ANNUAL PROCUREMENT PLAN FOR STATIONERY AND OTHER CONSUMABLE ITEMS FOR THE FINANCIAL YEAR 2021-2022

Sl.No.	Item	Balance as on 31.3.21	Requirement 21-22 (approved)	Remarks	To be purchased in the 1st Qr.	To be purchased in the 2nd Qr.	To be purchased in the 3rd Qr.	To be purchased in the 4th Qr.
1	Air Wick Refiller	12	0					
2	Al Pin	18	10		10	0	0	0
3	Allout Machine	50	70		0	35		35
4	Allout Refill	75	150			75		75
6	Bag(Conference/Seminar)	36	0	Purchased on demand	0	0	0	0
8	Bag(Garbage) Small	0	20		20	0	0	0
10	Bed Sheet	0		Purchased on demand				
11	Bell(Table)	2	10		10	0	0	0
12	Binder Clip (Big)	16	50			25		25
13	Binder Clip (Medium)	6	50		25		25	
14	Binder Clip (Small)	9	30		15		15	
15	Bleach Powder	15	50		25		25	
16	Book Card(Red)	0	0	Purchased on demand				
17	Book Card(White)	0	0	Purchased on demand				
18	Book Lebels(Self Adhesive)	0	0	Purchased on demand				
19	Book Plates(Self Adheshive)	0	0	Purchased on demand				
20	Book Pockets(Self Adhesive)	0	0	Purchased on demand				
21	Bowl	0	0	Purchased on demand				
22	Brasso	0	25		25			
23	Brief Case/Bags	0	0					
24	Broom Phool	90	0					
25	Broom Rod	10	0					
26	Broom Tilli	161	0					
27	Brown Sheets	0	0					
28	Brown Tape 1"	75		Purchased on demand				

29	Bucket Plastic	14	60		30		30	
30	Calculator(Big)	3		Purchased on de mand				
31	Calculator(Small)	0		Purchased on de mand				
32	Cash Book	0		Purchased on de mand				
33	Catalogue Card	0		Purchased on de mand				
34	CD Writable	78	0	Purchased on de mand				
35	Cell (Pencil) AAA	51	500		250		250	
36	Cell(Pencil) AA	115	750		0	250	250	250
37	Cello Tape 1"	58	75		0	75	0	0
38	Cello Tape Big	155	150			75	0	75
39	Cello Tape Medium	84	50		0	25	0	25
40	Cello Tape Small	245	350		0	100	100	150
41	Clip Board	0	0					
42	Cloth (Packing)	0	300		150		150	
43	Cloth Malaysia	2	100					
44	Coffee Mug/Cup	0	0	Purchased on de mand				
45	Colin	211	700	Due to covid	175	175	175	175
46	Computer paper(1 Pl y)	0	0					
47	Computer Paper(80 Col 2 Ply)	10	60	No. of printer re duced	30		30	
48	Computer Paper(80 Col 3 Ply)	0	0	Purchased on de mand				
49	Correction Pen	89	300			150		150
50	Correction Tape	141	0					
51	Cotton Tape (Kg)	0	275		100		175	
52	Cup and Saucers	3	0	Purchased on de mand				
53	Dak Pad	14	0	Purchased on de mand				
54	Damper	18	200		100		100	
55	Desk Knife	60	100			50		50
56	Detergent Powder	7	50		25		25	
57	Dori for I Card	0	0	Purchased on de mand				

58	Double Side Tape	3	0	Purchased on demand				
59	DO Pads	0	0	Purchased on demand				
60	Dust Pan	5	30		30	0	0	0
61	Dustbin (Big)	0		Purchased on demand				
62	Dustbin (Small)	1	50		25		25	
63	Dustbin with cover	20	50			25		25
64	Duster (White)	329	2500		1000		1500	
65	Duster Floor	140	150		0	75	0	75
66	Duster(Yellow)	18	100		50		50	
67	DVD 16 GB	0	0	Purchased on demand				
68	DVD Writable	11	0	Purchased on demand				
69	Engagement Stand	7	20		20			
70	Envelope A 4 Size White	0	0	Puchased on demand				
71	Envelope A 4 Size Yellow	213	5000	Already purchased				
72	Envelope File Size	1800	0	Purchased on demand				
73	Envelope Plain White	300	2000		1000		1000	
74	Envelope White with NHRC Logo	0	0	Purchased on demand form DD(M&C)				
75	Envelope Window	26000	150000			75000		75000
76	Envelope Yellow with NHRC Logo	0		Purchased on demand from AD(P)				
77	Eraser Pencil	187	800		0	400	400	0
78	Fax Cartridge (FX 3)	0	0					
79	Fax Cartridge (FX 9)	0	10		10			
80	File Board	0	1200		600		600	
81	File Cover for Admn. Section	1744		Not required				
82	File Cover for Coord Section	800		Not required				
83	File Cover for CP/SG	1730		Not required				
84	File Cover for Inv Div	664	500				500	

