|  |  |  |
| --- | --- | --- |
| **Company Information** | | |
|  | **Who we are**  **Office Depot has come up with the idea to provide one stop solution all kinds of office requirements starting from government and corporate offices, all educational institutions, small and medium enterprises. Product line starting from a pin to as big a total security solutions. It has started its journey in February 2017 with the name of “OFFICE DEPOT INCORPORATED”. It has operation all over the country.**  We aspire to be the largest suppliers of office stationery and office products in Bangladesh.  We have started successfully by supplying great products at great prices to various governmental organizations , while offering the best possible customer service in the industry. Quality and customer service are our concern with the most competitive price.  We hope you will enjoy ordering product to us. looking forward to serving you soon. |  |
|  | **Why buy from us** Wide Product Range With thousands of products available at the market , we can accommodate your every stationery you need  from pens, paper, office machines and ink cartridges to janitorial and warehouse supplies. Delivered as promised We deliver goods as promised. You can count on us as your No.1 provider of office supplies. Free and Fast Delivery With our own delivery van, we deliver with reliability and speed in Dhaka and Surrounding areas for all  orders over BDT 9,900.00. You will receive your products quickly - without the time and effort of visiting a shop. Assured Satisfaction Your total satisfaction is vital to our business. If you have any query and dissatisfaction regarding  're not 100% satisfied, call us within 30 days and we'll come and collect your order absolutely free of charge. Free Installation of your Office Furniture This highly convenient, absolutely free pro-fit service is exclusive to Viking wherever you see the pro-fit logo. Terms and conditions apply. Quality Products Everything you buy is guaranteed against manufacturing faults and defects for one year. No Quibble Returns What's more... for a small extra charge you get a 12 month no quibble returns policy, with no questions asked. |  |
|  | **Company Details**  **Office Address** OFFICE DEPOT INCORPORATED  Ground Floor, House-459, Road-8 (East),  Baridhara DOHS, Dhaka Cantonment, Dhaka-1206  Contact email address: |  |
|  | **Request a Catalogue/ Brochure**  Mail box for a catalogue/ brochure |  |
|  |  |  |
| **Customer Service** | | |
|  | **Customer Service**  We are committed to provide the best possible customer service. For your any kind of query you may contact us through e-mail. You can also reach on the numbers below: |  |
|  | **Our Clients**   1. Bangladesh Army. 2. Bangladesh Navy. 3. Bangladesh Air Force. |  |
|  | **Delivery Information**  Our delivery team is ready to deliver your products to your door. Minimum order time is 72 hours. However, in case of emergencies urgent delivery is made on the same day. |  |
|  | **Return Policy**  Our delivery team is ready to deliver your products to your door. Minimum order time is 72 hours. However, in case of emergencies urgent delivery is made on the same day. |  |
| **Additional Services** | | |
|  | **Security Services**  We are providing security solutions for your business. This includes security consultation, Physical security solution and Technological security solution. Please knock us with your anxiety and we will assure your comfort. |  |
|  | **Catering and Office Meal Services**  We offer catering services for your office staffs in Dhaka. Our wide range of menu is always available. Beside, you can have customized menu for your office  programmes. |  |
|  | **Housekeeping and Cleaning Services**  We can ensure the cleanliness of your office premises and provide you a healthy and clean working environment. |  |
|  | **Courier Services**  Your valuable documents and material can be delivered any part of the world. Avail special courier/ documents handling service in Dhaka and all over Bangladesh with trust and speed. |  |

**Products**

**OFFICE SUPPLIES (1)**

**Desktop Essentials (2)**

|  |  |
| --- | --- |
| Calculators | Casio, Mega etc |
| Notepads & Accounting Books | Customized solutions can be provided as per demand of the customer |
| Paperclips & Pins |  |
| Post it Notes & Index Flags |  |
| Staplers & Hole Punchers |  |
| Anti Cutters and Scissors |  |

**Storage & Archiving (2)**

|  |  |
| --- | --- |
| Box Files |  |
| Dividers & Indices |  |
| Lever Arch Files & Accessories |  |
| Organisation Folders |  |

**Notepads & Accounting Books (2)**

|  |  |
| --- | --- |
| Notepads | Readily available and Customized solutions can be provided as per demand of the customer |
| Registers and Hardback notebooks |  |
| Wire-bound Notebooks |  |

**Sticky Notes & Flags (2)**

|  |  |
| --- | --- |
| Coloured Sticky Notes |  |
| Index flag dispensers |  |
| Index flags |  |
| Post-it Super Sticky Notes |  |
| Sticky Note Cubes |  |
| Sticky Note Dispensers |  |
| Yellow Sticky Notes |  |
| Z-Notes |  |

**Desk Organization (2)**

|  |  |
| --- | --- |
| Business Card Holders |  |
| Card Index Boxes & Accessories |  |
| Desk Mats |  |
| Desk Organisers & Accessories |  |

**Glue & Sticky Tape (2)**

|  |  |
| --- | --- |
| Clear tape, Binding tape, Both side tape |  |
| Glue rollers |  |
| Glue sticks |  |
| Glue strips |  |

**WRITING INSTRUMENTS(1)**

**Ballpoint Pens (2)**

|  |  |
| --- | --- |
| Stick Ballpoint Pens |  |
| Retractable Ballpoint Pens |  |

**Marker Pens (2)**

|  |  |
| --- | --- |
| Permanent markers |  |
| Whiteboard markers |  |
| OHP Markers |  |
| CD Markers |  |
| Flip chart markers |  |
| Special Markers |  |

