

ENGINEER-IN-CHIEF'S BRANCH
TENDER NOTICE 07/2024-25
BIDS PROPOSAL FOR STATIONERY ITEMS

NAME OF FIRM	
COMPLETE ADDRESS	
Telephone & Fax No.	National Tax No (NTN)
Vender No.	Sales Tax Registration No.

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
1.	Ammonia Blue Line Paper width 40" length 20 yards or equivalent	Roll	01			
2.	Ammonia Blue Line Liquid SCP or equivalent	Can	01			
3.	Attendance Register No.2 or equivalent	Nos	01			
4.	Ball Point Black PIANO Click or equivalent	Pkt	01			
5.	Ball Point Blue PIANO Click or equivalent	Pkt	01			
6.	Ball Point Red PIANO Click or equivalent	Pkt	01			
7.	Ball Point Blue Crystal or equivalent	Pkt	01			
8.	Ball Point Soft Liner Blue Dollar or equivalent	Nos	01			
9.	Ball Point Soft Liner Black Dollar or equivalent	Nos	01			
10.	Binder Clip 1/2" Diamond or equivalent	Pkt	01			
11.	Binder Clip 3/4" Diamond or equivalent	Pkt	01			
12.	Binder Clip 1" Diamond or equivalent	Pkt	01			
13.	Binder Clip 1-5/8" Diamond or equivalent	Pkt	01			
14.	Binder Card with Tape or equivalent	Nos	01			
15.	Binding Strip 3 mm or equivalent	Nos	01			
16.	Binding Strip 6 mm or equivalent	Nos	01			
17.	Binding Strip 10 mm or equivalent	Nos	01			
18.	Binding Tape 2" Office Master or equivalent	Nos	01			
19.	Calculator Scientific Casio or equivalent	Nos	01			
20.	Calculator 14 Digit China CT-9300 or equivalent	Nos	01			
21.	Cello Tape 1/2" Stick Master 40 yds or equivalent	Nos	01			
22.	Cello Tape 1" Stick Master 40 yds or equivalent	Nos	01			
23.	Cello Tape 2" Stick Master 40 yds or equivalent	Nos	01			
24.	Cello Tape 3" Stick Master 40 yds or equivalent	Nos	01			
25.	Complain Register (As per Sample) or equivalent	Nos	01			
26.	Complain Chit Register (As per Sample) or equivalent	Nos	01			

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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
27.	Colour DO Papers Different Colours Office Master or equivalent	Pkt	01			
28.	Clear Book Office Master or equivalent	Nos	01			
29.	Clear Bag F/S Size or equivalent	Nos	01			
30.	Clutch Pencil Steel or equivalent	Nos	01			
31.	Colour Sheet Different Colours or equivalent	Nos	01			
32.	Colour Pencil Set of 12 Deer or equivalent	Set	01			
33.	Colour Marker Set of 12 Deer or equivalent	Set	01			
34.	Coloured Flag Office Master or equivalent	Pkt	01			
35.	Coloured Paper Flag Office Master or equivalent	Pkt	01			
36.	Correction Pen Office Master or equivalent	Nos	01			
37.	Correction Tape Oro or equivalent	Nos	01			
38.	Cutter Blade Darco or equivalent	Pkt	01			
39.	Dak Folder Rexene (As per sample) or equivalent	Nos	01			
40.	Damper China or equivalent	Nos	01			
41.	DO Pad 70gm (As per sample) or equivalent	Nos	01			
42.	Drafting/Noting Pad Office Master or equivalent	Nos	01			
43.	Duplicating Paper 70gm or equivalent	Ream	01			
44.	Envelops White 3.5x7.5 for Cash or equivalent	Pkt	01			
45.	Envelops SE-5 White 70 gms or equivalent	Pkt	01			
46.	Envelops A-4 White 70gms or equivalent	Pkt	01			
47.	Envelops F/S Size White or equivalent	Pkt	01			
48.	Envelops SE-5 Khaki 70 gms or equivalent	Nos	01			
49.	Envelops SE-6 Khaki 70 gms or equivalent	Nos	01			
50.	Envelops A-4 Khaki 70 gms or equivalent	Nos	01			
51.	Envelops F/S Size Khaki 70 gms or equivalent	Nos	01			
52.	Envelops SE-8 Cloth Size Khaki or equivalent	Nos	01			
53.	Envelops A-4 Khaki Cloth or equivalent	Pkt	01			
54.	Envelops F/S Size Khaki Cloth or equivalent	Pkt	01			
55.	Eraser AL-30 Pelikan or equivalent	Nos	01			
56.	Eraser DG-50 Pelikan or equivalent	Nos	01			
57.	File Cover A-4 (As per Sample) or equivalent	Nos	01			
58.	File Cover F/S (As per Sample) or equivalent	Nos	01			
59.	File Cover Glazed A-4 (As per Sample) or equivalent	Nos	01			
60.	File Cover Glazed F/S (As per Sample) or	Nos	01			

