



Grams : "HOMCOUNCIL"
Phone : 051-5409003

Government of Pakistan

National Council for Homoeopathy

Fazal Town (Phase-I), Airport Link Road, Rawalpindi

Website: www.nchpakistan.gov.com

Ref. No. NCH/F. 1-2 (Gen. Tender)/2024-15304

Dated: 13th February, 2025

TENDER NOTICE

National Council for Homoeopathy is a Body Corporate established under Section 3 of Unani, Ayurvedic & Homoeopathic Practitioners Act, (II of 1965) and working under the administrative control of Ministry of National Health Services, Regulations & Coordination Islamabad invites sealed bids (Technical/Financial) from the original manufacturers, authorized distributors and general order suppliers registered with sales tax and income tax department only at Rawalpindi / Islamabad for supply of following office stationery & cleaning items. **The interested parties will quote the unit price of each item in the tender and the list of total required quantity will be provided to the successful bidder.**

STATIONERY ITEMS :-

S.NO.	NAME OF ITEMS	UNIT PRICE
1	Attendance Register (Koh-e-Noor) Fine quality	--
2	Ball Pen- Piano 0.8 mm (Blue)	Packet
3	Ball Pen-Piano Pro (Black)	Packet
4	Ball Pen-Piano Pro (Red)	Packet
5	Ceisor (Qanchi) Big	---
6	Calculator (Big) Citizen CT-822N (112 Steps Check & Correct)	---
7	Carbon Paper Packet (Blue KCR (Fine Quality)	Packet
8	Chit Pad (Gum Chip Pad Green)	---
9	Chit Pad (Gum Chip Pad Yellow)	---
10	Chit Pad (Gum Chip Pad Pink)	---
11	Computer Paper Continuous Sheets 11x 17 (Box)	Box
12	Cutter RJ 328 (Auto Lock)	---
13	(Pointer-Soft liner 0.3mm (Black)	Packet
14	(Pointer-Soft liner 0.3mm (Blue)	Packet
15	(Pointer-Soft liner 0.3mm (Green)	Packet
16	Uni-ball Pointer Fine Delux (Water Proof) Mitsubishi Pencil Company	Packet
17	Drafting Pad (Alpha1/4 No. 841 (8.5 x 11)	---
18	Dust Bin (Plastic made) Fine quality	---

19	File Flapper without Board	Dozen
20	File Flapper with Board	Dozen
21	Gum Bottle (Large)	---
22	Gum Bottle (Small)	---
23	UHU Gum Stick (Large)	---
24	UHU Gum Stick (Small)	---
25	Highlighter (Yellow)	---
26	Highlighter (Green)	---
27	Stamp Pad endorsing Ink (Blue)	---
28	Stamp Pad endorsing Ink (Black)	---
29	Ink for Numbering Machine (Red) Dollar or equivalent	---
30	Leave Register (Fine Quality)	---
31	Led Pencil HB (Fine Quality)	Packet
32	Marker Big (Dollar) Blue	Box
33	Marker Big (Dollar) Black	Box
34	Marker Big (Dollar) Red	Box
35	Marker Small (Dollar) Blue	Box
36	Marker Small (Dollar) Black	Box
37	Marker Small (Dollar) Red	Box
38	Note Sheet Pad (8.5 13)	---
39	Numbering Machine (Imported Fine) Deli 06 Digits	---
40	Dowry Roll Plastic Large (For Packing)	---
41	Paper Clips (Large 40 mm) 100 Pieces Box	Box
42	Paper Clips (Small 30 mm) 100 Pieces Box	Box
43	Paper Pin Box	Box
44	Paper Pin Cushion	Box
45	Paper Rim A-4 Size 80 GSM (Imported)	---
46	Paper Rim Legal Size 80 GSM (Imported)	---
47	Printer Ribbon LQ-2180 (Epson)	---
48	Punching Machine Large (Single)	---
49	Punching Machine Large (Double)	---
50	Register No. 10 (Fine Paper)	---
51	Register No. 16 (Fine Paper)	---
52	Eraser (Fine Quality)	---
53	Rubber Q-Band (White Fine Quality)	Box
54	Scale Steel (Large Fine Quality)	---
55	Scotch Tape (Large) 1'	---
56	Scotch Tape (Small) 1'	---
57	Sharpener Steel	---
58	Stamp Pad (Medium Size Blue)	---
59	Stapler Machine	---
60	Stapler Pin Dollar 24/6 (of 20 small packets)	Box
61	Stapler Pin Dollar 23/10 (10 mm)	Box

