

CLEAN UP NEPAL (स्वच्छ सफा नेपाल)

Baluwatar, Kathmandu, Nepal

DAO Kathmandu Reg.792/070/071 SWC Reg. No. 39519 / Pan No.602174026, Tel: 01-4373175



RFQ No:

Date: 20 Mar 2024

Request for Sealed Quotation (RFQ)

This is for your reference that, CLEAN UP NEPAL is planning to procure the items mentioned below for its use in official purpose and thus invites Quotations from interested / potential Suppliers. The details items & specifications and terms and conditions are as below:

S.N	Description/Specifications	Unit	Total Quantity Required	Rate per Unit	Total Amount	Remarks
Stationery items for 4 months (Chaitra 2080-Ashar 2081)						
1	A4 Paper – White (85 GSM)	Per Box	1			
	A4 Paper – White (80 GSM)	Per Box	1			
	A4 Paper – White (75 GSM)	Per Box	1			
	A4 Paper – White (70 GSM)	Per Box	1			
2	A4 Color Paper- Soft – (80 GSM)	Per Box	1			
	A4 Color Paper- Soft – (70 GSM)	Per Box	1			
	A4 Color Paper- Hard – (80 GSM)	Per Box	1			
	A4 Color Paper- Hard – (70 GSM)	Per Box	1			
3	Stramile Pen	Per Pcs	1			
	Cello Ball Pen	Per Pcs	1			
	Ball Pen - Simple	Per Pcs	1			
	Pilot Pen	Per Pcs	1			
4	Pencil (Natraj) Triangle	Per Pcs	1			
	Pencil (Natraj) 621	Per Pcs	1			
5	Eraser	Per Pkt	1			
6	Pencil Sharpener	Per Pkt	1			
7	Board Marker Refillable	Per Pcs	1			
8	Board Marker Non-Refillable	Per Pcs	1			
9	Permanent Marker Refillable	Per Pcs	1			



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10	Permanent Marker Non-Refillable	Per Pcs	1			
11	Stapler Machine 23S17 (Heavy Duty)	Per Pcs	1			
	Stapler Pin 23S17	Per Box				
12	Stapler Machine (Medium)	Per Pcs	1			
	Stapler Pin (Medium)	Per box	1			
13	Stapler Machine No.10	Per Pcs	1			
	Stapler Pin No.10	Per Box	1			
14	Punching Machine (Big size) HDP-2160	Per Pcs	1			
15	Punching Machine (DP-800)	Per Pcs	1			
16	Punching Machine (DP-700)	Per Pcs	1			
17	Punching Machine (Small)]	Per Pcs	1			
18	Thumb Pin	Per Pkt	1			
19	Pushpin	Per Pkt	1			
20	Paper Clip-Plastic	Per Pkt	1			
21	Highlighter	Per Pcs	1			
22	Binding Clip 51mm	Per Pkt	1			
	Binding Clip 41mm	Per Pkt	1			
	Binding Clip 32mm	Per Pkt	1			
	Binding Clip 25mm	Per Pkt	1			
	Binding Clip 19mm	Per Pkt	1			
	Binding Clip 15mm	Per Pkt	1			
23	Binding sheet A4 Size	Per Rim	1			
24	Sheet Protector A4 Size	Per Rim	1			
25	Soft Board 4*5	Per Pcs	1			
	Soft Board 3*4	Per Pcs	1			
	Soft Board 2*3	Per Pcs	1			



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26	White Board 4*5	Per Pcs	1			
	White Board 3*4	Per Pcs	1			
	White Board 2*3	Per Pcs	1			
27	Pen Holder	Per Pcs	1			
28	Business File	Per Pcs	1			
29	My Clear Bag	Per Pcs	1			
30	Register No. 2	Per Pcs	1			
	Register No.4	Per Pcs	1			
	Register No.6	Per Pcs	1			
	Register No.8	Per Pcs	1			
	Register No.10	Per Pcs	1			
31	Stock Register No 2	Per Pcs	1			
	Stock Register No 4	Per Pcs	1			
	Stock Register No 6	Per Pcs	1			
32	Cash Book No.6	Per Pcs	1			
33	Index File (Big)	Per Pcs	1			
	Index File (Medium)	Per Pcs	1			
	Index File (Small)	Per Pcs	1			
34	Ring File (Big)	Per Pcs	1			
	Ring File (Medium)	Per Pcs	1			
	Ring File (Small)	Per Pcs	1			
35	Double Tape 1"	Per Pcs	1			
36	Cello Tape 1"	Per Pcs	1			
37	Carton Tape 2"	Per Pcs	1			
38	Calculator Yesuda	Per Pcs	1			
39	Scissor (Medium)	Per Pcs	1			
	Scissor (Small)	Per Pcs	1			

