	DO46	Scale Plastic	"	a) 1 No. Per G.O. b) 1 No. Per N.G.O.	