

OFFICE SUPPLY REQUIREMENT

Sr #	Item Description	Estimated Monthly Requirement
1	Every day milk dry one Kg	20 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)	2 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