



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Request for Quotation of Office Stationary
IA-G46
[Request for Quotation Method]

Scheme on Internal Audit and Audit Follow-up
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance

Guidance Notes on the use of The Request for Quotation Document

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity in the preparation of Quotation document, using the Standard Request for Quotation, SRFQ, for the procurement of low value simple, off-the-self, low value Goods and related services. All concerned are advised to refer to the Public Procurement Rules, 2008 issued to supplement the Public Procurement Act, 2006; available on CPTU's website <http://www.cptu.gov.bd/>. Guidance notes are provided for both the Procuring Entity and the Quotationer.
2. The procurement under Request for Quotation Method (RFQM) shall follow the provisions pursuant to Rules 69 to 73 of the Public Procurement Rules, 2008 in accordance with Section 32 of the Public Procurement Act, 2006. SRFQ is based upon best national practices that have been adapted to suit the particular needs of procurement.
3. The use of SRFQ (**PG1**) applies when a Procuring Entity intends to select a Quotationer (a Supplier) for the Procurement of Goods and related services under RFQ Method (RFQM) pursuant to Rule 69(3) of the Public Procurement Rules, 2008.
4. Pursuant to Rule 71(1) and Rule 71(2) of the Public Procurement Rules, 2008, RFQ shall be invited through letter, Fax and e-mail. RFQ shall not be required to be advertised in the daily newspapers but for the minimum circulation the Procuring Entity shall publish that advertisement in its website (if any), including posting in the Notice Board and, shall send with request for publication to the administrative wing of some other Procuring Entities nearby.
5. Pursuant to Rule 71(3) of the Public Procurement Rules, 2008, RFQ Document shall be issued or made available to potential Quotationers '**free-of-cost**'.
6. The time-limit for Request for Quotation shall in no case exceed ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
7. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required pursuant to Rule 70(6) of the Public Procurement Rules, 2008.
8. Submission, Opening and Evaluation of the Quotations shall respectively be dealt with pursuant to Rule 72(1), Rule 72(2) and Rule 73(1) of the Public Procurement Rules, 2008 as specified in RFQ.
9. The criteria for evaluation, pursuant to Rule 70(4) of the Public Procurement Rules, 2008, shall be pre-disclosed.
10. Pursuant to Rule 69(5) of the Public Procurement Rules, 2008 the Quotation for standard off-the-shelf low value readily available Goods and related services shall usually be on '**Unit-Rate**' basis.
11. The specifications of Goods and related services shall be framed pursuant to Rule 29 of the Public Procurement Rules, 2008.
12. Splitting the object of Procurement is not permissible pursuant to Rule 69(4) (ka) of the Public Procurement Rules, 2008.
13. The Procuring Entity shall issue the Purchase Order, pursuant to Rule 73(5) of the Public Procurement Rules, 2008, to the successful Quotationer following recommendations of the Evaluation Committee and approval thereupon of the Approving Authority.
14. The Warranty Period shall usually remain between 3 and 36 months; where applicable.
15. The Procuring Entity shall further be required to maintain the record of procurement proceedings pursuant to Rule 43 of the Public Procurement Rules, 2008.



Scheme on Internal Audit and Audit Follow-up
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance
4th Floor, IEB Bhaban, Ramna, Dhaka-1000

REQUEST FOR QUOTATION
For Office Stationary

RFQ No: 07.00.0000.000.07.076.25-~~901~~

Date: ~~06~~ /08/2025

To

.....
.....
.....
.....

Dear

1. The Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS) has been allocated public funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and requirement for the intended Goods and related services shall be available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'Quotation Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in **Para 6** below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope shall be submitted to the office of the undersigned **on or before 12 August 2025** at 2.00 pm. The envelope containing the Quotation must be clearly marked "Quotation for **Office Stationary** and **DO NOT OPEN** before **12 August 2025** at 2.00 pm. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in **Para 6** above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days pursuant to Rule 71 (4) of the Public Procurement Rules, 2008.
9. All Quotations must be valid for a period of at least **28 days** from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.



