### GOVT. OF INDIA STATIONERY OFFICE

3- CHURCH LANE: KOLKATA - 700 001.

N0. : G -14011 /16/ 2020-2021/AC(B&G)/ Rt. List 20-21(S.Z)/10-14

Dt:15/04/2020

### SOUTH ZONE

SUB: RATE LIST FOR THE YEAR 2020-2021 IN RESPECT OF R.S.D. CHENNAI (SOUTH ZONE)

Sir,

The Rate List for the year <u>2020-2021</u> i.r.o. RSD CHENNAI (South Zone) is forwarded herewith, This Rate List will be valid till next publishing of Annual Rate List in the month of April, 2021.

The rate of other Stationery Items (if any, which is not procured in the Financial Year of 2019-20, but physical existence at Store) should be issued as per the previous Rate List of the Year 2019-20.

Encl: As above.

Yours faithfully,

( A. DATTA) FINANCIAL OFFICER

#### To,

- 1. The Asstt. Controller of Sty.( Admn.), Govt of India Stationery Office, 3- Church lane, Kolkata-700 001.
- 2. The Asstt. Controller of Sty.( Supply.), Govt of India Stationery Office, 3- Church lane, Kolkata- 700 001.
- 3. The Asstt. Controller of Sty.( Purchase.), Govt of India Stationery Office, 3- Church lane, Kolkata- 700 001.
- 4. The Asstt. Controller of Sty.(Inspection.), Govt of India Stationery Office, 3- Church lane, Kolkata- 700 001.
- 5. The Asstt. Controller of Sty . R.S.D. CHENNAI 63, College Road, Chennai 600 006.

Copy To:

Supply Br.: C. Stock: C.R.: C&P: Whole Sale: M.S.:

Book Sec.: Store Verification & Ledger: Voucher Writing: Store Despatch

# GOVERNMENT OF INDIA STATIONERY OFFICE 3,CHURCH LANE, KOLKATA – 700 001.

No.: G-14011/16/2020-2021/AC(B&G)/Rt. List 20-21(S.Z)/10-14

Dt:15/04/2020

### ANNUAL RATE LIST FOR THE YEAR: 2020 – 2021

## (SOUTHERN ZONE)

The Articles will be supplied to the Indentors only after the clearance of the old Previous Stock (FIFO) basis.

SI. No	VOCAB : S.O. CODE NO :	DESCRIPTION OF ARTICLES	ISSUE RATE (₹)		UNIT
Α.	WRITI	NG PAPERS & PAPER OF OTHER KINDS	Stock of prior 2019-20 (OLD)	Stock of 2019-20 (NEW)	
1	B-011TC	Paper Carbon T. W. Black, One Side 21 x 29.7 Cm, The T.W. Carbon Paper shall be Black, One side coated. Size: 21.0 x 29.7 Cms. Quality of the carbon paper shall conform to IS:1551-1977 (reaffirmed 2012) as amended up to date.	227/-		Per Ream
2	B-015	Blank Book - 6 Qrs, 21x30.5 Cm  Each book shall contain 300 sheets (excluding 2 fly leaves) Quality paper used in the text shall be printing maplitho conforming to 1S:1848-2007 (reaffirmed 2012) as amended up to date. The front cover shall be as per the design of GISO.	204/-		Per Each
3	B - 016	Blank Book - 5 Qrs ,21x30.5 Cm  Each book shall contain 250 sheets (excluding 2 fly leaves) Quality paper used in the text shall be printing maplitho conforming to 1S:1848-2007 (reaffirmed 2012) as amended up to date.	161/-		Per Each
4	B - 017	Blank Book - 4 Qrs, 21.0 x 30.5 Cms.  Each book shall contain 200 sheets Quality paper used in the text shall be printing maplitho conforming to 1S:1848-2007 (reaffirmed 2012) as amended up to date. The front cover shall be as per the design of GISO. Other parameters incorporated in the relevant BIS/ GISO specification.	130/-		Per Each
5	B - 018	Blank Book - 3 Qrs, 21.0 x 30.5 Cms.  Each book shall contain 150 sheets .Quality paper used in the text shall be printing maplitho conforming to 1S:1848-2007 (reaffirmed 2012) as amended up to date. The front cover shall be as per the design of GISO. Other parameters incorporated in the relevant BIS/ GISO specification.	103/-		Per Each
6	B - 019	Blank Books 2 Qrs. Size: 21.0 x 30.5 Cms. Each book shall contain 100 sheets. Quality paper used in the text shall be printing maplitho conforming to IS:1848-2007 (reaffirmed 2012) as amended up to date. The front cover shall be as per the design of GISO. Other parameters incorporated in the relevant BIS/ GISO specification.	68/-		Per each

