

List of Office Stationary Items

Sl.No.	Particular	Specification	Unit	Rate
1	Alpine		Each	
2	Arch file Saya		Each	
3	Arch file Sona		Each	
4	Bhutanese paper (Desho)		Each	
5	Bhutanese envelope	9"x5"	Each	
6	Brown cello tape (2inch)	6mm excluding holder	Each	
7	Brown Envelope	small	Pkts	
8	Brown Envelope	A3	Pkts	
9	Brown Envelope	A4	Pkts	
10	Calculator 12 digit Casio	Casio/Citizen/Equivalent	Each	
11	Carbon Paper	(double)	Pkts	
12	Carbon paper	[single]	Pkts	
13	Cello tape (white/brown)[big]	60mm	Each	
14	Cello tape (white/brown)[medium]	25mm	Each	
15	Chart paper	[different colour] thick	Each	
16	Clip file	Soft plastic with clip	Each	
17	Cloth Pasted Envelope	(File size)	Each	
18	Colin	500ml	Each	
19	Colour Paper		Each	
20	Correction fluid	(pen type)	Each	
21	Cover file		Each	
22	Door foot mate,	Jute, medium	Each	
23	Ball point pen	Cello gripper/mitsubishi/Equivalent	Each	
24	Drawing pin/Thumb pin	15mm with 24 pins in a packet	Pkts	
25	Dustbin	(Big) Plastic	Each	
26	Dustbin	(medium) Plastic	Each	
27	Duster Cloth		Each	
28	Dust collector	Plastic	Each	
29	Face tissue box	(Jumpu)	Each	
30	Eraser		Each	
31	Fax flim KX FAS7A	(70ml)	No	

32	Thermal Fax paper	210*30*1 cm	Each	
33	File Board		Each	
34	Flat file Ambassador	Export quality/Equivalent	Each	
35	Flat file Ambassador Supreme	Export quality/Equivalent	Each	
36	Flip Chart Spiral bound with hanger	25 sheets with 25mm grid rule	Roll	
37	Gems clip Plastic coted		Pkts	
38	Glue	30ml	No	
39	Glue	700ml	No	
40	Glue stick	15 gm	Each	
41	Heavy Duty stapler machine		Each	
42	Hi-lighter pen		Each	
43	Ink	chalpak/Equivalent(black, blue, red)	Each	
44	OHP Pen Set		Pkts	
45	Papper cutting machine	Heavey	Each	
46	Paper Cutter Knife	Tri/Ikon/Equivalent	Each	
47	Paper tray 3 storied		Each	
48	Paper Tray Single		Each	
49	Parker Pen Ink		No	
50	Pencil	Apsara/Camlin/Equivalent	Each	
51	Pencil battery	(PK cell 23A/12V)	pair	
52	Pencil battery	Everyday/Nippo/Power /Equivalent	pair	
53	Pencil battery	(1015 MJ battery AA R6)	Pair	
54	Pencil sharpener		Each	
55	Peon Book		Each	
56	Permanent marker	Luxort/Equivalent with different colours	Each	
57	Photocopy paper A3	JK/Power Cmax/Equivalent (GMS 70. 80.90)	Ream	
58	Photocopy paper A4	JK/Power Cmax/Equivalent (GMS 70.80.90)	Ream	
59	Photocopy paper JK CopierA3 [GS 80)		Ream	

60	Photocopy paper JK Copier A4 [GS80]		Ream	
61	Plastic file		Each	
62	Plastic File	with Side Strip	Each	
63	Plastic ruler	30cm (Camlin/Equivalent)	Each	
64	Plastic ruler	15cm (Camlin/Equivalent)	Each	
65	Popline Cloth		mtr	
66	Post pad (Large)		Pkts	
67	Post Pad (small)		Pkts	
68	Punching machine heavy duty (large)	Kangaroo/Equivalent	Each	
69	Punching machine heavy duty (medium)	Kangaroo/Equivalent	each	
70	Punching machine heavy duty (Small)	Kangaroo/Equivalent	Each	
71	Register no 10	Hard cover	Each	
72	Register no 12	Hard cover	Each	
73	Register No.14			
74	Register no 20	Hard cover	Each	
75	Register no 24	Hard cover	Each	
76	Register no 30	Hard cover	Each	
77	Register no 8	Hard cover	Each	
78	Ring File	MEGAH H532/SMART/Equivalent	Each	
79	Scientific Callculator		Each	
80	Scissor big		Each	
81	Scissor small		Each	
82	Sketch pen		Pkts	
83	Soft pin board		Packet	
84	Spirals for binding	Different size	Each	
85	Stamp pad	70 x 110mm Supreme/Equivalent	Each	
86	Stamp pad Ink	60ml	No	
87	Stapler Machine	24/6	Each	
88	Stapler machine	No. 10	Each	
89	Stapler pin	24/6	Pkts	
90	Stapler pin heavy duty		Pkts	
91	Stapler pin	No.10	Pkts	
92	Table Cloth	Blazer (Thick with different colours)	mtr	
93	Thumb pin		Pkts	

