Government of Pakistan Ministry of Science and Technology Islamabad

CORRIGENDUM

TENDERS

- Reference Tender Notice No. 01/2024 regarding Contract of Operation and Maintenance of HVAC Plant and AC Units advertised on 26th June, 2024 in daily "Dunya" and on 27th June, 2024 in daily "The News" respectively. Bid opening date is extended from 09-07-2024 to 18-07-2024 at 11.30 AM. The contract will commence from the date of execution of the agreement.
- Reference Tender Notice No 02/2024-25 regarding Pre-Qualification of Firms/Vendors advertised on 26th June, 2024 in "The Nation" and on 27th June, 2024 in daily "Jhang" respectively. Bid opening date is extended from 10-07-2024 to 18-07-2024 at 11.30 AM.
- Reference Tender Notice No 03/2024-25 regarding Supply of Stationery/Misc. & Computer Stationery Items advertised on 27th June, 2024 in daily "Pakistan Today" as well as in daily "Jhang" on 27th June, 2024. The bid opening date is extended from 11-07-2024 to 18-07-2024 at 11.30 AM.
- Tenders/bids must be submitted online through e-Pak Acquisition & Disposal System (EPADS).
- 5. No hard copy of any bid will be accepted.
- 6. All other terms and conditions will remain the same.

ALLAHYAR KHAN KALWAR SECTION OFFICER (GENERAL)

Ministry of Science and Technology, 1- Constitution Avenue, G-5/2, Islamabad.

PH:051-9206569

No.1(204)/2024-Store GOVERNMENT OF PAKISTAN MINISTRY OF SCIENCE & TECHNOLOGY 1-Constitution Avenue, G-5/2

TENDER NOTICE No.03/2024-25

Supply of Stationery/Misc. & Computer Stationery Items

Sealed tenders for supply of office Stationery / Paper / Toners / Computer Accessories and other Misc. items to the Ministry of Science & Technology (MoST) during the Financial Year 2024-2025 are invited from well reputed local Firms/ Vendors/Suppliers based in Islamabad/Rawalpindi. The firm must be registered with e-Pak Acquisition & Disposal System (EPADS), Income Tax and Sales Tax authorities (NTN/GST), and also included in the Active Taxpayers List (ATL) of FBR, having valid Vendor Number of AGPR, Islamabad with physical offices, shops/stores as well as the facilities of telephone/fax.

- 2. Interested contractors/firms are also directed to provide a valid proof/document showing registration of the firm with EPADS launched by PPRA. List of Stationery/ Misc. & Computer Stationery items along with details of Terms and Conditions can be downloaded from **EPADS**.
- System (EPADS) by 11/07/2024 at 11.00 a.m. Hard copy of any bid will not be accepted and they will be opened on the same day at 11.30 a.m. The bidders or their authorized representatives may attend the meeting of the Departmental Procurement Committee, if they so desire. An affidavit on stamp paper of Rs.50/- that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/Department/Organization of the Government(s) must be attached with the bids. Tender is also available at PPRA's website www.ppra.org.pk and MoST's website www.most.gov.pk MoST may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The MoST shall upon request communicate to any agency/party or contractor who submitted a bid or proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds. In case bid submitting / opening day is declared a holiday, the same will be submitted/opened on the next working day.

(ALLAHYAR KHAN KALWAR)

Section Officer (General)

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No.1(204)/2024-Store GOVERNMENT OF PAKISTAN MINISTRY OF SCIENCE & TECHNOLOGY

Tender Documents

TERMS & CONDITIONS OF TENDER NOTICE No.03/2024-25

The terms and conditions to participate in the tender for purchase of office stationery, miscellaneous items and computer accessories by the Ministry of Science and Technology (MoST) are as follows:

