

Warm Greetings from SOS Children's Villages Nepal !

SOS Children's Villages Nepal is requesting quotations from interested vendors to supply stationery materials for the office purpose. List of required stationery materials are mentioned in the attached format. Interested vendors are requested to fill the attached format (excel sheet) and submit the quotation. While submitting quotations, it is mandatory to include scanned copy or photocopy of below mentioned documents:

1. Company registration (renewed)
2. PAN Certificate
3. Tax Clearance Certificate (Current)

Quotation can be submitted via Email to [procurement.soscv@sosnepal.org.np](mailto:procurement.soscv@sosnepal.org.np)

Quotation can also be submitted in the form of hard copy at the reception of SOS CV Nepal's National Office in Sanothimi, Bhaktapur.

Deadline for submitting quotation is 12 March 2021 Friday (5:00 PM)

If additional information is required, please send your inquiry to the dedicated email address mentioned above.

**Note:** Quotations received after the deadline will not be considered.

Please see the required stationery items in table mentioned below or the attached excel sheet.

S. No	Item	Brand Option 1		Brand Option 2		Brand Option 3	
		Name of the Brand	Cost	Name of the Brand	Cost	Name of the Brand	Cost
1	Ball Pen - 1 pkt.	Cello		Fludic			
2	Gel Pen - 1 pkt.	Cello					
3	Pen - 1 pkt.	Pilot					
4	Metal Scale - 1 piece						
5	Stapler(Big) - 1 piece	Kangaro					
6	Stapler Pin - Big - 1 pkt.						
7	Stapler (Medium) - 1 piece	Kangaro					
8	Stapler Pin - Medium - 1 pkt.						
9	Paper Knife - 1 piece						
10	Scissor - 1 piece	Torre					
11	High Lighter Pen - 1 pkt	Textliter					
12	Correction pen - 1 box	Yamayo					
13	Permanent Marker - 1 box	Snowman					
14	Board Marker - 1 box	Snowman					
15	Pencils - 1 Box	Dooms		Natraj			
16	Binding Tape (1 inch size) - 1 roll						
17	Binding Tape (2 inch size) - 1 roll						

18	Water tape (small) for table purpose - 1 piece	deli					
19	Water tape (Medium) for packing purpose - 1 piece	deli		Golden Power			
20	A4 Paper(80 gm) - 1 rim	Double A		Coppier		e-paper	
21	Calculator(medium) - 1 piece	Casio		Canon			
22	Desk Organiser - 1 piece						
23	2 ring Binder file - 1 piece						
24	Double sided tape - 1 roll						
25	Index file - 1 piece						
26	Hanging file - 1 dozen						
27	Glue Stick (36 gm) - 1 dozen	deli					



Quotation Format  
for Stationery Items.