



National Skills University Islamabad

Faiz Ahmed Faiz Road, Sector, H-8/1, Islamabad

Tender Document

for

Supply of General Stationery and Consumable Items

Submission of Bids: Tuesday, February 17, 2026@ 14:30

Opening of Bids: Tuesday, February 17, 2026@ 15:00

Contents

Section 1. Letter of Invitation	3
Section 2. Instruction to Bidders (ITB).....	4
Section 3. Bid Data Sheet (BDS).....	11
Section 4. Evaluation Criteria	13
Preliminary Examination Criteria	13
Minimum Eligibility and Mandatory Qualification Criteria	13
Section 5: Returnable Bidding Forms / Checklist	14
Specification of Items: Annex – A	15
Form A: Bid Submission Form	19
(To be Submitted in an envelope duly sealed and marked as Proposal)	19
Form B: Bidder Information Form	20
Form C: Qualification Form	21
Previous Relevant Experience	21
History of Non-Performing Contracts	22
Financial Standing	22
Form D: Price Schedule Form	23

Section 1. Letter of Invitation

National Skills University Islamabad, a Federally Chartered Public Sector University, invites sealed bids from well-established/reputed firms, having offices in Islamabad/Rawalpindi, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for **“Supply of General Stationery and Consumable Items”**.

2. Interested eligible bidders prepare e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk). Hard copy of CDR's of Bid Security of amounting **Rs. 100,000/-** & **Rs. 5,000 processing fees** in favor of **Treasurer National Skills University Islamabad (FTN 9011011-7)** must be submitted online on E-PADS and physically along with sealed bidding documents on or before **17th February,2026 at 14:30**.

3. The period of Contract shall be effective for a period of One (01) year starting from the date of signing of Contract Agreement. Single Stage – Single Envelop (36-a) procedure will be adopted. The electronic bids must be submitted by using EPADS on or before **17th February,2026 at 14:30**. Electronic Bids will be opened on the same day on **17th February,2026 at 15:00**.

This advertisement is also available on the NSU website at www.nsu.edu.pk and on PPRA website www.ppra.gov.pk

National Skills University reserves the right to reject any or all bids as per PPRA rule.

Assistant Director – Purchase & Store

National Skills University,
H-8/1 Islamabad, Pakistan
E-mail: Imran.hanif@nsu.edu.pk

Section 2. Instruction to Bidders (ITB)

A. GENERAL TERMS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by NSU. This ITB will be governed under Clause 36(a) of Public Procurement Rules, 2004, as amended from time to time and instructions of the Government of Pakistan received during the completion of the project.</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by NSU. NSU is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 NSU reserves the right to cancel the procurement process at any stage without any liability of any kind for NSU, upon notice to the bidders or publication of cancellation notice on NSU website.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 NSU strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of NSU vendors and requires all bidders/ vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/ vendors shall not offer gifts or hospitality of any kind to NSU staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, NSU:</p> <p style="margin-left: 40px;">(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a NSU contract.</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any Government/ Semi-government/ or any other international organization. Vendors are therefore required to disclose to NSU whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, sub-contractors, service providers, suppliers and/ or their employees meet the eligibility requirements as established by NSU.</p>
4. General Terms	<p>4.1 The Bidder should be registered with Sales Tax and Income Tax Department.</p> <p>4.2 An affidavit on legal stamp paper worth Rs. 100 to the effect that the Bidder has not been blacklisted by any Government/ semi-Government organization.</p> <p>4.3 An affidavit that there is no litigation against the firm.</p>

B. PREPARATION OF BIDS

5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the NSU accordingly.</p>
6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/ or submission of the Bid, regardless of whether its Bid is selected or not. NSU shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any, and all related correspondence exchanged by the Bidder and NSU, shall be written in the language(s) specified in the BDS.
8. Documents Comprising the Bid	<p>8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder. b) Financial Bid (i.e. Price Schedule). c) Bid Security. d) Any attachments and/ or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 5 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to NSU's satisfaction.
10. Price Schedule	<p>10.1 The Price Schedule shall be prepared using the Form provided in Section 5 of the ITB and taking into consideration the requirements in the ITB.</p> <p>10.2 Any requirement described in this ITB but not priced in the Price Schedule, shall be assumed to have been included in the prices of other activities or items, as well as in the final total price.</p>
11. Bid Security	<p>11.1 A Bid Security shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for the duration as referred in BDS.</p> <p>11.2 The Bid Security shall be included along with the Bid. If Bid Security not found in the Bid, the Bid shall be rejected.</p> <p>11.3 If the Bid Security amount or its validity period is found to be less than what is required by NSU, NSU shall reject the Bid.</p>
12. Currencies	12.1 All prices shall be quoted in the currency indicated in the BDS.
13. Bid Validity Period	13.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by NSU and rendered non-responsive.
	13.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel.

<p>14. Extension of Bid Validity Period</p>	<p>14.1 In exceptional circumstances, prior to the expiration of the Bid validity period, NSU may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Bid.</p> <p>14.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>14.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
<p>15. Clarification on ITB (from the Bidders)</p>	<p>15.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to NSU staff member, NSU shall have no obligation to respond or confirm that the query was officially received.</p> <p>15.2 NSU will provide the responses to clarifications through the method specified in the BDS.</p>
<p>16. Amendment in ITB</p>	<p>16.1 At any time prior to the deadline of Bid submission, NSU may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>16.2 If the amendment is substantial, NSU may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<p>C. SUBMISSION AND OPENING OF BIDS</p>	
<p>17. Bid Proposal Submission</p>	<p>17.1 The Bidder shall submit a duly signed and numbered all pages of the complete Bid in an Outer Envelope sealed and marked as per ITB 17.7, and in accordance with PPRA Rule 36 (a).</p> <p>17.2 The Outer Envelope should contain one sealed envelope, which comprising the Forms (A – C) and supporting documents in accordance with requirements in the BDS. Sealed envelope containing the Form D: Price Schedule Form shall be marked as “Financial Proposal”.</p>
	<p>17.3 The Bid Security as referred in BDS must be placed in the “Financial Proposal” but in a duly sealed envelope and marked as “Bid Security”. Bid security envelope will be opened with financial proposal.</p> <p>17.4 Bid can be delivered either personally, or by courier as specified in the BDS.</p>
	<p>17.5 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity.</p>
	<p>17.6 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the General Contract Terms and Conditions.</p>

