

Annex 4 – Goods and services specification

For the supply of Office Supplies to the British Council

The service provider shall supply following supplies to the British Council as per the requirement and order of the British Council, Lainchaur, Kathmandu.

Orders would be placed on below priority basis:

- 1) Urgent (Estimated to be 5% of total orders) – Within 3 hours delivery
- 2) Priority (Estimated to be 20% of total orders) – Next day delivery
- 3) Normal (Estimated to be 75% of total orders) – Within 3 days of confirmed order

S.N.	Item and description	Specification/Size	Details	Unit	Estimated Quantity for 1 Year (A)
1.	Post it	Small size	Multi-colored	Packet	25
2.	Post it	Medium size	Multi-colored	Packet	25
3.	News print	White	Standard quality	100 pc bundle	25
4.	Flip chart	white	Standard quality	Dozen	50
5.	Flip chart stand	Flip-Chart Stand with MDF Whiteboard	Standard quality	Pcs	3
6.	Meta Cards	Multi colour	Standard quality	Pcs	50
7.	Spiral Note book	A4 size (100 pages)	Deli or equivalent	Pcs	50
8.	Spiral Note book	A5 size (100 pages)	Deli or equivalent	Pcs	50
9.	Note Book	B5 size (100 pages)	Deli or equivalent	Pcs	50
10.	Photocopy Paper	A4 size paper	80 GSM	RIM (with 500 pcs)	1000
11.	Photocopy Paper	A4 size paper	70 GSM	RIM (with 500 pcs)	100
12.	Photocopy Paper	A4 (multi color)	70 GSM	RIM (with 500 pcs)	5
13.	Photocopy Paper	A3 size paper	70 GSM	RIM (with 500 pcs)	20
14.	Chart Paper	A1 size	Standard quality	Pcs	20
15.	Folder	2 Ring small size	Deli or equivalent	Pcs	100
16.	Folder	Index File – 2”	Eagle or equivalent	Pcs	200
17.	Folder	Plastic (Stick file)	Deli or equivalent	Pcs	50
18.	Expanding file	A4 folder,24 pockets	Deli or equivalent	pcs	20

S.N.	Item and description	Specification/Size	Details	Unit	Estimated Quantity for 1 Year (A)
19.	Magazine File	Metal	Deli or equivalent	Pcs	25
20.	File Divider	Paper	Deli or equivalent	Dozen	10
21.	Sheet protector	Plastic	Deli or equivalent	100 pc pkt	15
22.	Clear bag	A4 size	Deli or equivalent	100 pc pkt	2
23.	Ball pen	Black/Blue/Red	cello or equivalent	Dozen	16
24.	Gel pen	Black/Blue/Red	Uniball eye or equivalent	Dozen	10
25.	Sign Pen	Multi colour	Deli or equivalent	Dozen	10
26.	Pencil	Standard size	Natraj or equivalent	Dozen	2
27.	Highlighters	Multi colour	Deli or equivalent	Pcs	50
28.	Marker	10 mm thick line/Board / Multicolour	Pilot or equivalent	Dozen	50
29.	Marker	10mm thick line/Permanent/Multicolour	Pilot or equivalent	Dozen	50
30.	Sharpener	Pencil Sharpener	Natraj or equivalent	Dozen	10
31.	Glue stick	20 gm, Adhesive	Deli or equivalent	Pcs	25
32.	Glue stick	35 gm, Adhesive	Deli or equivalent	Pcs	25
33.	Small Stapler	Small (No. 10)	kangaro or equivalent	pc	12
34.	Medium Stapler	Medium (24/6 & 26/6)	kangaro or equivalent	pc	5
35.	Heavy duty stapler	24/8, 24/10, 23/13	kangaro or equivalent	pc	3
36.	Small Stapler Pin	Small (No. 10)	kangaro or equivalent	Packet	100
37.	Medium Stapler Pin	Medium (24/6 & 26/6)	kangaro or equivalent	Packet	10
38.	Heavy duty stapler Pin	24/8, 24/10, 23/13	kangaro or equivalent	Packet	20
39.	Heavy duty Punching Machine	2 hole punch; punching distance 70/80 mm	Minimum 150 sheets of paper	Pcs	3
40.	Clip	Paper clip	Deli or equivalent	Packet	20

S.N.	Item and description	Specification/Size	Details	Unit	Estimated Quantity for 1 Year (A)
41.	Binder Clip	Small (19 mm)	Deli or equivalent	Packet	20
42.	Binder Clip	Medium	Deli or equivalent	Packet	10
43.	Binder Clip	Large	Deli or equivalent	Packet	5
44.	Calculator	Large Display (12 digits - Dual power)	Casio or equivalent	Pcs	7
45.	Calculator	Large Display (14 digits - Dual power)	Casio or equivalent	Pcs	7
46.	Scissor	Medium	Deli or equivalent	Pcs	12
47.	Blu - Tack	75 Gram	75 Gram	Packet	12
48.	Tape	Masking-2.5"	Good quality	Pcs	12
49.	Tape	Binding-2.5"	Good quality	Pcs	12
50.	Tape	Binding-1"	Good quality	Pcs	12
51.	Double sided tape	18mm	Good quality	Pcs	12
52.	Cello Tape	2.5"	Good quality	Pcs	12
53.	Cello Tape	1"	Good quality	Pcs	12
54.	Cello Tape	.5"	Good quality	Pcs	12
55.	Cello tape dispenser	2.5" cello tape	Deli or equivalent	Pcs	4
56.	Cello tape dispenser	1" cello tape	Deli or equivalent	Pcs	4
57.	Steel Scale	30 cm metal	Deli or equivalent	Pcs	4
58.	Staple remover	Standard size	Deli or equivalent	Pcs	4
59.	Board magnet	Standard size	good quality	Dozen	4
60.	Board pin	Standard size	good quality	Dozen	4
61.	Visiting Card holder	480 cards	Good quality	Pcs	5
62.	Key Ring	2-Sides Id Label Name Tags with Split Ring		pcs	200
63.	Extension Cord	6A,2m with surge protector and 3 Pin flat head	4 sockets	pcs	20
64.	Protector Sheet	A4		pcs	1000
65.	Zip file holder	Transparent poly zip file holders envelopes	A4 Size	pcs	100

S.N.	Item and description	Specification/Size	Details	Unit	Estimated Quantity for 1 Year (A)
66.	Alkaline Battery	AA size	Panasonic or equivalent	Dozen	20
67.	Alkaline Battery	AAA size	Panasonic or equivalent	Dozen	20
68.	Alkaline Battery	AA size	Duracell or equivalent	Dozen	20
69.	Alkaline Battery	AAA size	Duracell or equivalent	Dozen	20
70.	Wireless Mouse	Wireless mouse with USB connection (Bluetooth connection not required)	Dell or Equivalent	Piece	30
71.	Wired Keyboard	Standard	Dell or equivalent	Piece	30
72.	Pen drive	64 GB	Transcend or equivalent	Piece	20
73.	HDMI cable	2m	UGreen or equivalent	Piece	5
74.	HDMI cable	5m	UGreen or equivalent	Piece	5