

Office Stationery			
Sl. No.	Description of goods	Unit	Rates in Nu.
FILES			
1	Arch File (Sona)	Per Pc.	
2	Arch File Suprime-Ambassador	Per Pc.	
3	Ambassador Red Flate File	Per Pc.	
4	Cover File	Per Pc.	
5	D-Ring File	Per Pc.	
6	D-Ring File (Hard Cover)		
7	Plastic Pocket File	Per Pc.	
8	Plastic Folder	Per Pkt. (Should contain 12 pc.)	
PAPER			
1	Photo Copy Paper A4 Size (80GSM and above)	Per Ream	
2	Photo copy Paper A3(80GSM and above)	Per Ream	
3	Toilet Paper	Per Roll	
4	Tissue Box- Cellox	Per Box	
5	Napkin Paper (Good Quality)	Per Pc.	
6	Bhutanese Paper Sheet (Desho)	Per Sheet	
7	Colour Paper A4 Size	Per Ream	
8	Carbon Paper Blue	Per Pkts.	
9	Chart Paper	Per Sheet	
10	Tissue Box Cover	Per Pc.	
ENVELOPE			
1	Desho Envelope, A4 Size (Bhutanese Envelope)	Per Pkts. (Should Contain 50Pic)	
2	Desho Envelope, 11 X 5 Inches. (Bhutanese Envelope)	Per Pkts. (Should Contain 50Pic)	
3	Desho Envelope, 9 X 4 Inches. (Bhutanese Envelope)	Per Pkts. (Should Contain 50Pic)	
4	Desho Envelope, A3 Size (Bhutanese Envelope)	Per Pkts. (Should Contain 50Pic)	
5	Plain Envelope, A4 Size	Per Pkts. (Should Contain 50Pic)	
6	Plain Envelope, 11 X 5 Inches.	Per Pkts. (Should Contain 50Pic)	

7	Plain Envelope, 9 X 4 Inches.	Per Pkts. (Should Contain 50Pic)	
8	Plain Envelope, A3 Size	Per Pkts. (Should Contain 50Pic)	
BOOKS & REGISTERS			
1	Rule Register (No. 30)	Per Pc.	
2	Rule Register (No. 20)	Per Pc.	
3	Rule Register (No. 12)	Per Pc.	
4	Peon Book No. 20	Per Pc.	
5	Spiral Note Book A4 size (Good Quality)	Per Pc.	
6	Spiral Note Book A5 size (Good Quality)	Per Pc.	
7	Spiral Note Book B5. size (Good Quality)	Per Pc.	
8	Attendance Register	Per Pc.	
9	Dak Dispatch Register	Per Pc.	
10	Dak Reciept Register	Per Pc.	
PEN, PENCIL, INK			
1	Pilot V7 Pen (Black & Blue)	Per Pc.	
2	Pilot V10 Pen (Black & Blue)	Per Pc.	
3	Highlighter	Per Pkts.	
4	Parker Pen (Inkable)	Per Btl.	
5	Parker Ball Pen	Per Pc.	
6	Parker Ball Pen Refill	Per Pc.	
7	Parker Ink (Black & Blue)	Per Btl.	
8	Stamp Pad Ink	Per Btl.	
9	Marker Pen (Permanent)	Per Pc.	
10	Marker Pen (White Board)	Per Pc.	
11	Sketch Pen	Per Pkts.	
12	Signature Pen	Per Pc.	
13	OHP Pen	Per Pc.	
PAPER HANDLING ITEMS			
1	Page Marker (Different Colour)	Per Pkts.	
2	Yellow Post it Pad (Big)	Per Pkts	
3	Yellow Post it Pad (Medium)	Per Pkts	
4	Yellow Post it Pad (Small)	Per Pkts	
5	Colour Index File Separator (different colour Plastic)	Per Pkts	
6	Stapler (24/6)	Per Pc.	
7	Stapler Pin (24/6)	Per Pkts.	

8	Stapler No. 10	Per Pc.	
9	Stapler Pin for No. 10	Per Pkts.	
10	Thumb Pin	Per Pkts	
11	Stapler Pin Remover	Per Pc.	
12	Glue Stick 10gm	Per Pc.	
13	Correcting Pen	Per Pc.	
14	Bull Dog Clip Art No. 108	Per Pkts.	
15	Bull Dog Clip Art No. 110	Per Pkts.	
16	Bull Dog Clip Art No. 112	Per Pkts.	
17	Gems Colour Clip (Plastic Assorted Colour)	Per Pkts.	
18	Cellotape (Transparency 2")	Per Roll	
20	Cellotape (Transparency 1")	Per Roll	
21	Brown Cellotape 2"	per Roll	
22	Metal Scale 30 CM	Per Pc.	
23	Stapler Heavy Duty	Per Pc.	
24	Stapler Pin For Heavy Duty	Per Pkts.	
25	Transparency Sheet	Per Pkts.	
26	Scissor	Per Pc.	
27	Binding Tape 2"	Per Roll	
28	Punching Mahcine, DP-600	Per Pc.	
29	Punchng Machine Heavy Duty	Per Pc.	
30	Paper Tray (Good Quality)	Per Pc.	
ELECTRICAL ITEMS			
1	Multiplug (Big size)	Per Pc.	
2	MultiPlug (Small size)	Per Pc.	
3	3 Pin Top (16 Amp)	Per Pc.	
4	Starter	Per Pc.	
5	Tube Rod (Big)	Per Pc.	
6	Tube Rod (Small)	Per Pc.	
7	PVC Tape	Per Roll	
9	Extension Cord (Cona)	Per Pc.	
10	Conversion Plug	Per Pc.	
11	Radiator Heater (Should be 10 or 12 Pannels)	Per Pc.	
12	Bulb 100 W	Per Pc.	
13	Power Strip (4 way Socket)	Per Pc.	
14	Tube Light Frame	Per Pc.	
15	Calculator	Per Pc.	

