



# JAMIA HAMDARD

(Deemed to be University)

## Purchase Section

### PROFORMA FOR QUOTATION

Ref: JH/PS/Quot-820/July-2022

#### Proforma for Quotation

##### A- Stationary Items

| SN  | Items                                                     | Qty | Rate | Amount |
|-----|-----------------------------------------------------------|-----|------|--------|
| 1.  | All Pin ( 100 gm Pkt)                                     |     |      |        |
| 2.  | Attendance Register student                               |     |      |        |
| 3.  | Ball Pen (Black, & Green)Reynold                          |     |      |        |
| 4.  | Graph Paper (20"x30" 25 pages                             |     |      |        |
| 5.  | Cello tape 1" Transparent(Mircle)                         |     |      |        |
| 6.  | Cello tape 2" Transparent(Mircle)                         |     |      |        |
| 7.  | Cello tape 2" Khaki(Mircle)                               |     |      |        |
| 8.  | Correction Pen (White Fluid)                              |     |      |        |
| 9.  | Clip ( 30mm)                                              |     |      |        |
| 10. | Clip Binding ( 10 mm)                                     |     |      |        |
| 11. | Clip Binding ( 25mm)                                      |     |      |        |
| 12. | Clip Binding (32mm)                                       |     |      |        |
| 13. | Duster (big size)                                         |     |      |        |
| 14. | Dak Pad (Good quality)                                    |     |      |        |
| 15. | Dispatch Register                                         |     |      |        |
| 16. | Envelops 5"x11' Khaki Colour                              |     |      |        |
| 17. | Envelops 5"x11' Orange Colour                             |     |      |        |
| 18. | Envelops 5"x11' Yellow Colour                             |     |      |        |
| 19. | Envelops with cloth lines size 12"x16" Yellow             |     |      |        |
| 20. | Envelops 9"x4"                                            |     |      |        |
| 21. | Envelops of 2" bottom with cloth lines size 12"x16" Khaki |     |      |        |
| 22. | Envelops of 4" bottom with cloth lines size 12"x16" Khaki |     |      |        |
| 23. | Envelops of 6" bottom with cloth lines size 12"x16" Khaki |     |      |        |
| 24. | Envelops with cloth lines size A-4 Yellow                 |     |      |        |
| 25. | Envelops 4"x11' white Colour                              |     |      |        |
| 26. | Envelops Clothing (brown) with pocket 18"x14"             |     |      |        |
| 27. | Envelops Clothing (Yellow) 12"x16"                        |     |      |        |
| 28. | Envelops Clothing (Yellow) 12"x10"                        |     |      |        |

|     |                                                          |  |  |  |
|-----|----------------------------------------------------------|--|--|--|
| 29. | Envelops 10"x4 ½" White                                  |  |  |  |
| 30. | Envelops A 4 size White                                  |  |  |  |
| 31. | Envelops with cloth lines size A-4 Yellow                |  |  |  |
| 32. | Envelops with cloth lines size 10"x14" Yellow            |  |  |  |
| 33. | Envelops with cloth lines size 12"x16" Yellow            |  |  |  |
| 34. | Envelops size 4"x11" white                               |  |  |  |
| 35. | Envelops size 5"x11" Khaki                               |  |  |  |
| 36. | Envelops size 5"x11" Orange                              |  |  |  |
| 37. | Envelops size 5"x11" Yellow                              |  |  |  |
| 38. | Envelops size 6"x12" Clothing Yellow                     |  |  |  |
| 39. | Envelops size 3 ½"x6" White                              |  |  |  |
| 40. | Envelops of 2" bottom with cloth lines size 12x16" Khaki |  |  |  |
| 41. | Envelop Medium size 9"x4" (white)                        |  |  |  |
| 42. | Eraser Pencil                                            |  |  |  |
| 43. | File board ( Good quality)                               |  |  |  |
| 44. | File Cover (Good quality) with Printing                  |  |  |  |
| 45. | Fevi stick (Glue Stick) Big/Small                        |  |  |  |
| 46. | Folder Plastic A/4 (solo) (ch.101)                       |  |  |  |
| 47. | Folder Plastic (Solo)( Ch 111)                           |  |  |  |
| 48. | Folder Plastic (Solo) File in bag                        |  |  |  |
| 49. | Gum Tube (30 ml)                                         |  |  |  |
| 50. | Glass Tumbler                                            |  |  |  |
| 51. | Graph Paper (20"x30" 25 pages                            |  |  |  |
| 52. | Green Sheet                                              |  |  |  |
| 53. | Ink for Stamp Pad                                        |  |  |  |
| 54. | Photocopier paper A4 size (Power/Spectra)                |  |  |  |
| 55. | Pen marker (Permanent) four colour                       |  |  |  |
| 56. | Pen marker (Permanent) OHP four colour                   |  |  |  |
| 57. | Pen Jotter (Blue) (Reynold/Luxor)                        |  |  |  |
| 58. | Pen Pilot (Luxor) 4 colour                               |  |  |  |
| 59. | Pen Pilot V5 (Luxor ) 4 colour                           |  |  |  |
| 60. | Pen Uniball- 150 UB (3 colour)                           |  |  |  |
| 61. | Pen Sketch (sign Pen) Luxor ( 4 colour)                  |  |  |  |
| 62. | Pen white board Marker Luxor ( different colour)         |  |  |  |
| 63. | Pen Highlighter Yellow , Orange & Green                  |  |  |  |
| 64. | Pen Stand ( Big)                                         |  |  |  |
| 65. | Pen Stand ( Small)                                       |  |  |  |

