



थलारा गाउँपालिका
गाउँकार्यपालिकाको कार्यालय
खोली, बझाङ
सुदूरपश्चिम प्रदेश, नेपाल

कार्यालय सञ्चालन सम्बन्धी सामग्रीहरूको दररेट पेश गर्ने सम्बन्धी सूचना

क्र.स.	सामग्रीको विवरण	इकाई	स्पेसिफिकेसन	परिमाण	रकम (रु.) VAT बाहेक	कैफियत
1	Nepali Paper 30GSM A4 size	Ream	Handmade Sustainable Paper Made from Lokta Plant Size: Approximately 21 cms x 29.5 cms (A4) 100 Sheets Pack Printer-Compatible (Laser and Inkjet). 100% Recyclable, Biodegradable, and Natural	1		
2	Photocopy paper A4 size	Ream	Minimum 80 GSM Size: Approximately 21 cms x 29.5 cms (A4) 500 Sheets Pack Printer-Compatible (Laser and Inkjet).	1		
3	Ballpen	Piece	Smooth writing, pack of 10 pieces Comfortable rubber grip. Replaceable refill and for used in office, college or at home	1		
4	Index file	Piece	Paper or plastic made document file Filing Type: A4, Letter, A5 3 Inch Leaver Arch with High Quality Clip and Board	1		
5	Diary	Piece	Size: 17.5 cm x 12.5 cm minimum Material: Handmade Lokta paper Cover: Leather or Synthetic Cover on Both Sides No. of Pages: Minimum 100	1		
6	Ring Binder File	Piece	Size: A4 Ring Type: O-Ring Material: Polypropylene Thickness: 10 mm minimum	1		

7	Heavy Duty Stapler Machine	Piece	Type: Heavy-Duty Stapler Power: Manual Material: Metal Staple Capacity: 90PCS Sheet Capacity: 100 SHEETS Throat Depth: 68mm Dimensions: 288*76*190 mm Staple Type: 23/6-23/15	1		
8	HD-45 Stabper Machine	Piece	Material: Metal with plastic casing Loading Capacity: 50 Staples Stapling Capacity: 30 Sheets Loading Type : Manual Built-In Reload Indicator & Staple Remover Staple Type: 24/6 - 26/6	1		
9	Glue stick	Pack	12 piece pack Non-toxic acid and solvent free clear drying craft glue Easily cleans up with warm water and detergent. Net Weight: 35g minimum	1		
10	8.5" Scissors	Piece	Size: 8.5 inches Purpose: Multipurpose Scissors Material: Blades made from high-quality stainless steel with a comfortable grip handle	1		
11	A4 Photo Paper 180 GSM	Ream	Pack of minimum 20 sheets Size: A4 (Approximately 21cm X 29.5 cm) Water proof, quick drying, high glossy.	1		
12	Register Book No. 1	Piece	Good quality pages and Single lined For Smooth Writing with recyclable material made	1		
13	Register Book No. 2	Piece	Good quality pages and Single lined For Smooth Writing with recyclable material made	1		
14	Register Book No. 3	Piece	Good quality pages and Single lined For Smooth Writing with recyclable material made	1		
15	Register Book No. 4	Piece	Good quality pages and Single lined For Smooth Writing with recyclable material made	1		

16	Record File (A4)	Piece	Material: Paper with Palika Name Purpose: Record file for keeping documents and papers in place	1		
17	Medium size Punching Machine	No.	Punching capacity of 22 sheets Punching diameter - 5.5 millimeters Punching distance - 80 millimeters Medium size punch	1		
18	Epson Printer L805 Color Ink	Set	Inkjet ink compatible with Epson inkjet printer Set of 4 color Color : Black , Yellow, Magenta, Cyan Replcement Ink Compatible Printer Model: Epson L805	1		
19	Permanent Marker	Piece	Instant Dry Ink Waterproof Round Tip Xylene and Toluene Free	1		
20	Canon 2900 Ink (Refill)	Pack	Feature: Compatible Applicable Equipment: Laser Printer Canon LBP 2900	1		
21	Masking Tape White	No.	Size: 20 mm x 20 meter Easy tear tape, Multi Use tape, Good strength, Ideal for arts, crafts, stationery, painting, labeling, design and Premium Quality.	1		
22	Transparent Paper A4	Ream	OHP transparent Sheet A4 size 100pcs A4 Size OHP Sheet or Front Binding Cover. Thickness- 125 micron, Color - Transparent,	1		
23	50 Pages Registration Register	Piece	Pack of Minimum 250 pages 64 gsm nepali paper with size 20 X 16 cm Hard Bound	1		
24	50 Pages Dispatch Register	Piece	Pack of Minimum 50 pages 64 gsm nepali paper with size 20 X 16 cm Hard Bound	1		
25	50 Pages Attendance Register	Piece	Pack of Minimum 50 pages 64 gsm nepali paper with size 20 X 16 cm Hard Bound	1		

