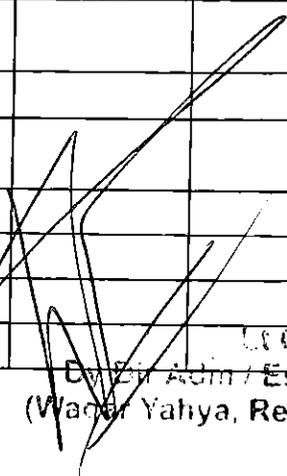


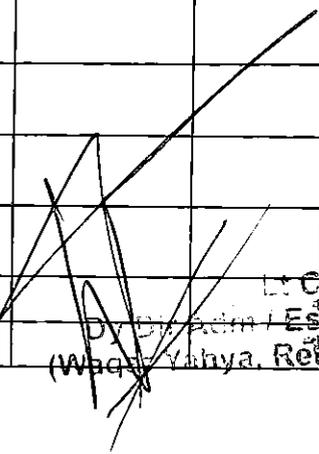
ENGINEER-IN-CHIEF'S BRANCH
TENDER NOTICE 05/2025-26
BIDS PROPOSAL FOR STATIONERY ITEMS

NAME OF FIRM			
COMPLETE ADDRESS			
Telephone & Fax No.		National Tax No (NTN)	
Vender No.		Sales Tax Registration No.	

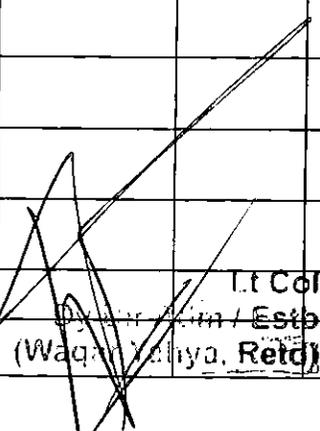
S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
1.	Ammonia Blue Line Bottle Liq SCP or equivalent	Can	01			
2.	Ammonia Blue Line Paper width 40" length 20 yards or equivalent	Roll	01			
3.	Attendance Register 4 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
4.	Ball Point Blue PIANO Click or equivalent	Pkt	01			
5.	Ball Point Blue PIANO Crystal or equivalent	Pkt	01			
6.	Ball Point Red PIANO Click or equivalent	Pkt	01			
7.	Ball Point Black PIANO Click or equivalent	Pkt	01			
8.	Binding Tape Office Master or equivalent	Nos	01			
9.	Binder Clip 1/2" No 977200 Diamond or equivalent	Pkt	01			
10.	Binder Clip 3/4" No 977000 Diamond or equivalent	Pkt	01			
11.	Binder Clip 1" No 977000 Diamond or equivalent	Pkt	01			
12.	Binder Clip 2" No 977000 Diamond or equivalent	Pkt	01			
13.	Binding Machine Spiral Comb S-960 or equivalent	Nos	01			
14.	Cello Tape 1/2" Stick Master 40 yds or equivalent	Nos	01			
15.	Cello Tape 1" Stick Master 40 yds or equivalent	Nos	01			
16.	Cello Tape 2" Stick Master 40 yds or equivalent	Nos	01			
17.	Colour Papers 70 gms F/S (Yellow, Pink) (Pkt of 100) or equivalent	Pkt	01			
18.	Coloured Flag Office Master or equivalent	Pkt	01			
19.	Coloured Paper Flag Office Master or equivalent	Pkt	01			
20.	Cutter Blade Darco or equivalent	Pkt	01			
21.	Correction Pen Office Master or equivalent	Nos	01			
22.	Correction Tape Office Master or equivalent	Nos	01			
23.	Carbon Paper Butterfly or equivalent	Pkt	01			


 Lt Col
 Engr. Waqar Yahya / Estb
 (Waqar Yahya, Retd)

