



## ANNEXURE-A

**JAMIA HAMDARD**  
**(PURCHASE SECTION)**  
*(REACCREDITED BY NAAC IN GRADE 'A')*  
**HAMDARD NAGAR, NEW DELHI 110062**

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**PROFORMA FOR QUOTATION**  
**(Ref: JH/PS/Quot-349/July-14)**

S.No	Items	Qty.	Rate	Amount (Rs.)
1.	All Pin ( 100 gm Pkt) Oddy make			
	Drawing Pin Oddy make			
2.	Attendance Register student			
3.	Ball Pen (Blue, Black, Red & Green) Reynolds			
4.	Graph Paper (20"x30") 25 pages			
5.	Cello tape 1" (65 mtr) Transparent (Miracle)			
6.	Cello tape 2" (65 mtr) Transparent (Miracle)			
7.	Cello tape 2" (65 mtr) Khaki (Miracle)			
8.	Tape (Cotton) 1/2"			
9.	Tape (Cotton) Gola			
10.	Tape Dispenser (Omega)			
11.	Correction Pen (White Fluid) Infinity			
12.	Clip ( 30mm)			
13.	U-Clip Plastic Coated (Zen)			
14.	Clip Binding ( 10 mm) Infinity			
15.	Clip Binding ( 25mm) Infinity			
16.	Clip Binding (32mm) Infinity			
17.	Duster (big size)			
18.	Dak Pad (Good quality)			
19.	Dispatch Register			
20.	Register Hard bound– 198 pages			
21.	Register Hard bound– 288 pages			
22.	Register Hard bound – 320 pages			
23.	Envelops 5"x11' Khaki Colour			
24.	Envelops 5"x11' Orange Colour			
25.	Envelops 5"x11' Yellow Colour			
26.	Envelops with cloth lines size 12"x16" Yellow			
27.	Envelops 9"x4"			
28.	Envelops of 2" bottom with cloth lines size 12"x16" Khaki			

29.	Envelops of 4" bottom with cloth lines size 12"x16" Khaki			
30.	Envelops of 6" bottom with cloth lines size 12"x16" Khaki			
31.	Envelops with cloth lines size A-4 Yellow			
32.	Envelops 4"x11" white Colour			
33.	Envelopes Clothing (brown) with pocket 18"x14"			
34.	Envelopes Clothing (Yellow) 12"x16" 100 gsm			
35.	Envelopes Clothing (Yellow) 12"x10" 100 gsm			
36.	Envelops 10"x4 1/2" White 100 gsm			
37.	Envelops A 4 size White 100 gsm			
38.	Envelops with cloth lines size A-4 Yellow			
39.	Envelops with cloth lines size 10"x14" Yellow			
40.	Envelops with cloth lines size 12"x16" Yellow			
41.	Envelops size 4"x11" white 100 gsm			
42.	Envelops size 5"x11" Khaki 100 gsm			
43.	Envelops size 5"x11" Orange 100 gsm			
44.	Envelops size 5"x11" Yellow 100 gsm			
45.	Envelops size 6"x12" Clothing Yellow			
46.	Envelops size 3 1/2"x6" White 100 gsm			
47.	Envelops of 2" bottom with cloth lines size 12x16" Khaki			
48.	Envelop Medium size 9"x4" (white) 100 gsm			
49.	Eraser (Pencil) Apsara			
50.	Index File Sona Brand Lever Lock			
51.	Laminated brown paper			
52.	File board ( Good quality)			
53.	File Cover (Good quality) with Printing			
54.	Fevi Stick (Glue Stick) Pidilite (Fevicol)	8 gm		
55.	Fevi Stick (Glue Stick) Pidilite (Fevicol)	15 gm		
56.	Folder Plastic A/4 (solo) (ch.101)			
57.	Folder Plastic (Solo) (Ch 111)			
58.	Folder Plastic (Solo) File in bag			
59.	Gum Tube (30 ml)			
60.	Glass Tumbler			
61.	Graph Paper (20"x30") 25 pages			
62.	Green Sheet			
63.	Ink for Stamp Pad (Ashoka)			
64.	Photocopier Paper A4 size (Power)			

