

Annual Procurement Profile for the Year 2018-19

Sl.No.	Item Name / Item Description	Quantity
Office Consumables:-		
01.	Office Stationary (Pen/Pencil/Glue...etc)	As per requirement
02.	Photocopy Paper	As per requirement
03.	File covers.	As per requirement
04.	Plastic folders	As per requirement
05.	Crockery Items(Cup & Saucer / Glass etc.,	As per requirement
06.	Computer Stationery Items(Toner Cartridges/ Hard Disk/ Pen Drive etc)	As per requirement
Services:-		
07.	Security Services.	As per requirement
08.	Housekeeping Services.	As per requirement
09.	Garden Maintenance.	As per requirement
10.	Professional Services.	As per requirement
11.	Advertisements.	As per requirement
Office Equipment / Furniture & Fixtures:-		
12.	Electrical Items – Tube, Bulb etc.,	As per requirement
13.	Computer Desktops.	As per requirement
14.	Printers.	As per requirement
15.	Banners Printing.	As per requirement
16.	Books & Newspapers.	As per requirement