

Bod

Annexure: 1

Stationeries List for the FY 2020-2021

Note:

1. All quoted prices should be in unit price as reflected in the 'unit column
2. **If your firms is not able to supply for the particular items then don't quote for it.**
3. With regard to serial No.1&2 Office Almirah (Godrej) and Serial No. 134 Steel Trunk Box are not necessary to provide the samples since the items are quite large.
4. Failure to provide the sample by the first lowest bidder/supplier during the sample selection time the committee will directly asked the second lowest bidder to provide the sample and if second also fail to provide will go for third.



Sl. Number	Items	Rate per Unit	
		Unit	Unit Price in Nu.
1.	Office Almirah- Large size (Height=60", Breadth=30", Depth=17")	Piece	
2.	Office Almirah - Medium size	Piece	
3.	Ambassador Cover File Laminated (4 side folder)	Piece	
4.	Ambassador Flat File	Piece	
5.	Ambassador Flat File with stick (Plastic)	Piece	
6.	Ambassador File Executive Red	Piece	
7.	Attendance Registrar	Piece	
8.	A4 Size Pencil Battery	Pair	
9.	Bulb 100 watts (Philips)	Piece	
10.	Bhutanese Paper Envelope 24X11cm	Piece	
11.	Bhutanese Paper Envelope (A3 size)	Piece	
12.	Bhutanese Paper Envelope (A4 size)	Piece	
13.	Bhutanese Paper (A4 size)	Piece	
14.	Bhutanese Paper in Sheet	Number	
15.	Binding Tape (2")	Number	
16.	Binding Spiral 8 mm	Number	
17.	Binding Spiral 12 mm	Number	
18.	Binding Spiral 16 mm	Number	
19.	Binding Spiral 22 mm	Number	
20.	Binding Spiral 32mm	Number	



21.	Binding Spiral 40mm	Number
22.	Binding Machine (Heavy duty)	Number
23.	Board Marker Pen as pkt	Pkt
24.	Battery G.V	Pair
25.	Bulb "25WATT"(Bloom LED Lamp, screw base)	Number
26.	Bulb "18WATT" (Bloom LED Lamp)	Number
27.	Bulb "15WATT" (Bloom LED Lamp)	Number
28.	Carbon Paper	Number
29.	Chart Paper	Number
30.	Cello Tape (1"15 mtrs)	Number
31.	CD - R	Number
32.	CD - RW	Number
33.	Colin (500ml)	Number
34.	Color Photocopy Paper (A4 size)	Ream
35.	Correction Fluid (Pen type)	Piece
36.	Calculator (CT-9914D)	Number
37.	Color Printer Cartridge (CMYK)	Set
38.	Certificate printing paper A4,Matt,(GSM 180)White	Reams
39.	CFL Blub - 18WD EX-R	Number
40.	CFL Bulb 23 watt	Number
41.	Dark Dispatch Register (Number40)	Piece
42.	Dark Receipt Register (Number40)	Piece
43.	Dust Collector (Big)	Piece



44.	DVD - R	Number
45.	DVD - RW	Number
46.	DVD Double leer	Number
47.	Double Cello Tape	Number
48.	Dettol Hand Wash(Liquid)- 200ml	Number
49.	Envelope (27X11cm) (large size)	Piece
50.	Envelope, Plastic coated (A4 size)	Piece
51.	Envelope, Plastic coated (A3 size)	Piece
52.	Extension Cord 5mtrs (GM)	Piece
53.	Fan with stand	Piece
54.	Panasonic Fax Machine (KX-FP701)	Number
55.	Fax film for Panasonic Fax Machine(KX-FP701)	Roll
56.	Fax Ink Film (KX - FA55A)	Roll
57.	Fax Paper (30 mtrs)	Roll
58.	Fuse	Number
59.	Face Washing Soap	Piece
60.	Flip Chart	Pkts
61.	Floor Mop with Bucket attached	Number
62.	Flat Floor Mop	Number
63.	Office Floor Carpet	Per sq meter
64.	Glue Stick (small)	Piece
65.	Glass Cloth	Piece
66.	Glossy Paper (A4 Size)	Pkts



