



Government of Pakistan  
**National Accountability Bureau (Rawalpindi)**  
Civic Center, G-6 Islamabad

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OUR FAITH, CORRUPTION FREE PAKISTAN

**TENDER NOTICE**

**PURCHASE OF STATIONERY / MISCELLANEOUS ITEMS**

1. Sealed Tenders are invited for the purchase of Stationery / Miscellaneous items for Financial Year 2024-25 as per PPRA rules 2004, 36 (a) Single stage – one envelop procedure. Bidders are required to apply through EPADS, only those bidders will be considered who will apply through EPADS.
2. Authorized Agents / Distributors or Manufactures / Suppliers may submit their sealed bids as per description / specification mentioned in Stationery / Miscellaneous items list. The firms should be registered with Income Tax and Sales Tax Departments. The firm should be in active taxpayer list (ATL) and must clearly mention its Vendor and GST numbers.
3. Tender should accompany a Bank Draft / Pay Order of Rs.25,000/- for Stationery and Rs.25,000/- for Miscellaneous (refundable) separately from any scheduled Bank.
4. The selected firms will be responsible to supply Stationery / Miscellaneous items to NAB Rawalpindi during whole F.Y.2024-25. After approval, any change in rates or quality of the items will not be accepted.
5. The NAB authorities reserve the right to accept or reject any bid as per PPRA rules.
6. All bidders are required to clearly mention brand name and rate against each items mentioned in list in its financial proposal.
7. List of the items / bidding documents may be obtained from the General Section of NAB Rawalpindi during working hours free of cost **OR** can be downloaded from PPRA and NAB websites.
8. The Tender documents in separate envelopes (Stationery / Miscellaneous items) should reach this Bureau by 16.08.2024 at 1000 hours. The Technical and Financial proposals will be opened on the same day at **1030 and 1100 hours** in the presence of bidders who may like to participate. Incomplete, conditional and Tenders without earnest money shall not be considered.

  
Muhammad Raheel Azam  
Deputy Director (Admh)

Phone:051-9222957 Fax:051-9224287

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GOVERNMENT OF PAKISTAN  
**NATIONAL ACCOUNTABILITY BUREAU - RAWALPINDI**

CIVIC CENTRE G-6  
ISLAMABAD

" نیب کا ایمان ، کرپشن فری پاکستان "

Phone:9220826, Fax:9220832

**TENDER FORM**

Name of Bidder			
C.N.I.C No.	N.T. N	G.S.T 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	Crystal (Transparent) etc
2	Drafting Pad Medium 68 grm 50 sheets	Alpha or equivalent	Alpha 68/80 grm 60/100 sheets etc