- 1. The firm must be registered with e-Pak Acquisition & Disposal System (EPADS).
- 2. Interested contractors/firms must provide a valid proof/document showing registration of the firm with EPADS launched by PPRA.
- 3. Tender should accompany an Earnest Money of Rs.100,000/- (refundable) in the form of Bank Draft/Pay Order in favour of Drawing & Disbursing Officer (DDO), Ministry of Science & Technology, Islamabad (Cheque will not be accepted). Without earnest money the tender will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till 30.06.2025.
- 4. Rates to be quoted shall be inclusive of GST and all applicable taxes and shall be valid up to **30.06.2025**. However, the procuring agency may extend contract period beyond **30.06.2025** till finalization of next tender.
- 5. Samples of the items where possible especially for papers should be attached with the tender.
- 6. The firms shall be liable to supply the requisite items within seven days after issuance of Purchase Order(s) at 1-Constitution Avenue G-5/2, Islamabad at their own expenses and even at short notice if needed.
- 7. The Firms must have Sales Tax Registration Certificate, National Tax Number and AGPR's Vender Number and also included in the Active Taxpayers List (ATL) of FBR and have proper offices, shops/stores in Rawalpindi/ Islamabad as well as facilities of telephone/fax lines.
- All the information as at S.No.5 above must be printed on the quotations/ bills of the competing firms as AGPR does not accept bills without such information printed on the bill.
- 9. Income tax and other taxes will be deducted as per Govt. instructions and applicable rate
- 10. An Affidavit on stamp paper of Rs.50/- to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/ Division/ Department/Organization of the Government(s) must be attached with the bids.
- 11. Submission of any false statement/documents and concealing of information is likely to disqualify the bidder.
- 12. This Ministry may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The MoST shall upon request communicate to any agency/party or contractor who submitted a bid or proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds.

LIST OF STATIONERY / MISC. & COMPUTER STATIONERY ITEMS

S. No.	Name of Items	Per Pack/Per Unit	Rate	GST	Total Cost
	Stationery Items:				
1)	Offset Paper 70 gms A/4 size imported (each ream containing 500 sheets) :-				
	i) HP	Ream			
	i) Paper One	Ream			
	ii) Double A	Ream			
2)	Offset Paper 80 gms A/4 size imported (each ream containing 500 sheets) :-				
	i) HP	Ream			
	ii) Paper One	Ream			
	iii) Double A	Ream			
3)	Offset Paper 80 gms legal size imported (each ream containing 500 sheets) :-				s.
70 X 00	i) HP	Ream			
	ii) Paper One	Ream			
	iii) Double A	Ream			
4)	Binder Clips Black :-				
	i) 19mm	Per Box			
	ii) 32mm	Per Box			
	iii) 38mm	Per Box			
	iv) 42mm	Per Box			
5)	Ball Points Dollar Clipper (Blue/Black/Red)	Per Pack of 10 No.			
6)	Ball Point (Picasso Crystal) Blue/Black/Red	-do-	84		
7)	Piano Point 0.8mm grip Sayyed	-do-			
8)	Piano Point Pro 0.8mm	-do-			
9)	Gel Pen Grip Leader 0.7mm M&G	-do-		***************************************	
10)	Dollar Pointer+ 0.3 (Blue/Black/Red)	Per Pack of 10 No.			
11)	Marker Tempo (Blue/Black)	Per Pack			

12)	Calculator 12 Digit (Best Quality) Large size	Each	
13)	Coloured Flags Pronoti	Packet	
14)	Coloured Paper (A4 size) (each ream containing 500 sheets)	Ream	
15)	Coloured Paper (legal size) (each ream containing 500 sheets)	Ream	
16)	Diary Register No.6 Tayyaba	Each	
17)	File Register No.3 Tayyaba	Each	
18)	Attendance Register No.1 Tayyaba	Each	
19)	Log Book of Vehicles (No.6) Best Quality	Each	
20)	Envelops S.E.5 Best Craft Paper 80gm.	Per 100	
21)	Envelops S.E.6 Best Craft Paper 80gm.	Per 100	
22)	Envelops S.E.7 Best Craft Paper 80gm.	Per 100	
23)	Envelops S.E.8 Best Craft Paper 80gm.	Per 100	
24)	Envelops A/4 size Best Craft Paper 80gm	Per 100	
25)	Erasers- Best Quality	Dozen	
26)	File Boards White A/4 Thick-SHAHEEN	Per Pack	
		of 10	
27)	File Boards White A/4 Thick-VENUS	Per Pack	
		of 10	
28)	File Flappers Rexine	Per 100	
29)	Ruled Register (16 No)- IMRAN	Each	
30)	Ruled Register (6 No)- IMRAN	Each	
31)	Ruled Register Lucky (24 No) Imported Paper	Each	
32)	Ruled Register Lucky (20 No) Imported Paper	Each	
33)	Ruled Register Lucky (16 No) Imported Paper	Each	
34)	Ruled Register Lucky (10 No) Imported Paper	Each	
35)	Ruled Register Lucky (08 No) Imported Paper	Each	
36)	Gum/Glue Stick :-		
	i) UHU (Original)- 22gm	Each	
	ii) Amos 22gm	Each	
	iii) Dollar 22gm	Each	
37)	Ink Dollar 60 ml	Each	

