

खैरहनी नगरपालिका
नगर कार्यपालिकाको कार्यालय
खैरहनी, चितवन

आ.व. २०८३/८४ मा कार्यालयका लागि आवश्यक मसलन्द तथा स्टेशनरी मालसामानहरुको विशिष्टता सहितको विवरण

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
१	Photocopy Paper	Paper Size: A4 (210 mm x 297 mm) ISO 216 standard size Grammage (Weight): 80 GSM (Grams per Square Meter) Brightness: 100%/102–104% ISO High whiteness for sharp contrast Opacity: ISO 2471, ≥ 94% (Optimized for double-sided printing) Paper Material: 100% Virgin Wood Pulp / Elemental Chlorine Free (ECF) Moisture Content: 4.0% - 5.0% to prevent paper curling and jamming Ream Packaging: 500 Sheets per Ream. Moisture-proof, poly-wrap paper inner ream wrapping Carton Box Packaging: Heavy-duty corrugated cardboard box. 5 reams per box, reinforced corners for safe stacking	Ream	1	
२	Toner (Printer Cartridge)				
	Monochrome Laser Toner Cartridge	Product Type: Monochrome Laser Toner Cartridge / Toner Box Color: Black Print Technology: Laser Device Compatibility: Must be fully compatible with Brother DCP Series: DCP-B7620DW, DCP-B7640DW Consumable Design: Dedicated separate toner box system Protective Seal: Individually enclosed in a moisture-resistant, light-blocking vacuum bag packed inside protective cushioning material. Labeling: The external retail packaging must clearly show the manufacturer's brand name, product model number (TNB028), clear compatibility lists, and a trackable holographic or QR authentication label to verify product authenticity.	Pcs.	1	

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	Monochrome Laser Toner Cartridge	Product Type: Monochrome Laser Toner Cartridge (All-in-One design) Color: Black Print Technology: Laser Device Compatibility: Must be fully compatible with Canon Laser Shot Series: LBP2900, LBP2900B, LBP3000 Consumable Design: All-in-One Cartridge System: Must integrate the toner, drum, and cleaning unit into a single, seamless assembly for clean and maintenance-free replacements. Leak and Smudge Protection: Engineered with precise sealing components to completely prevent internal toner leaks and smudging during high-speed operation. Protective Cushioning: Individually sealed inside a moisture-proof static bag and encased in a shock-absorbent layout Labeling & Traceability: Outer retail packaging must explicitly display the manufacturer's brand name, product model (Cartridge 303), a definitive compatibility list, and trackable serial numbers or anti-counterfeiting features to guarantee authenticity.	Pcs.	1	
	Monochrome Laser Toner Cartridge	Product Type: Monochrome Laser Toner Cartridge Color: Black Print Technology: Laser Device Compatibility: Must be fully compatible with Canon imageCLASS Series: LBP6030, LBP6030w, MF3010 Environmental Sealing: Cartridges must be vacuum-packed in an anti-static, moisture-proof, and light-blocking bag. Exterior Labeling: The external box must prominently show the manufacturer's genuine brand name or designated part number (Cartridge 325 or CRG-325), along with clear hardware compatibility guidelines and tracking batch numbers.	Pcs.	1	

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	Monochrome Laser Toner Cartridge	Product Type: High-Yield Monochrome Laser Toner Cartridge Color: Black Print Technology: Laser Device Compatibility: Must be fully compatible with Pantum Series: P3010D, P3010DW, P3300DN, P3300DW, M6700D, M6700DW, M7100DN, M7100DW, M6800FDW, M7200FD, M7200FDN, M7200FDW, M7300FDN, M7300FDW Environmental Protection: Each unit must be securely sealed inside an airtight, moisture-proof, and anti-static protective bag with a physical pull-tab seal to preserve toner freshness. Exterior Markings: The retail container box must display the manufacturer's model designation (TL-412K/HK), a list of compatible devices, a verification seal/barcode for tracking, and clear installation instructions.	Pcs.	1	
३	माउस (Mouse)				
	Wired Optical Computer Mouse	Interface / Connectivity: Standard USB Type-A (Plug-and-Play, no external drivers or software installation required) Tracking Technology: Optical LED Tracking Movement Resolution: Minimum 1000 DPI (Dots Per Inch) for precise tracking and navigation Control Layout: 3-Button Configuration: Left Click, Right Click, and a clickable center scroll wheel Form Factor / Ergonomics: Ambidextrous design (Comfortably shaped for both right-handed and left-handed users) Cable Length: Minimum 1.5 meters to 1.8 meters (Flexible PVC or braided cable) OS Compatibility: Fully compatible with mainstream operating systems including Microsoft Windows, macOS, and Linux kernels Chassis Construction: Made of durable, matte-finish ABS plastic to resist smudges, fingerprints, and long-term wear. Unit Packaging: Each mouse must be individually packed in a secure retail or bulk cardboard box to protect the mouse body and prevent the USB connector pins from scratching the plastic finish during transport. Markings: The individual packaging must display the manufacturer's brand, model name, serial numbers, and country of origin for inventory tracking.	Pcs.	1	

