



GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU, LAHORE
NAB COMPLEX, THOKAR NIAZ BAIG, LAHORE

TENDER # 2/3901/2024-2025
TENDER NOTICE

PURCHASE OF STATIONERY ITEMS

Tender is invited for purchase of Stationery Items for the Financial Year 2024-25 as per **PPRA Rules 2004, 36 (a) Single Stage – One Envelop Procedure**. Bidders are required to submit their bids through EPADS. Bids received through EPADS only shall be considered.

2. Authorized Agents / Distributors or Manufactures / General Order Suppliers may submit their e-bids through EPADS by **31st October, 2024** till 1100 hours which will be opened on same day at 1130 hours in the presence of bidders who may like to participate. The participating firms must be registered with Income Tax and Sales Tax Departments and in active taxpayer list (ATL) of FBR.

3. An earnest money amounting to Rs. 50,000/- (refundable) in the shape of CDR / demand draft / pay order in favour of **Additional Director (Admn) NAB Lahore** should reach at NAB Complex, Thokar Niaz Baig, Lahore before opening of tender otherwise bid will be rejected.

4. Tender documents may be obtained from the General Section of NAB Lahore during working hours free of cost or can be downloaded from PPRA and NAB websites.

5. Technically qualified and most advantageous successful bidding firm(s) will be responsible to supply Stationery items to NAB Lahore during whole F.Y.2024-25 as per description / specification mentioned in form of price. After approval any change (s) in rates or quality of the items will not be accepted.

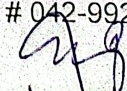
6. All bidders are required to clearly mention brand name, specifications and rates (including all applied taxes) against each item. Samples of quoted items are mandatory to be provided before opening of bid. NAB Lahore has displayed samples of all items in NAB Lahore office which can be seen before submission of bid.

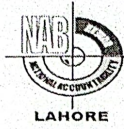
7. NAB Lahore reserves all rights to accept or reject any or all bids under the provision of PPRA rules.

Note: Notification of GRC constituted in terms of Rule-48 of PPRA Rules, 2004 is provided on EPADS at **www.eprocure.gov.pk**.

Assistant Director (General)

NAB Lahore
Ph. # 042-99232621


Assistant Director (General)
NAB Lahore.



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NATIONAL ACCOUNTABILITY BUREAU, LAHORE
NAB COMPLEX, THOKAR NIAZ BAIG, LAHORE

TENDER FORM OF PRICE

Name of Bidder							
CNIC No.		NTN		GST No.		Vendor No.	
Address							
Telephone No.							

SPECIMEN FOR TECHNICAL QUALIFICATIONS

Sr#.	Name of Items	Brand Name	Technical Specification, if any
1.	Ball Point (Blue, Black & Red)	Piano or Equivalent	0.8mm etc
2.	Paper 70gm(500 Sheets in Ream)	IK, BLC or equivalent	70 gm 500 sheets in Ream etc

LIST OF STATIONERY ITEMS FOR FINANCIAL YEAR 2024-25

(As per specifications mentioned against each or equivalent)

Sr.#	Name of Item	Required Specification	Unit	Required Quantity	Unit Rate (including all Taxes) Rs.
1.	Yellow Page	A4 Size, 80gm, Best Quality	No.	1000	
2.	Pink Page	A4 Size, 80gm, Best Quality	No.	1000	
3.	Ball Point Blue	0.8mm, Piano or Equivalent	No.	5000	
4.	Binding Clip	0.25mm, Diamond or Equivalent	Box	24	
5.	Binding Clip	0.32mm, Diamond or Equivalent	Box	24	
6.	Binding Tape 2"	Commando or Equivalent	No.	200	
7.	Binding Tape 3"	Commando or Equivalent	No.	100	
8.	Box File	Founxi or Equivalent	No.	1000	
9.	Calculator	Casio, Original or Equivalent	No.	20	
10.	Card Lamination	4" x 3" Size, 75 x 100mm, (100 Pouches in pkt), Best Quality	Pkt.	10	
11.	Correction Pen (Fluid)	Dux or Equivalent	No.	500	
12.	Dak Folder	Green Velvet, Best Quality	No.	30	
13.	Double Punch	Medium Size, Three Flowers or Equivalent	No.	100	
14.	Double Punch	Large Size, Three Flowers or Equivalent	No.	10	
15.	DO Paper	Off-White Color, F4 Size, (100 Sheet in Pkt), Best Quality	Pkt.	5	
16.	DO Paper	Off-White Color, A4 Size, (100 Sheet in Pkt), Best Quality	Pkt.	5	
17.	Double Tape	1" Deer Brand or Equivalent	No.	12	
18.	Duster for White Board	Best Quality	No.	10	
19.	Envelop	120 gram, F4, Khaki Color, Best Quality	No.	2000	