	ision							
85	File Cover Law Div Green	0		Printed on demand from Law Div				
86	File Cover Law Div Red	0		Printed on demand from Law Div				
87	File Cover PRP&P Div	610		Not required				
88	File Cover RTI Unit	0		Printed on demand from RTI Unit				
89	File Flaps	119	2000		1000		1000	
90	File Tray	2	10		10			
91	Flag Colour	375	200		0	100	0	100
92	Fork	12	0	Purchased on demand				
93	Gem Clip Plastic	188	100		0	50	0	50
94	Glue Stick	20	700		400		300	
95	Gum Bottle	96	85			85		
96	Gum Tube	155	100		0	50	0	50
97	Handwash Liquid Soap 5 Litre	40	100		50		50	
98	Harpic	18	400		100	100	100	100
99	Highlighter	199	300		0	150	0	150
100	Hit Cockroach/mosquito spray	12	150		75		75	
101	I Card with pouch and dori	100		Purchased on demand				
102	Ink Cartridge 950 Black	0	10		10			
103	Ink Cartridge 951 XL Cyan	1	10		10			
104	Ink Cartridge 951 XL Magenta	1	10		10			
105	Ink Cartridge 951 XL Yellow	1	10		10			
106	Ink Cartridge 955 Black	2	10		10			
107	Ink Cartridge 955 Cyan	2	10		10			
108	Ink Cartridge 955 Magenta	2	10		10			
109	Ink Cartridge 955 Yellow	2	10		10			
110	Ink Cartridge 965 XL	3	6		6			

	Cyan							
111	Ink Cartridge 965 XL Magenta	3	6		6			
112	Ink Cartridge 965 XL Yellow	3	6		6			
113	Ink Cartridge 965 XL Black	2	8		8			
114	Jug Glass	10	50		25		25	
115	Juna Steel	50	0	Purchased on de mand				
116	Lizol Floor Cleaner	33	85		50		35	
117	Lock(Big)	15	0					
118	Lock(Medium)	28	0					
119	Log Book	6	0					
120	Marker Pen(Perman ent)	48	190		100		90	
121	Marker(OHP)	118	0					
122	Mug Plastic	2	20		20			
123	Naphthalene Ball	27	20			20		
124	Note Sheet Pad	34	300	Consumption reduced due to e.office	150		150	
125	Odonil Air Freshner(Cake)	73	275		100		175	
126	Packing Tape 4"	102	0					
127	Packing Tape Mediu m	392	0					
128	Padlock small 25mm	308	0					
129	Paper Weight	59	0					
130	Paper(Legal Size)	4		Purchased on de mand				
131	Pen Ball(Jetter)	78	650		400		250	
132	Pen Ball(Ordinary	690	4000		1000	1000	1000	1000
133	Pen Butterflow	99	250		100		150	
134	Pen Drive 16 GB	9		Purchased on de mand				
135	Pen Drive 32 GB	36		Purchased on de mand				
136	Pen Drive 64 GB	20		Purchased on de mand				
137	Pen Parker/Pilot V5	492	100	Blue	100			
138	Pen Pilot	82	300		150		150	

139	Pen Stand	0	0					
140	Pen V7	180	0					
141	Pen(Ad Gel) Green	112						
142	Pen(Ad Gel) Red	44	100		100			
143	Pen(Ad-Gel) Black	283						
144	Pen(Ad-Gel) Blue	100	400		200		200	
145	Pen(Gel) Pointech	48	0					
146	Pen(Uniball) Black	89						
147	Pen(Uniball) Blue	97	1000		250	250	250	250
148	Pen(Uniball) Green	73						
149	Pen(Uniball) Red	72						
150	Pen/pencil Tumbler	100	0					
151	Pencil(Lead)	330	2800		1000		1000	800
152	Pencil(Shorthand)	182	400			200		200
153	Peon Book	47	0					
154	Phenyle(White)	28	75		25		50	
155	Photo Glossy Paper	6	10		10			
156	Photocopy Paper A4 Size	83	2800		700	700	700	700
157	Pin Cushion	58	0					
158	Plastic Folder Printe d (Solo)	335	3000		1000		1000	1000
159	Plate(Full)	0		Purchased on de mand				
160	Plate(Half)	0		Purchased on de mand				
161	Platform Brush	0		Purchased on de mand				
162	Pocker	33	0					
163	Punch Single Heavy Duty	0		Purchased on de mand				
164	Punch(Double)	2	10		10			
165	Punch(Single)	25	125		50		75	
166	Push Pin	24	0					
167	PVC Folder L Type	299	3500		1000	1000	500	1000
168	PVC Folder(Button)	10	500		250		250	
169	Rain Coat	0		Purchased on de mand				
170	Register 1 Qr	51	0					
171	Register 2 Qr	15	150		50		50	50