62	Pin Remover (Fine Quality)	---
63	File Tag (Fine Quality Bundle)	Bundle
64	Water Dumper with foam	---
65	White Fluid (M&G Correction Pen)	---
66	Peon Book	---
67	Clock Cell (Toshiba)	---
68	White Glue (German Movieleth 01 KG Poly Bag)	---
69	Paper Tape (Large) 1'	---
70	Paper Tape (Large) 2'	---
71	Tape (Adhesive)	---
72	Steel Binder Clip (Large)	Piece
73	Paper Weight (Marble)	---
74	Toner HP Laser jet Pro MFP M130fn (17A)	---
75	Toner HP Laser Jet M402d (26A)	---
76	Toner HP Laser Jet M4003dn	---
77	Genuine Toner Kyocera Model TA-3511i (Task Alfa)	---
78	Toner HP Laser Jet 151-A	---

CLEANING ITEMS :-

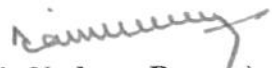
S.NO.	NAME OF ITEMS	UNIT PRICE
1	Air Freshner (Fine Quality)	---
2	Spray insect killer (Large)	---
3	Tissue Paper Box	---
4	Bath Acid	---
5	Bath Cleaner (Sweep Large Bottle)	---
6	Bath Soap	---
7	Broom Bansi	---
8	Broom Flower	---
9	Mop for cleaning (Large) fine quality	---
10	Phenyl	---
11	Detergent Powder (1KG Packet)	---
12	Dishwashing Foam	---
13	Dishwasher Soap	---
14	Wiper (Large)	---
15	Drain Opener (Rubber)	---
16	Duster Cloth (Yellow)	---
17	Toilet Tissue Roll	---

(4)

2. Bidding documents, containing detailed terms & conditions, method of procurement, procedure for submission of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at **National Council for Homoeopathy, Fazal Town (Phase-I), Airport Link Road, Rawalpindi.**

3. The bids prepared in accordance with the instructions in the bidding documents, with call deposit equivalent to 5% of bid cost as earnest money must reach at National Council for Homoeopathy, Fazal Town, (Phase-I), Airport Link Road, Rawalpindi on **5th March 2025 (Wednesday)** before **11:00 am**. Bids will be opened on the same day at National Council for Homoeopathy, Rawalpindi at **11:30 am**. The Competent Authority reserves the right to accept or reject the tender as a whole or partially, as per Rule 33 of PPRA Rules, 2004. This advertisement is also available on PPRA website at www.ppra.org.pk. and NCH website www.nchpakistan.gov.pk

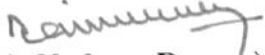
4. Only the vendors/interested bidders would be entertained who applied through **EPADS** otherwise their bidding documents will not be accepted at any cost


(Aamir Nadeem Ramay)
Registrar, NCH

NCH 199-153

Terms & Conditions

1. **Earnest Money/ Bid Security:** The Supplier shall furnish 5% earnest money as part of its Proposal. The bid security shall be in the form of a Bank Draft / Pay Order in favor of **Registrar National Council for Homocopathy Rawalpindi**. The Bid Security of unsuccessful suppliers will be returned back.
2. **Deadline for Submission of Offers:** Proposal should reach on or before **5th March- 2025 (Wednesday)** before **11:00 AM** and will be opened on same day at **11:30 AM** in the presence of Bidder's Representatives.
3. Details of Clients & proven record of after sale and service is required.
4. **Bidding Procedure:**
 - a) Single-stage two envelops i.e. Technical and Financial.
 - b) Technical Proposal submitted by the bidder shall be opened first.
 - c) The Financial Proposal would be opened for those bidders which found technically qualified.
5. **Documents Comprising the Bid:** The Proposal comprises two envelopes, be submitted simultaneously, one containing Technical Proposal and other Financial proposal.
 - a) The Technical Proposal shall contain the following:-
 - (i) Schedule of Major Items of Equipments/Instruments.
 - (ii) Copy of Bid Security, and;
 - (iii) Technical details / Brochures of quoted items.
 - b) The Financial Proposal shall contain the following:-
 - (i) Price Proposal / Quotations;
 - (ii) Bid Security (Original);
 - (iii) Schedule of Prices:
6. Proposals should be submitted on FOR RAWALPINDI / ISLAMABAD basis.
7. The bidder must quote all items in a lot, failing which will lead to disqualification of bid.
8. Partial supply/bid shall be rejected at the time of technical assessment.
9. Incomplete or late received Bid/Offer will not be entertained. Only the vendors/interested bidders would be entertained who applied through **EPADS** otherwise their bidding documents will not be accepted at any cost.
10. Warranty: One Year.
11. The Buyer shall have the right to increase or decrease the quantity.
12. Submission of any false statement / document including concealing of information will likely to disqualify the bidder.
13. Any Bid found in deviation / violation / without Earnest Money would liable to be rejected.


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