

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING**

F. No. 6/2/2021-General

Islamabad, the 28th June, 2021

TENDER NOTICE

Sealed tenders are invited for the financial year-2021-22 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. 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 **27-07-2021 at 11:00 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. 40,000/- (Rupees forty 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. 30-6-2022**).
- (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 2021-22 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 **27-7-2021 at 11:30 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.

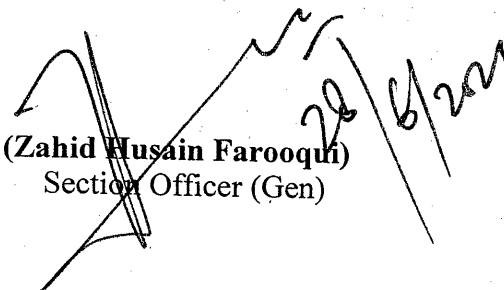

(Zahid Hussain Farooqui)
Section Officer (G)
051-9204785

LIST OF STATIONERY ITEMS

S.NO	DESCRIPTION	QUANTITY	LOWEST RATE
1.	Ball Point Picasso		
2.	Ball Point Piano		
3.	Uni Ball Point Eye		
4.	Uni Ball Point Sigma		
5.	Ball Point (Dollar Clipper)		
6.	Dollar Gel-I Pen		
7.	Rabbit Gel Pen		
8.	Paper Clips		
9.	Common pin		
10.	Dak Pad Rexene with Lock		
11.	Register Imported Large Size		
12.	Diary Register		
13.	Draft Pad A-4 Size		
14.	Draft Pad (8x6) medium size		
15.	Loop Binding Drafting Pad A/4 Size		
16.	Spiral Note Book		
17.	Dark Green Sheet for binding purposes		
18.	Ivory Card (300 gram) A-4 size		
19.	Envelops SE-5 (9x4) 70 gram		
20.	Envelops SE-6 70 grams		
21.	Envelops SE-8(File size) 70 GM		
22.	Eraser Pelikan AL-30		
23.	Fax Rolls 30 meters		
24.	File covers Printed Monogram of Govt. of Pakistan		
25.	File Board		
26.	Plastic File folders		
27.	Box File (A/4 size)		
28.	File flapper		
29.	Foot scale steel-12		
30.	Gum stick Large Size (sensa) .78 OZ		
31.	Highlighter dollar (Yellow, green, pink, orange & blue)		
32.	Led pencil HB-5000 Goldfish		
33.	Marker dollar		
34.	Note sheet pad 80 gram A/4 size		
35.	Transparency sheets PCP (100 sheet Box)		
36.	Photo state paper (500 sheets) AA 80 GMS A-4 sixe		
37.	Photo state paper 500 sheets AA-80 Grams legal size		
38.	Single hole Punch (Small and Large size)		
39.	Scissor Medium Size 7" inch		
40.	Scotch Tape (two inch width)		
41.	Sharpener plastic		
42.	Sharpener steel		
43.	Stamp pad dollar		
44.	Stapler machine super SDI-324		
45.	Stapler pin dollar 24/6		
46.	Stapler pin dollar 23/25		
47.	White fluid pen		
48.	Carbon Papers best quality		

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49.	Paper Cutter		
50.	Ring Folder Nokia Large size		
51.	Ring Folder A-4 size medium		
52.	Shorthand Books		
53.	Table Set plastic		
54.	Table Set Stone		
55.	Pen Holders		
56.	Table Dairy		
57.	Table Calendar		
58.	Binding Tape		
59.	Dak Book (Small and Large size)		
60.	Vehicle Log Book No.6		
61.	Vehicle Movement Register		
62.	Line Register No 6		
63.	Line Register No 12		
64.	Officer Note Book with Rexine Green Cover (Size 7"x9")		
65.	Off Set Colour Paper 100 sheet box		

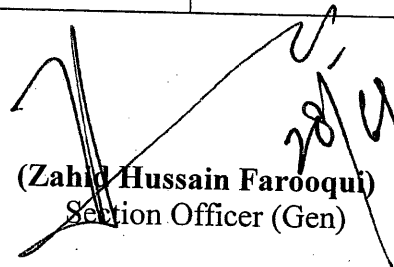

(Zahid Husain Farooqui)
Section Officer (Gen)

