

Embassy of India, Rome

Annual Procurement Plan as on 29 November 2023

S.No	Item names	Quantity	
1	Notepad-A4	158	
2	Notepad-A5	165	
3	Notepad-A6	173	
4	Ball Blue Pens	277	
5	Ball Black Pens	205	
6	Photocopy Papers-A4	684	
7	Photocopy Papers-A3	8	
8	Highlighters Mix	182	
9	Highlighters Yellow	114	
10	Pencil	136	
11	Sharpener	52	
12	Eraser	81	
13	Scale	41	
14	Permanent Marker (Blue)	75	
15	Permanent Marker (Black)	77	
16	Post-it 38X51	196	
17	Post-it 76X76	159	
18	Post-it 76X127	112	
19	Post-it Flags Size A	223	
20	Post-it Flags Size B	177	
21	U Clips	342	
22	U Clips	42	
23	Double Clips 32 MM	209	
24	Double Clips 41 MM	205	
25	Double Clips 51 MM	130	
26	Piler Stapler*	6	
27	Stapler Pin	351	
28	Stapler- Heavy Duty*	6	
29	Stapler Pins- Heavy Duty	76	
30	Wall Clock*	7	
31	Duracell Battery	125	
33	Folder Transparent	1090	
34	Folder Transparent – L shape	691	
35	Separators	636	
37	Packing tape	124	
39	Shopper Bag	305	
42	White Envelop 11 X 23 500	149	
43	White Envelop 19 X 26 500	147	
44	White Envelop 23 X 33 500	549	
45	White Envelop 30 X 40 500	648	
46	Card Board A4	430	
47	Scissors Medium*	11	
48	Scissors Large*	5	
49	Duster	32	
50	Paper Trays	6	
51	Paper Dustbin	1	
52	Dustbin Bags	0	
53	File Covers – Thick – 250 Gr.	1242	
54	Notepads A6 – 10 X 15	119	
55	Notepads A5 – Spiral - Squares	100	
56	Notepads A6 – Spiral – 1R	145	
57	Glue sticks – 43gr	182	
58	Name Boards Tags	4	

Consolidated new

59	Pens – Pilot V5 – Blue – Box	79	
60	Pens – Pilot V5 – Black – Box	78	
61	Pens – Pilot V7 – Green – Box	63	
62	Pens – Pilot V7 – Blue – Box	76	
63	Pens – Pilot V7 – Red – Box	48	
64	Steno Note Pads	100	
65	Pen – Uniball – Black – Micro 0.5 – Box	78	
66	Pen – Uniball – Blue – Micro 0.5 – Box	56	
67	Whitener – Tipp-Ex	44	
68	Notebook A5 – 1 R	64	
69	Paper Puncher – Big of 4 Holes	1	
70	Paper Puncher – Big of 2 Holes*	4	
71	Paper Puncher – Small*	10	
72	File Covers – Two Holes – Blu Colour	343	
73	White Board with Marker (100 X 150cm)	2	
74	Notice Board with Marker (100 X 150 cm)	0	
75	Note pads 8 X 12 -70 pages – squares	20	
76	Cartridge Rico e-Studio 2508A	2	
77	Cartridge P2023 LaserJet	2	
78	Letter Head, Embassy of India	100	
79	Tissue Paper	20	
80	File cover -Thin	40	
81	Blue File Folder for visits (2 holes)	50	
82	Calculator	1	
83	File Covers – Two Holes (heavy material)	60	
84	Intercom headset for PA	1	
85	Black Cartridge 26A (Laser Jet Pro M402dw)	6	
86	Calendar for 2024	3	
87	Programme holder for table transparent	2	
88	Pin remover single	3	
89	Ink pad blue	2	
90	Blue ink	2	
91	Heater big	1	
92	Tissue box	50	
93	Clear small tape	12	
94	Tape holder	6	
95	Register small A4	6	
96	Register big A4	3	
97	Weighting machine for diplomatic bag	1	
98	Cardboard file support	50	
99	Letter opener	3	
100	File cover with rubber band	50	
101	First aid kit big	1	
102	Sanitizer	6 bottles	
103	Tissue box	4 boxes	
	Plastic envelops (one side open)	150	
	Plastic envelops (two side open)	150	
	Plastic envelops (with button)	150	
	Plastic file folders		
	(Fellowes Leonadri (F007 TN)	100	
	Pen – Uniball – Black – 0.7 – Box	8	
	Pen – Uniball – Blue – 0.7 – Box	8	
	White Correction Tape	6	
	Tissue boxes	35	
	CD/DVD Shedder	1	
	CD/DVD	1000	
	THICK PAPER FOLDER		
	OXFORD MULTICOLOR 08 CM	25	
	THICK PAPER FOLDER		
	OXFORD MULTICOLOR 05 CM	25	

Consolidated new

Stapler	3	
File tags	100	
Tissue box	8	
Cello tape transparent	4	
Cello tape holder	1	
Pen holder	1	
Register A4	8	
Paper cutter	4	
Calendar	1	
Plastic envelope with pinch button	6	
Cartridges -953 XL in black, blue, yellow and magenta	3	
White Correction Tape	3	
Paper shredder	1	
File tags in various colors	6	
Paper tapes	5	
Double sided tape medium size	4	