

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING

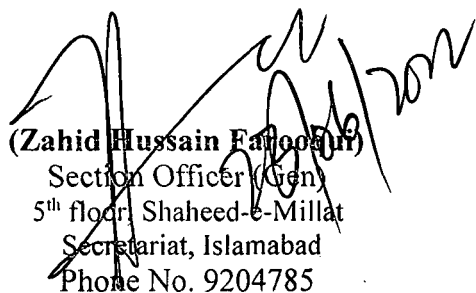
No.6/2/2022-General

Islamabad, the 23rd June, 2022

TENDER NOTICE

Sealed tenders are invited for the financial year-2022-23 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 **19-07-2022 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. 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. 30-6-2023)**.
- (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 2022-23 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 **19-07-2022 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.

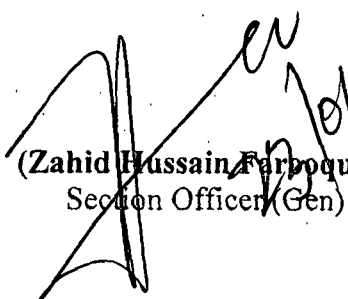

(Zahid Hussain Ferooz)
Section Officer (Gen)
5th floor, Shaheed-e-Millat
Secretariat, Islamabad
Phone No. 9204785

Government of Pakistan
Establishment Division
Management Services Wing

LIST OF STATIONERY ITEMS

S. No.	NAME OF ITEMS	UNIT	Rate Inclusive of All Taxes
1.	Ball Point Picasso	Each	
2.	Ball Point Piano	-do-	
3.	Uni Ball Point Eye	-do-	
4.	Uni Ball Point Sigma	-do-	
5.	Ball Point (Dollar Clipper)	-do-	
6.	Dollar Gel-I Pen	-do-	
7.	Rabbit Gel Pen	-do-	
8.	Paper Clips	-do-	
9.	Common pin	-do-	
10.	Dak Pad Rexene with Lock	-do-	
11.	Diary Register	-do-	
12.	Draft Pad A-4 Size	-do-	
13.	Draft Pad (8x6) medium size	-do-	
14.	Loop Binding Drafting Pad A/4 Size	-do-	
15.	Spiral Note Book	-do-	
16.	Dark Green Sheet for binding purposes	-do-	
17.	Ivory Card (300 gram) A-4 size	-do-	
18.	Envelops SE-5 (9x4) 70 gram	-do-	
19.	Envelops A/4 Size 70 grams	-do-	
20.	Envelops SE-8(File size) 70 GM	-do-	
21.	Eraser Pelikan AL-30	-do-	
22.	Fax Rolls 30 meters	-do-	
23.	File covers Printed Monogram of Govt. of Pakistan	-do-	
24.	File Tags	-do-	
25.	File Board	-do-	
26.	Plastic File folders one side transparent	-do-	
27.	Box File (A/4 size)	-do-	
28.	File flapper	-do-	
29.	Foot Scale steel-12"	-do-	
30.	Gum stick Large Size (sensa) .78 OZ	-do-	
31.	Highlighter dollar (Yellow, green, pink, orange & blue)	-do-	
32.	Led pencil HB-5000 Goldfish	-do-	
33.	Marker Dollar (Permeant)	-do-	
34.	Marker Dollar (Temporary)	-do-	
35.	Note sheet pad 80 gram A/4 size	-do-	
36.	Transparency sheets PCP (100 sheet Box)	-do-	
37.	Photo state Paper (500 sheets) AA 80gm A-4 size	Per Ream	
38.	Photo state Paper (500 sheets) Paper One 80gm A-4 size	Per Ream	
39.	Photo state paper 500 sheets AA 80grms legal size	Per Ream	
40.	Photo state paper 500 sheets Paper One 80grms legal size	Per Ream	
41.	Double hole Punch (Small and Large size)	Each	
42.	Single hole Punch (Small and Large size)	-do-	
43.	Separator (set of 10 piece)	-do-	
44.	Separator (set of 20 piece)	-do-	

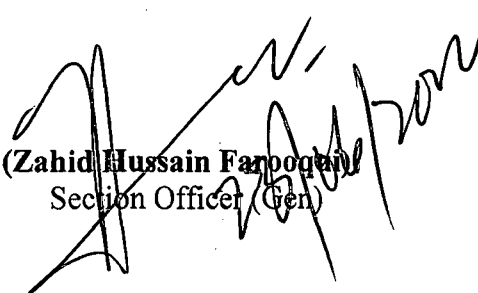
45.	Scissor Medium Size 7" inch	-do-	
46.	Scotch Tape (one inch width)	-do-	
47.	Scotch Tape (two inch width)	-do-	
48.	Masking Tape (two inch width)	-do-	
49.	Sharpener Plastic	-do-	
50.	Sharpener Steel	-do-	
51.	Stamp Pad Dollar	-do-	
52.	Stapler Machine Super SDI-324	-do-	
53.	Stapler Machine KW-5820	-do-	
54.	Stapler Pin Dollar 24/6	-do-	
55.	Stapler Pin Dollar 23/25	-do-	
56.	White Fluid pen	-do-	
57.	Carbon Papers best quality	-do-	
58.	Paper Cutter	-do-	
59.	Ring Folder Nokia Large size	-do-	
60.	Ring Folder A-4 size medium	-do-	
61.	Table Set plastic	-do-	
62.	Table Set Stone	-do-	
63.	Pen Holders	-do-	
64.	Table Dairy	-do-	
65.	Table Calendar	-do-	
66.	Binding Tape	-do-	
67.	Dak/Peon Book (Small Size)	-do-	
68.	Dak Book (S-38 A4 Size)	-do-	
69.	Cash Book Register	-do-	
70.	Vehicle Log Book No.6	-do-	
71.	Vehicle Movement Register	-do-	
72.	Line Register No 6 (Imported)	-do-	
73.	Line Register No 12 (Imported)	-do-	
74.	Officer Note Book (Rexine Green Cover) with 100 sheets (size 21cm x 15cm)	-do-	
75.	Off Set Colour Paper 100 sheet box	-do-	


