

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA)

78-Shahrah-e-Quaid-i-Azam (Upper Mall) Lahore.

Supply of Crockery & Cutlery

Name of Firm: _____ NTN: _____ STN: _____

Receipt of Tenders: _____ Address: _____

Opening: Date / Time.....Venue: At National Institute of Public Administration (NIPA)

Phone No: _____

Fax No: _____

Sr. #	Items Description	Unit	Specification	Quantity	Brand or Equivalent	Price in Figure with all Taxes	Price in Words with all Taxes
1.	Dinner Plates	No.	porcelain (26cm) with printed monogram (NIPA)	120	Forte or Equivalent		
2.	Quarter Plates	No.	Porcelain (21cm) with printed monogram (NIPA)	120	Forte or Equivalent		
3.	Dishes 14"	No.	porcelain (36cm) with printed monogram (NIPA)	120	Forte or Equivalent		
4.	Bowl Large	No.	porcelain (9") with printed monogram (NIPA)	24	Forte or Equivalent		
5.	Bowl Small	No.	porcelain (7") with printed monogram (NIPA)	12	Forte or Equivalent		
6.	Tea Cup	No.	Porcelain with printed monogram (NIPA)	120	Forte or Equivalent		
7.	Saucer	No.	Porcelain with printed monogram (NIPA)	120	Forte or Equivalent		
8.	Sweet Bowl	No.	porcelain (4.5") with printed monogram (NIPA)	240	Forte or Equivalent		
9.	Chaffing Dishes (Complete Set)	No.	Steel	12	As per sample		
10.	Cutting Board Large Red, Green, White	No.	Large	03	Best Quality		
11.	Cutting Board (Medium) Red, Green, White	No.	Medium	03	Best Quality		
12.	Dish Steel for Sweet	No.	Steel Size no. 06	06	Best Quality		
13.	Thermos/Flask 05ltr	No.	05Ltr	06	Best Quality		
14.	Fork	Dozen	Steel (14 Gauge)	20	Best Quality		

Note: Brand shall be accepted (mentioned in Performa)

Bidder Signature & Stamp _____

Mess Officer
Sec/Member Purchase Committee

Deputy Director (A&F)
Member Purchase Committee

Additional Director (A&F)
Chairman Purchase
Committee

Sr. #	Items Description	Unit	Specification	Quantity	Brand or Equivalent	Price in Figure with all Taxes	Price in Words with all Taxes
15.	Breakfast knife	Dozen	Steel (14 Gauge)	20	Best Quality		
16.	Rice Spoon	Dozen	Steel (14 Gauge)	20	Best Quality		
17.	Tea spoon	Dozen	Steel (14 Gauge)	20	Best Quality		
18.	Serving Spoon	No.	Steel (14 Gauge)	48	Best Quality		
19.	Rice Panja	No.	Steel (14 Gauge)	12	Best Quality		
20.	Pastry Tong	No.	Steel (9")	12	Best Quality		
21.	Soup spoon	No.	Porcelain with printed monogram (NIPA)	120	Forte or Equivalent		
22.	Glass Tumbler	Dozen	Glass	12	Toyo or Equivalent		
23.	Jug Glass	Dozen	Glass	18	Toyo or Equivalent		
24.	Sugar pot	No.	Porcelain with printed monogram (NIPA)	12	Forte or Equivalent		
25.	Milk pot	No.	Porcelain with printed monogram (NIPA)	12	Forte or Equivalent		
26.	Serving tray plastic	No.	Large size	06	---		
27.	Microwave oven	No.	62Ltr	01	Haier or Equivalent		
28.	Water boiler	No.	20ltr	04	China		
29.	Salt Pot	Pair	Glass or pure plastic	36	Best Quality		
30.	Cutting Knife	No.	Steel 13"	20	Kiwi or Equivalent		
31.	Fruit Knife	No.	Steel	60	Kiwi or Equivalent		
32.	Butcher's Cleaver (Toka)	No.	16"	01	Kiwi or Equivalent		
33.	Tea Tank (Steel)	No.	Steel 25Ltr	01	Best Quality		
34.	Plates rack	No.	Plastic 24Pair	05	Best Quality		
35.	Dustbin large size	No.	Plastic Large size Commercial with tyres	04	Best Quality		