26	Canon MF 3010 Tonner refill	Pack	Color: Black Capacity: 500g bottle Toner Cartridge Model: For canon ir cartridge 3010 model Quality: Perfect and stable quality	1		
27	Cobra Spring Clip File	Piece	Size: 14 X 10 inch Spine: 1.25 inch Paper holding capacity: 200 to 250 pages 1100GSM Spring Clip Laminated F/s good quality, strong, office clip file for filing documents	1		
28	Stamp pad (black)	Piece	Use For Long And Silent Stamping Re-Inking Dimension: 4.88 X 3.35 Inches Colors: Black	1		
29	Binding Tape	Piece	Material: Cloth tape for book bindings Size: 2 inches wide X 25 m long minimum Durable and high tack self adhesive tape Color: Any	1		
30	9X4 Envelope	Bundle	Material: Paper 120 gsm minimum plastic coated inside Bundle of 50 piece minimum Plain envelopes Use: Official Size: 9" X 4"	1		
31	30 cm metal scale	No.	Stainless steel body with chemically etched making all graduations and conversion charts permanently 'engraved' into the surfaces Size: 30cm minimum	1		
32	12Digit Digital Calculator	No.	Digit: 12 digits Two-Way Power (Solar + Battery) Extra Large Display with plastic body and keys Regular Percent, recheck, Function Command, Key Rollover, 300 Steps Check, Localized Number Display and Mark-Up Dimensions (D x W x H): 192 x 144 x 34.6mm approx.	1		

33	A4 Size Color Paper	Ream	50 pages pack of minimum 120 gsm Color craft paper Comes in Double-Sided coloured Size: A4 size (29.7cm X 21cm) Can also be used for printing.	1		
34	White cotton sheet (Kora Kapada)	m	white cotton sheet Composition : 100% COTTON Width (cm) : 320 minimum Weight (gsm) : 150 minimum	1		
35	National Flag 6 feet	Piece	Dimension: Standard Size 6 feet waterproof non faded	1		
36	Multi Color Pattern Dhaka Khada	Piece	Material: Silk (Nepali Dhaka) Length: 150 cm Minimum Width: 15 cm minimum Pattern: Multi Color Product: High Quality Product Stylish	1		
37	Steel Measuring Tape 8M	No.	Length And Width: 8m X 25mm With Metric And Inch With 3 Stopbutton Function Total Unique Design With Rubber Cover Packed By Color Display Box	1		
38	Unigrip Flex Fibreglass Measuring Tape 30M	No.	Double coated unigrip flex fiberglass 13mm width strip with metric and inch calibration Case Material: ABS impact resistant plastic Hook Type: Folding end hook Impact Resistant, Durable Case Rust Resistant, Folding End Hook	1		

39	Unigrip Flex Fibreglass Measuring Tape 50M	No.	Double coated unigrip flex fiberglass 13mm width strip with metric and inch calibration Case Material: ABS impact resistant plastic Hook Type: Folding end hook Impact Resistant, Durable Case Rust Resistant, Folding End Hook	1		
40	Unigrip Flex Fibreglass Measuring Tape 100M	No.	Double coated unigrip flex fiberglass 13mm width strip with metric and inch calibration Case Material: ABS impact resistant plastic Hook Type: Folding end hook Impact Resistant, Durable Case Rust Resistant, Folding End Hook	1		
41	Door Lock 70 mm	Piece	Double Locking System Size: 70mm 9 Lever technology With minimum 3 keys Durable and easy lock system	1		
42	Door Lock 40 mm	Piece	Double Locking System Size: 40mm 9 Lever technology With minimum 3 keys Durable and easy lock system	1		
43	23/6 - 24/6-H Stapler Pins	Packet	6mm leg length (or 1/4 inch) Staples up to 30 sheets at a time chisel point teeth 15 to 20 gauge thick wire	1		
44	23/15-H Stapler Pins	Packet	15 mm leg length (or 9/16 inch) Staples up to 100 to 150 sheets at a time chisel point teeth 15 to 20 gauge thick wire	1		

