

## **TENDER NOTICE –LAHORE**

A Federal Government Organization (based at Lahore) invites sealed bids for the Financial Year 2024-2025 from GST registered firms in connection with purchase of Stationery, Cost of Other Store, Toners, and Miscellaneous Items (details enclosed) on the following terms and conditions:

- a. Earnest money in shape of pay order in favor of Drawing and Disbursing Officer amounting to 3% of the total tender should be enclosed with the tender as a security deposit. Without earnest money, the proposal would be returned immediately after completion of the tender process. Earnest money of successful bidder would be retained as security deposit.
- b. The quoted rates should include GST and all other taxes would be applicable till 30<sup>th</sup> June 2025.
- c. Organization can purchase items on monthly, quarterly, annually basis or as per requirements during F.Y 2024-25.
- d. In case, the firm will provide substandard articles during the contract period, the said amount would be deducted from the security deposit.
- e. Legal action will be initiated if the firm will provide substandard articles.
- f. The firm must provide samples of the articles mentioned in List A, B, C & D at its own expense to the office on short notice.
- g. The firms are required to enclose their GST Number, Registration Certificate, Vendor Number, National Tax Number, and Professional Tax with the tender.
- h. An undertaking is necessary to be enclosed with the tender stating that all the rates of their articles relate to the best quality and the firm has never been blacklisted.
- i. Duly completed tenders/bids should reach Incharge Admn Branch, 94-Upper Mall, Lahore on 05-08-2024, before 1200 hours which will be opened on the same day at 12:30 hours in presence of respective bidders/ representatives of the bidders.
- j. The bidders should quote rates of at least 80% items of a list or all the 04 lists i.e. A, B, C and D.
- k. Quantities mentioned in List “A” may vary according to requirement of the office.

**Note: ON TENDER ENVELOPE, LIST NAME “A”, “B”, “C” AND “D” BE MARKED SPECIFICALLY.**

**LIST “A”**  
**STATIONERY ITEMS**

<b>Sr. No.</b>	<b>Papers, Fax Rolls &amp; File Cover</b>	<b>A/ Unit</b>	<b>Quantity Per Annum Approx.</b>
1.	Colored Papers 100 GSM (100 sheets) A-4 Size	Pkt	12
2.	Computer Papers AA (80 GSM) A-4 Size	Ream	200
3.	Fax Rolls (30 M) Preferably Panasonic	Roll	1200
4.	File Covers White (Legal Size)	Nos	10000
5.	Summary Papers (100 GSM) A-4 Size	Ream	20
6.	Summary Papers (70 GSM) A-4 Size Preferably BLC	Ream	4000
7.	Summary Papers Legal Size (70 GSM)	Ream	100
8.	Typing papers (55 GSM) A-4 Size	Ream	1500

## LIST “B”

### MISCELLANEOUS STATIONERY ITEMS

<b>Sr. No</b>	<b>Stationery items other than Paper Reams &amp; Fax Rolls</b>	<b>A/ Unit</b>
1.	Attendance Register Copy Size (30 Pages)	Nos
2.	Ball Point Pkt (Dollar or Equivalent)	Pkt
3.	Carbon Papers	Pkt
4.	Dak Folder Leatherette	Nos
5.	Envelopes 9x4 Brown No. 05	Nos
6.	Envelopes 11x5 Brown No. 06	Nos
7.	Envelopes File Size Brown No. 08	Nos
8.	Envelopes File Size Brown with Cloth	Nos
9.	Envelopes 14x18 Brown with Cloth (Full Size)	Nos
10.	Envelope 9x4 White No. 05	Nos
11.	Envelope 11x5 White No. 06	Nos
12.	Envelope A4 White	Nos
13.	Envelope File Size White No. 08	Nos
14.	Envelopes 14x18 White with Cloth (Full Size)	Nos
15.	Eraser (Dux or Equivalent)	Nos
16.	Eye Ball Point (Signo or Equivalent)	Pkt
17.	File Board (Double Ply)	Nos
18.	File Flappers (Green)	Nos
19.	Fluid with Thinner Bottle (Pelikan or Equivalent)	Nos
20.	Green Diary (Medium Size) As per Sample	Nos
21.	Gum Bottle -800 gms	Nos
22.	Gum Stick -36 gms (UHU or Equivalent)	Nos
23.	Highlighter (Pelikan or Equivalent)	Nos
24.	Lead Pencil (Goldfish or Equivalent)	Pkt
25.	Noting Pad Small (100 Pages) As per Sample	Nos
26.	Office Box File (Grash or Equivalent)	Nos
27.	Paper Clips Pkt	Pkt

