

| A: Stationary items | | | | Bidder's quote | |
|---------------------|--------------------------|---|-------------------|----------------|---------------|
| S/N | Item | Description/Specification | Unit | Rate | Remarks/Brand |
| 1 | Arch File | Saya/Equivalent (Good Quality) | P/Pcs | | |
| 2 | Battery | AA | P/Pair | | |
| 3 | Battery | AAA | P/Pair | | |
| 4 | Bhutanese Paper | A4 | | | |
| 5 | Bhutanese Paper | Packing paper | | | |
| 6 | Binder Clip | 32 mm | P/Box of (12 Pcs) | | |
| 7 | Bound Register | No. 10 | Each | | |
| 8 | Bound Register | No. 12 | Each | | |
| 9 | Bound Register | No.20 | Each | | |
| 10 | Calculator | Casio (HI-122I Black) | P/Pcs | | |
| 11 | Carbon Paper | Blue Good quality | P/Pkt | | |
| 12 | Cello Tape (Brown) | 1" Thick | P/Roll | | |
| 13 | Cello Tape (Transparent) | 1" Thick | P/Roll | | |
| 14 | Cloth Rag | Good Quality (Dust cloth) | Each | | |
| 15 | Correcting Fluid | Pen type | Each | | |
| 16 | Dust Collector | Plastic | Each | | |
| 17 | Dust bin | Plastic, Strong with cover | Each | | |
| 18 | Flat File | Cobra clip file | P/Pcs | | |
| 19 | Flower Pot | Plastic, Strong, Big, with a base plate. | Each | | |
| 20 | Flower Pot | GRC pots in variable sizes | Each | | |
| 21 | Foot Mat | 1 meter length | Each | | |
| 22 | Glue Stick | 21 grams | Each | | |
| 23 | Highlighter Pen | Set of 5 Pieces | P/Set | | |
| 24 | Marker Pen | Board Marker (Good quality) | P/Box | | |
| 25 | Marking Cloth (white) | Good quality for wrapping tender documents & old office documents | P/mtr. | | |
| 26 | Measuring Tape | 5 Mtr length | Each | | |
| 27 | Measuring Tape | 10 Mtr. Length | Each | | |

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| 28 | Measuring Tape | 30 Mtr. Length | Each | | |
| 29 | Measuring Tape | 50 Mtr. Length | Each | | |
| 30 | Nelgagan file | | each | | |
| 31 | Note Pad | Spiral book medium | Each | | |
| 32 | Pad lock with 3 keys | Big (75mm) | Each | | |
| 33 | Pad lock with 3 keys | Medium (60 mm) | Each | | |
| 34 | Pad lock with 3 keys | Small | Each | | |
| 35 | Paper Clip | Medium 35mm | P/Box | | |
| 36 | Paper Clip | Small 26mm | P/Box | | |
| 37 | Paper Tray | Strong, made of plastic with steel stand (3 steps) Good quality | P/Pcs | | |
| 38 | Photocopy Paper | A4 size (GSM 75 500 usable sheets) | P/ Ream | | |
| 39 | Photocopy Paper | A3 size (GSM 75 500 usable sheets) | P/ Ream | | |
| 40 | Pilot Pen V-10 | Black/Blue/Red | Each | | |
| 41 | Plastic File | A4 size strip | P/Pcs | | |
| 42 | Plastic File | L Shape | P/Pcs | | |
| 43 | Plastic File | A4 size Bag type | P/Pcs | | |
| 44 | Power Extension (Round) | Large (5 meters) | Each | | |
| 45 | Power Strip | 5 sockets (Desktop Use) (Best Quality) | Each | | |
| 46 | Punching Machine | Heavy Duty | P/Pcs | | |
| 47 | Punching Machine | Medium (DP 600) | P/Pcs | | |
| 48 | Punching Machine | Small | P/Pcs | | |
| 49 | Scissors | Big (Saya/Equivalent) | Each | | |
| 50 | Scissors | Medium (Saya/Equivalent) | Each | | |
| 51 | Stamp pad | 157mm x 96mm | Each | | |
| 52 | Stamp pad | 70mm x 111mm | Each | | |
| 53 | Stamp pad ink | | P/Bottle | | |
| 54 | Stapler Machine | Heavy Duty 23/17-H, HD 23S17 | P/Pcs | | |
| 55 | Stapler Machine | Medium (24/6) | P/Pcs | | |
| 56 | Stapler Machine | Small (No. 10) | P/Pcs | | |
| 57 | Stapler Pins | Heavy Duty 23/17-H, HD 23S17 | P/Box | | |
| 58 | Stapler Pins | Medium (24/6) | P/Box | | |

