



HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD
(A State Govt. Undertaking)
Registered Office: Vidyut Bhawan, HPSEBL, Shimla-4 (ILP)
Number (CIN): U40109/HP2009SGC031255
GST No: HPSEBL02AACC4894EH2B
Tel. No: 0177-2801265 (Office), 2801265 (FAX)
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No: HPSEBL:CE (MM) 42-5(P&S)/A.R./2024-25-880-1031

Dated: 02/05/2024
Reminder-I

To,

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

Subject:- Annual Requirement of Paper/ Misc. & Drawing Stationery /Computer Stationery and Printing Stationery articles for the FY- 2024-25.

Ref:- This office letter No. HPSEBL:CE (MM) 42-5(P&S)/A.R./2024-25-13907-14057 dated 12.03.2024.

Sir (s)

In continuation to this office letter dated 12.03.2024 referred above, it is again requested that in order to process procurement action for the purchase of subject cited Stationery Articles for the year 2024-25 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 10.05.2024 positively. The Division offices shall submit the requirement to the respective Dy. Chief Engineers/Superintending Engineers. Thereafter the above requirement must be complied at Circle level received from field units and other offices.

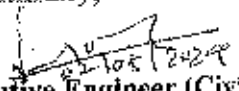
Please note that all the requirement must be supplied to this office within the stipulated period, late submission will not be considered and will be treated as NIL.

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,

D.A.: As above


Sr. Executive Engineer (Civil),
O/o Chief Engineer (MM),
HPSEB Ltd., Vidyut Bhawan,
Shimla - 171004.

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.


Sr. Executive Engineer (Civil),
O/o Chief Engineer (MM),
HPSEB Ltd., Vidyut Bhawan,
Shimla - 171004.

COMPUTER STATIONARY ITEMS FOR THE YEAR 2024-2025

Sr. No.	Description 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 305/355/453		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

48	Canon Printer Cartridge 745		NOS
49	Canon Cartridge 925		NOS
50	CE S05AC(105A)		NOS
51	Tonner 25015		NOS
52	Xerox Phase 7500 Printer (Black,cyan,yellow,magenta)		NOS
53	Tonner Xerox Meachion 5825/5834		NOS
54	Tonner Ricoff 25015 (M.P.)		NOS
55	Canon Cartridge 303		NOS
56	Tonner T 2309 Toshiba e-studio		NOS
57	Pen drive 64 GB		NOS
58	Tonner Cartridge C.F. 510 Black		NOS
59	Tonner Cartridge C.F. 511 Cyan		NOS
60	Tonner Cartridge C.F. 512 Yellow		NOS
61	Tonner Cartridge C.F. 513 Megenta		NOS
62	Tonner -2465 Cartridge for brother printer D.C.P. 2531 D.W		NOS
63	H.P. Tonner Cartridge HP 110		NOS
64	Tonner 263 Brother Black		NOS
65	Tonner 263 Brother Cyan		NOS
66	Tonner 263 Brother Megenta		NOS
67	Tonner 263 Brother Yellow		NOS

PAPER STATIONARY, MISC. & DRAWING STATIONARY FOR THE YEAR 2024-2025

Sr. No.	Discription of meterial	QTY.	Unit.
1	Photostate paper A-3		Ream
2	Photostate paper F/S		Ream
3	Photostate paper A-4		Ream
4	Wrepping Paper		Ream
5	Noting pad		Pad
6	File Cover		Nos.
7	File Board		Nos.
8	Short hand note book		Nos.
9	Short hand Pencil		Nos.
10	Register Rulled 4 qrs		Nos.
11	Register Rulled 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		Pkts
28	Paper Clip		Pkts
29	Dak pad ordinary.		Nos.
30	Dak pad superior		Nos.
31	Stappling meachion Large		Nos.
32	Stappling Wire Large		Pkts
33	Bodkin		Nos.
34	Tag Small		Nos./Bundels
35	Tag Large		Nos./Bundels
36	Fevi stick		Nos
37	Correcting Fluid		Nos
38	V.5 Pli Tech Blue		Nos
39	V.5 Pli Tech Black		Nos
40	Coloured Flag		Pkts
41	V.5 Hi Tech Point Green		Nos
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

PRINTING STATIONARY ARTICLES OF TH 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