

**Government of Pakistan**  
**Ministry of Communications**  
**D-Block, Pak. Secretariat, Islamabad**

**TENDER NOTICE**

No. 3(1)/2024-25-Gen. Sealed Tenders are invited from Islamabad/Rawalpindi based reputable firms having proper shops and telephone facility, duly registered with the income tax and sale tax authorities for supply of office stationery, paper, toners and other miscellaneous items during the financial year 2024-25.

2. Interested parties having at least 05 years' experience may obtain the list of required stationery items, summary papers, computer (printer) tonners, photocopier machine toners, fax machine toners and misc. items from the office of the undersigned on any working day during office hours.

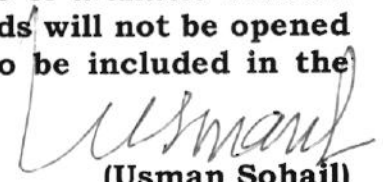
3. Security deposit of Rs. 25,000/- (In the form of Demand Draft issued by an authorized bank only) for the supply of stationery/paper/miscellaneous items and Rs.10,000/- for supply of toners will have to be furnished alongwith the computer (printer) tonners, photocopier machine toners, fax machine tender, in favour of DDO, Ministry of Communications, which in case of unsuccessful tenders will be released/returned within a fortnight and in case of successful bidders after **30.6.2025**. The rates offered will remain valid up to **30.6.2025**.

4. Firm will be bound to supply/deliver the goods even on a short notice, using their own transport to **'D' Block, Pak. Secretariat, Islamabad**.

5. This Ministry reserves the right to accept or reject any or all bids as per rule.

6. Competent authority will also have the right to cancel the contract partially or entirely during the currency of the year if items are found sub-standard or short in quantity and also not supplied timely. The security notices.

7. Sealed tenders complete in all respect may reach the Section Officer (General) **Room No. 445, 'D' Block, Pak. Secretariat, Islamabad by 29<sup>th</sup> July, 2024 (Monday) up to 12:00 hours**. Tenders will be opened on **29<sup>th</sup> July, 2024 (Monday) at 13:00 hours** in the presence of available bidders. **The bidder who absent on the opening time, their bids will not be opened and returned un-opened. They will have no right to be included in the bidding process on whatsoever be the reason.**



**(Usman Sohail)**  
**Section Officer (Admn/Gen)**  
**Ph. No. 9209973**

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**No. 3(1)/2024-25 (Gen)**  
**Government of Pakistan**  
**Ministry of Communications**  
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**TENDER DOCUMENT**

**Name of Firm:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_  
**GST Reg. No.** \_\_\_\_\_  
**National Tax Number:** \_\_\_\_\_

**LIST OF TENDER ITEMS MINISTRY OF COMMUNICATIONS ANNUAL**  
**TENDER 2024-25**

**STATIONERY, MISC. TONERS FOR COMPUTER PRINTERS &**  
**PHOTOCOPIERS ITEMS**

<b>Sr. No.</b>	<b>Name of Items</b>	<b>Unit</b>	<b>Price Per Unit including GST</b>
1	Ball Point (Piano Crystal) or equivalent	Each	
2	Ball Point (Picasso) or equivalent	Each	
3	Ball Point Clear stic (Dollar) or equivalent	Each	
4	Ball Point clipper (Dollar) or equivalent	Each	
5	Ball Point memo (Dollar) or equivalent	Each	
6	Ball Point uni-ball eye or equivalent	Each	
7	Ball Point uni-ball vision 0.8 or equivalent	Each	
8	Ball Point uni-ball signon fine or equivalent	Each	
9	Dollar Pointers 0.3mm	Each	
10	Diary Register No. 12 Tayba or equivalent	Each	
11	Envelops Brown Cloth lined SE 8A (Best Qty) or equivalent	Hund	
12	Envelops White Cloth lined SE 8A (Best Qty) or equivalent	Hund	

13	Envelops Brown SE 8A (Best Qty) or equivalent	Hund	
14	Envelops Brown SE.6 (Best Qty) or equivalent	Hund	
15	Envelops White SE.6 (Best Qty) or equivalent	Hund	
16	Envelops Brown SE.5 (Best Qty) or equivalent	Hund	
17	Envelops White SE.5 (Best Qty) or equivalent	Hund	
18	Envelops Brown A.4 (Best Qty) or equivalent	Hund	
19	Envelops White A.4 (Best Qty) or equivalent	Hund	
20	Envelops white 9" x 4" offset paper 100 GMS (Best Qty)	Hund	
21	Eraser Pelican (AL-30) or equivalent	Each	
22	Fax Paper Roll 30 Meter Promas	Roll	
23	File Register No 3	Each	
24	File Board A/4 Size (Best Qty)	Each	
25	File Cover A/4 Size (Best Qty)	Each	
26	File Flapper Clothline	Hund	
27	File Box Ring (A-4) No 526	Dozen	
28	Foot Scale China Steel 12"	Each	
29	Gum Bottle (Small) Crystal	Dozen	
30	Gum Stick Large (Dollar) or equivalent	Each	
31	Highlighter (Each Color) (Dollar) or equivalent	Dozen	
32	Ink pelican # 4001 original or equivalent	Each	
33	Ink dollar (Ordinary) or equivalent	Each	
34	Marker dollar different colour (Best Qty)	Each)	
35	Movement Register for Staff Car 6 Quires	Each	
36	Note Pad Sheet 100 Page	Each	
37	Note Pad Large A/4 AL-Farooq	Each	
38	Note Pad Small AL-Farooq	Each	
39	Paper Clips (Best Qty)	Dozen	

