

**TENDER NOTICE**

Sealed tenders are invited by a Federal Government Organization for supply of following articles. The interested firms who have GST registration may quote their rates for financial year 2024-2025 as per details given below:-

Sr. No.	NAME OF ITEMS	Sr. No.	NAME OF ITEMS
01	Computer Paper ( A 4) 70 gms (PPC company)	23	Fax Roll (30 meter)
02	Computer Paper ( A 4) 80 gms (PPC company)	24	Scotch Tape 2"
03	Computer Paper ( Legal) 70 gms (PPC company)	25	Paper Tape 2"
04	Computer Paper ( Legal) 80 gms (PPC company)	26	Red Seal
05	Computer Paper ( Legal) Green 70 gms (PPC company)	27	Eraser
06	Duplicating Paper (A 4)	28	Pencil Sharpener
07	Duplicating Paper (Legal)	29	Gum/Glue Stick
08	Typing Paper (A4) 60 gms	30	Pad Ink Violet
09	Typing Paper (legal) 60 gms	31	Pointer 0.7
10	Envelop 9x4 (Khaki) Envelop 11x5 -do- Envelop (Cloth) 10x12 (White) Envelop (Simple) 10x12 - do- Envelop Clothed 12x16 - do-	32	Sticky Note
11	Paper Pin	33	Paper Cutter
12	Paper Clip	34	Scissor 6"
13	Ruled Register (200 Pages)	35	Carbon Paper Black / Blue
14	Ruled Register Thick (500 Pages)	36	File Tag
15	File Board	37	hole punch
16	Rough Pad	38	Permanent black marker (Dollar)
17	Fluid (Whito)	39	One line Register (100 pages)
18	Highlighter	40	One line Register (200 pages)
19	Ruler Scale (Steel)	41	One line Register (300 pages)
20	Gel Pen ( Dollar)	42	Lead Pencil
21	Ball Point ( Piano click)	43	Docket Punch
22	Stapler Machine	44	Stapler Pin
		45	Ink Pad

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**PRINTER CARTRIDGES**

S. No	MODEL	Remarks
1	HP-404 (76-A)	Original and 1 <sup>st</sup> copy
2	HP-1020	Original and 1 <sup>st</sup> copy
3	HP-79-A	Original and 1 <sup>st</sup> copy
4	HP-1300	Original and 1 <sup>st</sup> copy
5	HP-1320	Original and 1 <sup>st</sup> copy
6	HP-400 (80-A)	Original and 1 <sup>st</sup> copy
7	HP-2200	Original and 1 <sup>st</sup> copy
8	HP-1102	Original and 1 <sup>st</sup> copy
9	HP-2220	Original and 1 <sup>st</sup> copy
10	HP-2600	Original and 1 <sup>st</sup> copy
11	HP-1505	Original and 1 <sup>st</sup> copy
12	HP102d	Original and 1 <sup>st</sup> copy
13	LEXMARK MX 310 DN	Original and 1 <sup>st</sup> copy
14	HP-402 (26-A)	Original and 1 <sup>st</sup> copy
15	Photostat Konica Minolta Bizhub 458e Toner No. TN-516	
16	Photostat Konica Minolta Bizhub 458e Toner No. TN-615	

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**CONSUMABLE ARTICLES**

Sr. No.	NAME OF ITEMS	Sr. No.	NAME OF ITEMS
01	LED Tube light 28 Watt Diachee	24	Phenyl Caroline
02	LED Tube light 40 Watt Diachee	25	Ewer (Lotta)
03	LED Bulb 18 Watt (Tuff)	26	Duster (Cloth)
04	LED Bulb 15 Watt (Tuff)	27	Vim Powder
05	Switch Socket	28	Vim Bar
06	Fan Regulator	29	Surf (Bonus)
07	Socket	30	Scotch Bright
08	Tube light Starter	31	Harpik
09	Tube light Chocke	32	Sweep Water (Laal Pani)
10	Fan Capacitor	33	Scrapers (Plastic)
11	Broom Hard (KMC Jharoo)	34	Door Bell
12	Broom Soft (Phool Jharoo)	35	Battery Cell
13	Wooden Mop	36	Extension Wire
14	Iron Mop		
15	Mop Stick		
16	Tissue Paper (Rose Petal Multi)		
17	Tissue Roll (Maxob)		
18	Hand Wash (Life bouy)		
19	Room Spray		
20	Insects Killer (Mortein)		
21	Dustbin		
22	Wiper		
23	Toilet Brush		

## TERMS AND CONDITIONS

1. Up to Five percent of total tender amount as earnest money in shape of pay order Demand Draft at least Rs.200,000/= in favor of DDO, SPHQ Karachi must be attached with tender documents. Without earnest money bid shall not be considered. Earnest money will be returned to un-successful firm / bidders immediately after the completion of tender. Earnest money will be transferred into security deposit for successful bidders and will remain in possession of the office till completion of all supplies in accordance with sample of paper approved as per terms and conditions.
2. Quoted rates including GST shall remain effective till **30.06.2025**.
3. If the firm supplies substandard Articles, approved amount equal to paper's cost will be deducted from security deposit or bill.
4. Firm will be bound to supply required items at this office on very short notice by their own transport / expenses.
5. Bidders will have to attach their Sales Tax Number, Registration certificates, National tax Number, vendor Number & Account number, Account Maintenance certificate, cheque leaf mentioning the IBAN Number and a COPY of CNIC with tender.
6. An affidavit must be attached with the tender that items will be genuine and number one, for which rates are quoted in the tender. In case of supplying wrong items, disciplinary action will be taken against the firm. Another affidavit should also be attached that firm had never been black listed.
7. This office reserves the right to accept or reject any one or all tenders as per PPRA rules / regulations.
8. Tenders completed in all respect may reach the **P.O. Box No. 13898**, G.P.O. Clifton Karachi on **23-08-2024** till 1200 hours and will be opened on the same day at 1230 hours
9. Note: on the tender envelope must be marked **"Tender for Stationery, Hardware and Consumable Articles"**