

**COMMISSION OF INQUIRY ON ENFORCED DISAPPEARANCES**  
**DIRECTORATE GENERAL CIVIL DEFENCE BUILDING**  
**(1<sup>ST</sup> FLOOR) MAUVE AREA, SECTOR G-9/1**  
**ISLAMABAD**

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(Tele: 051-9106340, Fax: 051-9106344, E-Mail: [coioed@gmail.com](mailto:coioed@gmail.com))

No. 2/2/2024/ColoED/431

Islamabad, the July 02, 2024

To:-

Assistant Director (IT),  
Public Procurement Regulatory Authority,  
Kohsar Block, Pak Secretariat,  
Islamabad

Subject:- **PLACEMENT OF ADVERTISEMENT ON PPRA WEBSITE**

Please find enclosed herewith a copy of Tender Notice for running contract for purchase of stationery, other items and computer accessories during the Financial Year 2024-25 for official use in this Commission .

2. It is requested that the same may please be placed on the PPRA Website in terms of Rule 12 (I) of Public Procurement Rules, 2004.
3. The bill for payment of fee may please be sent to this Commission.
4. This has approval of the Chairman (ColoED).

**Encl (As above).**



(Farid Ahmad Khan)  
Secretary (ColoED)  
051-9106336

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F.No. 2/2/2024-ColoED/431

Islamabad, the 2 July, 2024

**TENDER NOTICE NO.1**

Date of Issuance	Thursday , 4 July, 2024
Date and time for receiving of Tenders,	Wednesday, 24 July, 2024 (10: 00 hrs)
Date and time of opening of tenders	Wednesday, 24 July, 2024 (11: 30 hrs)

Subject:- **PURCHASE OF STATIONERY/MISCELLANEOUS ITEMS AND COMPUTER ACCESSORIES DURING TH FINANCIAL YEAR 2023-24**

Commission of Inquiry on Enforced Disappearances Islamabad intends to purchase stationery/miscellaneous items during the financial Year 2024-25 from General Order Suppliers, Stationers, Stockiest on running contract basis as and when required upto June 30, 2025. The list of items may be obtained from office of the Commission on submission of request on letter head of the Company on any working day from 08:30 hours to 14:30 hours. The rates may be submitted in the format indicating, among other particulars, Unit Price, General Sales Tax and Total Price.

2. The bids will be accompanied by Earnest Money of Rs. 10,000/- in the shape of Pay Order which must be collected by un-successful bidders, in a week after finalization of process.

3. The firm will submit a certificate that it is not blacklisted for supplies to the Government of Pakistan Departments/Offices. The Firm will be responsible for delivery of items at the premises of the Commission and payment of existing government taxes.

4. Interested parties are required to submit Tender documents duly signed/stamped in sealed covers on the Letter Head of the Company in this Commission on or before **Wednesday 24 July 2024 till 10:00 hours**, which will be opened in the presence of the interested parties at **11:30 hours** on the same day/date. The annual contract to the successful bidder will be accorded as per PPRA Rules 2004. The Competent Authority may reject or accept the tender/proposals in accordance with the PPRA Rules 2004 before or after the receipt of tenders, for which reasons will be recorded.



(Farid Ahmad Khan)  
Secretary (ColoED)  
051-9106336

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**List of Stationery, Computer Accessories and Miscellaneous items for purchase  
during the Financial Year 2024--2025**

In consequence of the Tender Notice placed on the Website of PPRA under PPRA Rules 2004, list of Stationery, Computer Accessories and Miscellaneous items indicating approximate quantity for purchase during the **Financial Year 2024-25** is given below:-

**STATIONERY**

S.No	Name of Item	Approx. Quantity
1	Computer Papers A 4 size, 80gm weight, PaperOne or equivalent brand	300 Reams
2	Computer Papers Legal size	20
3	Toner Laser Jet P-1102 (85A)	20
4	Toner HP-Laser Jet PRO M-402 M403 (26A)	06
5	Toner HP-Laser Jet PRO M-404-dne (59A)	04
6	Toner HP-Laser Jet 79-A	06
7	Re-filling of Toners	50
8	Envelope SE-5 & 6	5000 each
9	Envelope SE 7 & 8	2000 each
10	Surf (small)	200
11	File Board	500
12	Shorthand Note Books	50
13	Shorthand Pencils	100
14	Lead Pencils	200
15	Sharpeners	20
16	Stapler Machine	10
17	Stapler pins	200 pkt
18	Common pins	100 pkt
19	Clips	100 pkt
20	Pointers (Superior)	50
21	Ballpoints (Standard)	300
22.	Tumbler	50
23	Gum Sticks	100
24.	Stamp pads	10
25.	White fluid	10
26	Tags (Superior Quality)	100 bundles
27	Pair of Scissors	10
28	Punch single hole (Superior)	20
29.	Highlighters	50
30.	Fax Rolls	200
31.	Binding Taps	10
32.	Packing Taps	10
33.	Drafting Pad (Large)	25
34.	Drafting Pad (small)	25
35	Yellow Seize (Various size)	50

36.	File Hangers	100
37	Extension leads	10
38	Ring Binders	10

**COMPUTER ACCESSORIES**

S.No	Name of Item	Approx. Quantity
1	Key Boards	05
2	Mouse	05


**MISCELLANEOUS ITEMS**

S.No	Name of Item	Approx. Quantity
1		
2	Extension leads	10
3	Calculators	05
4.	Duster	100
5.	Air Freshener	100
6.	Tissue Paper Box	200
7.	USB 8 GB	20
8.	Soap (Lux or equivalent)	100
9.	Soap (Lifebuoy or equivalent)	100
10.	Battery Cells	200
11.	W.P Basket	10
12.	Mosquito Spray (Cobra)	10

2. The following terms and conditions, in addition to the time schedule as mentioned in the Tender Notice may be kept in view while submitting bids:-

- a) Security deposit @ 2% of the amount of bid or **Rs. 10,000/- (Rupees Ten Thousand only)** for repair/maintenance of Vehicles is required to be deposited in favour of Drawing & Disbursing Officer of the Commission, Security deposits will be released/refunded within a fortnight to unsuccessful bidders and in case of successful bidders after 30<sup>th</sup> June, 2024.
- b) Only typed quotation will be accepted, use of white fluid or over writing will not be accepted.
- c) The successful bidder will be required to furnish an affidavit on stamp paper worth Rs. 20/- that the firm is not blacklisted and has no dispute with any Government Organization (s).
- d) The Competent Authority reserves the right to accept or reject any tender by whole or partially assigning proper justifications/deficiency (if any).
- e) The competent Authority reserves the right to cancel the contract entirely during the currency of the year if sub-standard supply is found. The security amount will be forfeited and the firm will be blacklisted.

3. For any further information please contact telephone No. **051-9106336**.

  
**(Farid Ahmad Khan)**  
**Secretary (ColoED)**