

SUPREME COURT OF PAKISTAN
CONSTITUTION AVENUE
ISLAMABAD

TENDER NOTICE NO. 1/2024-2025/SCJ-1

INVITATION TO BID

FOR PROCUREMENT OF STATIONERY ITEMS

Supreme Court of Pakistan, Islamabad, invites nationwide sealed bids on open competitive basis, from the authorized distributors/suppliers/dealers, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, for Procurement of Stationery Items at Principal Seat, Islamabad.

2. Pre-bid meeting will be held on **08.01.2025 at 11:00 a.m.** in the Conference Room, 3rd Floor, Admin Block, Supreme Court of Pakistan, Islamabad which is strongly advised to be attended by all the interested bidders.

3. Tender documents of Tender No.1/2024-2025/SCJ-1 for **‘Procurement of Stationery Items’** containing detailed terms and conditions may be downloaded free of cost from website of the Supreme Court of Pakistan’s website i.e. <https://www.supremecourt.gov.pk>, and of PPRA’s website <http://www.ppra.org.pk>.

4. The bids, prepared in accordance with the provisions, instructions and term & conditions in the bidding documents, must reach the Office of the undersigned not later than **13.01.2025 at 11:00 a.m.** Bids will be opened on the **same day at 12:00 Noon**. This advertisement is also available on PPRA’s website i.e. <http://www.ppra.org.pk>.

ASSISTANT REGISTRAR (PRINTING)
SUPREME COURT OF PAKISTAN
ISLAMABAD

Tender Document

Tender No. 01/2024-2025/SCJ-1

PROCUREMENT OF STATIONERY ITEMS



SUPREME COURT OF PAKISTAN

Constitution Avenue, Islamabad

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URL: www.supremecourt.gov.pk

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1. Introduction of Purchaser

Supreme Court of Pakistan (hereinafter to be called “**Purchaser**” established under the Constitution of the Islamic Republic of Pakistan, 1973, is the highest Appellate Court of the country.

2. Invitation to Bids

i. The Purchaser invites sealed Bids from the original manufacturers/authorized distributors/ suppliers for supply of Stationery Items (**Tender Items**) for the official use of this Court:

S. No.	Description/Specifications/Standards	Required Quantity
1.	Wrapping Paper 80 Grams (36" x 48") (Ream of 500 sheets) as per sample	15-Reams
2.	Duplicating Papers Foolscap size 55 Grams (Ream of 500 sheets) as per sample	1500-Reams
3.	Bristol Board/Sheet (22" x 28") (Ream of 100 sheets) as per sample	50-Reams
4.	Scotch Tape 1" (Olympia 50 Yards) or equivalent	350-Nos.
5.	Packing Tape 2" (NichiBan) (Roll of 72 Yards) or equivalent	450-Nos.
6.	Binding Tape Roll imported 2" (Roll of 25 Yards) (Sensa) or equivalent	350-Nos.
7.	Binding Tape Roll imported 3" (Roll of 25 Yards) (Sensa) or equivalent	150-Nos.
8.	Plastic Dory Role (Superior Quality) as per sample	250-Nos.
9.	Tape Cotton Roll (Roll of 50 Yards) (Superior Quality) as per sample	1000-Nos.
10.	Uni-Ball Signo Fine Sign Marker UM-120 or equivalent	1200-Nos.
11.	Uni-Ball Eye Fine Sign Marker 0.7 or	1500-Nos.