	<p>17.7 Hard copy submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original"</p> <p>(b) The Bid Proposals must be sealed and submitted in an envelope, which shall:</p> <p>i. Bear the name of the Bidder; ii. Be addressed to NSU as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</p> <p>ii. If the envelope with the Bid is not sealed and marked as required, NSU shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
18. Deadline for Submission of Bids and Late Bids	<p>18.1 Complete Bids must be received by NSU in the manner, and no later than the date and time, specified in the BDS. NSU shall only recognize the actual date and time that the bid was received by NSU.</p> <p>18.2 NSU shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
19. Withdrawal, Substitution, and Modification of Bids	<p>19.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>19.2 A bidder may withdraw, substitute or modify its Bid by sending a written notice to NSU, duly signed by an authorized representative. The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>19.3 Bids requested to be withdrawn shall be returned unopened to the Bidders, except if the bid is withdrawn after the bid has been opened.</p>
20. Bid Opening	<p>20.1 The Tender Committee of NSU will open the Bid in the presence of Bidders' representative(s) who choose to attend.</p> <p>20.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/ seals, the number of folders/ files and all other such details as NSU may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p>
	<p>20.3 In case of public holiday on bid opening day, bids will be opened on next working day.</p>
D. EVALUATION OF BIDS	
21. Confidentiality	<p>21.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders, even after publication of the contract award.</p> <p>21.2 Any effort by a Bidder to influence NSU in the examination, evaluation and comparison of the Bids or contract award decisions may, at NSU's decision, result in the rejection of its Bid and may subsequently be subject to consequences.</p>

22. Preliminary Examination	22.1 NSU shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. NSU reserves the right to reject any Bid at this stage.
23. Evaluation of Eligibility and Qualification	<p>23.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/ Qualification requirements specified in the Section 4: Evaluation Criteria.</p> <p>23.2 In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the list of blacklisted or barred companies published on PPRA website by NSU, any federal or provincial government department. b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary experience, quality certifications, quality assurance procedures and other resources applicable to the supply of goods required; d) They are able to comply fully with the NSU General Terms and Conditions of Contract; e) They do not have a consistent history of court/ arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Evaluation of Bid Proposals	24.1 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents.
25. Due diligence	<p>25.1 NSU reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;
26. Clarification of Bids	26.1 To assist in the examination, evaluation and comparison of Bids, NSU may, at its discretion, request any Bidder for a clarification of its Bid.

	<p>26.2 NSU's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by NSU in the evaluation of the Bids in accordance with the ITB.</p> <p>26.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by NSU, may not be considered during the review and evaluation of the Bids.</p>
27. Right to Accept, Reject, Any or All Bids	<p>27.1 NSU reserves the right to accept or reject any proposal in response to the ITB, to render any or all of the proposals as non-responsive, and to reject all Proposals in response to the ITB at any time prior to award of contract, while assigning the reason(s) thereof.</p> <p>27.2 <u>NSU shall not be obliged to award the contract to the lowest priced offer.</u></p>
28. Bidder Grievance	28.1 NSU's grievance procedure provides an opportunity for appeal to those persons or firms did not award a contract through a competitive procurement process. If a Bidder believes that it was not treated fairly, the Bidder may lodge a complaint to the NSU's Grievance Committee as per the provision of PPRA Rule 48.

E. AWARD OF CONTRACT

29. Evaluation	<p>29.1 NSU will conduct the evaluation solely on the basis of response to this tender received from the firms.</p> <p>29.2 Evaluation shall be undertaken in the following steps:</p> <p>a) Preliminary Examination and other compliances</p>
	<p>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</p> <p>c) Evaluation of prices</p> <p>29.3 Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p>
30. Integrity Pact	30.1 Bidders will also be required to submit a signed Integrity Pact on a stamp paper of appropriate value as part of their response. In case the bidder qualified for supply of items more than 10 Million.
31. Right to Accept, Reject, Any or All Bids	<p>31.1 NSU reserves the right to accept or reject any proposal in response to this tender, to render any or all the proposals as non-responsive, and to reject all the responses at any time prior to award of contract, while assigning the reason(s) thereof.</p> <p>31.2 <u>NSU shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all items(s) without any change in unit price or other terms and conditions at the time of order placement.</u></p>
32. Award Criteria	<p>32.1 Prior to expiration of the period of Proposal validity, NSU shall award the contract to the Bidders that are found to be responsive to the requirements and has offered the lowest price.</p> <p>32.2 <u>Award of contract will on the basis of item wise. More than one bidder can be qualified depending on the prices quoted against each item.</u></p> <p><u>It is not mandatory to purchase all items at one time. This tender is for one year and prices will remain the same till the expiry of contract agreement.</u></p>