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	Wireless Office Mouse	Wireless Connectivity: 2.4 GHz RF Technology via USA Nano Receiver (plug-and-play) Tracking Sensor: Advanced Optical Tracking Resolution: Minimum 1000 DPI to 1200 DPI (or higher) Operating Range: Minimum 5 to 10 meters Button Configuration: 5 functional zones / inputs (Left Click, Right Click, Middle Click, Left Tilt, Right Tilt) Power / Battery Source: Powered by 1x AA Alkaline Battery Power management: Integrated Auto-sleep/power save mode Standard Pack Out: Each individually packed retail unit must include the wireless mouse body, one compatible 2.4 GHz USB nano receiver, and one pre-installed or included AA battery.	Pcs.	1	
४	Mouse Pad	Dimensions / Size: Minimum 450 x 400 mm (Thickness: 2 mm to 3 mm) Surface Material: High-density, ultra-smooth Micro-textured Cloth / Fabric Base Material: Premium Non-Slip / Anti-Skid Natural Rubber base Edge Construction: Stitched Edges (Anti-Fraying)	Pcs.	1	
५	Heavy-Duty Surge Protector (Multi-Plug/Spike Guard)	Outlet Quantity: Minimum 5 to 6 Multi-functional Sockets Socket Design: Multi-zone universal pattern supporting flat, round, square, or angled international power plug Electrical Rating: 220V - 250V AC, 10A to 16A, 50Hz (Minimum 2500 Watts load capacity) Main Cable Length: Minimum 3 Meters to 5 Meters (Heavy-duty Copper Core Cable) Switch & Indicator: Master On/Off Switch (or Individual Switches per socket) with LED power indicator Safety Protection: Built-in Surge Protection Chassis / Body Material: Heavy-duty, Fire-retardant / Flame-resistant ABS Plastic	Pcs.	1	
६	Standard Wired USB Keyboard	Interface / Connectivity: Wired, USB 2.0 / USB 3.0 Type-A, Plug-and-Play Branded Keyboard Layout: Standard Full-Sized 104 / 105 Keys (US English Layout) Cable Length: Minimum 1.5 Meters (150 cm) Indicators: LED Indicators for Num Lock, Caps Lock, and Scroll Lock Ergonomics: Tilt Legs / Adjustable Rear Feet Standard Delivery Pack: Each unit must be individually boxed in protective cardboard packaging displaying the manufacturer brand name, precise keyboard language layout, and tracking barcodes.	Pcs.	1	

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७	Color Paper (Yellow)	Sheet Size: Standard A4 Dimensions (210 mm × 297 mm) Grammage / Weight: Minimum 80 GSM Color Consistency: Mass-dyed / Pulp-dyed (Not surface printed) Opacity: Minimum 92% Color Assortment: Specific Single Pastel Yellow Color Only Standard Packaging: (Wrapped in moisture-resistant protective paper) Surface Finish: Ultra-smooth / Uncoated Matte Finish	Ream	1	
८	Unbleached Pure Cotton Cloth (कोरा कपडा)	Material Composition: 100% Pure Virgin Cotton (completely undyed and unbleached) Fabric Weave Type: Standard Plain Weave Weight / Grammage: Medium-weight construction; 150 gsm to 200 gsm Color Profile: Natural Ecru / Cream Dimensions / Sizing: Cut dimensions of 28" × 28" (approx. 70 cm × 70 cm) per individual cloth sheet Absorgency Profile: High structural absorption rating Textile Softness: Soft, low-abrasion tactile surface to prevent damage or scratching when dabbing sensitive materials, brushes, or fine instruments.	Meter	1	
९	Envelope	Dimensions / Size: 9 inches × 4 inches (approx. 228 mm × 101 mm) Paper Type: High-quality White Kraft, Brown Kraft, or Premium Maplitho Paper Construction: Precision machine-cut with strong side seams and neat folding Color Option: Classic Office White or Eco-friendly Golden/Brown Kraft Flap Style: Wallet Flap (Long edge opening) or Commercial Flap	Pcs.	1	
१०	Solid Glue Stick	Net Weight / Capacity: 35 Grams (35g) / 1.23 oz Safety Certification: Non-toxic, Acid-free, and Solvent-free Drying & Texture: Smooth, non-clumpy distribution; Dries Clear & Transparent Adhesive Base: PVP (Polyvinylpyrrolidone) or equivalent high-quality synthetic polymer base Inner Pack: Grouped in bundles or shrink-wrapped trays of 10 to 12 units per inner pack. Bulk Master Cartons: Shipped securely in heavy-duty cardboard boxes clearly stamped with the manufacturer's brand name, lot batch numbers, and exact expiration or production dates.	Pcs.	1	

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११	Dot Pen (Black)	Tip Size: 0.7mm needle point for precise lines Body: Lightweight, ergonomic round plastic body Grip: Soft rubberized texture grip for comfortable long-duration writing Clip: Includes a built-in pocket clip Barrel Design: Clear/Transparent or tinted plastic with visible ink level indicator Ink: ULV Ink Technology for break free & smooth writing Packaging Layout: Boxed in packs of 10 pieces per inner packet & 10 packets per outer cartoon Safety Standard: Non-Toxic and Low Odor Ergonomic Grip: Non-slip, textured surface or rubberized soft finger grip	Pcs.	1	
१२	Dot Pen (Red)	Pen / Writing Type: Ballpoint Pen (Cap-off type with clip or Retractable click mechanism) Ink Color: Vivid, High-Contrast Monochrome Red Tip Size / Line Width: 0.7 mm (Medium) or 0.5 mm (Fine) based on selection Barrel Design: Clear/Transparent or tinted plastic with visible ink level indicator Packaging Layout: Boxed in packs of 10, 12, or 15 pieces per inner carton Safety Standard: Non-Toxic and Low Odor Ergonomic Grip: Non-slip, textured surface or rubberized soft finger grip	Pcs.	1	
१३	Color Paper (Blue)	Sheet Size: Standard A4 Dimensions (210 mm × 297 mm) Grammage / Weight: Minimum 80 GSM Color Consistency: Mass-dyed / Pulp-dyed (Not surface printed) Opacity: Minimum 92% Color Assortment: Specific Single Pastel Blue Color Only Standard Packaging: (Wrapped in moisture-resistant protective paper) Surface Finish: Ultra-smooth / Uncoated Matte Finish	Ream	1	