7	B - 020	Blank Book - 1 Qrs, 21 x 30.5 Cm  Each book shall contain 50 sheets (excluding 2 fly leaves) Quality paper used in the text shall be printing maplitho conforming to 1S:1848-2007 (reaffirmed 2012) as amended up to date. The front cover shall be as per the design of GISO. Other parameters incorporated in the relevant GISO specification.	37/-	 Per Each
8	B - 023	Ruled Book - 4 Qrs. Size: 21.0 x 30.5 Cms.  Each book shall contain 200 sheets with blue coloured ruling. Quality paper used in the text shall be printing maplitho conforming to IS:1848-2007 (reaffirmed 2012) as amended up to date.	129/-	 Per Each
9	B - 024	Ruled Book - 3 Qrs. Size: 21.0 x 30.5 Cms.  Each book shall contain 150 sheets with blue coloured ruling. Quality paper used in the text shall be printing maplitho conforming to 1S:1848-2007 (reaffirmed 2012) as amended up to date.	97 /-	 Per Each
10	B - 025	Ruled Book 2 Qrs. Size: 21.0 x 30.5 Cms. Each book shall contain 100 sheets with blue coloured ruling. Quality paper used in the text shall be printing maplitho conforming to IS:1848-2007 (reaffirmed 2012) as amended up to date. The front cover shall be as per the design of GISO. Other parameters incorporated in the relevant BIS/ GISO specification.	65/-	 Per each
11	B - 026	Ruled Book - 1 Qrs, 21 x 30.5 Cm,  Each book shall contain 50 sheets(excluding 2 fly leaves) with blue coloured ruling. Quality paper used in the text shall be printing maplitho conforming to IS:1848-2007 (reaffirmed 2012) as amended up to date. The front cover shall be as per the design of GISO. Other parameters incorporated in the relevant GISO specification.	37/-	 Per Each
12	B - 028	Note Sheet Block Azurelaid 65 GSM. 33.5 x 21.0 Cms. Each block shall contain 100 sheets with blue margin and shall have one good quality backing sheet. The quality of paper used in the text shall conform to IS:1848-1991 as amended upto date .Each page of Note Sheet Block shall contain specific mark. Other parameters incorporated in the relevant BIS/ GISO specification.	99/-	 Per Each
13	B - 030(i)	Envelops SE-5 Plain Type (i) - 105 x 230 mm,  GSM of Paper:70, Size:105 x 230 mm, Banker Shape, Plain, Made from one sheet of paper white in colour and the quality of the paper conform to IS:13892-1999 as amended up to date Other parameters incorporated in the relevant BIS/ GISO specification.	31/-	 Per 50 Nos.
14	B - 030(v)	Envelope SE-5 Pocket Shape Plain - 105 x 230 mm, GSM of Paper:70, Plain type, Made from one sheet of paper white in colour and the quality of the paper conform to IS:13892-1999 as amended up to date Other parameters incorporated in the relevant BIS/ GISO specification.	1/-	 Per Each