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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
	equivalent					
61.	File Cover Rexene A-4 or equivalent	Nos	01			
62.	File Cover Rexene F/S or equivalent	Nos	01			
63.	Folder for Result Small or equivalent	Nos	01			
64.	Fountain Pen Doller SP-10 or equivalent	Nos	01			
65.	Gel Ink Pen 0.7 RG 100 Blue or equivalent	Pkt	01			
66.	Glue Stick Dollar (Med) 20 gm or equivalent	Nos	01			
67.	Glue Stick Dollar (Large) 35 gm or equivalent	Nos	01			
68.	Gum Tube UHU Small or equivalent	Nos	01			
69.	Gum Bottle Large Dollar or equivalent	Btl	01			
70.	High Lighter Yellow Pelikan or equivalent	Nos	01			
71.	High Lighter set of 4 Pelikan or equivalent	Set	01			
72.	Ink Bottle 62.5 ml Blue Pelikan or equivalent	Btl	01			
73.	Ink Remover SANY or equivalent	Nos	01			
74.	JCO/SDO Hand Diary Cover (As per Sample) or equivalent	Nos	01			
75.	JCO/SDO Hand Diary Pad (As per Sample) or equivalent	Nos	01			
76.	Marker Tempo Blue or equivalent	Nos	01			
77.	Marker Tempo Black or equivalent	Nos	01			
78.	Lamination Paper A-4 Sensa or equivalent	Nos	01			
79.	Lamination Paper F/S Sensa or equivalent	Nos	01			
80.	Ledger Accounting Book (As per Sample) or equivalent	Nos	01			
81.	Marker Permanent Blue Dollar or equivalent	Nos	01			
82.	Marker Permanent Black Dollar or equivalent	Nos	01			
83.	Masking Tape 1/2" Global x 15 yds or equivalent	Nos	01			
84.	Masking Tape 1" Global x 15 yds or equivalent	Nos	01			
85.	Masking Tape 2" Global x 15 yds or equivalent	Nos	01			
86.	Offrs Hand Dairy Cover (As per Sample) or equivalent	Nos	01			
87.	Offrs Hand Dairy Pad (As per Sample) or equivalent	Nos	01			
88.	Paper Double A A-4 70 gms or equivalent	Ream	01			
89.	Paper Double A F/S 70 gms or equivalent	Ream	01			
90.	Paper Double A A-4 80 gms or equivalent	Ream	01			
91.	Paper Double A F/S 80 gms or equivalent	Ream	01			
92.	Paper Double A A-3 80 gms or equivalent	Ream	01			

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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
93.	Paintal Set Permanent OHP Pen or equivalent	Set	01			
94.	Paper Clip 36 mm(Three Flower) or equivalent	Pkt	01			
95.	Pin Cushion China or equivalent	Nos	01			
96.	Pooker Wooden Handle 6" or equivalent	Nos	01			
97.	Pencil Tray Every or equivalent	Nos	01			
98.	Paper Cutter Rancher or equivalent	Nos	01			
99.	Packing Tape Office Master or equivalent	Nos	01			
100.	Pencil Jar Office Master or equivalent	Nos	01			
101.	Pencil Lead Soft 2HB Graphite Dux or equivalent	Pkt	01			
102.	Phoenix Pin 2 No Five Star or equivalent	Pkt	01			
103.	Phoenix Pin 4 No Five Star or equivalent	Pkt	01			
104.	Post-it-Pad Yellow 3"x2" Office Master or equivalent	Pkt	01			
105.	Plain Paper Roll White sheet 24" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
106.	Plain Paper Roll White sheet 36" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
107.	Plain Paper Roll White sheet 40" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
108.	Post-it-Pad Yellow 3"x3" Office Master or equivalent	Pkt	01			
109.	Post-it-Pad Yellow 3"x4" Office Master or equivalent	Pkt	01			
110.	Post-it-Pad Yellow 3"x5" Office Master or equivalent	Pkt	01			
111.	Punching Machine D/D Small Office Master or equivalent	Nos	01			
112.	Register 6 Qrs 68 gms Paper Office Master or equivalent	Nos	01			
113.	Register 8 Qrs 68 gms Paper Office Master or equivalent	Nos	01			
114.	Register 10 Qrs 68 gms Paper Office Master or equivalent	Nos	01			
115.	Register 16 Qrs 68 gms Paper Office Master or equivalent	Nos	01			
116.	Report Cover A-4 Office Master or equivalent	Nos	01			
117.	Rubber Band 1" Office Master or equivalent	Pkt	01			
118.	Ruler Steel China or equivalent	Nos	01			
119.	Routine Sheet Pad 70 gm or equivalent	Nos	01			
120.	Scissor Medium Office Master or equivalent	Nos	01			
121.	Scissor Large Office Master or equivalent	Nos	01			