13. Quotationer shall have legal capacity to enter into Contract. Quotationers in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Identification Number (TIN), VAT Registration Number and Financial Solvency Certificate** from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The Supplier shall supply all the Goods and related services shall be completed and delivered within **7 (Seven)** days from the date of issuing purchase order.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **07(seven)** days of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.


Md. Rafiqul Islam
Program Executive & Coordinator
SPFMS Program
Finance Division, Ministry of Finance
Email: pec.ia.spfms@gmail.com
Mobile: 01711737802

Distribution:

1. Controller General of Accounts, Office of the Controller General of Accounts, Segunbagicha, Dhaka. (For information and wide circulation);
2. Director General, Institute of Public Finance, 7th Floor, 1st 12 Stored Govt. Building, Segunbagicha, Dhaka (For information and wide circulation);
3. Consultant (IT), Coordination and Monitoring Scheme, SPFMS Program (For uploading this notification on SPFMS program website);
4. SPFMS Notice board ; and
5. Office File.

Quotation Submission Letter

[Use Letter-head Pad]

RFQ No: 07.00.0000.000.07.0764.25-

Date: /08/2025

To,
National Program Director
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance
4th Floor, IEB Bhaban, Ramna, Dhaka-1000
[**Attention:** Program Executive and Coordinator, Scheme on Internal Audit and Audit Follow-up]

Dear Sir,

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named RFQ for **Office Stationary** as per Technical Specification.

The total Price of my/our Quotation is BDT [insert amount both in figure and words]

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 21(b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the RFQ Document issued by you on [insert date]

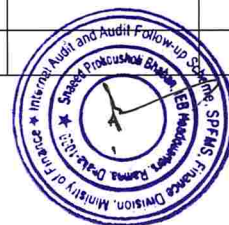
I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.



Signature of Quotationer with Seal
Date:

Price Schedule for Goods and Related Services

Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	In figure In words	
1	2	3	4	5	6	7	8	9
1.	NA	Offset Paper_A4	Rim	125				SPFMS Program (4 th Floor, Shahed Prokoushali Bhaban, IEB Headquarter, Rama, Dhaka)
2.	NA	Anti Cutter Medium	pcs	30				
3.	NA	Binding Clip -Large	Box	20				
4.	NA	Binding Clip -Medium	Box	20				
5.	NA	Binding Clip -Small	Box	20				
6.	NA	Register Book (20/24 No)	pcs	20				
7.	NA	Office Record file	pcs	30				
8.	NA	Transparent Folder File	pckt	20				
9.	NA	Plastic Management File	pcs	40				
10.	NA	Ring File	pcs	20				
11.	NA	Ring File	pcs	20				
12.	NA	Ring File	pcs	20				
13.	NA	Paper Clip	Box	50				
14.	NA	Glue/Gum	pcs	36				
15.	NA	Highlighter pen	pcs	30				
16.	NA	Staple Pin Remover	pcs	30				
17.	NA	Stapler Machine	pcs	20				
18.	NA	Stapler Pin	box	70				
19.	NA	Paper Punch Machine	pcs	15				
20.	NA	Paper Punch Machine	pcs	15				
21.	NA	Pencil	Dzn	20				
22.	NA	Eraser	pcs	40				
23.	NA	Pencil Sharpener	pcs	25				
24.	NA	Slip Pad	box	50				
25.	NA	Slip Pad Box	box	10				
26.	NA	Paper Binding Thread Ball	pckt	12				
27.	NA	Sticking Note-Medium	pckt	20				
28.	NA	Sticking Note-Small	pckt	20				
29.	NA	Air Freshener 300 ml	bottle	25				
30.	NA	Facial Tissue	box	120				
31.	NA	Toilet Tissue	Roll	60				
32.	NA	Hand Towel Tissue	Pckt	70				



