

**Government of Pakistan**  
**Ministry of Communications**  
**D-Block, Pak. Secretariat, Islamabad**

**TENDER NOTICE**

No. 3(1)/2017-18-Gen. Sealed Tenders are invited from Islamabad based firms having proper shops and telephone facility, duly registered with the income tax and sale tax authorities for supply of office stationery, paper, toners and other miscellaneous items during the financial year 2017-18.

2. Security deposit of Rs. 25,000/- (In the form of Demand Draft issued by an authorized bank only) for the supply of stationery/paper/miscellaneous items and Rs.10,000/- for supply of toners for Computer Printers & Photocopiers will have to be furnished alongwith the tender, in favour of DDO, Ministry of Communications, which in case of unsuccessful tenders will be released/returned within a fortnight and in case of successful bidders after **30.6.2018**. The rates offered will remain valid up to **30.6.2018**.

3. Firm will be bound to supply/deliver the goods even on a short notice, using their own transport in '**D' Block, Pak. Secretariat, Islamabad**.

4. The competent authority reserves the right to accept or reject any or all tenders wholly or partially without assigning any reason.

5. Competent authority will also have the right to cancel the contract partially or entirely during the currency of the year if items are found sub-standard or short in quantity and also not supplied timely. The security amount in that case, will be forfeited and the firm will be black listed, after giving a written notice.

6. Sealed tenders complete in all respect may reach the Section Officer (General) **Room No. 445, 'D' Block, Pak. Secretariat, Islamabad by 31<sup>st</sup> July, 2017 (Monday) up to 12:30 hours**. Tenders will be opened on **31<sup>st</sup> July, 2017 at 13:00 hours** in presence of available bidders.



( Dr Rehan Rauf )  
Section Officer (Admn & General)  
Ph. No. 9209973

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Com 177 31704

**F.No.3(1)/2017-18-Gen  
Government of Pakistan  
Ministry of Communications**

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**TENDER DOCUMENT**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_

GST Reg. No. \_\_\_\_\_

National Tax Number: \_\_\_\_\_

**STATIONERY, MISC AND TONERS FOR COMPUTER PRINTERS &  
PHOTOCOPIERS**

<b>Sr. No.</b>	<b>Name of Items</b>	<b>Unit</b>	<b>Price including GST</b>	<b>Total Cost</b>
1	Ball Point (Piano Crystal) or equivalent	PKT		
2	Ball Point (Picasso) or equivalent	PKT		
3	Ball Point Clear stic (Dollar) or equivalent	Each		
4	Ball Point clipper (Dollar) or equivalent	Each		
5	Ball Point memo (Dollar) or equivalent	Each		
6	Ball Point uniball eye or equivalent	Each		
7	Ball Point uniball signon fine or equivalent	Each		
8	Diary Register No. 12 Tayba or equivalent	Each		
9	Envelops Clothlined SE 8A (Best Qty)	Hund		
10	Envelops Craft SE.6 (Best Qty)	Hund		
11	Envelops white 9" x 4" offset paper 100 GMS (Best Qty)	Hund		
12	Eraser Pelican (AL-30) or equivalent	Each		
13	Fax Paper Roll 30 Meter Promas	Roll		
14	File Register	Each		

15	File Board A/4 Size (Best Qty)	Each		
16	File Cover A/4 Size (Best Qty)	Each		
17	File Flapper Clothline	Hund		
18	File Box Ring (A-4)	Dozen		
19	Foot Scale China Steel 12" or equivalent	Each		
20	Gum Bottle (Small)	Dozen		
21	Gum Stick Large (Dollar) or equivalent	Each		
22	Highlighter (Each Color) (Dollar) or equivalent	Dozen		
23	Ink pelican # 4001 original	Each		
24	Ink dollar (Ordinary) or equivalent	Each		
25	Marker dollar different colour (Best Qty)	Each)		
26	Movement Register for Staff Car 6 Quires	Each		
27	Note Pad Sheet	Each		
28	Note Pad Large	Each		
29	Note Pad Small	Each		
30	Paper Clips (Best Qty)	Dozen		
31	Paper Pins (Best Qty)	Each		
32	Paper Cutter Fine (Steel)	Each		
33	Pelikan Ink Germany (Original)	Each		
34	Pen Holder Fine Quality (DUX # 240) or equivalent	Each		
35	Pen Stand Marble Medium 7x4	Each		
36	Pencil Sharpener Steel	Each		
37	Pencil Shorthand (Goldfish) or equivalent	Dozen		
38	Pencil lead goldfish or equivalent	Dozen		
39	Pencil lead with rubber (Dollar) or equivalent	Dozen		
40	Pencil Tray Plastic Superior Lotus	Each		
41	Peon Book	Each		
42	Pin Cushion Steel	Each		
43	Post IT Pad 3" x 3" 3M	Each		
44	Post IT Pad 3" x 5" 3M	Each		
45	Punch Single Hole Superior	Each		
46	Punch Double Best Qty	Each		
47	Plastic File Covers	Dozen		
48	Red Paper Seal	PKT		
49	Rulled Register 10 Quires	Each		
50	Rulled Register 12 Quires	Each		