**LIST OF STATIONERY ITEMS FOR FINANCIAL YEAR 2024-25**

Sr. #.	Name of Tem	Make / Specification	Rate (Including G.S.T)
1	Paper Cutter	Superior Quality	Each Rs:
2	Ball point (Blue, Black & Red)	Piano/Dollar or Equivalent	Each Rs:
3	Ball Point Pointer (Blue, Black, Green)	Uni Ball Signo 0.7 UM-120 or Equivalent	Each Rs:
4	Ballpoint (Blue, Black, Green)	Schneider Rollerball/Topliner (0.3-0.6 mm) or equivalent	Each Rs:
5.	Corrector Pen	Dux or equivalent	Each Rs:
6.	Calculator 12 Digit	Casio or Equivalent	Each Rs.
7.	Double hole punch heavy duty	KW 9330 or Equivalent	Each Rs:
8.	Double hole punch	KW 988 or Equivalent	Each Rs:
9.	Punch single hole Large (as per Sample)	Superior Quality	Each Rs:
10	Drafting Pad Medium 68 grm 50 sheets	Alpha or equivalent	Each Rs:
11	Drafting Pad Small 68 grm 50 sheets	Alpha or equivalent	Each Rs:
12	Envelopes (white) 9"x4" (80 grm)	Superior Quality	Each Rs:
13	Envelopes (white) 10"x12" (80 grm)	Superior Quality	Each Rs:
14.	Envelopes (Khaki) SE 6 (70 grm)	Superior Quality	Each Rs:
15.	Envelopes (Khaki) SE 8 (70grm)	Superior Quality	Each Rs:
16	Envelopes (Threaded) Large (Khaki) SE8 (70grm)	Superior Quality	Each Rs:
17.	Eraser	Pelican or Equivalent	Each Rs:
18.	Engagement Stand (Plastic) A-4 Size	Superior Quality	Each Rs:
19.	Box file	Superior	Each Rs:
20.	File cover plastic with clips, A-4 size	Superior Quality	Each Rs:
21.	File cover plastic with clips, F/S	Superior Quality	Each Rs:
22.	File Cover (White) as per sample NAB Logo	Superior Quality	Each Rs:
23.	File Board F/S	Superior Quality	Each Rs:
24.	File Register No.6	Tayyaba or Equivalent	Each Rs:
25.	Highlighter (different colors)	Dollar or Equivalent	Each Rs:
26	Foot scale 12" Steel	Superior Quality	Each Rs:
27.	Gum Stick Medium 21 grams	Dollar or Equivalent	Each Rs:
28.	Gum Bottle	Dollar or Equivalent	Each Rs:
29	Ink Blue/Black	Dollar or Equivalent	Each Rs:
30	Ink for Stamp Pad	Dollar or Equivalent	Each Rs:
31.	Marker (Permanent) 70	Dollar or Equivalent	Each Rs:
32.	Marker white board (Removable)	Dollar or Equivalent	Each Rs:
33.	Pencil Lead	Goldfish or Equivalent	Each Rs:
34.	Paper Clip 3 Flower 38mm	Superior Quality	Each Rs:
35.	Paper Clipper (Medium)	Superior Quality	Each Rs:
36.	Photocopy Paper 70 grams A-4 size 210 x 297 mm	CopyMate or Equivalent	Each.Rim.Rs:
37.	Photocopy Paper 70 grams F/S size 216 x 330 mm	CopyMate or Equivalent	Each.Rim.Rs:
38.	Paper 80 grms F/S size 216 x 330 mm (imported)	Paper One or Equivalent	Each.Rim.Rs:
39.	Paper 80 grms A-4 Size 210 x 297 mm (imported)	Paper One or Equivalent	Each.Rim.Rs:

40.	Paper Different Color 80 GSM (imported A-4)	Superior Quality	Each Rim.Rs:
41.	Paper half white/white (Every Card) 140gm	Superior Quality	Each Rs.
42.	Post it Pad Medium (Multi color)	3M / Pelican or Equivalent	Each Rs:
43.	Peon book 100 sheets 5-1/2x9	Tayyaba or Equivalent	Each Rs:
44.	Register ruled 6 Qrs. No. 12	Lucky or Equivalent	Each Rs:
45.	Register ruled 12 Qrs.No.20	Lucky or Equivalent	Each Rs:
46.	Register ruled 16 Qrs.No.24	Lucky or Equivalent	Each Rs:
47.	Diary Register No. 12	Tayyaba or Equivalent	Each Rs.
48.	Vehicle Movement Register	Tayyaba or Equivalent	Each Rs:
49.	Vehicle Log Book	Tayyaba or Equivalent	Each Rs:
50.	Sharpener	Dux or Equivalent	Each Rs:
51.	Sharpener Machine large	Superior Quality	Each Rs:
52.	Short Hand Note Book (80 sheets)	Tayyaba or Equivalent	Each Rs:
53.	Stamp Pad black/blue	Venus or Equivalent	Each Rs:
54.	Staple Pin 24/6	Dollar or Equivalent	Each Rs:
55.	Stapler Pin large size	Dollar or Equivalent	Each Rs:
56.	Stapler Pin Remover	Superior Quality	Each Rs:
57.	Stapler Machine	Superior Quality	Each Rs:
58.	Stapler Machine (Heavy Duty)	Superior Quality	Each Rs:
59.	Scotch Tape 1"	Deer or Equivalent	Each Rs:
60.	Scotch Tape 3"	Deer or Equivalent	Each Rs:
61.	Scissor 6"	Superior Quality	Each Rs:
62.	Wrapping Tape 3"	Deer or Equivalent	Each Rs:
63.	Insulation Tap	Superior Quality	Each Rs.
64.	Toner Cartridge for HP-Printer 1102 series (85-A)	Original/China	Each Rs:
65.	Toner Cartridge for HP-Printer 2055N/2035N series (05-A)	Original/China	Each Rs:
66.	Toner Cartridge for HP-Printer Pro 400 (80A)	Original/China	Each Rs:
67.	Toner Cartridge for HP-Printer Pro 401	Original/China	Each Rs.
68.	Toner Cartridge for HP-Printer (19-A)	Original/China	Each Rs:
69.	Toner Cartridge for (Canon CBP 214DW) (52A)	Original/China	Each Rs:
70.	Toner Cartridge for HP Printer 404 (76-A)	Original/China	Each Rs:
71.	Toner Cartridge Printer HP130 (17-A)	Original/China	Each Rs:
72.	Toner Cartridge Printer HP M402DN (26-A)	Original/China	Each Rs:
73.	Toner Photostat 2015 DSM615	Original/China	Each Rs:
74.	Toner Photostat Machine <b>Konica Minolta Bizhub-164</b>	Original/China	Each Rs:
75.	Toner Photostat Machine <b>Konica Minolta Bizhub-363</b>	Original/China	Each Rs:
76.	Toner Photostat Machine <b>Konica Minolta Bizhub-458</b>	Original/China	Each Rs:
77.	Toner Photostat Machine <b>Savin Copier MP-5055 (MP4055)</b>	Original/China	Each Rs:
78.	Toner Photocopier Machine Canon IR-2525	Original/China	Each Rs:
79.	Fax Cartridge Model KX-FAD 89E KX-FL 401,402,403	Original/China	Each Rs:
80.	Pen & other Stationery Holder for Table (One piece Set)	Superior Quality	Each Rs:
81.	Tag Cotton 5" to 10"	Superior Quality	Each Rs:
82.	Table Set (Multiple Pieces)	Superior Quality	Each Rs:



