

No.7(27)/2023-24  
GOVERNMENT OF PAKISTAN  
MINISTRY OF ENERGY (PETROLEUM DIVISION)

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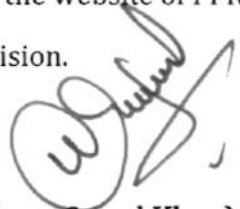
Islamabad, the 22<sup>nd</sup> October, 2024

Mr. Rizwan Mehmood  
Deputy Director  
Public Procurement Regulatory Authority  
Islamabad.

SUBJECT: **CANCELLATION OF AWARD OF ANNUAL TENDER FOR SUPPLY OF STATIONARY, COMPUTER STATIONARY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS / VENDORS FOR REPAIR AND MAINTENANCE OF TRANSPORT, MACHINERY, FURNITURE, HARDWARE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25**

Reference is made to this Division's letter of even number dated 20<sup>th</sup> August, 2024 wherein PPRA was requested to upload the tender notice on the website of Public Procurement Regulatory Authority.

2. PPRA vide its letter No. 6(1)/IT/PPRA/2022/25-9 dated 25<sup>th</sup> September, 2024 intimated this Division to cancel the procurement process under Rule 33 of PP Rules, 2004 and to reinstate the procurement process through EPADS.
3. In view of above the Competent Authority has cancelled the above stated tender vide Dairy No. 1101/F dated 10<sup>th</sup> October, 2024 (Copy Enclosed). In this regard you are requested to cancel the above stated Tender Notice uploaded on the website of PPRA.
4. This issues with the approval of Secretary, Petroleum Division.

  
(Umer Saeed Khan)  
Section Officer (Gen)  
Tele: 9208233

Government of Pakistan  
Ministry of Energy  
Petroleum Division  
Islamabad  
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**Tender Notice**

The Ministry of Energy (Petroleum Division), Government of Pakistan, is inviting sealed bids or tenders from reputable companies, vendors, or suppliers with duly established offices in Islamabad or Rawalpindi. The vendors must also have at least five years of experience in the relevant supplies and repairs, including having an adequate supply of stationery, computer stationery, office equipment, and other miscellaneous items, as well as pre-qualification of companies/vendors for the repair and maintenance of transportation, machinery, furniture, and IT equipment during the 2024-25 fiscal year.

**Terms and Conditions:**

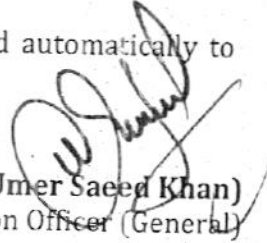
- i. The participating firms/vendors/suppliers must provide proof of registration with Sales Tax Department and mentioned their NTN/General Sales Tax Numbers having duly been issued by the Income Tax/Sales Departments and also be in Active Tax payer list (ALT) of FBR.
- ii. Tenders should accompany an Earnest Money (Security deposit) refundable (detail below) in form of Bank Draft/Pay Order in the favor of Drawing & Disbursing Officer (DDO), Petroleum Division, Pak Secretariat, Islamabad for one year. Cheque will not be accepted.

a)	A03901- Stationery	(earnest money Rs.135,000/-)
b)	A03970- Others / Misc	(earnest money Rs.117,000/-)
c)	A03955- Computer stationery	(earnest money Rs.108,000/-)
d)	A13001-Repair of Transport	(earnest money Rs.36,000/-)
e)	A13101-Repair of Machinery	(earnest money Rs.24,000/-)
f)	A13201-Repair of Furniture	(earnest money Rs.18,000/-)
g)	A13701-Hardware	(earnest money Rs.8,000/-)
h)	A13703-Repair of IT Equipment	(earnest money Rs.8,000/-)
- iii. The participating firms/vendors/suppliers must quote all the items of the selected head of account / category , incomplete bids will be rejected.
- iv. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of tender; However, Earnest money of successful firm(s) will be converted into "Security Deposit".
- v. The participating firms/vendors/suppliers must provide last three (03) years Bank statement, annual tax returns (FBR), Bank account maintaining certificate and telephone no of office or shop.
- vi. Bids are required to be submitted item-wise with rates without GST (in Pak Rupees) against each item and shall be valid up to the end of Financial Year 2024-25 i.e., 30.06.2025
- vii. Submission of fake, forged, unsubstantiated and false statement/documents shall be liable to legal actions i.e disqualification and Blacklisting.
- viii. An Affidavit on stamp paper of Rs.100/- that the firm has never been indulged in any litigation and has never been backlisted by any Ministry/Division/Department/Organization of the Government(s).
- ix. Procurement of items is based on Quality & Cost Based Selection (QCBS) method