94	Walk Clock Big	Ajanta/Titan/Quartz/Equivalent	Each	
95	Walk Clock Small	Ajanta/Titan/Quartz/Equivalent	Each	
96	White Board Marker		Each	
97	Window Curtain		Mtrs	
98	Door Curtain		Mtrs	
99	Water Jug		Each	
100	Life Buoy soap		Each	
101	Nepal Soap		Each	
102	Bucket	(10, 15, 20 & 30) ltrs	Each	
103	Moping Stick		Each	
104	Toilet Brush		Each	
105	Surf		kg	
106	Match Box		Pkts	
107	Paper Clip	both medium and big	pkts	
108	Wrapping cloths Cotton		Mtrs	
109	Pens	Assorted	Each	
110	Marker Pens	assorted colours	Each	
111	Fax paper	Made in Japan/Equivalent	Each	
112	Cobra Clip File	Quality C-special commander)	Each	
113	Art powder	Assorted (150-200g)	Jar/tin	
114	masking tape	small	piece	
115	masking tape	2inch	piece	
116	Despatch register	No. 20	Each	

School Stationery

Sl.No.	Particular	Specification	Unit	Rate (Nu.)
1	Stock ledger register		Each	
2	Admission Register	With hard cover	Each	
3	Lesson Plan Book		Each	
4	Attendance register for teachers		Each	
5	Attendance register for Student		Each	
6	Box for student		Each	
7	Chalk	Dustless/ Alkoston (pkt of 100 pieces)	Each	

8	Chalk Holder		Pkts	
9	Colour Pencil		Each	
10	Duplicating Ink	Tube of 400g	tube	
11	Duplicating Paper	PKt with 500 sheets	Each	
12	Eraser	non dust (Apsara/Camlin/equivalent)	Each	
13	Exe. Book No.284 pages (Rule)	Classmate/Fortune 21cm x 17cm with hard cover	Each	
14	Exe. Book No.284 pages (Plain)	Classmate/Fortune 21cm x 17cm with hard cover	Each	
15	Exe. Book No.380 pages (Rule)	Classmate/Fortune 21cm x 17cm with hard cover	Each	
16	Exe. Book No.380 pages (plain)	Classmate/Fortune 21cm x 17cm with hard cover	Each	
17	Exe. Book No.184 pages (Rule)	Classmate/Fortune 21cm x 17cm with hard cover	Each	
18	Exe. Book No.184 pages (Plain)	Classmate/Fortune 21cm x 17cm with hard cover	Each	
19	Exe. Book No.184 pages (Four lined)	Classmate/Fortune 21cm x 17cm with hard cover	Each	
20	Exe. Book No.184 pages (Square lined)	Classmate/Fortune 21cm x 17cm with hard cover	Each	
21	Science Practical No. 8 (116 pages)	Classmate/Fortune 26.6cm x 21.5cm with hard cover	Each	
22	Fee collection Register		Ream	
23	Fullscapepaper Plain	20 small pkts (28cm x 17cm)	Ream	
24	Fullscapepaper Rule	20 small pkts (28cm x 17cm)	Each	
25	Geometry Box (Teachers)	Camlin/Equivalent in a plastic box	Each	
26	Geometry Box (Students)	Camlin/Equivalent	Each	
27	Graph Book		Each	

28	Lesson Plan Book		Each	
29	Mathematical Box for Students		Each	
30	Mathematical Box for Teacher		Pkts	
31	News Print Paper		Each	
32	Painitng Brush	No. 10	Each	
33	Painitng Brush	No.8	Each	
34	Painitng Brush	No.6	Each	
35	Painitng Brush	No.4	Each	
36	Painitng Brush	No.2	Each	
37	Painitng Brush	2 inch	Each	
38	Painitng Brush	3 inch	Each	
39	Painitng Brush	1inch	Each	
40	Pencil Sharpner		Pkts	
41	Poster all colours	15ml (6 assorted colours)	Each	
42	Practical Book (Science)		Ream	
43	Stencil Paper	Kores (Pkt of 50 sheets)	Each	
44	Stencil Pen		Each	
45	Students progress report register	With hard cover	Pkts	
46	Water Colour	12 tubes of 5ml each Camel/Equivalent	Each	
47	Water Colour Brush		Each	
48	Water Colour platted		Pkts	
49	Wax Crayon (Non toxic)	Pkt of 12 colours- Polo/Camlin/Equivalent	pkts	
50	Twin thread	100gm		
51	Polythene plastic		piece	