



**NESPAK- REQUIRED
STATIONERY ITEMS FOR HEAD OFFICE LAHORE**

E-Quotations are invited from active GST registered firms for the procurement of the following stationery items:

Sr. No.	Items	Quantity Required
1.	Offset Paper A4 Size, 80 Grams (500 Sheets per Ream) Double-A or Equivalent	2000 Reams
2.	Offset Paper A3 Size, 80 Grams (500 Sheets per Ream) Double-A or Equivalent	200 Reams
3.	Air Freshener 300ml (Fridi)	300 Nos
4.	Box File 3" Black A4 full scape shakir 54 black or equivalent	500 Nos
5.	Box File 2" Black A4 full scape shakir 54 black or equivalent	100 Nos
6.	Binding Spiral Plastic 6mm	1000 Nos
7.	Binding Spiral Plastic 8mm	1000 Nos
8.	Binding Spiral Plastic 10mm	1000 Nos
9.	Binding Spiral Plastic 12mm	1000 Nos
10.	Binding Spiral Plastic 16mm	1000 Nos
11.	Binding Spiral Plastic 20mm	1000 Nos
12.	Binding Spiral Plastic 25mm	500 Nos
13.	Binding Spiral Plastic 32mm	500 Nos
14.	Eraser Al-30 (Pelican or equivalent)	300 Nos
15.	Window Glass Cleaner 500ml Glint or equivalent	200 Nos
16.	Glass Tumbler, Toyo Nasic or equivalent	150 Nos
17.	Ivory Card A4 150gm (White, Pink, Green & Blue) 12 Pkts 100 sheets each	48 Nos
18.	Log Book 2 number (Lion Brand or Equivalent)	100 Nos
19.	Marker Eye Micro 0.5mm (Bl=628, Blk=48, Gr=24) Uniball or equivalent	700 Nos

20.	Marker Vision Elite, Japan (Blue=640, Black=36 & Red=24) Uniball or equivalent	700 Nos
21.	Marker Florescent (Yellow=300, Green=100, Blue=100 & Pink=100) Dollar or equivalent	600 Nos
22.	Multifield Separator Set 180gm, A4 (alfalah or equivalent)	100 Sets
23.	Dishwash Liquid, 475ml Max or equivalent	100 Nos
24.	Post-it-Pad (3"×3") 3M or equivalent	200 Nos
25.	Punching Machine (Small) 2-Hole kw trio or equivalent	36 Nos
26.	Plastic Sheets A4 180 micron 100 Sheets per Pkt Ibico or equivalent	100 Pkts
27.	Plastic Sheets A3 180 micron 100 Sheets per Pkt Ibico or equivalent	30 Pkts
28.	Paper Clip 36mm Three Flower or equivalent	200 Pkts
29.	Pad Ruled 200 Pages fine quality, A4 68gm Paper	200 Nos
30.	Pad Ruled 200 Pages fine quality, Small 68gm Paper	200 Nos
31.	Stapler Japan 50-R Original Max or Equivalent	60 Nos

TERMS & CONDITIONS:

E-quotations can be submitted on or before **April 02, 2026** up to **11:00 AM** along with **Rs. 100,000/- (Rupees one hundred thousand only)** earnest money in form of pay order/CDR/bank draft in the name of National Engineering Services Pakistan (Pvt.) Limited. Quotations will be opened on the same day at **11:30 AM**. Pay order of supplier approved by the committee will be retained till completion of supply order. In case of non-compliance of the purchase order, earnest money will be forfeited and purchase order will be treated as cancelled.

1. Quotations received without earnest money and after the due date and time shall not be entertained. The vendor must give a specific brand name with quoted items.
2. The competent authority reserves the right to reject any or all the bids in accordance with Rule 33 of Public Procurement Rule 2004.
3. Quotation provided shall be marked with the price inclusive of all taxes. The purchase order shall be issued independently to the lowest bidder of each item.
4. Supply of said items shall be made within two weeks of issuance of purchase order by NESPAK.
5. NESPAK reserves the right to increase/decrease quantity of each item and the bids shall be valid for 3 months.
6. Repeat order may be placed within 3 months of bid opening date.
7. No advance payment will be made by NESPAK. Payment will be released within four weeks of supply of approved stock after submitting of invoice with Annex C.

8. Sales Tax, Income Tax and other applicable Taxes shall be deducted as per Government rules.
9. This tender is also available at NESPAK (www.nespak.com.pk) and PPRA (www.ppra.org.pk) website.

Secretary
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