

Examination Section, University of Swat
Annual Demand (2025-26) for Perishable items

Final

S.No.	Item Description	Specs	Unit	Required	Available	Demand	Remarks
1	Toner NPG-53 for Photocopier (heavy duty)	Canon NPG-53	No	7	0	7	
2	Toner TK3104 for Printer Kyocera	FS-2100DN (TK3104)	No	2	0	2	
3	Toner 5A for Printer HP Laser Jet	Laser Jet P2055d	No	6	0	6	
4	Toner 30A for Printer HP	HP Laser Jet Pro MFP227sdn	No	16	0	16	
5	Toner 59-A for Printer Hp	HP-LaserjetM404DN	No	9	0	9	
6	Drum 32A for Printer	HP Laser Jet Pro MFP227sdn	No	7	0	7	
7	Toner NPG-84 for Photocopier (heavy duty)	Canon NPG-84	No	4	0	4	
8	A4 size paper	80gm	Rim	1350	350	1000	
9	Legal size paper	80gm	Rim	185	85	100	
10	A3 size paper	80gm	Rim	5	0	5	
11	Pointer (blue)	Best quality	Box	50	0	50	
12	Pointer (black)	Best quality	Box	30	0	30	
13	Pointer (Red)	Best quality	Box	10	0	10	
14	Ball point (blue)	Best quality (0.7mm)	Box	50	0	50	
15	Ball point (black)	Best quality (0.7mm)	Box	30	0	30	
16	Ball point (Red)	Best quality (0.7mm)	Box	20	0	20	
17	Writing Pads (paper 80gm)	21cmx14cm	No	50	0	50	
18	Sticky notes (multi color)	3"x3" , 100 sheets	No	200	0	200	
19	Sticky notes (multi color)	3"x1" , 100 sheets	No	150	0	150	
20	Permanent Marker (Black)	Round tip, quick drying, water proof Ink	No	50	0	50	
21	Permanent Marker (Blue)	Round tip, quick drying, water proof Ink	No	100	0	100	
22	Stapller Machine	Best Quality 24/6, 26/6 staples capacity 50&100	No	12	0	12	
23	Stapller Remover	Best Quality 24/6, 26/6 capacity 25 sheets	No	12	0	12	

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24	Punch Machine	Metal punch head, lock design, front open waste tray, cleanly punch 1-20 sheets	No	10	0	10	
25	Staple Pins	24/6 X 1000	Box	200	0	200	
26	Staple Pins	23/17	Box	50	0	50	
27	Fine tip marker (blue)	0.7mm	Box	50	0	50	
28	Fine tip marker (black)	0.7mm	Box	30	0	30	
29	Fine tip marker (Red)	0.7mm	Box	10	0	10	
30	Glue Stick	30gm twist or push up tubes	Tubes	150	0	150	
31	Box file	PVC A4 size 3" lever	No	1600	0	1600	
32	Box file	PVC A4 size 2" lever	No	50	0	50	
33	Ring file	Standard size	No	30	0	30	
34	Binding Tape	Adhesive cloth binding tape 1.5"x9Yard	No	30	0	30	
35	Envelop A4 size	White color	Pack	20	1	19	
36	File cover	Standard size with university Logo and details	No	1200	150	1050	
37	File Board	Hard with Flapper Legal Size	No	700	10	690	
38	File Separator	Plastic A4 size	Pack	10	1	9	
39	File Separator	Plastic Legal	Pack	5	0	5	
40	File tags	6" long	Bundle	35	4	31	
41	File tags	12" long	Bundle	20	0	20	
42	File tags	24" long	Bundle	24	0	24	
43	Scotch tap	Super adhesive transparent tap 1"x50Yards	No	30	0	30	
44	High lighters	different colors 4mm broad tip	Box	8	0	8	
45	1 hole metal plier punch machine	Hole dia 6mm punch capacity 8 sheets	No	3	0	3	
46	Binder paper clips	Black 32mm	Box	3	0	3	
47	Binder paper clips	Black 25mm	Box	3	0	3	
48	Diary Register	Standard size	No	6	0	6	

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