

ENGINEER-IN-CHIEF'S BRANCH
TENDER NOTICE 25/2023-24
BIDS PROPOSAL FOR STATIONERY ITEMS

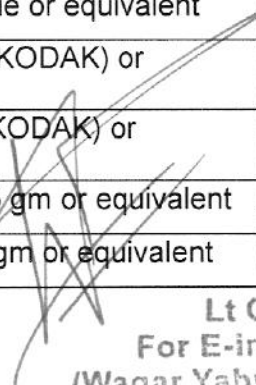
NAME OF FIRM			
COMPLETE ADDRESS			
Telephone & Fax No.		National Tax No (NTN)	
Vender No.		Sales Tax Registration No.	

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
1.	Ammonia Blue Line Bottle Liq SCP or equivalent	Can	01			
2.	Ammonia Blue Line Paper width 40" length 20 yards or equivalent	Roll	01			
3.	Ball Point Black PIANO Click or equivalent	Pkt	01			
4.	Ball Point Blue PIANO Click or equivalent	Pkt	01			
5.	Ball Point Red PIANO Click or equivalent	Pkt	01			
6.	Binder Clip 1/2" No 977114 Diamond or equivalent	Pkt	01			
7.	Binder Clip 3/4" No 977114 Diamond or equivalent	Pkt	01			
8.	Binder Clip 1" No 977114 Diamond or equivalent	Pkt	01			
9.	Binder Clip 1-1/4" No 977112 Diamond or equivalent	Pkt	01			
10.	Binder Clip 1-5/8" No 977112 Diamond or equivalent	Pkt	01			
11.	Binding Tape 2" Office Master or equivalent	Nos	01			
12.	Calculator 14 Digit CT-842N Citizen or equivalent	Nos	01			
13.	Cello Tape 1" Office Master or equivalent	Nos	01			
14.	Cello Tape 2" Office Master or equivalent	Nos	01			
15.	Cello Tape 3" Office Master or equivalent	Nos	01			
16.	Colour Marker Set of 12 Tempo or equivalent	Set	01			
17.	Colour Pencil Set of 12 Deer or equivalent	Set	01			
18.	Correction Pen Office Master or equivalent	Nos	01			
19.	Correction Tape Office Master or equivalent	Nos	01			
20.	Drafting / Noting Pad Office Master or equivalent	Nos	01			
21.	Damper Office Master or equivalent	Nos	01			
22.	Envelops White SE-5 70 gm or equivalent	Nos	01			
23.	Envelops White A-4 80 gm or equivalent	Nos	01			

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For E-in-C
(Waqar Yahya)

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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
24.	Envelops White F/S 80 gm or equivalent	Nos	01			
25.	Envelops SE-4 Khaki 75 gms or equivalent	Nos	01			
26.	Envelops SE-5 Khaki 75 gms or equivalent	Nos	01			
27.	Envelops SE-6 Khaki 75 gms or equivalent	Nos	01			
28.	Envelops SE-7 Khaki 75 gms or equivalent	Nos	01			
29.	Envelops SE-8 Khaki 75 gms or equivalent	Nos	01			
30.	Envelops SE-8 Cloth Khaki 75 gms or equivalent	Nos	01			
31.	Envelops SE-10 Khaki 75 gms or equivalent	Nos	01			
32.	Envelops SE-10 Cloth Khaki 75 gms or equivalent	Nos	01			
33.	Envelop A-4 Size Cloth Khaki or equivalent	Nos	01			
34.	Envelop F/S Size Khaki or equivalent	Nos	01			
35.	Envelop F/S Size Cloth Khaki or equivalent	Nos	01			
36.	Eraser AL-30 Dux or equivalent	Nos	01			
37.	Eraser AL-30 Pelikan or equivalent	Nos	01			
38.	File Cover A-3 (Brown) (As per Sample) or equivalent	Nos	01			
39.	File Cover A-4 (As per Sample) or equivalent	Nos	01			
40.	File Cover F/S (As per Sample) or equivalent	Nos	01			
41.	File Cover Glazed A-4 (As per Sample) or equivalent	Nos	01			
42.	File Folder Plastic A-4 Ring (For 400 Pages) Office Master or equivalent	Nos	01			
43.	File Folder Plastic F/S Ring (For 300 Pages) Office Master or equivalent	Nos	01			
44.	Folder for Result Large Office Master or equivalent	Nos	01			
45.	Folder for Result Small Office Master or equivalent	Nos	01			
46.	Fountain Pen Wing Sing or equivalent	Nos	01			
47.	Gel Ink Pen 0.7 RG-100 Black or equivalent	Pkt	01			
48.	Gel Ink Pen 0.7 RG-100 Blue or equivalent	Pkt	01			
49.	Glossy Photo Paper 5"x7" (KODAK) or equivalent	Pkt	01			
50.	Luster Photo Paper 5"x7" (KODAK) or equivalent	Pkt	01			
51.	Glue Stick Dollar (Large) 35 gm or equivalent	Nos	01			
52.	Glue Stick Dollar (Med) 20 gm or equivalent	Nos	01			


