

Stationeries, xerox, cartridges & cleaning items for FY 2025-2026

Sl. No	Particulars	Specification	Oty	Unit	Rate	Remarks
Stationeries						
1	Photo copy paper	A4, 75GSM, JK copier	per	Ream		
2	Color photo copy paper	A4, 75GSM, JK copier	per	Ream		
3	Flat file	Yellow	per	pcs		
4	Arch file	Supreme/ambassador	per	pcs		
5	Ring binder file	Arch type Supreme	per	pcs		
6	Envelope	A3 size, yellow	per	pcs		
		A4 size, yellow	per	pcs		
7	Register	No. 6	per	pcs		
		No. 10	per	pcs		
8	Flip chart	80-160, iron pipe, all colors	per	pcs		
9	Sticky pad	Medium Square Size	per	pkt		
10	Stapler machine	24/6-1M	per	pcs		
		23/17 H, Heavy duty	per	pcs		
11	Stapler pin	24/6-1M	per	pkt		
		23/17 H	per	pkt		
12	Scissors	Large size, stainless steel, heavy duty, and soft handle	per	pcs		
13	Masking Tape	1 inches	per	roll		
		2 inches	per	roll		
14	Cello tape	white Transparent	per	roll		
15	Carbon paper	A4 size, Blue color	per	pkt		
16	Glue stick	Aerotix	per	pcs		
17	Lamination sheet	A4 size, No.125, 100pcs in ream	per	pkt		
18	Permenant Marker	Luxor(mix Colour)	per	pcs		
19	Board marker	Luxor(mix Colour)	per	pcs		
20	Highlighter pen		per	pcs		

21	Punching machine	For 200 sheets punching at once, heavy duty	per	pcs		
		DP-800, medium	per	pcs		
22	OHP pen	All colours	per	pcs		
23	Red pen	Pilot	per	pcs		
24	Chart paper	All colours	per	pcs		
25	Graph Chart paper		per	pcs		
26	Black chartpaper		per	pcs		
27	Brown paper		per	pcs		
28	Certificate paper	A4 size, 220gsm, White colour	per	pkt		
30	Duster	For white Board	per	pcs		
31	Telephone	Panasonic	per	pcs		
32	Khadhar	Medium size, tashi Tagay symbol	per	pcs		
33	Modi Thread		per	roll		
34	Wall Clock	Big size	per	pcs		
35	Lock & key	Bravo	per	pcs		
36	Extension code	Normal	per	pcs		
		Heavy Duty	per	pcs		
Xerox and Cartridges						
2	Tonner Cartridge	88A HP	per	pcs		
		81A HP	per	pcs		
		42A HP	per	pcs		
		30A HP	Per	pcs		
		59A HP	Per	Pcs		
		NPG-87 HP	per	pcs		
		Epson-673 (6 colurs)	per	set		
Batteries						
1	Pencil battery	AA (Duracell)	per	pcs		
		AAA (Duracell)	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, 5 ltrs.	per	pcs		
		Plastic, 10 ltrs.	per	pcs		
		Plastic, 20 ltrs.	per	pcs		
		Plastic, 30 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	per	pcs		
6	Dustbin with auto lid	Plastic, standard size	per	pcs		
7	Dust collector	plastic	per	pcs		
8	Moping stick		per	pcs		
9	Moping stick with bucket		per	pcs		
10	Glass Cleanner	550ml	per	pcs		
11	Harpic	white & shine	per	pcs		
12	Phenol	Cross or lemon flavour	per	pcs		
13	Napthelene ball		per	pkt		
14	Room freshner		per	pkt		
15	Hard broom		per	pcs		
16	Soft broom		per	pcs		
17	Tile chemical cleaner		per	pcs		
18	Rubber Footmat	4ft x 2ft	per	sqft		
		3ftx 2ft	per	sqft		
19	Toilet Paper	8pcs in pkt	per	pkt		
20	Toilet cleaning brush		per	pcs		

21	Vaccum cleaner machine	280-500w suction power, HEPA filters, 71-92 decibels, 4-5 liters tank, telescopic tube, and motorized brush	per	pcs		
22	Surf Powder	Henko/ Excel	per	kg		
		Henko/ Excel with bucket	per	kg		
23	Soap	Detol	per	pcs		
24	Desh Wash Soap	Yellow	per	pcs		

Note: The rate quoted must be inclusive of transportation charge till college

The goods must be delivered within 30 days from the date of the issuance of supply order

Name, seal and signature of bidder on every page of the BoQ