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Name of Bidder			
C.N.I.C No.	N.T.N	G.S.T No.	Vendor No.
Address & Telephone Number			

**SPECIMEN FOR TECHNICAL QUALIFICATIONS**

Sr. #.	Name of Items	Brand Name	Technical Specification, if any
1.	Electric wire 23/0076	Pakistan Cables	Double core round white Roll, Copper or Silver etc
2	Soap Bath	Lux	Small/Medium/Large with grm 65/100/120 etc

**MISCELLANEOUS ITEMS F.Y.2024-25**

Sr#.	Description	Make	Rate (Including G.S.T)
1	Acid for bowel cleaning 500ml	Zik or Equivalent	Each Bottle Rs:
2	Air Freshener 300ml	Cobra or Equivalent	Each Rs.
3	Brooms Bamboo (per kg)	Superior Quality	Rs./- per kg.
4	Brush Nylon (As per Sample)	Superior Quality	Each Rs.
5	Toilet Brush (Plastic Handle)	Superior Quality	Each Rs.
6.	Car Polish	Cosmic or Equivalent	Each Rs.
7.	Dash board polish spry	Superior Quality	Each Rs.
8	Dry battery cell 1.5 V small for remote (AAA)	Toshiba or Equivalent	Each Rs.
9	Dry battery cell for Clock (AA)	Toshiba or Equivalent	Each Rs.
10.	Dust bin Medium (Plastic) (As per Sample)	Superior Quality	Each Rs.
11.	Dust Bin Large (Plastic) (As per Sample)	Superior Quality	Each Rs.
12.	Door Closer	Superior Quality	Each Rs.
13.	Duster (White) 20"X30"	Superior Quality	Each Rs.
14.	Duster 30"X40"	Superior Quality	Each Rs.
15.	Electric bell with push button	Superior Quality	Each Rs.
16.	Electric Bell (different sound) remote control	Xtream or Equivalent	Each Rs.
17.	LED Bulb 12 watts	Phillips or Equivalent	Each Rs.
18.	LED Bulb 15 watts	Phillips or Equivalent	Each Rs.
19.	Electric wire 23/0076 Double core round white Roll	Pakistan Cables or Equivalent	Each Roll Rs.
20.	Electric wire 40/0076 Double core round white Roll	Pakistan Cables or Equivalent	Each Roll Rs.
21.	Electric wire 3/0029 single core 90 Meter Roll	Pakistan Cables or Equivalent	Each Roll Rs.
22.	Electric wire 7/0029 single core 90 Meter Roll	Pakistan Cables or Equivalent	Each Roll Rs.
23.	Electric wire (2 pair) for Telephone Roll	Pakistan Cables or Equivalent	Each Roll Rs.
24.	Electric wire 752 (2core)	Pakistan Cables or Equivalent	Each Roll Rs.
25.	Extension lead HD	Superior Quality	Each Rs.
26.	Duck Patti (¾ inch)	Adam Jee or Equivalent	Rate Per Foot
27.	Duck Patti (1" Inch)	Adam Jee or Equivalent	Rate Per Foot
28.	Fan Capacitor 2.2 UF & 3.5UF	Toshiba or Equivalent	Each Rs.
29.	Fan dimmer	Clipsal or Equivalent	Each Rs.
30.	Tube Light Choke 40W (Pak made)	Phillips or Equivalent	Each Rs.
31.	Tube Light Rod 4ft. 40W (Pak made)	Phillips or Equivalent	Each Rs:
32.	Tube Light Rod 2ft. 18 W (Pak made)	Phillips or Equivalent	Each Rs.
33.	Tube Light Starter S-2 20 W. (Pak made)	Phillips or Equivalent	Each Rs.
34.	Tube Light Starter S-10 40 W. (Pak made)	Phillips or Equivalent	Each Rs.
35.	02 x Pin Sho Top 10 Amp	Hero or Equivalent	Each Rs.
36.	03 X Pin Sho Top Multi (light Plug) 13 Amp	JPI Or Equivalent	Each Rs.
37.	03 X Pin Power Plug Sho Top Multi 30 Amp 250 volts	KM or Equivalent	Each Rs.
38.	Power Plug Box 04x04	Superior Quality	Each Rs.
39.	Power Plug 04x04	KM or Equivalent	Each Rs.
40.	Light Plug Box 03x03	Superior Quality	Each Rs.
41.	Light Plug 03x03	KM or Equivalent	Each Rs.

