



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED "A State Govt. Undertaking"		
	Registered office	Vidyut Bhawan, HPSEBL, Shimla-171004(HP)
	Number (CIN)	U40109HP2009SGC031255
	GST No.	HPSEBL02AACCH4894EHZB
	Telephone No.	0177-2801265(Office) 2801265 (FAX)
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	e-mail	cemm.hpsebl@gmail.com
		

No. HPSEBL/CE) MM)/42-5(P&S)/A.R./2025-26- 10840-10989 Dated: 17/02/2025

To,

1. All the Chief Engineers in HPSEB Ltd.
2. The Chief Accounts Officer, HPSEB, Shimla-4.
3. All the Dy. Chief Engineers/Superintending Engineers in HPSEB, Ltd.
4. The Resident Audit Officer in HPSEBL, Shimla-4.

Subject: - Annual Requirement of Paper/Misc. / Drawing /Computer/Printing Stationary articles for the year 2025-26.

Sir (s),

In order to process procurement action for the purchase of subject cited Stationery Articles for the year 2025-26 the consolidated requirement based on the average consumption of last three years may please be supplied to this office on the enclosed Performa, latest by 15.04.2025 positively. The Division offices shall submit the requirement to the respective Dy. Chief Engineers/Superintending Engineers. Thereafter the above requirement must be compiled at Circle level received from field units and other offices.

Please note that all the requirement must be supplied to this office within the stipulated period, late submission will not be considered and will be treated as NIL.


All requirements shall be filled in, on the prescribed Performa and extra requirement if any be incorporated at the end of the Performa.

This may kindly be assigned on top priority

Yours faithfully,

DA: As above.


O/o


Sr. Executive Engineer (Civil),
Chief Engineer (MM),
HPSEB, Ltd. Vidyut Bhawan,
Shimla-4

Copy to the following for information and necessary action please.

1. The Executive Director (Personnel) HPSEB Ltd, Vidyut Bhawan, Shimla-4.
2. The Deputy Secretary (Gen.) HPSEB, Ltd. Shimla. He is requested to supply the aforesaid requirement in respect of all the branches of Board's Sectt. After obtaining the same from concerned branches /Section.
3. All the Sr. Executive Engineer in HPSEB, Ltd.
4. The Superintending Engineer IT Cell HPSEBL Shimla-4. He is requested to upload the above letter in HPSEBL Site.

O/o


Sr. Executive Engineer (Civil),
Chief Engineer (MM),
HPSEB, Ltd. Vidyut Bhawan,
Shimla-4

PAPER STATIONARY, MISC. & DRAWING STATIONARY FOR THE YEAR 2025-2026			
Sr. No.	Discription of material	QTY.	Unit.
1	Photostate paper A-3		Ream
2	Photostate paper F/S		Ream
3	Photostate paper A-4		Ream
4	Wrapping Paper		Ream
5	Noting pad		Ream
6	File Cover		Pad
7	File Board		Nos.
8	Short hand note-book		Nos.
9	Short hand Pencil		Nos.
10	Register Ruled 4 qrs		Nos.
11	Register Ruled 6 qrs		Nos.
12	Slip Pad (Larg/ Sup)		Nos.
13	Slip Pad Plannig Small		Nos.
14	D.E. Envelope Large		Nos.
15	D.E. Envelope Small		Nos.
16	Envelop SE-4		Nos.
17	Envelop SE-6		Nos.
18	Envelop SE-7		Nos.
19	Envelop SE-8 cloth		Nos.
20	Gum Paste 150 ml		Nos.
21	Stamp Pad		Nos.
22	Stamp ink		Nos.
23	Ball pen blue ordinary		Nos.
24	Ball pen Red ordinary		Nos.
25	Ball pen Blue (Sup)/Gel pen blue		Nos.
26	Ball pen Red (Sup)		Nos.
27	Paper Pin		Nos.
28	Paper Clip		Pkts
29	Dak pad ordinary.		Pkts
30	Dak pad superior		Nos.
31	Stappling meachion Large		Nos.
32	Stappling Wire Large		Nos.
33	Bodkin		Pkts
34	Tag Small		Nos.
35	Tag Large		Nos./Bundels
36	Fevi stick		Nos./Bundels
37	Correcting Fluid		Nos
38	V.5 Pli Tech Blue		Nos
39	V.5 Pli Tech Black		Nos
40	Coloured Flag		Nos
41	V.5 Hi Tech Point Green		Pkts
42	Gel Pen Blue (Sift to S26 Row)		Nos.
43	Gel Pen Red		Nos
44	Accessory Stand		Nos.
45	Pin cushion		Nos
46	V.7 Hi tech Pen		Nos
47	Damper		Nos

