

SUPPLY OF STATIONERY ITEMS FY-2025-2026					
SL. No	Particulars	Specification provided	Unit	Rate	Remarks
1	Ambassador file Supreme	Arch Local	1 pec		
2	Ambassador file Supreme	Original	1 pec		
3	Ambassadir file Export quality	Cobra	1 pec		
4	Calculator	Large display	1 pec		
5	Cello tape Red	2"x65mtr	1 Roll		
6	Cellotape black	2"x65mtr	1 Roll		
7	Cellotape blue	2"x65mtr	1 Roll		
8	Cellotape white	2"x65mtr	1 Roll		
9	Cellotape white	2"x200mtr	1 Roll		
10	Masking Tape	2"x40mtr	1 Roll		
11	Masking Tape	1"x40mtr	1 Roll		
12	News print paper	1bundle =500sheet)	1 Bundle		
13	Chart paper	All color	1 pec		
14	Chart paper	black	1 pec		
15	Colour paper	A-4 Size	1 Ream		
16	Correction Fluid	Pen type	1 pec		
17	Dak Dispatch Register	No. 40	1 pec		
18	Dak receipt Register	No. 40	1 pec		
19	Attendance register		1 pec		
20	Duster	Magnet type	1 pec		
21	Extension Cord	Anchor 16 amps 240 volt	1 pec		
22	Envelope Bank Cheque Size/9"x4"	Cheque Size, (50 nos.)	1 pkt		
23	Envelope	A 4 Size, (50 nos.)	1 pkt		
24	Envelope	A 3 Size, (50 nos.)	1 pkt		
25	Glass Cloth/Dusting Cloth	Thicker	1 pec		
26	Glue Bottle	600 gram	1 pec		
27	Glue Stick Aerotix	35 gram	1 pec		
28	High lighter pen	Set of 5 (Luxur)	1 pec		
29	Lemon Grass oil		1 lit		
30	Lemon Room Freshner	320 ml	1 pec		
31	Marker pen (board Marker)	Luxur	1 pec		
32	Marker pen Permanenet	Luxur	1 pkt		
33	Marking Cloth	Good Quality	1 meter		
34	OHP Pen	Black, blue,red	1 set		
35	paper Clip	Steel, Heavy Duty	1 pkt		
36	paper Clip	Steel, Small size	1 pkt		
37	paper Clip	Steel Medium size	1 pkt		
38	paper Pin		1 pkt		
39	Paper tray	Set of 3 omega	1 set		
40	Pencil Battery	1.5 VAAA Duracell	1 pair		

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42	Photo Copy paper	Copy Power A4 Size,75GSM	1 Ream		
43	Photo Copy paper	JK Copier A4 Size, 75GSM	1 Ream		
44	Plastic File folder	length A4 size	1 pec		
45	Power Stripe	mx-774 (250 watt)	1 pec		
46	Punching Machine	Dp 800	1 pec		
47	Punching Machine	Dp 600	1 pec		
48	Ring File	Hardcover	1 pec		
49	Register Rule	No 10	1 pec		
50	Register Rule	No 40	1 pec		
51	RegisterRule	No 20	1 pec		
52	Polin Cloth Red, white, blue, yellow		1 meter		
53	Rubber Band	Extreme large	1 pkt		
54	Scissor	Stell medium	1 pec		
55	Scissor	Stell large	1 pec		
56	Scissor	Stell small	1 pec		
57	Sketch Pen	Luxur	1 set		
58	Stamp Pad Bule	Good Quality	1 pec		
59	Stapler machine 24/6	Kangroo	1 pec		
60	Stapler Machinne Heavy Duty	Kangroo	1 pec		
61	Stapler Pin 24/6	Kangroo	1 pkt		
62	Steel Blinder Clip	19 mm	1 pkt		
63	Steel Blinder clip	41mm	1 pkt		
64	Steel Blinder Clip	50mm	1 pkt		
65	Signature Pen	standard pilot Vsign	1 pec		
66	Colourful sticky note	Y-S 77 Cnenguan (3x3)	1 pec		
67	Stock Register	No 40 stock Ledger	1 pec		
68	Thum pin	large size	1 pkt		
69	Post it Pad/ Sticker Pad	3"x3"	1 pkt		
70	Post it Pad/ Sticker Pad	2"x3"	1 pkt		
71	Post it Pad/ Sticker Pad	3"x4"	1 pkt		
72	Post it Pad/ Sticker Pad	3"x5"	1 pkt		
73	Twin Thread		1 Roll		
74	Telephone Panasonic	KX-T2378MXW	1 pec		
75	2D Ring file	Hardcover	1 pec		
76	Sticky pad	medium square size	1 pkt		
CARTRIDGES AND TONERS					
1	Printer Cartidges Hp	88A Orginal	1 pec		
2	Printer Cartidge Hp	12A Original	1 pec		
3	Printer Cartidge Hp	26A Original	1 pec		
4	Printer Cartidge Hp	55A Original	1 pec		
5	Printer Cartidge Hp	30A Original	1 pec		
6	Printer Cartidge Hp	59A Original	1 pec		