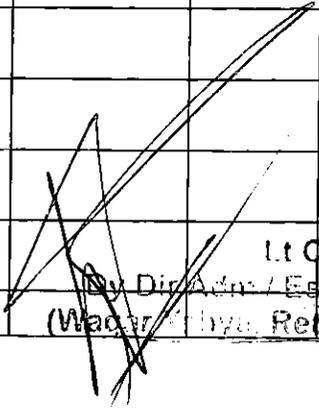
S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
24.	Clear Book Office Master or equivalent	Nos	01			
25.	Clear Bag F/S Office Master or equivalent	Nos	01			
26.	Calculator Scientific Casio or equivalent	Nos	01			
27.	Calculator 14 Digit China CT-9300 or equivalent	Nos	01			
28.	Dak Folder Rexene Blue / Red Best Quality or equivalent	Nos	01			
29.	Dak Bag Leather as per sample or equivalent	Nos	01			
30.	Complaint Register as per sample or equivalent	Nos	01			
31.	Complaint Chit Register as per sample or equivalent	Nos	01			
32.	DO Pad 80 gms (100 Sheet each) F/S (As per Sample) or equivalent	Nos	01			
33.	Drafting / Noting Pad Office Master or equivalent	Nos	01			
34.	Duplicating Paper Butterfly F/S 400 sheet of 50 gms or equivalent	Ream	01			
35.	Eraser AL-30 Dux or equivalent	Nos	01			
36.	Eraser AL-30 Palikan or equivalent	Nos	01			
37.	Eraser DG-50 Palikan or equivalent	Nos	01			
38.	Envelops 3.5" x 7.5" (50/pkt) White 70 gms or equivalent	Pkt	01			
39.	Envelops SE-5 (50/pkt) White 70 gms or equivalent	Pkt	01			
40.	Envelops SE-5 (50/pkt) Khaki 75 gms or equivalent	Pkt	01			
41.	Envelops SE-6 (50/pkt) Khaki 75 gms or equivalent	Pkt	01			
42.	Envelop A-4 (100/pkt) Khaki or equivalent	Pkt	01			
43.	Envelop F/S (100/pkt) Khaki or equivalent	Pkt	01			
44.	Envelop A-4 Cloth(50/pkt) Khaki or equivalent	Pkt	01			
45.	Envelop F/S Cloth (50/pkt) Khaki or equivalent	Pkt	01			
46.	File Cover Rexine Top Transparent A-4 or equivalent	Nos	01			
47.	File Cover Rexine Top Transparent F/S or equivalent	Nos	01			
48.	File Cover Glazed A-4 (As per Sample) or equivalent	Nos	01			
49.	File Cover Glazed F/S (As per Sample) or equivalent	Nos	01			
50.	File Cover A-4 (As per Sample) or equivalent	Nos	01			
51.	File Cover F/S (As per Sample) or equivalent	Nos	01			


 Lt Col
 Dy. Insp. / Estb
 (Waqar Yahya, Retd)

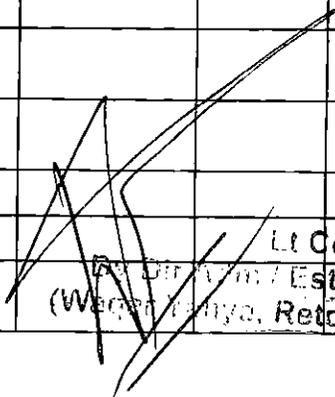
S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
52.	File Cover A-3 (Brown) (As per Sample) or equivalent	Nos	01			
53.	File Folder Plastic A-4 Ring (For 300 Pages) or equivalent	Nos	01			
54.	File Folder Plastic A-4 Ring (For 400 Pages) or equivalent	Nos	01			
55.	Fountain Pen Wing Sing or equivalent	Nos	01			
56.	Fax Roll Panasonic or equivalent	Roll	01			
57.	Gum Bottle Large Nafees 800 ml or equivalent	Btl	01			
58.	Glue Stick Dollar (Medium) 20 gm or equivalent	Nos	01			
59.	Glue Stick Dollar (Large) 35 gm or equivalent	Nos	01			
60.	HP White Plain Paper Roll 24" Dia 2" or equivalent	Roll	01			
61.	HP White Plain Paper Roll 36" Dia 2" or equivalent	Roll	01			
62.	Highlighter Yellow Palikan or equivalent	Nos	01			
63.	Highlighter Set of 4 Palikan or equivalent	Set	01			
64.	Ink Bottle Blue 62.5ml Palikan or equivalent	Btl	01			
65.	Ink Bottle Black 62.5ml Palikan or equivalent	Btl	01			
66.	Ink Remover Dux or equivalent	Nos	01			
67.	JCOs/SDO Hand Dairy Cover Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
68.	JCOs/SDO Hand Dairy Pad Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
69.	Ledger Accounting Book (As per Sample) or equivalent	Nos	01			
70.	Ledger Cash Accounting Book (As per Sample) or equivalent	Nos	01			
71.	Marker Permanent Blue Piano or equivalent	Nos	01			
72.	Marker Permanent Black Piano or equivalent	Nos	01			
73.	Marker Permanent Red Piano or equivalent	Nos	01			
74.	Marker Permanent Green Piano or equivalent	Nos	01			
75.	Marker Non Permanent Blue Piano or equivalent	Nos	01			
76.	Marker Non Permanent Black Piano or equivalent	Nos	01			
77.	Marker Non Permanent Red Piano or equivalent	Nos	01			
78.	Marker Non Permanent Green Piano or equivalent	Nos	01			
79.	Masking Tape 1/2" Abro or equivalent	Nos	01			
80.	Masking Tape 1" Abro or equivalent	Nos	01			