40	Paper Pins (Best Qty)	Each	
41	Paper Cutter Fine (Steel)	Each	
42	Pelikan Ink Germany (Original) or equivalent	Each	
43	Pen Holder Fine Quality (DUX # 240) or equivalent	Each	
44	Pencil Sharpener Steel	Each	
45	Pencil Shorthand (Goldfish) or equivalent	Dozen	
46	Pencil lead goldfish or equivalent	Dozen	
47	Pencil lead with rubber (Dollar) or equivalent	Dozen	
48	Pencil Tray Plastic Superior Lotus	Each	
49	Peon Book 100 Page	Each	
50	Pin Cushion Steel	Each	
51	Post IT Pad 2" x 3" 3M (Pronoti)	Each	
52	Post IT Pad 3" x 3" 3M (Pronoti)	Each	
53	Post IT Pad 3" x 5" 3M (Pronoti)	Each	
54	Post IT Pad (set 5 colour)	Each	
55	Punch Single Hole Superior	Each	
56	Punch Double Best Qty	Each	
57	Plastic File Covers	Dozen	
58	Red Paper Seal	PKT	
59	Rulled Register 10 Quires (No,20)	Each	
60	Rulled Register 12 Quires (No,24)	Each	
61	Ring Bending Note Pad Large A/4	Each	
62	Ring Bending Note Pad (8.5X5.5)	Each	
63	Scissor Medium size (Best Qty)	Each	
64	Stapler Machine good quality MAX HD-24/6 & 26/6 or equivalent	Each	
65	Stapler Machine Superior Large KW # 5871 or equivalent	Each	

66	Stapler Pin Remover SDI # 1164 or equivalent	Each	
67	Stapler Pins (Dollar) 24/6 or equivalent	Dozen	
68	Stapler Pins (Dollar) (Small size) No,10 or equivalent	Dozen	
69	Stamp Pad (Best Qty)	Each	
70	Shorthand Book 100 Page	Each	
71	Table Set Marble	Set	
72	Table Set Lather (Fine Qty)	Set	
73	Tag 6inc	Dozen	
74	White Fluid Blanco (Set)	Each	
75	White Fluid (Whitener) or equivalent	Each	
76	White Fluid (Pen) or equivalent	Each	

**List of Summary Paper for Computer**

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Units</b>	<b>Price Per Unit including GST</b>
1	Summary Paper 80 Gms A/4 Imported 450 Sheets (Double A) or equivalent	Ream	
2	Summary Paper 80 Gms A/4 Imported 500 Sheets (Double A) or equivalent	Ream	
3	Summary Paper 80 Gms F/S Imported 450 Sheets (Double A) or equivalent	Ream	
4	Photostat Paper 70 Gms A/4 (500 Sheets) (Imported) or equivalent	Ream	

### List of Toner for Computer Printers

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Units</b>	<b>Price Per Unit including GST</b>
1	Toner for HP Laser Printer (HP-1020) Original (12A)	Each	
2	Toner for HP Laser Printer (HP-P1005) Original (35A)	Each	
3	Toner for HP Laser Printer (P 2055) Original (05A)	Each	
4	Toner for HP Laser Printer (P 2015) Original (53A)	Each	
5	Toner for HP Laser Printer (HP 1320) Original (49A)	Each	
6	Toner for HP Laser Printer (HP 1102) Original (85A)	Each	
7	Toner for HP Laser Printer (HP 1505N) Original (36A)	Each	
8	Toner for HP Laser Printer (HP 402 dw) Original (26A)	Each	
9	Toner for HP Laser Printer (HP M404 dn) Original (76A)	Each	
10	Toner for HP Laser Printer (HP M107A) Original (107A)	Each	
11	Toner for HP Laser Printer (HP MEP-M26nw) Original (79A)	Each	
12	Toner for Pantum M7200 FDW Laser Printer Original	Each	

