**International Indian School Buraidah**

April 7, 2016

**REQUIREMENT OF SCHOOL STATIONERY ITEMS**

Quotations are invited from interested parties towards purchase of **SCHOOL STATIONERY ITEMS** as per the below enclosed list:

Sealed quotations addressed to the Principal to be submitted latest by 12/04/2016 (Tuesday) for further processing.

**PRINCIPAL**

**NB:** **THE ABOVE SPECIFIED ITEMS WILL BE PURCHASED TRIMESTER WISE DURING THE ACADEMIC YEAR (2016-2017).**

**ANNUAL REQUIREMENT OF STATIONERY (ITEMS 2016-2017)**

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| --- | --- | --- |
| **S #** | **Items** | **Total** |
| 1. | Transparent Files  | 450 |
| 2. | Punch Hole Files  | 600 |
| 3. | A4 Folders | 200 |
| 4. | Box Files  | 135 |
| 5. | Yellow chit paper – Big | 110 |
| 6. | Yellow chit paper – small  | 78 |
| 7. | Double clip  | 98 |
| 8. | Pencil  | 140 |
| 9. | Scale  | 3 |
| 10. | Whitener | 54 |
| 11. | Highlighter  | 30 |
| 12. | Stapler  | 4 |
| 13. | Pencil eraser  | 36 |
| 14. | Stapler pin remover  | 7 |
| 15. | Sharpener  | 11 |
| 16. | Thumb pins  | 210 |
| 17. | Envelope – big  | 500 |
| 18. | Envelope – medium | 800 |
| 19. | Envelope – small  | 800 |
| 20. | White envelope  | 170 |
| 21. | Uniball pen - blue | 114 |
| 22. | Uniball pen – red  | 56 |
| 23. | Uniball pen – black  | 102 |
| 24. | Uniball pen – green | 24 |
| 25. | Laknock Mini – blue | 138 |
| 26. | Laknock Mini – red  | 108 |
| 27. | Laknock Mini – black  | 24 |
| 28. | Lesson record | 260 |
| 29. | Class diary  | 290 |
| 30. | Chalk – white | 100 boxes |
| 31. | Chalk – colour | 200 boxes |
| 32. | White board cleaner | 5 |
| 33. | Attendance register | 60 |
| 34. | Monitor badge | 210 |
| 35. | Board marker – blue (pental) | 550 |
| 36. | Board marker – red (penteal) | 450 |
| 37. | Board marker – black (pentel) | 500 |
| 38. | Board marker – green (Pentel) | 550 |
| 39. | Chart – white  | 500 |
| 40. | Thermocol board  | 300 |
| 41. | Double side tape | 12 |
| 42. | Permanent marker – golden | 275 |
| 43. | Permanent marker – silver | 175 |
| 44. | Permanent marker – blue  | 100 |
| 45. | Permanent marker – red  | 225 |
| 46. | Permanent marker – black  | 50 |
| 47. | Permanent marker – green | 175 |
| 48. | Ink eraser  | 2 |
| 49. | Stapler pin | 350 boxes |
| 50. | Glue stick  | 475 |
| 51. | Glue gun | 8 |
| 52. | Glue gun stick (white) | 2000 pieces |
| 53. | Transparent tape – big | 260 |
| 54. | Transparent tape – small  | 18 |
| 55. | Paper clip – big  | 275 |
| 56. | Paper clip – small  | 275 |
| 57. | Duster  | 400 |
| 58. | Writing pad  | 550 |
| 59. | Photocopy paper A4 size | 320 boxes |
| 60. | Scissors  | 14 |
| 61. | Green files | 500 |
| 62. | Needle pins  | 100 |
| 63. | Stapler pins  | 100 |
| 64. | Calculator | 2 |
| 65. | Stamp pad | 2 |
| 66. | White chit paper  | 24 |
| 67. | Supper analysis book | 6 |
| 68. | Graph book | 100 |
| 69. | Pen holder | 2 |
| 70. | Paper tape  | 250 |