33. Contract Signing	<p>33.1 After the approval of any Work Award, a Contract Agreement on Rs. 100 stamp paper of appropriate value shall be executed by NSU with selected Bidder (i.e. Vendor) within 15 days from the date of issuance of Lol (Letter of Intent)/ Acceptance of Award.</p> <p>33.2 Failure to signing of Contract Agreement by the selected Bidder Firm with NSU within the stipulated time may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, NSU may award the Contract to the Second highest rated or call for new Proposals.</p>
34. Right to Vary Requirements at the Time of Award	34.1 At the time of award of Contract, NSU reserves the right to vary the quantity of goods, by up to a maximum fifteen per cent (15%) of the total offer as per the provision in PPRA without any change in the unit price or other terms and conditions.
35. Bank Guarantee for Advanced Payment	35.1 No Payment will be released in advance. Payment will be made after delivery of items mentioned in Supply Order.
36. Liquidated Damages	<p>36.1 NSU shall apply Liquidated Damages for the damages and/or risks caused to NSU resulting from the Vendor delays or breach of its obligations as per Contract.</p> <p>a) In case of delay the Registrar, NSU reserves the right to impose a penalty not exceeding 10% of the total amount of the Contract Value at the rate of 2% for each week of delay.</p> <p>b) If the Contractor fails to complete work as per NSU requirement, the Registrar, NSU reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the Contract.</p>
	c) If the Contractor fails to provide supplies as per NSU requirements, NSU may forfeit his bid security/performance security, and the work will be done at the risk and cost of Bidder.
	d) In case of any dispute, the matter will be referred to Registrar, NSU whose decision will be binding on both the parties.
37. Force Majeure	37.1 "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/Work Order/Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Purchase Order/ Work Order/ Contract, the dispute will be referred to Registrar, NSU whose decision will be final.
38. Delivery of Goods	38.1 The contractor will be required to deliver the goods without claiming any additional cost. Goods in quantities as determined and communicated by NSU. List of goods/stationary items and consumable material are available at Form – D.
39. Payment Provisions	<p>39.1 Payment will be made only upon NSU's acceptance of the goods performed. The terms of payment shall be within thirty (30) days, after receipt of invoice, and certification of acceptance of goods issued by the proper authority in NSU with direct supervision of the Contractor. Payment will be affected by bank draft/pay order in the currency of the contract.</p> <p>39.2 The Contractor shall provide all necessary supporting documents along with GST invoice, delivery challan and other relevant documents as required by the NSU.</p>

Section 3. Bid Data Sheet (BDS)

The following data for the goods and/ or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid. In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1.		Introduction	<p>National Skills University (NSU), established with the aim of facilitating the higher education sector to serve as Socio-Economic Engines for the development of Pakistan. The NSU is the first federal technical university in the country to impart skills in the youth of Pakistan. The President of Pakistan approved NSU Charter on March 12, 2018.</p> <p>The National Skills University Islamabad is highly dynamic and driven by national statistics related to demands for skilled manpower in the country. With innovative teaching methodologies focusing on skills for contemporary and emerging technologies, world-class training tools, and instructors with deep expertise in their field, we help shape our students as the workforce highly sought by employers within the country and abroad.</p> <p>To augment its vision, NSU has always believed and encouraged technology as a tool for the higher education sector to leapfrog and catch up with the pace of socio- economic development of the developed world. The NSU with mandate of Engineering Technology has always given special focus to “skill education” of the youth for the enablement and employability in the country.</p>
2.		Scope	<p>The scope of the Procurement is to Supply of Stationery & Consumable Items requested in BoQ at National Skills University Islamabad office by the reputed registered Firms/Vendors duly authorized distributor.</p> <p>The bidder must have registration with FBR and is active on Active Taxpayer list. Bidders must provide proof of NTN and GST registration.</p> <p>The Selected bidder will be responsible for the supply of Stationery and Consumable Items at National Skills University, Islamabad on their own resources, no advance payment shall be made for mobilization of items.</p>
3.	7	Language of the Bid	English
4.	14	Bid Validity Period	90 days
5.	11	Bid Security	<p>Required in the amount of: Rs. 100,000/- retained till completion of contract i.e. one (01) year start from signing of contract agreement.</p> <p>Acceptable Forms of Bid Security: Demand Draft/ Pay Order</p>

6.	36	Liquidated Damages	Will be imposed as follows: Percentage of contract price per week of delay: 2% up to 10% of contract price. Max. number of weeks of delay 05, after which NSU may terminate the contract.
7.	12	Currency of Bid	Pakistani Rupees (PKR)
8.	26	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
9.	26	Contact Details for submitting clarifications/ questions	Focal Person in NSU: Assistant Director – Purchase & Store National Skills University, Sector H – 8/1, Islamabad. E-mail address: Imran.hanif@nsu.edu.pk
10.	19	Deadline for Submission	Tuesday, February 17,2026 on or before 14:30
11.	18	Number of Set(s) of Bid	Proposal(s) - One (01) Original Financial Proposal(s) - One (01) Original
12.	18	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> Courier/ Hand Delivery
13.	18	Bid Submission Address	<input checked="" type="checkbox"/> By Courier / Hand Delivery: Assistant , main storeroom, NISTE Building (Old Mathematics) National Skills University Islamabad Faiz Ahmed Faiz Road, Sector H- 8/1, Islamabad.
14.	20	Date, time and venue for the opening of bid	Date and Time: Tuesday, February 17,2026 at 15:00 Venue: National Skills University Islamabad, Faiz Ahmed Faiz Road, H-8/1 Islamabad.
15.	23, 24	Evaluation Method	Eligible and qualified bids meeting the NSU requirements
16.		Evaluation Method for the Award of Contract	Most Advantageous/Lowest priced quoted.
17.		Expected date for commencement of Contract	Tuesday, March 03,2026
18.		Maximum expected duration of Contract	One (01) year start from date of signing of contract agreement
19.	32	NSU will award the contract to:	Multiple Bidders in response to each tender document. <u>It is not mandatory to Purchase all items at one time. Supply orders will be issued as and when required.</u>
20.		Type and Contract Terms and Conditions that will apply	NSU General Terms and Conditions for Contracts for Goods.
21.		Delivery time	10 Days from Issuance of Supply/Work Order

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/ No basis:

- Appropriate signatures
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period

Minimum Eligibility and Mandatory Qualification Criteria

Eligibility will be evaluated on a Pass/ Fail basis.