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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
53.	Glue Stick Dollar (Small) 8 gm or equivalent	Nos	01			
54.	Gum Bottle Large Nafees 800 ml or equivalent	Btl	01			
55.	Gum Tube UHU (Small) No 11 China or equivalent	Nos	01			
56.	Highlighter Yellow Pelikan or equivalent	Nos	01			
57.	Highlighter Set Pelikan or equivalent	Set	01			
58.	HP White Plain Paper Roll 24" Dia 2" Diamond or equivalent	Roll	01			
59.	HP White Plain Paper Roll 36" Dia 2" Diamond or equivalent	Roll	01			
60.	Ink Bottle 62.5 ml Blue Pelikan or equivalent	Btl	01			
61.	Ink Remover (Dux) or equivalent	Nos	01			
62.	JCOs/SDO Hand Dairy Cover Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
63.	JCOs/SDO Hand Dairy Pad Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
64.	Ledger Accounting Book 70 gm or equivalent	Nos	01			
65.	Marker Black 70 Permanent PIANO or equivalent	Nos	01			
66.	Marker Blue 70 Permanent PIANO or equivalent	Nos	01			
67.	Marker Black for White Board PIANO or equivalent	Nos	01			
68.	Marker Blue for White Board PIANO or equivalent	Nos	01			
69.	Marker Black Tempo or equivalent	Nos	01			
70.	Marker Blue Tempo or equivalent	Nos	01			
71.	Masking Tape 1/2" Global x 15 yds or equivalent	Nos	01			
72.	Masking Tape 1" Global x 15 yds or equivalent	Nos	01			
73.	Masking Tape 2" Global x 15 yds or equivalent	Nos	01			
74.	Offrs Hand Dairy Cover Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
75.	Offrs Hand Dairy Pad Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
76.	Paper Clip (China) 50gms or equivalent	Pkt	01			
77.	Paper Clip Multi Colour (China) 50gms or equivalent	Pkt	01			
78.	Paper Cutter China Runchen YF 888 or equivalent	Nos	01			


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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
79.	Pencil Lead HB or equivalent	Pkt	01			
80.	Pencil Tray Marine Tray No.505 Plastic or equivalent	Nos	01			
81.	Pencil Jar Office Master or equivalent	Nos	01			
82.	Pin Coushin Plastic Office Master or equivalent	Nos	01			
83.	Poker Wooden Handle 6" or equivalent	Nos	01			
84.	Phoenix Pin 2 No 5 Star or equivalent	Pkt	01			
85.	Phenix Pin 3 No 5 Star or equivalent	Pkt	01			
86.	Phoenix Pin 4 No 5 Star or equivalent	Pkt	01			
87.	Phoenix Pin 6 No 5 Star or equivalent	Pkt	01			
88.	Phoenix Pin 8 No 5 Star or equivalent	Pkt	01			
89.	Post-it-Pad Yellow 1.5"x2" Office Master or equivalent	Pkt	01			
90.	Post it Pad Yellow 3"x3" Office Master or equivalent	Pkt	01			
91.	Post it Pad Yellow 3"x4" Office Master or equivalent	Pkt	01			
92.	Post it Pad Yellow 3"x5" Office Master or equivalent	Pkt	01			
93.	Paper Double A A-4 80 gms or equivalent	Ream	01			
94.	Paper Double A F/S 80 gms or equivalent	Ream	01			
95.	Paper Double A A-3 80 gms or equivalent	Ream	01			
96.	Paper Double A A-4 70 gms or equivalent	Ream	01			
97.	Paper Double A F/S 70 gms or equivalent	Ream	01			
98.	Plain Paper Roll White sheet 24" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
99.	Punching Machine D/D Small Office Master or equivalent	Nos	01			
100.	Punching Machine D/D Large Office Master or equivalent	Nos	01			
101.	Report Cover F/S Size Office Master or equivalent	Nos	01			
102.	Register 5 Qrs 68 gms Paper (Fine Quality) Office Master or equivalent	Nos	01			
103.	Register 6 Qrs 68 gms Paper (Fine Quality) Office Master or equivalent	Nos	01			
104.	Register 7 Qrs 68 gms Paper (Fine Quality) Office Master or equivalent	Nos	01			
105.	Register 8 Qrs 68 gms Paper (Fine Quality) Office Master or equivalent	Nos	01			