45	Pilot Hi Tecpoint V5 Black	Piece	Tip size in mm : 0.50 mm Writing width : 0.30 mm Ink Colour : Black, red Hi tecpoint for ultra-precise lines with writing comfort Made with 71.6%* of recycled plastic	1		
46	Pilot Hi Tecpoint V5 Red	Piece	0	1		
47	Push Pin	Box	Material: PS handle + Steel pin Size : 23mm, 1' Quantity: 100pc per box Packaging: Hangable PP box Color: Red, yellow, blue, green, white Pin point length around 10mm	1		
48	Jel Pen	Piece	Ink Color - Black Tip Size - 0.55 - 0.6 mm Material - Plastic with Ergonomic Grip Pakaging: Pack of 10 no. of jel pens	1		
49	Highlighter	Piece	Packaging: Multicolor 5 Shades Glow Highlighter Pocket Clip For Convenience Of Carrying. Non-Toxic Ink	1		
50	Cartage Canon 2900	Piece	Compatible Laser Toner Cartridge Page Yield : 2000 pages (minimum) color: Black	1		
51	Cartage Canon MF3010	Piece	Compatible Laser Toner Cartridge Page Yield : 2000 pages (minimum) color: Black	1		
52	Cartage Pantum M7102DW	Piece	Compatible Laser Toner Cartridge Page Yield : 2000 pages (minimum) color: Black	1		
53	Cartage for Pantum P2509 printer	Piece	Compatible Laser Toner Cartridge Page Yield : 2000 pages (minimum) color: Black	1		
54	Cartage for Brother DCP-L2540 DW printer	Piece	Compatible Laser Toner Cartridge Page Yield : 2000 pages (minimum) color: Black	1		

55	Stapler Machine 10 No.	No.	Compact size: Stapler No. 10, small and light weight Stapling capacity: Stapling upto 15 sheets Easy refilling and stainless steel material	1		
56	Stapler Pin 10 NO.	Box	Size: 15X2.5 cm 1 Packet Staples containing 20 x 50 pieces	1		
57	Binding Clip 51 mm	Piece	Material: Stainless Steel, Metal Size: 51 mm Holds documents firmly, Leaves no marks of binding No punching or piercing of documents, Does not destroy documents Corrosion-resistant steel, Re-usable Nickel-Plated handles can be removed for permanent binding	1		
58	Binding Clip 32 mm	Piece	Material: Stainless Steel, Metal Size: 32 mm Holds documents firmly, Leaves no marks of binding No punching or piercing of documents, Does not destroy documents Corrosion-resistant steel, Re-usable Nickel-Plated handles can be removed for permanent binding	1		
59	Binding Clip 19 mm	Piece	Material: Stainless Steel, Metal Size: 19 mm Holds documents firmly, Leaves no marks of binding No punching or piercing of documents, Does not destroy documents Corrosion-resistant steel, Re-usable Nickel-Plated handles can be removed for permanent binding	1		

