

## **Tender Notice No.01/2022**

Sealed quotations are invited from the reputed firms/suppliers registered with Sales Tax and Income Tax authorities and are also on Active Taxpayers List of Federal Board of Revenue on the basis of "Single Stage – Single Envelope" procedure for supply of Stationery and General Store Items:-

- i. Tender documents can be obtained from the undersigned during working hours from Monday to Friday (09:00 hrs to 12:30 hrs) against a Pay Order / Demand Draft of **Rs.1,000/-** (Non-refundable) in the favor of Pr. Accounts Officer (D&D), PO Box 1114, Islamabad as tender documents fee.
- ii. Tender documents can also be downloaded from PPRA website. However, quotations / Bids should be accompanied by a Pay Order / Demand Draft of **Rs.1,000/-** (Non-refundable).
- iii. The bids, prepared in accordance with the instructions in the tender documents, must reach to the undersigned through P.O Box 1114, Islamabad on or before 28-04-2022 upto 10:00 hrs. Bids will be opened on the same day at 11:00 hrs at Public Sector Organization Hostel, Street No.1, H-8/1, Near Jamia Salphia, Opp. H-9 College Islamabad.

**Sr. Admin Officer-I**  
**PO Box 1114, Islamabad**  
**Phone : 051-9207811**  
**051-9209032, Ext.2429**  
**Fax No: 051-9204908**

**PUBLIC SECTOR ORGANIZATION  
PO BOX 1114, ISLAMABAD**

**TENDER DOCUMENT FOR SUPPLY OF STATIONERY AND  
GENERAL STORE ITEMS**

*Note: The bidder is expected to examine the Tender Document, including all instructions, forms, terms, specifications. Failure to furnish all information required by the Tender document or submission of a Bid not substantially responsive to the Tender Document in every respect would result in the rejection of the Bid.*

**PUBLIC SECTOR ORGANIZATION**  
**PO Box 1114 ISLAMABAD**

Ref No: 2(232)2022-Admin-I

Date:

M/s. \_\_\_\_\_

\_\_\_\_\_

Subject: **Tender Document for Supply of Stationery & General Store Items**

Dear Sir,

We are pleased to invite your sealed tenders / quotations for supply of stationery & General Store items as per attached Annexure on FOR Islamabad basis. While submitting quotation/tender, the following instructions may kindly be followed;-

1. The procurement process shall be governed by **PPRA Rules 2004**.
2. Quotations/Bids are required to be submitted in sealed envelope, for the mentioned items as per **PPRA rule 2004** specifying **Single Stage One Envelope Procedure**.
3. All bidders should be registered with Income Tax & Sales Tax Authorities and shall submit their respective copy of NTN and GST Certificate with the bid.
4. Quantity required is mentioned in this tender document. However, the Competent Authority reserves the right to increase/decrease the quantity on same rates as per the actual need.
5. The bidder / supplier may quote for any number of items. However prices shall be quoted in Pak Rupees inclusive of all taxes which will be valid till 90 days after the opening of quotations.
6. Quotation/Bid should contain the rate per item (inclusive of GST) as per specification provided in this document. Items exempted from GST may be quoted separately.
7. A Pay Order/Demand Draft of **Rs.1,000/- as tender documents fee** (Non-refundable) in favor of Pr. Accounts Officer (D&D) must be attached when submitting the tender if tender documents are downloaded from authority's website.
8. Quotation/Bid should be accompanied by a Pay Order/Demand Draft **equal to 2%** of total quoted amount in form of Bank Draft **as earnest money (Refundable)** in the name of Pr. Accounts Officer (D&D) PO Box.1114, Islamabad. This amount is refundable after the items ordered have been supplied to the satisfaction or the contract has been completed or the case has been finalized. **Quotations without earnest money will not be entertained.**
9. The bidder shall be required to provide the sample of the items quoted to the tender award/purchase committee when demanded.
10. The competent authority will have the right to cancel the contract partially or entirely if items are found substandard, refilled, altered, short in quantity or not supplied timely. The security deposit in that case will be forfeited.
11. This office will not be responsible for any cost or expenses incurred by bidders in connection with preparation and delivery of bids.
12. The successful bidders will have to affect full supply within 30 days of the date of issuance of supply order.

