

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.	EPABX/ AC / Fire System / Biometric System
12.	Printing
Office Equipment / Furniture & Fixtures	
13.	Split Air Conditioners
14.	Chairs
15.	Electrical Items - Tube, bulb etc.
16.	Telephone / EPABX
17.	Computer Desktops
18.	Printers / Scanners
19.	Laptop / iPads
20.	Smart Screen
21.	Fitness Equipment
22.	Photocopy machines
23.	Air Purifiers
24.	File Cabinets
Office Stationery / Consumables	
25.	Buckets
26.	Corrugated paper boxes
27.	Dustbins
28.	Dusters (Cotton)
29.	Flasks
30.	Office Stationery items - Pen, Pencil, Glue etc.
31.	Photocopy Paper
32.	File Cover
33.	Folders
34.	Crockery Items - Cup & Saucer, Glass etc.
35.	Towel
36.	Sanitisers / Masks
37.	Digital Signature Certificates
38.	Computer Stationery items - Computer Toner Cartridges / Hard Disk / Pen Drives
Others	
39.	Conference Bags / Folders / Jute Bags etc.
40.	Mementoes