

## **TENDER NOTICE –LAHORE**

A Federal Government organization (Lahore based) invites sealed tenders for the financial tenders for the financial year 2022-2023 for GST registered firms in connection with purchase of Stationery, Toners and Miscellaneous (details enclosed) on the following terms and conditions:

- a. Earnest money in shape of pay order in favor of Drawing and Disbursing Officer amounting 3% of the total tender should be enclosed with the tender as a security deposit. Without earnest money, the proposal would be returned immediately after completion of the tender process. Earnest money of successful bidder would be retained as security deposit.
- b. The quoted rates should include GST and other taxes would be applicable till 30<sup>th</sup> June 2023.
- c. In case, the firm will provide substandard articles during the contract period, the said amount would be deducted from the security deposit.
- d. Legal action will be initiated if the firm will provide substandard articles.
- e. The firm must provide the articles mentioned in List A, B, C & D as sample at its own expense to the office on short notice.
- f. The firms are required to enclose their GST number, Registration Certificate, Vendor Number, National Tax Number, and Professional tax with the tender.
- g. An undertaking is necessary to be enclosed with the tender stating that all the rates of their articles relate to the best quality and the firm has never been blacklisted.
- h. Duly completed tenders/bids should reach Incharge Admn Branch, 94-Upper Mall, Lahore on 13-06-2022, before 1200 hours which will be opened on the same day at 12:30 hours in presence of respective bidders/ representatives of the bidders.
- i. The bidders should quote rates of at least 80% items of a list or all the 04 lists i.e. A, B, C and D.

**Note: ON TENDER ENVELOPE, LIST NAME “A”, “B”, “C” AND “D” BE MARKED SPECIFICALLY.**

**LIST “A”**  
**STATIONERY ITEMS**

<b>Sr. No</b>	<b>Papers &amp; Fax Rolls</b>	<b>Quantity Per Annum Approx.</b>
1.	Summary Papers (70 Grams Sheets) A-4 Size	4000 Reams
2.	Typing papers (55 Grams) A-4 Size	1500 Reams
3.	Computer Papers AA (80 Grams) A-4 Size	200 Reams
4.	Summary Papers legal size (70 Grams)	100 Reams
5.	Summary Papers (100 Grams) A-4 Size	20 Reams
6.	Colored Papers 100 Grams (100 sheets) A-4 Size	12 Reams
7.	Fax Rolls (30 M)	1200 Rolls
8.	File covers white (legal size)	6000 Nos

## LIST “B”

### MISCELLANEOUS STATIONERY ITEMS

S.No	Stationery items other than Paper Reams & Fax Rolls
1.	Stapler Pins Pkt
2.	Ball Point Pkt
3.	Uni Ball Point Pkt
4.	Eye Ball Point Pkt
5.	Paper Clips Pkt
6.	Highlighter
7.	Gum Bottle (800 gm)
8.	Stapler Machine
9.	Envelopes 9x4 Brown
10.	Envelopes 11x5 Brown
11.	Envelopes File size Brown
12.	Envelopes File size with cloth Brown
13.	Envelopes 14x18 with cloth (Full Size)
14.	Register (150 Pages)
15.	Register (300 Pages)
16.	Punch Machine Single Hole
17.	Red Dak Seals (Stickers)
18.	Paper Pin Pkt
19.	Stamp Pad
20.	Stamp Pad Ink
21.	Gum stick (36 gm)
22.	Noting Pad Small (50 Pages)
23.	Paper Cutter (with Blade)
24.	Thread Tags (Small)
25.	File Board (double ply)
26.	Fluid with Thinner (bottle)
27.	Pen Fluid
28.	Waste Paper Basket
29.	Post it Pad (yellow)
30.	Green Diary (Medium size)
31.	Marker for Bold Writing
32.	Paper Cutter Blade
33.	Pen Ink Pot
34.	Steel Ruler

35.	Lead Pencil Pkt
36.	Eraser
37.	Sharpener
38.	Stapler Pin Clipper
39.	Envelope 9x4 white
40.	Envelope 11x5 white
41.	Envelope A4 white
42.	Envelope File Size white
43.	Water Bucket 32 Liters
44.	Dak Folder Leatherite
45.	File Flappers (Green)
46.	Punch Machine Double Hole
47.	Paper Marker
48.	Carbon Papers Pkt
49.	Attendance Register copy size (30 pages)



