



स्थानीय सरकार  
दुहवी नगरपालिका  
नगर कार्यपालिकाको कार्यालय



प.सं. : ०८२/०८३

च.नं. :

मिती २०८३/०९/२५

कोशी प्रदेश  
दुहवी, सुनसरी  
म्या. २०७३

बिषय :- मसलन्द तथा कार्यालय संचालनका लागी आवश्यक सामानहरुको दररेट मांग सम्बन्धमा ।

प्रकाशित मिती २०८३/०९/२५

प्रस्तुत बिषयमा आ.ब.२०८३/०८४ मा यस नगरपालिकाको कार्यालय तथा मातहतका शाखा, वडा कार्यालय, स्वास्थ्य संस्थाहरु सञ्चालन गर्न आवश्यक पर्ने मसलन्द तथा कार्यालय संचालन सामग्रीहरुको दररेट आवश्यक परेको हुदाँ सम्बन्धित बिषयमा कारोबार गर्ने इच्छुक, दर्ता भएका फर्म/कम्पनी/आपुर्तिकर्ताहरुले यो सुचना प्रकाशित भएको मितीले १५ (पन्द्र) दिन भित्र तपसिल बमोजिमका कागजातहरु सहित दररेट पेश गर्नु हुन यो सुचना प्रकाशित गरिएको छ । तोकिएको समयभित्र प्राप्त नभएका दररेटहरु स्वीकार गरिने छैनन् । साथै सरसमानहरुको सुची यसै साथ सलग्न छ ।

तपसिल:

१. फर्म/संस्था दर्ता प्रमाणपत्रको प्रतिलिपी
२. स्थायी लेखा नं./मु.अ.कर दर्ता प्रमाणपत्रको प्रतिलिपी
३. आ.ब.२०८१/०८२ को करचुक्ता प्रमाणपत्रको प्रतिलिपी

(सुवर्ण घिमिरे)  
(प्रमुख प्रशासकिय अधिकृत)  
**सुवर्ण घिमिरे**  
प्रमुख प्रशासकीय अधिकृत



**Stationery and office supplies**

S.N.	Item Description	Unit	Proposed Rate Per Unit (Rs.)	Remarks
1	A4 size photocopy paper, 80 GSM (white), 500 sheets per Rim	Rim	137.00	
2	A4 size photocopy paper, 80 GSM (pink), 500 sheets per Rim	Rim		
3	A4 size photocopy paper, 80 GSM (yellow), 500 sheets per Rim	Rim		
4	A4 size Nepali paper (with/without emblem logo), 100 sheets per Rim	Rim		
5	A3 size photocopy paper, 75 GSM (white), 500 sheets per Rim	Rim		
6	Index File (Different color), (Lever Arch File, Hau Jie 556F or similar)	Piece		
7	Hard Cover Two Ring File (Different color)	Piece		
8	C4 size Yellow color Envelope	Piece		(to be printed as instructed by Municipality)
9	C5 size Yellow color Envelope	Piece		(to be printed as instructed by Municipality)
10	C6 size Yellow color Envelope	Piece		(to be printed as instructed by Municipality)
11	DL size Yellow color Envelope	Piece		(to be printed as instructed by Municipality)
12	V5 Hi-Tecpoint Pilot Pen Original (Black, Red, Green)	Piece		
13	Nepali Record File	Piece		(to be printed as instructed by Municipality)
14	Correction Pen/Tipex (Hauser or similar)	Piece		
15	Permanent Marker (Black, Blue, Red, Green) (Doms or similar)	Piece		
16	White Board Marker (Black, Blue, Red, Green) (Doms or similar)	Piece		
17	12 Inch plastic scale (Best quality)	Piece		
18	12 Inch steel scale (Best quality)	Piece		
19	Pencil (Doms or similar)	Piece		
20	Eraser (Doms or similar)	Piece		
21	Sharpener (Doms or similar)	Piece		
22	(Black, Red, Green) Ball Pen (Hauser Acu-Flow writing system)	Piece		
23	Normal Ball Pen, (Black, Red) (Use and throw)	Piece		
24	Purple Stamp Pad, Small (at least 88mm X 54mm)	Piece		
25	Purple Stamp Pad, Medium (at least 108mm X 65mm)	Piece		
26	Purple Stamp Pad, Big (at least 155mm X 95mm)	Piece		
27	A4 size Spiral Note Book	Piece		
28	A5 size Spiral Note Book	Piece		
29	Highlighter (Doms or similar)	Piece		
30	White Board Duster	Piece		