	equivalent	
12.	Uni-Compo sign Marker(Ultra Fine) or equivalent	150-Nos.
13.	Ball Point Pen (Piano 0.8 mm) or equivalent	8000-Nos.
14.	Dollar Sign Marker (Equivalent/superior Quality)	300-Nos.
15.	Permanent Marker Large (Dollar) (90 Broad/70 Medium) or equivalent	350-Nos.
16.	Lead Pencil (Goldfish Autocrat 5000) or equivalent	3000-Nos.
17.	Lead Pencil (Quality Yuki 221 imported) or equivalent	1500-Nos.
18.	Red & Blue Pencils (Picasso) or equivalent	1500-Nos.
19.	Table Pen (Set) (DUX 240) (Equivalent Superior Quality)	48-Nos.
20.	Gum Bottle (Crystal 5 Oz) or equivalent	300-Nos.
21.	Pencil Sharpener Plastic (Dux Art No.503) or equivalent	500-Nos.
22.	Pencil Sharpener Steel (Steadtler) (Equivalent Superior Quality)	24-Nos.
23.	Eraser Pencil (Pelikan AL-30) or equivalent	500-Nos.
24.	Pencil Tray (Lotus) or equivalent	48-Nos.
25.	Desk File Tray (Plastic) National or equivalent	36-Nos.
26.	Ruler 12" size Steel (Superior Quality)	24-Nos.
27.	Ruler Damper (Superior Quality) as per sample	24-Nos.
28.	Scissors Small 6" Plastic handle superior (KW-017) or equivalent	24-Nos.
29.	Paper Cutter Superior SDI 426 or equivalent	70-Nos.

30.	Calculator (Casio) (12 Digit) or equivalent	36-Nos.
31.	Punching Machine (Double Hole) (KW-988) (Equivalent/Superior Quality)	24-Nos.
32.	Table Set (9 Pieces) Marble (Aftab 009) (Equivalent/Superior Quality)	20-Nos.
33.	Rubber Band (Q Band) Superior (Quality) or Equivalent	48-Nos.
34.	Post-it Pads 3M (100 Sheet) 3"/3" Pronoti (Equivalent/Superior Quality)	24-Nos.
35.	Tape Dispenser Large KW 3311 (Equivalent/Superior Quality)	12-Nos.
36.	Gum Stick (UHU) 21 Grams or equivalent	400-Nos.
37.	Scissors large 9" Plastic handle (KW-017) or equivalent	36-Nos
38.	Paper Clips Packet (100 pieces) (Three Flower) 30 M.M. or equivalent	50-Nos.
39.	Stamp Pad 2M (Crystal Art No.SPL 02) (Equivalent/Superior Quality)	50-Nos.
40.	Stamp Pad Ink (Crystal) or equivalent	150-Bottles
41.	Stapler Machine (Max HD-50) or equivalent	150-Nos.
42.	Stapling Pins Dollar 24/6 or equivalent	1800-Packets
43.	Stapling Pins Heavy Duty 23/10, 23/13, 23/15, 23/17 & 23/24 (Whashin) (Equivalent/Superior Quality)	100-Nos. (23/10 = 30-Nos.) (23/13 = 30-Nos.) (23/15 = 20-Nos.) (23/17= 10-Nos.) (23/24 =10-Nos.)
44.	Docket Punch (Single Hole) (Heavy Duty) or equivalent	100-Nos.

45.	Waste Paper Basket (Plastic) (Superior Quality) as per sample	100-Nos.
46.	White Fluid with Thinner (Pelikan) or equivalent	350-Nos.
47.	Staple Pin Remover KW-5080 (Equivalent/Superior Quality)	100-Nos.
48.	Highlighter (Schneider) or equivalent	400-Nos.
49.	File Flapper/Binder Rexene (Superior Quality) as per sample	10,000-Nos.
50.	Plastic File Cover Legal Size one side transparent with clip (Nokya) or equivalent	200-Nos.
51.	Plastic Flags Neon Colors (Pronoti) (20 Sheets/PAD, 5 PADS Packet) or equivalent	500-Nos.
52.	Tag 6" Superior Quality duly/properly punched as per sample	2000-Nos.
53.	Tag Large 24" Superior Quality and properly punched	50-Nos.
54.	Slip Pad Small 4" x 5" 1/2" imported paper 80 Gram (Pad of 80 Sheet) (Superior Quality) as per sample	500-Nos.
55.	Spiral Slip Pad Small (Orion) 4"x3" (Pad of 50 sheet) or equivalent	100-Nos.
56.	Short Hand Note Books (100 Sheets) (Lucky) or equivalent	500-Nos.
57.	Spiral Slip Pad Large (Orion) 6" x 4" or equivalent	300-Nos.
58.	Register Ruled 1185 (Alfalah) or equivalent	100-Nos.
59.	Register Ruled 1184 (Alfalah) or equivalent	60-Nos.
60.	Register Ruled 1183 (Alfalah) or equivalent	50-Nos.
61.	Register (Decent) 16Qrs (No.32) (Equivalent/Superior Quality)	60-Nos.

