



NATIONAL ACCOUNTABILITY BUREAU  
BLOCK-III PDA COMPLEX PHASE-V  
HAYATABAD, PESHAWAR

Our Faith, Corruption Free Pakistan

TENDER NOTICE  
PURCHASE OF STATIONERY ITEMS

Tender is invited for purchase of Stationery Items for the Financial Year 2024-2025 as per 36 (a) Single Stage - One Envelope Procedure of PPRA Rules 2004. Bidders are required to submit their bids only through e-PADS. Bids received without e-PADS shall be rejected.

2. Authorized Agents / Distributors or Manufacturers / General Order suppliers may submit their e-bids through e-PADS until 11<sup>th</sup> November, 2024 by 1100 hrs which will be opened on same day at 1130 hrs in the office of Addl. Director Admn NAB (KP) in the presence of bidders or their authorized representatives. The firms should have income Tax and Sales Tax registration with FBR & they must be in active taxpayer list (ATL) of FBR.


3. The bid must accompany bid security / earnest money of 03% of total value of the bid (refundable) in the form of Call Deposit / Bank Draft (refundable) drawn in favor of Addl Dir (A&F) before or at the time of opening of tender, failing which lead to rejection of bid.

4. Tender documents can be obtained from General Section of NAB (KP) from Monday to Friday during working hours free of cost or can be downloaded from e-PADS, PPRA or NAB websites.

5. Most advantageous successful bidding firm(s) will be responsible to supply Stationery items to NAB (KP) during whole F.Y 2024-25 as per description / specification mentioned in the list. 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 and rates of all items including all applied taxes against each item. Provision of samples of quoted items are mandatory.

7. The NAB (KP) reserves the rights to accept or reject any or all bids under the provision of PPRA Rules.

  
Additional Director (Admn)  
NAB (KP) PDA Complex Block-III,  
Phase-v Hayatabad,  
Peshawar



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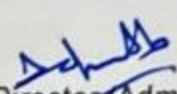
Tender- Purchase of Stationery Items  
F.Y 2024-2025

Terms and Conditions

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

S#	Specifications	Remarks
1.	NTN Registration	Mandatory
2.	GST Registration	Mandatory
3.	03% Bid security / earnest money to the the total value in the name of Addl. Director (Admn) NAB (KP)	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.	Provision of samples of quoted items	Mandatory

- ii. The procuring agency may reject all bids at any time prior to their acceptance as per PPRA Rule 33 (1), 2004.
- iii. In case of non-submission of required samples at the time of bid opening, bid to the extent of said article will lead to rejection.
- iv. In case of non-submission of NTN, GST certificate and certificate regarding non-black listing before / at the time of bid opening, the bid will be rejected.
- v. Failure to comply with the required specifications and term and conditions mentioned in tender documents, may lead to the bidders to be non-responsive and their bids may be rejected.
- vi. In case of the offer is withdrawn, amended or revised during the validity period of the offer, bid may be rejected.
- vii. The procuring agency will disqualify a bidder if found, at any time, that the information provided by him concerning his qualification, as supplier, was false and materially inaccurate or incomplete.
- viii. The payment will be linked with the active taxpayer status of the supplier 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.
- ix. The successful bidder is bound to supply the items within specific time frame and other requirements as mentioned in Purchase / Supply Order.
- x. In case of successful bidder shows his inability for supply of items, his security will be forfeited.
- xi. 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.
- xii. The quantity of required items may be increased or decreased on the basis of available budget/requirement.

