

ENGINEER-IN-CHIEF'S BRANCH
TENDER NOTICE 01/2024-25
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.	Attendance Register 4 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
4.	Ball Point Blue PIANO Click or equivalent	Pkt	01			
5.	Ball Point Blue PIANO Crystal or equivalent	Pkt	01			
6.	Binder Clip 1/2" No 977200 Diamond or equivalent	Pkt	01			
7.	Binder Clip 3/4" No 977000 Diamond or equivalent	Pkt	01			
8.	Binder Clip 1" No 977000 Diamond or equivalent	Pkt	01			
9.	Cello Tape 1/2" Stick Master 40 yds or equivalent	Nos	01			
10.	Cello Tape 1" Stick Master 40 yds or equivalent	Nos	01			
11.	Cello Tape 2" Stick Master 40 yds or equivalent	Nos	01			
12.	Colour Papers 70 gms F/S (Yellow, Green, Blue, Pink) (Pkt of 100) or equivalent	Pkt	01			
13.	Coloured Flag Office Master or equivalent	Pkt	01			
14.	Coloured Paper Flag Office Master or equivalent	Pkt	01			
15.	Correction Pen Office Master or equivalent	Nos	01			
16.	Cutter Blade DARCO or equivalent	Pkt	01			
17.	Dak Folder Rexene Blue / Red Best Quality or equivalent	Nos	01			
18.	DO Pad 80 gms (100 Sheet each) F/S (As per Sample) or equivalent	Nos	01			
19.	Drafting / Noting Pad Office Master or equivalent	Nos	01			
20.	Duplicating Paper Butterfly F/S 400 sheet of 50 gms or equivalent	Ream	01			
21.	Edge Binding Tape Red (DST) or equivalent	Nos	01			
22.	Edge Binding Tape Green (DST) or equivalent	Nos	01			

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(Waqar Yahya)

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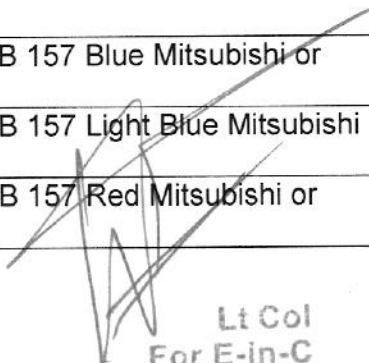
S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
23.	Edge Binding Tape Yellow (DST) or equivalent	Nos	01			
24.	Edge Binding Tape Black (DST) or equivalent	Nos	01			
25.	Edge Binding Tape Blue (DST) or equivalent	Nos	01			
26.	Envelops 3.5" x 7.5" (25/pkt) White 70 gms or equivalent	Nos	01			
27.	Envelops 4" x 4" (25/pkt) White 70 gms or equivalent	Pkt	01			
28.	Envelops 7" x 5" (25/pkt) White 70 gms or equivalent	Pkt	01			
29.	Envelops SE-5 white 70 gms or equivalent	Nos	01			
30.	Envelops SE-5 Khaki 75 gms or equivalent	Nos	01			
31.	Envelops SE-6 Khaki 75 gms or equivalent	Nos	01			
32.	Envelop A-4 Size Khaki or equivalent	Nos	01			
33.	Envelop F/S Size Khaki or equivalent	Nos	01			
34.	Envelops SE-5 Cloth Khaki 75 gms or equivalent	Nos	01			
35.	Envelops SE-6 Cloth Khaki 75 gms or equivalent	Nos	01			
36.	Envelop F/S Cloth Size Khaki or equivalent	Nos	01			
37.	File Cover Glazed A-4 (As per Sample) or equivalent	Nos	01			
38.	File Cover A-3 (Brown) (As per Sample) or equivalent	Nos	01			
39.	File Folder Plastic A-4 Ring (For 300 Pages) or equivalent	Nos	01			
40.	File Folder Plastic A-4 Ring (For 400 Pages) or equivalent	Nos	01			
41.	Fountain Pen Wing Sing or equivalent	Nos	01			
42.	Gel Ink Pen 0.7 RG-100 Black or equivalent	Pkt	01			
43.	Gel Ink Pen 0.7 RG-100 Blue or equivalent	Pkt	01			
44.	Glue Stick Dollar (Medium) 35 gm or equivalent	Nos	01			
45.	HP White Plain Paper Roll 36" Dia 2" or equivalent	Roll	01			
46.	Holding Pen Dux or equivalent	Nos	01			
47.	JCOs/SDO Hand Dairy Cover Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
48.	JCOs/SDO Hand Dairy Pad Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
49.	Offrs Hand Dairy Cover Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
50.	Offrs Hand Dairy Pad Printed (E-in C Branch) 90 gms Paper (100 sheet each) or equivalent	Nos	01			
51.	Paper Double A A-4 70 gms or equivalent	Ream	01			