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१४	Nepali Paper (A4)	Size: Standard A4 Size (210 mm × 297 mm) Type: Natural Nepali Handmade Paper (Lokta Paper) Grammage / Thickness: 30 GSM Color: Natural / Off-white / Creamish Light Brown Texture & Performance: Smooth and uniform surface texture suitable for handwriting, stamp impressions, and printing. Non-blotting (ink must not bleed/smudge). Must be compatible with modern laser printers/photocopiers without causing paper jams. Packaging: Must be securely packed in bundles/reams of 100 sheets per packet. Properly wrapped in waterproof or plastic wrapping to prevent damage, moisture, or bending during transportation.	Pkt.	1	
१५	Permanent Marker	Type: Permanent Marker Pen (Indelible / Non-washable) Ink Quality: High-quality, quick-drying, waterproof, and fade-resistant ink. Non-toxic, safe, and low-odor (strictly Xylene-free / Toluene-free). Tip Type: Bullet Tip: Rounded fiber tip for regular marking and labeling. Color: Black Applicable Surfaces: Must write smoothly and permanently on multiple surfaces including paper, cardboard, plastic, metal, glass, and wood. Body & Design: Durable plastic barrel/body with a tight-fitting, airtight cap to prevent ink evaporation. Includes a pocket clip. Packaging: Standard commercial packaging of 12 pieces (1 Dozen) per box.	Pcs.	1	
१६	Premium Liquid Ink Rollerball Pen Pilot Pen (Black)	Type & Grade: Premium Liquid Ink Rollerball Pen / High-Precision Fineline Pen. Tip Technology: Must feature a 0.5mm Extra Fine Tip engineered with a multi-dimple pipe-formed stainless steel system to ensure skip-free, uniform ink lines. Ink Indicator: Barrel must include a dedicated Ink Tank Window that visually indicates the exact real-time ink level. Ink Quality: Pure dye-based liquid ink providing high color intensity, quick-drying performance, and smear-proof properties. Color: Black Cap & Pocket Clip: Secure-fitting airtight cap with a robust metal pocket clip to ensure professional utility and long-lasting durability. PackagingStandard: commercial box containing 12 pieces (1 Dozen). Reference Model: Pilot Hi-Tecpoint V5	Pcs.	1	

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१७	Premium Liquid Ink Rollerball Pen Pilot Pen (Red)	Type & Grade: Premium Liquid Ink Rollerball Pen / High-Precision Fineliner Pen. Tip Technology: Must feature a 0.5mm Extra Fine Tip engineered with a multi-dimple pipe-formed stainless steel system to ensure skip-free, uniform ink lines. Ink Indicator: Barrel must include a dedicated Ink Tank Window that visually indicates the exact real-time ink level. Ink Quality: Pure dye-based liquid ink providing high color intensity, quick-drying performance, and smear-proof properties. Color: Red Cap & Pocket Clip: Secure-fitting airtight cap with a robust metal pocket clip to ensure professional utility and long-lasting durability. PackagingStandard: commercial box containing 12 pieces (1 Dozen).	Pcs.	1	
१८	Office Pen Mug	Material: Must be manufactured from High-Graded, premium-quality rigid Plastic / Acrylic (ABS or high-impact polystyrene) that is impact-resistant and break-resistant. Design & Structure: Minimum of 3 integrated compartments Dimensions (Approx.): Height: 110 mm Width/Diameter: 100 mm to 140 mm Finish & Safety: High-gloss or matte premium finish with an easy-to-clean surface. Smooth, molded, rounded edges with zero sharp burrs or structural flashing to ensure user safety. Stability: Weighted or wide-base design to remain stable when fully loaded with pens and heavy scissors without tipping over. Packaging: Individually wrapped in a protective scratch-resistant plastic pouch and packed inside a commercial cardboard box.	Pcs.	1	

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१९	File Tray	Structure / Layers: Must feature a 3-tier (triple decker) vertical stacking structure to maximize desktop workspace. Material: eavy-duty, high-impact rigid Plastic/HIPS material featuring high load-bearing capacity with scratch-resistant finishes. Risers / Connectors: Sturdy metal or reinforced plastic risers that provide an optimal vertical clearance gap between tiers (minimum 8 cm to 10 cm gap per tier) to allow hassle-free insertion and retrieval of bulky folders. Tray Capacity / Size: Standard flat deck space tailored to fully accommodate A4, Legal, and Fullscape sized office documents, files, and file folders. Design Features: Hollowed out/mesh design to prevent dust accumulation. Fully detachable or sliding tray mechanism for smooth assembly and flat storage when unutilised. Color: Must be supplied in premium corporate/executive finishes excluding Black Packaging: Flat-packed securely inside an individual commercial product box including all necessary assembly brackets and metal risers	Pcs.	1	
२०	Naphthalene Balls (फिनेल गेडा)	Chemical Composition: Must be manufactured from a minimum of 99% pure Naphthalene substance. Physical Appearance: Must be solid, high-density, pure white spherical (round) balls. Surface must be smooth, uniform, and free from crumbling, yellow stains, or impurities. Functionality: Highly effective as a deodorizer and moth repellent for toilets, urinals, washbasins, and storage wardrobes. Safety StandardsFree from prohibited hazardous adulterants and strictly non-staining on porcelain or fabric surfaces. Unit Weight Options: 500 grams per airtight sealed packet Packaging: Must be sealed in thick, heavy-duty airtight plastic pouches to prevent premature evaporation during storage.Grouped securely in corrugated master cartons for safe transit.	Kg.	1	

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२१	Book Binding Tape	Material & Base: Must be made of premium Calico fabric reinforcement with a polyethylene-coated exterior layer to ensure water resistance and high durability. Adhesive Type: High-tack, aggressive, and long-lasting pressure-sensitive synthetic rubber or acrylic adhesive coating. Must adhere securely to cardboard, paper cores, and laminated board folders without peeling over time. Tape Width: 2 Inches (approx. 50 mm) width is universally standard for official bookbinding. Roll Length: Minimum 5 Meters Tensile Strength: Heavy-duty, high structural strength. Must be straight-tearing but resistant to split stresses along the bound edge. Color Utility: Standard official colors: Black, Dark Blue, Green. Properties: Waterproof exterior to guard against humidity and accidental fluid spills. Flexible drape to seamlessly trace the spine of binding folders without lifting. Packaging: Each roll must be shrink-wrapped or packed in a protective poly-pouch to avoid dust collecting on exposed adhesive rims before use.	Pcs.	1	
२२	Water Bottle	Material & Build: Must be constructed from premium, heavy-duty, break-resistant BPA-Free Plastic. Must be highly impact-resistant and shatter-proof if dropped accidentally. Capacity: 650 ml to 750 ml Lid & Leak Protection: 100% leak-proof, spill-proof, and airtight closure mechanism. Secure screw-on cap or a one-click push-button flip lid with an integrated safety locking latch to prevent accidental spills on document desks. Safety & Hygiene: 100% Toxin-free, food-grade, eco-friendly, and completely odor-free. Wide-mouth opening design to facilitate effortless cleaning and sanitizing. Finish & Color Variety: Premium frosted or clear/translucent body finish providing an anti-slip grip. Must be in Professional colors rather than colorful ones. Packaging: Individually wrapped in a protective scratch-resistant plastic pouch and enclosed inside a single commercial cardboard product box to avoid scuffing during shipping.	Pcs.	1	