201	Markers Diana (Permanant)	Each	T
38)	Markers Piano (Permanent) Blue/Black/Red/Green	Lacii	
39)	Markers Piano White Board Blue/Black/Red/Green	Each	
40)	Marker Dollar 70/90 All Colors	Each	
41)	Note Sheet Pad Offset paper A/4 size imported White Paper (each pad containing 50 sheets)	Each	
42)	Draft Pad A/4 size (each pad containing 50 sheets)	Each	
43)	Draft Pad small size (each pad containing 50 sheets)	Each	
44)	Peon Book (90 sheets) Best Quality	Each	
45)	Pencil Shorthand (Goldfish)	Dozen	
46)	Pencil Jars- Deli	Each	
47)	Paper Pins China 50 gm- Best Quality	Packet	
48)	Paper Clips 36mm – Best Quality	Packet	
49)	Lead Pencil- Goldfish # 21/2 HB 5000	Dozen	
50)	Lead Pencil- Prima Art # 818 Soft Writer pencil	Dozen	
51)	Short-hand Note Book (Standard Size 100 sheets) Fine Quality	Each	
52)	Sharpeners Plastic DUX Original	Dozen	
53)	Sharpener Bahadur-131(Two screw sharpener)	Dozen	
54)	Sharpener Machine- Best Quality	Each	
55)	Staples 24/6 :-		
	i) KW-triO	Per Pack	
	ii) Picasso	Per Pack	
	iii) M&G	Per Pack	
	iv) Whashin	Per Pack	
56)	Staple Pins Heavy Duty 23/17 Whashin	Per Pack	
57)	Staple Pins Heavy Duty 23/20 Whashin	Per Pack	
58)	Staple Pins Heavy Duty 23/8 Whashin	Per Pack	
59)	Staple Pins Heavy Duty 23/24 Whashin	Per Pack	
60)	Stapler Three Flowers Original (24/6, 26/6)	Each	
61)	Staple Machine M&G Original	Each	

62)	Heavy Duty Stapler KW-trio (050LBN)	Each
		Each
63)	Staple Remover (KW # 5080)	Each
64)	Stamp Pads Large :-	
	i) Quality(Brand) 3.6x12.6 cm	Each
	ii) Lancer	Each
	iii) Crystal	Each
65)	Stamp Pad Ink-Pelikan Original	Each
66)	Table Set Marble- Good Quality	Each
67)	Table Set Leather- Kaligon #4	Each
68)	Table Set Crystal- Good Quality	Each
69)	Tags Standard size good quality (Standard Size)	Per bundle
70)	White Fluid Blanco with thinner- Fine Quality	Each Set
71)	White Fluid Pen/Correction Pen :-	
	i) Uni (Original)	Each
	ii) KITA	Each
	iii) Piccasso	Each
72)	Highlighters with different colors :-	
	i) Dollar	Per Pack
		of 10
	ii) Pelikan Original	Per Pack
		of 10
	iii) Mercury	Per Pack
		of 10
73)	Dak Pad Rexine Superior High Quality	Each
74)	Dak Pad (Ordinary)	Each
75)	USB/Flash Drive USB (8 GB)- USB 3.0 speed & with 02 Years warranty	Each
76)	USB/Flash Drive USB (16 GB)- USB 3.0 speed &	Each
/6)	with 02 Years warranty	
77)	USB/Flash Drive USB (32 GB)- USB 3.0 speed & with 02 Years warranty	Each
78)	USB/Flash Drive USB (64 GB)- USB 3.0 speed & with 02 Years warranty	Each