COMPUTER STATIONARY ITEMS FOR THE YEAR 2025-2026

Sr. No.	Discription of material	QTY.	Unit.
1	Ink jet cartridge 45		NOS
2	H.P. leaser Jet Cartridge 12 A (2612)		NOS
3	Tonner For Rico 1230 D		NOS
4	H.P. leaser Jet Cartridge 36 A 1505/1566/436		NOS
5	H.P. leaser Jet Cartridge 88 A 1007/1008/1136		NOS
6	H.P. leaser Jet Cartridge 78 A 1566/278		NOS
7	Tonner For Toshiba 4530 D 305/355/455		NOS
8	Tonner For Toshiba 2450 D		NOS
9	H.P. Coloured 1515 Via 540 A black		NOS
10	H.P. Coloured 1515 Via 541 Cyan		NOS
11	H.P. Coloured Via 542 yellow		NOS
12	H.P. Coloured 1515 Via 543 Magenta		NOS
13	Tonner Cartridge Panasonic K X M B 1900 411		NOS
14	Drum For Panasonic KXMB 1900 412		NOS
15	Cannon L.B.P. Printer 3200		NOS
16	Cannon Cartridge L.B.P. - 2900 303/103/703		NOS
17	Tonner For XEROX model 420		NOS
18	Cartridge for Photostate 5020/5016		NOS
19	H.P. Tonner Cartridge 5949 A		NOS
20	H.P. Cartridge (cc 6660 AA) 702 Black		NOS
21	Pen Drive 16 GB		NOS
22	Pen Drive 32 GB		NOS
23	Tonner for Toshiba E studio 167/207-1640 D		NOS
24	H.P. Tonner Cartridge 255A (55 A)		NOS
25	Ink jet Cartridge 15 A (6615)		NOS
26	Ink jet Cartridge 6625 (17 A)		NOS
27	H.P. Tonner Cartridge 7553 A		NOS
28	H.P. Tonner Cartridge Q 7516		NOS
29	H.P. Tonner Cartridge C.F. 350 A Black		NOS
30	H.P. Tonner Cartridge C.F. 351 Cyan		NOS
31	H.P. Tonner Cartridge C.F. 352 Yellow		NOS
32	H.P. Tonner Cartridge C.F. 353 Magenta		NOS
33	H.P. Tonner Cartridge C.F. 279 A		NOS
34	H.P. Tonner Cartridge C7 192 (93)		NOS
35	H.P. Tonner Cartridge CF 505 AC (105A)		NOS
36	H.P. Tonner Cartridge C 953 aa (21) Black 9351		NOS
37	H.P. Tonner Cartridge C 8727 (27) Black		NOS
38	Canon Cartridge 2016 & P.N.G -28		NOS
39	Canon Cartridge 2002/2004 N./ PNG. 59		NOS
40	Tonner For Sharp Photo Copier V-205/202		NOS
41	Photostate Sharp 6020 N. MX 237 AT		NOS
42	Fax Machine Tonner 2820		NOS
43	Fax Brother 7360 2260 2840		NOS
44	Tonner Cartridge 1110/1120 For brother		NOS
45	Drum for 1110/1120 For Brother		NOS
46	Tonner 2130 TC brother 7030		NOS
47	Tonner Toshiba 212 (1810 D)		NOS

PRINTING STATIONARY ARTICLES OF 1 st YEAR 2023-24			
Sr. No.	Discription of material	QTY.	Unit.
1	CA-1 Indent Book		NOS
2	C.A.-5 S.M.B.		NOS
3	C.A.-8 Store requisition book		NOS
4	C.A.-14 S.V.R.		NOS
5	C.A.-17 Store Challan		NOS
6	C.A.-21 Register of Meter Borne & T&P Book		NOS
7	C.A.-25 E.M.B. (Electrical measurement book)		NOS
8	C.A.-41 S.C.Allowence Reg		NOS
9	C.A.-61 C.S. Reg.		NOS
10	CS-29 Meter sealing Record book(M.S.R.)		NOS
11	Main Cash Book		NOS
12	Clander New Year 2023		NOS
13	Service Book		NOS
14	M.B.Small		NOS
15	H.B. 22 Rementance Reg.		NOS
16	S.5 Drafting Pad		NOS
17	S-31 Diary register		NOS
18	S-32 Despatch register		NOS
19	S-37 Attendance Register		NOS
20	S-38 Peon Book		NOS
21	S-233 Service postage stamp register.		NOS
22	S-263 Log Book		NOS
23	S-268 Advance & Recovery register (A&R Reg)		NOS
24	S-270 Telephone Trunk call register (T.T.C Reg)		NOS
25	T.E.O Book		NOS
26	CA-22 Register of meter return from works T&P Book		NOS