**Annual Call for Quotation for the FY 2024**

Bhutan Centre for Media and Democracy is seeking rates from the Bhutanese nationals with valid Bhutanese license holders in a sealed envelope for supply of Office stationary for the year 2024

The quotation should reach the office of BCMD addressed to AFD, BCMD, Thimphu on or before 15 Jan 2024 during office hours or can be emailed to [dekiwangmo@bcmd.bt](mailto:dekiwangmo@bcmd.bt) or call 02327903.

Sealed Quotations are invited for supply of Stationery Items as per the details given in “Annexure 1”

*The terms and conditions are as Follows:*

1. The sealed quotations are to be submitted in prescribed format on your business letterhead duly stamped and signed. Details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s.

2. The quotation should reach the Office by 15th January 2024 before **5:00 PM**. Quotations received after the stipulated date and time shall not be entertained.

3.Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initiated, otherwise the quotation / proposal is liable to be rejected.

**Annexure ‘1’**

| **Sl.No** | **Item & Specifications** | **Unit** | **Brand** |
| --- | --- | --- | --- |
| 1 | File (Office One Box Files) Blue Colour | PCS | -NA- |
| 2 | Ambassador Flat file | PCS | -NA- |
| 3 | Blue PVC office file Folder | PCS | -NA- |
| 4 | Cello Tape (Small) | Roll | -NA- |
| 5 | Cello Tape (Big) | Roll | -NA- |
| 6 | Masking Tape (Small) | Roll | -NA- |
| 7 | Masking Tape (Big) | Roll | -NA- |
| 8 | Double Sided Tape (Small) | Roll | -NA- |
| 9 | Double Sided Tape (Big) | Roll | -NA- |
| 10 | Pen Cello Gripper(Blue/Black) | Packet | -NA- |
| 11 | Signature Pen(Blue/Black) | PCS | -NA- |
| 12 | Sketch pen | Packet | -NA- |
| 13 | Crayon | Box | -NA- |
| 14 | Marker Pen (Green, Blue, Black, Red) | Packet | -NA- |
| 15 | Pencil | Boxes | -NA- |
| 16 | Eraser | Boxes | -NA- |
| 17 | Sharpener | Boxes | -NA- |
| 18 | Steel Paper Clip (30mm) | Boxes | -NA- |
| 19 | Highlighters (Mix Colour) | Packet | -NA- |
| 20 | Calculator (Casio MT 120) | PCS | Casio |
| 21 | Battery AA | Boxes | Duracell |
| 22 | Battery AAA | Boxes | Duracell |
| 23 | Stapler (Big) | PCS | Kangaro |
| 24 | Stapler(Small) | PCS | Kangaro |
| 25 | Stapler(Medium) | PCS | Kangaro |
| 26 | Thumb Pin | Boxes | -NA- |
| 27 | Binder Clip (Big) | Boxes | -NA- |
| 28 | Binder Clip (Small) | Boxes | -NA- |
| 29 | Dispatch Register | PCS | -NA- |
| 30 | Punching Machine Small | PCS | Kangaro |
| 31 | Carbon Paper | Packet | -NA- |
| 32 | Photo Copy paper A4 | Ream | JK Copier |
| 33 | Colour Paper A4 | Ream | JK Copier |
| 34 | Flip Chart | Packet | Oddy |
| 35 | WorkCentre Cartridge 3225 | PCS | Xerox |
| 36 | WorkCentre Cartridge B235 | PCS | Xerox |
| 37 | HP Cartridge 108A | PCS | HP |
| 38 | Stapler Pin (Small) | Packet | -NA- |
| 39 | Stapler Pin (Big) | Packet | -NA- |
| 40 | Stapler Pin (Medium) | Packet | -NA- |
| 41 | Extension Cord | PCS | -NA- |
| 42 | Glue Stick | Box | -NA- |
| 43 | Name Tag | PCS | -NA- |
| 44 | Sticky Note Pad | Bundle | -NA- |
| 45 | Clear Display Stand | PCS | -NA- |
| 46 | Scissor | PCS | -NA- |
| 47 | Desho | PCS | -NA- |
| 48 | Colour Pencil | Packet | -NA- |
| 49 | Plastic file(Transparent) | PCS | -NA- |
| 50 | Envolve A4 | Packet | -NA- |
| 51 | Envolve A3 | Packet | -NA- |