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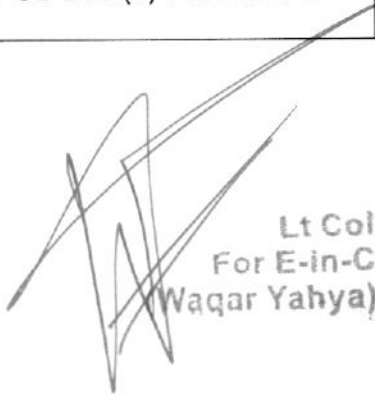
S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
52.	Paper Double A F/S 70 gms or equivalent	Ream	01			
53.	Paper Double A A-4 80 gms or equivalent	Ream	01			
54.	Paper Double A F/S 80 gms or equivalent	Ream	01			
55.	Paper Double A A-3 80 gms or equivalent	Ream	01			
56.	Paintal Set Permenant Snoman Japan or equivalent	Pkt	01			
57.	Paper Pin Steel (China) 50gms or equivalent	Pkt	01			
58.	Paper Clip 36 mm(Three Flower) or equivalent	Pkt	01			
59.	Pencil Jar Plastic Office Master or equivalent	Nos	01			
60.	Pelikan Blanko Fluid with thinner Pelikan or equivalent	Set	01			
61.	Pencil Lead Soft 2HB Graphite Dux or equivalent	Pkt	01			
62.	Phoenix Pin 2 No 5 Star or equivalent	Pkt	01			
63.	Phenix Pin 3 No 5 Star or equivalent	Pkt	01			
64.	Phoenix Pin 4 No 5 Star or equivalent	Pkt	01			
65.	Phoenix Pin 6 No 5 Star or equivalent	Pkt	01			
66.	Phoenix Pin 8 No 5 Star or equivalent	Pkt	01			
67.	Plain Paper Roll White sheet 24" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
68.	Plain Paper Roll White sheet 36" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
69.	Plain Paper Roll White sheet 40" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
70.	Post-it-Pad Yellow 3"x2" Office Master or equivalent	Pkt	01			
71.	Post-it-Pad Yellow 3"x3" Office Master or equivalent	Pkt	01			
72.	Post-it-Pad Yellow 3"x4" Office Master or equivalent	Pkt	01			
73.	Post-it-Pad Yellow 3"x5" Office Master or equivalent	Pkt	01			
74.	Register 4 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
75.	Register 5 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
76.	Register 6 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
77.	Register 7 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
78.	Register 8 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
79.	Register 10 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			


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80.	Routine Sheet Pad Green A-4 50 Sheet or equivalent	Nos	01			
81.	Rubber Band 1" Office Master or equivalent	Pkt	01			
82.	Ruler Steel 12" China or equivalent	Nos	01			
83.	Short Hand Note Book Office Master or equivalent	Nos	01			
84.	Sharpener Steel China or equivalent	Nos	01			
85.	Seprator A-4 20 Card Office Master or equivalent	Pkt	01			
86.	Seprator F/S 20 Card Office Master or equivalent	Pkt	01			
87.	Stapler Machine Large 24/6 KW-5537 or equivalent	Nos	01			
88.	Stapler Pins 24/6 Washin or equivalent	Pkt	01			
89.	Table Organizer Office Master or equivalent	Nos	01			
90.	Talic Sheet Golden Eagle (50 m x54 inch 10 mm) or equivalent	Roll	01			
91.	Tracing Paper Roll 24" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
92.	Tracing Paper Roll 36" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
93.	Tracing Paper Roll 40" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
94.	Transparency Sheet A-4 Size Office Master or equivalent	Pkt	01			
95.	Uniball Signo 0.7 UM-120 Black Mitsubishi or equivalent	Pkt	01			
96.	Uniball Signo 0.7 UM-120 Blue Mitsubishi or equivalent	Pkt	01			
97.	Uni Ball Compo Ultra Fine 03 Black Mitsubishi or equivalent	Pkt	01			
98.	Uni Ball Compo Ultra Fine 03 Blue Mitsubishi or equivalent	Pkt	01			
99.	Uniball Eye Micro UB-150 Blue Mitsubishi or equivalent	Pkt	01			
100.	Uniball Eye Micro UB-150 Black Mitsubishi or equivalent	Pkt	01			
101.	Uniball Eye Micro UB-150 Red Mitsubishi or equivalent	Pkt	01			
102.	Uniball Eye Fine UB 157 Black Mitsubishi or equivalent	Pkt	01			
103.	Uniball Eye Fine UB 157 Blue Mitsubishi or equivalent	Pkt	01			
104.	Uniball Eye Fine UB 157 Light Blue Mitsubishi or equivalent	Pkt	01			
105.	Uniball Eye Fine UB 157 Red Mitsubishi or equivalent	Pkt	01			


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106.	Uniball Eye Fine UB 157 Green Mitsubishi or equivalent	Pkt	01			
107.	Uniball Fine Delux UB-177 Black Mitsubishi or equivalent	Pkt	01			
108.	Uniball Fine Delux UB-177 Blue Mitsubishi or equivalent	Pkt	01			
109.	Uniball Fine Delux UB-177 Red Mitsubishi or equivalent	Pkt	01			
110.	Uni Ball Vision Elite UB 200 (8) Fine Black or equivalent	Pkt	01			
111.	Uni Ball Vision Elite UB 200 (8) Fine Blue or equivalent	Pkt	01			
112.	Uni Ball Vision Elite UB 200 (8) Fine Red 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 (2024/25) 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 30 October 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 30 Oct 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 **29 August 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 2024-25	Yes	No
10.	Bank Statement (last two financial years)	Yes	No


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