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#	Name of Item	Required Specification	Unit	Required Quantity	Unit Rate (including all Taxes) Rs.
20.	Envelope	120 gram, A4, Khaki Color, Best Quality	No.	2000	
21.	Envelop	120 gram, F4, Khaki Color, Cloth Pasted, Best Quality	No.	500	
22.	Envelope	120 gram, A4, White Color, Best Quality	No.	500	
23.	Envelope	60 gram, Small, 9" x 4", Khaki Color, Best Quality	No.	20000	
24.	Envelope	60 gram, Small, 9" x 4", White Color, Best Quality	No.	1000	
25.	File Board Simple	9.5" x 14.5", White Board with Green Flapper, Best Quality	No.	1000	
26.	File Flag	Memo Paper, Multi Color 3" x 3", 4 Colour, Kaiwen or Equivalent	Pkt.	300	
27.	File Flapper Simple	Green Color with Dori, Best Quality	No.	2000	
28.	Gum Stick	36gm, Kaizu or Equivalent	No.	500	
29.	Highlighter	Yellow+Pink+Green Pelikan or Equivalent	No.	600	
30.	Lead Pencil	M&G, ORO or Equivalent	No.	2000	
31.	Lamination Sheet	A4, Best Quality	No.	100	
32.	Log Book Vehicle	Rizwan or Equivalent	No.	100	
33.	Magnifier Glass	Three Flowers or Equivalent	No.	20	
34.	Marker Tempo	Blue + Black, Tempo or Equivalent	No.	150	
35.	Marker Permanent	Blue + Black, Piano or Equivalent	No.	150	
36.	Paper F4	70gm, White Color, (500 Sheets / Ream) IK, BLC or Equivalent	Ream	2500	
37.	Paper A4	70gm, White Color, (500 Sheets / Ream) IK, BLC or Equivalent	Ream	2500	
38.	Paper Clip	35mm size, Camel or Equivalent	Pkt.	300	
39.	Paper Cutter	Large Size, SDI or Equivalent	No.	100	
40.	Paper Tape 1"	Johnson Brand or Equivalent	No.	50	
41.	Pin Remover	Tick or Equivalent	No.	200	
42.	Plastic File Cover	F4, Transparent, (12pcs in Pkt), Chanyi or Equivalent	Pkt.	100	
43.	Plastic File Cover	A4, Transparent, (12pcs in Pkt), Chanyi or Equivalent	Pkt.	100	
44.	Plastic File Separator	F4, (10pcs in Pkt), Prime or Equivalent	Pkt.	20	
45.	Plastic File Separator	A4, (10pcs in Pkt), Prime or Equivalent	Pkt.	20	
46.	Poker	Best Quality	No.	48	
47.	Register Attendance	Koh-e-Noor or Equivalent	No.	10	
48.	Register Dak	Dispatch Register, Koh-e-Noor, Noble or Equivalent	No.		


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#	Name of Item	Required Specification	Unit	Required Quantity	Unit Rate (including all Taxes) Rs.
49.	Register Simple	70 gram, Hero or Equivalent	No.	200	
50.	Register Stock	850 Pages, Koh-e-Noor or Equivalent	No.	2	
51.	Register Stock	450 Pages, Koh-e-Noor or Equivalent	No.	2	
52.	Register Stock	150 Pages, Koh-e-Noor or Equivalent	No.	2	
53.	Ring Folder	F4, Ghauri W-1510 or Equivalent	No.	50	
54.	Rubber Band	Small Pack, (75 Pcs in Pkt) Best Quality	Pkt.	100	
55.	Rubber Eraser	Pelikan or Equivalent	No.	500	
56.	Scale Steel	12" Size, Best Quality	No.	50	
57.	Scotch Tape 1"	Four Bear or Equivalent	No.	100	
58.	Scotch Tape 2"	Four Bear or Equivalent	No.	100	
59.	Scotch Tape 3"	Four Bear or Equivalent	No.	50	
60.	Sharpner	Dux, Bahadur or Equivalent	No.	500	
61.	Shorthand Note Book	80 (Sheets), Jet Paper or Equivalent	No.	100	
62.	Single Punch	Best Quality	No.	200	
63.	Stamp Pad	6 x 9 cm, Blue, Plastic Body, Youth or Equivalent	No.	100	
64.	Stamp Pad	Large Size, Blue Plastic Body, Youth or Equivalent	No.	20	
65.	Stamp Pad Ink	Blue, 500ml, Nafees or Equivalent	No.	5	
66.	Stamp Pad Ink	Black + Blue, 32ml, Youth or Equivalent	No.	50	
67.	Stapler Machine	Large Size, Deli or Equivalent	No.	10	
68.	Stapler Machine	24/6 Size, Deli or Equivalent	No.	200	
69.	Stapler Pin 24/6 (Small)	6mm, (1000pcs in Pkt), Heavy Duty, Fuji or Equivalent	Pkt.	1000	
70.	Table Grip Pen	Counter Pen, M&G or Equivalent	No.	10	
71.	Table Set	Best Quality	No.	20	
72.	Tag Large (11 Inch Guchi)	(50 Pcs in Guchi), Best Quality	Guchi	50	
73.	Tag Small (5 Inch Guchi)	(50 Pcs in Guchi), Best Quality	Guchi	500	
74.	Telephone Index	Best Quality	No.	10	
75.	Thumb Pin	Best Quality	Pkt.	10	
76.	Toner 1020 / 12A	HP Compatible, A+ Copy	No.	100	
77.	Toner 1102 / 85A	HP Compatible, A+ Copy	No.	200	
78.	Toner Cannon 052	Cannon Compatible, A+ Copy	No.	100	
79.	Toner Cannon 057	Cannon Compatible, A+ Copy	No.	20	