79)	Paper Cutter (Having Blade) XINFA	Each		
80)	Paper Cutter/Paper Knife - Ordinary	Dozen		
81)	File Folder A4- 3 inch easy clip file folder	Each		
82)	Plastic File slid bar Nokya A-074	Each		
83)	Post it Pads 3"x3" Pronoti	Each		
84)	Post it Pads 3"x4" Pronoti	Each		
85)	Paper Punch Single Hole (Best Quality)	Each		
86)	Paper Punch Single Hole KW-Trio 097D0	Each		
87)	Paper Punch Double Hole KW 988	Each		
88)	Punch Double Hole Heavy Duty KW 9670	Each		
89)	Ring Binder A4 Size Nokia 084	Each		
90)	Ring Binder A4 Size Nokia 1/2, 073	Each		
91)	Ring Binder Nokya D Ring A/4 1314 Milky	Each		
92)	Ruler Steel 12"	Each		
93)	Red Paper Seal	Packet		
94)	Uni-ball eye fine UB-150 (Original)	Dozen		
	(blue, black, green, red)			
95)	Uni-ball eye fine UB-157 (Original)	Dozen		
	(blue, black, green, red)			
96)	Uni-ball Vision Elite fine 0.8mm ball Original (blue, black, green, red)	Dozen		
97)	Uni-ball Signo 0.7mm Original (blue, black, green, red)	Dozen		
98)	Ball Point Pen, Pilot Hi-Tech Point V10 Grip (blue, black, green, red)	Dozen		
99)	Schneider Pen One Business 0.6mm- Original	Per Pack		
100)	Pen Fine- M&G Smarten 0.7mm	Dozen		
	Computer Stationery Items:			
101)	Computer Mouse Optical- A4Tech	Each		
102)	Computer Mouse Wireless Hp	Each		
103)	Computer Mouse USB wired DELL-OXN966	Each		
104)	Computer Key Board Wireless Hp	Each		

105)	Computer Key Board Dell Multimedia	Each		
106)	Computer Key Board A4Tech Multimedia	Each		
107)	Computer Speaker (Multi Media) Audionic	Each Set		
	Toners			
108)	Toner for Printer Laser Jet HP (P1005) -	Each		
	compatible toners with replace warranty			
109)	Toner for Printer Laser Jet HP (P1005) – Refurbished/with replace warranty	Each		
		Each		
110)	Toner for Printer Laser Jet HP (P-2014/2015)- compatible toners with replace warranty	Each		
111)	Toner for Printer Laser Jet HP (P-2014/ 2015)-	Each		
, , ,	Refurbished/with replace warranty			
112)	Toner for Laser Jet Printer HP P-2035- compatible toners with replace warranty	Each		
113)	Toner for Laser Jet Printer HP P-2035- Refurbished/with replace warranty	Each		
114)	Toner for Printer Laser Jet HP (P1102) –	Each		
	compatible toners with replace warranty		VOLUME DE LA COLUMN DE LA COLUM	
115)	Toner for Printer Laser Jet HP (P1102) - Refurbished/with replace warranty	Each		
116)	Toner for Laser Jet Printer HP 1320- compatible toners with replace warranty	Each		
117)	Toner for Laser Jet Printer HP 1320- Refurbished/with replace warranty	Each		
118)	Toner for Hp Printer Laser Jet Pro M-404dn - compatible toners with replace warranty	Each		
119)	Toner for Hp Printer Laser Jet Pro M-404dn - Refurbished/with replace warranty	Each		
120)	Toner for HP Laser Jet Printer M401A – compatible toners with replace warranty	Each		
121)	Toner for HP Laser Jet Printer M401A - Refurbished/with replace warranty	Each		
122)	Toner for HP Laser Jet Printer M402DN- compatible toners with replace warranty	Each		
123)	Toner for HP Laser Jet Printer M402DN- Refurbished/with replacement warranty	Each		
124)	Toner Laser Jet Printer HP-CP1025 Colour (Original/ Genuine) (Complete Set) with replace warranty	Each Set		

