Embassy of India
Madrid

Annual Procurement Plan for the FY 2026-27

S. No.	Item name/particulars	Quantity
1.	Hiring of additional LSG for new office premise [Embassy Annex]	01 LSG
2.	Hiring of cleaning services at new office premise [Embassy Annex]	01 cleaner
3.	Procurement of security gadgets, viz. CCTV system with new cameras, DFMD etc. as per recommendations BOS team	As per recommendations
4.	Cleaning materials at Chancery and Embassy Annex	As per requirement
5.	Replacement of existing Flag Car	01
6.	Conference table	01
7.	Chairs	08
8.	Shelves for accommodating library books	05
9.	Office tables	04
10.	Portable Fans	10
11.	Portable Heaters	05
12.	Other furniture items	10
13.	newspapers/magazines	14
14.	A3 printing paper	100 Rims
15.	A4 printing paper	2000 Rims
16.	A4 thick printing paper	100 Rims
17.	Premium glossy photo paper	50 Rims
18.	Letterheads	150 Rims
19.	Ballpen (pkt of 10)	100
20.	Gel pen	100
21.	V-5 Pilot	100
22.	V-7 Pilot	100
23.	Pencil	100
24.	Sharpener	100
25.	Eraser	200
26.	A4 size Notebook	100
27.	A5 size Notebook	100

28.	8 º page Notebook	100
29.	12 º page Notebook	100
30.	16 º page Notebook	100
31.	Single punch	50
32.	Double punch	50
33.	PAPERCLIP	1000
34.	FOLBACK CLIPS	500
35.	File cover	200
36.	2 Ring folder	200
37.	Large binder (lever)	100
38.	Large binder sleeve	100
39.	Alphabetical separators	100
40.	Numerical separators	100
41.	STAMP PADS	40
42.	Scissors	40
43.	Stapler	50
44.	Staples	2000
45.	Staple remover	50
46.	Glue stick	150
47.	Cello tape	100
48.	Cello tape dispenser	100
49.	Packing tape	100
50.	Rubber bands (pkt)	200
51.	Calculator	10
52.	Desktop tray	20
53.	Highlighters	200
54.	Paperclip dispenser	50
55.	Clipboard	50
56.	Register	50
57.	Tissue boxes	100
58.	Hand sanitizer	100
59.	Mouse pad	10
60.	Computer System	05
61.	Printer	05
62.	Keyboard	10

63.	Mouse	10
64.	Scanner	05
65.	Shredder	04
66.	Cartridges	1920
67.	Toners	288
68.	Heavy duty photocopier machine for Embassy Annex & Consular Section	02
69.	Softwares (Antivirus, etc)	80
70.	Air Conditioners	05 approx.
71.	Plants/Flowers	As per requirement
72.	Gift bags	As per requirement
73.	Tips & Gratuities	As per requirement

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