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under single stage single envelop bidding process.

- x. The successful firm/vendor/supplier shall not change/revise rates during the Financial Year 2024-25 and shall be responsible for the supply of items as per approved prices, failing which Security Deposit will be forfeited and the firm will also be blacklisted.
- xi. Successful bidder will be bound to supply the required items according to the approved quality and quoted prices **within 07 days** of placement of purchase order, from time to time.
- xii. The supplier shall submit an affidavit on stamp paper of Rs.50/- to the effect that the items supplied will be genuine (branded), and as per the required specifications.
- xiii. The tender Documents/List of items can be obtained from EPADS ([Http://eprocure.gov.pk](http://eprocure.gov.pk)) PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) after payment of Rs.5,000/- (non-refundable) for Purchase of stationery, Miscellaneous items, Computer Stationery and Rs.1,000/- (non-refundable) for pre-qualification of Repair and maintenance work to the cashier, Ministry of Energy Petroleum Division, Islamabad during office working hours up to (Date/Time), Original receipt must be attached with the bidding documents without original slip shall not be accepted.
- xiv. The Competent Authority reserves the right to reject all or any of the tenders/bids at any stage of the process
- xv. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
- xvi. The proposals prepared in accordance with the instruction provided in the RFP must be submitted on E-PADS (<https://eprocure.gov.pk>) through electronic means up to 1100 hrs. on 9<sup>th</sup> December 2024; which will be opened at 1130hrs. on the same date.
- xvii. E-Tenders without attachment of Bid Security in favor of DDO, Ministry of Energy, Petroleum Division will be rejected.
- xviii. In case of last day being holiday, the tender will be extended automatically to next working day.

  
(Umer Saeed Khan)  
Section Officer (General)

Government of Pakistan  
Ministry of Energy  
Petroleum Division  
3rd Floor, A-Block, Pak-Secretariat  
Islamabad  
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**INSTRUCTIONS TO BIDDERS FOR PRE-QUALIFICATION OF REPAIR AND MAINTENANCE WORK**

This Tender document shall be used for submission of bids for the Pre-qualification of firms / vendors for repair and maintenance work required in offices of Ministry of Energy (Petroleum Division).

2. This document contains following:-
- Terms and conditions of the tender.
  - Evaluation criteria.

**TERMS & CONDITIONS FOR TENDER SUBMISSION**

- Single stage-one envelope procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. The tenders which are found deficient of the earnest money in the form of Bank Draft / Pay order in favor of DDO (Petroleum Division) will not be considered. The earnest money of successful bidders will be retained till 30.06.2025 as Security deposit and the earnest money of the un-successful bidders will be refunded.
- The bid must indicate sound financial status of the bidder. It must be supported by last three (3) years Bank Statement, Annual tax returns (FBR), Bank account maintaining certificate.
- The bidder must provide a past five (05) years relevant experience , list of Clientele, as indicated in the evaluation criteria.
- National Tax No, GST Registration Number, Vendor Number and bank account number and Active tax payer list (ALT) of FBR must be indicated by each bidder.
- Bid validity period till 30.06.2025 must be clearly mentioned in the bid. The bidder will have to submit an affidavit on a judicial stamp paper of Rs.100/- that the firm has not been blacklisted in the past on account of inefficiency or fraud by any public sector organization. The affidavit should be attested by the oath commissioner on account of submission of false statement; the firm shall be blacklisted and debarred from bidding process. Firm shall be bound to provide services to Ministry of Energy (Petroleum Division) during CYF 2024-25 on immediate basis and even at odd hours.
- The bids shall be evaluated by the Purchase Committee whose decision will be treated as final. The Result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Committee already constituted in the Ministry of Energy (Petroleum Division) will address the grievances.
- The interested manufacturer/authorized dealers/suppliers/vendor must provide full address of repair center/ workshop in Islamabad with Telephone/Fax Numbers and contact persons.

