



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 300ml (Firdi or equivalent).	150 Nos
2.	Air Freshener 300ml (Black Cobra or equivalent).	150 Nos
3.	Ball Points Piano 0.8mm (Blue=1900 & Red=100)	2,000 Nos
4.	Box File 3" Black A4 Full scape (alpha/Shakir 54 or equivalent)	1,000 Nos
5.	Box File 2" Black A4 Full scape (alpha/Shakir 54 or equivalent)	200 Nos
6.	Binding Spiral Plastic 6mm	1000 Nos
7.	Binding Spiral Plastic 8mm	1000 Nos
8.	Binding Spiral Plastic 10mm	1000 Nos
9.	Binding Spiral Plastic 12mm	1000 Nos
10.	Binding Spiral Plastic 16mm	1000 Nos
11.	Binding Spiral Plastic 20mm	1000 Nos
12.	Binding Spiral Plastic 25mm	1000 Nos
13.	Binding Spiral Plastic 32mm	500 Nos
14.	Binding Spiral Plastic 38mm	500 Nos
15.	Binding Spiral Plastic 45mm	500 Nos
16.	Binding Spiral Plastic 52mm	500 Nos
17.	Blade for Cutter Olfa (Large L2)	20 Nos
18.	Basket Waste Paper Min 10" Long (Plastic)	100 Nos
19.	Correcting Fluid Pen (Kita or equivalent)	200 Nos
20.	Cell AA (Toshiba or equivalent)	200 Nos
21.	Cell AAA (Toshiba or equivalent)	200 Nos

22.	Calculator Simple 12 Digits (Casio MJ 120D Plus original or equivalent)	20 Nos
23.	Duster Cotton 25"x30" Fine Quality	1000 Nos
24.	Eraser AL30 Pelikan or equivalent	500 Nos
25.	Folder Visible L-Type	200 Nos
26.	Foot Roll Steel 12" fine quality	100 Nos
27.	Gum Stick (UHU original or equivalent) 21gm.	500 Nos
28.	Glint original (Glass & Household Cleaner) 500ml	100 Nos
29.	Water Glass Tumbler, Toyo Nasic or equivalent	120 Nos
30.	Ivory Card A4, 180gms. (100 Sheets per Pkt)	50 Pkts
31.	Jug for Water, Toyo Nasic or equivalent	20 Nos
32.	Lamination Sheet A4, 50 Sheets per Pkt 80 Micron.	50 Pkts
33.	Log Books, 100 Pages (Lion Brand or equivalent)	100 Nos
34.	Permanent Marker 70/90 (Dollar)	500 Nos
35.	Marker Uniball Vision Elite or equivalent, Japan (Blue=400, Black=50 & Red=50)	500 Nos
36.	Marker UniBall Signo 0.7 or equivalent , Japan (Blue=400, Black=50 & Red=50)	500 Nos
37.	Marker Florescent (Yellow, Green & Blue) Dollar or equivalent	500 Nos
38.	Multifield Separator Set 180gm, A4 (Shakir) or equivalent	100 Nos
39.	Dishwash Liquid Max or equivalent, 475ml	100 Nos
40.	Paper Computer Box A3, Golden Form (1000 Sheets per Box)	20 Boxes
41.	Paper Color A4, 80gms. 100 Sheets per Pkt. (Spectra or equivalent) (Blue, Green, Pink, Yellow & Purple)	200 Pkts
42.	Plastic Sheet A4 Ibico or equivalent 180 Micron (100 Sheets per Pkt)	100 Pkts
43.	Plastic Sheet A3 Ibico equivalent 180 Micron (100 Sheets per Pkt)	20 Pkts
44.	Paper Cutter Knife Olfa (Large L2)	30 Nos

45.	Paper Clip 36mm, Three Flower or equivalent	200 Nos
46.	Pad Ruled 200 Page (A4) Min 68 gm	100 Nos
47.	Pad Ruled 200 Page (Small) Min 68 gm	200 Nos
48.	Rubber Band 1.6", Q-Band or equivalent	200 Nos
49.	Staple Pin 24/6 (Dollar or equivalent)	500 Pkts
50.	Stamp Pad Lancer or equivalent 7x11cm (Blue=30, Black=10 & Red=10)	50 Nos
51.	Sharpener Plastic (Kum/China or equivalent)	500 Nos
52.	Scissor Medium Size 10" Long Steel	50 Nos
53.	Spray KingTox or equivalent, 600ml	200 Nos
54.	Tape Binding Cloth 2" 14 Yards (Jhonson or equivalent)	500 Nos
55.	Tape Masking 1" (Abro/China or equivalent)	100 Nos
56.	Tape Transparent 1"x72 Yards (Tico or equivalent)	500 Nos

TERMS & CONDITIONS:

1. Sealed quotations can be submitted on or before **July 29, 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 **NESPAK (www.nespak.com.pk)** website.

Secretary Procurement Cell
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