28/6/2011

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LIST OF MISCELLANEOUS ITEMS

S.NO	DESCRIPTION	QUANTITY	LOWEST RATE
1.	Airfreshner 300 ml(Cobra-london)	Each	
2.	Airfreshher 300 ml lavendra	-do-	
3.	Duster Cotton 18 X 18	-do-	
4.	Duster Yellow 24 x 24	-do-	
5.	Phenyl bottle	-do-	
6.	Soap Lux Smalls/ Medium/ Large size	-do-	
7.	Tissue paper (Rose Petal) small size	-do-	
8.	Toilet Roll Rose Patel	-do-	
9.	Towel Medium Size 21 X 24	-do-	
10.	Vim Power 350 gram	-do-	
11.	Waste Paper basket	-do-	
12.	Water Glass Omroc	-do-	
13.	Water Jug Toyonosic	-do-	
14.	Broom	-do-	
15.	Wiper	-do-	
16.	Punchara (Steel Handle)	-do-	
17.	Punchara without handle	-do-	
18.	Surf (Medium size)	-do-	
19.	Phenyl table 1kg	-do-	
20.	Acid for toilet	-do-	
21.	Power Supply extension lead	-do-	
22.	Battery cell (small size) for wall clock	-do-	
23.	Battery clock small size for CLI and AC remotes.	-do-	

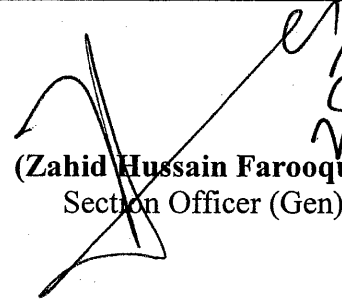

28/4/2021
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LIST OF TONNERS

FOR PRINTER & PHOTOCOPIER MACHINE

S. NO	DESCRIPTION	QUANTITY	LOWEST RATE
01.	Toner HP Laser Jet -49-A (1320)	Each	
02.	Toner HP Laser Jet- 15-A(1200)	-do-	
03.	Toner HP Laser Jet- 1100 (92-A)	-do-	
04.	Toner HP Laser Jet – 1102 (85-A)	-do-	
05.	Toner HP Laser Jet- 1300 (13-A)	-do-	
06.	Toner HP Laser Jet- 2015/2014 (53-A)	-do-	
07.	Toner HP Laser Jet- 2300 (51-A)	-do-	
08.	Toner HP Laser Jet-3020 (12-A)	-do-	
09.	Toner for PPC, TOSHIBA – 166	-do-	
10.	Toner for PPC TOSHIBA-455	-do-	
11.	Toner for PPC, TOSHIBA – 452	-do-	
12.	Konica Minolta Bizhub 751	-do-	
13.	Photocopier Richo MP4001, MP4001		
14.	Konica Minolta Bizhub 601	-do-	
15.	Toner for pro M125	-do-	
16.	Toner for hp LaserJet 1212nf 285/435/436-A	-do-	
17.	Toner HP Laser Jet-2035 (05-A)	-do-	
18.	Toner for RICOH-Aficio MP-201-SPF	-do-	


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28/6/2021

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LIST OF COMPUTER ITEMS

S. NO	DESCRIPTION	QUANTITY	LOWEST RATE
1.	Call charges (without parts of printers)		
2.	Call Charges of Computer		
3.	Call charges for Fax Machine and Scanner (Kodak/Cannon)		
4.	USB 16 GB Kingston		
5.	USB 32 GB Kingston		
6.	Ram 01 GB, DDR-I		
7.	Ram 02 GB, DDR-I		
8.	Ram 01 GB, DDR-II		
9.	Ram 02 GB, DDR-II / 04 GB -DDR-II		
10.	Ram 01 GB, DDR-III		
11.	Ram 02 GB, DDR-III/ 04 GB -DDR-III		
12.	RJ-45 Connectors		
13.	RJ-45 Face Plate (dual)		
14.	RJ-45 Face Plate Connector/Socket		
15.	External Switch 8 port		
16.	External Switch 12 port		
17.	RJ-10 Patch Cord 10 Ft.		
18.	RJ-45 Patch Cord 13/20 Ft		
19.	Portable HDD (500 / 1TB / 2TB / 4TB)		
20.	Mouse (USB) / Wireless		
21.	Key Board (USB)		
22.	Cell for PC (CR 2032)		
23.	Hard Disk 120 GB SSD		
24.	Hard Disk 500 GB SATA		
25.	Hard Disk 1TB/2TB/4TB SATA		
26.	LCD-21"		
27.	LCD-19"		
28.	Power Supply Box 400 watt Dell/HP		
29.	VGA cable of LCD		
30.	Data Cable for Printer		
31.	Power supply Cable		
32.	Computer motherboard (Core2duo) Dell/HP		


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