

**GOVERNMENT OF PAKISTAN**  
**HQ NATIONAL LOGISTIC CELL**  
**INVITATION TO TENDER FOR SUPPLY OF PRINTING MATERIAL-NLC**  
**INSTRUCTION TO TENDERERS - WORDS OF CAUTION**

1. **Participation of Tender**. The tender can be participated by following: -
  - a. **Authorized Dealers / Sellers / Re-Sellers with sustained financial capability**
  
2. **Quoting of Printing Material**
  - a. All items must be quoted otherwise bid will be rejected.
  - b. Tender will be awarded to Lowest quote in each item.
  
3. **Eligibility / Bid Qualification Criteria**. The bidder must prove his eligibility by completing the Bid Qualification Criteria as following.

<b>Ser</b>	<b>Check List</b>	<b>Yes / No</b>
a.	Tender Fee	
b.	Bid Security	
c.	Copy of NTN / STRN and Active Tax Filler with 100% compliance	
d.	Certificate to compliance to the Standards as per NLC requirements	
e.	60 x Days Offer Validity	
f.	Confirmation to Delivery Period	
g.	Not Blacklisting Affidavit (must be provided)	

h.	Certificate to accept all conditions of tender	
i.	List of Major Clients	

4. **Special Conditions**

- a. Quoted stationary items/Printing material should be Brand New.
- b. Firms are only allowed to quote only 1 x variant / quality in each item
- c. Offers must be prepared on firm's letter head, accompanied by the schedule to tender duly completed / signed / stamped by authorized executive (by name) of the firm without which the offer will not be entertained.
- d. Prices quoted by firm will be valid for one year from the date of LOI.

5. **Rejection of Bid.** A bid will be rejected under following circumstances: -

- a. Bids not qualifying the bid evaluation criteria as mention above.
- b. Partial Bid.
- c. Non responsive bid to any single required criteria / specification
- d. Non submission of Tender Fee & Bid Security
- e. Late submission of tender from given date & time

6. **Particulars and Specifications.** Complete BOQ given at Annexure B

7. **Delivery of Tender.** The original copy of the tender is to be enclosed in single envelope marked as "Commercial Offer". The cover should be sealed and bear

tender Enquiry Number and date of opening, while the outer cover should bear only address of this office without any indications.

8. **Provision of Tender Sample.**

- a. Firms will bring 2 x Sample of each quoted. items . (Compulsory)
- b. One sample of successful bidders will be retained and 2<sup>nd</sup> sample will be returned.
- c. The tender sample of Successful firm will be merged in supplied Qty of printing material on completion of supplies.
- d. Both samples of Un-Successful firms will be returned

9. **Date and Time for Submission of Tender.**

- a. Tender will be opened in NLC Printing Press Mandra Rawalpindi by the date and time specified in tender notice.
- b. Tender can be submitted by hand or by post.
- c. Tender must be dropped in the tender box before given time.
- d. NLC will not be responsible for delay occurring in post.

10. **Pre Bid meeting.** It will be held on 1<sup>st</sup> June 2026 (Monday) in HQ NLC ,Harding Road , Rawalpindi (in Support Br conference Room).

11. **Price**

- a. The firms must quote prices inclusive of all taxes, packing, delivery charges or installation etc.
- b. The price must be quoted in **PAK RUPEE** in figures and words at the appropriate space of the schedule to tender.
- c. Additional information, if any, must be linked with entries on the Schedule to  
Prices quoted should be firm and final.
- d. Tax exemption (if any) may be provided with the tender documents.