16	Telephone Head	Per Pc.	
17	Fuses for extention cords	Per pc.	
GENERAL ITEMS			
1	Plastic Dust Bin (foot press pop up lid)	Per Pc.	
2	Plastic Dust Bin		
3	Colin (Glass Cleaner)	Per Btl.	
4	Baby Napkin Cloth (Duster Cloth)	Per Pc.	
5	Soft Broom	Per Pc.	
6	Hard Broom	Per Pc.	
7	Mansion Floor Polish	Per Tin	
8	Phenoyel	Per Btl.	
9	Face Soap (Best Quality)	Per Pc.	
10	Mortin Spray	Per Btl.	
11	Odonil	Per Pc.	
12	Harpic (Toilet Cleaner)	Per Btl.	
13	Binding Spiral all Size)	Per mm.	
14	Paper Cutter	Per Pc.	
15	Foot Mat Jute (good quality with rubber grip)	Per Sq. ft.	
16	Floor Mop (good quality imported of cloth/string and rubber)	Per Pc.	
17	Plastic Bucket 20, 30 & 50 Ltrs.	Per Pc.	
18	Marking Cloth (all Colour)	Per Mtr.	
19	Plastic Jug	Per Pc.	
20	Room Freshener Good quality	Per Btl.	
21	Stamp Pad	Per Pc.	
22	Toilet Brush	Per Pc.	
23	Vim Powder	Per Pkts.	
24	National Flag Ribbon 1/2 Inches.	Per Roll	
25	National Flag Ribbon 1 Inches.	Per Roll	
26	National Flag Ribbon 2 Inches.	Per Roll	
27	Pencil Battery (AA Size)	Per Pair	
28	Battery (AAA Size)	Per Pair	
29	Tape Dispenser	Per Pc.	
30	Pril Liquid Dish Wash.	Per Btl.	
31	Lock & Key (Shuld contain 4 Keys)	Per Pc.	

32	Woodfin (Wood Polish)	Per tin	
33	Tshosar	Per Pkts.	
34	Sand Paper	Per Sheet	
35	Khadhar (Silk Good Quality with long Fringes)	Per Pc.	
36	Khadhar (Good Quality)	Per Pc.	
37	Khadhar (Plain)	Per Pc.	
38	Stand Fan	Per Pc.	
39	Electronic Bell	Per Pc.	
40	Pen Stand	Per Pc.	
41	Hammer	Per Pc.	
42	Plier	Per Pc.	
43	Screw Driver	Per Set.	
44	23A Size (12V) Battery	Per Pair	
45	12 volt Batter	Per Pair	
COMPUTER ITEMS			
1	DVD-RW	Per Pc.	
2	DVD-R	Per Pc.	
3	CD-RW	Per Pc.	
4	CD-R	Per Pc.	
5	Pen Drive 8GB	Per Pc.	
6	Pen Drive 16GB	Per Pc.	
7	Pen Drive 32GB	Per Pc.	
8	Hard Drive 500GB	Per Pc.	
9	Hard Drive 1 TB	Per Pc.	
10	Hard Drive 2 TB	Per Pc.	
11	Printer Cartridge for 4050 (27A) (Original)	Per Box	
12	Printer Cartridge for 3050 (12A) (Original)	Per Box	
13	Printer Cartridge (80A) (Original)	Per Set.	
14	Printer Cartridge for HP Laser Jet P2055d (05 A) (Original)	Per Set.	
15	Toner Cartridge for Photocopier WorkCentre 5645	Per Box	
16	Toner Cartridge for Sharp AR-5520	Per Box	
17	Toner Cartridge (TN-2025) for Brother Fax- 2820	Per Box	
18	Toner Cartridge (88A) (Original)	Per Roll	

19	Toner Cartridge for Hp Laserjet P4015n (64A) (Original)	Per Box.	
20	Colour Cartridge for Office Jet 8600 (Black 950XL, Cyan 951XL, Megenta 951XL Yellow 951XL)	Per Set.	
21	Toner Cartridge C4182X (82X) Original	Per Box.	
22	Toner Cartridge for P3010 (55A) (Original)	Per Box.	
23	Printer Cartridge (90A) (Original)	Per Box.	
24	Printer Cartridge for HP Laserjet 1320 - (49A) (Original)	Per Box.	
25	Printer Cartridge for Brother HL-5450DN DR-3355 (Original)	Per Box.	
26	Printer Cartridge for HP Laserjet Multifunction CZ181A (83A)	Per Box.	
27	Toner Cartridge for MP2501 (RICOH)	Per Pc.	
28	Brother fax Cartridge TN-2280	Per Pc.	
29	Computer Mouse	Per Pc.	
30	Computer Wireless Mouse	Per Pc.	
31	UPS Back- Up (APC 600)	Per Pc.	
32	Cartridge for work Centre 6605 (Set)	Per Pc.	
33	KX-FAT88A	Per Pc.	
34	Canon Cartridge 328 Starter	Per Pc.	
35	Colour Cartridge CP1025 (Set)	Per Set.	
36	PIXMA Ink for Canon G1000	Per Pc.	
37	Ink Cassette and post card sized photo paper for Canon Selphy CP1200	Per Set.	
38	Toner Cartridge for Kyocera (Ecosys FS-1025MFP) TK1124 (634A041)	Per Pc.	