

Procurement Profile

Sl. No.	Items
Services	
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
Office Equipment / Furniture & Fixtures	
9.	CCTV Cameras
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
Office Stationery / Consumables	
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.	Plastic Folders
28.	Crockery Items – Cup & Saucer, Glass etc.
29.	Towel
30.	Computer Stationery items – Computer Toner Cartridges / Hard Disk / Pen Drives
Others	
31.	Ties / Scarves / Shawls / Uniform
32.	Jute Bags
33.	Conference Bags / Folders
34.	Strolley Bags
35.	Mementoes