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Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
 Conservation of the Kingdom's Environment

ANNEXURE - IV

STATIONERIES AND ELECTRICAL ITEMS FOR FISCAL YEAR 2025

Sl. #	Particulars	Specification	Qty	Rate
1	Battery Charger (best quality)	best quality	1 no	
2	Battery (rechargeable)	Duracell - AAA	1 pair	
3	Battery (rechargeable)	Infinity -AAA	1 pair	
4	Battery (rechargeable)	Duracell - AA	1 pair	
5	Battery (rechargeable) - Lithium	Sanyo - CR123A	1 pair	
6	Battery torch cell	Dura Cell	1 pair	
7	Battery (non-rechargeable) - Energizer	Lithium - AA	1 pair	
8	Calculator (ordinary- small)	CASIO	1 no.	
9	Calculator (ordinary- Medium)	CITIZEN	1 no.	
10	Carbon paper	kores	1 pkt.	
11	cellotape (brown - thick)	size - 2"	1 no.	
12	cellotape (masking - thick)	size - 2"	1 no.	
13	Cellotape (transparent - thick)	size - 2"	1 no.	
14	Chart paper		1 sheet	
15	Correction fluid/pen	best quality	1 no.	
16	Drawing pin (large size)		1 pkt.	
17	Drawing pin (small size)		1 pkt.	
18	Envelope (plastic liminated)	A3 size sample	1 no.	
19	Envelope	A4 size sample	1 no.	
20	Envelope (9/4 & 11.5)	sample attached	1 no.	
21	Executive Note book (cover with paper)		1 no.	
22	Expanding file best quality		1 no.	
23	Extension cord (flat)	MX	1 no.	
24	Extension cord (round)	Cona heavy duty	1 no.	
25	File (Executive Ambassador)		1 no.	
26	File (Folder - plastic)		1 no.	
27	File (Horse/Sona)		1 no.	
28	File (Plastic - A4 size)		1 no.	
29	File (Ring Binder)		1 no.	
30	File (flat -supreme Ambassador)		1 no.	
31	File (box- supreme ambassador)		1 no.	
32	Flip chart paper (size - 585 x 900mm)	specify brand (oddy)	1 sheet	
33	Glossy photo paper	EPSON premium	1 no.	
34	Glue Stick (big)		1 no.	
35	Glue Stick (medium)		1 no.	



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36	Glue Stick (small)		1 no.	
37	High lighter pen	luxor	1 no.	
38	Jems clip (24mm) - Metal		1 pkt.	
39	Jems clip (35mm) - Metal		1 pkt.	
40	Jems clip (50mm) - Metal		1 pkt.	
41	Jems clip (24mm) - Rubber		1 pkt.	
42	Jems clip (35mm) - Rubber		1 pkt.	
43	Jems clip (50mm) - Rubber		1 pkt.	
44	Lamination film (70mm x 100mm)	Thickness -125 MIC	1 pkt.	
45	Lamination film (A3 size)	Thickness -125 MIC	1 pkt.	
46	Lamination film (A4 size)	Thickness -125 MIC	1 pkt.	
47	Marker pen (board)	Snowman - original	1 no.	
48	Marker pen (Permanent)	Snowman - original	1 no.	
49	Masking tape		1 roll	
50	Note book (big)	Binding	1 no.	
51	Note book (medium)	Binding	1 no.	
52	Note book (small)	Binding	1 no.	
53	Pen (cello pointec)			
54	Pen (cello gripper)			
55	Pen (Mitshubishi)			
56	Pen (Signature - Pilot)	best quality	1 no.	
58	Pen - Pilot (V5)		1 no.	
59	Pen - Pilot (V7)		1 no.	
60	Photocopy paper A3 (Modi - Xerox))	80 g/m ²	1 ream	
61	Photocopy paper A4 (Double A)	80 g/m ²	1 ream	
62	Photocopy paper A4 (Executive)	80 g/m ²	1 ream	
63	Photocopy paper A4 (hp)	80 g/m ²	1 ream	
64	Photocopy paper A4 (Modi Zerox) JK	80 g/m ²	1 ream	
65	Post it pad (small)		1 no.	
66	Post it pad (Large)		1 no.	
67	Post it pad (Mediuml)		1 no.	
68	Punching Machine (medium)		1 no.	
69	Scale (steel 100 cm)		1 no.	
70	Scale (steel 50 cm)		1 no.	
71	Scissor (Big)	best quality	1 no.	
72	Scissor (medium)	best quality	1 no.	
74	Scissor (small)	best quality	1 no.	
75	Scotch Tapes		1 no.	
76	Self adhesive mailing labels		1 sheet	



