

ENGINEER-IN-CHIEF'S BRANCH
TENDER NOTICE 03/2024-25
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 Paper width 40" length 20 yards or equivalent	Roll	01			
2.	Ball Point Blue PIANO Click or equivalent	Pkt	01			
3.	Binder Clip 1/2" No 977200 Diamond or equivalent	Pkt	01			
4.	Binder Clip 3/4" No 977000 Diamond or equivalent	Pkt	01			
5.	Binder Clip 1" No 977000 Diamond or equivalent	Pkt	01			
6.	Binder Clip 2" No 977000 Diamond or equivalent	Pkt	01			
7.	Binder Clip 1-1/4" No 977000 Diamond or equivalent	Pkt	01			
8.	Calculator Scientific China 82TL 570 ms or equivalent	Nos	01			
9.	Cello Tape 1" Stick Master 40 yds or equivalent	Nos	01			
10.	Cello Tape 2" Stick Master 40 yds or equivalent	Nos	01			
11.	Cello Tape 3" Stick Master 40 yds or equivalent	Nos	01			
12.	Complain Register (As per Sample) or equivalent	Nos	01			
13.	Complain Chit Register (As per Sample) or equivalent	Nos	01			
14.	Clear Bag F/S Office Master or equivalent	Nos	01			
15.	Coloured Flag Office Master or equivalent	Pkt	01			
16.	Coloured Paper Flag Office Master or equivalent	Pkt	01			
17.	Correction Pen Office Master or equivalent	Nos	01			
18.	Cutter Blade DARCO or equivalent	Pkt	01			
19.	Envelops SE-5 white 70 gms or equivalent	Nos	01			
20.	Envelops SE-5 Khaki 75 gms or equivalent	Nos	01			
21.	Envelops SE-6 Khaki 75 gms or equivalent	Nos	01			
22.	Envelop F/S Cloth Size Khaki or equivalent	Nos	01			
23.	Envelop F/S Cloth Size Khaki or equivalent	Nos	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
24.	Eraser AL-30 Pelikan China or equivalent	Nos	01			
25.	File Cover A-4 (As per Sample) or equivalent	Nos	01			
26.	File Cover F/S (As per Sample) or equivalent	Nos	01			
27.	File Cover Glazed A-4 (As per Sample) or equivalent	Nos	01			
28.	File Cover A-3 (Brown) (As per Sample) or equivalent	Nos	01			
29.	Glue Stick Dollar (Large) 35 gm or equivalent	Nos	01			
30.	Gum Bottle Large Nafees 800 ml or equivalent	Nos	01			
31.	High Lighter Yellow Pelikan or equivalent	Nos	01			
32.	High Lighter set of 4 Pelikan or equivalent	Set	01			
33.	HP White Plain Paper Roll 24" Dia 2" or equivalent	Roll	01			
34.	HP White Plain Paper Roll 36" Dia 2" or equivalent	Roll	01			
35.	Ledger Accounting Book (As per Sample) or equivalent	Nos	01			
36.	Masking Tape 1" Global x 15 yds or equivalent	Nos	01			
37.	Masking Tape 2" Global x 15 yds or equivalent	Nos	01			
38.	Offrs Hand Dairy Cover (As per Sample) or equivalent	Nos	01			
39.	Paper Double A A-4 70 gms or equivalent	Ream	01			
40.	Paper Double A F/S 70 gms or equivalent	Ream	01			
41.	Paper Double A A-3 80 gms or equivalent	Ream	01			
42.	Paper Clip 36 mm(Three Flower) or equivalent	Pkt	01			
43.	Pencil Lead Soft 2HB Graphite Dux or equivalent	Pkt	01			
44.	Plain Paper Roll White sheet 24" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
45.	Plain Paper Roll White sheet 36" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
46.	Plain Paper Roll White sheet 40" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
47.	Post-it-Pad Yellow 3"x3" Office Master or equivalent	Pkt	01			
48.	Post-it-Pad Yellow 3"x4" Office Master or equivalent	Pkt	01			
49.	Post-it-Pad Yellow 3"x5" Office Master or equivalent	Pkt	01			
50.	Register 5 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
51.	Register 6 Qrs 68 gms Paper (Fine Quality) or	Nos	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
	equivalent					
52.	Register 7 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
53.	Register 8 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
54.	Register 10 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
55.	Seprator A-4 12 Card Office Master or equivalent	Pkt	01			
56.	Stamp Pad Blue No 2M Crystal or equivalent	Nos	01			
57.	Sharpener Steel China or equivalent	Nos	01			
58.	Stapler Machine Heavy Duty 50 LC KW-Trio or equivalent	Nos	01			
59.	Stapler Pins 24/6 Washin or equivalent	Pkt	01			
60.	Talic Sheet Golden Eagle (50 m x54 inch 10 mm) or equivalent	Roll	01			
61.	Tracing Paper Roll 24" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
62.	Tracing Paper Roll 36" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
63.	Tracing Paper Roll 40" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
64.	Uniball Eye Fine UB 157 Black Mitsubishi or equivalent	Pkt	01			
65.	Uniball Eye Fine UB 157 Blue Mitsubishi or equivalent	Pkt	01			
66.	Uniball Eye Fine UB 157 Green Mitsubishi or equivalent	Pkt	01			
67.	Uniball Fine Delux UB-177 Black Mitsubishi or equivalent	Pkt	01			
68.	Uniball Fine Delux UB-177 Blue Mitsubishi or equivalent	Pkt	01			
69.	Uni Ball Vision Elite UB 200 (8) Fine Blue 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 31 January 2025.
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 31 January 2025, 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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(Waqar Yahya)

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 **04 Decemebr 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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