15	B-030W(v)	Envelope SE-5, Pocket Shape Window-105x 230 mm  GSM of Paper:70, Window type, Made from one sheet of paper white in colour and the quality of the paper conform to IS:13892-1999 as amended up to date Other parameters incorporated in the relevant BIS/ GISO specification.	1/-	 Per Each
16	B - 031(i)	Envelope SE-6 Plain Type (i) - 162 x 229 mm,  GSM of Paper: 90,Size: 162 x 229 mm, Banker Shape, plain ,Made from one sheet of paper white in colour and the quality of the paper conform to IS:13892-1999 as amended up to date. Other parameters incorporated in the relevant BIS/ GISO specification.	49/-	 Per 50 Nos.
17	B - 033(i)	Envelope SE – 7, Plain (229 mm. X 324 mm.) GSM of Paper: 120, Size:229 x 324 mm. Pocket shape, plain ,Made from one sheet of paper white in colour and the quality of the paper conform to IS:13892-1999 as amended up to date Other parameters incorporated in the relevant BIS/ GISO specification.	148/-	 Per 50 Nos.
18	B - 033A(i)	Envelope SE – 7A, cloth lined (229 mm. X 324 mm.) GSM of Paper: 120, Cloth lined, Size: 229 x 324 mm. Pocket shape, Made from one sheet of paper white in colour and the quality of the paper conform to IS:13892-1999 as amended up to date. Other parameters incorporated in the relevant BIS/GISO specification.	378/-	 Per 50 Nos.
19	B - 034	Envelope SE – 8, Plain (458 mm. X 324 mm.) GSM of Paper: 140, Pocket shape, plain, Size: 324 x 458 mm. Made from one sheet of paper white in colour and the quality of the paper conform to IS:13892-1999 as amended up to date Other parameters incorporated in the relevant BIS/ GISO specification.	306 /-	 Per 50 Nos
20	B-034A	Envelope SE – 8A, Cloth Lined (458 mm. X 324 mm.) GSM of Paper: 140, Cloth lined, size: 324 x 458 mm. Made from one sheet of paper white in colour and the quality of the paper conform to IS:13892-1999 as amended up to date Other parameters incorporated in the relevant BIS/ GISO specification.	629 /-	 Per 50 Nos
21	B - 036	Exercise Book, Plain 21.5 x 15cm,  Size of the Exercise Book shall be 21.5 x15.0 cms comprising of 32 sheets. Quality of paper used in the text shall be printing maplitho conforming to IS:1848-2007 (reaffirmed 2012) as amended up to date. The front cover of the Exercise Book shall be Blue & as per the design of GISO. Other parameters incorporated in the relevant BIS/ GISO specification.	12 /-	 Per Each
22	B - 037	Exercise Wide Ruled, 21.5 x 15cm,  Size of the Exercise Book shall be 21.5 x15.0 cms comprising of 32 sheets. Quality paper used in the text shall be printing maplitho conforming to 1S:1848-2007 (reaffirmed 2012) as amended up to date. Each page shall contain 22 blue rulings. The front cover of the Exercise Book shall be Blue & as per the design of GISO. Other parameters incorporated in the relevant BIS/ GISO specification.	12/-	 Per Each