42.	Foot mat (Size 1.5' x 2') (Plastic)	Superior Quality	Each Rs.
43.	Foot mat (Size 3' x 2') (Plastic)	Superior Quality	Each Rs.
44.	Foot mat Plastic (Runner)	Superior Quality	Per Sqft.
45.	Glint Insta Clean	Superior Quality	Each Rs.
46.	Insect killer spray 300 ml	Kingtox or Equivalent	Each Rs.
47.	Jug (Glass)	Toyonasic or Equivalent	Each Rs.
48.	Light Plug multi 10 Amp	Hero or Equivalent	Each Rs.
49.	Lota Plastic	Superior Quality	Each Rs.
50.	Muga Plastic	Superior Quality	Each Rs.
51.	Brush (Jala)	Superior Quality	Each Rs.
52.	Phenyl (plastic container)	Finis or Equivalent	Each Rs.
53.	Phenyl Goli (per kg)	Finis or Equivalent	Per Kg Rs:
54.	Pachara (P3)	Superior Quality	Each Rs.
55.	Pachara with Handle	Superior Quality	Each Rs.
56.	Soap Bath 85grm	Lux or Equivalent	Each Rs.
57.	Liquid Soap Small 450ml (Hand Wash)	Safeguard or Equivalent	Each Rs.
58.	Liquid Soap (Handwash) Gallon (5Ltr)	Superior Quality	Each Rs.
59.	Surf (Polythene Pack) 90grm Small Packing	Ariel or Equivalent	Each Rs.
60.	Tabular (Glass)	Toyonasic or Equivalent	Each Rs.
61.	Tissue paper luxury 100x2 ply	Rose petal or Equivalent	Each Rs.
62.	Tissue paper luxury 100x2 ply perfumed	Rose petal or Equivalent	Each Rs.
63.	Toilet roll 2 ply	Rose petal or Equivalent	Each Rs.
64.	Towel (24" x 48")	Superior Quality	Each Rs.
65.	Power cleaner powder 790 grm (Polythene Pack)	Max cleaner Powder or equivalent	Each Rs.
66.	Balti Plastic (25Ltr)	Superior Quality	Each Rs.
67.	Emulsion (different color) (Per Gallon) 6kg	Dulux or equivalent	Per Gallon Rs.
68.	Enamel (different color) (Per Gallon) 3.64 ltr	Dulux or equivalent	Per Gallon Rs:
69.	Brush (Wall Paint) 3" & 5"	Superior Quality	Each Rs.
70.	Wall clock	Champion or Equivalent	Each Rs.
71.	Plaster of Paris (per pkt)	Superior Quality	Per pkt Rs:
72.	Tarpeen Oil	Tarpeen Oil	Per Liter Rs:
73.	Hand Wash Dispenser / Container (Plastic Small)	As per Sample	Each Rs.
74.	Hand Wash Dispenser / Container (Plastic Large)	As per Sample	Each Rs.