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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
106.	Register 10 Qrs 68 gms Paper (Fine Quality) Office Master or equivalent	Nos	01			
107.	Register 16 Qrs 68 gms Paper (Fine Quality) Office Master or equivalent	Nos	01			
108.	Routine Sheet Pad Office Master or equivalent	Nos	01			
109.	Rubber Band 1" Best Quality Office Master or equivalent	Pkt	01			
110.	Ruler Steel 12" China or equivalent	Nos	01			
111.	Scissor Medium Office Master or equivalent	Nos	01			
112.	Scissor Large Office Master or equivalent	Nos	01			
113.	Sharpener Steel Office Master or equivalent	Nos	01			
114.	Sharpener Machine Small KW-305 or equivalent	Nos	01			
115.	Short Hand Note Book Lucky Pak or equivalent	Nos	01			
116.	Stamp Pad Blue No 2M Crystal or equivalent	Nos	01			
117.	Stamp Pad Ink Blue Crystal or equivalent	Btl	01			
118.	Stapler Machine Large 24/6 KW-5537 or equivalent	Nos	01			
119.	Stapler Pins 10 No. Dollar or equivalent	Pkt	01			
120.	Stapler Pins 24/6 Dollar or equivalent	Pkt	01			
121.	Seprator A-4 12 Card Office Master or equivalent	Pkt	01			
122.	Seprator A-4 20 Card Office Master or equivalent	Pkt	01			
123.	Seprator F/S 12 Card Office Master or equivalent	Pkt	01			
124.	Seprator F/S 20 Card Office Master or equivalent	Pkt	01			
125.	Sticker Sheet Best Quality (yellow, green, pink, orange) or equivalent	Nos	01			
126.	Tag Small T Type 5" (Pak) or equivalent	Bdl	01			
127.	Tracing Paper Roll 36" 112 gms 45 mtr 2"Dia or equivalent	Roll	01			
128.	Transparency Sheet A-4 Size Office Master or equivalent	Pkt	01			
129.	Uni Ball Compo Ultra Fine 03 Black Mitsubishi or equivalent	Pkt	01			
130.	Uni Ball Compo Ultra Fine 03 Blue Mitsubishi or equivalent	Pkt	01			
131.	Uniball Eye Fine UB 157 Black Mitsubishi or equivalent	Pkt	01			


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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
132.	Uniball Eye Fine UB 157 Blue Mitsubishi or equivalent	Pkt	01			
133.	Uniball Eye Fine UB 157 Light Blue Mitsubishi or equivalent	Pkt	01			
134.	Uniball Eye Fine UB 157 Red Mitsubishi or equivalent	Pkt	01			
135.	Uniball Eye Fine UB 157 Green Mitsubishi or equivalent	Pkt	01			


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TERMS AND CONDITIONS

1. Participating Firms/Contractors must be registered with Income Tax and Sales Tax Department.
2. Attested copies of CNIC, NTN, GST registration with the FBR authorities, ATL (on present date) and professional Tax (2023/24) should be provided with the bid/quotation. In case a firm is found to be misstatement, or provision of fake documents, the bid/quotation shall be liable to cancel and the earnest money shall be forfeited. Case for blacklisting of firm will also be initiated
3. Participating Firms/Contractors shall provide an affidavit that the bidder has never been blacklisted by any government department/ organization.
4. Participating Firms/Contractors shall submit details of items separately showing unit price, GST and labour/service charges (if any). The written material should be clear and legible. Every page of the tender documents should be signed by the bidder with company seal.
5. Rates quoted (including all taxes) shall be valid upto 05 Jun 2024.
6. Bid security money amounting to Rs 100,000/- (Rupees one hundred thousand only) in the shape of Bank Draft/Pay Order in favour of the Engineer-in-Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi shall be enclosed with bid/quotation. Quotation not supported with bid security shall not be entertained. For successful bidder, the security money shall be converted into security deposit which shall be retained till 05 Jun 2024, however bid security shall be returned to unsuccessful bidders after finalization of the contract.
7. If at any stage during the financial year, sub standard items are supplied by the contract, the contract shall be cancelled. The security deposit by the Participating Firms/ Contractors shall be foreited & the firm shall be blacklisted.
8. The complete shop/office address and landline telephone numbers installed at the shop/office should be provided along with the bid.
9. Participating Firms/Contractors shall be required to provide the samples of all the items before the Purchase Committee, if demanded as such.
10. Partial/in complete bids will not be accepted.
11. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid in accordance with rule 31 (1) of PPRA rules 2004.


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12. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Rule 33(1) of PPRA Rules, 2004. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids proposals, but is not required to justify those grounds.

13. The last date of submission of bid/quotation shall be **09 May 2024 at 1100 hours** at the address given below and will be opened on the same day at **1130 hours** in the presence of available bidders. Bids received after closing time will not be entertained.

For any query / information please contact
President Local Purchase Committee, Lieutenant Colonel Waqar Yahya
Tel; 9271700 Ext 213
Establishment Section
Engineer in Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi



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<u>CHECK LIST</u>			
1.	Validity of Bid is by _____	Yes	No
2.	Bank Account No. _____ Name of Bank _____ Address _____	Yes	No
3.	Copy of National Tax Number (NTN) certificate	Yes	No
4.	Copy of Sales Tax Registration certificate	Yes	No
5.	Pay Order/Bank Draft of Security deposit. Pay Order /Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____	Yes	No
6.	Affidavit regarding firm is not black listed	Yes	No
7.	Detail of Annual turnover for the last three Years (Proof of financial stability).	Yes	No
8.	Active Tax Payer List Cert	Yes	No
9.	Copy of Professional Tax 2023-24	Yes	No
10.	Bank Statement (last two financial years)	Yes	No


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