- viii. Income Tax /any other tax if liable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- ix. The successful manufacturer/authorized dealers/suppliers/vendor shall have to complete the repair work within 07 days of receipt of the Work Order. In case work is not carried out within stipulated period a penalty 0.1 % per day of the amount of work order shall be imposed and the amount will be deducted from the bills of supplier.
- x. Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not complete repair work as per work order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.
- xi. Firm / vendor shall be bound to install genuine parts. In case the spare parts are found sub-standard or second hand, the firm shall be struck off from panel of Ministry of Energy (Petroleum Division) and liable to be proceeded against as per PPRA Rules,2004.
- xii. Firms shall be bound to return the replaced / old spare items and shall be liable to give warranty of each item replaced or repaired. If the same defect arises again during warranty period, the firms shall be responsible to replace respective parts free of cost.
- xiii. Successful bidder must take the items for repair at their own expense, if repair is required at the bidder's workshop, he will return it to Petroleum Division "A" Block Pak Secretariat at his own Risk and cost.
- xiv. Submission of fake, forged, unsubstantiated and false statement/documents shall be liable to legal actions i.e disqualification and blacklisting.

Bidder's Signature



**INSTRUCTIONS TO BIDDERS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY,  
OFFICE EQUIPMENT AND OTHER MISCELLANEOUS ITEMS**

This Tender document shall be used for submission of sealed bids for the supply of various items required in offices of Ministry of Energy (Petroleum Division). Procurement of items is based on quality & cost based Selection (QCBS) method under single stage single envelop bidding process.

2. This document contains following
- a. Terms and conditions of the tender.
  - b. Evaluation criteria.
  - c. Detail of the items and specifications.

**TERMS & CONDITIONS FOR TENDER SUBMISSION**

- j. The participating firms/ vendors/suppliers must quote prices of all the items of the selected head of account/category carefully in PAK Rupees without GST , Incomplete forms will not be accepted.
- ii. Single stage-one envelope procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. The tenders which are found deficient of the earnest money will not be considered.
- iii. No personal Cheque will be acceptable. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within stipulated period. The earnest money of the un-successful bidders will be refunded.
- iv. For each item the manufacturer/company name/brand name or equivalent must be quoted. The physical inspection may be conducted.
- v. The bid must indicate sound financial status of the bidder. It must be supported by last three (3) years Bank Statement, Annual Tax returns (FBR) Bank account maintaining Certificate.
- vi. The bidder must provide past five (5) years relevant experience, list of clientele as indicated in evaluation criteria.
- vii. National Tax No, GST Registration Number, Vendor Number and bank account number and ALT of FBR must be indicated by each bidder.
- viii. Bid validity period till 30.06.2025 must be clearly mentioned in the bid. The bidder will have to submit an affidavit on a judicial stamp paper of Rs.100/- that the firm has not been blacklisted in the past on account of inefficiency or fraud by any public sector organization. The affidavit should be attested by the oath commissioner on account of submission of false statement; the firm shall be blacklisted and debarred from bidding process.
- ix. The supplier shall submit an affidavit on stamp paper of Rs.50/- to the effect that the items supplied will be genuine (branded) and as per the required specifications.
- x. If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier, This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.