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२३	Dry Cell Battery (AA Size)	Size Classification: AA Size / LR6 / R6 / Mignon. Nominal Voltage: 1.5 Volts (DC). Leak Protection: Must feature an advanced anti-leakage structural seal to prevent chemical venting and corrosion damage to premium electronic hardware Compatibility: Must perform efficiently under continuous or intermittent discharge conditions in all standard office equipment Compatibility: Must perform efficiently under continuous or intermittent discharge conditions in all standard office equipment. Packaging: Standard commercial retail blister packs of 2 pieces, 4 pieces, or a box of 10/12 pieces Outer manufacturing stamp must clearly display the Expiry Date (Shelf-life stability).	Pcs.	1	
२४	Dry Cell Battery (AAA Size)	Size Classification: AAA Size / LR03 / R03 / Micro. Nominal Voltage: 1.5 Volts (DC). Leak Protection: Must feature an advanced anti-leakage structural seal to prevent chemical venting and corrosion damage to premium electronic hardware Safety Standards: 100% Mercury (Hg), Cadmium (Cd), and Lead (Pb) free formulation to comply with eco-friendly disposal guidelines. Compatibility: Must perform efficiently under continuous or intermittent discharge conditions in all standard office equipment Packaging: Standard commercial retail blister packs of 2 pieces, 4 pieces, or a box of 10/24 pieces	Pcs.	1	

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२५	Document Folder/Clear Bag	Size Classification: Legal Size (approx. 36 cm × 25 cm) to fully accommodate standard office documents without bending edges Material Construction: Premium-grade, highly flexible, tear-resistant, and eco-friendly Polypropylene (PP) Plastic Sheet. Material Thickness: Minimum 0.15 mm to 0.18 mm (150 to 180 Microns) to ensure high load capacity, long-term reuse, and rigid shape retention. Closure System: Heavy-duty Plastic Snap Button (Press Stud) closure designed for frequent opening/closing actions without cracking or detaching from the sheet. Transparency: Semi-transparent / Clear translucent finish allowing external reading of the main document title page without opening the folder. Safety & Edge Seals: High-frequency thermal edge sealing to prevent side bursts. All outer corners must have safe, smooth, rounded profiles to avoid finger scratches. Packaging: Bundled securely in standard commercial packaging of 12 pieces (1 Dozen) in an assorted color matrix per sealed plastic pack.	Pcs.	1	
२६	General Purpose Masking Tape	Material & Base: Premium-grade Crepe Paper backing that is highly flexible, easy to tear by hand, and stretchable around curved edges. Adhesive System: Pressure-sensitive, low-tack/medium-tack natural rubber adhesive. Must adhere securely but peel off smoothly without leaving sticky glue residue or tearing the underlying surface. Tape Width: 2 Inches Roll Length: Minimum 20 Meters Color: Standard Natural Creamish White / Light Off-White Temperature Resistance: Standard room temperature resistance, suitable for office storage conditions without melting or losing stickiness. Packaging: Each roll must be shrink-wrapped or safely packed to prevent dust from accumulating on the adhesive edges prior to usage.	Pcs.	1	

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२७	Heavy-Duty Retractable Measuring Tape (5 meter)	Tape Dimensions: Length: Standard 5 meter (or equivalent metric setup). Blade Width: Premium 1-1/4 Inch (1.25") wide-blade profile to maximize rigidity and prevent twisting. True Standout Capacity: Must provide a minimum 12 Feet of true straight standout horizontally without bending or folding down over job site distances. Blade Structure & Finish: High-tensile carbon steel core fortified with a heavy-duty protective Nylon Coating layer for premium scratch and rust resistance. Must feature an anti-glare, high-visibility neon yellow blade face Printing Configuration: Must feature Dual-Sided / Backside Printing to facilitate vertical wall and ceiling markings with equal visibility. Case Design & Durability: Compact, ergonomic Impact-Resistant PC-ABS/Polycarbonate housing designed to withstand drops onto raw concrete. Wrapped with high-grip rubberized shock absorbers in a signature professional Black and Yellow contrast theme. Retraction Control: Manual positive slider lock mechanism to securely fix the blade at chosen lengths. Integrated user-friendly Finger Stop cutout slot at the base case for manual deceleration to avoid finger whiplash during high-speed recoils. Packaging: Individually secured in professional retail blister card packaging stamped with full model compliance details.	Pcs.	1	

