

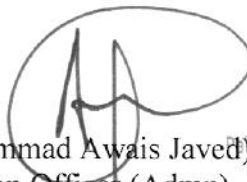
Government of Pakistan
Establishment Division
Pakistan Public Administration Research Centre

TENDER NOTICE

Sealed Tenders are invited from the reputed registered firms holding GST & Income Tax Numbers and a Vendor Number of AGPR, Islamabad having their own shops in Islamabad/Rawalpindi for the supply of stationery, non-stationery, miscellaneous items and Computer accessories including toners of Printers and Photo State Machines during the Financial Year 2022-23. The list of the items with specifications can be obtained from the office of the undersigned during office hours. The Tenders should be sent through registered post/Courier or may be placed in the tender box on the ground floor of Local Government and Rural Development Building, G-5/2, Islamabad within 15 days after the publication of Tender till 11:30 am on the last day. The Tender should accompany a Bank Draft of **Rs.25,000/-** as Security Deposit in the name of DDO, Pakistan Public Administration Research Centre (PPARC), Establishment Division, Islamabad.

2. The Tenders shall be opened by the Purchase Committee on the last date for submission of tender at 12:15 p.m in the office of Director (Research), PPARC, being Chairman Purchase Committee, in the presence of Bidders who will be present at that moment. Call deposits of un-successful firm will be returned after one week. Bids without call deposit will be rejected on the spot. If the firm does not abide by the arrangement, call deposit will be forfeited by the Government.

3. The Competent Authority reserves the right to accept or reject any tender with appropriate reason thereof.


(Muhammad Awais Javed)
Section Officer (Admn)

Pakistan Public Administration Research Centre (PPARC)
Establishment Division


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G-5/2, Islamabad.
Ph.051-9210754

M. AWAIS JAVED
Section Officer
Pakistan Public Administration Research Centre
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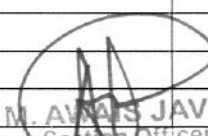
Detail of Terms and Conditions:

1. The sealed tenders quoting rates of per unit item and GST thereon separately, alongwith sealed and signed sample of paper, should be sent through registered post which should reach the undersigned within the date mentioned in the tender notice. These tenders will be opened before the bidders or their representatives on next day at 11:30 a.m.
2. The tender should accompany a bank draft of Rs.25,000/-(Rupees Twenty Five Thousand) only payable to DDO PPARC, Establishment Division, Islamabad as security, and documents/certificates of registration with Sales Tax and Income Tax Department bearing GST and NTN numbers and Vendor Number.
3. No tender will be entertained which does not fulfill the conditions laid down in paras (1) and (2) above.
4. The security deposit and the samples will be refunded / returned to unsuccessful bidders. The security deposit of the successful bidder will remain deposited with the DDO till expiry of the period of this Agreement unless forfeited for the reason stated in the Agreement. The samples provided by the successful bidder shall remain deposited with the undersigned till expiry of the period of the Agreement.
5. The successful bidders shall execute a formal agreement with PPARC for supply of the aforesaid items within seven days after the receipt of requisition / orders of PPARC during whole year.
6. Delivery of the items ordered for from time to time shall be made at PPARC Islamabad within week of receipt of the supply order by the supplier at its own expense.
7. The rates quoted shall remain effective up to 30th June, 2023 and will not be liable to revision till expiry of the period of the agreement. No compensation will be decrease or increase of the quantity of each item.
8. The suppliers shall remain ensure that all the supplied items are genuine, in accordance with the specification and the relevant samples provided by them, failing which PPARC may terminate the Agreement and may also take an action for blacklisting of the supplier and recovery damages.
9. The Tenders shall be opened in the Committee Room of PPARC Islamabad in presence of the bidder or their authorized representatives.
10. The Competent Authority reserves the right to accept or reject any tender with appropriate reason thereof.


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Section Officer (Admin)
PPARC Establishment Division

LIST OF STATIONERY AND OTHER MISCELLANEOUS ITEMS
PER PIECE RATE F. Y. 2022-23 (RATE INCLUDING WITH GST)

S. No.	Name of Item	
1.	Ball Point Blue	
2.	Ball Point Red	
3.	Ball Point 0.6mm Schneider (one business)	
4.	Waste Paper Basket (Plastic pure)	
5.	Calculator 12 digit (best quality)	
6.	Paper weight Marble (small & large)	
7.	Draft Pad A-4 (60 sheets) 68 gram Paper	
8.	Draft Pad small (60 sheets) 68 gram Paper	
9.	Duster cotton yellow (20"×20")	
10.	Floor Duster (24"×24")	
11.	Bath brush (Round) Plastic	
12.	Dak pad Rexine	
13.	Envelops SE-5 (80 gram, Brown)	
14.	Envelops SE-6 (80 gram, Brown)	
15.	Envelops SE-7 (80 gram, Brown)	
16.	Envelops SE-8 (80 gram, Brown)	
17.	Envelops white 9"×4" (80 gram)	
18.	Eraser Pelican-AL 30 (or equivalent)	
19.	Diary Register No.10	
20.	File Board (A-4 size)	
21.	File Board (large size)	
22.	File tray (Plastic Pure)	
23.	File Flapper Rexine	
24.	Fax roll Panasonic 210mm x 30m	
25.	Gum Stick 21 grams	
26.	Gum Bottle 05 oz medium	
27.	Glue 500 gram (German) (or equivalent)	
28.	Glint, 500 ml (Original) (or equivalent)	
29.	High lighter	
30.	Log Book No. 06	
31.	Lead pencil	
32.	White Board Marker	
33.	Note sheet 100 pages A-4 (imported) 80 gram paper	
34.	Offset/Photostat paper local 80 gm A-4	
35.	Offset/Photostat paper local 80 gm legal	
36.	Summary paper (Imported) A-4 80 gm	
37.	Summary paper (Imported) legal 80gm	
38.	Paper pin	
39.	Paper clip, 30mm	
40.	Paper cutter (imported)	
41.	Stick notes pad (3" ×3")	
42.	Stamp Pad Ink	
43.	Punch (Single hole) local	
44.	Punch (Double hole)	
45.	Pen Holder	
46.	Liquid soap 400 ml	
47.	Liquid soap 500 ml	
48.	Ruled Register No.20	