62.	Slip Pad large 5" x 7" (Superior Quality Paper 80 Gram) (Pad of 80 Sheet) (Superior Quality) as per sample	250-Nos.
63.	White Envelopes File/Legal Size (Paper 100 Gram) (Superior Quality) as per sample	4000-Nos.
64.	White Envelopes A-4 Size (Paper 100 Gram) (Superior Quality) as per sample	3000-Nos.
65.	File Box (Master FB-786/FC) (Executive) (Equivalent/Superior Quality)	50-Nos.
66.	Heavy Duty Stapler Machine (Three Flowers Model # TF0084 or equivalent)	20-Nos.
67.	Ink Pelikan 4001 (made in Germany) or equivalent	12-Nos.
68.	Note Sheet Pads (Legal size)	100-Nos.
69.	Paper Pin (Elephant No.2) (Superior Quality)	24-Nos.
70.	Ruler Plastic 12" (Superior Quality)	12-Nos.

- ii. The Tender Document 1/2024-2025 carrying all details can be downloaded from the website of Supreme Court of Pakistan i.e. <http://www.supremecourt.gov.pk> and PPRA's website: <http://ppra.org.pk>.
- iii. For the purpose of this tender, Public Procurement Rules 2004 (PPRA Rules) as amended from time to time shall be followed.

3. Instructions to Bidders

- i. As per **Rule 36(b) of PPRA Rules, 2004** Single Stage - Two Envelope Bidding Procedure, comprising single package containing two separate envelopes shall be followed. Each envelop shall contain separately the **Financial Proposal** and **Technical Proposal** marked as such and in legible letters on

the envelopes concerned to avoid confusion.

- ii. **Technical Bids** will be opened publically in the Conference Room, 3rd Floor, Admin Block, Supreme Court of Pakistan by the Purchase Committee at **12:00 p.m.** on **13.01.2025** in presence of the Bidder(s) or their authorized representatives, for which they shall ensure their presence without further invitation. In case, last date of bid submission falls on/within the official holidays, the last date for submission of bids shall be the next working day.
- iii. Only Technically qualified bidders shall be informed telephonically for opening of the **Financial Proposal(s)**. The Financial Proposals will also be opened in the Conference Room, 3rd Floor, Admin Block, Supreme Court of Pakistan in the presence of the Bidders or their authorized representatives.
- iv. The sealed proposals complete in all respect addressed to the Assistant Registrar (Printing) shall be dropped into Tender Box, placed at Reception/Information Desk of Supreme Court of Pakistan at Islamabad on dates mentioned in the Advertisement.
- v. The bidder (s) shall participate along with the proof/samples of stationery items which are claimed to be equivalent to the specification of the required items.
- vi. All the interested bidders may examine the approved samples of Tender items in Stationery Branch of the Purchaser.
- vii. Bidders are required to provide their samples according to details mentioned in Clause 2 of the Tender document with bidder name along with their Technical Proposals.
- viii. The entire Stationery items shall be delivered within **21 days** from the date of award of contract otherwise **Liquidated Damages (under Clause 7 of the bid document)** shall be imposed.

- ix. In case of any defect appears in Tender items, the shortcoming shall be fulfilled by the contractor.
- x. The Stationery items shall be delivered at the Purchaser's Principal Seat at Islamabad.
- xi. Rate for each item inclusive of all taxes, shall be quoted as per samples approved by the Competent Authority and shall be in Pak Rupees only.
- xii. The Purchaser shall announce details of the bidders at the time of opening of Technical/Financial bids.
- xiii. No bid shall be accepted unless completed in all respect. Further, conditional bids shall not be accepted/ considered.
- xiv. The bidder (s) shall submit the list of his Partners/Co-owners/ Directors/Joint Ventures/Suppliers along with the bid, if any.
- xv. The bidder (s) shall bear all costs/expenses associated with the preparation and submission of the bids and the Purchaser shall in no case be responsible for those expenses.
- xvi. Bids received after due date/time shall not be considered.
- xvii. A bid withdrawn after the deadline for submission of the bid and prior to the expiry of the bid validity period, shall result in forfeiture of the **2% Bid Security (under Clause 5 of the bid document)**.
- xviii. In case, the successful bidder fails to execute the work order as per terms and conditions laid down in the Bid document/ contract (other than delay) or items supplied are found lower in quality, the Purchaser shall have the right to cancel the contract at any time and forfeit **10% Performance Guarantee (under Clause 6 of the bid document)**.
- xix. There shall be no part payment. The payment will only be made at the successful completion of the contract made by the contractor.
- xx. Before submitting any offer, bidders may consult the

