

Sl. No.	Name of the Materials frequently procured in the Stores Division
Office Furniture / stationary Items	
1	Office Furniture (Table, chair, sofa set)
2	Low Back Executive Chair with arms and Plastic outer cover
3	High Back Executive Chair
4	Wooden Stand
5	Arm Chair
6	1 Quire Ruled Note Long size
7	2 Quire Ruled Note Long size
8	Marker pen
9	Stamp Pad Medium size
10	Pin Box
11	Gem clip
12	Punch Pliers
13	Whitener
14	Tin tag
15	Stapler
16	Gum bottle 300 ml
17	A.C remote Small Battery
18	Wall Clock Battery
19	Big size Battery
20	Flags
21	Pencil
22	Razor
23	Case sheet Pad
24	Torch Light
25	Stamp Pad Ink
26	Calculator
27	Print cartridge
28	Toner Cartridge
29	A - 4 Cloth Cover

30	A-4 Paper
31	Con quire Paper
32	File Wrapper
33	File Pad
MISCELLANEOUS ITEMS	
1	All out Liquid
2	Room Spray
3	Lock and Key
4	Whashing powder (soap powder)
5	mosquito repellens
SANITARY MATERIALS	
1	Hand Wash
2	Utensil cleaner
3	Glass & House hold cleaner
4	Room Spray
5	Compound White Phenyl
6	Soap oil
7	Bleaching power
8	Washing soda
9	Vim Powder/Venus
10	Sanifresh (Toilet Cleaner)
11	Naphthalene Balls
12	Ant killing power
13	Plastic Mug
14	Plastic Bucket