

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING

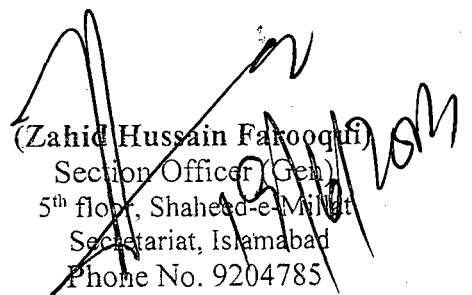
No.6/2/2023-General

Islamabad, the 19th June, 2023

TENDER NOTICE

Sealed tenders are invited for the financial year-2023-24 for supply of stationery items, miscellaneous items, computer stationery, computer accessories, Computer (IT) equipment, printer, Photocopier machine and fax machine tonners and hiring of services for carrying out repair work of computer hardware from the registered firms/ authorized dealers having their offices/ workshops/ shops located in Islamabad/Rawalpindi duly registered with Sales & Income Tax Departments also active on tax payer list of FBR having AGPR Vendor No. (must be register with IBAN No.), Bank Account No. with branch name, branch code and address. GST and Income tax No. and their contact telephone & fax No. All the information must be printed on the quotation/Bills of the competing firms as AGPR is not accepting bills without such information printed on the bill. The list of specification of such items is available in the office of the undersigned and can be obtained free of cost during office hours. The quantities mentioned therein are approximated which may increase/decrease upto 20%

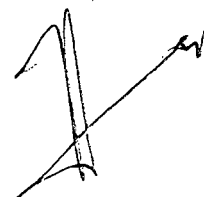
- (i) The sealed tenders should be sent through registered post to the undersigned by **11-07-2023 at 10:00 am**. Sample of the items, where possible, especially for papers should be attached with the tender without which the offer will not be entertained.
- (ii) Bank draft amounting to **Rs. 50,000/- (Rupees fifty thousand only)** in favor of DDO, Management Services Wing, Establishment Division Islamabad must be attached with bids as bid security (refundable) without which no tender shall be entertained.
- (iii) The bid security of successful bidder will be retained till closure/finalization of financial year (i.e. **30-6-2024**).
- (iv) The deliveries will have to be arranged by the successful bidder at 5th floor, Shaheed-e-Millat Secretariat, Islamabad immediately on the receipt of supply order.
- (v) The rates quoted will be effective for the whole financial year 2023-24 and will not be revised during the financial year.
- (vi) All items will be supplied as per specification given in list.
- (vii) No deviation from the specification is permissible; otherwise, the security deposit would stand forfeited under the rules.
- (viii) In violation of the above terms and conditions, the firm can be blacklisted by the government under the rules. Supply of re-filled// fake toners will also render the firm to blacklisting and confiscation of security deposit.
- (ix) Tenders will be opened on **11-7-2023 at 10:30 am** in the **Management Services Wing, Establishment Division at Committee Room, 4th floor, Shaheed-e-Millat Secretariat, Islamabad** in the presence of firms representatives.
- (x) The tender committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal while conveying the reason thereof.


(Zahid Hussain Farooq)
Section Officer (Gen)
5th floor, Shaheed-e-Millat
Secretariat, Islamabad
Phone No. 9204785

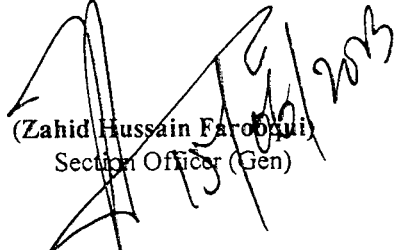
Government of Pakistan
Establishment Division
Management Services Wing