23	B - 038	Short hand Note Book, Ruled 21.5 x 15cm,  The Short hand note book shall be of size 21.5x15 cms. and shall contain 100 sheets. Quality paper used in the text shall conform to 1S:1848-2007 (reaffirmed 2012) as amended up to date. Each page shall contain 15 red rulings. Other parameters incorporated in the relevant BIS/ GISO specification.	36/-	 Per Each
24	B - 039	File Board 35.5 cms Long X 23 cms. Wide Size- 35.5 Cms long x 23 Cms. wide. Rectangular in shape and made of good quality straw board and quality of straw board shall conform to GrA of IS:2617-1967. Other parameters incorporated in the relevant BIS/ GISO specification.	19 /-	 Per each Nos.
25	B - 040	File Band With Binding Cloth. Rectangular in shape, 10 cms. wide & 60 cms. long and consists of one layer of paper brown Kraft & one layer of Book Binding Cloth strongly pasted alongwith one Cotton Tape. Other parameters incorporated in the relevant BIS/ GISO specification.	8 /-	 Per Each
26	B - 042	Scribing Pad Size: 22.0 x13.5 Cms. Each pad shall contain 50 pages. Quality of paper shall be Printing Maplitho conforming to IS: 1848-2007 (Reaffirmed 2012) as amended up to date. The front covers as per the approved design of this office. Other parameters incorporated in the relevant BIS/ GISO specification.	17 /-	 Per Each (Contain 50 pages)
27	B - 043	Self Stick Pad Coloured Shall Contain 3 Strips each of 100 sheets Shall be of Assorted Colours (preferably fluorescent, light orange, light pink and light strawberry colour) Quality of paper shall conform to BIS specification 1S:1748-1991 as amended up to date. Other parameters incorporated in the relevant GISO specification.	41/-	 Per Each (contain 3 strips, each of 100 sheets.)
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28	C - 001	Computer Paper (22.9 x 30.5) 1 Ply. Pt. Bl. Size- 22.9 x 30.5, 80 GSM, 1 Ply, Blank Quality of Paper shall conform to IS:12766-1997(Reaffirmed 2002) as amended up to date. Other parameters incorporated in the relevant BIS/ GISO specification.	500/-	 Per 1000 Sheets
29	C - 002	Computer Paper (22.9 x 30.5) 1 Ply. Ez Rd.  Size- 22.9 x 30.5, 80 GSM, 1 Ply EZR Quality of Paper shall conform to IS:12766-1997(Reaffirmed 2002) as amended up to date Other parameters incorporated in the relevant BIS/GISO specification.	500/-	 Per 1000 Sheets
30	C - 003	Computer Paper (22.9 x 30.5) 2 Ply. Pt. Bl.  Size- 22.9 x 30.5, 70 GSM, 2 Ply, Blank Quality of Paper shall conform to IS:12766-1997(Reaffirmed 2002) as amended up to date. Other parameters incorporated in the relevant BIS/GISO specification.	1,187/-	 Per 1000 Sheets
31	C - 004	Computer Paper (22.9 x 30.5) 2 Ply. Ez Rd. Size- 22.9 x 30.5, 70 GSM, 2 Ply, EZR Quality of Paper shall conform to 1S:12766-1997(Reaffirmed 2002) as amended up to date. Other parameters incorporated in the relevant BIS/GISO specification.	1,187/-	 Per 1000 Sheets

32	C - 009	Computer Paper (25.5 x 30.5) 1 Ply. Pt. Bl.  Size- 25.5 x 30.5, 80 GSM, 1 Ply, Blank Quality of Paper shall confirm to IS:12766-1997(Reaffirmed 2002) as amended up to date. Other parameters incorporated in the relevant BIS/ GISO specification.	475/-	 Per 1000 Sheets
33	C - 010	Computer Paper (25.5 x 30.5) 1 Ply. Ez Rd. Size-25.5 x 30.5, 80 GSM, 1 Ply, EZR Quality of Paper shall confirm to IS:12766-1997 (Reaffirmed 2002) as amended up to date. Other parameters incorporated in the relevant BIS/ GISO specification.	475/-	 Per 1000 Sheets
34	C - 011	Computer Paper (25.5 x 30.5) 2 Ply. Pt. Bl.  Size-25.5 x 30.5, 70 GSM, 2 Ply, Blank Quality of Paper shall conform to IS:12766-1997 (Reaffirmed 2002) as amended up to date Other parameters incorporated in the relevant BIS/GISO specification.	1,211/-	 Per 1000 Sheets
35	C - 012	Computer Paper (25.5 x 30.5) 2 Ply. Ez Rd. Size- 25.5 x 30.5, 70 GSM, 2 Ply, EZR Quality of Paper shall conform to IS:12766-1997 (Reaffirmed 2002) as amended up to date. Other parameters incorporated in the relevant BIS/GISO specification.	1,211/-	 Per 1000 Sheets
36	C - 019	Computer Paper (30.5 x 30.5) 2 Ply. Pt. Bl. Size-30.5 x 30.5, 70 GSM, 2 Ply, Blank Quality of Paper shall conform to 1S:12766-1997(Reaffirmed 2002) as amended up to date Other parameters incorporated in the relevant BIS/GISO specification.	1,254/-	 Per 1000 sheets.
37	C - 020	Computer Paper (30.5 x 30.5) 2 Ply. Ez Rd. Size-30.5 x 30.5, 70 GSM, 2 Ply, EZR Quality of Paper shall conform to 1S:12766-1997(Reaffirmed 2002) as amended up to date Other parameters incorporated in the relevant BIS/GISO specification.	1,254/-	 Per 1000 sheets
38	C - 033	Xerox-Photo Copier. Size-21.0 x 29.7 Cms., Ream Weight: 2.34 Kg. 75 GSM. with ISI mark. Quality of Paper shall conform to IS:14490-1997(Reaffirmed 2005) as amended up to date. Other parameters incorporated in the relevant BIS/ GISO specification.	202/-	 Per Ream
39	C - 034	Plain Copier Paper, Size 42.0 x 29.7 Cms., Ream Weight: 4.7 Kg. 75 GSM. with ISI mark. Quality of paper shall conform to IS:14490 1997(Reaffirmed 2005) as amended up to date. Other parameters incorporated in the relevant BIS/ GISO specification.	448/-	 Per Ream
40	C - 035	Plain Copier Paper, Size 21.5 x 34.5 Cms  Ream Weight: 2.8 Kg. 75 GSM. with ISI mark. Quality of paper shall conform to IS:14490 1997(Reaffirmed 2005) as amended up to date. Other parameters incorporated in the relevant BIS/ GISO specification.	250/-	 Per Ream.
41	C- 041(ii)	Pen Drive – having capacity of 8 GB, With flashing LED indicator when in use,. Erase Cycle 10,00,000 times min. Security function: Password Protection. Boot Up function: Makes jet flash A bootable using USB-ZIP/HDD, Other parameters incorporated in the relevant GISO specification.	420/-	 Per Each

