

Dzongkhag Administration, Bumthang

BOQ of Office stationaries for the Fy. 2017-2018

Sl. No	Particulars	Specification	Unit	Rate in figure	Rate in word	Remarks
1	FILE					
2	Arch file	Sona	Nos			
3	Arch file	Saya	Nos			
4	Arch files ambassador	Supreme	Nos			
5	Arch files(plastic coated)	export quality	Nos			
6	Flat file (ambassador)	Plastic Cloated	Nos			
7	Four folder file	export quality	Nos			
8	Plastic file	A4 size	Nos			
9	Arch lever file T-24	Sona	Nos			
	BINDING CLIPS					
10	Binder Clip medium	good quality	Nos			
11	Binder cover medium	White125GSM/ Micron,	Nos			
12	Binder cover small	white 125GSM/ Micron,	Nos			
12	Binder ring file	Good quality	Nos			
13	Binding stick 06mm	Good quality	Nos			
14	Binding stick 08mm	Good quality	Nos			
15	Binding stick 10mm	Good quality	Nos			
16	Binding stick 12mm	Good quality	Nos			
17	Binding stick 14mm	Good quality	Nos			

18	Binding stick 16mm	Good quality	Nos			
19	Binding stick 18mm	Good quality	Nos			
20	Binding stick 20mm	Good quality	Nos			
21	Binding stick 22mm	Good quality	Nos			
22	Binding stick 24mm	Good quality	Nos			
23	Board mark permanenter		pkts			
24	Board mark		Pkts			
23	Binding stick 28mm	Good quality	Nos			
	CALCULATOR					
24	Calculator	Casio HL 122L	Nos			
25	Calculator Battery	Alakaline battery				
26	Calculator Electronic	ORPAT (DTC-0312 12 digit Big display	Nos			
27	Calculator	Casio fx-991,MS/fx-991	No			
28	Calculator Scientific (Casio)	FX-100 (good quality)	Nos			
29	Cello tape big 2"	Brown/white	100 mtrs			
30	Cello tape medium 1"	Brown/white	30mtrs			
31	Cello tape small 1/2"	Brown/white	roll			
32	Chart Paper	all colours (chart)	per sheet			
33	Colour Paper A4					
34	Correcting fluid white	Kores	per set			
35	Correction pen (CP-300)	Metal tip	Nos			
36	Cover file	Brown	Nos			
	REGISTER					

37	Dak Receipt Register No.20	LB rule	Nos			
38	Dispatch Register No.20	LB rule	Nos			
39	Register No. 8	LB rule	Nos			
40	Register No. 10	LB rule	Nos.			
41	Register No. 12	LB rule	Nos.			
42	Register No. 14	LB rule	Nos			
43	Register No.16	LB rule	Nos.			
44	Register No. 18	LB rule	Nos			
45	Register No. 20	LB rule	Nos			
46	Register No. 25	LB rule	Nos			
47	Register No. 30	LB rule	Nos			
48	Peon book 12	printed	Nos			
49	Field book	printed	Nos			
	Envelopes					
50	Envelope Large size 11'x5'	white (thick)	Pkts			
51	Envelope medium size 9'x5"	white (thick)	Pkts			
52	Envelope medium size 9'x4'	brown (thick)	Pkts			
53	Envelope A4 size	cloth coated	Nos			
54	Envelope file size	cloth pasted	Nos.			
55	Fax flim	FX-349	Nos			
	Fax roll paper	100 mtrs	No			
	Papers					
56	Photocopy Paper A3 size	Power copy	reams			
57	Photocopy Paper A3 size	JK	reams			
58	Photocopy Paper A3 size	Xerox	reams			
59	Photocopy Paper A4 size	Power copy	reams			