## LIST "B"

<b>Sr. No.</b>	<b>Stationery items other than Paper Reams &amp; Fax Rolls</b>	<b>A/ Unit</b>
28.	Paper Cutter (with Blade)	Nos
29.	Paper Cutter Blade	Nos
30.	Paper Marker (Dollar or Equivalent)	Nos
31.	Paper Pins Pkt	Pkt
32.	Pen Fluid (M&G or Equivalent)	Nos
33.	Pen Ink Pot	Nos
34.	Permanent Marker for Bold Writing (Dollar or Equivalent)	Nos
35.	Post it Pad Yellow Color 3"x3" (Xingli or Equivalent)	Nos
36.	Punch Machine Double Hole (Fuji or Equivalent)	Nos
37.	Punch Machine Single Hole (Fuji or Equivalent)	Nos
38.	Red Dak Seals (Stickers) As per Sample	Nos
39.	Register (150 Pages)	Nos
40.	Register (300 Pages)	Nos
41.	Register (500 Pages)	Nos
42.	Sharpener (Dux or Equivalent)	Nos
43.	Sheet Protectors Transparent A4 Size	Nos
44.	Sheet Protectors Transparent Legal Size	Nos
45.	Stamp Pad Ink	Nos
46.	Stamp Pad Size 4.75"x3.2" (Crystal or Equivalent)	Nos
47.	Stapler Machine (Opal or Equivalent)	Nos
48.	Stapler Pin Clipper	Nos
49.	Stapler Pins (Dollar or Equivalent)	Pkt
50.	Steel Ruler 12 Inch	Nos
51.	Thread Tags (Small)	Bundle
52.	Uni Ball Point (Signo or Equivalent)	Pkt
53.	Waste Paper Basket	Nos
54.	Water Bucket 32 Liters	Nos

## LIST “C”

### TONERS AND DRUMS OF FAX, PHOTOSTAT MACHINES AND PRINTERS

Sr. No.	Toners & Drums
1.	Drum Brother Fax Machine-2820 (Genuine or equivalent)
2.	Drum Brother Fax Machine-2840 (Genuine or equivalent)
3.	Drum Panasonic Fax Machine UF-4600 (Genuine or equivalent)
4.	Drum Panasonic Fax Machine-422 (Genuine or equivalent)
5.	Toner Brother Fax Machine-2820 (Genuine or equivalent)
6.	Toner Brother Fax Machine-2840 (Genuine or equivalent)
7.	Toner Color Printer HP Pro-400 (305 A) (Genuine or equivalent)
8.	Toner Color Printer HP-1025 (Genuine or equivalent)
9.	Toner Fax Machine HP-M 127 (Genuine or equivalent)
10.	Toner Konica Minolta Bizhub 306 Photocopier (Genuine or equivalent)
11.	Toner Konica Minolta Bizhub 458 Photocopier (Genuine or equivalent)
12.	Toner Panasonic Fax Machine UF-4600 (Genuine or equivalent)
13.	Toner Panasonic Fax Machine-422 (Genuine or equivalent)
14.	Toner Pantum Fax Machine M 6600 NW (Genuine or equivalent)
15.	Toner Photostat Machine (Cannon -2535) (Genuine or equivalent)
16.	Toner Photostat Machine (Cannon-2530) (Genuine or equivalent)
17.	Toner Photostat Machine (Cannon-4251) (Genuine or equivalent)
18.	Toner Photostat Machine (Panasonic-8020) (Genuine or equivalent)
19.	Toner Photostat Machine (Panasonic-8032) (Genuine or equivalent)
20.	Toner Photostat Machine (Panasonic-8045) (Genuine or equivalent)
21.	Toner Photostat Machine (Panasonic-8060) (Genuine or equivalent)
22.	Toner Photostat Machine (Ricoh-2550) (Genuine or equivalent)
23.	Toner Photostat Machine (Ricoh-6001) (Genuine or equivalent)

## LIST “C”

Sr. No.	Toners & Drums
24.	Toner Printer Colour Laser Jet Pro M 451-dn (Genuine or equivalent)
25.	Toner Printer Colour Laser Jet Pro M 452-dn (Genuine or equivalent)
26.	Toner Printer HP-1010/1020 (Genuine or equivalent)
27.	Toner Printer HP-102 (19 A and 17 A) (Genuine or equivalent)
28.	Toner Printer HP-1102 (Genuine or equivalent)
29.	Toner Printer HP-1200 (Genuine or equivalent)
30.	Toner Printer HP-1300 (Genuine or equivalent)
31.	Toner Printer HP-1320 (Genuine or equivalent)
32.	Toner Printer HP-1505 (Genuine or equivalent)
33.	Toner Printer HP-1606 (Genuine or equivalent)
34.	Toner Printer HP-2015(53-A) (Genuine or equivalent)
35.	Toner Printer HP-2055(05-A) (Genuine or equivalent)
36.	Toner Printer HP-210 (83 A) (Genuine or equivalent)
37.	Toner Printer HP-400 (80 A) (Genuine or equivalent)
38.	Toner Printer HP-402 (26 A) (Genuine or equivalent)
39.	Toner Printer HP-404(76-A) (Genuine or equivalent)
40.	Toner Printer HP-4350(42-X) (Genuine or equivalent)

