

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 / Scanners
18.	Laptop / iPads
19.	Smart Screen
20.	Fitness Equipment
21.	Fax Machines
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.	Computer Stationery items – Computer Toner Cartridges / Hard Disk / Pen Drives
Others	
38.	Conference Bags / Folders / Jute Bags etc.
39.	Mementoes