Note: Brand shall be accepted (mentioned in Performa)

Bidder Signature & Stamp _____

Mess Officer
Sec/Member Purchase Committee

Deputy Director (A&F)
Member Purchase Committee

Additional Director (A&F)
Chairman Purchase
Committee

National Institute of Public Administration (NIPA) Lahore

78-Shahrah-e-Quaid Azam (Upper Mall) Lahore.

Supply of Electric Items

Name of Firm: _____

NTN: _____ STN _____

Receipt of Tenders: _____

Address: _____

Opening: Date / Time.....

Venue: At National Institute of Public Administration (NIPA) Lahore

Phone No: _____ Fax No: _____

4

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
1.	Wire 3/29 Cable	No.	G.M Cable or Equivalent			03
2.	Wire 23/76	No.	G.M Cable or Equivalent			02
3.	Bulb Holder	No.	Tuff/Oska or Equivalent			10
4.	Capacitor 3.5 W	No.	Fuji or Equivalent			30
5.	Capactor 2.5 W	No.	Fuji or Equivalent			20
6.	Ceiling Light 6``	No.	China Original Equivalent			150
7.	Ceiling Light 8``	No.	China Original or Equivalent			50
8.	Light Plug	No.	Akai or Equivalent			24
9.	Power Plug	No.	Akai or Equivalent			50

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
10.	Two Pin Shoo	No.	Best Quality			12
11.	Single pole Breaker 16 Ampere	No.	Tuff/Oska or Equivalent			24
12.	Single pole Breaker 20 Amper	No.	Tuff/Oska or Equivalent			24
13.	Single pole Breaker 32 Amper	No.	Tuff/Oska or Equivalent			12
14.	Double pole Breaker 32 Amper	No.	Fuji or Equivalent			12
15.	Bed Switch	No.	Fuji or Equivalent			24
16.	Piano Switch	No.	Best Quality			24
17.	Wire Clump	Pkt.	Best Quality			24
18.	Piano Socket	No.	Best Quality			24
19.	AC Capacitor 50 FU	No.	FU or Equivalent			36
20.	AC Capacitor Thimble Led	No.	Akai or Equivalent			36
21.	Muslim Shower	No.	Best Quality			36

Note: Brand shall be Accepted (mention in Performa)

Bidders Signatures & Stamp_____

Incharge Stationery Store

Deputy Director (A&F)

Additional Director (A&F)

Sec/Member Purchase Committee

Member Purchase Committee

Chairman Purchase Committee

National Institute of Public Administration (NIPA) Lahore

78-Shahrah-e-Quaid Azam (Upper Mall) Lahore.

Supply of Computer Accessories/ Printer Toners Items

Name of Firm: _____ NTN: _____ STN _____

Receipt of Tenders: _____ Address: _____

Opening: Date / Time.....

_____ Venue: At National Institute of Public Administration (NIPA) Lahore

Phone No: _____ Fax No: _____

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
Computer Printer Laser Jet Toners China						
1.	Toner-HP-05/A	No.	Original or Equivalent			10
2.	Toner-HP 12/A	No.	Original or Equivalent			05
3.	Toner HP 59/A	No.	Original or Equivalent			08
4.	Toner-HP 85/A	No.	Original or Equivalent			10
5.	Toner-HP 17/A	No.	Original or Equivalent			02
6.	Toner HP 44/A	No.	Original or Equivalent			05
7.	Toner-HP 79/A	No.	Original or Equivalent			04
8.	Toner HP 35/A	No.	Original or Equivalent			03
Photocopier Machine Toners						

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
9.	Toner Photocopier Sharp MX-M464 & 560FT	No.	Original or Equivalent			5
10.	Toshiba Photocopier 2830	No.	Original or Equivalent			5
11.	Flash Drive 16-GB	No.	HP Original or Equivalent			10
12.	Flash Drive 32-GB	No.	HP Original or Equivalent			10
13.	Flash Drive 64-GB	No.	HP Original or Equivalent			5
14.	Keyboard USB Branded	No.	HP or Dell or Equivalent			10
15.	Mouse USB	No.	HP or Dell or Equivalent			40
16.	Mouse Pad	No.	Best Quality			05

National Institute of Public Administration (NIPA) Lahore

78-Shahrah-e-Quaid Azam (Upper Mall) Lahore.