42	C- 041(iii)	Pen Drive – having capacity of 16 GB, With flashing LED indicator when in use, Erase Cycle: 10,00,000 times min. Security function: Password Protection. Boot Up function: Makes jet flash A bootable using USB-ZIP/HDD, Other parameters incorporated in the relevant GISO specification	521/-	 Per Each
43	D - 001	Pencil Black Lead Ordinary (Soft), Casing shall be soft, cellular, straight grained well seasoned wood. Slip shall be well compressed of homogeneous composition& uniform Grading. Length of the Pencil shall be 17.5 cms. Other parameters incorporated in the relevant GISO specification.	5/-	 Per Each
44	D - 003	Ball point pen for N.G.O.	3/-	 Per Each
45	D -009(A)	Self Inked Pad for Rubber Stamp.	48 /-	 Per Each
46	D - 011	Pins plated 100 gms. of pins plated shall be packed in polythene pkt. Quality of Pins shall conform to IS:5653-1970. Other parameters incorporated in the relevant BIS/ GISO specification.	60 /-	 Per Packet
47	D - 012	Scissors 20 Cms. Long., Stn. Stl. with Pl. handle.	129 /-	 Per Each
48	D - 013	Synthetic Gum Liquid(150 ml)in Plastic  Bottle  The gum liquid should be colourless. The net content of the gum liquid shall be 150 ml. excluding the plastic container. The gum liquid shall have good adhesive property. Other parameters incorporated in the relevant GISO specification.	35 /-	 Per Each
49	D - 014	Sealing Wax Supr. Red 20 Sticks (Wt. 500gms.) Quality of Sealing wax Shall conform to Grade-1, Type –I IS:868-1990 as amended up to date. Other parameters incorporated in the relevant BIS/ GISO specification.	538/-	 Per Kg
50	D - 015	Sealing Wax Black ( Pitch base).  Quality of Sealing wax Shall conform to Grade-2, IS:868-1990 as amended up to date except some changes incorporated in GISO, Specification. Other parameters incorporated in the relevant BIS/ GISO specification.	57/-	 Per Kg
51	D - 017	Waste Paper basket ( plastic) Shall be of light blue colour, round basket shaped & made of Good quality, strong, shiny durable plastic material. Height: 30 cms. ± 5 mm. Other parameters incorporated in the relevant GISO specification.	92/-	 Per each No.
52	D - 021	Glue Stick(Synthetic) Milky white stick of uniform consistency and encased in a white plastic container with a cap. Weight of the glue stick material:15 gms (min) excluding the container. Retention property:2 Years (min). Other parameters incorporated in the relevant GISO specification.	23/-	 Per each No.