**LIST “D”**  
**OTHER STORE ITEMS**

Sr. No.	Miscellaneous Items	A/ Unit
1.	Air Freshener -300ml (Firidi or Equivalent)	Nos
2.	Air Perfume -250ml (Fresco or Equivalent)	Nos
3.	Antiseptic -100 ml (Dettol or Equivalent)	Nos
4.	Bath Soap -115 gm (Lux or Equivalent)	Nos
5.	Battery Cell AA (Toshiba or Equivalent)	Nos
6.	Battery Cell AAA (Toshiba or Equivalent)	Nos
7.	Battery Cell Alkaline 23 A/12 V	Nos
8.	Battery Cell Standard Size (Toshiba or Equivalent)	Nos
9.	Binding Tape (02 inch)	Nos
10.	Body Spray -120ml (Fogg or Equivalent)	Nos
11.	Broom (Per kg)	Kgs
12.	Bulb 60 Watts	Nos
13.	Choke Electronic	Nos
14.	Choke Original	Nos
15.	Clips for Display Cards	Nos
16.	Commode Brush	Nos
17.	Dish Washing Powder ½ kg (Vim or Equivalent)	Nos
18.	Dish Washing Soap -165 gms (Vim or Equivalent)	Nos
19.	Dust Brush	Nos
20.	Dust Mop	Nos
21.	Duster Large Size	Nos
22.	Floor Cleaner -3 Ltr (Phenyl or Equivalent)	Nos
23.	Furniture Polish -250 ml (Kiwi Revive-All or Equivalent)	Nos
24.	Glass Cleaner (Glint or Equivalent)	Nos
25.	Hand Sanitizer -1Ltr (Zhiva Sept or Equivalent)	Nos
26.	Hand Wash -500ml (Lux or Equivalent)	Nos
27.	Lamination Sheets for ID Cards	Nos
28.	LED Light 07 Watt (Philips or Equivalent)	Nos
29.	LED Light 12 Watt (Philips or Equivalent)	Nos
30.	LED Light 24 Watt (Philips or Equivalent)	Nos

## LIST "D"

<b>Sr. No.</b>	<b>Miscellaneous Items</b>	<b>A/ Unit</b>
31.	Metal Polish -200 ml (Brasso or Equivalent)	Nos
32.	Mosquito Spray -375ml (Mortin or Equivalent)	Nos
33.	Mouth Wash -500ml (Colgate or Equivalent)	Nos
34.	Packing Tape Brown -2 inch, Length 50m	Nos
35.	Patti (Tube Light)	Nos
36.	Ribbon for Display Cards	Nos
37.	Rough Towel (Per kg)	Kgs
38.	Scotch Tape -1 Inch, Length 50m	Nos
39.	SMD Ceiling Light 07 Watt (Philips or Equivalent)	Nos
40.	SMD Ceiling Light 12 Watt (Philips or Equivalent)	Nos
41.	Souvenir/ Shield (7"x9") As per Sample given by Department	Nos
42.	Spider Net Brush	Nos
43.	Starter S <sub>2</sub> & S <sub>10</sub> (Philips or Equivalent)	Nos
44.	Surface Cleaner -500 ml (Dettol or Equivalent)	Nos
45.	Sweep Bottle	Nos
46.	Table Accessories Complete	Nos
47.	Tea Set (7 Pieces)	Nos
48.	Tissue Paper Box (Rose Petal or Equivalent)	Nos
49.	Tissue Roll (Rose Petal or Equivalent)	Nos
50.	Tissue Smart Pack, 550 Pack (Rose Petal or Equivalent)	Nos
51.	Toilet Cleaner -500 ml (Harpic Equivalent)	Nos
52.	Towel Bath Size 28 inch x 56 inch	Nos
53.	Tube Rod 02 Feet (Philips or Equivalent)	Nos
54.	Tube Rod 04 Feet (Philips or Equivalent)	Nos
55.	Washing Powder ½ kg (Surf Excel or Equivalent)	Nos
56.	Washing Soap Pkt (Sufi or Equivalent)	Nos
57.	Water Set (7 Pieces)	Nos
58.	Wiper (Rambo or Equivalent)	Nos