ELIGIBILITY			
S. #	Subject	Criteria	Reference Returnable Form(s)
1.	Bidder's Status	Participating as <input type="checkbox"/> Individual Company <input type="checkbox"/> Sub-Contractor	Evidence required in the form of document
2.	Legal Status	Bidder is a legally registered entity in Pakistan. Bidder is/ are also registered with FBR and/or SECP for Income Tax and Sales Tax. The firm must be included in Active Taxpayer list (ATL).	Form B: Bidder Information Form
3.	Location of Offices & Employees detail	Bidder has office in Islamabad/Rawalpindi	Form B: Bidder Information Form
4.	Company in Operation	Bidder is in operation for at least Three (03) years.	Form B: Bidder Information Form
5.	Financial Strength	Average annual turnover of Rs. 3 Million for any of the last 3 years.	Form B: Bidder Information Form
6.	Relevant Experience	List & sum number of projects of similar value/ complexity in last 3 years	Form B: Bidder Information Form
7.	Eligibility	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any Government/ Semi-government/ Autonomous organization in Pakistan, in accordance with ITB clause 3. Non-Blacklisting certificate will be required.	Form A: Bid Submission Form On Rs. 100 Stamp Paper
8.	Bankruptcy	Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form On Rs. 100 Stamp Paper
9.	Certificates	Bidder related: i. Certificate of Registration of the business ii. NTN and GST certificates. iii. Active taxpayer evidence	Form B: Bidder Information Form

Section 5: Returnable Bidding Forms / Checklist

This section serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Proposal of Bid:

Have you duly completed all the Returnable Bidding Forms?	
Specification of Items: Annexure – A	
✦ Form A: Bid Submission Form	<input type="checkbox"/>
✦ Form B: Bidder Information Form	<input type="checkbox"/>
✦ Form C: Qualification Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Bid:

✦ Form D: Price Schedule Form	
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Specification of Items: Annex – A

STATIONERY ITEMS			
S.#	ITEMS	Description	Quantity
1	Paper Ream (A-4) (Paper one or Equivalent)	A-4 (80gm) 500 Sheets	40
2	Paper Ream (A-4) (Paper One or Equivalent)	A-4 (70 gm) 500 Sheets	1350
3	Paper Ream (Legal) (Paper one or Equivalent)	Legal 80gm (500 Sheets)	10
4	Paper Ream (A3) (Paper one or Equivalent)	A-3 80gm (500 Sheets)	10
5	Note Sheet (As per sample)	A-4 (Imported Quality)	48
6	Ball Points (Picasso, Piano or Equivalent, click 0.8mm)	Blue, Black, Red	2500
7	Ball Point Collar Jet-Flow or Equivalent	Blue	60
8	Uniball Deluxe (Uni or Equivalent , UB 157, 0.7mm)	Blue, Black, Red, Green	80
9	Uniball Vision Elite (Uni or Equivalent 157, 0.7mm)	Blue, Black, Green	36
10	Ball Point Schneider 0.6	Blue, Black	36
11	Pencil (Goldfish, Dux or Equivalent, 2HB)	Lead	240
12	Eraser (Shark E530, Pelicon or Equivalent)	Fine Quality	60
13	Stapler (Deli or Equivalent, using staples 23/24 or 23/17 & 24/6)	Large (Heavy duty) up to 300 pages	03
14	Stapler (Deli or Equivalent, using staples 23/24 or 23/17 & 24/6)	Standard FQ	48
15	Paper Cutter Deli 2001 or Equivalent	Fine Quality	24
16	Stapler Pins (Dollar or Equivalent)	23/24	12
17	Stapler Pins (Dollar or Equivalent)	23/17	6
18	Stapler Pins (Dollar or Equivalent)	23/10	36
19	Stapler Pins (Dollar or Equivalent)	24/6	300
20	White Board Marker (Dollar or Equivalent, 5mm)	Blue, Black, Red, Green	1000
21	Marker Permanent (Dollar or Equivalent, 5mm)	UML 5 Blue, UML 2 Black	36
22	Cell (Camelion or equivalent)	AA	400
23	Cell (Camelion or equivalent)	AAA	400
24	Rechargeable Cell/Battery AA Original (Energizer Original or Equivalent) 4600mAh 1.2V	AA	30
25	Rechargeable Cell/Battery AAA Original (Energizer/Sony/ Equivalent) 4600mAh 1.2V	AAA	30
26	Charger Cell (Display 2 Amp) for AA, AAA and 9Volt Battery	Fine Quality with Guarantee	04
27	Cell A23S, 12v Camelion or Equivalent	Fine Quality	24
28	Cell Bios CR 2032	Fine Quality	100
29	Cell CR 2016	Fine Quality	12
30	Cell CR 1220	Fine Quality	24
31	Crocodile /Binder Clip 51mm	Fine Quality	6
32	Crocodile /Binder Clip 32mm	Fine Quality	12
33	Crocodile /Binder Clip 51mm	Fine Quality	24
34	Gum Stick (UHU or Equivalent 22gm)	Fine Quality	100
35	Liquid Gum (Dollar or Equivalent, 0.5 onz)	Fine Quality	06
36	Highlighter (Dollar, Piano or Equivalent, 1.5mm)	Green, Neon, Blue, Orange	80
37	Whitener/Correction pen (Dux or Equivalent)	Fine Quality	48