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२८	Long-Distance Open-Reel Fiberglass Measuring Tape (50 Meter)	Tape Dimensions: Length: Standard 50 Meters, Blade Width: Premium 13 mm wide blade for stability across long expanses. Blade Material: Heavy-duty, premium-grade Fiberglass ribbon woven with dual parallel strands to prevent stretching, distortion, or temperature-based warping. Blade Coating & Print: Multi-layered protective coating to guarantee absolute waterproof, washable, and non-conductive properties. • High-contrast, dual-sided printing featuring Metric units (Meters/Centimeters) on one side and Imperial units (Feet/Inches) on the reverse side. Frame Construction: Heavy-duty, high-impact ABS plastic open-frame design (cross/Y-frame configuration) to allow quick cleaning and debris escape. Bright high-visibility orange/yellow color theme for safety on-site. Handle & Grip: Integrated ergonomic UniGrip top handle equipped with rubberized, non-slip cushioning to provide a secure grip during field surveys. Winding Mechanism: Ultra-smooth, heavy-duty mechanical winding crank arm with a fold-down/fold-away locking lever to prevent handle damage when stored. Ground AnchorTip: Solid, pointed metal or hard plastic ground stabilization spike at the base to secure the tape into soil or gravel during solo operations. Packaging: Individually packed in a branded commercial box specifying model configuration, length, and accurate unit divisions.	Pcs.	1	
२९	Entry Register Book.				
	Number 3 Register Book	Size: Foolscap / Full Size (F/S) (approx. 33 cm × 21 cm) to allow extensive horizontal data entry sheets.	Pcs.	1	
	Number 4 Register Book	Paper Density & Grade: Minimum 70 GSM premium azure/white ledger maplitho paper. Must feature a high opacity index to prevent ink bleed-through on the reverse side.	Pcs.	1	
	Number 5 Register Book		Pcs.	1	
	Number 6 Register Book	Ruling Configuration: Pre-printed sharp blue/gray horizontal ledger guidelines with bold red double-vertical safety margin grids for neat tabular tracking.	Pcs.	1	

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३०	National Flag of Nepal	Geometric Design: Must strictly adhere to the unique double-pennon shape, angles, and exact step-by-step mathematical proportions defined in Schedule 1 of the Constitution of Nepal. Material & Fabric: Premium weather-proof, UV-resistant, and high-tensile Polyester / Satin Fabric Dimensions / Sizes: Large (Roofs/Buildings): 6 Feet × 4.5 Feet Color Configuration: Must comply with national standard color codes: Background: Pure Crimson Red (Pantone Code 186 C or equivalent). Border: Deep Royal Blue / Navy Blue (Pantone Code 293 C or equivalent). Symbols (Sun & Moon): Pure Opaque White. Symbol Visibility: Must feature 100% Double-Sided Visibility. The crescent moon with eight rays and the 12-ray sun must be perfectly aligned and visible on both sides via high-precision screen printing or high-density embroidery. Stitching & Finish: All outer borders and edges must be double-stitched or lock-stitched with industrial-strength nylon thread to prevent fraying under heavy winds. Left edge must be equipped with a heavy-duty reinforced Fabric Sleeve or Brass Grommets (Rings) to easily secure the flag to standard poles. Packaging: Folded neatly according to official protocol and sealed individually inside a dust-proof, moisture-proof transparent poly-bag.	Pcs.	1	
३१	Measuring Scale / Straight Edge Ruler	Length CapacityStandard 30 cm / 300 mm (equivalent to 12 Inches) Material: Premium, scratch-resistant, heavy-duty crystal-clear acrylic/shatter-resistant plastic (minimum thickness 2.5 mm to 3.0 mm). Measurement Scale: Dual-sided markings featuring Metric units Graduation & Visibility: Markings must be deeply etched, engraved, or sharp-contrast printed in bold black ink to prevent fading or rubbing off over time. Safety & Edges: All corners must be slightly rounded and edges ground smooth to prevent finger scratches during active handling. Packaging: Individually enclosed in a protective vinyl sleeve, clear plastic pouch, or commercial blister card pack to prevent surface scratching before deployment.	Pcs.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
३२	Record File Lace	Material & Build: Must be manufactured from 100% high-quality, multi-strand braided pure cotton yarn or high-tensile braided cord. Must be non-elastic, heavy-duty, and split-resistant under tight knotting tension. End Tips (Aglets): Both ends of the lace must be securely fitted with durable plastic or rust-proof metal tags (aglets). Tips must be firmly crimped to prevent detaching and must slide smoothly through standard punched file holes without fraying. Length: 18 Inches (approx. 45 cm) Color: Deep Green Durability: Moisture-resistant and mildew-resistant, ensuring the string does not rot or degrade over long-term archival storage. Packaging: Standard commercial bundle packaging of 100 pieces per packet/box.	Bundle	1	
३३	CD/DVD Marker Pen	Type: Permanent CD / DVD / OHP Precision Marker Pen. Ink Formulation: Specially formulated, non-corrosive soft ink that will not damage the delicate poly-carbonate data layers of CDs/DVDs. Ultra-quick drying, waterproof, smear-proof, and fade-resistant ink. Tip Type & Size: High-durability poly-ester fiber bullet tip. • Fine or Super Fine Tip producing a precision line width ranging from 0.4 mm to 1.0 mm. Color Variety: Available in standard professional colors: Black. Multi-Surface Utility: Must write smoothly and permanently on non-porous glossy surfaces including CDs, DVDs, OHP transparencies, plastic sleeves, laboratory glass, and metal tags. Safety Standards: Non-toxic, safe, and low-odor formulation. Body & Cap: Light, ergonomic plastic barrel body with a tight-fitting airtight cap and pocket clip to prevent ink evaporation. Packaging: Standard commercial box packaging of 10 or 12 pieces (1 Dozen).	Pcs.	1	
	Manual Handheld Desk Stapler				