Purchaser regarding any query.

- xxi. The Purchaser reserves all rights to accept or reject any bid/proposal submitted in response to the Advertisement prior to acceptance, reasons will be communicated to the bidder on request.

4. Bid Validity Period:

Bid validity period shall be effective for **120 days** from the date of opening of Financial Bids.

5. Bid Security:

Financial proposal Bid shall be accompanied by **2% Bid Security** of the total bid amount in the shape of Bank Draft/Call Deposit/Banker cheque in favour of Registrar, Supreme Court of Pakistan, which is refundable on request, to the unsuccessful bidder (s) within **two weeks** of the finalization of tender process. Bid security of successful bidders will be returned on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee.

6. Performance Guarantee.

- i. The successful bidder shall deposit **10% of bid amount as "Performance Guarantee"** in shape of Bank Draft/Call Deposit/Banker Cheque in favour of Registrar, Supreme Court of Pakistan, before signing of the contract and taking back 2% Bid Security. Performance guarantee shall be retained by the Purchaser till completion of warranty period.
- ii. The purchaser shall have right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the Bid document/contract, except delay in provision of the Tender Items for which liquidated damages under clause 7 of the Bid document will be imposed.

7. Liquidated Damages

If the Contractor fails in timely supply of the required tender items as per delivery schedule, the Purchaser without prejudice to any other right of action/remedy, shall deduct a sum of money @ 01% of the total Contract Price as liquidated damages, for every day of delay from the scheduled delivery date (s) to the actual delivery date (s), provided that the amount so deducted shall not exceed, the aggregate 10% of the Contract Price.

8. Warranty

The successful bidder shall submit "**One Year Warranty Certificate**" regarding the durability of the supplied Tender Items. The warranty period shall start from the date of delivery of an item.

9. Evaluation Criteria:

There will be two types of evaluation i.e. **(A)** Technical Proposal Evaluation **(B)** Financial Proposal Evaluation.

A. Technical Proposal Evaluation

- i. The bidder (s) shall provide copies of NTN and STRN Certificates issued from FBR with their bids, as Proof of Active Tax Payer.
- ii. The bidder (s) are required to furnish an Affidavit **as per Annex-A** along with their Technical Proposal, to the effect that the bidder (s) has not been blacklisted by any Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization any where in Pakistan and they have not been involved in any litigation with any client during the last three years.
- iii. The bidder (s) are required to furnish Technical Proposal Submission Forms **as per Annex-B** alongwith their Technical Proposals.
- iv. The bidder (s) shall provide documentary proof that they have their operational office within Pakistan.
- v. The bidder (s) shall provide their complete profile giving all

necessary details with certificate showing minimum **01 year** relevant experience.

- vi. The samples provided by bidder (s) as per **Clause-3 (vii)** , shall be evaluated according to the approved samples. Therefore, prospective bidders are required to submit all necessary samples with bidder name alongwith their Technical Proposals.

B. Financial Proposal Evaluation

- i. The bidder (s) are required to furnish Financial Proposal Submission Form (Part of Financial Bid Envelop) **as per Annex-C** alongwith their Financial Proposals. The Financial Proposal shall be accompanied by 2% Bid Security of the total bid price as mentioned in Clause 5 of the Bid Document.
- ii. The bidder (s) are required to furnish Price Schedule/ Financial Cost Sheets **as per Annex-D** along with their Financial Proposals.
- iii. The quoted price shall include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favour of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- iv. In case of discrepancy between the cost/price quoted in words and in figures, the lower of the two shall be considered.
- v. In evaluation of the price of items which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price shall be determined and considered inclusive of such duties and taxes.
- vi. The Purchaser shall not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the contractor.

