

विकास सरोकार समाज (डिकोस) नेपाल
Development Concern Society (DECOS) Nepal
 रोल्पा नगरपालीका-४, लिबाङ रोल्पा
 स्टेशनरी सामाग्रीहरुको दरभाउ पत्र फारम (..... कार्यालय)

१. दरभाउ पत्र दाता/ फर्मको नाम (Firms' Name) :
२. पुरा ठेगाना(Full Address) :
३. प्यान /भ्याट नं. (PAN/VAT No) :
४. प्रोपराइटरको नाम (Name of Proprietors) :
५. फर्मको फोन नं. (Firms' Contact no)
६. सम्पर्क व्यक्तिको नाम र सम्पर्क नं.: (Contact persons' Name)
७. खरिद गरिने अनुमानित बस्तुको बिबरण: (Tentative materials details)

S. No.	Item	Description (size, brand, etc.)	Quantity	Unit	Rate	Amount	Remarks
Pens							
1	Board Marker	Snowman	100	pc			
2	Colour pens (Sign pens)	Good Quality	35	pkt			
3	Correction pen	Mercury/OMNI, Made in Taiwan	10	pc			
4	Dot pen	Paras-Veer	500	pc			
		Hauser germany XO	500	pc			
5	Dot pen	Cello Gel	100	pc			
6	High light pen	Staedtler, Germany	20	pc			
7	Marker – permanent	Snowman	100	pc			
10	Pencil	Natraj	200	pc			
11	Pilot pen	Staedtler - Cool Roller, Germany	10	pkt			
Envelopes							
12	Envelope - 4"X9" Ordinary Envelope	Golden Yellow	500	pc			
13	Envelope - Netted / Laminated	A4 size	50	pc			
14	Envelope - Netted / Laminated	File size	50	pc			

Files						
15	Index file	Huajie - Plastic	60	pc		
16	Index file	Narayani	60	pc		
17	Magazine file	Huajie	10	pc		
18	Nepali file	Nepali paper printed with lace	500	pc		
20	Plastic business file - A4 size	Chinese	10	pc		
21	Plastic file – double clip - A4	Huajie	10	pc		
23	Plastic ring binder file - A4	Huajie	83	pc		
Other						
24	Binder clips	2" width, 41 mm -	50	pc		
25	Binder clips	41 mm (1 3/4") - Chinese - Yizhiwang	50	pc		
26	Binder clips	25 mm - Chinese - Yizhiwang	50	pc		
27	Binding tape	2 inch - Chinese - Yizhiwang	15	pc		
29	Brown paper	Thick	500	pc		
30	News print paper	Thick	500	pc		
31	Calculator Citizen	8614	1	pc		
		912S	1	pc		
		580	1	pc		
32	Calculator Casio	DJ 120 (Original)	1	pc		
		DJ 240 (Original)	5	pc		
33	Carbon paper	Kangaroo	2	pkt		
34	Cardboard paper	150 gm Indian	100	pc		
35	Cello tape - 1 inch	Good Quality	10	pc		
36	Clear file - 30 ring	Filex	10	pc		
37	Diary	No. 601 - Supreme Note book	10	pc		
38	Diary	Spiral – Aman	50	pc		
39	Diary with dates	Best quality 100 pgs	10	pc		
40	Eraser	Natraj (Big)	50	pc		

41	File separator / Divider	Plastic 5 Nos.	5	pc		
		Plastic 10 Nos.	5	pc		
		Plastic 12 Nos.	15	pc		
	Glue stick	NARA Glue 35gm	100	pc		
42	Glue stick	22 gm – Staedtler, Germany	75	pc		
43	Jistha paper - 2 line	SLC size (Local)	100	Jistha		
44	Jistha paper - plain white	Normal size	100	Jistha		
45	Masking tape	Medium	100	pc		
46	Packing tape	Thick	10	pc		
47	Meta Card	100 pcs Local packing - Indian 150 gm paper	50	pkt		
48	My clear bag - A4 size	Huajie - Thin	100	pc		
49	Paper clip	35 mm – metal	11	Pkt (100 pc)		
50	Paper clip	26 mm – metal	11	Pkt (100 pc)		
51	Paper cutter (knife)	Touch Medium	5	pc		
52	Paper tape 1 inch	Medium	5	pc		
53	Paper weight	Round flowery	5	pc		
54	Pen holder	Colourful	5	pc		
55	Pencil sharpner	Natraj	50	pc		
56	Photocopy paper	A4 Paper One 80g/m2 (DubleA)	120	ream		
	Photocopy paper	A4 Paper One 80g/m2	100	ream		
57	Punching machine	DP 500	9	pc		
		DP 800	1	pc		
58	Push pin	plastic head – HENGHENG®	18	pkt		
59	Register No. 2	Sandhya	10	pc		
60	Register No. 3	Sandhya	125	pc		
61	Register No. 4	Sandhya	5	pc		
62	Register No. 5	Sandhya	5	pc		
63	Register No. 6	Sandhya	2	pc		

64	Ruler - 1 ft	Natraj (Ordinary), Plastic	10	pc			
		Metal	10	pc			
65	Scissors	Chinese BJ 9008	10	pair			
66	Spiral note book, B5	Nepali, 70 Page	500	pc			
67	Spiral note book - AO2	Nepali, 60 Page	500	pc			
68	Stamp pad	Horse No. 3 (Original)	50	pc			
		Suga (big)	10	pc			
69	Stapler	Kangaro – Big No. 3	5	pc			
70	Stapler	Kangaro – Small No. 10	10	pc			
71	Staples - big pin	Kangaro – No. 3- 1M, 23/18	10	pkt			
72	Staples – small pin	Kangaro – No. 10-1M	50	pkt			
73	Sticker note pad – medium size - 75X75 mm	Good Quality	10	pad			
74	Stock book	Sangam No. 4	2	pc			
76	Table pencil sharpner	Genmes Tiwan (big)	2	pc			
77	Tape dispenser / holder	Genmes Tiwan	2	pc			
78	Transparency film	125 Micron Oddy	3	pkt			
	Total						

उपरोक्त सामानहरु बोलपत्रमा उल्लेखित शर्तहरुको अधिनमा रहि र उक्त दरभाउमा आपर्ती गर्न मन्जुर छु ।

दरभाउ पत्र दाता/ फर्मको तर्फ बाटः

पेश गर्ने व्यक्तिको नाम र पदः

हस्ताक्षर :

छापः

मितिः