125)	Toner Laser Jet Printer HP-CP1025 Colour (Complete Set)- compatible toners with replace warranty	Each Set
126)	Toner Laser Jet Printer HP-M452dn Colour (Original/ Genuine) (Complete Set) with replace warranty	Each Set
127)	Toner Laser Jet Printer HP- M452dn Colour (Complete Set)- compatible toners with replace warranty	Each Set
128)	Toner for Laser Jet Color Printer Hp Pro M255dw - (Original/ Genuine) (Complete Set) with replace warranty	Each Set
129)	Toner for Laser Jet Color Printer Hp Pro M255dw- (Complete Set)- compatible toners with replace warranty	Each Set
130)	Toner for Photocopier Ricoh R325 – (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each
131)	Toner for Photocopier Canon iR1024if (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each
132)	Toner for Photocopier Panasonic DP 8020P (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each
133)	Toner for Photocopier Ricoh Aficio MP-1600 (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each
134)	Toner for Photocopier Canon Image Runner 2318 (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each
135)	Toner for Photocopier Ricoh MP-5002 (9000 – 10,000 copies minimum) Best Compatible	Each
	with replace warranty Misc. Items:	
1)	Air Freshener Machine- Air Wick	Each
2)	Air Freshener for Machine- Air Wick 250mle	Each
3)	Air Fresheners:-	
	i) Cobra 300 ml	Each
	ii) Al-Rehab Aseel 300ml (Original)	Each
	iii) Frey Lavender 300ml	Each
4)	Ash Tray Marble- Best Quality	Each

5)	Ash Tray Glass/Crystal- Omroc	Each
6)	Insect Killer Spray-Cobra 300ml	Each
7)	Insect Killer Spray Odourless- Kingtox 600ml	Each
8)	Insect Killer Spray Bottle Odourless- Mortein	Each
9)	Electric Kettle 1.7 liters ANEX- Best Quality	Each
10)	Electric Kettle 1.7 liters DEURON-Best Quality	Each
11)	Electric Power Extension leads:-	
12)	i) Lead with 6-metre wire and Eight points and USB Slot (Best Quality Copper wired 40/76)	Each
13)	Electric Wireless Remote Control Bell with Switch/Plug-In option- Best Quality	Each
14)	Electric Wireless Remote Control Bell with Battery Cell option- Best Quality	Each
15)	Battery Cells small for the Remote Bells 23A/12V	Each
16)	Battery Cell (Pencil size) (AAA)-	Dozen
	Toshiba Original	
17)	Battery Cell (Pencil size) (AAA)-	Dozen
	Power Plus Original	
18)	Battery Cell (Pencil size) (AAA)- Energizer Original	Dozen
19)	Battery Cell for Wall Clocks (AA)-	Dozen
	Toshiba Original	
20)	Battery Cell for Wall Clocks (AA)-	Dozen
	Power Plus Original	
21)	Battery Cell for Wall Clocks (AA)-	Dozen
	Energizer Original	
22)	Computer Cell- CR2032 (3V)	Each
23)	Plastic Lota Large size (Good Quality)	Each
24)	Glass Cleaner :-	
	i) Glint 500ml- Original	Each
	ii) Insta 500ml	Each
25)	Tumblers/Water Glass (Omroc)	Dozen
26)	Soap Safeguard (140 gm)	Each
27)	Soap Safeguard (85 gm)	Each

