

Annex 1: Bill of Quantities (BoQ) for Office Supplies/Office Consumables
For the Establishment of a Framework Agreement for 2 Years

SL	Description of Items	Unit of Measure	Qty	Brand/Company Names	Unit Price	Total Price
1	A4 Size Offset Paper 80gm, (Original, No. 1 Quality)	Ream	480			
2	Legal Size Offset Paper 80gm, (Original, No. 1 Quality)	Ream	48			
3	A4 Normal Paper 80 gm (Original, No.1 Quality)	Ream	48			
4	Art Paper 100 gm (Original, No. 1 Quality)	Nos	2400			
5	Brown Paper 100 gm	Nos	2400			
6	Color Paper (Different color) (Good Quality)	Nos	2400			
7	Poster Paper, Multi Color	Nos	2400			
8	Binder Clip -19 mm (1 Box =1 Dozen)	Box	240			
9	Binder Clip -32 mm (1 Box =1 Dozen)	Box	240			
10	Binder Clip -41 mm (1 Box =1 Dozen)	Box	240			
11	Binder Clip -52 mm (1 Box =1 Dozen)	Box	240			
12	Board Pin - Multi Color	Box	240			
13	Masking Tape (1") USA Original	Nos	120			
14	Masking Tape (2") USA Original	Nos	120			
15	Carton Tape (2") - White Color (USA Original), 70 yard	Nos	120			
16	Carton Tape (2.5") - Brown Color (USA original), 70 yard	Nos	120			
17	Carton Tape (2.5") - White Color (USA original), 70 yard	Nos	120			
18	Carton Tape -2" Brown Color (USA original), 70 yard	Nos	120			
19	Scotch Tape / Magic Tape (Original, Good Quality)	Nos	120			
20	Box File- Paper (Good Quality)	Nos	120			
21	Button File (Good Quality)	Nos	120			
22	Calculator-12 Digit	Nos	120			
23	Clip Board A4 Size, Single Part	Nos	120			
24	Clip Board Legal Size, Single Part	Nos	120			
25	Clip Board A4 Size, Double Part	Nos	120			
26	Duster Cloth (Good Quality)	Nos	240			
27	Duster-Board Duster (Foam)	Nos	240			
28	Envelop Brown, Size(10"x14") Liner, 150 gsm Paper	Nos	720			
29	Envelop Brown, Size(5"x11")Liner, 150 gsm Paper	Nos	720			
30	Envelop Brown, Size (6"x12")Liner, 150 gsm Paper	Nos	720			
31	Envelop Brown, Size (10"x12")Liner, 150 gsm Paper	Nos	720			
32	Envelop Brown, Size (12"x16")Liner, 150 gsm Paper	Nos	720			

SL	Description of Items	Unit of Measure	Qty	Brand/Company Names	Unit Price	Total Price
33	Envelop Brown, Size (14"x18")Liner, 150 gsm Paper	Nos	720			
34	Envelop. Color : Yellow/ White. Size 5"x11"	Nos	720			
35	File Divider (Good Quality)	Nos	120			
36	Flip Chart 80 gm (30 Pages) (Good Quality)	Bundle	120			
37	Flip Chart 80 gm (50 Pages) (Good Quality)	Bundle	120			
38	Glue Stick- 15 gm (Good Quality)	Nos	120			
39	Gamcha Big Size (6 feet x 3 feet)	Nos	120			
40	Highlighter- Different Color (Standard)	Nos	120			
41	Index File/ Gangue File-2" (Good Quality)	Nos	120			
42	Index File/Gangue File-3" (Good Quality)	Nos	120			
43	Jem's Clip-Multi Color(Plastic) (Good Quality)	Box	120			
44	Jem's Clip-Steel (Good Quality)	Box	120			
45	Magazine File/Corner Cutting Box (Made by Plastic)	Nos	120			
46	Magazine File/Corner Cutting Box (Made by Paper)	Nos	120			
47	Marker -Permanent (Different Color) (Good Quality)	Nos	120			
48	Marker -White Board (Different Color) (Good Quality)	Nos	120			
49	Spiral Note Book - (30 Sheet)	Nos	120			
50	Spiral Note Book - (50 Sheet)	Nos	120			
51	Spiral Note Book - (80 Sheet)	Nos	120			
52	Name Tag	Nos	120			
53	Pen Holder Metal Mesh Net	Nos	120			
54	Pen -Ball Pen (Different Color) (good Quality)	Nos	720			
55	Pen- Gel Pen (Different Color) (good Quality)	Nos	720			
56	Sign Pen - Different Color	Dozen	240			
57	Wooden Pencil- HB2 (Good Quality)	Nos	120			
58	Wooden Pencil- HB4 (Good Quality)	Nos	120			
59	Pin Remover (Good Quality)-small size	Nos	120			
60	Pin Remover (Good Quality)-Big size	Nos	120			
61	Posted Pad Color (3"x2") Different Color	Nos	240			
62	Posted Pad Color (3"x3")Different Color	Nos	240			
63	Paper Basket-Steel	Nos	120			
64	Pencil Battery Size: AAA	Nos	144			
65	Pencil Battery Size: AA	Nos	144			
66	Report File Cover (Good Quality)	Nos	120			
67	Ring File	Nos	120			