 Lt Col
 Dy. Commr. / Estb
 (Waqar Aliya, Retd)

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
81.	Masking Tape 2" Abro or equivalent	Nos	01			
82.	Offrs Hand Dairy Cover Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
83.	Offrs Hand Dairy Pad Printed (E-in C Branch) 90 gms Paper (100 sheet each) or equivalent	Nos	01			
84.	Marker Tempo Blue or equivalent	Nos	01			
85.	Marker Tempo Black or equivalent	Nos	01			
86.	Punching Machine D/D Small Office Master or equivalent	Nos	01			
87.	Punching Machine D/D Large Office Master or equivalent	Nos	01			
88.	Paper Double A A-4 70 gms or equivalent	Ream	01			
89.	Paper Double A F/S 70 gms or equivalent	Ream	01			
90.	Paper Double A A-4 80 gms or equivalent	Ream	01			
91.	Paper Double A F/S 80 gms or equivalent	Ream	01			
92.	Paper Double A A-3 80 gms or equivalent	Ream	01			
93.	Paintal Set Permanant Snoman Japan or equivalent	Pkt	01			
94.	Paper Pin Steel (China) 50gms or equivalent	Pkt	01			
95.	Paper Clip 36 mm(Three Flower) or equivalent	Pkt	01			
96.	Pencil Jar Plastic Office Master or equivalent	Nos	01			
97.	Pencil Lead Soft 2HB Dux or equivalent	Pkt	01			
98.	Paper Cutter Rancher or equivalent	Nos	01			
99.	Plain Paper Roll White sheet 24" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
100.	Plain Paper Roll White sheet 36" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
101.	Plain Paper Roll White sheet 40" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
102.	Post-it-Pad Yellow 3"x2" Office Master or equivalent	Pkt	01			
103.	Post-it-Pad Yellow 3"x3" Office Master or equivalent	Pkt	01			
104.	Post-it-Pad Yellow 3"x4" Office Master or equivalent	Pkt	01			
105.	Post-it-Pad Yellow 3"x5" Office Master or equivalent	Pkt	01			
106.	Postage Account Register (As per sample) or equivalent	Nos	01			
107.	Register 5 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
108.	Register 6 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
109.	Register 8 Qrs 68 gms Paper (Fine Quality) or	Nos	01			


 Lt Col
 Dy Dir Adm / Estb
 (Ward / Hyg. Reqd)

