

BoQ for stationeries, xerox & cartridges and cleaning items

Sl. No	Particulars	Specification	Oty	Unit	Quoted brand	Quoted Rate	Remarks
Stationeries							
1	Photo copy paper	A4, 75gsm, JK copier or equivalent	per	rem			
2	Color photo copy paper	A4, 75gsm	per	rem			
3	Flat file	Supreme	per	pcs			
4	Arch file	Supreme	per	pcs			
5	Plastic folder	Pocket type	per	pcs			
6	Ring binder file	Arch type	per	pcs			
		Medium	per	pcs			
		Small	per	pcs			
7	Envelop	5"x 9", white	per	pcs			
		A3 size, yellow	per	pcs			
		A4 size, yellow	per	pcs			
8	Register	No 6	per	pcs			
		No 10	per	pcs			
		No.12	per	pcs			
		No 14	per	pcs			
		No 16	per	pcs			
		No 20	per	pcs			
9	Flip chart	80-160, iron pipe, all colors	per	pcs			
10	Post it pad	Big Rectangle size	per	pkt			
		Medium Square Size	per	pkt			
		Small, Strip Size	per	pkt			
11	Alpin	Plastic	per	pkt			
		Stainless steel	per	pkt			
12	Gem's clip	Plastic	per	pkt			
		Metal	per	pkt			
13	Paper tray	Plastic, single stack	per	pcs			
		Plastic, double stack	per	pcs			

		Plastic, triple stack	per	pcs			
14	Stapler machine	24/6-1M	per	pcs			
		No.10	per	pcs			
		23/6 to 23/17 mm, Heavy duty	per	pcs			
15	Stapler pin	24/6-1M	per	pkt			
		No 10	per	pkt			
		23/13	per	pkt			
		23/15	per	pkt			
		23/17	per	pkt			
16	Scissors	Large size, stainless steel, heavy duty, and soft handle	per	pair			
		Meduim size, stainless steel, soft handle	per	pair			
17	Masking tape	1 inch	per	roll			
		2 inches	per	roll			
18	Cello tape	1 inch	per	roll			
		2 inches	per	roll			
19	PVC wrapping tape	1 inch	per	roll			
		2 inches	per	roll			
20	Duct tape	1 inch	per	roll			
		2 inches	per	roll			
21	Carbon paper	A4 size, Blue color	per	pcs			
22	Stamp pad	Big	per	pcs			
		Small	per	pcs			
23	Stamp pad ink		per	bottle			
24	Spiral binder	6 mm	per	pcs			
		8 mm	per	pcs			
		10 mm	per	pcs			
		12 mm	per	pcs			
		16 mm	per	pcs			
		18 mm	per	pcs			
		20 mm	per	pcs			
		22 mm	per	pcs			

		24 mm	per	pcs			
		26 mm	per	pcs			
		28 mm	per	pcs			
		30 mm	per	pcs			
		32 mm	per	pcs			
25	Glue stick	Aerotix	per	pcs			
26	Lamination sheet	A4 size, No.125, 100pcs in ream	per	ream			
27	Marker pen	All colours	per	pcs			
28	Board marker	All colours	per	pcs			
29	Highlighter pen	All colours	per	pcs			
30	Calculator	Casio 12 digits HL- 122L	per	pcs			
		Scientific FX-82 with A to Z	per	pcs			
31	Thumb pin	Big	per	pkt			
		Small	per	pkt			
32	Punching machine	For 200 sheets punching at once, heavy duty	per	pcs			
		DP-800, medium	per	pcs			
33	OHP pen	All colours	per	pcs			
34	Red pen	Pilot	per	pcs			
35	Chart paper	All colours	per	pcs			
36	Black chartpaper		per	pcs			
37	Brown paper		per	pcs			
38	Certificate paper	A4 size, 220gsm, White colour	per	ream			
39	Flip chart	80-160, iron pipe, all colors	per	pcs			
40	Zoop/Meta card		per	pcs			
41	File rack	Box type, plastic	per	pcs			
42	Sticker paper	A4 size	per	pcs			
43	Correcting fluid	Pen type	per	pcs			
44	Cutter Knife		per	pcs			
45	Spiral Notebook	Medium Size	per	pcs			
46	Dusting cloth	square shape	per	pcs			
		non-magnetic, 4x2 feet	per	pcs			

47	White board	non-magnetic, 6x4 feet	per	pcs			
		magnetic, 4x2 feet	per	pcs			
		magnetic, 6x4 feet	per	pcs			
48	Duster		per	pcs			
49	Telephone without speaker		per	pcs			
50	Khadhar	Medium size, tashi Tagay symbol	per	pcs			
51	Modi Thread		per	roll			
52	Paper Clip	medium size	per	pkt			
53	Seal ink	S-63, both black and blue	per	pcs			
54	Normal Writing Pen	any brand	per	pcs			

Xerox and Cartridges

1	Xerox	Phaser 4510n	per	pcs			
2	Tonner Cartridge	88A	per	pcs			
		81A	per	pcs			
		42A	per	pcs			
		26A	per	pcs			
		59A	per	pcs			
		93A	per	pcs			
		158A	per	pcs			
		158x	per	pcs			

Batteries

1	Pencil battery	AA	per	pcs			
		AAA	per	pcs			
2	Battery	9V	per	pcs			
3	Cemos battery	CR2021	per	pcs			
		LR44	per	pcs			
4	Battery	Type C	per	pcs			

Cleaning Items

1	Aluminium Bucket	10 ltrs	per	pcs			
		15 ltrs	per	pcs			
		20 ltrs	per	pcs			

2	Bucket	Plastic, 10 ltrs.	per	pcs			
		Plastic, 15 ltrs.	per	pcs			
		Plastic, 20 ltrs.	per	pcs			
		Plastic, 30 ltrs.	per	pcs			
		Plastic, 40 ltrs.	per	pcs			
		Plastic, 50 ltrs.	per	pcs			
		Plastic, 90 ltrs.	per	pcs			
3	Water jug	standard size	per	pcs			
4	Dustbin with swing lid	Plastic, 30 ltrs.	per	pcs			
		Plastic, 40 ltrs.	per	pcs			
		Plastic, 50 ltrs.	per	pcs			
5	Dustbin without lid	Plastic, Standard size, Net type	per	pcs			
6	Dustbin with auto lid	Plastic, standard size	per	pcs			
7	Dust collector	plastic	per	pcs			
8	Moping stick		per	pcs			
9	Rotating Mopper		per	pcs			
10	Water wiper		per	pcs			
11	Co-web cleaner		per	pcs			
12	Colin		per	pcs			
13	Harpic		per	pcs			
14	Phenol	Cross, Pine and lemon flavour	per	pcs			
15	Napthelene ball		per	pkt			
16	Room freshner		per	pkt			
17	Hard broom		per	pcs			
18	Soft broom		per	pcs			
19	Tile chemical cleaner		per	pcs			
20	Coir Footmat	4ftx 2ft	per	sqft			
		3ftx 2ft	per	sqft			
21	Rubber Footmat	4ft x 2ft	per	sqft			
		3ftx 2ft	per	sqft			
22	Toilet Paper	8pcs in pkt	per	pkt			
23	Toilet cleaning brush		per	pcs			

24	Vaccum cleaner machine	280-500w suction power, HEPA filters, 71-92 decibels, 4-5 liters tank, telescopic tube, and motorized brush	per	pcs			
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Note: The quoted rate must be inclusive of the transportation charge till college
The goods must be delivered to college within 30 days from the date of issuance of supply order

Name, seal and signature of Bidder on every page of BoQ