LIST OF STATIONERY ITEMS

S. No.	NAME OF ITEMS	Unit	Unit Rate	Tax	Rate inclusive of All Taxes
1	ACE Roller Ball Pen (original or equivalent)	Each			
2	Ball Point (Dollar Clipper) (or equivalent)	-do-			
3	Ball Point Piano (or equivalent)	-do-			
4	Ball Point Picasso (or equivalent)	-do-			
5	Binding Tape 2-inch width (or equivalent)	-do-			
6	Box File (A/4 size) (or equivalent)	-do-			
7	Carbon Papers best quality (or equivalent)	Per Pkt.			
8	Cash Book Register (or equivalent)	Each			
9	Common pin (or equivalent)	Per Pkt.			
10	Dak Book (S-38 A4 Size) (or equivalent)	Each			
11	Dak Pad Rexene with Lock (or equivalent)	-do-			
12	Dak/Peon Book (Small Size) (or equivalent)	-do-			
13	Dark Green Sheet for binding purposes (or equivalent)	-do-			
14	Diary Register (or equivalent)	-do-			
15	Dollar Gel-I Pen (or equivalent)	-do-			
16	Double hole Punch (Small and Large size) (or equivalent)	-do-			
17	Draft Pad (8x6) medium size (or equivalent)	-do-			
18	Draft Pad A-4 Size (or equivalent)	-do-			
19	Envelops A/4 Size 70 grams (or equivalent)	-do-			
20	Envelops SE-5 (9x4) 70 gram (or equivalent)	-do-			
21	Envelops SE-8(File size) 70 GM (or equivalent)	-do-			
22	Eraser Pelikan AL-30 (or equivalent)	-do-			
23	Fax Rolls 30 meters (or equivalent)	-do-			
24	File Board (or equivalent)	-do-			
25	File covers Printed (MS Wing) with Monogram of GoP (white art card sheet)	-do-			
26	File covers Printed (MS Wing) with Monogram of Govt. of Pakistan (blue colour)	-do-			
27	File flapper (or equivalent)	-do-			
28	File Tags (or equivalent)	Per Bundle			
29	Foot Scale steel-12" (or equivalent)	Each			
30	Gum stick Large Size (sensa) .78 OZ (or equivalent)	-do-			
31	Highlighter dollar (Yellow, green, pink, orange & blue) (or equivalent)	-do-			
32	Ivory Card (300 gram) A-4 size (or equivalent)	-do-			
33	Led pencil HB-5000 Goldfish (or equivalent)	-do-			
34	Line Register No 6 (Imported) (or equivalent)	-do-			
35	Line Register No 12 (Imported) (or equivalent)	-do-			
36	Loop Binding Drafting Pad A/4 Size (or equivalent)	-do-			
37	Marker Dollar (Permeant) (or equivalent)	-do-			
38	Marker Dollar (Temporary) (or equivalent)	-do-			
39	Masking Tape (two inch width) (or equivalent)	-do-			
40	Note sheet pad 80 gram A/4 size (or equivalent)	-do-			
41	Off Set Colour Paper 100 sheet box (different colours) (or equivalent)	-do-			
42	Officer Note Book (Rexine Green Cover) with printed Managemnet Services Wing, Establishment Division, Monogam of GoP/100 sheets (size 21cm x 15cm)	-do-			