38	File Tags	Fine Quality	100
39	Calculator (Original Citizen CT-9300 or Equivalent)	Electronic	10
40	Calculator Scientific(Original Casio, Deli or Equivalent)	Scientific	04
41	Measuring Tape (S.S or Equivalent)	50 Meter	04
42	Binding Tape (Deer or Equivalent)	1"	40
43	Binding Tape (Deer or Equivalent)	2"	36
44	Binding Tape (Deer or Equivalent)	3"	12
45	Paper Tape (Stick Master or Equivalent)	1"	30
46	Paper Tape (Stick Master or Equivalent)	2"	24
47	Scotch tape (Deer or Equivalent ,size 3"x50 yard)	3"	12
48	Scotch tape (Deer or Equivalent ,size 2"x50 yard)	2"	24
49	Scotch tape (Deer or Equivalent ,size 1"x50 yard)	1"	60
50	Double Tape (M&G or Equivalent)	Fine Quality	12
51	Packaging Tape (Olympia or Equivalent, size 3"x40 yard)	3", Fine Quality	18
52	Packaging Tape (Olympia or Equivalent, size 2"x40 yard)	2", Fine quality	36
53	File cover (as per sample)	Fine Quality	3500
54	File Board (as per sample)	Legal	2500
55	Transparency Sheet (A4)	Fine Quality (100 Sheet/)	50
56	Punch machine (As per sample)	Single Hole	36
57	Punch machine (As per sample)	Double Hole	12
58	Punch machine (As per sample)	Double Hole (Heavy Duty)	06
59	Fountain Pen (Dollar or Equivalent)	Fine Quality	12
60	Stamp Pad	Fine Quality	36
61	Stamp Pad Ink (Crystal or Equivalent, 28.5gm)	Blue, Black	12
62	Ink White Board Marker (Dollar or Equivalent, 60ml)	Blue, Black	48
63	Ink for Printer Stamp	Blue, Black	06
64	Sharpener (Dux or Equivalent)	Fine Quality	100
65	Sharpener Machine (Dux or Equivalent)	Fine Quality	06
66	Scissor 8 1/2" (As per sample)	Fine Quality	24
67	File Flags (3 Flower, Pernoti or Equivalent, Plastic & Waterproof)	Colorful	100
68	Sticky Notes 3"x3" (OM, M&G or Equivalent,	Fine Quality	60
69	Sticky Notes 3"x5" (OM, M&G or Equivalent	Fine Quality	24
70	Sticky Notes 4"x6" (OM, M&G or Equivalent	Fine Quality	12
71	Notice Board (As per sample) size 2x3	Green clothed	12
72	Notice Board (As per sample) size 6x4	Green clothed	6
73	Paper Pins (3 flowers or equivalent)	Fine Quality	48
74	Thumb Pins (3 flowers or equivalent)	Fine Quality	60
75	Paper clips (Steel, 32 mm)	Fine Quality	48
76	Envelop (khaki) as per sample	A-3 size	500

77	Envelop (khaki) as per sample	Legal size	500
78	Envelop (khaki) as per sample	A4 size	2000
79	Envelop (khaki) as per sample	9x4 size	3000
80	Envelop (white, Fine quality) as per sample	A4 size	1500
81	Envelop (white, Fine quality) as per sample	Legal size	1000
82	Envelop with cloth lining as per sample	A4 size	1000
83	Envelop with cloth lining as per sample	Legal size	1500
84	Envelop with cloth lining as per sample	A3 size	3500
85	Drafting pad (Ruled, Imported paper 80gms)	8.5"x11.5"	80
86	Drafting pad (Ruled, Imported paper 80gms)	8"x6.5"	100
87	File Box (As per sample)	318mm x237 mm x75 mm	2000
88	Box File (As per sample)	320 mm x 235 mmx 35 mm	1000
89	File Folder (As per sample)	Fine quality	24
90	Ruler (Sword Fish or Equivalent,12 inch standard size)	Plastic	36
91	File separator colorful	Plastic 10 sheets Index Writing 1-20	300
92	File separator colorful	Plastic 20 sheets Index Writing 1-20	100
93	File separator colorful	Plastic 10 sheets, W/O Writing	100
94	White Board Duster	Fine Quality	48
95	Peon Book, Standard size (96 pages)	Fine Quality	60
96	File Flappers	Fine Quality	100
97	Register No. 6 (70 grams paper)	Dispatch	12
98	Register No.6 Imported Paper (80Gm Paper)	Imported	12
99	Register No.4 Imported Paper (80Gm Paper)	Imported	12
100	Stock Register No.4 Tayyaba or Equivalent	Fine Quality	12
101	Stock Register No.6 Tayyaba or Equivalent	Fine Quality	6
102	VGA Cable (CPU to LCD/Monitor)	Fine Quality	12
103	HDMI Cables (15m)	15 M, Fine Quality	6
104	VGA to HDMI cable	Fine Quality	6
105	External SSD M. 02 2TB with casing WD	Original	2
106	SSD Sata 1 TB	Original	1
107	Mouse A-4 Tech or Equivalent	Original	10
108	Mouse A-4 Tech wireless or Equivalent (Rechargeable)	Wireless (Rechargeable)	6
109	Mouse Pad Fine Quality	Fine Quality	12
110	USB Hub	Fine Quality (4 Ports)	6
111	Stapler pins Remover	Deli or equivalent	12
112	Tablecloth (Green)	Fine Quality	100 Meter
113	Table Glass 3"x5" (5mm)	Fine Quality	24
114	Table Set Marble	Fine Quality	6
115	Spiral Binding Rings, 40mm	Fine Quality	48

