

FORMAT - B

Trade wise Raw Material Requirement

Trade : FRONT OFFICE ASSISTANT

Sector : TOURISM AND HOSPITALITY

Type of Trade : Non Engineering Trade

NSQF Level : 4

Affiliated To : NCVT

DGET Trade Code : DGT/1051

Duration In years : One Year

Intake per Unit : 24

Raw Material For :One Year Training

Total Items : 52

Total Amount : 100300

Per Trainee Amount : 4179

| Sr. No. | Name of Item | Unit of measurements | Rate per Unit in Rs. | Qty | Amount in Rs. |
|---------|-------------------------|----------------------|----------------------|-----|---------------|
| 1 | Calenders | Nos. | 100 | 2 | 200 |
| 2 | Tissue Paper packets | Nos. | 200 | 5 | 1000 |
| 3 | Office files | Nos. | 100 | 25 | 2500 |
| 4 | Book Marker | Nos. | 20 | 25 | 500 |
| 5 | Staplers Big | Nos. | 250 | 4 | 1000 |
| 6 | Staplers pins Big | packets | 25 | 10 | 250 |
| 7 | Staplers small | Nos. | 150 | 4 | 600 |
| 8 | Staplers pins small | Nos. | 20 | 10 | 200 |
| 9 | Punching Machine | Nos. | 200 | 2 | 400 |
| 10 | Sticky Tapes | packets | 50 | 10 | 500 |
| 11 | Scissors | Nos. | 100 | 25 | 2500 |
| 12 | Pen stand | Nos. | 100 | 5 | 500 |
| 13 | Note Holders | Nos. | 100 | 25 | 2500 |
| 14 | Paper clips | packets | 100 | 10 | 1000 |
| 15 | Paper Pins | packets | 100 | 10 | 1000 |
| 16 | U pin | packets | 100 | 10 | 1000 |
| 17 | Card Holders | Nos. | 150 | 25 | 3750 |
| 18 | Xerox papers A4 size | Ream | 300 | 10 | 3000 |
| 19 | Xerox papers legal size | Ream | 300 | 10 | 3000 |
| 20 | Ink cartridge | Nos. | 3000 | 5 | 15000 |
| 21 | Toners | Nos. | 500 | 5 | 2500 |
| 22 | Spring Files | Nos. | 50 | 50 | 2500 |
| 23 | Folders | Nos. | 50 | 25 | 1250 |
| 24 | Letter Holders | Nos. | 500 | 2 | 1000 |
| 25 | File pads | Nos. | 100 | 10 | 1000 |
| 26 | Paper Tray | Nos. | 200 | 2 | 400 |
| 27 | Envelopes Big and Small | packets | 200 | 4 | 800 |
| 28 | Note Books / Registers | Nos. | 150 | 25 | 3750 |
| 29 | Writing pads | Nos. | 100 | 25 | 2500 |
| 30 | Ball point pens | Nos. | 50 | 25 | 1250 |

| Sr. No. | Name of Item | Unit of measurements | Rate per Unit in Rs. | Qty | Amount in Rs. |
|---------|-----------------------------|----------------------|----------------------|-----|---------------|
| 31 | Pencils | Nos. | 15 | 25 | 375 |
| 32 | Highlighter pens | Nos. | 25 | 25 | 625 |
| 33 | Permanent Marker Pens Small | Nos. | 50 | 10 | 500 |
| 34 | Permanent Marker Pens Bold | Nos. | 50 | 10 | 500 |
| 35 | Dustbins | Nos. | 200 | 4 | 800 |
| 36 | Disposable dustbin bags | packets | 200 | 5 | 1000 |
| 37 | Room Freshner | Nos. | 400 | 5 | 2000 |
| 38 | Mosquito repellant | Nos. | 400 | 5 | 2000 |
| 39 | Flower pots | Nos. | 500 | 2 | 1000 |
| 40 | Artificial flowers bunch | Nos. | 500 | 2 | 1000 |
| 41 | Spray Bottles | Nos. | 100 | 5 | 500 |
| 42 | First Aid Kit | Nos. | 1000 | 2 | 2000 |
| 43 | Telephone Diary / Directory | Nos. | 500 | 2 | 1000 |
| 44 | Latest Tourist guides | Nos. | 500 | 2 | 1000 |
| 45 | Antivirus Software | Nos. | 800 | 5 | 4000 |
| 46 | Pen drives | Nos. | 500 | 25 | 12500 |
| 47 | Hand Wash Liquid | liters | 500 | 5 | 2500 |
| 48 | Hand wash Liquid bottles | Nos. | 100 | 5 | 500 |
| 49 | Key Holders | Nos. | 200 | 2 | 400 |
| 50 | Paper Glass | packets | 200 | 10 | 2000 |
| 51 | Sanitizer 5 liters bottles | liters | 1200 | 5 | 6000 |
| 52 | Sanitizer spray bottles | Nos. | 150 | 5 | 750 |