- e. Firm's financial offer must be on letter head duly signed and stamped by executive authority, otherwise offer will be rejected
12. **Validity of Offers.** The validity period of quoted rates will be one year from date of LOI.
13. **Delivery Period.** Equipment must be delivered within 10 x days after issuance of PO at prescribe location, beyond which Late Delivery Charges will apply.
14. **Packing.** Unless a method of packing is indicated in the specification in the schedule to tender form, the method of packing proposed by supplier must be described in schedule to the tender form. Contractors are at liberty to quote for additional alternative sizes and description of packs and these must be described in the schedule of tender. Packing should be such that item shall not damage in transit till place of delivery. **SAFE DELIVERY OF ITEMS IS SOLE RESPONSIBILITY OF FIRM.**
15. **Inspection** Final Inspection will be carried out by the consignee after delivery for any damages / breakages during transportation and ensuring the quality of delivered stores.
16. **Arbitration.** Any bidder feeling aggrieved by any act of procuring agency after submission of his bid and prior to award of the contract may lodge a written complaint to procurement agency under Rule - 48 PPRA.
17. **Risk and Expense.** Failure to supply the goods quoted or failure to meet the commitment made regarding delivery schedule, specifications, short supplies etc will authorize HQ NLC to purchase the items at firm's risk and cost.
18. **Force Majeure.** The supplier will not be held responsible for any delay occurring the supply of contracted stores due to event of force majeure such as Act of God, War, Riots, Civil Commotion's Strikes, lock out or disturbance directly affecting the supply over which the supplier has no control. In such an event the contractor shall inform the Purchaser within 15 days of the happening in writing. Non-availability of raw

material for the manufacture of stores or the export permit for the export of the contracted stores from the country of its origin shall not constitute Force Majeure.

19. **Late Delivery.** Late Delivery charges will be imposed @ 1% per month on total cost of late supplied items as per contract with effect from original delivery date.
20. **Terms of Payment**
- a. 100% Payment will be made after delivery and Final Inspection and issuance of CRV (Certified Receipt Voucher) by the consignee of respective PO.
  - b. No advance payment is allowed
21. **Tender Fee and Earnest Money.** Both will be prepared in the shape of bank draft in favor of **National Logistics Corporation HQ Main Account** and submitted along with the offer as per following:
- a. **Tender Fee.** Rs 2,000 /- (Rupees Two Thousands in shape of Pay Order / Bank Draft)
  - b. **Bid Security.** Rs 100,000/- (Rupees One Lac in shape of Pay Order / Bank Draft).
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22. **Bank Guarantee**
- a. Performance Bank guarantee valuing 5% of the contract value must be provided / deposited by the successful firm for award of contract, within 15
  - b. days from the signing of the contract / issuance of Letter of Intent (whichever is earlier).
  - c. The Guarantee should be from a schedule bank of 'A' rating and valid till one month after warranty period.
  - d. Firm may option to deposit Pay order of equal amount on PBG.
23. **Warranty Period.** The **warranty period** of printing material will be **6 x months** starting from the date of CRV. Firm will give comprehensive local warranty (duly supported by the OEM).

**HEADQUARTERS NATIONAL LOGISTIC CELL**  
**GENERAL CONDITIONS GOVERNING CONTRACT**

- a. Tender will be opened at NLC Printing Press, Mandra ,Rawalpindi at Date and Time mentioned in the newspaper advertisement.
- b. Tender will be submitted in accordance with PPRA Rule 36 (a) i.e. Single Stage – Single Envelope Procedure
- c. Detail of items to be procured is as attached as Anx “A” to the tender documents.

**NL-3**

Address\_\_\_\_\_

Telephone\_\_\_\_\_

Code Used\_\_\_\_\_

From: \_\_\_\_\_

To:

**THE DIRECTOR GENERAL  
NATIONAL LOGISTIC CELL QMG's BRANCH  
R.A. BAZAAR GHQ RAWALPINDI**

Dear Sir,

I/We hereby offer to supply to the Director General NLC, the stores as per detail in the Scheduled hereto or such portion thereof as you may specify in the contract at the prices given in the said schedule and agree to hold this offer open till \_\_\_\_\_ . I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

2. I/We have understood the instructions to Tenders and Conditions of Contract as laid down in form NL-2 to "General Conditions Governing Contracts" and have thoroughly examined the specificity/drawing and or pattern quoted in the schedule hereto and am/are fully aware to the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

3. Recommended technical manual/ data are also enclosed with the offer.

4. The following pages have been added to and form part of this tender: -

Your faithfully  
(Signature of Tendered)

