

Procurement Profile

Sl. No.	Items
Services	
1.	Manpower Services
2.	Housekeeping Services
3.	Security Services
4.	Taxi Services
5.	Air / Rail Ticket booking Services
6.	Drinking Water
7.	Tea / Coffee
8.	Pest Control
9.	Photocopy
10.	Flower Arrangement
11.	Printing
Office Equipment / Furniture & Fixtures	
12.	Split Air Conditioners
13.	Chairs
14.	Electrical Items - Tube, bulb etc.
15.	Telephone / EPABX
16.	Computer Desktops
17.	Printers
18.	Laptop / iPads
19.	Smart Screen
20.	Fax Machines
21.	Photocopy machines
22.	File Cabinets
Office Stationery / Consumables	
23.	Buckets
24.	Corrugated paper boxes
25.	Dustbins
26.	Dusters (Cotton)
27.	Flasks
28.	Office Stationery items - Pen, Pencil, Glue etc.
29.	Photocopy Paper
30.	File Cover
31.	Folders
32.	Crockery Items - Cup & Saucer, Glass etc.
33.	Towel
34.	Computer Stationery items - Computer Toner Cartridges / Hard Disk / Pen Drives
Others	
35.	Conference Bags / Folders / Jute Bags etc.
36.	Mementoes