



List of Stationery Items

S.N.	Particulars	Specification	unit	Quantity	Unit Rate(with out Vat)	Remarks
1	A4 Paper	75 gsm	Rim	1		
2	Color A4 Paper	70 gsm	Rim	1		
3	A4 Photo Paper	75 gsm	Rim	1		
	Ball Pen	180 gsm	Rim	1		
		0.5mm	Dozen	1		
4	Gel Pen Cello Pointec	0.5mm	Dozen	1		
	Pilot Pen V5	0.5mm	Dozen	1		
5	Ring File	2 hole, hard cover,3 cm thick	Pcs	1		
6	Index File	2 hole, hard cover,3 inch thick	Pcs	1		
7	Nepali Paper	30 gm	Rim	1		
8	Board Marker	Temporary 1.5 mm	Dozen	1		
		Permanent 1.5 mm	Dozen	1		
9	Highlighter Pen	3mm	Dozen	1		
10	Magazine File	32*25*10 cm , hard plastic coated cover	pcs	1		
11	Stabler machine	small	pcs	1		
		medium	pcs	1		
12	Printed record File	pcs	pcs	1		
13	Envelope	6*4 inch file size	pcs	1		
14	Register copy	2 no	pcs	1		
15	Register copy	3 no	pcs	1		
16	Register copy	4 no	pcs	1		
17	Register copy	5 no	pcs	1		
18	Register copy	6 no	pcs	1		
19	Register copy	8 no	pcs	1		
20	Register copy	10 no	pcs	1		
21	Gluestick	35-40 gm	pcs	1		
22	Masking tape	2 Inch	pcs	1		
23	Double Side tape	2 Inch width	pcs	1		
24	Binding tape	24 mm	pcs	1		
25	Binding tape	36 mm	pcs	1		
26	Binding tape	48 mm	pcs	1		
27	Stabler Pin	10 no	pcs	1		
28	Stabler Pin	24/6	pcs	1		
29	Stabler Pin	23/13	pcs	1		
30	Paper scissors	Medium	pcs	1		
31	Diary	A5size, 100 pages,hard bound synthetic cover,	pcs	1		
32	Diary	A5size, 200 pages,hard bound synthetic cover,	pcs	1		

Signature and Stamp of the official responsible for the procurement, dated 2073 B.S.