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
	Mini Stapler	Staple Pin Compatibility: Must strictly use standard No. 10 Size Staple Pins. Stapling Sheet Capacity: Capable of seamlessly binding 12 to 15 sheets of standard 75gsm/80gsm office paper at once without jamming. Loading Capacity: Half-strip linear reload tracking mechanism, holding a minimum of 50 staple pins per single load. Material & Build: Core Assembly: Industrial-grade, chrome-plated or zinc-plated stainless steel/metal components to ensure maximum rust resistance and structural durability. Comfort Caps: Hard-molded, high-impact ABS plastic top cushion cap and base grip for pressure distribution and anti-slip operation. Throat Depth: Optimal insertion throat depth ranging from 25 mm to 50 mm to allow precise document margins. Integrated Staple Remover: Must be equipped with an integrated or built-in metal staple extractor tool at the tail-end base for quick document correction. Packaging: Individually packaged inside a commercial product box detailing instructions and model numbers, packed 10 to 12 pieces per master inner carton.	Pcs.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
३४	Medium Capacity Stapler	Staple Pin Compatibility: Dual-pin track compatibility supporting both No. 24/6 and No. 26/6 size staple pins. Stapling Sheet Capacity: Heavy-duty mechanism capable of bound-clamping up to 30 sheets of standard 75gsm to 80gsm copier paper simultaneously. Pin Loading Configuration: Track Size: Half-strip linear loading configuration. Pin Capacity: Minimum of 50 staples (when using 24/6 pins) or 100 staples (when using 26/6 pins) per single load. Loading Mechanism: Must feature a spring-assisted Quick-Loading System for rapid, hassle-free reloading. Material & Construction: Core Skeleton: Heavy-gauge structural all-metal steel body assembly for optimal mechanical strength and rigidity. Outer Shell: Enclosed in a premium, impact-resistant ABS plastic outer protective casing. Base Grip & Safety: Base must be integrated with an anti-skid/rubberized padded cushion feet pad to secure tabletop grip and completely eliminate desk surface scratching. Visual Indicators: Must incorporate a built-in Reload Indicator Window near the magazine sleeve to verify remaining pin count at a quick glance Throat Insertion Depth: Extended document throat insertion channel measuring no less than 64 mm deep. Packaging: Packed inside a single commercial product box detailing instruction guidelines. Master box shipment size should house 10 to 12 pieces per carton.	Pcs.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
३५	Removable Self-Adhesive Sticky Notes	Dimensions / Size: Standard administrative desk size: 3 Inches × 3 Inches (approx. 76 mm × 76 mm). Paper Weight / Density: Premium quality paper with a minimum density of 70 GSM to 75 GSM to ensure opacity and durability. Adhesive Type: High-quality, pressure-sensitive, repositionable adhesive strip on the top back edge. Must provide strong adhesion to multiple surfaces (paper, computer monitors, walls, glass, whiteboards) but peel off cleanly without leaving any sticky glue residue or tearing the underlying paper. Paper Quality & Ruling: Plain / Unruled layout for clear, flexible writing. • High-absorption paper surface optimized for handwriting with ballpoint pens, gel pens, pencils, and permanent/whiteboard markers without bleeding through to the next sheet. Color Variety: High-visibility Neon / Pastel colors (e.g., Neon Yellow, Neon Pink, Neon Green, Neon Orange, or Light Blue). Packs should be supplied in single-color pads or an even assortment per package. Sheet Volume: Each individual pad/block must contain exactly 100 Sheets. Packaging: Each 100-sheet pad must be individually shrink-wrapped or cellophane-wrapped to protect the adhesive from dust and moisture before use.	Pad	1	
३६	Ink Pad for Office Stamping	Dimensions / Size: Options: Approx. 110 mm × 80 mm Case Construction: Heavy-duty, high-impact rigid Plastic/ABS case, Equipped with a secure, tight-fitting cover to prevent air infiltration and ink evaporation over long idle periods. Pad Material & Texture: Pad surface must stay perfectly flat without dipping, sagging, or fraying after repeated impact stamps. Ink Quality & Properties: Pre-inked with a highly pigmented, water-based, or oil-based premium stamping ink. Color Selection: Black Safety Standards: Non-toxic, safe, skin-friendly, and strictly low-odor formulation (Xylene and Toluene free). Packaging: Individually enclosed in a protective retail cardboard box stating color variants and accurate dimensions, bundled securely for shipment.	Pcs.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
३७	Fluorescent Text Highlighter Marker Pen	Tip Design & Type: High-durability polyester fiber Chisel Tip (Slanted/Wedged Tip). Must support multi-line highlighting widths: broad line marking for sweeping text lines, and fine underline marking Ink Formulation: High-visibility, vibrant fluorescent water-based ink. Must not bleed through standard 75gsm/80gsm copier sheets and must be compatible with inkjet prints and hand-written inks without causing smudging or blurring. Ink-Flow System: Uniform ink-flow mechanism ensuring consistent fluorescent coverage from the first to the final stroke without pooling or fading. Color Selection: Fluorescent Neon Colors: Yellow, Green, Pink, and Orange Cap & Body Construction: Ergonomic barrel (flat/oval or round pocket clip body style) made of high-density polypropylene plastic. Equipped with a tight-fitting airtight click-cap to prevent evaporation and extend shelf-life. Safety Standards: 100% Non-toxic, safe, and completely low-odor formulation. Packaging: Standard commercial retail wallets/pouches containing a set of 4 or 5 assorted colors.	Pcs.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
३८	Anti-Bacterial Hand Wash Soap	Total Fatty Matter (TFM) Grade 2 or Grade 3 toilet soap base profile with a minimum TFM of 60% to 70% to ensure proper structural binding, rich lather volume, and reduced melting rates. Active Ingredients: Formulated with safe anti-bacterial active compounds (such as Active Silver formula, Chloroxyleneol, or Lactic Acid) clinically proven to defend against 99.9% of everyday illness-causing germs and bacteria. Skin Safety & Emollients: Dermatologically tested to be safe for frequent everyday hand cleansing. Physical Build: High-density solid bar format, firmly pressed to avoid cracking, premature softening, or crumbling when exposed to soap tray moisture. Weight: Minimum 75 Grams per single bar. Fragrance: Fresh, clean, and refreshing executive fragrance (such as Classic Pine, Lemon Fresh, or Mild Herbal) without overbearing chemical-heavy smells. Shelf Life: Minimum 24 months to 36 months storage stability from the date of bulk drop delivery. Packaging: Each individual soap bar must be securely wrapped in moisture-resistant polymer or paper laminate wrappers.	Pcs.	1	
३९	Index File	Material & Build: Heavy-duty, rigid paperboard/greyboard (Minimum 2.0 mm – 2.5 mm thickness), fully wrapped in durable, water-resistant PVC/Polypropylene (PP) outer sheet. Color: Blue, Black, Green and Red Paper Size Capacity: Suitable for A4 and FS (11 x 14 in.) Spine Width: 3 Inch Mechanism: Heavy-duty, rust-proof Lever Arch Mechanism with a strong press-bar / compressor clamp to hold papers firmly. Spine Label: Clear plastic pocket on the spine with a removable/reversible paper label strip for index writing. Cover Lock (Rado Rings): Dual metal slots on the front cover to lock the rings in place when closed, ensuring stability when stored vertically. Bottom Edges: Reinforced metal shoes/edging along the bottom corners to prevent wear and tear on shelves.	Pcs.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
४०	Correction Pen / Liquid Correction Marker (Tipp-Ex)	Tip Type: Fine-point stainless steel needle tip for precise control. Capacity / Volume: Minimum 7ml per pen Dispensing Mechanism: Squeeze-action flexible plastic barrel with an internal mixing ball (agitator) for consistent fluid flow. Fluid Properties: Premium white opaque fluid, ultra-fast drying (dries within seconds), non-smudging, and high coverage over ballpoint, gel, and printed inks. Cap & Safety: Tight-fitting clip cap to prevent drying out and leaking; non-toxic, low-odor / solvent-safe formula. Shelf Life: Minimum 24 months from manufacturing date without hardening or clogging inside the barrel.	Pcs.	1	
४१	Stitch Pins / Staple Pins				
	Mini Staples (Pins)	Size / Model: No. 10-1M Material & Coating: Premium high-tensile wire with rust-resistant zinc/galvanized plating Leg Length: 5mm (Binds up to 20 sheets of standard 80gsm office paper). Crown Width: 9.3mm (Standard No. 10 size) Quality Feature: Chisel-point tips for smooth, jam-free stapling, brand authenticity mark printed on the inside of staple strips. Quantity per Box: 1,000 staples per packet	Pkt.	1	
	Standard Office Staples (Pins)	Staple Size Designation: 24/6 industry standard size Wire Gauge / Thickness: 24 Gauge premium galvanized or copper-coated steel wire Leg Length: 6 mm Crown Width: Approximately 11.5 mm to 12 mm standard horizontal span Chisel Point Edge: Engineered with sharp chisel points to ensure crisp, clean sheet penetration with minimal force and reduced jams Quantity Per Inner Box: 1,000 staples per small box (Structured as 20 strips × 50 pins per strip) Small Box Packaging: 1,000 pins securely aligned in paperboard boxes featuring direct product dimension stamps (24/6-1M). Master Outer Carton: Small boxes must be bundled into secondary packaging blocks	Pkt.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
४२	Desktop Calculator	Display Capacity: 12-Digit extra-large, clear LCD display with function command signs. Key Functions: Dedicated keys for GO TO, AUTO REVIEW, CORRECT, CHECK BACK / FORWARD, DISP (Format change), MU (Mark Up), GT (Grand Total), and triple-zero (000) key. Decimal & Rounding: Sliding selectors for Decimal setting Power Source: Two-way power system (Solar + Battery backup). Keys & Build: Durable plastic keys with localized number display options and sturdy ABS plastic body with anti-slip pads.	Pcs.	1	
४३	Heavy-Duty 2-Hole Paper Punch	Punching Capacity: Minimum 22 sheets of standard 80gsm paper. Number of Holes: 2 Holes Hole Distance: Standard 80mm center-to-center distance. Hole Diameter: Standard 5.5mm Build & Body: All-metal sturdy construction with a durable plastic top cover. Waste Management: Non-skid removable rubber/plastic base tray for chip collection and mess-free disposal. Additional Features: Paper centering guide/indicator for aligned punching; handle lock-down mechanism for compact storage.	Pcs.	1	
४४	Bathroom Fragrance Pocket	Product Type: Gel-based slim air freshener pocket with power gel technology. Net Weight: 10 g. per pocket. Fragrance / Variant: Berry Rush / Lavender / Citrus / Floral. Longevity: Up to 30 days of continuous fragrance release per pocket. Mounting / Design: Built-in hook / hanging slot for easy hanging on bathroom walls or fixtures. Packaging: Sealed individual foil pack to ensure long shelf-life prior to opening.	Pkt.	1	
४५	Garbage Bag (Waste Collection Bag)	Material: High-Grade Polyethylene (LDPE / HDPE), tear-resistant, puncture-resistant, and leak-proof. Size: Large (30" x 40" or above) for large floor bins Thickness: Minimum 25 to 40 microns Color: Black Bottom Seal: Star-sealed or flat-sealed bottom design to prevent fluid leakage and evenly distribute weight. Packaging Format: Continuous roll with clear tear-off perforation lines, containing 20 bags per roll	Roll	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
४६	Toilet Cleaning Brush	Type: Double-sided / Dual-head toilet scrubbing brush Handle Material: Heavy-duty, high-density Virgin Polypropylene (PP) plastic body. Handle Length: Long handle (approx. 35 cm - 45 cm with anti-slip ergonomic grip and a hanging hole at the top. Bristle Material: High-tensile, stiff Nylon / Polypropylene bristles for heavy-duty scrubbing without scratching porcelain surfaces Chemical Resistance: Acid-resistant and alkali-resistant bristles	Pcs.	1	
४७	Dustpan	Type: Upright / Standing long-handled dustpan. Pan Material: Heavy-duty, high-impact Polypropylene (PP) plastic / rigid plastic pan. Handle Material: Powder-coated steel pipe / lightweight metal rod with a non-slip plastic end grip. Handle Length: Approx: 75cm - 90 cm Edge Design: Flexible, flat front lip/edge that sits flush against the floor to capture fine dust without sweeping underneath. Pan Design: Deep-basin tray design to prevent dust and trash from blowing out or spilling during movement Color: Red, Blue, Green	Pcs.	1	
४८	Floor Cleaning Mop	Type: Flat string / yarn wet floor mop. Size: Minimum 40 cm. flat string/Pad Mop Head Material: 100% High-absorbency, looped-end cotton yarn / bleached cotton strands. Mop Head Weight: Minimum 300 g Handle Material: Powder-coated light steel pip/ rod. Handle Length: Approx 110cm - 130cm long handle for comfortable upright operation Connector Clip: Threaded screw-on / clamp-style plastic socket collar for firm attachment and easy replacement of the mop head. Color: White cotton strands with designed handle	Pcs.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
४९	Laundry Bar Soap	Purity & Formula: 100% laundry soap formulation with high Total Fatty Matter (TFM) for quick lathering and effective grease/dirt removal. Net Weight / Size: Standard bar size (200g per bar) Color & Texture: Natural beige/light brown solid bar, firm texture that does not dissolve quickly in water. Usage Suitability: Suitable for tough stain removal, hand washing of office wiping towels, mop heads, and general washing duties.	Pcs.	1	
५०	Floor Wiper	Blade Material: High-density EVA foam / rubber blade for streak-free water pushing and quick drying. Blade Width: Standard size (Minimum 40cm) Blade Frame / Holder: Durable Steel frame holding the rubber blade securely with locking rivets/screws. Handle Material: Lightweight, powder-coated steel pipe Handle Length: Approx.110cm - 130cm long handle for comfortable standing posture. Top Grip / End Cap: Non-slip plastic end cap with a hanging slot for convenient wall storage.	Pcs.	1	
५१	Laundry Detergent Powder	Product Type: Synthetic laundry detergent powder Formula & Performance: Advanced enzyme-based stain-removal technology, high-foaming formula with fast solubility in water. Net Weight / Packaging: 500gm. per packet Fragrance: Fresh, long-lasting laundry scent. Packaging Material: Sealed, moisture-resistant, heavy-grade plastic poly-pouch with tear-notch indicator. Fabric Safety: Color-safe formula suitable for both white and colored cottons/synthetics	Kg.	1	
५२	Plastic Dustbin	Type: Round plastic dustbin Material: Heavy-duty, high-impact Virgin Polypropylene (PP) plastic Capacity: Standard office size of 10 litre Body Build: Reinforced cylindrical body with vertical ribs Color Scheme: Green/Red/Blue/ Yellow Liner Compatibility: Compatible with standard small plastic garbage bags	Pcs.	1	

