

**Items required at Stationery office, Hamallage for the F.Y. 2020-21**

Sr. No.	Financial Year - Traffic Department	Type of Item (Goods/ Services)	Brief Description of Goods and Services required during F.Y. 2020-21	Item Code	Quantity of Annual Requirement	Estimated value per No. (Rs.)	Estimated value of Goods /Services (Rs.)
	2020-21						
1			Xerox Paper A-4	880100100013	2400 Reams	199.584	479001.600
2			Xerox Paper A-3	880100100010	200 Reams	181.720	39916.800
3			Computer Paper 10X12xl	880200100002	100 Boxes	1051.380	105138.000
4			Computer Paper 10X12xll	880200300002	100 Boxes	1233.100	123310.000
5			Computer Paper 15X12xl	880200100001	100 Boxes	1525.150	152515.000
6			Computer Paper 15X12xll	880200300001	100 Boxes	1874.312	187431.200
7			Office Files G-155	880800700001	3000 Nos.	16.313	48939.000
8			Yellow Tag	880100600035	1000 pcs.	15.400	15400.000
9			White Cloth Label	880100600030	500 pcs.	3.025	1512.500
10			Motor Lorry Log Book	880800100007	25 Books	160.952	4023.800
11			Short Hand Book	880100200012	25 Books	31.482	787.050
12			Despatch Book	880800100009	100 Books	49.973	4997.300
13			Register of Outward	880800100008	50 Books	275.176	13758.800
14			Register of Inward	880800100003	50 Books	334.884	16744.200
15			Envelope 11X5 Plain	880100400006	3000 Nos.	0.946	2838.000
16			Envelope 15X10 Plain	880100400008	500 Nos.	1.628	814.000
17			Envelope 16X12 Plain	880100400010	500 Nos.	4.466	2233.000
18			Envelope 6X3.5 Plain	880100400004	1000 Nos.	0.220	220.000
19			Envelope 9X4 Confidential	880100400005	1500 Nos.	0.781	1171.500
20			Envelope 9X4 Plain	880100400003	3000 Nos.	0.517	1551.000
21			Envelope 9X4 Window	880100400001	3000 Nos.	0.627	1881.000
22			Register Full size (2 coir)	880100200003	750 Nos.	82.104	61578.000
23			Register Half size (2 coir)	880100200008	200 Nos.	42.900	8580.000
24			Register Ruled (4 coir)	880100200005	200 Nos.	132.396	26479.200
25			Carbon Paper-Blue	880100600019	500 Boxes	126.500	63250.000
26			Flap Folder	880100500003	1000 Nos.	16.874	16874.000
27			Full scape Ruled Paper	880100100018	50 Reams	400.378	20018.900
28			Punch machine	880100600005	100 Nos.	60.170	6017.000
29			Gem Clip 35 mm	880100600018	25 Boxes	17.391	434.775
30			Office Clip	880100500001	200 Nos.	56.023	11204.600
31			Office pin	880100600034	500 Boxes	394.592	197296.000
32			Stamp Pad (small)	880100600007	500 Nos.	29.777	14888.500
33			Stamp Ink	880100600003	500 Nos.	15.620	7810.000
34			PF Loan Form	880800300037	500 Nos.	0.451	225.500
35			PF Nomination Form	880800300039	500 Nos.	0.440	220.000

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36			Annual Confidential Report	880800300028	1200 Nos.	0.814	976.800
37			C.L. Forms	880800300002	15000 Nos.	0.495	7425.000
38			E.L. Application Forms	880800300009	5000 Nos.	0.880	4400.000
39			Attendance Register	880800100011	200 Nos.	162.250	32450.000
40			LTC Application Form	880800300038	1000 Nos.	1.947	1947.000
41			Estimate of General Ability	880800300022	1000 Nos.	6.611	6611.000
42			Festival Advance	880800300040	2000 Nos.	0.506	1012.000
43			Pension Option Form	880800300023	1000 Nos.	0.704	704.000
44			Pension Application Forms	880800300008	2000 Nos.	4.543	9086.000
45			LTC Advance Form	880800300001	500 Nos.	1.287	643.500
46			Leave Encashment Application	880800300022	500 Nos.	6.611	3305.500
47			C.L. Card	880800600004	500 Nos.	2.156	1078.000
48			Application for Retirement	880800300016	500 Nos.	2.981	1490.500
49			Twine Jute Bundle	523100400001	300 kgs	95.117	28535.100
50			Handloom Duster	990500100002	5000 Nos.	10.395	51975.000
51			Liquid Soap	511600600002	1000 kgs	40.755	40755.000
52			Laundry Soap	511600500001	1000 Nos.	16.742	16742.000
53			Assesment Reports for Class IV	881400300001	1000 Nos.	0.946	946.000
54			Estimate of General Ability	880800300021	1000 Nos.	2.475	2475.000
			<b>Total</b>				<b>1851617.625</b>

**NOTE :** Estimated value per No. for above Items is calculated by increasing 10 % over the previous purchase rate from the system.

**Items required at Gear Branch, Hamallage for the F.Y. 2020-21**

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	2020-21						
1			Mouth pads	990402200001	20000	30	600000
2			Gunny Bags	523100100001	1000	90	90000
3			Safety Helmets (White)	502100630002	300	200	60000
4			Safety Helmets (Blue)	502100630003	100	200	20000
5			Safety Helmets (Yellow)	502100630004	100	200	20000
6			Tarpaulins	500400630001	75	7260	544500
7			Hand Gloves (Nytrile)	900401830003	10000	120	1200000
			<b>Total</b>				<b>2534500</b>