

**Government of Pakistan**  
**Ministry of Narcotics Control**  
**Anti Narcotics Force Regional Directorate Balochistan**  
**Model Addiction Treatment Rehabilitation & Reintegration Center Quetta**

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**TENDER NOTICE**

Model Addiction Treatment Rehabilitation & Reintegration Center (MATRRC), Quetta required sealed tender from Government Contractors/ Firms/ Vendors (GST holders) for provision of Stationary Items, those who are dealing for the same. List of items is given as under:-

**ITEMS**

<b>Ser</b>	<b>Items</b>	<b>A/U</b>
1.	Ball Points (Uni Ball)	Pkt
2.	Ball Points (Fine)	Pkt
3.	Gel Pen (Fine)	Pkt
4.	Box File	No
5.	Double AA (Size A4) 80 grm	Ream
6.	Double AA (Size Legal)80 grm	Ream
7.	Color Paper (SizeA4) Multi Color	Ream
8.	Diary Register	No
9.	Dispatch Register	No
10.	Envelop Khaki (E-5)	No
11.	Diary Pad A-4	No
12.	Diary Pad A-6	No
13.	Poker	No
14.	Eraser	No
15.	File Binder (with gattadori)	No
16.	Mail Folder (Rexene)	No
17.	Dusting Cloth	No
18.	Board Duster	No
19.	White Board (Small)	No
20.	White Board (Medium)	No
21.	White Board (Large)	No
22.	Notice Board With Green Cloth (Small)	No
23.	Notice Board With Green Cloth (Medium)	No
24.	Notice Board With Green Cloth (Large)	No
25.	Board Marker (Multi Color)	No
26.	Gum Stick Medium	No
27.	Highlighter Fine (Multi Color)	No
28.	Paper Sheet	Dozen
29.	Plastic Sheet	Meter
30.	Lead Pencils Fine	Pkt
31.	Log Book	No.
32.	Tape Dispenser	No
33.	Charts (Multi Color)	No
34.	Thumb Pins (Multi Color)	No
35.	Scissor (Small)	No
36.	Scissor (Medium)	No
37.	Paper Pin	Pkt
38.	Permanent Marker (Multi Color)	No
39.	Pin Opener	No

40.	Pin Cushion	No
41.	Punch Single Hole	No
42.	Punch Machine (Medium)	No
43.	Attendance Register	No
44.	Register Fine Quality (No.10)	No
45.	Register Fine Quality (No.12)	No
46.	Register Fine Quality (No.16)	No
47.	Register Fine Quality (No.18)	No
48.	Account Cash Book Register	No
49.	Stock Register No.06	No
50.	Flag (Multi Color)	Pkt
51.	Scotch Tap (1 Inch )	No
52.	Scotch Tap (2 Inch )	No
53.	Sharpener Fine Quality	No
54.	Double Tape	No
55.	Stamp Pad	No
56.	Stamp Pad Ink	No
57.	Stapler Machine (Small)	No
58.	Stapler Machine (Medium)	No
59.	Stapler Machine (Large)	No
60.	Stapler Pin (Small)	Pkt
61.	Stapler Pin (Medium)	Pkt
62.	Stapler Pin (Large)	Pkt
63.	Tag Bundle (Standard)	No
64.	Tag Bundle (Full Size)	No
65.	Fluid	No
66.	Paper Clip	Pkt
67.	Paper Cutter	No
68.	Stiky Note (Small)	Pkt
69.	Stiky Note (Medium)	Pkt
70.	Note Sheet Pad	No.

### **General Terms & Conditions**

- Bids may be submitted in a **SEALED CONFIDENTIAL COVER** latest by **25 Aug, 2024** on or before at 11:00 hrs through courier services or by hand.
- Proposals/ Bids will be opened on the same day and date at 12:00 hrs by the Purchase Committee in Model Addiction Treatment Rehabilitation & Reintegration Center (MATRRC), Quetta / Regional Directorate Anti Narcotics Force Balochistan, 449-A, Musa Road, Quetta, Cantt in the presence of bidder/ rep/ nominee by bidders. Bids received after due date and time will not be accepted.
- A bid bond, in the shape of Pay Order / Demand Draft in favour of Regional Directorate Anti Narcotics Force Balochistan equivalent **4% (Rs.20,000/- Refundable)** of the total cost of bid should be submitted along with the tender.
- All the proposals and prices shall remain valid for FY 2024/25 from the closing date of the submission of the proposal / tender.
- All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- The quoted price should include all Government taxes.

- The bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax law of Pakistan, from all payments for services rendered by any vendor who signs a contract with the Government.
- Bidder should clearly indicate the duration of delivery of items after the award of contract.
- Bidders are bound to provide samples of all items.
- The successful bidder will supply the items completely along with all its accessories.
- For quality assurance only No.1 quality of all items will be accepted.
- **The Purchase Committee reserves the right to cancel the tender as per PPRA rules.**

### **Contact Details**

Project Officer (DDR)  
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