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#	Name of Item	Required Specification	Unit	Required Quantity	Unit Rate (including all Taxes) Rs.
80.	Toner 402 DNE / 26A	HP Compatible, A+ Copy	No.	200	
81.	Toner 404 DM / 76A	HP Compatible, A+ Copy	No.	50	
82.	Gel Pen Pointer	Blue, Dollar or Equivalent	No.	500	
83.	Gel Pen Pointer	Black, Dollar or Equivalent	No.	100	
84.	Gel Pen Pointer	Red, Dollar or Equivalent	No.	50	
85.	White Board Marker	Dollar or Equivalent	No.	36	
86.	Writing Pad	F4, 60 gram, Best Quality	No.	100	
87.	Writing Pad	A4, 60 gram, Best Quality	No.	100	
88.	Yellow Slip	Small , 2" x 3", Best Quality	No.	300	
89.	Yellow Slip	Large , 3" x 5", Best Quality	No.	100	
		Total	--	--	

Assistant Director (General)
National Accountability Bureau,
Lahore


Assistant Director (General)
NAB Lahore.



TENDER – PURCHASE OF STATIONERY
FY 2024-2025
Terms and Conditions

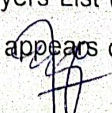
1. **Bid Evaluation Criteria:**

- i. The technical bids will be evaluated upon compliance of the following technical requirements: -

Sr.	Specifications	Marks
1	NTN Registration	Mandatory
2	GST Registration	Mandatory
3	Earnest Money amounting to Rs. 50,000/-in the name of Addl Director (Admn) NAB, Lahore	Mandatory
4	Non – Blacklisting Certificate on Stamp Paper	Mandatory
5	100% Active Taxpayer Status as per FBR Website	Mandatory
6	Technical Specifications Compliance	Mandatory
7	Samples of quoted items	Mandatory

2. **Rejection of Bids:**

- i. The procuring agency may reject all bids at any time prior to their acceptance as per PPRA Rule 33(1), 2004.
- ii. In case of non-submission of required samples, bid to the extent of said article will lead to rejection.
- iii. In case of non-submission of NTN, GST certificate and certificate regarding non-black listing, the bid will be rejected.
- iv. Failure to comply with the required specifications and terms & conditions mentioned in tender documents, may lead the bidders to be non-responsive and their bids may be rejected.
- v. In case the offer is withdrawn, amended or revised during the validity period of the offer, bid may be rejected.
- vi. The procuring agency will disqualify a bidder if found, at any time, that the information submitted by him concerning his qualification, as supplier, was false and materially inaccurate or incomplete.
- vii. The payment will be linked with the active taxpayer status of the suppliers on FBR Database. If any registered supplier is not 100% Active Taxpayers List (ATL), his payment will be stopped till he files his mandatory returns and appears on ATL of FBR.


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3. **Supply of Items:**

- i. The successful bidders will be bound to supply the items within specific time frame and other requirements as mentioned in Purchase /Supply Order.
- ii. In case the successful bidder shows his inability for supply of items, his security will be forfeited.
- iii. If the supply order is issued during the validity period of the offer and same is not accepted by the bidder, his earnest money/Call deposit shall be forfeited.

4. **Disqualification of suppliers and contractors:**

- i. The procuring agency shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

Assistant Director (General)

NAB Lahore

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