

PROCUREMENT PLAN FOR FINANCIAL YEAR 2024-2025

Sr. #	Name of Head of Account	Name of Items	Yearly Expenditures (Approx)	Remarks
1.	Stationery Items	Stationery Items (list enclosed)	Rs.1,652,000/-	The Items will be purchased according to office requirement through tender / quotations and Tender Notice will be published on Newspapers and PPRA Website in August, 2024.
2.	Other Items	Photocopies of References	Rs.2,050,000/-	
		Other Items (List enclosed)		
3.	Conference/Seminar/ Workshops	Souvenir Items for official Conferences / seminars / workshops	Rs.968,000/-	
4.	Advertisement & Publicity	Panaflexes / Cloth Banners for official Conferences / seminars / workshops	Rs.2,000,000/-	

1 nab 2024. ✓



GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU
OPPOSITE ROYAL ORCHARD
MULTAN PUBLIC SCHOOL ROAD, MULTAN

LIST OF STATIONERY ITEMS REQUIRED FOR FINANCIAL YEAR 2024-2025

Sr. #	Name of Stationery Items
1.	Paper Ream A-4 Size 80 Grm
2.	Paper Ream Legal Size 80 Grm
3.	Paper Ream A-4 Size 70 Grm
4.	Paper Ream Legal Size 70 Grm
5.	Ball Point Simple
6.	Ball Point Uni Signo
7.	Uni Ball (Fine Deluxe)
8.	Uni Ball (Eye Micro)
9.	Lead Pencil
10.	Envelope Medium Size
11.	Envelope Small Size
12.	Envelope A-4 Size
13.	Envelope Cotton Line
14.	Envelope A-4 White
15.	Folder Leather
16.	Register 250 Pages
17.	Register 100 Pages
18.	Attendance Register
19.	Stock Register
20.	File Moving Register
21.	Calculator
22.	Toner Printer 80-A
23.	Toner Printer 81-A
24.	Toner Fax Machine 83-A
25.	Toner Printer 26-A
26.	Toner Fax Machine TN-1000
27.	Toner Color Printer CF350-A
28.	Toner Photocopier SAVIN-3053
29.	Toner Photocopier XEROX-5890
30.	Toner KYOCERA 3501-I
31.	Clip Binder 0.5" Width
32.	Clip Binder 1" Width
33.	Clip Binder 1.5" Width
34.	Drafting Pad Large Size
35.	Drafting Pad Small Size
36.	Drafting Pad Medium Size
37.	Officer Diary Pad
38.	Officer Diary Pad Cover
39.	Executive Diary Pad
40.	Executive Diary Pad Cover
41.	Stapler Pin 23/17
42.	Stapler Pin 24/6
43.	Stapler Machine
44.	Transparent Tape Large
45.	Transparent Tape Small
46.	Cotton Line Tape
47.	Eraser

STATIONERY ITEMS REQUIRED FOR FINANCIAL YEAR 2024-2025

48.	Sharpner
49.	Sticky notes 3x1"
50.	Sticky notes 3x2"
51.	Sticky notes 3x3"
52.	Transparent File Cover A-4
53.	Transparent File Cover Legal
54.	Flapper Board Rexene
55.	Paper Clip
56.	Gum Stick 21 Gram
57.	Box Folder
58.	Box Folder Ring
59.	Box Folder Plastic
60.	Single Punch
61.	Double Punch
62.	Pin Remover
63.	Paper Cutter
64.	Paper Cutter Blade
65.	Tag Cotton
66.	Scale Steel
67.	Bold Marker Permanent
68.	Highlighter
69.	Fluid Pin
70.	Stamp Pad
71.	Stamp Pad Ink
72.	Color Paper A-4 Size
73.	Log Book
74.	Peon Book
75.	Scissor
76.	Transparent Binding Sheet Legal
77.	Water Damper



GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU
OPPOSITE ROYAL ORCHARD
MULTAN PUBLIC SCHOOL ROAD, MULTAN

LIST OF OTHER ITEMS REQUIRED FOR FINANCIAL YEAR 2024-2025

Sr. #	Name of Other Items
1.	Soap Lux (115 grm)
2.	Soap Liquid (Dettol 150 ml)
3.	Dettol Liquid (01 liter))
4.	Sprit (01 liter)
5.	Hand Sanitizer (500 ml)
6.	Surgical Mask (3 ply 50 pcs per pack)
7.	Auto Air Freshener Refiller
8.	Auto Air Freshener Machine
9.	Air Freshener
10.	Tissue Box (Rose Petal)
11.	Executive Tissue Box (Rose Petal)
12.	Tissue Roll (Rose Petal)
13.	Tissue Hi-Gen
14.	Cell AA
15.	Cell AAA
16.	Cell 23A/12A
17.	Cell 1.5 V
18.	Duster
19.	Wheel Brush
20.	Bath Room Cleaning Brush
21.	Wall Cleaning Brush
22.	Vim Powder
23.	Bathroom Acid
24.	Harpic (500 ml)
25.	Extension Lead
26.	Water Glass
27.	Surf Excel (small sachay)
28.	Broom (per kg)
29.	Towel for Cleaning
30.	Wiper for Cleaning
31.	Phenyl
32.	Towel for Officers (white)
33.	Tea Set
34.	Peon Bell
35.	Prayer Mat
36.	Ewer
37.	Lock Medium
38.	Lock Large
39.	Insect Killer Spray
40.	Dust Bin
41.	Dash Board Polish
42.	Body Polish Car
43.	Umbrella
44.	LED Bulbs 18 Watt
45.	LED Ceiling Lights 7 Watt
46.	Wall Clock (Best Quality)
47.	Back Care Cushion

OTHER ITEMS REQUIRED FOR FINANCIAL YEAR 2024-2025

48.	Rubber Band
49.	Socket Electric
50.	Button Electric
51.	Universal Plug Shoo
52.	Power Plug with shoo
53.	Switch (Male/Female)
54.	Electric Wire Coil 3/29 (GM)
55.	Electric Wire Coil 7/29 (GM)
56.	Tape (Osaka)
57.	Pakistan Flag Good Quality (size 6x4)
58.	Muslim Shower Complete Set (faysal)
59.	Machine Stamps (for officers)
60.	Name Plate Wooden
61.	Name Plate Plastic
62.	Balti Plastic
63.	Battery Liquid 140 Ampere
64.	Fan Capacitor (3.5 uf)
65.	AC Capacitor (35 uf)
66.	AC Capacitor (45 uf)
67.	AC Capacitor (50 uf)
68.	AC Capacitor (55 uf)
69.	Battery Terminals
70.	UPS Battery 12 V
71.	Mike Battery 9 V