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
५३	Premium Cotton Hand / Face Towels	Material: 100% Pure Cotton Size: 70 cm × 140 cm Weave & Texture: Soft looped terry pile for high water absorption, featuring a woven decorative border/ban Edge Finish: Reinforced double-stitched hemmed edges to prevent fraying during frequent washing. Color Assortment: Assorted solid colors (e.g., Blue, Coral/Peach, Pink, Mint Green, Royal Blue, Brown/Grey) with color-fast dyes. Care Features: Machine washable, quick-drying, and resistant to color fading after repeated washing.	Pcs.	1	
५४	Lever arch ring binder file	Document Size: Standard A4 / Foolscap (FC) paper size compatibility. Spine Width: Standard 50 mm Board Material: Heavy-duty, rigid recycled paperboard/cardboard laminated with a water-resistant Polypropylene (PP) outer cover. Mechanism: Corrosion-resistant stainless steel / nickel-plated 2-ring lever arch mechanism with press bar stopper Spine Label: Full-height clear plastic index pocket with a replaceable spine label card for custom indexing and titling. Finger Ring & Edges: Metal finger pull ring (thumb hole) on the spine for easy retrieval from shelves; metal edge shoes at the bottom for wear protection. Color Assortment: Assorted solid office colors (Blue, Green, Black, Red).	Pcs.	1	
५५	Office Diary	Size: A5 (148 mm x 210 mm) Cover Material: High-grade PU Leatherette / Thermal Leatherette over hardboard Closure Mechanism: Magnetic Flap Lock integrated into a leather flap Cover Customization: Customized Logo & Organization Name Printed on the cover Pen Holder: Elastic loop or matching leather loop integrated inside Binding: Hardcase Thread Sewn (Section Bound) for 180 lay-flat opening Inner Paper Quality: 80 GSM Cream/Natural Shade Paper Inner Page Printing: Offset printing (ruled pages, date, day, month) Bookmark: Matching satin ribbon bookmark (6 mm–8 mm)	Pcs.	1	
	Plastic Bag				