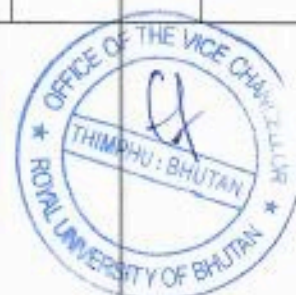
67.	Glass for working table(Black)	Per Sqm mtr
68.	Hand Gloves - long sleeve for cleaner	Number
69.	Hard broom	Piece
70.	High-lighter Luxor set of 5	Pkts
71.	Heater – 11 Panels	Piece
72.	Hi-Watt 6F22 9V Battery	Number
73.	Lamination Paper A4 Size	Pkts
74.	Intercom Telephone	Piece
75.	Masking Tape (1X65mm)	Number
76.	Masking Tape (2X50mm)	Number
77.	Multi Socket (4way socket) (GM)	Piece
78.	Multi Plug(Round Pin)	Piece
79.	Multi Plug (flat pin)	Piece
80.	Mouth Mask	Number
81.	Nylon Ribon (1"50mts)	Number
82.	Phenol -500 ml	Number
83.	Pencil Battery (1.5 VAA)	Pkt
84.	Packing Tape (Brown – 40 mts)-large	Number
85.	Packing Tape (White – 40 mts)-large	Number
86.	Packing Cloths as per meter	As per Meter
87.	Paper Clip (Steel-50mm)	Pkts
88.	Paper Clip (Steel-26mm)	Pkts
89.	Paper Tray (3 Storey)	Number



90.	Paper Cutter (Heavy duty)	Number
91.	Paper Pin (Steel)	Pkts
92.	Permanent Marker Pen	Number
93.	Peon Book	Number
94.	Photocopy Paper – JK (A3 size/ Gsm - 75)	Ream
95.	Photocopy Paper - JK (A4 size / Gsm - 75)	Ream
96.	Plastic File (A4 size)	Number
97.	Plastic bucket (10 liters)	Piece
98.	Plastic Bucket (20 liters)	Number
99.	Plastic dustbin with lid (50 liters)	Piece
100.	Dustbin (Sanitary) with lid (20 liters)	Number
101.	Plastic jug (large size)	Piece
102.	Post it Pad Small Size	Pkts
103.	Post it Pad Large Size	Pkts
104.	Post it Pad- Large- Mixed Color	Pkts
105.	Punching Machine (DP-600)	Number
106.	Punching Machine (Heavy Duty)	Number
107.	Laser jet Printer Cartridge CF217A	Number
108.	Printer cartridge is 26A CF226A	Number
109.	Printer Cartridge for cannon printer-337	Number
110.	Printer Cartridge (HP Laser Jet - Q2613A)	Piece
111.	Printer Cartridge (HP Laser Jet - Q5949A)	Piece
112.	Printer Cartridge (HP Laser Jet - C80 61A)	Piece
113.	Printer Cartridge (HP Laser Jet - Q7551 A)	Piece



114.	Printer Cartridge (HP Laser Jet - Q7553 A)	Piece
115.	Printer Cartridge (HP Laser Jet - 55A)	Piece
116.	HP LaserJet 49A	Piece
117.	Printer Cartridge for Xerox Phaser 4600/4620	Piece
118.	Drum Cartridge for Xerox Phaser 4600/4620	Piece
119.	Printer Cartridge 80A (Laser jet Pro 400- M401D)	Piece
120.	Printer Cartridge HP Laser jet – CF228A	Piece
121.	Printer cartridge HP Laser Jet- F283A	Number
122.	HP Laser jet pro MFP 227SDN-30A	Number
123.	Drum for HP Laser jet 30A	Number
124.	Paste(Dayal) – small size	Number
125.	Printer Cartridge for Xerox work centre 5021	Number
126.	Drum Cartridge for Xerox work centre 5021	Number
127.	Room Refresher (Big)	Piece
128.	Register (Number 10)	Piece
129.	Register (Number 12)	Piece
130.	Register (Number 18)	Piece
131.	Register (Number 20)	Piece
132.	Ring file	Number
133.	Revolving Chair RC 6000 (High Back/low back)	Number
134.	Steel Trunk box 36 "x 18"x 14"	Piece
135.	Scissor (8 inches)	Piece
136.	Soft broom- large size	Piece
137.	Sona file	Number



138.	Sun Cap/hat for Grander	Number
139.	Ring File, Hard Cover A4 Number501	Piece
140.	Rubber Hand Gloves for Gardening	Number
141.	Stapler Machine (24/6)	Number
142.	Stapler Machine (Heavy Duty)	Number
143.	Stapler Pin (24/6)	Pkts
144.	Stapler Pin (23/17)	Pkts
145.	Steel Binder Clip (32mm)	Pkts
146.	Steel Binder Clip (60mm)	Pkts
147.	Steel Binder Clip (Small)	Pkts
148.	Signature Pen (Uni- Ball)	Pkts
149.	Surff - 5 kg with Bucket	Number
150.	Refill for signature Pen (Uni- Ball)	Number
151.	Tashi Khadar best quality large	Piece
152.	Thumb Pin Brass (Large size)	Pkts
153.	Twin Thread for hanging Banners	Roll
154.	Transparency OHP Film (A4 size 175 - micrown)	Pkts
155.	Toilet Paper 2 ply	Number
156.	Toilet brush	Number
157.	Toilet harpic (600ml)	Number
158.	Tube rod	Number
159.	Three pin top	Number
160.	USB Thumb drive (32 GB)	Number
161.	White Board (90x60cm) with tripod stand	Number