**Stationery and office supplies**

S.N.	Item Description	Unit	Proposed Rate Per Unit (Rs.)	Remarks
31	Multicolored Sticky Notepad (100 sheets per pad)	Pad		
32	Transparent Cello Tape (2 inch)	Piece		
33	Transparent PVC My Clear Bag	Piece		
34	32 mm Binders clip (1Box=12 pcs)	Box		
35	51 mm Binders clip (1Box=12pcs)	Box		
36	25 mm Binders clip (1Box=12pcs)	Box		
37	28 mm Paper Clip (1 Box=100pcs)	Box		
38	Stapler Machine Heavy (HD 1224 or similar) with Pin Remover	Piece		
39	Stapler Machine Medium (HP-45 or similar)	Piece		
40	Stapler Machine Small (10No. or similar)	Piece		
41	Stapler Pin, No. 10 compatible (1Box=20 sticks)	Box		
42	Stapler Pin, HP-45 compatible (1Box=20 sticks)	Box		
43	Stapler Pin (HD-1224 compatible) (1Box=20 sticks)	Box		
44	Normal Register Book - No 1	Piece		
45	Normal Register Book - No 2	Piece		
46	Normal Register Book - No 3	Piece		
47	Normal Register Book - No 4	Piece		
48	Normal Register Book - No 5	Piece		
49	Normal Register Book - No 6	Piece		
50	Scissors medium size	Piece		
51	Calculator (CT-1056 or similar)	Piece		
52	A4 Size Transparent Binding Cover	Rim		
53	Punching Machine Heavy (HDP2160 or similar)	Piece		
54	Punching Machine Medium (Kangaro 600 or similar)	Piece		
55	Punching Machine Small (Kangaro 480 or similar)	Piece		
56	Pen Holder	Piece		
57	Binding Tape 2 Inch (Black, Blue, Red, Green)	Piece		
58	Double Side tape	Piece		
59	Battery AAA	Piece		
60	Battery AA	Piece		

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Stationery and office supplies

S.N.	Item Description	Unit	Proposed Rate Per Unit (Rs.)	Remarks
61	Colourful Paper Weight	Piece		
62	Tissue Paper (100 Pulls )	Box		
63	Cora Cloth	Meter		
64	Small Knife Paper Cutter	Piece		
65	Carbon Paper, 100 sheets per pad (Camlin or similar)	Pad		
66	Office Diary (Heavy Notes No. 957)	Piece		
67	Water Proof Glossy Photo Paper A4 Size (20 sheets per rim) 160gsm	Rim		
68	U Pin Paper Clip (1Box=100 Pcs)	Box		
69	Push Thumb Pin (1Box=100 Pcs)	Box		
70	Non Toxic Glue Sticks 35g	Piece		
71	Thick Solid Box File	Piece		
72	Traditional Nepali Dhaka Khada Shawl	Piece		
73	Fevicol SH 250 gm Synthetic Resin Adhesive	Piece		
74	T-shaped pin, at least 3cm (1Box=100pins)	Box		
75	Water Resistant CAT Backpack (Large Capacity)	Piece		
76	3 Ply Medical Grade Surgical Face Mask (1Box=100pcs)	Box		
77	Masking Tape (2 inch)	Piece		
78	Steel Measuring Tape (5 Meter )	Piece		
79	Komelon Unigrip Flex Fiberglass Measuring Tape 30m	Piece		
80	Komelon Unigrip Flex Fiberglass Measuring Tape 50m	Piece		
81	Komelon Unigrip Flex Fiberglass Measuring Tape 100m	Piece		
82	Solace Quartz Wall Clock (30cm X 30cm or more)	Piece		
83	Plastic Transparent Clipboard	Piece		
84	Multicolor Hard Binding Cobra Spring Flat File	Piece		
85	Durable Waterproof Rain Coat	Piece		
86	3 Fold Vented Double Canopy Multicolor Large Umbrella	Piece		
87	Top Security Key Lock 60mm	Piece		
88	Pilot Permanent CD DVD Twin Point Marker Tip Fine 2.0 Extra Fine (Black, Blue, Red, Green)	Piece		
89	Hauser Sonic Gel Pen (Black, Red, Green, etc)	Piece		