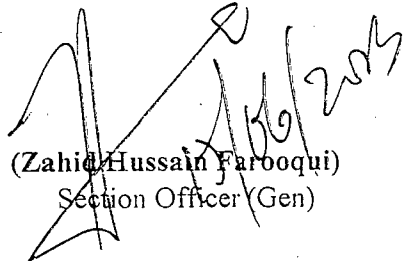


S. No.	NAME OF ITEMS	Unit	Unit Rate	Tax	Rate inclusive of All Taxes
43	Officer Note Book (Rexine Green Cover) with printed Managemnet Services Wing, Establishment Division, Monogam of GoP/100 sheets (small pocket size)	-do-			
44	Paper Clips (or equivalent)	Per Pkt.			
45	Paper Cutter (or equivalent)	Each			
46	Pen Holders (or equivalent)	-do-			
47	Plastic File folders one side transparent (or equivalent)	-do-			
48	Rabbit Gel Pen (or equivalent)	-do-			
49	Ring Folder A-4 size medium (or equivalent)	-do-			
50	Ring Folder Nokia Large size (or equivalent)	-do-			
51	Scissor Medium Size 7" inch (or equivalent)	-do-			
52	Scotch Tape (one inch width) (or equivalent)	-do-			
53	Scotch Tape (two inch width)(or equivalent)	-do-			
54	Separator (set of 10 piece) (or equivalent)	-do-			
55	Separator (set of 20 piece) (or equivalent)	-do-			
56	Sharpener Plastic (or equivalent)	-do-			
57	Sharpener Steel (or equivalent)	-do-			
58	Single hole Punch (Small and Large size) (or equivalent)	-do-			
59	Spiral Note Book / Drafting Pad (or equivalent)	-do-			
60	Stamp Pad Dollar (or equivalent)	-do-			
61	Stapler Machine KW-5820 (or equivalent)	-do-			
62	Stapler Machine Super SDI-324 (or equivalent)	-do-			
63	Stapler Pin Dollar 23/25 (or equivalent)	Per Pkt.			
64	Stapler Pin Dollar 24/6 (or equivalent)	Per Pkt.			
65	Summary/Computer Paper (500 sheets) AA 80gm A-4 size (or equivalent)	Per Ream			
66	Summary/Computer Paper (500 sheets) Paper One 80gm A-4 size (or equivalent)	Per Ream			
67	Summary/Computer Paper 500 sheets AA 80grms legal size (or equivalent)	Per Ream			
68	Summary/Computer Paper 500 sheets Paper One 80grms legal size (or equivalent)	Per Ream			
69	Table Dairy (or equivalent)	Each			
70	Table Calendar (or equivalent)	-do-			
71	Table Set plastic (or equivalent)	-do-			
72	Table Set Stone (or equivalent)	-do-			
73	Transparency sheets PCP (100 sheet Box) white (or equivalent)	-do-			
74	Uni Ball Point Eye (or equivalent)	-do-			
75	Uni Ball Point Sigma (or equivalent)	-do-			
76	Vehicle Movement Register (or equivalent)	-do-			
77	Vehicle Log Book No.6 (or equivalent)	-do-			
78	White Fluid pen (or equivalent)	-do-			


 (Zahid Hussain Farooqui)
 Section Officer (Gen)

LIST OF TONNERS
FOR PRINTER & PHOTOCOPIER MACHINE

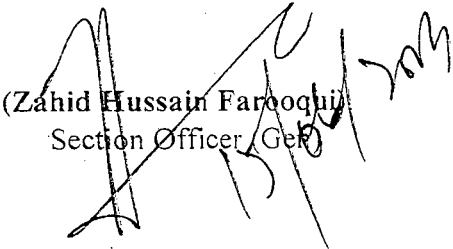
S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Toner HP Laser Jet-49-A (1320) (original or equivalent)	Each			
2	Toner HP Laser Jet-15-A(1200)(original or equivalent)	-do-			
3	Toner HP Laser Jet-1100 (92-A) (original or equivalent)	-do-			
4	Toner HP Laser Jet – 1102 (85-A) (original or equivalent)	-do-			
5	Toner HP Laser Jet- 1300 (13-A) (original or equivalent)	-do-			
6	Toner HP Laser Jet-1606 (78-A) (original or equivalent)	-do-			
7	Toner HP Laser Jet-2015/2014 (53-A) (original or equivalent)	-do-			
8	Toner HP Laser Jet-2300 (51-A) (original or equivalent)	-do-			
9	Toner HP Laser Jet-3020 (12-A) (original or equivalent)	-do-			
10	Toner for PPC, TOSHIBA – 166 (original or equivalent)	-do-			
11	Toner for PPC TOSHIBA-455 (original or equivalent)	-do-			
12	Toner for PPC TOSHIBA-456 (original or equivalent)	-do-			
13	Toner for PPC, TOSHIBA – 452 (original or equivalent)	-do-			
14	Konica Minolta Bizhub 751 (original or equivalent)	-do-			
15	Photocopier Richo MP4001, MP4001 (original or equivalent)	-do-			
16	Konica Minolta Bizhub 601 (original or equivalent)	-do-			
17	Toner for pro M125 (original or equivalent)	-do-			
18	Toner for hp LaserJet 1212nf 285/435/436-A (original or equivalent)	-do-			
19	Toner HP Laser Jet-2035 (05-A) (original or equivalent)	-do-			
20	Toner for RICOH-Aficio MP-201-SPF (original or equivalent)	-do-			