Sl no	Item no	Description of Items	Unit of Measurement	Quantity	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words		
33.	NA	Hand Wash With Pump	bottle	10				
34.	NA	Toilet Air Freshener	pckt	10				
35.	NA	Calculator	pcs	2				
36.	NA	Steel Scale	pcs	20				
37.	NA	Magazine File Holder	pcs	20				
38.	NA	Magazine File Holder	pcs	20				
39.	NA	Pen Holder	pcs	20				
40.	NA	Table Lamp	pcs	2				
41.	NA	Binding Tape	Pcs	24				
42.	NA	Binding Tape	Pcs	24				
Total Amount for Supply of Goods and related services (inclusive of VAT and all applicable taxes; see Note 2 below)						In figure		
						In words		
Goods to be supplied to			Expenditure Management Wing, Finance Division, Ministry of Finance (Level-14, Building-11, Bangladesh Secretariat, Dhaka)					
Total Amount in Taka (in words)			[enter the Total Amount as in Col.8 above for the delivery of goods and related services]					
Delivery Offered			7 days from date of issuing the Purchase Order					
Warranty Provided			As per technical specification and Schedule of requirement ;					

Signature of Quotationer with Seal	Date: dd/mm/yy
Name of Quotationer	

Note:

- Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col.6, 7& 8 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.



Technical Specification of the Goods Required

Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
1	2	3	4	5	6
1.	NA	Offset Paper_A4	Technical Specification Enclosed.		
2.	NA	Anti Cutter Medium			
3.	NA	Binding Clip -Large			
4.	NA	Binding Clip -Medium			
5.	NA	Binding Clip -Small			
6.	NA	Register Book (20/24 No)			
7.	NA	Office Record file			
8.	NA	Transparent Folder File			
9.	NA	Plastic Management File			
10.	NA	Ring File			
11.	NA	Ring File			
12.	NA	Ring File			
13.	NA	Paper Clip			
14.	NA	Glue/Gum			
15.	NA	Highlighter pen			
16.	NA	Staple Pin Remover			
17.	NA	Stapler Machine			
18.	NA	Stapler Pin			
19.	NA	Paper Punch Machine			
20.	NA	Paper Punch Machine			
21.	NA	Pencil			
22.	NA	Eraser			
23.	NA	Pencil Sharpener			
24.	NA	Slip Pad			
25.	NA	Slip Pad Box			
26.	NA	Paper Binding Thread Ball			
27.	NA	Sticking Note-Medium			
28.	NA	Sticking Note-Small			
29.	NA	Air Freshener 300 ml			
30.	NA	Facial Tissue			
31.	NA	Toilet Tissue			
32.	NA	Hand Towel Tissue			
33.	NA	Hand Wash With Pump			
34.	NA	Toilet Air Freshener			
35.	NA	Calculator			



Sl no	Item no	Description of Items	Full Technical Specification and Standards	Country of Origin	Make and Model
36.	NA	Hand Wash With Pump			
37.	NA	Toilet Air Freshener			
38.	NA	Calculator			
39.	NA	Steel Scale			
40.	NA	Magazine File Holder			
41.	NA	Magazine File Holder			
42.	NA	Pen Holder			

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Quotationer with Seal	Date: 10/01/2023
Name of Quotationer	

Note

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Specifications are to be filled in by the Procuring Entity. A set of precise and clear specifications is a pre-requisite for Quotations to respond realistically and competitively to the requirements of the Procuring Entity. In the context of competitive Quotations, the specifications shall be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and related services to be procured. The specifications should require that all items, materials and accessories to be included or incorporated in the Goods be new, unused and of most recent or current models, and that they include or incorporate all recent improvements in design and materials.
- Technical Specifications of the Goods and related services shall be in compliance with the requirements of the Procuring Entity specified in this document. Quotationer is required to mention make / model (as applicable) of the Goods offered and must attach the appropriate original printed (if not available copied) literature / brochures for the listed items.