Supply of Consumable Items

Name of Firm: _____ NTN: _____ STN _____

Receipt of Tenders: _____ Address: _____

Opening: Date / Time.....

Venue: At National Institute of Public Administration (NIPA) Lahore

Phone No: _____ Fax No: _____

Sr. No	Description	Unit	Brand or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
1.	Acid	Liter	Local			100
2.	Air-Freshener Dispenser Refill	No.	Imported or Equivalent			10
3.	Air Freshener 300 ML	No.	Afridi or Equivalent			75
4.	Air Freshener Tikki	No.	Roomi or Equivalent			50
5.	Ashtray	No.	Fine Quality			05
6.	Broom Large Thick Sticks	Per Kg.	Best Quality			80
7.	Broom Karri Gulla Set	Set	Best Quality			10
8.	Broom Phool Jharoo	No.	Best Quality			30
9.	Brush Tier Nylon Plastic Large	No	Super Quality			10
10.	Car Body Polish (230 Gram)	No.	Cosmic or Equivalent			5
11.	Car Dash Board Polish (450 ML)	No.	Cosmic or Equivalent			5

Sr. No	Description	Unit	Brand or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
12.	Cell AA	No.	Toshiba or Equivalent			300
13.	Cell AAA	No.	Toshiba or Equivalent			300
14.	Cell Battery 09 Volt	No.	Dura or Equivalent			30
15.	Cell Large Battery	No.	Toshiba or Equivalent			08
16.	Dust Bin Plastic Simple Medium	No.	Deluxe Series or Equivalent			10
17.	Dust Bin Plastic with Cover	No.	Deluxe Series or Equivalent			10
18.	Duster Floor Towel Old Large	Kg.	Super Quality			150
19.	Duster White Cotton Large	No.	Super Quality			100
20.	Duster Soft Large	No.	Super Quality			150
21.	Electric Extension Lead Large with High Quality Wire 4-mtr	No.	Super Quality			10
22.	Extension Remote Bell	No.	Best Quality			10
23.	Finis Oil 425 ML	Bottle	Typhoon or Equivalent			10
24.	Glass Tumbler	Dozen	Toyo Nasic or Equivalent			03
25.	Insect Killer Electric Morten (Machine Liquid)	Set.	Morten or Equivalent			10
26.	Insect Killer Liquid Electrical Refill	No.	Mortein or Equivalent			10
27.	Insect Killer Spray	No.	Mortein 400 ML or Equivalent			30
28.	Lock Tri-Circle 38 mm	No.	China or Equivalent			15

Sr. No	Description	Unit	Brand or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
29.	Lock Tri-Circle 50 mm	No.	Chinda or Equivalent			10
30.	Phenyle White (3-Liter Bottle)	Bottle.	Typhoon or Equivalent			100
31.	Soap Liquid (140ML)	Bottle	Life Buoy or Equivalent			24
32.	Soap Hand Wash Gallon (4.75 Liter)	Gallon	Horeca or Lux Anti-Bacterial			30
33.	Soap 80 Gram	No.	Lux or Equivalent			500
34.	Soap Small	No.	Hoor or Equivalent			400
35.	Surf 90Gram	Pkt.	Excel or Equivalent			50
36.	Sweep Cleaner 550 ML	Bottle	Super or Harpic Power Plus 10X			100
37.	Tea Cup Set Imported	Set	Best Quality			02
38.	Tea Tray Plastic Large	No.	Best Quality			10
39.	Thermos Jug (1.50 Ltr.)	No.	Best Quality			05
40.	Tissue Dispenser N-Folder	No.	Rose-Patel or Equivalent			1500
41.	Tissue Paper Pop-Up	No.	Cleanex or Flora or Equivalent			1500
42.	Tissue Toilet Roll Big Length	No.	Cleanex or Flora or Equivalent			1500
43.	Towel Large	No.	Best Quality			05
44.	Vim Powder (450 Gram)	Pkt.	Lemon Max or Equivalent			100
45.	Wiper Large (Strong-Iron Pipe)	No.	Best Quality			15
46.	W D 40 Spray	No.				05