7	Printer Cartidge Hp	CE505A	1 pec		
8	Printer Cartidge Hp	77A Original	1 pec		
11	Printer Cartidge Canon	328 Canon Original	1 pec		
12	Printer Cartidge Canon	325 canon Original	1 pec		
13	Printer Cartidge Canon	071 canon Starter orginal	1 pec		
14	Printer canon original	Canon 337	1 pec		
15	Printer Cartridge Brother	DR2365	1 pec		
16	Printer Cartidge brother	TN 2365	1 pec		
17	Toner	TN 118	1 pec		
18	Toner	NPG84 Black	1 pec		
19	Toner	NPG 50 Original	1 pec		
20	Toner	Kyocera TK-7210	1 pec		
21	Toner	Canon-057	1 pec		
22	White board	non-magnetic, 8x4 feet. Mount type: Wall mount.Material:Acrylonitrile Butadiene Styrene (ABS)/ Particle Board. Brand: OVROR or equivalent.	1 pec		
		non-magnetic, 6x4 feet. Mount type: Wall mount.Material:Acrylonitrile Butadiene Styrene (ABS)/ Particle Board. Brand: OVROR or equivalent.	1 pec		
		magnetic, 8x4 feet. Mount type: Wall mount.Material:Acrylonitrile Butadiene Styrene (ABS)/ Particle Board. Brand: OVROR or equivalent.	1 pec		
		magnetic, 6x4 feet. Mount type: Wall mount.Material:Acrylonitrile Butadiene Styrene (ABS)/ Particle Board. Brand: OVROR or equivalent.	1 pec		
SANITARY ITEMS					
1	Natural Air Freshner		1 pkt		
2	Colin		1 pec		
3	Harpic		1 pec		
4	Odinal`		1 pec		
5	Lizol		1 pec		
6	Phenol		1 pec		
7	Toilet brush		1 pec		
8	Toilet paper	2 ply standard size (8pec in pkt)	1 pkt		
9	Washing detergent/Surf	henkok with bucket (3kg)	1 kg		
10	Washing detergent/Surf	Henkok without bucket	1 kg		
11	water Jug	standard size	1 pec		
12	wet wash Mop	Good Quaility	1 pec		
13	Wet wash wiper	Good Quality	1 pec		
14	surgical mask	Good Quality	1 pec		

15	wet sweeper gloves	Good Quality	1 pair		
16	Gardening gloves	Good Quality	1 pair		
17	Dustbin collection gloves	Good Quality	1 pair		
18	Toilet plunger		1 set		
19	Napthalene ball		1 pkt		
20	Mopping stick		1 pec		
21	Mopping stick with bucket		1 pec		
22	HardBroom	Good Quality	1 pec		
23	SoftBroom	Good Quality	1 pec		
24	Pobine cloth	Different Colour	1 mtr		
25	Bucket dustbin	Plastic, 30 ltrs.	1 pec		
		Plastic, 40 ltrs.			
		Plastic, 50 ltrs.			
26	Dustbin without lid	Plastic, Standard size	1 pec		
27	Dustbin with auto lid	Plastic, standard size	1 pec		
28	Glass Cleanner	550ml	1 pec		
29	Soaf	detol	1 pec		
CERTIFICATES & MEDALS					
1	A4 sized Paper (Mark sheet & Provisional Certificate).	Thickness: 90gsm. Color: Cream white (As per the sample)	1 Ream		
2	Medal with ribbon	GCBS imprinted (As per the sample)	1 pec		
3	Certificats of leadership, membership, recognition, & merit		1 pec		
4	College Memento	Blue colored memento made of plastic with college logo and Congratulations on your Graduation written on it. (10x10 cm diameter)	1 pec		
5	Yellow/Light Sky blue/ Cream colored envelope with college logo to fit A4 sized mark sheet and certificates	(303mmx246mm) (As per the sample)	1 pec		
6	Certificate Floder File (Dark Blue)	As per the sample	1 pec		
7	College Sheild with stand	plate shield with college logo in center and with cover	1 pec		
8	Thangkha	Thangkha with college logo (Wording : Tashi Delek), Size: 2 feet (as per the sample)	1 pec		

Foot Note:

- 1 The rate quoted must be inclusive of transportation charge till College. The goods must be delivered within one week from the date of the issuance of supply order. Name, seal and Signature of bidder on every page of the BoQ is required.