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Furniture supplies				
S.N.	Item Description	Unit	Proposed Rate Per Unit (Rs.)	Remarks
1	Open Steel Rack 72"	Piece		
2	Open Steel Rack 66"	Piece		
3	Steel Daraj 72"	Piece		
4	Steel Daraj 66"	Piece		
5	Showcase 66"	Piece		
6	Showcase 72"	Piece		
7	Heavy Plastic Chair with handrest	Piece		
8	Heavy Plastic Chair without handrest	Piece		
9	Steel Three Seater	Piece		
10	Normal Office Revolving Chair	Piece		
11	Heavy Boss Office Revolving Chair	Piece		
12	Mini Boss Office Revolving Chair	Piece		
13	Single drawer office table	Piece		
14	Double drawer office table	Piece		

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**Computer and Electrical Utensils**

S.N.	Item Description	Unit का क	Proposed Rate Per Unit (Rs.)	Remarks
1	LED Bulb 20W	Piece		(brand to be mentioned by vendor)
2	LED Bulb 18W	Piece		(brand to be mentioned by vendor)
3	LED Bulb 15W	Piece		(brand to be mentioned by vendor)
4	LED Bulb 12W	Piece		(brand to be mentioned by vendor)
5	Wireless Red Laser Presenter Pointer	Piece		(brand to be mentioned by vendor)
6	Branded wired Keyboard for desktop computer	Piece		(brand to be mentioned by vendor)
7	Branded wired Mouse for desktop computer	Piece		(brand to be mentioned by vendor)
8	Branded External SSD 512GB	Piece		(brand to be mentioned by vendor)
9	Branded External SSD 1TB	Piece		(brand to be mentioned by vendor)
10	Branded External HDD 512GB	Piece		(brand to be mentioned by vendor)
11	Branded External HDD 1TB	Piece		(brand to be mentioned by vendor)
12	Branded Laptop Charger (at least 65W output)	Piece		
13	RJ45 Connector (1Box=100pcs)	Box		
14	D-Link Cat6 UTP Outdoor Cable (305 mtrs roll)	Roll		
15	Desktop/Printer/Monitor Power Cable (at least 1.5m)	Piece		
16	Soft And Smooth Surface Mouse Pad	Piece		
17	USB Printer Cable (at least 3m)	Piece		
18	Globe PVC Tape 0.12mmx18mm (Black, Blue, Green, Red)	Piece		
19	Pen drive 16GB	Piece		(brand to be mentioned by vendor)
20	Pen drive 32GB	Piece		(brand to be mentioned by vendor)
21	Pen drive 64GB	Piece		(brand to be mentioned by vendor)
22	Canon Toner unit (CRG-303)	Piece		
23	Canon Toner unit (CRG-325)	Piece		
24	Brother Toner unit	Piece		
25	Brother Drum unit	Piece		
26	Pantum Toner unit	Piece		
27	Pantum Drum unit	Piece		
28	5 Port Extension Multiplug with 3 Meters Cable	Piece		

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**Computer and Electrical Utensils**

S.N.	Item Description	Unit	Proposed Rate Per Unit (Rs.)	Remarks
29	Electric Jug (at least 1.5L)	Piece		
30	Electric Wire 0.75 sq.mm (90m per roll)	Roll		
31	Electric Wire 1 sq.mm (90m per roll)	Roll		
32	Electric Wire 1.5 sq.mm (90m per roll)	Roll		
33	Electric Wire 2.5 sq.mm (90m per roll)	Roll		
34	Electric Wire 4 sq.mm (90m per roll)	Roll		
35	Automatic Streetlight set 50W	Set		
36	Automatic Streetlight set 100W	Set		
37	Bottom holder	Piece		
38	Angle holder	Piece		
39	Thread holder	Piece		
40	Pendent holder	Piece		
41	Modular Switch 10A	Piece		
42	Modular Switch 20A	Piece		
43	Anchor Modular Socket 25A	Piece		

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