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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
122.	Seprator A-4 20 Card Office Master or equivalent	Pkt	01			
123.	Short Hand Notebook Office Master or equivalent	Nos	01			
124.	Spiral All sizes or equivalent	Doz	01			
125.	Stamp Pad Blue Crystal or equivalent	Nos	01			
126.	Stamp Pad Ink Blue Crystal or equivalent	Btl	01			
127.	Stapler Machine Medium KW-Trio or equivalent	Nos	01			
128.	Sharpner Machine Medium Office Master or equivalent	Nos	01			
129.	Sharpener Steel China or equivalent	Nos	01			
130.	Stapler Pin 10 No Dollar or equivalent	Pkt	01			
131.	Stapler Pin 24/6 Dollar or equivalent	Pkt	01			
132.	Stapler Pin Remover Homesing or equivalent	Nos	01			
133.	Talic Sheet Golden Eagle (50 m x54 inch 10 mm) or equivalent	Roll	01			
134.	Tracing Paper Roll 24" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
135.	Tracing Paper Roll 36" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
136.	Tracing Paper Roll 40" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
137.	Table Organizer XinQi or equivalent	Nos	01			
138.	Tag Small China or equivalent	Bdl	01			
139.	Tag Large China or equivalent	Bdl	01			
140.	Trasparency Sheet A-4 Axent or equivalent	Pkt	01			
141.	Uniball Signo 0.7 UM-120 Blue Mitsubishi or equivalent	Pkt	01			
142.	Uniball Compo Ultr Fine 0.3 Blue Mitsubishi or equivalent	Pkt	01			
143.	Uniball Compo Ultr Fine 0.3 Black Mitsubishi or equivalent	Pkt	01			
144.	Uniball Eye Fine UB 157 Black Mitsubishi or equivalent	Pkt	01			
145.	Uniball Eye Fine UB 157 Blue Mitsubishi or equivalent	Pkt	01			
146.	Uniball Eye Fine UB 157 Red Mitsubishi or equivalent	Pkt	01			
147.	Uniball Vision Elite Blue or equivalent	Pkt	01			

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TERMS AND CONDITIONS

1. Participating Firms/Contractors must be registered with Income Tax and Sales Tax Department.
2. Attested copies of CNIC, NTN, GST registration with the FBR authorities, ATL (on present date) and professional Tax (2024/25) should be provided with the bid/quotation. In case a firm is found to be misstatement, or provision of fake documents, the bid/quotation shall be liable to cancel and the earnest money shall be forfeited. Case for blacklisting of firm will also be initiated
3. Participating Firms/Contractors shall provide an affidavit that the bidder has never been blacklisted by any government department/ organization.
4. Participating Firms/Contractors shall submit details of items separately showing unit price, GST and labour/service charges (if any). The written material should be clear and legible. Every page of the tender documents should be signed by the bidder with company seal.
5. Rates quoted (including all taxes) shall be valid upto **05 June 2025**.
6. Bid security money amounting to Rs 100,000/- (Rupees One Hundred Thousand only) in the shape of Bank Draft/Pay Order in favour of the Engineer-in-Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi shall be enclosed with bid/quotation. Quotation not supported with bid security shall not be entertained. For successful bidder, the security money shall be converted into security deposit which shall be retained till **05 June 2025**, however bid security shall be returned to unsuccessful bidders after finalization of the contract.
7. If at any stage during the financial year, sub standard items are supplied by the contract, the contract shall be cancelled. The security deposit by the Participating Firms/Contractors shall be foreited & the firm shall be blacklisted.
8. The complete shop/office address and landline telephone numbers installed at the shop/office should be provided along with the bid.
9. Participating Firms/Contractors shall be required to provide the samples of all the items before the Purchase Committee, if demanded as such.
10. Partial/in complete bids will not be accepted.
11. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid in accordance with rule 31 (1) of PPRA rules 2004.

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12. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Rule 33(1) of PPRA Rules, 2004. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids proposals, but is not required to justify those grounds.

13. The last date of submission of bid/quotation shall be **12 May 2025 at 1100 hours** at the address given below and will be opened on the same day at **1130 hours** in the presence of available bidders. Bids received after closing time will not be entertained.

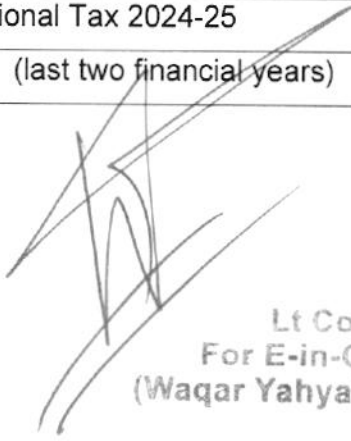
For any query / information please contact
President Local Purchase Committee, Lieutenant Colonel Waqar Yahya
Tel; 9271700 Ext 213
Establishment Section
Engineer in Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi



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<u>CHECK LIST</u>			
1.	Validity of Bid is by _____	Yes	No
2.	Bank Account No. _____ Name of Bank _____ Address _____	Yes	No
3.	Copy of National Tax Number (NTN) certificate	Yes	No
4.	Copy of Sales Tax Registration certificate	Yes	No
5.	Pay Order/Bank Draft of Security deposit. Pay Order /Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____	Yes	No
6.	Affidavit regarding firm is not black listed	Yes	No
7.	Detail of Annual turnover for the last three Years (Proof of financial stability).	Yes	No
8.	Active Tax Payer List Cert	Yes	No
9.	Copy of Professional Tax 2024-25	Yes	No
10.	Bank Statement (last two financial years)	Yes	No


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