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LIST OF MISCELLANEOUS ITEMS

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Acid for Toilet	Each			
2	Airfresher 300 ml lavendra	-do-			
3	Airfresher 300 ml(Cobra-london)	-do-			
4	Battery cell (small size) for wall clock	-do-			
5	Battery clock small size for CLI and AC remotes	-do-			
6	Broom	-do-			
7	Calculator 14 digit	-do-			
8	China Lock 50mm (Large)	-do-			
9	Duster Cotton 18 X 18	-do-			
10	Duster Yellow 24 x 24	-do-			
11	Electric Call Bell	-do-			
12	Electric Call Bell (Wireless)	-do-			
13	Electric Kettle 1.7 Ltr. (West Point/Geepas)	-do-			
14	Molty Back Care	-do-			
15	Phenyl bottle Finis 2.75 Ltr.	-do-			
16	Phenyl Tablet	-do-			
17	Plastic Dori (Roll)	-do-			
18	Power Supply extension lead (10 points)	-do-			
19	Power Supply extension lead (12 points)	-do-			
20	Power Supply extension lead (6 points)	-do-			
21	Punchara (Steel Handle)	-do-			
22	Punchara without handle	-do-			
23	Rume Tablet (Tickey)	-do-			
24	Soap Lux (Large size)	-do-			
25	Soap Lux (Medium size)	-do-			
26	Soap Lux (small size)	-do-			
27	Surf (Medium size)	-do-			
28	Tissue Paper (Rose Petal) small size	-do-			
29	Toilet Roll Rose Patel	-do-			
30	Toilet/Commode Brush	-do-			
31	Towel Medium Size 21 X 24	-do-			
32	Vim Power 350 gram	-do-			
33	Wall Clock (Champion/Simco)	-do-			
34	Waste Paper basket	-do-			
35	Water Glass Omroc	-do-			
36	Water Jug Toyonosic	-do-			
37	Wiper	-do-			


 (Zahid Hussain Farooqui)
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Establishment Division
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LIST OF COMPUTER ITEMS

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Call charges for Printer (without parts)	Each			
2	Call Charges of Computer (without parts)	-do-			
3	Call charges for Fax Machine and Scanner (Kodak/Cannon)	-do-			
4	USB 4 GB Kingston	-do-			
5	USB 16 GB Kingston	-do-			
6	USB 32 GB Kingston	-do-			
7	USB 64 GB Kingston	-do-			
8	Ram 01 GB, DDR-I	-do-			
9	Ram 02 GB, DDR-I	-do-			
10	Ram 01 GB, DDR-II	-do-			
11	Ram 02 GB, DDR-II / 04 GB -DDR-II	-do-			
12	Ram 01 GB, DDR-III	-do-			
13	Ram 02 GB, DDR-III/ 04 GB -DDR-III	-do-			
14	RJ-45 Connectors	-do-			
15	RJ-45 Face Plate (dual)	-do-			
16	RJ-45 Face Plate Connector/Socket	-do-			
17	External Switch 8 port	-do-			
18	External Switch 12 port	-do-			
19	RJ-10 Patch Cord 10 Ft.	-do-			
20	RJ-45 Patch Cord 13/20 Ft	-do-			
21	Portable HDD (1TB)	-do-			
22	Portable HDD (2TB)	-do-			
23	Portable HDD (4TB)	-do-			
24	Mouse (USB)	-do-			
25	Mouse Wireless	-do-			
26	Key Board (USB)	-do-			
27	Key Board Wireless	-do-			
28	Cell for PC (CR 2032)	-do-			
29	Hard Disk 120 GB SSD	-do-			
30	Hard Disk 500 GB SATA	-do-			
31	Hard Disk 1TB SATA	-do-			
32	Hard Disk 2TB SATA	-do-			
33	Hard Disk 4TB SATA	-do-			
34	LCD-21"	-do-			
35	LCD-19"	-do-			
36	Power Supply Box 400 watt Dell/HP	-do-			
37	VGA cable for LCD	-do-			
38	Data Cable for Printer	-do-			
39	Power supply Cable	-do-			
40	Computer motherboard (Core2duo) Dell/HP	-do-			
41	Compact Disk (CD-R)	-do-			
42	Compact Disk (CD-RW)	-do-			
43	DVD (R)	-do-			
44	DVD (RW)	-do-			
45	Keyboard Mouse Set (Wirless)	-do-			

(Zahid Hussain Barooqui)
Section Officer (Gen)

15/11/2022