Sr. No	Description	Unit	Brand or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity

Note: Brand shall be Accepted (mention in Performa)

Bidder Signatures & Stamp_____

Incharge Stationery Store

Sec/Member Purchase Committee

Deputy Director (A&F)

Member Purchase Committee

Additional Director (A&F)

Chairman Purchase Committee

National Institute of Public Administration (NIPA) Lahore

78-Shahrah-e-Quaid Azam (Upper Mall) Lahore.

Supply of Sports Items

Name of Firm: _____

NTN: _____ STN _____

Receipt of Tenders: _____

Address: _____

Opening: Date / Time.....

Venue: At National Institute of Public Administration (NIPA) Lahore

Phone No: _____ Fax No: _____

12

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
22.	Badminton Racket	Set.	Best Quality			04
23.	Lawn Tennis Racket	No.	Best Quality			04
24.	Shuttle Cock	Doz.	Younix or Equivalent			25
25.	Lawn Tennis Ball	No.	Dunlop Ball			50
26.	Volley Ball	No.	Best Quality			02
27.	Table Tennis Racket	No.	Best Quality			04
28.	Table Tennis Ball	Doz.	Best Quality			02
29.	Lawn Tennis Net	No.	Best Quality			01
30.	Badminton Net	No.	Best Quality			02
31.	Table Tennis Net	No.	Best Quality			01
32.	Volley Ball Net	No.	Best Quality			01
33.	Gym Exercise Mat	No.	Best Quality			02
34.						

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity

Note: Brand shall be Accepted (mention in Performa)

Bidder Signatures & Stamp _____

Incharge Stationery Store

Sec/Member Purchase Committee

Deputy Director (A&F)

Member Purchase Committee

Additional Director (A&F)

Chairman Purchase Committee

National Institute of Public Administration (NIPA) Lahore

78-Shahrah-e-Quaid Azam (Upper Mall) Lahore.

Supply of Stationery Items

Name of Firm: _____

NTN: _____ STN _____

Receipt of Tenders: _____

Address: _____

Opening: Date / Time.....

Venue: At National Institute of Public Administration (NIPA) Lahore

Phone No: _____ Fax No: _____

14

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
1.	Ball Point Simple	No.	PIANO 0.8/Crystal or Equivalent			1000
2.	Ball Point	No.	Signo Gel ink roller ball or Equivalent			250
3.	Binder Clip All Size	Pkt.	Ding-Li/ Diamond or Equivalent			5
4.	Binding Card (Different Colour) A/4 150 Gram 100 Sheets	Pkt.	Art Paper (Imported) or Equivalent			07
5.	Binding Plastic Sheet A/4 18mm 100 Sheets	Pkt.	Spectra or Equivalent			05
6.	Blanco/Fluid with Thinner	Set.	Pelikan Germany or Equivalent			50
7.	Calculator Large Size 14 Digit	No.	Citizen CT-7712 or Equivalent			05
8.	Card Lamination Plastic	No.	250-MIC 63x93 or Equivalent			05
9.	Card Lamination A4	Pkt.	Best Quality			05