**LIST “C”**

**TONERS AND DRUMS OF FAX & PHOTOSTAT MACHINES AND PRINTERS**

S. No	Toners & Drums
1.	Toner Printer HP-1010/1020 (Genuine or equivalent)
2.	Toner Printer HP-1200 (Genuine or equivalent)
3.	Toner Printer HP-1300 (Genuine or equivalent)
4.	Toner Printer HP-1320 (Genuine or equivalent)
5.	Toner Printer HP-1102 (Genuine or equivalent)
6.	Toner Printer HP-1505 (Genuine or equivalent)
7.	Toner Color Printer HP-1025 (Genuine or equivalent)
8.	Toner Printer HP-1606 (Genuine or equivalent)
9.	Toner Photostat Machine (Cannon -2535) (Genuine or equivalent)
10.	Toner Photostat Machine (Cannon-4251) (Genuine or equivalent)
11.	Toner Photostat Machine (Panasonic-8020) (Genuine or equivalent)
12.	Toner Photostat Machine (Panasonic-8032) (Genuine or equivalent)
13.	Toner Photostat Machine (Panasonic-8045) (Genuine or equivalent)
14.	Toner Photostat Machine (Panasonic-8060) (Genuine or equivalent)
15.	Toner Photostat Machine (Cannon-2530) (Genuine or equivalent)
16.	Toner Photostat Machine (Ricoh-2550) (Genuine or equivalent)
17.	Toner Photostat Machine (Ricoh-6001) (Genuine or equivalent)
18.	Toner Panasonic Fax Machine UF-4600 (Genuine or equivalent)
19.	Drum Panasonic Fax Machine UF-4600 (Genuine or equivalent)
20.	Toner Panasonic Fax Machine-422 (Genuine or equivalent)
21.	Drum Panasonic Fax Machine-422 (Genuine or equivalent)
22.	Toner Brother Fax Machine-2820 (Genuine or equivalent)
23.	Drum Brother Fax Machine-2820 (Genuine or equivalent)
24.	Toner Brother Fax Machine-2840 (Genuine or equivalent)

25.	Drum Brother Fax Machine-2840 (Genuine or equivalent)
26.	Film Ribbon Fax Machine Brother-878(Genuine or equivalent)
27.	Toner Printer HP-402 (26 A) (Genuine or equivalent)
28.	Toner Color HP Pro-400 (305 A) (Genuine or equivalent)
29.	Toner Printer HP-400 (80 A) (Genuine or equivalent)
30.	Toner Printer HP-210 (83 A) (Genuine or equivalent)
31.	Toner Printer HP-102 (19 A and 17 A) (Genuine or equivalent)
32.	Toner Printer Colour Laser Jet Pro M 452 dn (Genuine or equivalent)
33.	Toner Fax Machine HP-M 127 (Genuine or equivalent)
34.	Pantum Fax Machine M 6600 NW (Genuine or equivalent)
35.	Toner Konica Minolta Bizhub 458 Photocopier(Genuine or equivalent)
36.	Toner Konica Minolta Bizhib 306 Photocopier(Genuine or equivalent)
37.	Toner Printer HP-2015(53-A) (Genuine or equivalent)
38.	Toner Printer HP-2055(05-A) (Genuine or equivalent)
39.	Toner Printer HP-4350(42-X) (Genuine or equivalent)
40.	Toner Printer HP-404(76-A) (Genuine or equivalent)

## **LIST “D”**

### **OTHER STORE ITEMS**

<b>Sr. No.</b>	<b>Miscellaneous items</b>
1	Packing Tape (02 inch)
2	Tissue Paper Box
3	Tissue Roll
4	Air Freshener
5	Bath Soap (115 gm) Lux / Dettol or Equivalent
6	Surf (½ kg)
7	Vim powder ½ Kg
8	Vim soap
9	Sweep bottle
10	Phenyl bottle (3 Ltr)
11	Broom (Per kg)
12	Harpic (500ml)
13	Rough Towel (Per kg)
14	Revival Bottle
15	Glint
16	Duster
17	Wiper (Rambo or Equivalent)
18	Battery Cell AA
19	Battery Cell AAA
20	Mosquito Spray Mortin/ King or Equivalent
21	Dettol Surface Cleaner (500 ml)
22	Dust Mop
23	Spider Net Brush
24	Towel (bath size)
25	Air Perfume
26	LED Light 07 Watt
27	LED Light 12 Watt
28	LED Light 24 Watt
29	Tube Rod 04 Feet
30	Tube Rod 02 Feet
31	Starter Philips (S2 + S10) or Equivalent
32	Commode Brush
33	Scotch Tape (01 Inch)

34	Choke Electronic
35	Patti (Tube Light)
36	Lamination Sheets for ID Cards
37	Clips for Display Cards
38	Ribbon for Display Cards
39	Dust Brush
40	Water Set (7 Pieces)
41	Tea Set (7 Pieces)
42	Table Accessories Complete
43	Choke Original
44	Binding Tape (02 inch)
45	Battery Cell Standard Size
46	Battery Cell Alkaline 23 A/12 V
47	Dettol (Antiseptic) -100 ml
48	Brass Polish (for cleaning copper items)
49	Bulb 60 Watts
50	Washing soap Pkt Sufi or Equivalent