

## FALGUN GROUP

REQUISITION

<b>SL</b>	<b>DATE</b>
76255	Apr 8, 2025 10:41 AM
<b>DEPRTMNT</b>	<b>COMPANY</b>
Administration	Head Office
<b>BY</b>	<b>BILLING ACC/UNIT</b>
Tumpa Moni Das	Head Office
<b>Stationary Item</b>	

## ITEM'S

<b>SL</b>	<b>Item</b>	<b>Unit</b>	<b>Final QTY</b>	<b>Remarks</b>
1	ENVELOP BROWN 15"X12" GOOD QUALITY	PCS	50	
2	EMPLOYEES ATTENDANCE REGISTER ( 200/ 250) PAGE	PCS	1	
3	POLY BAG ( BLACK) 24/16"	KG	2	
4	ENVELOP BROWN 10"X4.5" GOOD QUALITY(BROWN)	PCS	50	
5	ENVELOP BROWN 10"X14" GOOD QUALITY	PCS	100	
6	DISWASH POWDER 500 GM	PKT	5	
7	TOILET TISSUE BASUNDHARA-WHITE	DZN	24	
8	STAPLER PIN 24/6 SIZE KANGARO (20 PKT)	PKT	20	
9	COSCO SOAP 100GM	PCS	3	
10	AIR FRESHNER SPRAY - FAY ANTI TOBACCO	PCS	3	
11	RING FILE- SMALL SIZE (1.5 INCH)	PCS	2	
12	RING FILE - BIG SIZE ( 2 INCH)	PCS	4	
13	REMOTE BATTERY - SUNLITE	PCS	8	
14	PHENYLE LIQUID 3 LTR	PCS	2	
15	PENCIL BATTERY - SUNLITE	PCS	24	
16	PAPER CLIPS	BOX	20	
17	MR. BRASSO 500ML	PCS	4	
18	MATADOR/GOOD LUCK BALL PEN (BLACK)	PCS	36	
19	LYGOL- CITRUS 1 LITER	PCS	10	
20	SEPNIL/SAVELON HANDWASH (5 LITER)	JAR	2	
21	LEGAL 9X14 OFFSET 80GM 500 SHEET BASUNDARA	PKT	2	
22	GLUE STICK	PCS	3	
23	HIGHLIGHT PEN (YELLOW)	PCS	2	
24	HARPIC 500 ML	PCS	10	

SL	Item	Unit	Final QTY	Remarks
25	HAND TOWEL - FRESH 250 PCS 1 PLY	PCS	12	
26	GEL PEN - GREEN	PCS	2	
27	FAY TISSUE BOX (NO PERFUME)	BOX	3	
28	TISSUE BOX(BASUNDHARA WITH PERFUME)	PCS	3	
29	BINDER CLIP 2" GOOD QUALITY	PCS	20	
30	BINDER CLIP 1½" GOOD QUALITY	PCS	10	
31	BINDER CLIP 1" GOOD QUALITY	PCS	20	
32	BINDER CLIP ½" GOOD QUALITY	PCS	30	
33	ODONIL	PCS	10	
34	AEROSOL SPRAY 475ML	PCS	2	
35	A4 OFFSET 80GM 500 SHEET IQ/IDEA	PKT	50	
36	A4 PAPER DOUBLE AA 500 SHEET THAILAND	PKT	5	

 Placed  
 Recommended  
 Valuated  
 Checked  
 Finalized

Apr 8, 2025 1:33 PM  
 Apr 8, 2025 1:34 PM  
 Apr 8, 2025 1:35 PM  
 Apr 10, 2025 5:41 PM  
 Apr 13, 2025 11:26 AM