**Roller Ball & Fine liner Pens (2)**

|  |  |
| --- | --- |
| Fine Liners |  |
| Gel roller balls |  |
| Liquid roller balls |  |

**Correction Products (2)**

|  |  |
| --- | --- |
| Correction fluid |  |
| Correction rollers |  |

**Highlighters (2)**

|  |  |
| --- | --- |
| All kinds of Highlighter and Text marker |  |

**Pencils & Colouring (2)**

|  |  |
| --- | --- |
| Pencils |  |
| Colored Pencils |  |
| Felt tip pens |  |
| Crayons |  |

**Executive Writing (2)**

|  |  |
| --- | --- |
| Ballpoint Pens |  |
| Fountain Pens |  |
| Roller ball pens |  |

**Drawing & Drafting (2)**

|  |  |
| --- | --- |
| Drawing Sets |  |
| Erasers |  |
| Pencil Sharpeners |  |

**Art & Craft Supplies (2)**

|  |  |
| --- | --- |
| Paints & Brushes |  |

**PAPER & MAILING (1)**

**Paper (2)**

|  |  |
| --- | --- |
| All kinds of Paper for printer and copier |  |
| Colored Paper |  |
| Specialty Paper |  |
| Photo paper |  |
| Art Paper |  |
| Chart Paper |  |
| Brown Paper |  |
| Talc Paper |  |

**Envelopes (2)**

|  |  |
| --- | --- |
| White Business Envelopes |  |
| Brown Business Envelopes |  |
| Protective Envelopes |  |
| Colored Envelopes |  |

**Personalizing (2)**

|  |  |
| --- | --- |
| Labels & Forms |  |
| Personalized Stationery |  |
| Promotional Products |  |

**Stamps (2)**

|  |  |
| --- | --- |
| All Kinds of Stamps on demand |  |

**Office Seals & Stamps (2)**

|  |  |
| --- | --- |
| Personalized Seals &Stamps |  |
| Ready Made Seals &Stamps |  |

**INK & TONER (1)**

***Printers* (2)**

|  |  |
| --- | --- |
| For Printers of all Brands and Models |  |

***Photocopiers* (2)**

|  |  |
| --- | --- |
| For Photocopiers of all Brands and Models |  |

**TECHNOLOGY (1) and (2)**

|  |  |
| --- | --- |
| PC's, Laptops & Tablets |  |
| Computer Accessories |  |
| Monitors & Web Cams |  |
| Printers |  |
| Shredders |  |
| Phones & Accessories |  |
| Meeting & Presentation |  |
| Batteries |  |
| Home Entertainment |  |
| Cameras & Camcorders |  |
| Computer Games |  |
| Money Handling Machines |  |

**FURNITURE (1)**

***Office Accessories* (2)**

|  |  |
| --- | --- |
| Clocks |  |
| Office Desk Lamps |  |
| Screens |  |
| Office Chair Back Rests |  |
| Artificial Plants |  |
| Heaters |  |

***Other Furniture* (2)**

|  |  |
| --- | --- |
| Office Chairs & Seating |  |
| Office Storage Solutions |  |
| Desks & Tables |  |
| Reception Furniture |  |
|  |  |
|  |  |

**CLEANING & CATERING (1)**

**Cleaning & Protecting (2)**

|  |  |
| --- | --- |
| Office Cleaning & Janitorial Supplies |  |
| Bathroom Supplies & Accessories |  |

**Bathroom Supplies (2)**

|  |  |
| --- | --- |
| Hand Soap & Soap Dispensers |  |
| Hand Towels & Hand Driers |  |
| Hygiene Paper |  |

**Health & Safety (2)**

|  |  |
| --- | --- |
| Alarm & surveillance equipment |  |
| Fire Protection |  |
| First Aid Kits |  |

**Office Cleaning & Janitorial Supplies (2)**

|  |  |
| --- | --- |
| Air Fresheners |  |
| Bleach & Disinfectants |  |
| Brooms & brushes |  |

**Waste Disposal Units (2)**

|  |  |
| --- | --- |
| Ashtrays |  |
| Cigarette bins |  |
| Refuse Sacks & Bin Liners |  |
| Waste Bins |  |

**Workwear & Personal Protection (2)**

|  |  |
| --- | --- |
| Safety |  |
| Footwear |  |

**Eating & Drinking (2)**

|  |  |
| --- | --- |
| Coffee, Tea & Hot Drinks |  |
| Biscuits and Snacks |  |
| Soft Drinks & Water |  |
| Tea & Coffee Condiments |  |

**Catering Supplies (2)**

|  |  |
| --- | --- |
| Catering Services |  |
| Customized Cups & Tableware |  |
| Disposable Cups & Tableware |  |

**Kitchen Equipment (2)**

|  |  |
| --- | --- |
| Coffee Machines |  |
| Kitchen Appliances |  |
| Kitchen roll |  |

**Soft Drinks & Water (2)**

|  |  |
| --- | --- |
| Bottled & Canned Drinks |  |
| Water Bottles |  |

**Tea & Coffee Condiments (2)**

|  |  |
| --- | --- |
| Milk & Cream |  |
| Sugar |  |
| Sweetener |  |

**SERVICES (1)**

**Security Services (2)**

|  |  |
| --- | --- |
| Man guarding |  |
| Cash In Transit |  |
| CCTV Surveillance System |  |
| Total Security Solutions |  |

**Office Meal Service (2)**

|  |  |
| --- | --- |
| Customized Meals |  |

**Housekeeping (2)**

|  |  |
| --- | --- |
| Cleaning |  |
| Maintenance |  |

**Courier Service (2)**

|  |  |
| --- | --- |
| International |  |
| Domestic |  |
| Customized |  |