**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 to its offices in Kathmandu valley (Current offices at Lainchaur, Thapathali, Sanothimi Bhaktapur)

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** |
| --- | --- | --- | --- | --- | --- |
| 1 | Post it | Small size | Multi-colored | Packet | 100 |
| 2 | Post it | Medium size | Multi-colored | Packet | 100 |
| 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 | 500 |
| 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) | 100 |
| 11 | Photocopy Paper | A4 size paper | 70 GSM | RIM (with 500 pcs) | 1500 |
| 12 | Photocopy Paper | A4 (multi-colour) | 70 GSM | RIM (with 500 pcs) | 10 |
| 13 | Photocopy Paper | A3 size paper | 70 GSM | RIM (with 500 pcs) | 5 |
| 14 | Chart Paper | A1size  | Standard quality | Pcs | 100 |
| 15 | Folder | 2 Ring small size | Deli or equivalent | Pcs | 100 |
| 16 | Folder | Index File – 2” | Eagle or equivalent | Pcs | 550 |
| 17 | Folder | Plastic (Stick file) | Deli or equivalent | Pcs | 50 |
| 18 | Expanding file | A4 folder,24 pockets | Deli or equivalent | pcs | 20 |
| 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 | Cello 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 | 100 |
| 28 | Marker | 10 mm thick line/Board / Multicolour | Pilot or equivalent | Dozen | 100 |
| 29 | Marker | 10mm thick line/Permanent/Multicolour | Pilot or equivalent | Dozen | 100 |
| 30 | Sharpener | Pencil Sharpener | Natraj or equivalent | Dozen | 10 |
| 31 | Glue stick | 20 gm, Adhesive | Deli or equivalent | Pcs | 40 |
| 32 | Glue stick | 35 gm, Adhesive | Deli or equivalent | Pcs | 40 |
| 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 | 250 |
| 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 | 60 |
| 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 | Cello Tape | 2.5" | Good quality | Pcs | 12 |
| 52 | Cello Tape | 1" | Good quality | Pcs | 12 |
| 53 | Cello Tape | .5" | Good quality | Pcs | 12 |
| 54 | Cello tape dispenser | 2.5" cello tape | Deli or equivalent | Pcs | 4 |
| 55 | Cello tape dispenser | 1" cello tape | Deli or equivalent | Pcs | 4 |
| 56 | Steel Scale | 30 cm metal | Deli or equivalent | Pcs | 4 |
| 57 | Staple remover | Standard size | Deli or equivalent | Pcs | 4 |
| 58 | Board magnet | Standard size | Good quality | Dozen | 4 |
| 59 | Board pin | Standard size | Good quality | Dozen | 4 |
| 60 | Visiting Card holder | 480 cards | Good quality | Pcs | 5 |
| 61 | Brother TN 2305 Cartridge | For the DCP 2540DW Printer | Brother | Pcs | 5 |
| 62 | Key Ring | 2-Sides Id Label Name Tags with Split Ring |  Sample available if requested | pcs  | 200 |
| 63 | Extension Cord | 6A,2m with surge protector and 3 Pin flat head | 4 sockets | pcs | 20 |
| 64 | Protector Sheet | A4 |  Sample available if requested | pcs | 1000 |
| 65 | Zip file holder | Transparent poly zip file holders’ envelopes | A4 Size | pcs | 100 |
| 66 | Alkaline Battery  | AA size | Panasonic or equivalent | Dozen | 20 |
| 67 | Alkaline Battery | AAA size | Panasonic or equivalent | Dozen | 20 |