

List of Required Items for Library Branch of Dr. Bhupen Hazarika Regional Government Film and Television Institute

Sl. No.	Proposed Item/s	Specifications	Quantity
1.	Property Slip	5 cm X 5 cm	2000 Pcs.
2.	Book Card	8 cm X 9 cm	2000 Pcs.
3.	Book Jacket	10 cm X 6 cm	2000 Pcs.
4.	Date Slip	9 cm X 9 cm	2000 Pcs.
5.	Gum	Pasting of Book Jacket	4 Bottle
6.	White Cello Tape	Pasting of Spine Label	4 Nos.
7.	Periodical Register	To maintain the record of the periodicals	1 No.
8.	Newspaper Register	To maintain the record of the newspapers	1 No.
9.	Library Management Software (KOHA)	KOHA with OPAC facility which is installed in IP address	1 No.
10.	Dewey Decimal Classification	23rd Edition	1 Set
11.	Computer Set	I7 Processor 4GB DDR4 RAM 1TB 7200rpm hard drive 19.5-inch screen, Intel UHD Graphics 600 Graphics LINUX operating system	1 Set
12.	Marker Pen	Blue Colour	1 Pkt.
13.	Seal	To paste the accession number, library name and date.	3 Nos.
14.	Notice Board	White	1 No.
15.	Stapler	Kangaro HP 45 Stapler	1 No.
16.	Stapler Pin	Kangaro 24/6 Stapler Pin	1 Pkt.
17.	Ink-Pad	For Seal	1 No.
18.	Scissors	To cut the spine label	1 No.

Sd/-
Director,
Dr. Bhupen Hazarika Regional Government Film and Television Institute,
Sila, Changsari-781101