Address\_\_\_\_\_

Dated \_\_\_\_\_

Signature of witness\_\_\_\_\_

Address\_\_\_\_\_

**DEMAND RAW MATERIAL 2026-27**

SR #	ITEMS	Preferred Quality OR Equivalent	A/U	QTY	PRICES	G.S.T	TOTAL	GRAND TOTAL
1	Acid Khatta	LOCAL	Btl	100				
2	Alco blue (1 Liter)	SPRING	Btl	100				
3	Art card 22x28 300 gm	PENDO	Pkt	300				
4	Art Card 25x36 300 gms 100 Sheets	PENDO	Pkt	90				
5	Art Paper 23x36 135/128 gms white	IMPORTED	Ream	8				
6	Ball Point Normal PIANO PRO	Piano	Pkt	200				
7	Benzole (Tin Pack) 01 Liter	SPRING	Tin	150				
8	Blades for cutter Large Darku	CHINA	Nos	100				
9	Blanket Cleaner	SPRING	Ltr	150				
10	Blanket Roland(Machine Parts)(40x40)	KAO (4xPLY)	Nos	5				
11	Blanket Rota (Machine Parts)	KAO (4xPLY)	Nos	2				
12	Blanket Solna	KAO (4xPLY)	Nos	2				
13	Brown card 22x28 220gm	LOCAL	Pkt	50				
14	Carbonless paper 17x24 52 gm	GREEN STAR	Ream	15				
15	Carbonless paper 24x34 48 gm	GREEN STAR	Ream	550				
18	Cloth Binding tape 2" all color 94/aps	LOCAL	Nos	1800				
19	Cloth for Binding 1 x 40 Mtr	LOCAL	Mtrs	900				
20	Colour Paper (80 gm) spectra all colour	SPECTRA	Pkt	10				
21	Corrector	FUJI/CHINA	Btl	10				
17	Cortton Rags	LOCAL	KGS	250				
16	Cream Fancy Paper 18x24 120 GMS	IMPORTED	Ream	30				

RESTRICTED

22	Developer (1 Liter)	DP10	Btl	250				
23	Dori (White / for Envelope)	LOCAL	BDL	150				
24	Dumping Tube (3.25")	LOCAL	Inch	900				
25	Elfie (Large 50 gm)	GMSA	Nos	8				
26	Empty cotton 13"x18"x36"	LOCAL	Nos	1200				
28	Fancy Card 22 x 28 (Cream Clr) 210gm	M. REAL	Pkt	2				
27	Fancy Card 22 x 28 (Cream Clr) 300gm	M. REAL	Pkt	15				
29	Figure Stamp 6 Digit	CHINA	Nos	50				
30	File Card 22x28 Blue Coloures 220 gm	LOCAL	Pkt	150				
31	File clip Plastic	LOCAL	Pkt	250				
32	File clip steel	LOCAL	Pkt	50				
33	Gatta Kci/Lhr 28'x30'	LOCAL	Bndl	150				
34	Glue spec	Mowlith	Kgs	350				
35	Gum Stick	Dollar	Nos	5				
36	I-let Black no 350	LOCAL	Kgs	80				
37	I-let Golden	LOCAL	Kgs	10				
38	Ink black peony	PEONY	Pound	400				
39	Ink Bronze Blue peony	PEONY	Pound	10				
40	Ink Bronze Red peony	PEONY	Pound	10				
41	Ink Colour Printer Epson (Set of 6)	EPSON	Set	1				
42	Ink Compound 1 Kg	DHIAN	Tin	5				
43	Ink Dhian Black	DHIAN	Pound	30				
44	Ink Dhian Blue	DHIAN	Pound	30				