10. Arbitration

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole Arbitrator i.e. Additional Registrar (Judicial), Supreme Court of Pakistan.

11. Cancellation of Tender

The Competent Authority reserves all rights to cancel the Tender at any stage. Reasons for such cancellation will be communicated on request.

CONTRACT

This CONTRACT is made on _____ **[Date]**, between **Supreme Court of Pakistan** (the "Purchaser"), on the one part, and **Contractor [full legal name of Contractor]**, on the other part individually /severally liable to the Purchaser for all of the Contractor's obligations under this Contract.

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor to provide Tender Items according to Bid Document.

and

(b) The Contractor, having represented to the Purchaser that it has the required professional skills, personnel and technical resources, has agreed to provide Tender Items, on the terms and conditions set forth in this Contract and Bid document.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the prescribed Tender Items at the time and in the manner, in conformity with the Terms & Conditions of the Contract and Bid document.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract price which may become payable, at the time and in the manner, in conformity with the provisions of the Contract and Bid document, in consideration of supply of the Tender Items and complete satisfaction of the Purchaser.
3. The contractor shall supply Tender Items in the quantity and at the rates as quoted in the proposal submitted by the contractor and as per prescribed samples mentioned in the bid document within a period of **21 days** from the date of awarding of this contract.
4. In case, any defect appears in Tender Items, the shortcoming shall be fulfilled by the contractor.

5. The Tender Items shall be delivered at the Purchaser's Principal Seat at Islamabad.
6. The contractor shall solely be responsible for any discrepancy or damage to the supplied Tender Items.
7. The contractor shall submit "One Year Warranty Certificate" regarding the durability of the supplied Tender Items. The warranty period shall start from the date of delivery of item (s).
8. Bid security of 2% of the total Bid price by contractor in the shape of Bank Draft/Call Deposit/Banker Cheque in favour of the Registrar, Supreme Court of Pakistan will be returned to them on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee in shape of Bank Draft/Call Deposit/Banker Cheque. The "Performance Guarantee" shall be returned after the completion of "Warranty Period".
9. The purchaser shall have a right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the bid document/contract, except delay in provision of the required Tender Items for which liquidated damages under Clause 7 of the Bid document shall be imposed.
10. There shall be no part payment. The payment shall only be made after the successful completion of the commitment made by the contractor in the Bid document and after satisfactory supply of entire lot of the Tender Items.
11. All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole arbitrator i.e. Additional Registrar (Judicial), Supreme Court of Pakistan.
12. The terms and conditions mentioned in the Bid document shall be considered part and parcel of this contract agreement.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For **[Supreme Court of Pakistan]**
(the Purchaser)

For []

WITNESSES:

Name _____

Name _____

Signature _____

Signature _____

CNIC # _____

CNIC # _____

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. We have not been blacklisted from any Government/Semi Government Department/Autonomous Body or Private Company/Organization.
2. We have not been involved in any litigation with any client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of bid document.
4. We understand that the Purchaser shall have the right, at it's exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor (s).
5. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To

Additional Registrar (Admn),
Chairman, Purchase Committee,
Supreme Court of Pakistan,
Islamabad

Dear Sir,

We, the undersigned, offer to provide the Tender Items in accordance with your requirement/Tender Document No.1/2024-2025/SCJ-1 and our Proposal. We are hereby submitting our Proposals, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide Tender Items mentioned in the bid document related to the assignment in specified time schedule.

We understand you are not bound to accept any Proposal you receive.

We have studied the Tender document and will fully abide by its terms & conditions.

Yours Sincerely,

Name and Designation of Signatory with official seal

Name of Firm

Address

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid Envelope)

To Additional Registrar (Admn),
Chairman, Purchase Committee,
Supreme Court of Pakistan,
Islamabad.

Dear Sir,

We, the undersigned, offer to provide the Tender Items in accordance with the approved samples as mentioned in Bid Document of Tender No.1/2024-2025/SCJ-1. Our attached Financial Proposal is for the sum of (insert amount in words and figures). This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiry of the validity period as per contract attached.

