

BOQ for the supply of Stationeries FY 2026-2027

| Sl. No | Particulars | Specification | Oty | Unit | Remarks |
|---------------------|------------------|--|-----|------|---------|
| Stationeries | | | | | |
| 1 | Photo copy paper | A4, 75GSM, JK copier | per | Ream | |
| 2 | Flat file | Yellow | per | pcs | |
| 3 | Arch file | Supreme/ambassador | per | pcs | |
| 4 | Ring binder file | Arch type Supreme | per | pcs | |
| 5 | Envelope | A3 size, yellow | per | pcs | |
| 6 | | A4 size, yellow | per | pcs | |
| 7 | Register | No. 6 | per | pcs | |
| 8 | | No. 10 | per | pcs | |
| 9 | Flip chart | 80-160, iron pipe, all colors | per | pcs | |
| 10 | Sticky pad | Medium Square Size | per | pkt | |
| 11 | Stapler machine | 24/6-1M | per | pcs | |
| 12 | | 23/17 H, Heavy duty | per | pcs | |
| 13 | Stapler pin | 24/6-1M | per | pkt | |
| 14 | | 23/17 H | per | pkt | |
| 15 | Scissors | Large size, stainless steel, heavy duty, and soft handle | per | pcs | |
| 16 | Masking Tape | 1 inches | per | roll | |
| 17 | | 2 inches | per | roll | |
| 18 | Cello tape | white Transparent | per | roll | |
| 19 | Glue stick | Aerotix | per | pcs | |
| 20 | Lamination sheet | A4 size, No.125, 100pcs in ream | per | pkt | |
| 21 | Permenant Marker | Luxor(mix Colour) | per | pcs | |
| 22 | Board marker | Luxor(mix Colour) | per | pcs | |
| 23 | Highlighter pen | | per | pcs | |
| 24 | Punching machine | For 200 sheets punching at once, heavy duty | per | pcs | |
| 25 | | DP-800, medium | per | pcs | |
| 26 | OHP pen | All colours | per | pcs | |
| 27 | Red pen | Pilot | per | pcs | |
| 28 | Chart paper | All colours | per | pcs | |

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| 29 | 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 | pcs | |
| 34 | Wall Clock | Big size | per | pcs | |
| 35 | Lock & key | Bravo large size | per | pcs | |
| 36 | Extension Code | Normal | per | pcs | |
| 37 | | Heavy Duty | per | pcs | |
| Xerox and Cartridges | | | | | |
| 1 | Tonner Cartridge | 88A HP | per | pcs | |
| | | 81A HP | per | pcs | |
| | | 42A HP | per | pcs | |
| | | 30A HP | Per | Pcs | |
| | | 32A HP | Per | pcs | |
| | | 59A HP | per | pcs | |
| | | NPG-87 HP | per | pcs | |
| | | Epson -673(6 colours) | per | set | |
| | | TL-412HK | per | pcs | |
| 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 | |
| 5 | | | | | |
| | Aluminium Bucket | 10 ltrs | per | pcs | |
| 6 | Bucket | Plastic, 5 ltrs. | per | pcs | |
| 7 | | Plastic, 10 ltrs. | per | pcs | |
| | | Plastic, 20 ltrs. | per | pcs | |
| 8 | Water jug | standard size | per | pcs | |
| 9 | Dustbin with swing | Plastic, 30 ltrs. | per | pcs | |

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| | | Plastic, 40 ltrs. | per | pcs | |
| 10 | | Plastic, 50 ltrs. | per | pcs | |
| 11 | Dustbin without lid | Plastic, Standard size | per | pcs | |
| | Dustbin with auto lid | Plastic, standard size | per | pcs | |
| 12 | Dust collector | plastic | per | pcs | |
| 13 | Moping stick | | per | pcs | |
| | Moping stick with bucket | | per | pcs | |
| 14 | Glass Cleanner | 550ml | per | pcs | |
| 15 | Harpic | white & shine | per | pcs | |
| | Phenol | Cross or lemon flavour | per | pcs | |
| 16 | Napthelene ball | | per | pkt | |
| 17 | Room freshner | | per | pkt | |
| | Hard broom | | per | pcs | |
| 18 | Soft broom | | per | pcs | |
| 19 | Rubber Footmat | 4ft x 2ft | per | sqft | |
| | | 3ftx 2ft | per | sqft | |
| 20 | Toilet Paper | 8pcs in pkt | per | pkt | |
| 21 | Toilet cleaning brush | | per | pcs | |
| | 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 | |
| 23 | | Henko/ Excel with bucket | per | kg | |
| | Soap | Detol | per | pcs | |
| 24 | Desh Wash Soap | Yellow | per | pcs | |