60	Sticky Notes	Packet	Transparent Sticky Notes/ Multi color Size: 7.5x7.5cm, 50 Sheets suitable for ballpoint pens, pencils, markers, etc. Material: high-quality PET material, the surface is smooth, waterproof and durable, and writing is smooth, strong adhesive on the back	1		
61	Dhaka Topi	Piece	Nepali handmade topi of various size for adults Size: above 20 cm	1		
62	Keybag	No.	Outer Material: Leather Color : Black/ Brown Dimensions: minimum 8 cms x 2 cms x 12 cms Number of compartments:7 minimum Dust resistant, zipper type lockable	1		
63	Floor Wipers	No.	Minimum 37 inch long handle & 15.5 inch wide blade The ergonomic long handle and very comfortable for the grip used in flat surface of bathroom, windows, glass, mirrors, floors etc	1		
64	Sinke Jhadu	No.	Heavy duty broom with flexible head Natural brown Seenkh Jhadu Weighs 800 gm for easy handling Suitable for cleaning floors and surfaces Category: Brooms, Mops & Sweepers.	1		
65	Broom	No.	material: Plastic Bristle type Flagged: Bristle Surface recommendation: Hard Floor Item dimensions: L x W x H94.9 x 7 x 4 centimetres	1		
66	Handwash	Pack	minimum 900 ml pack Plastic bottle with dispenser	1		

67	Soap	Piece	Rich lather and sophisticated fragrances Weight: minimum 120 gm Suitable for daily use on face, body and hands	1		
68	Dust Bin	No.	Capacity : 25 Litres Made of durable BPA and 100% Virgin Plastic. Superior quality unbreakable plastic Lightweight, strong and durable. Ideal for home, kitchen, hospitals, shops offices, beauty parlour, saloon, restaurants, washroom etc Autocover and footpress for opening	1		
69	Harpic	Pack	Minimum 600 ml Eco Friendly Tile & Toilet Cleaner Ingredients Food grade Phosphoric acid , Citric acid , nature based detergent . Use as tile cleaning Detergent or use in spray to clean toilet bowls , tiles , metal taps .	1		
70	Phenoyl	Bottle	Minimum 2 litre bottle Advanced formulated surface cleaner and disinfectant for floors, Bathroom Surfaces, Tiles, Marble and Granites Leaves pleasant fragrance	1		
71	Plastic mug	No.	Material: Plastic Dimension: (Diameter x Height): 6" x 4.5" Capacity: 1 Litre minimum	1		
72	Bucket 15 litre	No.	Material: Plastic Dimension: (Diameter x Length): 18" x 11" Capacity: Minimum 15 litres	1		
73	Hard Napkin Tissue Paper	Packet	Highly Absorbent Tissues Used Offices Sheet Size: 10CM*10CM 35 Sheets Per Pack	1		

74	Thermos 1 ltr bottle	No.	Capacity: 1 ltr minimum Material: Stainless steel, double-layer vacuum design, safe, BPA-free, environmentally friendly, odorless, and easy to clean. Keeping hot and cold water for minimum 12 hours	1		
75	Thermos 2 litre bottle	No.	Capacity: 2 litre minimum Material: Stainless steel, double-layer vacuum design, safe, BPA-free, environmentally friendly, odorless, and easy to clean. Keeping hot and cold water for minimum 12 hours	1		
76	Backpack (Bag)	No.	Size : Approx. [31cm (L) x 14cm (W) x 48cm (H)] Weight : 0.68 kg & Capacity : 18 L minimum Material : Polyester/ synthetic fiber Features : Minimalist classic design for everyday use. Extra comfortable and durable material. Water-Resistant Material – Splash proof surface from rain. Bottle/Umbrella Compartment.Springy and comfortable padded , adjustable and quality shoulder straps. Soft and comfortable to ease your back.Laptop Compartment (15.6 ") – With extra protection padded cushion. High Quality Zipper.Multi-Functional Series Design.Internal Patch Pockets – Organized compartments for essential items	1		
77	A1 size chart paper	Sheet	Paper Density: 200 gsm Paper Size: 70 X 55, Multicolor Color	1		