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|----|-----------------------------|--|-------|--|--|
| 59 | Stapler Pins | Small (No. 10) | P/Box | | |
| 60 | Stick Pad | 3" x 4" | Each | | |
| 61 | Stick Pad | 3" x 3" | Each | | |
| 62 | Stick Pad | 3" x 1" | Each | | |
| 63 | Telephone Head | With loudspeaker facility (Maybe a wireless handset) | Each | | |
| 64 | Thumb pins | Big Size | P/Pkt | | |
| 65 | Thumb pins | Small Size | P/Pkt | | |
| 66 | Towel (White color) | Hand towel | Each | | |
| 67 | Towel (White color) | Face towel | Each | | |
| 68 | Towel (White color) | Bath towel | Each | | |
| 69 | Wall Clock | Good Quality | Each | | |
| 70 | Wall Hanger | Sticker on the wall | Each | | |
| 71 | White Board | 3x4' | Each | | |
| 72 | White Board | 2x3' | Each | | |
| 73 | Working Cutter/paper cutter | | Each | | |

| S/N | Item | Description/Specification | Unit | Rate | Remarks/Brand |
|-----|--|--|----------|------|---------------|
| 1 | Attendance Register | (Size 10) | Each | | |
| 2 | Brown Envelope with Printing logo | A-3 Size (Plastic Laminated) | Each | | |
| 3 | Brown Envelope with Printing logo | A-4 size (Plastic Laminated) | Each | | |
| 4 | Certificate Printing | Color, A4 size, Designing and Printing | Each | | |
| 5 | Dak Receipt Register | 200 pages - Standard Quality | Each | | |
| 6 | Dispatch Register | 200 pages - Standard Quality | Each | | |
| 7 | Fixed Asset Register | Sample available in Pro.Section | Each | | |
| 8 | Peon Book | Sample available in Pro.Section | Each | | |
| 9 | Printing/Binding of Documents in color | A-4 size | Per Page | | |

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|----|---|---------------------------------|----------|--|--|
| 10 | Printing/Binding of Documents in color | A-3 Size | Per Page | | |
| 11 | Printing/Binding of Documents n B/W | A-4 Size | Per Page | | |
| 12 | Printing/Binding of Documents n B/W | A-3 Size | Per Page | | |
| 13 | Stock Ledger | Sample available in Pro.Section | Each | | |
| 14 | Stock Register | Sample available in Pro.Section | Each | | |
| 15 | White/Brown Envelope with Printing logo | 11" x 5" | Each | | |

C: Seals & banners

| S/N | Item | Description/Specification | Unit | Rate | Remarks/Brand |
|-----|---|------------------------------------|------------|------|---------------|
| 1 | Banner writing (English & Dzongkha) | Poplin cloth (Good Quality) | per Sq. ft | | |
| 2 | Banner writing (English & Dzongkha) | Flexi poly | per Sq. ft | | |
| 3 | Cap Printing | Color with Cap | Each | | |
| 4 | Cap Printing | Color without Cap | Each | | |
| 5 | Designation Plate (Door name plate) | Writing in gold plated frame | Per piece | | |
| 6 | Designation Plate (Door name plate) | Writing on Sun Board without frame | Per piece | | |
| 7 | Invitation Card | Good Quality (With outer Envelope) | Each | | |
| 8 | Presto seal (Flat) | Standard quality | Each | | |
| 9 | Presto Seal (Round) | Standard quality | Each | | |
| 10 | Sign Board (for Indoor TIN, Sign Board with wooden frame) | Back ground painting | Per sq.ft | | |

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| 11 | Sign Board (for Outdoor TIN) | Board (Sign Board with wooden frame) | Per sq.ft | | |
| 12 | T-Shirt Printing | Color Printing with T-Shirt | Each | | |
| 13 | T-Shirt Printing | Color Printing without T-shirt | Each | | |
| 14 | Visiting Card | Good Quality | Each | | |

D: House keeping Items

| S/N | Item | Description/Specification | Unit | Rate | Remarks/Brand |
|-----|--|---|------|------|---------------|
| | Apron | | | | |
| 1 | Big Mop | Rex Mob (Big) | Nos. | | |
| 2 | Cloth Piece | Soft cloth to clean table and glasses | Nos. | | |
| 3 | Collin | Glass and Household Cleaner, 500 ml | Nos. | | |
| 4 | Gardening pipe | Flexible pipe, 30 mtrs long | Roll | | |
| 5 | Gloves | Plastic hand gloves | Nos. | | |
| 6 | Hard broom | | Nos. | | |
| 7 | Harpic | White & Shine Bleach, Disinfectant Toilet Cleaner, 500 ml | Nos. | | |
| 8 | Large plastic | Extra Large size garbage plastic, black in color (Thick) | Nos. | | |
| 9 | liquid soap | Fresh Hand, Soap free hand Wash, 5 ltr | Nos. | | |
| 10 | Naphthalene ball | Camphor white ball, 15 balls in packet | Nos. | | |
| 11 | Phenol | Surakshak (white phenyl), 500 ml | Nos. | | |
| 12 | Room freshener | Odonil air freshener spray, 500ml | Nos. | | |
| 13 | Small mop | Rex Mob (small) | Nos. | | |
| 14 | Small plastic | Small (Medium size)garbage plastic, black in color | Nos. | | |
| 15 | Soft broom | | Nos. | | |
| 16 | Tissue paper | Snowtex, soft white color | Nos. | | |
| 17 | wheel barrow (trolley), 300kg capacity | | Nos. | | |