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Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Finance Division, Ministry of Finance
4th Floor, IEB Bhaban, Ramna, Dhaka-1000

PURCHASE ORDER FOR THE SUPPLY OF GOODS

Office Stationary

Purchase Order No. _____

Date dd/mm/yy

RFQ No _____	Date dd/mm/yy
To [name and address of the Supplier]	
Delivery Date [insert completion date]	Order Value TK. [insert Contract Price]
Delivery As per Terms and Conditions	

The Purchaser has accepted your Quotation dated [insert date] for the supply of Goods and related services as listed below and requests that you supply the Goods and related services within the delivery date stated above, in the quantities and units in conformity with the Technical Specifications under the Terms and Conditions as annexed.

ORDER ITEMS
Attached Certified photocopy of approved Priced Schedule for Goods and related services Attached Certified photocopy of approved Technical Specification of the Goods Required Attached Certified photocopy of Terms and Conditions
For the Purchaser
Signature of the Procuring Entity with name and Designation
Date

Attachments As stated above



Terms and Conditions

for

Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within 07 days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance of the Delivery Chalan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT [insert figure] [in words].
12. The minimum Warranty Period of the Supplies shall be [insert months; state none if not applicable] starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Delivery Chalan.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.
18. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**



19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser	For the Supplier
<p>Md. Rafiqul Islam Program Executive & Coordinator Scheme on Internal Audit and Audit Follow-up Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS) Finance Division, Ministry of Finance</p>	<p>Signature of the Supplier with name Designation</p>
Date:	Date:



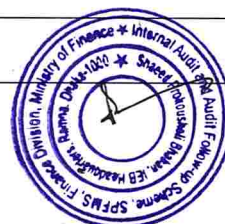
Technical Specification



Serial	Item	Specification
1.	Offset Paper_A4	Brand : Bashundhara or Equivalent, To be mentioned by the bidder
		Size : A4 (8.3 x 11.7 Inch)
		GSM : 80, Paper Type: Offset
		Sheet : 500 sheets per ream
		Color: White
2.	Anti Cutter Medium	Brand & Model: DELI E206 or Equivalent, To be mentioned by the bidder
		Size: 155×33×21MM(cutter)
		Material: ABS + carbon tool steel, Packaging: Blister card ,1pcs
		Blade Size: 0.5×18×100MM, Blade Type: 8 snap-off blades
3.	Binding Clip -Large	Brand & Model : Deli binder clip 51mm 12 pcs pack or equivalent, To be mentioned by the bidder
		Size :51mm, Material: Metal, Colour: Black
		12 pcs per box
4.	Binding Clip -Medium	Brand & Model : Deli binder clip 41mm 12 pcs pack or equivalent, To be mentioned by the bidder
		Size :41mm, Material: Metal, Colour: Black
		12 pcs per box
5.	Binding Clip -Small	Brand & Model : Deli binder clip 25mm 12 pcs pack or equivalent, To be mentioned by the bidder
		Size :25 mm, Material: Metal, Colour: Black
		12 pcs per box
6.	Register Book (20/24 No)	Brand & Model : To be mentioned by the bidder, To be mentioned by the bidder
		Hardcover
		Good Quality Pages
		Page Quantity: 160
		Paper Size: Width:8 inch, Height:13inch
7.	Office Record file	Brand & Model: To be mentioned by the bidder
		Made with Good quality Paper and inner side laminated
		Color: Brown
		Accessories: Hard Paper Board with rope, Tag
8.	Transparent Folder File	Brand & Model : Hua jie Transparent Folder File (L-folder) or equivalent, To be mentioned by the bidder
		Paper Size: A4 Paper, Material: Plastic, Polypropylene, 30 pcs in a packet
9.	Plastic Management File	Brand & Model: Bili Management Report Cover File or equivalent, To be mentioned by the bidder
		Size-A4, Material: Plastic, Colour: Multicolor,
10.	Ring File (1.5 inch)	Brand & Model : Matador Ring File or equivalent
		Material: Plastic, Height: 1.5 inch, Paper Size: A4, Closure Type: Fold
		Color: Green/Bule
11.	Ring File (2 inch)	Brand & Model : Matador Ring File or equivalent, To be mentioned by the bidder
		Material: Plastic, Height: 2 inch, Paper Size: A4, Closure Type: Fold
		Color: Green/Bule
12.	Ring File (3 inch)	Brand & Model : Matador Ring File or equivalent, To be mentioned by the bidder
		Material: Plastic, Height: 3 inch, Paper Size: A4, Closure Type: Fold
		Color: Green/Bule