60	Photocopy Paper A4 size	JK	reams			
61	Photocopy Paper A4 size	xerox	reams			
62	Foolscap paper	Rule	reams			
63	Foolscap paper	Plain	reams			
64	Carbon paper blue	A4 size	Pkts			
65	Gems clip medium 2"	Zebra	Pkts			
66	Gems clip small 1"	Zebra	Pkts			
67	Glue 300 ml	Superior quality	per bottle			
68	Glue 500ml	Superior quality	per bottle			
69	Glue 70 ml	Superior quality	bottle			
70	Glue stick	Strong adhesive	Nos			
71	Highlighter Pen (Luxur)	all colour	Pkts			
74	Ink blue 600 ml	chelpark	per bottle			
75	Ink Red 100 MI (parker)	Camel	per bottle			
77	Measuring Tape 5 meters		Nos.			
78	Measuring Tape 30 meters		Nos.			
79	Measuring Tape 50 meters		Nos.			
80	OHP Paper Transparent	A4 size	Pkts			
81	OHP pen (mixed)	Permanent	Pkts			
82	Paper Clip Pot	Good quality	Nos			
83	Paper pin	king pin	pkts			
83	Paper cutter	A3 size	Nos.			
84	Paper tray	3 layer types	Nos.			
	Pencil Battery	Everyday	Pair			
	Peon book No.20	No. 20	Nos.			

	Plastic files	Export Quality	Nos.			
	Punching Machine (Heavy duty)	Kangaro	Nos.			
	Punching machine DP-480	Kangaro	Nos.			
	Punching machine DP-600	Kangaro	Nos.			
	Punching Machine DP-800	Kangaro	Nos.			
	Post it Note medium size		Nos			
	Register Rule	No10	Nos			
	Register Rule	No.12	Nos			
	Register Rule	NO16	Nos			
	Register Rule	NO.20	Nos			
	Register Rule	No.30	Nos			
	Post it Note small size		Nos			
	Stapler 24/6		Nos			
	Scissor medium size	steel	Nos			
	Stapler pin 24/6		Pkts			
	Thumb pin (Small)	king size	Pkts			
	Thumb Pin	(big head)	Pkts			
	Office round seal	Self inking	Nos			
	Office flat seal	Self inking	Nos			
	Pen drive	4GB	Nos			
	Pen drive	8GB	Nos			
	Pen drive	16 GB	Nos			
	External drive	500GB	Nos			
	External drive	1 TB	Nos			

Printer cartridge for 2017-2018				Original	Refill	Remarks
Sl No	Description	Specification	Unit			
1	Printer cartridge	12A	No			
2	Printer cartridge	Q2610A	No			
3	Printer cartridge	(Q7553A)	No			
4	Printer cartridge	(Q5949A)	No			
5	Printer cartridge	CB435A	No			
6	Printer cartridge	88A	No			
7	Printer cartridge	05A	No			
8	Printer cartridge	35A	No			
9	Printer cartridge	83A	No			
9	Printer cartridge	80A	No			
10	Colour printer cartridge (Black)	Q6000A	No			
11	Colour printer cartridge (Cyan)	Q6001A	No			
12	Colour printer cartridge (Yellow)	Q6002A	No			
13	Colour printer cartridge (Magenta)	Q6003A	No			
14	PhotoCopy Tonner	T114	No			
15	Photo copy Tonner	FS-6025 kyocera	No			
16	M401dn (Lasejet)	Canon cartridge	No			

27	Printer Cartridge	36A(Laser Jet)	Nos			
28	Printer Cartridge	Printer 1213(88	Nos			
29	Tonner & Cartridge	Xerox,Work cer	Nos			
30	Tonner & Cartridge	Xerox,Work cer	Nos			
31	Drum Catridge	Xerox,Work cer	Nos			
39	Photocopy tonner	Bizhub 210	Nos			
40	Photocopy tonner	Bizhub 164(3510A1L5)	Nos			
41	Printer cartridge	HP laserjet 4050(c417)	Nos			
42	Printer cartridge	HP laserjet 4050(c417)	Nos			
43	Printer cartridge	MP 2501	Nos			
44	Printer cartridge	Ricoh SP 300	Nos			
45	Conica Minolta Catridge	BIZHUB215	Nos			
47	RISCO Ink	Kz 31	Nos			

Chair person
DTC