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77	SDI Binder clips (big)		1 no.	
78	SDI Binder clips (medium)		1 no.	
79	SDI Binder clips (small)		1 no.	
80	Socket 4 way	specify brand	1 no.	
81	Spiral (8mm)		1 no.	
82	Spiral (10mm)		1 no.	
83	Spiral (12mm)		1 no.	
84	Spiral (14mm)		1 no.	
85	Spiral (20mm)		1 no.	
86	Stapler machine (kangaroo HS - 45P)		1 no.	
87	Stapler pin medium 24/6 (max)		1 box	
88	Stapler pin small (max)		1 box	
89	Stapler machine small Kangaroo		1 no.	
90	Thumb pin (small)		1 pkt.	
91	Thumb pin (medium)		1 pkt.	
92	Thumb pin (big)		1 pkt.	
93	Transparency sheets (A4 size 100 sheets)	Oddy 125mic 175mic	1 roll	
95	Radiator heater (9 Panel)	specify brand	1 no.	
96	Radiator heater (12 Panel)	specify brand	1 pkt.	
97	Fan with stand	specify brand	1 book	
98	Duct Tape	2 inch	1 no.	
99	Duct Tape	3 inch	1 no.	
100	CFL Light	8 watt to 23 watt	1 no.	
101	External Hard Drive (3.5") SATA USB3	500 GB	1 no.	
102	External Hard Drive (3.5") SATA USB4	1 TB	1 no.	
103	Internal Hard Drive (2.5") SATA	1 TB		
104	Internal Hard Drive (2.5") SATA	2 TB	1 no.	
105	Thumb Drive	4 GB	1 no.	
106	Thumb Drive	8 GB	1 no.	
107	Thumb Drive	16 GB	1 no.	
108	CAT6 UTP LAN Cable	Digilink	1 no.	
109	RJ 45 Jack	Digilink	1 no.	
110	Patch code cable 1 m	Digilink	1 no.	
111	Patch code cable 2 m	Digilink	1 roll	
112	Patch code cable 3 m	Digilink	1 pkt.	
113	Register No. 12		1 no.	



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114	Register No. 14		1 no.	
115	Register No. 16		1 no.	
116	Register no.18		1 no.	
117	Register no. 20		1 no.	
118	White Board Duster		1 no.	
119	Adress Label			
120	Magnetic Duster			
121	Two pin multiplug			
122	HDMI Cable	5m/8m/10m		
123	Marking Cloth	1 meter		
124	Envelope(Bubble plastic Inside)	A4/A3	1 no	
125	Gaffer cellotape		1 no	
126	HDMI to VGA Adaptor			
127	Envelope (Desho)	A4/A3		
128	Envelope (Yellow with RSPN logo A4)	A4/A3		
129	Sticky Note			
130	USB C Hub			
131	External SSD hard drive	500 GB	1 no	
132	External SSD hard drive	1 TB	1 no	
133	External SSD hard drive	2 TB	1 no	
134	Internal SSD hard drive	500 GB	1 no	
135	Internal SSD hard drive	1 TB	1 no	
136	Laptop cooling FAN		1 no	
137	External hard drive 4TB			

Toiletry Items

Sl. #	Particulars	Specification	Rate	
1	Colin Cleaner			
2	Dust cloth			
2	Herpic toilet cleaner			
3	Toilet Odinal			
4	Foot Mat	Jute per sft		
5	Foot Mat	Grass type per sft		
6	Soap			
7	Liquid Hand wash			
8	Fenal (Suraksha			
9	Hard Broom			
10	Soft Broom			



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11	Odonil Room freshner		
12	Mop (ordinary)		
13	Bucket (large)		
14	Bucket (Medium)		
15	Bucket (Small)		
16	Dish Washer		
17	Lemon grass spray		
18	Toilet hand Towel		
19	Tissue Paper (Loose)		
20	Tissue Paper (tight)		
21	Toilet brush		
22	Jug		
23	Gloves long		
24	Dust collector		
25	mopping set (single)	spin mop set	
26	Floor wiper		
27	Glass wiper		

Tonner Cartridge

Sl.no.	Particulars	Specifications	Rate
1	Tonner cartridge (hp laserjet)	05A	
2	Tonner cartridge (hp laserjet)	59A	
3	Tonner cartridge (hp laserjet)	26A	
4	Tonner cartridge (hp laserjet)	30A	
5	Tonner cartridge (hp laserjet)	80A	
6	Tonner cartridge (hp laserjet)	88A	
7	Tonner cartridge (hp laserjet)	85A	
8	Tonner cartridge (Canon Image class)	Black (055)	
9	Tonner cartridge (MF 746CX)	Cyan (055)	
10	Tonner cartridge (MF 746CX)	Magenta (055)	
11	Tonner cartridge (MF 746CX)	Yellow (055)	
12	Tonner cartridge (hp laserjet) Color	202A set	
13	Tonner cartridge (hp laserjet MFPM72630)	Photocopy Machine	