- xi. Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to be rejected.
- xii. The Result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Committee already constituted in the Ministry of Energy (Petroleum Division) will address the grievances.
- xiii. Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at a time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
- xiv. The interested manufacturer/authorized dealers/suppliers must provide full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xv. Income Tax /any other tax if liable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xvi. The successful manufacturer/authorized dealers/suppliers shall have to complete the supply within 07 days of receipt of the Supply/ Work Order. In case supply/work is not carried out within stipulated period a penalty 0.1 % per day of the amount of pending items of supply order shall be imposed and the amount will be deducted from the bills of supplier.
- xvii. Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.
- xviii. Submission of fake, forged, unsubstantiated and false statement/ documents shall be liable to legal actions i.e disqualification and Blacklisting.

Bidder's Signature

## EVALUATION CRITERIA

The bids/Proposals prepared in accordance with the instructions provided in the RFP must be submitted on E-PADS (<https://eprocure.gov.pk>) through electronic means as per scheduled published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Tender will be awarded to the bidder who has submitted bid as per term and conditions. Bids will be evaluated on afore mentioned prescribed criteria. Result of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Ruls-35 of PP Rules-2004.

2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



GOVERNMENT OF PAKISTAN  
MINISTRY OF ENERGY  
PETROLEUM DIVISION

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TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT, MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25

S.No	Name of Items	Unit	Remarks
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➤ STATIONERY ITEMS:-

1.	Ball Point 8mm (Picasso or equivalent)	Packet	
2.	Ball Point 0.7 (Picasso or equivalent)	Packet	
3.	Ball Point (UNI ball vision or Equivalent)	Packet	
4.	Ball point hi tech (Pilot V-7 or equivalent)	Packet	
5.	Ball Point (Uni Ball Delux or equivalent)	Packet	
6.	Pointer (M&G office G0.7 or equivalent)	Packet	
7.	Superior Pen (Schneider One Business or Equivalent )	Packet	
8.	Superior Pen (Schneider Hybird 0.5 or Equivalent )	Packet	
9.	Superior Pen (Schneider Edge or Equivalent )	Packet	
10.	Ball Point (Deli Oil Gel or equivalent)	Packet	
11.	Fountain pen (Palikan / Palikano fine or equivalent)	Each	
12.	Ball Point ( M&G TR3 0.7 or equivalent)	Packet	
13.	Fountain pen (Parker I M or equal)	Each	
14.	Binder Clip (Large)	Dozen	
15.	Binder Clip (Medium)	Dozen	
16.	Binder Clip (Small)	Dozen	

GOVERNMENT OF PAKISTAN  
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TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT, MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25

S.No	Name of Items	Unit	Remarks
17.	Dairy Register No.10	Dozen	
18.	Draft Pad (Small)	Dozen	
19.	Draft Pad (A-4)	Dozen	
20.	Engagement Stand Plastic (A-4)	Each	
21.	Envelop White S.E 5 (100GM)	100	
22.	Envelop White S.E 6 (100GM)	100	
23.	Envelop White S.E 8 File Size (100GM)	100	
24.	Envelop White A-4 (100GM)	100	
25.	Envelop Khaki S.E 5 100 GM (Golden or equivalent)	100	
26.	Envelop Khaki S.E 6 100 GM (Golden or equivalent)	100	
27.	Envelop Khaki S.E 8 File size 100 GM (Golden or equivalent)	100	
28.	Envelop Khaki A-4 100 GM (Golden or equivalent)	100	
29.	Eraser AI-30 (Pelikan or equivalent)	Dozen	
30.	File Board with Rexene Flapper	Dozen	
31.	File Flapper Rexene	100	
32.	File Tag Superior Quality (Punched)	Bundle	

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TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT, MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25