### List of Toner for Photostat Machine

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Units</b>	<b>Price Per Unit including GST</b>
1	Toner for Panasonic 1820P Original	Each	
2	Toner for KM-2020 Original	Each	
3	Toner for Savin-2555sp Original	Each	
4	Toner for Panasonic DP-8016 Original	Each	
5	Toner for Konica Minolta Bizhub 206 Original	Each	
6	Cannon Digital IR-2520 Original	Each	
<b>Note: - Firms who have also well experienced to provide the repair facility of the Photocopier.</b>			

### List of Toner for Fax Machine

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Units</b>	<b>Price Per Unit including GST</b>
1	Toner for Panasonic Fax Machine 612 Original	Each	
2	Toner for Panasonic Fax Machine 512 Original	Each	
3	Toner for Panasonic Fax Machine 542 Original	Each	
4	Toner for Panasonic Fax Machine 422 Original	Each	
5	Toner for Panasonic Fax Machine 412 Original	Each	
6	Toner for Panasonic Fax Machine 402 Original	Each	
<b>Note: - Firms who have also well experienced to provide the repair facility of the Panasonic Fax Machine: -</b>			

**LIST OF MISCELLANEOUS ITEMS**

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Units</b>	<b>Price Per Unit including GST</b>
1	Air Freshener admiral France large 400 ml different perfume or equivalent	Each	
2	Air Freshener 300 ml different perfume or equivalent	Each	
3	Calculator Ordinary 12 Digit good qty	Each	
4	Cobra (Mortine) or equivalent	Each	
5	Cell (AA) (Wall Clock)	Dozen	
6	Cell (AAA) (AC/LED Remote)	Dozen	
7	Duster White Ordinary	Each	
8	Duster Yellow Superior Large	Each	
9	Dust Bin	Each	
10	Hanger (Best Quality)	Dozen	
11	Lock 50 MM China (Tricircle) or equivalent	Each	
12	Lux Soap Large	Each	
13	Lux Soap Medium	Each	
14	Liquid Soap (400ml)	Each	
15	Scotch tape large 1"x72 Yards Deer	Each	
16	Scotch tape packing	Each	
17	Surf Medium 250 Gms	Pkt	
18	Tissue Paper Normal Rose Petal (Large) or equivalent	Pkt	
19	Tissue Paper Rose Petal Luxury (Large) or equivalent	Pkt	
20	Tissue Rolle Rose Petal (Large) or equivalent	Pkt	



21	Towel Large Size Superior	Each	
22	Towel Medium Size Superior	Each	
23	Vim Large 500 GMS (Max)	Each	
24	Vim Large 250 GMS (Medium)	Each	
25	Waster Paper Basket Large Size	Each	
26	Water set ordinary	Set	
27	Water set superior	Set	

### **TERMS & CONDITIONS**

- i) The bidders have to deposit a Bank Draft/Pay Order of Rs. 25,000/- and Rs. 10,000/- in favour of Drawing & Disbursing Officer (DDO), Ministry of Communications as Call-deposit, otherwise the Tender bid will not be accepted.
- ii) Rates, offered in the bids, shall be valid upto **30<sup>th</sup> June, 2025**.
- iii) The firm will produce valid Certificate of contained for authorities Income Tax/General Sale Tax.
- iv) The firm must have its own office, telephone facility, good repute, sound financial position and complete enterprising infrastructure in Islamabad/Rawalpindi.
- v) The firm will arrange transportation of all ordered items to the Ministry of Communications.
- vi) In case any items, found sub-standard or less in quantity or delayed/other than kind is specified items, the competent authority reserves the right to cancel the entire or partial contract during the **Financial Years 2024-25** and the firm could be black-listed the firm.
- vii) An affidavit to the effect that the firm had never been involved in litigation or black listed by any Ministry/Division/Department/Organization of the Government of Pakistan.
- viii) This Ministry reserves the right to accept or reject any or all bids as per rule.
- ix) Call-deposit, in case of successful firm, shall be retained in this Ministry for one year which will be returned on written request after expiry of the said period.
- x) Call deposit of unsuccessful firms will be returned on their written request.
- xi) This Ministry reserves the right to purchase one or all items from any firm depending upon the offered price of each item.

### **Evaluation Criteria**

- i) Those who do not have their NTN, GST & Office premises shop with telephone numbers in Islamabad/Rawalpindi are not eligible to take part in Tender.
- ii) Bid money only in shape of Pay Order/Demand Draft will be accepted. Cross Cheque will not be accepted in any case
- iii) Shortage of any relevant documents shall liable for rejection of Tender.
- iv) Rates quoted shall be for Islamabad/Rawalpindi basis.
- v) Tender received after closing date and time will be rejected.

### **SPECIFICATIONS**

- a) Entire stationery/miscellaneous and Toners for Computer Printers & Photocopier and Fax Machine supply-items should be manufactured by a reputed company.
- b) Quality products would be supplied.
- c) The firm, awarded with supply-contract, shall invariably supply approved/quoted items. No alternatives, in any case would be acceptable.

**Signature and Stamp of the Firm**