 (Zahid Hussain Farooqui)
 Section Officer (Gen)

LIST OF TONNERS

FOR PRINTER & PHOTOCOPIER MACHINE

S. No.	NAME OF ITEMS	UNIT	Rate Inclusive of All Taxes
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-1606 (78-A)	-do-	
07.	Toner HP Laser Jet-2015/2014 (53-A)	-do-	
08.	Toner HP Laser Jet-2300 (51-A)	-do-	
09.	Toner HP Laser Jet-3020 (12-A)	-do-	
10.	Toner for PPC, TOSHIBA – 166	-do-	
11.	Toner for PPC TOSHIBA-455	-do-	
12.	Toner for PPC TOSHIBA-456	-do-	
13.	Toner for PPC, TOSHIBA – 452	-do-	
14.	Konica Minolta Bizhub 751	-do-	
15.	Photocopier Richo MP4001, MP4001	-do-	
16.	Konica Minolta Bizhub 601	-do-	
17.	Toner for pro M125	-do-	
18.	Toner for hp LaserJet 1212nf 285/435/436-A	-do-	
19.	Toner HP Laser Jet-2035 (05-A)	-do-	
20.	Toner for RICOH-Aficio MP-201-SPF	-do-	


(Zahid Hussain Farooq)
Section Officer (Gen)

Government of Pakistan
Establishment Division
Management Services Wing

LIST OF MISCELLANEOUS ITEMS

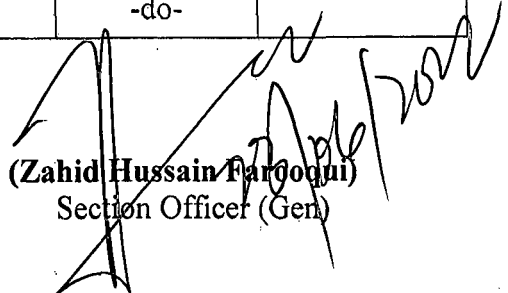
S. No.	NAME OF ITEMS	UNIT	Rate Inclusive of All Taxes
1.	Airfreshner 300 ml(Cobra-london)	Each	
2.	Airfreshner 300 ml lavendra	-do-	
3.	Calculator 14 digit	-do-	
4.	Duster Cotton 18 X 18	-do-	
5.	Duster Yellow 24 x 24	-do-	
6.	Phenyl bottle Finis 2.75 Ltr.	-do-	
7.	Soap Lux Smalls/ Medium/ Large size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


(Zahid Hussain Eardogui)
Section Officer (Gen)

Government of Pakistan
Establishment Division
Management Services Wing

LIST OF COMPUTER ITEMS

S. No.	NAME OF ITEMS	UNIT	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 16 GB Kingston	-do-	
5.	USB 32 GB Kingston	-do-	
6.	Ram 01 GB, DDR-I	-do-	
7.	Ram 02 GB, DDR-I	-do-	
8.	Ram 01 GB, DDR-II	-do-	
9.	Ram 02 GB, DDR-II / 04 GB -DDR-II	-do-	
10.	Ram 01 GB, DDR-III	-do-	
11.	Ram 02 GB, DDR-III/ 04 GB -DDR-III	-do-	
12.	RJ-45 Connectors	-do-	
13.	RJ-45 Face Plate (dual)	-do-	
14.	RJ-45 Face Plate Connector/Socket	-do-	
15.	External Switch 8 port	-do-	
16.	External Switch 12 port	-do-	
17.	RJ-10 Patch Cord 10 Ft.	-do-	
18.	RJ-45 Patch Cord 13/20 Ft	-do-	
19.	Portable HDD (500 / 1TB / 2TB / 4TB)	-do-	
20.	Mouse (USB) / Wireless	-do-	
21.	Key Board (USB)	-do-	
22.	Cell for PC (CR 2032)	-do-	
23.	Hard Disk 120 GB SSD	-do-	
24.	Hard Disk 500 GB SATA	-do-	
25.	Hard Disk 1TB/2TB/4TB SATA	-do-	
26.	LCD-21"	-do-	
27.	LCD-19"	-do-	
28.	Power Supply Box 400 watt Dell/HP	-do-	
29.	VGA cable for LCD	-do-	
30.	Data Cable for Printer	-do-	
31.	Power supply Cable	-do-	
32.	Computer motherboard (Core2duo) Dell/HP	-do-	


(Zahid Hussain Farooqui)
Section Officer (Gen)