|      |                                                    |  |  |  |
|------|----------------------------------------------------|--|--|--|
| 66.  | Paper weight Glass ( good quality)                 |  |  |  |
| 67.  | Plastic Tray                                       |  |  |  |
| 68.  | Poker Plastic                                      |  |  |  |
| 69.  | Poker iron                                         |  |  |  |
| 70.  | Paper Cutter                                       |  |  |  |
| 71.  | Punch Plyer (Single)                               |  |  |  |
| 72.  | Punch Plyer (Double big size)                      |  |  |  |
| 73.  | Paper Wrapping, Khaki 100 gsm                      |  |  |  |
| 74.  | Pin Cusion                                         |  |  |  |
| 75.  | Paste it note Tri Colour ( 23x36)<br>100gsm        |  |  |  |
| 76.  | Paste it note Yellow ( 3"x3")                      |  |  |  |
| 77.  | Pen Corection<br>(Reynoldd/Luxor,cello)            |  |  |  |
| 78.  | Pencil shorthand- Apsara                           |  |  |  |
| 79.  | Pencil Lead- ( natraj-Camlin)                      |  |  |  |
| 80.  | Punching Machine (single hole big)                 |  |  |  |
| 81.  | Punching Machine (double hole big)                 |  |  |  |
| 82.  | Peon Book                                          |  |  |  |
| 83.  | Rubber Band – Poly (Supreme<br>quality) ½ kg pkt.  |  |  |  |
| 84.  | Refill Ball Pen (Technotip) butter<br>flow/Reynold |  |  |  |
| 85.  | Refill Jotter – Cello/Reynold                      |  |  |  |
| 86.  | Rulled Pad (6-8 pages) medium                      |  |  |  |
| 87.  | Rulled Pad                                         |  |  |  |
| 88.  | Rulled Register ( 2 coir)Pad                       |  |  |  |
| 89.  | Rulled Paper sheet 40x32                           |  |  |  |
| 90.  | Sharpner                                           |  |  |  |
| 91.  | Scissor                                            |  |  |  |
| 92.  | Stapler (Big-Kangaroo HD45)                        |  |  |  |
| 93.  | Stapler (Small-Kangaroo No.10)                     |  |  |  |
| 94.  | Stapler (Big-Kangaroo HD 23S17)                    |  |  |  |
| 95.  | Scale (Kebica/Camlin)                              |  |  |  |
| 96.  | Stamp Pad                                          |  |  |  |
| 97.  | Stapler Pin (Big-Kangaroo HD45)                    |  |  |  |
| 98.  | Stapler Pin (Small-Kangaroo No.10)                 |  |  |  |
| 99.  | Stapler Pin (Big-Kangaroo HD<br>23S17)             |  |  |  |
| 100. | Short Hand Note Book                               |  |  |  |
| 101. | Spiral Pad Bilt Matrix Size                        |  |  |  |
| 102. | Spiral Pad (Medium No.4)<br>swastic/Neelgagan      |  |  |  |
| 103. | Stock Register 06 Coir                             |  |  |  |
| 104. | Tag white ( Good quality                           |  |  |  |

|      |                                                 |  |  |  |
|------|-------------------------------------------------|--|--|--|
| 105. | Tape (Cello 1"x65 mtr)<br>(wonder/scotch)       |  |  |  |
| 106. | Tape Brown (Cello 2"x65 mtr)<br>(wonder/scotch) |  |  |  |
| 107. | Tape Brown (Cello 3"x65 mtr)<br>(wonder/scotch) |  |  |  |
| 108. | Tape (Cotton) 1/2"                              |  |  |  |
| 109. | Tape (Cotton) Gola                              |  |  |  |
| 110. | Tape Dispenser (Omega)                          |  |  |  |
| 111. | U clip (Plastic coated)                         |  |  |  |

Name : .....

Company Seal : .....