We understand you are not bound to accept any Proposal you receive. We have studied the Tender document and will fully abide by its terms & conditions.

Yours sincerely,

Name and Designation of Signatory with official seal

Name of Firm

Address

PRICE SCHEDULE/ FINANCIAL COST SHEET

S. No.	Description/Specifications/Standards	Required Quantity	Bid Rate Per Unit	Total Cost/ Amount	Bid
1.	Wrapping Paper 80 Grams (36" x 48") (Ream of 500 sheets) as per sample	15-Reams			
2.	Duplicating Papers Foolscap size 55 Grams (Ream of 500 sheets) as per sample	1500-Reams			
3.	Bristol Board/Sheet (22" x 28") (Ream of 100 sheets) as per sample	50-Reams			
4.	Scotch Tape 1" (Olympia 50 Yards) or equivalent	350-Nos.			
5.	Packing Tape 2" (NichiBan) (Roll of 72 Yards) or equivalent	450-Nos.			
6.	Binding Tape Roll imported 2" (Roll of 25 Yards) (Sensa) or equivalent	350-Nos.			
7.	Binding Tape Roll imported 3" (Roll of 25 Yards) (Sensa) or equivalent	150-Nos.			
8.	Plastic Dory Role (Superior Quality) as per sample	250-Nos.			
9.	Tape Cotton Roll (Roll of 50 Yards) (Superior Quality) as per sample	1000-Nos.			
10.	Uni-Ball Signo Fine Sign Marker UM-120 or equivalent	1200-Nos.			
11.	Uni-Ball Eye Fine Sign Marker 0.7 or equivalent	1500-Nos.			
12.	Uni-Compo sign Marker(Ultra Fine) or	150-Nos.			

	equivalent			
13.	Ball Point Pen (Piano 0.8 mm) or equivalent	8000-Nos.		
14.	Dollar Sign Marker (Equivalent/superior Quality)	300-Nos.		
15.	Permanent Marker Large (Dollar) (90 Broad/70 Medium) or equivalent	350-Nos.		
16.	Lead Pencil (Goldfish Autocrat 5000) or equivalent	3000-Nos.		
17.	Lead Pencil (Quality Yuki 221 imported) or equivalent	1500-Nos.		
18.	Red & Blue Pencils (Picasso) or equivalent	1500-Nos.		
19.	Table Pen (Set) (DUX 240) (Equivalent Superior Quality)	48-Nos.		
20.	Gum Bottle (Crystal 5 Oz) or equivalent	300-Nos.		
21.	Pencil Sharpener Plastic (Dux Art No.503) or equivalent	500-Nos.		
22.	Pencil Sharpener Steel (Steadtler) (Equivalent Superior Quality)	24-Nos.		
23.	Eraser Pencil (Pelikan AL-30) or equivalent	500-Nos.		
24.	Pencil Tray (Lotus) or equivalent	48-Nos.		
25.	Desk File Tray (Plastic) National or equivalent	36-Nos.		
26.	Ruler 12" size Steel (Superior Quality)	24-Nos.		
27.	Ruler Damper (Superior Quality) as per sample	24-Nos.		

28.	Scissors Small 6" Plastic handle superior (KW-017) or equivalent	24-Nos.		
29.	Paper Cutter Superior SDI 426 or equivalent	70-Nos.		
30.	Calculator (Casio) (12 Digit) or equivalent	36-Nos.		
31.	Punching Machine (Double Hole) (KW-988) (Equivalent/Superior Quality)	24-Nos.		
32.	Table Set (9 Pieces) Marble (Aftab 009) (Equivalent/Superior Quality)	20-Nos.		
33.	Rubber Band (Q Band) Superior (Quality) or Equivalent	48-Nos.		
34.	Post-it Pads 3M (100 Sheet) 3"/3" Pronoti (Equivalent/Superior Quality)	24-Nos.		
35.	Tape Dispenser Large KW 3311 (Equivalent/Superior Quality)	12-Nos.		
36.	Gum Stick (UHU) 21 Grams or equivalent	400-Nos.		
37.	Scissors large 9" Plastic handle (KW-017) or equivalent	36-Nos		
38.	Paper Clips Packet (100 pieces) (Three Flower) 30 M.M. or equivalent	50-Nos.		
39.	Stamp Pad 2M (Crystal Art No.SPL 02) (Equivalent/Superior Quality)	50-Nos.		
40.	Stamp Pad Ink (Crystal) or equivalent	150-Bottles		
41.	Stapler Machine (Max HD-	150-Nos.		

