

**Procurement Profile for the FY 2019-20**

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