S.No	Name of Items	Unit	Remarks
33.	Flags Different color (Posted)	Dozen	
34.	Foot Scale Steel	Dozen	
35.	Gum Stick 21 Gm (UHU or equivalent)	Dozen	
36.	Lead Pencil (HP 5000 or equivalent)	Dozen	
37.	Lead Pencil (Piano premium or equivalent )	Dozen	
38.	Log Book No.12 (Tayyaba or equivalent)	Each	
39.	Permanent Marker (Dollar No. 70/9 or Equivalent )	Dozen	
40.	White Board Marker (Dollar or equivalent)	Dozen	
41.	Packing Tape 2"	Dozen	
42.	Paper Clip three flower 36mm	Dozen	
43.	Paper Clip three flower (Zero)	Dozen	
44.	Paper Pin 28Gm	Dozen	
45.	Paper Punch Single Hole (Deli fine quality)	Each	
46.	Paper Punch Double Hole (Kw-912 or equivalent)	Each	
47.	Punch Machine double hole heavy duty (Deli 150 sheets or equivalent )	Each	
48.	Pen Box (Imported)	Each	

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TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT ,MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25

S.No	Name of Items	Unit	Remarks
49.	Desk Organizer (Deli or Equivalent )	Each	
50.	Peon Book 200 Pages	Each	
51.	Paper A-4 80 Gm Imported (Double A or equivalent)	Ream	
52.	Paper legal size 80 Gm Imported (Double A or equivalent)	Ream	
53.	Paper A-4 70 Gm Imported (Double A or equivalent)	Ream	
54.	Paper legal size 70 Gm Imported (Double A or equivalent)	Ream	
55.	Color Paper 80 Gm Imported (Double A or equivalent)	Ream	
56.	Photo Paper (210mm X 297mm)	Packet	
57.	Pouch Film 9X 12(Lamination sheet)	Packet	
58.	Pouch film A-4 (Lamination sheet)	Packet	
59.	Every Card 100 Gm	Ream	
60.	Plastic Cover alpha A-4	Dozen	
61.	Plastic Cover alpha A-4 with Clip	Dozen	
62.	Post it Pad (Large)	Dozen	
63.	Post it Pad (Medium)	Dozen	
64.	Post it Pad (Small)	Dozen	

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**TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT, MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25**

S.No	Name of Items	Unit	Remarks
65.	RED Seal	Hundred	
66.	Ruled register 12 No. (Imported)	Each	
67.	Ruled register 10 No. (Imported)	Each	
68.	Ruled register 08 No. (Imported)	Each	
69.	Scotch Tape 2"	Dozen	
70.	Scotch Tape 1"	Dozen	
71.	Sharpener Steel (Imported)	Dozen	
72.	Short-hand Book 150 pages	Each	
73.	Chit Pad 4'X4' 80 Gm	Packet	
74.	Highlighter (Pelikan or equivalent )	Dozen	
75.	Stamp Pad ink (Pelikan or equivalent)	Each	
76.	Stamp Pad (Crystal or equivalent)	Dozen	
77.	Stapler Pin 24/6 (Dollar or equivalent)	Dozen	
78.	Stapler Pin 23/13 (Dollar or equivalent)	Dozen	
79.	Stapler Pin Remover	Dozen	
80.	Stapler Machine (Deli or equivalent) 25 sheets	Each	

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TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT, MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25

S.No	Name of Items	Unit	Remarks
81.	Stapler Machine with Pin Remover(Deli or equivalent) 25 sheets	Each	
82.	Stapler Machine Heavy duty (Deli or equivalent)	Each	
83.	Paper cutter (Daily 2061 or equivalent)	Each	
84.	Table Dairy (Friends or equivalent)	Dozen	
85.	Visiting Card Album (300 cards)	Each	
86.	White fluid Pen (Uni or equivalent )	Dozen	
87.	White fluid set (Pelikan or equivalent)	Dozen	
88.	Digital Calculator (Deli 1671 or equivalent )	Each	
89.	Digital Calculator 12 Digit (Deli M-19810/M19710 or equivalent )	Each	
90.	L shape Plastic folder	Dozen	
91.	Grip File Plastic , A-4(Nokia or equivalent )	Each	
92.	Stock Register 02.No (Tayaba or equivalent )	Each	
93.	Stock Register 10.No (Tayaba or equivalent )	Each	
94.	Ring Binder (D ring file Cover fine quality)	Each	
95.	Slip Book (As Per Sample) with monogram and Ministry Name	Each	
96.	Attendance register 01 No.	Each	