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40	Record File Nepali	Per Pcs	1			
41	Attendance Register No.4	Per Pcs	1			
	Attendance Register No.6	Per Pcs	1			
42	Envelop Brown A4 Size	Per Pkt	1			
	Envelop Brown Small Size	Per Pkt	1			
43	Chart Paper	Per Pcs	1			
44	News Print Paper	Per Pcs	1			
45	Carbon Paper	Per Pkt	1			
46	Meta Card	Per Pkt	1			
47	File Tray Cabinet (3 Folded made of plastic)	Per set	1			
48	Exercise Book (Deluxe Pages No. 50)	Per Pcs	1			
	Exercise Book (Deluxe Pages No. 40)	Per Pcs	1			
	Exercise Book (Deluxe Pages No. 30)	Per Pcs	1			
49	Spiral Note Book A4 Size	Per Pcs	1			
	Spiral Note Book A3 Size	Per Pcs	1			
	Spiral Note Book A2 Size	Per Pcs	1			
	Spiral Note Book A1 Size	Per Pcs	1			
	Spiral Note Book B2 Size	Per Pcs	1			
50	Stamp Pad (Supreme Deluxe)	Per Pcs	1			
	Stamp Pad Ink (camel rubber stamp ink, violet, 60 ml)	Per Pcs	1			
					Sub total	
					VAT 13 %	
					Other costs	
					Grand Total	



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Note:

Stationery items should be same as or equivalent to above mentioned specifications. You can also provide further details in additional sheets if needed. If there will be additional stationery item required for the organization which is not mentioned here will be purchase based on actual market rate.

The given rate of each item shall be eligible until agreement period.

We expect the stationery items of good quality and very flexible behavior from supplier.

We can do order on partial/as whole or on need basis.

Total Amount in Figure (जम्मा रकम) :

Total Amount in Word (जम्मा रकम अक्षरमा) :

Terms and Conditions:

- Quotation should be submitted by **26/Mar/2024 before 17:00 hrs.** It shall remain your responsibility to ensure that your quotation will reach the address on or before the deadline. Quotations that are received by CLEAN UP NEPAL after the deadline indicated above, for whatever reason, shall not be considered for evaluation.
- Quoted rate should be inclusive of 13% VAT and TDS 1.5% will be deducted as per Rules & Regulations of Nepal Government.
- Any discrepancy between prices in figures and words, the amounts in words will govern.
- Any discrepancy between unit rate and line-item total resulting from miscalculation, the unit rate will govern.
- CLEAN UP NEPAL is in no way obligated to select the lowest bidder.
- The successful bidder will be notified at the earliest date possible.
- Selected supplier may need to come up with sample items before purchase agreement and purchase order. Sample items will be Verified and evaluated by CLEAN UP NEPAL Representative. If CLEAN UP NEPAL found less quality sample than required then CLEAN UP NEPAL can switch the supplier.
- During materials delivery time supplier has to deliver materials from store to CLEAN UP NEPAL office.
- Suppliers have to provide copy of firm registration certificate, VAT registration certificate, and TAX clearance document while submitting RFQ.
- After the delivery of materials payment will be made via online connect ips in favour of your Company/Supplier.
- Payments will be made in monthly basis after receiving undisputable invoice.
- If you have any objection or expectation in payment terms, please clarify

CLEAN UP NEPAL reserves all the rights to accept or reject any or all quotation/(s), in part or in full, alter any provisions of this RFQ as deemed necessary at any time without assigning any reason or whatever.

Rabindra Lamichhane
Executive Director
CLEAN UP NEPAL

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firm's Word:

To,
Executive Director
CLEAN UP Nepal
Baluwatar, Kathmandu

I hereby provide you the rate of above specified materials of RFQ including VAT. Above mentioned materials will be delivered on..... and along with that given rate of RFQ will be valid till.....

.....
Name of Supplier:

Address:

Phone No:

Date:

Stamp:

If the above Terms and Conditions are acceptable, please submit a sealed quotation.