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
10.	Card Ribbon Doori Blue & Green (Standard Size)	No.	Fine Quality			300
11.	Drafting Pad 7"x4" (Spiral Binding) Printed NIPA Office Logo	No.	As per sample			50
12.	Drafting Note Book 7"x9" (Printed NIPA Office Logo)	No.	As per sample			300
13.	Edging Knife Large Size with blade	Pkt.	Darcko or Equivalent			05
14.	Envelop - 9"x4" (Printed NIPA Office Logo)	No.	As per sample			2500
15.	Envelop File size (Printed NIPA Office Logo)	No.	As per sample			400
16.	Envelop A4 Size (Printed NIPA Office Logo)	No.	As per sample			500
17.	Eraser	No.	Best Quality			300
18.	File Board Best Quality	No.	Office Logo			500
19.	File Cover Printed 350 Gram Art Card Imported	No.	As per sample			2500
20.	File Folder Box (Different Colour)	No.	Ideal Fling or Equivalent			50
21.	File Folder Ring 2D A/4 Plastic (Different Colour)	No.	Ideal Fling or Equivalent			100
22.	File Folder Top Transparent Plastic A/4 (Different Colour)	No.	Billi A-320 or Equivalent			500
23.	File Tag Small 6" Colored Fine Quality	Gathi	Local Brand			50
24.	Gum Stick 40 Gram	No.	UHU or Equivalent			50
25.	Highlighter Text Marker (Different Colour)	No.	Pelikan(Germany) or Equivalent			80
26.	Name Plate Plastic Best Quality	No.	Local Made			100
27.	Log Book	No.	Best quality			10

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
28.	Paper Clip 30 MM (Coloured) 28mm 100 Pieces in Box	Pkt.	Kido Color or Equivalent			50
29.	Paper Laser Coloured A/4 100 Sheets	Pkt.	Spectra or Equivalent			100
30.	Paper Laser A/4 500 Sheets 80 gram	Ream	Double-A or Equivalent			500
31.	Paper Laser Letter Head Yellow 90 Gram (500 Sheets)	Ream	Imported Paper (Quran)			06
32.	Pen Ink Doller	No.	Doller or Equivalent			05
33.	Pencil Lead	Pkt.	Fiber Castle or Equivalent			42
34.	Peon Book 100 pages	No.	Rizwan or Equivalent			10
35.	Permanent Marker	No.	Dollar No.70-90 or Equivalent			12
36.	Post it Pad All Size in Different Colored	Pkt.	Sensa or Equivalent			75
37.	Punch Single Large (Manual)	No.	Local			15
38.	Register Expenditure 200 pages	No.	Best quality			06
39.	Register Cash Book	No.	Best Quality			06
40.	Scissor 8"	No.	Deli or Equivalent			20
41.	Separator Set Plastic A/4	No.	China or equivalent			150
42.	Sharpener	No.	Dux or Equivalent			300
43.	Stam Paid	No.	Best quality			02

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
44.	Stapler Machine Medium	No.	Kangaro-DS-45NR or Equivalent			10
45.	Stapler Machine Small	No.	Kangaro-HS-10Y or Equivalent			05
46.	Stapler Pin 24/06	No.	Dollar or Equivalent			100
47.	Stapler Pin Small	No.	Dollar or Equivalent			50
48.	Participants Bag with tag	No.	As per sample			250
49.	NIPA Shield	No.	As per sample			250
50.	Tape Binding 1" Black 10 Yard	No.	Sensa or Equivalent			15
51.	Tape Binding 2" Black 20 Yard	No.	Sensa or Equivalent			15
52.	Tape Double Side 1"	No.	Sensa or Equivalent			05
53.	Tape Masking 1"	No.	Abro or Equivalent			05
54.	Tape Packing 2" Brown	No.	PVC or Equivalent			10
55.	Tape Scotch 1"	No.	Sensa or Equivalent			100
56.	Time Table Stand Plastic	No.	Local Made			05
57.	White Board Marker	No.	Dollar or Equivalent			24

Note: Brand shall be Accepted (mention in Performa)

Bidder Signatures & Stamp_____

Incharge Stationery Store

Deputy Director (A&F)

Additional Director (A&F)

Sec/Member Purchase Committee

Member Purchase Committee

Chairman Purchase Committee