116	Spiral Binding Rings, 51 mm	Fine Quality	48
117	USB 8GB	Kingston or Equivalent	36
118	USB 16GB	Kingston or Equivalent	24
119	USB 32 GB	Kingston or Equivalent	18
120	USB 128 GB	Kingston or Equivalent	6
CONSUMABLE ITEMS			
1	Lemon Max Bar or Equivalent	90gms	300
2	Lemon Max Liquid or Equivalent	275ml	12
3	Vim Powder or Equivalent	400gm	24
4	Soap Bar (Dettol or Equivalent)	103gm	200
5	Glass Cleaner (Glint or Equivalent)	500ml	100
6	Hand Wash (Dettol or Equivalent)	250ml	80
7	Towel white wool (Size 27inchX 54 inch)	Fine Quality	60
8	Tissue (Rose Petal-pop up or Equivalent)	Doubles Ply,300 Sheet)	300
9	Tissue (Rose Petal or Equivalent, Double Ply,400 Sheet)	Box	100
10	Toilet Roll(Rose Petal or Equivalent)	Roll	500
11	Insect Killer (Mortien or Equivalent)	375ml	60
12	Air Freshener (Paradise Rose or Equivalent)	300ml	60
13	Phenyl (Finis or Equivalent)	3.7 L	24
14	Duster cloth	(Size20x30)	1800
15	Toilet Brush (As per sample)	Fine Quality	12
16	Surface Cleaner (Dettol or Equivalent)	500 ml	36
17	Surface Cleaner (Dettol or Equivalent)	1L	24
18	Sweep original (As per sample)	Fine Quality	24
19	Face Masks (Weian or Equivalent)	Fine Quality	80
20	Bucket/ Balti (Fine Quality) 35Liter	Pure Plastic	10
21	Plastic Mug (matching color with bucket)	Pure Plastic	10
22	Earth Pot (Ewer)	Pure plastic	48
23	Water Cooler Plastic 10 liter	Fine Quality	12
24	Dustbin (As per Sample)	Fine Quality	60
25	Electric Wireless Bell	Fine Quality	12
26	Electric Mosquito Killer (Repeller)	Fine Quality	20
27	Electric Mosquito Killer (Liquid Refilling)	Fine Quality	80
28	Extension Lead (5 points USB Option)	Fine Quality	48
29	Padlocks 38 mm (Scld Top security or Equivalent) as per sample	Fine Quality	300
30	Padlocks 58 mm (Scld Top security or Equivalent) as per sample	Fine Quality	60

Form A: Bid Submission Form

(To be Submitted in an envelope duly sealed and marked as Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NSU-ITB-0001-22		

We, the undersigned, submit our Bid for the award of contract to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number]. We hereby submit our Bid, which includes this Bid proposal.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by any of the Government/ Semi-government/ Autonomous organization;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any Organization in Pakistan;
- c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;
- d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the NSU, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the NSU.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/ or sanctioning by the NSU.

We offer to supply the goods in conformity with the Bidding documents, including the NSU General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should NSU accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

(To be Submitted in an envelope duly sealed and marked as Proposal)

Legal name of Bidder	[Complete]
Legal address & Branch Offices	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a NSU registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [Provide previous work order]
No. of full-time employees	[Complete] (attach list)
No. of Technical Staff (if any)	[Complete]
FBR certificate, SECP certificate	[Complete]
Contact person that NSU may contact for requests for clarifications during Bid evaluation (Only Lead Bidder)	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ol style="list-style-type: none"> 1. Company Profile 2. Proposed timetable for delivery plan for goods at the designated site after award of Contract. 3. Certificate of Registration of the business. 4. Proven records of no less than 3 Project of similar value and complexity. 5. Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past (3 years).

Form C: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NSU-ITB-0001-22		

Previous Relevant Experience

Please list all Projects successfully completed in the last 3 years, covering following aspects;

- Previous similar projects/ assignments.
- Similar activities performed in different cities across Pakistan.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by NSU.

Project name & City of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

History of Non-Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in PKR)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Financial Standing

Annual Turnover for the last 3 years	Year	PKR
	Year	PKR
	Year	PKR
Latest Credit Rating (if any), indicate the source		

Financial information (in PKR equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required.

Form D: Price Schedule Form

(To be Submitted in a separate and sealed envelope duly marked as Financial Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	NSU-ITB-0001-21		

[The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods.]

We, the <<Name of Bidder>>, hereby submit our Financial Bid for the Supply of stationary & consumable items as below. We assure you of our full compliance to the required specifications, delivery schedule and other terms without any deviation and/ or reservations. We reiterate our acceptance to the terms and conditions of the RFP. Our Financial proposal as below is submitted for your kind consideration;

S.No	ITEMS	Description	Quantity	Unit Cost	GST 17%	Total Amount + GST
STATIONERY ITEMS						
1	Paper Ream (A-4) (Paper one or Equivalent)	A-4 (80gm) 500 Sheets	40			
2	Paper Ream (A-4) (Paper One or Equivalent)	A-4 (70 gm) 500 Sheets	1350			
3	Paper Ream (Legal) (Paper one or Equivalent)	Legal 80gm (500 Sheets)	10			
4	Paper Ream (A3) (Paper one or Equivalent)	A-3 80gm (500 Sheets)	10			
5	Note Sheet (As per sample)	A-4 (Imported Quality)	48			
6	Ball Points (Picasso, Piano or Equivalent, click 0.8mm)	Blue, Black, Red	2500			
7	Ball Point Collar Jet-Flow or Equivalent	Blue	60			
8	Uniball Deluxe (Uni or Equivalent , UB 157, 0.7mm)	Blue, Black, Red, Green	80			
9	Uniball Vision Elite (Uni or Equivalent , UB 157, 0.7mm)	Blue, Black, Green	36			
10	Ball Point Schneider 0.6	Blue, Black	36			
11	Pencil (Goldfish, Dux or Equivalent, 2HB)	Lead	240			
12	Eraser (Shark E530, Pelicon or Equivalent)	Fine Quality	60			
13	Stapler (Deli or Equivalent, using staples 23/24 or 23/17 & 24/6)	Large (Heavy duty) up to 300 pages	03			