78	Screen Cleaner	No.	Used for cleaning LCD Display Screen Cleaner For TV , Mobile, Computer, Laptop , Electronics Volume: 200ML Bottle Transparency blue PET Cloth 16*18 double-face pile	1		
79	Apron	No.	Durable Fabric: Made from high-quality, stain-resistant material for long-lasting wear. Comfortable Fit: Designed with a full sleeve for maximum coverage and protection. Easy to Clean: Machine washable for hassle-free maintenance and hygiene. Functional Pockets: Includes pockets for convenient storage of tools and essentials. Professional Look: Ideal for doctors, nurses, and medical professionals for a clean, professional appearance.	1		
80	Plain Green Sheet of cloth	meter	100% Cotton Plain Hospital Green Casement Fabric Width: minimum 120 cm GSM: 150 minimum	1		
81	A3 size paper	Ream	Minimum 100 GSM Size: Approximately 297 mm x 420 mm (A3) Minimum 200 Sheets Pack	1		
82	towel	No.	Fabric: Coral Velvet Size: 0.5m X 1m (minimum) Color: Plain light color	1		
83	Certificate frame	No.	Document Frame, Photo, Mirror, Painting & Picture frame with hanging clip Size: A4 Size and Material: Plastic/PVC	1		
84	Stackable file rack	Set	3 layered Laminated A4 File Storage Tray size: 337x240x70mm material: pp plastic	1		

85	Rain Coat	No.	Detachable drawstring hood Hand cuffs with Velcro and funnel neck Three front zipper pocket (one is lazier pocket) Inner pocket with zipper 100% water & wind proof with rubberized	1		
86	Bike cover	No.	Water Resistant Soft Lining Protect Against Scratches Paint Protection From Sunlight Size: Used for all bikes and scooters	1		
87	Umbrella	No.	Minimum 9 ribs 3 Fold Vented Double Canopy compact, light weight and easy to carry	1		
88	Plastcware basin (Bata)	No.	Material: Plastic Capacity: 20 litre Color: Red, Green and Blue equal no. Use it as a Dish Pan, laundry Pan, Cleaning Pail & More Can be used outdoors for kitchen, bathroom, gardening, parties, camping	1		
89	Wall Clock	No.	Material: Plastic/ ABS/ metal Finished: Polished Shape: Rectangular/ Square/ Circular Wall mountable Size: 234 x 291 mm minimum Dial: Analog/ Digital Movement: Quartz Battery: AA Battery	1		
90	Magazine File Holder	No.	Sturdy Plastic Desk Organizers and Storage File 4 Compartments Product Dimension: Minimum 10.4" x 12.7" x 12.2" Material - Plastic Colour - Blue, Gray Perfect for magazine, binder, folder, file and documents storage. Front facing ID tag allows for proper identification and classification needs	1		

91	Portable SSD 1TB	No.	Dimensions 25.4 mm x 33.6 mm x 7.5 mm (3.21" x 1.32" x 0.30") Weight 33 g (1.16 oz) Interface: USB Type-C USB Type C to USB Type A/ USB Type C to USB Type C Connection Interface: USB 3.1 Gen 2 (USB 10Gbps) Flash Type: 3D NAND flash Capacity: 1 TB	1		
92	LED Bulb	No.	9 W	1		
93	LED Bulb	No.	7 W	1		
94	Wire	Meter	1.5 mm	1		
95	Shawl	No.		1		
96	Glass	Set	1 X Pack of 6 High Ball Glass/ Glasses for Juice 350ml Glass Set - Set Of 6	1		
97	Canon Printer Ink	Set	G 3010 Printer Color Ink	1		
98	Canon Printer Ink	Set	G 2010 Printer Ink	1		
99	Bottle	No.	950ML (Green Color) Double Wall Stainless Steel Tumbler Leak-Proof Straw Drinkware Sports Water Bottle for Adults Vacuum Insulated	1		
100	Dust Bin (Red, Blue and Green)	Set	Premium Round Plastic Pedal Dustbin – 10L Sturdy, Easy-Carry Handle, Soft-Close Lid & Odor Control For Efficient Waste Disposal	1		
101	20 Pages Dispatch Register	Piece	Pack of Minimum 20 pages 64 gsm nepali paper with size 20 X 16 cm	1		
102	20 Pages Registration Register	Piece	Pack of Minimum 20 pages 64 gsm nepali paper with size 20 X 16 cm	1		
103	20 Pages Attendance Register	Piece	Pack of Minimum 20 pages 64 gsm nepali paper with size 20 X 16 cm	1		
104	16GB Pendrive	No.	Brand : TOSHIBA, SAMSUNG, KINGSTONE, ADATA, HP Capacity : 16 gb minimum High speed pendrive USB 3.0 Light weight and Compact Read speed: 70 mb/s	1		