

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
"A State Govt. Undertaking"

	Registered office	Vidyut Bhawan, HPSEB, Shimla-171004(HP)	
	Number (CIN)	U40109HP2008SGC031255	
	GST No.	HPSEBL02AACCH4894EHZB	
	Telephone No.	0177-2801265(Office) 2801265 (FAX)	
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No. HPSEBL/CE(MM)/42-5(P&S)/A.R./2026-27-11076-22/ Dated: 4/12/26
 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 Stationery articles for the year 2026-27.

Sir,(s)

In order to process procurement action for the purchase of subject cited Stationery Articles for the year 2026-27 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 15.04.2026 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 2026-27			
Sr. No.	Description of material	QTY.	Unit.
1	Photostate paper A-3		Ream
2	Photostate paper F/S		Ream
3	Photostate paper A-4		Ream
4	Noting pad		Pad
5	File Cover		Nos.
6	File Board		Nos.
7	Short hand note book		Nos.
8	Short hand Pencil		Nos.
9	Register Ruled 4 qrs		Nos.
10	Register Ruled 6 qrs		Nos.
11	Slip Pad (Larg/ Sup)		Nos.
12	Slip Pad Plannig Small		Nos.
13	Envelop SE-4		Nos.
14	Envelop SE-6		Nos.
15	Envelop SE-7		Nos.
16	Envelop SE-8 cloth		Nos.
17	Gum Paste 150 ml		Nos.
18	Stamp Pad		Nos.
19	Ball pen blue ordinary		Nos.
20	Ball pen Red ordinary		Nos.
21	Ball pen Blue (Sup)/Gel pen blue		Nos.
22	Ball pen Red (Sup)		Nos.
23	Paper Pin		Pkts
24	Paper Clip		Pkts
25	Dak pad ordinary.		Nos
26	Dak pad superior		Nos.
27	Stappling meachion Large		Nos.
28	Stappling Wire Large		Pkts
29	Bodkin		Nos.
30	Tag Small		Nos./Bundels
31	Tag Large		Nos./Bundels
32	Fevi stick		Nos
33	Correcting Fluid		Nos
34	V.5 Pli Tech Blue		Nos
35	V.5 Pli Tech Black		Nos
36	Coloured Flag		Pkts
37	V.5 Hi Tech Point Green		Nos
38	Gel Pen Blue (Sift to S26 Row)		Nos
39	Gel Pen Red		Nos
40	Accessory Stand		Nos
41	Pin cushion		Nos
42	V.7 Hi tech Pen		Nos
43	Damper		Nos
44	Table Stand Dairy		Nos

COMPUTER STATIONARY ITEMS FOR THE YEAR 2026-27

Sr. No.	Discription of meterial	QTY.	Unlt.
1	H.P.leaser Jet Cartridge 12 A (2612)		NOS
2	H.P.leaser Jet Cartridge 36 A 1505,1566, 436		NOS
3	H.P.leaser Jet Cartridge 88 A 1007/1008/1136		NOS
4	H.P.leaser Jet Cartridge 78 A 1566/278		NOS
5	Tonner For Toshiba 4530 D 305/355/455		NOS
6	Tonner For Toshiba 2450 D		NOS
7	H.P. Coloured 1515 Via 540 A black		NOS
8	H.P. Coloured 1515 Via 541 Cyan		NOS
9	H.P. Coloured Via 542 yellow		NOS
10	H.P. Coloured 1515 Via 543 Magenta		NOS
11	Tonner Caritridge Panasonic K.X M.B.1900 411		NOS
12	Drum For Panasonic KXMB 1900 412		NOS
13	Cannon L.B.P. Printer 3200		NOS
14	Cannon Cartridge L.B.P. - 2900 303/103/703		NOS
15	Tonner For XEROX model 420		NOS
16	Pen Drive 16 GB		NOS
17	Pen Drive 32 GB		NOS
18	Tonner for Toshiba E studio 167/207 1640 D		NOS
19	H.P. Tonner Caritridge 255A (55 A)		NOS
20	H.P. Tonner Caritridge 7553 A		NOS
21	H.P. Tonner Caritridge Q 7516		NOS
22	H.P. Tonner Caritridge C.F. 350 A Black		NOS
23	H.P. Tonner Caritridge C.F. 351 Cyan		NOS
24	H.P. Tonner Caritridge C.F. 352 Yellow		NOS
25	H.P. Tonner Caritridge C.F. 353 Magenta		NOS
26	H.P. Tonner Caritridge C.F. 279 A		NOS
27	H.P. Tonner Caritridge C7 192 (93)		NOS
28	H.P. Tonner Caritridge CF 505 AC (105A)		NOS
29	Canon Caritridge 2016 & P.N.G -28		NOS
30	Canon Caritridge 2002/2004 N./ PNG. 59		NOS
31	Tonner For Sharp Photo Coppir V- 205/202		NOS
32	Photostste Sharp 6020 N. MX 237 AT.		NOS
33	Fax Meachine Tonner 2820		NOS
34	Fax Brother 7360 2260 2840		NOS
35	Tonner Caritridge 1110/1120 For brother		NOS
36	Drum for 1110/1120 For Brother		NOS
37	Canon Caritridge 925		NOS
38	CE 505AC(105A)		NOS
39	Tonner 25015		NOS
40	Xerox Phase 7500 Printer (Black,cyan,yellow,megenta)		NOS
41	Tonner Xeroc Meachion 5825/5834		NOS
42	Tonner Ricoff 25015 (M.P.)		NOS
43	Canon Cartridge 303		NOS
44	Tonner T 2309 Toshiba e-studio		NOS
45	Pen drive 64 GB		NOS
46	Tonner Caritridge C.F. 510 Black		NOS

47	Tonner Cartridge C.F. 511 Cyan		NOS
48	Tonner Cartridge C.F. 512 Yellow		NOS
49	Tonner Cartridge C.F. 513 Megenta		NOS
50	Tonner -2465 Caritridghe for brother printer D.C.P. 2531 D.W		NOS
51	H.P. Tonner Cartrdge HP 110		NOS
52	Tonner 263 Brother Black		NOS
53	Tonner 263 Brother Cyan		NOS
54	Tonner 263 Brother Megenta.		NOS
55	Tonner 263 Brother Yellow		NOS

PRINTING STATIONARY ARTICLES OF TH YEAR 2026-27			
Sr. No.	Discription of meterial	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