Serial	Item	Specification
13.	Paper Clip	Brand & Model: Deli Paper Clip multicolor - 100 pcs box or equivalent, To be mentioned by the bidder
		Material: Plastic, Colour: Multicolor, 100 pcs in one box
14.	Glue/Gum	Brand & Model: Fevistik Super Glue Stick or equivalent, To be mentioned by the bidder
		Rotary Glue Stick, Non Toxic, Non Messy, convenient to use glue stick
		Net Weight: 15 gm
15.	Highlighter pen	Brand & Model : Red Leaf Highlighter Pen or equivalent, To be mentioned by the bidder
		Fast drying and odorless, Chisel tip Colorful and trendy
		Color: Yellow
16.	Staple Pin Remover	Brand : Deli E0231 Stapler Pin Remover or equivalent, To be mentioned by the bidder
		Removing Capacity: 25 Sheets
		Material: ABS cover + metal material
		Remover for staples 24/6 26/6
17.	Stapler Machine (Medium)	Brand & Model: Kangaro Stapler DS 45 N or equivalent, To be mentioned by the bidder
		Material: Alloy Steel, Plastic, Stapling Capacity : 30 Sheets
		Staple use: 24/6-26/6
18.	Stapler Pin (24/6)	Brand & Model :Kangaro Staples Pin or equivalent, To be mentioned by the bidder
		Pin size: 24/6
		Per Box Pin Capacity: 1000 pin
19.	Paper Punch Machine (double)	Brand & Model : Kangaro DP-280 Paper Punch (Punch Machine), To be mentioned by the bidder
		Feature: All metal construction, Removable chip tray, Punching Capacity: 11 Sheets at a time, Punching Distance: 80 mm, Punching Dia: 5.50 mm.
20.	Paper Punch Machine (single)	Brand & Model : Kangaro One Hole Punch Machine or equivalent, To be mentioned by the bidder
		Material: Stainless Steel, Punching Capacity: 10 sheets at a time.
21.	Pencil	Brand : To be mentioned by the bidder
		Material: Wood
		Color: Any Color
		Length: 7 Inch
		Accessory: Without Eraser
		Hardness Grade: 2B
22.	Pencil Eraser	Brand : To be mentioned by the bidder
		Model: To be mentioned by the bidder
		Country of Origin: To be mentioned by the bidder
23.	Pencil sharpener	Brand & Model: Deli E71160 Rotary Pencil Sharpener or equivalent, To be mentioned by the bidder
		Feature: Rotary type, Long Lasting Rotary Steel Blade, Auto-feed, no hand clipped, Avoid lead from breaking, Smooth Sharpening
24.	Slip Pad	Brand : To be mentioned by the bidder
		Size: 3.5 x 3.7 inch
		Sheet: 100 Sheets with multi Color