  
Additional Director (Admn)  
NAB (KP) PDA Complex Block-III,  
Phase-v Hayatabad,  
Peshawar

## LIST OF STATIONERY ITEMS

S#	Description of Items	Unit	Quantity Required
1	Ballpoint Uniball Elite Vision	Nos	200
2	Ballpoint Uniball (Eye)	Nos	200
3	Binding sheets A-04	pkt	5
4	Binding sheets Legal	pkt	5
5	Binding Tap 1"	Nos	24
6	Binding Tap 2"	Nos	24
7	Binding Tap 3"	Nos	24
8	Box Folder Black	Nos	100
9	Box Folder Blue	Nos	80
10	Calculator	Nos	6
11	Certificate/color Cards A4	Nos	1500
12	Certificate/color Cards legal	Nos	500
13	Carbon Paper Legal	Nos	800
14	color paper A-04	Nos	2000
15	color paper Legal	Nos	200
16	Color Cartage for printer Epson T-60	Nos	2
17	Correcting Fluid Pen	Nos	140
18	Correcting Fluid Set	set	15
19	Draft Pad for Officer	Nos	120
20	Desk Tray	Nos	12
21	PVC Card Sheet for service Card	Nos	2
22	Envelope Celling with Cloth Legal Size	Nos	500
23	Envelope Celling with Cloth A4 Size	Nos	400
24	Envelope Khaki A-04 Size	Nos	200
25	Envelope White A-04 Size	Nos	200
26	Envelope Khaki Legal Size	Nos	300
27	Envelope White Legal Size	Nos	300
28	Envelope 9/4 Size Khaki	Nos	5000
29	Envelope 11/5 Size Khaki	Nos	1000
30	Envelope 9/4 Size White	Nos	3000
31	Envelope 11/5 Size White	Nos	200
32	Eraser	Nos	150
33	Fax Roll	Nos	50
34	File Board	Nos	250

S#	Description of Items	Unit	Quantity Required
35	Gum Bottle 1000gm	Nos	6
36	Gum Stick 15 gm	Nos	160
37	Hi-lighter	Nos	80
38	Letter Tray	Nos	6
39	Marker Permanent	Nos	80
40	Marker for Board	Nos	12
41	Pakka Cover	Nos	300
42	Paper clip	Nos	60
43	Paper Pin	Nos	24
44	Paper Cutter	Nos	36
45	Pencil	Nos	500
46	Photostat Paper A-04 (70-gram)	Nos	100
47	Photostat Paper Legal Size (70-gram)	Nos	120
48	Pin Cushion	Nos	12
49	Plastic File cover Transparent A4	Nos	120
50	Plastic File cover Transparent Legal	Nos	120
51	Punch (Single)	Nos	24
52	Register (Blank) No.40	Nos	60
53	Register (Blank) No.30	Nos	60
54	Register for Diary & Dispatch	Nos	24
55	Scale (Steel)	Nos	24
56	Scissors	Nos	36
57	Scotch tape 1 Inch	Nos	120
58	Scotch tape 2 Inch	Nos	36
59	Paking Tap 2"	Nos	60
60	Sharpener	Nos	50
61	Sharpener Machine	Nos	6
62	Stamp pad	Nos	12
63	Stamp Pad Ink	Nos	12
64	Staple Remover	Nos	60
65	Stapler Machine	Nos	80
66	Stapler Machine Heavy Duty	Nos	2
67	Stapler Pin 24/6	Nos	300
68	Stick-on Pad (3*1")(3X3)	Nos	120
69	Stick-on Pad (2"x3")(3X3)	Nos	120
70	Superior Paper for printer Legal 80 gm	Nos	100
71	Table Set (Marble)	Nos	2

S#	Description of Items	Unit	Quantity Required
72	Tags Small (50 in a Bunch)	Nos	100
73	Toner 1320 ( 49-A)	Nos	6
74	Toner 1020 ( 12-A)	Nos	6
75	Toner/Drum (19-A)	Nos	6
76	Toner 1132 ( 85-A)	Nos	4
77	Toner HP Pro-400, (80-A)	Nos	12
78	Tone HP 76A	Nos	24
79	Toner HP Laser Jet Pro M402(26A)	Nos	70
80	Kyocera 5501i	Nos	2
81	Kyocera 3010i	Nos	2
82	Planner 2025( Table)	Nos	18
83	Xerox Toner5875	Nos	4
84	Paper Chart	Nos	100