65.	Pen marker (Permanent) four colour – Camlin, Uniball			
66.	Pen marker (Permanent) OHP four colour – Stic, Uniball			
67.	White Board Marker – Camlin, Luxor, Uniball			
68.	Pen Jotter (Blue) (Reynold/Luxor)			
69.	Pen Pilot (Luxor) 4 colour			
70.	Pen Pilot V5 (Luxor ) 4 colour			
71.	Pen Uni-ball Eye Micro- UB - 150 (Blue, Black, Green, Red)			
72.	Pen Uni-ball Gel Impact Broad 1.0 (Blue, Black, Green, Red)			
73.	Pen Stabilo (Fine) Blue and Black			
74.	Pen Sketch (Sign Pen) Luxor (4 colour)			
75.	Pen Highlighter Yellow, Orange & Green Faber-Castell Textliner 48 Refill			
76.	Pen Stand (Big)			
77.	Pen Stand (Small)			
78.	Paper weight Glass (Good quality)			
79.	Plastic Tray			
80.	Poker Plastic			
81.	Poker iron			
82.	Paper Cutter			
83.	Paper Wrapping, Khaki 100 gsm			
84.	Pin Cushion			
85.	Stick On Prompts Three Colour 75x25mm 50 sheets/pad			
86.	Stick On Prompts Four Colour 75mm x15mm 5 pads pack 50 sheets/pad			
87.	Stick On Prompts Five Colour 76mm x19mm 4 pads pack 50 sheets/pad			
88.	Stick On Flags (Book Mark) Plastic Coated (72mm x 140mm) – Qty. 26x4 = 104 Flags			
89.	Stick On Self Stic Note Pads (1"x3")			
90.	Stick On Self Stic Note Pads (2"x3")			
91.	Stick On Self Stic Note Pads (3"x3")			
92.	Stick On Self Stic Note Pads (4"x3")			
93.	Stick On Self Stic Note Pads (5"x3")			
94.	Pencil Shorthand- Apsara			
95.	Pencil Lead- (Nataraj-Camlin)			
96.	Pencil Bilt Matrix Cedar HB2			
97.	Punch (Single) Kangaro SHP-20 Hole 4.5 mm			
98.	Punch (Double) Kangaro DP-600			
99.	Rubber Band – Poly (Supreme quality) ½ kg pkt.			

100.	Rubber Band – Poly (Supreme Quality) small size			
101.	Refill Ball Pen (Technotip) Reynolds (Blue, Black, Red, Green)			
102.	Refill Jotter – Cello/Reynold			
103.	Ruled Pad (20 pages) Medium			
104.	Ruled Pad (40 pages)			
105.	Ruled Register (2 coir) Pad			
106.	Ruled Paper sheet 40x32			
107.	Sharpener (Sultan/Nataraj)			
108.	Scissor Medium Size (Munix)			
109.	Stapler (Big-Kangaroo HD45)			
110.	Stapler (Small-Kangaroo No.10)			
111.	Stapler (Big-Kangaroo HD 23S17)			
112.	Scale (Kebica/Camlin)			
113.	Stamp Pad			
114.	Stapler Pin (Big-Kangaroo HD45)			
115.	Stapler Pin (Small-Kangaroo No.10)			
116.	Stapler Pin (Big-Kangaroo HD 23S17)			
117.	Short Hand Note Book			
118.	Spiral Pad Bilt Matrix Size			
119.	Spiral Pad (Medium No.4) Swastic/Neelgagan			
120.	Stock Register 06 Coir			
121.	Tag white (Good quality)			
122.	Tape (Cello 1"x65 mtr) (wonder/scotch)			
123.	Tape Brown (Cello 2"x65 mtr) (wonder/scotch)			
124.	Tape Brown (Cello 3"x65 mtr) (wonder/scotch)			
125.	Tape (Cotton) 1/2"			
126.	Tape (Cotton) Gola			
127.	Tape Dispenser (Omega)			
128.	Calculator Casio MJ-120D-BU			

Name : .....

Address : .....

Telephone No.: .....

E-mail : .....

Company Seal .....