	50) or equivalent			
42.	Stapling Pins Dollar 24/6 or equivalent	1800-Packets		
43.	Stapling Pins Heavy Duty 23/10, 23/15, 23/17 & 23/24 (Whashin) (Equivalent/Superior Quality)	100-Nos. (23/10 = 30-Nos.) 23/13 = 30-Nos.) (23/15 = 20-Nos.) (23/17= 10-Nos.) (23/24 =10-Nos.)		
44.	Docket Punch (Single Hole) (Heavy Duty) or equivalent	100-Nos.		
45.	Waste Paper Basket (Plastic) (Superior Quality) as per sample	100-Nos.		
46.	White Fluid with Thinner (Pelikan) or equivalent	350-Nos.		
47.	Staple Pin Remover KW-5080 (Equivalent/Superior Quality)	100-Nos.		
48.	Highlighter (Schneider) or equivalent	400-Nos.		
49.	File Flapper/Binder Rexene (Superior Quality) as per sample	10,000-Nos.		
50.	Plastic File Cover Legal Size one side transparent with clip (Nokya) or equivalent	200-Nos.		
51.	Plastic Flags Neon Colors (Pronoti) (20 Sheets/PAD, 5 PADS Packet) or equivalent	500-Nos.		
52.	Tag 6" Superior Quality duly/properly punched as per sample	2000-Nos.		
53.	Tag Large 24" Superior	50-Nos.		

	Quality and properly punched			
54.	Slip Pad Small 4" x 5" 1/2" imported paper 80 Gram (Pad of 80 Sheet) (Superior Quality) as per sample	500-Nos.		
55.	Spiral Slip Pad Small (Orion) 4"x3" (Pad of 50 sheet) or equivalent	100-Nos.		
56.	Short Hand Note Books (100 Sheets) (Lucky) or equivalent	500-Nos.		
57.	Spiral Slip Pad Large (Orion) 6" x 4" or equivalent	300-Nos.		
58.	Register Ruled 1185 (Alfalah) or equivalent	100-Nos.		
59.	Register Ruled 1184 (Alfalah) or equivalent	60-Nos.		
60.	Register Ruled 1183 (Alfalah) or equivalent	50-Nos.		
61.	Register (Decent) 16Qrs (No.32) (Equivalent/Superior Quality)	60-Nos.		
62.	Slip Pad large 5" x 7" (Superior Quality Paper 80 Gram) (Pad of 80 Sheet) (Superior Quality) as per sample	250-Nos.		
63.	White Envelopes File/Legal Size (Paper 100 Gram) (Superior Quality) as per sample	4000-Nos.		
64.	White Envelopes A-4 Size (Paper 100 Gram) (Superior Quality) as per sample	3000-Nos.		

65.	File Box (Master FB-786/FC) (Executive) (Equivalent/Superior Quality)	50-Nos.		
66.	Heavy Duty Stapler Machine (Three Flowers Model # TF0084 or equivalent)	20-Nos.		
67.	Ink Pelikan 4001 (made in Germany) or equivalent	12-Nos.		
68.	Note Sheet Pads (Legal size)	100-Nos.		
69.	Paper Pin (Elephant No.2) (Superior Quality)	24-Nos.		
70.	Ruler Plastic 12" (Superior Quality)	12-Nos.		
			Total Price	Bid

Signature of authorized person

Name:

(Company Seal)

In the capacity of

Duly authorized by

Note: No cutting or overwriting is allowed.

A.O (B&A)

(Member)

D.D.O.

(Member)

AR(P)

(Member)

DR(A)

(Member)

Addl.Reg(Admn)

(Chairman)