14	Stapler (Deli or Equivalent, using staples 23/24 or 23/17 & 24/6)	Standard FQ	48			
15	Paper Cutter Deli 2001 or Equivalent	Fine Quality	24			
16	Stapler Pins (Dollar or Equivalent)	23/24	12			
17	Stapler Pins (Dollar or Equivalent)	23/17	6			
18	Stapler Pins (Dollar or Equivalent)	23/10	36			
19	Stapler Pins (Dollar or Equivalent)	24/6	300			
20	White Board Marker (Dollar or Equivalent, 5mm)	Blue, Black, Red, Green	1000			
21	Marker Permanent (Dollar or Equivalent, 5mm)	UML 5 Blue, UML 2 Black	36			
22	Cell (Camelion or equivalent)	AA	400			
23	Cell (Camelion or equivalent)	AAA	400			
24	Rechargeable Cell/Battery AA Original (Energizer Original or Equivalent) 4600mAh 1.2V	AA	30			
25	Rechargeable Cell/Battery AAA Original (Energizer/Sony/ Equivalent) 4600mAh 1.2V	AAA	30			
26	Charger Cell (Display 2 Amp) for AA, AAA and 9Volt Battery	Fine Quality with Guarantee	04			
27	Cell A23S, 12v Camelion or Equivalent	Fine Quality	24			
28	Cell Bios CR 2032	Fine Quality	100			
29	Cell CR 2016	Fine Quality	12			
30	Cell CR 1220	Fine Quality	24			
31	Crocodile /Binder Clip 51mm	Fine Quality	6			
32	Crocodile /Binder Clip 32mm	Fine Quality	12			
	Crocodile /Binder Clip 51mm	Fine Quality	24			
33	Gum Stick (UHU or Equivalent 22gm)	Fine Quality	100			
34	Liquid Gum (Dollar or Equivalent, 0.5 onz)	Fine Quality	06			

35	Highlighter (Dollar, Piano or Equivalent, 1.5mm)	Green, Neon, Blue, Orange	80			
36	Whitener/Correction pen (Dux or Equivalent)	Fine Quality	48			
37	File Tags	Fine Quality	100			
38	Calculator (Original Citizen CT-9300 or Equivalent))	Electronic	10			
39	Calculator Scientific(Original Casio, Deli or Equivalent)	Scientific	04			
40	Measuring Tape (S.S or Equivalent)	50 Meter	04			
41	Binding Tape (Deer or Equivalent)	1"	40			
42	Binding Tape (Deer or Equivalent)	2"	36			
43	Binding Tape (Deer or Equivalent)	3"	12			
44	Paper Tape (Stick Master or Equivalent)	1"	30			
45	Paper Tape (Stick Master or Equivalent)	2"	24			
46	Scotch tape (Deer or Equivalent ,size 3"x50 yard)	3"	12			
47	Scotch tape (Deer or Equivalent ,size 2"x50 yard)	2"	24			
48	Scotch tape (Deer or Equivalent ,size 1"x50 yard)	1"	60			
49	Double Tape (M&G or Equivalent)	Fine Quality	12			
50	Packaging Tape (Olympia or Equivalent, size 3"x40 yard)	3", Fine Quality	18			
51	Packaging Tape (Olympia or Equivalent, size 2"x40 yard)	2", Fine quality	36			
52	File cover (as per sample)	Fine Quality	3500			
53	File Board (as per sample)	Legal	2500			
54	Transparency Sheet (A4)	Fine Quality (100 Sheet/)	50			
55	Punch machine (As per sample)	Single Hole	36			
56	Punch machine (As per sample)	Double Hole	12			

57	Punch machine (As per sample)	Double Hole (Heavy Duty)	06			
58	Fountain Pen (Dollar or Equivalent)	Fine Quality	12			
59	Stamp Pad	Fine Quality	36			
60	Stamp Pad Ink (Crystal or Equivalent, 28.5gm)	Blue, Black	12			
61	Ink White Board Marker (Dollar or Equivalent, 60ml)	Blue, Black	48			
62	Ink for Printer Stamp	Blue, Black	06			
63	Sharpener (Dux or Equivalent)	Fine Quality	100			
64	Sharpener Machine (Dux or Equivalent)	Fine Quality	06			
65	Scissor 8 1/2" (As per sample)	Fine Quality	24			
66	File Flags (3 Flower, Pernoti or Equivalent, Plastic & Waterproof)	Colourful	100			
67	Sticky Notes 3"x3" (OM, M&G or Equivalent,	Fine Quality	60			
68	Sticky Notes 3"x5" (OM, M&G or Equivalent	Fine Quality	24			
69	Sticky Notes 4"x6" (OM, M&G or Equivalent	Fine Quality	12			
70	Notice Board (As per sample) size 2x3	Green clothed	12			
71	Notice Board (As per sample) size 6x4	Green clothed	6			
72	Paper Pins (3 flowers or equivalent)	Fine Quality	48			
73	Thumb Pins (3 flowers or equivalent) 64	Fine Quality	60			
74	Paper clips (Steel, 32 mm) Envelop (khaki) as per sample	Fine Quality A-3 size	48 500			
75	Envelop (khaki) as per sample	Legal size	500			
76	Envelop (khaki) as per sample	A4 size	2000			
77	Envelop (khaki) as per sample	9x4 size	3000			
78	Envelop (white, Fine quality) as per sample	A4 size	1500			
79	Envelop (white, Fine quality) as per sample	Legal size	1000			
80	Envelop with cloth lining as per sample	A4 size	1000			