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TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT, MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25

S.No	Name of Items	Unit	Remarks
97.	Vehicle moment register, 500 Pages	Each	
98.	Dak Pad of Rexene	Each	
99.	Dak Pad Leather	Each	
100.	Sharpener Matalic	Dozen	
101.	Office Scissor (Deli E0604 210mm or Equivalent )	Dozen	
102.	Sharpener Heavy duty (Kw.307 or equivalent)	Each	
103.	Page Separator (20 Page Plastic)	Each	
104.	Meeting Folder leather (As Per Sample) with Government monogram and Ministry name	Each	
105.	Leather memo Pad holder with Calculator	Each	
106.	File tray Plastic	Each	
107.	File Covers (As Per Specimen attached) with Government Monogram and Ministry Name	Hundred	
108.	File tray 2 step superior Metal	Each	
109.	Telephone Index Book No.103 (Orion or equivalent)	Each	
110.	Table Set Wooden Net (Deli or equivalent )	Each	
111.	Table Set Leather No.04 (Kaligon or equivalent)	Each	
112.	Table Set Marble	Each	

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TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT, MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25

S.No	Name of Items	Unit	Remarks
113.	Table Set 7 Piece Desk Organizer	Each	
114.	Document file Bag (Leather)	Each	
115.	PVC Card Sheet	Each	

MISCELLANEOUS ITEMS:-

1.	Multi Plug 3 Pin (Imported / Original Boush or equivalent)	Each	
2.	Light Plug with Box (Original Boush or equivalent)	Each	
3.	Power Plug 15Amp with Box (Original Boush or equivalent )	Each	
4.	Three Pin shoe 15-Amp (Original Boush or equivalent)	Each	
5.	Energy Savor 25 watt (Philips or Equivalent)	Dozen	
6.	Energy Savor 11 watt (Philips or Equivalent)	Dozen	
7.	Power Extension lead (Ten points) (Camilon or equivalent)	Each	
8.	Tube light 4 feet Size (Philips or equivalent)	Dozen	
9.	Tube light 02 feet Size (Philips or equal)	Dozen	
10.	Electric wire 3/29 (Branded superior Quality)	Roll	
11.	Electric wire 7/29 (Branded superior Quality)	Roll	
12.	Telephone wire 4 Pair	Meter	

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S.No	Name of Items	Unit	Remarks
13.	Electric Kettle Stainless Steel (Automatic Imported)	Each	
14.	Tape Dispenser (for 1" tape)	Each	
15.	Water Glass (Local)	Dozen	
16.	Duster Cloth 20X24 (White / yellow)	Dozen	
17.	Towel 27X54 size	Each	
18.	Waste Basket, Plastic medium size (Metal)	Each	
19.	Waste Basket, Plastic medium size with cover (Superior quality)	Each	
20.	Plastic Swing Dust bin 100L (46cmx46x88)	Each	
21.	Door Bell remote Control (Imported) wireless	Each	
22.	Air freshener (Imported)	Dozen	
23.	Brass Honor Shields (As per Specimen) with Monogram and Ministry logo	Each	
24.	Insect Killer order less (Morten or equivalent )	Dozen	
25.	Battery Cell AA (Power plus or equivalent)	Dozen	
26.	Battery Cell AAA (Power plus or equivalent)	Dozen	
27.	Battery Cell AA Imp (Energizer or equivalent)	Dozen	
28.	Battery Cell AAA Imp (Energizer or equivalent)	Dozen	

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PETROLEUM DIVISION

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TENDER DOCUMENTS FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS FOR REPAIR OF TRANSPORT, MACHINERY, FURNITURE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25