13. The payment will be made on receipt of your bills/invoices after complete supply and subject to inspection as per specification.
14. Bids must be unconditional.
15. Bidding documents should consist of:-
  - a. Proof of registration with income tax and sales tax departments according to Active Taxpayers List.
  - b. Affidavit that firm is not included in blacklisted firms.
  - c. Financial proposal sealed in separate envelope should be in Pak Rupees per unit (including all taxes and any other charges).
16. Quotations/Bids must reach to the undersigned through P.O Box 1114, Islamabad on or before 28-04-2022 upto 10:00 hrs. However, the tenders/bids will also be accepted by hand on tender opening date 30 minutes before opening of tender. Tender will be opened on the same day at 11:00 hrs at CHASNUPP Hostel, Street No.1, H-8/1, Near Jamia Salphia, Opp. H-9 College Islamabad. Quotations received through Fax or E-mail will not be considered.

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## Bulk Purchase of Stationery and General Store Items

Sr. #	Description	Unit	Qty Required
1	Ball Point Pen Piano (Jelflo/click) 0.8 mm/ 0.7mm	NOS.	5000
2	Ball Point Pen Uniball Fine (Eye) UB-157	NOS.	600
3	Eraser Soft (DUX)	NOS.	300
4	Led Pencil HB Goldfish	NOS.	1200
5	Pen Marker 70 Fine Quality	NOS.	200
6	Sharpener Single Hole (DUX) Chrome	NOS.	100
7	White Fluid Pen for Correction (Office Master/Tick)	NOS.	300
8	Carbon Paper (RUBY)	PKT.	10
9	File Wrapper Plain (30" x 26" x2.5")	NOS.	8000
10	GUM Stick Dollar/Piano (21 g)	NOS.	300
11	Highlighter (Pelikan/Schneider)	NOS.	300
12	Ink Stamp Pad Black & Blue (Crystal)	NOS.	50
13	Masking Tape 2" (Three Star/Office Master)	ROL.	200
14	Masking Tape 1" (Three Star/Office Master)	ROL.	200
15	PAD Draft Small Size 8"x6" (Lucky)	NOS.	100
16	Register Attendance (Lucky)	NOS.	50
17	Register 4 QRS (Lucky)	NOS.	50
18	Paper Clip 26mm (Three Flower)	PKT.	400
19	Paper Pin (Office Master)	PKT.	200
20	Staple Pin Standard Size <b>24/6 (KW Trio)</b>	PKT.	1000
21	Staple Pin Standard Size <b>23/10 (KW Trio)</b>	PKT.	30
22	Tags Cotton (6")	BDL.	500
23	Waste Paper Basket 12" (Plastic)	NOS.	50
24	Stappler Standard Size with Pin opener (ETONA-55 or Dell)	NOS.	50
25	Scotch Tape 1" Deer Brand	ROL.	150
26	Paper Duplicating (A-4 size, 55g)	REAM	500
27	Paper Legal Size off set 80g	NOS.	50
28	Paper off set A-4 size 80g imported	REAM	2000
29	Envelope Khaki 9x4 fine Quality	NOS.	50000
30	Envelope A-4 Plain fine Quality	NOS.	10000
31	Envelope Large size fine Quality	NOS.	10000
32	Envelope Large size cloth fine Quality	NOS.	5000
33	Tissue Paper Rose Petal (Luxury)	PKT.	500
34	Tissue Roll Toilet Rose Petal	ROL.	1000
35	Air Freshner 300ML Al-Rehab	TIN.	500
36	Car Polish Cosmic	TIN.	400

37	Dash Board Polish 7-CF	TIN.	600
38	Duster Yellow 20x30"	NOS.	3000
39	Duster White 20x30"	NOS.	1000
40	Soap Toilet Lux (110gms)	NOS.	300
41	VIM Powder (Small) 400g	PKT.	200