

**RE-TENDER NOTICE**

Sealed tenders are invited by a Federal Government Organization for supply of following articles. The interested firms who have GST registration may quote their rates for financial year 2022-2023 as per details given below:-

Sr. No.	NAME OF ITEMS	Sr. No.	NAME OF ITEMS
01	Computer Paper ( A 4 & Legal) 70 and 80 gms	20	Fax Roll (30 meter)
02	Duplicating Paper (A 4 & Legal)	21	Scotch Tape 2"
03	Typing Paper (A4& Legal) 60 gms	22	Paper Tape 2"
04	Envelop 9x4 (Khaki) Envelop 11x5 -do- Envelop (Cloth) 10x12 (White) Envelop (Simple) 10x12 -do- Envelop Clothed 12x16 -do-	23	Red Seal
05	Lead Pencil	24	Eraser
06	Ball Point	25	Pencil Sharpener
07	Docket Punch	26	Gum/Glus Stick
08	Ink Pad	27	Pad Ink Violet
09	Paper Pin	28	Pointer 0.7
10	Paper Clip	29	Sticky Note
11	Stapler Pin	30	Paper Cutter
12	Stapler Machine	31	Scissor 6"
13	Ruled Register (200 Pages)	32	Carbon Paper Black / Blue
14	Ruled Register Thick (500 Pages)	33	File Tag
15	File Board		
16	Rough Pad		
17	Fluid (Whito)		
18	Highlighter		
19	Ruler Scale (Steel)		

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**PRINTER CARTRIDGES**

S. No	MODEL
1	HP-404 (76-A)
2	HP-1020
3	HP-79-A
4	HP-1300
5	HP-1320
6	HP-400 (80-A)
7	HP-2200
8	HP-1102
9	HP-2220
10	HP-2600
11	HP-1505
12	HP102d
13	LEXMARK MX 310 DN
14	HP-402 (26-A)
15	Photostat Konica Minolta Bizhub 458e Toner No.TN-516

**TERMS AND CONDITIONS**

- Up to Five percent of total tender amount as earnest money in shape of pay order Demand Draft at least Rs.100,000/= in favour of DDO, SPHQ Karachi must be attached with tender documents. Without earnest money bid shall not be considered. Earnest money will be returned to un-successful firm / bidders immediately after the completion of tender. Earnest money will be transferred into security deposit for successful bidders and will remain in possession of the office till completion of all supplies in accordance with sample of paper approved as per terms and conditions.
- Quoted rates including GST shall remain effective till **30.06.2023**.
- If the firm supplies substandard Articles, approved amount equal to paper's cost will be deducted from security deposit or bill.
- Firm will be bound to supply required items at this office on very short notice by their own transport / expenses.
- Bidders will have to attach their Sales Tax Number, Registration certificates, and National tax Number, vender Number & Account number with tender.
- An affidavit must be attached with the tender that items will be genuine and number one, for which rates are quoted in the tender. In case of supplying wrong items, disciplinary action will be taken against the firm. Another affidavit should also be attached that firm had never been black listed.
- This office reserves the right to accept or reject any one or all tenders as per PPRA rules / regulations.
- Tenders completed in all respect may reach the **P.O. Box No. 7466**, G.P.O. Karachi on **18.07.2022** till 1200 hours and will be opened on the same day at 1230 hours.

Note: on the tender envelope must be marked "**Tender for Stationery**"