S.No	Name of Items	Unit	Remarks
29.	Battery Cell 1.5v D size Imp (Energizer or equivalent)	Dozen	
30.	Soap 125 grams (lux or equivalent)	Each	
31.	Surf 80 Gm (Ariel or equivalent)	Each	
32.	Tissue Paper, luxury size 120X2 Ply (Rose petal or equivalent)	Dozen	
33.	Toilet roll (Rose petal or equivalent)	Dozen	
34.	Dish washing Powder 500 gm( Vim or equivalent)	Dozen	
35.	Dish washing Liquid 475ml ( Vim or equivalent)	Dozen	
36.	Airport puchara (Large Size)	Each	
37.	Phenyl 3 liter (Finis or equivalent)	Each	
38.	Hydrochloric Acid 1 liter bottle	Each	
39.	Broom (400gm bundle)	Each	
40.	Plastic Emulsion (ICI or equivalent)	Each	
41.	Plastic Enamel paint (ICI or equivalent)	Each	
42.	Paint Brush 4 inch size (universal or equivalent)	Each	
43.	Toilet Brush with Iron made pipe handle	Each	
44.	Liquid Hand wash 5000ml Bottle (Imported)	Dozen	

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S.No	Name of Items	Unit	Remarks
45.	Roomi Air\freshener for toilet	Dozen	
46.	Door Closer (Dorma BTS 65 or equal)	Each	
47.	Door Closer (Dorma TS 89f or equal)	Each	
48.	China lock 50mm	Each	
49.	Air Freshener 6.17oz(Air wick or equivalent)	Dozen	
50.	Dispenser for Air Freshener (Air wick or equivalent)	Each	
51.	Ashtry (Glass)	Each	
52.	Duster Cotton yellow thick large	Dozen	
53.	Glint liquid large 500ml	Each	
54.	Toilet Bowl Cleaner 500ml (Harpic or equivalent)	Dozen	
55.	Naphthalene Balls	Packet	
56.	Liquid Hand wash Dispenser (Superior quality)	Each	
57.	Slip Book Cover leather (As Per Sample) with Government monogram and Ministry Name	Each	
58.	Air wick Dispenser	Each	
59.	Tile Cleaner (Astonish or equivalent)	Each	
60.	Wood , Dusts Cleaner (Pledge or Equivalent )	Each	

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S.No	Name of Items	Unit	Remarks
61.	Auto shine (Wood polish)	Each	
62.	Dash Board Polish (Astonish or Equivalent)	Each	
63.	Car Polish (Astonish or Equivalent)	Each	
64.	Micro fiber cloth Duster (Imported)	Each	
65.	Kitchen Towel (imported)	Each	
66.	Higeen tissue soft imported white (30 Packets)	Cotton	
67.	Hand Sanitizer	5000ml	
68.	Gloves (surgical)	Box (100 Piece)	
69.	Face Mask	Box (50 piece)	
70.	LED Light Panel (1 x 4 feet) warm / white	EACH	
71.	LED light Panel 2 X 2 feet (White / Warm)	EACH	
72.	LED panel Driver 48W	EACH	
73.	Spot Led lights	EACH	



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S.No	Name of Items	Unit	Remarks
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➤ COMPUTER CONSUMABLE ITEMS & TONER:-

1.	Data storage USB Flash, 04 GB (HP or equivalent)	Each	
2.	Data storage USB Flash, 08 GB (HP or equivalent)	Each	
3.	Data storage USB Flash, 16 GB (HP or equivalent)	Each	
4.	Data storage USB Flash, 32 GB (HP or equivalent)	Each	
5.	Power Cable	Each	
6.	VJ Cable	Each	
7.	Networking Cable Cat-vi (6) best quality	Roll	
8.	Connector RJ45	Box	
9.	Data Cable USB Port	Each	
10.	Laser Computer Mouse with USB Connector (A-4 Tech or equivalent)	Each	
11.	Key Board with USB Connector (A-4 Tech or equivalent)	Each	
12.	Wireless Key Board with Mouse (Complete set)	Each	
13.	Rewriteable CD, 700 MB(Branded)	Each	
14.	Rewriteable DVD, 4.7 GB (Branded)	Each	
15.	Toner for Printer 1010 (Genuine)	Each	
16.	Toner for Printer 1102 (Genuine)	Each	