SL	Description of Items	Unit of Measure	Qty	Brand/Company Names	Unit Price	Total Price
68	Register Book, Size 8 (200 Page/100 sheet)	Nos	72			
69	Register Book, Size 10 (320 Page/160 sheet)	Nos	72			
70	Register Book , Size 12 (500 Page/250 sheet)	Nos	24			
71	Rubber Band/ Gudder (1 Pkt=100 gm)	Pkt	24			
72	Scissors Medium Size (Good Quality)	Nos	24			
73	Scotch Tape- Size ½" (Original, USA)	Nos	48			
74	Sharpener (Good Quality)	Nos	120			
75	Stapler Machine, Size-Standard-HD45	Nos	120			
76	Stapler Machine, Size-Extra Big, 23/24	Nos	12			
77	Stapler Pin 24/6	Box	240			
78	Stapler Pin 23/15	Box	24			
79	File Fastener (Plastic - Good Quality)	Packet	48			
80	File Fastener (Steel - Good Quality)	Packet	48			
81	VIIP Card (different color: 100 nos. = 1 PKT.)	Packet	48			
83	Handrub 250ML	Pcs	120			
84	Air Freshener, AER Pocket	Pack	240			
85	Dish Washing Liquid Bottle (500 ml)	Nos	96			
86	Dish Washing Refill (200 ml)	Nos	96			
87	Liquid Hand Wash 200ml (Pump)	Nos	120			
88	Liquid Hand Wash Refill (170ml)	Nos	96			
89	Dishwashing Bar 300g	Box	240			
90	Dish Washing Scrubber Green Big	Box	48			
91	Dish Washing Scrubber, Stainless Steel	Box	48			
92	Toilet Tissue Roll , High quality	Box	240			
93	Facial Tissue, High Quality	Box	240			
94	Duster Towel, High Quality	Nos	120			
95	Toilet Brush with holder	Nos	48			
96	Floor Brush (For Washroom)	Nos	48			
98	Sanitary Napkin, 15 pad in a Packet, Panty S	Packet	120			
99	Kitchen Towel Single Roll 2 ply	Nos	120			
100	Hand Towel (250X1 ply)	Nos	120			
101	Paper Napkin Tissue-13x13, 1 ply 100 Pcs	Nos	120			
102	Toilet Cleaner, Size : 1 Liter	Nos	120			
103	Floor Cleaner, Size : 1 Liter	Nos	120			
104	Glass Cleaner, Size : 350 ML	Nos	48			
105	Washing Powder Size : 500 gm	Nos	120			
106	Washing Powder Size : 1 Kg	Nos	48			
107	Floor Cleaing Mop	Nos	24			
108	Double Roller PVA Mop	Nos	12			
109	Flower Broom (Ful Jharu)	Nos	120			
110	Coffee Jar, size : 200 gm	Nos	480			
111	Full Cream Powder Milk, 500 gm pkt.	Nos	480			
112	Suger, Size : 1 kg Pkt	Nos	480			
113	Organic Red Sugar 1kg Pkt	Nos	240			
114	Tea Bag , Size : 100gm, Double chamber 50 Tea Bags per Pack.	Nos	480			
115	Green Tea (60 grams)	Nos	48			
Grand Total Taka including VAT, Tax and all associated cost						