



**NESPAK- REQUIRED
STATIONERY ITEMS FOR HEAD OFFICE LAHORE**

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) invites sealed quotations from active GST registered firms for the procurement of the following stationery items:

Sr. No.	Items	Quantity Required
1.	Air freshener 300 ml (Firidi or equivalent)	150 Nos
2.	Air freshener 300 ml (Black cobra or equivalent)	150 Nos
3.	Binding spiral 32 mm (pure plastic)	500 Nos
4.	Binding spiral 38 mm (pure plastic)	500 Nos
5.	Cell AAA (Toshiba or equivalent)	500 Sets
6.	Duster cotton 24*30 (fine quality)	500 Nos
7.	Glass cleaner 500 ml (Glint original)	200 Nos
8.	Ink for stamp pad minimum 32 ml (Blue,Black & Red) 24 each (Dolphin or equivalent)	72 Nos
9.	Marker Florescent (Blue,Green,Pink & Yellow 250 each) Dollar or equivalent	1000 Nos
10.	Register Attendance 100 pages (Lion brand or equivalent)	100 Nos
11.	Register Attendance 200 pages (Lion brand or equivalent)	50 Nos
12.	Rubber Band 1.6'' Q band or equivalent	300 Pkts
13.	Staple pin remover fine quality	36 Nos
14.	Staple pin 24/6 dollar or equivalent	500 Pkts
15.	Staple pin 13mm 23/13 Fuji/Washin or equivalent	25 Pkts
16.	Staple pin 15mm 23/15 Fuji/Washin or equivalent	25 Pkts
17.	Staple pin 20mm 23/20 Fuji/Washin or equivalent	25 Pkts
18.	Insects killer spray 600 ml (Kingtox or equivalent)	300 Nos
19.	Tape cloth binding 2'' 14 yards minimum (Sliver,Blue,Red and black) fine quality with good adhesive material.	500 Nos

20.	Tape dispenser (fine quality)	24 Nos
21.	Title card A4 off white 300 gm (art card), 100 sheets per pkt	100 Pkts

TERMS & CONDITIONS:

1. Sealed quotations can be submitted on or before **March 26, 2025** up to **11:00 AM** along with **Rs. 50,000/- (Rupees fifty thousand only)** earnest money in form of pay order/CDR/bank draft in the name of National Engineering Services Pakistan (Pvt) Limited. Quotations will be opened on the same date at **11:30 AM**. Pay order of supplier approved by the committee will be retained till completion of supply order. In case of non-compliance of the purchase order, earnest money will be forfeited and purchase order will be treated as cancelled.
2. Quotations received without earnest money and after the due date and time shall not be entertained. The vendor must give a specific brand name with quoted items.
3. The competent authority reserves the right to reject any or all the bids in accordance with Rule 33 of Public Procurement Rule 2004.
4. Quotation provided shall be marked with the price inclusive of all taxes. The purchase order shall be issued independently to the lowest bidder of each item.
5. Supply of said items shall be made within two weeks of issuance of purchase order by NESPAK.
6. NESPAK reserves the right to increase/decrease quantity of each item and this bid is valid for six months.
7. Repeat order may be placed within 6 months of bid opening date.
8. No advance payment will be made by NESPAK. Payment will be released within four weeks of supply of approved stock after submitting of invoice with Annex C.
9. Sales Tax, Income Tax and other Taxes shall be deducted as per Government rules.
10. This tender is also available at NESPAK (www.nespak.com.pk) website.

Secretary
Procurement Cell
NESPAK House, 1-C, Block-N, Model Town
Extension Lahore,
PH. # 042-99090000, Ext. 514/568
E-mail: purchase@nespak.com.pk

HBL

HABIB BANK

Deposit Slip

Customer Copy

Branch: Faisal Town LHR. Date: 11/05/2025

Account Title: PPRA

IBAN: PK H A B B 0 0 0 4 5 9 0 0 1 3 1 0 0 7 0 1

Currency: PKR USD EURO GBP JPY Others

Credit Card No. CASH Intercity Within city Same Branch

BANK / BRANCH: BANK AL HABIB AMOUNT: 15000/-

CHEQUE/INSTRUMENT NO.	AMOUNT
<u>3455689</u>	<u>1</u>
<u>04-03-25</u>	<u>15000/-</u>
TOTAL AMOUNT	<u>15000/-</u>

Total Amount in Words: Fifteen thousand only.

Depositor's Name: MANAF BUI

Contact No.: 0305-6390162

Depositor's CNIC No.: 35202-0779153-1

Depositor's Account No.: (For HBL Customers / Account Holders)

Received By: Manaf Bui

18136822

Commission (if any) _____

Other Bank Cheque Deposit
Branch: 0197-Faisal Town Lahore

Account Name: PK17HAB50004540013100701
Amount: *****15,000.00 PKR
Charges: *****464.00 Date: 2025-05-11
Teller: CM74 Time: 11.56.59.348000

(As per Terms & Conditions on reverse) (Not official unless validated)