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
	equivalent					
110.	Register 10 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
111.	Register 24 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
112.	Routine Sheet Pad Green A-4 50 Sheet or equivalent	Nos	01			
113.	Rubber Band 1" Office Master or equivalent	Pkt	01			
114.	Ruler Steel 12" China or equivalent	Nos	01			
115.	Short Hand Note Book Office Master or equivalent	Nos	01			
116.	Sharpener Steel China or equivalent	Nos	01			
117.	Seprator A-4 20 Card Office Master or equivalent	Pkt	01			
118.	Seprator F/S 20 Card Office Master or equivalent	Pkt	01			
119.	Sharpner Machine Medium KW-305 or equivalent	Nos	01			
120.	Stapler Machine Large 24/6 KW-5537 or equivalent	Nos	01			
121.	Stapler Machine Heavy Duty 50 LC KW-Trio or equivalent	Nos	01			
122.	Stapler Pins 10 No Washin or equivalent	Pkt	01			
123.	Stapler Pins 24/6 Washin or equivalent	Pkt	01			
124.	Stamp Pad Blue Crystle or equivalent	Nos	01			
125.	Stamp Pad Black Crystle or equivalent	Nos	01			
126.	Stamp Pad Ink Blue Crystle or equivalent	Btl	01			
127.	Table Organizer Office Master or equivalent	Nos	01			
128.	Table Marble Set (Pak) or equivalent	Nos	01			
129.	Tape Dispenser Office Master or equivalent	Nos	01			
130.	Talic Sheet Golden Eagle (50 m x54 inch 10 mm) or equivalent	Roll	01			
131.	Tracing Paper Roll 24" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
132.	Tracing Paper Roll 36" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
133.	Tracing Paper Roll 40" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
134.	Transparency Sheet A-4 Size Office Master or equivalent	Pkt	01			
135.	Tag Small China (T Type) or equivalent	Bdl	01			
136.	Tag Large China (T Type) or equivalent	Bdl	01			
137.	Uniball Schneider Blue One Business or equivalent	Pkt	01			

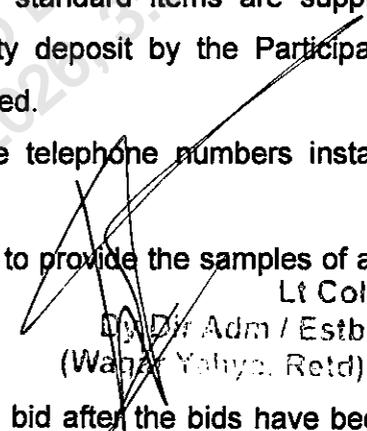

 Lt Col
 (Wgdt / Jy, Retd)

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
138.	Uniball Signo 0.7 UM-120 Black Mitsubishi or equivalent	Pkt	01			
139.	Uniball Signo 0.7 UM-120 Blue Mitsubishi or equivalent	Pkt	01			
140.	Uni Ball Compo Ultra Fine 03 Black Mitsubishi or equivalent	Pkt	01			
141.	Uni Ball Compo Ultra Fine 03 Blue Mitsubishi or equivalent	Pkt	01			
142.	Uniball Eye Micro UB-150 Blue Mitsubishi or equivalent	Pkt	01			
143.	Uniball Eye Micro UB-150 Black Mitsubishi or equivalent	Pkt	01			
144.	Uniball Eye Micro UB-150 Red Mitsubishi or equivalent	Pkt	01			
145.	Uniball Eye Fine UB 157 Black Mitsubishi or equivalent	Pkt	01			
146.	Uniball Eye Fine UB 157 Blue Mitsubishi or equivalent	Pkt	01			
147.	Uniball Eye Fine UB 157 Light Blue Mitsubishi or equivalent	Pkt	01			
148.	Uniball Eye Fine UB 157 Red Mitsubishi or equivalent	Pkt	01			
149.	Uniball Eye Fine UB 157 Green Mitsubishi or equivalent	Pkt	01			
150.	Uni Ball Vision Elite UB 200 (8) Fine Blue or equivalent	Pkt	01			
151.	Uni Ball Vision Elite UB 200 (8) Fine Green or equivalent	Pkt	01			


 Lt Col
 (Major Yahya, Retd)

