

No.F.1-1/2024-Stationery
Federal Criminal Prosecution Service
Office of the District Public Prosecutor
Islamabad Capital Territory
Ministry of Interior


TENDER NOTICE

Quotations are invited for the purchase of Stationery and Misc. Store items for meeting requirements of Office of the District Public Prosecutor, Islamabad for the financial year 2024-25. Interested firms/Suppliers meeting the following conditions may send their quotations in sealed envelope clearly mentioned on top (right corner) as tender for stationery or misc. items or electric items respectively.

Quotations can be submitted till August 28th 2024 at 11:00 a.m. Tender will be opened on same day at 11:30 a.m.

Terms and Conditions:-

- The participating firms must provide proof of Active Registration with the Sales Tax Department, quoting their Sales Tax Number.
- Affidavit declaring that the company is not blacklisted by any Government Department.
- The firm should have office in Islamabad/Rawalpindi with phone/Fax facility.
- Necessary proof of such service rendered by firm to Government Departments is to be attached.
- The firm will provide Samples of Stationery and other items duly stamped signed with their quotations. Non provision of any sample of the items would lead to non-consideration of that item in the bid.
- The firm/Suppliers will arrange transportation of items to this Department without any additional cost throughout the financial year 2024-25.
- The firm/Suppliers will be bound to supply all approved items throughout the year failing which their security deposit will be forfeited and firm will be black listed.
- Quoted rates will be valid for the period from August, 2024 to June 30, 2025. Firm/supplier will submit Demand Draft (Re-fundable) @2% of bid price for Stationery & Misc./Cleaning items separately .
- Chairman Purchase committee has reserved the right to accept or reject any firm according to PPRA rule.
- Any other formality / documents that may be required by the department.


Ch. Muhammad Naseem Zia
District Public Prosecutor, ICT
Chairman Purchase Committee
Phone No. 051-9108337

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Ch. Muhammad Naseem Zia
District Prosecutor ICT
Prosecution Department
Government of Pakistan

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LIST OF STATIONERY, COMPUTER STATIONERY ITEMS

No.	Particulars	Unit	Rates	G.S.T	Unit Price with G.S.T
1	Envelop Brown Local Paper (9"x4")	Each			
2	Envelop Brown Local Paper (10"x12")	Each			
3	Envelop Brown Local Paper (File Size)	Each			
4	File Flappers Rexene Fine Quality	Each			
5	Ball Pen Blue, Black & Red Picaso or Equivalent	Each			
6	Lead Pencil (Goldfish) or Equivalent	Each			
7	Eraser Soft (Milan) or Equivalent	Each			
8	White Fluid Set Pelikan or Equivalent	Each			
9	White Fluid Pen Type Pelikan or Equivalent	Each			
10	Gum Stick 21g collar or Equivalent	Each			
11	Stapler Pin 24x6 Dollar or Equivalent	Each			
12	Stapler Pin Heavy Duty 23x10 Dollar, or Equivalent	Each			
13	Stapler Machine HD50 Max, Dux or Equivalent	Each			
14	Paper pin (28 G)	Each			
15	Paper Clip	Each			
16	Sharpener (Dux) or Equivalent	Each			
17	Scotch Tape 1"(Dollar/Stick Master) or Equivalent	Each			
18	Register 12 Nos. Superior Quality	Each			
19	Register 16 Nos. Superior Quality	Each			
20	Register 32 Nos. Superior Quality	Each			
21	Letter Dispatch/Issue Register 12No.	Each			
22	Cotton Tags (Pack of 50 Nos.)	Pkt.			
23	Permanent Marker Blue, Black(Dollar)or Equivalent	Each			
24	Stamp Pad small size (Crystal) or Equivalent	Each			
25	Stamp Pad Ink medium size bottle (Crystal) or Equivalent	Each			
26	Paper Cutter Steel (Knife type)	Each			
27	Note Sheet Pad A4 size Local Paper (10"x12")	Each			
28	Paper Punch (Single Whole)	Each			
29	Multi-Purpose Imported Paper80g A-4 Size (500 Sheet) AA or Equivalent	Each			
30	Paper Card Type Imported Paper100g A-4 Size (500 Sheets)	Each			
31	Multi-Purpose Imported Paper 80g Legal size (500 Sheet)	Each			

	AA or Equivalent				
32	Short Hand Note Book	Each			
33	Scissor Size 6" Fine Quality	Each			
34	Scale Plastic	Each			
35	Computer Printer Toner LaserJet HP-1102	Each			
36	Computer Printer Toner LaserJet HP-MFP 225dw	Each			
37	Computer Printer Toner LaserJet HP-P1005	Each			
38	Toner for Photocopier XEROX 5855	Each			
39	File Board With Rexene Flapper (Legal Size)	Each			
40	Draft Pad Small	Each			
41	Draft Pad Large	Each			
42	Rubber Band Fine Quality	Each			
43	Typing Paper Local Paper (A-4 size)	Each			
44	Pen for Officer (Uni ball Eye) or Equivalent	Each			
45	Book Sticker/Book labels (A-4 Size) Every or Equivalent	P/ Sheet			
46	Highlighter Dollar or Equivalent	Each			
47	USB- 1TB	Each			
48	Pin Opener/Staple Remover	Each			
49	Attendance Register 4 Nos. Copy Type	Each			
50	Scotch Tape Stand (Superior Quality)	Each			
51	Pin Cushion	Each			
52	Table Diary	Each			
53	Stapler Machine (Heavy Duty) Size	Each			
54	Log Book (for vehicle) No.4	Each			
55	Sticky Notes (Yellow)	Each			
56	Dak Book Hard Binding (A-4 Size)	Each			
57	Sticky flag (Multi Color)	Each			

LIST OF MISC./CONSUMABLE ITEMS

	Particulars	Unit	Rate	G.S.T	Unit Price with G.S.T
1	Waste Paper Plastic Basket Medium size	Each			
2	Tissue Paper (Perfumed) (Rose Patel) or Equivalent	Each			
3	Toilet Roll (Rose Patel) or Equivalent	Each			
4	Duster Cloth Yellow (21"x21")	Each			
5	Plastic/Rubber Mate Large size	Each			
6	Air Freshener (medium size) Admire/Cobra or Equivalent	Each			
7	Toilet Brush Plastic Large	Each			
8	Lota Plastic Medium size (Fine Quality)	Each			