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49.	Stipple pin 23/13 size	
50.	Stipple pin 24/6	
51.	Stapler machine	
52.	Staple remover	
53.	Scotch tape 1"×50 yards	
54.	Scotch tape 2" ×50 yards	
55.	Sharpener steel	
56.	Scissors 9" steel 9 (Imported)	
57.	Stamp pad (Large)	
58.	Scale (steel) 12"	
59.	Short hand note books 80 sheet	
60.	Tag small 6"	
61.	Tag large 18"	
62.	Transparency sheet, A-4 size	
63.	Thread ball No.8 plastic	
64.	Soap mini size	
65.	White fluid with thinner (bottle)	
66.	White fluid Pen	
67.	Wrapping paper	
68.	Table set/ pen holder set 9 Pieces marble	
69.	Air Freshener 250 ml	
70.	Air Freshener large	
71.	Battery Cell (small) AA	
72.	Battery Cell (9 voltage)	
73.	Battery Cell for Remote 12 V A23	
74.	Surf (small) 50 gram	
75.	Soap 80 gram (local)	
76.	Sweep 500 ml (original)	
77.	Towel (25×50"s)	
78.	Vim (small size) 450 gram	
79.	Computer Key Board	
80.	Mouse Optical wheel	
81.	Toner Konica Minolta Bizhub -350 Genuine (or equivalent)	
82.	Toner HP-Laser Printer 1010 Genuine/China (or equivalent)	
83.	Toner HP-Laser Printer 1020 Genuine/China (or equivalent)	
84.	Toner HP-Laser Printer 1300 Genuine/China (or equivalent)	
85.	Toner HP-Laser Printer 1320 Genuine/China (or equivalent)	
86.	Toner HP-Laser Printer 2035 Genuine/China (or equivalent)	
87.	Toner HP-Laser Printer 1005 Genuine/China (or equivalent)	
88.	Toner HP-Laser Printer Pro 400 Genuine/China (or equivalent)	
89.	Toner HP-Laser Printer 402-DN Genuine/China (or equivalent)	
90.	Toner for color Printer HP1515 Genuine/China (or equivalent)	
91.	Toner for Laser Jet MFP-M-127 FN(83-A) Printer HP1515 Genuine/China (or equivalent)	
92.	Toner HP-Jet M-1522 N (36-A) Genuine/China (or equivalent)	
93.	Toner HP-Jet MFP-M227 FDN (30-A) Genuine/China (or equivalent)	
94.	Tumbler glass	
95.	Water Jug France	
96.	Broom Phool (double)	
97.	Broom (Bamboo) (double)	
98.	Insect Killer large	


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99.	Phenyl liquid 2075ltr Original	
100.	Scotch Bright large	
101.	Attendance Register # 2	
102.	Iron Lock 25mm (original)	
103.	Iron Lock 32mm (original)	
104.	Iron Lock 50mm (original)	
105.	Iron Lock 63mm (original)	
106.	Dustbin (Pure Plastic)	
107.	Car Body Polish & Car Dash Board Polish	
108.	Extension Board (Five Points)	
109.	Electric Kettle (1 liter)	
110.	Door Electric Bell	
111.	Electric Holder	
112.	Electric Switch	
113.	Electric Push Button	
114.	File Register (S-92) Movement	
115.	Lota Plastic (Pure Plastic)	
116.	Bucket Plastic 16 ltr (Pure Plastic)	
117.	Fan Demur	
118.	Fan Capacitor (Fan size 3.5oihs)	
119.	Tube light Rod 4 feet 40 watt	
120.	Tube light Rod 2 feet	
121.	Tube light Chowk	
122.	Tube light starter	
123.	Foot Mate 18×24”(Rubber)	
124.	Foot Mate 18×24”(Narial)	
125.	Mug Plastic (Pure Plastic)	
126.	Narial Brush Viper / (Puchara)	
127.	Viper Floor cotton double size	
128.	Tissue Box (large)	
129.	Tissue Roll	
130.	Table green cloth	
131.	USB 16-GB, 32 GB, & 64-GB	
132.	Water Cooler 20 ltr (good quality)	
133.	Wall Clock (good quality)	
134.	Document file (Plastic) FS 20	
135.	Document file (Plastic) FS 30	
136.	Document file (Plastic) FS 40	
137.	Management file A 4 size	
138.	Mouse Pad	
139.	Paper Tape (Large & Medium Size)	
140.	Tea Set (Marble)	
141.	Shopping Bag (3Kg, 5Kg, 7Kg)	
142.	Room Freshener	
143.	Pochara without stick	
144.	Binding Tap (4")	
145.	Tea Spoon	
146.	Table Spoon	
147.	Floor Viper	
148.	Laser Printer (all in one Print, Copy, Fax, Scan etc)	
149.	Laser Printer Black (40 PPM, 1200 Mhz Processor)	
150.	Officer pad	
151.	Sanitizer (5litre)	
152.	Surgical Face Mask	
153.	Register	
154.	Temperature gun	

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