TERMS AND CONDITIONS

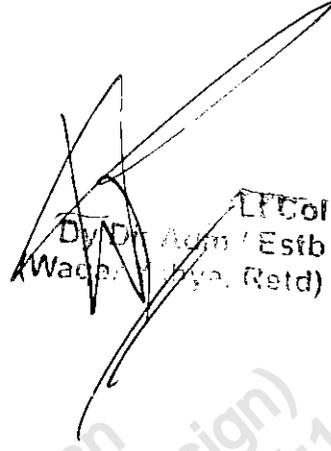
1. Participating Firms/Contractors must be registered with Income Tax and Sales Tax Department.
2. Attested copies of CNIC, NTN, GST registration with the FBR authorities, ATL (on present date) and professional Tax (2025/26) should be provided with the bid/quotation. In case a firm is found to be misstatement, or provision of fake documents, the bid/quotation shall be liable to cancel and the earnest money shall be forfeited. Case for blacklisting of firm will also be initiated
3. Participating Firms/Contractors shall provide an affidavit that the bidder has never been blacklisted by any government department/ organization.
4. Participating Firms/Contractors shall submit details of items separately showing unit price, GST and labour/service charges (if any). The written material should be clear and legible. Every page of the tender documents should be signed by the bidder with company seal.
5. Rates quoted (including all taxes) shall be valid upto **31 March 2026**.
6. Bid security money amounting to Rs 100,000/- (Rupees One Hundred Thousand only) in the shape of Bank Draft/Pay Order in favour of the Engineer-in-Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi shall be enclosed with bid/quotation. Quotation not supported with bid security shall not be entertained. For successful bidder, the security money shall be converted into security deposit which shall be retained till **31 March 2026**, however bid security shall be returned to unsuccessful bidders after finalization of the contract.
7. If at any stage during the financial year, sub standard items are supplied by the contract, the contract shall be cancelled. The security deposit by the Participating Firms/Contractors shall be foreited & the firm shall be blacklisted.
8. The complete shop/office address and landline telephone numbers installed at the shop/office should be provided along with the bid.
9. Participating Firms/Contractors shall be required to provide the samples of all the items before the Purchase Committee, if demanded as such.
10. Partial/in complete bids will not be accepted.
11. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid in accordance with rule 31 (1) of PPRA rules 2004.
12. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Rule 33(1) of PPRA Rules, 2004. The procuring agency shall upon request communicate to any supplier or contractor who submitted


Lt Col
Q. Dir Adm / Estb
(Wahar Yahiya, Retd)

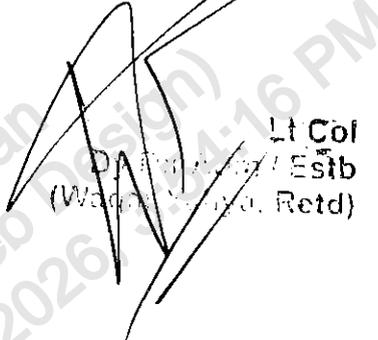
a bid or proposal, the grounds for its rejection of all bids proposals, but is not required to justify those grounds.

13. The last date of submission of bid/quotation shall be **23 January 2026 at 1100 hours** at the address given below and will be opened on the same day at **1130 hours** in the presence of available bidders. Bids received after closing time will not be entertained.

**For any query / information please contact
President Local Purchase Committee, Lieutenant Colonel Waqar Yahya Retd
Tel; 9271700 Ext 213
Establishment Section
Engineer in Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi**


Lt Col
Dy Dir Adm / Estb
(Waqar Yahya Retd)

<u>CHECK LIST</u>			
1.	Validity of Bid is by _____	Yes	No
2.	Bank Account No. _____ Name of Bank _____ Address _____	Yes	No
3.	Copy of National Tax Number (NTN) certificate	Yes	No
4.	Copy of Sales Tax Registration certificate	Yes	No
5.	Pay Order/Bank Draft of Security deposit. Pay Order /Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____	Yes	No
6.	Affidavit regarding firm is not black listed	Yes	No
7.	Detail of Annual turnover for the last three Years (Proof of financial stability).	Yes	No
8.	Active Tax Payer List Cert	Yes	No
9.	Copy of Professional Tax 2025-26	Yes	No
10.	Bank Statement (last two financial years)	Yes	No


 Lt Col
 D. P. Khan / Estb
 (Warrior, Retd)

Syed Mohsin Hassan
 Assistant Director (Web Design)
 Wednesday, 07 January, 2026 3:54:16 PM