

Stores & Purchase

Date: 26.04.2023

The Replenishment demand is submitted as below discussed & recommended in PC Meeting held on 26.04.2023

Sr. No.	Item Name	Item Purchase during 2022-2023	Min Level 2023-2024	Max Level 2023-2024	Min Level 2024-2025	Max Level 2024-2025	Min Level 2025-2026	Max Level 2025-2026
1	Pilot & Gel Pen (Blue, Red, Green)	830	200	400	200	400	200	400
2	Ball Pen (Blue, Black, Red)	3000	750	1500	750	1500	750	1500
3	Pencil HB	1500	375	750	375	750	375	750
4	Fewicol 500ml	800	200	400	200	400	200	400
5	Pencil Sharpener	500	125	250	125	250	125	250
6	Eraser	200	50	100	50	100	50	100
7	Glue Stick	300	75	150	75	150	75	150
8	Correction Pen	200	50	100	50	100	50	100
9	All Pin	52	13	26	13	26	13	26
10	Carbon Paper (Pkt)	20	5	10	5	10	5	10
11	Cello Tape 1" & 2"	400	100	200	100	200	100	200
12	Double Sided Tape	20	5	10	5	10	5	10
13	Damper	4000	1000	2000	1000	2000	1000	2000
14	File Board	5000	1250	2500	1250	2500	1250	2500
15	File Cover	52	13	26	13	26	13	26
16	Gum Bottle	200	50	100	50	100	50	100
17	Highlighter Pen (Pack of 5)	100	25	50	25	50	25	50
18	CD-DVD Marker	160	40	80	40	80	40	80
19	Notesheet Pad	20	5	10	5	10	5	10
20	Pin Cushion							

The Max Level for all the items has been prepared after incorporating the requirement & material issued under various institutional project viz OL.P,MLP & Conferences held in past 2 years. Further, any additional item will be procured based on the Indent received by Purchase Section.

[Signature]
Shri Ravi Garg
SPO
Conventor

[Signature]
Shri Pankaj Goswami
AO
Member-PC

[Signature]
Shri Ajay Kumar
(CoFA)
Member-PC

[Signature]
Dr. N.K. Prasanna
Sr. Scientist
Member

[Signature]
Shri Mukesh Pund
Chief Scientist
Member

[Signature]
L. Pulante
Chairman- Purchase Committee

for approved please

[Signature]
3/5/2023

[Signature]
8/5/2023

[Signature]
17/2/2023 - 1/5/2023

21	Paper Strips (Dockets)	1200	300	600	300	600	300	600
21	Scale (Steel Body)	100	25	50	25	50	25	50
22	Stapler (Big HDZ-45/HP-45)	52	13	26	13	26	13	26
23	Stapler (Big Heavy Duty HD 12S24)	8	2	4	2	4	2	4
24	Stapler (Small)	100	25	50	25	50	25	50
25	Stapler Pin (Big)	100	25	50	25	50	25	50
26	Stapler Pin (Small)	300	75	150	75	150	75	150
27	Single Hole Punch	52	13	26	13	26	13	26
28	Double Hole Punch	12	3	6	3	6	3	6
29	Photocopier Paper A4 75 GSM	1200	300	600	300	600	300	600
30	Photocopier Paper A4 80 GSM	100	25	50	25	50	25	50
31	Photocopier Paper A3 80 GSM	60	15	30	15	30	15	30
32	Paper Weight	60	15	30	15	30	15	30
33	Register 3 Quire	100	25	50	25	50	25	50
34	Register 4 Quire	100	25	50	25	50	25	50
35	Register 5 Quire	56	14	28	14	28	14	28
36	Spiral Pad (66)	1200	300	600	300	600	300	600
37	Stamp Pad	20	5	10	5	10	5	10
38	Tag Bundle (bdl)	156	39	78	39	78	39	78
39	Tag (Green Big) (bdl)	52	13	26	13	26	13	26
40	Post-It-Slip	200	50	100	50	100	50	100
41	Ring File	52	13	26	13	26	13	26
42	Lever Arch File	80	20	40	20	40	20	40
43	Gem Clip	200	50	100	50	100	50	100
44	Binder Clip	156	39	78	39	78	39	78
45	Folder (L Shape)	500	125	250	125	250	125	250
46	Folder (Button Type)	1000	250	500	250	500	250	500
47	Water Jug (Glass Body with 1 Ltr & 1.2 Ltr)	80	20	40	20	40	20	40

Naval
26/11/2023
Shri Ravi Garg
SPO
Conventor

Sham
Shri Pankaj Goswami
AO
Member-PC

Shri Ajay Kumar
(CoFA)
Member-PC

Prasanna
11/5/2023
Dr. N.K. Prasanna
Sr. Scientist
Member

28
26/11/2023
Shri Mukesh Pund
Chief Scientist
Member

Chairman- Purchase Committee
L. Pulante

48	Yellow Duster (Size 18x24)	100	25	50	25	50	25	50
49	White Duster (Size 18x18)	1000	250	500	250	500	250	500
50	Room Freshner Spray 400 ML	60	15	30	15	30	15	30
51	Wireless Keyboard/Mouse (Combo)	60	15	30	15	30	15	30
52	Calculator (10/12 Digit)	70	20	35	20	35	20	35
53	Pencil Cell AA	200	50	100	50	100	50	100
54	Pencil Cell AAA	200	50	100	50	100	50	100
55	Glass Tumbler	300	75	150	75	150	75	150
56	Scissor (Small & Big)	80	20	40	20	40	20	40
57	Tissue Paper 2 Ply/3ply/4ply	160	40	80	40	80	40	80
58	Brown Tape (Big)	100	25	50	25	50	25	50
59	White Board Marker (In 4 Colors)	80	20	40	20	40	20	40
60	Glossy Paper 100 GSM	200	50	100	50	100	50	100
61	Mosquito Replellant (Liquitator- Machine Combo)	300	75	150	75	150	75	150
62	Mosquito Replellant (Flying Insect Killer 400 ml)	600	150	300	150	300	150	300
63	Mosquito Replellant (Crawling Insect Killer 320 ml)	300	75	150	75	150	75	150
64	Detergent (1 kg each)	150	30	60	30	120	30	60
65	Dishwash	150	30	60	30	120	30	60
66	Towel (Size 150x75 cm)	60	15	30	15	30	15	30
67	9V Battery	175	40	80	40	80	40	80
68	Liquid Hand Wash (200ml/240ml/500ml)	130	30	60	30	120	30	60
69	Pendrive 32&64 GB (Steel Body)	350	80	160	80	160	80	160
70	Permanent Marker	220	55	110	55	110	55	110
71	Coconut Broom	100	20	40	20	40	20	40
72	Phool Broom	20	5	10	5	10	5	10

Purchase Section will procure the items through GeM (Bulk procurement) as per Audit Para compliance on quarterly basis based on the requirement & urgency.

[Signature]
Shri Ravi Garg
SPO
Conventor

[Signature]
Shri Pankaj Goswami
AO
Member-PC

[Signature]
Shri Ajay Kumar
(CoFA)
Member-PC

[Signature]
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Member

[Signature]
Shri Mukesh Pund
Chief Scientist
Member

L. Pulante
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