



**NESPAK- REQUIRES
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.	Offset Paper A4 Size, 80 Grams (500 Sheets per ream) Navigator/Double A or Equivalent	3000 Reams
2.	Offset Paper A3 Size, 80 Grams (500 Sheets per ream) Navigator/Double A or Equivalent	200 Reams
3.	Offset Paper Legal Size, 80 Grams (500 Sheets per ream) Navigator/Double A or Equivalent	20 Reams
4.	Ball Points Piano 0.8mm (Blue=1750,Black=200 & Red=50)	2000 Nos
5.	Box File 3" Black A4 Full scape (alpha/Shakir 54 or equivalent)	1000 Nos
6.	Cell AA (Toshiba or equivalent)	500 Nos
7.	Marker Uniball eye micro 0.5 mm, Japan or equivalent (Blue=516, Black=120 & Red=72)	708 Nos
8.	Multifield Separator Set 180gm, A4 (Shakir or equivalent)	200 Sets
9.	Punch Machine 2 hole small (kw trio or equivalent)	36 Nos
10.	Pencil Lead HB Gold fish or equivalent	1200 Nos
11.	Pencil color box Large 12 color in each box Gold fish or equivalent	50 Boxes
12.	Plastic Sheet A4 Ibico or equivalent 180 Micron (100 Sheets per Pkt)	120 Pkts
13.	Plastic Sheet A3 Ibico equivalent 180 Micron (100 Sheets per Pkt)	50 Pkts
14.	Pad Ruled 200 Page (A4) Min 68 gm	200 Nos
15.	Pad Ruled 200 Page (Small) Min 68 gm	100 Nos
16.	Register ruled 300 pages (Lion brand or equivalent)	50 Nos
17.	Register stock 900 pages (Lion brand or equivalent)	10 Nos
18.	Stapler Large HD 50R (Max japan original or equivalent)	50 Nos

19.	File visible A4 good quality	120 Nos
20.	Gum stick 21gm (UHU original or equivalent)	500 Nos
21.	Water Glass Tumbler, Toyo Nasic or equivalent	120 Nos
22.	Peon Books, 200 Pages (Lion Brand or equivalent)	100 Nos
23.	Paper Clip 36mm, Three Flower or equivalent	200 Pkts
24.	Sticky flag colored for signature	200 Nos
25.	Post it pad 3" x 3" 3M original or equivalent	500 Pads
26.	Post it pad 1.5" x 2" 3M original or equivalent	250 Pads

TERMS & CONDITIONS:

1. Sealed quotations can be submitted on or before **December 20, 2024** up to **11:00 AM** along with **Rs. 100,000/- (Rupees one hundred 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 day 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 and **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 حیب بینک

Deposit Slip Customer Copy

Branch: <u>Faisal Town LHR</u>	Date: <u>06/12/2024</u>
Account Title: <u>اکاؤنٹ ہولڈر کا نام</u> <u>MIS PRRA</u>	
IBAN: <u>PK</u> <u>H A B B</u> <u>00</u> <u>04540013100701</u>	
Currency: <input type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	<input type="checkbox"/> Intercity <input type="checkbox"/> Within city <input type="checkbox"/> Same Branch
Credit Card No.	
<input type="checkbox"/> CASH نقد	
BANK / BRANCH	AMOUNT رقم
<u>Bank AL Habib</u>	<u>15000/-</u>
CHEQUE/INSTRUMENT NO. چیک نمبر	
<u>3454708</u>	
<u>04-12-24</u>	
TOTAL AMOUNT کل رقم	<u>15000/-</u>
Total Amount in Words: <u>fifteen thousand only</u>	بلغ
Depositor's Name <u>HANAFI BUTT</u>	Commission (if any)
Contact No. <u>0305-6390162</u>	Other Bank Cheque Depositor
Depositor's CNIC No. <u>35202077011531</u>	Branch: <u>0197 Faisal Town</u>
Depositor's Account No.	From Account:
	Account Name: <u>PX17</u>
	Amount: <u>15000/-</u>
	Charges: <u>XXXXXXXXXX</u>
	Teller: <u>0474</u>
Received By: <u>وصول کنندہ</u>	Depositor's Signature <u>دستخط جمع کنندہ</u>
	(As per Terms & Conditions on reverse) (Not official unless validated)

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