



Sl.No	Items	Specification	Quantity	Units	Unit price per item	Total price for each item (based on quantity)
1	Photocopy paper A4 size	80 gsm	260	box		
2	A3 size paper	80 gsm	3	reams		
3	Arch Files supreme		50	no.		
4	Binder clip	32 mm	20	pkt		
5	Stapler	heavy Duty	1	no.		
6	Punching Machine	Heavy Duty/800 DP	1	no.		
7	Calculator	14 digit	2	no.		
8	Colin	Brisk	20	bottle		
9	Dak Register		3	no.		
10	Dustbin(Plastic)	Medium size	3	no.		
11	Duster clothes	Thick	12	no.		
12	Envelop	A3	100	no.		
		A4	100	no.		
		11*5 " brown	100	no.		
13	Flat Yellow file	with clips	50	no.		
14	Gems clip	32mm	20	pkt		
15	Glue stick	35 grams	20	no.		
16	Highlighter pen		10	set		
17	Lamination sheet	A4	10	pkt		
		A3	10	pkt		
18	Marker pen	non-permanent	24	no.		
19	OHP pen		5	set		
20	Cello tape	2 inches	30	no.		
		1 inches	30	no.		
21	Page marker	Blue	10	pkt		
		Red	10	pkt		
		Green	10	pkt		
22	Plastic file	A4	300	no.		
23	Post It pad	Medium	100	Pkt		
24	Punching Machine	600 DP	3	no.		
25	Stapler	No.24/6	6	no.		
26	Stapler machine pin	heavy duty	10	pkts		
27	Stapler	No.10	1	pkt		
28	Stapler pin	No.10	20	pkt		
29	Stapler pin	No.24/6	100	pkt		
30	Stock Register	No.50 l/b	3	no.		



31	Spiral	20mm	50	no.		
		14mm	50	no.		
		12mm	50	no.		
		10mm	50	no.		
		8mm	50	no.		
32	Thumb pin		5	pkt		
33	Thumb drive	16 GB	10	no.		
34	Transparency paper	A4	10	pkt		
35	White board marker	different colour	24	no.		
36	White board Duster		6	no.		
37	Scissor	Small	2	no.		
		Medium size	2	no.		
		Large	2	no.		
38	Ruler	Plastic(30 cm)	2	no.		
39	Note pad	medium	20	no.		
40	Toner Cartridge	for Xerox-Work Centre 5330 (Photocopy machine)	10	no.		
41	Toner Cartridge	for Laser-jet pro 400	25	no.		
42	White board	Magnetic Dry Erase Boards with aluminium frame, 36”X48”	2	no.		
43	Telephone		2	no.		
44	Wall Clock	Digital	1	no.		
45	Table Lamp	cone table lamp with metal shade	2	no.		
	TOTAL					

TERMS AND CONDITIONS:

1. The sealed original quotation should be submitted to:

**Imprest Administrator
EU-Technical Cooperation Project in Support of RNR Sector
Policy and Planning Division
Ministry of Agriculture and Forests
Thimphu**

The envelop should be marked as “Tender for EU-TCP stationery” in bold letter.



2. The materials shall be as per the specification/sample, failing which the same shall be returned to you at your cost as per the tender clause.
3. Supply of materials shall be completed within a month, failing which necessary action will be taken as per the tender terms.
4. The quotation will be evaluated based on the total price of all the materials/items to be supplied and not by unit cost of the items/materials.
5. Your bill/invoice should be submitted to:

Imprest Administrator
EU-Technical Cooperation Project in Support of RNR Sector
Policy and Planning Division
Ministry of Agriculture and Forests

6. Payment shall be made within 14 days from the date of receipt of your bill/invoice and delivery of the materials in full.
7. The contracting authority reserves the right to vary quantities specified in the tender by +/- 100% at the time of contracting and during the validity of the contract.