Serial	Item	Specification
25.	Slip Pad Box	Brand : To be mentioned by the bidder
		Slip pad Holder
		Artificial leather box
		White slip Pad, Slip Pad Size: 3.5 x 3.7 inch
		Sheet: 100 Sheets
26.	Paper Binding Thread Ball	Product Type: binding thread
		Best quality with Coarse yarn
27.	Sticking Note-Medium	Brand : To be mentioned by the bidder
		Size: 3 x 3 inch
		GSM : 70 gm
		Sheet: 100 Sheets with strong glue
28.	Sticking Note-Small	Brand : To be mentioned by the bidder
		Size: 0.8 x 3 inch
		GSM : 70 gm
		Sheet: 100 Sheets with strong glue
29.	Air Freshener 300 ml	Brand or model: Angelic Air Freshner or equivalent, To be mentioned by the bidder
		Quantity: 300 ml bottle with spray
30.	Facial Tissue	Brand & Model : Bashundhara/Fresh Facial Tissue or equivalent, To be mentioned by the bidder
		Quantity: 100 pcs x 2 ply (200 sheets)
		Per sheet size: 200 mm x 215 mm
		100% Virgin pulp
31.	Toilet Tissue	Brand & Model: Bashundhara/Fresh Toilet Tissue or equivalent, To be mentioned by the bidder
		Quantity: 172 sheets x 2 ply
		Basic Raw Material: 100% Virgin pulp
		Tissue Color: White
		GSM: 19.5, Weight: 76 gm
		Per sheet size: 114 mm x 100 mm
		Unit of measure: Each Roll
32.	Hand Towel Tissue	Brand & Model: Bashundhara/Fresh Hand Towel Tissue or equivalent, To be mentioned by the bidder
		Quantity: 250 pcs X 1 ply
		Basic Raw Material: 100% Virgin pulp
		Tissue Color: White
		GSM: 36, Weight: 378 gm (+/-)
		Per sheet size: 210 mm x 200 mm
		Unit of measure: Each pkt
33.	Hand Wash With Pump	Brand & Model: Dettol Handwash 200ml Pump or equivalent, To be mentioned by the bidder
		Net Weight: 200 ml
34.	Liquid Toilet Cleaner	Brand & Model : Harpic Liquid Toilet Cleaner-500 ml or equivalent
		Net Weight: 500 ml
35.	Toilet Air Freshner	Brand & Model : Odonil - 50g Hanger Model or equivalent, To be mentioned by the bidder
		Net Weight: 50g
		Accessories: with hanger



Serial	Item	Specification
36.	Calculator	Brand : Any reputed brand, To be mentioned by the bidder, To be mentioned by the bidder
		Feature: Two-way power (Solar + Battery), Key rollover, Plastic keys, 12 digit, Function command signs, Rounding selector, Decimal selector, 300 functions, Extra large display, Battery (AAA) and Solar, Plastic Material
		Warranty - 1 year
37.	Scale	Brand : Any reputed brand, To be mentioned by the bidder
		Material: Steel
		Scale Length: 12 inch
38.	Magazine File Holder (A4 Size)	Brand & Model: RFL Good Luck A4 Size File holder or equivalent, To be mentioned by the bidder
		Material: Plastic
		Size: A4
39.	Magazine File Holder (Legal Size)	Brand : RFL Good Luck Legal Size File holder or equivalent, To be mentioned by the bidder
		Material: Plastic
		Size: Legal
40.	Pen Holder	Brand : Deli Pen Holder or equivalent, To be mentioned by the bidder
		Material: High Quality Mesh Steel material
		Size: minimum 70 mm*70 mm*100 mm
41.	Table Lamp	Brand :To be mentioned by the bidder
		Model: To be mentioned by the bidder
		Country of Origin: To be mentioned by the bidder
		Feature: Rechargeable, Digital Display (Temperature, time and date), Built in Battery (minimum 2000 mAh), DC 5V, 2+ hours backup time, 180 degrees flexibility, Accessories (USB charging cable, user manual), Charging Method (USB plug-in or battery powered), built in pen holder
		Warranty: 1 Year
42.	Binding Tape (Color)	Brand : Any reputed brand, To be mentioned by the bidder
		Width: 2 Inch, Color: Black/Green/Red/Silver
		Length: +- 5 meter, Material: PVC with GLUE
43.	Binding Tape (Transparent)	Brand : Any reputed brand, To be mentioned by the bidder
		Width: 2 Inch, Color: Transparent
		Length: 60 yard, Material: Plastic

