



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.	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	250 Reams

TERMS & CONDITIONS:

1. Sealed quotations can be submitted on or before **July 15, 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.
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,
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