

**OFFICE SUPPLY REQUIREMENT**

<b>Sr #</b>	<b>Item Description</b>	<b>Estimated Monthly Requirement</b>
1	Every day milk dry one Kg	24 pack
2	Biscuits half Roll	24 Box
3	Tissue Box	30 Box
4	Air Freshener	12 pcs
5	Lipton Tea bag	24 Box
6	Scotch bright Sponge	6 pcs
7	Max liquid	6 pcs
8	Duster	12 pcs
9	Toilet Rolls	50 Roll
10	Coffee Jar (Medium)	12 pcs
11	Lux Large size	12 pcs
12	Every Day milk liquid one litter	12 box
13	Forks	15 pcs
14	Hand wash	6 pcs
15	Tea cups	12 pcs
16	Glass (water)	6 pcs
17	Tea Spoons	6 pcs
18	Table Spoons	6 pcs
19	plate Small	6 pcs
20	Plate large	6 pcs
21	Milk Pot	2 pcs
22	sugar Pot	2 pcs
23	sugar (1 kg pack)	20 kg
24	Martine spray	3 pcs
25	Towels (cotton)	3 pcs
26	Finyle	06 pcs
27	Dustbin	2 pcs
28	Green Tea bag	12 box
29	Knife	12 pcs
30	Rice Spoons	2 pcs