81	Envelop with cloth lining as per sample	Legal size	1500			
82	Paper Ream (A-4) (Paper one or Equivalent)	A-4 (80gm) 500 Sheets	40			
83	Paper Ream (A-4) (Paper One or Equivalent)	A-4 (70 gm) 500 Sheets	1350			
84	Envelop with cloth lining as per sample	A3 size	3500			
85	Drafting pad (Ruled, Imported paper 80gms)	8.5"x11.5"	80			
86	Drafting pad (Ruled, Imported paper 80gms)	8"x6.5"	100			
87	File Box (As per sample)	318mm x237 mm x75 mm	2000			
88	Box File (As per sample)	320 mm x 235 mmx 35 mm	1000			
89	File Folder (As per sample)	Fine quality	24			
90	Ruler (Sword Fish or Equivalent, 12 inch standard size)	Plastic	36			
91	File separator colorful	Plastic 10 sheets Index Writing 1-20	300			
92	File separator colorful	Plastic 20 sheets Index Writing 1-20	100			
93	File separator colorful	Plastic 10 sheets, W/O Writing	100			
94	White Board Duster	Fine Quality	48			
95	Peon Book, Standard size (96 pages)	Fine Quality	60			
96	File Flappers	Fine Quality	100			
97	Register No. 6 (70 grams paper)	Dispatch	12			
98	Register No.6 Imported Paper (80Gm Paper)	Imported	12			
99	Register No.4 Imported Paper (80Gm Paper)	Imported	12			
100	Stock Register No.4 Tayyaba or Equivalent	Fine Quality	12			
101	Stock Register No.6 Tayyaba or Equivalent	Fine Quality	6			
102	VGA Cable (CPU to LCD/Monitor)	Fine Quality	12			
103	HDMI Cables (15m)	15 M, Fine Quality	6			
104	VGA to HDMI cable	Fine Quality	6			
105	External SSD M. 02 2TB with casing WD	Original	2			
106	SSD Sata 1 TB	Original	1			
107	Mouse A-4 Tech or Equivalent	Original	10			
108	Mouse A-4 Tech wireless or Equivalent (Rechargeable)	Wireless (Rechargeable)	6			

109	Mouse Pad Fine Quality	Fine Quality	12			
110	USB Hub	Fine Quality (4 Ports)	6			
111	Stapler pins Remover	Deli or equivalent	12			
112	Tablecloth (Green)	Fine Quality	100 Meter			
113	Table Glass 3"x5" (5mm)	Fine Quality	24			
114	Table Set Marble	Fine Quality	6			
115	Spiral Binding Rings, 40mm	Fine Quality	48			
116	Spiral Binding Rings, 51 mm	Fine Quality	48			
117	USB 8GB	Kingston or Equivalent	36			
118	USB 16GB	Kingston or Equivalent	24			
119	USB 32 GB	Kingston or Equivalent	18			
120	USB 128 GB	Kingston or Equivalent	6			

Total price in words: _____

Name & Designation of Authorized Person: _____

Signature: _____ (Please affix company stamp here)

Note: Quoted rates must be inclusive of all taxes.

S.No	ITEMS	Description	Quantity	Unit Cost	GST 17%	Total Amount + GST
CONSUMABLE ITEMS						
1	Lemon Max Bar or Equivalent	90gms	300			
2	Lemon Max Liquid or Equivalent	275ml	12			
3	Vim Powder or Equivalent	400gm	24			
4	Soap Bar (Dettol or Equivalent)	103gm	200			
5	Glass Cleaner (Glint or Equivalent)	500ml	100			
6	Hand Wash (Dettol or Equivalent)	250ml	80			
7	Towel white wool (Size 27inchX 54 inch)	Fine Quality	60			
8	Tissue (Rose Petal-pop up or Equivalent)	Doubles Ply,300 Sheet)	300			
9	Tissue (Rose Petal or Equivalent, Double Ply,400 Sheet)	Box	100			
10	Toilet Roll(Rose Petal or Equivalent)	Roll	500			
11	Insect Killer (Mortien or Equivalent)	375ml	60			
12	Air Freshener (Paradise Rose or Equivalent)	300ml	60			
13	Phenyl (Finis or Equivalent)	3.7 L	24			
14	Duster cloth	(Size20x30)	1800			
15	Toilet Brush (As per sample)	Fine Quality	12			
16	Surface Cleaner (Dettol or Equivalent)	500 ml	36			
17	Surface Cleaner (Dettol or Equivalent)	1L	24			
18	Sweep original (As per sample)	Fine Quality	24			
19	Face Masks (Weian or Equivalent)	Fine Quality	80			
20	Bucket/ Balti (Fine Quality) 35Liter	Pure Plastic	10			
21	Plastic Mug (matching color with bucket)	Pure Plastic	10			

22	Earth Pot (Ewer)	Pure plastic	48			
23	Water Cooler Plastic 10 liter	Fine Quality	12			
24	Dustbin (As per Sample)	Fine Quality	60			
25	Electric Wireless Bell	Fine Quality	12			
26	Electric Mosquito Killer (Repeller)	Fine Quality	20			
27	Electric Mosquito Killer (Liquid Refilling)	Fine Quality	80			
28	Extension Lead (5 points USB Option)	Fine Quality	48			
29	Padlocks 38 mm (Sclxd Top security or Equivalent) as per sample	Fine Quality	300			
30	Padlocks 58 mm (Sclxd Top security or Equivalent) as per sample	Fine Quality	60			

Total price in words: _____

Name & Designation of Authorized Person: _____

Signature: _____ (Please affix company stamp here)

Note: Quoted rates must be inclusive of +all taxes.