28)	Liquid Hand Wash Dettol 250ml	Bottle	
29)	Liquid Hand Wash Lifebuoy 250ml	Bottle	
30)	Liquid Hand Wash Astonish Silk Soft 500ml	Bottle	
31)	Soap Case (Plastic)	Each	
32)	Surf Excel 60 gram	Packet	
33)	Duster Yellow fine (Large Size)- Best Quality	Dozen	
34)	Duster Cotton White (Large Size) Best Quality	Dozen	
35)	Scotch Tape ½ Inch (Small) ½"x72 Olympic	Each	
36)	Scotch Tape 1 Inch (large) 1" x 72 Olympic	Each	
37)	Packing Tape Nichibon 2" Borne	Each	
38)	Binding Tape 2" Sensa	Each	2000
39)	Scissor Plastic Handle Medium Size-Imported	Each	
40)	Scissor Plastic Handle Large Size- Imported	Each	
41)	Tissue Paper Box Rose Petal (Luxury) (100 X 2 Ply Tissues)	Each Box	
42)	Tissue Paper Box Tulip Pop-Up 270 sheets	Each Box	
	(270 x 2 Ply Tissues)		
43)	Tissue Paper Box Rose Petal Supreme 150+ sheets (2 Ply Tissues)	Each Box	
44)	Tissue Paper Box (Tulip Regular) (160 X 2 Ply Tissues)	Each Box	
45)	Toilet Tissue Rolls (Maxob-Rose Petal Original)	Each Roll	
46)	Toilet Tissue Rolls (Tulip-Rose Petal Original)	Each Roll	
47)	Hi-Jeen Tissues (Rose Petal) - White	Each Pkt	
48)	Towel Superior White Best Quality- Medium Size	Each	
49)	Towel Superior White Best Quality- Large/Full Size	Each	
50)	Waste Bin/ Baskets (Superior) Height- 02 Feet Height (Plain Plastic with no holes/pores)	Dozen	
51)	Waste Paper Baskets (Superior) Height- 02 Feet (Steel-with small holes/Jaali)	Dozen	
52)	Vim Poly bags	Each	
53)	Tea Cups with saucers- Good Quality	Dozen	
	Quarter Plates- Good Quality	Dozen	

	The state of the s	Dozen
55)	Soup/Curry Plates- Good Quality	Dozen
56)	Rice Plates- Good Quality	Dozen
57)	Tea Spoons (Steel)- Best Quality	Dozen
58)	Fork (Steel)- Best Quality	Dozen
59)	Rice Spoons (Steel)- Best Quality	Dozen
60)	Tea Set 24 Pcs- Good Quality	Each Set
61)	Engagement Stand (A4 size) Good Quality	Each
62)	Engagement Stand(Legal size) Good Quality	Each
63)	Umbrella (large size with 16 wires) Best Quality	Each
64)	Ceiling Warm Light (Round – 2 Inches) for lifts – Best Quality – (Minimum one year replacement warranty)	Each
65)	Ceiling Light (2 Ft x 2 Ft) with adapter complete Set– Best Quality (Minimum one year replacement warranty)	Each Set
66)	Ceiling Light (2 Ft x 2 Ft) – Best Quality (Minimum one year replacement warranty)	Each
67)	Adapter for Ceiling Light (2 Ft x 2 Ft) – Best Quality (Minimum one year replacement warranty)	Each
68)	Tube Rod (36 Watt) with Choke – Best Quality (Minimum one year replacement warranty)	Each Set
69)	Tube Rod (36 Watt) Single – Best Quality (Minimum one year replacement warranty)	Each
70)	Choke for two tube rods (36 Watt) – Best Quality (Minimum one year replacement warranty)	Each
71)	Ceiling Light (Round 5-6 Inches) – Best Quality (Minimum one year replacement warranty)	Each
72)	Open Ceiling Light (Round 6 Inches) – Best Quality (Minimum one year replacement warranty)	Each
73)	LED Bulb (18-20 Watt) Philips or Equivalent (having Pin) (Minimum one year replacement warranty)	Each
74)	LED Bulb (18-20 Watt) Philips or Equivalent (having Churi) (Minimum one year replacement warranty)	Each
75)	Two Pin Shoe – Best Quality	Each
76)	Three Pin Shoe – Best Quality	Each

Signatures:		, 2024
Firm Name:	_	
Address:		
GST No.	_	
N.T.N		<u>P.T.O</u>
AGPR Vendor No		
Bank A/C No. & Branch		
Bank IBAN Number		
Phone No.		
Seal/Stamp:		

Each

Multi 3 Pin Shoe With Fuse & Extra Socket -

77)

Best Quality