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45	Ink Dhian Red	DHIAN	Pound	30				
46	Ink Dhian Yellow	DHIAN	Pound	30				
47	Ink Drier 1/4	DHIAN	Btl	1				
48	Ink Golden	DHIAN	Pkt	1				
49	Ink Reducer 1/2 kg	DHIAN	Tin	20				
50	Ink Silver	DHIAN	Kgs	1				
51	Ink Solo Past 1 Kg	DHIAN	Tin	25				
52	Mat paper 23x36 128 gms	IMPORTED	Ream	8				
53	Mat paper 23x36 150 gms	IMPORTED	Ream	2				
54	Needle 2-1/2" for Register Binding	china	Nos	30				
55	Numbering Machine	deli	Nos	5				
56	Numbering Machine	MAX 7506	Nos	5				
57	Packing Patri	LOCAL	Kgs	50				
58	Packing Patti Roll	LOCAL	Kgs	80				
59	Packing Tape 3 x35 YDS	LOCAL	Nos	800				
60	Paper 17x24 Yellow light colour	Crown Brand	Ream	1				
61	Paper 17x27 55 gm Premier	PREMIER/PQB	Ream	80				
62	Paper 17x27 68 gm PQB Premier	PREMIER/PQB	Ream	100				
68	Paper 17x27 70gm offset pkg	Offset Packges	Ream	50				
63	Paper 18x23 CB	LOCAL	Ream	6000				
64	Paper 23 x 36 100 gm	IK	Ream	10				
65	Paper 23 x 36 55 gm	Premier / PQB	Ream	300				
66	Paper 23x36 68 gm PQB	Premier / PQB	Ream	30				

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67	Paper 23x36 70 gm offset pkg	TAHREER	Ream	90				
69	Paper 27x34 70 gm offset	BULLAHSHAH	Ream	50				
70	Paper 70 gm A-4 / offset / imported	COPYMATE	Ream	30				
71	Paper Legal 70 gm	COPYMATE	Ream	5				
72	Photo card 300 gm both side glazed (Echo) 500 sheets	ECHO	Pkt	1				
73	Plastic Dori GOOD QUALITY	LOCAL	Kgs	200				
74	Plate Cleaner	SPRING	Ltr	50				
75	Plate Roland	HOWA (CHINA)	Nos	200				
76	Plate Rota	HOWA (CHINA)	Nos	500				
77	Plates Solna	HOWA (CHINA)	Nos	400				
78	Polythene Bags (36 x 48)	LOCAL	Nos	600				
79	Scotch Tape 1" 94 Ft approx.	LOCAL	Nos	30				
80	Shiner	SPRING	Btl	250				
81	Stapler Machine (Large Size)	DELI CHINA	Nos	4				
82	Stapler Machine (Small Size)	DELI CHINA	Nos	2				
83	Stapler pin (23x10)	WASHIN	Pkt	50				
84	Stapler pin (23x13)	WASHIN	Pkt	50				
85	Stapler Pin (23x15)	WASHIN	Pkt	50				
86	Stapler pin (23x17)	WASHIN	Pkt	50				
87	Stapler Pin (23x20)	WASHIN	Pkt	400				
88	Stapler Pin (23x24)	WASHIN	Pkt	25				
89	Stapler Pin (23x8)	WASHIN	Pkt	25				
90	Stapler Pin (24x6)	DOLLAR	Pkt	60				

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91	Thread	PARRI MARKA LOCAL	Roll	10				
92	Thread (Heavy / Sooti)	PARRI MARKA LOCAL	Roll	10				
93	Tiger board 23x36 210 gms 100 sheets	LOCAL	Pkt	200				
94	Trasing Paper A3 85gm 100 SHEETS	AXIS	Pkt	20				
95	Trasing Paper Legal 80gm	AXIS	Pkt	10				

**Note**

- a. Firms are requested to quote rates exactly as per above serial numbers and names of item. It is compulsory to quote in each item .In case firm did not quote in any item its quotation can be rejected.
- b. Price is required to be quoted on **FOR** basis, which must include delivery, installation charges, and all taxes / duties.
- c. Firm must submit their financial offer as per above mentioned schedule to tender.
- d. Prices quoted will be valid for one year. User will put up demand “as and when req basis” through the year. Firm will be responsible to supply the demanded items within 10 x days of issuance of PO.
- e. Prices are required to be quoted for **FOR RAWALPINDI / MANDRA BASIS**.
- f. Firm will provide free replacement of rejected printing material if rejected by board of officers.
- g. Company shall deliver complete material to **NLC Printing Press at Mandra, Rawalpindi**. However, pre Bid meeting will be held in HQ NLC, Conference room of Support Branch near AFIRM Hospital on Harding Road, Rawalpindi.
- h. **Contact Persons:** Major ® Farooq 0321- 5296621 &  
Nk Muhammad Anwar Khan 0336 - 0395578

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