172	Register 4 Qr	0	150		75		75	
173	Register 6 Qr	18	0					
174	Register 8 Qr	16	50		25		25	
175	Register Attendance	12	25		25			
176	Register Dairy	14	25			15	10	
177	Register Dispatch	14	0					
178	Register Expenditure	0	1					1
179	Register File Movement	20	0					
180	Register Stock	0	1					1
181	Register(Alphabetic)	0	10					10
182	Register(Pay Bill)	0	6					6
183	Ricoh Cartridge 250 DN Magenta	0	1	Purchased on demand		1		
184	Ricoh Catridge 250DN Black	0	1	Purchased on demand		1		
185	Ricoh Catridge 250DN Cyan	0	1	Purchased on demand		1		
186	Ricoh Catridge 250DN Yellow	0	1	Purchased on demand		1		
187	Ring Binder 2D 40 mm	0	0	Purchased on demand				
188	Ring Binder 2D 50 mm	0	0	Purchased on demand				
189	Ring Folder 1"/2" 402	118	0					
190	Ring Folder RB 406 A 4	129	0					
191	Room Freshner(Ambipure)	26	150			75		75
192	Room Freshner(Ordinary)	40	200		100		100	
193	Rubber Band	0	150		50		50	50
194	Sanitizer	68	1350		500		500	350
195	Sanitizer 5l	0	40		20		20	
196	Scale Plastic	31	100			50		50
197	Scale Steel	27	60			30		30
198	Scissor(Big)	98	0					
199	Scissor(Medium)	66	0					
200	Scissor(Small)	0	50		50			
201	Scruber(Scotch Brite	22	250		100		100	50

	)							
202	Sharpner	587	0		0	0	0	0
203	Shorthand Note Book	175	325			200		125
204	Sketch Pen	200	800		0	400	0	400
205	Slip Pad for meeting	685	0					
206	Slip Pad(Spiral) No 6 6	38	500		200	200	0	100
207	Soap Dettol(Liquid)	54	250		100		150	
208	Soap Dettol/Lux	119	150		0	100	0	50
209	Spiral Pad 33 colour	0	50		50	0	0	0
210	Spiral Pad A 4 Size	0	50		50	0	0	0
211	Spoon Desert	12	0	Purchased on demand				
212	Stamp Pad	36	100		0	50	0	50
213	Stamp pad Ink	18	40		20	0	20	
214	Stapler Machine(Big)	18	70		30	0	40	
215	Stapler Machine(Small)	9	200		100	0	100	
216	Stapler Pin(Big)	539	0					
217	Stapler Pin(Small)	1048	0					
218	Stick Pad(Yellow) Big	171	0					
219	Stick Pad(Yellow) Small	93	400		0	200	0	200
220	Sticker Computer	0	50000		25000		25000	
221	Sutli Plastic	20	20			20		
222	Tag(Big Size) Green	37	0					
223	Tag(White)	0	500		300		200	
224	Tea Coaster/Tumber coaster	1		Purchased on demand				
225	Tea Spoon	0		Purchased on demand				
226	Tissue Hand(Natural Party Pack)	24	30			30		
227	Tissue Paper Box	81	900		225	225	225	225
228	Toilet Brush	30	0					
229	Toilet Roll	0	250		100		150	
230	Toner 278A	6	30		15		15	
231	Toner Canon 328	0						
232	Toner Cartridge 12A	1	10	5 Already purch			5	

				ased				
233	Toner Cartridge 202 A Black	7	**0**	Decision may ta ken later or on exhaustion				
234	Toner Cartridge 202 A Cyan	7	**0**					
235	Toner Cartridge 202 A Magenta	8	**0**					
236	Toner Cartridge 202 A Yellow	8	**0**					
237	Toner Cartridge 204 A Black	0	**1**					
238	Toner Cartridge 204 A Cyan	0	**1**					
239	Toner Cartridge 204 A Magenta	0	**1**					
240	Toner Cartridge 204 A Yellow	0	**1**					
241	Toner Cartridge 30A	1	**70**	30 Already purc hased			**40**	
242	Toner Cartridge 88A	298	**0**					
243	Toner Cartridge NPG 73	0	**5**		**5**			
244	Toner Cartridge Rico h 310	8	**0**					
245	Towel(Big)	3		Purchased on de mand				
246	Towel(Car)	0		Purchased on de mand				
247	Towel(hand)	4		Purchased on de mand				
248	Tray Service(Big)	0		Purchased on de mand				
249	Tray Service(Mediu m)	3		Purchased on de mand				
250	Umbrella	1		Purchased on de mand				
251	Urinal Cube	10	**30**			**30**	**0**	**0**
252	Vim Bar	61	**62**			**30**		**32**
253	Vim /Pril Liquid	26	**80**		**40**		**40**	
254	Vim/Nip Powder	86	**0**					
255	Visiting Cards	0		Purchased on de mand				
256	Wall Clock	3		Purchased on de				

				mand				
257	White Board	0		Purchased on de mand				
258	White Board Marker	71	**0**					
259	White Board Marker with Kit	0	**0**					
260	White Board Marker with Stand	0	**0**					
261	Wiper(Big)	40	**50**				**50**	
262	Wiper(Small)	0	**0**					
263	Wooden Poker	0	**0**					
264	Writing Pad/Slip Pad No 33	110	**1800**		**400**	**500**	**400**	**500**
265	Writing Pad/Slip Pad No 55(A 4 Size)	0	**0**					