



JAMIA HAMDARD

(Deemed to be University)

Purchase Section

PROFORMA FOR QUOTATION

Ref: JH/PS/Quot-947/Dec-2024

Proforma for Quotation

A- Stationery 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.	Envelopes Clothing (brown) with pocket 18"x14"			
27.	Envelopes Clothing (Yellow) 12"x16"			
28.	Envelopes 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 ^{1/2} "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) 100gsm			
76.	Paste it note Yellow (3"x3")			
77.	Pen Correction (Reynolds/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 quality) ½ kg pkt.			
84.	Refill Ball Pen (Technotip) butter flow/Reynold			
85.	Refill Jotter – Cello/Reynold			
86.	Ruled Pad (6-8 pages) medium			
87.	Ruled Pad			
88.	Ruled Register (2 coir)Pad			
89.	Ruled Paper sheet 40x32			
90.	Sharpener			
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 23S17)			
100.	Short Hand Note Book			
101.	Spiral Pad Bilt Matrix Size			
102.	Spiral Pad (Medium No.4) swastic/Neelgagan			
103.	Stock Register 06 Coir			
104.	Tag white (Good quality)			

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

***ANY OTHER STATIONERY ITEMS THAT IS NOT MENTIONED
HERE, CAN ALSO QUOTE.**

Name :

Company Seal :