53	D - 022(i)	Correcting Pen Roller Tip 5 mm.  Shall be of white colour squeezable plastic to impart pressure for easy flow of correction fluid through the nozzle with transparent cap fitted with clip. Other parameters incorporated in the relevant BIS/ GISO specification.	19/-	 Per Each
54	D-024	Stapler Machine no. 10 Shall be made of stainless steel of and. shall conform to Type -II – Plier Type of IS: 5349-1969 as amended up to date. Overall length: 9.5 cms ± 3 mm. Other parameters incorporated in the relevant BIS/ GISO specification.	30 /-	 Per Each
55	D - 025	Stapler Machine no.24 Shall be made of stainless and shall conform to Type -II – Plier Type of IS:5349-1969 as amended up to date. Overall length: 11.5 cms. ± 3 mm .The upper & lower stainless steel parts shall be covered with good quality plastic body. Other parameters incorporated in the relevant BIS/ GISO specification.	83 /-	 Per Each
56	D - 026(i)	Stapler Pin for Machine no. 10 Shape & dimension shall be such as to fit in Stapler Machine No. 10. & the quality shall conform to IS:5348-1981 as amended up to date. No. of pins in a stack :50. Other parameters incorporated in the relevant BIS/ GISO specification.	6 /-	 Per Pkt.
57	D - 026(ii)	Stapler Pin for Machine no. 24 Shape & dimension shall be such as to fit in Stapler Machine No. 24. & the quality shall conform to 1S:5348-1981 as amended up to date. No. of pins in a stack: 50, Other parameters incorporated in the relevant BIS/ GISO specification.	12/-	 Per Pkt.
58	D - 027	Paper Clip Gem Pattern ( plastic coated).  Shall be made from GI wire covered with a plastic jacket  Other parameters incorporated in the relevant GISO specification.	21/-	 Per Packet
59	D - 028(i)	Cello Tape – 12 mm. X 10 mtrs.  With uniform coating on one side with pressure sensitive adhesive composition. Transparent, Length:10 mtrs. with sufficient adhesive property., Other parameters incorporated in the relevant GISO specification.	3/-	 Per Each
60	D - 030	Plastic Folder (to keep loose papers). Size: 35.0 x 25.5 Cms. Shall contain two parts. Front Part: Transparent & Back cover: Opaque (Navy blue or maroon). Other parameters incorporated in the relevant GISO specification.	17/-	 Per Each
61	D - 031	File Cover made of Pulp Board.  Rectangular in shape and made from one sheet of polythene laminated pulp board. Each file cover shall have 2 vertical flaps inside and 2 horizontal flaps outside. On the middle portion of file cover one compressed grey board shall be pasted. The front cover as per the approved design of this office. Other parameters incorporated in the relevant GISO specification.	35/-	 Per Each

62	D - 031(A)	File Cover.  Size: 35.5 x 25.5 Cms. Shall be made from single piece of Paper board. The printing on the front side of the file cover as per design supplied by GISO. Other parameters incorporated in the relevant GISO specification.	8/-	 Per Each
63	D - 033	Pin Box Fitted with Magnet.	24/-	 Per Each
64	D - 034	Highlighter pen in Assorted colours Green / Orange / Pink / Fluroscent Yellow.  Rectangular in shape having overall length 11.3 cms. ± 2 mm. filled with non-toxic, fluorescent, liquid ink Other parameters incorporated in the relevant GISO specification.	19/-	 Per Each
65	D - 035	Gel Pen in Black / Blue. The pen shall be two parts with a metal pocket clip. Colour of the Cap shall be silver grey.Lower part shall be transparent. Colour of the refill is blue & black .Other parameters incorporated in the relevant BIS GISO specification.	44/-	 Per Each
66	D - 037(i)	Punching Machine (Single) for paper perforation.  Quality & Dimension of Punching machine shall conform to Type –A (Light duty) of IS:6421-1972 as amended up to date. Other parameters incorporated in the relevant GISO specification.	71/-	 Per Each
67	D - 042(ii)	C.D. Marker Pen	10/-	 Per Each
68	D - 045	Eraser.	24/-	 Per 10 Nos.
64	D - 046	Scale Plastic, 12 inch Long.	18 /-	 Per Each

### N.B. The above Issue Rates may be modified as and when found necessary.

This Rate List will be valid till next publishing of Annual Rate List in the month of April, 2021.

( A. DATTA ) FINANCIAL OFFICER