क्र.सं.	सम्पत्ति तथा जिन्सी मालसामानको नाम	स्पेशिफिकेशन	एकाइ	परिमाण	दर (प्रति एकाइ)
56	10 Kg. Capacity Plastic Bag	Bag Type: T-Shirt / Vest-Handle Plastic Bag with side gussets and heat-sealed bottom base. Material: 100% Virgin High-Density Polyethylene (HDPE) Colors: Assorted solid colors (e.g., Blue, Red, Yellow) or as specified by the procuring entity; uniform pigmentation without streaks. Handle Design: Integrated, die-cut vest handles with smooth, tear-resistant edges. Minimum Nominal Thickness: 45 to 50 microns Regulatory Compliance: Thickness and resin formulation must strictly adhere to local plastic waste management rules and mandatory minimum micron thresholds. Bundle Unit: Packed in outer bundles of 100 pieces	Kg.	1	
	5 Kg. Capacity Plastic Bag	Bag Type: T-Shirt / Vest-Handle Plastic Bag with side gussets and heat-sealed bottom base. Material: 100% Virgin High-Density Polyethylene (HDPE) Colors: Assorted solid colors (e.g., Blue, Red, Yellow) or as specified by the procuring entity; uniform pigmentation without streaks. Handle Design: Integrated, die-cut vest handles with smooth, tear-resistant edges. Minimum Nominal Thickness: Minimum 40 microns Regulatory Compliance: Thickness and resin formulation must strictly adhere to local plastic waste management rules and mandatory minimum micron thresholds. Bundle Unit: Packed in outer bundles of 100 pieces	Kg.	1	